



# 2016-17 CATALOG & STUDENT HANDBOOK

## **Conway Campus**

(843) 347-3186

2050 Highway 501 East • Post Office Box 261966 • Conway, South Carolina 29528-6066  
Five miles east of Conway on US Highway 501, eight miles west of the Atlantic Intra-Coastal Waterway

## **Georgetown Campus**

(843) 546-8406 • Fax (843) 546-1437

4003 South Fraser Street, Georgetown, South Carolina 29440-9620  
Two miles south of Georgetown near the Georgetown Airport

## **Grand Strand Campus**

(843) 477-0808 • Fax (843) 477-0775

743 Hemlock Avenue, Myrtle Beach, South Carolina 29577  
Two miles south of Coastal Grand Mall, near The Market Common,  
between U.S. 17 Bypass and U.S. 17 Business

1-888-544-HGTC (4482) • 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. This catalog is based on timely completion of your program of study. Check with DegreeWorks in WaveNet or with your academic advisor for the most current information.

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# COLLEGE INFORMATION

A Message from the new President, Dr. Marilyn Murphy Fore



## Welcome from the new President, Dr. Marilyn Murphy Fore

Welcome to Horry Georgetown Technical College! There is no better time to further your education and invest in your future. For more than five decades, Horry Georgetown Technical College has been a leading South Carolina college, where quality and affordability meet. In fact, HGTC is one of South Carolina's Best Community Colleges, designated by BestColleges.com. I am thrilled you are considering HGTC and let me tell you why.

You may choose from more than 80 associate degree, diploma, certificate programs and continuing education to either jumpstart your career or prepare for transfer to a four-year institution. Golf Sports Turf Management, Forestry Management Technology and Sports Tourism are unique to HGTC. We offer programs in health services, advanced manufacturing, public service, university transfer, natural resources, business, hospitality, culinary, education, engineering and computer career clusters. For those who need flexibility, the Distance Learning Institute at HGTC offers several programs which can be completed online from start to finish. You will find distance learning options for nearly every program.

Our current students, faculty and staff represent more than 30 countries, and come to the College from all over the United States. Student Affairs superbly assists students with advising, financial aid, special services, tutorial and career counseling. At HGTC, you have the best opportunity to learn from outstanding faculty, all credentialed in their field and serve as an excellent resource for you.

Faculty and staff are active in professional associations, working closely with local businesses, routinely introducing our students to local and national associations and employment opportunities. Our faculty engage students in hands-on applications which lead to internships and success. An over 90% placement rate for our graduates, who are gainfully employed in their field of study or continuing their education at more than 60 colleges and universities.

You will interact with other students from many backgrounds and at various points in their lives – some following high school while others are mid-career. You will have many opportunities to learn from a diverse group of peers and formulate critical thinking skills essential in today's workplace.

We remain a true community college, with more than 90% of our more than 8,500 students living, working and remaining in South Carolina. In fact, 4 out of every 5 students at HGTC are residents of Horry or Georgetown County. Tuition is among the most affordable in the State!

Our three campuses are ideally located in Georgetown, Myrtle Beach and Conway.

Please visit the Admissions webpage for more information. Discover for yourself *Great Careers Start Here* at Horry Georgetown Technical College.

With HGTC pride,

**Dr. Marilyn Murphy Fore**

**President**

Horry Georgetown Technical 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 of the Institution

Since its creation in 1966, Horry Georgetown Technical College has continued to provide post-secondary certificate, diploma, and associate degree programs leading directly to securing or continuing employment; degree programs which enable students to access other post-secondary education; and workforce development programs to meet the needs of job training, occupational advancement, licensing, and certification.

As a member of the South Carolina Technical College System, the College is a public, two-year technical college, enrolling 7,500 to 9,000 college credit curriculum students during the fall semester and providing non-credit courses and programs for workforce development and job training. The College primarily provides services to the individuals and employers of Horry and Georgetown counties, but also offers programs to meet regional, national, and 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.

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 student services to support individual 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 in leading to a productive and meaningful life.

The College respects every member of the college community and is committed to fairness in its educational endeavors.

## Accreditations

Horry Georgetown Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of Horry Georgetown Technical College.

In addition to regional accreditation, HGTC is a member of the South Carolina Technical College System and many of the departments and/or programs at HGTC are accredited or approved by national and regional accreditation boards, commissions and/or associations. HGTC actively seeks accreditation through these bodies when the potential for the

student's employment is dependent upon such accreditation or enhanced by the recognition.

### Program Accreditations:

#### **Business (Accounting, General Business, Administrative Office Technology: Association of Collegiate Business Schools and Programs (ACBSP))**

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](http://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.

#### **Cosmetology and Esthetics Technician: Board of Cosmetology of the South Carolina Department of Labor**

The Cosmetology, Esthetics, and Nail Technician programs are licensed by the Board of Cosmetology of the South Carolina Department of Labor, Licensing and Regulation.

#### **Culinary Arts Technology: American Culinary Federation Educational Foundation Accrediting Commission**

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

#### **Dental Assisting and Dental Hygiene: Commission on Dental Accreditation**

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 Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

#### **Diagnostic Medical Sonography: Commission on Accreditation of Allied Health Education Programs**

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](http://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](http://www.caahep.org).

#### **Early Care and Education: National Association for Education of Young Children**

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



## **EMT - Paramedic: Commission on Accreditation of Allied Health Education Programs**

The Horry Georgetown Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://www.caahep.org). Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088,(214) 703-8445, FAX (214) 703-8992,[www.coaemsp.org](http://www.coaemsp.org).

## **Forestry Management Technology (Wildlife Management Emphasis): North American Wildlife Technology Association**

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

## **Massage Therapy: Massage/Body Works Panel of the South Carolina Department of Labor, Licensing and Regulation**

Massage Therapy is approved by the Massage/Body Works Panel of the South Carolina Department of Labor, Licensing and Regulation and maintains National Certification Board for Therapeutic Massage & Bodywork Assigned School status.

## **Paralegal: American Bar Association**

The Paralegal program is approved by the American Bar Association.

## **Pharmacy Technician: Accreditation of Pharmacy Technician Program**

The Pharmacy Technician program conducted by Horry Georgetown Technical College, Myrtle Beach, SC, is accredited by the American Society of Health-System Pharmacists, Accreditation Services Division, 7272 Wisconsin Avenue, Bethesda, MD, 20814.

## **Physical Therapist Assistant: Commission on Accreditation in Physical Therapy Education (CAPTE)**

The Physical Therapist Assistant program: Horry Georgetown Technical College is accredited by the Commission on Accreditation in Physical Therapy Education, (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; e-mail: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

## **Nursing and Practical Nursing: Accreditation Commission for Education in Nursing, Inc.**

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 Accreditation Commission for Education in Nursing,

Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, [www.acenursing.org](http://www.acenursing.org).

## **Radiologic Technology: Joint Review Committee on Education in Radiologic Technology (JRCERT)**

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone: 312-704-5300, fax: 312-704-5304, email: [mail@jrcert.org](mailto:mail@jrcert.org), [www.jrcert.org](http://www.jrcert.org).

## **Surgical Technician: Commission on Accreditation of Allied Health Education Programs**

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

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

The following persons have been designated to address 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, HGTC PO BOX 261966, Conway, SC 29528-6066, 843-349-5212, who serves as the College's Section 504, Title II, and Title IX Coordinator.
- Students 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 the Associate Vice President for Student Affairs, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, who serves as the College's Title IX Coordinator.

## **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.

# ADMISSIONS INFORMATION

## Open Admissions

HGTC 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.

Open admission does not guarantee admission. The College reserves the right to refuse admission 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.

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:**

1. Be 18 years old or have earned a high school diploma or its equivalent; Exceptions to above
  - High school students participating in the Program for Accelerated College Enrollment (PACE) or Early College are subject to admissions requirements as outlined in the PACE section of this catalog.
  - An applicant who is less than 18 years old, 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.
2. Submit an admission application, along with the required, non-refundable application fee; applications submitted without payment of the application fee will not be processed.
3. Submit scores from SAT, ACT or college placement test (Placement test scores are required for appropriate course placement).

Applicants who have not taken the SAT or ACT may need to complete the College placement test. The College placement tests in the areas of Reading Comprehension, Writing Skills, Pre-Algebra and Algebra are 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.

Note: Testing candidates may schedule appointments for any testing service and process their request online by going to the Testing Center web page at [www.hgtc.edu/testing](http://www.hgtc.edu/testing), or in WaveNet under the Testing Center tab. Once you complete the process and pay necessary fees, if applicable, you will receive a confirmation of your appointment. Please bring your confirmation with you on appointment day.

Testing candidates requesting accommodations should call the Testing Center in which you registered to arrange accommodations in advance.

An applicant/student may re-test once, after a 24-hour waiting period. After the first re-test, an applicant/student may re-test again only 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.

Placement testing is available in alternate formats. To request special accommodations for testing, contact the Director of Student Development on the Conway Campus, the Director of Student Affairs on the Grand Strand Campus or the Counsel or Advisor on the Georgetown Campus.

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

4. Submit high school transcript(s). Applicants should request that a final official high school transcript or GED scores be forwarded to the HGTC Admissions Office.

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

## Admission Requirements for Transfer Students

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

1. Complete and return an admissions application, along with the required, non-refundable application fee; Applications submitted without this fee will not be processed.
2. Submit college transcript(s). Transfer applicants 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. A transfer applicant whose college transcripts do not reflect above requirements will be given the opportunity to submit SAT/ACT scores that are less than 5 years old or to take the College placement test to determine course placement.

## Information about Transferring Courses to HGTC

HGTC will accept for transfer all applicable and appropriate credits. Every effort will be made to recognize the previous educational experiences of the student, while applying appropriate quality assurances for graduation purposes.

Transfer credits require a grade of "C" or better.

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 calculate into 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

Because some majors at HGTC are continually evolving 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 advisors.

### Limit - Prefix/Course Major/Subject Area

#### One Year

DAT	Expanded Duty Dental Assisting
PTH	Physical Therapist Assistant
RAD	Radiologic Technology
NUR	Nursing - ADN
PNR	Nursing - PN

#### Two Years

DHG	Dental Hygiene
PHM	Pharmacy Technician
EMS	Emergency Medical Technology

#### Five Years

AOT	Administrative Office Technology
ARV	Digital Arts
BIO	Dental Hygiene, Diagnostic Medical Sonography, Physical Therapist Assistant, Surgical Technician Majors only
COS	Cosmetology
CPT	Computer Technology
HIM	Medical Administrative Assistant, Medical Coding and Billing
IST	Information Systems Technology
LEG	Paralegal

#### Seven Years

ECD	Early Care and Education
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#### Ten Years

ACC	Accounting
AHS	Allied Health Science
BAF	Banking and Finance
BUS	Business
CMT	Construction Management Technology
CRJ	Criminal Justice
CUL	Culinary Arts
EGT (101)	Basic Technical Drawing
FOR	Forestry
HUM	Human Services
MAT	Nursing - ADN Major Only
MGT	Management
MKT	Marketing
NRM	Natural Resource Management
WLD	Welding

## 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](http://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.

More information about these programs can be found at [www.hgtc.edu/highschool](http://www.hgtc.edu/highschool).

The following criteria must be met for acceptance into PACE:

- Obtain high school junior status;
- Be recommended by the high school guidance counselor, principal or other designated school official as someone who can benefit from the program;
- Submit a completed PACE application, including a signature of permission from a school official and a parent or guardian to attend HGTC; and
- Submit scores from one of the following placement tests: Scholastic Assessment Test (SAT), American College Testing Assessment (ACT), ASSET, Accuplacer or college placement tests. Minimum test scores must be met to enroll in college level courses.

Note: PACE 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 and Hemingway Career and Technical Center, 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/tap](http://www.hgtc.edu/tap)

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/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), University of South Carolina (AA and AS), Lander University (AA and AS), The Citadel (Civil Engineering Technology) or Clemson University (Construction Project Management and Natural Resources).

## 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, 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 curriculum displays are for information only and should not be interpreted as an exact representation of course progression, but for outlining program course requirements necessary for completing a particular program of study. Students should confer with the Health Science Advisor on the Conway, Grand Strand Campus, or Georgetown Campus for more specific information.

It is the student's responsibility to be aware of all limited access program admission, (top qualified or first qualified) 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.

## For Undeclared Major Students

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

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.

Note: Placement in certain courses as an undeclared major is restricted, and all course placement requirements and course pre and corequisites 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

HGTC 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 F-1 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 F-1 Student.

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

1. Complete the Admissions Application and pay the non-refundable application fee;
2. 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 in addition to a minimum score of 7.0 on the International English Language Testing System (IELTS). Individuals already in the United States may elect to participate in the college placement test as an alternative to TOEFL and IELTS;
3. Provide copies of current visa and passport documents, including both sides of the I-94 card;
4. If you have previously attended a university outside of the United States, you must submit a professional course-by-course credential evaluation of all international university coursework completed through AACRAO International Education Services or from a member of the National Association of Credential Evaluation Services or Association of International Credential Evaluators. Applicants pursuing an interest in the Health Science field are highly recommended to use World Education Services Inc. (WES). Credits from foreign colleges/universities are reviewed by the Registrar's Office.
5. 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 SEVIS fee, using 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. Department of Homeland Security. 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.

## Background Checks, Drug Screening, Health History

Many of the programs, including those in the Health Sciences, require successful completion of a Criminal Background Check (CBC), Urine Drug Screen (UDS), and/or submission of health and immunization histories prior to course registration and clinical/field placements. Students whose Criminal Background Checks and or Urine Drug Screening disqualify them from placement will be declared ineligible for continued enrollment and removed from the programs. Even if a student has 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 if any incident occurs during enrollment that may disqualify him/her from placement eligibility. Failure to do so may result in disciplinary action and removal from the program.

All costs related to Criminal background Checks, Urine Drug Screening and compilation of health and immunization histories are SOLELY THE RESPONSIBILITY OF THE STUDENT.



# FINANCIAL AID

## College Costs and Financial Aid

The Office of Student Financial Aid at Horry Georgetown Technical College seeks to provide assistance to anyone who demonstrates financial need and has a desire to attend college. The responsibility for meeting college costs lies primarily with the student and the student's family. However, when a student and/or student's family meets its financial responsibility to the extent of its ability, HGTC seeks to provide assistance for remaining need to the extent of available funding.

## 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](http://www.hgtc.edu/tuition).

## Payment

Students are expected to pay or enroll in a payment plan at the time of registration. Acceptable methods of payments include cash, check, money order, cashier's check, VISA, Master Card, American Express 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 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:

After Add/Drop, the student is considered enrolled in classes remaining on his/her schedule. If the student withdraws or is dropped from class (es) after Add/Drop, the following refunds apply.

Refund	Tuition	Fee
Before classes begin	100%	100%
During the Add/Drop Period	100%	100%
Period after Add/Drop equal to the length of Add/Drop	50%	N/A

\*For all semesters including those shorter than full term, the 50% refund period is equal to the same length of the Add/Drop period for that semester.

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 due.

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 card credit or as credit to HGTC account balance within 4-6 weeks after the start of the term.

## Residency

Residency classification for tuition and fees purposes at HGTC is governed by the South Carolina Code Sections 59-11-10 through 59-112-100. Guidelines are established by the South Carolina Commission on Higher Education and administered by the College. 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 online at [www.hgtc.edu/admissions](http://www.hgtc.edu/admissions), 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 Residency Review Committee. Applicants incorrectly classified as residents are subject to re-classification and payment of all unpaid non-resident fees. If incorrect classification results from false or concealed information, an applicant may be charged tuition and fees past due and unpaid at the out-of-state or out-of-county tuition rate and may be subject to disciplinary action according to the Student Code of Conduct for the South Carolina Technical College System.

## Tuition, Fees and 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 at [www.hgtc.edu/financialaid](http://www.hgtc.edu/financialaid).

## Tuition Refund Appeals

If a student thinks 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.

## 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.

## 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](http://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;
- Students **MUST** have a high school diploma, GED, or have been home schooled to meet the eligibility criterion for Title IV purposes;
- 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 Federal Direct or Stafford Student Loan programs, 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; and,
- 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](http://www.fafsa.ed.gov). HGTC's school code is 004925.

You must first get your FSAID at [www.studentaid.gov/FSAID](http://www.studentaid.gov/FSAID) and, if a dependent student, a FSAID for at least one parent or guardian. The FSAID 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 (Financial Aid 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, FAFSA applications should be submitted prior to April 1.

## Federal Financial Aid Programs

### Federal Pell Grant Program (Title IV)

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 \$591 to \$5,815 in an award year.

Effective with the 2012-13 award year, a student's Pell Grant Lifetime Eligibility is now limited to 12 (twelve) full-time semester awards or the equivalent of 12 (twelve) semesters.

### 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 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 and off campus in various areas or 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. Repayment is required.

#### • **Direct Subsidized Loans**

These 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. Repayment for these loans begins 6 months after graduation or 6 months after the student is no longer enrolled half time. The Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141, effective July 1, 2013) added a new provision to the Direct Loan statutory requirements that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program ("the 150% limit"). Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

#### • **Direct Unsubsidized Loans**

These 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 student is no longer enrolled half time.

#### • **Direct PLUS Loans**

There are low interest loans available to parents of dependent students or for graduate or professional degree seeking students. Payments can be while the student is in school or deferred until the student graduates. If you choose to pay after graduation, interest will accrue from the time the last disbursement is made. You can choose to pay the interest monthly, or you can defer both interest and principle until the student graduates. If you choose not to pay the interest monthly, it is capitalized no more than four times per year.

#### **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://www.hgtc.edu/financialaid>.

## **State Financial Aid Programs**

### **LIFE Scholarship**

The LIFE Scholarship Program covers up to \$4,700 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.

Students receiving LIFE Scholarship for the academic year, cannot receive Lottery Tuition Assistance during the summer. LIFE Scholarship awards may be used only for Fall, Spring, or Summer semesters and may not be used with Lottery Tuition Assistance in an academic year.

Students who complete all requirements for high school graduation prior to the official graduation day in May/June may be eligible to receive the LIFE Scholarship if they meet all initial and general eligibility criteria. If eligibility criteria are met, the student must complete an Early Graduation Application with all required documents and submit to the Financial Aid Office.

Please refer to the scholarships guidelines posted on the SC Commission on Higher Education (CHE website) at [www.che.sc.gov](http://www.che.sc.gov).

For complete LIFE Scholarship Program information, students may visit the S.C. Commission on Higher Education website at [www.che.sc.gov](http://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, diploma 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 at least half-time at the time of grant disbursement and complete 12-24 semester credit hours each regular academic year; have a 2.0 GPA each regular academic year; and,
- 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 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](http://www.che.sc.gov). Select Student and Parent link and select State Need-Based Grant link.

### **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) 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. Lottery Tuition Assistance is not awarded on the basis of financial need
- Enroll in a certificate, diploma or associate degree program and maintain at least six credit hours each semester. Non-credit programs 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.

#### **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 SCCCCD at 1-866-845-1555 (Toll-free) or P. O. 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 \$7.5 million with \$1.2 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 the funds 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/financialaid](http://www.hgtc.edu/financialaid) or e-mail the Financial Aid Office at [financialaid@hgtc.edu](mailto: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. See Financial Aid for details.

#### **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. Eligible students must complete the voucher each semester within the Student Accounts department before the waiver for tuition can be applied to their account. The waiver will be applied to the tuition only; however, the student will be responsible for all additional fees.

##### **Senior Citizen Tuition Waiver**

Tuition for credit and non-credit courses can be waived for students age 60 or older, on a space available basis, provided that the student is a legal resident of South Carolina, meets admission requirements and is not employed on a full-time basis. Students may contact the Student Accounts department for information regarding their eligibility.

##### **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 843-349-7549.

Veterans and war orphans seeking to attend HGTC may contact the HGTC Veterans Affairs Office, the nearest Veterans Administration Office and/or local county service officer well in advance of College registration dates to ensure all VA applications are completed. FTCVC applications are submitted to SC Governor's Office for Veterans Affairs. 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.

### **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) 448-5158 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, students may visit [www.hgtc.edu/financialaid](http://www.hgtc.edu/financialaid).

## **Satisfactory Academic Progress (SAP)**

Regulations require that, in order to receive financial aid under the student financial assistance programs (PELL, FSEOG, FCWS, SCNBG, Federal Direct Loans, etc.) 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% and;
- A student must complete his/her educational objective within a maximum time frame (150%). The maximum time frame for the completion of 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 HGTC's full Satisfactory Academic Progress Policy, a student may visit <http://www.hgtc.edu/financialaid>

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. Students may visit each of these links to view these SAP requirements, if the student has 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 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 of extenuating circumstances to verify the appeal statement and an academic plan approved

by the student's academic advisor. Failure to complete the appeal process and provide documentation 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.

# STUDENT SERVICES

## Student Services

Student Services offers 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.

## The Career Resource Center

The Career Resource Center (CRC) provides students and alumni with the resources, advice and knowledge necessary to optimize their success and attain employment.

The CRC also cultivates relationships with employers to help maximize awareness of the college and its graduates - awareness that leads to employment opportunities of all types.

Whether you are a student or an alumnus who's looking for the resources and tools to prepare for entry into the job market or an employer who needs to fill positions with a business or organization, the Career Resource Center at HGTC will provide the career and professional development assistance you need to move to the next level. The CRC is located on the Conway Campus; For more information contact the CRC at (843) 349-7899.

## Help Desk

The Information Technology Department's Help Desk provides assistance to students for their WaveNet and D2L needs. Call (843)843-349-5340 or e-mail [helpdesk@hgtc.edu](mailto:helpdesk@hgtc.edu).

## Student Success and Tutoring Center

The Student Success and Tutoring Center (SSTC) is a FREE resource center for HGTC students who need academic coaching/tutoring, Math Center support, Writing Center assistance, college skills training, and/or online academic study tools and support. Please visit the SSTC for more information and access your Student Services tab in WaveNet for direct links to the scheduler, 24/7 Online Resource Center, and 24/7 Brainfuse online tutoring resources.

## Academic Assistance/Coaching

The SSTC provides peer and professional academic coaches who are recommended by faculty to provide tutoring/academic assistance and coaching in most of the major academic subjects at HGTC. We highly recommend that you schedule appointments 1-3 days in advance through our scheduling system (TutorTrac) to ensure assistance. TutorTrac is located in WaveNet on the Student Services tab. Please feel free to drop into any Center to check availabilities if you were unable to schedule an appointment. Oftentimes, we may have someone available to assist you!

## Math Centers

Math Centers are provided at Conway and Grand Strand campuses where you can drop in to the SSTC during the hours

posted to receive assistance - no appointment necessary! The Math Centers are located in the SSTC and staffed with Math Faculty Volunteers.

## Writing Center

The Writing Center provides professional academic coaches and faculty volunteers who offer guidance for any kind of writing assignment.

## College Skills Training and Support

The SSTC provides academic coaches who offer guidance for college skills, such as note-taking, time-management, test-taking anxiety, study skills, and more.

## Personalized Academic Coaching (PAC) Program

The PAC Program provides HGTC students with regularly scheduled academic/Writing Center support, mentoring, and/or college skills coaching in the Student Success and Tutoring Center. Each participant is paired with an experienced coach for one-on-one weekly appointment for the duration of the semester. The program is open to all HGTC students, including, but not limited to, students who may be: repeating a course(s), first-year freshman, non-traditional, English as a Second Language, Veterans, and single-parents.

## Campus2Campus Virtual Academic Assistance

Campus2Campus Virtual Academic Assistance uses virtual online software that allows for web conferencing and online meetings, in order to provide more academic assistance/college support opportunities to all students, especially online students.

## TRiO Student Support Services

Student Support Services is a national grant-funded program under the TRiO umbrella that provides FREE assistance to HGTC students in a variety of ways:

- Individualized Academic Coaching
- Access to Peer Mentors / Tutors
- Workshops to maximize your success while in college
- College Tours and Cultural Enrichment Events
- Job search preparation

To be eligible for participation in SSS, you must be a currently enrolled HGTC Student - or registered for classes for the upcoming semester - that meets at least one of the following conditions:

- Be a first-generation college student (neither parent completed a 4-year degree)
- Income-based qualification
- Be a student with a disability (developmental, learning,

physical, etc.)

If you would like more information or have any questions, please contact us at 843-359-7113

## Testing Center

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 Center. We subscribe to the National College Testing Association Professional Standards and Guidelines for Post-Secondary Testing Centers. The College Testing Center is a member of the NCTA Consortium of College Testing Centers.

Testing candidates needing to schedule appointments for any testing service can process their request online by going to the Testing Center web page at [www.hgtc.edu/testing](http://www.hgtc.edu/testing), or in WaveNet under the Testing Center tab. Once you complete the process and pay necessary fees, if applicable, you will receive a confirmation of your appointment. Please bring your confirmation with you on appointment day.

Students requesting testing accommodations must contact accessibility and disability services prior to test.

### College Placement Testing

The college placement test 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. College placement testing is provided free of charge as a service to prospective students, and an appointment is needed. A retest fee may be applicable.

### The Start Right Experience

ALL students must participate in The Start Right Experience, which is offered in-person or online before registering for the placement test. The Start Right Experience is designed to ensure success in placement testing and provide preparation to enter the college environment.

Visit The Student Information Center: WaveNet Central for in-person sessions, or complete The Start Right Experience online at [www.hgtc.edu/startright](http://www.hgtc.edu/startright).

### Testing Services

The Testing Centers on each campus administer academic tests for students who have professors' approval. There is no charge for this service.

### Health Science Tests (TEAS)

Grand Strand Campus  
The Test for Essential Academic Skills (TEAS) is a computerized diagnostic instrument to help evaluate academic skills of new applicants to several of HGTC Health Science programs, as an admissions requirement or an option for admission. TEAS dates, fees, appointment and registration procedures are announced in program information sessions and in department web page information. Testing appointments are required.

## CLEP - College-Level Examination Program

The Conway Campus Testing Center is approved by The College Board as an official CLEP Testing Center site. Computerized CLEP exams are administered at the Conway Campus Testing Center only. A fee is charged for each test administered, payable by debit or credit card.

By taking CLEP computerized exams and receiving approved scores, students can receive exemption credit for specific HGTC CLEP courses. In addition, approximately 3,000 colleges nationwide grant credit for approved CLEP exams. CLEP Information for Candidates brochures are available in all campus Testing Centers, and information on CLEP study guides is available on The College Board website at: <https://clep.collegeboard.org>

### External Testing for other Colleges and Agencies

Time and space permitting, the Testing Center offers 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. An administrative fee is charged for each test administered, payable by debit or credit card.

### Pearson VUE Certification Exams

Conway and Grand Strand Campuses  
The Conway and Grand Strand Campus Testing Centers are official Pearson VUE Certification Testing Centers and are 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](http://www.vue.com).

## Student Information Center: WaveNet Central (WNC)

Interested and current students as well as community members are always welcome to contact the Student Information Center also known as WaveNet Central (WNC) and Information Desks at Conway and Grand Strand.

### Student Information Center: WaveNet Central (WNC) services include:

- Placement Test Preparation
- Getting around HGTC: General information, guidance for enrollment, financial aid, registration, and payment plan support
- Get your College ID
- Online Resource Center (ORC) for Placement Test Prep tools, technology education, & more
- Technology support and training
- Technology, academic, professional & personal skills sessions and workshops
- Additional services, such as reviewing Degree Works or scheduling SSTC or testing center appointments

### The Student Information Center: WaveNet Central is available at Conway, Grand Strand and Georgetown Campuses:

Conway: Building 1100, Room 132D



843-349-5182  
Grand Strand: Building 200, Room 104  
843-477-2076  
Georgetown: Building 100, Room 150  
843-520-1473

Visit our website/online live chat at [www.hgtc.edu/wavenetcentral](http://www.hgtc.edu/wavenetcentral) or text 843-375-8552 for more information on The Student Information Center: WaveNet Central. Access the Student Information Center: WaveNet Central website or the Student Services tab for technology tutorials. Facebook us: [hgtcwnc](https://www.facebook.com/hgtcwnc).

## Counseling Services

HGTC Counseling services strive to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on career exploration, personal matters, academic concerns and other areas of concern. Counseling Services include: Career Assessment & Counseling, Personal Counseling, Accessibility -Disability Services, and Student Mental Health & Well Being resources

## Disability Services

At Horry Georgetown Technical College your success is our highest goal. The Office for Accessibility and Disabilities provides students with disabilities an equal opportunity to participate in and benefit from programs and services offered at HGTC. We are dedicated to providing appropriate services and accommodations to students with documented disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other applicable regulations.

To access services and accommodations, students must first self-identify, obtain documentation of the disability, and make an appointment with an appropriate staff member. To obtain services contact the Director of Student Development on the Conway Campus at 843-349-5249.

## 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 and equipment selected to support the academic and personal needs of students, faculty and staff and members of the community.

The library is the gateway to library resources and services making them accessible on or off campus. Through the home page, access is provided to the library catalog, eBooks, research databases, online tutorials, library guides, and digital magazines. HGTC Library participates 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, and 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 campus library. More information on library services is available at [www.hgtc.edu/library](http://www.hgtc.edu/library).

# STUDENT HANDBOOK

## Philosophy of Student Affairs

The Student Affairs 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 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.

## Add/Drop Period

Students should consult the Academic Calendar for add/drop dates. Any dropped 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 is charged if a student is registered for a class; financial aid must be repaid if the class is not attended.

## Advising

New Student Advisors assist incoming students with major and course selection, and in developing a MAP (My Academic Plan). During the first semester, each student is assigned a faculty advisor who will give program guidance within a discipline. New student advisors support the implementation of The Guided Plan for Success (GPS), a comprehensive process which helps students set goals, develop a clear plan for graduation, and access sources of support. Academic advisors work with students regarding course selections and major requirements beginning in the student's first semester.

## Barnes & Noble College Bookstore

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

- Required Textbooks
- New, Used, Rentals or e-Textbooks

In-store books are 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 at [www.hortec.bncollege.com](http://www.hortec.bncollege.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 [www.hortec.bncollege.com](http://www.hortec.bncollege.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.

## Bookstore Payment

Students are expected to pay for books and supplies when purchased. Payments may be made by cash, check, money order, Visa, Master Card, Discover, American Express or the HGTC voucher system.

Financial Aid payment 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.

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## 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.

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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; and,
- 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; and,
- In many cases, books sold with codes where the code has been opened may have little or no value.

### **Bookstore Hours/Locations/Contact Information**

Conway Campus: 843-349-5220 Building 200  
Monday-Thursday 7:30 am - 6:00 pm  
Friday 7:30 am - 2 pm

Additional hours are scheduled as necessary to meet the needs of evening classes.

Monday-Thursday 7:30 am - 6:00 pm  
Friday 7:30 am - 2 pm

Grand Strand Campus: 843-238-8076 Elizabeth Mattocks Chapin Building

Monday-Thursday 7:30 am - 6:00 pm  
Friday 7:30 am - 12:30 pm

Call store for holiday hours.

### **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 Admissions offices on each campus. Students are responsible for awareness of information posted through notices on bulletin boards by the College.

## **Class Schedules**

Class schedules for each semester/term are posted at [www.hgtc.edu](http://www.hgtc.edu). When selecting the "Catalog Term" in the Class Schedule, CE indicates Non-credit classes. 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."

Each class has a section identifier and students should carefully select each class section and note the time and location of each class, and print his/her schedule prior to the first class. Sections are labeled as "C" for Conway, "G" for Georgetown, "S" for Grand Strand, "I" for internet, "H" for Hybrid. Numbers under 50 are usually day classes and over 50 are late afternoon/evening classes.

## **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. 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 check the listed radio and TV stations and the College Website for announcements concerning classes.

## **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 in accordance with the Student Code for the South Carolina Technical College System.

## **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](http://www.hgtc.edu); or via Student Right to Know or the Library. Plagiarism is subject to academic discipline.

## **Copiers for student use**

Copiers for student use are available in each campus library, at a cost per page.

## DegreeWorks

Degree Works is a web based tool to help students and advisors monitor student progress toward degree completion. Degree Works combines the requirements of each program of study with the coursework completed by each student into an easily readable worksheet; this worksheet lists courses completed, courses remaining for completion plus important information, such as GPA, substitutions or exceptions, "what if", GPA calculator, planning options and more.

Degree Works is available to all students enrolled in degree, certificate, or diploma programs. Degree Works provides an online, real-time, but unofficial, degree audit. It allows students to view progress toward graduation and is used as an important advising resource.

Students should monitor their Degree Works degree audits throughout the semester, especially after registering or changing schedules and after grades are posted. If there is a question about the degree audit or placement of courses, the student should contact his/her advisor immediately and follow up with the Registrar's Office if a correction is needed. Substitutions or exceptions regarding required courses must be reported by the advisor to the Registrar's Office.

Students who are considering a change of major may use the "What if" tab to create an audit of the new program requirements. Students who would like assistance in the use of Degree Works may contact their advisor or visit WaveNet Central.

## 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. Departments have the prerogative to require dress appropriate to the career field for which the student is preparing, including safety attire.

## 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:

- 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.
- The right to request an amendment of the student's education record 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, notice will be sent to the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent 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 Area Commission; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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.

- A student has the right to file a complaint with the US Department of Education concerning alleged failures by HGTC to comply with the requirements of FERPA, only if the student has followed FERPA procedures. 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 HGTC maintains separate files 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:

- School officials with a legitimate educational interest will be given access to all directory information;
- 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 Registrar's Office; and,
- 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:

- Other school officials who have a legitimate educational interest;
- Officials of other schools in which the student intends to enroll;
- Authorized representatives of the Comptroller General, administrative head of an educational agency, and State education auditors;
- 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.); and,
- Agency representatives in connection with a student application for a receipt of financial aid.

## Food and Beverages

Eating and drinking are allowed only in designated areas. For purchasing food and/or beverages, students may visit Café 1100 on the Conway Campus or Java Café on the Grand Strand campus. Additionally, vending services are available in multiple locations on each campus.

## 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.

## Fitness Center

A fitness center is available on the Conway campus in building 1100, room 321C. Hours of operation are posted on the door and on WaveNet each semester.

## 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:

- A faculty or staff member should immediately call 911 to request an ambulance and notify Public Safety;
- 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;
- The Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand Campuses) or their designees will immediately contact the student's emergency contact, identified by the student at admission;

- If accidental injury occurs during evening classes, Public Safety should be contacted immediately, who will in turn notify the Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand Campuses);
- As a step in the notification and documentation process for accidents and injuries, an Accident/Incident Report should be completed and routed to appropriate individuals;
- In less severe cases, the student should contact the nearest faculty or staff member, make arrangements to see a physician if needed, and have the emergency contact, a parent, spouse or friend take him/her to a physician or home, as appropriate; and,
- A report must be filed on all accidents or injuries. Students should report injury to their professor or Student Affairs immediately and a report must be submitted.

## H-Number

Students admitted to HGTC, will be assigned an "H" number (student ID number). Students should keep their "H" number available at all times, since this number is required for many activities, including refund checks, activities and more.

Students should have their ID cards and H-number while on campus. "H" number retrieval is available through DegreeWorks, a student's WaveNet account or Admissions Office.

## Housing

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

## ID Card

Obtain your College ID at the Student Information Center: WaveNet Central offices on all three campuses. College ID's will be issued only when a current picture ID and a copy of the current semester schedule are presented. A College ID card is required for certain services. Students should replace lost College ID cards immediately at the appropriate office on each campus. There is a \$5.00 replacement fee. Please pay Student Accounts and bring your receipt to WaveNet Central to obtain a replacement ID card.

## 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.

## Lost and Found

Information on lost and found items may be obtained at the Public Safety Office on each campus.

## 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. Students wishing to change their major should visit an Admissions office at the campus they plan to attend.

## Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs, but may be enrolled in only one program at a time. At Commencement Ceremony, students earning more than one award in the same general field of study in the same academic year will be recognized for the highest program level only.

## Normal Completion Time

The programs of study in this Catalog are provided as a suggested enrollment for students who attend on a full-time basis, who have no developmental or prerequisite requirements and who begin the program in the semester indicated. Students who do not enroll in or satisfactorily complete the designated courses or who begin in different semesters should expect to extend their normal completion time. Financial aid programs set limits on program completion time. It is the student's responsibility to be aware of financial aid requirements.

## Online/Internet/Hybrid Classes

Online and hybrid courses are courses delivered through the Internet via the learning management system, Desire2Learn (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. Access training and tutorials for D2L through the Student Information Center: WaveNet Central at all three campuses and online in WaveNet on your Student Services tab.

Students may be required to come to campus, or arrange for a proctor for testing or other activities. Hybrid classes are a combination of computer-based learning and on-campus meetings and/or activities. Campus support and services are available to online students to assure opportunity for success.

Students should check the class schedule for details

## Overloads

Students normally enroll for no more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the summer, students may

not enroll in more than 15 total semester credit hours for all terms in a Summer, unless specifically required in their academic program. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean.

## Parking

Students may use only designated parking areas not reserved for faculty, staff, visitors, individuals with disability 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, student ID, copy of your current class schedule, and a 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 disability may obtain a campus parking permit for use of those designated spaces.

Parking violation appeal forms may be obtained from the Public Safety office at Conway and Grand Strand campuses or Student Services (Room 107) at the Georgetown Campus. All violation appeal forms must be submitted within seventy-two (72) hours from the time of the violation.

## 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.

## 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) 843-349-7550

Public Safety 843-349-7806

Emergencies, Lock-outs, Jump Starts 843-251-6111

### Grand Strand Campus

Campus Provost 843-477-2032

Public Safety 843-477-2115 Emergencies, Lock-outs, Jump Starts 843-251-9405

### Georgetown Campus

Campus Provost 843-477-2032

Front Desk 843-520-1440

Emergencies, Lock-outs, Jump Starts 843-446-1869

## Emergencies – On Any Campus

In the event of an emergency situation, a student or visitor, faculty or staff person should contact Public Safety 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 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/righttoknow](http://www.hgtc.edu/righttoknow).

## Safety and Campus Security Act

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](http://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.

## 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](http://ope.ed.gov/security). A print copy of the current report is available upon request to the Office of Student Affairs on the Conway Campus. The current report may be viewed at Student Right to Know at [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow).

## Smoking

HGTC is a smoke-free environment and smoking is limited to specific areas on each campus. Smoking is defined as the

lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and pipes.

## 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.

## Student Engagement

Horry Georgetown Technical College Student Engagement takes learning beyond the classroom and encourages growth through advocacy, leadership, team-building, and community awareness.

We offer a variety of experiences for students on campus, including major and interest-specific clubs, honor societies, multicultural clubs, recreational activities, and international opportunities.

All events and clubs provide opportunities to network and create connections within the community. Whatever your interests are there is a place for you to be involved on campus. We encourage all students to pursue their interests and become a part of Horry Georgetown Technical College Student Engagement.

Student Engagement Fees are collected and held by the College in an account restricted to services, events, initiatives and functions that directly support student engagement. These funds are allocated annually by the Student Engagement Fee Allocation Committee (SEFAC), which has twelve members, nine of whom are students. For more information, contact the Office of Student Engagement or see HGTC Procedure 9.2.3.1.

## Title IX

Title IX of the Education Amendments of 1972, federal laws, and state laws prohibit discrimination on the basis of race, color, religion, age, national origin, disability, sex or veteran status in educational programs and activities at Horry Georgetown Technical College. As outlined in the Violence Against Women Act, HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, faculty, or staff member who believes he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault, or stalking are mandated to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten: Associate VP for Student Affairs  
Building 1100, Room 107A Conway, SC  
(843)349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

Jackie Barrett: Assistant VP of Human Resources  
Building 200, Room 212A Conway, SC  
(843)349-5212  
[Jacquelyne.Barrett@hgtc.edu](mailto:Jacquelyne.Barrett@hgtc.edu)

Jocelyn Williams: Director of Student Development



Building 1100, Room 102D Conway, SC  
(843)349-5249  
Jocelyn.Williams@hgtc.edu

## Tutoring

Tutoring services are available to all students at no cost in the Student Success and Tutoring Center. The Center offers individual tutoring, a variety of tutoring resources, virtual tutoring and much more. Appointments can be made online, by phone or in person. For complete information, visit [www.hgtc.edu/sstc](http://www.hgtc.edu/sstc) AND the Student Services tab in WaveNet.

## Transcripts

Transcripts may be ordered on-line through a student's WaveNet Account. Transcripts can be mailed, picked up, or sent electronically. If a student no longer has access to WaveNet, then a paper transcript request form can be processed for an additional charge. Transcript request forms are available here or at the Registrar's Office. Transcript requests made by telephone, e-mail, or family/friends will not be accepted. Fees are required for each official and unofficial transcript requested.

## Visitors

Visitors are welcome on the HGTC campuses; however, visitors should be conducting college business. Public Safety or any staff member can provide information and directions. Visitors may enter classrooms only with prior permission of the instructor.

## WaveNet

WaveNet is the source for communications by HGTC to students. Each student who is admitted to the College receives a WaveNet user name and password and retain the user name and password in order to access WaveNet. Each student is solely responsible for security of login information and shall not share the login or password with others. 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, plus announcements of College activities, services, and cancellations.

Students are responsible for maintaining and updating their WaveNet accounts information, for checking WaveNet academic and financial information no less than weekly and for checking WaveNet emails daily for information about classes, deadlines and more. Students should provide the College current contact information by submitting updates through WaveNet. Visit the Student Information Center: WaveNet Central or your Student Services tab in WaveNet for training or online tutorials for using WaveNet.

## Weapons Policy

No person, except a sworn law enforcement officer in full duty uniform, shall possess a firearm of any kind on any premises, property and/or property immediately adjacent to

and owned, operated, or controlled by Horry Georgetown Technical College, including grounds and parking lots of the College or a College sponsored event. South Carolina Code of Laws Section 16-23-420 (a), provides that these statutory provisions do not apply to a person who is authorized to carry a concealed weapon, pursuant to "The Law Abiding Citizens for Self Defense Act of 1996 when the weapon remains inside an attended or locked motor vehicles and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Weapons/firearms legally secured in personal vehicles must not be removed from the vehicles while on College grounds. Violation of these provisions may result in criminal prosecution and/or College disciplinary action, including expulsion.

## Student Rights, Responsibilities and Discipline

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 Director of Campus and Support Services on the Georgetown and Grand Strand Campuses.

### 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 Office of Student Affairs located in Building 1100 on the Conway Campus or by calling (843) 349-7550.

#### 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 free from alcohol and illegal drug use. Under no condition will the use of alcoholic beverages, liquors or illegal drugs be permitted on campus or at student events at the College or sponsored by the College. Anyone under the influence of alcohol or narcotics will be subject to removal and disciplinary action as outlined in the SC Technical College Student Code. In an effort to maintain a drug-free learning environment, the College Department of Campus and Public Safety, in conjunction with local law enforcement authorities, will periodically conduct sweeps for illicit drugs using drug dogs in parking lots, common areas and buildings on all campuses. Once a canine alerts, probable cause to believe drugs are present is created. Accordingly, searches and other legal processes will ensue. Persons deemed to be in violation of State or Federal law or College regulations will face disciplinary action and possible arrest.

#### 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 significant risk, as are other sexually transmitted diseases and health concerns.

According to the Center for Disease Control, more deaths are caused each year by tobacco use than by all deaths from human immunodeficiency virus (HIV), illegal drug use, alcohol use, motor vehicle injuries, suicides, and murders combined. Alcohol abuse, alcoholism, and other health and developmental effects of alcohol use are significant problems with high mortality rates.

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, 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.

## 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. As a state policy this student code applies to all students enrolled in The SC Technical College System. The Student Code is included below in its entirety below. 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

#### I. Purpose

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 (HGTC procedure 9.3.7.4). This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

#### II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

### III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### IV. Definitions

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

"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 Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.

"Student" means a person taking any course(s), credit or non-credit, offered by the college.

"Instructor" 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 the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.

"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.

"Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

## **Student Code**

### **I. Student Rights**

#### **A. Freedom from Discrimination**

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

#### **B. Freedom of Speech and Assembly**

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

#### **C. Freedom of the Press**

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

#### **D. Freedom from Unreasonable Searches and Seizures**

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

#### **E. Right to Participate in College Governance**

Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

#### **F. Right to Know Academic and Grading Standards**

Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

### **G. Right to Privacy**

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

### **H. Right to Confidentiality of Student Records**

All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:

(1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

### **I. Right to Due Process**

At a minimum, any student charged with misconduct under this code is guaranteed the following:

- 1) the right to receive adequate notice of the charge(s);
- 2) the right to see and/or hear information and evidence relating to the charge(s), and
- 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

### **II. Student Responsibilities**

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

### **III. Student Conduct Regulations**

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

## **A. Academic Misconduct**

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:

- a) Copying from another student's test or answer sheet;
- b) Using materials or equipment during a test not authorized by the person giving the test;
- c) Collaborating with any other person during a test without permission;
- d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration;
- e) Bribing or coercing any other person to obtain tests or information about tests;
- f) Substituting for another student, or permitting any other person to substitute for oneself;
- g) Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

## **B. Abuse of Privilege of Freedom of Speech or Assembly**

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

## **C. Falsification of information and other acts intended to deceive**

Falsification of information and other acts intended to deceive include, but are not limited to the following: 1. Forging, altering, or misusing college documents, records, or identification cards. 2. Falsifying information on college records. 3. Providing false information for the purpose of obtaining a service.

## **D. Actions which endanger students and the college community**

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.

4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.

5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.

6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2 (HGTC procedure 9.3.7.4).

7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

## **E. Infringement of Rights of Others**

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.

2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 (HGTC procedure 9.3.7.4) or procedure 8-5-101.1 (HGTC procedure 9.3.7.1).

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.

4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.

5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

## **F. Other Acts which Call for Discipline**

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

#### **IV. Student Disciplinary Procedures**

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 (HGTC procedure 9.3.7.4 or SBTCE procedure 8-5-101.1 (HGTC procedure 9.3.7.1). Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

##### **A. Interim Suspension**

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows: 1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.

2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a) the reason(s) for the interim suspension;
- b) notice that the interim suspension does not replace the regular hearing process;
- c) information about requesting a hearing before the Hearing Committee; and
- d) notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

##### **B. Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.

2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

- a) Completion of an educational activity relating to the nature of the offense.
- b) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- c) Assign a failing grade for the course.
- d) Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.

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

5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:

- a) a restatement of the charge(s);
- b) the time, place, and location of the appeal;
- c) a list of witnesses that may be called; and
- d) a list of the student's basic procedural rights.

These rights follow:

- 1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
- 2) The right to present witnesses on one's behalf.

- 3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
- 4) The right to know the identity of the person(s) bringing the charge(s).
- 5) The right to hear witnesses on behalf of the person bringing the charges.
- 6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
- 7) The right to appeal the decision of the Chief Academic Officer to the President.

e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

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

- a) Accept the decision and the sanction imposed by the instructor.
- b) Accept the instructor's decision but impose a less severe sanction.
- c) Overturn the instructor's decision.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a) Accept the decision and the sanction imposed
- b) Accept the decision, but impose a less severe sanction
- c) Overturn the decision
- d) Remand the case to the Student Hearing Committee to be reheard.

The President's decision is final and cannot be appealed further.

### **C. Student Misconduct**

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

### **1. Preliminary Hearing**

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:



- a) Reprimand - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b) Restitution- Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c) Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d) Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e) Loss of Privileges-- Suspension or termination of particular student privileges.
- f) Suspension from the college-- Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g) Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h) Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed

at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

## **2. Hearing Committee**

### **A. The Hearing Committee shall be composed of the following:**

- 1) Three faculty members appointed by the Chief Academic Officer and approved by the President.
- 2) Three student members appointed by the appropriate student governing body and approved by the President.
- 3) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
- 4) The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

### **B. The Hearing Committee shall perform the following functions:**

- 1) Hear cases of alleged violations of the Code of Student Conduct.
- 2) Insure that the student's procedural rights are met.
- 3) Make decisions based only on evidence and information presented at the hearing.
- 4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

a) Academic Misconduct (cases sent to the Hearing Committee by the President)

- 1) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- 2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- 3) Assign a failing grade for the course.
- 4) Require the student to withdraw from the course.

### **C. Student Misconduct**

- 1) Reprimand - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- 2) Special Conditions - Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- 3) Restitution - Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
- 4) Disciplinary Probation - A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- 5) Loss of Privileges - Suspension or termination of particular student privileges.
- 6) Suspension from the college - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the

student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

7) Expulsion from the college - Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

8) Any combination of the above.

#### **D. Hearing Committee Procedures**

1) The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.

2) At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address. The letter must contain the following information:

- a) A statement of the charge(s).
- b) A brief description of the incident that led to the charge (s).
- c) The name of the person(s) submitting the incident report.
- d) The date, time, and place of the scheduled hearing.
- e) A list of all witnesses who might be called to testify.
- f) A statement of the student's procedural rights.

These rights follow:

1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.

2) The right to present witnesses on one's behalf.

3) The right to know the names of any witnesses who may be called to testify at the hearing.

4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.

5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

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

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

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

9) The right to a fair and impartial decision.

10) The right to appeal the Hearing Committee's decision.

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

4) The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

#### **E. Hearing Committee Meetings**

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

2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.

3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

4) Witnesses shall be called in one at a time to make a statement and to respond to questions.

5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable



that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

6) The Chair of the Hearing Committee will send a certified letter to the student's address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

#### **F. Appeal**

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 (HGTC procedure 9.3.7.1) are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address.

### **Student Code Procedures For Addressing Alleged Acts Of Sexual Violence and Sexual Harassment (3-2-106.2) - 2013**

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

The procedures described in SBTCE 3-2-106.2 (HGTC procedure 9.3.7.4) will be followed to adjudicate alleged acts of sexual violence and sexual harassment. Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation,

ridicule or mockery, insults or put downs, and/or offensive objects or pictures. Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator. The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings. Colleges, through their designated coordinators, will change a victim's academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the South Carolina State Board for Technical and Comprehensive Education's (SBTCE) Student Grievance Procedure (SBTCE Procedure 3-2-106.2) (HGTC procedure 9.3.7.2) and/or its Anti-Harassment Procedure (SBTCE 8-5-101.1) (HGTC procedure 9.3.7.4).

If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

#### **1. Preliminary Hearing**

Within 5 instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

a) Reprimand - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

b) Restitution - Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinical settings.

c) Special Conditions - Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

d) Disciplinary Probation - A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions. Reports may also be filed by any other member of the college community. The student may also file a criminal report regarding the alleged conduct.

e) Loss of Privileges - Suspension or termination of particular student privileges.

f) Suspension from the college - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

g) Expulsion from the college - Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h) Any combination of the above.

a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

## **2. Hearing Committee**

### **A. The Hearing Committee shall be composed of the following:**

1) Three faculty members appointed by the Chief Academic Officer and approved by the President.

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

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

4) The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

### **B. The Hearing Committee shall perform the following functions:**

1) Hear cases of alleged violations of the Code of Student Conduct.

2) Insure that the student's procedural rights are met.

3) Make decisions based only on evidence and information presented at the hearing.

4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim disagrees with the decision or the sanction, either party may request

- a) Reprimand - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b) Special Conditions - Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- c) Restitution - Compensation for loss or damage to college property or the property of others while on the campus or loss or damage to property at a college event or activity, including but not limited to field trips, internships, and clinical settings.
- d) Disciplinary Probation - A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e) Loss of Privileges - Suspension or termination of particular student privileges.
- f) Suspension from the college - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g) Expulsion from the college - Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student officer
- h) Any combination of the above.

### C. Hearing Committee Procedures

- 1) The Chief Student Services Officer shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
- 2) At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address.

The letter must contain the following information:

- a) A statement of the charge(s).
- b) A brief description of the incident that led to the charge(s).
- c) The name of the person(s) submitting the incident report.
- d) The date, time, and place of the scheduled hearing.
- e) A list of all witnesses who might be called to testify.
- f) A statement of each party's procedural rights.

These rights follow:

- 1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
- 2) The right to present witnesses on one's behalf.
- 3) The right to know the names of any witnesses who may be called to testify at the hearing.
- 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
- 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
- 6) The right to know the identity of the person(s) bringing the charge(s).
- 7) The right to hear witnesses on behalf of the person bringing the charges.
- 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
- 9) The right to a fair and impartial decision.
- 10) The right to appeal the Hearing Committee's decision.

- 3) On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
- 4) The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

### A. Hearing Committee Meetings

- 1) The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- 3) The Committee may identify someone to take written notes and the committee will have the hearing, with the exception

## THE STUDENT GRIEVANCE PROCEDURE FOR THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM (3-2-106.3) – 2015

### I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

### II. DEFINITIONS

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

"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 the President, Chief Academic Officer, Chief Student Services Officer, etc.

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

"Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

"Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.

"Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.

"Student" means a person taking any course(s) offered by the college.

"Instructor" means any person employed by the college to conduct classes.

"Staff" means any person employed by the college for reasons other than conducting classes.

of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

4) Witnesses shall be called in one at a time to make a statement and to respond to questions.

5) After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

6) The Chair of the Hearing Committee will send a certified letter to the student's and to the victim's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed.

The letter will

a. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the victim will also include the sanction imposed by the Hearing Committee.

b. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

### 3. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal.

The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's last known address.

"Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. GRIEVANCE PROCESS

#### A. Filing a Complaint

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.

3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

#### B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond

in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint.

If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint.

#### C. Student Grievance Hearing

##### 1. Requesting a Hearing

a) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.

b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.

c) Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

##### 2. Grievance Committees

a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.

2. Two faculty members recommended by the Chief Academic Officer.

3. One Student Services staff member recommended by the Chief Student Services Officer.

4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.

5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.

b) Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System



Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.

c) The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

### **3. Hearing Procedures**

a) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

1. a brief description of the complaint, including the name of the person filing the complaint.
2. the date, time, and location of the meeting;
3. the name of any person who might be called as a witness.
4. a list of the student's procedural rights. These rights follow:

a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.

b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

c) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.

d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.

b) At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.

c) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness

giving testimony may be present. During deliberations, only the members of the Committee may be present.

d) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

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

f) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.

g) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.

h) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

i) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

### **D. Appeal Process**

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

## Academic Information and 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. A minimum of 25% of coursework must be completed at HGTC.

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). Students seeking work credit should check in advance with the 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](http://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.

#### Normal Completion Time

The semester displays for Degree, Diploma and Certificate programs are provided as a suggested enrollment for students who attend on a full-time basis, who have no developmental or prerequisite requirements and who begin the program in the semester indicated.

Students who do not enroll in or satisfactorily complete the designated courses or who begin in different semesters should expect to extend their normal completion time.

### 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 with the Director of Student Development on the Conway Campus 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 via e-mail to their WaveNet e-mail account only. Financial Aid Standards of Progress (SAP) have different requirements for satisfactory progress.

#### 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.

#### 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.

#### 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.

#### 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.

#### Standards of Progress

- Students must meet the College's Academic Standards of Progress in order to continue enrollment. See Academic Standing.
- Students who receive financial aid must also meet the Federal and State guidelines for Satisfactory Academic Progress (SAP) to remain eligible for 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.

## Advanced Placement

### Advanced Placement Exams (AP)

HGTC accepts the Advanced Placement Examination program of the College Entrance Examination Board. A score of three 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 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, s/he 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 Credit

The College recognizes that college-level learning occurs in a variety of settings and will award credit for verifiable learning activities through experiential exemption credit. Applicants for experiential exemption credit must be at least 18 years old, must have experienced a break in formal education and demonstrate sufficient work or service experience and must have completed the HGTC admission process. Experiential credit is awarded only for documented learning which demonstrates achievement of all outcomes for specific courses in a program of study. Experiential credit is not awarded if the student has previously attempted the course for which credit is sought. It is the student's responsibility to provide transcripts and appropriate documentation.

Students must first contact the appropriate Academic Chair for review of documentation and, if credit is recognized, submission of a completed Experiential Exemption Credit Form to the Registrar's Office with appropriate documentation, including such items as appropriate from the learning activity:

- Official, sealed transcript from training entity;
- Certificates from professional organizations;
- Letters from employer with detailed information about the experience; and,
- Artifacts, such as projects, programs.

Academic Chairs and the Registrar's Office will consult American Council on Education (ACE) National Guides for College Credit Recommendations which include military, professional and many other training organizations.

The Academic Chair may require additional information, including proficiency testing to confirm student knowledge of theoretical concepts to determine experiential credit award. If proficiency testing is required, the non-refundable testing fee is \$40, payment in advance to Student Accounts. The Chair will complete the Experiential Exemption Credit Form and submit

for processing. If no testing is required, there is no cost for Experiential Exemption Credit.

The Registrar's Office will document the credit for the student's records, notify appropriate offices of the award and maintain the documentation used to determine the award.

Experiential credit appears on the transcript with credits hours earned, but no grade is assigned for calculation in the GPA. Experiential exemption credit cannot exceed 25% of credits required for graduation.

### 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 may obtain an application at the Registrar's Office on the Conway Campus, the Director of Campus and Support Services at the Grand Strand Campus or the Office of the Coordinator of Student Affairs on the Georgetown Campus.

### Application for Proficiency Exam Credit

- Students must obtain an application for proficiency examination from the Registrar's Office;
- A fee is required. Students must show proof of payment to the department chair/designee administering the examination before the examination is scheduled;
- Students should schedule proficiency examinations with appropriate department chair/designee or the testing center.
- A numerical grade of 75 or higher is passing the exam and earns proficiency credit.

The following courses are approved for credit by proficiency exam:	
ACC 124	Individual Tax Procedures
ACC 150	Payroll Accounting
AHS 102	Medical Terminology
AOT 105	Keyboarding
AOT 110	Document Formatting
BUS 101	Introduction to Business
CPT 170	Microcomputer Applications

EGR 275	Introduction to Engineering/ Computer Graphics
EGT 101	Basic Technical Drawing
MAT 101	Beginning Algebra
MAT 102	Intermediate Algebra
MAT155	Contemporary Mathematics
MAT 170	Algebra, Geometry & Trigonometry I

## 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.

Per SC Technical College Policy, 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 the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 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. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals.

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

Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents. Each student is responsible for awareness of the attendance requirements for each class.

## 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:

Cum Laude—graduating with a program GPA of 3.50-3.74

Magna Cum Laude—graduating with a program GPA of 3.75-3.99

Summa Cum Laude—graduating with a program GPA of 4.00

## 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. Each student should contact the appropriate academic advisor for information.

## Developmental Studies

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

## General Education Courses

(See [www.sctrac.org](http://www.sctrac.org) for transfer information.) Note: Transfer indicates course on Statewide Transfer List. Many courses, although not on Statewide Transfer List will transfer to Coastal Carolina University, Francis Marion University and other universities. Students are advised to contact the transfer institution for approval of transfer courses. Advisors will provide assistance.

### Communications

English Composition and Speech: ENG 155, ENG 160  
Transfer: ENG 101; ENG 102; SPC 205

### Humanities/Fine Art

IDS 201, MUS 111, MUS 112, PHI 103, PHI 201, REL 103, SPA 107  
Transfer: ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 201, GER 201, GER 202, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 110, SPA 201, SPA 202, 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 105, BIO 112, CHM 105, 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, SOC 220

Note: FRE 101 and 102, GER 101 and 102 and SPA 101 and 102 are transfer foreign language courses and may fulfill requirements in Major or Other Courses for AA and Other Courses for AS and AAS programs of study.

**General Education Program Learning Outcomes**

The General Education Program helps the student strengthen academic skills, broaden intellectual horizons, develop and explore new academic interests, 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;
- Think critically;
- Self and professional development.

**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	Hours not earned until grade assigned (non-punitive)

Computing GPA Example:				
Course	Grade	Point Equivalent	Credit Hrs. Attm*	GP 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		0
Total			16	32

\*Attempted means that the student is enrolled in the class after the Add/Drop period.

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.

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 a 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, the grade becomes an automatic failure ("F").

## Graduation Requirements

Students are eligible for graduation upon completion of the following:

- 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);
- Achievement of necessary program grade point average of 2.00;
- Payment of all fees and financial obligations due the College; and;
- 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 rates can be viewed on the college website at [www.hgtc.edu](http://www.hgtc.edu) or request this information in Student Services.

## Honors

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

### President's List

Semester 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

Semester 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: Developmental courses are not included in this calculation. Students receiving an Incomplete (I) cannot be considered for these recognitions until a grade change has been processed through the Registrar's Office. A message will be posted in Wavenet when certificates may be picked up in Admissions on any campus.

## 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. Students should contact an academic advisor for additional information. Examples include:

Associate in Arts: Business Emphasis

Associate in Applied Science: Hospitality Management Emphasis

## Standards of Progress

- Students must meet the College's Academic Standards of Progress in order to continue enrollment. See Academic Standing.
- Students who receive financial aid must also meet the Federal and State guidelines for Satisfactory Academic Progress (SAP) to remain eligible for 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 may perform a withdrawal which results in a grade of "W." This withdrawal may affect financial aid award.

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. This withdrawal may affect financial aid Satisfactory Academic Progress.

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 who 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 normal program completion time with their academic advisor.

## 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 or higher. Students should refer to Associate in Arts/Science course displays to determine the college-transferable Humanities, Social Sciences, and Behavioral Sciences.

## Transfer - State Policies And Procedures

On May 2, 1996, the South Carolina Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation for all public colleges and universities to facilitate the process and to assure recognition of maximum credits earned. 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 student access to this system is the SC Transfer and Articulation Center SCTRAC web portal: [www.sctrac.org](http://www.sctrac.org). Institutions have the software tools needed to update and maintain course articulation and transfer information easily.

This web portal meets the needs of students in SC public colleges and universities 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](http://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; and,
- "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](http://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](http://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](http://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](http://www.sctrac.org) will be reviewed at least annually and updated as needed.

**Statewide Articulation of 86 Courses for Transfer**

The statewide agreement of 86 courses approved by 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. Students should be aware that courses on this list are evaluated by the receiving institution for awarding credit. 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.sctrac.org](http://www.sctrac.org) as well as at [www.che.sc.gov](http://www.che.sc.gov).

**Assurance of Transferability of Coursework Covered by the Transfer Policy**

Courses (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](http://www.sctrac.org). Transfer office personnel will do the following:

- 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; and,
- 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](http://www.sctrac.org). Further more, 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](http://www.sctrac.org) as well as to institutional Transfer Guide and institutional and Commission on Higher Education’s websites ([www.che.sc.gov](http://www.che.sc.gov)) for further information regarding transfer

**Statewide Articulation Agreement:**

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 at [www.sctrac.org](http://www.sctrac.org).

Students should be aware that courses on this list are evaluated by the receiving institution for awarding credit. Credit may be awarded for an equivalent course or for elective credit, based on program of study. Visit [www.sctrac.org](http://www.sctrac.org) for Course Equivalencies at each institution. If there are questions about credit award, the student should contact the receiving institution.

Number	Title	Credits
ACC 101	Accounting Principles I	3 credits
ACC 102	Accounting Principles II	3 credits
ANT 101	General Anthropology	3 credits
ART 101	Art History and Appreciation	3 credits
ART 105	Film as Art	3 credits
AST 101	Solar System Astronomy	4 credits
AST 102	Stellar Astronomy	4 credits
BIO 101	Biological Sciences I	4 credits

BIO 102	Biological Sciences II	4 credits
BIO 210	Anatomy and Physiology I	4 credits
BIO 211	Anatomy and Physiology II	4 credits
BIO 225	Microbiology	4 credits
CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits
CHM 112	College Chemistry II	4 credits
CHM 211	Organic Chemistry I	4 credits
CHM 212	Organic Chemistry II	4 credits
ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
ENG 201	American Literature I	3 credits
ENG 202	American Literature II	3 credits
ENG 203	American Literature Survey	3 credits
ENG 205	English Literature I	3 credits
ENG 206	English Literature II	3 credits
ENG 208	World Literature I	3 credits
ENG 209	World Literature II	3 credits
ENG 214	Fiction	3 credits
ENG 218	Drama	3 credits
ENG 222	Poetry	3 credits
ENG 230	Women in Literature	3 credits
ENG 236	African American Literature	3 credits
ENG 260	Advanced Technical Comm.	3 credits
FRE 101	Elementary French I	4 credits

FRE 102	Elementary French II	4 credits
FRE 201	Intermediate French I	3 credits
FRE 202	Intermediate French II	3 credits
GEO 101	Introduction to Geography	3 credits
GEO 102	World Geography	3 credits
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	3 credits
HIS 101	Western Civilization to 1689	3 credits
HIS 102	Western Civilization Post 1689	3 credits
HIS 201	American History: Discovery-1877	3 credits
HIS 202	American History: 1877-Present	3 credits
MAT 110	College Algebra	3 credits
MAT 111	College Trigonometry	3 credits
MAT 120	Probability and Statistics	3 credits
MAT 122	Finite College Mathematics	3 credits
MAT 130	Elementary Calculus	3 credits
MAT 140	Analytical Geometry/Calculus I	4 credits
MAT 141	Analytical Geometry/Calculus II	4 credits
MAT 240	Analytical Geometry/Calculus III	4 credits
MAT 242	Differential Equations	4 credits
MUS 105	Music Appreciation 3 credits	
PHI 101	Introduction to Philosophy	3 credits

PHI 105	Introduction to Logic	3 credits
PHI 106	Logic II: Inductive Reasoning	3 credits
PHI 110	Ethics 3 credits	
PHI 115	Contemporary Moral Issues	3 credits
PHY 201	Physics I	4 credits
PHY 202	Physics II	4 credits
PHY 221	University Physics I	4 credits
PHY 222	University Physics II	4 credits
PHY 223	University Physics III	4 credits
PSC 201	American Government	3 credits
PSC 215	State and Local Government	3 credits
PSY 201	Introduction to Psychology	3 credits
PSY 203	Human Growth & Development	3 credits
PSY 208	Human Sexuality	3 credits
PSY 212	Abnormal Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
SOC 102	Marriage and the Family	3 credits
SOC 205	Social Problems	3 credits
SOC 206	Social Psychology	3 credits
SOC 210	Juvenile Delinquency	3 credits
SOC 220	Sociology and the Family	3 credits
SOC 235	Thanatology	3 credits
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
SPA 201	Intermediate Spanish I	3 credits
SPA 202	Intermediate Spanish II	3 credits

SPC 205	Public Speaking	3 credits
SPC 210	Oral Interpretation of Literature	3 credits
THE 101	Introduction to Theatre	3 credits

#### 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](http://www.sctrac.org).

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](http://www.sctrac.org).

#### Baccalaureate Arts, Humanities and Social Sciences Majors - Technical College Courses

Number	Title	Credits
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
PSC 201	American Government	3 credits
<b>Baccalaureate Business Majors - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
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
<b>Baccalaureate Engineering Majors - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
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 Geometry & I	Analytical Calculus	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 <a href="http://www.sctrac.org">www.sctrac.org</a> .		
<b>Baccalaureate Science and Mathematics Major - Technical College Courses</b>		
<b>Number</b>	<b>Title</b>	<b>Credits</b>
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

#### **Baccalaureate Nursing Majors Transfer Block**

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 Accrediting Commission for Education in Nursing (ACEN) 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.

#### **Baccalaureate Teacher Education Majors Transfer Block**

SC Commission on Higher Education Booklet provides information on all Education programs. Go to [www.sctrac.org](http://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](http://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](http://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](http://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:

Visit [www.sctrac.org](http://www.sctrac.org); or contact the appropriate 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](http://www.sctrac.org) or contacting the program director at the four-year college/university to review the institution's academic requirements. Current information on course equivalencies, transfer procedures and more is available at [www.sctrac.org](http://www.sctrac.org).

### **Transfer Agreements**

HGTC has developed agreements with the following senior institutions to facilitate student transfer for bachelor degree programs. Students may also transfer to other senior or associate degree granting institutions where credits are evaluated and credit awarded for equivalent courses or for electives, based on the student's major and institutional policies.

Many agreements identify general education requirements through Arts & Sciences majors. Others are program specific for graduates of Associate in Applied Science

programs, including but not limited to Business, Criminal Justice Technology, Civil Engineering Technology, Computer Technology, Construction Management Technology, Digital Arts, Early Care and Education, Forestry and Wildlife Management Technology, Human Services, and Nursing.

Students should contact a program advisor or review the "University Transfer Student Options and Agreements" page on the hgtc website or visit [www.sctrac.org](http://www.sctrac.org) for more information.

### **Partnerships:**

Columbia College - Students may transfer HGTC courses to Columbia College and enroll in Baccalaureate courses on the HGTC Grand Strand campus. Visit the Columbia College office in building 200GS on the Grand Strand Campus. Apply free online at [columbia.edu/evening](http://columbia.edu/evening), call (803) 786-3955 or (803) 786-3766 or email [A2BHGTCC@columbiasc.edu](mailto:A2BHGTCC@columbiasc.edu)

Coastal Carolina University offers HGTC graduates several beneficial options for transfer. Those interested should contact CCU Transfer Counselors.

### **Reverse Transfer**

HGTC offers Reverse Transfer to assure that students who have earned a minimum of 25% of their coursework at HGTC may receive their associate degrees or diplomas or certificates. Interested students should complete the following two steps:

- 1) Request their transcript from the most recent institution be sent to HGTC Office of the Registrar, when sufficient credits have been earned to complete HGTC degree requirements and;
- 2) Complete and submit the HGTC Graduation Application. The Registrar's Office will review and determine eligibility for graduation. Inquiries should be addressed to [registrar@hgtc.edu](mailto:registrar@hgtc.edu).

To access a clickable directory of HGTC associate degree, diploma and certificate program requirements, students should visit Academic Programs and Departments at [www.hgtc.edu/academics](http://www.hgtc.edu/academics).

# PROGRAMS OF STUDY

HGTC offers more than 80 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 attends on a full- or part-time basis.

## Associate in Applied Science Degree Major: ACCOUNTING

If you are good with numbers and enjoy mathematical challenges, you might want to check into HGTC's Associate in Applied Science (A.A.S.) in Accounting degree. This program is designed to prepare students for a career in both the public and private sectors of this important field. An Accounting degree will give you the knowledge, skills, and abilities that you need to qualify for entry-level accounting positions in many sectors of the business world. The Accounting degree program is a career degree that prepares you for direct employment.

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](http://www.acbsp.org), for the offering of the Associate Degrees in Accounting, Business Administration and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

### CURRICULUM SEQUENCE

#### First Semester - Fall

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

#### Second Semester - Spring

ACC 102	Accounting Principles II	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 124	Individual Tax Procedures	3
ACC	Elective ***	3
BUS 121	Business Law	3
BUS 220	Business Ethics	3
	TOTAL	12

#### Fourth Semester - Fall

ACC 125	Advanced Individual Tax Procedures	3
ACC 201	Intermediate Accounting I	3
ACC 245	Accounting Applications	3
ACC 265	Not-for-Profit Accounting	3
	Humanities *	3
	TOTAL	15

#### Fifth Semester - Spring

ACC 202	Intermediate Accounting II	3
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(Continued)

ACC 230	Cost Accounting	3
ACC 291	Certified Bookkeeper Review	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	
or		
ECO 211	Microeconomics	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Humanities: Choose one from: ART 101, HIS 101, MUS 105, PHI 101, or ENG 201\* (\*ENG 101 and ENG 102 must be completed prior).

\*\* Mathematics: Students who did not meet the placement test scores for MAT 101 should complete MAT 032 during the first semester.

\*\*\*ACC electives: Select from the following: ACC 150, ACC 240, AOT 261, and BUS 270

\*\*\*\*For transfer to senior institutions, students should select the following transfer courses: ENG 101 and SPC 205 for ENG 155; ENG 102 for ENG 160; MAT 110 or 120 for MAT 101.

## Associate in Applied Science Degree

### Major: ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology degree prepares students to work in the modern office environment as administrative office professionals and office managers. Graduates of this program will have the customer-service, communication, Internet, software, and office-management skills to be efficient and effective office associates, able to prepare documents and spreadsheets, manage meetings and events, and communicate with colleagues and clients.

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](http://www.acbsp.org), for the offering of the Associate Degrees in Accounting, Business Administration and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all AOT-prefixed courses for progression and graduation. Most Administrative Office Technology (AOT) courses are offered only once each year, so following the recommended course sequence is extremely important.

##### CURRICULUM SEQUENCE

Students may select Administrative Office Technology (60 credits) or Accounting, Legal or Medical Emphasis (66 credits) with advisor approval.

##### First Semester - Fall

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
or		
ACC 101	Principles of Accounting Emphasis Elective*	3
	TOTAL	15

##### Second Semester - Spring

AOT 110	Document Formatting	3
AOT 234	Admin. Office Communications	3

(Continued)



ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
	Emphasis Elective**	3
	TOTAL	15
<b>Third Semester - Summer</b>		
AOT 180	Customer Service	3
AOT 210	Document Production	3
AOT 261	Office Spreadsheet Applications	3
ENG 160	Technical Communications	3
	TOTAL	12
<b>Fourth Semester - Fall</b>		
AOT 161	Records Management	3
AOT 263	Office Database Applications	3
AOT 265	Office Desktop Publishing	3
PHI 103	Workplace Ethics	3
	TOTAL	12
<b>Fifth Semester - Spring</b>		
AOT 133	Professional Development	3
AOT 252	Systems and Processors Medical	3
or		
AOT 254	Office Simulation	
AOT 269	Internet Skills for the Workplace	3
PSY 103	Human Relations	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>60-66</b>

\* Emphasis Elective: Choose BAF 101, HIM 103, or LEG 135

\*\* Emphasis Elective: Choose ACC 150, BUS 121, or HIM 105

Students interested in transferring to a senior institution should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 in place of MAT 155; PHI 110 in place of PHI 103; PSY 201 in place of PSY 103.

## Diploma

### Major: ADMINISTRATIVE SUPPORT

If you enjoy working in an office environment and would like to get to work quickly, the Administrative Support diploma program is for you. This curriculum prepares you for entry-level office occupations and is ideal for students who are looking for a one-year program that provides the skills needed for many office positions.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements:

A minimum grade of "C" or better is required for all AOT-prefixed courses for progression and graduation. Most Administrative Support (AOT) courses are offered only once each year, so following the recommended course sequence is extremely important.

##### CURRICULUM SEQUENCE

Students may select Administrative Support or Accounting, Legal or Medical Emphasis with advisor approval.

##### First Semester - Fall

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3

(Continued)

AOT 239	Computerized Office Accounting	3
or		
ACC 101	Accounting Principles I	
	Emphasis Elective*	3
	TOTAL	15
<b>Second Semester - Spring</b>		
AOT 110	Document Formatting	3
AOT 234	Admin. Office Communications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
	Emphasis Elective**	3
	TOTAL	15
<b>Third Semester - Summer</b>		
AOT 180	Customer Service	3
AOT 261	Office Spreadsheet Applications	3
ENG 160	Technical Communications I	3
PSY 103	Human Relations	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>42</b>

\* Emphasis Elective: Choose BAF 101, HIM 103, or LEG 135

\*\* Emphasis Elective: Choose ACC 150, BUS 121, or HIM 105

Students interested in transferring to a senior institution should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 in place of MAT 155; PSY 201 in place of PSY 103.

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

## Certificate

### Major: **ADVANCED WELDING TECHNOLOGIES**

Welding plays a critical role in the strength and durability of everything from cars to heavy industrial machinery to bridges. HGTC's Advanced Welding certificate provides students entry level training and practical skills in Oxy-Acetylene cutting and brazing, SMAW (Arc), GMAW (MIG), FCAW (Flux Core) and GTAW (TIG) in ferrous and non-ferrous metals, including purge welding of sanitary process pipe.

In addition to preparing students for AWS welder performance certifications, students will also learn shop and site safety practices, blue print reading, principles of metallurgy, construction math, hand and power tool usage and basic layout techniques used in the fabrication industry

#### CURRICULUM SEQUENCE

##### First Semester - Fall

WLD 103	Print Reading I	1
WLD 106	Gas and Arc Welding	4
WLD 110	Welding Safety and Health	1
WLD 111	Arc Welding I	4
WLD 201	Welding Metallurgy	2
	TOTAL	12

##### Second Semester - Spring

WLD 113	Arc Welding II	4
WLD 132	Inert Gas Welding Ferrous	4

(Continued)

WLD 154	Pipe Fitting and Welding	4
	TOTAL	12
<b>Third Semester - Summer</b>		
WLD 134	Inert Gas Welding Non-Ferrous	3
WLD 140	Weld Testing	1
WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2
	TOTAL	10
	<b>TOTAL CREDIT HOURS</b>	<b>34</b>

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

## Associate in Arts Degree

### Major: ASSOCIATE IN ARTS

Graduates of the Associate in Arts (A.A.) programs usually transfer to senior institutions and major in such areas as business administration, education, and the liberal arts. The degree stresses communications, humanities, and behavioral and social sciences, so it is ideal for the student who wishes to broaden his or her general knowledge. An A.A. degree can lead to careers in such fields as sales, marketing, law, journalism, teaching, public relations, and human resources. Students who are currently undecided about their educational or career goals will find transfer courses that will apply toward their future major or career choice.

#### CURRICULUM SEQUENCE

##### GENERAL EDUCATION REQUIREMENTS

##### English Composition and Speech

ALL of the following MUST be completed:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
	<b>Total Credit Hours Needed</b>	<b>9</b>

##### Mathematics

ONE of the following courses MUST be completed:

MAT 110	College Algebra	
MAT 120	Probability & Statistics	
MAT 122	Finite College Mathematics	
MAT 250	Elementary Mathematics (Education Transfer only)	
	<b>Total Credit Hours Needed</b>	<b>3</b>

##### Natural Sciences/Mathematics

TWO courses to be chosen from the following courses (may not repeat from above):

AST 101	AST 102	BIO 101	BIO 102	BIO 105
BIO 210	BIO 211	CHM 110	CHM 111	MAT 111
MAT 120	MAT 122	MAT 130	MAT 140	MAT 141
PHY 201	PHY 202			
	<b>Total Credit Hours Needed</b>			<b>6</b>

##### Humanities/Fine Arts

TWO courses to be chosen from the following courses:

ART 101	ART 108	ENG 201	ENG 202	ENG 205
ENG 206	ENG 208	ENG 209	ENG 214	ENG 224
FRE 201	FRE 202	GER 201	GER 202	HIS 101
HIS 102	HIS 201	HIS 202	HIS 214	MUS 105
MUS 111	MUS 112	PHI 101	PHI 110	PHI 201

(Continued)

REL 103	SPA 201	SPA 202	THE 101	
<b>Total Credit Hours Needed</b>				<b>6</b>
<b>Social &amp; Behavioral Sciences</b>				
<b>TWO</b> courses to be chosen from the following courses:				
ANT 101	ECO 210	ECO 211	PSC 201	PSC 215
PSY 201	PSY 203	PSY 212	SOC 101	SOC 102
SOC 205				
<b>Total Credit Hours Needed</b>				<b>6</b>
<b>MAJOR CONCENTRATION</b>				
To be selected from the following courses and NOT used to fulfill general education requirements (above).				
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	FRE 202	GER 101	GER 102	GER 201
GER 202	PSC 215	PSY 201	PSY 203	PSY 212
REL 103	SOC 101	SOC 102	SPC 205	SPA 101
SPA 102	SPA 201	SPA 202	THE 101	
<b>Total Credit Hours Needed</b>				<b>15</b>
<b>OTHER REQUIRED COURSES</b>				
COL 105* or CPT 170*				
<b>Total Credit Hours Needed</b>				<b>3</b>
<b>AND FOUR (4) to FIVE (5)</b> courses to be selected from the following:				
ACC 101	ACC 102	ANT 101	ART 101	ART 108
AST 101	AST 102	BIO 101	BIO 102	BIO 105
BIO 210	BIO 211	CHM 110	CHM 111	COL 105*
ECO 210	ECO 211	EDU 110	EDU 201	EDU 241
ENG 201	ENG 202	ENG 205	ENG 206	ENG 208
ENG 209	ENG 214	ENG 224	FRE 101	FRE 102
FRE 201	FRE 202	GER 101	GER 102	GER 201
GER 202	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
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	SOC 220	SPA 101
SPA 102	SPA 201	SPA 202	THE 101	
<b>Total Credit Hours Needed</b>				<b>15</b>
<b>TOTAL CREDIT HOURS</b>				<b>63</b>

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 COL 105 and CPT 170 is at the discretion of the receiving university or college.

If you're looking for a career in the business world, HGTC's Associate in Arts (A.A.) - Business Transfer degree will provide you with a solid foundation for transfer to a senior institution's bachelor degree program in business. The A.A. - Business Transfer emphasis prepares students for majors in fields such as business, accounting, and management.

## CURRICULUM SEQUENCE

### GENERAL EDUCATION REQUIREMENTS

#### English Composition and Speech

ALL of the following MUST be completed:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
<b>Total Credit Hours Needed</b>		<b>9</b>

#### Mathematics and Natural Sciences

Courses must be selected from the following:

MAT 130*	Elementary Calculus	3
BIO 101	Biological Science I	or
BIO 105	Principles of Biology	or
PHY 201	Physics I	4
<b>Total Credit Hours Needed</b>		<b>7</b>

#### Humanities/Fine Arts/Social/Behavioral Sciences

ONE course to be chosen from the following courses:

ENG 201	ENG 202	ENG 205	ENG 206
ENG 208	ENG 209		

ONE course to be chosen from the following courses:

ART 101	MUS 105
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BOTH of the following courses are to be taken:

ECO 210	ECO 211
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**Total Credit Hours Needed 12**

### MAJOR CONCENTRATION

#### Required Courses:

ONE course to be chosen from the following courses:

PSC 201	PSY 201	SOC 101
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**Total Credit Hours Needed 3**

ONE course to be chosen from the following courses:

HIS 101	HIS 102
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**Total Credit Hours Needed 3**

THREE courses to be chosen from the following courses:

ANT 101	ART 101	ART 108	CPT 170**	ENG 201
ENG 202	ENG 205	ENG 206	ENG 208	ENG 209
ENG 214	HIS 101	HIS 102	HIS 201	HIS 202
MUS 105	MUS 111	MUS 112	PHI 101	PHI 110
PHI 201	PSC 201	PSY 201	PSY 203	PSY 212
SOC 101	SOC 102	SOC 205	SOC 220	THE 101

**Total Credit Hours Needed 9**

### ADDITIONAL COURSES

CPT 170\*\*

**Total Credit Hours Needed 3**

#### Accounting Courses:

BOTH of the following courses are to be taken:

ACC 101	ACC 102
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**Total Credit Hours Needed 6**

#### Business Courses:

BOTH of the following courses are to be taken:

BUS 101	BUS 240
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**Total Credit Hours Needed 6**

(Continued)



## OTHER REQUIRED COURSES

Select **TWO** of the following courses, based on specific transfer plans. Senior institutions have varying requirements. For example, some require one (4 credits) lab science; others require 2 (8 credits) lab sciences. Those requiring two may specify both in the same area or one each in different areas of science. Student should contact the Business Transfer Advisor for information.

BIO 101	BIO 102	BIO 105	BUS 121	CHM 110
CHM 111	FRE 101	FRE 102	GER 101	GER 102
MAT 130	MGT 101	MKT 101	PHY 201	PHY 202
SPA 101	SPA 102			

**Total Credit Hours Needed** 6

**TOTAL CREDIT HOURS** 64

\*Prerequisite: MAT 130 with grade of "C" or better or appropriate placement scores.

\*\*Transferability of CPT 170 is at the discretion of the receiving university or college.

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

## Associate in Arts Degree Major: EDUCATION TRANSFER

If your academic goal is to become a teacher, then you should consider HGTC's Associate in Arts - Education Transfer degree. Students who are interested in transferring to a Teacher Education program at Coastal Carolina University or other senior institution should contact their Academic Advisor for assistance in course selection. It is also important for you to contact the Transfer Admissions Office of the transfer institution early in order to determine appropriate courses for transfer.

Admission to the Professional School of Education at senior institutions requires passing scores on the PRAXIS I; HGTC offers PRAXIS preparation opportunities (EDU 102).

HGTC has a 2+2 transfer agreements in place with Coastal Carolina University for the following teacher preparation programs: Early Childhood, Elementary Ed, Middle Level Education, Special Education, and Physical Education.

### CURRICULUM SEQUENCE

#### GENERAL EDUCATION REQUIREMENTS

##### English Composition and Speech

**ALL** of the following **MUST** be completed:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3

**Total Credit Hours Needed** 9

##### Mathematics

**ONE** of the following courses **MUST** be completed. See Advisor.

MAT 110	College Algebra	
MAT 120	Probability & Statistics	
MAT 250	Elementary Mathematics (Early Childhood, Elementary or Special Ed majors only)	

**Total Credit Hours Needed** 3

##### Natural Sciences/Mathematics

**TWO** courses to be chosen from the following courses (may not repeat from above):

AST 101	BIO 101	BIO 105	CHM 110	MAT 110
MAT 120	MAT 250	MAT 251	PHY 201	

**Total Credit Hours Needed** 7

##### Humanities/Fine Arts

**TWO** courses to be chosen from the following courses:

ART 101	ENG 201	ENG 202	ENG 205	ENG 206
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(Continued)

ENG 208	ENG 209	ENG 224	HIS 101	HIS 102
HIS 201	HIS 202	MUS 105	THE 101	
<b>Total Credit Hours Needed</b>				<b>6</b>

**Social & Behavioral Sciences**

The following **TWO** courses are required:

PSY 201	PSC 201			
<b>Total Credit Hours Needed</b>				<b>6</b>

**MAJOR CONCENTRATION**

To be selected from the following courses and NOT used to fulfill general education requirements (above).

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	PSC 201	PSY 201	PSY 203
PSY 212	REL 103	SOC 101	SOC 102	SOC 205
SOC 101	SOC 102	SOC 205	THE 101	
<b>Total Credit Hours Needed</b>				<b>15</b>

**ADDITIONAL REQUIRED COURSES**

EDU 102	EDU 110	EDU 201	EDU 241	
<b>Total Credit Hours Needed</b>				<b>13</b>

**FIVE (5)** credit hours to be selected from the following:

ANT 101	ART 101	ART 108	BIO 105	BIO 210
BIO 211	CHM110	CHM 111	COL 105*	ECO 210
ECO 211	EDU 110	EDU 200	EDU 201	EDU 241
EDU 242	ENG 201	ENG 202	ENG 205	ENG 206
ENG 208	ENG 209	ENG 214	ENG 224	FRE 101
FRE 102	FRE 201	GER 101	GER 102	GER 201
HIS 101	HIS 102	HIS 201	HIS 202	MAT 120
MUS 105	PHI 101	PHI 110	PHY 201	PSC 201
PSY 201	PSY 103	PSY 212	REL 103	SOC 101
SOC 102	SOC 205	SOC 220	SPA 101	SPA 102
SPA 201	THE 101			
<b>Total Credit Hours Needed</b>				<b>5</b>

**TOTAL CREDIT HOURS 64**

NOTE: Education Transfer students should contact the program advisor before choosing courses. Early Childhood Education majors may follow either the HGTC Early Care and Education Program or the 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 COL 105 is at the discretion of the receiving university or college.

**Associate in Science Degree**  
**Major: ASSOCIATE IN SCIENCE**

Graduates of the Associate in Science (A. S.) programs usually transfer to a senior institution and major in such areas as biology, chemistry, engineering, or pre-medicine. The degree stresses mathematics, natural, and physical sciences, so it is ideal for students who wish to broaden their general knowledge. Students who are currently undecided about their educational or career goals will find transfer courses that apply toward their future major or career choices.

Because transfer requirements vary, students should work with their Academic Advisor and the transfer institution to plan a specific program of study. Visit <http://www.sctrac.org> to view transfer programs at a number of senior institutions.

(Continued)

## CURRICULUM SEQUENCE

### GENERAL EDUCATION REQUIREMENTS

#### English Composition and Speech

ALL of the following MUST be completed:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
<b>Total Credit Hours Needed</b>		<b>9</b>

#### Mathematics

ONE of the following courses MUST be completed:

MAT 110	College Algebra	3
<b>Total Credit Hours Needed</b>		<b>3</b>

#### Natural Sciences

TWO courses to be chosen from the following courses (may not repeat from above):

AST 101	AST 102	BIO 101	BIO 102	BIO 210
BIO 211	CHM 110	CHM 111	PHY 201	PHY 202
PHY 221	PHY 222			
<b>Total Credit Hours Needed</b>				<b>8</b>

#### Humanities/Fine Arts

TWO courses to be chosen from the following courses:

ART 101	ART 108	ENG 201	ENG 202	ENG 205
ENG 206	ENG 208	ENG 209	ENG 214	ENG 224
FRE 201	FRE 202	GER 201	GER 202	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 201	SPA 202	THE 101	
<b>Total Credit Hours Needed</b>				<b>6</b>

#### Social & Behavioral Sciences

TWO courses to be chosen from the following courses:

ANT 101	ECO 210	ECO 211	PSC 201	PSC 215
PSY 201	PSY 203	PSY 212	SOC 101	SOC 102
SOC 205				
<b>Total Credit Hours Needed</b>				<b>6</b>

### MAJOR CONCENTRATION

To be selected from the following courses and NOT used to fulfill general education requirements (above).

AST 101	AST 102	BIO 101	BIO 102	BIO 210
BIO 211	BIO 225	CHM 110	CHM 111	CHM 211
CHM 212	MAT 111	MAT 120	MAT 122	MAT 130
MAT 140	MAT 141	PHY 201	PHY 202	PHY 221
PHY 222				
<b>Total Credit Hours Needed</b>				<b>16</b>

### OTHER REQUIRED COURSES

COL 105\* or CPT 170\*

**Total Credit Hours Needed** **3**

AND FOUR (4) to FIVE (5) courses to be selected from the following:

ACC 101	ACC 102	ANT 101	ART 101	ART 108
AST 101	AST 102	BIO 101	BIO 102	BIO 210
BIO 211	CHM110	CHM 111	COL 105*	ECO 210
ECO 211	EDU 110	EDU 201	EDU 241	ENG 201
ENG 202	ENG 205	ENG 206	ENG 208	ENG 209
ENG 214	ENG 224	FRE 101	FRE 102	FRE 201
FRE 202	GER 101	GER 102	GER 201	GER 202
HIS 101	HIS 102	HIS 201	HIS 202	HIS 214

(Continued)

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	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	SOC 220	SPA 101	SPA 102
SPA 201	SPA 202	THE 101		

**Total Credit Hours Needed** **13**  
**TOTAL CREDIT HOURS** **64**

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 COL 105 and CPT 170 is at the discretion of the receiving university or college.

## Associate in Science Degree

### Major: CIVIL ENGINEERING TRANSFER

Students who plan to complete a bachelor's degree in Civil Engineering Technology have the option of enrolling in this Associate in Science (A.S.) - Civil Engineering Transfer Emphasis degree program. Horry Georgetown Technical College and The Citadel collaborate to assure the transfer of students who complete specific requirements for the Citadel Transfer emphasis. Students who successfully complete the credit requirements are eligible to transfer to the Citadel's Bachelor of Science in Civil Engineering program. The Citadel Transfer Emphasis is a modification of the Civil Engineering Technology program. For specific information, contact the Civil Engineering Department faculty.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

EGR 270	Introduction to Engineering	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
ENG 101	English Composition I	3
HIS 101	Western Civilization to 1689	3
MAT 140	Analytical Geometry and Calculus I*	4
	<b>TOTAL</b>	<b>16</b>

##### Second Semester - Spring

CHM 110	College Chemistry I	4
EGR 285	Surveying I	3
EGR 295	Surveying I Lab	1
ENG 102	English Composition II	3
MAT 141	Analytical Geometry and Calculus II	4
	<b>TOTAL</b>	<b>15</b>

##### Third Semester - Summer

CHM 111	College Chemistry II	4
EGR 282	Introduction to Civil Engineering	2
EGR 286	Surveying II	3
EGR 296	Surveying Lab II	1
HIS 102	Western Civilization Post 1689	3
	<b>TOTAL</b>	<b>13</b>

(Continued)

**Fourth Semester - Fall**

ENG 205	English Literature I	3
MAT 240	Analytical Geometry & Calculus III	4
PHY 221	University Physics I	4
PSC 201 or PSY 201 or SOC 101	American Government General Psychology Introduction to Sociology	3
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>17</b>

**Fifth Semester - Spring**

EGR 260	Engineering Statics	3
ENG 206	English Literature II	3
MAT 242	Differential Equations	4
PHY 222	University Physics II	4
	<b>TOTAL</b>	<b>14</b>
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\*Prerequisites or appropriate placement scores are required.

## Associate in Science Degree

### Major: HEALTH SCIENCE EMPHASIS

Students who are interested in a Health Science career may enroll in the Associate in Science - Health Science Emphasis program in order to select the courses they will need for admission into the Health Science program of their choice. When students apply for admission into this degree program, they select a concentration: Nursing Preparation (NUR), Practical Nursing (LPN), Dental Hygiene Preparation (DHG), Radiology Preparation (RAD), Physical Therapist Preparation (PTA), or Surgical Technology Preparation (SUR).

Students who are interested in this degree program should contact their Academic Advisor for assistance in course selection. Please note that selecting a concentration is for advising purposes only and does not imply automatic acceptance into that specific limited-enrollment program.

**CURRICULUM SEQUENCE**

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

**GENERAL EDUCATION REQUIREMENTS****English Composition and Speech**

**ALL** of the following **MUST** be completed:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
	<b>Total Credit Hours Needed</b>	<b>9</b>

**Natural Sciences/Mathematics**

**TWO** courses to be chosen from the following courses (may not repeat from above):

AST 101	AST 102	BIO 101	BIO 102	BIO 112
CHM 105	CHM 110	MAT 110	MAT 120	MAT 130
MAT 140	PHY 118	PHY 201	PHY 202	PHY 221
PHY 222				
		<b>Total Credit Hours Needed</b>		<b>8</b>

**Humanities/Fine Arts**

**TWO** courses to be chosen from the following courses:

ART 101	ART 108	ENG 201	ENG 202	ENG 205
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(Continued)



ENG 206	ENG 208	ENG 209	ENG 214	ENG 224
FRE 201	FRE 202	GER 201	GER 202	HIS 101
HIS 102	HIS 201	HIS 202	HIS 214	MUS 105
PHI 101	PHI 110	PHI 201	REL 103	SPA 201
SPA 202	THE 101			

**Total Credit Hours Needed** **6**

**Social & Behavioral Sciences**

The following course is required:

PSY 201

**Total Credit Hours Needed** **3**

**ONE** course to be chosen from the following courses:

ANT 101	ECO 210	ECO 211	PSC 201	PSC 215
PSY 203	PSY 212	SOC 101	SOC 102	

**Total Credit Hours Needed** **3**

**MAJOR CONCENTRATION**

AST 101	AST 102	BIO 210	BIO 211	BIO 225
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		

**Total Credit Hours Needed** **16**

**OTHER REQUIRED COURSES**

AHS 102	AHS 108**	AHS 110	AHS 126	AHS 141
AHS 143	AHS 145	AHS 147**	AHS 163	COL 105
CPT 170	PHI 103	PHI 110	PHY 118**	PHY 201
PHY 202	PSY 203**	SPA 101	SPA 102	

**Total Credit Hours Needed** **15**

**TOTAL CREDIT HOURS** **60**

**DENTAL HYGIENE**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.75 or higher.

BIO 210

CHM 105 or CHM 110

MAT 101\*

ENG 101

**Total Credit Hours Needed** **14**

**DIAGNOSTIC MEDICAL SONOGRAPHY**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.5 or higher.

AHS 102

AHS 110 or AHS 114

if not previous patient skills background

BIO 210 and BIO 211

COL 105

ENG 101

MAT 101\* or MAT 120

PHY 118 or PHY 201 or PHY 202

PSY 201

SPC 205

Humanities

**Total Credit Hours Needed** **35**

(Continued)

**NUCLEAR MEDICINE**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.5 or higher.

AHS 102

AHS 110 or AHS 141

BIO 210 and BIO 211

CHM 105 or CHM 110

COL 105

ENG 101

MAT 110 or MAT 120

PHY 118 or PHY 201 or PHY 202

PSY 201

SPC 205

Humanities

**Total Credit Hours Needed**

**39**

**NURSING**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.75 or higher.

BIO 210 and BIO 211 and BIO 225

ENG 101 and ENG 102

Humanities

MAT 110 or MAT 120

PSY 201

SPC 205

**Total Credit Hours Needed**

**30**

\*\*AHS 108, AHS 147 and PSY 203 recommended for Nursing.

**PHYSICAL THERAPY ASSISTANT**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.5 or higher.

BIO 210

ENG 101

Humanities

MAT 110 or MAT 120

PSY 201

**Total Credit Hours Needed**

**16**

\*PHY 118 recommended for PTA.

**PRACTICAL NURSING**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.5 or higher.

BIO 210 and BIO 211

ENG 101

MAT 155\*

PSY 201

**Total Credit Hours Needed**

**17**

**RADIOLOGY**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.5 or higher.

BIO 210

COL 105

ENG 101

MAT 110 or MAT 120

(Continued)

**SURGICAL TECHNICIAN**

The following courses are required pre-requisites courses with a "C" or higher and a cumulative GPA of 2.0 or higher.

AHS 102

BIO 210 and BIO 211 and BIO 225

Total Credit Hours Needed

15

\*To receive the Associate of Science, Health Science degree, students must complete additional math courses as required for associate degree.

## Associate in Science Degree

### Major: TURFGRASS SCIENCE

If you love being outside and enjoying the lush, green grass at golf courses and sports venues, HGTC's Associate in Science (A.S.) - Turfgrass Science Emphasis degree program might be just what you're looking for. This degree emphasis makes the HGTC graduate eligible for acceptance into Clemson University's Turfgrass Management program and enables the motivated student to complete the Bachelor's degree with two additional years of study at Clemson. This two-plus-two agreement between HGTC and Clemson University will give you the tools you need to succeed in one of South Carolina's largest industries.

**CURRICULUM SEQUENCE****First Semester - Fall**

ENG 101	English Composition I	3
HRT 110	Plant Form and Function	4
HRT 125	Soils	4
MAT 110	College Algebra	3
SOC 101	Introduction to Sociology*	3
	<b>TOTAL</b>	<b>17</b>

**Second Semester - Spring**

BIO 101	Biological Science I	4
COL 105	Freshman Seminar	3
ENG 102	English Composition II	3
MAT 130	Elementary Calculus	3
TUF 172	Turf Management I	3
	<b>TOTAL</b>	<b>16</b>

**Third Semester - Summer**

TUF 190	SCWE in Turfgrass Management	5
	<b>TOTAL</b>	<b>5</b>

**Fourth Semester - Fall**

CHM 110	College Chemistry I	4
HRT 113	Plants Material	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
TUF 252	Turf Management II	3
	<b>TOTAL</b>	<b>16</b>

**Fifth Semester - Spring**

ACC 101	Accounting Principles I	3
CHM 111	College Chemistry II	4
ECO 210	Macroeconomics*	3
ENG 201	American Literature I**	3
SPA 101	Elementary Spanish I	4

(Continued)

TOTAL	17
<b>TOTAL CREDIT HOURS</b>	<b>71</b>

\*Students may substitute SOC 205, PSC 201, or PSY 201 for SOC 101; ECO 211 for ECO 210.

\*\*Students may substitute ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214 or ENG 224 for ENG 201.

## Certificate

### Major: BAKING AND PASTRY ARTS

All over the world, consumers crave mouth-watering, artisan-crafted breads and pastries. HGTC's Baking and Pastry Certificate provides students with the skills and expertise needed to satisfy the most discriminating palates. From basic breads and moist muffins to puff pastries and creamy cakes, a skilled baker creates satisfied smiles every day.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CUL and BKP-prefixed courses for progression and graduation. Most Baking and Pastry Making (CUL, BKP) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

BKP 119	Introduction to Baking and Pastry	3
CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 112	Classical Foundations of Cooking	3
	<b>TOTAL</b>	<b>12</b>

##### Second Semester - Spring

BKP 121	Cake Decorating & Finishing Techniques	3
BKP 182	Artisan Breads	3
BKP 220	Advanced Bakeshop	3
CUL 118	Nutritional Cooking	3
CUL 277	SCWE in Culinary Arts	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

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

## Certificate

### Major: BASIC BUSINESS

This certificate is designed to prepare students for entry into the Associate in Science in Business Administration program. It is also ideal for students who are not interested in pursuing an associate degree but who desire to have some basic skills in the field of business, so they can qualify for an entry-level position in a business career. Students may apply some of the credit hours earned with this certificate toward completion of the Associate in Science in Business Administration degree.

## CURRICULUM SEQUENCE

### First Semester - Fall

BUS 101	Introduction to Business	3
ENG 155*	Communications I	3
MAT 155	Contemporary Mathematics	3
	Business Elective*	3
	<b>TOTAL</b>	<b>12</b>

### Second Semester - Spring

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

\*ENG 101 and ENG 102 may be substituted for ENG 155 and ENG 160.

Business Electives choose from the following:

ACC 101, ACC 102, BUS 121, BUS 210, BUS 220, ECO 210, ECO 211, HOS 140, MGT 120, MGT 150, MGT 201, MGT 240, MKT 101, MKT 110, MKT 120, MKT 135, MKT 240

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

## Associate in Applied Science Degree Major: BUSINESS ADMINISTRATION

If the world of business is your kind of challenge, HGTC's Associate in Science in Business Administration degree program will prepare you for a career as a prospective member of management in a wide variety of industries. With extensive training in all phases of organization, management, and business procedures, Business Administration graduates are qualified for most entry-level positions in business, such as manager-trainee, junior accountant, or sales representative. The Business Administration degree program is a career degree that prepares you for employment. In addition to the traditional classroom delivery of instruction, the HGTC Business department is a leader in the offering of online courses.

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](http://www.acbsp.org), for the offering of the Associate Degrees in Accounting, Business Administration and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

## CURRICULUM SEQUENCE

### First Semester - Fall

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I***	3
	<b>TOTAL</b>	<b>12</b>

### Second Semester - Spring

ACC 102	Accounting Principles II	3
ENG 160	Technical Communications***	3
MAT 101	Beginning Algebra***	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
	<b>TOTAL</b>	<b>15</b>

### Third Semester - Summer

ACC 124	Individual Tax Procedures	3
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BUS 121	Business Law I	3
or		
BUS 220	Business Ethics	
or		
BUS 270	SCWE in Business**	
MGT 150	Fundamentals of Supervision	3
MKT 110	Retailing	3
	TOTAL	12
<b>Fourth Semester - Fall</b>		
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	3
or		
ECO 211	Microeconomics	
MKT 135	Customer Service Techniques	3
	TOTAL	12
<b>Fifth Semester - Spring</b>		
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*	3
MGT 201	Human Resources Management	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>66</b>

\*Humanities: 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, HIS 101, MUS 105, PHI 101, or ENG 201 (ENG 101 and ENG 102 must be completed prior).

\*\*Each student is required to complete BUS 121, 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 semesters. Close coordination with the advisor is required for completion of BUS 270.

\*\*\*For transfer to senior institutions, students should select the following transfer courses: ENG 101 and SPC 205 for ENG 155; ENG 102 for ENG 160; MAT 110 or 120 for MAT 101.

## Associate in Applied Science Degree

### Major: BUSINESS ADMINISTRATION

#### Hospitality Management

If you love the exciting and varied aspects of the hospitality industry, you should consider HGTC's Hospitality Management degree program. An Associate in Science in Business Administration with a Hospitality Management emphasis prepares you for entry-level employment at the management level of the hospitality industry, including lodging, tourism, and food services. With millions of visitors to our area, numerous internship and employment opportunities exist in hospitality and tourism, the largest industry in South Carolina. Students will participate in Supervised Cooperative Work Experience (SCWE) to provide them with a working knowledge of day-to-day hospitality-management operations. Graduates are qualified with general business and management skills, in addition to hospitality-

(Continued)

management skills, so that they are competitive in a variety of career positions. The Business Administration/Hospitality Management Emphasis program is a career degree that prepares you for employment.

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](http://www.acbsp.org), for the offering of the Associate Degrees in Accounting, Business Administration and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

For more information about HGTC's accreditations, visit [www.hgtc.edu/accreditations](http://www.hgtc.edu/accreditations).

### CURRICULUM SEQUENCE

#### First Semester - Fall

ACC 101	Accounting Principles I	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I*	3
HOS 140	The Hospitality Industry	3
MAT 101	Beginning Algebra*	3
	<b>TOTAL</b>	<b>15</b>

#### Second Semester - Spring

ACC 102	Accounting Principles 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	3
	<b>TOTAL</b>	<b>15</b>

#### Third Semester - Summer

	Business Elective**	3
HOS 272	SCWE in Hospitality Management	3
MKT 101	Marketing	3
	<b>TOTAL</b>	<b>9</b>

#### Fourth Semester - Fall

ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	
HOS 157	Hospitality Services	3
HOS 161	Event Management	3
HOS 255	Food Service Management	3
MGT 201	Human Resources Management	3
	<b>TOTAL</b>	<b>15</b>

#### Fifth Semester - Spring

BUS 240	Business Statistics	3
or		
BAF 260	Financial Management	
HOS 160	Purchasing for Hospitality	3
HOS 164	Travel & Tourism	3
MGT 150	Fundamentals of Supervision	3
	Humanities	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Students who plan to transfer to a senior institution should select the following course selections: ENG 101 and SPC 205 for ENG 155; ENG 102 for ENG 160; MAT 110 or 120 for MAT 101.

\*\*Business Elective: BUS 101, CPT 270, MGT 120, MKT 120, MKT 135 or MKT 240 (Successful completion of CPT 170 and 270 qualify students for Microsoft certification exam.)

(Continued)

**Associate in Applied Science**  
**Major: BUSINESS ADMINISTRATION**

**Marketing**

If you enjoy creating effective and exciting marketing materials, you might want to sign up for HGTC's Associate in Science in Business Administration, with a Marketing emphasis. This program gives you the knowledge, skills, and abilities you need to qualify for entry-level marketing positions in business. The Business Administration/Marketing Emphasis program is a career degree that prepares you for employment.

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, Business Administration and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

**CURRICULUM SEQUENCE**

**First Semester - Fall**

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I*	3
MKT 101	Principles of Marketing	3
	<b>TOTAL</b>	<b>15</b>

**Second Semester - Spring**

ACC 102	Accounting Principles II	3
BAF 101	Personal Finance	3
ENG 160	Technical Communications*	3
MAT 101	Beginning Algebra*	3
MKT 135	Customer Service	3
	<b>TOTAL</b>	<b>15</b>

**Third Semester - Summer**

BUS 121	Business Law I	3
MGT 101	Principles of Management	3
MKT 120	Sales Principles	3
MKT 290	SCWE Marketing	3
	<b>TOTAL</b>	<b>12</b>

**Fourth Semester - Fall**

BUS 210	Introduction to E-Commerce in Business	3
BUS 220	Business Ethics	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resources Management	3
	<b>TOTAL</b>	<b>12</b>

**Fifth Semester - Spring**

BUS 240	Business Statistics	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	
IDS 201	Leadership Development**	3
MKT 240	Advertising	3
	<b>TOTAL</b>	<b>12</b>

(Continued)

\*For transfer to senior institution, students should select the following transfer courses: ENG 101 and SPC 205 for ENG 155; ENG 102 for ENG 160; MAT 110 or 120 for MAT 101.

\*\*Humanities: 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, HIS 101, MUS 105, PHI 101, or ENG 201 (ENG 101 and ENG 102 must be completed prior).

## Associate in Applied Science Degree

### Major: BUSINESS ADMINISTRATION

#### Public Service Administration

This program prepares students for career advancement in Public Service Administration. Under 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 listed on an official transcript provided by SCFA/NFA to the HGTC Admissions Office. Credit will be awarded only for courses that meet American Council on Education recommendations and that reflect a transcript grade and 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.

For employees in Municipal Government this program will prepare you for prospective management positions in a variety of areas. With extensive training in business, management, organization, and accounting you will leave the program well-rounded and ready for the next phase of your career.

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](http://www.acbsp.org), for the offering of the Associate Degrees in Accounting, Business Administration and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

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

##### Second Semester - Spring

ACC 102	Accounting Principles II	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	
MAT 101	Beginning Algebra*	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
or		
MKT 135	Customer Service	
	TOTAL	15

##### Third Semester - Summer

BUS 121	Business Law I	3
BUS 270	SCWE in Business	3
PSC 201	American Government (or SCFA course)	3
	TOTAL	9

##### Fourth Semester - Fall

MGT 201	Human Resource Management	3
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(Continued)

PSY 103	Human Relations*	3
SPC 205	Public Speaking*	3
	Humanities**	3
	<b>TOTAL</b>	<b>12</b>
<b>Fifth Semester - Spring</b>		
BAF 260	Financial Management	3
MGT 150	Fundamentals of Supervision	3
MGT 240	Management Decision Making	3
IDS 201	Leadership Development	3
	<b>TOTAL</b>	<b>12</b>
<b>Electives</b>		<b>6</b>
Choose from ACC 150, ACC 240, BAF 260, BUS 220, BUS 240, CPT 270, MGT 120, MKT 120, MKT 135, or Fire Academy Credits.		
<b>TOTAL CREDIT HOURS</b>		<b>66</b>

\*For transfer to senior institutions, students should select the following transfer courses: ENG 101 and SPC 205 for ENG 155; MAT 110 or MAT 120 for MAT 101; PSY 201 for PSY 103.

\*\*Humanities: Choose from ART 101, HIS 101, MUS 105, PHI 101, or ENG 201 (ENG 101 and ENG 102 must be completed prior.)

## Certificate

### Major: CERTIFIED CISCO NETWORKING ASSOCIATE

The Certified Cisco Networking Associate (CCNA) program prepares students to meet the challenges and opportunities of today's information economy. Students learn by doing as they design and bring to life local- (LAN) and wide-area (WAN) networks. Closely corresponding to current industry standards and technology, the curriculum enables students to acquire hands-on experience with the building blocks of today's global information networks. Based on the Cisco Networking Academy's training guidelines, this program prepares students for the Cisco Certified Networking Associate exam.

Students enrolled in this program are not eligible for Federal financial aid.

#### CURRICULUM SEQUENCE

##### First Semester - First Half

IST 201	CISCO Internetworking Concepts	3
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##### First Semester - Second Half

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

##### Second Semester - First Half

IST 203	Advanced CISCO Router Configuration	3
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##### Second Semester - Second Half

IST 204	CISCO Troubleshooting	3
	<b>TOTAL</b>	<b>6</b>
<b>TOTAL CREDIT HOURS</b>		<b>12</b>

For more information about gainful employment, visit: [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow)

## Certificate

### Major: CHILD CARE MANAGEMENT



This certificate is intended for those students who have completed the Associate Degree in Early Care and Education. The Child Care Management certificate prepares students for employment as managers or administrators in public or private programs that provide care for young children. It is designed for students who are currently working in child care, or who are planning to seek a position in child care and advance to the position of director. Topics include ethics, advocacy, and leadership skills, as well as operational skills to assure appropriate services for young children and their families.

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

- Criminal Background Check is a prerequisite to labs and licensed child care centers (not required in ECD 101)
- Certification in Pediatric CPR and First Aid prior to graduation

### Course Sequence and Progression Requirements

A minimum grade of "C" is required for all ECD-prefixed courses for progression and graduation. Most Early Care and Education (ECD) courses are offered only once each year, so following the recommended course sequence is extremely important.

### CURRICULUM SEQUENCE

ECD 101	Introduction to Early Childhood Education	3
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*	3
	<b>TOTAL CREDIT HOURS</b>	<b>18</b>

\*Electives: BUS 101, CPT 101, MGT 101, or MGT 120

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

## Associate in Applied Science Degree

### Major: CIVIL ENGINEERING TECHNOLOGY

If you enjoy mathematical challenges and like to build things, a Civil Engineering Technology degree might be just the program for you. Students will learn to apply theory and principles of Civil Engineering Technology in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff. Civil Engineering Technology graduates also have the option to continue their education by transferring to a senior institution and pursuing a Bachelor's Degree in Engineering Technology. For transfer option see an Civil Engineering Program advisor.

### CURRICULUM SEQUENCE

#### First Semester - Fall

EGR 170	Engineering Materials	3
EGR 270	Introduction to Engineering	3
EGT 101	Basic Technical Drawing	2
ENG 155	Communications I*	3
MAT 175	Algebra and Trigonometry I*	3
	<b>TOTAL</b>	<b>14</b>

#### Second Semester - Spring

CHM 110	College Chemistry I	4
or		
PHY 201	Physics I*	
EGR 260	Engineering Statics	3

(Continued)

EGR 275	Intro. to Engineering/ Computer Graphics	3
EGR 285	Engineering Surveying I	3
EGR 295	Engineering Surveying Lab I	1
MAT 176	Algebra and Trigonometry II*	3
	<b>TOTAL</b>	<b>17</b>
<b>Third Semester - Summer</b>		
CET 210	Strength of Materials	3
EGR 286	Engineering Surveying II	3
EGR 296	Engineering Surveying Lab II	1
EGT 252	Advanced CAD or Approved Elective	3
MAT 130	Elementary Calculus*	3
	<b>TOTAL</b>	<b>13</b>
<b>Fourth Semester - Fall</b>		
CET 216	Soil Mechanics	3
CET 218	Hydraulics	3
CET 242	Concrete Design	3
ENG 160	Technical Communications*	3
PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>15</b>
<b>Fifth Semester - Spring</b>		
CET 245	Cost Estimating	3
or		
CET 127	Building Construction & Print Reading	
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
CET 252	Special Topics Engineering Technology	3
PHI 103	Workplace Ethics*	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>74</b>

\* The following university transferable sequences may be substituted: MAT 110, MAT 111, MAT 140 for MAT 175/176/130 and ENG 101, ENG 102 and SPC 205 for ENG 155/160; PSY 201 for PSY 103 and PHI 110 for PHI 103; PHY 221 for PHY 201. Please see department chair for specific details.

## Certificate

### Major: COMMERCIAL REFRIGERATION AIR CONDITIONING

One of the fastest-growing service occupations, the commercial sector of the HVAC/R industry has seen major changes in the past few years as society places a greater emphasis on fuel conservation and environmental concerns. HGTC's Commercial Refrigeration and Air Conditioning Certificate is designed to provide residential technicians with the knowledge and ability to enter the commercial sector, where skilled refrigeration mechanics are in high demand to keep these complex systems running at maximum capacity.

The focus of this program is to train students to service, repair, and troubleshoot commercial refrigeration systems, which include walk-in coolers and freezers, reach-ins, and ice machines. The coursework will also focus on commercial air-conditioning systems rated 5 tons and higher, advanced energy-efficient systems, and advanced control systems.

Federal financial aid does not apply to this program.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

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.

### CURRICULUM SEQUENCE

#### First Semester

ACR 131	Commercial Refrigeration	4
ACR 201	Troubleshooting and Maintenance	3
ACR 207	Advanced Refrigeration Electricity	3
<b>TOTAL CREDIT HOURS</b>		<b>10</b>

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

## Certificate

### Major: COMPUTER AIDED DESIGN

If you love to design buildings and have an affinity for computers, you should consider HGTC's Certificate in Computer-Aided Design (CAD). This certificate provides the knowledge and skills to apply drafting methods to computerized building designs. Using Revit, AutoCAD, and Civil 3-D, you will gain the ability to produce professional CAD documents. Upon completion of this program, graduates will be prepared to take industry-recognized certification exams in AutoCAD.

### CURRICULUM SEQUENCE

#### First Semester-Spring

AET 101	Building Systems I	3
CET 127	Building Construction and Print Reading	4
EGR 275	Intro. to Engineering/Computer Graphics*	3
MAT 175	Algebra and Trigonometry I*	3
<b>TOTAL</b>		<b>13</b>

#### Second Semester-Summer

EGT 252	Advanced CAD	3
ENG 155	Communications I*	3
<b>TOTAL</b>		<b>6</b>
<b>TOTAL CREDIT HOURS</b>		<b>19</b>

\*EGR 275, ENG 155 and MAT 175 are offered in the fall semesters as well.

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

## Associate in Applied Science Degree

### Major: COMPUTER TECHNOLOGY

#### Networking

With the widespread use of computers around the world, there is an ongoing need for skilled computer specialists. The Associate in Applied Science degree in Computer Technology - Networking Emphasis prepares students for entry-level positions in a vast number of industries. After completing a year in general computer courses, students choose an emphasis in Programming or Networking. The Networking emphasis provides skills in network architecture, network design, and LAN/WAN services and support. These valuable skills enable graduates to work in IT for small businesses, public and private corporations, and in private practice.

(Continued)

## PROGRAM INFORMATION

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CPT and IST prefixed courses for progression and graduation.

### CURRICULUM SEQUENCE

#### First Semester - Fall

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

#### Second Semester - Spring

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

#### Third Semester - Summer

CPT 260	Operating Systems & Web Servers	3
ENG 155	Communications I*	3
IST 161	Introduction to Network Administration	3
IST 162	Intro. to Workstation Networking Fundamentals	3
PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>15</b>

#### Fourth Semester - Fall

ENG 160	Technical Communications*	3
CPT 240	Database	3
IST 165	Implementing & Administering Network Directory Services	3
IST 291	Fundamentals of Network Security I	3
	Elective**	3
	<b>TOTAL</b>	<b>15</b>

#### Fifth Semester - Spring

CPT 264	Systems & Procedures	3
IST 295	Fundamentals of Voice Over IP	3
IST 261	Advanced Network Administration	3
	Electives (Choose two)***	6
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\*Students interested in the Transfer & University Parallel Programs should elect 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.

\*\*Fourth semester elective: IST 242, CPT 280 or CWE

(Continued)

## Associate in Applied Science Degree

### Major: **COMPUTER TECHNOLOGY**

#### Programming

With the widespread use of computers around the world, there is an ongoing need for skilled computer specialists. The associate degree in Computer Technology - Programming Emphasis prepares students for entry-level positions in a vast number of industries. After completing a year in general computer courses, students choose an emphasis in Programming or Networking. The Programming emphasis provides skills in a variety of programming languages, such as Visual Basic, Java, PHP, HTML, Mobile Apps, and SQL. Graduates will be equipped to find employment as business-application programmers, database managers, and system analysts. They can also plan, design, and develop programming applications, as well as create and host web applications. These valuable skills enable graduates to work in IT for small businesses, public and private corporations, and in private practice.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CPT and IST-prefixed courses for progression and graduation.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

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

##### Second Semester - Spring

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

##### Third Semester - Summer

CPT 236	Introduction to Java Programming	3
CPT 260	Operating Systems & Web Servers	3
ENG 155	Communications I*	3
IST 226	Internet Programming	3
PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>15</b>

##### Fourth Semester - Fall

CPT 162	Intro. to Web Page Publishing	3
CPT 242	Database	3
GMT 101	Intro to Geographic Info Systems	3
IST 271	Object Oriented Technologies	3

(Continued)

	Elective**	3
	TOTAL	15
<b>Fifth Semester - Spring</b>		
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
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\*Students interested in the Transfer & University Parallel Programs should 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.

\*\*Fourth semester elective: ARV 121, CPT 280 or CWE

\*\*\*Fifth semester electives: CPT 237, CPT 280, IST 236 or CWE

## Associate in Applied Science Degree

### Major: CONSTRUCTION MANAGEMENT TECHNOLOGY

The Associate in Applied Science in Construction Management Technology degree prepares students for employment in the field of construction, capable of filling entry- and mid-level supervisory positions within the industry. Also, the program allows those 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.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

EGR 170	Engineering Materials	3
EGR 270	Introduction to Engineering	3
EGT 101	Basic Technical Drawing	2
ENG 155	Communications I*	3
MAT 175	Algebra & Trigonometry I*	3
	TOTAL	14

##### Second Semester - Spring

AET 101	Building Systems I	3
CET 127	Building Construction & Print Reading	4
EGR 190	Statics	3
or		
EGR 260	Engineering Statics	
EGR 275	Introduction to Engineering/ Computer Graphics	3
	TOTAL	13

##### Third Semester - Summer

BCT 200	SCWE Building Construction Technology	6
	TOTAL	6

##### Fourth Semester - Fall



CET 140	Construction Financial Management	3
CET 216	Soil Mechanics	3
CET 230	Construction Management	3
CET 242	Concrete Design	3
ENG 160	Technical Communications*	3
	<b>TOTAL</b>	<b>15</b>
<b>Fifth Semester - Spring</b>		
CET 245	Cost Estimating	3
CET 260	Construction Management Senior Project	3
EGR 285	Engineering Surveying I	3
EGR 295	Engineering Surveying Lab I	1
PSY 201	General Psychology	3
SPA 107	Hispanic Culture & Communication**	3
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>64</b>

\*The following university transferable sequences may be substituted: ENG 101 & SPC 205 for ENG 155; ENG 102 for ENG 160; MAT 110 for MAT 175.

\*\*SPA 101 may be substituted for SPA 107.

## Certificate

### Major: COSMETOLOGY

Everyone wants to look good, so there is always opportunity for creative types who enjoy the challenges of working with hair, skin, and nails. HGTC's Cosmetology Certificate program prepares graduates to pass the SC State Board of Cosmetology examination to become licensed Cosmetologists. Graduates will be able to perform, under safe and sanitary conditions, all phases of cosmetology-related skills, including hair shaping, styling, and coloring, chemical services, manicuring, and skin care.

Students must complete a total of 1500 hours to be eligible to take the State Licensing examination. 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.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check
- Urine Drug Screening
- Admitted to HGTC to include submission of admissions application, application fee, official high school transcript/diploma or copy of GED.
- Minimum placement test scores from one of the following tests: SAT, ACT or ACCUPLACER.
- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's Wavenet account.
- Upon admission to the program, students will be responsible for purchasing the following and are REQUIRED to have for first day of class: supply kit(s), textbooks and new uniforms.

\*CBC, UDS must be completed 30 days prior to the start of class. These fees and admissions application fees are non-refundable.

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all COS-prefixed courses for progression and graduation. Most Cosmetology (COS) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester

(Continued)

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
	<b>TOTAL</b>	<b>16</b>
<b>Second Semester</b>		
COS 106	Facials and Makeup	3
COS 108	Nail Care	3
COS 220	Clinical Practice I	3
Following courses are offered in the summer or fall semester dependent on start semester.		
COS 112	Shampoo & Rinses	4
COS 130	Professional Image	2
	<b>TOTAL</b>	<b>9/15</b>
<b>Third Semester - Summer</b>		
COS 110	Scalp and Hair Care	3
COS 201	Salon Management	3
COS 222	Cosmetology Salon Management II	3
	<b>TOTAL</b>	<b>9/15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>40</b>

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

## Associate in Applied Science Degree

### Major: CRIMINAL JUSTICE TECHNOLOGY

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 increase their employment potential, increase their advancement potential, or transfer into a senior institution that accepts HGTC criminal justice courses. The program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving activities that require the application of concepts taught throughout the program.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check must be satisfactorily completed before students can enroll in any criminal justice course.
- Criminal Justice Program will deny eligibility for enrolling in a CRJ-prefixed course if an applicant/student has an arrest and/or conviction for any offense involving violence, moral turpitude, drug violations, misdemeanors with a sentence of 1 year or more, a felony, or a pattern of offenses that exhibits an absence of trust, honesty, compliance with the law, and/or appropriate standard of behavior that would prevent placement with a criminal justice internship site.

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CRJ-prefixed courses for progression and graduation. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3

(Continued)

ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
or		
MAT 101	Beginning Algebra	
SOC 101	Introduction to Sociology	3
	<b>TOTAL</b>	<b>15</b>
<b>Second Semester - Spring</b>		
CPT 170	Microcomputer Applications	3
CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>15</b>
<b>Third Semester - Summer</b>		
CRJ 145	Juvenile Delinquency	3
CRJ 218	Crisis Intervention	3
CRJ 230	Criminal Investigation I	3
	<b>TOTAL</b>	<b>9</b>
<b>Fourth Semester - Fall</b>		
CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
HIS 201	American History to 1877	3
or		
PSC 201	American Government	
SPA 101	Elementary Spanish	4
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>16</b>
<b>Fifth Semester - Spring</b>		
CRJ 224	Police Community Relations	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
HIS	History Elective*	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

\*Approved History Elective courses: HIS 101, HIS 102, HIS 201, or HIS 202

## Associate in Applied Science Degree

### Major: CRIMINAL JUSTICE TECHNOLOGY

#### Crime Scene Investigation

This program offers an in-depth study in legal issues, fundamental principles, and investigative techniques used in criminal investigations, crime-scene processing, and case preparation. The Crime Scene Investigation (CSI) emphasis is designed for the student who is interested in seeking employment with a law-enforcement agency and, after academy training and probation, applying within his or her agency for a position in investigations or with a crime-scene unit. The CSI program is also designed for the current law-enforcement officer who is seeking additional education or training for advancement or as a member of an investigative unit or a crime-scene unit.

Students learn the 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 through hands-on field training. The program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving activities that require the application of concepts taught throughout the program.

(Continued)

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

- Criminal Background Check must be satisfactorily completed before students can enroll in any criminal justice course.
- Criminal Justice Program will deny eligibility for enrolling in a CRJ-prefixed course if an applicant/student has an arrest and/or conviction for any offense involving violence, moral turpitude, drug violations, misdemeanors with a sentence of 1 year or more, a felony, or a pattern of offenses that exhibits an absence of trust, honesty, compliance with the law, and/or appropriate standard of behavior that would prevent placement with a criminal justice internship site.

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CRJ-prefixed courses for progression and graduation. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

### CURRICULUM SEQUENCE

#### First Semester - Fall

CPT 170	Microcomputer Applications	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 202	Criminalistics	3
ENG 101	English Composition I	3
	TOTAL	15

#### Second Semester - Spring

CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CRJ 201	Fingerprint Science	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
or		
MAT 101	Beginning Algebra	
	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 229	Bloodstain Pattern Analysis	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	TOTAL	15

#### Fifth Semester - Spring

CRJ 235	Practical Crime Scene Investigation	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
HIS	History Elective*	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Approved History Elective courses: HIS 101, HIS 102, HIS 201, or HIS 202

(Continued)

**Associate in Applied Science Degree**  
**Major: CRIMINAL JUSTICE TECHNOLOGY**

**Homeland Security**

The Homeland Security emphasis is designed for students who are interested specializing in fields of security, emergency management, intelligence and disaster preparedness. Courses in the Homeland Security emphasis introduce students to concepts and operations associated with the preparation for and response to any number of domestic threats from terrorism or severe weather events. The Homeland Security emphasis is based on a sequential four (4) course structure.

The Program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving 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 extremely important.

**PROGRAM INFORMATION**

Specific Admission Requirements for Program

- Criminal Background Check

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all CRJ-prefixed courses for progression and graduation. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

**CURRICULUM SEQUENCE**

**First Semester - Fall**

CPT 170	Microcomputer Applications	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 239	Terrorism & Homeland Security	3
ENG 101	English Composition I	3
	<b>TOTAL</b>	<b>15</b>

**Second Semester - Spring**

CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CRJ 233	Cyber Crimes and the Law	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
OR		
MAT 101	Beginning Algebra	
	<b>TOTAL</b>	<b>15</b>

**Third Semester - Summer**

CRJ 203	Forensic Photography	3
CRJ 230	Criminal Investigation I	3
SOC 101	Introduction to Sociology	3
	<b>TOTAL</b>	<b>9</b>

**Fourth Semester - Fall**

CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
CRJ 241	Transportation & Border Security	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

(Continued)

	TOTAL	15
<b>Fifth Semester - Spring</b>		
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 245	Intelligence Analysis & Security Management	3
CRJ 260	Seminar in Criminal Justice	3
HIS	History Elective*	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Approved History Elective courses: HIS 101, HIS 102, HIS 201, or HIS 202

## Associate in Applied Science Degree

### Major: CULINARY ARTS TECHNOLOGY

The Culinary Arts degree program prepares students for positions as professionals in food service operations such as hotels, resorts, restaurants, healthcare facilities, and catering operations. Students study both theory and practical kitchen applications of quality food preparation. Graduates may be eligible for ACF certification. Education within this field offers a range of employment opportunities and career progression in the culinary arts, baking, and pastry preparations.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CUL, BKP and HOS-prefixed courses for progression and graduation. Most Culinary Arts (CUL, BKP, HOS) courses are offered only once each year, so following the recommended course sequence is extremely important.

Students are required to successfully complete one of the following: ServSafe Manager Food Safety Certification Course, ServSafe Sanitation Certificate, or CUL 109 Nutrition Science and Sanitation course before progressing to the second semester.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 112	Classical Foundations of Cooking	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
	TOTAL	15

##### Second Semester - Spring

BKP 119	Introduction to Baking and Pastry	3
CUL 118	Nutritional Cooking	3
CUL 128	Culinary Management & Human Resources	3
CUL 129	Storeroom and Purchasing	3
CUL 215	Cuisines of the Americas	3
PSY 103	Human Relations	3
OR		
PSY 201	General Psychology	
	TOTAL	18

##### Third Semester - Summer

CUL 277	SCWE in Culinary Arts	3
	Humanities*	3

(Continued)



	TOTAL	6
<b>Fourth Semester - Fall</b>		
CUL 123	American Bistro	3
CUL 186	Mediterranean Cuisine	3
CUL 220	Introduction to Garde Manger	3
CUL 235	Menu Planning	3
ENG 160	Technical Communications	3
	TOTAL	15
<b>Fifth Semester - Spring</b>		
CUL 171	Food and Beverage Control	3
CUL 187	Cuisines of Asia	3
CUL 236	Restaurant Capstone	3
CUL 299	Special Topics in Culinary Studies**	3
HOS 252	Advanced Food and Beverage Service	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Humanities: Choose one of the following: ART 101, HIS 202, MUS 105 or REL 103.

\*\*CUL 299 Special Topics in Culinary Studies and the Humanities Elective may be taken in either the 3rd or 5th semester but both courses must be completed.

Students interested in transferring to a senior institution should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 in place of MAT 155; PSY 201 in place of PSY 103.

## Certificate

### Major: CYBERSECURITY

This cutting-edge certificate program is designed to provide theory and hands on experience in Cybersecurity, preparing the students for employment in a fast growing field. The program will provide the skills needed to recognize security attacks, block those attacks, and forensically acquire information from seized hardware in a state-of-the art classroom. The Cybersecurity program is ideal for an individual currently working in the Information Technology field, or has a working knowledge of IT, but this is not required. The successful student will be prepared to stand for various certification exams, including but not limited to: CompTIA Security+, Certified Ethical Hacker, and CompTIA Healthcare IT Tech Certificate.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

CPT 282	Information Systems Security	3
IST 201	CISCO Internetworking Concepts	3
IST 202	CISCO Router Configuration	3
IST 266	Internet and Firewall Security	3
	TOTAL	12

##### Second Semester - Spring

IST 215	Health Information Networking	3
IST 268	Computer Forensics	3
IST 269	Digital Forensics	3
IST 293	IT and Data Assurance I	3
IST 294	IT and Data Assurance II	3
	TOTAL	15

##### Third Semester - Summer

CPT 208	Special Topics in Computer Technology	3
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TOTAL	3
<b>TOTAL CREDIT HOURS</b>	<b>30</b>

For more information about gainful employment, visit: [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow)

## Associate in Applied Science Degree

### Major: DENTAL HYGIENE

The Associate in Applied Science in Dental Hygiene degree prepares students 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 dental hygiene treatment and education for patients on an individual basis. Graduates of this program will be 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. A dental hygienist is also qualified to apply sealants and fluoride for the prevention of decay, to expose and develop radiographs, and to provide nutritional counseling for dental patients.

Students in the Dental Hygiene program receive their education in a brand-new, state-of-the-art Dental Clinic on the Grand Strand campus, under the direct supervision of licensed dentists and hygienists. Graduates are eligible to take national and state board examinations. After successful completion of these examinations, you will be licensed and recognized as a Registered Dental Hygienist.

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 Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

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 resubmit the Dental Hygiene Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance and repeated annually. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion of the program.
- Urine Drug Screening prior to acceptance and repeated annually.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to second semester.
- Complete the online Dental Hygiene Student Information Session.
- Complete 15 hours of clinical observation observing a practicing dental hygienist in a private dental office. Forms must be completed by the supervising dentist/dental hygienist verifying observations. Forms will be mailed to the student after completion of the online Dental Hygiene Information Session.
- Proof of CPR certification for Health Care Providers prior to and throughout curriculum.
- Review and acknowledge the Technical Standards of the Dental Sciences Department.
- Completion of the four prerequisite courses with a grade of "C" or higher and a cumulative GPA of 2.75 or higher: BIO 210 Anatomy & Physiology I, CHM 105 General, Organic and Biochemistry, MAT 101 Beginning Algebra, 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.
- May not have more than two unsuccessful attempts in a Dental Hygiene curriculum General Education course.
- Payment of a non-refundable tuition deposit.
- All applicants must be at least 18 years of age at the time of admission to the program.
- For re-acceptance guidelines, see the Dental Hygiene Information Packet.
- For students seeking transfer credits from other institutions, see the Dental Hygiene Information Packet.
- For a complete list of Technical Acceptance Standards, see the Dental Hygiene Information Packet.
- In addition to tuition and fees, the Dental Hygiene program includes other expenses. For a detailed list see the Dental Hygiene Information Packet.

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all DHG-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Failure of one Dental Hygiene course will result in the student being dropped

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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. 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.

## CURRICULUM SEQUENCE

### First Semester - Fall

AHS 113	Head and Neck Anatomy	1
BIO 211	Anatomy & Physiology II	4
BIO 225	Microbiology	4
DHG 125	Tooth Morphology and Histology	2
DHS 151	Dental Hygiene Principles	5
	<b>TOTAL</b>	<b>16</b>

### 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
	<b>TOTAL</b>	<b>15</b>

### Third Semester - Summer

DHG 175	Clinical Dental Hygiene II	5
DHG 239	Dental Assisting for Dental Hygienists	2
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>10</b>

### 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
	<b>TOTAL</b>	<b>13</b>

### 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
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>80</b>

\*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.

## Certificate

### Major: DIAGNOSTIC MEDICAL SONOGRAPHY

The technological advancement of diagnostic sonography has been incredibly beneficial for the medical field. Diagnostic Medical Sonographers use sound waves at high frequencies to produce high-resolution images so physicians can clearly see muscles, internal organs, and joints, providing more accuracy when determining a patient's condition and course of treatment. One of the more

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popular uses of this technology is obstetric sonography, which allows doctors, along with expectant parents, to see the fetus as it develops and to monitor for abnormalities or health complications in the developing child. Students completing the program are eligible to take the ARRT - American Registry of Radiologic Technologist certification exam in Diagnostic Medical Sonography and the ARDMS (American Registry of Diagnostic Medical Sonography). See the program mission statement.

Note: Students with appropriate credits to qualify for an A.A.S. degree in General Technology may graduate with an A.A.S. in Occupational Technology, with a Major or Emphasis in Diagnostic Medical Sonography.

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

Applicants will be accepted into the Diagnostic Medical Sonography 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 resubmit the Diagnostic Medical Sonography Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance.
- Urine Drug Screening prior to acceptance.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to admission.
- Review and acknowledge the Medical Imaging Technical Standards Form.
- Attend the Medical Imaging Sciences information session and obtain a signed statement verifying attendance to submit for admissions.
- Complete 4 hours of observations in a hospital setting. The applicant must take the Liability Form to the hospital setting for observation.
- Successful completion of all 11 Diagnostic Medical Sonography Core Courses with a minimum grade of "C" and a GPA of at least 2.5. (Course time limits apply.)
- Payment of a non-refundable tuition deposit.
- Complete the online Diagnostic Medical Sonography Information Session.
- For re-acceptance guidelines, see the MIS Student Handbook.
- For students seeking transfer credits from other institutions, see the MIS Admission FAQ.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of \$200+.

### Course Sequence and Progression Requirements

A cumulative GPA of 2.5 or higher as well as a minimum grade of "C" or better is required for all DMS-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the Diagnostic Medical Sonography program and must apply for re-acceptance. For further information regarding re-acceptance, see the MIS Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

## CURRICULUM SEQUENCE

### First Semester - Fall

DMS 112	OB/GYN I	3
DMS 114	DMS Cross Sectional Anatomy	3
DMS 164	Introduction to Clinical Education	2
	<b>TOTAL</b>	<b>8</b>

### Second Semester - Spring

DMS 101	Sonographic Instrumentation I	2
DMS 124	OB/GYN II	2
DMS 155	Clinical Education I	8
	<b>TOTAL</b>	<b>12</b>

### Third Semester - Summer

DMS 120	Sonographic Instrumentation II	3
DMS 166	Advanced Clinical Education	7

(Continued)

	TOTAL	10
<b>Fourth Semester - Fall</b>		
DMS 122	Abdominal Sonography	1
DMS 167	Imaging Practicum	8
	TOTAL	9
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

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

## Associate in Applied Science Degree

### Major: DIGITAL ARTS

The digital arts—from graphic design to photography to animation—enhance our ability to communicate around the world, both professionally and socially. If you have a creative streak and enjoy interacting with computers, you should consider a major in Digital Arts. As a graphic artist, you will plan and create visual applications to address the entire spectrum of communications needs, using cutting-edge techniques in a variety of media, such as photography, video, animation, and web-based design. HGTC's Digital Arts curricula will give you the foundation you need to join forces with other creative professionals in these hot new marketplaces.

All students in the program will acquire a solid education in design and art history. During the first year, students will focus on basic digital arts skills; in the second year, they will learn advanced skills and choose a specialization in animation, graphic arts, or advertising design. For students who wish to continue their education, HGTC has developed transfer agreements with a number of senior institutions, including Coastal Carolina University, Charleston Southern University, and the University of South Carolina.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all ARV-prefixed courses for progression and graduation.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

ART 101	Art History and Appreciation	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 212	Digital Photography	3
ENG 155	Communications I*	3
	TOTAL	15

##### Second Semester - Spring

ART 108	History of Western Art	3
ARV 162	Graphic Reproduction	3
ARV 210	Computer Graphics II	3
ENG 160	Technical Communications*	3
MAT 155	Contemporary Mathematics*	3
	TOTAL	15

##### Third Semester - Summer

ARV 282	SCWE in Digital Arts	6
ARV 227	Website Design	3
	TOTAL	9

##### Fourth Semester - Fall

ARV 163	Graphic Reproduction II	3
ARV 228	Website Design II	3
ARV 261	Advertising Design I	3
MKT 101	Marketing	3

(Continued)

PSY 201	General Psychology	3
or		
SOC 101	Introduction to Sociology	
	<b>TOTAL</b>	<b>15</b>
<b>Fifth Semester - Spring</b>		
ARV 219	Multimedia Techniques	3
ARV 222	Computer Animation	3
ARV 262	Advertising Design II	3
ARV 264	Special Projects in Graphic Arts	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>66</b>

\*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; MAT 110 or MAT 120 is recommended in place of MAT 155.

## Associate in Applied Science Degree

### Major: **EARLY CARE AND EDUCATION**

If you enjoy children and creative activities, possess patience, excellent communication skills, and sound decision-making abilities, and have a strong work ethic, HGTC's Associate in Applied Science in Early Care and Education (ECD) might be the right career path for you. Early Care and Education professionals work in partnership with families to create a nurturing environment that is respectful of culture and rich in experiences to promote the optimal growth and development of each child. Students in this program receive the tools and resources necessary to provide language- and literacy-rich environments, appropriate math and science skills, an inquiry-based approach to learning about the world, and safe, healthy environments that promote emotional and social well-being. The program includes interactive classroom experiences, as well as off-site experiences in a variety of child-care and early-education environments.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check is a prerequisite to labs and licensed child care centers (not required for ECD 101)
- Certification in Pediatric CPR and First Aid prior to graduation

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all ECD-prefixed courses for progression and graduation. Most Early Care and Education (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

EDU 201	Classroom Inquiries with Technology	3
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 108	Family and Community Relations	3
ENG 101	English Composition I	3
or		
ENG 155	Communications I	
	<b>TOTAL</b>	<b>15</b>

##### Second Semester - Spring

ECD 105	Guidance - Classroom Management*	3
ECD 131	Language Arts**	3
ECD 203	Growth and Development II*	3

(Continued)



MAT	Select from: MAT 155, MAT 101, MAT 110 or MAT 250****	3
SPC 205	Public Speaking (w/ENG 101)	3
	TOTAL	15
<b>Third Semester - Summer</b>		
ECD 107	Exceptional Child*	3
ECD 133	Science and Math Concepts**	3
ECD 135	Health, Safety, and Nutrition**	3
	TOTAL	9
<b>Fourth Semester - Fall</b>		
ECD 132	Creative Experiences	3
ECD 201	Principles of Ethics & Leadership in Early Care & Education	3
ECD 237	Methods and Materials**	3
PSY 201	General Psychology	3
	TOTAL	12
<b>Fifth Semester - Spring</b>		
ECD 252	Diversity Issues in Early Care and Education*	3
ECD 200	Curriculum Issues in Infant & Toddler Development*	3
ECD 243	Supervised Field Experience**	3
	Humanities***	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>63</b>

\*Students are required to conduct observations of children, families, and learning environments in a variety of early childhood settings.

\*\*Students are required to participate in lab/class assignments involving visitations to work in licensed child care facilities.

\*\*\*Choose from electives: ART 101, MUS 105, or THE 101.

\*\*\*\*Students planning to transfer should consult advisor for selection.

## Certificate

### Major: EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development certificate prepares students for careers and/or advancement in the early childhood profession. Graduates will be qualified to work in childcare centers, family childcare homes, morning preschool programs, after-school programs, summer camp programs, and some private school programs.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check is a prerequisite for labs and licensed child care centers (not required for ECD 101)
- Obtain certification in Pediatric CPR and First Aid prior to graduation

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all ECD-prefixed courses for progression and graduation. Most Early Care and Education (ECD) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

(Continued)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
	TOTAL	9
<b>Second Semester - Spring</b>		
ECD 105	Guidance - Classroom Management**	3
ECD 131	Language Arts**	3
ECD 203	Growth and Development II*	3
	TOTAL	9
<b>Third Semester - Summer</b>		
ECD 107	Exceptional Child*	3
ECD 133	Science and Math Concepts**	3
ECD 135	Health, Safety, and Nutrition**	3
	TOTAL	9
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

\*Students are required to conduct observations of children, families and learning environments in a variety of early childhood settings.

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

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

## Certificate

### Major: ELECTRICAL LINEMAN TECHNICIAN

Horry Georgetown Technical College has partnered with utility companies in South Carolina to offer a comprehensive training program that will prepare candidates for entry-level Line Work positions. The Electrical Lineman Technician Program prepares the student to enter the electric utility industry as an apprentice with a broad understanding of the skills, knowledge, safe work practices and physical ability required to perform line work.

Students receive classroom and field training in math, electrical circuit analysis, power systems, and transformer theory, as well as safety and climbing techniques. Student must be 18 years of age and hold a valid driver's license. Industries will require employees to pass a background check as well as alcohol and drug screening. Students will be required to purchase appropriate safety items and tools.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Submit a completed the Technical Standards of the Electrical Lineman Technician program student survey prior to enrollment in ELW courses.
- Valid Driver's license.
- 18 years of age.

#### CURRICULUM SEQUENCE

##### First Semester

ELW 110	Electrical Computations	2
ELW 111	Introduction to Electrical Line Worker	3
ELW 112	Introduction to Electricity	3
ELW 114	Overhead Line Construction I	3
ELW 211	Underground Line Construction I	3
ELW 231	Electrical Power Systems	3

(Continued)

**Associate in Applied Science Degree****Major: ELECTRONICS ENGINEERING TECHNOLOGY**

Electronic and computer circuits are now being used in everything from complex industrial equipment to simple household appliances. If you enjoy working with this exciting technology, you should consider HGTC's Associate of Applied Science in Electronics Engineering Technology. The engineering technician in this field has the skills and knowledge to work in a wide variety of businesses and industries. Also, graduates have the option to transfer to a senior institution and pursue a Bachelor's Degree in Engineering Technology degree. For transfer option see an Electronics Engineering Program advisor.

**CURRICULUM SEQUENCE****First Semester - Fall**

EET 113	Electrical Circuits I - DC	4
EET 145	Digital Circuits	4
EGR 275	Introduction to Engineering/ Computer Graphics	3
ENG 155	Communications I*	3
MAT 175	Algebra & Trigonometry I*	3
	<b>TOTAL</b>	<b>17</b>

**Second Semester - Spring**

EET 114	Electrical Circuits II - DC	4
EET 210	Digital Integrated Circuits	4
ENG 160	Technical Communications*	3
MAT 176	Algebra & Trigonometry II*	3
PHI 110	Ethics	3
	<b>TOTAL</b>	<b>17</b>

**Third Semester - Summer**

EET 131	Active Devices	4
EET 227	Electrical Machines	3
EET 253	Microprocessors	4
	<b>TOTAL</b>	<b>11</b>

**Fourth Semester - Fall**

EET 147	I.C. Circuits	2
EET 220	Analog Integrated Circuits	3
EET 231	Industrial Electronics	4
EET 235	Programmable Controllers	3
PHY 201	Physics I	4
	<b>TOTAL</b>	<b>16</b>

**Fifth Semester - Spring**

ECO 210	Macroeconomics	3
EET 218	Electrical Power Systems	4
EET 236	PLC Systems Programming	3
EET 243	Data Communications	3
EET 272	Electronics Senior Seminar	1
EET 273	Senior Project	1
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>76</b>

\*The following university transferable sequences may be substituted: MAT 110, MAT 111, MAT 140 for MAT 175/176 and ENG 101, ENG 102 with SPC 205 for ENG 155/160; PHY 221 for PHY 201. Please see department chair for specific details.

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## Associate in Applied Science Degree

### Major: EMERGENCY MEDICAL TECHNOLOGY

The A.A.S. in Emergency Medical Technology (EMT) degree prepares students to provide emergency medical support to people who are injured or critically ill and to transport them to a medical facility, if necessary. When working in a first-responder situation, such as an ambulance service or fire department, EMTs are dispatched to the scene of the emergency, which can be as varied as a car accident, a fire, a falling injury, a dog bite, a shooting or stabbing, a birth, or a person who's suddenly fallen ill. Once at the scene of the emergency, EMTs assess the situation, determine if additional assistance is needed, and, if necessary, order the additional help.

The flexibility of the EMT curriculum allows you to enter the profession at two levels -Basic EMT and Paramedic. This enables students to continue their education while working. In addition to receiving the technical education necessary for the profession, you will take general-education courses, as well. Graduates of the program are eligible to take the National Registry Examination for EMT Basic and Paramedic.

Note: Students who satisfactorily complete all courses required in the first and second semester may be eligible for the EMT-Basic Certificate (EMT6).

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

Applicants will be accepted into the Emergency Medical Technology program on a first qualified, first accepted basis.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first EMS course.
- Complete and pass the General Hospital Orientation.
- Transfer students must meet the College transfer student admission requirements and transfer of EMT courses must show a current CPR certification.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, and gas and transportation to clinical sites.

##### Course Sequence and Progression Requirements

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.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

BIO 112	Basic Anatomy and Physiology*	4
EMS 104	Emergency Care I	7
ENG 155	Communications I*	3
	TOTAL	14

##### Second Semester - Spring

EMS 109	Emergency Care II	7
EMS 212	EMS Field Internship	2
	Humanities**	3
SOC 101	Introduction to Sociology	3
	TOTAL	15

##### Third Semester - Summer

EMS 115	International Trauma Life Support	1
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(Continued)

EMS 119	Emergency Medical Services Operations	2
EMS 150	Introduction to Advanced Care	5
EMS 223	Paramedic Clinical I	2
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>13</b>
<b>Fourth Semester - Fall</b>		
EMS 116	Advanced Cardiac Life Support	1
EMS 224	Paramedic Clinical II	2
EMS 230	Advanced Emergency Medical Care I	5
EMS 238	Paramedic Ambulance Field Experience I	3
MAT 155	Contemporary Mathematics	3
	<b>TOTAL</b>	<b>14</b>
<b>Fifth Semester - Spring</b>		
EMS 117	Pediatric Advanced Life Support	1
EMS 118	Advanced Medical Life Support	1
EMS 240	Advanced Emergency Care II	5
EMS 241	Paramedic Clinical III	2
EMS 248	Paramedic Ambulance Field Experience II	2
EMS 272	Paramedic Capstone	4
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>71</b>

\*Students interested in transferring to a senior institution, should select ENG 101 and SPC 205 in place of ENG 155; BIO 210 in place of BIO 112.

\*\*Humanities: Choose one of the following: ART 101, HIS 101, HIS 201, MUS 105 or PHI 110.

## Associate in Applied Science Degree

### Major: EMERGENCY MEDICAL TECHNOLOGY

#### Advanced Placement

An advanced-placement option is available for students currently holding a National Registry Paramedic certification who have a desire to obtain an Associate in Applied Science in Emergency Medical Technology degree. Through an assessment of professional certifications and previous professional experience, you may be eligible to exempt a maximum of 52 credit hours toward the A.A.S. degree in Emergency Medical Technology. HGTC reserves the right to require students to demonstrate competency through satisfactory completion of coursework, certification, challenge or exemption exams, or experiential learning. Each student's certification and experience will be reviewed on an individual basis.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

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 or BIO 210, ENG 155, MAT 155, PSY 201, SOC 101, and Humanities (choose from ART 101, HIS 101, HIS 201, MUS 105 or PHI 110).

(Continued)

- Complete general education 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 a Paramedic, as described above;
- Repeat a major course no more than once; and,
- Earn no less than 71 credit hours through course enrollment and completion or exemption of degree requirement coursework; 25% of required coursework must be completed at HGTC (19 hours).

The Associate Degree in Applied Sciences in Emergency Medical Technology degree requires a total of 71 credit hours.

Students transferring to a senior institution should select ENG 101 and SPC 205 in place of ENG 155; BIO 210 in place of BIO 112; MAT 110 in place of MAT 155.

**TOTAL CREDIT HOURS** **71**

## Certificate

### Major: **EMERGENCY MEDICAL TECHNOLOGY BASIC**

The Emergency Medical Technician (EMT) Basic Certificate is designed to prepare students with the knowledge, coursework, skills, procedures and practical experience necessary for entry level of EMS. The curriculum will focus on rapid in-field treatment and transport to higher medical providers. Students will acquire basic medical assessment skills to be prepared to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital under the direction of more highly trained medical personnel. The EMT-Basic has the emergency skills to assess a patient’s condition and manage respiratory, cardiac, and trauma emergencies.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

In order to progress in the curriculum, the student must:

- Maintain a minimum cumulative GPA of 2.0 on all required courses;
- Pass a criminal background check prior to entry into the program;
- Submit a completed Health Sciences Division Physical Examination Form & Immunizations prior to enrollment in the second semester.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

EMS 104	Emergency Care I	7
	TOTAL	7

##### Second Semester - Spring

EMS 109	Emergency Care II	7
EMS 212	EMS Field Internship	2
	TOTAL	9
	<b>TOTAL CREDIT HOURS</b>	<b>16</b>

## Certificate

### Major: **EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**

The Emergency Medical Technician (EMT) - Paramedic Certificate is designed for students currently working in the fire/rescue field who are certified as either South Carolina EMT or National Registry EMT. This certificate can be completed in three semesters with a total of 40 credit hours. Upon completion of this certificate program, students will be eligible to take the Paramedic National Registry Exam.

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## PROGRAM INFORMATION

### Specific Admission Requirements for Program

Applicants will be accepted into the Emergency Medical Technology program on a first qualified, first accepted basis.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first EMS course.
- Complete and pass the General Hospital Orientation.
- The applicant must have the following to enter the EMT - Paramedic program: Certificate Program: SC EMT or National Registry EMT and BIO 112 or BIO 211.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, and gas and transportation to clinical sites.

### Course Sequence and Progression Requirements

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.

## CURRICULUM SEQUENCE

### First Semester - Summer

BIO 112	Basic Anatomy & Physiology	4
EMS 115	International Trauma Life Support	1
EMS 119	Emergency Medical Service Operations	2
EMS 150	Introduction to Advanced Care	5
EMS 223	Paramedic Clinical I	2
	<b>TOTAL</b>	<b>14</b>

### Second Semester - Fall

EMS 116	Advanced Cardiac Life Support	1
EMS 224	Paramedic Clinical II	2
EMS 230	Advanced Emergency Medical Care I	5
EMS 238	Paramedic Ambulance Field Experience I	3
	<b>TOTAL</b>	<b>11</b>

### Third Semester - Spring

EMS 117	Pediatric Advanced Life Support	1
EMS 118	Advanced Medical Life Support	1
EMS 240	Advanced Emergency Care II	5
EMS 241	Paramedic Clinical III	2
EMS 248	Paramedic Ambulance Field Experience II	2
EMS 272	Paramedic Capstone	4
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>40</b>

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

(Continued)

## Certificate

### Major: ESTHETICS TECHNICIAN

The skincare and spa industry is expanding rapidly. As it grows, the need for highly trained and specialized professionals is at an all-time high. HGTC's Esthetics Technician Certificate program provides the skills and abilities you need to be a part of this exciting field. Esthetics, the non-medical care of the skin, is a growing part of the health and beauty industry. This program enables students to learn basic skincare practices, facial treatments, makeup application, hair removal, sanitation procedures, and salon-management practices. Graduates are eligible to take both the written and practical exams of the State Board, thereby preparing them to become licensed Estheticians.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check
- Urine Drug Screening
- Admitted to HGTC to include submission of admissions application, application fee, official high school transcript/diploma or copy of GED.
- Minimum placement test scores from one of the following tests: SAT, ACT or ACCUPLACER.
- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's Wavenet account.
- Upon admission to the program, students will be responsible for purchasing the following and are REQUIRED to have for first day of class: supply kit(s), textbooks and new uniforms.  
\*CBC, UDS must be completed 30 days prior to the start of class. These fees and admissions application fees are non-refundable.

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all COS-prefixed courses for progression and graduation. Most Esthetics (COS) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester

COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 156	Fundamentals of Massage	2
COS 157	Electric Current and Hair Removal	3
COS 158	Facial Treatments	2
COS 164	Basic Makeup and Application	3
COS 221	Facial Practice I	2
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

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

## Diploma

### Major: EXPANDED DUTY DENTAL ASSISTING

The Expanded Duty Dental Assisting (EDA) diploma 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. 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.

(Continued)

Students in the Expanded Duty Dental Assisting program receive their education in a brand-new, state-of-the-art Dental Clinic on the Grand Strand campus, under the direct supervision of licensed dentists and hygienists. Graduates are eligible to take national board-certification exams. After successful completion of these examinations, you will be certified as a Dental Assistant.

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 Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

Applicants will be accepted into the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Once all requirements for admission into the program have been completed, the applicant will be offered a seat for the next available semester and there may be a waiting list.

- Criminal Background Check 30 days prior to students enrolling in the EDDA Program. An applicant with an unfavorable CBC may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.
- Urine Drug Screening 30 days prior to students enrolling in the EDDA Program. An applicant with an unfavorable UDS may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to the start of the final semester.
- Complete online EDDA Student Information Session.
- Complete 15 hours of observation in private dental office(s). Forms which must be completed by the supervising dentist verifying observations will be emailed to student after completion of the online Department Information Session.
- Cumulative GPA of 2.5 in Expanded Duty Dental Assisting curriculum General Education courses - you may take while waiting: PSY 103
- Prerequisite courses - minimum grade of "C" required in each course: BIO 112 and ENG 155 (or ENG 101 and SPC 205)
- May not have more than two unsuccessful attempts in an Expanded Duty Dental Assisting curriculum General Education course.
- Payment of a non-refundable tuition deposit.
- For re-acceptance guidelines, see the Expanded Duty Dental Assisting Student Information Packet
- For students seeking transfer credits from other institutions, see the Expanded Duty Dental Assisting Student Information Packet.
- For a complete list of Technical Acceptance Standards, see the Expanded Duty Dental Assisting Student Information Packet.
- In addition to tuition and fees, the Expanded Duty Dental Assisting program includes other expenses. For a detailed list see the Expanded Duty Dental Assisting Student Information Packet

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all DAT-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Failure of one Expanded Duty Dental Assisting 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. The Expanded Duty Dental Assisting Program does not currently accept advanced placement students. All courses with a DAT prefix are restricted to Expanded Duty Dental Assisting majors.

## CURRICULUM SEQUENCE

### First Semester - Fall

AHS 106	Cardiopulmonary Resuscitation	1
DAT 113	Dental Materials	4
DAT 118	Dental Morphology	2
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures	4
PSY 103	Human Relations*	3
	TOTAL	18

### Second Semester - Spring

DAT 115	Ethics & Professionalism	1
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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	Expanded Functions/ Specialties	3
	<b>TOTAL</b>	<b>15</b>
<b>Third Semester - Summer</b>		
DAT 177	Dental Office Experience	7
	<b>TOTAL</b>	<b>7</b>
	<b>TOTAL CREDIT HOURS</b>	<b>40</b>

\*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; SOC 101 and PSY 201 in lieu of PSY 103.

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

## Certificate

### Major: FIRE SCIENCE

The Fire Science certificate is designed for individuals who are employed in the field of Fire and Rescue or are interested in pursuing training in this field. 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, Public Service Administration emphasis.

Note: 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.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

COL 105	Freshman Seminar	3
ENG 155	Communications I*	3
PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>9</b>

##### Second Semester - Spring

ENG 160	Technical Communications*	3
MGT 101	Introduction to Management	3
PSC 201	American Government	3
	<b>TOTAL</b>	<b>9</b>
FSC	Fire Science Exemption Credit**	18
	<b>TOTAL CREDIT HOURS</b>	<b>36</b>

\*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.

\*\*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.

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

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## Associate in Applied Science Degree

### Major: FORESTRY MANAGEMENT TECHNOLOGY

If you like to work independently outdoors, you might want to consider the Forestry Management Technology program. The only accredited associate degree program of its kind in South Carolina, the HGTC Forestry Management Technology program trains students for the position of forest technician, a middle-management professional who is qualified to work alongside a graduate professional forester.

#### CURRICULUM SEQUENCE

##### 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
	<b>TOTAL</b>	<b>17</b>

##### Second Semester - Spring

CPT 170	Microcomputer Applications	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
IDS 105	Career Assessment & Exploration	1
MAT 168	Introduction to Geometry & Trigonometry	3
	<b>TOTAL</b>	<b>19</b>

##### Third Semester - Summer

FOR 220	SCWE in Forestry	8
	<b>TOTAL</b>	<b>8</b>

##### Fourth Semester - Fall

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

##### Fifth Semester - Spring

FOR 240	Mapping and Photo Interpretation	3
FOR 263	Forest Management	4
FOR 268	Forest Protection Practices	4
HRT 255	Urban Tree Care	3
PHI 110	Ethics	3
	<b>TOTAL</b>	<b>17</b>

(Continued)

\*Students continuing toward a Bachelor's 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 or MAT 120; MAT 120 in place of FOR 269; and PSY 201 in place of PSY 103. Consult your academic advisor.

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

## Associate in Applied Science Degree

### Major: FORESTRY MANAGEMENT TECHNOLOGY

#### Timber Harvesting

The only associate degree program of its kind in South Carolina, the Forestry Management Technology, Timber Harvesting Emphasis program provides students with the knowledge and ability to work as middle-management professionals, qualified to work with a logger, timber buyer, or graduate professional forester in the timber-buying field. Students have the opportunity to become certified in the following areas: TOP Logger, South Carolina Commercial Pesticide License, First Aid and CPR. The Forestry Management Technology program is approved for Cooperative Work Experience.

#### CURRICULUM SEQUENCE

##### 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 170	Microcomputer Applications	3
ENG 160	Technical Communications*	3
FOR 121	Woodland Safety and First Aid	1
FOR 156	Timber Cruising and Marking	4
IDS 105	Career Assessment & Exploration	1
IMT 160	Preventive Maintenance	3
MAT 101	Beginning Algebra	3
	TOTAL	18

##### 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
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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
	<b>TOTAL CREDIT HOURS</b>	<b>79</b>

\*Students continuing toward a bachelor's 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.

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

## Associate in Applied Science Degree

### Major: FORESTRY MANAGEMENT TECHNOLOGY

#### Urban Forestry

Urban forests provide many benefits for city dwellers: trees cool cities, save energy, improve air quality, reduce storm water runoff, improve social connections, and create walkable communities. HGTC's Urban Forestry degree prepares students for the position of forest technician, a middle-management professional trained to work with a graduate professional forester or Arborist. HGTC offers the only Associate Degree Forestry Management program in South Carolina. The Forestry Management Technology is approved for Cooperative Work Experience. Students have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, First Aid and CPR.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

ENG 155	Communications I*	3
FOR 102	Multiple Use of Forest Lands	3
FOR 130	Dendrology	3
FOR 154	Mensuration	3
HRT 150	Arboriculture I	3
MAT 155	Beginning Algebra	3
	TOTAL	18

##### Second Semester - Spring

CPT 170	Microcomputer Applications	3
ENG 160	Technical Communications*	3
FOR 121	Woodland Safety and First Aid	1
FOR 156	Timber Cruising and Marking	4
HRT 255	Urban Tree Care	3
IDS 105	Career Assessment & Exploration	1
MAT 168	Introduction 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

(Continued)

FOR 265	Equipment and Timber Harvesting	4
FOR 269	Forest Statistics and Data Processing*	3
FOR 271	Silviculture	4
PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>18</b>
<b>Fifth Semester - Spring</b>		
FOR 240	Mapping and Photo Interpretation	3
FOR 258	Forest Surveying	4
FOR 263	Forest Management	4
FOR 268	Forest Protection Practices	4
PHI 110	Ethics	3
	<b>TOTAL</b>	<b>18</b>
	<b>TOTAL CREDIT HOURS</b>	<b>80</b>

\*Students continuing toward a Bachelor's 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 or MAT 120; MAT 120 in place of FOR 269; and PSY 201 in place of PSY 103. Consult your academic advisor.

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

## Associate in Applied Science Degree

### Major: FORESTRY MANAGEMENT TECHNOLOGY

#### Wildlife Management

If you enjoy being outdoors and working with animals, you should consider HGTC's Forestry Management Technology program, with an emphasis in Wildlife Management. The only accredited associate degree program of its kind in South Carolina, the HGTC Forestry Wildlife Management program provides students with the knowledge and ability to work in natural-resource technician positions, alongside a graduate forester, wildlife biologist, or other land-management professional. This program is approved for Cooperative Work Experience. Student have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, South Carolina Prescribed Burning Certification, First Aid and CPR.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

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

##### Second Semester - Spring

CPT 170	Microcomputer Applications	3
ENG 160	Technical Communications*	3
FOR 121	Woodland Safety and First Aid	1
FOR 156	Timber Cruising and Marking	4
IDS 105	Career Assessment & Exploration	1
MAT 168	Introduction to Geometry & Trigonometry	3

(Continued)

NRM 235	Wildlife Management Techniques	3
	TOTAL	18
<b>Third Semester - Summer</b>		
FOR 220	SCWE in Forestry	8
	TOTAL	8
<b>Fourth Semester - Fall</b>		
FOR 269	Forest Statistics and 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
	TOTAL	19
<b>Fifth Semester - Spring</b>		
FOR 240	Mapping and Photo Interpretation	3
FOR 263	Forest Management	4
FOR 268	Forest Protection Practices	4
NRM 201	Soil Fertility and Plant Production	3
PHI 110	Ethics	3
	TOTAL	17
	<b>TOTAL CREDIT HOURS</b>	<b>80</b>

\*Students continuing toward a bachelor's 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; MAT 120 in place of FOR 269; and PSY 201 in place of PSY 103. Consult your academic advisor.

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

## Associate of Applied Science Degree

### Major: GENERAL ENGINEERING TECHNOLOGY

HGTC's General Engineering Technology program is designed to prepare professional and competent engineering technicians for employment in the local area. Possessing strong multidisciplinary skills, graduates will demonstrate a broad knowledge of engineering technology and will use appropriate problem-solving techniques, according to professional, administrative, ethical, legal, and regulatory requirements. Graduates of this program will be able to combine skills and knowledge to address industrial operations and keep industries running efficiently.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

EET 113	Electrical Circuits I - DC	4
EGR 270	Introduction to Engineering	3
EGT 101	Basic Technical Drawing	2
ENG 155	Communications I*	3
MAT 110	College Algebra	3
	TOTAL	15

##### Second Semester - Spring

CHM 110	College Chemistry I	4
EET 114	Electrical Circuits II - AC	4

(Continued)

EGR 190	Statics	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 111	College Trigonometry	3
	<b>TOTAL</b>	<b>17</b>
<b>Third Semester - Summer</b>		
CET 210	Strength of Materials	3
EET 227	Electrical Machinery	3
EGT 252	Advanced AutoCAD	3
ENG 160	Technical Communications*	3
	<b>TOTAL</b>	<b>12</b>
<b>Fourth Semester - Fall</b>		
EET 275	Introduction to Robotics Manufacturing	3
CET 218	Hydraulics	3
EET 231	Industrial Electronics	4
PHY 201	Physics I	4
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>17</b>
<b>Fifth Semester - Spring</b>		
CET 245	Cost Estimating	3
EGR 109	Engineering Project Management	3
MAT 140	Analytical Calculus and Geometry	4
PHI 103	Workplace Ethics*	3
	Elective: Choose EGR 286/296 or approved elective	3
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

\*Students transferring to a senior institution, should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160.

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

## Associate in Applied Science Degree

### Major: GENERAL TECHNOLOGY

#### Aviation Maintenance Career Path

If you like to work on anything with an engine, you can take your abilities to the skies with an associate degree in Aircraft Maintenance. Horry Georgetown Technical College and Pittsburgh Institute of Aeronautics (PIA) have signed an agreement that allows students to earn an Associate in Applied Science in General Technology, with an emphasis in Aviation Maintenance. General Education courses are taught at HGTC or are available online and can be completed before, during, or after PIA enrollment; Aviation courses are taught at PIA facilities at the airport in Myrtle Beach. Each student is required to complete a minimum of 25% of the required coursework at HGTC.

#### CURRICULUM SEQUENCE

##### First Semester - Offered through HGTC

AMF 101	Introduction to Aviation Maintenance	1
COL 105	Freshman Seminar	3

(Continued)

ENG 155	Communications I*	3
MAT 155	Contemporary Mathematics*	3
MGT 101	Principles of Management	3
or		
MGT 150	Fundamentals of Supervision	
	<b>TOTAL</b>	<b>13</b>
<b>Second through Fifth Semester - Offered through PIA</b>		
ACM	Aviation Powerplant and Airframe Credits from PIA	40
<b>Sixth Semester - Offered through HGTC</b>		
ENG 160	Technical Communications*	3
PHI 103	Workplace Ethics*	3
PSY 103	Human Relations*	3
	Elective	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>65</b>

\*Students planning to continue toward a Bachelor's degree: ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 or higher in place of MAT 101; PHI 110 in place of PHI 103; PHY 201 in place of PHS 101; PSY 201 in place of PSY 103.

## Associate in Applied Science Degree

### Major: GENERAL TECHNOLOGY

#### Cosmetology Career Path

If you are looking for a career in Cosmetology, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Cosmetology career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete coursework in Cosmetology available at HGTC.

#### PROGRAM INFORMATION

##### COSMETOLOGY

##### Specific Admission Requirements for Program

- Criminal Background Check and Urine Drug Screening. (CBC, UDS must be completed 30 days prior to the start of class.)
- Admitted to HGTC to include submission of admissions application, application fee, official high school transcript/diploma or copy of GED.
- Minimum placement test scores from one of the following tests: SAT, ACT or ACCUPLACER.
- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's Wavenet account.
- Upon admission to the program, students will be responsible for purchasing the following and are REQUIRED to have for first day of class: supply kit(s), textbooks and new uniforms.

These fees and admissions application fees are non-refundable. Course Sequence and Progression Requirements: A minimum grade of "C" or better is required for all COS-prefixed courses for progression and graduation. Most Nail Technician (COS) courses are offered only once each year, so following the recommended course sequence is extremely important. Complete range of semester hour credits distributed as follows:

##### GENERAL EDUCATION COURSES

ENG 155	3
ENG 160	3
MAT 155	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

##### CORE SUBJECT AREA COURSES

(Continued)

COS 114	4
COS 116	4
COS 206	3
COS 210	3
COS 106	3
COS 108	3
COS 112	4
COS 110	3
COS 155	2
COS 130	2
COS 201	3
COS 220	3
COS 222	3
<b>TOTAL</b>	<b>40</b>
<b>OTHER HOURS REQUIRED</b>	
COL 105	3
BAF 101	3
MKT 101	3
MGT 101	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>67</b>

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## Associate in Applied Science Degree

### Major: GENERAL TECHNOLOGY

#### Cybersecurity Technician Career Path

If you are looking for a career in cybersecurity, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Cybersecurity Technician career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete coursework in cybersecurity available at HGTC.

#### PROGRAM INFORMATION

##### CYBERSECURITY TECHNICIAN

Complete range of semester hour credits distributed as follows:

##### GENERAL EDUCATION COURSES

ENG 101	3
ENG 102	3
MAT 110	3
PSY 201	3
PHI 110	3
<b>TOTAL</b>	<b>15</b>

##### CORE SUBJECT AREA COURSES

CPT 282	3
IST 201	3
IST 202	3
IST 266	3
IST 215	3
IST 268	3
IST 269	3
IST 293	3
IST 294	3

(Continued)

CPT 208	3
GMT 101	3
<b>TOTAL</b>	<b>33</b>
<b>OTHER HOURS REQUIRED</b>	
COL 105	3
SPC 205	3
IST 203	3
IST 204	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>60</b>

## Associate in Applied Science Degree

### Major: GENERAL TECHNOLOGY

#### Electrical Lineman Career Path

If you are looking for a career as an electrical lineman, you may want to consider HGTC's Associate in Applied Science in General Technology, with an Electrical Linemen career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete electrical linemen courses available at HGTC.

#### PROGRAM INFORMATION

##### ELECTRICAL LINEMAN TECHNICIAN

##### Specific Admission Requirements for Program

- Submit a completed the Technical Standards of the Electrical Lineman Technician program student survey prior to enrollment in ELW courses.
- Valid Driver's license.
- 18 years of age.

Complete range of semester hour credits distributed as follows:

##### GENERAL EDUCATION COURSES

ENG 155	3
ENG 160	3
MAT 101	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

##### CORE SUBJECT AREA COURSES

ELW 110	2
ELW 111	3
ELW 112	3
ELW 114	3
ELW 211	3
ELW 231	3
EGR 170	3
EGR 190	3
EGR 275	3
EET 113	4
EET 114	4
<b>TOTAL</b>	<b>34</b>

##### OTHER HOURS REQUIRED

COL 105	3
MAT 175	3

(Continued)



EET 131	4
EET 218	3
<b>TOTAL</b>	<b>13</b>
<b>TOTAL CREDIT HOURS</b>	<b>62</b>

## Associate in Applied Science Degree

### Major: **GENERAL TECHNOLOGY**

#### Heating and Air Technician Career Path

If you are looking for a career in heating and air, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Heating and Air Technician career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete coursework in HVAC available at HGTC.

#### PROGRAM INFORMATION

##### HEATING AND AIR TECHNICIAN

Complete range of semester hour credits distributed as follows:

##### GENERAL EDUCATION COURSES

ENG 155	3
ENG 160	3
MAT 155	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

##### CORE SUBJECT AREA COURSES

ACR 102	3
ACR 106	4
ACR 108	3
ACR 118	3
ACR 140	3
ACR 110	4
ACR 160	3
ACR 206	2
ACR 210	4
ACR 250	3
ACR 131	4
ACR 201	3
ACR 207	3
<b>TOTAL</b>	<b>42</b>

##### OTHER HOURS REQUIRED

COL 105	3
BAF 101	3
BUS 101	3
MGT 101	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>69</b>

(Continued)

## Associate in Applied Science Degree

### Major: GENERAL TECHNOLOGY

#### Interior Design Career Path

If you are looking for a career in interior design, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Interior Design career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete coursework in interior design available at HGTC.

#### PROGRAM INFORMATION

##### INTERIOR DESIGN

Complete range of semester hour credits distributed as follows:

##### GENERAL EDUCATION COURSES

ENG 155	3
ENG 160	3
MAT 155	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

##### CORE SUBJECT AREA COURSES

AET 110	3
ARV 234	3
ARV 238	3
ARV 239	3
AET 120	3
ARV 230	3
ARV 235	3
ARV 237	3
BUS 101	3
ACC 101	3
MKT 101	3
<b>TOTAL</b>	<b>33</b>

##### OTHER HOURS REQUIRED

CPT 170	3
BAF 101	3
BUS 210	3
MGT 101	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>60</b>

## Associate in Applied Science Degree

### Major: GENERAL TECHNOLOGY

#### Law Enforcement

The General Technology - Law Enforcement is a terminal non-transfer associate in applied science degree specifically designed for certified Class 1 Law Enforcement officers, currently gainfully employed in South Carolina with a public law enforcement agency or department, who are seeking an associate degree for promotion or advancement within law enforcement.

Currently employed for the purposes of admission into the General Technology - Law Enforcement Associate Degree means being hired and currently serving in good standing as a certified Class 1 police officer, deputy, or agent with a city, county, or State agency or

(Continued)

department after being qualified, evaluated, and compensated for working a minimum of 30 clock hours a week as a stated certified Class 1 Law Enforcement Officer.

The potential student must submit a letter on agency or department stationary, signed by his(her) command level supervisor (i.e., Chief, Deputy Chief, Sheriff, Chief Deputy, or Agency Head), stating that the potential student is currently a Class 1 Law Enforcement Officer employed, as describe in the paragraph above, in good standing as a Class 1 Law Enforcement Officer with the employing agency or department originating the letter. The letter must be submitted to the Registrar and the Criminal Justice Program Chair in a sealed envelope. Should a student in the General Technology - Law Enforcement Associate Degree leave law enforcement employment as described above, that student would internally transfer from General Technology - Law Enforcement Associate Degree to the General Technology Associate Degree or any other associate degree of his(her) choosing; as long as he(she) meets the admission criteria of the new program.

The program of study includes general education, criminal justice curriculum courses from Horry-Georgetown Technical College, and experiential credit for eligible training courses completed or accepted at the SC Criminal Justice Academy (SCCJA). Eligible training is defined as eligible training courses through the SCCJA or accepted by the SCCJA that are a minimum of 40 clock hours as evidenced by an official sealed transcript received by the Registrar's Office. Courses less than 40 clock hours do (will) not meet eligibility requirements for training accepted for the General Technology Law Enforcement Associate Degree. Experiential credit is awarded only for coursework that is documented on an official SCCJA transcript with total number of clock hours for the course and the grade earned. The SCCJA transcript must be submitted as an official sealed document from the SCCJA to the HGTC Registrar's Office.

All external coursework must be submitted on official transcripts from the South Carolina Criminal Justice Academy (SCCJA), which will be evaluated by the Criminal Justice Program Chair to determine award of experiential credit. Based on a review of SCCJA transcript by the Academic Chair of the Criminal Justice Program, any training meeting the minimum of 40 clock hours with appropriate assessment and attendance, will be accepted as curriculum credit equivalent to three (3) semester hours of law enforcement elective.

Other criminal justice curriculum credit courses offered through the Criminal Justice Program may be used to complete or fulfill the remaining primary technical program requirements. Students must complete a minimum of 25% of program requirements through HGTC for eligibility for graduation. The General Technology - Law Enforcement Associate Degree requires a secondary specialty area, which must be different from the primary specialist such as Crime Scene Investigation, Homeland Security, Business Administration, and Paralegal. Based on the review of the official SCCJA transcript by the Criminal Justice Department Chair, eligible students will develop an individualized plan with a Criminal Justice Advisor. The individualized plan or program of study will include all experiential credit awarded based on the SCCJA transcript, general education required or completed, and necessary criminal justice or other courses required to complete both the primary or secondary specialty areas. All associate degree level courses to be completed at HGTC for application to the General Technology - Law Enforcement must be approved by the Criminal Justice Advisor and Department Chair. All courses to be accepted towards graduation must be completed with a grade of "C" or better.

The student and a criminal justice academic advisor will develop an individualized program of study based on experiential credit awarded, the remaining courses needed and available through semester program offerings at HGTC.

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## **Associate in Applied Science Degree**

### **Major: GENERAL TECHNOLOGY**

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#### **Massage Therapy Career Path**

If you are looking for a career in massage therapy, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Massage Therapy career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete coursework in massage therapy available at HGTC.

#### **PROGRAM INFORMATION**

##### **MASSAGE THERAPY**

##### **Specific Admission Requirements for Program**

- Criminal Background Check required prior to registering for MTH 135
- Urine Drug Screening required prior to registering for MTH 135
- Health Science Division Student Health Record - must indicate student has ability to perform required physical tasks
- Purchase Massage Table
- Purchase Uniforms
- Purchase equipment and supplies

(Continued)

- Student must be 18 years of age by beginning of second term

Course Sequence and Progression Requirements: A minimum grade of "C" or better is required for all MTH-prefixed courses for progression and graduation. Most Massage Therapy (MTH) courses are offered only once each year, so following the recommended course sequence is extremely important.

Complete range of semester hour credits distributed as follows:

**GENERAL EDUCATION COURSES**

ENG 155	3
ENG 160	3
MAT 155	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

**CORE SUBJECT AREA COURSES**

AHS 102	3
AHS 106	1
AHS 147	3
MTH 113	3
MTH 120	4
MTH 121	4
MTH 122	4
MTH 126	2
MTH 128	4
MTH 132	1
MTH 135	2
MTH 136	2
MTH 141	1
<b>TOTAL</b>	<b>34</b>

**OTHER HOURS REQUIRED**

COL 105	3
BAF 101	3
MKT 101	3
MGT 101	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>61</b>

**Associate in Applied Science Degree**  
**Major: GENERAL TECHNOLOGY**

**Nail and Esthetics Career Path**

If you are looking for a career in nail and esthetics, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Nail and Esthetics career pathway. The General Technology degree allows a student, with advisor guidance and approval, to complete coursework in nail and esthetics programs available at HGTC.

**PROGRAM INFORMATION**

**NAIL AND ESTHETIC TECHNICIAN**

Specific Admission Requirements for Program

- Criminal Background Check and Urine Drug Screening (CBC, UDS must be completed 30 days prior to the start of class.)
- Admitted to HGTC to include submission of admissions application, application fee, official high school transcript/ diploma or copy of GED.
- Minimum placement test scores from one of the following tests: SAT, ACT or ACCUPLACER.

(Continued)

- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's Wavenet account.
- Upon admission to the program, students will be responsible for purchasing the following and are REQUIRED to have for first day of class: supply kit(s), textbooks and new uniforms.

These fees and admissions application fees are non-refundable. Course Sequence and Progression Requirements: A minimum grade of "C" or better is required for all COS-prefixed courses for progression and graduation. Most Nail Technician (COS) courses are offered only once each year, so following the recommended course sequence is extremely important. Complete range of semester hour credits distributed as follows:

**GENERAL EDUCATION COURSES**

ENG 155	3
ENG 160	3
MAT 155	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

**CORE SUBJECT AREA COURSES**

COS 151	3
COS 152	2
COS 156	2
COS 157	3
COS 158	2
COS 164	3
COS 221	2
COS 131	2
COS 132	2
COS 133	3
COS 135	2
COS 136	4
COS 224	4
<b>TOTAL</b>	<b>34</b>

**OTHER HOURS REQUIRED**

COL 105	3
BAF 101	3
MKT 101	3
MGT 101	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>61</b>



**Associate in Applied Science Degree**  
**Major: GENERAL TECHNOLOGY**

**Patient Care Medical Assistant Career Path**

If you are looking for a career in patient care, you may want to consider HGTC's Associate in Applied Science in General Technology, with a Patient Care Medical Assistant career pathway. The General Technology degree allows students, with advisor guidance and approval, to complete coursework which will equip them with the necessary skills to function as a high quality, patient care medical assistant in a variety of healthcare settings.

Specific Admission Requirements for Program Criminal Background Check prior to acceptance, and Urine Drug Screening prior to acceptance.

## PROGRAM INFORMATION

### PATIENT CARE MEDICAL ASSISTANT

Complete range of semester hour credits distributed as follows:

#### GENERAL EDUCATION COURSES

ENG 155	3
ENG 160	3
MAT 155	3
PSY 103	3
PHI 103	3
<b>TOTAL</b>	<b>15</b>

#### CORE SUBJECT AREA COURSES

AHS 102	3
AHS 141	3
AHS 145	2
BIO 112	4
AHS 106	1
AHS 163	5
AHS 175	4
AHS 176	4
AHS 108	3
AHS 143	6
<b>TOTAL</b>	<b>35</b>

#### OTHER HOURS REQUIRED

COL 105	3
AHS 147	3
HIM 103	3
HIM 105	3
<b>TOTAL</b>	<b>12</b>
<b>TOTAL CREDIT HOURS</b>	<b>62</b>

## Associate in Applied Science Degree

### Major: GOLF SPORTS TURF MANAGEMENT

#### Golf Course Management

Golf is wildly popular and Myrtle Beach is the place to be if you love this exciting sport! If you're interested in a career in this fast-growing industry, you should check out HGTC's Golf and Sports Turf Management associate degree program, the only associate degree program of its kind in South Carolina. Graduates of the Golf Course Management Emphasis program are qualified for employment as course superintendent, assistant superintendent, or foreman. Other employment areas include turf management, sod production, park management, and turf products sales positions.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

ENG 101	English Composition I	3
HRT 110	Plant Form and Function	4
HRT 125	Soils	4
MAT 170	Algebra, Geometry, and Trigonometry I	3
TUF 171	Introduction to Turf Management	3
	<b>TOTAL</b>	<b>17</b>

(Continued)

<b>Second Semester - Spring</b>		
CWE	Cooperative Work Experience	3
ENG 160	Technical Communications I*	3
HRT 205	Computers in Horticulture	3
	Humanities	3
TUF 172	Turf Management I	3
TUF 174	Turfgrass Pests	3
	<b>TOTAL</b>	<b>18</b>
<b>Third Semester - Summer</b>		
TUF 201	SCWE in Golf Course Management	8
	<b>TOTAL</b>	<b>8</b>
<b>Fourth Semester - Fall</b>		
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 and Drainage	5
	<b>TOTAL</b>	<b>16</b>
<b>Fifth Semester - Spring</b>		
HRT 154	Grounds Maintenance	3
PSY 103	Human Relations*	3
TUF 215	Turf Business Practices	3
TUF 262	Pesticides	3
TUF 276	Golf Course Construction	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>74</b>

\*Students continuing towards 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.

## Associate in Applied Science Degree

### Major: GOLF SPORTS TURF MANAGEMENT

#### Sports Turf Management

The only associate degree Golf and Sports Turf Management program in South Carolina, this curriculum prepares students for sports-turf management positions such as superintendent, assistant superintendent, and foreman.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

ENG 101	English Composition I	3
HRT 110	Plant Form and Function	4
HRT 125	Soils	4
MAT 170	Algebra, Geometry, and Trigonometry I	3
TUF 171	Introduction to Turf Management	3
	<b>TOTAL</b>	<b>17</b>

##### Second Semester - Spring

CWE	Cooperative Work Experience	3
ENG 160	Technical Communications I*	3
HRT 205	Computers in Horticulture	3

(Continued)



TUF 172	Turf Management I	3
TUF 174	Turfgrass Pests	3
TUF 204	Sports Turf Seminar	2
	TOTAL	17
<b>Third Semester - Summer</b>		
TUF 203	SCWE in Sports Turf Management	8
	TOTAL	8
<b>Fourth Semester - Fall</b>		
	Humanities	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
<b>Fifth Semester - Spring</b>		
HRT 154	Grounds Maintenance	3
PSY 103	Human Relations*	3
TUF 173	Sports Turf Surveying and Layout	2
TUF 215	Turf Business Practices	3
TUF 262	Pesticides	3
TUF 270	Techniques of Sports Field Maintenance	4
	TOTAL	18
	<b>TOTAL CREDIT HOURS</b>	<b>74</b>

\*Students continuing towards 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

### Major: HOMICIDE INVESTIGATION

The Homicide Investigation certificate is designed to provide students with the general techniques, procedures, and practices of criminal investigation and, more specifically, the specialized knowledge and skills required to successfully investigate violent crimes, including homicide. This 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 criminal investigator. It is intended for those students who have completed the A.A.S. in Criminal Justice with an emphasis in Crime Scene Investigations (CSI), or a similar program at a regionally accredited senior institution, or in-service law enforcement officers with the permission of the Department Chair.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check
- Prerequisite for this certificate is CRJ 235 or permission of the Department Chair based on CSI practical/field experience

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CRJ-prefixed courses for progression and graduation. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester

(Continued)

CRJ 141	Forensic & Investigative Report Writing	3
CRJ 200	Basic Development & Collection Techniques	3
CRJ 228	Homicide Investigation*	3
	<b>TOTAL</b>	<b>9</b>
<b>Second Semester</b>		
CRJ 204	Advanced Crime Scene & Investigative Photography	3
CRJ 226	Advanced Bloodstain & Firearm Pattern Evidence Analysis*	3
CRJ 227	Collection and Preservation of Biological Evidence	3
	<b>TOTAL</b>	<b>9</b>
<b>Third Semester</b>		
CRJ 199	X-Rays as an Investigative Tool and Evidence	3
CRJ 206	Advanced Techniques in Print Development and Collection	3
CRJ 217	Crime Scene Investigations for Major Incidents and Mass Crimes	3
	<b>TOTAL</b>	<b>9</b>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

\*CRJ 226 and CRJ 228 have the additional prerequisite of CRJ 229.

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

## Associate in Applied Science Degree

### Major: HUMAN SERVICES

This program prepares students for 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 to support self-sufficiency through role modeling, counseling, crisis intervention, rehabilitation, social support, and behavior modification.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check

#### CURRICULUM SEQUENCE

##### First Semester - Fall

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
MAT 101	Beginning Algebra	3
or		
MAT 155	Contemporary Mathematics	
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3
	<b>TOTAL</b>	<b>15</b>

##### Second Semester - Spring

CPT 170	Microcomputer Applications	3
HUS 230	Interviewing Techniques	3

(Continued)

HUS 231	Counseling Techniques	3
PHI 110	Ethics	3
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>15</b>
<b>Third Semester - Summer</b>		
HUS 202	Life Transitions	3
or		
HUS 208	Alcohol and Drug Abuse	
HUS 205	Gerontology	3
or		
HUS 260	Human Services Special Topics	
HUS 212	Survey of Disabilities and Disorders	3
	<b>TOTAL</b>	<b>9</b>
<b>Fourth Semester - Fall</b>		
HUS 209	Case Management	3
HUS 235	Group Dynamics	3
HUS 250	Supervised Field Placement I	4
SOC 205	Social Problems	3
	<b>TOTAL</b>	<b>13</b>
<b>Fifth Semester - Spring</b>		
HUS 216	Behavior Change Techniques	3
HUS 237	Crisis Interventions	3
PSY 203	Human Growth and Development	3
	<b>TOTAL</b>	<b>9</b>
	<b>TOTAL CREDIT HOURS</b>	<b>61</b>

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

## Certificate

### Major: INTERIOR DESIGN

This two-semester certificate program will provide students with the skills needed for entry-level interior design positions in both residential and commercial design. This includes interior design and sales in furniture, flooring, wall coverings, fabric, lighting, and more. Graduates may find employment opportunities in the following areas: assistant interior designers, architectural drafting, kitchen/bath/lighting/décor sales, interior decorating consulting, condo/hotel refurbishing, residential decorating, and institutional design.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

AET 110	Architectural Graphics I	3
ARV 234	Introduction to Interior Design	3
ARV 238	History of Interiors	3
ARV 239	AUTOCAD for Interiors	3
	<b>TOTAL</b>	<b>12</b>

##### Second Semester - Spring

AET 120	Architectural Graphics II	3
ARV 230	Visual Arts Business Procedures	3

(Continued)

ARV 235	Residential Interior Design	3
ARV 237	Materials & Estimating I	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>24</b>

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

## Certificate

### Major: KITCHEN AND FOOD PREPARATION TECHNIQUES

There will always be a demand for skilled cooks – simply put, people have to eat. HGTC's Kitchen and Food Preparation Techniques Certificate program prepares students for employment in many arenas: restaurants, resorts, hotels, country clubs, & more.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CUL, BKP and HOS-prefixed courses for progression and graduation. Most Kitchen and Food Preparation (CUL, BKP, HOS) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 118	Nutritional Cooking	3
CUL 112	Classical Foundations of Cooking	3
	TOTAL	12

##### Second Semester - Spring

BKP 119	Introduction to Baking and Pastry	3
CUL 215	Cuisine of the Americas	3
	TOTAL	6
	<b>TOTAL CREDIT HOURS</b>	<b>18</b>

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

## Certificate

### Major: LATENT PRINT COLLECTION AND CLASSIFICATION

The Certificate in Latent Print Collection, and Classification is designed to provide students with the knowledge and ability to secure latent and visible prints at crime scenes or from evidence and to classify those prints for identification and comparison. The curriculum teaches the techniques, procedures, and practices used in the detection, development, and processing of prints, regardless of type or circumstance, and the classification and comparison of prints, including systems such as AFIX Tracker. This 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. It is intended for those students who have completed the A.A.S. 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.

(Continued)

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

- Criminal Background Check
- Prerequisite for this certificate is CRJ 235 or permission of the department chair based on CSI practical/field experience

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CRJ-prefixed courses for progression and graduation. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

## CURRICULUM SEQUENCE

### First Semester

CRJ 141	Forensic and Investigative Report Writing	3
CRJ 200	Basic Latent Print Development & Collection Techniques	3
CRJ 225	Impression Evidence	3

### Second Semester

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

### Third Semester

CRJ 197	Advanced Fingerprint Classification	3
CRJ 206	Advanced Techniques in Latent Print Development & Collection	3
CRJ 264	Alternative Methods in Latent Print Development & Collection	3
<b>TOTAL CREDIT HOURS</b>		<b>27</b>

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

## Certificate

### Major: MACHINE TOOL OPERATIONS

The Machine Tool Operations program will prepare students to enter the exciting field of modern machine technology by providing them with the skills to run a machine shop and to operate specialized equipment. The purpose of this certificate is to prepare machine operators with the safe and efficient use of manufacturing implements such as lathes, milling machines, and grinders. The work of a machine operator affects the creation and quality of consumer goods; namely, anything with machine-made parts. Students will be trained in basic machine tool operations and the use of precision measuring instruments for entry-level production machine operation positions. Students enrolled in this program will be required to purchase measuring instruments and certain hand tools.

HGTC's Machine Tool Operations program was developed in response to regional employers who have expressed a demand for skilled employees with solid training in this specialized field. All courses with a grade of "C" or better, apply towards HGTC's Associate in Applied Science in Machine Tool Technology degree.

## CURRICULUM SEQUENCE

### First Semester - Fall

CPT 170	Microcomputer Applications	3
MTT 120	Machine Tool Print Reading	3
MAT 170	Algebra & Trigonometry	3

(Continued)

MTT 101	Introduction to Machine Tool	2
MTT 111	Machine Tool Theory and Practice I	5
	TOTAL	16
<b>Second Semester - Spring</b>		
ENG 155	Communications I	3
MTT 105	Machine Tool Math Applications	3
MTT 112	Machine Tool Theory & Practice II	5
MTT 130	Fundamentals of Geometric Dimensions and Tolerances	2
MTT 141	Metals & Heat Treatment	3
	TOTAL	16
<b>Third Semester - Summer</b>		
MTT 249	Introduction to CAM	3
MTT 250	Principles of CNC	3
	TOTAL	6
	<b>TOTAL CREDIT HOURS</b>	<b>38</b>

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

## Associate in Applied Science Degree

### Major: MACHINE TOOL TECHNOLOGY

The Machine Tool Technology program will prepare students for careers in modern machine tool technology. Machinists, machine operators or die makers design or produce most familiar objects, including precision parts for vehicles and military equipment, cellphone and game console cases, golf clubs, even microbrewery equipment – all are created by skilled machinists. Students will be required to purchase appropriate safety items and tools.

HGTC's Machine Tool Technology program was developed in response to regional employers who have expressed a demand for skilled employees with both classroom and hand-on training using state-of-the-art equipment.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

CPT 170	Microcomputer Applications	3
MAT 170	Algebra, Geometry, & Trigonometry I	3
MTT 101	Introduction to Machine Tool	2
MTT 111	Machine Tool Theory and Practice I	5
MTT 120	Machine Tool Print Reading	3
	TOTAL	16

##### Second Semester - Spring

ENG 155	Communications I*	3
MTT 105	Machine Tool Math Applications	3
MTT 112	Machine Tool Theory & Practice II	5
MTT 130	Fundamentals of Geometric Dimensions and Tolerances	2
MTT 141	Metals & Heat Treatment	3
	TOTAL	16

(Continued)

**Third Semester - Summer**

MTT 171	Industrial Quality Control	2
MTT 241	Jigs and Fixtures	2
MTT 249	Introduction to CAM	3
MTT 250	Principles of CNC	3
	<b>TOTAL</b>	<b>10</b>

**Fourth Semester - Fall**

EGR 275	Introduction to Engineering/ Computer Graphics	3
MTT 251	CNC Operations	3
MTT 253	CNC Programming and Operations	3
MTT 254	CNC Programming I	3
WLD 116	Welding	2
	Humanities**	3
	<b>TOTAL</b>	<b>17</b>

**Fifth Semester - Spring**

ENG 160	Technical Communications*	3
MTT 113	Machine Tool Theory & Practice III	5
MTT 255	CNC Programming II	3
MTT 259	EDM Programming and Operations	3
or		
MTT 270	Operation/Programming of Coordinate Measuring Machines	
PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL CREDIT HOURS</b>	<b>76</b>

\*Students interested in transferring to senior institutions should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; PSY 201 in place of PSY 103.

\*\*Humanities: choose one from the following: ART 101, HIS 101, HIS 102, HIS 201, HIS 202 or PHI 103.

**Certificate****Major: MASSAGE THERAPY**

Are you a patient, caring person who likes to make other people feel good? If so, HGTC's Massage Therapy certificate program might be a good fit for you. Massage is a healing art as well as a science, requiring a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. This program prepares you to become certified so you can obtain an entry-level position as a professional Massage Therapist.

**PROGRAM INFORMATION****Specific Admission Requirements for Program**

- Criminal Background Check required prior to registering for MTH 135
- Urine Drug Screening required prior to registering for MTH 135
- Health Science Division Student Health Record - must indicate student has ability to perform required physical tasks
- Purchase Massage Table
- Purchase Uniforms
- Purchase equipment and supplies
- Student must be 18 years of age by beginning of second term

**Course Sequence and Progression Requirements**

(Continued)



A minimum grade of "C" or better is required for all MTH-prefixed courses for progression and graduation. Most Massage Therapy (MTH) courses are offered only once each year, so following the recommended course sequence is extremely important .

### CURRICULUM SEQUENCE

#### 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
	<b>TOTAL</b>	<b>15</b>

#### Second Semester - Spring

MTH 126	Pathology for Massage Therapy	2
MTH 128	Clinical Applications of Massage	4
MTH 132	Massage Therapy Seminar	1
MTH 135	Massage Practicum	2
MTH 136	Kinesiology for Massage Therapy	2
MTH 141	Pharmacology for Massage Therapy	1
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

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

### Certificate

## Major: MEDICAL ADMINISTRATIVE ASSISTANT

This certificate program provides training in medical office skills with a special emphasis on medical applications. Graduates gain an understanding of medical office processes and terminology, in addition to keyboarding, word processing, basic insurance coding, and billing.

### CURRICULUM SEQUENCE

#### First Semester - Fall

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
or		
ACC 101	Accounting Principles I	
HIM 103	Introduction to Health Information & Coding	3
	<b>TOTAL</b>	<b>15</b>

#### Second Semester - Spring

AOT 110	Document Formatting	3
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(Continued)

AHS 102	Medical Terminology	3
or		
AOT 234	Administration Office Communications	
ENG 155	Communications I	3
HIM 105	Medical Office Communication & Practice	3
	<b>TOTAL</b>	<b>12</b>
<b>Third Semester - Summer</b>		
AOT 180	Customer Service	3
AOT 210	Document Production	3
AOT 261	Office Spreadsheet Applications	3
HIM 266	Computers in Healthcare	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

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

## Certificate

### Major: MEDICAL CODING AND BILLING

The Medical Coding and Billing certificate prepares students for rewarding career opportunities in the fields of Health Information Management and Healthcare Professional Services. Because medicine is not always an exact science, codes were developed to identify all reasons for seeking healthcare. The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Students in HGTC's Medical Coding and Billing certificate program receive in-depth instruction on medical record coding and billing practices in the professional, facility, and payer healthcare industry. Hands-on coding practice takes place in classroom/lab settings and healthcare facilities. Courses are only available online.

The program prepares students for coding/billing certifications with NHA, AHIMA, and AAPC

#### PROGRAM INFORMATION

##### Course Sequence and Progression

A minimum grade of "C" or better is required for all HIM-prefixed courses for progression and graduation.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy & Physiology	4
ENG 155	Communications I	3
HIM 103	Introduction to Health Information & Coding	3
	<b>TOTAL</b>	<b>13</b>

##### Second Semester - Spring

HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3
HIM 138	Pharmacology of Medical Record Coding	2
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
	<b>TOTAL</b>	<b>14</b>

##### Third Semester - Summer

(Continued)

HIM 141	Current Procedure Terminology	3
HIM 153	Electronic Health Records Clinical Experience	3
HIM 225	Coding and Classification II	3
HIM 266	Computers in Healthcare	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

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

## Certificate Major: NAIL TECHNICIAN

Manicures, pedicures, and other nail treatments are consistently among the most popular beauty treatments, so there is a strong demand for skilled nail technicians. HGTC's Nail Technician certificate program teaches basic nail care, various nail additions, repair wraps, sanitation procedures, and salon-management practices. Licensed nail technicians must demonstrate that they have completed a 360-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.

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

- Criminal Background Check\*
- Urine Drug Screening\*
- Admitted to HGTC to include submission of admissions application, application fee, official high school transcript/diploma or copy of GED.
- Minimum placement test scores from one of the following tests: SAT, ACT or ACCUPLACER.
- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's Wavenet account.
- Upon admission to the program, students will be responsible for purchasing the following and are REQUIRED to have for first day of class: supply kit(s), textbooks and new uniforms.

\*CBC, UDS must be completed 30 days prior to the start of class. These fees and admissions application fees are non-refundable.

#### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all COS-prefixed courses for progression and graduation. Most Nail Technician (COS) courses are offered only once each year, so following the recommended course sequence is extremely important.

### CURRICULUM SEQUENCE

#### First Semester

COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail Application	4
COS 224	Nail Practice I	4
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

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

## Certificate

### Major: NATURAL RESOURCES AND ENVIRONMENT

This certificate provides students with the knowledge and ability to determine the appropriate methods for managing a variety of natural resources. This certificate is recommended for those currently employed or seeking employment in the natural-resources industry or public agencies in the area of forestry, wildlife, outdoor recreation, or conservation.

#### CURRICULUM SEQUENCE

##### 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
FOR 206	Forest Ecology*	3
or		
NRM 130	Outdoor Recreation	
or		
NRM 201	Soil Fertility & Plant Production	
NRM 231	Habitat Assessment & Applications	3
or		
NRM 235	Techniques of Wildlife Management	
or		
HRT 255	Urban Tree Care	
	TOTAL	8
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

\*Eligible for university transfer credit with grade of "C" or better.

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

## Certificate

### Major: NETWORKING

The global use of computer technology has led to an ongoing demand for skilled technicians in all areas of computing. The Networking Certificate program prepares students for positions as network administrators and engineers by providing the knowledge required for certification by the network-industry leaders. All classes in this certificate transfer to HGTC's Associate in Applied Science in Computer Technology, Networking Emphasis degree program.

#### PROGRAM INFORMATION

##### Course Sequence and Progression

A minimum grade of "C" or better is required for all CPT and IST-prefixed courses for progression and graduation.

#### CURRICULUM SEQUENCE

##### First Semester - Spring

CPT 170	Microcomputer Applications	3
CPT 176	Microcomputer Operating Systems	3

(Continued)

IST 166	Network Fundamentals	3
	TOTAL	9
<b>Second Semester - Summer</b>		
IST 161	Introduction to Network Administration	3
IST 162	Introduction to Workstation Networking Administration	3
	TOTAL	6
<b>Third Semester - Fall</b>		
IST 165	Implementing & Administering Windows Directory Services	3
IST 291	Fundamentals of Network Security I	3
	TOTAL	6
<b>Fourth Semester - Spring</b>		
CPT 280	SCWE in Computer Technology	3
or		
IST 290	Special Topics in Information Sciences	
IST 261	Advanced Network Administration	3
IST 292	Fundamentals of Network Security II	3
IST 295	Fundamentals of Voice Over IP	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>33</b>

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

## Certificate

### Major: NUCLEAR MEDICINE TECHNOLOGY

Nuclear Medicine Technologists (NMTs) are trained in the safe handling and administration of radioactive pharmaceuticals for therapeutic and diagnostic purposes. They work closely with radiologists who specialize in nuclear medicine to provide clinical information needed for patient diagnosis and treatment. Nuclear Medicine Technologists prepare radioactive drugs and administer them to patients who are undergoing scans; these radio-pharmaceuticals cause abnormal areas of the body to appear different from normal areas in the images.

Graduates of HGTC's Nuclear Medicine Technology program are eligible to take the ARRT (American Registry of Radiologic Technologist) certification exam in Nuclear Medicine and the NMTCB (Nuclear Medicine Technology Control Board) certification exam.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

Applicants will be accepted into the Nuclear Medicine Technology 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 resubmit the Nuclear Medicine Technology Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program.

(Continued)

- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to admission.
- Review and acknowledge the Medical Imaging Technical Standards Form.
- Attend the Medical Imaging Sciences information session and obtain a signed statement verifying attendance to submit for admissions.
- Successful completion of all 12 Nuclear Medicine Technology Core Courses with a minimum grade of "C" and a GPA of at least 2.5. (Course time limits apply.)
- Payment of a non-refundable tuition deposit.
- Complete the online Diagnostic Medical Sonography Information Session.
- For re-acceptance guidelines, see the MIS Student Handbook.
- For students seeking transfer credits from other institutions, see the MIS Admission FAQ.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of \$200+.

### Course Sequence and Progression Requirements

A cumulative GPA of 2.5 or higher as well as a minimum grade of "C" or better is required for all NMT-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the Nuclear Medicine Technology program and must apply for re-acceptance. For further information regarding re-acceptance, see the MIS Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

### CURRICULUM SEQUENCE

#### 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
	<b>TOTAL</b>	<b>14</b>

#### 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
	<b>TOTAL</b>	<b>16</b>

#### Third Semester - Summer

NMT 106	Nuclear Medicine Procedures III	2
NMT 109	Special Topics in Nuclear Medicine	2
NMT 152	Applied Nuclear Medicine III	6
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

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

The Associate in Applied Science in Nursing (ADN) degree prepares students for the challenges of modern healthcare. The classroom instruction that is provided in nursing concepts, coupled with laboratory practice and clinical experience at area healthcare providers, ensures that students are well-qualified to enter the field. Graduates of the program will be prepared to take the National Council Licensure Examination - RN (NCLEX-RN). Upon satisfactory completion of the examination and licensure by a State Board of Nursing, graduates are titled Registered Nurse (RN) and are ready to respond to the changing healthcare demands in a variety of settings.

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 Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

Applicants will be accepted into the Nursing - ADN 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 resubmit the Nursing - ADN Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to and throughout curriculum.
- Review and acknowledge the Technical Standards of the Nursing - ADN Department
- 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 Nursing - ADN.
- Have met one of the following two admission options:
  - Be eligible for BIO 210, ENG 101 and MAT 110 or MAT 120 and met the required score on the TEAS. TEAS scores are valid for 2 years from testing date. Students may retest every 3 months.
  - Successful completion of all 9 Health Science Nursing Core Courses with a minimum grade of "C" and a GPA of at least 2.75. (MAT and BIO time limits apply.)
- Payment of a non-refundable tuition deposit.
- All applicants must be at least 17 years of age by the semester of admittance to Nursing 101.
- Complete the online Nursing - ADN Information Session.
- For re-acceptance guidelines, see the ADN & PN Student Handbook.
- For students seeking transfer credits from other institutions, see the ADN & PN Student Handbook.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of \$200 - \$300.

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all NUR-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. For further information regarding re-acceptance, see the ADN & PN Student Handbook.

## CURRICULUM SEQUENCE

### 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*	6
NUR 161	Basic Concepts of Pharmacology	2
	TOTAL	18

### Second Semester

(Continued)



BIO 211	Anatomy & Physiology II	4
ENG 102	English Composition II	3
NUR 120	Basic Nursing Concepts*	7
	<b>TOTAL</b>	<b>14</b>
<b>Third Semester</b>		
BIO 225	Microbiology	4
NUR 150	Chronic Health Problems*	6
NUR 162	Psychiatric and Mental Health Nursing	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>16</b>
<b>Fourth Semester</b>		
NUR 220	Family-Centered Nursing	7
AHS 108	Nutrition***	3
PSY 203	Human Growth & Development***	3
	<b>TOTAL</b>	<b>7/13</b>
<b>Fifth Semester</b>		
	Humanities**	3
NUR 217	Trends & Issues in Nursing	2
NUR 221	Advanced Nursing Concepts	5
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL CREDIT HOURS</b>	<b>68 (74 TRANSFER EMPHASIS)</b>

\*These courses prepare students in basic computer applications.

\*\*Any University Transfer Humanities course.

\*\*\*Transfer for BSN: AHS 108 Nutrition and PSY 203 Human Growth & Development may be taken by students in Transfer Emphasis but are not required for Associate Degree in Nursing.

## Diploma Major: NURSING PN

The Nursing PN diploma prepares students to care for acutely and chronically ill patients, to help rehabilitate patients, and to share in the prevention of illness. HGTC's curriculum combines classroom instruction with laboratory practice and clinical experience in various settings. Graduates of the program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon successful completion of this examination and appropriate board licensure, the candidate will be designated as a Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN).

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 Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020/www.acenursing.org.

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

Applicants will be accepted into the Nursing - PN 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 resubmit the Nursing - PN Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance

(Continued)

- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to and throughout curriculum.
- 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 Nursing - PN.
- Have met one of the following two admission options:
  - Be eligible for BIO 210, ENG 101 and MAT 155 and met the required score on the TEAS. TEAS scores are valid for 2 years from testing date. Students may retest every 3 months.
  - Successful completion of all 5 Health Science Nursing Core Courses with a minimum grade of "C" and a GPA of at least 2.0. (MAT and BIO time limits apply.)
- Payment of a non-refundable tuition deposit.
- All applicants must be at least 17 years of age by August 1 of the semester of acceptance. Students are submitted into the Nursing - PN program fall semester only.
- Complete the online Nursing - PN Information Session.
- For re-acceptance guidelines, see the ADN & PN Student Handbook.
- For students seeking transfer credits from other institutions, see the ADN & PN Student Handbook.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of \$200 - \$300.

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all PNR-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. For further information regarding re-acceptance, see the ADN & PN Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

### CURRICULUM SEQUENCE

#### FALL START - First Semester

BIO 210	Anatomy & Physiology I	4
MAT 155	Contemporary Mathematics	3
PNR 110	Fundamentals of Nursing	5
PNR 120	Medical/Surgical Nursing I	5
	<b>TOTAL</b>	<b>17</b>

#### Second Semester

BIO 211	Anatomy & Physiology II	4
AHS 108	Nutrition	3
PNR 130	Medical/Surgical Nursing II	5
PNR 154	Maternal/Infant/Child Nursing	5
	<b>TOTAL</b>	<b>17</b>

#### Third Semester

ENG 101	English Composition I	3
PNR 140	Medical/Surgical Nursing III	5
PNR 183	Special Topics in PNR	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>14</b>

**TOTAL CREDIT HOURS 48**

#### SUMMER START - First Semester

BIO 210	Anatomy & Physiology I	4
MAT 155	Contemporary Mathematics	3
PNR 110	Fundamentals of Nursing	5
	<b>TOTAL</b>	<b>13</b>

#### Second Semester

BIO 211	Anatomy & Physiology II	4
AHS 108	Nutrition	3
PNR 120	Medical/Surgical Nursing I	5
PNR 130	Medical/Surgical Nursing II	5

(Continued)

	TOTAL	17
<b>Third Semester</b>		
ENG 101	English Composition I	3
PNR 154	Maternal/Infant/Child Nursing	5
PNR 140	Medical/Surgical Nursing III	3
PNR 183	Special Topics in PNR	3
PSY 201	General Psychology	3
	TOTAL	19
	<b>TOTAL CREDIT HOURS</b>	<b>48</b>

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

## Major: ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES L P N TO A D N

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.

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 Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, [www.acenursing.org](http://www.acenursing.org).

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

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. The form is available on the Health Science web page, as well as current application deadlines for the next available class.

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 admission. These students must follow a four semester enrollment plan. Students who are not licensed LPNs in SC by the deadline will be withdrawn from the program.
- Submitted all documentation to meet 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 ACCUPLACER, the College placement test. The Developmental Studies sequence is required if minimum placement test scores are not achieved;
- Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Successful completion (minimum grade of "C") of the 9 Nursing core courses (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 110/120, PSY 201, SPC 205, and Humanities) with a GPA of at least a 2.75. (BIO 211 and BIO 225 - 5 year time limit and MAT - 10 year time limit).

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. LPNs also have the option to apply for regular acceptance to the ADN program.

#### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all PNR-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be

(Continued)

dropped from the nursing program and must apply for re-acceptance. For further information regarding re-acceptance, see the ADN & PN Student Handbook.

### SUGGESTED CURRICULUM SEQUENCE

#### First Semester

NUR 150	Chronic Health Problems*	6
NUR 162	Psychiatric and Mental Health Nursing	3
NUR 201	Nursing Transition*+	3
	TOTAL	12

#### Second Semester

NUR 161	Basic Concepts in Pharmacology	2
NUR 220	Family-Centered Nursing Humanities**	7 3
	TOTAL	12

#### Third Semester

NUR 217	Trends & Issues in Nursing*	2
NUR 221	Advanced Nursing Concepts	5
	TOTAL	7
	<b>TOTAL CREDIT HOURS</b>	<b>31</b>

\*Courses prepare students in basic computer applications.

+13 nursing credit hours (NUR 101 and NUR 120) for prior PN work are awarded upon completion of NUR 201 with a grade of "C" or better.

\*\*Any University Transfer Humanities course.

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

## Associate in Applied Science Degree Major: **PARALEGAL**

The Associate in Applied Science in Paralegal degree is a well-rounded education for students seeking a Paralegal career. HGTC's 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 implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals must work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

HGTC's Paralegal program is approved by the American Bar Association and is a member of the American Association for Paralegal Education (AAfPE).

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

- High School Diploma or GED
- 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 (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college 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.
- Computer skills are required for any paralegal position.

#### Course Sequence and Progression Requirements

(Continued)

A minimum grade of "C" or better is required for all LEG-prefixed courses for progression and graduation. Most Paralegal (LEG) courses are offered only once each year, so following the recommended course sequence is extremely important.

## CURRICULUM SEQUENCE

### First Semester - Fall

ENG 101	English Composition I	3
LEG 120	Torts	3
LEG 121	Business Law	3
LEG 232	Law Office Management	3
	<b>TOTAL</b>	<b>12</b>

### Second Semester - Spring

ENG 102	English Composition II	3
LEG 212	Workers Compensation	3
or		3
LEG 231	Criminal Law	
LEG 214	Property Law	3
PSC 201	American Government	3
	<b>TOTAL</b>	<b>12</b>

### Third Semester - Summer

HIS 201	American History: Discovery to 1877	3
or		
HIS 202	American History: 1877 to Present	
LEG 135	Introduction to Law and Ethics	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>9</b>

### Fourth Semester - Fall

LEG 132	Legal Bibliography	3
LEG 201	Civil Litigation I	3
LEG 213	Family Law	3
LEG 233	Wills, Trusts and Probate	3
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>15</b>

### Fifth Semester - Spring

LEG 202	Civil Litigation II	3
LEG 230	Legal Writing	3
LEG 245	Real Estate Law I	
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	
	<b>TOTAL</b>	<b>12</b>

### Sixth Semester - Summer

LEG 242	Law Practice Workshop (Internship)	3
LEG 252	Business Applications in the Law Office	3
	<b>TOTAL</b>	<b>6</b>
	<b>TOTAL CREDIT HOURS</b>	<b>66</b>

(Continued)

## Certificate

# Major: PARALEGAL SPECIALIST

Admission to the Paralegal Specialist program, which prepares students for a Paralegal career, requires prior completion of an associate's or bachelor's degree. The Paralegal Specialist certificate provides students with the skills and abilities to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals must work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

HGTC's Paralegal program is approved by the American Bar Association and is a member of the American Association for Paralegal Education (AAfPE).

Admission to the Paralegal Specialist program, which prepares students for a Paralegal career, requires prior completion of an associate's or bachelor's degree. The Paralegal Specialist certificate provides students with the skills and abilities to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals must work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

HGTC's Paralegal program is approved by the American Bar Association and is a member of the American Association for Paralegal Education (AAfPE).

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

- Completion of an Associate or Bachelor's degree
- 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 (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college 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.
- Computer skills are required for any paralegal position.

#### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all LEG-prefixed courses for progression and graduation. Most Paralegal (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

### CURRICULUM SEQUENCE

In addition to the 40 credit hours below 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

24

ENG 101 English Composition I

ENG 102 English Composition II

SPC 205 Public Speaking

and

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.

#### First Semester - Fall

LEG 120	Torts	3
LEG 132	Legal Bibliography	3
LEG 201	Civil Litigation I	3
LEG 213	Family Law	3
LEG 233	Wills, Trusts, and Probate	3
	TOTAL	15

#### Second Semester - Spring

LEG 202	Civil Litigation II	3
LEG 212	Workers Compensation	3
or		
LEG 231	Criminal Law	

(Continued)

LEG 230	Legal Writing	3
LEG 214	Property Law	3
LEG 245	Real Estate Law I	3
	TOTAL	15
<b>Third Semester - Summer</b>		
LEG 135	Introduction to Law and Ethics	3
LEG 242	Law Practice Workshop	3
LEG 252	Business Applications in the Law Office	3
	TOTAL	9
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

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

## Certificate

### Major: PATIENT CARE MEDICAL ASSISTANT

This certificate program will equip students with the necessary skills to function as a high quality, entry-level patient care medical assistant in a variety of healthcare settings. Graduates will be prepared to practice safely within their identified scope and to promote, protect, and improve the health of the diverse community. Graduates of this program are eligible to apply to take the Competency Exams for state certification in Certified Nursing Assistant, EKG Technician, Clinical Medical Assistant, and Certified Patient Care Technician/Assistant.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance

#### CURRICULUM SEQUENCE

##### First Semester - Fall

AHS 102	Medical Terminology	3
AHS 141	Phlebotomy	3
AHS 145	Electrophysiology	2
BIO 112	Basic Anatomy & Physiology	4
	TOTAL	12

##### Second Semester - Spring

AHS 106	Cardiopulmonary Resuscitation	1
AHS 163	Long Term Care	5
AHS 175	Multi-Skilled Clinical Practicum	4
AHS 176	Patient Care Clerical Principles	4
	TOTAL	14
	<b>TOTAL CREDIT HOURS</b>	<b>26</b>

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

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## Diploma

# Major: PHARMACY TECHNICIAN

The Pharmacy Technician diploma enables students to prepare and dispense medications under the supervision of a registered pharmacist and to assume other pharmacy-technician duties in both retail and hospital settings. HGTC's curriculum combines classroom and experiential learning, with students training in pharmacies to experience the duties carried out by the pharmacist and pharmacy technician in preparing medications, filling prescriptions, pricing, recording patient profiles, calculating medications, compounding IV fluids, handling controlled substances, and other pharmacy-related duties.

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

- Criminal Background Check
- Urine Drug Screening
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program
- Completion of the General Hospital Orientation (GHO)
- Students will be responsible for purchasing additional clinical liability insurance
- Proof of CPR certification for Health Care Providers
- Student must be at least 18 years of age at time of graduation

#### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all PHM-prefixed courses for progression and graduation.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

### CURRICULUM SEQUENCE

#### First Semester - Fall

AHS 102	Medical Terminology	3
PHM 101	Introduction to Pharmacy	3
PHM 103	Pharmacy Law & Ethics	2
PHM 111	Applied Pharmacy Practice Laboratory	2
PHM 112	Pharmacy Mathematics	2
PHM 114	Therapeutic Agents I	3
	TOTAL	15

#### Second Semester - Spring

CHM 105	General, Organic & Biochemistry	4
ENG 101	English Composition I	3
or		
ENG 155	Communications I	
PHM 110	Pharmacy Practice	4
PHM 113	Pharmacy Technician Math	3
PHM 173	Pharmacy Technician Practicum III	3
	TOTAL	17

#### Third Semester - Summer

IDS 105	Career Assessment & Exploration	1
PHM 118	Community Pharmacy Seminar	1
PHM 124	Therapeutic Agents II	3
PHM 175	Pharmacy Technician Practicum	3
PSY 103	Human Relations	3
	TOTAL	11

(Continued)



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

## Certificate Major: PHLEBOTOMY

Phlebotomy technicians are healthcare workers who have been trained to collect blood for laboratory analysis. This important job assists physicians in diagnosing and making decisions about patient care. HGTC's Phlebotomy certificate prepares students for entry-level phlebotomy technician positions in hospitals, clinics, and other healthcare settings. The curriculum covers basic venipuncture, phlebotomy theory, and special procedures required for specimen collection, with emphasis on safety, accuracy, and minimal client discomfort. The certificate also requires knowledge of anatomy, physiology, and CPR, and students must attend clinical hours, during which they practice and perfect phlebotomy skills. Graduates are eligible to take a phlebotomy certification exam.

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

- Criminal Background Check, 30 days prior to the start of AHS 143
- Urine Drug Screening, 30 days prior to the start of AHS 143
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program
- Completion of the General Hospital Orientation (GHO)
- Proof of CPR certification for Health Care Providers
- Student must be at least 18 years of age
- Purchase uniforms
- Students must have reliable transportation for rotations to different clinic sites in Horry and Georgetown counties during the second semester.

#### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all AHS-prefixed courses for progression and graduation.

### CURRICULUM SEQUENCE

#### First Semester - Fall

AHS 102	Medical Terminology*	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 141	Phlebotomy for the Health Care Provider	3
BIO 112	Basic Anatomy and Physiology*	4
	TOTAL	11

#### Second Semester - Spring

AHS 143	Phlebotomy Skills	6
	TOTAL	6
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

\*With Advisor approval, students may choose AHS 102 or AHS 104; BIO 112 or BIO 211.

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

## Associate in Applied Science Degree Major: PHYSICAL THERAPIST ASSISTANT

(Continued)

The A.A.S. in Physical Therapist Assistant degree prepares students to implement physical therapy treatment procedures under the supervision of licensed Physical Therapists. As an assistant to a physical therapist, you will help patients recovering from debilitating illness, amputation, surgery, or accident to improve mobility, restore physical function, relieve pain, and prevent or limit permanent physical disabilities.

## PROGRAM INFORMATION

### Specific Admission Requirements for Program

The Physical Therapist Assistant program is a limited-access program. All applicants must meet weighted Admission requirements by May 15 to advance to the next phase of consideration for admission to the program. However, meeting admission requirements does not guarantee admission to the PTA program. An applicant who receives notification that she/he was not admitted to the Physical Therapist Assistant program must resubmit the Physical Therapist Assistant Program Application by the published application deadline in order to be considered for admission to the next available class. These applicants should check with Admissions to determine if HGTC Admission information requires updating. A waiting list of applicants is not maintained.

- Criminal Background Check 30 days prior to starting clinical each semester beginning in the second semester; felony or misdemeanor convictions could result in applicants being ineligible to complete the program
- Urine Drug Screening 30 days prior to starting clinical each semester beginning in the second semester
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to second semester
- Attendance at PTA Mandatory Information Session
- Proof of CPR certification for Health Care Providers prior to second semester
- Experience Documentation form submitted to Office of Admissions reflecting a minimum of 20 hours in a physical therapy facility. The applicant is responsible for arranging the experience at approved facilities. A list of local facilities is available on the department web page
- Complete the TEAS test
- 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. Minimum cumulative 2.0 GPA must be maintained with no academic or disciplinary suspension at time of admission or program entry.

### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all PTH-prefixed courses for progression and graduation.

## CURRICULUM SEQUENCE

### General Education Requirements

BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
ENG 101	English Composition I	3
MAT 110	College Algebra	3
OR		
MAT 120	Probability and Statistics (preferred)	
PSY 201	General Psychology	3
	Humanities	3
	TOTAL	20

### First Semester - Fall

ENG 102	English Composition II	3
PTH 101	Physical Therapy Professional Preparation	2
PTH 205	Physical Therapy Functional Anatomy	4
PTH 221	Pathology I	2
PTH 270	Special Topics in Physical Therapy	3
PSY 203	Human Growth & Development	3
SPC 205	Public Speaking	3
	TOTAL	20

### Second Semester - Spring

(Continued)

PTH 202	Physical Therapy Modalities	4
PTH 222	Pathology II	2
PTH 234	Clinical Education I	3
PTH 240	Therapeutic Exercises/ Applications	5
	<b>TOTAL</b>	<b>14</b>
<b>Third Semester - Summer</b>		
PTH 228	Manual Therapy Techniques	2
PTH 242	Orthopedic Management	4
PTH 253	Clinical Practice II	3
	<b>TOTAL</b>	<b>9</b>
<b>Fourth Semester - Fall</b>		
PTH 235	Interpersonal Dynamics	2
PTH 244	Rehabilitation	4
PTH 275	Advanced Professional Preparation	1
PTH 276	Physical Therapy Practicum II	6
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL CREDIT HOURS</b>	<b>76</b>

## Certificate

### Major: PROFESSIONAL COOKING

The Professional Cooking certificate program prepares students for positions in food service operations such as hotels, country clubs, resorts, restaurants, healthcare facilities, and catering operations. Students study both theory and practical kitchen applications of the requirements of quality food preparation. Education within this field offers a range of employment opportunities and career progression in the culinary arts, baking, and pastry preparations.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all CUL, BKP and HOS-prefixed courses for progression and graduation. Most Professional Cooking (CUL, BKP, HOS) courses are offered only once each year, so following the recommended course sequence is extremely important.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 118	Nutritional Cooking	3
CUL 112	Classical Foundations of Cooking	3
	<b>TOTAL</b>	<b>12</b>

##### Second Semester - Spring

BKP 119	Introduction to Baking and Pastry	3
CUL 128	Culinary Management & Human Resources	3
CUL 129	Storeroom & Purchasing	3
CUL 215	Cuisine of the Americas	3
CUL 277	SCWE in Culinary Arts	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

(Continued)

## Associate in Applied Science Degree Major: RADIOLOGIC TECHNOLOGY

The A.A.S. in Radiologic Technology degree prepares students to assist the radiologist in performing examinations of the body to rule out, or confirm and identify, fractures or diseases. Radiologic Technologists are educated in the precise use of highly technical radiographic equipment and ionizing radiation to perform 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.

### PROGRAM INFORMATION

#### Specific Admission Requirements for Program

Applicants will be accepted into the Radiologic Technology 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 resubmit the Radiologic Technology Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to admission.
- Review and acknowledge the Medical Imaging Technical Standards Form.
- Attend the Medical Imaging Sciences information session and obtain a signed statement verifying attendance to submit for admissions.
- Complete 4 hours of observations in a hospital setting. The applicant must take the Liability Form to the hospital setting for observation.
- Successful completion of all 4 Radiologic Technology Core Courses with a minimum grade of "C" and a GPA of at least 2.5. (MAT and BIO time limits apply.)
- Payment of a non-refundable tuition deposit.
- Complete the online Radiologic Technology Information Session.
- For re-acceptance guidelines, see the MIS Student Handbook.
- For students seeking transfer credits from other institutions, see the MIS Admission FAQ.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of \$200+.

#### Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all RAD-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the Radiologic Technology program and must apply for re-acceptance. For further information regarding re-acceptance, see the MIS Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

### CURRICULUM SEQUENCE

#### General Education Requirements

13

Completion of the four prerequisite courses with a grade of "C" or better prior to acceptance to program:

BIO 210

COL 105

ENG 101

MAT 110/220

#### First Semester - Summer

RAD 101

Introduction to Radiography  
and Patient Care

2

(Continued)

RAD 102	Patient Care Procedures	2
RAD 153	Applied Radiography I	3
	TOTAL	7
<b>Second Semester - Fall</b>		
BIO 211	Anatomy & Physiology II	4
RAD 110	Radiographic Imaging I	3
RAD 130	Radiographic Procedures I	3
RAD 165	Applied Radiography II	5
	TOTAL	15
<b>Third Semester - Spring</b>		
RAD 115	Radiographic Imaging II	3
RAD 136	Radiographic Procedures II	3
RAD 175	Applied Radiography III	5
SPC 205	Public Speaking	3
	TOTAL	14
<b>Fourth Semester - Summer</b>		
RAD 201	Radiation Biology	2
RAD 230	Radiographic Procedures II	3
RAD 256	Advanced Radiography I	6
	TOTAL	11
<b>Fifth Semester - Fall</b>		
PSY 201	General Psychology	3
RAD 103	Introduction CT	2
RAD 210	Radiographic Imaging III	3
RAD 268	Advanced Radiography II	8
	TOTAL	16
<b>Sixth Semester - Spring</b>		
RAD 205	Radiographic Pathology	2
RAD 220	Selected Imaging Topics	3
RAD 278	Advanced Radiography III	8
	Humanities*	3
	TOTAL	16
	<b>TOTAL CREDIT HOURS</b>	<b>92</b>

\*Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110 or MUS 105.

## Certificate

### Major: RESIDENTIAL HEATING VENTILATION AND AIR CONDITIONING SERVICE TECHNICIAN

Every private residence and small business needs the services of skilled technicians trained in the installation, maintenance, and repair of air conditioning, refrigeration, and heating systems. The Residential HVAC Service Technician certificate opens many doors of opportunity for HGTC graduates. The self-motivated graduate from this program has the technical training to work as an installation specialist, service technician, service manager, or sales representative anywhere in the country. This program is approved by the local HVAC industry through a program-advisory committee.

#### PROGRAM INFORMATION

##### Course Sequence and Progression Requirements

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).

#### DAY CURRICULUM SEQUENCE

##### First Semester - Fall

ACR 102	Tools and Service	3
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(Continued)

ACR 106	Basic Electricity for HVAC	4
ACR 108	Refrigeration Fundamentals	3
ACR 118	Air Conditioning Fundamentals	3
ACR 140	Automatic Controls	3
	<b>TOTAL</b>	<b>16</b>
<b>Second Semester - Spring</b>		
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
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>32</b>

### 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

#### Second Semester - Spring

ACR 118	Air Conditioning Fundamentals	3
ACR 140	Automatic Controls	3

#### Third Semester - Fall

ACR 110	Heating Fundamentals	4
ACR 160	Service Customer Relations	3
ACR 206	Advanced Electricity	2

#### Fourth Semester - Spring

ACR 210	Heat Pumps	4
ACR 250	Duct Fabrication	3
	<b>TOTAL CREDIT HOURS</b>	<b>32</b>

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

## Certificate

### Major: ROBOTICS TECHNOLOGY

There are many uses for robotics in industry today, from relieving human workers of exhausting and repetitive tasks to increasing productivity and efficiency to taking people out of harm's way. This certificate will provide students entry-level skills in robotics operations and maintenance. The Robotics Certificate is 100% transferable to HGTC's Electronics Engineering Technology Associate in Applied Science degree.

### CURRICULUM SEQUENCE

#### First Semester - Fall

EET 113	Electrical Circuits I - DC	4
EET 145	Digital Circuits	4
MAT 175	Algebra & Trigonometry	3
	<b>TOTAL</b>	<b>11</b>

#### Second Semester - Spring

EET 114	Electrical Circuits II - AC	4
EET 210	Digital Integrated Circuits	4

(Continued)

EET 275	Intro to Robotics	3
	Manufacturing Technology	
EGR 275	Introduction to Engineering/ Computer Graphics*	3
	TOTAL	14
	<b>TOTAL CREDIT HOURS</b>	<b>25</b>

\*EGR 275 is offered in the fall semester.

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

## Associate in Applied Science Degree

### Major: **SPORTS TOURISM**

The Associate in Applied Science degree program in Sports Tourism is the only associate degree program in Sports Tourism in the SC Technical College System. Graduates of this program will be prepared for employment in the emerging profession of Sports Tourism or for transfer to senior institutions in pursuit of bachelor degrees in areas such as facility management, tourism management, destination marketing, and event management.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check
- Urine Drug Screening

#### CURRICULUM SEQUENCE

##### First Semester - Fall

COL 105	Freshman Seminar	3
ENG 155*	Communications I*	3
SPT 101	Sports Tourism	3
SPT 102	Customer Service in Sports Tourism	3
	TOTAL	12

##### Second Semester - Spring

MAT 155*	Contemporary Mathematics*	3
SPT 103	Sports Event Planning & Marketing	3
SPT 105	Sports Tourism Facilities & Operations	3
AHS 114	Basic First Aid	1
SPT 270	SCWE in Sports Tourism I	3
	TOTAL	16

##### Third Semester - Summer

PSY 103*	Human Relations*	3
ACC 145	Accounting in Sports Tourism	3
SPT 272	SCWE in Sports Tourism II	3
	TOTAL	9

##### Fourth Semester - Fall

ENG 160*	Technical Communications*	3
PHI 103*	Workplace Ethics*	3
LEG 140	Sports Tourism Law	3
SPT 273	SCWE in Sports Tourism III	3
	TOTAL	12

##### Fifth Semester - Spring

SPC 205	Public Speaking	3
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(Continued)

SPT 107	Leadership in Sports Tourism	3
SPT 108	The Business of Sports Tourism	3
MGT 150	Fundamentals of Supervision	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>61</b>

\*Students wishing to transfer should select the following: ENG 101 in place of ENG 155; PSY 201 in place of PSY 103; ENG 102 in place of ENG 160; MAT 110 or MAT 120 in place of MAT 155; PHI 110 in place of PHI 103.

## Certificate

### Major: SURGICAL TECHNICIAN

The Surgical Technician certificate prepares skilled students to enter into the healthcare environment as surgical technologists. Graduates function under the supervision of surgeons and registered nurses, performing duties that are vital for surgical patient safety and care during operative procedures, such as preparing and maintaining sterile fields; passing instruments, sutures, and sponges; and functioning as a key part of the surgical team. Students are trained in aseptic techniques, medical-equipment nomenclature, and human anatomy for the operating room. HGTC's Surgical Technology program provides students with classroom study, laboratory practice, and clinical experience.

#### PROGRAM INFORMATION

##### Specific Admission Requirements for Program

- Criminal Background Check
- Urine Drug Screening
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program
- Proof of CPR certification for Health Care Providers
- Completion of BIO 210, BIO 211 and BIO 225 with a minimum grade of "C"

**Course Sequence and Progression Requirements** A minimum grade of "C" or better is required for all SUR-prefixed courses for progression and graduation. Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

#### CURRICULUM SEQUENCE

##### First Semester - Fall

AHS 102	Medical Terminology	3
AHS 126	Health Calculations	1
SUR 101	Introduction to Surgical Technology	5
SUR 103	Surgical Procedures	4
	TOTAL	13

##### 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 Practicum	6
SUR 120	Surgical Seminar	2
	TOTAL	8
	<b>TOTAL CREDIT HOURS</b>	<b>37</b>

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

(Continued)



**Certificate**  
**Major: SURVEYING**

Students completing this certificate will gain the necessary skills to expertly use computers, measuring devices, and mapping systems; to collect research; to make decisions; and to create graphic presentations. By combining hands-on training with the latest technology in surveying equipment, AutoCAD and AutoCAD Civil 3D, students will learn to read maps and plats and to produce CAD documents. A working knowledge of applicable state and federal law will also be provided. All courses with a grade of "C" or better, apply towards the Associate in Applied Science in Civil Engineering Technology degree.

**CURRICULUM SEQUENCE**

**First Semester - Spring**

CET 127	Building Construction & Print Reading	4
EGR 275	Introduction to Engineering/Computer Graphics	3
EGR 285	Engineering Surveying I	3
EGR 295	Engineering Surveying I Lab	1
MAT 175	Algebra & Trigonometry I*	3
	<b>TOTAL</b>	<b>14</b>

**Second Semester - Summer**

EGR 282	Introduction to Civil Engineering	2
EGR 286	Engineering Surveying II	3
EGR 296	Engineering Surveying II Lab	1
EGT 252	Advanced CAD	3
	<b>TOTAL</b>	<b>9</b>
	<b>TOTAL CREDIT HOURS</b>	<b>23</b>

\*Students should select MAT 110/MAT 111 for MAT 175 for transfer purposes.

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

**Certificate**  
**Major: WEB PAGE DESIGN**

Due to the global popularity of the Internet, one of the hottest fields today is designing content for the World Wide Web. The Web Page Design certificate provides the necessary skills to design, create, maintain, and troubleshoot websites for a tremendous variety of businesses and organizations.

**PROGRAM INFORMATION**

**Course Sequence and Progression**

A minimum grade of "C" or better is required for all CPT and IST-prefixed courses for progression and graduation.

**CURRICULUM SEQUENCE**

**First Semester - Fall**

CPT 168	Programming Logic and Design	3
MAT 101	Beginning Algebra	3
	<b>TOTAL</b>	<b>6</b>

**Second Semester - Spring**

CPT 176	Microcomputer Operating Systems	3
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(Continued)

CPT 187	Object-Oriented Logic and Design	3
	TOTAL	6
<b>Third Semester - Summer</b>		
CPT 260	Operating Systems and Web Servers	3
IST 226	Internet Programming	3
	TOTAL	6
<b>Fourth Semester - Fall</b>		
CPT 162	Introduction to Web Page Publishing	3
CPT 242	Database	3
GMT 101	Intro to Geographic Info Systems	3
	TOTAL	9
<b>Fifth Semester - Spring</b>		
ARV 121	Design	3
CPT 262	Advanced Web Page Publishing	3
	TOTAL	6
	<b>TOTAL CREDIT HOURS</b>	<b>33</b>

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

# COURSE DESCRIPTIONS A-Z

## 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. Students may consult an academic advisor for possible alternatives.

The course descriptions contained in this catalog are not to be construed as a contract.

## Course Hours & Credits

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. 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

Course schedules are available online at . Schedules 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/Corequisites

Prerequisites are required before enrolling in any course. Prerequisites may include successful completion of academic courses, appropriate placement test scores (SAT, ACT, ACCUPLACER, COMPASS) or specific program requirements. Placement test scores are not listed under each course may be found through a searchable course-by-course directory that includes all prerequisites, corequisites and placement test requirements.

Corequisites 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 "Corequisite". A comma mean "and".

## ACC — Accounting

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

This university parallel transfer 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

This university parallel transfer 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 124 Individual Tax Procedures 3-0-3 Prerequisites: ACC 101

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 Proc 3-0-3 Prerequisites: ACC 124

This course expands the concept of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns and related schedules to include alternative minimum tax, property transactions, and business schedules.

### ACC 145 Accounting for Sports Tourism 3-0-3 Prerequisites: SPT 101 and SPT 102

This course provides students with an introductory review of basic financial processes of sports tourism that includes profit and non-profit and financial impact of sports tourism on the economy, community and environment.

### ACC 150 Payroll Accounting 3-0-3 Prerequisites: ACC 101 or AOT 239

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 101

This course explores fundamental accounting theory processes, including financial statement preparation.

**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

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

This course studies uses of 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 and CPT 170

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

**ACC 265 Not-for-Profit Accounting 3-0-3****Prerequisites:** ACC 102

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

**ACC 291 Cert Bookkeeper Review 3-0-3****Prerequisites:** ACC 101

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

## ACR – Air Conditioning Refrig

**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****Prerequisites:** 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

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 Maint 2-3-3****Prerequisites:** ACR 210

This course studies troubleshooting and maintenance of air conditioning equipment.

**ACR 206 Adv 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 Electri 3-0-3****Prerequisites:** ACR 210

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 – Const Mgmt & Int Design

**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.

**AET 110 Architectural Graphics I 2-3-3**

This course is an introduction to the skills of architectural manual drafting.

**AET 120 Architectural Graphics II** 2-3-3**Prerequisites:** AET 110

This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development, and technical skills required to draw and graphically present projects.

## AHS — Allied Health Science

**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 106 Cardiopulmonary Resuscitation** 1-0-1

This course provides a study of the principles of cardiopulmonary resuscitation.

**AHS 108 Nutrition** 3-0-3

This course is a study of nutrition and diet therapy as related to health care.

**AHS 110 Patient Care Procedures** 2-0-2**Prerequisites:** BIO 210

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

This course provides a 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 114 Basic First Aid** 1-0-1

This course provides instruction in basic procedures used in medical emergencies.

**AHS 126 Health Calculations** 1-0-1

This course applies mathematical concepts in the calculation of drug dosages and solutions.

**AHS 141 Phlebotomy for HealthCare Prov** 2-3-3**Corequisites:** BIO 112, BIO 210, BIO 211, AHS 102

This course studies 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 and AHS 106 and AHS 141

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

**AHS 145 Electrocardiography** 2-0-2

This course provides the basic skills necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs.

**AHS 147 Clinical Pharmacology** 3-0-3

This course is the study of a broad spectrum of drugs, their classification, physical and chemical properties, usage, and contraindication in clinical settings.

**AHS 163 Long-Term Care** 3-6-5

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

**AHS 175 Multi-Skilled Clinical Prac** 1-9-4

This course offers clinical experiences across health related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport, and medical and surgical asepsis.

**AHS 176 Patient Care Clerical Prin** 4-0-4

This course provides a study of the practical applications related to receptionist and patient care clerical duties such as data entry, transferring physician orders, and coordinating unit communications in a variety of health care settings.

## AMF — Aircraft Maintenance

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

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

## ANT — Anthropology

**ANT 101 General Anthropology** 3-0-3

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. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## AOT — Administrative Office Tec

**AOT 105 Keyboarding** 3-0-3

This course focuses on the mastery of touch keyboarding.

**AOT 110 Document Formatting** 3-0-3**Prerequisites:** AOT 105 and AOT 165

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

**AOT 133 Professional Development 3-0-3****Prerequisites:** AOT 210 and AOT 165

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 is a study of grammar, punctuation, and written communication skills for the office environment.

**AOT 161 Records Management 3-0-3**

This course emphasizes records management functions and various types of storage methods, technology, and procedures.

**AOT 165 Information Processing Software 3-0-3**

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

**AOT 180 Customer Service 3-0-3**

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

**AOT 210 Document Production 3-0-3****Prerequisites:** AOT 110

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

**AOT 234 Admin Office Communications 3-0-3****Prerequisites:** AOT 134 and AOT 105 and AOT 165

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 communication skills.

**AOT 239 Computerized Office Accounting 3-0-3****Corequisites:** AOT 165

This course covers specialized accounting functions performed on a computer.

**AOT 252 Medical Systems & Procedures 3-0-3****Prerequisites:** AOT 210 and HIM 103 and HIM 105

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

**AOT 254 Office Simulation 3-0-3****Prerequisites:** AOT 210 and AOT 234 and AOT 261 and AOT 263

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

**AOT 261 Office Spreadsheet Application 3-0-3****Prerequisites:** AOT 165

This course emphasizes the concepts of spreadsheets for information management in an office environment.

**AOT 263 Office Database Applications 3-0-3****Prerequisites:** AOT 165

This course emphasizes 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 165

This course emphasizes 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 165

This course is designed to enhance work place productivity through the use of the internet. Emphasis will be placed on the following topics: search engines, internet research, image and text formats, downloading from the internet, "netiquette," and introduction to web page design.

**AOT 270 SCWE in Admin Office Technology 0-12-3****Prerequisites:** ( AOT 210 and HIM 103 and HIM 105 ) or ( AOT 210 and AOT 261 and AOT 263 and AOT 234 )

This course integrates office skills within an approved work site related to administrative office technology.

## ART – Art

**ART 101 Art History and Appreciation 3-0-3**

This university parallel transfer course 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**

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

## ARV – Digital Arts & Int Design

**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.

<b>ARV 162 Graphic Reproduction I</b>	<b>3-0-3</b>	<b>ARV 237 Materials and Estimating I</b>	<b>3-0-3</b>
<b>Prerequisites:</b> ARV 121 <b>Corequisites:</b> ARV 210		This course places emphasis on various materials used in the field of interior design and how to calculate various amounts of the materials for purchasing. Students will receive an overview of textiles and their use in the field.	
This course is a study of the principles and practices used in print preparation and print reproduction.			
<b>ARV 163 Graphic Reproduction II</b>	<b>3-0-3</b>	<b>ARV 238 History of Interiors</b>	<b>3-0-3</b>
<b>Prerequisites:</b> ARV 162		This course is a study/lecture of the history of interiors as well as furniture beginning with Egyptian interiors and ending with Post-Modern furniture.	
This course covers the development of the practices and skills used in print preparation and print reproduction.			
<b>ARV 210 Computer Graphics II</b>	<b>3-0-3</b>	<b>ARV 239 AutoCAD for Interiors</b>	<b>2-3-3</b>
<b>Prerequisites:</b> ARV 110		<b>Corequisites:</b> AET 110	
This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery.		This course is designed to introduce the interior design student to the basic components and functions of the personal computer as well as basic cad commands and techniques. Students will use the AutoCAD software system of computer aided drafting to complete a small house plan by the end of the course, reflecting the required information and presentation quality necessary to "professional" designers.	
<b>ARV 212 Digital Photography</b>	<b>2-3-3</b>	<b>ARV 261 Advertising Design I</b>	<b>3-0-3</b>
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.		<b>Prerequisites:</b> ARV 121 and ARV 210 and ARV 162 <b>Corequisites:</b> ARV 163	
<b>ARV 219 Multimedia Techniques</b>	<b>3-0-3</b>	This course introduces the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.	
<b>Prerequisites:</b> ARV 163			
This course is an introduction to the production of current audio-visual media.		<b>ARV 262 Advertising Design II</b>	<b>3-0-3</b>
<b>ARV 222 Computer Animation</b>	<b>3-0-3</b>	<b>Prerequisites:</b> ARV 261	
<b>Prerequisites:</b> ARV 228		This course covers advanced knowledge, practices, and skills in the visual communication field.	
This course introduces techniques of creating the illusion of motion and three-dimensional space.		<b>ARV 264 Special Proj in Graphics Art</b>	<b>3-0-3</b>
<b>ARV 227 Web Site Design I</b>	<b>3-0-3</b>	<b>Prerequisites:</b> ARV 261	
<b>Prerequisites:</b> ARV 162		This course includes an advanced project as assigned from conception to final production.	
This course is an introduction to the production of an interactive world wide web site.		<b>ARV 282 SCWE IN DIGITAL ARTS</b>	<b>0-2-4-6</b>
<b>ARV 228 Web Site Design II</b>	<b>2-3-3</b>	This course integrates digital arts skills within an approved worksite relating to the digital arts industry.	
<b>Prerequisites:</b> ARV 227			
This course covers a study of advanced multimedia techniques culminating in an interactive web site.			
<b>ARV 230 Visual Arts Bus Procedures</b>	<b>3-0-3</b>		
This course covers a study of professional practices involved in the organization and operation of businesses concerned with the visual arts.			
<b>ARV 234 Intro to Interior Design</b>	<b>3-0-3</b>		
This course covers the historical, psychological, and sociological aspects of interior design, function, and the design process.			
<b>ARV 235 Residential Interior Design</b>	<b>3-0-3</b>		
<b>Prerequisites:</b> AET 110 and AET 120 and ARV 234			
This course covers the design and presentation of small residential spaces.			

## AST – Astronomy

### AST 101 Solar System Astronomy 3-3-4

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

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. 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 — Banking and Finance****BAF 101 Personal Finance 3-0-3**

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

**BAF 260 Financial Management 3-0-3**

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

**BCT — Const Mgt/Timber Harvest****BCT 200 SCWE IN BUILDING CONST TECH 0-2-4-6****Prerequisites:** AET 101 or CET 127

This course integrates building construction skills within an approved work site related to the construction industry.

**BIO — Biology****BIO 101 Biological Science I 3-3-4**

This university parallel transfer course is the first in a sequence of courses introducing biology through such topics as 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

This university parallel transfer course is a continuation of introductory biology, including 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 105 Principles of Biology 3-3-4**

This is an introductory biology course, unifying biology concepts and principles at all levels. This course introduces molecules and basic chemistry, cell structure and function, cellular metabolism and cell division as well as DNA structure and function and basic genetics. The course progresses into evolution and ecology and also provides an overview of animal and plant structure and function.

**BIO 112 Basic Anatomy and Physiology 3-3-4**

This course is a basic integrated study of the structure and function of the human body.

**BIO 202 Botany 3-3-4****Prerequisites:** BIO 101

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**

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. 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

This is a continuation of 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 225 Microbiology 3-3-4****Prerequisites:** BIO 102 or BIO 211

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. This course is transferable to public senior institutions as part of the South Carolina Higher Education Statewide Articulation Agreement.

**BKP — Baking & Pastry****BKP 119 Intro to Baking & Pastry 2-3-3****Corequisites:** CUL 104

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

**BKP 121 Cake Decorate & Finish Tech 2-3-3****Corequisites:** CUL 104

This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.



**BKP 182 Artisan Breads** 2-3-3  
**Corequisites:** CUL 104

This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. Students will make an assortment of international breads as well as breads for special occasions.

**BKP 220 Advanced Bakeshop** 2-3-3  
**Prerequisites:** BKP 119

This course is a study of the preparation of advanced, classical, and international pastries. Emphasis is placed on producing quality, commercial baked goods.

## BUS — Business

**BUS 101 Introduction to Business** 3-0-3

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

**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 152 Service Culture Development** 1-0-1

This course is a study of the philosophy, principles, processes and behavior, both individual and group, necessary to create and maintain a service culture in an organization.

**BUS 210 Intro to E-Commerce in Business** 3-0-3

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

**BUS 220 Business Ethics** 3-0-3

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

**BUS 240 Business Statistics** 3-0-3

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

**BUS 270 SCWE in Business** 0-12-3  
**Prerequisites:** MKT 101 or MGT 101 or ACC 101 and BUS 101

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

## CET — Civil Engineering Tech

**CET 127 Building Const & Print Reading** 3-3-4

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

**CET 140 Construction Financial Managem** 3-0-3

This course is the study of the fundamental financial management principles and accounting systems used to manage a construction company.

**CET 210 Strength of Materials** 2-3-3  
**Prerequisites:** EGR 190

This course is a study of the effects of applying various types of allowable stresses and strains.

**CET 216 Soil Mechanics** 2-3-3

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

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

This course is a study of the fundamentals of flow, control, flow through open and closed conduits, and determination of pressure and head losses in simple and complex piping systems.

**CET 230 Construction Management** 2-3-3  
**Prerequisites:** EGR 170 and CET 127

This course studies the management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs, and labor relations.

**CET 242 Concrete Design** 2-3-3  
**Prerequisites:** CET 210 or EGR 190 or EGR 260

This course covers the design of concrete structural members according to the ACI codes, quality control of concrete, and structural inspection.

**CET 245 Cost Estimating** 2-3-3

This course studies project cost, analysis and quantity takeoffs through the use of proven construction estimating techniques. Computer spreadsheet software is utilized throughout the course.

**CET 246 Environmental Systems Tech** 2-3-3

This course studies the sources, treatment, collection and distribution of water and waste water.

**CET 251 Highway Design** 2-3-3

This course covers a study of the design and construction of highways.

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

This course studies current, relevant topics in the field of civil engineering technology.

**CET 260 Constr Manag Senior Project** 2-3-3  
**Prerequisites:** CET 230

This capstone course promotes the integration of the knowledge and skills of the construction management technology field.

## CHM – Chemistry

### CHM 105 Gen Organic and 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 is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. 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

(For students continuing in chemistry) This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### CHM 211 Organic Chemistry I 3-3-4

**Prerequisites:** CHM 111

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### CHM 212 Organic Chemistry II 3-3-4

**Prerequisites:** CHM 211

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## COL – College Skills

### COL 100 Skills for Life-Long Learning 3-0-3

This course emphasizes such skills as critical thinking, reading, and writing skills, quantitative reasoning, technology competency, oral communication and career exploration. An emphasis will be placed on the computer technology skills needed for academic success at the college level.

### COL 105 Freshman Seminar 3-0-3

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. An emphasis will be placed on the technology skills needed for academic success at the college level.

## COS – Cosmetology/Esthetics/Nail

### COS 106 Facials and Makeup 1-6-3

**Prerequisites:** COS 155

**Corequisites:** COS 108, COS 112, COS 130, COS 220

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

### COS 108 Nail Care 1-6-3

**Prerequisites:** COS 155

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

### COS 110 Scalp and Hair Care 0-9-3

**Prerequisites:** COS 220

**Corequisites:** COS 201, COS 222

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

### COS 112 Shampoo and Rinses 1-9-4

**Prerequisites:** COS 114, COS 116, COS 155, COS 206, COS 210

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

### COS 114 Hair Shaping 1-9-4

**Prerequisites:** MAT 032, ENG 032

**Corequisites:** COS 116, COS 155, COS 206, COS 210

This is an introductory course to the techniques of hairshaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

### COS 116 Hair Styling I 1-9-4

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

### COS 130 Professional Image 1-3-2

**Prerequisites:** COS 155

This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

**COS 131 Bacteria & Other Infectious Ag 2-0-2****Corequisites:** COS 132, COS 133, COS 136, COS 135, COS 136, COS 224

This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

**COS 132 Science of Nail Technology 2-0-2****Corequisites:** COS 133, COS 131, COS 136, COS 135, COS 224

This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.

**COS 133 Basic Procedures 3-0-3****Corequisites:** COS 131, COS 132, COS 136, COS 135, COS 224

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 The Business of Nail Technolog 2-0-2**

This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.

**COS 136 Fund of Artificial Nail App 3-3-4****Corequisites:** COS 131, COS 132, COS 133, COS 135, COS 224

This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.

**COS 151 Dermatology 1-6-3**

This course is the study of the structure, functions, conditions and disorders of the skin.

**COS 152 Hygiene and Sanitation 2-0-2**

This course is a study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.

**COS 155 Sanitation Proc in Cosmetology 1-3-2**

This course is the study of methods for sanitation and hygiene, with emphasis placed on the requirements and guidelines of the cosmetology profession.

**COS 156 Fundamentals of Massage 0-6-2**

This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

**COS 157 Elec Currents and Hair Removal 3-0-3**

This course is a study of electrical currents as they relate to hair removal services. Emphasis is placed on the types of electrical currents associated with varying equipment. Topics also include proper procedures, safety measures, and sanitation practice.

**COS 158 Facial Treatments 0-6-2**

This is an introductory course in the procedures for various skin treatments and safety.

**COS 164 Basic Makeup and Application 3-0-3**

This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

**COS 201 Salon Management 1-6-3****Prerequisites:** COS 130 and COS 155

This course is a study of salon management, including rules, regulations, and codes governing the practice of cosmetology.

**COS 206 Chemical Hair Waving 1-6-3**

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

**COS 210 Hair Coloring 0-9-3**

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

**COS 220 Cosmetology Clinical Pract I 0-9-3****Prerequisites:** COS 114, COS 116, COS 155, COS 206, COS 210

This course is an integration of cosmetology skills in a simulated salon environment.

**COS 221 Facial Practice I 0-6-2**

This course is an integration of massage and facial skills in a simulated salon environment.

**COS 222 Cosmetology Clinical Prac II 0-9-3****Prerequisites:** COS 220 and COS 112 and COS 155

This course is an integration of cosmetology skills in a simulated salan environment to provide additional practical hours in skill development.

**COS 224 Nail Practice I 1-9-4****Corequisites:** COS 131, COS 132, COS 133, COS 135, COS 136

This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.

## CPT – Computer & Info Systems

**CPT 101 Introduction to Computers 3-0-3**

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

**CPT 162 Intro to Web Page Publishing 2-3-3****Prerequisites:** IST 226 and CPT 187

This course studies the fundamentals of website design and implementation.

**CPT 163 Intro to Multimedia for WebPag 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 and Design 2-3-3**

This course studies problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

**CPT 170 Microcomputer Applications 2-3-3**

This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.

**CPT 176 Microcomputer Oper Systems 2-3-3**

This course is a study of operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

**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 Comp Tech 2-3-3**

**Prerequisites:** IST 215

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 236 Intro to Java Programming 2-3-3**

**Prerequisites:** CPT 187

This course is an introduction to java programming. Topics will cover java syntax and classes for use in the development of java applications and applets.

**CPT 237 Advanced Java Programming 2-3-3**

**Prerequisites:** CPT 236

This course is a study of advanced topics of the java programming language by building on a basic knowledge of the java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the javabeans component model, network programming and server-side programming.

**CPT 242 Database 2-3-3**

**Prerequisites:** CPT 187

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.

**CPT 260 Fund of Op Systems & Web Serv 2-3-3**

**Prerequisites:** CPT 176

This course is a study of operating techniques needed for setting up and maintaining web servers.

**CPT 262 Advanced Web Page Publishing 2-3-3**

**Prerequisites:** CPT 162

This course is a study of advanced techniques in web page design and implementation.

**CPT 264 Systems and Procedures 2-3-3**

**Prerequisites:** CPT 242

This course is a study of the techniques of system analysis, design, development, and implementation.

**CPT 270 Adv Microcomputer Applications 2-3-3**

**Prerequisites:** CPT 170

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.

**CPT 280 SCWE in Computer Technology 0-1-2-3**

**Prerequisites:** CPT 242

This course integrates computer technology skills within an approved work site related to the computer industry.

**CPT 282 Info Systems Security 2-3-3**

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal and ethical issues.

## CRJ – Criminal Justice

**CRJ 101 Intro 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 the U.S. & reviews the basic elements of specific criminal offenses, criminal defenses, and 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**

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:** CRJ 101

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

**CRJ 141 Forensic & Investigative Writ** 3-0-3  
**Prerequisites:** CRJ 235

This course is a study of proper investigative and crime lab documentation through focused observational and writing skills. Effective techniques in the development of a criminal case file are examined, as well as the ethical and legal pitfalls encountered through poorly written documentation.

**CRJ 145 Juvenile Delinquency** 3-0-3  
**Prerequisites:** CRJ 125  
**Corequisites:** CRJ 101

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

**CRJ 197 Adv Fingerprint Classification** 3-0-3  
**Prerequisites:** CRJ 235

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 I** 3-0-3  
**Prerequisites:** CRJ 235

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 Xrays as Investigativ Tls & Ev** 3-0-3  
**Prerequisites:** 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 Bsc Latent Prnt Dev & Coll** 3-0-3  
**Prerequisites:** CRJ 235

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** 2-3-3

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

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

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

**CRJ 203 Forensic Photography** 3-0-3  
**Corequisites:** CRJ 101

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 Adv Crime Scene & Inv Photo** 3-0-3  
**Prerequisites:** CRJ 235 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 Adv Tech in Fingerprint Dev/Co** 3-0-3  
**Prerequisites:** CRJ 235

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 CSI for Maj Incident/Mass Crim** 3-0-3  
**Prerequisites:** 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  
**Prerequisites:** CRJ 235

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, 120

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, 130

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

**CRJ 225 Impression Evidence** 3-0-3  
**Prerequisites:** CRJ 235

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



**CRJ 226 Adv Bloodstain & Firearm Patt** 3-0-3  
**Prerequisites:** CRJ 229, CRN 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 & Prs of Bio Evid** 3-0-3  
**Prerequisites:** 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 that are required for crime scene sample analysis.

**CRJ 228 Homicide Investigation** 3-0-3  
**Prerequisites:** CRJ 235, CRJ 229

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 Bloodstain Pattern Analysis** 2-3-3  
**Prerequisites:** CRJ 101, CRJ 202, CRJ 203

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 bloodstains.

**CRJ 230 Criminal Investigation I** 3-0-3  
**Prerequisites:** CRJ 120  
**Corequisites:** CRJ 101

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 233 Cyber Crimes & the Law** 3-0-3

This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution.

**CRJ 235 Practical Crime Scene Investig** 2-3-3  
**Prerequisites:** CRJ 101, CRJ 201, CRJ 203, CRJ 229

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scenes.

**CRJ 236 Criminal Evidence** 3-0-3  
**Prerequisites:** CRJ 115, CRJ 120, CRJ 220

This course studies 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 239 Terrorism & Homeland Security** 3-0-3

This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an "all-hazards" approach to protecting people and assets.

**CRJ 241 Transportation & Border Secur** 3-0-3  
**Prerequisites:** CRJ 101, CRJ 120, CRJ 233, CRJ 239

This course provides an in-depth view of modern border and transportation security. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, and other types of transportation, as well as a study of the technology needed to for terrorist and weapon detection.

**CRJ 242 Correctional Systems** 3-0-3  
**Prerequisites:** CRJ 101, CRJ 125

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 245 Intel Analysis & Secur Mgmt** 3-0-3  
**Prerequisites:** CRJ 101, CRJ 120, CRJ 233, CRJ 239

This course examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters. Topics will also include the related vulnerabilities of our national defense and private sectors.

**CRJ 260 Seminar in Criminal Justice** 3-0-3  
**Prerequisites:** CRJ 125, CRJ 130, ENG 101, ENG 102  
**Corequisites:** CRJ 236, SPC 205

This course includes a study of new trends in criminal justice. This course through an internship of 135 clock hours, a portfolio development and presentation allows the criminal justice student to demonstrate effective skills and competencies based on the courses successfully completed for the Associate in Applied Science in Criminal Justice. The course is a second-year course limited to those students who are completing the Associate in Applied Science in Criminal Justice, and is one of the final courses the criminal justice student attempts. Instructor of Record or Department Chair permission required.

**CRJ 264 Alt Methods in Latent Print De** 3-0-3

This course examines the application of development and enhancement techniques through the use of forensic chemicals and related equipment including iodine fuming, Silver Nitrate, and other regents, to develop latent fingerprints and other impressions on physical evidence from crime scenes.

## CUL – Culinary Arts

**CUL 104 Intro to Culinary Arts** 3-0-3

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.

<b>CUL 105 Kitchen Fundamentals</b>	<b>2-3-3</b>	<b>CUL 187 Cuisines of Asia</b>	<b>2-3-3</b>
<b>Corequisites:</b> CUL 104		<b>Prerequisites:</b> CUL 112	
This course introduces students to the foundations of sanitation, basic measurements, equipment identification and basic costing.		This course covers the basic influences, ingredients, utensils, and cooking techniques of various Asian cuisines. Students will identify the influence of Asian cuisines on western cooking and the development of East meets West cooking. Students prepare, taste, serve and critique regional dishes of China, Japan, Korea, Vietnam, Thailand and India.	
<b>CUL 112 Classical Found of Cooking</b>	<b>2-3-3</b>	<b>CUL 215 Cuisine of the Americas</b>	<b>2-3-3</b>
<b>Corequisites:</b> CUL 105		<b>Prerequisites:</b> CUL 112	
This course introduces classical cooking techniques that include stock, soup and sauce making. Students apply moist and dry heat classical cooking techniques while working with grains, vegetables and proteins.		This course is a study of the cuisine of the culinary regions of the United States, South and Central America, Mexico and the Caribbean.	
<b>CUL 118 Nutritional Cooking</b>	<b>2-3-3</b>	<b>CUL 220 Intro to Garde Manger</b>	<b>2-3-3</b>
<b>Corequisites:</b> CUL 112		<b>Prerequisites:</b> CUL 112	
This course focuses on the principles of food nutrition (based on ADA standards) and international food pyramids. Students will create menus, prepare and cook meals while adhering to the principles of a balanced diet.		This production course provides students with skills and knowledge of the organization, equipment and responsibilities of the cold kitchen. Students are introduced to classical garde manger techniques; salad and salad dressings, sandwiches, cured and smoked meats, sausage, terrines and pates, canapes, hors d'oeuvres, cold soups, vegetable and fruit displays, basic cheese knowledge and buffet presentation. Students must pass a written and practical exam.	
<b>CUL 123 American Bistro</b>	<b>1-6-3</b>	<b>CUL 235 Menu Planning</b>	<b>3-0-3</b>
<b>Prerequisites:</b> CUL 215 and BKP 119		<b>Prerequisites:</b> CUL 112	
Students will apply cooking techniques and theories while producing soups, salads, sandwiches and specials in a fast-paced delivery system.		This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.	
<b>CUL 128 Culinary Mgmt &amp; Human Resource</b>	<b>3-0-3</b>	<b>CUL 236 Restaurant Capstone</b>	<b>1-6-3</b>
		<b>Prerequisites:</b> CUL 123 and CUL 235	
This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.		This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis and expedite food from the kitchen to the dining room.	
<b>CUL 129 Storeroom &amp; Purchasing</b>	<b>3-0-3</b>	<b>CUL 277 SCWE in Culinary Arts</b>	<b>0-12-3</b>
		<b>Corequisites:</b> CUL 215, BKP 220	
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.		This course integrates culinary skills at an approved work site related to the culinary industry.	
<b>CUL 171 Food &amp; Beverage Controls</b>	<b>3-0-3</b>	<b>CUL 299 Special Topics in Cul Studies</b>	<b>2-3-3</b>
<b>Prerequisites:</b> CUL 235		<b>Prerequisites:</b> CUL 215 and BKP 119	
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.		This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.	
<b>CUL 186 Mediterranean Cuisine</b>	<b>2-3-3</b>		
<b>Prerequisites:</b> CUL 112			
This course is the study of the cuisine of the Mediterranean and the Mediterranean Dietary Pyramid, including Spain, France, Italy, Middle East, and North Africa. Emphasis is on the culture, cooking methods, food products and beverages of the various countries.			

## CWE – Cooperative Work Exp

### CWE 101 Coop Work Exp Preparation 0-5-1

**Prerequisites:** *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. (varying credit)*

This course includes cooperative work experience in an approved setting. Course numbers vary per semester. CWE may be taken for 1 to 8 credit hours, depending on weekly hours of student employment.

## DAT – Dental Assisting

### DAT 113 Dental Materials 3-3-4

**Corequisites:** DAT 118, DAT 127, DAT 154

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 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 121, DAT 122, DAT 123, DAT 183, DAT 174

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

**Corequisites:** DAT 113, DAT 127, DAT 154

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 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 122, DAT 123, DAT 183, DAT 174, DAT 115

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

### DAT 122 Dental Office Management 1-3-2

**Prerequisites:** DAT 113 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 121, DAT 123, DAT 183, DAT 174, DAT 115

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 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 121, DAT 122, DAT 183, DAT 174, DAT 115

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

**Corequisites:** DAT 113, DAT 118, DAT 154

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

**Corequisites:** DAT 113, DAT 118, DAT 127

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

### DAT 174 Office Rotations 1-9-4

**Prerequisites:** DAT 113 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 121, DAT 122, DAT 123, DAT 183, DAT 115

This is an introductory course to a general office with emphasis placed on chair side assisting and office management.

### DAT 177 Dental Office Experience 1-18-7

**Prerequisites:** DAT 113 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 121 and DAT 122 and DAT 123 and 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 and DAT 118 and DAT 127 and DAT 154

**Corequisites:** DAT 121, DAT 122, DAT 123, DAT 174, DAT 115

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 – Dental Hygiene

### DHG 121 Dental Radiography 2-3-3

**Prerequisites:** AHS 113 and BIO 211 and BIO 225 and DHG 125 and DHG 151

**Corequisites:** DHG 141, DHG 165, DHG 243, SPC 205

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:** BIO 210 and CHM 105 and ENG 101 and MAT 101

**Corequisites:** AHS 113, BIO 211, BIO 225, DHG 151

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 and Oral Pathology 2-0-2****Prerequisites:** DHG 175 and DHG 239 and PSY 201**Corequisites:** DHG 143, DHG 230, DHG 241, DHG 255

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 1-3-2****Prerequisites:** AHS 113 and BIO 211 and BIO 225 and DHG 125 and DHG 151**Corequisites:** DHG 121, DHG 165, DHG 243, SPC 205

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 2-0-2****Prerequisites:** DHG 175 and DHG 239 and PSY 201**Corequisites:** DHG 140, DHG 230, DHG 241, DHG 255

This course provides a study of drugs used in dentistry. Emphasis is on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

**DHG 151 Dental Hygiene Principles 3-6-5****Prerequisites:** BIO 210 and CHM 105 and ENG 101 and MAT 101**Corequisites:** AHS 113, BIO 211, BIO 225, DHG 125

This course is a study of the 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 Clinical Dental Hygiene I 2-9-5****Prerequisites:** AHS 113 and DHG 125 and DHG 151 and BIO 211 and BIO 225**Corequisites:** DHG 121, DHG 141, DHG 243, SPC 205

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

**DHG 175 Clinical Dental Hygiene II 2-9-5****Prerequisites:** DHG 121 and DHG 141 and DHG 165 and DHG 243**Corequisites:** SPC 205, DHG 239, PSY 201

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 175 and DHG 239 and PSY 201**Corequisites:** DHG 140, DHG 143, DHG 241, DHG 255

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 DHGs 1-3-2****Prerequisites:** DHG 121 and DHG 141 and DHG 165 and DHG 243**Corequisites:** SPC 205, DHG 175, PSY 201

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 and PSY 201**Corequisites:** DHG 140, DHG 143, DHG 230, DHG 255

This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

**DHG 242 Integrated Dental Hygiene II 0-3-1****Prerequisites:** DHG 140 and DHG 143 and DHG 230 and DHG 241 and DHG 255**Corequisites:** DHG 265, SOC 101

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 to include infiltration anesthesia.

**DHG 243 Nutrition and Dental Health 2-0-2****Prerequisites:** AHS 113 and DHG 125 and DHG 151 and BIO 211 and BIO 225**Corequisites:** DHG 121, DHG 141, DHG 165, SPC 205

This course studies nutrients, their nature, source and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

**DHG 255 Clinical Dental Hygiene III 1-12-5****Prerequisites:** DHG 175 and DHG 239 and PSY 201**Corequisites:** DHG 140, DHG 143, DHG 230, DHG 241

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 Clinical Dental Hygiene IV 0-15-5****Prerequisites:** DHG 140 and DHG 143 and DHG 230 and DHG 241 and DHG 255**Corequisites:** DHG 242, SOC 101

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 — Diagnostic Med Sonography

**DMS 101 Ultrasound Physics and Instr 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**

This course studies sonographic imaging methods of the female pelvis, the fetus and the gravid uterus, emphasizing anatomy, physiology, pathology, and embryology.

**DMS 114 DMS Cross Sectional Anatomy 2-3-3**

This course is a study of cross-sectional and sagittal anatomy of the abdomen along with basic scanning techniques.

**DMS 120 Sonographic Instrumentation II 3-0-3**

**Prerequisites:** DMS 101

This course is an advanced study of 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 the gynecological pathologic processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

**DMS 155 Clinical Education I 0-2-4-8**

**Prerequisites:** DMS 164

This course is a supervised clinical experience and practice designed to introduce the student to the diagnostic ultrasound department.

**DMS 164 Intro to Clinical Education 0-6-2**

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

**DMS 166 Advanced Clinical Education 0-2-1-7**

**Prerequisites:** DMS 155

This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.

**DMS 167 Imaging Practicum 0-2-4-8**

**Prerequisites:** DMS 165 or DMS 166

This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques. This clinical course also provides an opportunity for students to explore advancements in sonography.

**ECD — Early Childhood Dev****ECD 101 Intro to Early Childhood 3-0-3**

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

**ECD 102 Growth and Development I 3-0-3**

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

**ECD 105 Guidance-Classroom Management 3-0-3**

**Prerequisites:** ECD 102

**Corequisites:** ENG 101 or ENG 155

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 107 Exceptional Children 3-0-3**

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

**ECD 108 Family and Community Relations 3-0-3**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

**ECD 109 Administration & Supervision 3-0-3**

**Prerequisites:** ECD 108, ECD 201, and ENG 101 or ENG 155

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**

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

**ECD 132 Creative Experiences** 3-0-3  
**Prerequisites:** ECD 131

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

**ECD 133 Science and Math Concepts** 2-3-3

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

**ECD 135 Health Safety and Nutrition** 3-0-3

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

**ECD 200 Curr Issues in Infant/Todd Dev** 3-0-3  
**Prerequisites:** ECD 101, 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 Prin of Ethics & Leadership** 3-0-3  
**Prerequisites:** ECD 102 and ENG 101 or ENG 155

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

**ECD 203 Growth and Development II** 3-0-3  
**Prerequisites:** 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 are explored in the course.

**ECD 237 Methods and Materials** 2-3-3  
**Prerequisites:** ECD 105, ECD 131, ECD 133, ECD 203, and ENG 101 or ENG 155

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 Supervised Field Experience I** 1-6-3  
**Prerequisites:** ECD 237 and ENG 101 or ENG 155

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environment of early childhood principles and practices.

**ECD 252 Divers Iss in Early Care & Edu** 3-0-3  
**Prerequisites:** ECD 102, ECD 105

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 — Economics

**ECO 210 Macroeconomics** 3-0-3

This course is a university parallel transfer course studying fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**ECO 211 Microeconomics** 3-0-3

This university parallel transfer course studies 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 — Education

**EDU 102 Professional Prep for Ed Caree** 2-3-3

This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success.

**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 addressed include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.

**EDU 200 Foundations of Special Educ** 3-0-3  
**Prerequisites:** EDU 110

This course provides knowledge of basic concepts in special education related to the education of individuals with disabilities. Content includes historical factors, legislation, etiology, educational strategies, identification procedures, support services and the impact on academic performance.

**EDU 201 Classroom Inquiry w/ Technolog 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.

**EDU 241 Learners & Diversity 4-0-4**

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.

**EDU 242 Adolescent Growth & Develop 3-0-3**

This course is an investigation of the various patterns and theories related to intellectual, social, emotional, and physical growth and development of preadolescent and adolescent learners. Emphasis is placed on developmental applications in educational settings.

## EET – Electronics Engr Tech

**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 131 Active Devices 3-3-4**

**Prerequisites:** EET 114

This course studies semiconductor theory & principles, diodes & diode circuits, transistors, transistor circuits, and 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

**Corequisites:** EET 220

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. Course is offered Fall semester only.

**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 114

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, and 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 145

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 236 PLC Systems Programming 2-3-3**

**Prerequisites:** EET 235

This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.

**EET 243 Data Communications 2-3-3**

**Prerequisites:** EET 114 and EET 210

This course is a study of the 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 course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested.

**EET 272 Electronics Senior Seminar** 0-3-1  
**Prerequisites:** EET 147 and EET 220 and EET 231 and EET 235

This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced.

**EET 273 Electronics Senior Project** 0-3-1  
**Prerequisites:** EET 147 and EET 220 and EET 231 and EET 235

This course is a study of the construction and testing of an professor-approved project.

**EET 274 Selected Topics in Electrical/** 3-0-3  
**Prerequisites:** EET 231 and EET 220 and EET 147

This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

**EET 275 Intro to Robotics Manuf Tech** 2-3-3  
**Prerequisites:** EET 113 and EET 145

This course introduces required skills for robotics manufacturing technicians. Instruction includes integrated content from electrical, mechanical, photonic, and geospatial systems. Students will experience industry simulations and practical application of content.

## EGR — Engineering

**EGR 109 Engineering Project Management** 2-3-3  
**Prerequisites:** MAT 111 and EET 231

This course is the study of integrated project management for the engineering technologist with emphasis on the methods and software used by engineers including task lists, Gantt charts, discussion of critical path, statistical resource management, scheduling, budgeting, and economic factors.

**EGR 170 Engineering Materials** 3-0-3

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

**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.

**EGR 260 Engineering Statics** 3-0-3  
**Prerequisites:** EGR 270 and MAT 175 or MAT 110  
**Corequisites:** MAT 111

(Transfer course) this course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.

**EGR 270 Intro to Engineering** 2-3-3

(Transfer course) this course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

**EGR 275 Intro to Eng/Computer Graphics** 2-3-3

(Transfer course) this course is a study of basic graphical concepts needed for engineering applications.

**EGR 282 Intro to Civil Engineering** 1-3-2

This course covers the engineering process from problem formulation to creative design through practical solutions of civil engineering problems.

**EGR 285 Engineering Surveying I** 3-0-3  
**Corequisites:** MAT 175, MAT 111, EGR 295

This course covers linear measurements, leveling, compass and transit/theodolite, Theory of Errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

**EGR 286 Engineering Survey II** 3-0-3  
**Prerequisites:** EGR 285 and EGR 295  
**Corequisites:** EGR 296

This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

**EGR 295 Engineering Surveying Lab I** 0-3-1  
**Corequisites:** EGR 285

This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat. Vertical control includes the performance of a level loop.

**EGR 296 Engineering Surveying Lab II** 0-3-1  
**Corequisites:** EGR 286

This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

## EGT — CAD/Drafting

**EGT 101 Basic Technical Drawing** 0-6-2

This course covers the basics of drafting, emphasizing geometric drafting principles, lettering, and basic ANSI drafting conventions.

**EGT 252 Advanced Cad** 2-3-3  
**Prerequisites:** EGT 151 or EGR 275

This course studies advanced concepts of CAD software and applications.

## ELW — Electrical Lineman Worker

**ELW 110 Electrical Computations** 1-3-2

This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and use of a scientific calculator.



**ELW 111 Intro to Electrical Line Work 2-3-3**

This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.

**ELW 112 Intro to Electricity 2-3-3**

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles, components and operation of test equipment.

**ELW 114 Overhead Line Construction I 2-3-3**

This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole climbing techniques.

**ELW 211 Underground Line Const I 2-3-3**

This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.

**ELW 231 Electrical Power Systems 2-3-3**

This course examines the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams and performance of per-unit calculations for circuit performance analysis.

## EMS — Emergency Med Services

**EMS 104 Emergency Care I 6-3-7**

This course is a study of the preparatory, pharmacology, airway management, patient assessment, trauma and shock modules as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

**EMS 109 Emergency Care II 6-3-7**

**Prerequisites:** EMS 104  
**Corequisites:** EMS 212

This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

**EMS 115 Intl Trauma Life Support 1-0-1**

**Prerequisites:** EMS 109 and EMS 212  
**Corequisites:** EMS 119, EMS 150, EMS 223, BIO 112

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 Adv Cardiac Life Support 0-3-1**

**Prerequisites:** EMS 115 and EMS 119 and EMS 150 and EMS 223  
**Corequisites:** EMS 224, EMS 230, EMS 238

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 Adv Life Support 1-0-1**

**Prerequisites:** EMS 116 and EMS 230 and EMS 224 and EMS 238  
**Corequisites:** EMS 118, EMS 240, EMS 241, EMS 248, EMS 272

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 Adv Medical Life Support 1-0-1**

**Prerequisites:** EMS 116 and EMS 230 and EMS 224 and EMS 238  
**Corequisites:** EMS 117, EMS 240, EMS 241, EMS 248, EMS 272

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 Ope 2-0-2**

**Prerequisites:** EMS 109 and EMS 212  
**Corequisites:** EMS 150, EMS 115, EMS 223, BIO 112

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

**EMS 150 Intro to Advanced Care 4-3-5**

**Prerequisites:** EMS 109 and EMS 212  
**Corequisites:** EMS 119, EMS 115, EMS 223, BIO 112

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

**EMS 212 EMS Field Internship 1-3-2**

**Prerequisites:** EMS 104  
**Corequisites:** EMS 109

This course includes experiences with advanced life support emergency medical services.

**EMS 223 Paramedic Clinical I 0-6-2**

**Prerequisites:** EMS 109 and EMS 212  
**Corequisites:** EMS 115, EMS 119, EMS 150, BIO 112

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 115 and EMS 119 and EMS 150 and EMS 223**Corequisites:** EMS 116, EMS 230, EMS 238

This course is a study of emergency medical care procedures for the paramedic provider, including concepts and skills related to medical emergencies. Emphasis is on pathophysiology and treatment modalities related to the major systems of the body such as the respiratory and cardiovascular systems. This course includes compressed content from EMS 213.

**EMS 230 Adv Emergency Medical Care I** 3-6-5**Prerequisites:** EMS 115 and EMS 119 and EMS 150 and EMS 223**Corequisites:** EMS 116, EMS 224, EMS 238

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

**EMS 238 Paramedic Ambulance Fld Exp I** 0-9-3**Prerequisites:** EMS 115 and EMS 119 and EMS 150 and EMS 223**Corequisites:** EMS 116, EMS 230, EMS 224

This course introduces the concept of emergency medical care in the E-911 ambulance setting.

**EMS 240 Adv Emergency Medical Care II** 3-6-5**Prerequisites:** EMS 116 and EMS 230 and EMS 224 and EMS 238**Corequisites:** EMS 117, EMS 118, EMS 241, EMS 248, EMS 272

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

**EMS 241 Paramedic Clinical III** 0-6-2**Prerequisites:** EMS 116 and EMS 230 and EMS 224 and EMS 238**Corequisites:** EMS 117, EMS 118, EMS 240, EMS 248, EMS 272

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.

**EMS 248 Paramedic Amb Field Exp II** 0-6-2**Prerequisites:** EMS 116 and EMS 230 and EMS 224 and EMS 238**Corequisites:** EMS 117, EMS 118, EMS 240, EMS 241, EMS 272

This course will emphasize the knowledge and skills of emergency care in an E-911 ambulance setting. Focus is on the student and their ability to apply classroom knowledge during an emergency situation while treating a wide variety of patients.

**EMS 272 Paramedic Capstone** 0-12-4**Prerequisites:** EMS 116 and EMS 230 and EMS 224 and EMS 238**Corequisites:** EMS 117, EMS 118, EMS 240, EMS 241, EMS 248

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

**ENG — English****ENG 032 Developmental English** 2-3-3

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. Additionally, the course integrates the study of vocabulary, comprehension, and reading improvement strategies to improve basic reading and writing skills.

**ENG 100 Intro to Composition (Non-Deg)** 2-3-3

This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit. Additionally, the course integrates the study and application of critical reading and writing strategies to develop higher order thinking skills.

**ENG 101 English Composition I** 3-0-3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. 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

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

**ENG 155 Communications I** 3-0-3

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. The class is set within the context of business and professional communication, both oral and written.

**ENG 160 Technical Communications** 3-0-3

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports

**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.

**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.



**ENG 203 American Literature Survey 3-0-3**

This course is a survey of American literature: major authors, genres, and periods.

**ENG 205 English Literature I 3-0-3**  
**Prerequisites:** ENG 102

This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods.

**ENG 206 English Literature II 3-0-3**  
**Prerequisites:** ENG 102

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

**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.

**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.

**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 218 Drama 3-0-3**

This course is a study of drama 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 222 Poetry 3-0-3**

This course is a study of poetry 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**

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.

**ENG 230 Women in Literature 3-0-3**

This course is a critical study of women's writings examined from historical, social, and psychological points of view. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**ENG 234 Survey in Minority Literature 3-0-3**

This course is a critical study of minority writings, examined from historical, social, and psychological points of view.

**ENG 260 Adv Technical Communications 3-0-3**

This course develops skills in research techniques and increases proficiency in technical communications. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## FOR — Forestry Management Tech

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

This course studies how the forests serve 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 & 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, basic first aid and CPR techniques. Chainsaw operation is included.

**FOR 118 Forest Drafting 1-3-2**

This course is a study of the principles of technical drafting, lettering and an introduction to Computer Aided Design (CAD) mapping. Provides the drafting background needed for surveying and map drawing.

**FOR 121 Woodland Safety and 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. Student will be offered training 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 United States, with emphasis on those of the Southern forest. It includes collecting, mounting, and identifying approximately 120 species by leaf, twig, bark, and growth characteristics.

**FOR 140 Timber Harvesting Operations 1-6-3**

The analysis of logging situations & decision-making regarding timber harvesting. A study of various equipment & tools used in forestry operations, techniques of operating & maintaining equipment, & costs involved in conducting harvesting operations. A review of timber trespass laws is included.

**FOR 154 Mensuration 3-0-3**

This course studies techniques and instruments used in the measurement of standing trees or harvested logs. Includes the use of log rules, volume tables, yield tables, and elementary statistics.

**FOR 156 Timber Cruising and Marketing 3-3-4**

**Prerequisites:** FOR 154

This course is a study of the three systems of estimating volumes and values of standing timber--strip, plot, and prism cruises. Stand analysis, dominant tree data, and statistical data are also analyzed from field information collected.

**FOR 180 Timb Indus & Assoc Gov Standar 3-0-3**

**Prerequisites:** FOR 105

This course is an introduction to the study of the Forest Products Industry, including operations and site organization and required government standards.

**FOR 206 Forest Ecology 3-0-3**

This course is a 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 0-3 2-8**

**Prerequisites:** FOR 154 and FOR 156 and FOR 130

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 studies a variety of forest product industries, its manufacturing process and material produced. Grading specifications, raw materials, by-products, labor, and markets by specific products are reviewed. A component of the course is a series on wood identification.

**FOR 240 Mapping and Photo Inter 2-3-3**

**Prerequisites:** CPT 170

This course is a study of the mechanics of mapping forest lands with emphasis on the use of aerial photographs and digital data resources. It includes calculation of land area by transit, dot-grid, and polar planimeter methods as well as measurements and identifying objects from aerial photographs. 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 affects of environment upon tree growth and distribution and the inter-relationship between an individual tree, the forest stand and the environment.

**FOR 258 Forest Surveying and Eng 3-3-4**

This course studies forest management surveying and engineering techniques. Covers use hand and staff compass, transit, and level and Global Positioning System for locating property boundaries and determining elevations; and property deeds and records recording and researching procedures.

**FOR 263 Forest Management 2-6-4**

**Prerequisites:** and FOR 154 and FOR 156 and FOR 271

**Corequisites:** FOR 240

This course is a study examining 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 Equip and Timber Harvesting 3-3-4**

**Prerequisites:** FOR 154 and FOR 156

**Corequisites:** FOR 269, MAT 120

This course is an analysis of timber harvesting operations, the variety and capability of specific equipment and tools used and the planning process involved. Topics include equipment operation and maintenance and associated harvesting operation costs. 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 Forestry Stat & Data Proc 2-3-3**

**Prerequisites:** FOR 154 and FOR 156 and CPT 170

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 — French

### FRE 101 Elementary French I 4-0-4

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. 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

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

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 — Geography

### GEO 101 Introduction to Geography 3-0-3

This course is an introduction to the principles and methods of geographic inquiry. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### GEO 102 World Geography 3-0-3

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## GER — German

### GER 101 Elementary German I 4-0-4

This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### GER 102 Elementary German II 4-0-4

**Prerequisites:** GER 101

This course continues the development of the four basic language skills and the study of German culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### GER 201 Intermediate German I 3-0-3

**Prerequisites:** GER 102

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

### GER 202 Intermediate German II 3-0-3

**Prerequisites:** GER 201

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

## GMT — Geographic Mapping

### GMT 101 Intro to Geographic Info Sys 2-3-3

This course is a study of the development of digital techniques to portray mapping/spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping.

## HIM — Health Information Mgmt

### HIM 103 Intro to Health Info & Coding 3-0-3

This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems.

### HIM 105 Med Office Comm and Practices 3-0-3

**Prerequisites:** HIM 103

This course is the study of the principles 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 130 Billing and Reimbursement 3-0-3

**Prerequisites:** HIM 103

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

### HIM 135 Medical Pathology 3-0-3

**Prerequisites:** AHS 102 and BIO 112 or BIO 210 or BIO 211

This course is a study of 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 Pharm for Med Records Coding 2-0-2****Prerequisites:** AHS 102 or BIO 112

This course is a study of therapeutic drug categories appropriate for medical insurance billing and reimbursement practices.

**HIM 140 Current Procedural Termi I 3-2-3****Prerequisites:** ( BIO 210 or BIO 211 or BIO 112 ) and HIM 103 and AHS 102**Corequisites:** HIM 130, HIM 135, HIM 138, HIM 216

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 Termi II 2-3-3****Prerequisites:** HIM 140 and HIM 216**Corequisites:** HIM 225

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

**HIM 153 Electronic Health Rec Clin Exp 3-0-3****Prerequisites:** HIM 140 and HIM 216**Corequisites:** HIM 141, HIM 225, HIM 266

This course expands on the application of theoretical principles of the electronic health record. Focus is on the management of patient information in a digital environment.

**HIM 216 Coding and Classification I 3-2-3****Prerequisites:** BIO 210 or BIO 112 and HIM 103 and AHS 102**Corequisites:** HIM 130, HIM 135, HIM 138, HIM 140

This course includes a study of disease and procedural coding and classification systems.

**HIM 225 Coding and Classification II 2-3-3****Prerequisites:** HIM 140 and HIM 216**Corequisites:** HIM 141

This course studies advanced coding and classification systems.

**HIM 266 Computers in HealthCare 3-0-3****Prerequisites:** HIM 103

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

## HIS – History

**HIS 101 Western Civilization to 1689 3-0-3**

This university parallel transfer course is a study 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 university parallel transfer course is a study 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: Disc to 1877 3-0-3**

This university parallel transfer 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 to Pres 3-0-3**

This university parallel transfer 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**

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.

**HIS 220 American Studies I 3-0-3**

This course is an interdisciplinary study of selected topics and eras in U.S. history.

**HIS 230 The American Civil War 3-0-3**

This course explores the history of the civil war from the election of 1860 through the end of reconstruction in 1877.

## HOS – Hospitality

**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 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**

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

**HOS 157 Hospitality Service 3-0-3**

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer's perspective and the behavioral component of service.

**HOS 160 Purchasing for Hospitality 3-0-3**

This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages, and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting, and inventory accountability functions.

**HOS 161 Event Management 3-0-3**

This course provides an introduction to the event management industry. Topics include planning, implementation and evaluation of special events and festivals.

**HOS 164 Travel & Tourism 3-0-3**

This course covers the history, development, concepts, and principles of the travel and tourism industry.

**HOS 252 Adv Food & Beverage Service 2-3-3**  
**Prerequisites:** *CUL 104*

This course is an advanced food and beverage management course requiring conception, operation and management of a small quantity food and beverage operation in an applied lab setting.

**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 and sales promotion, food and beverage procedures, and public relations.

**HOS 265 Hotel Rest & Travel Law 3-0-3**  
**Prerequisites:** *HOS 140*

This course is a study of legal for sight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

**HOS 272 SCWE in Hosp/Tourism Mgmt 0-12-3**  
**Prerequisites:** *HOS 140 and HOS 265*

This course integrates hospitality skills at an approved work site related to the hospitality industry.

## HRT – Golf Mgt, Horticulture

**HRT 110 Plant Form and Function 3-3-4**

This course studies 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 125 Soils 3-3-4**

A sound knowledge of soils is the foundation for nearly all agricultural endeavors. This course gives an historical and global perspective of soil and its uses with emphasis on current horticulture applications. While the basic concepts of physical, water, and chemical soil properties are taught, they are presented primarily through golf course management use.

**HRT 150 Arboriculture I 2-3-3**

This course is a study of tree maintenance. Topics covered are tree physiology and anatomy, ropework, tree climbing techniques pruning, fertilization, planting, and watering.

**HRT 154 Grounds Maintenance 2-3-3**  
**Prerequisites:** *HRT 113*

This course covers cost estimation of a landscape design and its maintenance, preparation of contracts, and development and 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, and hands-on learning activities including data management, advertising and marketing, and design projects are utilized.

**HRT 255 Urban Tree Care 2-3-3**  
**Prerequisites:** *FOR 102*

This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.

## HUS – Human Services

**HUS 101 Introduction to Human Services 3-0-3**

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

**HUS 115 Geriatric Serv & Activities 3-0-3**  
**Prerequisites:** *HUS 101*

This course provides an overview of services, community resources and recreational/therapeutic activities designed for diverse groups in the senior population.

**HUS 202 Life Transitions 3-0-3**

This course is a study of the life transitions, the changing roles and the issues faced by the elderly and the effects on these individuals, and their family, friends and/or caregivers. Students will develop skills to provide helpful interventions in an entry level position.



**HUS 205 Gerontology 3-0-3**

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**

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**

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

**HUS 212 Survey of Disabil & Disorders 3-0-3**

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 214 Health, Wellness & Nutrition 3-0-3**

**Corequisites:** HUS 101, HUS 219

This course discusses theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.

**HUS 216 Behavior Change Techniques 3-0-3**

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 219 Psychopharmacology 3-0-3**

**Corequisites:** HUS 101, HUS 214

This course examines the use and effects of various brain-altering substances (i.e., drugs). Psychological, pharmacological, and behavioral effects of drugs are examined with a focus on the brain changes that occur with substance abuse.

**HUS 230 Interviewing Techniques 3-0-3**

**Prerequisites:** ENG 100 or ENG 101 and HUS 101

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**

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**

This course is a study of the effects of crisis on people, methods of intervention, & use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

**HUS 237 Crisis Intervention 3-0-3**

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 0-16-4**

**Prerequisites:** HUS 101

This course integrates human services skills within an approved work site related to the human service field.

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

This course studies special topics of interest to particular populations and locations.

## IDS — Business and Social Skill

**IDS 105 Career Assessment & Explor 1-0-1**

This course provides students opportunities to determine personality types and career interests. Using assessment results, students will explore career opportunities through a variety of media.

**IDS 201 Leadership Development 3-0-3**

This course focuses on the development of leadership, including philosophy, moral/ethics, and individual ability/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 — Industrial Maint Tech

**IMT 160 Preventive Maintenance 2-3-3**

This course covers preventative maintenance techniques on equipment used in association with timber harvesting operations.

## IST — Computer & Info Systems

**IST 161 Intro to Network Admin 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 will be included. Tasks will include configuration of routers and switches as well as connecting devices to an LAN.

**IST 162 Intro to Workstation Net Admin** 2 - 3 - 3  
**Prerequisites:** IST 166

This course is an introductory study of the administration of a single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 164 Impl Windows Network Infra Ser** 2 - 3 - 3  
**Prerequisites:** IST 161

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course will be conducted using Microsoft Server software.

**IST 165 Implem & Admin Wind Dir Serv** 2 - 3 - 3  
**Prerequisites:** IST 162

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:** 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.

**IST 201 Cisco Internetworking Concepts** 2 - 3 - 3

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards.

**IST 202 Cisco Router Configuration** 2 - 3 - 3  
**Corequisites:** IST 201

This course studies LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

**IST 203 Adv Cisco Router Configuration** 2 - 3 - 3  
**Prerequisites:** IST 202

This course is a study of configuring CISCO routers.

**IST 204 Cisco Troubleshooting** 2 - 3 - 3  
**Corequisites:** IST 203

This course is a study of troubleshooting network problems.

**IST 205 Cisco Advanced Routing** 2 - 3 - 3  
**Prerequisites:** IST 204

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 internetworks.

**IST 206 Cisco Remote Access** 2 - 3 - 3  
**Prerequisites:** IST 205

This course is a study of 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 the remote links.

**IST 207 Cisco Multilayer Switching** 2 - 3 - 3  
**Prerequisites:** IST 206

This course is the detailed study on how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies.

**IST 215 Health Info Networking** 2 - 3 - 3  
**Prerequisites:** IST 266

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

**IST 226 Internet Programming** 2 - 3 - 3  
**Prerequisites:** CPT 187

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications.

**IST 236 Mobile & Wireless Appliances** 2 - 3 - 3  
**Prerequisites:** IST 226

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

**IST 242 Network Architecture II** 3 - 2 - 3  
**Prerequisites:** IST 161

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.

**IST 261 Adv Network Administration** 2 - 3 - 3  
**Prerequisites:** IST 165

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 optimizati

**IST 266 Internet & Firewall Security** 2 - 3 - 3  
**Corequisites:** CPT 282

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).



**IST 268 Computer Forensics 2-3-3****Prerequisites:** IST 266

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence.

**IST 269 Digital Forensics 2-3-3****Corequisites:** IST 268

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

**IST 271 Object Oriented Technologies 2-3-3****Prerequisites:** CPT 236

This course emphasizes the application of the object model to design well-structured complex systems. A variety of object-based tools and object-oriented programming languages will be used to implement small-scale projects.

**IST 290 Special Topics in Info Science 2-3-3****Prerequisites:** IST 242 and IST 291

This course covers special topics in information sciences technologies.

**IST 291 Fund of Network Security I 2-3-3****Prerequisites:** IST 161

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

**IST 292 Fund of Network Security II 2-3-3****Prerequisites:** IST 291

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.

**IST 293 IT & Data Assurance I 2-3-3****Prerequisites:** CPT 282

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

**IST 294 IT and Data Assurance II 2-3-3****Corequisites:** IST 293

This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator.

**IST 295 Fundamentals of Voice Over IP 2-3-3****Prerequisites:** IST 291

This course is an introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QoS) and troubleshooting and configuration of VOIP networks.

**LEG — Paralegal****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 3-0-3**

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. (Legal Specialty)

**LEG 135 Introduction to Law and 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 140 Sports Tourism Law 3-0-3****Prerequisites:** SPT 101 and SPT 102

This course provides an investigation of legal aspects of the sports tourism industry as applies to areas such as facilities, human resources, liabilities and transportation.

**LEG 201 Civil Litigation I 3-0-3**

This course studies principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures.

**LEG 202 Civil Litigation II 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. (Legal Specialty)

**LEG 212 Workers' Compensation 3-0-3**

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

**LEG 213 Family Law 3-0-3**

This course is an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. (Legal Specialty)

**LEG 214 Property Law** **3-0-3**

This course is an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**LEG 230 Legal Writing** **3-0-3**

**Prerequisites:** LEG 132 and ENG 101

This course is an study of the methods, techniques, and procedures for research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. (Legal Specialty)

**LEG 231 Criminal Law** **3-0-3**

This course is a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

**LEG 232 Law Office Management** **3-0-3**

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

**LEG 233 Wills Trusts and Probate** **3-0-3**

A detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. (Legal Specialty)

**LEG 242 Law Practice Workshop** **1-6-3**

This course includes the application of substantive knowledge in a practical situation as a paralegal. (Legal Specialty)

**LEG 245 Real Estate Law I** **3-0-3**

Course examines residential real estate closing procedures and the preparation of a closing package by utilizing both print and electronic forms. (Legal Specialty)

**LEG 252 Business Applications** **3-0-3**

This course introduces computer applications in various business transaction settings using general and legal software programs. (Legal Specialty)

**MAT—Math****MAT 032 Developmental Mathematics** **3-0-3**

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

**MAT 101 Beginning Algebra** **3-0-3**

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

**MAT 102 Intermediate Algebra** **3-0-3**

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

**MAT 110 College Algebra** **3-0-3**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; 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**

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: College Algebra) 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**

This university parallel transfer 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**

This university parallel transfer course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming; including the simplex method and applications; graphs; and networks. 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**

This university parallel transfer course addresses 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 Calc I** 4-0-4  
**Prerequisites:** MAT 111

This university parallel transfer course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching, maxima and minima of functions; related rates; work; and analytic geometry. 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 & Calc II** 4-0-4  
**Prerequisites:** MAT 140

This university parallel transfer 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

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

**MAT 168 Geometry and Trigonometry** 3-0-3

This course includes the following topics: points, lines, angles, and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.

**MAT 170 Algebra Geometry n Trig I** 3-0-3

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

**MAT 175 Algebra and Trigonometry I** 3-0-3

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

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 240 Analy Geometry and Calc III** 4-0-4  
**Prerequisites:** MAT 141

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**MAT 242 Differential Equations** 4-0-4  
**Prerequisites:** MAT 240

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**MAT 250 Elementary Mathematics** 3-0-3

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.

**MAT 251 Elementary Mathematics II** 3-0-3  
**Prerequisites:** MAT 250

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.

## MGT – Management

**MGT 101 Principles of Management** 3-0-3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 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, wage, salary and benefit administration.

**MGT 240 Management Decision Making 3-0-3**

This course is a study of various structured approaches to managerial decision making.

## MKT – Marketing

**MKT 101 Marketing 3-0-3**

This course introduces 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 studies 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*

Studies 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 290 SCWE in Marketing 0-12-3**

**Prerequisites:** *MKT 101*

This course is an application of marketing skills at an approved business site.

## MTH – Massage Therapy

**MTH 113 Essentials of A&P for Massage 2-3-3**

This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be 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, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced.

**MTH 121 Principles of Massage I 3-3-4**

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

**MTH 122 Principles of Massage II 3-3-4**

**Prerequisites:** *MTH 113, MTH 120, MTH 121*

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**

**Prerequisites:** *MTH 113, MTH 120, MTH 121, MTH 122*

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

**MTH 128 Clinical Apps of Massage 2-6-4**

**Prerequisites:** *MTH 113, MTH 120, MTH 121, MTH 122*

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

**MTH 132 Massage Therapy Seminar 1-0-1**

**Prerequisites:** *MTH 113 and MTH 120 and MTH 121 and MTH 122*

**Corequisites:** *MTH 128, MTH 135, MTH 136, MTH 141, MTH 126*

This course includes the integration of didactic and clinical techniques in Massage Therapy. 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 Massage & Bodywork Licensing Examination.

**MTH 135 Massage Practicum 0-6-2**

**Prerequisites:** *MTH 113, MTH 120, MTH 121, MTH 122 MTH 113, MTH 120, MTH 121, MTH 122 MTH 113, MTH 120, MTH 121, MTH 122*

**Corequisites:** *MTH 126, MTH 128, MTH 136, MTH 141*

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

**MTH 136 Kinesiology for Massage Therap 1-3-2**

**Prerequisites:** *MTH 113 and MTH 120 and MTH 121 and MTH 122*

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 affects of massage therapy on the way the body reacts during various activities.

**MTH 141 Pharmacology for Massage 1-0-1****Prerequisites:** MTH 113 and MTH 120 and MTH 121 and MTH 122

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 contraindications for massage therapy.

## MTT – Machine Tool Technology

**MTT 101 Introduction to Machine Tool 1-3-2**

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

**MTT 105 Machine Tool Math Applications 3-0-3****Prerequisites:** MAT 170**Corequisites:** MTT 112, MTT 130, MTT 141

This course is a study of shop math relevant to the machine tool trade.

**MTT 111 Machine Tool Theory & Prac I 2-9-5**

This course is an introduction to the basic operation of machine shop equipment.

**MTT 112 Machine Tool Theory & Prac II 2-9-5****Prerequisites:** MTT 101 and MTT 111**Corequisites:** MTT 105, MTT 130, MTT 141

This course is a combination of the basic theory and operation of machine shop equipment.

**MTT 113 Machine Tool Theory & Prac III 2-9-5****Prerequisites:** MTT 101 and MTT 112**Corequisites:** MTT 255, MTT 259, MTT 270

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.

**MTT 120 Machine Tool Print Reading 3-0-3**

This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

**MTT 130 Fund of Geometric Dim & Tole 2-0-2****Prerequisites:** MTT 120**Corequisites:** MTT 105, MTT 112, MTT 141

This course covers the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade prints.

**MTT 141 Metals & Heat Treatment 3-0-3****Prerequisites:** MTT 101**Corequisites:** MTT 105, MTT 112, MTT 130

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

**MTT 171 Industrial Quality Control 1-3-2****Prerequisites:** MTT 112**Corequisites:** MTT 241, MTT 249, MTT 250

This course covers the methods and procedures of quality control.

**MTT 241 Jigs and Fixtures I 1-3-2****Prerequisites:** MTT 101**Corequisites:** MTT 171, MTT 249, MTT 250

This course includes the theory necessary to design working prints of simple jigs and fixtures.

**MTT 249 Introduction to CAM 2-3-3****Prerequisites:** MTT 112 and CPT 170**Corequisites:** MTT 171, MTT 241, MTT 250

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.

**MTT 250 Principles of CNC 2-3-3****Prerequisites:** MTT 112**Corequisites:** MTT 171, MTT 241, MTT 249

This course is an introduction to the coding used in CNC programming.

**MTT 251 CNC Operations 2-3-3****Prerequisites:** MTT 250**Corequisites:** EGR 275, MTT 253, MTT 254, WLD 116

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

**MTT 253 CNC Programming & Oper 1-6-3****Prerequisites:** MTT 250**Corequisites:** EGR 275, MTT 251, MTT 254, WLD 116

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

**MTT 254 CNC Programming I 1-6-3****Prerequisites:** MTT 249**Corequisites:** EGR 275, MTT 251, MTT 253, WLD 116

This course is a study of CNC programming, including machine language and computer assisted programming.

**MTT 255 CNC Programming II 2-3-3****Prerequisites:** MTT 254**Corequisites:** MTT 113, MTT 259, MTT 270

This course includes CNC programming with simulated production conditions.

**MTT 259 EDM Programming & Operations 3-6-5****Prerequisites:** MTT 253**Corequisites:** MTT 113, MTT 255

This course covers basic programming and operations of the electrical discharge machine.



**MTT 270 Oper & Programming of Coord Me 2-3-3****Prerequisites:** MTT 253**Corequisites:** MTT 113, MTT 255

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

## MUS – Music

**MUS 105 Music Appreciation 3-0-3**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**MUS 111 Band I 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.

**MUS 112 Band II 0-3-1**

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

This course includes the study and performance of selected band music.

## NMT – Nuclear Medicine Tech

**NMT 101 Intro to Nuclear Medicine 2-0-2**

This course is a study of the overall basics of nuclear medicine technology.

**NMT 102 Nuclear Medicine Procedures I 2-0-2**

This course is a study of didactic concepts for the practice of clinical nuclear medicine.

**NMT 103 Nuclear Medicine Physics 2-0-2**

This course is a study of the basic math and statistical skills necessary to perform nuclear physics problems.

**NMT 104 Nuclear Med 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 Methodology 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 Med Procedures III 2-0-2****Prerequisites:** NMT 104

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

**NMT 107 Nuclear Medicine Instrumentati 3-0-3****Prerequisites:** NMT 102

This course covers theory and application of radiation detection instruments.

**NMT 109 Special Topics in Nuclear Med 2-0-2****Prerequisites:** NMT 104

This course covers a variety of special topics in nuclear medicine.

**NMT 150 Applied Nuclear Medicine I 0-2-4-8**

This course covers the application of nuclear medicine.

**NMT 151 Applied Nuclear Medicine II 0-2-4-8****Prerequisites:** NMT 150

This course covers more advanced applications of nuclear medicine.

**NMT 152 Applied Nuclear Medicine III 0-1-8-6****Prerequisites:** NMT 151

This course covers challenging and difficult applications of nuclear medicine.

## NRM – Environmental Science

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

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

**NRM 151 Vertebrate Natural History 3-0-3**

This course includes the taxonomic classification, identification, geographic range, and biology of fish, amphibians, reptiles, birds, and mammals native to South Carolina and the Southeast.

**NRM 201 Soil Fertility & Plant Prod 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 which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, and improving wetlands are included.

**NRM 231 Habitat Assessment & Apps 3-0-3****Prerequisites:** ( NRM 230**Corequisites:** FOR 102

This course examines assessment methods for the purposes of enhancing existing habitats. Coursework will include practical application of assessment concepts including fertilization, vegetation control, tillage, use of herbicides and others.

**NRM 235 Techniques of Wildlife Mgmt 2-3-3****Prerequisites:** NRM 230

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

**NRM 250 Wetlands Ecology 2-3-3****Prerequisites:** FOR 130

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 – Nursing

**NUR 101 Fundamentals of Nursing 4-6-6****Prerequisites:** MAT 130 and BIO 210**Corequisites:** ENG 101, MAT 110, MAT 120, NUR 161, NUR 161

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the physiological, sociological, psychological and spiritual needs of selected patients of varying ages. Concepts forming the foundation for general nursing practice, nursing process, critical thinking, communication and management are emphasized campus lab and hospital facilities are the major settings for clinical experiences.

**NUR 120 Basic Nursing Concepts 4-9-7****Prerequisites:** NUR 101 and NUR 161 and ( MAT 110 or MAT 120 ) and BIO 210 and ENG 101**Corequisites:** BIO 211, PSY 201

This course introduces the application of the nursing process in the care of adult clients throughout the life span who are experiencing selected common health problems. Course builds upon the concepts introduced in NUR 101, increasing in complexity with emphasis on application of the nursing process, critical thinking, communication and management in the clinical setting. A variety of clinical settings including campus labs are used for clinical experiences.

**NUR 150 Chronic Health Problems 4-6-6****Prerequisites:** NUR 120**Corequisites:** BIO 225, NUR 162, NUR 201

This course expands application of the nursing process in meeting needs of adult clients with chronic health problems. Course emphasizes the application of the nursing process, critical thinking, communication and management to promote, maintain and restore health of clients experiencing chronic health problems at various stages of the lifespan. General medical and rehabilitation facilities are used for clinical experiences.

**NUR 161 Basic Concepts of Pharmacology 2-0-2****Corequisites:** NUR 101

This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients.

**NUR 162 Psychiatric & Mental Health Nu 2-3-3****Prerequisites:** NUR 120 and BIO 211 and ENG 102**Corequisites:** BIO 225, NUR 150, PSY 201

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 Transition Nursing 3-2-3****Corequisites:** NUR 150, NUR 162, BIO 225

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Philosophical, ethical and legal concepts of registered nursing practice and the physiological and psychosocial needs of the person are emphasized. Clinical experiences assist the student in application of the nursing process, communication, critical thinking, and management in the delivery of nursing care.

**NUR 217 Trends and Issues in Nursing 1-3-2****Prerequisites:** NUR 220 and NUR 161 and NUR 161**Corequisites:** SPC 205, NUR 221

This course is an exploration of health care trends and issues to facilitate role transition from student to graduate nurse. Critical thinking, management and communication within the framework of the nursing process are emphasized. Decision making, priority setting and analyzing all dimensions of nursing care for groups of clients across the lifespan with various health care needs in a variety of settings are included. This course is to be taken in the students final semester of the nursing curriculum.

**NUR 220 Family Centered Nursing 4-9-7****Prerequisites:** BIO 225 and NUR 150 and NUR 162**Corequisites:** 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 continuum.

**NUR 221 Advanced Nursing Concepts 3-6-5****Prerequisites:** NUR 161 and NUR 220**Corequisites:** NUR 217, SPC 205

This course expands the application of the nursing process throughout the lifespan in the care of clients experiencing complex health problems. Continual development in application of the nursing process, critical thinking, communication and management to meet the holistic needs of the individual with acute complex health problems as a member of the family and community is emphasized. Acute care facilities including critical care as well as various community settings are used for clinical experiences.

## PHI – Philosophy

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

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



**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.

**PHM – Pharmacy Technology****PHM 101 Introduction to Pharmacy 3-0-3**

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

**PHM 103 Pharmacy Law & Ethics 2-0-2**

This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services.

**PHM 110 Pharmacy Practice 3-3-4**

**Prerequisites:** PHM 101 and PHM 103 and PHM 111 and PHM 112 and PHM 114

**Corequisites:** PHM 113, PHM 173

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

**PHM 111 Applied Pharm Prac Laboratory 0-6-2**

This course is a study of laboratory based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs.

**PHM 112 Pharmacy Math 0-2-2**

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

**PHM 113 Pharmacy Technician Math 0-3-3**

**Prerequisites:** PHM 101 and PHM 103 and PHM 111 and PHM 112 and PHM 114

**Corequisites:** PHM 110, PHM 173

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

**PHM 114 Therapeutic Agents I 2-3-3**

This course provides an introductory study of therapeutic drug categories.

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

**Prerequisites:** PHM 113 and PHM 110 and PHM 173

**Corequisites:** PHM 124, PHM 175

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 113 and PHM 110 and PHM 173

**Corequisites:** PHM 118, PHM 175

This course includes a study of therapeutic drug categories.

**PHM 173 Pharmacy Tech Practicum III 0-9-3**

**Prerequisites:** PHM 101 and PHM 103 and PHM 111 and PHM 112 and PHM 114

**Corequisites:** PHM 110, PHM 113

This course includes practical experience in a working pharmacy environment.

**PHM 175 Pharmacy Tech Practicum 0-9-3**

**Prerequisites:** PHM 113 and PHM 110 and PHM 173

**Corequisites:** PHM 118, PHM 124

This course provides a study of and introduction to the pharmacy in providing patient care services.

**PHY – Physics****PHY 118 Medical Imaging Science 3-0-3**

This course is the study of the fundamental physics associated with the field of medical imaging sciences. The areas of study 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**

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. 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

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:** MAT 130 or MAT 140

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. 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 Higher Education Statewide Articulation Agreement. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## PNR — Practical Nursing

**PNR 110 Fundamentals of Nursing 3-6-5****Corequisites:** MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 155, BIO 210, AHS 126

This course provides an introduction to 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 120 Medical/Surgical Nursing I 3-6-5****Prerequisites:** PNR 110 or MAT 101 or MAT 102**Corequisites:** AHS 126, BIO 210, MAT 155, MAT 110, MAT 120, MAT 130

This course is a beginning study utilizing the nursing process to meet the needs of adults. 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:** BIO 210 and ( MAT 155 or MAT 101 or MAT 102 or MAT 120 ) or AHS 126**Corequisites:** PNR 112, PNR 120, BIO 211

This course is a continuation of PNR 120, utilizing the nursing process to meet the needs of adults. 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 110 and PNR 120 and PNR 130 and PNR 154 and PNR 112 and BIO 211**Corequisites:** ENG 101, PSY 201, PNR 183

This course is a continuation of PNR 120, utilizing the nursing process to meet the needs of adults. 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 110 and PNR 120 and PNR 130 and BIO 210 and ( MAT 155 or MAT 101 or MAT 102 or MAT 120 ) and AHS 126**Corequisites:** BIO 211, PNR 112

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 Prac Nursing 3-0-3****Prerequisites:** PNR 110 and PNR 120 and PNR 130 and PNR 154 and PNR 112 and BIO 211**Corequisites:** ENG 101, PSY 201, PNR 154, PNR 140

This course covers special topics in practical nursing.

## PSC — Political Science

**PSC 201 American Government 3-0-3**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**PSC 215 State and 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 — Psychology

**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 university parallel transfer course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. 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 and 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 university parallel transfer 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 — Physical Therapy

**PTH 101 Physical Therapy Prof Prep 1-3-2**  
**Prerequisites:** and BIO 210  
**Corequisites:** ENG 102, BIO 211, SPC 205

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

**PTH 202 Physical Therapy Modalities 3-3-4**  
**Prerequisites:** PTH 101, PTH 205, PTH 221 or BIO 211, CPT 101, ENG 102, SPC 205

This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities.

**PTH 205 Physical Therapy Func Anatomy 3-3-4**  
**Prerequisites:** Enrollment Limited to students with major code of PTA 3

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

**PTH 221 Pathology I 2-0-2**  
**Prerequisites:** Enrollment Limited to students with major code of PTA 3

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, PTH 205 and PTH 221

This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.

**PTH 228 Manual Therapy Techniques 1-3-2**  
**Prerequisites:** PTH 202, PTH 222, PTH 234, PTH 240

This course introduces principles and basic techniques of manual therapy and wound care.

**PTH 234 Clinical Education I 0-9-3**  
**Prerequisites:** BIO 211, CPT 101, ENG 102, PTH 101, PTH 205, PTH 221, SPC 205

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

**PTH 235 Interpersonal Dynamics 2-0-2**  
**Prerequisites:** PTH 228, PTH 242 and PTH 253

This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of respectful interaction throughout the life cycle.

**PTH 240 Therapy Exercises/Applications 3-6-5**  
**Prerequisites:** BIO 211, CPT 101, ENG 102, PTH 101, PTH 205, PTH 221, SPC 205

This course provides the practical application of therapeutic exercise.

**PTH 242 Orthopedic Management 3-3-4**  
**Prerequisites:** PTH 202, PTH 222, PTH 234 and PTH 240

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

**PTH 244 Rehabilitation 3-3-4**  
**Prerequisites:** PTH 228 and PTH 253 and PTH 242

This course introduces neurological principles, pathology, and specialized rehabilitation techniques for pediatric and adult care.

**PTH 253 Clinical Practice II 0-9-3**  
**Prerequisites:** PTH 202 and PTH 240 and PTH 234 and PTH 222

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

**PTH 270 Special Topics in Physical The 2-3-3**  
**Corequisites:** PTH 101, PTH 205, PTH 221, SPC 205, ENG 102, PSY 203

This course provides opportunities for specialized study of selected topics in physical therapy.

**PTH 275 Adv Professional Preparation 1-0-1**  
**Prerequisites:** PTH 228 and PTH 253 and PTH 242

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 Prac II 0-18-6**  
**Prerequisites:** PTH 228 and PTH 253 and PTH 242

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 — Radiologic Technology

### **RAD 101 Introduction to Radiography 1-3-2**

This course introduces radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

### **RAD 102 Radiology Patient Care Proc 2-0-2**

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

### **RAD 103 Intro to Computed Tomography 2-0-2**

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, contract 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 101

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 continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

### **RAD 130 Radiographic Procedures I 2-3-3**

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**

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

This 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**

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 provides 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, including 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:** RAD 136

This course is a study of special radiographic procedures.

### **RAD 256 Advanced Radiography I 0-18-6**

**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 256

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 and advanced radiographic procedures in the clinical environment.

## REL — Religion

### **REL 103 Comparative Religion 3-0-3**

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.

## SOC — Sociology

### SOC 101 Introduction to Sociology 3-0-3

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions. 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 institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. 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.

### SOC 220 Sociology of the Family 3-0-3

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## SPA — Spanish

### SPA 101 Elementary Spanish I 4-0-4

This university parallel transfer 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

This university parallel transfer 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 107 Hispanic Culture & Communicati 3-0-3

This course is a study of Hispanic culture and intercultural communication.

### SPA 155 Technical Spanish I 3-0-3

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

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.

### SPA 202 Intermediate Spanish II 3-0-3

**Prerequisites:** SPA 201

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## SPC — Speech

### 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.

## SPT — Sports Tourism

### SPT 101 Sports Tourism 3-0-3

This course introduces the development and organizational structure of the sports tourism industry. Emphasis is placed on the various aspects of game operations and sports tourism and inter-relationships between tourists, residents, businesses, and governments.

### SPT 102 Customer Serv in Sports Tour 3-0-3

This course focuses on the fundamentals of effective, interpersonal communication, and awareness of the diverse needs of sports tourism audiences.

### SPT 103 Sports Event Planning & Mkt 3-0-3

**Prerequisites:** SPT 101 and SPT 102

This course emphasizes strategic planning and marketing of sports tourism destinations, with emphases on development and positioning. Topics include community relations, environmental considerations, resource requirements, plus social and cultural considerations.



**SPT 105 Sports Tourism Facil & Oper** 3-0-3  
**Prerequisites:** SPT 101 and SPT 102

This course provides an overview of managing indoor and outdoor facilities used for sports, conventions, and entertainment events. Topics may include conducting feasibility studies, market research, facility design and layout, event bidding, quality assurance, risk management, and event staffing.

**SPT 107 Leadership in Sports Tourism** 3-0-3  
**Prerequisites:** SPT 101 and SPT 102

This course explores all aspects of the sports tourism industry including public and employee relations, community relations, and governmental regulations. Emphasis will be placed on case studies and decision-making activities with application of concepts required in leadership and in developing leadership philosophy.

**SPT 108 The Business of Sports Tourism** 3-0-3  
**Prerequisites:** SPT 101 and SPT 102

This course will prepare students to utilize sports tourism knowledge of both participatory sports tourism and event-based sports tourism to determine for each the economic impact, appropriate marketing, and risk management processes.

**SPT 270 SCWE in Sports Tourism I** 0-12-3  
**Prerequisites:** SPT 101 and SPT 102

This course includes the application of skills within an approved work site related to sports tourism.

**SPT 272 SCWE in Sports Tourism II** 0-12-3  
**Prerequisites:** SPT 101 and SPT 102

This course includes the application of skills within an approved work site related to sports tourism.

**SPT 273 SCWE in Sports Tourism III** 0-12-3  
**Prerequisites:** SPT 101 and SPT 102

This course includes the application of skills with an approved work site related to sports tourism.

## SUR – Surgical Technology

**SUR 101 Intro to Surgical Technology** 3-6-5  
**Prerequisites:** BIO 210 and BIO 211 and BIO 225  
**Corequisites:** SUR 103, AHS 102, AHS 126

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:** AHS 102 and AHS 126 and SUR 101 and SUR 103  
**Corequisites:** SUR 104, SUR 111

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects. Patient safety, medical legal aspects of the operating room, speciality equipment and pharmacology are included.

**SUR 103 Surgical Procedures I** 3-3-4  
**Prerequisites:** BIO 225  
**Corequisites:** AHS 102, AHS 126, SUR 101

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:** AHS 102 and AHS 126 and SUR 101 and SUR 103  
**Corequisites:** SUR 102, SUR 111

This course is a study of the various specialties of surgical procedures.

**SUR 111 Basic Surgical Practicum** 1-18-7  
**Prerequisites:** AHS 102 and AHS 126 and SUR 101 and SUR 103  
**Corequisites:** SUR 102, SUR 104

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 and SUR 104 and SUR 111  
**Corequisites:** SUR 120

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations.

**SUR 120 Surgical Seminar** 2-0-2  
**Prerequisites:** SUR 102 and SUR 104 and SUR 111  
**Corequisites:** SUR 113

This course includes the comprehensive correlation of theory and practice in the perioperative role.

## THE – Theatre

**THE 101 Introduction to Theatre** 3-0-3

This university parallel transfer 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 – Turf Management

**TUF 171 Intro to Turf Management** 3-0-3

This course is designed to introduce principles of turfgrass management and golf course operations to non-Golf Course Management majors. Topics include turfgrass selection, mowing, fertility, irrigation, pest management, and cultural practices. The history and function of golf related organizations are also discussed.

<b>TUF 172 Turf Management I</b>	<b>2-3-3</b>	<b>TUF 220 Special Topics in Turf Mgmt</b>	<b>3-0-3</b>
This course is a Golf Course Management introductory course. 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.		<b>Prerequisites:</b> TUF 172	
This course is a study of special topics in the area of turf management.			
<b>TUF 173 Sports Field Surveying and Lay</b>	<b>1-3-2</b>	<b>TUF 252 Turf Management II</b>	<b>2-3-3</b>
This class is the study of basic surveying techniques that may be required in the building and or renovation of a sports field. Basic measuring, use of levels and transits and preparations of topographic maps will be emphasized.		<b>Prerequisites:</b> TUF 172	
This course emphasizes the development of management programs for golf courses. Topics include plant growth regulators, overseeding, fertilizer programs, and environmental issues. As a course requirement, the student will be required to participate in the Carolinas Golf Course Superintendents Association Conference and Show, and will be responsible for conference expenses.			
<b>TUF 174 Turfgrass Pests I</b>	<b>2-3-3</b>	<b>TUF 262 Pesticides</b>	<b>2-3-3</b>
This course is a study of turf insects and diseases with emphasis placed on identification and control. Weed identification is also included.		<b>Prerequisites:</b> TUF 174	
This course is a study of the application of herbicides, fungicides, insecticides, and nematocides. Topics to be covered include pest control principles, the pesticide label, formulations, safety and calibration. As a required course assignment, the student will be required to pass the South Carolina Certified Pesticide Applicators licensing exam.			
<b>TUF 175 Turfgrass Pests II</b>	<b>2-3-3</b>	<b>TUF 270 Tech of Sports Field Maintenance</b>	<b>3-3-4</b>
<b>Prerequisites:</b> TUF 174		<b>Prerequisites:</b> HRT 125 and TUF 172	
This course provides an in-depth analysis of turfgrass pests with emphasis on scientific resources.		This course is designed to teach 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.	
<b>TUF 190 SCWE in Turf Grass Management</b>	<b>0-2-0-5</b>	<b>TUF 272 Turf Irrigation and Drainage</b>	<b>4-3-5</b>
<b>Prerequisites:</b> TUF 172		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.	
This course provides for practical work experience and integration of turf grass skills at an approved turf grass facility or golf course.		<b>TUF 276 Golf Course Construction</b>	<b>2-3-3</b>
<b>TUF 201 SCWE in Golf Course Management</b>	<b>0-3-2-8</b>	<b>Prerequisites:</b> TUF 172 or TUF 252	
<b>Prerequisites:</b> TUF 172		This course examines the general problems of golf course construction from the architect, owner, and superintendent's point of view. Advantages and disadvantages, costs, and scientific factors of various types of greens construction are explored.	
This course provides practical work experience at an approved golf course. Record keeping, experience in supervision and objective reporting of the golf course problems, corrections, and cost analysis are included.		<b>TUF 278 Sports Field Const and Drainag</b>	<b>2-3-3</b>
<b>TUF 203 SCWE in Sports Turf Management</b>	<b>0-3-2-8</b>	<b>Prerequisites:</b> TUF 172	
<b>Prerequisites:</b> 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.	
<b>TUF 204 Sports Turf Seminar</b>	<b>1-3-2</b>		
This course is designed to give students 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.			
<b>TUF 215 Turf Business Practices</b>	<b>3-0-3</b>	<b>WLD – Welding</b>	
<b>Prerequisites:</b> TUF 175 and TUF 252		<b>WLD 103 Print Reading I</b>	
This course is a study of business practices and personnel mgmt. Needed to operate a turf enterprise. Topics include budget management, business and economics, communication skills, interpersonal relations, government requirements, and problem solving.		<b>1-0-1</b>	
		This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.	



**WLD 106 Gas and Arc Welding** 2-6-4

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

**WLD 110 Welding Safety and Health** 1-0-1

This course is an introduction to safety and health hazards associated with welding and related processes.

**WLD 111 Arc Welding I** 2-6-4

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

This course is a study of arc welding of ferrous and/or non-ferrous metals.

**WLD 116 Welding** 1-3-2

This course is designed to acquaint students with common welding and techniques/equipment used currently in trades and industry. Students are expected to develop basic skills in general welding.

**WLD 132 Inert Gas Welding Ferrous** 2-6-4

**Prerequisites:** WLD 111

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

**WLD 134 Inert Gas Welding Non-Ferrous** 1-6-3

**Prerequisites:** WLD 111

This course covers fundamental techniques for welding non-ferrous metals.

**WLD 140 Weld Testing** 1-0-1

**Prerequisites:** WLD 111

This is an introductory course in destructive and non-destructive testing of welded joints.

**WLD 154 Pipe Fitting and Welding** 2-6-4

**Prerequisites:** WLD 111

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

**WLD 201 Welding Metallurgy** 2-0-2

This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties.

**WLD 228 Inert Gas Welding Pipe I** 2-6-4

**Prerequisites:** WLD 132 and WLD 154

**Corequisites:** WLD 229

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

**WLD 229 Inert Gas Welding Pipe II** 1-3-2

**Corequisites:** WLD 228

This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and non-ferrous pipe.

## Other College Information

### Area Commission

Joe T. Branyon, Jr., Chair  
Orrie E. West, Vice Chair  
Herman C. Jones, Chair Emeritus  
Y. Melvin Nobles, Secretary  
Fedrick D. Cohens  
Brent D. Groome  
Donald W. Helms  
William Ken Richardson  
Jon David McMillan

### President/Cabinet & Administration

#### Dr. Marilyn Murphy Fore - President

- Ed. D., Curriculum and Instruction, University of South Carolina
- M.A., Educational Administration, University of South Carolina
- M.A., Economics, University of South Carolina
- B.A., Social Sciences, Fairmont State College

#### Mary Eaddy - Director of Marketing and Public Relations

- M.A., Journalism, University of South Carolina
- B.A., Journalism, University of South Carolina
- APR, Public Relations Society of America

#### Jackie Barrett - Assistant Vice President for Human Resources and Employee Relations

- M.S., Human Resource Management, University of South Carolina
- B.S., Business Administration, University of South Carolina

#### Dr. Melissa Batten - Associate Vice President for Student Affairs

- Ph.D., Educational Administration, University of South Carolina
- Certificate of Graduate Study, Higher Education Leadership, University of South Carolina
- M.Ed., Education, University of South Carolina
- B.S., Psychology, Francis Marion University

#### John Dove - Vice President for Information Technology

- M.S., Information Systems, Morehead State University
- B.A., Computer Information Systems, Morehead State University

#### Harold N. Hawley - Vice President for Business Affairs

- M.B.A., Business Administration, University of Richmond
- B.S., Business Administration-Accounting, Radford University

#### Gregory L. Mitchell - Vice President for Workforce Development, Provost for Georgetown and Grand Strand Campuses

- M.S., Management, Webster University
- B.S., Management, University of South Carolina

### Administration

#### Ellen Black - Assistant Vice President/Controller

- M.B.A., Business Administration, Webster University
- B.A., Accounting, Columbia College

#### Joe Bonaparte - Executive Director, International Culinary Institute of Myrtle Beach and Chair, Culinary Arts Technology

- Diploma, Slow Food – Master Italian Cooking, Istituto Superiore Di Gastronomia
- M.S., Hospitality Management, University of Houston
- B.S., Hotel & Restaurant Management, University of Houston

#### Dr. Becky J. Boone - Assistant Vice President for Academic Support

- Ph.D., Animal Physiology, Clemson University
- B.S., Biology, University of South Carolina

#### Dr. Shirley Butler - Assistant Vice President for Academic Affairs: University Parallel, Education, Criminal Justice, Paralegal/Legal Assistant, Human Services, and General Education

- Ph.D., Educational Leadership/Higher Education, Clemson University
- M.Ed., Student Personnel Services, Clemson University
- B.A., Psychology, Clemson University

#### Dr. Christy Cimineri - Assistant Vice President for Academic Affairs: Dental Sciences, Imaging Sciences, Nursing, Physical Therapy Assistant and Associated Health Sciences

- D.N.P., University of South Carolina
- B.S.N., Clemson University; M.S.N., University of Phoenix

#### Dr. David Ferreira - Assistant Vice President for Academic Affairs: Business, Computer Technology, Digital Arts, Engineering, Golf/Sports Turf Management, Personal Care, Forestry and Natural Resources, and Sports Tourism

- Ed.D., Higher Education Leadership, Northcentral University
- M.A., Political Science, American University
- B.S., Political Science, Southern Connecticut State University

#### Cynthia Johnston - Assistant Vice President for Student Enrollment Services

- M.Ed., Counselor Education, Indiana University of Pennsylvania
- B.A., Criminology, Indiana University of Pennsylvania

#### Neil McCoy - Executive Director of Capital Improvements

- B.S., Building Construction, Clemson University

#### Peggy Saylor - Assistant Vice President for Library and Learning Resources

- M.L.S., Librarianship, University of South Carolina
- B.A., Education, University of South Carolina

### Faculty Directory

**Abbott, Hyde***Professor, English*

M.A., English, University of South Carolina

B.A., English, Wofford College

**Aldrich, Lorraine***Assistant Chair, Medical Coding and Billing**Professor, Nursing*

M.S.N., University of Connecticut

B.S.N., Catholic University of America

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HGTC General Information	843-347-3186	843-546-8406	843-477-0808
Academic Departments	843-349-5209/5365	843-520-1404	843-477-2073
Bookstore	843-349-5220	843-545-9898	843-477-2089
Change Address or Phone	843-349-5285 or WAVENET		
Dining	Campus Coffee Shop 843-349-7505		Fowler Dining Room 843-839-7001 Layers Bakery 843-477-2040
Career Resource Center	843-349-7899		
Conference Center			843-477-2042
Workforce Development (non-credit)	843-349-5363		843-477-2020
Disability Services	843-349-5249	843-520-1403	843-477-2055
Horry County Early College High School	843-349-3131		
Educational Talent Search	843-349-5314		
Emergencies	Internal-Campus Safety or 843-251-6111	Internal-Campus Safety or 843-955-2440	Internal-Campus Safety or 843-251-9405
Exercise/Gym	843-349-7805		
G.E.D./High School Completion	Horry County Schools 843-448-6200	Georgetown County Schools 843-546-0219	Horry County Schools 843-488-6200
HelpDesk for Information Technology Questions	843-349-5340		
I.D /Replacement	843-349-7806	843-520-1440	843-477-2076
International Students	843-349-5217	843-520-1403	843-477-2060
Job Placement	843-349-7899		
Library	843-349-5268	843-520-1424	843-477-2012
New Student Enrollment/ Advising	843-349-5277	843-520-1440	843-477-2060
PACE Program			843-477-2097
Parking Passes/Tickets	Public Safety	Public Safety	Public Safety

Passwords for WaveNet	843-349-5340		
Personal Services	Cosmetology 843-349-5245		Esthetics 843-477-2111 Massage 843-477-2008
Residency	843-349-7504		
Student Activities/Engagement			843-477-2062
Scholarships	843-349-5251	843-520-1409	843-477-2005
Student Success & Tutoring Center	843-349-7872	843-520-1455	843-477-2113
Technical Advanced Placement	843-349-5246		
Telecommunications for Deaf (TDD)	843-349-5359	843-520-1420	843-477-2098
Testing Center	843-349-5248	843-520-1451	843-477-2106
Transcripts	843-349-5285		
Tutoring/Academic Coaching & Support/Online Academic Support	843-349-7872	843-520-1455	843-477-2113
Upward Bound	843-349-7843		
Virtual Classes/Distance Learning Support	843-349-5311/5340		
Veterans Affairs	843-349-7549		
WaveNet Central - The Student Information Center/ Technology Support	843-349-5182	843-520-1473	843-477-2076

August 29 - Classes begin – Full Fall Semester and Fast Forward I

Aug 29-Sept 2 - Report of Non-Attendance Full Fall

August 29-30 - Report of Non-Attendance Fast Forward I

August 30 - Last Day to Add/Drop for Fast Forward I

September 2 - Last Day to Add/Drop for Full Fall Semester

September 5 - Labor Day Holiday – College closed (FNWD)

September 14 - Reminder: Final tuition deadline Flex Start purge for nonpayment

September 19 - Classes begin – Flex Start

Sept 19-21 - Report of Non-Attendance Flex Start

September 21 - Last day to Add/Drop for Flex Start

October 1 - Graduation Application Deadline for Fall 2016

October 3 - Academic Advising for Spring 2017 - Schedule viewable in Wavenet

October 17 - Registration begins for Spring 2017

October 17 - Last Day of Classes for Fast Forward I

## Academic Calendars

### Fall Semester 2016

April 1 - Reminder: Priority Deadline Fall 2016 Financial Aid

June 20 - Documents deadline Fall 2016 Financial Aid

July 20 - Reminder: First tuition deadline Fall 2016 purge for nonpayment

August 10 - Reminder: Second tuition deadline Fall semester purge for nonpayment

August 11 - Late Registration Fees apply for Fall 2016 classes

August 22 - Academic Year begins – Faculty return Contract Begins

August 22-26 - Academic Advising Days/Professional Development (Admin Days)

August 24 - Reminder: Final tuition deadline Fall semester purge for nonpayment

October 18 - Exams Fast Forward I  
 October 19 - Grades due for Fast Forward I  
 October 19 - Classes begin – Fast Forward II  
 October 19-20 - Report of Non-Attendance Fast Forward II  
 October 20 - Last Day to Add/Drop for Fast Forward II  
 October 24 - Documents Deadline Spring 2017 Financial Aid  
 November 7 - Deadline for withdrawals non-punitive grade – Full Fall & Flex Start  
 November 8 - Election Day, No Classes (Admin Day)  
 November 23 - No Classes, College Closed at 1:45 pm (FNWD)  
 Nov 24-25 - Thanksgiving Holidays (FNWD)  
 December 1 - Registration begins for Maymester 2017  
 December 7 - Reminder: First tuition deadline Spring 2017 purge for nonpayment  
 December 12 - Last Day of Classes for Full Fall, Flex Start and Fast Forward II  
 December 6 - Full Fall & Flex Start - Last T only class  
 December 7 - Full Fall & Flex Start – Last W only class  
 December 8 - Full Fall & Flex Start – Last TR and Thursday only class  
 December 12 - Full Fall & Flex Start – last MW, MWF, and Monday only class  
 Dec 13-15 - Exams Full Fall & Flex Start  
 December 16 - Grades due by 12:00 pm  
 Dec 16-19 - Faculty Advising/Professional Development (Admin Days)  
 December 20 - Students can view grades 5:00 pm / Financial Aid Status Viewable (FNWD)  
 Dec 21-Jan 2 - Winter Break (FNWD)

### **Spring Semester 2017**

January 3-College Reopens - Faculty Return  
 January 3-Deadline for Financial Aid Appeals  
 January 3-6-Faculty Administrative Days (Admin Days)  
 January 6-Reminder- Final tuition deadline Full Spring purge for nonpayment  
 January 9-Late Registration Fees Apply for Spring 2017 classes  
 January 9-Classes begin-Full Spring Semester and Fast Forward I  
 January 9-10-Report of Non-Attendance Fast Forward I  
 January 9-13-Report of Non-Attendance Full Spring

January 10-Last day to Add/Drop Fast Forward I  
 January 11-Purge Non-payment  
 January 13-Last day to Add/Drop Full Spring Classes  
 January 16-Martin Luther King, Jr. Day - College Closed (FNWD)  
 January 18-Purge for non-payment and non-attendance for Full Spring and FFI  
 January 25-Reminder - Final tuition deadline Flex Start purge for nonpayment  
 January 30-Classes begin - Flex Start  
 Jan 30 - Feb 1-Report of Non-Attendance Flex Start  
 February 1-Last day of Add/Drop Flex Start  
 February 1-Purge Non-payment  
 February 3-Purge Non-attendance for Flex Start  
 February 15-Academic Advising for Summer 2017 - Schedule viewable in WaveNet  
 February 22-Purge Non-payment  
 February 27-Last Day of Classes Fast Forward I  
 February 28-Exams Fast Forward I  
 March 1- Registration begins for Summer 2017  
 March 1-Graduation Application Deadline for Spring 2017  
 March 1-Grades Due Fast Forward I  
 March 1-Classes begin Fast Forward II  
 March 1-2-Report of Non-Attendance Fast Forward II  
 March 2-Last Day of Add/Drop Fast Forward II  
 March 3-Purge for non-attendance FFII  
 March 8-FINAL Non-payment purge  
 March 13-Academic Advising for Fall 2017 - Schedule viewable in Wavenet  
 March 17-Deadline for withdrawals non-punitive grade - Full Spring & Flex Start  
 March 27-31-Spring Break - no classes (FNWD)  
 April 3-Registration begins for Fall 2017  
 April 27-Last Day of Classes  
 April 24-Full Spring & Flex Start - Last Monday only class  
 April 25-Full Spring & Flex Start - Last Tuesday only class  
 April 26-Full Spring & Flex Start - Last M/W, M/W/F, & Wednesday only class  
 April 27- Full Spring & Flex Start - Last T/R and Thursday only class  
 April 28-Study Day  
 May 1-Documents deadline Summer 2017 Financial Aid

May1-4-Exams - Full Spring, Flex Start & Fast Forward II

May 8-Grades due by 12:00 pm

May 8-19-Faculty Advising/Professional Development (Admin Days)

May 9-Scholar's Luncheon 12:00 pm

May10-Commencement - Tentative

May10-Students can view grades by 5:00 pm / Financial Aid Status Viewable



# CAMPUS LOCATIONS

## Campus Locations

Horry Georgetown Technical College provides higher education and training to Horry and Georgetown counties, one of the largest service areas in South Carolina. To better serve our students and community, HGTC provides classes and services on three campuses, so access to a quality education at an affordable price is close to home, no matter where you live.

### Conway Campus

HGTC's first and largest campus is located in Conway, South Carolina just minutes from Myrtle Beach, where you will find the majority of the College's administration offices, including the President's Office, the Senior Vice President's Office, the Business Office, and Human Resources.

#### Conway Campus Mailing Address:

P.O. Box 261966  
Conway, SC 29528-6066  
(843) 347-3186

### Georgetown Campus

The Georgetown Campus is located just two miles south of the historic seaport at Georgetown, South Carolina. The second campus established since the College's inception, the Georgetown Campus is approximately 40 miles from the Conway campus and provides programs and services primarily for the residents of Georgetown County.

#### Georgetown Campus Mailing Address:

4003 South Fraser Street  
Georgetown, SC 29440  
(843) 546-8406

### Grand Strand Campus

The Grand Strand campus is located in the heart of Myrtle Beach, South Carolina, one of the nation's leading tourist and resort destinations. The Grand Strand campus is HGTC's second-largest campus and has the fastest growth in facilities and student enrollment.

#### Grand Strand Campus Mailing Address:

Grand Strand Campus  
743 Hemlock Avenue  
Myrtle Beach, SC 29577  
(843) 477-0808