



HORRY GEORGETOWN TECHNICAL COLLEGE

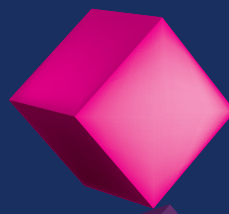
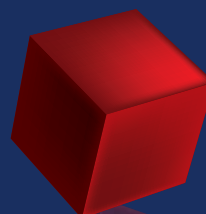
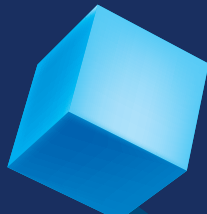
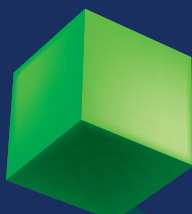
OCEANS OF POSSIBILITIES

visit us: www.HGTC.edu



COLLEGE CATALOG & student handbook

2011-2012



visit us online at www.hgtc.edu
or call (843) 349-5277



HORRY GEORGETOWN TECHNICAL COLLEGE



Catalog & Student Handbook 2011-2012

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

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 <http://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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2011 – 2012 ACADEMIC CALENDARS

Related Financial Aid Deadlines for Fall 2011

April 1	Reminder Priority deadline Fall 2011 Financial Aid
June 15	Fall VIP Payment Deadline-Paid Students eligible for VIP Program
July 21	Reminder - First tuition deadline for Fall 2011Purge for nonpayment
August 5	Fall Application Deadline

FALL SEMESTER 2011

August 11	Reminder - Second tuition deadline Fall Semester nonpayment purge
August 12	Late Registration Fees apply for Fall 2011 classes
August 15	Academic Year begins – Faculty return
August 15-19	In-Service/Faculty Administrative days
August 18	Reminder - Final tuition deadline Fall Semester purge for nonpayment
August 22	Classes begin full Fall
August 26	Last day to Add/Drop for full Fall
August 29 – Sept. 2	Report of Non-Attendance full Fall
September 5	Labor Day Holiday – College closed
September 9	Reminder - Final tuition deadline- Late Start purge for nonpayment
September 12	Classes begin – Late Start
September 14	Last day to Add/Drop for Late Start
October 24	Registration for Spring begins
October 28	Deadline for withdrawals non-punitive grade for full Fall Semester & Late Start
November 23	No Classes
November 24-25	Thanksgiving Holidays – College Closed
November 29	Full Fall, & Late Start – last T/R class
November 30	Full Fall, & Late Start– last M/W class
December 1	Reminder - First tuition deadline - full Spring purge for nonpayment
December 2	Full Fall, Late Start-last M/W/F and last W/F class
December 2	Late Registration fees apply for Spring 2012
December 5	Study Day for Students
December 6, 7, 8, 9	Exams – full Fall & Late Start
December 13	Grades due 8:00 am
December 14	Students can view grades 5:00 pm
December 12-16	Faculty Administrative Days
December 16	Spring 2012 Application Deadline
Dec. 19 – Jan. 1	Winter Holidays – College closed

SPRING SEMESTER 2012

January 2	College Reopens – Faculty Return
January 2-6	Faculty Administrative Days
January 9	Classes begin Full Spring
January 12	Reminder - Final tuition deadline -Spring purge for nonpayment
January 13	Late Registration Fees Apply
January 13	Last day to Add/Drop full Spring classes
January 16	Martin Luther King, Jr. Day – College closed
January 17-23	Report of Non-Attendance full Spring Semester
January 27	Reminder - Final tuition deadline -Late Start purge for nonpayment

January 30	Classes begin Late Start
February 1	Last day to Add/Drop Late Start
February 2-8	Report of Non-Attendance Late Start
March 12 - 16	Spring Break – no classes
March 28	Deadline for withdrawals non-punitive grade for full Spring & Late Start
April 2	Registration begins for Summer and Fall 2012
April 6	No classes – Faculty Admin Day (Good Friday)
April 19	Full Spring, & Late Start – Last T/R class
April 23	Full Spring, & Late Start – Last M/W class
April 25	Full Spring, & Late Start – Last M/W/F & W/F class
April 27	Full Spring, & Late Start – Last F only class
April 27	Study Day for Students
April 30 - May 3	Exams – full Spring and Late Start (No evening exams May 3)
May 4	Scholar’s Brunch 10:00 a.m.
*May 4-11	Faculty Administrative Days
May 7	Grades due by 1:00 pm
May 7	Commencement
May 8	Students can view grades 5:00 pm
May 11	9 month employment agreement ends

SUMMER SEMESTER 2012

May 14	Chairs return, Summer employment agreements begin
May 17	Reminder -Final tuition deadline full Summer & Summer I purge for non-payment
May 18	Late Registration Fees Apply
May 21	Faculty, Asst Chairs return, Summer employment agreement begins
May 21	Classes begin for Full and Summer I
May 23	Last day to Add/Drop Summer I
May 24	Last day to Add/Drop full Summer
May 24-30	Report of Non-Attendance for Summer I
May 25-31	Report of Non-Attendance for full Summer
May 28	Memorial Day – College Closed
June 14	Deadline for withdrawals non-punitive grade – Summer I
June 21	Summer I classes end
June 22	Summer I exams
June 22	Reminder - tuition deadline -Summer II purge for nonpayment
June 25	Summer I grades due by 5:00 pm
June 25	Summer II classes begin
June 27	Last day to Add/Drop Summer II
June 28 - July 10	Report of Non-Attendance for Summer II
July 2-6	Independence Holidays – No classes (July 4-6 College closed)
July 9	Deadline for withdrawals non-punitive grade – full Summer
July 26	Deadline for withdrawals non-punitive grade – Summer II
August 2	Summer II ends
August 3	Full Summer ends
August 6,7,8	Full Summer & Summer II Exams
August 9	Full Summer and Summer II grades due by 5PM
August 10	Summer employment agreements end

SATURDAY CALENDAR 2011-2012

Fall Semester 2011

August 27	Classes begin
November 26	Thanksgiving Holidays
December 3	Last Saturday class
December 10	Final exams

Spring Semester 2012

January 14	Classes begin
March 17	Spring Break
April 21	Last Saturday Class
April 28	Final exams

Summer Semester 2012

May 19	Classes begin
July 7	July 4 Holiday - No Classes
July 28	Last Saturday Class
August 4	Final exams

*This calendar is designed for full-term classes. Classes scheduled in accelerated formats are adjusted to meet the required hours.

*Updates to the Academic Calendar are posted on WaveNet.

***HGTC to CCU Bridge students should consult the Bridge Calendar.**

Note: The Calendar Committee ensures correct number of class meetings. In fall semester, TR ends earlier due to impact of one holiday for TR classes and two holidays for MW, WF and MWF classes.

GENERAL INFORMATION ABOUT THE COLLEGE

Mission Statement

The mission of Horry-Georgetown Technical College is to provide accessible, affordable, high-quality, comprehensive two-year collegiate education and workforce development; to provide a student centered environment and inspire lifelong learning; to promote learning through teaching excellence; to promote community service and embrace diversity; to promote economic growth; and to embrace technological innovation in instruction and workplace applications.

Role and Scope

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 7,750 to 9,500 college credit curriculum students (fall headcount) and providing continuing education programs for 8,000 to 10,000 participants per year. The College provides services to the individuals and employers of Horry and Georgetown Counties, and 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.

To promote achievement by ethnically, socially, and economically diverse individuals, the College maintains open admissions. The College provides students with the opportunity to acquire 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 workforce development activities, college transfer education, and 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.

Approved by HGTC Area Commission, February 10, 2011

Approved by S.C. Commission on Higher Education, April 12, 2011

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. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Horry-Georgetown Technical College.

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

The **Cosmetology** program is licensed by the Board of Cosmetology of the South Carolina Department of Labor, Licensing and Regulation.

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

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

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

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

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

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 the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP); Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org

The **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 850, Atlanta, Georgia 30326 (404-975-5000).

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 Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education 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 **Pharmacy Technician** program is accredited by the American Society of Health System Pharmacists, Accreditation Services Division, 7272 Wisconsin Avenue, Bethesda, MD, 20814.

The **Physical Therapist Assistant** 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, Alexandria, VA, 22314; phone 703-706-3245; e-mail: accreditation@apta.org).

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.

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 Section 504, Title II and Title IX 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

HGTC complies with The Americans with Disabilities Act (ADA) of 1990 which makes it unlawful 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.

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. Also, pursuant to South Carolina law, to be considered for admission, applicants to the College must be U.S. citizens or be legally present in the United States.

As a student admitted to HGTC, you will be 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:

- I. **Be 18 years old or possess a high school diploma or its equivalent;**
Exceptions to above:
 - i. 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.
 - ii. 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.
- II. 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.**
- III. 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.

- IV. **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.

* Certain programs of study require additional information for admission to the program.

For Transfer Students to HGTC

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

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

II. 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 to HGTC

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/Re-Admission

Some majors at HGTC are continually changing due to the nature of the profession. The following courses have transfer and program admission/re-admission time limits. Students with questions should contact their academic advisor.

Limit - Prefix/Course Major/Subject area

One year

- PNR Practical Nursing
- RAD Radiologic Technology
- SUR Surgical 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

- OST Office Systems Technology

Seven Years

- ECD Early Care and Education

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
- NRM Natural Resource Management
- WLD Welding

For Undeclared Major Students

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

- I. 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. Students must submit Change of Major form to declare a major.

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:

- I. Complete the Admissions Application and pay the application fee;
- II. Prospective students who do not speak English as their primary language must submit proof of English language proficiency. A minimum computer-based score of 173, internet-based score of 61 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;
- III. Provide copies of current visa and passport documents, including both sides of the I-94 card;
- IV. Provide official English language transcript of High School/Secondary School records;
- V. 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 form I-20 will be prepared when the deposit is paid. Students are also required to file form I-901 and pay the \$200 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.

NOTE: It is the STUDENT'S responsibility to ensure all required documents are current and maintained in keeping with all applicable laws and regulations.

For Returning Students

Returning students are those who previously enrolled in an associate degree, diploma or certificate program at HGTC, 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 or other dually-enrolled students must submit a new HGTC application (fee waived, if within twelve months) prior to re-enrolling as an HGTC student in order to identify a major (program of study) and be recognized as a college student for financial aid eligibility.

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 who continue their education at HGTC must submit HGTC Admissions Application (fee waived if within twelve months) to identify a major (program of study) and be recognized as a college student for financial aid eligibility. Students are responsible for meeting admissions requirements and checking with the institution(s) to which they plan to transfer after high school to ensure transferability of courses from HGTC.

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 awarded for satisfactory completion of several C.A.T.E. programs in schools in Horry and Georgetown counties. The complete listing for each county is available at www.hgtc.edu, for high school students/staff.

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 institution and 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-Teaching Transfer Emphasis), with Coastal Carolina University for Psychology/Sociology Majors (HGTC's Criminal Justice and Human Services majors) and Graphic Design (HGTC Digital Arts).

Horry-Georgetown Technical College and Coastal Carolina University Bridge Program

HGTC and CCU have created a successful collaboration which stipulates that students enroll at HGTC to begin a strong first-year academic experience in preparation for transfer to CCU. The Bridge program is available by invitation only, extended by CCU, to students who demonstrate potential for success. Those who are invited have completed the application process for CCU; Bridge eligible students are then notified by CCU of their selection for the Bridge program, and invited to participate. Bridge students must fulfill Bridge program requirements for eligibility to transfer to CCU from HGTC. For more information, visit www.coastal.edu/admissions/bridge/

In addition, Bridge programs have been established with Francis Marion University, Lander University and University of South Carolina to facilitate transfer for students.

Limited Access Programs Acceptance Requirements

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. Applicants must complete HGTC Admission requirements and the additional program admission requirements.

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 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. For more information about the application procedure and/or status of each limited access program, contact the Admissions Office at any campus.

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. It is the responsibility of the applicant or student who would like to request a review of his/her residency classification to 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 by the announced deadline. 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 Registrar's Office. 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 or enroll in a payment plan at the time of registration. Fees may be paid by cash, check, money order, VISA, MasterCard or Discover, or through Financial Aid disbursement.

Late Registration Fees

A late fee is charged to students who register after the tuition deadline which is announced for each semester.

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 is charged for any class for which a student is enrolled after the drop period.

Tuition refunds will be made according to this refund policy schedule:

Withdrawal or reduction in credit hours

Tuition and Fees Refund %:

Before classes begin: 100%

During the Add/Drop period: 100%

Seven (7) calendar days after the Add/Drop period: 50%

Fifteen (15) calendar days after the Add/Drop period: 0%

Note: Refunds for terms that vary in length from the traditional semester term will be proportional to the semester term. Refunds for accelerated classes must be requested through Student Accounts. For canceled classes, a full refund for the cost of the class (es) will be refunded, either to the student or to the student's account balance.

Refunds will be processed after the add/drop period. All refunds are mailed to the student's address of record at HGTC, unless the student has requested to receive refunds via direct deposit into a checking or savings account. Students may set up direct deposit on their WaveNet accounts.

All refunds will be processed and payable by check, direct deposit, or charge card credit or as credit to HGTC account balance within 4-6 weeks after the start of the term.

Financial Aid Refunds (TITLE IV Recipients)

Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. We strongly urge students to consult with an academic advisor and a financial aid counselor to help with decisions about withdrawing. View the College's Return to Title IV Policy which provides an example of a Title IV Refund <http://bluedasher.tynken.com/documents/hgtc/refundoftitleIV.pdf>.

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.

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 Office of the Registrar. For non-credit courses, appeals are addressed in writing 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. THE FAFSA is required as a first step for most financial aid programs. (Go to www.fafsa.ed.gov for information.)

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;
- register 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.

STUDENTS MUST CHECK THEIR WAVENET ACCOUNTS (Student Requirements) TO DETERMINE IF ALL FAFSA REQUIREMENTS ARE MET; IF NOT, FINANCIAL AID AWARDS ARE DELAYED. WAVENET ACCOUNTS PROVIDE ACCOUNT BALANCES, STUDENT REQUIREMENTS AND MORE. Visit WAVENET CENTRAL FOR ASSISTANCE.

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 has applied and 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 aid awards or scholarships for the following Fall Semester, applications should be submitted prior to April 1.

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 \$400 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.

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. Repayment for these loans begins 6 months after graduation or 6 months after the students is no longer enrolled half time.

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. Repayment for these loans begins 6 months after graduation or 6 months after the students is no longer enrolled half time.

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. Repayment for these loans begins 60 days months after the second disbursement as been made.

Financial Aid Refunds (TITLE IV Recipients)

Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. We strongly urge students to consult with an academic advisor and a financial aid counselor to help with decisions about withdrawing. View the College's Return to Title IV Policy which provides an example of a Title IV Refund <http://bluedasher.tynken.com/documents/hgtc/refundoftitleIV.pdf>.

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 book 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 earning a minimum 3.0 cumulative 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.

The Information on Need-Based Grants is subject to change either by the SC Legislature or the SC Commission on Higher Education. You may view the most recent guidelines for the State Need-Based Grant program at www.che.sc.gov. Click on Student Services and select State Need-Based Grant.

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; 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.

Satisfactory Academic 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. View the HGTC Satisfactory Academic Progress Policy at http://www.hgtc.edu/int_y.php?pageid=51

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. 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. 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.

SCCCCD TEACH Program

The SC Center for Child Care Career Development provides funding for employees of State-regulated childcare centers who seek to continue their education. Funding may include both tuition and books. Inquiries should be directed to the SCCCDCD at 1-866-845-1555 (Toll-free) or Box 5616, Greenville, SC 29606.

HGTC Foundation Scholarships

Since 1978, the College's efforts to meet the educational needs of Horry and Georgetown Counties have been supported by 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, visit www.hgtc.edu or e-mail the Financial Aid Office at financialaid@hgtc.edu.

Emergency Student Loans

To request a loan, ask about eligibility in the Financial Aid Office. Because these are loans, repayment may be required.

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 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.

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, only if space is available, provided that the student is a legal resident of South Carolina, meets admission requirements and that neither the student nor his or her spouse is a full-time employee.

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 provides a Veterans Affairs Coordinator in the Financial Aid Office to assist students with VA-related issues. Call 843-349-5928.

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.

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. The Guided Plan for Success (GPS) is a comprehensive process to assure that students have opportunities for support and assistance to assure their success.

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. These services are available upon request in Student Services offices located on each campus.

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.

NOTE: It is the STUDENT'S responsibility to self-identify as needing accommodations and to provide acceptable documentation. Accommodations may be provided only once the student has self-identified, documentation has been submitted and appropriate accommodations have been determined and accepted.

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) or their designees will immediately contact a family member.
4. If accidental injury occurs during evening classes, 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. Replace lost ID cards immediately at the Security Office.

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. 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, WGTV 1400 AM, WJYR 1450 AM, WLNC 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.

Public Safety

HGTC maintains a secure college environment. The crime rate at HGTC has been low, as indicated by the statistics reported in Student Right to Know at www.hgtc.edu. 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.

Student Responsibility-Safety

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 Any Campus

In the event of an emergency situation, a student or visitor, faculty or staff person should contact Security staff, 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 because signature is required—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. Additional 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, you may view or order your books online at the Bookstore website (<http://hortec.bkstore.com>), provided the Bookstore has received an instructor book request for your class. 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, American Express or the HGTC voucher system.

Financial Aid is generally accepted one week prior to the first day of classes through the second week of classes. Any returns are credited to the Financial Aid voucher. Students are required to present their HGTC ID to charge books to their voucher.

Bookstore Refunds and Exchanges

With a receipt, a full refund will be given during the first week of classes, provided the book is still in saleable condition. Up to thirty days after the beginning of classes, a full refund will be given with a receipt, only if the return occurs within two days of the date of the receipt or with proof of class schedule change. Books must be in saleable condition. Items which include codes are not returnable once the code has been opened or unsealed.

All merchandise other than textbooks may be returned, with a receipt, for a refund. All merchandise must be in its original condition.

EXCEPTIONS: No refunds are made on 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 disk only.

Purchase of Used Books

The Bookstore buys back used books Monday through Thursday, except for the three weeks surrounding the beginning of each semester. 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.

Prices are variable:

Top value (generally 50% of the retail price of the book) is paid when:

- Book is adopted for a succeeding semester.
- Book is in good re-saleable condition.
- Books are not already overstocked.

Wholesale:

- Prices for books not being used at HGTC or have uncertain future use at HGTC are established by reputable national used book wholesalers.

No value:

- Old editions.
- Manuals and exercise books which are marked.
- Books in poor condition.
- In many cases, books sold with codes where the code has been opened may have little or no value.

Bookstore Hours/Contact Information

Conway Campus:

Monday-Thursday 7:30 am-6:00 pm
Friday 7:30 am-2:00 p.m.
Additional hours scheduled as necessary.
Call (843) 349-5220 for information.

Grand Strand Campus:

Monday-Thursday 7:30 am-6:00 pm
Friday 7:30 a.m.-12:30 p.m.
Additional hours scheduled as necessary.
Call (843) 477-2089 for information.

Georgetown Campus:

Monday-Thursday 7:30 am-6:00 pm (Gen)
Friday 7:30 am-12:30 p.m.
Hours may be adjusted as determined by the campus provost and bookstore manager.
Call (843) 545-9898 for information.

Bookstore Locations

The Conway campus bookstore is located in Building 200. The Georgetown campus bookstore is located next to the student canteen. The Grand Strand Campus bookstore is located in the Elizabeth Mattocks Chapin Building.

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. See Clubs and Organizations below for a complete list.

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.

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, having earned multiple 5-Star status rankings. 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

WaveNet is the source for communications by HGTC to students. Each student who is admitted to the College receives a WaveNet username and password and 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, D2L 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 and to monitor financial 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**. If you do not receive HGTC e-mail or announcements for several days, you should contact the Help Desk as well.

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

For general questions about WaveNet, you can visit WaveNet Central or e-mail Help Desk (helpdesk@hgtc.edu).

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

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.

Bulletin Boards

Posters, notices or any information posted on bulletin boards must first be approved by the Associate Vice President for Student Affairs or designee; students may take notices to Student Services Office on each campus. Students are responsible for awareness of information posted through notices on bulletin boards by the College. Bulletin boards are located in every building on each campus.

Copyright Laws

It is the policy of Horry-Georgetown Technical College to enforce the Digital Millennium Copyright Act, Title 17, United States Code, Section 512 ("DMCA"). Detailed information regarding student responsibilities for adherence to Copyright Laws is available at www.hgtc.edu Student Right to Know and at the Library site.

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.

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. Students should first contact the professor of the course; requests for further grade review must be addressed in writing to the Office of the Registrar, who will coordinate the review process and response.

Major/Program of Study

Students are responsible for reviewing their major/program of study on WaveNet to assure HGTC has correct information. Students are responsible for the selection of courses that are required in their major/program of study. Advisors are available to assist students in selecting the appropriate courses. Most financial aid programs award funds for required courses only.

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.

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.

Student Right to Know

The Student Right to Know and Campus Security Act (Public Law 101-542), signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education participating in federal financial assistance programs. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates, diplomas or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education. Horry-Georgetown Technical College, in compliance with Student Right to Know, provides current information on these topics at www.hgtc.edu.

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 should make immediate contact with HGTC Student Services staff for information about the process for establishing documentation of disability and appropriate follow-up:

- Have the responsibility of identifying themselves to the Coordinator of Services for Students with Disabilities on the 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

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.

The College: Horry-Georgetown Technical College is concerned about the adverse effects that drugs and alcohol can have upon society, 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, the Drug-Free Schools and Communities Act Amendments of 1989, and the South Carolina Drug-Free Workplace Act of 1990 have 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 law enforcement agency. 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.

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 or students are dually enrolled, 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,

"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. Class 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 learning environment by communicating these standards early in the term. If a student behaves disruptively in the learning environment after the professor has explained the unacceptability of such conduct, the professor may temporarily dismiss the student for a period to allow the instructor and student discussion of the issue and determination of further action.

The professor shall initiate a discussion with the student to resolve the issue prior to student readmission to course activities. A further disruption by the student may result in a second temporary dismissal period to allow referral in writing by the faculty member to the Chief Student Services Officer. These procedures for class behavior do not limit the action that may be taken for proscribed conduct under Section III herein and professors may temporarily dismiss students for such conduct; however, the Vice President for Student Services must approve permanent dismissal from any course. 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. No grade should be enhanced for student action or behavior unrelated to academic achievement.
- 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.

II. Records

- A. 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.
- B. 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:
1. To professors and administrators for legitimate educational purposes.
 2. To accrediting organizations to carry out their functions.

3. 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.
 4. The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
 5. 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.
- C. 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.
- D. 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.

III. 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.

IV. 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.

V. 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:

1. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
2. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
3. Assign a failing grade for the course*.
4. Require the student to withdraw from the course, *With consultation regarding options.
5. 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.
6. 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.
7. 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.
8. 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
9. 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.
10. 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 sanction; Academic Misconduct
 - Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
 - Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - Assign a failing grade for the course; and/or
 - Require the student to withdraw from the course.
 3. 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.

VI. Procedures for Hearings Before the Student Appeals Committee

- A. 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:
1. A restatement of the charge or charges.
 2. The time and place of the hearing.
 3. A list of all witnesses who might be called to testify.
 4. The names of Committee members.
 5. A statement of the student's basic procedural rights. These rights follow:
 - a. 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.
 - b. The right to produce witnesses on one's behalf.
 - c. 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.
 - d. The right to present evidence. The Committee may determine as to what evidence is admissible.
 - e. The right to know the identity of the person(s) bringing the charge(s).
 - f. The right to hear witnesses on behalf of the person bringing the charges.
 - g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - h. 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.
 - i. 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.

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 later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step

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

The President shall review the Committee's findings, conduct whatever additional inquiries 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.

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.

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 fall 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

- Associate Vice President for Student Affairs;
- The Director of Student Activities; and
- 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:

- setting up a separate account within the College bookkeeping system for the student activities fees;
- keeping the student activities fees/funds intact, separate, and safeguarded;
- 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

Academic Average (Grade Point 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 (GPA) of "C" (2.00) or better, which is required in order to graduate.

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 in order 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 for advanced placement for high school students or 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.

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 the 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. Students are responsible for determining financial aid eligibility.

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. Financial aid programs have different Standards of Progress and a student may enroll, but receive no financial aid.

- 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.

ACADEMIC SUPPORT SERVICES

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.

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 required for admission consideration for the HGTC Physical Therapist Assistant program. A fee is due and an appointment is needed.

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 and Make-Up Testing

All Campuses

HGTC Testing Centers administer Internet 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 eligible for 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 be taken only 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/Writing Center (SSTC/WC)

The Student Success and Technology Center and Writing Center (SSTC/WC) is a FREE student support center for students who need assistance in academics and technology at HGTC. The purpose of the SSTC/WC 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/WC 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/WC provides the following free services:

- Academic and Writing Center Tutoring
- Technology support and training on the use of HGTC-related technologies, such as D2L, MyIT Lab and My MathLab
- Access to learning materials at our Online Resource Center: www.hgtc.edu/sstclinks
- Assistance with SMARTHINKING, our 24 -hour Online Tutoring Center, including LIVE support
- Assistance with StudentLingo, our 24/7online, interactive workshop center
- Workshops that teach an assortment of useful skills, including but not limited to computers, time management, stress management, study skills, test-taking and more.

For more information about the SSTC/WC, including locations on each campus and hours and information on our services, visit www.hgtc.edu/sstc.

Library

At all campus locations of Horry-Georgetown Technical College, traditional library services are blended with academic computing resources to provide centralized support centers where students can read, study, conduct research, and complete assignments. Each campus has a full service library providing study areas, private study rooms, computers with wireless internet access, and video viewing facilities. The three campus library collections include resources selected to support the academic and personal needs of students, faculty and staff and members of the community.

The library website is the gateway to library resources and services making them accessible on or off campus. Through the homepage, access is provided to the online library catalog, research databases, online tutorials and library guides.

HGTC libraries participate in multiple partnership agreements which increase the amount of resources available to patrons. The general library collection is available for check out with an HGTC student ID card. Materials may be requested from any campus and items are delivered to the campus most convenient, free of charge.

Reference services are provided in person at each campus, via e-mail, texting, chat, social media websites or by telephone. Library orientations and instruction sessions are available for individuals, classes or other groups. These instruction sessions actively promote information literacy and the development of lifelong learning skills.

Service hours for each semester are posted on the library website and at each campus library. Special hours during holidays or breaks will be posted at each library. More information on library services is available at www.hgtc.edu/library.

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

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.

ADVANCED PLACEMENT

Advanced Placement Exams (AP)

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 Registrar's Office for determination of a specific course exemption.

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 with permission 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.

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.

International Baccalaureate Credit (IB)

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.

Proficiency Examination Credit

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 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 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

Technical Advanced Placement (T.A.P.)

Students who have successfully completed certain Career and Technology programs in high schools in Horry and Georgetown Counties are eligible for technical advanced placement through exemption of certain courses. High school counselors and teachers provide information and documentation to students regarding eligibility.

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.

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 are those recognized at the time of the ceremony and are 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.

Developmental Studies

HGTC provides developmental studies to assist underprepared 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, but are required for students to meet prerequisites.

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.

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	X Credit Hrs. Attempted	Grade Points Earned
BIO 101	C	2	4	8
PSY 201	B	3	3	9
ENG 102	C	2	3	6
MAT 110	B	3	3	9
ENG 231	I	0	3	0
Total:			16	32

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: $32 \div (16-3) = 32 \div 13 = 2.46$ GPA

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.
- AU** AUDIT: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.
- CF** CARRY FORWARD: not used in GPA calculations; earns no credit hours; generates no grade points.
- 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.

- NC** NO CREDIT: not used in GPA calculations; earns no credit hours; generates no grade points.
- SC** SATISFACTORY COMPLETION: not used in GPA calculations; earns 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.

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 completed by the end of the following term. Otherwise, grade becomes an automatic Failure ("F").

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 Registrar's Office by the announced deadline.

In compliance with the Student Right to know Act of 1990, information on student graduation, on completion and transfer out rates can be viewed on the college website at www.hgtc.edu or request this information in Student Services.

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.

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.

- A. 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.
- B. 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.

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. Some programs limit transfer credits beyond this requirement.

Satisfactory Academic Progress (Financial Aid)

Regulations require that, in order to receive financial aid under the student financial assistance programs (PELL, FSEOG, FCWS, SCNBG) a student must maintain satisfactory Academic Progress (SAP) according to the standards and practices below.

- A student must maintain a cumulative GPA of 2.0
- A student must maintain a cumulative completion rate of 67%
- A student must complete his/her educational objective within a maximum time frame (150%). The maximum time frame for the completion of a degree, diploma, and certificate programs is limited by Federal regulations to 150% of the published length of the program. Example: If a student's program of study requires 50 credit hours for completion, financial assistance will pay for 75 credit hours attempted in that program.

To View the HGTC's full Satisfactory Academic Progress Policy go to http://www.hgtc.edu/int_y.php?pageid=51

Additional SAP requirements for the South Carolina Need Based Grant and the South Carolina Life Scholarship are outlined in the Certification forms which the student signs to accept these funds annually. Click on each of these links to view these SAP requirements, if you have been awarded either of these funds.

Students are notified of their financial aid status at the end of each semester via their 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). Appeal forms must include documentation to verify the appeal statement. Failure to complete the appeal process 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

Standards of Progress

There are different standards of progress HGTC students need to be aware of:

1. Students must meet the College's Academic Standing in order to continue enrollment.
2. Students who receive federal financial aid must also meet the federal and state guidelines for Satisfactory Academic Progress (SAP) to remain eligible for federal financial assistance.

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.

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 do so on WaveNet, on the College website, if 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.

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 Center (SCTRAC) 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 taken 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 not 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 from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public 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.

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 a course synonymous to one on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available 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. Transfer Blocks were updated in March 2009 for Arts, Humanities and Social Sciences; Business; Engineering, and Science and Mathematics, Teacher Education and Nursing. The courses listed 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 or 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 www.SCTRAC.org.

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 of 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 institution's 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 include 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 Higher Education's websites (www.che.sc.gov) for further information regarding transfer.

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 will 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	NUMBER	TITLE	CREDITS
ACC 101	Accounting Principles I	3	HIS 102	Western Civilization Post 1689	3
ACC 102	Accounting Principles II	3	HIS 201	American History: Discovery-1877	3
ANT 101	General Anthropology	3	HIS 202	American History: 1877-Present	3
ART 101	Art History and Appreciation	3	MAT 110	College Algebra	3
ART 105	Film as Art	3	MAT 111	College Trigonometry	3
ART 108	History of Western Art	3	MAT 120	Probability and Statistics	3
AST 101	Solar System Astronomy	4	MAT 122	Finite College Mathematics	3
AST 102	Stellar Astronomy	4	MAT 130	Elementary Calculus	3
BIO 101	Biological Sciences I	4	MAT 140	Analytical Geometry/Calculus I	4
BIO 102	Biological Sciences II	4	MAT 141	Analytical Geometry/Calculus II	4
BIO 210	Anatomy and Physiology I	4	MAT 240	Analytical Geometry/Calculus III	4
BIO 211	Anatomy and Physiology II	4	MAT 242	Differential Equations	4
BIO 225	Microbiology	4	MUS105	Music Appreciation	3
CHM 110	College Chemistry I	4	PHI 101	Introduction to Philosophy	3
CHM 111	College Chemistry II	4	PHI 105	Introduction to Logic	3
CHM 112	College Chemistry II	4	PHI 106	Logic II: Inductive Reasoning	3
CHM 211	Organic Chemistry I	4	PHI 110	Ethics	3
CHM 212	Organic Chemistry II	4	PHI 115	Contemporary Moral Issues	3
ECO 210	Macroeconomics	3	PHI 201	History of Philosophy	3
ECO 211	Microeconomics	3	PHY 201	Physics I	4
ENG 101	English Composition I	3	PHY 202	Physics II	4
ENG 102	English Composition II	3	PHY 221	University Physics I	4
ENG 201	American Literature I	3	PHY 222	University Physics II	4
ENG 202	American Literature II	3	PHY 223	University Physics III	4
ENG 203	American Literature Survey	3	PSC 201	American Government	3
ENG 205	English Literature I	3	PSC 215	State and Local Government	3
ENG 206	English Literature II	3	PSY 201	Introduction to Psychology	3
ENG 208	World Literature I	3	PSY 203	Human Growth & Development	3
ENG 209	World Literature II	3	PSY 208	Human Sexuality	3
ENG 214	Fiction	3	PSY 212	Abnormal Psychology	3
ENG 218	Drama	3	SOC 101	Introduction to Sociology	3
ENG 222	Poetry	3	SOC 102	Marriage and the Family	3
ENG 230	Women in Literature	3	SOC 205	Social Problems	3
ENG 236	African American Literature	3	SOC 206	Social Psychology	3
ENG 260	Advanced Technical Comm.	3	SOC 210	Juvenile Delinquency	3
FRE 101	Elementary French I	4	SOC 220	Sociology and the Family	3
FRE 102	Elementary French II	4	SOC 235	Thanatology	3
FRE 201	Intermediate French I	3	SPA 101	Elementary Spanish I	4
FRE 202	Intermediate French II	3	SPA 102	Elementary Spanish II	4
GEO 101	Introduction to Geography	3	SPA 201	Intermediate Spanish I	3
GEO 102	World Geography	3	SPA 202	Intermediate Spanish II	3
GER 101	Elementary German I	4	SPC 205	Public Speaking	3
GER 102	Elementary German II	3	SPC 210	Oral Interpretation of Literature	3
HIS 101	Western Civilization to 1689	3	THE 101	Introduction to Theatre	3

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. Transfer Blocks were updated in March 2009. 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. The following transfer blocks 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

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

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 (Prereq: CHM 110)	4 credits
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 lists for PLTW courses accepted at www.SCTRAC.org

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

Nursing Majors Transfer Block

Transfer Block is 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.

Teacher Education Majors Transfer Block

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.

Transferring to HGTC

Students who are interested in transferring to HGTC should submit the HGTC Application for Admission and fee, indicating transfer. These students should also request that all transcripts (high school and college) be sent to the HGTC Admissions Office. HGTC invites all students who are considering HGTC to visit the Admissions Office where campus tours, faculty introductions or visits are arranged. See Admissions-Transfer Students.

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 in applied sciences degrees 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.

PROGRAMS OF STUDY

To access a clickable directory of HGTC associate degree, diploma and certificate program requirements, visit the online Graduation Requirements page at www.hgtc.edu (under quick links).

Overview

HGTC offers more than 70 programs of study in a wide variety of career areas, including many courses, classes and programs for transfer to senior institutions. Length of programs varies from several months to several years, depending upon the 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.

Flexible Scheduling

Online and hybrid 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. Students may be required to come to campus, or arrange for a proctor for testing or other activities, as needed. Hybrid courses consist of online and traditional instruction. Check the class schedule for details.

To successfully complete an online/hybrid course, students must have access to a computer with current capabilities at home, work or other nearby location and 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.

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 program displays.

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.

Cooperative Education

For selected academic programs, current work experience may be applicable for college credit. College credit awarded for work experience may be defined under Cooperative Education as Cooperative Work Experience (CWE) or Supervised Cooperative Work Experience (SCWE). The 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 prepare technicians for the job market.

Program Emphasis

Certain curriculum displays for program emphasis are for advisement purposes only. Most displays represent agreements with select two- and four-year institutions and programs or program preparation. 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 Emphasis

Associate in Science: Environmental Science Emphasis

Associate in Science: Horticulture Emphasis

Associate in Applied Science: Business, Hospitality Management Emphasis

Transferring

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 Courses (See WWW.SCTRAC.ORG for more information)

NOTE: Transfer=Universal Transfer List; Many courses, although not on Universal Transfer will transfer to Coastal Carolina University, Francis Marion University and other universities. Advisors will provide assistance.

Communications: English Composition and Speech

ENG 155, ENG 160

Transfer: ENG 101; ENG 102; SPC 205

Humanities/Fine Art

MUS 111, MUS 112, PHI 103, PHI 201, REL 103, SPA 155

Transfer: ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, FRE 201, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 110, SPA 101, SPA 102, THE 101.

Mathematics

MAT 101, MAT 102, MAT 155, MAT 168, MAT 170, MAT 175, MAT 176, MAT 250 and MAT 251 (Education transfers)

Transfer: MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 141, MAT 240 MAT 242

Natural Sciences

BIO 112, CHM 105, PHS 101, PHY 118

Transfer: AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 211, CHM 212, PHY 201, PHY 202, PHY 221, PHY 222

Social/Behavioral Sciences

PSY 103

Transfer: ANT 101, ECO 210, ECO 211, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205.

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 personal and professional values, develop an appreciation for multiculturalism and build a foundation of knowledge for future course work and life-long learning. All associate degrees require a minimum of 15 semester hour credits of general education which include at least one course from each of the following areas: humanities/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. (SC Technical College System 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 technology
- Demonstrate effective information literacy

Student Grievance Procedure for Concerns Related to Faculty English Fluency

I. Purpose

- A. 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 ARTS & SCIENCES

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 are eligible for waiver of core curriculum requirements. 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

30 SEMESTER 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 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, ART 108, 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, ENG 224, FRE 101, FRE 102, FRE 201, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, MUS 105, PHI 101, PHI 110, PHI 201, PSC 201, PSC 215, PHS 101, 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
 AND

FOUR to FIVE courses to be selected from the following:

15 Semester Hours

ACC 101, ACC 102, ANT 101, ART 101, 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, ENG 224, FRE 101, FRE 102, FRE 201, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 250, MAT 251, MUS 105, MUS 111, MUS 112, PHI 101, PHI 110, PHI 201, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, 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 emphasis.

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, and COL 105 is at the discretion of the receiving university or college.**

Degree: Associate in Arts**Major: ASSOCIATE IN ARTS (AAA4)****Emphasis: 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. The student should consult the transfer institution to determine requirements.

GENERAL EDUCATION**40 SEMESTER HOURS**English Composition and Speech

9 Semester hours

ENG 101, ENG 102, and SPC 205

MATHEMATICS

6 Semester hours

MAT 110 and MAT 130

NATURAL SCIENCES

8 Semester hours

BIO 101/102

OR

CHM 110/111

OR

PHY 221/222

(Other natural science courses available, depending on specific transfer institution selected.)

HUMANITIES/FINE ARTS

6 Semester hours

Choose one from two of the following three areas:

ENG 205 or ENG 206 Literature

HIS 101 or HIS 102 History

ART 101 or MUS 105 Fine Arts

(Other Humanities/Fine Arts courses available, depending on specific transfer institution selected.)

SOCIAL/BEHAVIORAL SCIENCES

9 Semester hours

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 Semester hours

FRE 101/102
OR
SPA 101 or 102

OTHER REQUIRED COURSESAccounting

6 Semester hours

ACC 101
AND
ACC 102

Computer Technology*

3 Semester hours

CPT 170

Business*

3 Semester hours

BUS 240

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

Humanities, Communication or Social Sciences Electives

6 Semester hours

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 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)****Emphasis: 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 PRAXIS preparation opportunities. Visit www.SCTRAC.org to view transfer programs for education majors at Coastal Carolina University or see academic advisor.

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, FRE 201, 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, PSC 215, 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 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, FRE 201, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 250, MAT 251, MUS 105, MUS 111, MUS 112, PHI 101, PHI 110, PHI 201, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PHS 101, PSY 201, PSY 203, PSY 212, 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 emphasis.

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, and COL 105 is at the discretion of the receiving university or college.**

Degree: Associate in Science (AAS5)

Major: ASSOCIATE IN SCIENCE

Emphasis: 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 degree programs 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, PSC 215, 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

Computer

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 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, FRE 201, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MUS 105, MUS 111, MUS 112, PHI 101, PHI 110, PHI 201, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, 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 and COL 105 is at the discretion of the receiving university or college.**

Degree: Associate in Science**Major: ASSOCIATE IN SCIENCE (AAS5)****Emphasis: Health Science****Credit Requirements: 60 semester credit hours**

Students who are interested in a Health Science program may enroll in the AS-Health Science Emphasis in order to select appropriate courses to meet prerequisite and General Education coursework for program admission. At the time of admission application, student selects a concentration: Nursing Preparation (N), Dental Hygiene Preparation (DH), Radiology Preparation(R), Physical Therapist Preparation (PT) or Surgical Technology Preparation (SUR). Each program has unique admission requirements for eligibility for consideration of acceptance. Please note that selecting a concentration is for advising purposes only and does not imply automatic acceptance into that specific limited enrollment program.

Acceptance requirements are identified for each Health Science program in this Catalog. It is the student's responsibility to work with his/her advisor to meet selected admissions requirements for the program identified as a concentration and to fulfill the Associate in Science degree requirements.

The following are the courses required for each program admission and general education. These courses also apply to the Associate in Science-Health Science Emphasis requirements.

Nursing: Health Science core

30 credits with 2.75 GPA minimum

BIO 210, BIO 211, BIO 225, ENG 101, ENG 102

Humanities (from Transfer List)

MAT 110 or MAT 120
 PSY 201
 SPC 205

Dental Hygiene

14 credits with 2.5 GPA minimum

BIO 210
 CHM 105 (or CHM 110)
 CPT 101
 ENG 101

<u>Diagnostic Medical Sonography</u>	29 credits with 2.5 GPA minimum
AHS 102 or AHS 104 AHS 110, if no previous patient skills background BIO 210 and BIO 211 CPT 101 ENG 101 MAT 110 or MAT 120 PHY 118 or PHY 201 or 202 PSY 201 SPC 205	
<u>Nuclear Medicine</u>	33 credits, with 2.5 GPA minimum
AHS 102 or AHS 104 AHS 110, if no previous patient skills background BIO 210 and BIO 211 CHM 105 or CHM 110 CPT 101 ENG 101 MAT 110 or MAT 120 PHY 118 or PHY 201 or 202 PSY 201 SPC 205	
<u>Physical Therapist Assistant</u>	16 credits with 2.5 GPA minimum
BIO 210 ENG 101	
<u>Humanities</u>	
MAT 110 or MAT 120 PSY 201	
<u>Radiology</u>	13 credits with 2.5 GPA minimum
BIO 210 CPT 101 ENG 101 MAT 110 or MAT 120	
<u>Surgical Technology</u>	8 credits with 2.0 GPA minimum
BIO 210, BIO 211	

Students should complete the courses required for admission and general education requirements (above) and may enroll in the remaining courses required for the Associate in Science-Health Science Emphasis (below) in preparation for admission to the Health Science program concentration.

ASSOCIATE IN SCIENCE-HEALTH SCIENCE EMPHASIS

GENERAL EDUCATION COURSES	29 SEMESTER HOURS
<u>English Composition and Speech</u>	9 Semester Hours
ENG 101 English Composition I ENG 102 English Composition II SPC 205 Public Speaking	
<u>Mathematics and/or Natural Sciences</u>	8 Semester Hours
SELECT: AST 101, AST 102, BIO 101, BIO 102, BIO 112, CHM 105 (DH), CHM 110, MAT 101 (DH), MAT 110 or MAT 120, MAT 130, MAT 140, PHY 118 or PHY 201 or 202, PHY 221, PHY 222	
<u>Humanities/Fine Arts</u>	6 Semester Hours
SELECT: ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 224, FRE 201, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, MUS 105, PHI 101, PHI 110, PHI 201, REL 103, THE 101	

<u>Social/Behavioral Sciences</u>	6 Semester Hours
REQUIRED: PSY 201	3 Semester Hours
SELECT: ANT 101, ECO 210, ECO 211, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, or SOC 205	3 Semester Hours
MAJOR CONCENTRATION	16 SEMESTER HOURS
<u>REQUIRED:</u> BIO 210* and BIO 211 and BIO 225	12 Semester Hours
<u>SELECT:</u> AST 101, AST 102, CHM 110, CHM 111, CHM 211, CHM 212, MAT 110, MAT 120, MAT 122, MAT 130, MAT 140, PHY 201, PHY 202, PHY 221, PHY 222	4 Semester Hours
OTHER REQUIRED COURSES	15 SEMESTER HOURS
<u>REQUIRED:</u> CPT 101 Introduction to Computers OR CPT 170 Microcomputer Applications	3 Semester Hours
<u>REQUIRED:</u> PHI 103 Workplace Ethics OR PHI 110 Ethics	3 Semester Hours
<u>SELECT:</u> AHS 101, AHS 102, AHS 104, AHS 106, AHS 110, AHS 126, AOT 105, NUR 217, NUR 221, PHY 118*, PHY 201, PHY 202, PSY 203 (N), SPA 101, SPA 102, SPA 155, or other optional courses listed above.	9 Semester Hours
<u>*PHY 118 Recommended for PTA</u>	9 Semester Hours
TOTAL CREDIT HOURS: 60	

Degree: Associate in Science
Major: ASSOCIATE IN SCIENCE (AAS5)
Emphasis: 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 emphasis 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 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
<u>TOTAL</u>			<u>14</u>

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
<u>TOTAL</u>			<u>16</u>

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 101-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)****Emphasis: 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 emphasis 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 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 101, 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. Federal financial aid does not apply to this program.

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 TECHNOLOGY

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 032 or MAT 155 during the first semester.

***ACC electives: Select from the following: ACC 150, ACC 240, AOT 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
Or			
AOT	270	SCWE in Office Systems	
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

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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: 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. Transfer agreement with the University of Memphis.

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
OR			
BUS	220	Business Ethics	
OR			
BUS	270	SCWE in Business***	
MKT	110	Retailing	3
TOTAL			12

FOURTH SEMESTER (FALL)

BAF	101	Personal Finance	3
BUS	121	Business Law I	3
OR			
BUS	220	Business Ethics	
OR			
BUS	270	SCWE in Business***	
ECO	210	Macroeconomics	
OR			
ECO	211	Microeconomics	3
MGT	150	Fundamentals of Supervision	3
MKT	135	Customer Service Techniques	3
TOTAL			15

FIFTH SEMESTER (SPRING)

BAF	260	Financial Management	3
BUS	121	Business Law I	3
OR			
BUS	220	Business Ethics	
OR			
BUS	270	SCWE in Business***	
BUS	240	Business Statistics	3
IDS	201	Leadership Development (Humanities elective)**	3
MGT	201	Human Resources Management	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.

**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.

***Each student is required to complete BUS 121 and BUS 220 and BUS 270; however, to provide greater flexibility to complete the SCWE, the student may choose to complete BUS 270 in either the Summer, Fall or Spring semester and to complete BUS 121 and BUS 220 in the other semester. Close coordination with advisor is required for completion of BUS 270.

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.

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
<u>TOTAL</u>			<u>12</u>

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
<u>TOTAL</u>			<u>12</u>

THIRD SEMESTER (SUMMER)

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

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
HOS	140	Hospitality Industry	3
MAT	101	Beginning Algebra	3
TOTAL			15

SECOND SEMESTER (SPRING)

ACC	112	Accounting Concepts II	3
ENG	160	Technical Communications	3
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	Macroeconomics	3
OR			
ECO	211	Microeconomics	
OR			
PSY	201	General Psychology	
TOTAL			15

FIFTH SEMESTER (SPRING)

BUS	240	Business Statistics	3
OR			
BAF	260	Financial Management	
HOS	171	Food and Beverage Control	3
HOS	250	Beverage Service Management	3
MGT	150	Fundamentals of Supervision	3
SPA	101	Elementary 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 and SPC 205 for ENG 155; ENG 102 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.

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 ENG 102 for ENG 160; MAT 110 or 120 for MAT 101.

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
<u>TOTAL</u>			<u>6</u>

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
<u>TOTAL</u>			<u>16</u>

FIFTH SEMESTER (SPRING)

HOS	202	A La Carte II	3
HOS	265	Hotel, Restaurant & Travel Law	3
---		Humanities	
OR			
SPA	155	Technical Spanish I	3
MKT	101	Marketing	3
PSY	103	Human Relations	3
OR			
PSY	201	General Psychology	
<u>TOTAL</u>			<u>15</u>
TOTAL CREDIT HOURS			70



PROGRAMS OF STUDY IN ENGINEERING AND INDUSTRIAL TECHNOLOGY

Degree: Associate in Applied Science
Major: CIVIL ENGINEERING TECHNOLOGY (CET3)
Credit Requirements: 73 semester 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 Ia	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.

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	216	Soil Mechanics	3
CET	230	Construction Management	3
CET	242	Concrete Design	3
CET	245	Cost Estimating	3
ENG	160	Technical Communications	3
TOTAL			15

FIFTH SEMESTER (SPRING)

CET	140	Construction Financial Management	3
CET	238	Construction Planning & Scheduling	2
CET	260	Construction Management Senior Project	3
PSY	201	General Psychology	3
SPA	155	Technical Spanish I**	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 Science
Major: CONSTRUCTION PROJECT MANAGEMENT (CMT3)
Emphasis: Clemson Transfer
Credit Requirements: 80 semester credit hours

Horry-Georgetown Technical College and Clemson University have signed an agreement to assure the transfer of students who complete specific requirements for the Clemson Transfer Emphasis in Construction Project Management. Students who successfully complete the HGTC requirements are eligible to transfer to Clemson’s Construction Science Management Program. The Clemson Transfer Emphasis is a modification of the Construction Management program, requiring 80 credit hours and six semesters of general and technical education for completion and for transfer to Clemson.

For specific information, contact Admissions, Construction Project Management advisor or view the Graduation Requirements at www.hgtc.edu.

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	220	Analog Integrated Circuits	3
EET	231	Industrial Electronics	4
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
<u>TOTAL</u>			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.

**Certificate: RESIDENTIAL HEATING, VENTILATING & AIR CONDITIONING SERVICE TECHNICIAN (RHV7)
Credit Requirements: 32 semester credit hours**

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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
<u>TOTAL</u>			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
<u>TOTAL</u>			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
<u>TOTAL</u>			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**

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

This certificate is designed to provide students with basic welding skills for use in 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 HEALTH SCIENCE TECHNOLOGY

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. Applicants must complete HGTC Admission requirements and the additional program admission requirements.

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 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 or the Program Director 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.

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. May not have more than two unsuccessful attempts in a Dental Hygiene curriculum General Education course.
5. 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.
6. Attend an information session with a Dental Hygiene faculty member and obtain a signed statement verifying attendance.
7. 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).
8. Completion of a criminal background check and a drug screening test. This will be repeated annually.
9. Review and acknowledge the Technical Standards of the Dental Sciences Department.
10. Payment of a non-refundable tuition deposit.
11. All applicants must be at least 18 years of age at the time of admission to the program.

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 TEMPERAMENT

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 by the announced deadline in the first semester.
5. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass the course). 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	210a	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	\$700	Background check/drug screening	\$91	National Board Exam Fee	\$400
CPR (Healthcare Provider)	\$40	Blood pressure kit & stethoscope	\$60	National Board Review Course	\$800
Physical	\$150	Instruments, to include	\$2,000	Clinical Exam Fee	\$1,500
Hepatitis Vaccine	\$80	magnification loupes		Student Association Dues (per year)	\$65
Uniforms, shoes, name badge	\$250	Clinic supplies (gloves, etc.)	\$500	Estimated Total	\$6701

Diploma: Applied Science
Major: EXPANDED DUTY DENTAL ASSISTING (EDA1)-Limited Access Program
Credit Requirements: 48 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Expanded Duty Dental Assisting program prepares 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, as well as achieving a grade of "C" or higher in all curriculum general education courses (CPT 101, ENG 155, PSY 103, MAT 155)..
5. Transfer students must meet the College transfer student admission requirements.
6. May not have more than two unsuccessful attempts in an Expanded Duty Dental Assisting curriculum General Education course.

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 two private dental offices. Forms to be completed by the supervising dentist verifying these observations 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.

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

1. 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).
2. Maintain a minimum GPA of 2.0;
3. Must submit evidence of and maintain current CPR Healthcare Provider certification throughout the Expanded Duty Dental Assisting curriculum;
4. Submit a completed Health Sciences Division physical examination record by the announced deadline in the first semester; and
5. 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.

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator.
2. Have a cumulative GPA of 2.0 or higher to include all curriculum and general education courses within the major.
3. 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.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted.
6. Expanded Duty Dental Assisting courses may not be repeated more than once.
7. 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 and MAT 101 in lieu of MAT 155.

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	\$700	Uniforms (including shoes)	\$250
CPR	\$40	Dental Assisting National Board Certification Fees	\$550
Hepatitis Vaccine	\$100	Travel for office rotations and projects/supplies	Varies
Background check/Drug screen	\$91	Estimated Total	\$1731+

Certificate: EMT-PARAMEDIC (EMT7)

Credit Requirements: 39 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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.

Note: Changes in Federal Emergency Training standards will mandate course changes in 2012. Students will be notified prior to changes.

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: DIAGNOSTIC MEDICAL SONOGRAPHY (DMS7) – Limited Access Program

Credit Requirements: 39 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

Note: Students with appropriate 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.

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. 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 available 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)
BIO 210	Anatomy & Physiology I
BIO 211	Anatomy & Physiology II
CPT 101	Introduction to Computers
ENG 101	English Composition I
MAT 110	College Algebra
OR	
MAT 120	Probability and Statistics
PHY 118	Medical Imaging Science
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. 6. Review and acknowledge the Technical Standards of the Medical Imaging Sciences department.
6. Pay the non-refundable tuition deposit by the deadline.

The requirement of 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 and the ARDMS (American Registry of 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. 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)

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: LIMITED GENERAL RADIOLOGICAL TECHNOLOGY (LRT7) - Limited Access Program
Credit Requirements: 37 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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 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
RDT	102	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: NUCLEAR MEDICINE TECHNOLOGY (NMT7) Limited Access Program
Credit Requirements: 39 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

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 Technology program by completing and submitting a Weighted Admission form. 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 available 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. Satisfactory completion of following courses, with the grade of "C" or better:

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	Anatomy and Physiology I
BIO	211	Anatomy and Physiology II
CHM	105	General, Organic and Biochemistry
CPT	101	Introduction to Computers
ENG	101	English Composition I
MAT	110	College Algebra
OR		
MAT	120	Statistics
PHY	118	Medical Imaging Sciences
PSY	201	General Psychology
SPC	205	Public Speaking
4. Some of these courses may have time limits; refer to the Transfer/Admission/Readmission Credit Limit section in the HGTC Catalog.
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.
7. Review and acknowledge the Technical Standards of the Medical Imaging Sciences department.
8. Pay the non-refundable tuition deposit by the deadline.
9. Have a minimum GPA of 2.5 on all required curriculum courses.

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 cumulative GPA or higher and a grade of "C" or better in all NMT 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
<u>TOTAL</u>			<u>10</u>
TOTAL CREDIT HOURS			39

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 Technology program by completing and submitting a Weighted Admission form. 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 available 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/Admission/Readmission 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. 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.
7. Complete the criminal background check and drug screening requirements.
8. Review and acknowledge the Technical Standards of the Medical Imaging Sciences department.
9. Pay the non-refundable tuition deposit by the deadline.

Students must complete the HGTC Physical Health Record, 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 in the first semester must reapply for the program. Reacceptance in the second through sixth semester is dependent on student standing and seat availability. . Reacceptance to the program is not automatic.

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 ARRT website or phone 651-687-0048 ext8580.
- 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 is charged for pre-application review. (Go to www.arrt.org/ethics/preapp)
- 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 92a

*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.

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 850, 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 the HGTC Admission requirements, listed below, plus 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. These applicants should check with HGTC Admissions to determine if HGTC Admission information requires updating.

Requirements for Acceptance into the Associate Degree Nursing Program

Once applicants have completed the following requirements, they will be granted acceptance into the Associate Degree Nursing Program, based on selection for available class seats.

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. Completer of the 9 Health Science Nursing Core Courses with a GPA of at least 2.75. (MAT and BIO time limits apply).
7. Payment of a non-refundable tuition deposit.

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- Nursing Core Courses

Acceptance 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	College Algebra (within 10 years of acceptance to Nursing Program)
OR		
MAT	120	Probability and Statistics (within 10 years of acceptance to Nursing Program)
PSY	201	General Psychology
SPC	205	Public Speaking
Humanities Course (Any College-approved Humanities course)		

Students who do not meet minimum placement scores for course enrollment 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.

This display of courses reflects the progression for nursing and general education courses; however, many students complete prerequisites and General Education requirements prior to program enrollment.

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

¹These 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 developed a process to award credit for the Licensed Practical Nurse (LPN) 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 early portions of the ADN program. Students may select three or four-semester enrollment plan, based on eligibility.

ADMISSION REQUIREMENTS (Fall and Spring Admission)

Applicants will be accepted for Advanced Placement for LPNs by completing the Associate Degree Nursing Application for LPN Advanced Placement, in addition to the following requirements. This form is available in the HGTC Admission Offices and on the Nursing Department webpage (www.hgtc.edu/nursing).

A waiting list of applicants is not maintained. An applicant who receives notification that s/he was not admitted must resubmit the Associate Degree Nursing Application for LPN Advanced Placement during the published application period in order to be considered for the program admissions for the next available class.

For eligibility for LPN Advanced Placement requirements, applicants must have:

- Current LPN licensure in South Carolina

Note: HGTC Practical Nursing Graduate, who has not taken boards, with at least a 2.75 GPA for both the general education requirements and the PNR program is eligible for Fall admission only. These students must follow a four semester enrollment plan. Students who are not licensed LPNs in SC by October 1 will be withdrawn from the program.

- Submitted and met HGTC admission requirements
- Transfer students must meet College transfer student admission requirements
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test. The Developmental Studies sequence is required, if minimum placement test scores are not achieved
- Satisfactory criminal background check/urine drug screen prior to entry into the program
- GPA of 2.75 on all required general education and support courses required for the ADN program.
- One of the following two admission options:
 - Completed the Core Requirements for Nursing with a GPA of at least 2.75
 - Eligible for BIO 225 and successful completion of eight (8) core courses required by the Nursing Program. GPA of at least 2.75 on the completed 8 courses. These students must follow the four semester enrollment plan, in consultation with faculty advisors.

Once applicants have completed these requirements, they will be granted acceptance into Advanced Placement for Practical Nurses, based on selection for available class seats.

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:

FIRST SEMESTER

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 Humanities ²	7 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 (NUR 101 and NUR 120) for prior PN work are awarded 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.

Diploma: Applied Science

Major: PRACTICAL NURSING (PRN1) - Limited Access Program

Credit Requirements: 48 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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 850, 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, based on selection for available seats:
- 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
<u>TOTAL</u>			<u>14</u>
TOTAL CREDIT HOURS			48

Diploma: Applied Science
Major: PHARMACY TECHNICIAN (PHM1)
Credit Requirements: 45 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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.
- Proof of CPR certification for Health Care Providers.
- 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).
- 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.
- Completion of the General Hospital Orientation (GHO).

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	General, Organic & Biochemistry	4
CPT	101	Introduction to Computers	3
PHM	101	Introduction to Pharmacy	3
PHM	113	Pharmacy Technician Math	3
PHM	152	Pharmacy Technical Practicum I	2
TOTAL			18

SECOND SEMESTER (SPRING)

ENG	101	English Composition I	3
OR			
ENG	155	Communications I	
MAT	102	Intermediate Algebra	3
PHM	110	Pharmacy Practice	4
PHM	114	Therapeutic Agents I	3
PHM	164	Pharmacy Tech Practicum II	4
TOTAL			17

THIRD SEMESTER (SUMMER)

PHM	118	Community Pharmacy Seminar	1
PHM	124	Therapeutic Agents II	3
PHM	173	Pharmacy Technician Practicum III	3
PSY	103	Human Relations	3
TOTAL			10

TOTAL CREDIT HOURS 45

Degree: Associate in Applied Science

Major: PHYSICAL THERAPIST ASSISTANT (PTA5) 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. All applicants must meet Phase I Admission requirements by February 15 to advance to the next phase of consideration for admission to the next available PTA class. However, meeting Phase I admission requirements does not guarantee admission to the PTA program. Students not admitted to the PTA program who wish to be considered for the following year must submit a written request to the Admissions Office.

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, Alexandria VA, 22314; phone 703-706-3245; e-mail: accreditation@apta.org).

ACCEPTANCE

All applicants must meet Phase I requirements which include the following. All applicants must meet Phase I admission requirements to advance to the next phase of consideration for admission to the next available PTA class. However, meeting Phase I admission requirements does not guarantee admission to the program. :

1. Meet the criteria for admission to HGTC. This includes submission of application and 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), 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 or higher.
5. GPA of 2.5 or higher on all required General Education and support courses, with "C" or higher in each course. These courses include: BIO 210 (5 year time limit); ENG 101, MAT 120 or MAT 110, PSY 201 and Humanities elective. Minimum cumulative 2.5 GPA must be maintained, with no academic or disciplinary suspension at time of admission or program entry.
6. Attendance at PTA Mandatory Information Session. (see schedule on WaveNET and PTA department page).
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 and drug screening 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 an Allied Health Student Health Record indicating the candidate has the ability to perform the physical tasks required for the program.

Students may request Physical Therapist Assistant Checklist at Admissions Office or view at PTA department website for detailed information.

PROGRESSION REQUIREMENTS

A grade of "C" or better in each of the required courses.

FIRST SEMESTER (SUMMER)

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

Certificate: SURGICAL TECHNOLOGY (SUR7) Limited Access Program
Credit Requirements: 39 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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

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;
2. 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);
3. Transfer students must meet the College transfer student admission requirements;
4. Completion of BIO 210 and BIO 211 with a minimum grade of "C";

5. Complete the criminal background check and drug screening requirements;
6. Current CPR certification (Health Care Provider);
7. Submit a complete Health Sciences Division Physical Examination Form.

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)

SUR	113	Advanced Surgical Practicum	6
SUR	120	Surgical Seminar	2
TOTAL			8
TOTAL CREDIT HOURS			39



PROGRAMS OF STUDY IN INFORMATION TECHNOLOGY AND DIGITAL ARTS TECHNOLOGY

Certificate: CERTIFIED CISCO NETWORKING ASSOCIATE (CCN6)

Credit Requirements: 12 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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
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FIRST SEMESTER SECOND HALF

IST 202	CISCO Router Configuration	3
	<u>TOTAL</u>	<u>6</u>

SECOND SEMESTER FIRST HALF

IST 203	Advanced CISCO Router Configuration	3
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SECOND SEMESTER SECOND HALF

IST 204	CISCO Troubleshooting	3
	<u>TOTAL</u>	<u>6</u>

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 168	Programming Logic and Design	3
CPT 170	Microcomputer Applications	3
CPT 209	Computer Systems Management	3
MAT 101	Beginning Algebra*	3
PHI 103	Workplace Ethics*	3
	<u>TOTAL</u>	<u>15</u>

SECOND SEMESTER (SPRING)

CPT 176	Micro Operating Systems	3
CPT 187	Object Oriented Logic and Design	3
CPT 270	Advanced Microcomputer Applications	3
IST 166	Network Fundamentals	3
MAT 122	Finite College Math*	3
	<u>TOTAL</u>	<u>15</u>

THIRD SEMESTER (SUMMER)

CPT	186	Visual Basic I	3
CPT	260	Operating Systems and Web Servers	3
ENG	155	Communications I*	3
IST	225	Internet Communications	3
PSY	103	Human Relations*	3
TOTAL			15

FOURTH SEMESTER (FALL)

CPT	162	Introduction to Web Page Publishing	3
CPT	163	Introduction to Multimedia for Web Pages	3
CPT	242	Database	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
		Elective or CWE (Choose two)	6
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.

**ARV 121 or CPT 213 or CPT 280 or IST 201, 202, 203, 204, 236, 242, 290, 292 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	168	Programming Logic and Design	3
CPT	170	Microcomputer Applications	3
CPT	209	Computer Systems Management	3
MAT	101	Beginning Algebra	3
PHI	103	Workplace Ethics	3
TOTAL			15

SECOND SEMESTER (SPRING)

CPT	176	Micro Operating Systems	3
CPT	187	Object Oriented Logic and Design	3
CPT	270	Advanced Microcomputer Applications	3
IST	166	Network Fundamentals	3
MAT	122	Finite College Math	3
TOTAL			15

THIRD SEMESTER (SUMMER)

CPT	260	Operating Systems and Web Servers	3
ENG	155	Communications I	3
IST	161	Introduction to Network Administration	3
IST	162	Introduction to Workstation	3
		Networking Administration	3
PSY	103	Human Relations	3
TOTAL			15

FOURTH SEMESTER (FALL)

ENG	160	Technical Communications	3
CPT	242	Database	3
IST	165	Implementing & Administering	3
		Network Directory Services	3
IST	291	Fundamentals of Network Security I	3
		Elective	3
TOTAL			15

FIFTH SEMESTER (SPRING)

CPT	264	Systems and Procedures	3
IST	209	Fundamentals of Wireless LANs	3
IST	261	Advanced Network Administration	3
		Elective (Choose two) **	6
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.

** ARV 121 or CPT 213 or CPT 280 or IST 201, 202, 203, 204, 236, 242, 290, 292 or CWE XX3

Certificate: MICROSOFT CERTIFIED PROFESSIONAL (MCP6)

Credit Requirements: 15 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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 2008 Server and MS Windows 2008 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	3
		Networking Administration	3
IST	164	Implementing Network Infrastructure	3
IST	165	Implementing & Administering	3
		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 (SPRING)

CPT	170	Microcomputer Applications	3
CPT	176	Microcomputer Operating Systems	3
IST	166	Network Fundamentals	3
TOTAL			9

SECOND SEMESTER (SUMMER)

IST	161	Intro to Network Administration	3
IST	162	Introduction to Workstation Networking Administration	3
TOTAL			6

THIRD SEMESTER (FALL)

IST	165	Implementing and Administering Windows Directory Services	3
IST	291	Fundamentals of Network Security I	3
TOTAL			6

FOURTH SEMESTER (SPRING)

IST	209	Fundamentals of Wireless LANs	3
IST	261	Advanced Network Administration	3
IST	290	Special Topics in Information Sciences	
OR			
CPT	280	SCWE in Computer Technology	3
IST	292	Fundamentals of Network Security	3
TOTAL			12
TOTAL CREDIT HOURS			33

Certificate: WEB PAGE DESIGN (WEB7)

Credit Requirements: 33 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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
ARV	121	Design	3
TOTAL			6

TOTAL CREDIT HOURS **33**

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 has developed transfer agreements with senior college/university program, including Coastal Carolina University and 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)

ARV	282	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			
SOC	101	Introduction to Sociology	3
TOTAL			15

FIFTH SEMESTER (SPRING)

ARV	219	Multimedia Techniques	3
ARV	264	Special Projects in Graphic Arts	3
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.



PROGRAMS OF STUDY IN NATURAL RESOURCES 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 associate degree 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 associate degree 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 78

*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 220SCWE 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			19

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.

Certificate: Natural Resources and Environment Certificate (NRE6)
Credit Requirements: 17 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

This certificate provides student the opportunity to determine appropriate methods of management of varied natural resources. This 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.

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 associate degree 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 associate degree 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 (LMT6)

Credit Requirements: 18 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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



PROGRAMS OF STUDY IN OCCUPATIONAL TECHNOLOGY

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:

A. 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

B. REQUIRED CORE SUBJECT AREAS	40 CREDIT HOURS
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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.

C. OTHER HOURS REQUIRED FOR GRADUATION	9 CREDIT HOURS
CPT 101 or 170	3
Electives	6

Degree: Associate in Applied Science
Major: GENERAL TECHNOLOGY (GEN3)
Emphasis: Aviation Maintenance
Credit Requirements: 103 semester credit hours

Horry Georgetown Technical College and Pittsburgh Institute of Aeronautics (PIA) have signed an articulation agreement which is designed to afford students the opportunity to earn the Associate in Applied Science with a major in General Technology, allowing a student to specialize in two areas: Aviation Power plant and Aviation Airframe to be offered through PIA. General Education courses will be taught at 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). Each student is required to complete of a minimum of 25% of the coursework required at HGTC.

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

ENG	155*	Communications I	3
PHS	101	Physical Science I	4
MAT	155*	Contemporary Mathematics	3
CPT	101	Introduction to Computers	3
AMF	101	Introduction to Aviation Maintenance	1
<u>TOTAL</u>			<u>14</u>

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	170	Aircraft Electrical Systems	4
ACM	205	Ignition and Starting Systems	3
ACM	160	Utility and Warning Systems	3
ACM	240	Engine Electrical Instrumentation & Fire Protection	3
ACM	245	Power plant and Fuel Systems	4
ACM	201	Lubricating Systems	2
TOTAL			19

FOURTH SEMESTER /PIA

ACM	220	Turbine Engines	3
ACM	234	Propellers and Components	4
ACM	250	Introduction to Cooling and Exhaust	3
ACM	210	Reciprocating Engine Overhaul	4
ACM	212	Engine Installation	3
ACM	226	Engine Inspection	1
ACM	155	Aircraft Environmental Systems	3
TOTAL			21

FIFTH SEMESTER/PIA

ACM	172	Aircraft Fuel Systems	1
ACM	150	Assembly and Rigging	3
ACM	167	Landing Gear Systems	3
ACM	174	Airframe Inspection	1
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	165	Hydraulic and Pneumatic Systems	3
TOTAL			20

SIXTH SEMESTER COURSES/HGTC

PSY	103*	Human Relations	3
PHI	103*	Workplace Ethics	3
ENG	160*	Technical Communications	3
ELECTIVE			3
TOTAL			12

TOTAL CREDIT HOURS 103

*Students planning to continue to a bachelors degree: ENG 101 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 or higher in place of MAT 155; PSY 201 in place of PSY 103; PHI 110 in place of PHI 103.

*Students may choose to complete some or all of HGTC coursework before, during or after PIA enrollment.



PROGRAMS OF STUDY IN PERSONAL CARE SERVICES AND RELATED HEALTH SCIENCES

Certificate: COSMETOLOGY (COS7)**Credit Requirements: 40 semester credit hours**For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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	155	Sanitation Procedures	2
COS	206	Chemical Hair Waving	3
COS	210	Hair Coloring	3
TOTAL			16

SECOND SEMESTER (SPRING)

COS	106	Facials & Make-Up	3
COS	108	Nail Care	3
COS	112	Shampoos & Rinses	4
COS	130	Professional Image	2
COS	220	Clinical Practice I	3
TOTAL			15

THIRD SEMESTER (SUMMER)

COS	110	Scalp & Hair Care	3
COS	201	Salon Management	3
COS	222	Cosmetology Clinical Practice II	3
TOTAL			9
TOTAL HOURS			40

Certificate: ESTHETICS (EST7)**Credit Requirements: 27 semester credit hours**For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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 manage-

ment 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	162	Hair Removal	1
TOTAL			13

SECOND SEMESTER

COS	157	Electric Current & Hair Removal	3
COS	160	Elec. Current Facial Treatments	1
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			14
TOTAL HOURS			27

Certificate: MASSAGE THERAPY (PTH7)

Credit Requirements: 26 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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.

Students must submit 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)

MTH	113	Essentials of Anatomy and Physiology	3
MTH	120	Introduction to Massage Therapy	4
MTH	121	Principles of Massage Therapy I	4
MTH	122	Principles of Massage Therapy II	4
TOTAL			15

SECOND SEMESTER (SPRING)

MTH	126	Pathology for Massage Therapy	2
MTH	128	Clinical Applications of Massage	4
MTH	135	Massage Practicum	2
MTH	136	Kinesiology for Massage Therapy	2
MTH	141	Pharmacology for Massage Therapy	1
TOTAL			11
TOTAL CREDIT HOURS			26

Certificate: MEDICAL OFFICE CLERICAL ASSISTANT (MOC7)**Credit Requirements: 37 semester credit hours**

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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
<u>TOTAL</u>			<u>12</u>
TOTAL CREDIT HOURS			37

Certificate: MEDICAL RECORD CODER (MRC7)

Credit Requirements: 39 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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
<u>TOTAL</u>			<u>13</u>

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
<u>TOTAL</u>			<u>14</u>

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
<u>TOTAL</u>			<u>12</u>
TOTAL CREDIT HOURS			39

Certificate: NAIL TECHNICIAN (NAT7)**Credit Requirements: 17 semester credit hours**For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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	135	Business of Nail Technology	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 CREDIT HOURS			17

Certificate: PHLEBOTOMY (PHL6)**Credit Requirements: 17 semester credit hours**For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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
TOTAL CREDIT HOURS			17

Certificate: SPA TECHNICIAN (SPT6)

Credit Requirements: 16 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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



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: 69 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
MAT	155	Contemporary Mathematics	3
ENG	102	English Composition II	3
TOTAL			15

THIRD SEMESTER (SUMMER)

CRJ	203	Forensic Photography	3
CRJ	230	Criminal Investigation I	3
SOC	101	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
PSY	201	General Psychology	3
SPC	205	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

Certificate: HOMICIDE INVESTIGATION (HMI7) Advanced Certificate
Credit Requirements: 27 credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

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.

FIRST SEMESTER

CRJ	141	Forensic & Investigative Report Writing	3
CRJ	200	Basic Development & Collection Techniques	3
CRJ	228	Homicide Investigation*	3
<u>Total</u>			<u>9</u>

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
<u>Total</u>			<u>9</u>

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
<u>Total</u>			<u>9</u>

TOTAL CREDIT HOURS 27

*Pre-requisites for CRJ 228 include CRJ 235, 203 and 229, or permission of the Department Chair.

CERTIFICATE: LATENT PRINT COLLECTION AND CLASSIFICATION (LPD7) Advanced Certificate
Credit Requirements: 27 semester credit hours

For more information about Gainful Employment visit: <http://www.hgtc.edu/righttoknow>

The Advanced Certificate in Latent Print 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
<u>Total</u>			<u>9</u>

SECOND SEMESTER

CRJ	201	Fingerprint Science	3
CRJ	198	Fingerprint Classification	3
CRJ	204	Advanced Crime Scene & Investigative Photography	3
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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

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 and a member of the American Association for Paralegal Education (AAfPE). The associate degree is designed to be a well-rounded foundation of education for students planning to seek employment as a paralegal 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)

ENG	101	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
LEG	135	Introduction to Law and Ethics	3
LEG	201	Civil Litigation I	3
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TOTAL			15

SECOND SEMESTER (SPRING)

CPT	101	Introduction to Computers	3
ENG	102	English Composition II	3
LEG	132	Legal Bibliography	3
LEG	214	Property Law	3
MAT	110	College Algebra	3
OR			
MAT	120	Probability and Statistics	3
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TOTAL			15

THIRD SEMESTER (SUMMER)

LEG	213	Family Law	3
LEG	230	Legal Writing	3
LEG	252	Business Applications in the Law Office	3
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TOTAL			9

FOURTH SEMESTER (FALL)

LEG	121	Business Law I	3
LEG	202	Civil Litigation II	3
PSY	201	General Psychology	3
SPC	205	Public Speaking	3
LEG	233	Wills, Trusts and Probate	3
TOTAL			15

FIFTH SEMESTER (SPRING)

LEG	245	Real Estate Law I	3
LEG	242	Law Practice Workshop (Internship)	3
LEG	212	Workers Compensation	3
OR			
LEG	231	Criminal Law	
LEG	269	Paralegal Capstone Course	1
PSC	201	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**

For more information about gainful employment, visit <http://www.hgtc.edu/righttoknow>.

The Paralegal program is approved by the American Bar Association and a member of the American Association for Paralegal Education (AAPPE). 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)

LEG	120	Torts	3
LEG	121	Business Law I	3
LEG	135	Introduction to Law and Ethics	3
LEG	201	Civil Litigation I	3
LEG	233	Wills, Trusts and Probate	3
TOTAL			15

SECOND SEMESTER (SPRING)

LEG	132	Legal Bibliography	3
LEG	214	Property Law	3
LEG	245	Real Estate Law I	3
LEG	202	Civil Litigation II	3
LEG	212	Workers Compensation	3
OR			
LEG	231	Criminal Law	

TOTAL 15

THIRD SEMESTER (SUMMER)

LEG	213	Family Law	3
LEG	230	Legal Writing	3
LEG	252	Business Applications in the Law Office	3
LEG	269	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

ENG	101	English Composition I	3
ENG	102	English Composition II	3
SPC	205	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.

Certificate: Child Care Management (CCM6)

Credit Requirements: 18 semester credit hours

For more information about gainful employment, visit <http://www.hgtc.edu/righttoknow>.

The Child Care Management Certificate prepares students for employment as managers/administrators in public or private programs that provide care for young children. Topics include ethics, advocacy and leadership skills as well as operational skills to assure appropriate services for young children and their families.

ECD	101	Introduction to Early Childhood Education	3
ECD	106	Observation of Young Children	3
OR			
ECD	135	Health, Safety and Nutrition	3
ECD	108	Family and Community Relations	3
ECD	109	Administration and Supervision	3
ECD	201	Principles of Ethics and Leadership	3
Elective		Select from	3
BUS	101	Intro to Business	
OR			
CPT	101	Intro to Computers	
OR			
MGT	101	Principles of Management	
OR			
MGT	120	Small Business Management	

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

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)

ECD	101	Introduction to Early Childhood	3
ECD	102	Growth and Development I	3
ECD	132	Creative Experiences**	3
ENG	155	Communications I	3
OR			
ENG	101	English Composition I*	
CPT	101	Introduction to Computers	3
SPC	205	Public Speaking	3
TOTAL			15/18

SECOND SEMESTER (SPRING)

ECD	203	Growth and Development II	3
ECD	105	Guidance-Classroom Management	3
ECD	131	Language Arts**	3
MAT	155	Contemporary Mathematics	3
OR			
MAT	101	Beginning Algebra*	
TOTAL			12

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)

ECD	106	Observation of Young Children	3
ECD	201	Principles of Ethics & Leadership in Early Care and Education	3
ECD	237	Methods and Materials	3
PSY	201	General Psychology	3
TOTAL			12

FIFTH SEMESTER (SPRING)

		Humanities Elective*	3
ECD	243	Supervised Field Experience **	3
ECD	108	Family and Community Relations	3
ECD	200	Curriculum Issues in Infant & Toddler Devel.	3
OR			
ECD	252	Diversity Issues in Early Care and Education	
TOTAL			12
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 car facilities

Certificate: EARLY CHILDHOOD DEVELOPMENT (ECE7)

Credit Requirements: 27 semester credit hours

For more information about gainful employment, visit <http://www.hgtc.edu/righttoknow>.

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**

Students in the Early Care and Education Certificate Program must obtain, after ECD 101:

- 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: INFANT AND TODDLER DEVELOPMENT (ITD7)**Credit Requirements: 18 semester credit hours**

For more information about gainful employment, visit <http://www.hgtc.edu/righttoknow>.

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 (FALL)

ECD	101	Introduction to Early Childhood	3
ECD	102	Growth and Development I*	3
TOTAL			6

SECOND SEMESTER (SPRING)

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

TOTAL CREDIT HOURS 18

*Students are required to participate in lab/class assignments involving visitations to and/or work in licensed childcare facilities.

****SPECIFIC/SPECIAL PROGRAM REQUIREMENTS**

Students in the Infant and Toddler Certificate Program must obtain after ECD 101:

- 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.

Note: Early Childhood Education Transfers

Students who wish to prepare for transfer to Coastal Carolina University or Francis Marion University to major in Early Childhood Education should see their Faculty Advisor in HGTC's Early Care and Education program for specific requirements. Students who wish to prepare for transfer for major in Elementary Education, Middle School or Special Education should enroll in the Associate in Arts Education Transfer program.

Certificate: FIRE SCIENCE (FSC7)**Credit Requirements: 36 semester credit hours**

For more information about gainful employment, visit <http://www.hgtc.edu/righttoknow>.

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
PSY	103	Human Relations**	3
TOTAL			9

SECOND SEMESTER (SPRING)

ENG	160	Technical Communications	3
PSC	201	American Government	3
MGT	101	Introduction to Management	3
TOTAL			9

FSC*		Fire Science Exemption Credit	18
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TOTAL CREDIT HOURS 36

*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.

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 by the end of their first semester. 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)

ENG	101	English Composition I	3
MAT	155	Contemporary Mathematics	3
OR			
MAT	110	College Algebra	
SOC	101	Introduction to Sociology	3
HUS	101	Introduction to Human Services	3
PSY	201	General Psychology	3
TOTAL			15

SECOND SEMESTER (SPRING)

CPT	101	Introduction to Computers	3
PHI	110	Ethics	3
SPC	205	Public Speaking	3
HUS	231	Counseling Techniques	3
HUS	230	Interviewing Techniques	3
TOTAL			15

THIRD SEMESTER (SUMMER)

HUS	250	Supervised Field Placement I	4
HUS	251	Supervised Field Placement II	4
TOTAL			8

FOURTH SEMESTER (FALL)

HUS	260	Human Services Special Topics	3
SOC	205	Social Problems	3
HUS	208	Alcohol and Drug Abuse	3
HUS	209	Case Management	3
HUS	235	Group Dynamics	3
TOTAL			15

FIFTH SEMESTER (SPRING)

PSY	203	Human Growth and Development	3
HUS	212	Survey of Disabilities and Disorders	3
HUS	237	Crisis Interventions	3
HUS	216	Behavior Change Techniques	3
HUS	205	Gerontology	3
TOTAL			15

TOTAL CREDIT HOURS **68**

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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 www.hgtc.edu Class Schedule. (When selecting the "Catalog Term" in the Class Schedule, CE indicates Continuing Education. 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 there is insufficient enrollment, 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 in contact with a faculty member. The contact hours are the sum of the first two numbers shown. The semester credit hours for the course are indicated by the last number shown.

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.

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: Appropriate placement test scores (SAT, ACT, COMPASS, ASSET) are REQUIRED for placement into appropriate courses. Even if no prerequisite is listed as required, not all students may necessarily place into all courses. For example, while the course description for ACC 101, Accounting Principles I, 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, go to www.hgtc.edu and select Class Schedule.

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.

ACC**ACC 101 Accounting Principles I 3-0-3**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. 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

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

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

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.

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

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

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

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

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

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

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

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

This course is designed to help students prepare for the Certified Bookkeeper Exam.

ACR**ACR 102 Tools and Service Techniques 2-3-3**

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 106 Basic Electricity for HVAC/R 3-3-4

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

This course is an introduction to the principles of refrigeration.

ACR 110 Heating Fundamentals 3-3-4

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

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

This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140 Automatic Controls 2-3-3

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

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

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

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

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

Prerequisites: ACR 118 and ACR 140

This course is a study of theory and operational principles of the heat pump.

ACR 250 Duct Fabrication 2-3-3

Prerequisites: ACR 118

This course covers the design, fabrication, and installation of air duct systems.

AET

AET 101 Building Systems I 2-3-3

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

AHS

AHS 101 Introduction to Health Professions 2-0-2

This course provides a study of the health professions and the health care industry.

AHS 102 Medical Terminology 3-0-3

This course covers medical terms including roots, prefixes and suffixes with emphasis on spelling, definition and pronunciation.

AHS 104 Medical Vocabulary/Anatomy 3-0-3

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

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

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

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: MAT 155 or higher

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 137 Muscles and Innervation 1-0-1

This course will provide a foundation of basic kinesiology with emphasis on physical activity and its impact on health and quality of life.

AHS 141 Phlebotomy for the Health Care Provider 3-0-3

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

This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AMF**AMF 101 Introduction to Aviation Maintenance** 1-0-1

Prerequisites: ENG 100

This course introduces students to the role of the Federal Aviation Administration and their regulations regarding aviation power plant and aviation mainframe. Topics include a study of aircraft industry terminology and basic safety requirements, as well as a brief history of aviation.

ANT**ANT 101 General Anthropology**

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

This course focuses on the mastery of touch keyboarding and formatting principles.

AOT 110 Document Formatting 3-0-3

Prerequisites: AOT 105

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, and AOT 165

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

This course provides experience in transcribing medical documents from dictation equipment.

AOT 133 Professional Development 3-0-3

Prerequisites: AOT 110

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

This course develops proficiency in proofreading & other specialized applications of communications in the office environment.

AOT 161 Records Management 3-0-3

This course emphasizes information management functions and various types of information systems, technology and procedures.

AOT 162 Basic Information Processing 3-0-3

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

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

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

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

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

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 non-verbal communication and listening skills.

AOT 239 Computerized Office Accounting 3-0-3

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

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

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

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

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

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

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, "netquette," and introduction to web page design.

AOT 270 SCWE in Office Systems 0-12-3

Prerequisites: AOT 110 and AOT 165 and AOT 234

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

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

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 108 History of Western Art 3-0-3

Prerequisites: ENG 100

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**

This course is a study of the fundamentals of computer assisted graphic design.

ARV 121 Design 3-0-3

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

ARV 162 Graphic Reproduction I 3-0-3

Corequisite: ARV 210

Prerequisites: ARV 121

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

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

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

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

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

This course introduces techniques of creating the illusion of motion and three-dimensional space.

ARV 227 Web Site Design I**3-0-3**

Prerequisites: ARV 121

This course introduces production of an interactive worldwide web site.

ARV 261 Advertising Design I**3-0-3**

Prerequisites: ARV 121 and ARV 210

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

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

This course includes an advanced project as assigned from conception to final production.

ARV 282 SCWE in Digital Arts**0-24-6**

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

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

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic 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**

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

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital.

BCT**BCT 200 SCWE in Building Construction Technology** 0-40-8

Prerequisites: CET 127 or AET 101 or CET 120

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**

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: BIO 101 with "C" or better

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**

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

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

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

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

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 Review 3-0-3

Prerequisites: BIO 210, BIO 211, BIO 225 with "B" or better

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

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

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

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

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

This course studies statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

BUS 270 SCWE in Business 1-8-3

Prerequisites: BUS 101, ACC 101 or ACC 111 or MGT 101 or MKT 101 (Grade of B or better in both courses)

This course includes the integration of business skill within an approved work site related to business and industry.

BUS 275 Business Internship 1-6-3

Prerequisites: BUS 101, ACC 101 or ACC 111 or MGT 101 or MKT 101

This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The class sessions will be devoted to discussing topics that will enhance the student's employability skills.

CET

CET 105 Surveying I 2-3-3

Prerequisites: MAT 101 or professor's permission

This course includes surveying theory and practice, care and use of instruments, traversing procedures and closure computation.

CET 120 Construction Materials 3-0-3

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 3-3-4

and Print Reading

This course is a study of construction methods and print reading.

CET 140 Construction Financial Management 3-0-3

This course is the study of the fundamental 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

This course includes electro-optical instrumentation techniques and computations used in surveying.

CET 210 Strength of Materials**3-0-3**

Prerequisites: EGR 190

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

This course covers soil types, their engineering properties and techniques of field and laboratory identification and testing.

CET 218 Hydraulics**2-3-3**

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

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 job site safety, project documentation, and subcontractor relations.

CET 238 Construction Planning and Scheduling**1-3-2**

Prerequisites: CET 230

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

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**

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

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

This course covers a study of the design and construction of highway. Study follows DOT requirements.

CET 252 Special Topics in**3-0-3**

Engineering Technology

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

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**

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**

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)

(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	COS 112 Shampoo and Rinses	1-9-4
Prerequisites: CHM 111 (minimum grade of C)		Prerequisites: COS 114, 116, 206, 210	
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.		This course studies procedures and safety precautions in the application of shampoo and rinses.	
CHM 212 Organic Chemistry II	3-3-4	COS 114 Hair Shaping	1-9-4
Prerequisites: CHM 211 (minimum grade of C)		Prerequisites: Appropriate placement scores	
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.		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.	
COL		COS 116 Hair Styling I	1-9-4
COL 100 Skills for Life-Long Learning	3-0-3	Prerequisites: Appropriate placement scores	
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.		This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.	
COL 105 Freshmen Seminar	3-0-3	COS 130 Professional Image	2-0-2
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 understanding of the learning process, and acquire essential academic survival skills.		Prerequisites: COS 155	
COS		This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.	
COS 106 Facials and Make-Up	1-6-3	COS 131 Bacteria and Other Infectious Agents	2-0-2
Prerequisites: COS 155		Co-requisites: COS 132, COS 133, COS 136 or approval of program coordinator	
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.		This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.	
COS 108 Nail Care	1-6-3	COS 132 Science of Nail Technology	2-0-2
Prerequisites: COS 155		Co-requisites: COS 131, COS 133, COS 136 or approval of program coordinator	
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.		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 110 Scalp and Hair Care	0-9-3	COS 133 Basic Procedures	3-0-3
Prerequisites: COS 220		Co-requisites: COS 131, COS 132, COS 136 or approval of program coordinator	
This course is study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.		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 135 Business of Nail Technology	2-0-2
		Co-requisites: COS 131, 132, 133, 136	
		This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services, professionalism and ethics.	

COS 136 Fundamentals of Artificial Nail Application	3-3-4	COS 164 Basic Makeup & Application	3-0-3
Co-requisites: COS 131, COS 132, COS 133 or approval of program coordinator		Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162	
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.		This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.	
COS 151 Dermatology	3-0-3	COS 165 Business Practice	3-0-3
This course studies the structure, functions, conditions and disorders of the skin.		Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162	
COS 152 Hygiene and Sanitation	2-0-2	This course covers basic salon business practices, including rules, regulations, and codes governing the practice of skin care.	
Prerequisites: COS 206		COS 201 Salon Management	1-6-3
This course is the study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.		This course is a study of salon management, including the rules, regulations and codes governing the practice of cosmetology.	
COS 153 Structure and Functions of Human Systems	3-0-3	COS 206 Chemical Hair Waving	1-6-3
This basic course studies structure and function of major human body systems.		Prerequisites: Appropriate placement scores	
COS 155 Sanitation Procedures	1-3-2	This course is a study of methods of permanently waving the hair, including product, chemistry and safety.	
Prerequisites: Appropriate placement scores		COS 210 Hair Coloring	0-9-3
This course is the study of methods for sanitation and hygiene, with emphasis placed on the requirements and guidelines of the cosmetology profession.		Prerequisites: Appropriate placement scores	
COS 156 Fundamentals of Massage	1-3-2	This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.	
This course is an introductory course in massage theory, preparation, manipulations, and safety measures.		COS 220 Cosmetology Clinical Practice I	0-9-3
COS 157 Electrical Currents and Hair Removal	2-3-3	Prerequisites: COS 114, 116, 206, 210,	
Prerequisites: COS 160, COS 162		This course is an integration of cosmetology skills in a simulated salon environment.	
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 221 Facial Practice I	0-6-2
COS 158 Facial Treatments	0-6-2	Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162	
This is an introductory course in procedures for various skin treatments and safety.		This course is an integration of massage and facial skills in a simulated salon environment.	
COS 160 Electric Current Facial Treatment	0-3-1	COS 222 Cosmetology Clinical Practice II	0-9-3
This course introduces types of current, purpose, procedures, safety, and equipment used in facial treatments.		Prerequisites: COS 112, 155, 220	
COS 162 Hair Removal	1-0-1	This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.	
This course studies methods, procedures and safety during hair removal services.		COS 223 Facial Practice II	0-6-2
		Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162	
		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
 This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.

COS 231 Special Topics in Cosmetology **1-0-1**
 Prerequisites: COS 151, 152, 153, 15, 158, 162
 This course is a study of special topics in cosmetology and serves as the capstone course for the curriculum. Students will complete an advanced project that incorporates cosmetology principles and procedures with clinical performance.

CPE

CPE 107 Computer Applications for Electronics **2-3-3**
 This course covers the computer and its operation, hardware system, operating system and applications programs.

CPT

CPT 101 Introduction to Computers **3-0-3**
 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
 This course is a study of the fundamentals of website design and implementation.

CPT 163 Introduction to Multimedia for Web Pages **2-3-3**
 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**
 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**
 This course introduces microcomputer applications and software, including word-processing, databases, spreadsheets, graphics and their integration.

CPT 176 Microcomputer Operating Systems **2-3-3**
 This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

CPT 186 Visual Basic I **2-3-3**
 Prerequisites: CPT 187
 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
 This is a study in the planning and implementation of object-oriented programs.

CPT 208 Special Topics in Computer Technology **2-3-3**
 This course focuses on changes in computer technology.

CPT 209 Computer Systems Management **2-3-3**
 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
 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 242 Database **2-3-3**
 Prerequisites: CPT 187
 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 260 Fundamentals of Operating Systems & Web Services **2-3-3**
 Prerequisites: CPT 176
 This course studies operating techniques needed to set up and maintain web servers.

CPT 262 Advanced Website Publishing **2-3-3**
 Prerequisites: CPT 162 and 242
 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
 This course covers the techniques of system analysis, design, development and implementation.

CPT 270 Advanced Microcomputer Applications **2-3-3**
 Prerequisites: CPT 170
 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**
 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

This course is a study of advanced techniques for Visual Basic programming using the Microsoft.net framework.

CRJ**CRJ 101 Introduction to Criminal Justice****3-0-3**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 115 Criminal Law I**3-0-3**

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses & various legal principles upon which criminal law is established are reviewed. This course is designed to familiarize the criminal justice student with criminal law in general and in South Carolina in particular.

CRJ 120 Constitutional Law**3-0-3**

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and 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

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

This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 141 Forensic & Investigative Report Writing**3-0-3**

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations.

CRJ 145 Juvenile Delinquency**3-0-3**

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

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: CRJ3 student; CRJ 200

This course introduces the basic elements of fingerprint technology and techniques including the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing.

CRJ 199 X-Rays as Investigative Tools**3-0-3**

Prerequisites: CRJ3 Student; CRJ 141, CRJ 235

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**

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**

This course includes a basic, practical approach to fingerprint classification, identification, and filing system for the police officer, investigator, or beginning fingerprint technician

CRJ 202 Criminalistics**3-0-3**

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identification, pathology, toxicology, ballistics, and clandestine operations.

CRJ 203 Forensic Photography**3-0-3**

Prerequisites: CRJ 202

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: CRJ3 student; CRJ 203, CRJ 235

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: CRJ3 student; CRJ 200, CRJ 201

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 Scene Investigations for Major Incidents and Mass Crimes 3-0-3

Prerequisites: CRJ3 student; CRJ 141, CRJ 204, CRJ 235

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

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 120 with grade of "C" or better or permission of Department Chair

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

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

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science, proper photographic recording, and casting and imprint identification.

CRJ 226 Advanced Bloodstain and 3-0-3

Firearm Pattern Evidence Analysis

Prerequisites: CRJ3 student; CRJ 204, CRJ 229, CRJ 235

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

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

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 101, CRJ 202 with grade of "C" or better or permission of Department Chair

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

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 permission of Department Chair

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

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. The course focuses on the relationship between evidence

and criminal procedure. The course will examine the path that evidence takes from arrest through presentation in court including the rules of evidence, examination of evidence, examination of witnesses, articles and exhibits, opinion evidence, and jury process and verdict.

CRJ 242 Correctional Systems 3-0-3

Prerequisites: CRJ 101 with "C" or better or permission of Department Chair

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 includes a study of new trends in criminal justice. This course, through such activities as an internship, portfolio development, and portfolio presentation, allows the criminal justice student to demonstrate effective skills and competencies based on the courses successfully completed. The course is designed as a second-year course, and should be one of the final courses the criminal justice student attempts.

**CRJ 264 Chemical and Alternative Methods 3-0-3
in Latent Print Development and Collection**

This course is the study of the comprehensive application of development and enhancement techniques through the use of forensic 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. CWE courses require 5 contact hours for one credit hour. Enrollment in CWE courses must be approved by the faculty advisor.

DAT

DAT 113 Dental Materials 3-3-4

Prerequisites: Acceptance into the Expanded Duty Dental Assisting Program

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

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

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 127 and DAT 154

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 1-12-5

Prerequisites: DHG 175 and DHG 239

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

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 & Instrumentation I 2-0-2**

Prerequisites: DMS 164

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

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

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

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

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

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

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

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

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

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

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 or ECE3

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

This course is an extensive study of philosophies and theo-

ries 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

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

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

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

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 109 Administration and Supervision 3-0-3

Prerequisites: Permission of Academic Chair

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services and relations among the public, staff and parents.

ECD 131 Language Arts 2-3-3

Prerequisites: ECD 101

This course studies methods and materials in age-appropriate language experiences. Opportunities provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.

ECD 132 Creative Experiences 2-3-3

Prerequisites: ECD 101

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

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

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 3-0-3

& Toddler Development

Prerequisites: ECD 101 and ECD 102

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

ECD 201 Principles of Ethics and 3-0-3

Leadership in Early Care and Education

Prerequisites: ECD 101

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

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 3-0-3

Infants and Toddlers

Prerequisites: ECD 101 and ECD 102

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 Cares 2-3-3

Prerequisites: ECD 200

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

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

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 1-6-3

in Infant/Toddler Care

Prerequisites: ECD 102 and ECD 200

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 3-0-3

and Education

Prerequisites: ECD 101

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

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 govern-

ment'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

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

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. For HGTC students, will transfer to CCU

EDU 201 Classroom Inquiries with Technology 3-0-3

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This course includes the construction and testing of a professor-approved project.

EET 274 Special Topics 0-3-1

Prerequisites: Final Semester

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

This course includes the utilization of applications software to solve engineering technology problems.

EGR 190 Statics 3-0-3

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

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

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

This course studies advanced concepts of CAD software and applications.

EMS

EMS 110 Basic Emergency Medical Care 3-6.5-5

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 2-4-3

Medical Technician

Prerequisites: EMS 110

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 Mgt. 1-3-2

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

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

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:

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

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

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, and 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

This course studies concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicologic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.

EMS 211 Advanced Clinical Experience I 1-6-3

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

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

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 Seminars 2-0-2

Prerequisites: EMS 210

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

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

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

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

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

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

This course covers the application of theory to develop clinical skills and knowledge, and problem solving ability.

ENG**ENG 031 Developmental English 3-0-3**

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

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 3-0-3

(non-degree credit)

Prerequisites: ENG 032 (minimum grade of C) or appropriate placement scores

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

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 placement scores

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

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) or appropriate placement scores

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

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

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

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

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

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

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 State-

wide Articulation Agreement.

ENG 214 Fiction 3-0-3

Prerequisites: ENG 102

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

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

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

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

This course is a study of environmental biology, including ecological systems and toxicology.

FOR

FOR 102 Multiple Use of Forest Lands 3-0-3

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

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

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

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

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

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

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

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 3-0-3

Government Standards

Prerequisites: FOR 105

This course is an introduction to forest products industry, site organization and government standards.

FOR 206 Forest Ecology 3-0-3

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

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

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

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

This course is the study of scientific foundations on which cultural practices are based. Includes the effects of environment up tree 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

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 265 Equipment & Timber Harvesting 3-3-4

Prerequisites: FOR 154 and FOR 156

This course covers 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 harvesting operations and the costs involved are included. Students will prepare a business plan for a timber harvesting

company.

FOR 268 Forest Protection Practices 3-3-4

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

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

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

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

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

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

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 & Practices 3-0-3

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 successful in the health care industry.

HIM 110 Health Information Science I 3-0-3

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.

HIM 130 Billing & Reimbursement 3-0-3

Prerequisites: AHS 102, BIO 112, ENG 101

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

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 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

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

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 138, HIM 140 and HIM 216

This course provides clinical practice in the application of basic coding and classification system guidelines in selected healthcare facilities.

HIM 216 Coding and Classification I 3-0-3

Prerequisites: AHS 102, HIM 105 or HIM 110

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

This course studies advanced coding and classification systems.

HIM 227 Senior Professional Competencies 1-6-3

Prerequisites: HIM 130 and HIM 140

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 Computers in Healthcare 3-0-3

Prerequisites: HIM 130, HIM 140 and HIM 216

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

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

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

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

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**

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

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

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

This course studies basic food principles in a production kitchen environment.

HOS 120 Bakeshop Production 2-3-3

Prerequisites: HOS 101

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

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

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

This course studies local, state and national regulations governing sanitary food handling practices.

HOS 171 Food & Beverage Controls 3-0-3

Prerequisites: HOS 140 and MAT 155

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

This course is a study of culinary skills used in the preparation of food in "à la carte" style.

HOS 202 A La Carte II 1-6-3

Prerequisites: HOS 201

This course is a study of culinary skills used in the preparation of international foods in an "à 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

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

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

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

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

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 250 Beverage Service Management 3-0-3

Prerequisites: HOS 265, MKT 135

This course addresses the principles of beverage service and is designed to prepare students for management responsibilities in the culinary and hospitality industries. Upon satisfactory completion of this course, students will be eligible for ServeSafe for Alcohol certification, which covers alcohol laws and responsibilities in beverage service management.

HOS 255 Food Service Management 3-0-3

Prerequisites: HOS 140

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

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

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

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

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

This course studies landscape design, drafting and installation techniques.

HRT 110 Plant Form and Function 3-3-4

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

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

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

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

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

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

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

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

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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: ENG 100 or above or placement scores

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

This course includes work assignments in selected human services agencies and integration of skills related to the human services profession.

HUS 251 Supervised Field Placement II**0-16-4**

Prerequisites: HUS 230, HUS 231 and HUS 250.

This course includes work assignments in selected human services agencies and integration of skills related to the human services profession.

HUS 260 Human Services Special Topics**3-0-3**

Prerequisites: ENG 100 or above or placement scores

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

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**

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**

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

This course is an introductory study of networking operating system administration. Techniques on installation and administration of a Networking Operating System included. Tasks will include configuration of routers and switches as well as connecting devices to an LAN.

IST 162 Introduction to Workstation**2-3-3**

Networking Administration

Prerequisites: IST 166

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 165 Implementing & Administering**2-3-3**

Windows Directory Services

Prerequisites: IST 163 or IST 243

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, CPT 209

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.

<p>IST 201 CISCO Internet Working Concepts 2-3-3</p> <p>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.</p> <p>IST 202 CISCO Router Configuration 2-3-3</p> <p>Prerequisites: IST 201</p> <p>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.</p> <p>IST 203 Advanced CISCO Router Configuration 2-3-3</p> <p>Prerequisites: IST 202</p> <p>This course is a study of configuring CISCO routers.</p> <p>IST 204 CISCO Troubleshooting 2-3-3</p> <p>Prerequisites: IST 203</p> <p>This course is a study of troubleshooting network problems.</p> <p>IST 205 CISCO Advanced Routing 2-3-3</p> <p>Prerequisites: IST 204</p> <p>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.</p> <p>IST 206 CISCO Remote Access 2-3-3</p> <p>Prerequisites: IST 205</p> <p>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.</p> <p>IST 207 CISCO Multilayer Switch 2-3-3</p> <p>Prerequisites: IST 206</p> <p>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.</p> <p>IST 208 CISCO Internetworking Troubleshooting 2-3-3</p> <p>Prerequisites: IST 207</p> <p>This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches.</p>	<p>IST 209 Fundamentals of Wireless LANs 2-3-3</p> <p>Prerequisites: IST 165</p> <p>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.</p> <p>IST 225 Internet Communications 2-3-3</p> <p>Prerequisites: CPT 170 or CPT 114</p> <p>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.</p> <p>IST 236 Mobile and Wireless Appliances 2-3-3</p> <p>Prerequisites: IST 225</p> <p>This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations.</p> <p>IST 242 Network Architecture II 2-3-3</p> <p>Prerequisites: IST161</p> <p>This course is a study of the internal operations of the packet switching network and their implementation, as well as the numerous international standards applicable to such systems. Several models of packet switching networks and current interfaces are covered.</p> <p>IST 261 Advanced Network Administration 2-3-3</p> <p>Prerequisites: IST 165</p> <p>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.</p> <p>IST 290 Special Topics in Information Sciences 2-3-3</p> <p>Prerequisites: IST 242, IST 291</p> <p>This course covers special topics in information sciences.</p> <p>IST 291 Fundamentals of Network Security I 2-3-3</p> <p>Prerequisites: IST 161</p> <p>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.</p> <p>IST 292 Fundamentals of Network Security II 2-3-3</p> <p>Prerequisites: IST 291</p>
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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

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

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

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

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

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

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 212 Workers' Compensation 3-0-3

This course is a study of the history of workers' compensation, case laws, statutes, regulations and procedures in handling claims.

LEG 213 Family Law (LS) 3-0-3

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

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

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

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

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

This course includes the application of substantive knowledge in a practical situation as a paralegal.

LEG 245 Real Estate Law I (LS) 3-0-3

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

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

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 031 Developmental Mathematics 3-0-3

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

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

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

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

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 placement scores

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

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

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

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

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

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

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

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

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

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

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

This 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 certain Education majors.

MAT 251 Elementary Mathematics II 3-0-3

Prerequisites: MAT 250 (minimum grade of C) or appropriate placement scores

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 certain Education majors.

MGT

MGT 101 Principles of Management 3-0-3

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

This course is a study of small business management and organization, forms of ownership and the process of starting a new business.

MGT 150 Fundamentals of Supervision 3-0-3

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201 Human Resources Management 3-0-3

Prerequisites: MGT 101

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

MKT

MKT 101 Marketing 3-0-3

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 110 Retailing 3-0-3

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

MKT 120 Sales Principles 3-0-3

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 135 Customer Service Techniques 3-0-3

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

MKT 240 Advertising 3-0-3

Prerequisites: MKT 101

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

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**

Co-requisites: MTH 102, MTH 104, MTH 105, MTH 106, MTH 108, MTH 132

This course provides an overview of spa treatment and services, including message therapy, nail technology, esthetics, aromatherapy, reflexology.

MTH 102 Spa Therapy Business Applications 3-0-3

Co-requisites: MTH 101, MTH 104, MTH 105, MTH 106, 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

Co-requisites: MTH 101, MTH 102, MTH 105, MTH 106, 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

Co-requisites: MTH 101, MTH 102, MTH 104, MTH 106, 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

Co-requisites: MTH 101, MTH 102, MTH 104, MTH 105, MTH 108, MTH 132

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

Co-requisites: MTH 101, MTH 102, MTH 104, MTH 105, MTH 106, 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 113 Essentials of Anatomy and Physiology for Massage Therapy 2-3-3

This course focuses on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis is given to the skeletal, muscular, cardiovascular and nervous systems.

MTH 120 Introduction to Massage 4-0-4

A comprehensive introduction to therapeutic massage including history, theories, benefits, contra indications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.

MTH 121 Principles of Massage I 2-6-4

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 126 Pathology for Massage Therapy 2-0-2

This course covers basic pathology for the massage therapy student and includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

MTH 128 Clinical Applications of Massage 2-6-4

Co--requisites: MTH 126

Students will perform massage therapy in a clinical massage setting, closely supervised and evaluated by instructors in all aspects of massage.

MTH 135 Massage Practicum

0-6-2

Co-requisites: MTH 128

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students will observe facility and business operations under supervision of licensed massage therapists or licensed medical staff.

MTH 136 Kinesiology for Massage Therapy

1-3-2

Corequisites: MTH 128

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effect of massage therapy on the way the body reacts during various activities.

MTH 141 Pharmacology for Massage Therapy

1-0-1

Co-requisites: MTH 128

This course studies the effects of medications commonly reported on health intake forms by massage clients. Topics include common over-the-counter pain relievers, NSAIDS and medications for cardiovascular disease and diabetes. Emphasis is placed on possible contra-indications for massage therapy.

MUS

MUS 105 Music Appreciation

3-0-3

This course will focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods and appropriate listening experiences.

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. 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

0-3-1

Prerequisites: Prior experience on a brass, woodwind, or percussion instrument.

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

2-0-2

Prerequisites: Acceptance into Nuclear Medicine Technology Program

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

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 Program

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

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

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

This course covers theory and principles of non-imaging procedures.

NMT 107 Nuclear Medicine Instrumentation

3-0-3

Prerequisites: NMT 102

This course covers theory and application of radiation detection instruments.

NMT 109 Special Topics in Nuclear Medicine

2-0-2

Prerequisites: NMT 104

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

This course covers the application of nuclear medicine.

NMT 151 Applied Nuclear Medicine II

0-24-8

Prerequisites: NMT 150

This course covers difficult and challenging clinical application of nuclear medicine theory.

NMT 152 Applied Nuclear Medicine III 0-18-6

Prerequisites: NMT 151

This course covers challenging and difficult applications of nuclear medicine.

NRM**NRM 130 Outdoor Recreation Management 2-3-2**

This course examines the management of natural resources for outdoor recreation purposes.

NRM 151 Vertebrate Natural History 3-0-3

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

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

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 2-3-2

Prerequisites: NRM 230 or Instructor Permission

This course includes a survey of applied techniques of wildlife management. The course includes "hands on" instruction in the outdoors.

NRM 250 Wetlands Ecology 2-3-3

Pre-requisites: FOR 130 or Instructor Permission

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.

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.

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.

NUR 161 Basic Concepts in Pharmacology 2-0-2

Prerequisites: NUR 101

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.

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.

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 persons throughout the life span who are experiencing complex health problems.

PHI**PHI 101 Introduction to Philosophy****3-0-3**

This course includes a topical survey of the three main branches of philosophy — epistemology, metaphysics and ethics — and the contemporary questions related to these fields. 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**

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**

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**

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**

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

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**

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

This course provides an introductory study of therapeutic drug categories.

PHM 118 Community Pharmacy Seminar**1-0-1**

Prerequisites: PHM 110 and PHM 164

This course is a study of the pharmacy issues related to the community pharmacy practice.

PHM 124 Therapeutic Agents II**3-0-3**

Prerequisites: PHM 114

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

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

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

This course includes practical experience in a working pharmacy environment.

PHS**PHS 101 Physical Science I****3-3-4**

Prerequisites: ENG 100 and MAT 032

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

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

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

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

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. 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 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**

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**

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**

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**

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

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

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: Acceptance to PTA 3 Program

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.

PTH 202 Physical Therapy Modalities**3-3-4**

Prerequisites: PTH 101, PTH 221, PTH 222 with a grade of "C" or better

This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities, and the use of ultrasound, diathermy, electrotherapeutic devices, laser, traction and manual techniques.

PTH 205 Physical Therapy Functional Anatomy**3-3-4**

Prerequisites: PTH 101, PTH 221, PTH 222 with a grade of "C" or better

This course introduces the basic concepts and principles of muscles, joints, and motion, including traditional testing procedures. 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.

PTH 221 Pathology I**2-0-2**

Prerequisites: Enrollment limited to students with major code of PTA3

This course is an introduction to basic pathophysiology of the body, with the emphasis on the body's reaction to disease and injury.

PTH 222 Pathology II**2-0-2**

Prerequisites: PTH 101 and PTH 221 with a grade of "C" or better

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.

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

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.

PTH 234 Clinical Education I**0-9-3**

Prerequisites: PTH 101 and PTH 221 with a grade of "C" or better

This course introduces the elementary clinical procedures involved in the patient care setting under the direct supervision of a licensed Physical Therapist and/or licensed Physical Therapist Assistant for practice in professional behaviors.,

PTH 235 Interpersonal Dynamics**2-0-2**

Prerequisites: PTH 225, PTH 242 and PTH 253 with a grade of "C" or better

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

This course provides the practical application of therapeutic exercise as a treatment intervention for a variety of pathologies and body segments.

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

This course provides the practical application of basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 244 Rehabilitation**3-3-4**

Prerequisites: PTH 225, PTH 242 and PTH 253 with a grade of "C" or better

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.

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

This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both clinical and classroom settings. 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

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

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 to Radiologic Technology Program

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**2-0-2**

Prerequisites: Acceptance to Radiologic Technology Program

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 103 Introduction to Computed Tomography 2-0-2

Prerequisites: Acceptance to Radiologic Technology Program
 This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contrast utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

RAD 110 Radiographic Imaging I 2-3-3

Prerequisites: RAD 130
 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
 This course is a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

RAD 130 Radiographic Procedures I 2-3-3

Prerequisites: Acceptance into Radiologic Technology Program
 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
 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 153 Applied Radiography I 0-9-3

Prerequisites: Acceptance to Radiologic Technology Program
 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 153
 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
 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: Acceptance to Radiologic Technology Program
 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
 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
 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
 This course is a study of advanced topics unique to the radiological sciences.

RAD 230 Radiographic Procedures III 3-0-3

Prerequisites: Acceptance into Radiologic Technology Program
 This course is a study of special radiographic procedures.

RAD 256 Advanced Radiography I 0-24-8

Prerequisites: RAD 175
 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
 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
 This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

RDG**RDG 032 Developmental Reading 3-0-3**

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. 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

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills.

RDT**RDT 101 Radiography Orientation 3-0-3**

Prerequisites: Acceptance into Limited General Radiologic Technology

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

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

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 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

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

This course provides the anatomy, pathology and routine positioning for extremities and spines.

RDT 108 Radiographic Exposure III 2-0-2

Prerequisites: RDT 105

This course covers the principles of radiographic imaging necessary for the general radiographer.

RDT 109 General Positioning III 1-3-2

Prerequisites: RDT 106

This course provides the necessary positioning methods for the general radiographer.

RDT 110 Selected Topics 3-0-3

Prerequisites: RDT 106

This course covers specific areas of office procedures 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

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

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

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

This course is an analysis of the religious experience of various persons 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

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: CRJ3 student; BIO 101 and CRJ 202

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**

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

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

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**

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

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: ENG 100 with grade of "C" or better

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

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**

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

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

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

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

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

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

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

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

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**

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**

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

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

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

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

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

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

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

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

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

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, as well as 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

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

This course will include special topics in the area of turf management.

TUF 225 Golf Course Design 3-0-3

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

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.

TUF 262 Pesticides 2-3-3

Prerequisites: TUF 174 or permission of instructor

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. 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

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

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

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

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

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

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

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.

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Lavigne, Scott, Maintenance Supervisor

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McCallister, Rass, Maintenance Technician

Milburn, Dewayne, Electrician

Moshinskie, David, HVAC Specialist

Snow, Mike, Maintenance Technician

Stevenson, Rhett, Maintenance Technician

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Harold N. Hawley

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Clemann, Betty, Custodian

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Greer, Erick, Custodian

Hearn, Dalena, Custodian

Housley, Sylvia, Custodian

Kaim, Lori, Custodian

Martin-Fowler, Joanne, Custodian

Parrish, Trudy, Custodian

Pope, Lucy, Custodian

Pope, Richard, Custodian

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Shelley, Nancy, Custodian

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Hallaran, Thomas, Groundskeeping Supervisor

Hallman, Clint, Groundskeeping Supervisor

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 Semik, Kacey, Student Accounts Technician
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Gregory L. Mitchell, Campus Provost**Student Affairs**

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