

**HORRY-GEORGETOWN  
TECHNICAL COLLEGE**



[www.HGTC.edu](http://www.HGTC.edu)

## **Academic Catalog & Student Handbook 2009-2010**

Contact or Visit Horry-Georgetown Technical College:

**Conway Campus**

2050 Highway 501 East

Post Office Box 261966

Conway, South Carolina 29528-6066

(843) 347-3186, FAX (843) 347-4207

*Five miles east of Conway on Highway 501, eight miles west of the Waterway*

**Georgetown Campus**

4003 South Fraser Street

Georgetown, South Carolina 29440-9620

(843) 546-8406, FAX (843) 546-1437

*Two miles south of Georgetown near the Georgetown Airport*

**Grand Strand Campus**

743 Hemlock Avenue

Myrtle Beach, South Carolina 29577

(843) 477-0808, FAX (843) 477-0775

*Two miles south of Coastal Grand Mall between*

*U.S. 17 Bypass and U.S. 17 Business*

On the web at [www.hgtc.edu](http://www.hgtc.edu).

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

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# 2009-2010 Student Academic Calendar

## FALL SEMESTER 2009

August 17	Academic Year begins – Faculty return
August 17-21	In-Service/Administrative days
August 17	Fall Registration ends
August 17	Tuition deadline 7:00 pm – Fall Semester purge for nonpayment
August 24	Classes begin full Fall and Fast Forward I
August 24	Tuition deadline 7:00 pm – Fast Forward I purge for nonpayment
August 26	Last day to Add/Drop Fast Forward I
August 27-28	Report of Non-Attendance Fast Forward I
August 28	Last day to Add/Drop for full Fall
August 31-September 4	Report of Non-Attendance full Fall
September 7	Labor Day Holiday – College closed (FNWD)
September 23	Deadline for withdrawals non-punitive grade, Fast Forward I
October 6	Fast Forward I – Last TR class
October 7	Fast Forward I – Last MW class
October 8-9	Exams – Fast Forward I
October 12	Grades due for Fast Forward I
October 12	Fast Forward II classes begin
October 12	Tuition deadline 7:00 pm - Fast Forward II purge for nonpayment
October 14	Last Day to Add/Drop Fast Forward II classes
October 15-16	Report of Non-Attendance Fast Forward II
October 26	Registration for full Spring begins
October 28	Deadline for withdrawals non-punitive grade, full Fall Semester
November 18	Deadline for withdrawals non-punitive grade, Fast Forward II
November 25	No Classes - Faculty Non-work Day
November 26-27	Thanksgiving Holidays – College Closed (FNWD)
December 3	Full Fall & Fast Forward II – last T/R class
December 4	Full Fall & Fast Forward II – last M/W/F class
December 7	Full Fall & Fast Forward II – last M/W class
December 8, 9, 10, 11, & 14	Exams – full Fall & Fast Forward II (No evening exams on 14 <sup>th</sup> ) (11 <sup>th</sup> – Optional exam day)
December 15	<b>Grades due 5:00 pm</b>
December 16	Students can view grades 5:00 pm
December 15-18	Administrative Days
Dec. 21 – Jan. 1	Winter Holidays – College closed (FNWD)

### SPRING SEMESTER 2010

January 4	College Reopens – Faculty Return
January 4-12	Administrative Days
January 5	Registration ends
January 5	Tuition deadline 7 pm, full Spring & Fast Forward Spring I purge for non-payment
January 13	Classes begin Full Spring and Fast Forward I
January 15	Last day to Add/Drop Fast Forward I classes
January 18	Martin Luther King, Jr. Day – College closed (FNWD)
January 19-20	Report of Non-Attendance Fast Forward I
January 20	Last day to Add/Drop full Spring classes
January 19-25	Report of Non-Attendance full Spring Semester
February 11	Fast Forward I – Deadline for withdrawals non-punitive grade
March 2	Fast Forward I – last T/R class
March 3	Fast Forward I – last M/W class
March 3-4	Exams – Fast Forward I
March 5	Grades Due – Fast Forward I
March 5	Fast Forward II Classes begin
March 5	Tuition deadline 7 pm, Fast Forward Spring II purge for nonpayment
March 9	Last Day to Add/Drop Fast Forward II classes
March 10-11	Report of Non-Attendance for Fast Forward Spring II
March 19	Deadline for withdrawals non-punitive grade for full Spring term
March 29-April 3	Spring Break – no classes (FNWD)
April 2	Deadline for withdrawals non-punitive grade, Fast Forward II
April 5	Registration begins Summer and Fall 2010
April 28	Full Spring & Fast Forward II – Last M/W/F class
April 29	Full Spring & Fast Forward II – Last T/R class
May 3	Full Spring & Fast Forward II – Last M/W class
May 4-7	Exams – full Spring and Fast Forward II
*May 10-14	Administrative Days
May 11	<b>Grades due by 12:00 pm</b>
May 12	Students can view grades 12:30pm
Date to be determined	Scholars Event
May 13	Commencement
May 14	9-month employment agreement ends

### SUMMER SEMESTER 2010

May 10	Registration ends for Summer Semester
May 10	Tuition deadline 7 pm, full Summer and Summer I purge for nonpayment
May 17	Faculty, Academic Coordinator and Academic Chair Summer employment agreement begins
May 17	Classes begin for Full & Summer I
May 18	Last day to Add/Drop Summer I
May 19-20	Report of Non-Attendance for Summer I

May 20	Last day to Add/Drop full Summer
May 24-25	Report of Non-Attendance for full Summer
May 31	Memorial Day – College Closed
June 7	Deadline for withdrawals non-punitive grade – Summer I
June 21	Last day of class for Summer I
June 22	Exams – Summer I
June 23	Summer II Classes begin
June 23	Tuition deadline 7:00 pm – Summer II purge for nonpayment
June 25	Last day to Add/Drop Summer II
June 28-29	Report of Non-Attendance for Summer II
July 5	Independence Holiday – College Closed
July 5-9	Independence Holidays – No Classes
July 12	Deadline for withdrawals non-punitive grade, full Summer
July 22	Deadline for withdrawals non-punitive grade, Summer II
July 29	Last day of classes for full Summer and Summer II
August 2, 3, 4	Exams – full Summer and Summer II
August 5	<b>Grades due 5 pm</b>
August 6	Faculty and Academic Coordinator Summer employment agreement ends
August 13	Academic Chair Summer employment agreement ends

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**SATURDAY CLASSES ACADEMIC CALENDAR 2009-2010\***

**Fall Semester 2009**

August 29	Classes begin
November 28	Thanksgiving Holiday
December 5	Last Saturday class
December 12	Final exams

**Spring Semester 2010**

January 16	Classes begin
April 3	Spring Break
April 24	Last Saturday Class
May 1	Final exams

**Summer Semester 2010**

May 22	Classes begin
July 24	Last Saturday class
July 31	Final exams

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

(Updates to the Academic Calendar are posted on WaveNet)



# General Information

## **| Mission Statement |**

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

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

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

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

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

The faculty's primary function is to ensure student learning and academic goal achievement through innovative teaching that integrates theory and application. The College provides comprehensive student services to support individual and educational goals. The specific functions of the College are to provide occupational training activities, college transfer education, and related general education courses. The College provides developmental/remedial educational services. Through articulation with local school districts, the College provides post-secondary educational opportunities for secondary students. A vital part of the educational services is through the Workforce Development and Continuing Education Division, which provides customized job training, and occupational upgrading training programs and classes for business and industry; and job training, occupational upgrading, licensing and certification, and personal interest classes for community residents. The College supports the economic development of its service area by participating in the training provided by the Center for Accelerated Training and Technology and its readySC™ program.

**[Program Accreditations and Approvals]**

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

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

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

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

The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions, 4101 W. Green Oak Blvd. Suite 305-599 Arlington, TX 76016. This is a full accreditation that will expire in March 2012.

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

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

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) for eight years, October 1994 to October 2007.

The Associate Degree Nursing and Practical Nursing programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and are accredited by the NLNAC (National League for Nursing Accrediting Commission), 61 Broadway – 33<sup>rd</sup> Floor, NY, NY 10006 (1-800-669-9656).

The Surgical Technology 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 Accreditation Review Committee on Education in Surgical Technology (ARC-ST). Commission on Accreditation of Allied Health, Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Horry-Georgetown Technical College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, (913) 339-9356, [www.acbsp.org](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.

The Early Care and Education program is currently seeking NAEYC (National Association of Education for Young Children) accreditation. Final approval is projected for 2007.

Horry-Georgetown Technical College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria VA, 22314; phone 703-706-3245; e-mail: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidacy is not accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

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

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

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

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

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

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

**|Americans with Disabilities Act of 1990|**

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

# Admission, Tuition & Financial Aid

## | Open Admission |

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

## | Admission Requirements |

### FOR NEW STUDENTS

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

‣ Be 18 years old or possess a high school diploma or its equivalent;

*Exceptions to above:*

1. *High school students participating in the Program for Accelerated College Enrollment (PACE) or Early College are subject to admissions requirements as outlined in the PACE section of the catalog.*
2. *An applicant who is less than 18 years of age, and who does not have a high school diploma or its equivalent, must present, prior to admission, the following:*
  - a. *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*
  - b. *Written parental/guardian permission to attend HGTC. Married or legally independent applicants are excluded from this requirement.*

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

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

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

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

*Placement testing is also available in alternate formats. To request special accommodations for testing, contact the Coordinator of Services for Students with*

*Disabilities on the Conway Campus, or the Coordinator of Student Affairs on the Georgetown or Grand Strand Campus.*

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

› Submit high school transcript(s).

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

#### **FOR TRANSFER STUDENTS**

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

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

› Submit college transcript(s).

*Transfer applicant should request that official transcript(s) from all colleges previously attended be forwarded to the HGTC Admissions Office. Transcripts should reflect that the applicant has completed at least one college-level Math and one college-level English composition course with an earned grade of "C" or above in these two courses. Developmental/remedial college courses are not applicable. A transfer applicant whose college transcripts do not reflect above requirements will be given the opportunity to take the College placement test to determine course placement. Faxed or electronic transcripts from colleges are acceptable.*

#### **Notes About Transfer Courses**

1. Courses being transferred must be equal in content to the courses required in the student's major at HGTC.
2. In order to transfer credit, a grade of "C" or better must have been received in the subject.
3. Credit for a course must show on an official transcript from the granting institution, and an official copy of this transcript must be on file at HGTC.
4. Transfer credit does not influence the student's grade point average while attending HGTC.
5. Credits transferred and/or exempted from other institutions may not exceed 75% of the total credits HGTC requires for graduation.
6. Statute of Limitations: Courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by department chairs. The Assistant Vice President for Enrollment Development and Registration 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.

7. Transfer and evaluation of transfer credit is at the discretion of the Assistant Vice President for Enrollment Development and Registration and department chairs, when applicable.

**Time Limits on Transfer Courses**

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

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

**FOR UNDECLARED MAJOR STUDENTS**

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

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

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

#### **FOR INTERNATIONAL STUDENTS**

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

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

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

Following admission to HGTC, international applicants will be notified to pay a two semester tuition deposit. This deposit will be used to pay tuition and fees for the first two semesters of enrollment and is fully refundable if the student elects not to pursue study at the College. SEVIS form I-20 will be prepared when the deposit is paid. Students are also required to file form I-901 and pay the \$100 SEVIS fee, utilizing the number assigned on the I-20.

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



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

#### **FOR RETURNING STUDENTS**

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

#### **PACE (PROGRAM FOR ACCELERATED COLLEGE ENROLLMENT) AND EARLY COLLEGE HIGH SCHOOL**

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

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

*Note: It is recommended that students check 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 an articulation agreement with Horry and Georgetown County high schools, high school students may receive Technical Advanced Placement (T.A.P.) credit for specific high school courses. This eliminates duplication of courses by allowing students who successfully complete specific high school courses to exempt specific entry-level College courses. T.A.P. credit may be obtained for the following courses:

ACC 111– Accounting Concepts  
AHS 102– Medical Terminology  
AHS 104– Medical Vocabulary/Anatomy

AOT 105– Keyboarding  
ARV 110– Computer Graphics I  
ARV 210– Computer Graphics II  
CPT 101– Introduction to Computers  
CPT 168– Program Logic & Design  
CPT 170– Microcomputer Applications  
CPT 209– Computer Systems Management  
CPT 270– Advanced Microcomputer Applications  
EGT 151– Introduction to CAD  
HOS 101– Principles of Food Production I  
HOS140– The Hospitality Industry  
IST 201– CISCO Internet Working Concepts  
IST 225– Internet Communications  
MKT 101– Marketing  
TUF 162– Power Mechanics  
TUF 172– Turf Management I

Interested high school students should contact their high school guidance offices, the program department chair or the HGTC Admissions Office 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 curriculums are comparable to the freshman and sophomore years at a university. A majority of courses in the program are general education, such as English, mathematics, humanities, science, social and behavioral sciences, and fine arts. Other courses are selected based upon the student's intended major and are meant to satisfy prerequisite requirements for that major. Following are several majors that Associate in Arts or Associate in Science students may choose. This is not a complete list of possibilities: Accounting, Biology/Natural Sciences, Aerospace, Business Administration, African Studies, Chemistry, Anthropology, Computer Science/Information Systems, Architecture, Criminology, Art, Drama/Theater Arts, Economics, Political Science, Education, Public Administration, Engineering, Religion, English/Literature, Retailing, Foreign Language, Secondary Education, Forestry, Social Sciences, Geography, Sociology, Health Education/Recreation, Speech Communications, Health Sciences, Theater, History, Hotel, Restaurant and Tourism; International Studies, Interdisciplinary Studies, Linguistics, Management, Marine Science, Marketing/Advertising, Mass Communication/Journalism, Mathematics, Military Science, Music/Music Education, Philosophy, Physical Education, and Physics/Physical Science.

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

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

#### **LIMITED ACCESS PROGRAMS ACCEPTANCE REQUIREMENTS**

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

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

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

#### **| Residency |**

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

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

### **[Tuition, Fees and Refunds]**

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

Student tuition includes a \$2 per credit hour Capital Fee. Maximum per student Capital Fee charge is \$20.

### **PAYMENT**

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

### **LATE REGISTRATION FEES**

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

### **REFUNDS**

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

### **TUITION REFUNDS FOR CREDIT COURSES**

It is the student's responsibility to initiate and complete the withdrawal process in order to request a refund. Students should use their WaveNet account to drop classes. Refunds are given based on when the course is dropped.

Tuition refunds will be made according to this refund policy.

### **REFUND POLICY SCHEDULE**

#### Withdrawal or reduction in credit hours

Tuition Refund %:

Before classes begin	100%
During the Add/Drop period	100%
Seven (7) calendar days after the Add/Drop period	50%

Fees Refund %:

During the Add/Drop period	100%
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*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 class will be refunded. These refunds will be processed after the add/drop period. If a student anticipated a refund due to an overpayment, the student must request reimbursement from Student Accounts. All refunds will be processed and payable by check or charge card credit within 4-6 weeks after the start of the term. Refunds will be mailed to the student's address of record unless otherwise requested.*

#### **FINANCIAL AID REFUNDS (TITLE IV RECIPIENTS)**

Title IV recipients are considered to have earned the percent of Title IV funds equal to the percent of days they attended during the term.

#### **REFUND OF TITLE IV FUNDS BY THE STUDENT**

Students who fully withdraw on or before completing 60% of the term must return to the College 50% of the unearned Pell Grant and Supplemental Education Opportunity Grant (SEOG) funds received.

#### **TUITION REFUNDS**

The College will return any unearned percentage of tuition and fees paid to Title IV funds. Students who owe a repayment will not be eligible for financial aid (Title IV funds) until Title IV repayment has been satisfied through Student Accounts or the U.S. Department of Education. Names of students who are in repayment will be forwarded to the Department of Education, and will be ineligible for Title IV funds at any college until all repayments are satisfied.

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

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

#### **CONTINUING EDUCATION REFUNDS**

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

All refunds will be paid by check or charge card credit. Refunds will be mailed to the student's address of record unless otherwise requested.

## **TUITION REFUND APPEALS**

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

### **|Financial Aid|**

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

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

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

### **Eligibility Requirements**

To be considered for financial aid, a student must:

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

### **Application Procedures**

To apply for federal financial aid, a student should complete the Free Application for Federal Student Aid (FAFSA) in one of two ways:

1. complete FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (HGTC school code is 004925); OR
2. complete the paper FAFSA and mail it to the U.S. Department of Education, using the envelope provided.

*NOTE: New students and former students not enrolled for two years or more must apply for admission to the College. A student may apply for financial aid prior to admission, but no aid commitment can be made until a student is accepted to a program at the College. Financial aid does not cover the required College application fee. Applications for financial aid are available from the Financial Aid Office (Conway Campus) or the front office (Georgetown or Grand Strand Campuses). To obtain priority for financial awards or scholarships for the following Fall Semester, applications should be submitted prior to April 1.*

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

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

#### **FEDERAL FINANCIAL AID PROGRAMS**

**Pell Grant Program:** 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 \$304 to \$5,350.

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

**Academic Competitiveness Grant Program (ACG):** This program provides grants of \$750 for first-year students (high school graduates after 1-1-2005) and \$1,300 for second-year students. First-year students must not have been previously enrolled in a program of undergraduate education; second-year students must have attained a minimum 3.0 GPA in their first year of undergraduate studies. Students must also be eligible for Pell Grant funds, maintain full-time enrollment, and be a citizen of the United States. Initial eligibility for ACG must also include certification of completion of a rigorous program of study in high school and/or private or home-school situations. Students may self-identify eligibility for ACG when filing the FAFSA. However,

the institution will make final determination of eligibility based upon approved guidelines from the Department of Education.

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

**Stafford Student Loan Program:** This program provides low-rate, interest loans to students to help pay expenses related to attending college. An applicant must demonstrate a need for a subsidized Stafford loan. A subsidized loan means that the Federal government will pay the interest on the loan while a student is enrolled in school at least half-time, and during the grace period or a deferment period. If an applicant cannot demonstrate financial need, an unsubsidized Federal Stafford Loan is available. Terms are the same as subsidized Federal Stafford Loans, but the borrower is responsible for all interest. Federal Stafford Loans have a fixed interest rate of 6.8%. The interest rate is set each July 1. An eligible student attending an eligible school on at least a half-time basis may borrow up to \$3,500 for the first year of undergraduate study and \$4,500 for the second year of undergraduate study in a two-year program.

**National Science Foundation (NSF/CSEMS) Grant:** Provides funds for students seeking an Associate Degree in Civil Engineering Technology or Computer Technology who meet the following requirements: must be a U.S. citizen, national or alien admitted as a refugee as of the application date; must submit a FAFSA to the Financial Aid Office and have financial need; must complete degree in no more than 24 months from the time study for the degree first began; and must be a full-time student, including the summer terms.

#### **STATE FINANCIAL AID PROGRAMS**

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

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



- Not be enrolled in Developmental Studies courses (100 level and below); and
- Retain renewal eligibility, based on earning a minimum 3.0 cumulative GPA and 30 non-remedial credit hours per academic year.

For complete LIFE Scholarship Program information, visit the S.C. Commission on Higher Education website at [www.che400.state.sc.us](http://www.che400.state.sc.us).

**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:

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

**South Carolina Education Lottery Tuition Assistance Program**

A portion of Education Lottery revenues are used to fund tuition assistance for technical college students. The actual amount of tuition assistance available to each student will be determined each semester by the State Board for Technical Education.

To be eligible for Lottery Tuition Assistance, a student must:

- qualify for in-state residency;

- complete a Free Application for Federal Student Aid (FAFSA); however, Lottery Tuition Assistance is not awarded on the basis of financial need; OR
- complete the FAFSA Waiver form—this form is only used for students enrolled in PACE programs, students who have earned a bachelors degree or students who are enrolled in programs which are not eligible for Title IV aid;
- be enrolled in a certificate, diploma or associate degree program (continuing education programs not eligible) and maintain at least six credit hours each semester;
- make clear progress toward completion of a certificate, diploma or associate degree (maintain a 2.0 GPA after completing 24 credit hours of study);
- NOT have received Lottery Tuition Assistance for more than one certificate, diploma or degree earned within any five-year period, unless the additional certificate, diploma or degree constitutes progress in the same field of study (as determined by the institution);
- not be a LIFE scholarship award recipient; and
- not be in default on any government student loan program.

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 establish need or to apply for Lottery Tuition Assistance, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education (DOE). Students may submit the FAFSA in one of two ways:

1. complete FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (HGTC school code is 004925); OR
2. complete the paper FAFSA and mail it to the U.S. Department of Education, using the envelope provided.

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

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

Students may appeal any decision regarding financial assistance and satisfactory progress to the Financial Aid Appeals Committee. Financial Aid satisfactory academic progress appeals forms are located on the financial aid

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

#### **INSTITUTIONAL STUDENT LOAN PROGRAMS**

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

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

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

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

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

#### **HGTC FOUNDATION SCHOLARSHIPS**

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

and disburse funds in support of the students, faculty, staff, programs and activities of the institution.

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

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

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

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

#### **OTHER SOURCES OF FINANCIAL ASSISTANCE**

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

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

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

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

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

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

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

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

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

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

# Student Services

## **|Philosophy|**

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

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

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

## **|Career Resource Center|**

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

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

## **|Counseling Services|**

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

## **ACADEMIC COUNSELING**

Academic counseling is focused on student retention, from first contact with the College through graduation. Counselors work with students to assist in

clarifying educational goals and choosing an appropriate major. Counselors support and facilitate student success by providing retention counseling and offering numerous educational and informative seminars/workshops on topics including test-taking strategies, time management, study skills and stress management.

### **PERSONAL COUNSELING**

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

### **| Services for Students with Disabilities |**

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

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

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

### **| Academic Fresh Start Policy |**

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

## **| Health Services |**

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

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

1. A faculty or staff member should immediately call 911 to request an ambulance and notify Public Safety.
2. A faculty or staff member should then notify the Associate Vice President for Student Affairs (Conway Campus) or Campus Provost (Georgetown and Grand Strand campuses) and provide the name of the medical facility to which the student was taken and file an accident/incident report.
3. The Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand campuses) will immediately contact a family member.
4. If accidental injury occurs during evening classes, the evening security should be contacted immediately, who should in turn notify the Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand campuses).
5. The President or Senior Vice President must be notified of all injuries.

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

## **| Insurance |**

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



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

### **| College Closing/Cancellation of Classes |**

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

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

### **| Student Housing |**

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

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

### **| Lost and Found |**

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

### **| Campus Security Act |**

The Crime Awareness and Campus Security Act of 1990 requires colleges and universities to collect and make available crime statistics for certain crimes committed on campus. Title II of the Act also calls for institutions to provide statistical data about the on-campus occurrence of certain criminal offenses that have been reported to campus security authorities or local police

agencies. Also, Title II of the Act requires that institutions provide students information on institutional policies regarding security procedures and campus law enforcement, as well as a description of programs designed to inform students about crime prevention. The Federal Crime Report is filed in October each year and includes statistics for the previous Calendar year. The 2008 Report will be filed in October of 2009 (the report may be accessed at [ope.ed.gov/security](http://ope.ed.gov/security)). The report is made available to enrolled students and employees by October 1<sup>st</sup> of each year via WaveNet, the College intranet. Prospective students and employees will be provided a copy of the most recent report upon request from the Office of Student Affairs on the Conway Campus.

### **| Public Safety |**

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

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

### **STUDENT RESPONSIBILITY**

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

### **Contact Numbers and Procedures for Reporting Crimes and Emergencies**

#### Conway Campus

Associate Vice President for Student Affairs (Bldg 1100): 349-7550

Public Safety: 349-7806

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

#### Grand Strand Campus

Public Safety: 477-2115

Front Desk: 477-0808/444-7291

Emergencies, Lock-outs, Jump Starts: 251-9405

#### Georgetown Campus

Front Desk: 546-8406/520-1400

Emergencies, Lock-outs, Jump Starts: 955-2440

### Emergencies on All Campuses

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

### **| Student Computer Use Agreement |**

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

Software copyright and license agreements must be observed. Respecting the intellectual work and property of others is essential to the mission of HGTC. Unauthorized software copying, including programs, applications, databases, code or others' work is not condoned. Any policy violation will be reported to the Associate Vice President for Student Affairs and charges will be filed against the student under the Student Code for the South Carolina Technical College System.

### **| Check Policy |**

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

### **| Transcripts |**

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

### **| Barnes & Noble College Bookstore |**

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

#### Required Textbooks

- Arranged alphabetically by subjects, then numerically by course numbers.
- Course cards contain the course numbers and are located directly below textbooks.
- During registration for classes, contact the campus bookstore to prepackage your book order for purchasing ease prior to commencement of classes (credit card prepayment is required).

#### Bookstore Website

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

#### Supplies

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

#### **PAYMENT**

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

#### **REFUNDS AND EXCHANGES**

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

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

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

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

#### **PURCHASE OF USED BOOKS**

- The bookstore buys back used books every day. Book value is highest during final exam week at the end of each semester.

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

### **BOOKSTORE HOURS/CONTACT INFORMATION**

Conway Campus:

Monday-Thursday	7:45 am-7:00 pm
Friday	7:45 am-12:30 pm

*Additional hours scheduled as necessary to meet the needs of evening classes.  
Call (843) 349-5220 for specific information.*

Grand Strand Campus:

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

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

Georgetown Campus:

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

### **LOCATION**

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

### **| Student Activities |**

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

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

#### **STUDENT CLUBS AND ORGANIZATIONS**

Clubs and organizations provide students the opportunity to be involved in professional and social areas of campus life. Organizations change each year to reflect the interests of the student body. The following are examples.

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

**Business Club:** The HGTC Business Club is a curriculum-specific club open to all General Business and Accounting students. The goal of the club is to provide students with an opportunity to network with community leaders, strengthen their leadership skills, and provide community service.

**Criminal Justice Club:** Membership in the Criminal Justice Club allows students to participate in co-curriculum activities, lectures and seminars pertinent to their field of study.

**Grand Strand Paralegal Association (GSPA):** Membership in the student chapter of GSPA allows students to participate in co-curriculum activities, lectures and seminars pertinent to their field of study. GSPA is a local affiliate of the National Association of Legal Assistants (NALA). The club sponsors the Lambda Epsilon Chi honorary society.

**Lambda Epsilon Chi (LEX):** LEX is a national honor society for paralegal students, sponsored by the American Association for Paralegal Education (AAfPE). Membership is limited to paralegal students who have completed 2/3 of their legal specialty coursework and have a minimum 3.75 GPA.

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

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

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

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

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

**Student Hospitality Association:** The Student Hospitality Association is an affiliate of the Myrtle Beach Area Hospitality Association. The club provides an important network for students looking for careers in the hospitality industry. The club sponsors an honorary Hospitality Leadership Association for students whose grades are exemplary.

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

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

**American Society of Foresters, Student Chapter:** The club is curriculum-specific, serving Forestry Management Technology students.

**Practical Student Nurses' Association:** Practical Student Nurses' Association is a curriculum-specific club and is located on the Georgetown Campus.

# Student Rights, Responsibilities and Discipline

## **| Student Rights & Responsibilities |**

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

### **PARKING**

Students may use only designated parking areas not reserved for faculty, staff, visitors, individuals with disabilities or other restricted areas. Grand Strand Campus Freshman students with a red parking decal may only park in designated parking 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 the Conway Campus. To register a vehicle, you must have a valid driver's license, College identification number and a current vehicle registration. Parking decals are valid for one year, from August to August.

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

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

### **SPEED LIMIT ON CAMPUS**

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



### **DRESS AND PERSONAL APPEARANCE**

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

### **EATING, DRINKING AND SMOKING**

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

### **BULLETIN BOARDS**

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

### **FIREARMS POLICY**

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

### **GRADE REVIEW**

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

### **RIGHTS & RESPONSIBILITIES OF STUDENTS WITH DISABILITIES**

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

1. Have the responsibility of identifying themselves to the Coordinator of Services for Students with Disabilities on the Conway Campus or to the Coordinator for Student Affairs on Grand Strand or Georgetown campuses prior to the start of each semester as requiring special academic or physical accommodations.

2. Have the responsibility of providing current documentation from an appropriate professional identifying the disability and recommending accommodations in order to activate the faculty notification process.
3. Have the responsibility of demonstrating how the disability affects a particular delivery system, instructional method or evaluation criteria when requesting accommodations.
4. Have the responsibility of actively participating in the search for accommodations and auxiliary aids. This responsibility extends to working with the College to seek financial assistance from government agencies and private sources.
5. Have the responsibility of meeting with class professors each semester to discuss arrangements for accommodations.
6. Have the same obligations as any student for meeting and maintaining the College's academic and technical standards.
7. Have the right to be evaluated based on ability, not disability. If the disability affects the outcome of an evaluation method, a student is entitled to an evaluation by alternate means.
8. Are entitled to an equal opportunity to learn. If the location, delivery system or instructional method limits access, participation or ability to benefit, students have the right to reasonable alterations in those aspects of the course (or program) to accommodate the disability.
9. Are entitled to an equal opportunity to participate and benefit from the academic community. This includes access to services, extracurricular activities and transportation at a comparable level as that provided to other students.
10. Have a right to appeal decisions concerning accommodations by filing a petition with the Associate Vice President for Student Affairs.
11. Following an appeal to the Associate Vice President for Student Affairs, have the right to appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.

#### **POLICY FOR A DRUG-FREE ENVIRONMENT**

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

**The Law:** As part of HGTC's commitment to all levels of achievement, policies in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the South Carolina Drug-Free Workplace Act of 1990 have been implemented. Public Law 101-226 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to

prevent the unlawful possession, use or distribution of illicit drugs by students and employees.

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

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

**Risks:** Individual reactions to alcohol and other drugs are unpredictable. The use of mood altering chemicals can lead to injuries, accidents, addiction, property damage, illegal activities, birth defects, psychosis or death. Poor judgment may lead to participation in risky activities, such as unplanned or unprotected sex. AIDS is a very real risk, as are other sexually transmitted diseases and health concerns.

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

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

Risks from alcohol and other drug use may be heightened by:

- the type, amount and strength of the chemical;

- the interaction of two or more substances;
- physical and emotional state;
- gender, body size, age, general health and family history; and
- activities engaged in while under the influence.

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

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

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

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

Assessment and referrals to appropriate community resources are facilitated as needed. Current listings of many area self-help groups are available, as well as free pamphlets with facts on alcohol, drugs and other life-style issues. Educational outreach programs are offered regularly on a variety of topics. Anyone interested in these services may stop by the Career Services and Counseling Center in Building 1100 on the Conway Campus, Coordinator of Student Services Offices on the Grand Strand and Georgetown Campuses, or call (843) 349-5302 for information or an appointment.

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

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

## **[Student Code for the S.C. Technical College System (3-2-106.1)]**

The Student Code for the South Carolina Technical College System is revised periodically and, if a recent revision has been done, an approved 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. Principles**

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

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

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

#### **II. Solutions of Problems**

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

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

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

#### **III. Definitions**

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

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

- B. "President" means the chief executive officer of the College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as president, vice president, Dean of students or student services, chief academic officer, Dean of instruction, or business manager.
- D. "Chief Student Services Officer" means the Administrative Office at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs, or his/her designee
- F. "Student" means any person taking any course(s) offered by the College.
- G. "Professor" means any person employed by the College to conduct classes.
- H. "Staff" means any person employed by the College for reasons other than conducting classes.
- I. "SGA" means Student Government Association of the College.
- J. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the College and student under specified conditions.
- M. "Expulsion" means permanent separation of the College and student.

#### STUDENT CODE

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

Students desiring to conduct an assembly must submit a request to the President, or other designated College official, requesting a specific date, time, location and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended or denied no later than 10 working days prior to the desired event.

- C. Freedom of the Press—In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Protection Against Unreasonable Searches and Seizures—Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or

administrative officers may conduct searches and seizures only as authorized by law.

- E. Student Representation in College Governance—Students should be represented on campus committees that have the following duties:
  - 1. To propose policy that affects student activities and conduct.
  - 2. To make policy decisions on such matters.
  - 3. To implement policy.
- F. Classroom Behavior—Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of professors to teach or the rights of other students to learn.

The professor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the professor has explained the unacceptability of such conduct, the professor may dismiss the student for the remainder of that class period.

The professor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and professors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

- G. Evaluation and Grading— Professors will follow the announced standards in evaluating and grading students.

Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement. Assigned grades may be reviewed upon written request, but are not subject to grievance process.

- H. Privacy— Information about individual student views, beliefs and political associations acquired by professors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Records
  - 1. General—The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.
  - 2. Confidentiality of Records— Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
    - a. To professors and administrators for legitimate educational purposes.
    - b. To accrediting organizations to carry out their functions.

- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
  - d. The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
  - e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.
3. Disciplinary Records—Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.
  4. Treatment of Records After Student Graduation or Withdrawal— When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## II. Student Government and Student Organizations

- A. Student Government Associations—The College Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.
- B. Student Organizations—An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor and the names of charter members must be submitted.

## III. Proscribed Conduct

- A. General—Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, D, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.
- B. Abuse of Privilege of Freedom of Speech or Assembly— No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a College campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of



Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

- C. Academic Misconduct—All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.
  - 1. Cheating on tests is defined to include the following:
    - a. Copying from another student's test.
    - b. Using materials during a test not authorized by the person giving the test.
    - c. Collaborating with any other person during a test without permission.
    - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
    - e. Bribing any other person to obtain tests or information about tests.
    - f. Substituting for another student or permitting any other person to substitute for oneself.
    - g. Cooperating or aiding in any of the above.
  - 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
  - 3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
  - 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
  - 1. Forgery, alteration or misuse of college documents, records or identification cards.
  - 2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of rights of others is defined to include, but not limited to, the following:
  - 1. Physical or verbal abuse inflicted on another person.
  - 2. Severe emotional distress inflicted upon another person.
  - 3. Theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
  - 4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
  1. Destruction, theft, damage or misuse of college property occurring on or off campus.
  2. Unauthorized entry upon the property of the College after closing hours.
  3. Unauthorized presence in any College facility after hours.
  4. Unauthorized possession or use of a key to any College facility or other property.
  5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
  6. Possession, use or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
  7. Possession, use or distribution on campus of any beverage containing alcohol.
  8. Violation of institutional policies while on campus or off campus when - participating in a College-sponsored activity.
  9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
  10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

#### IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

##### A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and order of the College, an administrative officer may direct student involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the College pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 P.M. of the first class day following imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

- B. Academic Misconduct
1. A professor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The professor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
  2. If the professor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the professor will inform the student about the decision and the academic sanction that will be imposed. The professor may impose one of the following academic sanctions:
    - a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
    - b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
    - c. Assign a failing grade for the course.
    - d. Require the student to withdraw from the course.
  3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the professor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
  4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.
  5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:
    - a. A restatement of the charges
    - b. The time, place and location of the meeting
    - c. A list of witnesses that may be called
    - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.1.e.
  6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
    - a. Accept the decision and sanction imposed by the professor
    - b. Accept the professor's decision but impose a less severe sanction
    - c. Overturn the professor's decision
  7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
  8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.

- a. Accept the decision and the sanction imposed
  - b. Accept the decision but impose a less severe sanction
  - c. Overturn the decision
  - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.
- C. Student Misconduct
1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
  2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:
    - a. Drop the charges.
    - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
    - c. Refer the student to a College office or community agency for services.
  3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to student's last known address providing the student with a list of the charges, the Chief Student Services Officer's, or designee's, decision, and instructions governing the appeal process.
  4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.
- D. The Student Appeals Committee—Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
1. Membership of the Committee shall be composed of the following:
    - a. Three faculty members appointed by the chief instructional officer and approved by the President.
    - b. Three student members appointed by the appropriate student governing body and approved by the President.
    - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
    - d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.

- e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Functions of the Committee are described as follows:
- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b. To hand down a decision based only on evidence introduced at the hearing.
  - c. To provide the student defendant with a statement of the committee's decision findings of fact and if applicable, to impose one or more of the following sanctions:
    - 1. Academic Misconduct
      - a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
      - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
      - c. Assign a failing grade for the course; and/or
      - d. Require the student to withdraw from the course.
    - 2. Student Misconduct
      - a. A written reprimand.
      - b. An obligation to make restitution or reimbursement.
      - c. A suspension or termination of particular student privileges.
      - d. Disciplinary probation.
      - e. Suspension from the College.
      - f. Expulsion from the College.
      - g. Any combination of the above.
- V. Procedures for Hearings Before the Student Appeals Committee
- A. Procedural Duties of the Chief Student Services Officer—
 

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

    - a. A restatement of the charge or charges.
    - b. The time and place of the hearing.
    - c. A list of all witnesses who might be called to testify.
    - d. The names of Committee members.
    - e. A statement of the student's basic procedural rights. These rights follow:
      - 1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
      - 2. The right to produce witnesses on one's behalf.
      - 3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.

4. The right to present evidence. The Committee may determine as to what evidence is admissible.
  5. The right to know the identity of the person(s) bringing the charge(s).
  6. The right to hear witnesses on behalf of the person bringing the charges.
  7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
  9. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the Chief Student Services Officer concurs with this change.
- B. The Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
    - a. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
    - b. Counsels for the student and the College.
    - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
    - d. Witnesses who shall:
      - (1) Give testimony singularly and in the absence of other witnesses.
      - (2) Leave the committee meeting room immediately upon completion of the testimony.
  2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
  3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
  4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
  5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
  6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
  7. Decisions of the Committee shall be made by majority vote.
  8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the

- student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President—When the student appeals to the President, the President, whose decision is final, shall have the authority to:
    1. Receive from the student an appeal of the Committee's decision.
    2. Review the findings of the proceedings of the Committee.
    3. Hear from the student, the Chief Student Services Officer and the members of the Committee before ruling on an appeal.
    4. Approve, modify or overturn the decision of the Committee.
    5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

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

#### **I. Purpose**

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints.
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades, except where the conditions in items A or B above apply.

#### **II. Definitions**

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

- A. "College" means any college in the South Carolina Technical Education System.
- B. "President" means the chief executive officer of the College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the College.
- G. "Professor" means any person employed by the College to conduct classes.
- H. "Staff" means any employee of the College who was employed by the College for reasons other than conducting classes.
- I. "Campus" means any place where the College conducts or sponsors educational, public service or research activities.

### III. Procedures

#### A. First Step

The student must go to the professor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

#### B. Second Step

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

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

#### C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Officer shall immediately notify the President, who shall insure that the Committee is organized in a manner consistent with Section IV, A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

#### D. Fourth Step

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



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

#### IV. The Student Grievance Committee

##### A. The Student Grievance Committee shall be composed of the following:

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

All recommended members must be approved by the President.

##### B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

##### C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
  - a. A brief description of the complaint, including the name of the person filing the complaint;
  - b. The date, time and location of the meeting; and
  - c. The name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person and present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

##### D. Hearing Procedures

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

- his/her advisor, and the witness giving testimony may be present. During deliberations, only members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officers. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
  3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
  4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
  5. The student shall bear the burden of proof.
  6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
  7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

## **| Student Grievance Procedure for Concerns Related to Faculty English Fluency |**

### **I. Purpose**

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

### **II. Procedures**

#### **A. First Step**

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

#### **B. Second Step**

The completed grievance form must be returned to the Associate Vice President for Student Affairs and he or she shall give written acknowledgement of receipt of the grievance form to the student. This acknowledgement shall be given immediately or no later than two (2) working days after receipt of the grievance form from the student. The Associate Vice President for Student Affairs will then refer the grievance to the Vice President for Academic Affairs and Provost, Grand Strand Campus who will convene the

English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Horry-Georgetown Technical College Procedure 3.1.14.1 – English Fluency Requirements for Faculty Employment.

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

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

C. Third Step

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

D. Fourth Step

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

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

## **| Guidelines for Collection, Allocation and Management of Student Activities Fee |**

Student Activities Fee Allocation Committee (SAFAC)-

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

The purposes of the Student Activities Fee Allocation Committee are to:

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

- allow students the opportunity to present concerns related to the Student Activities Fee Allocation Committee.

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

#### SECTION I: PURPOSE OF STUDENT ACTIVITY FEE

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

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

#### SECTION II: OVERALL PHILOSOPHY

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

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

An overall philosophy for the allocation of student activities fees must account for diverse and even competitive interests, but should also embrace the concept that all students have one goal in common — the pursuit of higher education. Therefore, while student activity fees legally may be used to facilitate any purpose defined in this document, it is particularly appropriate that special emphasis be given to activities that:

- facilitate the pursuit of academic programs;
- create a social environment that encourages a sense of community;
- enhance intellectual development; and
- promote the development of personal and interpersonal skills.

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

### SECTION III: PURPOSES OF SAFAC

The purposes of the Committee are to:

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

### SECTION IV: COMPOSITION OF SAFAC

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

The composition of the Student Activities Fee Allocation Committee will be as follows:

#### A. Voting Members:

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

#### B. Non-Voting Members

1. Associate Vice President for Student Affairs;
2. The Director of Student Activities; and
3. Other Student Affairs Division Member

#### C. The Chair

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

#### D. Vacancies

Vacancies shall be filled as follows:

1. Student member vacancies shall be filled based upon nominations from the student body, faculty and/or staff with the approval and consent of SAFAC.
2. Faculty member vacancies shall be filled through the nomination of another member from the Faculty Assembly or from a nomination by the Chair of the Faculty Assembly.

3. Staff member vacancies shall be filled by appointment from the Associate Vice President for Student Affairs.

E. The Director of Student Activities

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

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

SECTION V: SAFAC FUNDING

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

SECTION VI: AMOUNT AND COLLECTION PROCESS

- A. Recommended charges for student activities are \$1 per credit hour.
- B. Responsibility
  1. The Vice President for Business Affairs, on behalf of the students, is responsible for:
    - a. setting up a separate account within the College bookkeeping system for the student activities fees;
    - b. keeping the student activities fees/funds intact, separate, and safeguarded;
    - c. notifying the SAFAC and appropriate College officials of the amounts collected.
  2. The Associate Vice President for Student Affairs is responsible for quickly notifying the concerned parties named above whenever there is evidence that the enrollment for a period will differ significantly from the anticipated enrollment used in the student activities fee budgeting and allocation cycle.
  3. The College Cabinet has prescribed guidelines for the allocation of SAFAC monies which should direct the allocation process.

SECTION VII: BUDGETING PROCESS AND PROCEDURES

- A. Scheduling:
  1. The budget requests shall be submitted to SAFAC by March 1 to be considered for the following year and any subsequent revisions of the original budget request must be approved by SAFAC;
  2. SAFAC shall schedule adequate time to study funding requests and to investigate questions about the requests or the organizations submitting them. Additionally, SAFAC shall schedule an open meeting for organizations to present their requests. Each club/organization will be limited to a 5-minute presentation and the club's/organization's adviser will be limited to 2 minutes (a total of 7 minutes per club presentation).

3. The allocations shall be finalized by April 15 and reviewed by the cabinet. The clubs will be notified of their budgets.
- B. Specific Operational Procedures:
1. Quorum shall be five voting student members and one faculty/staff voting member. This is a prerequisite of all official SAFAC meetings;
  2. A two-thirds vote of those voting members in attendance will be required to approve the request(s) and approve the final budget;
  3. All meetings shall be open to the College community in accordance with the Freedom of Information Act;
  4. SAFAC shall operate within the guidelines prescribed by the College Cabinet and shall set its own rules of operation except in those areas specified herein or in other applicable college policy/procedures. Otherwise, Robert's Rules of Order shall be followed;
  5. The Associate Vice President for Student Affairs shall give to SAFAC the projected annual student activities fee income figure which shall be the maximum allocated;
  6. SAFAC shall project its operating costs (if any) and build that amount into its allocation recommendations. The account shall be administered by the Director of Student Activities.
- C. Administrative Approval:  
The allocations made by SAFAC are presented to the Cabinet by the Associate Vice President for Student Affairs. Final approval rests with the Cabinet.

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

#### SECTION VIII: TRAINING OF SAFAC MEMBERS

Training of SAFAC members will be coordinated by the Director of Student Activities and shall include the following topics:

- A. College history, its community, culture, etc.;
- B. SAFAC history, philosophy and responsibilities;
- C. College budgeting process with attention to the uniqueness of auxiliary funding;
- D. Orientation to the organizations typically funded by student activities fees;
- E. Elements of group decision making; and
- F. Present status, plans, and priorities of the different managerial divisions of the College.

#### SECTION IX: PROCEDURES FOR STUDENT ORGANIZATION FUND ACCOUNTABILITY

- A. All SAFAC allocations will be housed in the student organization's account within the College's bookkeeping system and must be spent on approved activities.
- B. Student organizations may establish and maintain separate bank accounts outside of the College for student funds collected by means other than SAFAC allocations.
- C. SAFAC allocations designated for profit generating activities shall be returned to that student organization's account within the College's bookkeeping system; not to exceed the amount of money originally allocated by SAFAC.
- D. Student organizations must submit a proposal to redirect the SAFAC allocations that were returned from profit generating activities to that student

organization's account within the College's bookkeeping system SAFAC allocations must be spent within the next fiscal year or they will be returned to SAFAC for reallocation.

- E. Student organizations that plan to solicit funds from external organizations must coordinate this with the President of the College through the Office of the Vice President for Technology and Institutional Planning.
- F. Financial statements must be prepared on a semi-annual basis and distributed to any and all interested parties.
- G. Annually, a financial report for the SAFAC year will be submitted to the President for review.
- H. Financial records are to be available for review by the Student Activities Director or other interested parties at any time.
- I. Members of the organizations may retain financial control over their internal and external funds; and two signatures shall be required on all checking accounts for expenditures with the two signatures being that of 1) a designated member and 2) the club advisor. Internal accounts must follow the College requisition process.

#### SECTION X: FORMS AND REPORTS

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



# Academic Information, Support Services & Policies

## **|The Grading Scale|**

HGTC has a standardized grading scale for academic courses. The grading scale is:

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. Refer to the specific academic program section for further information.

The following grades are used:

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

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

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

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

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

I—INCOMPLETE: does not affect GPA calculations; defaults to “F” automatically after one term if the incomplete work has not been completed and generates 0 quality points and 0 credit hours.

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

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

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

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

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

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

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

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

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

AU—AUDIT: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.

### **INCOMPLETE**

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

### **|Attendance Policies and Procedures|**

Students are responsible for all course work and assignments; so, they are expected to regularly and promptly attend each meeting of classes for which they enroll. Students should limit absences to those that are unavoidable and, with the professor’s consent, should make up all work missed.

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, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual professors. At a minimum, a student may be withdrawn from a course(s) after he/she has been absent in excess of 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw (“W”) up to the 2/3 point of the semester. Thereafter, a Withdraw (“W”) or Withdraw Failure (“WF”) will be assigned dependent upon his/her academic status at the time of last date attended.

Attendance records begin the first day of class for ALL students, regardless when he/she registers.

### **|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 use WaveNet, prior to the two-thirds point of the semester. During the add/drop period for the term, the student will perform a Web Drop. After the add/drop period for the term, the student will perform a withdrawal. Withdrawal through the add/drop period is considered a “drop” and will not appear on the official transcript. Withdrawal after the add/drop period and through the two-thirds point results in a grade of “W.” After the two-thirds point, a student will receive a “W” if passing the course on the date last attended, or “WF” (“U” for Developmental Studies courses) if failing the course on the last date attended. After the two-thirds point, the withdrawal grade will be assigned by the course instructor. Students should contact their course instructor to initiate withdrawal after the two-thirds points. Students should discuss their withdrawal plans and the grade they will receive with their instructor(s) prior to withdrawal. Counselors are also available to assist with personal concerns.

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

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

**| 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:

<u>GRADE</u>	<u>QUALITY POINTS</u>
A	4
B	3
C	2
D	1
F	0
I	Temporarily appears as hours not earned

### Computing GPA: Example

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

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

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

### |Academic Average|

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

### |Honors|

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

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

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

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

### |Standards of Progress|

#### ACADEMIC WARNING

A student who does not earn a minimum of a 2.00 GPA (grade point average) for the term will be placed on academic warning for the next term of attendance. The student will meet with a member of the counseling staff and his or her academic advisor in order to determine the course of action needed to improve the student's academic performance. Possible courses of

action are a reduction in course load, procurement of tutorial services, developmental studies and/or withdrawal from extracurricular activities.

Any student who is on academic warning and changes programs will remain on warning during the first term of his or her new program.

Students enrolled in Health Science curricula will have more stringent requirements for standards of progress. The department chair will advise students accordingly by providing a program handbook.

#### **ACADEMIC PROBATION**

A student on academic warning who does not earn a minimum of a 2.0 term GPA upon completion of the warning term will be placed on academic probation for his or her next term of attendance.

Any student who is on academic probation and changes programs will remain on probation during the first term of his or her new program. A failure to earn a 2.0 term GPA during a probationary term will result in suspension at the end of that term.

Students enrolled in Health Science curricula will have more stringent requirements for standards of progress. The department chair will advise students accordingly by providing a program handbook.

#### **ACADEMIC SUSPENSION**

The purpose of academic suspension is to remove from their programs of study those students who would not ultimately meet requirements for graduation if they continue at their current level of progress.

Any student who fails to earn a minimum 2.0 term GPA (grade point average) or a minimum 2.0 cumulative GPA during the probationary term will be placed on academic suspension from the College by the Assistant Vice President for Enrollment Development and Registration. The student has the option of enrolling in developmental studies courses for the designated suspension term. The student should contact the Counseling Center if he or she wishes to exercise this option.

Suspensions are enforced for one term. After the suspension term, the student is required to meet with a College counselor to discuss academic options, including pursuing courses necessary to correct academic deficiencies, or career counseling to consider an alternate curriculum major. The student may then be re-admitted on academic probation.

Students enrolled in Health Science curricula have more stringent requirements for standards of progress. The department chair will advise students accordingly.

Department chairs have the authority, with division dean approval, to request a waiver of suspension. In these cases, the student involved is returned to probationary status.

#### **REPEATING A COURSE**

A student may repeat any course. Both grades will appear on his/her record, but the higher grade is used as the final grade. It is the student's responsibility to notify the Assistant Vice President for Enrollment Development and Registration when he/she repeats a course. Only then will the higher grade be solely used in GPA calculations. When a VA student fails to earn a passing grade in a major specific course, the Veterans' Administration will pay for repeating the course until a passing grade is received as long as the said course is required for graduation. Some financial aid programs may not pay tuition for repeated courses.

#### **|Advanced Placement Credit|**

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

#### **|International Baccalaureate Credit|**

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

#### **|Resident Credit Requirement|**

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

#### **|Experiential Exemption Credit|**

Applicants with appropriate life experience or relevant background may receive exemption credit for a limited number of courses not available through proficiency tests. As with credit by proficiency and CLEP, experiential

exemption credit cannot be granted if the applicant has an outstanding grade of "I" (Incomplete) in the course for which he/she seeks credit, or if he/she has previously audited or failed the course. The Department Chair or Assistant Vice President for Enrollment Development and Registration can provide procedural information.

### **| Auditing of Courses |**

A student who desires to attend classes regularly, but who does not wish to take final examinations or receive grades or credit, may register as an auditor at the discretion of the professor and appropriate department chair. A record will be kept of classes attended.

Credit for such courses cannot be established at a later date. A student enrolled in a course for credit cannot change to audit, and once a student is enrolled in a course for audit, he/she cannot change to credit. The participation of auditing students in class discussions, tests or examinations is optional with the professor. Audit students are expected to attend class regularly and pay all tuition and fees. A student may register for the course for a subsequent semester for credit.

Also, please note that students who receive financial aid or VA assistance will not receive funds for audited courses.

### **| Add/Drop Period |**

Students should consult the Academic Calendar for add/drop dates.

Any change in schedule during the add/drop period will not be entered on the student's academic record. However, after the add/drop period, each student will receive an academic grade for every course for which he or she is registered.

### **| Privacy of Student Records/FERPA |**

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that that FERPA authorizes disclosures without consent. *One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.*
4. The right to file a complaint with the US Department of Education concerning alleged failures by HGTC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, US Department of Education; 400 Maryland Avenue SW; Washington, DC 20202-4605.

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

#### I. Directory Information to be issued:

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

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

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



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

II. Methods of Furnishing Student Records Information:

According to the Education Amendments of 1974, whenever a student has attained 18 years of age or is enrolled in a postsecondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only the student may view his or her record or request in writing any issuance of the record. If parents or other designated individuals wish to review or receive copies of a student record, they must have the student's written permission to view or receive a copy. A copy of this consent form will be maintained in the student's record. The student's record may not be revealed to any other party without written consent from the student except in the following cases:

1. Other school officials who have a legitimate educational interest.
2. Officials of other schools in which the student intends to enroll.
3. Authorized representatives of the Comptroller General, administrative head of an educational agency, and State education auditors.
4. Judicial representatives in compliance with a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
5. Agency representatives in connection with a student application for a receipt of financial aid.

### **| Graduation Requirements |**

Students are eligible for graduation upon completion of the following:

1. Satisfactory completion of the required number of hours and courses specified in their curriculum (students who are re-admitted to the same program after two or more calendar years of inactive enrollment will be required to utilize the current catalog to meet graduation requirements);
2. Achievement of necessary program grade point average of 2.00;
3. Payment of all fees and financial obligations due the College; and
4. Filing of an "Application for Degree, Diploma or Certificate" with the Assistant Vice President for Enrollment Development and Registration and payment of a \$10 non-refundable graduation fee.

In compliance with the Student Right-to-Know Act of 1990, information on student graduation/completion and transfer-out rates can be accessed through the College website at [www.hgtc.edu/ir](http://www.hgtc.edu/ir) or upon request.

### **| Commencement Ceremony |**

Commencement exercises are held each May. Students who complete academic requirements during the fall or spring terms are expected to

participate. Students who will complete requirements by end of summer term may participate in commencement. The same requirements apply to these students. To participate, summer term candidates must have a minimum 2.00 program GPA at the time of the ceremony.

The honors printed in the commencement program and announced when the student receives his/her diploma are as follows:

1. Cum Laude—graduating with a program of study GPA of 3.50-3.74.
2. Magna Cum Laude—graduating with a program of study GPA of 3.75-3.99.
3. Summa Cum Laude—graduating with a program of study GPA of 4.00.

## **| Academic Support Services |**

### **DISTANCE LEARNING**

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

#### **Distance Learning via ITFS Satellite Classes**

ITFS satellite courses allow students to enroll in cooperative programs with the South Carolina State System.

#### **Internet (Online) Courses**

Online courses are courses delivered through the Internet with Web Course Tools (WebCT) software. Course notes, written and interactive assignments, related Internet links, e-mail and discussion boards enhance learning through communication. Students discuss the course material with their professor and other students through discussion boards and chat rooms. Online courses allow students to take the courses in their home environment, coming to campus only when testing or other activities are required.

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

#### **Web-Enhanced Traditional Courses**

For added benefit to students, professors can use Web Course Tools (WebCT) and WaveNet to supplement on-campus courses. Tools used to enhance class lectures include e-mail, discussion boards and chat rooms.

### **CLASSROOM TECHNOLOGY**

The College is committed to enhancing teaching and learning by equipping classrooms with computers and other multimedia technology for instruction and presentations.

## **| Testing Centers |**

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

### **Pre-Nursing Assessment Test – RN (P-NAT)**

#### **Conway Campus**

A qualifying P-NAT test score is one of the options for admission consideration for the Associate Degree Nursing program. The fee is \$35, and an appointment is needed. The P-NAT may be taken once.

### **Health Occupations Basic Entrance Test (HOBET)**

#### **Conway Campus**

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

### **Pearson VUE Certification Exams**

#### **Conway Campus**

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

### **Internet, Distance Learning and Make-Up Testing**

#### **All Campuses**

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

### **Testing Services for Students Requesting Accommodations**

#### **All Campuses**

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

## **College Placement Testing (COMPASS and ASSET)**

### **All Campuses**

COMPASS is a computerized adaptive testing system used to place students in appropriate college-level courses. It is designed to help determine a student's strengths and needs in the areas of Reading, Writing, and Math basic skills. COMPASS testing is provided free of charge as a service to prospective students, and an appointment is needed. A fee is required for a re-test and must be approved by a new student enrollment advisor or counselor.

ASSET is a paper-and-pencil placement test used to determine student strengths and needs in Reading, Writing, and Math basic skills. ASSET testing is provided free of charge as a service to prospective students. It can only be taken once, and an appointment is needed. ASSET is also available in alternate formats for students requesting accommodations.

### **External Testing for other Colleges and Agencies**

#### **All Campuses**

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

## **| Student Success and Technology Center (SSTC) |**

Many times, students want or need additional support and information to help complete requirements for their courses of study. To that end, HGTC provides resources on each campus where students may receive academic assistance and technology support for courses. The purpose of the Student Success and Technology Center (SSTC) is to provide students with an equal opportunity to succeed in college by maintaining a program of academic and technology support services to address their unique educational, career and personal needs. The mission of the Student Success and Technology Center (SSTC) is to improve academic achievement, assist in technological innovation in the classroom, and foster successful leadership development of Horry-Georgetown Technical College students. This mission is geared to maintain retention of HGTC students by helping students overcome academic problems and obtain a technologic aptitude to succeed in the workforce.

The SSTC provides such services as tutoring for math, computer technology, biology, reading and English; supplemental materials and learning tools for many College courses; technology support and training; assistance with SMARTHINKING; and assistance with WaveNet and WebCT. You can find more information on [www.hgtc.edu](http://www.hgtc.edu).

## **| Library |**

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

### **Services**

The general library collection is available for check out with an HGTC Library card. Cards are available at all campus libraries at no charge with the completion of an application and current photo identification.

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

The Library offers workshops to actively promote Information Literacy and the development of lifelong learning skills.

Library services are available via the Internet and may be accessed at <http://www.hgtc.edu/library>.

### **Rules and Policies**

These rules and policies apply to all HGTC students and public patrons:

- Students may borrow no more than eight (8) library materials at any one time.
- Only one renewal is allowed per library item.
- Overdue items may not be renewed over the telephone or online.
- Overdue items must be returned and fines paid before any other items are checked out.
- Library materials must be returned to the library at the end of each semester.
- Adequate clearance of fines and return of materials is necessary before graduation.
- When an item is lost or damaged, the patron is responsible for the publisher's price of the item plus a processing fee.
- Newspapers, serials, reference books, and reserve materials are for in-library use only.
- No smoking, eating or drinking is allowed in the library.
- Cell phone use is not permitted in the library.
- Computers are for educational use only. Chatting, gaming and downloading of software are strictly prohibited. Further details are included in the HGTC Computer Use Policy.

- Unauthorized stored files, including those stored on hard drive, will be deleted without prior notice.
- Library staff reserves the right to ask disruptive patrons to leave the library. Continued and/or repeated disruption may subject student patrons to disciplinary actions and public patrons to revocation of use of services.

**Service Hours**

*Fall, Spring and Summer Academic Sessions*

Monday – Thursday 7:45 a.m. – 8:45 p.m.

Friday 7:45 a.m. – 12:30 p.m.

Special hours during holidays or breaks will be posted at each library.

**Contact Information**

*Conway Campus*

Circulation Desk (843) 349-5268

Reference Desk (843) 349-5394

Fax Number (843) 347-0552

*Elizabeth Mattocks Chapin Memorial Library, Grand Strand Campus*

Circulation Desk (843) 477-2012

Reference Desk (843) 477-2018

Fax Number (843) 477-8065

*Georgetown Campus*

Circulation Desk (843) 520-1424

Fax Number (843) 520-1423

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

**|Cooperative Education|**

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

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

#### **COOPERATIVE WORK EXPERIENCE (CWE)**

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

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

#### **| Developmental Studies |**

HGTC will provide 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.

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.

# Transfer: State Policies & Procedures

## **PREFACE**

On May 2, 1996, the Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 74 to 86) are reflected in the document as it appears here.

The policy approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the addresses listed on the Home Page.

## **REGULATIONS & PROCEDURES FOR TRANSFER IN PUBLIC TWO-YEAR & FOUR-YEAR INSTITUTIONS IN SOUTH CAROLINA, AS MANDATED BY ACT 137 OF 1995**

### **Background**

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

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



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

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

#### **Statewide Articulation of 86 Courses**

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

#### **Admissions Criteria, Course Grades, GPAs, Validations**

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
- A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his or her home institution and so forth.
  - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - D. Institutional procedures used to calculate student applicants’ GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken

prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

- E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
  - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - G. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
- A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
  - B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

**TRANSFER BLOCKS, STATEWIDE AGREEMENT,  
COMPLETION OF THE AA/AS DEGREE**

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

## **RELATED REPORTS & STATEWIDE DOCUMENTS**

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

## **ASSURANCE OF QUALITY**

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.
11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet websites:
  - A. A copy of this entire document.
  - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the South Carolina Technical College System will place the following materials on its internet website:
  - A. A copy of this entire document.
  - B. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
  - A. Publish these procedures in their entirety (except Appendices)
  - B. Designate a chief Transfer Officer at the institution who will:

- a. Provide information and other appropriate support for students considering transfer and recent transfers
  - b. Serve as a clearinghouse for information on issues of transfer in the State of South Carolina
  - c. Provide definitive institutional rulings on transfer questions for the institution's students under these procedures
  - d. Work closely with feeder institutions to assure ease in transfer for their students
- C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
  - D. Refer interested parties to the institutional Transfer Guide
  - E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the Colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.  
(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he or she is transferring.)

#### **DEVELOPMENT OF COMMON COURSE SYSTEM**

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

### **WHO TO CONTACT FOR TRANSFER INFORMATION**

The HGTC Chief Transfer Officer is Shirley L. Butler, Assistant Vice President for Academic Affairs/Dean of University Parallel, Education, Engineering and Public Service, whose office is on the Conway Campus; phone (843) 349-5218; FAX (843) 349-7577. Services provided by the Chief Transfer Officer include:

1. Provide information and other appropriate support to facilitate for students considering transferring and recent transfers.
2. Serve as a clearinghouse for information on issues of transfer in the State of South Carolina.
3. Provide definitive institutional rulings on transfer questions for the institution's students under state transfer policies and procedures.
4. Work closely with feeder institutions to assure ease in transfer for students.

Students interested in transfer program enrollment should contact the Admissions Office. Those specifically interested in transfer to Coastal Carolina University should contact the CCU Transfer Advisor on the HGTC Conway Campus.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult the department chair of his or her program of study or the chair's designee for questions concerning transfer of courses into that program's curriculum.

More transfer information is available at [www.hgtc.edu](http://www.hgtc.edu) or the Commission on Higher Education website at [www.che400.state.sc.us](http://www.che400.state.sc.us).

### **STATEWIDE ARTICULATION AGREEMENT: TECHNICAL COLLEGE COURSES TRANSFERABLE TO PUBLIC SENIOR INSTITUTIONS**

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

#### **Technical College Courses Transferable to Public Senior Institutions**

NUMBER	TITLE	CREDITS
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
ART 108	History of Western Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Sciences I	4

BIO 102	Biological Sciences II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
ENG 260	Advanced Technical Communication	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History: Discovery-1877	3
HIS 202	American History: 1877-Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry/Calculus I	4
MAT 141	Analytical Geometry/Calculus II	4
MAT 240	Analytical Geometry/Calculus III	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3

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

The following transfer blocks suggest courses for students who have not chosen their transfer institution or who have not chosen a definite major:

**ARTS, HUMANITIES AND SOCIAL SCIENCES  
GENERAL EDUCATION TRANSFER BLOCK**

Technical College Courses

COMPOSITION

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
	Total Credits:	6 credits

NATURAL SCIENCE

BIO 101	Biological Science I	4 credits
BIO 102	Biological Science II	4 credits
	or	
CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits



	or	
PHY 201	Physics I	4 credits
PHY 202	Physics II	4 credits
	or	
PHY 221	University Physics I	4 credits
PHY 222	University Physics II	4 credits
	Total Credits:	8 credits

#### MATHEMATICS

MAT 120	Probability & Statistics	3 credits
MAT 130	Elementary Calculus	3 credits
	or	
MAT 140	Analytical Geometry/Calculus I	4 credits
MAT 141	Analytical Geometry/Calculus II	4 credits
	Total Credits:	6-8 credits

#### HUMANITIES

ENG 205	English Literature I	3 credits
	or	
ENG 206	English Literature II	3 credits
	or	
ENG 201	American Literature I	3 credits
	or	
ENG 202	American Literature II	3 credits
	or	
ENG 208	World Literature I	3 credits
	or	
ENG 209	World Literature II	3 credits
	or	
PHI 101	Introduction to Philosophy	3 credits
	or	
PHI 110	Ethics	3 credits
	or	
PHI 201	History of Philosophy	3 credits
	Total Credits:	3 credits

#### HISTORY

HIS 101	Western Civilization to 1689	3 credits
	or	
HIS 102	Western Civilization Post 1689	3 credits
	Total Credits:	3 credits

#### FOREIGN LANGUAGES

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
	Total Credits:	8 credits

**FINE ARTS**

ART 101	Art History and Appreciation	3 credits
	or	
ART 108	History of Western Art	3 credits
	or	
MUS 105	Music Appreciation	3 credits
	or	
THE 101	Introduction to Theatre	3 credits
	Total Credits:	3 credits

**SOCIAL AND BEHAVIORAL SCIENCES**

ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
PSY 201	General Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
PSC 201	American Government	3 credits
GEO 102	World Geography	3 credits

GRAND TOTAL OF CREDITS: 46-48 credits

**GENERAL EDUCATION TRANSFER BLOCK FOR SCIENCE AND MATHEMATICS**

Technical College Courses

**COMPOSITION**

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
	Total Credits:	6 credits

**NATURAL SCIENCE**

CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits
PHY 221	University Physics I	4 credits
PHY 222	University Physics II	4 credits
	Total Credits:	16 credits

**MATHEMATICS**

MAT 140	Analytical Geometry & Calculus I	4 credits
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MAT 141	Analytical Geometry & Calculus II	4 credits
	Total Credits:	8 credits

HUMANITIES

HIS 101	Western Civilization to 1689	3 credits
	or	
HIS 102	Western Civilization Post 1689	3 credits
	and	
	* One 200 Level Literature Course	3 credits
	Total Credits:	6 credits

FINE ARTS

ART 101	Art History and Appreciation	3 credits
	or	
MUS 105	Music Appreciation	3 credits
	or	
THE 101	Introduction to Theatre	3 credits
	Total Credits:	3 credits

FOREIGN LANGUAGES

FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
	or	
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits
	**Total Credits:	6-8 credits

SOCIAL AND BEHAVIORAL SCIENCE

\*One course from each of two of the following disciplines:  
Economics, Psychology, Sociology, Political Science 6 credits

GRAND TOTAL OF CREDITS 51-53 credits

Footnotes on usage of this Science/Mathematics block:

- 1.Course work in this block is guaranteed to count as transfer credit toward graduation in all sciences and mathematics majors at all public senior institutions. However, this block may or may not completely satisfy all general education requirements at a particular senior institution.
- 2.Some institutions will take pre-calculus math for credit toward sciences/mathematics major.
3. Some majors at senior institutions allow for fewer than 7 elective credits. Transfer of this entire block may preclude students transferring into these majors from taking some elective credits at the senior institution.
- 4.Completion of this 53 credit hour module will bring a student close to attaining an AA/AS degree. By working closely with advisors at both the technical college and at the senior institutions, a student may be able to take enough transferable course work to complete the AA/AS degree.

5. Majors in Computer Information Systems and in Applied Mathematics at the College of Charleston should contact these departments directly regarding appropriate transfer course work in the natural sciences and in the behavioral and social sciences.

6. \*Choose these courses from the 86 courses listed on the Statewide Articulation Agreement.

7. \*\*Some senior institutions offer only 3 credit hour foreign language courses. These institutions may only grant 3 credits per course for technical college foreign language courses.

**GENERAL EDUCATION TRANSFER BLOCK FOR  
EARLY CHILDHOOD, ELEMENTARY AND SPECIAL EDUCATION MAJORS**

Technical College Courses

COMPOSITION

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
	Total Credits:	6 credits

NATURAL SCIENCE

BIO 101	Biological Sciences I and	4 credits
CHM 110	College Chemistry I or	4 credits
PHY 201	Physics I	4 credits
	Total Credits:	8 credits

\*\*MATHEMATICS

MAT 130	Elementary Calculus or	3 credits
MAT 140	Analytic Geometry & Calc. I	4 credits
	Total Credits:	3-4 credits

HUMANITIES

ENG 208	World Literature I or	3 credits
ENG 209	World Literature II and	3 credits
HIS 101	Western Civilization to 1689	3 credits
HIS 102	Western Civilization Post 1689	3 credits
	Total Credits:	9 credits

FINE ARTS

ART 101	Art History and Appreciation	3 credits
MUS 105	Music Appreciation	3 credits
	Total Credits:	6 credits

### SOCIAL AND BEHAVIORAL SCIENCES

Choose 2 of 3:

PSC 201	American Government	3 credits
PSY 201	General Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
	Total Credits:	6 credits

GRAND TOTAL OF CREDITS: 38-39 credits

Footnotes on usage of this Education block:

1. These courses are guaranteed to transfer into either the general education component or the electives component of each baccalaureate, early childhood, elementary, and special education program at each senior institution in South Carolina.
2. Students majoring in secondary education should consult the Arts and Humanities or Science and Mathematics block, depending on their major. Students who major in a field outside education but desire to attain teacher certification should consult the transfer block most related to their majors (i.e. Arts and Humanities or Science and Mathematics to ensure transferability of courses from the technical colleges).
3. \*\* Winthrop University requires MAT 122, Finite College Mathematics.

### **GENERAL EDUCATION AND BUSINESS FOUNDATIONS TRANSFER BLOCK FOR BACCALAUREATE BUSINESS DEGREES**

Technical College Courses

#### COMPOSITION

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
	Total Credits:	6 credits

#### NATURAL SCIENCE

BIO 101	Biological Science I	4 credits
BIO 102	Biological Science II	4 credits
	or	
CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits
	or	
PHY 221	University Physics I	4 credits
PHY 222	University Physics II	4 credits
	Total Credits:	8 credits

#### MATHEMATICS

MAT 130	Elementary Calculus	3 credits
	or	
MAT 140	Analytical Geometry & Calculus I	4 credits

MAT 141	Analytical Geometry & Calculus II	4 credits
	Total Credits:	3-8 credits

ACCOUNTING

ACC 101	Principles of Accounting I	3 credits
ACC 102	Principles of Accounting II	3 credits
	Total Credits:	6 credits

HUMANITIES

Choose 1 course from 2 of the following 3 areas:

Literature:

	EITHER	
ENG 205	English Literature I	3 credits
	or	
ENG 206	English Literature II	3 credits

History:

HIS 101	Western Civilization to 1689	3 credits
	or	
HIS 102	Western Civilization post 1689	3 credits

Fine Arts:

	EITHER	
ART 101	Art History and Appreciation (Not accepting: Francis Marion University)	3 credits
	or	
MUS 106	Music Appreciation (Not accepting: Francis Marion University)	3 Credits
	Total credits	6 Credits

\*\*FOREIGN LANGUAGES

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
	Total Credits:	8 credits

SOCIAL AND BEHAVIORAL SCIENCES

ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
	and	

	(Choose 1 of the following 3 courses)	
PSY 201	General Psychology	3 credits
	or	
SOC 101	Introduction to Sociology	3 credits
	or	
PSC 201	American Government	3 credits
	Total Credits:	9 credits

GRAND TOTAL CREDITS: 46-51 credits

\*\* USC Spartanburg will accept only 4 credit hours of foreign language credit. Depending on the student's chosen major, additional courses may or may not be creditable toward graduation. Check with the School of Business Administration and Economics at USC-S for additional information.

**GENERAL EDUCATION TRANSFER BLOCK FOR  
BACCALAUREATE ENGINEERING MAJORS**

Technical College Courses

COMPOSITION

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
	Total Credits:	6 credits

NATURAL SCIENCE

CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits
PHY 221	University Physics I	4 credits
	Total Credits:	12 credits

MATHEMATICS

MAT 140	Analytical Geometry & Calculus I	4 credits
MAT 141	Analytical Geometry & Calculus II	4 credits
	Total Credits:	8 credits

HUMANITIES

HIS 101	Western Civilization to 1686	3 credits
	Total Credits:	3 credits

ENGINEERING

Approximately 4 credits of EGR prefix course work to be determined.  
Total Credits: 4 credits

GRAND TOTAL OF CREDITS: 33 credits

## **|HGTC Courses Approved for Credit by Proficiency Exam|**

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

### Applicant Procedures:

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

The following courses are approved for credit by proficiency exam.

ACC	111	Accounting Concepts
ACC	112	Organizational Accounting
ACC	124	Individual Tax Procedures
ACC	150	Payroll Accounting
AHS	102	Medical Terminology
AHS	141	Phlebotomy for the Healthcare Provider (lecture portion)
AOT	105	Keyboarding
AOT	110	Document Formatting
AOT	121	Machine Transcription
AOT	165	Information Processing Software
AOT	167	Information Processing Applications
BUS	101	Introduction to Business
CPT	101	Introduction to Computers
CPT	168	Program Logic and Design
EGT	101	Basic Technical Drawing
EGT	151	Introduction to Auto CAD



MAT 101 Beginning Algebra  
MAT 102 Intermediate Algebra  
MAT 155 Contemporary Mathematics  
MAT 170 Algebra, Geometry & Trigonometry I

### **[Transferring from HGTC]**

The associate in arts/sciences degree curriculum is designed to allow maximum transfer of credits. However, 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 obtain a copy of that institution's catalog or visit that college's website for technical college transfer information.

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

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

- the office of any Associate in Arts/Associate in Science faculty advisor on all three campuses; or
- the office of the Assistant Vice President for University Parallel, Education, Engineering and Public Service.

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 contacting the program director at the four-year college/university and reviewing the institution's academic requirements.

## **| General Academic Degree Requirements |**

Students must successfully complete the required semester credit hours of the academic program with a minimum 2.00 grade point average to be eligible for graduation. Further, students must complete a graduation application upon meeting the program requirements to be awarded a diploma.

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

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

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

# Programs of Study

## **| Overview |**

HGTC offers more than 60 programs of study in a wide variety of career areas, including many courses, classes and programs for transfer to senior institutions. Length of programs vary from several months to several years, depending upon the student's ability to adhere to the recommended sequence of courses, academic success in required courses and whether the student is able to attend on a full- or part-time basis.

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

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

- Associate in Arts: Business
- Associate in Science: Environmental Science
- Associate in Science: Horticulture
- Associate in Science: Turfgrass Science

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

## **| General Education Program Learning Outcomes |**

The General Education Program helps the student strengthen academic skills, broaden intellectual horizon, develop and explore new academic interest, reflect on 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. (SBTCE Program Models)

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

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

### **|Student Grievance Procedure for Concerns Related to Faculty English Fluency|**

#### I. Purpose

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

#### II. Procedures

##### A. First Step

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

##### B. Second Step

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

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

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

C. Third Step

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

D. Fourth Step

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

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

## **| Programs of Study in Agriculture Technology |**

Degree: **Associate in Applied Science**

Major: **FORESTRY MANAGEMENT TECHNOLOGY (FOR3)**

Credit Requirements: 77 semester credit hours

The Forestry Management Technology program trains students for the position of forest technician, a middle-management level professional trained to work with a graduate professional forester. The Forestry Management Technology program is recognized by the Society of American Foresters through 2012 and is approved for Cooperative Work Experience. Graduates will be qualified for entry level positions with state and federal forest agencies, pulp and timber companies, consultant foresters and other employment where skills of surveying, timber cruising, map drawing and forest management are needed. Students have the opportunity to become certified in the following areas: TOP Logger, South Carolina Commercial Pesticide License, American Red Cross First Aid and CPR. HGTC offers the only two-year Forestry Management program in South Carolina.

### **FIRST SEMESTER (FALL)**

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

### **SECOND SEMESTER (Spring)**

CPT 101	Intro to Computers	3
ENG 160	Technical Communications*	3
FOR 121	Woodland Safety and First Aid	1
FOR 156	Timber Cruising and Marking	4
FOR 258	Forest Surveying and Engineering	4
MAT 168	Intro to Geometry & Trigonometry	3
	<b>TOTAL</b>	<b>18</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 & 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
PHI 110	Ethics	3
	Elective	2
	<u>TOTAL</u>	<u>16</u>
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

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

Degree: **Associate in Applied Science**

Major: **FORESTRY MANAGEMENT TECHNOLOGY (FOR3)**

Emphasis: ***Timber Harvesting***

Credit Requirements: 78 semester credit hours

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

CPT 101	Introduction to Computers	3
ENG 160	Technical Communications*	3

FOR 121	Woodland Safety and First Aid	1
FOR 156	Timber Cruising and Marking	4
IMT 160	Preventative Maintenance	3
MAT 168	Intro. to Geometry and Trigonometry	3
	TOTAL	17
THIRD SEMESTER (SUMMER)		
FOR 220	SCWE in Forestry	8
	TOTAL	8
FOURTH SEMESTER (FALL)		
FOR 180	Industry and Government Standards	3
FOR 230	Forest Products	2
FOR 257	Forest Ecology	2
FOR 265	Equipment and Timber Harvesting	4
FOR 271	Silviculture	4
PSY 103	Human Relations*	3
	TOTAL	18
FIFTH SEMESTER (SPRING)		
FOR 140	Timber Harvesting Operations	3
FOR 240	Mapping and Photo Interpretation	3
FOR 263	Forest Management	4
FOR 268	Forest Protection Practices	4
PHI 103	Workplace Ethics*	3
	TOTAL	17
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

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

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

The Forestry Management Technology program with emphasis in Wildlife Management will train students for natural resource technician positions to work jointly with a graduate forester, wildlife biologist or other land management professional. The Forestry Management Technology program is approved for Cooperative Work Experience. Graduates will be qualified for entry-level positions with state and federal land management agencies, natural resource consulting firms and others involved in on-the-ground stewardship where skills of forest and wildlife



management are needed. Students have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, South Carolina Prescribed Burning Certification, and American Red Cross First Aid and CPR.

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

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

THIRD SEMESTER (SUMMER)

FOR 220	SCWE in Forestry	8
	<b>TOTAL</b>	<b>8</b>

FOURTH SEMESTER (FALL)

FOR 269	Forest Statistics & Data Processing	3
FOR 271	Silviculture	4
NRM 130	Outdoor Recreation Management	3
NRM 151	Vertebrate Natural History	3
NRM 250	Wetland Ecology	3
PSY 103	Human Relations*	3
	OR	
PSY 201	General Psychology	
	<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
PHI 110	Ethics	3
NRM 201	Soil Fertility and Plant Production	3
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL CREDIT HOURS</b>	<b>79</b>

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

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Degree: **Associate in Applied Science**

Major: **GOLF & SPORTS TURF MANAGEMENT (GSTM)**

Emphasis: ***Golf Course Management***

Credit Requirements: 77 semester credit hours

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

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

THIRD SEMESTER (SUMMER)

TUF 201	SCWE in Golf Course Management	8
	TOTAL	8

FOURTH SEMESTER (Fall)

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

**FIFTH SEMESTER (Spring)**

TUF 215	Turf Business Practices	3
HRT 154	Grounds Maintenance	3
PSY 103	Human Relations **	3
TUF 262	Pesticides3	
TUF 274	Turf Records & Budgets	2
TUF 276	Golf Course Construction	3
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

\*Students must take CWE in the first or second semester and prior to TUF 201.

\*\*Entering students following a bachelor's degree path are advised to take ENG 102, English Composition II, in place of ENG 160; SPC 205 Public Speaking, in place of SPC 101; and PSY 201, General Psychology, in place of PSY 103.

Degree: **Associate in Applied Science**

Major: **GOLF & SPORTS TURF MANAGEMENT (GSTM)**

Emphasis: **Sports Turf Management**

Credit Requirements: 75 semester credit hours

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

**FIRST SEMESTER (FALL)**

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

**SECOND SEMESTER (SPRING)**

HRT 205	Computers in Horticulture	3
ENG 160	Technical Communications I **	3
TUF 172	Turf Management I	3
TUF 174	Turfgrass Pests I	3
TUF 204	Sports Turf Seminar	2
CWE XX3	Cooperative Work Experience*	3
	<b>TOTAL</b>	<b>17</b>

**THIRD SEMESTER (SUMMER)**

TUF 203	SCWE in Sports Turf Management	8
	<b>TOTAL</b>	<b>8</b>

**FOURTH SEMESTER (FALL)**

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

**FIFTH SEMESTER (Spring)**

TUF 215	Turf Business Practices	3
HRT 154	Grounds Maintenance	3
PSY 103	Human Relations**	3
TUF 262	Pesticides3	
TUF 173	Sports Turf Surveying & Layout	2
TUF 270	Techniques of Sports Field Maintenance	4
	<u>TOTAL</u>	<u>18</u>
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\*Students must take CWE in the first or second semester and prior to TUF 201.

\*\*Entering students following a bachelor's degree path are advised to take ENG 102, English Composition II, in place of ENG 160; SPC 205 Public Speaking, in place of SPC 101; and PSY 201, General Psychology, in place of PSY 103.

**Certificate: LANDSCAPE MANAGEMENT**

Credit Requirements: 18 semester credit hours

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

**FIRST SEMESTER (FALL)**

HRT 113	Plant Materials	3
HRT 121	Commercial Irrigation	3
HRT 241	Turf Management	3
	<b>TOTAL</b>	<b>9</b>

**SECOND SEMESTER (SPRING)**

HRT 104	Landscape Design	3
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HRT 143	Insect/Pest Control	3
HRT 153	Landscape Construction	3
	<u>TOTAL</u>	<u>9</u>
	<b>TOTAL CREDIT HOURS</b>	<b>18</b>

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## | Programs of Study in Arts & Science |

Degree: **Associate in Arts**

Major: **ASSOCIATE IN ARTS (AAA4)**

Credit Requirements: 63 semester credit hours

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

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

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

GENERAL EDUCATION COURSES 30 SEMESTER HOURS

English Composition and Speech 9 Semester Hours

ALL of the following:

- ENG101 English Composition I
- ENG102 English Composition II
- SPC 205 Public Speaking

Mathematics 3 Semester Hours

ONE course to be chosen from:

- MAT 110 College Algebra OR
- MAT 120 Probability and Statistics OR

MAT 122 Finite College Mathematics

Natural Sciences/Mathematics 6 Semester Hours

TWO courses to be chosen from:

AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, MAT 111, MAT 120, MAT 122, MAT 130, PHY 201, PHY 202.

Humanities/Fine Arts 6 Semester Hours

TWO courses to be chosen from:

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

Social/Behavioral Sciences 6 Semester Hours

TWO courses to be chosen from:

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

MAJOR CONCENTRATION 15 SEMESTER HOURS

FOUR to FIVE courses to be selected from the following courses (CANNOT be used to fulfill general education requirements):

ANT 101, ART 101, ART 108, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 110, PHI 201, PSC 201, PSY 201, PSY 203, PSY 212, REL 103, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101.

OTHER REQUIRED COURSES 18 SEMESTER HOURS

Computers\* 3 Semester Hours

CPT 101 Introduction to Computers

OR

CPT 170 Microcomputer Applications

AND

FOUR to FIVE courses to be selected from the following: 15 Semester Hours

ACC 101, ACC 102, ANT 101, ART 101, ART 105, AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, COL 105\*, CPT 101\*, CPT 170\*, ECO 210, ECO 211, EDU 110, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, PHI 110, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 201, PSY 203, PSY 212, RDG 101\*, REL 103, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101

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

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

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

This program is designed to prepare the student for entry into Bachelor's Degree Programs in Business Administration. Students should confer with the institution they plan to attend and their academic advisor for appropriate selection of courses.

FIRST SEMESTER (FALL)

CPT	101	Introduction to Computers	3
ENG	101	English Composition I	3
MAT	110	College Algebra	3
GEO	102	World Geography	3
		History Elective*	3
		TOTAL	15

SECOND SEMESTER (SPRING)

ENG	102	English Composition II	3
MAT	130	Elementary Calculus	3
PSC	201	American Government	3
		OR	
HIS	201	American History: Discovery to 1877	3
		Humanities Elective**	3
		Laboratory Science Elective***	4
		TOTAL	16

THIRD SEMESTER (SUMMER)

SPC	205	Public Speaking	3
PSY	201	General Psychology	3
		OR	
SOC	101	Sociology	3
		TOTAL	6

FOURTH SEMESTER (FALL)

ACC	101	Accounting Principles I	3
BUS	101	Introduction to Business	3
ECO	210	Macroeconomics	3
		Foreign Language****	4
		TOTAL	13

FIFTH SEMESTER (SPRING)

ACC	102	Accounting Principles II	3
BUS	240	Business Statistics	3
ECO	211	Microeconomics	3
		English Literature Elective*****	3
		OR	

PHI 101	Introduction to Philosophy	3
	Foreign Language****	4
	<u>TOTAL</u>	<u>16</u>
	<b>TOTAL CREDIT HOURS</b>	<b>66</b>

\*History: Choose HIS 101, HIS 102 or HIS 202.

\*\*Humanities Elective: Choose ART 101, ARV 121, MUS 105 or THE 101

\*\*\*Laboratory Science: Choose BIO 101, BIO 210, BIO 211, CHM 110, PHY 201 or PHY 221.

\*\*\*\*Foreign Language: Choose two courses of the same foreign language in sequence (SPA 101 and SPA 102 or FRE 101 and FRE 102).

\*\*\*\*\*English Literature: Choose from ENG 201, ENG 202, ENG 205 or ENG 206.

Degree: **Associate in Science**

Major: **ASSOCIATE IN SCIENCE (AAS5)**

Credit Requirements: 64 semester credit hours

The Associate in Science Degree is designed for the student planning to transfer to a senior college or university or for the student who wishes to broaden his or her general knowledge. The degree stresses mathematics, natural and physical sciences. Graduates of the Associate in Science programs are prepared to transfer to a senior college or university and major in such areas as biology, chemistry, engineering, or pre-medicine. Students who are undecided about their ultimate educational or career goals will find transfer courses that apply toward future major or career choices.

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

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

GENERAL EDUCATION COURSES	32 CREDIT HOURS
<u>English Composition and Speech</u>	9 Semester Hours

ALL of the following:

- ENG101 English Composition I
- ENG102 English Composition II
- SPC 205 Public Speaking



Mathematics 3 Semester Hours  
MAT 110 College Algebra

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

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

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

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

OTHER REQUIRED COURSES 16 SEMESTER HOURS

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

FOUR to FIVE courses to be selected from the following: 13 Semester Hours  
ACC 101, ACC 102, ANT 101, ART 101, ART 105, ART 108, AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, COL 105\*, CPT 101\*, CPT 170\*, ECO 210, ECO 211, EDU 110, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, PHI 110, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 201, PSY 203, PSY 212, RDG 101\*, REL 103, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101

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

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

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

The Environmental Science courses in the Associate in Science degree is designed for students seeking acceptance in Environmental Science programs at the two-year level, or programs at senior institutions such as Coastal Carolina University, Clemson University, or the University of South Carolina. Such programs may include Marine Science Environmental Toxicology and Geography.

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

GENERAL EDUCATION COURSES 32 CREDIT HOURS  
English Composition and Speech 9 Semester Hours

ALL of the following:

ENG101 English Composition I  
ENG102 English Composition II  
SPC 205 Public Speaking

Mathematics 3 Semester Hours

ONE course to be chosen from:

MAT 110 College Algebra OR  
MAT 120 Probability and Statistics

Natural Sciences 8 Semester Hours

TWO courses to be chosen from:

BIO 101, BIO 102, BIO 210\*, BIO 211\*, CHM 110, CHM 111, PHY 201, PHY 202, PHY 221, PHY 222

Humanities/Fine Arts 6 Semester Hours

TWO courses to be chosen from:

ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 224, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, PHI 101, PHI 110, PHI 201, MUS 105, REL 103, SPA 101, SPA 102, THE 101

Social/Behavioral Sciences 6 SEMESTER HOURS

TWO courses to be chosen from:

ANT 101, ECO 210, ECO 211, PSC 201, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205

MAJOR CONCENTRATION 16 SEMESTER HOURS

FOUR to FIVE courses to be selected from the following courses (CANNOT be used to fulfill general education requirements):

BIO 101, BIO 102, CHM 110, CHM 111, EVT 120, EVT 201, EVT 220.

OTHER REQUIRED COURSES 16 SEMESTER HOURS

Computer

3 Semester Hours

\*CPT 101 Introduction to Computers OR

\*CPT 170 Microcomputer Applications

Choose FOUR to FIVE courses from this list: 13 SEMESTER HOURS

ACC 101, ACC 102, ANT 101, ART 101, ART 105, ART 108, AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, COL 105\*, CPT 101\*, CPT 170\*, ECO 210, ECO 211, EDU 110, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, PHI 110, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 201, PSY 203, PSY 212, RDG 101\*, REL 103, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101.

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

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

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Degree: **Associate in Science**

Major: **ASSOCIATE IN SCIENCE (AAS5)**

Advisement Path: **Horticulture**

Credit Requirements: 66 semester credit hours

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

ENG 102 English Composition II	3
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HRT 125 Soils	4
MAT 120 Probability and Statistics	3
HRT 104 Landscape Design and Implementation	3
CPT 101 Introduction to Computers	3
<b>TOTAL</b>	<b>16</b>
<b>THIRD SEMESTER (SUMMER)</b>	
HRT 273 SCWE in Horticulture Sciences	3
<b>TOTAL</b>	<b>3</b>
<b>FOURTH SEMESTER (FALL)</b>	
MAT 130 Elementary Calculus	3
SPC 205 Public Speaking	3
CHM 110 College Chemistry I	4
BIO 102 Biological Science II	4
HRT 153 Landscape Construction	3
<b>TOTAL</b>	<b>17</b>
<b>FIFTH SEMESTER (SPRING)</b>	
ACC 101 Accounting Principles I	3
ECO 210 Macroeconomics*	3
CHM 111 College Chemistry II	4
ENG 201 American Literature I***	3
SPA 155 Technical Spanish I	3
<b>TOTAL</b>	<b>16</b>
<b>TOTAL CREDIT HOURS</b>	<b>66</b>

\*Optional courses for HIS 101, ECO 210: HIS 102, PSC 201, PSY 201, ECO 211

\*\*\*Literature (can choose from any of the following as well as ENG 201): ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 and ENG 214.

Degree: **Associate in Science**

Major: **ASSOCIATE IN SCIENCE (AAS5)**

Advisement Path: ***Turfgrass Science***

Credit Requirements: 70 semester credit hours

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

FIRST SEMESTER (FALL)		
ENG 101	English Composition I	3
HRT 125	Soils	4
MAT 110	College Algebra	3
HRT 110	Plant Form & Function	4
SOC 101	Introduction to Sociology*	3
	TOTAL	17
SECOND SEMESTER (SPRING)		
ENG 102	English Composition II	3
BIO 101	Biological Science I	4
MAT 130	Elementary Calculus	3
TUF 172	Turf Management I	3
CPT 101	Introduction to Computers	3
	TOTAL	16
THIRD SEMESTER (SUMMER)		
TUF 190	SCWE in Turfgrass Management	5
	TOTAL	5
FOURTH SEMESTER (FALL)		
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
CHM 110	College Chemistry I	4
HRT 113	Plant Material	3
TUF 252	Turf Management II	3
	TOTAL	16
FIFTH SEMESTER (SPRING)		
ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics*	3
CHM 111	College Chemistry II	4
ENG 201	American Literature I***	3
SPA 155	Technical Spanish I	3
	TOTAL	16
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

\*Optional courses for SOC 101, ECO 210: SOC 205, PSC 201, PSY 201, ECO 211

\*\*\*Literature (can choose from any of the following as well as ENG 201): ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 and ENG 214.

Certificate: **GENERAL STUDIES (GES7)**

Credit Requirements: 24 semester credit hours

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

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

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**| Programs of Study in Business |**

Degree: **Associate in Applied Science**

Major: **ACCOUNTING (ACC3)**

Credit Requirements: 69 semester credit hours

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

FIRST SEMESTER (FALL)

ACC 111	Accounting Concepts	3
BUS 101	Introduction to Business	3

ENG 155	Communications I	3
CPT 170	Microcomputer Applications	3
	TOTAL	12
SECOND SEMESTER (SPRING)		
ACC 112	Organizational Accounting	3
BAF 101	Personal Finance	3
CPT 270	Advanced Microcomputer Applications	3
ENG 160	Technical Communications	3
MAT 101**	Beginning Algebra	3
	TOTAL	15
THIRD SEMESTER (SUMMER)		
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
	TOTAL	12
FOURTH SEMESTER (FALL)		
ACC 125	Advanced Individual Tax Procedures	3
ACC 201	Intermediate Accounting I	3
ACC 245	Accounting Applications	3
BUS 220	Business Ethics	3
	Humanities*	3
	TOTAL	15
FIFTH SEMESTER (SPRING)		
ACC 202	Intermediate Accounting II	3
ACC 230	Cost Accounting I	3
ACC 291	Certified Bookkeeper Review	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	
	OR	
ECO 211	Microeconomics	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Humanities: Choose one from: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, IDS 201, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101, or SPA 102. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.

\*\* Mathematics: Students who did not meet the COMPASS scores for placement in MAT 101 should complete MAT 155 or MAT 032 during the first semester.

Degree: **Associate in Applied Science**

Major: **ADMINISTRATIVE OFFICE TECHNOLOGY (ADT3)**

Credit Requirements: 69 semester credit hours

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

**FIRST SEMESTER (FALL)**

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

**SECOND SEMESTER (SPRING)**

ENG 160	Technical Communications	3
MAT 155	Contemporary Mathematics	3
AOT 110	Document Formatting	3
AOT 165	Information Processing Software (Word)	3
AOT 234	Administrative Office Communications	3
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

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

**FOURTH SEMESTER (FALL)**

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

**FIFTH SEMESTER (SPRING)**

AOT 239	Computerized Office Accounting	3
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AOT 254	Office Simulation	3
AOT 263	Office Database Applications (Access)	3
PSY 103	Human Relations	3
	<u>TOTAL</u>	<u>12</u>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

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Diploma: **ADMINISTRATIVE SUPPORT (ADM1)**

Credit Requirements: 42 semester credit hours

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

MAT 155	Contemporary Mathematics	3
AOT 110	Document Formatting	3
AOT 165	Information Processing Software (Word)	3
AOT 239	Computerized Office Accounting	3
PSY 103	Human Relations	3
	<b>TOTAL</b>	<b>15</b>

THIRD SEMESTER (SUMMER)

AOT 121	Machine Transcription	3
AOT 180	Customer Service	3
AOT 261	Office Spreadsheet Applications (Excel)	3
AOT 210	Document Production	3
	<u>TOTAL</u>	<u>12</u>
	<b>TOTAL CREDIT HOURS</b>	<b>42</b>

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Certificate: **BASIC BUSINESS (BUS7)**

Credit Requirements: 24 semester credit hours

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

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

**FIRST SEMESTER (FALL)**

BUS 101	Introduction to Business	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
AOT 105	Keyboarding	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 Course*	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>24</b>

\* Business Course: Students must complete one business course from the following: ACC 111, BUS 121, BUS 220, ECO 210, ECO 211, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135.

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Degree: **Associate in Applied Science**

Major: **CULINARY ARTS TECHNOLOGY (CAT3)**

Credit Requirements: 70 semester credit hours

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

**FIRST SEMESTER (FALL)**

ENG 155	Communications I	3
HOS 101	Principles of Food Production I	3
HOS 140	The Hospitality Industry	3
HOS 155	Hospitality Sanitation	3

MAT 155	Contemporary Mathematics	3
	TOTAL	15
SECOND SEMESTER (SPRING)		
CPT 101	Introduction to Computers	3
ACC 111	Accounting Concepts	3
	OR	
BAF 101	Personal Finance	
ENG 160	Technical Communications	3
HOS 103	Nutrition	3
HOS 110	Food Production Management	3
HOS 120	Bakeshop Production	3
	TOTAL	18
THIRD SEMESTER (SUMMER)		
HOS 210	SCWE in Culinary Arts	6
	TOTAL	6
FOURTH SEMESTER (FALL)		
HOS 201	A La Carte I	3
HOS 220	Advanced Bakeshop	3
HOS 225	Buffet Organization	4
HOS 235	Menu Planning	3
MGT 101	Principles of Management	3
	TOTAL	16
FIFTH SEMESTER (SPRING)		
HOS 202	A La Carte II	3
HOS 265	Hotel, Restaurant & Travel Law	3
	Humanity	
	OR	
SPA 155	Technical Spanish I	3
MKT 101	Marketing	3
PSY 103	Human Relations	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

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**Degree: Associate in Applied Science**  
**Major: DIGITAL ARTS (DAT3)**  
 Credit Requirements: 66 semester credit hours

The Associate Degree program in Digital Arts prepares students for employment in a variety of fields traditionally categorized under the generic term "commercial art." Specific careers the program provides training for include computerized graphic artists/designers for the printing, publishing, and advertising industries; electronic designers for both the internet (web) and for Compact Disk (CD) and Digital Video Disk (DVD) publishing.

All students in the program will acquire basic education in art/design and art history. During the first year, students will acquire basic digital arts skills, and the second year they will acquire both advanced skills and programmatic specialization(s) in animation, graphic arts and advertising design.

Students completing this program will be prepared for immediate employment as practitioners in advertising agencies, in full-service printing businesses, in web design and web hosting firms.

For students who wish to continue their education, the College plans to finalize transfer agreements with senior college/university program, including the Media Arts Department at the University of South Carolina.

**FIRST SEMESTER (FALL)**

ARV	110	Computer Graphics I	3
ARV	121	Design	3
ARV	212	Digital Photography	3
ART	101	Art History and Appreciation	3
ENG	155	Communications I*	3
		<b>TOTAL</b>	<b>15</b>

**SECOND SEMESTER (SPRING)**

ARV	210	Computer Graphics II	3
ARV	162	Graphic Reproduction I	3
ART	108	History of Western Art	3
ENG	160	Technical Communications*	3
MAT	155	Contemporary Mathematics	3
		OR	
MAT	110	College Algebra	3
		<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

ARV	282	SCWE in Digital Arts	6
IST	225	Internet Communications	3
		OR	
ARV	227	Website Design I	
		<b>TOTAL</b>	<b>9</b>

**FOURTH SEMESTER (FALL)**

CPT	163	Introduction to Multimedia for Web Pages	3
		OR	
ARV	228	Website Design II	3
ARV	163	Graphic Reproduction II	3
ARV	261	Advertising Design I	3
MKT	101	Marketing	3
PSY	201	General Psychology	3
		OR	
SOC	101	Introduction to Sociology	3
		<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

ARV	219	Multimedia Techniques	3
ARV	264	Special Projects in Graphic Arts	3
		OR	
ARV	268	Special Projects in Videography	
ARV	262	Advertising Design II	3
ARV	222	Computer Animation	3
		<u>TOTAL</u>	<u>12</u>
		<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; however, they must achieve required College placement score to be eligible to enroll in any of these courses. Also MAT 110 is recommended in place of MAT 155.

**Degree: Associate in Applied Science**

**Major: GENERAL BUSINESS (BUS3)**

Credit Requirements: 69 semester credit hours

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

**FIRST SEMESTER (FALL)**

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

SECOND SEMESTER (SPRING)		
ACC 112	Organizational Accounting	3
MKT 101	Marketing	3
ENG 160	Technical Communications	3
MAT 101**	Beginning Algebra	3
MGT 101	Principles of Management	3
	TOTAL	15
THIRD SEMESTER (SUMMER)		
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
MKT 110	Retailing	3
	TOTAL	12
FOURTH SEMESTER (FALL)		
BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 201	Human Resources Management	3
MKT 135	Customer Service Techniques	3
	Business Elective***	3
	TOTAL	15
FIFTH SEMESTER (SPRING)		
BAF 260	Financial Management	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	
	OR	
ECO 211	Microeconomics	3
MGT 150	Fundamentals of Supervision	3
IDS 201	Leadership Development (Humanities elec.)*	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

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

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

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

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

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

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

THIRD SEMESTER (SUMMER)

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

FOURTH SEMESTER (FALL)

BUS 220	Business Ethics	3
MGT 201	Human Resource Management	3

*PSY 103	Human Relations	3
*SPC 205	Public Speaking	3
	TOTAL	12

FIFTH SEMESTER (SPRING)

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

**TOTAL CREDIT HOURS 69**

(54 + 15 Fire Academy credits)

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

Degree: **Associate in Applied Science**

Major: **GENERAL BUSINESS (BUS3)**

Emphasis: ***Hospitality Management***

Credit Requirements: 69 semester credit hours

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

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

ACC 112	Accounting Concepts II	3
ENG 160	Technical Communications	3
	OR	



ENG 102	English Composition II	
	AND	
SPC 205	Public Speaking	
HOS 150	Hotel Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
MGT 101	Introduction to Management	5
	TOTAL	15
THIRD SEMESTER (SUMMER)		
ACC 102	Accounting Principles II	3
HOS 272	SCWE in Hospitality Management	3
MKT 120	Sales Principles	3
	TOTAL	9
FOURTH SEMESTER (FALL)		
HOS 255	Food Service Management	3
HOS 258	Convention Management	3
MGT 201	Human Resources Management	3
MKT 135	Customer Service Techniques	3
ECO 210	Microeconomics	3
	OR	
ECO 211	Macroeconomics	
	OR	
PSY 201	General Psychology	
	TOTAL	15
FIFTH SEMESTER (SPRING)		
BAF 240	Business Statistics	3
	OR	
BAF 260	Financial Management	
HOS 171	Food and Beverage Control	3
HOS 256	Hospitality Management Concepts	3
MGT 150	Fundamentals of Supervision	3
	HUMANITY OR	3
	SPA 101 Spanish I OR SPA 155 Technical Spanish	
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Students who plan to transfer to a baccalaureate program should make the following course selections: ENG 101 for ENG 155; ENG 102 and SPC 205 for ENG 160; MAT 110 for MAT 101; SPA 101 for SPA 155.

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Degree: **Associate in Applied Science**

Major: **GENERAL BUSINESS (BUS3)**

Emphasis: **Marketing**

Credit Requirements: 69 semester credit hours

FIRST SEMESTER (FALL)

ACC 111	Accounting Concepts	3
BUS 101	Introduction to Business	3
ENG 155	Communications I	3
CPT 170	Microcomputer Applications	3
MKT 101	Principles of Marketing	3
	<b>TOTAL</b>	<b>15</b>

SECOND SEMESTER (SPRING)

ACC 112	Organizational Accounting	3
BAF 101	Personal Finance	3
MKT 135	Customer Service	3
ENG 160	Technical Communications	3
MAT 101*	Beginning Algebra	3
	<b>TOTAL</b>	<b>15</b>

THIRD SEMESTER (SUMMER)

ACC 102	Accounting Principles II	3
BUS 121	Business Law I	3
MGT 101	Principles of Management	3
MKT 120	Sales Principles	3
	<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
MKT 250	Consumer Behavior	3
	<b>TOTAL</b>	<b>15</b>

FIFTH SEMESTER (SPRING)

MKT 240	Advertising	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	3
	OR	
ECO 211	Microeconomics	
IDS 201	Leadership Development (Humanities elective)**	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

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

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

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Certificate: **INTERIOR DESIGN (IDE7)**

Credit Requirements: 30 semester credit hours

This certificate prepares students for career opportunities and/or career advancement in interior decorating and design. Program graduates will be qualified for most entry-level positions in residential and commercial design, including sales (furniture, floor/wall covering, fabric, etc.), assistant to interior designer, architectural draftsman, kitchen/bath/lighting design and sales, condo refurbishing, residential remodeling and institutional design.

FIRST SEMESTER (FALL)

AET 110	Architectural Graphics I	3
ARV 234	Introduction to Interior Design	3
ARV 238	History of Interiors	3
CPT 101	Introduction to Computers	3
	<b>TOTAL</b>	<b>12</b>

SECOND SEMESTER (SPRING)

AET 120	Architectural Graphics II	3
AET 202	History of Architecture	3
ARV 230	Visual Arts Business Procedures	3
ARV 237	Materials and Estimating I	3
	<b>TOTAL</b>	<b>12</b>

THIRD SEMESTER (SUMMER)

ARV 239	AUTOCAD for Interiors	3
ARV 235	Residential Interior Design	3
	<b>TOTAL</b>	<b>6</b>

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**TOTAL CREDIT HOURS 30**

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## | Programs of Study in Computer Technology |

Certificate: **CERTIFIED CISCO NETWORKING ASSOCIATE (CCN6)**

Credit Requirements: 12 semester credit hours

The Certified CISCO Networking Associate (CCNA) certificate program is designed to meet the demands and opportunities of an information economy. This program prepares individuals to build and maintain local and wide area networks. Closely corresponding to the real world, the curriculum enables students to acquire hands-on experience with the building blocks of today's global information networks. Students learn by doing as they design and bring to life local and wide area networks. Based on the CISCO networking academies training program, this program prepares students for the CISCO Certified Networking Associate exam. Students must maintain a "C" or better in this entire certificate to complete the certificate.

### FIRST SEMESTER

#### FIRST HALF

IST 201	CISCO Internetworking Concepts	3
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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
	<u>TOTAL</u>	<u>6</u>
	<b>TOTAL CREDIT HOURS</b>	<b>12</b>

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Degree: **Associate in Applied Science**

Major: **COMPUTER TECHNOLOGY (CPT3)**

Emphasis: ***Programming***

Credit Requirements: 75 semester credit hours

This curriculum prepares students for entry-level positions in several computer-related professions. After completing a year in general computer courses, students select an emphasis in Programming or Networking. Students who select a Programming emphasis will be skilled in programming languages, providing them the potential to work as business application programmers, database managers and system analysts. The Networking

emphasis provides students skills in network architecture, network design, and LAN services and support. Students must have a "C" or better in all CPT and IST classes to graduate.

**TRANSFER OPPORTUNITIES:** HGTC has developed transfer agreements to benefit students interested in earning the Bachelor's Degree in Computer Technology or Information Sciences. Students who plan to transfer to pursue a bachelor's degree should follow the Transfer Advisement Guide and plan course selections with the Computer Technology faculty advisor. For students interested in continuing through an online program, HGTC has a transfer agreement with Western Kentucky University.

**FIRST SEMESTER (FALL)**

CPT 170	Microcomputer Applications	3
CPT 168	Programming Logic and Design	3
IST 166	Network Fundamentals	3
MAT 101	Beginning Algebra*	3
PHI 103	Workplace Ethics*	3
	<b>TOTAL</b>	<b>15</b>

**SECOND SEMESTER (SPRING)**

CPT 176	Micro Operating Systems	3
CPT 209	Computer Systems Management	3
CPT 187	Object Oriented Logic and Design	3
CPT 270	Advanced Microcomputer Applications	3
MAT 122	Finite College Math*	3
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

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

**FOURTH SEMESTER (FALL)**

ENG 160	Technical Communications*	3
CPT 162	Introduction to Web Page Publishing	3
CPT 242	Database 3	
CPT 163	Introduction to Multimedia for Web Pages	3
CPT 286	Visual Basic II	3
	<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

CPT 262	Advanced Web Page Publishing	3
CPT 264	Systems and Procedures	3
IST 292	Fundamentals of Network Security	3

Elective (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 may substitute the following courses: MAT 110 College Algebra for MAT 101 Beginning Algebra; PSY 201 General Psychology for PSY 103 Human Relations; ENG 101 English Composition I; SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications; and PHI 110 Ethics for PHI 103 Workplace Ethics.

\*\*CPT 213 or CPT 236 or CPT 294 or CPT 280 or IST 164 or IST 290 or CWE XX3

Degree: **Associate in Applied Science**  
Major: **COMPUTER TECHNOLOGY (CPT3)**  
Emphasis: **Networking**  
Credit Requirements: 75 semester credit hours

This curriculum prepares students for entry-level positions in several computer-related professions. After completing a year in general computer courses, students select an emphasis in Programming or Networking. Students who select a Programming emphasis will be skilled in programming languages, providing them the potential to work as business application programmers, database managers and system analysts. The Networking emphasis provides students skills in network architecture, network design, and LAN services and support. Students must have a "C" or better in all CPT and IST classes to graduate.

**TRANSFER OPPORTUNITIES:** HGTC has developed transfer agreements to benefit students interested in earning the Bachelor's Degree in Computer Technology or Information Sciences. Students who plan to transfer to pursue a bachelor's degree should follow the Transfer Advisement Guide and plan course selections with the Computer Technology faculty advisor. For students interested in continuing through an online program, HGTC has a transfer agreement with Western Kentucky University.

**FIRST SEMESTER (FALL)**

CPT 170	Microcomputer Applications	3
CPT 168	Programming Logic and Design	3
IST 166	Network Fundamentals	3
MAT 101	Beginning Algebra	3
PHI 103	Workplace Ethics	3
	<b>TOTAL</b>	<b>15</b>

**SECOND SEMESTER (SPRING)**

CPT 176	Micro Operating Systems	3
CPT 209	Computer Systems Management	3
CPT 187	Object Oriented Logic and Design	3

CPT 270	Advanced Microcomputer Applications	3
MAT 122	Finite College Math	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

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

FOURTH SEMESTER (FALL)

IST 165	Implementing & Administering Network Directory Services	3
IST 261	Advanced Network Administration	3
ENG 160	Technical Communications	3
CPT 242	Database 3	
IST 291	Fundamentals of Network Security I	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

CPT 264	Systems and Procedures	3
IST 209	Fundamentals of Wireless LANs	3
IST 292	Fundamentals of Network Security II	3
	Elective (Choose two)**	6
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\*\* CPT 213 or CPT 236 or CPT 294 or CPT 280 or IST 164 or IST 290 or CWE XX3

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Certificate: **MICROSOFT CERTIFIED PROFESSIONAL (MCP6)**

Credit Requirements: 15 semester credit hours

The Microsoft Certified Professional (MCP) certificate courses prepare the student for a network administration profession. It is designed primarily for a student employed or seeking employment in an organization that will use networking in its work environment. This program is designed to prepare the student for the MS Certified Professional certification exams on MS Windows 2000 Server and MS Windows 2000 Infrastructure. These courses will provide the student with theory and hands-on administration of a network. All classes in this certificate transfer to the Network Certificate and to the Networking Career emphasis in the Computer Technology Associate Degree program. Students must maintain a "C" or better in all CPT and IST

courses to complete the certificate. Contact the Information Technology Department Chair for advisement.

IST 166	Network Fundamentals	3
CPT 176	Microcomputer Operating Systems	3
IST 162	Introduction to WorkStation Networking Administration	3
IST 164	Implementing Network Infrastructure	3
IST 165	Implementing & Administering Windows Directory Services	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

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Certificate: **NETWORKING (NTW7)**

Credit Requirements: 33 semester credit hours

The Network Certificate prepares students for network administrator or network engineer positions. It is intended for students employed in organizations that will use networking in the work environment. This program of study is designed to prepare the student for network certification. All classes in this certificate transfer to the Networking emphasis in the Computer Technology Associate Degree program. Students must have a "C" or better in all CPT and IST classes to graduate.

FIRST SEMESTER (FALL)

IST 166	Network Fundamentals	3
TOTAL		3

SECOND SEMESTER (SPRING)

CPT 170	Microcomputer Applications	3
CPT 176	Microcomputer Operating Systems	3
TOTAL		6

THIRD SEMESTER (SUMMER)

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

FOURTH SEMESTER (FALL)

IST 261	Advanced Network Administration	3
IST 291	Fundamentals of Network Security I	3
IST 165	Implementing and Administering Windows Directory Services	3
TOTAL		9



FIFTH SEMESTER (SPRING)			
IST	209	Fundamentals of Wireless LANs	3
IST	290	Special Topics in Information Sciences	
		OR	
CPT	280	SCWE in Computer Technology	3
IST	292	Fundamentals of Network Security	3
		<u>TOTAL</u>	<u>9</u>
		<b>TOTAL CREDIT HOURS</b>	<b>33</b>

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Certificate: **WEB PAGE DESIGN (WEB7)**

Credit Requirements: 33 semester credit hours

The Web Page Design certificate provides the necessary skills to design, create, maintain and troubleshoot websites for the World Wide Web. This certificate is for students who desire a career in Web Page Design. Students must have a "C" or better in all CPT and IST classes to graduate.

FIRST SEMESTER (FALL)			
CPT	168	Programming Logic & Design	3
MAT	101	Beginning Algebra	3
		TOTAL	6

SECOND SEMESTER (SPRING)			
CPT	176	Microcomputer Operating Systems	3
CPT	187	Object Oriented Logic and Design	3
		TOTAL	6

THIRD SEMESTER (SUMMER)			
IST	225	Internet Communications	3
CPT	260	Operating Systems and Web Servers	3
		TOTAL	6

FOURTH SEMESTER (FALL)			
CPT	162	Introduction to Web Page Publishing	3
CPT	163	Multimedia for Web Pages	3
CPT	242	Database	3
		TOTAL	9

FIFTH SEMESTER (SPRING)			
CPT	262	Advanced Web Page Publishing	3
IST	209	Fundamentals of Wireless LANS	3
		<u>TOTAL</u>	<u>6</u>
		<b>TOTAL CREDIT HOURS</b>	<b>33</b>

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## | Programs of Study in Engineering Technology |

Degree: **Associate in Applied Science**

Major: **CIVIL ENGINEERING TECHNOLOGY (CET3)**

Credit Requirements: 73 Credit Hours

The Civil Engineering Technology Associate Degree program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Graduates of the CET program are prepared to seek careers in the planning, design and construction of roads, bridges, canals, dams, water and sewerage plants, and similar projects. Work to which civil engineering technicians might be assigned includes: Computer aided drafting of construction and industrial drawings, writing specifications, cost estimating, construction job inspection, surveying and map preparation. Civil Engineering Technology graduates also have the option to continue their education by transferring to a four-year institution and pursuing a Bachelor's Degree in Engineering Technology.

### FIRST SEMESTER (FALL)

CET 120	Construction Materials	3
EGR 120	Engineering Computer Applications	3
EGT 101	Basic Technical Drawing	2
ENG 155	Communications I**	3
MAT 175	Algebra and Trigonometry I**	3
	TOTAL	14

### SECOND SEMESTER (SPRING)

CET 105	Surveying I	3
EGR 190	Statics	3
EGT 151	Introduction to CAD	3
MAT 176	Algebra and Trigonometry II**	3
CHM 110	College Chemistry I <sup>a</sup>	4
	TOTAL	16

### THIRD SEMESTER (SUMMER)

CET 205	Surveying II	4
CET 210	Strength of Materials	3
MAT 130	Elementary Calculus**	3
	Elective*	3
	TOTAL	13

### FOURTH SEMESTER (FALL)

CET 216	Soil Mechanics	3
CET 218	Hydraulics	3
CET 242	Concrete Design	3
ENG 160	Technical Communications**	3
PSY 201	General Psychology	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

CET 245	Cost Estimating	3
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
CET 252	Special Topics in Engineering Technology	3
PHI 110	Ethics**	3
	<u>TOTAL</u>	<u>15</u>
	<b>TOTAL CREDIT HOURS</b>	<b>73</b>

\*EGT 252 is suggested, with EGT 151 as a prerequisite.

\*\*The following university transferrable sequences may be substituted: MAT 110/MAT 111/MAT 140 for Math or ENG 101/ENG 102 with SPC 205 for English.

<sup>a</sup>Students may substitute PHY 201 if better suited to their academic/ career goals.

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Degree: **Associate in Applied Science**

Major: **CONSTRUCTION PROJECT MANAGEMENT (CMT3)**

Credit Requirements: 70 semester credit hours

The Construction Project Management Technology program prepares students to become employed in the field of construction, capable of filling entry and mid-level supervisory positions within the industry. Also, the program allows persons already employed in the construction industry to enhance their skills and prepare for advancement. The program focuses on the knowledge and skills needed to supervise an ongoing construction project, staying under cost, maintaining high quality, and building to the specifications.

TRANSFER OPPORTUNITIES: HGTC and Clemson University have developed transfer agreements to benefit students interested in earning the Bachelor of Science Degree in Construction Science Management. Students who plan to transfer to Clemson University to pursue this degree should follow the Transfer Advisement Guide for Construction Management Technology-Clemson Transfer and plan course selections with the Construction Project Management Technology faculty advisor.

FIRST SEMESTER (FALL)

CET 120	Construction Materials	3
EGR 120	Engineering Computer Applications	3
EGT 101	Basic Technical Drawing	2
ENG 101	English Composition I	3
MAT 175	Algebra & Trigonometry I*	3
SPC 205	Public Speaking	3
	<u>TOTAL</u>	<u>17</u>

SECOND SEMESTER (SPRING)

AET 101	Building Systems I	3
CET 105	Surveying I	3

CET 127	Building Construction & Print Reading	4
EGR 190	Statics	3
EGT 151	Introduction to CAD	3
	<b>TOTAL</b>	<b>16</b>
<b>THIRD SEMESTER (SUMMER)</b>		
BCT 200	SCWE in Building Construction Technology	8
	<b>TOTAL</b>	<b>8</b>
<b>FOURTH SEMESTER (FALL)</b>		
CET 245	Cost Estimating	3
CET 216	Soil Mechanics	3
CET 230	Construction Management	3
CET 242	Concrete Design	3
ENG 160	Technical Communications	3
	<b>TOTAL</b>	<b>15</b>
<b>FIFTH SEMESTER (SPRING)</b>		
CET 140	Construction Financial Management	3
CET 238	Construction Planning & Scheduling	2
PSY 201	General Psychology	3
SPA 155	Technical Spanish I**	3
CET 260	Construction Management Senior Project	3
	<b>TOTAL</b>	<b>14</b>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

\*MAT 110 may be substituted for MAT 175.

\*\*SPA 101 may be substituted for SPA 155.

Degree: **Associate in Applied Sciences**

Major: **ELECTRONICS ENGINEERING TECHNOLOGY (EET3)**

Credit Requirements: 78 semester credit hours

Electronics Engineering Technology graduates are prepared to seek entry-level employment in such career fields as electrical power generation and distribution, telecommunications, medical equipment technology, and industrial control systems design and development. Also, graduates have the option to transfer to a four-year institution and pursue a Bachelor's Degree in Engineering Technology.

**FIRST SEMESTER (FALL)**

CPE 107	Computer Applications for Electronics	3
EET 113	Electrical Circuits I - DC	4
EET 145	Digital Circuits	4
ENG 155	Communications I*	3

MAT 175	Algebra & Trigonometry I*	3
	TOTAL	17
SECOND SEMESTER (SPRING)		
EET 114	Electrical Circuits II - AC	4
EET 130	Network Devices	3
ENG 160	Technical Communications*	3
EET 210	Digital Integrated Circuits	4
MAT 176	Algebra & Trigonometry II*	3
	TOTAL	17
THIRD SEMESTER (SUMMER)		
EET 131	Active Devices	4
EET 227	Electrical Machines	3
EET 253	Microprocessors	4
	TOTAL	11
FOURTH SEMESTER (FALL)		
EET 147	I.C. Circuits	2
EET 231	Industrial Electronics	4
EET 220	Analog Integrated Circuits	3
PHY 201	Physics I	4
PHI 110	Ethics*	3
	TOTAL	16
FIFTH SEMESTER (SPRING)		
EET 218	Electrical Power Systems	4
EET 235	Programmable Controllers	3
EET 243	Data Communications	3
EET 273	Senior Project	1
EET 274	Selected Topics	3
ECO 210	Macroeconomics	3
	TOTAL	17
	<b>TOTAL CREDIT HOURS</b>	<b>78</b>

\*The following university transferrable sequences may be substituted: MAT 110/MAT 111 for Math or ENG 101/ENG 102 with SPC 205 for English.

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## | Programs of Study in Health Science |

### **SPECIAL NOTE ABOUT “LIMITED ACCESS” PROGRAMS**

Some of the programs in Health Science offered at Horry-Georgetown Technical College are classified as limited access programs, meaning they may have special or particular or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student’s placement into courses in the particular program area.

Because of prerequisite requirements that may exist for limited access programs, the following curriculum displays are for information only and should not be interpreted as an exact representation of course progression, but for information purposes only outlining all program course requirements necessary for completing a particular program of study. Students should confer with the Health Science Advisor on the Conway Campus or Grand Strand Campus, or the New Student Enrollment Advisor on the Georgetown Campus for more specific information.

It is the *student’s* responsibility to be aware of all limited access program admission, program advancement and program prerequisite requirements, and to be fully informed of any wait times that may exist for placement into a particular limited access program of study.

Programs with limited access admission, placement and/or prerequisite requirements are designated as limited access in the following descriptions.

### **CRIMINAL BACKGROUND CHECKS AND URINE DRUG SCREENING**

Many of the programs of study in Health Science REQUIRE SUCCESSFUL COMPLETION OF A MANDATORY CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREENING prior to placement in clinical rotation. Students whose Criminal Background Check and/or Urine Drug Screening disqualify them from placement in clinical rotation will be declared ineligible for continued enrollment AND REMOVED FROM THE PROGRAM. Even if students have a clean or acceptable Criminal Background Check and/or Urine Drug Screening, it is the STUDENT’S RESPONSIBILITY TO NOTIFY the Office of Student Affairs at HGTC if any incident occurs during enrollment that may disqualify him/her from placement eligibility. Failure to do so will result in disciplinary action and removal from the program.

ALL COSTS related to Criminal Background Checks, Urine Drug Screenings and further requirements ARE SOLELY THE RESPONSIBILITY OF THE STUDENT.

Certificate: **COSMETOLOGY (COS7)**

Credit Requirements: 39 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Cosmetology program will provide instruction to enable graduates to pass the South Carolina State Board of Cosmetology examination to become licensed Cosmetologists and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of cosmetology-related skills including hair shaping, hairstyling, hair coloring, chemical services, manicuring, and skin care. Students must clock in a total of 1500 hours to be eligible to take the State Licensing examination. Applicants will be admitted to this program on a first come, first qualified basis. Applicants are considered to be qualified when they meet all college and program requirements. This program has been approved by the S.C. Department of Labor, Licensure and Regulations for Board of Cosmetology.

**ADDITIONAL ADMISSION REQUIREMENTS**

- Submission of Health Sciences Division physical examination form and a physical form indicating the candidate has the ability to perform the physical tasks required in the program.
- Criminal background checks will be required of students entering the program.
- Students will be responsible for purchasing uniforms and cosmetology kits.

**PROGRESSION REQUIREMENTS**

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

**FIRST SEMESTER (FALL)**

COS 101	Fundamentals of Cosmetology	3
COS 112	Shampoo and Rinses	4
COS 114	Hair Shaping	4
COS 120	Manikin Practice	3
	<b>TOTAL</b>	<b>14</b>

**SECOND SEMESTER (SPRING)**

COS 108	Nail Care	3
COS 110	Scalp and Hair Care	3
COS 116	Hair Styling I	4
COS 206	Chemical Hair Waving	3
	<b>TOTAL</b>	<b>13</b>

**THIRD SEMESTER (SUMMER)**

COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
	<b>TOTAL</b>	<b>6</b>

FOURTH SEMESTER (FALL)		
COS 106	Facials and Makeup	3
COS 222	Cosmetology Clinical Practice II	3
	<u>TOTAL</u>	<u>6</u>
	<b>TOTAL HOURS</b>	<b>39</b>

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Degree: **Associate in Applied Science**

Major: **DENTAL HYGIENE (DHG3) – Limited Access Program**

Credit Requirements: 83 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Dental Hygiene program prepares the student to provide direct patient care in the detection and prevention of oral diseases under the supervision of a dentist as required by law. The Dental Hygienist's major role is as an educator and includes designing individualized dental hygiene patient treatment and education. The Dental Hygienist is qualified to evaluate patient medical histories, take and record blood pressure, chart conditions of periodontal disease and decay for diagnosis by the dentist, conduct oral cancer screening examinations, educate the patient on the latest techniques of oral home care and perform a thorough cleaning of the patients' teeth. The Dental Hygienist is also qualified to apply sealants and fluoride for the prevention of decay, expose and develop radiographs, and provide nutritional counseling for dental patients.

Dental Hygiene program students receive their education in a modern, well-equipped on-campus dental clinic, under the direct supervision of licensed dentists and hygienists.

Students are eligible to take national and state board examinations. Upon successful completion of these examinations, the dental hygienist will be licensed and recognized as a Registered Dental Hygienist.

Career opportunities are readily available in a private dental practice, public health departments, hospitals, industrial clinics, health insurance companies, research, marketing and dental hygiene education. The flexibility of working hours, be it full or part-time employment, allows the dental hygienist to maintain a balance between career and other personal goals. Financial rewards are excellent and the work is challenging.

NOTE: Criminal background checks and drug testing are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion of the program. Please contact the Admissions Office for more information.

Acceptance Requirements-

Applicants will be accepted into the Dental Hygiene program by completing a weighted admission form. Students with the highest scores will receive admission to



the program. A “waiting list” of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must notify the Admission Office in writing by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available in the College’s Admissions office.

The following requirements for a completed application MUST be submitted to the Admissions Office by the application deadline date:

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test)
  - The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
3. Transfer students must meet the College transfer student admission requirements.
4. Completion of the four prerequisite courses with a grade of “C” or higher: BIO 210 Anatomy & Physiology I, CHM 105 General, Organic and Biochemistry, CPT 101 Introduction to Computers, and ENG 101 English Composition I. Some of these courses may have time limits, so please refer to the transfer credit limit section in the catalog.
5. Cumulative GPA of 2.5 or higher in all required Dental Hygiene curriculum courses. A minimum grade of “C” is required in all DHG courses.
6. Attend an information session with a Dental Hygiene faculty member and obtain a signed statement verifying attendance.
7. Complete 10 hours of clinical observation: 5 in a private dental office observing the dental hygienist and 5 in the HGTC Dental Hygiene Clinic. (Observation forms will be available at the information session).
8. Completion of a criminal background check and a drug screening test. This will be repeated annually.
9. Review and acknowledge the Technical Standards of the Dental Sciences Department.
10. Payment of a non-refundable tuition deposit.
11. All applicants must be at least 17 years of age at the time of admission to the program.

#### Dental Sciences Department Technical Acceptance Standards-

The Dental Sciences Department—the Dental Hygiene and Expanded Duty Dental Assisting programs—requires specific technical standards. These standards refer to all non-academic admissions criteria essential for program participation. In order to be considered, admitted or retained in the program after admission, all applicants with or without accommodations must possess the following abilities:

#### PHYSICAL REQUIREMENTS-

The student must have use of both hands and dexterity in the fingers to manipulate dental instruments, materials, dental handpieces and to operate dental equipment. The use of the feet is necessary to manipulate foot pedals for handpieces and other adjunct dental equipment. Body build must fit into dental operator’s stool in order

to perform dental hygiene procedures. The ability to stand for duration of time is also necessary.

#### DATA CONCEPTION

The student must possess the ability to gather, classify and interpret information about data, people or things, be able to carry out appropriate actions in relation to the data received.

#### VISUAL COLOR DISCRIMINATION

The student must be able to differentiate various shades of colors in a limited environment and space in the oral cavity. Must be able to distinguish various gradations from black to white on dental radiographs.

#### MANUAL DEXTERITY/MOTOR COORDINATION

The student must be able to manipulate dental instruments to discern changes in surface textures, manipulate dental instruments without causing trauma to dental tissues, and to control pressure exerted by dental handpieces on dental tissue to prevent injury to those tissues.

#### PHYSICAL COMMUNICATION

The student must be able to perceive sound through telephone, hear commands through operator's face mask and discern blood pressure sounds through a stethoscope.

#### REASONING DEVELOPMENT

The student must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

#### VISUAL ACUITY

The student must be able to identify the working ends of various dental instruments implements at a 2 foot distance.

#### LANGUAGE DEVELOPMENT

The student must be able to read and comprehend complex information from scientific and/or technical journals, papers, textbooks, etc. Also, the student must be able communicate the same type of complex information through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech, as well as communicating technical information to patients at a level so that the patient understands his/her dental condition. The student also must speak clearly with correct pronunciation of dental and medical terms.

#### NUMERICAL ABILITY

The student must be able to determine percentages, convert fractions, ratio, and proportions as well as basic subtraction, addition, multiplication, and division. Must have the ability to understand and interpret the implications and meanings of the numerical values.

#### FORM/SPATIAL ABILITY

The student must be able to view in 3-dimensional relationships, distinguish subtle changes from one form or shape to another, discriminate intricate measurements.

#### PERSONAL TEMPERMENT

The student must be able to maintain a professional attitude and appearance, and be able to deal with stress produced by course load, clinical requirements and patient attitude. Also, students must adapt to change and function and focus in an environment with multiple extraneous stimuli.

#### Course Sequence and Progression-

1. Maintain a minimum grade of "C" in all Dental Hygiene curriculum courses. Failure of one Dental Hygiene course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. (Refer to Re-Acceptance section below).
2. Maintain a cumulative GPA of 2.0 or higher.
3. Submit evidence of and maintain current CPR Healthcare Provider certification throughout the Dental Hygiene curriculum.
4. Submit a completed Health Sciences Division physical examination record at the beginning of the curriculum.
5. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass the course).
6. Certain general education courses have credit time limits. For the Associate Degree in Dental Hygiene the following course time limits apply: DHG courses; Biology 210, 211 and 225; and CPT 101. See the transfer credit time limit section of the catalog.

#### Re-Acceptance-

A student may not be re-accepted to the Dental Hygiene program more than once. Each candidate for re-acceptance to the Dental Hygiene program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in the curriculum course may request consideration for re-acceptance to the Dental Hygiene program. Re-acceptance is not automatic. The following policies and procedures for re-acceptance must be followed:

1. Submit a written request to the Dental Hygiene Department Chair.
2. Have a cumulative GPA of 2.5 or better to include all curriculum and general education courses within the major.
3. Schedule and attend a conference with the Dental Hygiene Department Chair to discuss the student's written plan of activities related to successful completion of the program.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Dental Hygiene courses older than two calendar years will not be accepted.
6. Dental Hygiene curriculum general education courses may not be repeated more than twice.
7. Dental Hygiene courses may not be repeated more than once.

Decisions regarding re-acceptance of students to the Dental Hygiene program are made by the Dental Hygiene Department Chair in collaboration with the entire Dental Science faculty.

#### Transfer-

Students seeking transfer of credit from Dental Hygiene programs at other institutions will be considered on an individual, space available basis. Transfer candidates must:

- Submit a written request to the Dental Hygiene Department Chair;
- Meet all requirements for the completed application to the Dental Hygiene program;
- Meet all minimum requirements for acceptance to the Dental Hygiene program;
- Have Dental Hygiene courses that are not older than two calendar years;
- Not have repeated a Dental Hygiene course more than once;
- Not have repeated a Dental Hygiene curriculum general education course more than twice;
- Have earned a grade of "C" or better in all Dental Hygiene and support courses taken at the institution from which he or she is seeking transfer credit;
- Submit a letter of recommendation from the previous Dental Hygiene program; and
- Complete at least the last two semesters in the Dental Hygiene program in order to receive a Dental Hygiene associate degree from Horry-Georgetown Technical College.

Students transferring to the Dental Hygiene program may be expected to update competencies prior to entering the program.

#### Supplies-

Students will be responsible for items above and beyond tuition, such as instruments, uniforms and clinical supplies.

#### Advanced Placement-

The Dental Hygiene Program does not currently accept advanced placement students.

All courses with a DHG prefix, as well as AHS 113, are reserved for Dental Hygiene majors. All courses must be completed with a grade of "C" or higher. Grades below "C" are considered course failures.

#### PREREQUISITES FOR ACCEPTANCE

BIO 210 <sup>a</sup>	Anatomy and Physiology I	4
CHM105*	General, Organic and Biochemistry	4
ENG 101	English Composition	3
CPT 101	Introduction to Computers	3
	TOTAL	14

<sup>a</sup>The prerequisite for BIO 210 (CHM 110) may be substituted for CHM 105.

#### FIRST SEMESTER (FALL)

AHS 113	Head & Neck Anatomy	1
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4

DHG 125	Tooth Morphology & Histology	2
DHG 151	Dental Hygiene Principles	5
	TOTAL	16
SECOND SEMESTER (SPRING)		
DHG 121	Dental Radiography	3
DHG 141	Periodontology	2
DHG 165	Clinical Dental Hygiene I	5
DHG 243	Nutrition	2
SPC 205	Public Speaking	3
	TOTAL	15
THIRD SEMESTER (SUMMER)		
DHG 175	Clinical Dental Hygiene II	5
DHG 239	Dental Assisting for Dental Hygienists	2
MAT 101*	Beginning Algebra	3
PSY 201	General Psychology	3
	TOTAL	13
FOURTH SEMESTER (FALL)		
DHG 140	General and Oral Pathology	2
DHG 143	Dental Pharmacology	2
DHG 230	Public Health Dentistry	3
DHG 241	Integrated Dental Hygiene I	1
DHG 255	Clinical Dental Hygiene III	5
	TOTAL	13
FIFTH SEMESTER (Spring)		
DHG 242	Integrated Dental Hygiene II	1
DHG 265	Clinical Dental Hygiene IV	5
SOC 101	Introduction to Sociology	3
	Humanities**	3
	<u>TOTAL</u>	<u>12</u>
	<b>TOTAL CREDIT HOURS</b>	<b>83</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, SPA 101, SPA 155

In addition to tuition and fees, the initial estimated expenses of the Dental Hygiene program include:

Books .....	\$600
CPR (Healthcare Provider) .....	\$40
Physical .....	\$150
Hepatitis Vaccine .....	\$80
Uniforms, shoes, name badge .....	\$250
Blood pressure kit and stethoscope .....	\$60
Instruments .....	\$1,200
Clinic supplies (gloves, etc.) .....	\$500
National Board Exam Fee.....	\$265
National Board Review Course .....	\$400
Clinical Exam Fee .....	\$1,200
Student Association Dues (per year) .....	\$65

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Diploma: **Applied Science**

Major: **EXPANDED DUTY DENTAL ASSISTING (EDA1)- Limited Access Program**

Credit Requirements: 48 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Expanded Duty Dental Assisting program produces dental assistants to perform chair side assisting, expose and process radiographs, perform basic business office procedures, manage asepsis, infection and hazard control protocols, perform laboratory procedures, assist in the management of emergencies, provide oral health instruction and function as a member of the dental team. Applicants seeking to enter the program must fulfill HGTC general admission requirements. High school courses in biology, chemistry and algebra are recommended to prepare for the program's science-based curriculum.

Students will be required to travel to various dental offices in Horry and Georgetown counties as part of their office rotation courses.

#### ACCEPTANCE REQUIREMENTS

Applicants will be accepted to the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Acceptance will be in a two-stage process – “Preliminary” and “Final” Acceptance. Once the student has completed the requirements for a completed application, the student will be granted Preliminary Acceptance to the program. Following completion of the program requirements, the student will be granted Final Acceptance to the program. Applicants are considered qualified for acceptance to the next available class when they meet all College and program requirements.

#### REQUIREMENTS FOR “PRELIMINARY ACCEPTANCE”

##### TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM

Once students have completed the following requirements, they will be granted “Preliminary Acceptance” into the Expanded Duty Dental Assisting program.

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores on one of the following tests: SAT, ACT or COMPASS (College placement test);
3. The Developmental Studies Course sequence will be required if minimum placement test scores are not achieved.
4. Cumulative GPA of 2.0 or higher in all general education curriculum courses.
5. Transfer students must meet the College transfer student admission requirements.

#### REQUIREMENTS FOR "FINAL ACCEPTANCE" TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM

Following "Preliminary Acceptance" to the program, the student will have a two-month period to complete the following requirements for "Final Acceptance." Should the student not complete these requirements within the two-month time period, "Final Acceptance" to the program WILL NOT be granted.

1. Payment of a non-refundable tuition deposit.
2. Attend an orientation session with the Program Coordinator and obtain a signed statement verifying attendance.
3. Complete at least 5 hours of observation in a private dental office. Forms to be completed by the supervising dentist verifying this observation can be obtained from the Program Coordinator's office.
4. Complete a criminal background check and a drug screening test by the stated deadline date.

#### DENTAL SCIENCES DEPARTMENT TECHNICAL ACCEPTANCE STANDARDS

The Dental Sciences Department is comprised of the Dental Hygiene and Expanded Duty Dental Assisting programs that require specific technical standards. These standards refer to all non-academic acceptance criteria essential to participate in the program. In order to be considered, accepted or retained in the program after acceptance, all applicants with or without accommodations must possess specified abilities: (Refer to the same section under the Dental Hygiene Curriculum for technical standards)

#### COURSE SEQUENCE AND PROGRESSION

1. Maintain a minimum grade of "C" or higher in all Expanded Duty Dental Assisting courses. Failure of one EDDA course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space-available basis and the student will be required to meet all admission requirements for readmission (refer to re-acceptance section below).
2. Maintain a minimum GPA of 2.0;
3. Must submit evidence of and maintain current CPR Healthcare Provider certification throughout the Expanded Duty Dental Assisting curriculum;
4. Submit a completed Health Sciences Division physical examination record at the beginning of the first semester (required for attendance and successful completion of the clinical courses); and
5. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass each course).

Any student who fails to meet the requirements for progression will be dropped from the program and must re-apply for re-acceptance.

#### RE-ACCEPTANCE

A student may not be reaccepted to the Expanded Duty Dental Assisting program more than once. Each candidate for re-acceptance to the Expanded Duty Dental Assisting program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in a curriculum course may request consideration for re-acceptance to the Expanded Duty Dental Assisting Program. Re-acceptance is not automatic. The following policies and procedure for re-acceptance must be followed.

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator.
2. Have a cumulative GPA of 2.0 or higher to include all curriculum and general education courses within the major.
3. Schedule and attend a conference with the Expanded Duty Dental Assisting Program Coordinator and Dental Sciences Department Chair to discuss the student's written plan of activities related to successful completion of the program.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted.
6. Expanded Duty Dental Assisting courses may not be repeated more than once.
7. Expanded Duty Dental Assisting general education courses may not be repeated more than twice.

Decisions regarding re-acceptance of students to the Expanded Duty Dental Assisting program are made by the Department Chair in collaboration with the entire Dental Sciences faculty.

#### TRANSFER

Students seeking transfer of credit from Expanded Duty Dental Assisting programs at other institutions will be considered on an individual, space available basis. Candidates for transfer must:

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator;
2. Meet all requirements for the completed application to the Expanded Duty Dental Assisting program;
3. Meet all minimum requirements for acceptance to the Expanded Duty Dental Assisting program;
4. Have a GPA of 2.0 or higher in the program from which the student is transferring. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted;
5. Not have repeated an Expanded Duty Dental Assisting course more than once;
6. Not have repeated an Expanded Duty Dental Assisting general education course more than twice;
7. Have earned a grade of "C" or better in all Expanded Duty Dental Assisting and general education courses taken at the institution from which he or she is seeking transfer credit.



8. Submit a letter of recommendation from the previous Expanded Duty Dental Assisting program; and
9. Complete at least the last semester in the Expanded Duty Dental Assisting program in order to receive an Expanded Duty Dental Assisting diploma from HGTC.

Students transferring to the Expanded Duty Dental Assisting program may be expected to update competencies prior to entering the program.

#### ADVANCED PLACEMENT

The Expanded Duty Dental Assisting Program does not currently accept advanced placement students.

Students interested in articulating into the Associate Degree Dental Hygiene program may elect to take the following courses: ENG 101 and SPC 205 in lieu of ENG 155; and SOC 101 and PSY 201 in lieu of PSY 103.

All courses with the DAT prefix are restricted to Expanded Duty Dental Assisting majors. All courses must be completed with a grade of "C" or higher. Grades below "C" are considered course failures.

#### FIRST SEMESTER (FALL)

DAT 113	Dental Materials	4
DAT 118	Dental Morphology	2
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4
CPT 101	Introduction to Computers	3
	<b>TOTAL</b>	<b>17</b>

#### SECOND SEMESTER (SPRING)

DAT 115	Ethics & Professionalism	1
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 174	Office Rotations	4
DAT 183	Specialty Functions	3
ENG 155	Communications I	3
	<b>TOTAL</b>	<b>18</b>

#### THIRD SEMESTER (SUMMER)

DAT 177	Dental Office Experience	7
PSY 103	Human Relations	3
MAT 155	Contemporary Math	3
	<u>TOTAL</u>	<u>13</u>
	<b>TOTAL SEMESTER HOURS</b>	<b>48</b>

In addition to tuition and fees, initial estimated expenses of the Expanded Duty Dental Assisting program include:

Books .....	\$600.00
CPR.....	\$40.00
Hepatitis Vaccine .....	\$80.00
Uniforms (including shoes) .....	\$250.00
Travel for office rotations and projects/supplies.....	Varies
<b>Estimated Total.....</b>	<b>\$970.00</b>

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Certificate: **DIAGNOSTIC MEDICAL SONOGRAPHY (DMS7) –  
Limited Access Program**

Credit Requirements: 39 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

*Note: Students with enough credits to qualify for a degree in Occupational Technology may graduate with a Degree in Occupational Technology, with a Major or Emphasis in Diagnostic Medical Sonography.*

The Diagnostic Medical Sonography Program is an advanced certificate. Diagnostic Medical Sonographers use the physical attributes of sound waves at high frequencies to produce diagnostic images used for interpretation and diagnosis by qualified physicians. These images may be viewed on a screen or recorded on film for a permanent record.

**ACCEPTANCE REQUIREMENTS**

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Complete the following prerequisites with a grade of “C” or better:
  - PHY 118 (PHY 201 or PHY 202/Radiographic Physics is acceptable)
  - BIO 210 and BIO 211
  - MAT 110 or MAT 120
  - CPT 101
  - ENG 101
  - SPC 205
  - AHS 110 (required if student has no patient care skills background; offered in summer only and requires BIO 210 and BIO 211 as prerequisites)
- The requirements of BIO 210 and BIO 211 must have been successfully completed within the last five years from the date of application unless the applicant submits proof of full-time employment in an Allied Health Field and has previously accrued the pre-requisites. See the transfer credit time limit section of the catalog.
- Students must pass a criminal background check prior to entry into the program.
- Students must complete a Health Form, a drug screen test and attend a mandatory hospital orientation.

- Students completing the program will be eligible to sit for the ARRT – American Registry of Radiologic Technologist certification exam in Diagnostic Medical Sonography.
- Students turned down because of background checks may not enter the program.

#### COURSE PROGRESSION REQUIREMENTS

In order to progress to the next semester once accepted into the program a student must:

1. Earn a 2.5 GPA and a grade of “C” or better in all courses.
2. Maintain a cumulative GPA of 2.5.

#### REACCEPTANCE TO A PROGRAM

Students who receive a W, D, or F in a prerequisite or co-requisite course may request consideration for reacceptance to the DMS program. Reacceptance to the program is not automatic.

Grading Scale:

92 – 100	A
83 – 91	B
74 – 82	C
65 – 73	D
64 and below	F

#### FIRST SEMESTER (FALL)

DMS 112	OB/GYN I	3
DMS 114	DMS Cross Sectional Anatomy	3
DMS 164	Introduction to Clinical Education	2
	<b>TOTAL</b>	<b>8</b>

#### SPRING 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 166	Advanced Clinical Education	7
DMS 122	Abdominal Sonography	1
	<b>TOTAL</b>	<b>8</b>

#### FOURTH SEMESTER (FALL)

DMS 120	Sonographic Instrumentation II	3
DMS 167	Imaging Practicum	8
	<b>TOTAL</b>	<b>11</b>
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

Certificate: **EMT-PARAMEDIC (EMT7)**  
Credit Requirements: 35 semester credit hours

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Emergency Medical Technician (EMT)-Paramedic Certificate is designed for students currently working in the fire/rescue field, who are South Carolina EMT-Basic or National Registry EMT-Basic certified. This certificate can be completed in three semesters with a total of 35 credit hours. Upon completion of this certificate program, students will be eligible to take the EMT-Paramedic National Registry Exam.

Prerequisite: The student must have one of the following to enter the EMT-Paramedic program:

Certificate Program:  
SCEMT-B: South Carolina EMT-B Certification; or  
NREMT-B: National Registry EMT-B Certification.

FIRST SEMESTER

BIO 112	Basic Anatomy & Physiology	4
EMS 116	Advanced Cardiac Life Support	1
EMS 217	Introduction to Electrocardiography	2
EMS 220	Paramedic Internship I	3
EMS 120	Pharmacology	3
	<b>TOTAL</b>	<b>13</b>

SECOND SEMESTER

EMS 210	Advanced Emergency Care I	4
EMS 221	Paramedic Internship II	3
EMS 223	Paramedic Clinical I	2
	<b>TOTAL</b>	<b>9</b>

THIRD SEMESTER

EMS 114	Emergency Vehicle Operations	2
EMS 218	EMS Management Seminar	2
EMS 213	Advanced Emergency Care II	5
EMS 222	Paramedic Internship III	3
EMS 224	Paramedic Clinical II	2
	<b>TOTAL</b>	<b>14</b>
	<b>TOTAL CREDIT HOURS</b>	<b>36</b>

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Degree: **Associate in Applied Science**  
Major: **EMERGENCY MEDICAL TECHNOLOGY (EMT3)**  
Credit Requirements: 61 semester credit hours

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

This program prepares students to apply biophysical and psychosocial principles to the complex practice of the paramedic. The flexibility of the curriculum allows the student to enter the profession at three levels (Basic EMT, Intermediate EMT and Advanced EMT) and continue the educational process while working. In addition to providing the technical education necessary for the profession, the student will receive instruction in general education areas.

#### ACCEPTANCE REQUIREMENTS

Applicants will be accepted to the Emergency Medical Technology program on a first qualified, first accepted basis.

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test).
3. The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
4. 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 5-year time period from 2<sup>nd</sup> course failure.
5. Transfer students must meet the College transfer student admission requirements and transfer of EMT courses must show a current CPR certification.

#### PROGRAM REQUIREMENTS

In order to progress in the curriculum, the student must:

- Maintain a minimum cumulative GPA of 2.0 on all required courses.
- Submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first EMS course. Evidence of an updated annual physical examination/health record is required.
- Be cognizant that certain general education courses have credit time limits. See the transfer credit time limit section of the catalog.
- Pass a criminal background check prior to entry into the program.
- The HOBET (Health Occupations Basic Entrance Test) with a composite score of 42 or greater may be taken if COMPASS score does not meet the minimum requirements. The HOBET may not be re-taken without the permission of the department chair.

Graduates of the program may apply to take the national registry examination for EMT Basic, Intermediate and Paramedic.

FIRST SEMESTER (FALL)

BIO 112	Basic Anatomy and Physiology	4
EMS 110	Basic Emergency Medical Care	5
CPT 101	Introduction to Computers	3
EMS 119	Emergency Medical Services Operations	2
	TOTAL	14

SECOND SEMESTER (SPRING)

EMS 112	Intermediate Emergency Care	3
ENG 155	Communications I	3
SOC 101	Introduction to Sociology	3
SPA 155	Technical Spanish or Humanities Elective	3
	TOTAL	12

THIRD SEMESTER (SUMMER)

EMS 116	Advanced Cardiac Life Support	1
EMS 120	Pharmacology	3
EMS 220	Paramedic Internship I	3
EMS 217	Introduction to Electrocardiography I	2
PSY 201	General Psychology	3
	TOTAL	12

FOURTH SEMESTER (FALL)

EMS 221	Paramedic Internship II	3
EMS 210	Advanced Emergency Medical Care I	5
EMS 223	Paramedic Clinical I	2
MAT 155	Contemporary Math	3
	TOTAL	13

FIFTH SEMESTER (SPRING)

EMS 117	Pediatric Advanced Life Support	1
EMS 213	Advanced Emergency Medical Care II	4
EMS 224	Paramedic Clinical II	2
EMS 218	EMS Management Seminar	2
EMS 222	Advanced EMS Field Internship III	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>63</b>

## ADVANCED PLACEMENT FOR EMERGENCY MEDICAL TECHNOLOGY (EMT3)

An advanced placement option is available for students currently holding paramedic credentials and who have a desire to obtain an Associate in Health Sciences in Emergency Medical Technology. Students who hold nationally or state certified paramedic credentials, are eligible for admission into the associate degree in Emergency Medical Technology (EMT). This program is designed to meet the needs of paramedics with two or more years of field experience. Listed below are the requirements for advanced placement.

- The student must successfully complete the general education requirements for Emergency Medical Technology. The general education courses are as follows: BIO 210, CPT 101, BIO 211, ENG 155, SPA 155, PSY 201, MAT 155. All of the general education courses may be taken at HGTC or another technical college or senior college in South Carolina and transferred to HGTC (transferability is determined by the Assistant Vice President for Enrollment Development and Registration).
- All students must:
  - Have achieved a grade of “C” or higher in all general education courses;
  - Have no more than two (2) attempts on any general education course; and
  - Hold current credentials as a paramedic, as described above.
- Initial paramedic courses will be substituted with courses listed below in the “Required Concentration” for currently certified paramedics.
- A major course may be repeated only once.
- The clinical and internship experience substitution courses are self-directed and self-paced, involving a combination of research and analytical projects in lieu of traditional clinical or internship rotations.
- Paramedics that have completed a National Standard Curriculum course or a State-approved similar course may qualify for up to 8 hours of experiential credit, substituting EMS 110, Basic EMT, and EMS 112, Intermediate EMT. Equivalence will be awarded based on presentation of proper paramedical credential.

### REQUIRED CONCENTRATION COURSES:

EMS 114	Emergency Vehicle Operations	2
EMS 115	Basic Trauma Life Support	1
EMS 116	Advanced Cardiac Life Support	1
EMS 117	Pediatric Advanced Life Support	1
EMS 120	Pharmacology	3
EMS 217	Introduction to Electrocardiography	2
EMS 218	EMS Management Seminar	2
EMS 223	Paramedic Clinical Experience I	2
EMS 224	Paramedic Clinical Experience II	2
EMS 250	Advanced Placement Paramedic Care I	5
EMS 251	Advanced Placement Paramedic Care II	4
EMS 254	Advanced Placement Intern. Experience I	3
EMS 255	Advanced Placement Intern. Experience II	3
	Experiential Credit*	8
	TOTAL	39

\*Paramedics that have completed a National Standard Curriculum course or a similar State-approved course may qualify for up to 8 hours of experiential credit, substituting EMS 110, Basic EMT, and EMS 112, Intermediate EMT. Equivalence will be awarded based upon presentation of proper paramedical credential.

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Certificate: **ESTHETICS (EST7)**

Credit Requirements: 24 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

Esthetics, the non-medical care of the skin, is a growing part of the health and beauty industry. The curriculum is designed for students to learn basic skin care practices, various facial treatments, makeup application, hair removal, sanitation procedures and salon management practices, thereby preparing the student to become an Esthetician. An Esthetician is a skin care professional who has graduated from a state licensed training program, and has passed both written and practical exams of the State Board. Estheticians find employment in day spas, upscale salons and resorts, or working with dermatologists. Admission into the program requires qualifying scores on SAT, ACT or the COMPASS placement test. Applicants must be 18 years of age and possess a high school diploma or GED.

ADDITIONAL ADMISSION REQUIREMENTS

- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Criminal background checks will be required of students entering the program.
- Students will be responsible for purchasing uniforms and esthetics kits.

PROGRESSION REQUIREMENTS

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

FIRST SEMESTER

COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 153	Structure and Function of Human Systems	3
COS 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Electrical Current Facial Treatments	1
COS 162	Hair Removal	1
	TOTAL	14

SECOND SEMESTER

COS 164	Basic Makeup and Application	3
COS 165	Business Practice	3
COS 221	Facial Practice I	2



COS 223	Facial Practice II	2
	<u>TOTAL</u>	<u>10</u>
	<b>TOTAL HOURS</b>	<b>24</b>

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Certificate: **HEALTH SCIENCE (HSC)**

Credit Requirements: 27-34 Credit Hours

Criminal Background Check Required: NO

Urine Drug Screening Required: NO

This certificate provides students with an opportunity to take general education and biomedical science courses while seeking acceptance to the Dental Hygiene, Nursing, or Radiologic Technology programs. SUCCESSFUL COMPLETION OF THESE COURSES DOES NOT GUARANTEE ACCEPTANCE INTO THE ABOVE LISTED PROGRAMS, but may help better qualify for program acceptance and progression. Criminal Background Check and Urine Drug Screening will be required as indicated for each program.

Once enrolled in the chosen program, students may apply these courses to meet general education requirements. Students must earn a grade of "C" or better for a course to meet associate degree requirements.

Legend: Students should select the required general education courses for the specific program for which they are seeking acceptance.

A = All Programs

D = Dental Hygiene

N = Nursing

R = Radiology

BIO 210	Anatomy & Physiology I (A)	4
BIO 211	Anatomy & Physiology II (A)	4
BIO 225	Microbiology (D, N)	4
CHM 105	General, Organic, & Biochemistry (D)	4
CPT 101	Introduction to Computers (D, R)	3
ENG 101	English Composition I (A)	3
ENG 102	English Composition II (N)	3
	Humanities (N, R)	3
MAT 101	Beginning Algebra (D)	3
MAT 110	College Algebra (N, R)	3
	OR	
MAT 120	Probability & Statistics (N, R)	3
PSY 201	General Psychology (A)	3
SOC 101	Introduction to Sociology (D)	3
SPC 205	Public Speaking (A)	3
	<b>TOTAL CREDIT HOURS</b>	<b>27-34</b>

Certificate: **LIMITED GENERAL RADIOLOGICAL TECHNOLOGY (LRT7)-  
Limited Access Program**

Credit Requirements: 37 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Limited General Radiological Technology Certificate program is designed to prepare students for the State Certification Exam and an entry-level position as a professional limited general radiographer. A certificate is awarded upon satisfactory completion of the program and graduates are eligible to take a certification exam offered by the state of South Carolina. The program is limited in the number of students that can be accepted each spring semester. Students who are declared majors in this program must begin in the spring semester. Acceptance to the program is based on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

**ACCEPTANCE REQUIREMENTS**

- Submission of admission application and payment of the one-time nonrefundable application fee
- Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved
- BIO 112 (grade of "C" or better) and MAT 101 (grade of "C" or better) or a minimum score of 46 COMPASS Algebra or 440 SAT Math or 21 ACT Math
- Transfer students must meet College transfer student admission requirements
- Submission of official high school transcript including verification of high school diploma or high school equivalency diploma (GED)
- Observe in a hospital radiology department for one morning
- Valid CPR certification
- A Health Sciences Division physical examination form completed 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program.
- Students must pass a criminal background check prior to entry into the program.

**TECHNICAL ACCEPTANCE STANDARDS**

These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational activities and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. In order to be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:

- Possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants

must be able to distinguish tone qualities of a radiograph from black through shades of gray to white.

- Be able to provide and receive verbal communication with patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.
- Possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.

Grading Scale:

92 – 100	A
83 – 91	B
74 – 82	C
65 – 73	D
64 and below	F

Additional Information

- Students will need to attend an orientation prior to entry into the program.
- Students will need reliable transportation as they will be rotating to different clinic sites during the three semesters.
- Clinic sites are located in Horry and Georgetown counties and may require some long distance travel.

FIRST SEMESTER (SPRING)

RDT 101	Introduction to Radiography	3
RDT 102	Patient Care Practices	1
RDT 103	Radiographic Exposure	2
RDT 104	General Positioning I	3
RDT 150	Clinical Practicum I	5
	<b>TOTAL</b>	<b>14</b>

SECOND SEMESTER (SUMMER)

RDT 105	Radiographic Exposure II	2
RDT 106	General Positioning II	3
RDT 151	Clinical Practicum II	6
	<b>TOTAL</b>	<b>11</b>

THIRD SEMESTER (FALL)

RDT 110	Selected Topics	3
RDT 108	Radiographic Exposure III	2
RDT 109	General Positioning	2
RDT 152	Clinical Practicum III	5
	<u><b>TOTAL</b></u>	<u><b>12</b></u>
	<b>TOTAL CREDIT HOURS</b>	<b>37</b>

Certificate: **MASSAGE THERAPY (PTH7)**

Credit Requirements: 33 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Massage Therapy Certificate program is designed to prepare students to seek certification and an entry level position as a professional Massage Therapist. Students who are declared majors in this program must begin in the Fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements due to limited space.

- Students must pass a criminal background check prior to entry into the program.
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Student will be responsible for items above and beyond tuition costs, such as: massage table, uniforms, equipment and supplies.
- Proof of CPR course is required for graduation.

PROGRESSION REQUIREMENTS

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

Acceptance to the program is granted only at the beginning of each Fall Semester.

FIRST SEMESTER (FALL)

BIO 210	Anatomy & Physiology I	4
MTH 120	Introduction to Massage Therapy	4
MTH 121	Principles of Massage I	4
	<b>TOTAL</b>	<b>12</b>

SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
MTH 122	Principles of Massage II	4
MTH 129	Principles of Massage III	4
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>15</b>

THIRD SEMESTER (SUMMER)

MGT 120	Small Business Management	3
MTH 123	Massage Clinical	3
	<b>TOTAL</b>	<b>6</b>
	<b>TOTAL CREDIT HOURS</b>	<b>33</b>

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Certificate: **MEDICAL OFFICE CLERICAL ASSISTANT (MOC7)**

Credit Requirements: 37 semester credit hours

This program provides training in clerical office skills with a special emphasis on medical applications, giving students an understanding of medical terminology in addition to learning and refining valuable keyboarding, word processing and machine transcription skills, insurance billing and coding. Program graduates should have the skills needed for clerical employment in physicians' offices, clinics, public health agencies, hospitals, and health insurance offices. Students must have a "C" or better in all AOT and HIM classes to graduate.

PROGRAM REQUIREMENTS

- Students must undergo a criminal background check prior to entry into the program, with no findings that would prevent licensure/certification.
- Submission of Health Sciences division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Proof of CPR course is required for graduation.

FIRST SEMESTER (FALL)

AHS 102	Medical Terminology	3
AOT 105	Keyboarding	3
BIO 112	Basic Anatomy and Physiology	4
HIM 105	Medical Office Communication & Practices	3
	<b>TOTAL</b>	<b>13</b>

SECOND SEMESTER (SPRING)

HIM 130	Billing and Reimbursement	3
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
AOT 122	Medical Machine Transcription I	3
	<b>TOTAL</b>	<b>12</b>

THIRD SEMESTER (SUMMER)

HIM 141	Current Procedural Terminology II	3
HIM 227	Senior Professional Competencies	3
HIM 266	Computers in Healthcare	3
AOT 222	Medical Machine Transcription II	3
	<u>TOTAL</u>	<u>12</u>
	<b>TOTAL CREDIT HOURS</b>	<b>37</b>

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Certificate: **MEDICAL RECORD CODER (MRC7)**  
Credit Requirements: 38 semester credit hours

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Medical Record Coder certificate prepares students for rewarding career opportunities within the field of Health Information Management through in-depth instruction on medical record coding, focus on medical pathology, pharmacology and interpretation of medical documentation. Hands-on coding practice will be achieved in lab settings, hospitals and other health care facility medical record departments.

#### PROGRAM REQUIREMENTS

- Students must undergo a criminal background check prior to entry into the program, with no findings that would prevent licensure/certification.
- Submission of Health Sciences division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Proof of CPR course is required for graduation.
- Students will be required to travel to off-campus sites for specified courses.

#### PROGRESSION REQUIREMENTS

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

#### FIRST SEMESTER (FALL)

AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy & Physiology	4
ENG 101	English Composition I	3
HIM 110	Health Information Science I	3
	<b>TOTAL</b>	<b>13</b>

#### SECOND SEMESTER (SPRING)

HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3
HIM 137	Pharmacology for Coders	1
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
	<b>TOTAL</b>	<b>13</b>

#### THIRD SEMESTER (SUMMER)

HIM 141	Current Procedural Terminology II	3
HIM 150	Coding Practicum I	3
HIM 225	Coding and Classification II	3
HIM 266	Computers in Healthcare	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>38</b>

Certificate: **NAIL TECHNOLOGY (NAT7)**

Credit Requirements: 17 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices. Licensed nail technicians must demonstrate that they have completed a 360 clock hour training program approved by the State Department of Labor Licensing and Regulation, and then must pass both written and practical exams of the State Board of Cosmetology.

Admission into this program requires acceptable scores on SAT, ACT or the Compass Placement Test. Applicants must be 18 years of age and possess a high school diploma or GED.

**ADDITIONAL ADMISSION REQUIREMENTS**

- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Criminal background checks will be required of all students entering the program.
- Students will be responsible for purchasing uniforms and nail kits.

**PROGRESSION REQUIREMENTS**

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

**FIRST SEMESTER (FALL)**

COS 130	Professional Image	2
COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 136	Fundamentals of Artificial Nail Application	4
COS 224	Nail Practice I	4
	<u>TOTAL</u>	<u>17</u>
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

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Certificate: **NUCLEAR MEDICINE TECHNOLOGY (NMT7)-**

**Limited Access Program**

Credit Requirements: 39 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Nuclear Medicine Technology Program is an advanced certificate that requires a minimum of sixty (60) hours of previous college coursework. Nuclear Medicine Technologists (NMT) are trained in the safe handling and administration of radio-

pharmaceuticals for therapeutic and diagnostic purposes. They work closely with radiologists who specialize in nuclear medicine by providing clinical information needed for patient diagnosis and treatment.

#### ACCEPTANCE REQUIREMENTS

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- 60 hours of appropriate college courses that include:
  - English Composition
  - Speech
  - Intermediate Algebra
  - Physics (Physics from a Radiography program is acceptable)
  - Chemistry
  - Computer Science
  - Anatomy and Physiology I
  - Anatomy and Physiology II
- AHS 110-Patient Care Procedures (required if student has no patient care skills background). This course is only offered in the summer.
- Students must pass a criminal background check prior to entry into the program.
- Students who are turned down by a clinical site because of their background check will not be admitted to the program.

#### COURSE PROGRESSION REQUIREMENTS

To progress to the next semester once accepted into the program, the student must:

1. Earn a 2.5 GPA and a grade of "C" or better in all courses.
2. Maintain a cumulative GPA of 2.5.

#### REACCEPTANCE TO A PROGRAM

Students who receive a W, D, or F in a prerequisite or co-requisite course may request consideration for reacceptance to the NMT program. Reacceptance to the program is not automatic.

#### Grading Scale;

92 – 100	A
83 – 91	B
74 – 82	C
65 – 73	D
64 and below	F

#### FIRST SEMESTER (FALL)

NMT 101	Introduction to Nuclear Medicine	2
NMT 102	Nuclear Medicine Procedures I	2
NMT 103	Nuclear Medicine Physics	2
NMT 150	Applied Nuclear Medicine I	8
	TOTAL	14

#### SECOND SEMESTER (SPRING)

NMT 104	Nuclear Medicine Procedures II	2
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NMT 105	Quality Assurance Methodology	2
NMT 107	Nuclear Medicine Instrumentation II	3
NMT 151	Applied Nuclear Medicine II	8
	<b>TOTAL</b>	<b>15</b>

THIRD SEMESTER (SUMMER)

NMT 106	Nuclear Medicine Procedures III	2
NMT 109	Special Topic In Nuclear Medicine	2
NMT 152	Applied Nuclear Medicine III	6
	<u>TOTAL</u>	<u>10</u>
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

Degree: **Associate in Applied Science**  
Major: **NURSING (ADN5)- Limited Access Program**  
Credit Requirements: 68 semester credit hours

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Associate Degree Nursing Program is approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and accredited by the NLNAC (National League for Nursing Accrediting Commission), 61 Broadway – 33<sup>rd</sup> Floor, NY, NY 10006 (1-800-669-1656). A graduate of the ADN program is eligible to take the National Council Licensure Examination – RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurse (RN).

The ADN program is comprised of general education and support courses as well as clinical nursing courses. The curriculum incorporates classroom instruction, laboratory simulation and clinical practice. Two possibilities for program completion are the Generic option and the Advanced Placement for LPN option. These are described below.

OCCUPATIONAL OBJECTIVES

Upon successful completion of the Associate Degree Nursing (ADN) program, the graduate will be eligible to take the National Council Licensure Exam (NCLEX) and:

- assume a variety of responsibilities as a member of the health care team, and
- function in staff positions within structured health care settings which include hospitals, nursing homes, home health, health departments, physicians' offices, school systems, civil service, and industry.

ADMISSION REQUIREMENTS (Fall, Spring and Summer Admission)

Applicants will be accepted to the Associate Degree Nursing program by completing a Top-Qualified admission form. (Top qualified admission forms are available in the HGTC Admissions Office and on the Nursing Department webpage.)

A waiting list of applicants is not maintained. An applicant who receives notification that s/he was not admitted to the Associate Degree Nursing program must notify the

Admissions Office in writing by the program application deadline to be considered for program admissions for the next available class.

REQUIREMENTS FOR ACCEPTANCE INTO THE ASSOCIATE DEGREE NURSING PROGRAM  
Once students have completed the following requirements, they will be granted acceptance into the Associate Degree Nursing Program.

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test)
3. The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
4. Transfer students must meet the College transfer student admission requirements.
5. GPA of 2.5 on all required general education and support courses. A minimum grade of "C" is also required in all courses required for ADN.
6. For first-qualified acceptance, students must have successful completion of all nine core courses or Bachelor's Degree. For top-qualified admission acceptance, students with the highest scores on the top-qualified admission form will receive admission to the first 50% of seats available in the Nursing program.
7. Payment of a non-refundable tuition deposit.
8. Students must complete a criminal background check upon application to the program and again prior to placement into clinical rotations. Students who are turned down because of their background check will not be admitted to the program.
9. Applicants must be at least 17 years of age by the semester of admittance to NUR 101.

#### CORE COURSES

The Nursing Program requires the successful completion of nine (9) core courses. Students may opt to take these courses prior to acceptance into the nursing program. The courses are:

BIO 210  
BIO 211 (within 5 years of acceptance to Nursing program)  
BIO 225 (within 5 years of acceptance to Nursing program)  
ENG 101  
ENG 102  
MAT 110 or MAT 120 (within 10 years of acceptance to Nursing program)  
PSY 201  
SPC 205  
Humanities Course (Any College-approved Humanities course)

#### ADDITIONAL ADMISSION/TECHNICAL STANDARDS

The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be

admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:

- Possess sufficient visual acuity to independently read and interpret the writing of all sizes.
- Independently be able to provide verbal communication to and receive communication from clients/patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.
- Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment and perform other skills required to meet nursing care needs.
- Submit a complete Health Sciences Division Physical Examination Form.

#### PROGRAM REQUIREMENTS

In order to progress in the curriculum, the student must:

- earn a minimum grade of "C" in all general education, support and nursing courses. An unsuccessful attempt of one required nursing course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met after a two-year waiting period. See ADN Student Handbook for information on unsuccessful attempts available on Nursing Department Webpage.
- maintain a minimum cumulative GPA of 2.0 on all required courses;
- submit evidence of current CPR certification (Health Care Provider). CPR certification is required to start each nursing course and must be updated annually.
- be covered by professional liability insurance (included in the tuition fees for each nursing course).
- submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course.
- meet all program and course requirements according to the Associate Degree Nursing Student Handbook and course syllabi. Certain general education courses have credit time limits. For the Associate Degree Nursing Program the following course time limits apply: Nursing courses; Biology 211 and 225 courses; Math courses. See the transfer credit time limit section of the catalog.

Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see ADN Student Handbook.)

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students are solely responsible for transportation to and from the College and to and from health care agencies utilized for clinical experiences. Students will travel to various clinical sites within a 100-mile radius of HGTC.

Because competency in nursing theory is a critical component for safe nursing practices, the grading scale for nursing is higher than that for some other courses. The grading scale for nursing is:

93–100 =	A
85–92 =	B
77–84 =	C
69–76 =	D
Below 69 =	F

A grade of “C” is required in all courses for the Associate Degree Nursing Program. Grades below “C” are considered course failures.

#### FIRST SEMESTER

BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	
NUR 101	Fundamentals of Nursing <sup>1</sup>	6
	<b>TOTAL</b>	<b>16</b>

#### SECOND SEMESTER

BIO 211	Anatomy & Physiology II	4
ENG 102	English Composition II	3
NUR 120	Basic Nursing Concepts <sup>1</sup>	7
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>17</b>

#### THIRD SEMESTER

BIO 225	Microbiology	4
NUR 150	Chronic Health Problems <sup>1</sup>	6
NUR 161	Basic Concepts of Pharmacology	2
NUR 162	Psychiatric and Mental Health Nursing	3
	<b>TOTAL</b>	<b>15</b>

#### FOURTH SEMESTER

NUR 220	Family-Centered Nursing	7
	Humanities*	3
	<b>TOTAL</b>	<b>10</b>

#### FIFTH SEMESTER

NUR 221	Advanced Nursing Concepts	5
NUR 217	Trends & Issues in Nursing <sup>1</sup>	2
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL CREDIT HOURS</b>	<b>68</b>

<sup>1</sup>These courses prepare students in basic computer applications.  
\*Any College-approved Humanities course

In addition to tuition and fees, the initial estimated expenses of the ADN program include:

Books .....	\$400
CPR .....	\$40
Physical .....	\$85-200
Hepatitis Vaccine .....	\$80
SNA Fees .....	\$35
Uniforms (shoes & ID Badges) .....	\$220
Stethoscope .....	\$60
<u>ATI Exam .....</u>	<u>\$20</u>
<b>Estimated Total.....</b>	<b>\$937-1052</b>

The average cost of subsequent semesters is approximately \$500 in addition to tuition and fees.

### **TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS**

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

- submit an application for admission to the College including the non-refundable application fee;
- meet minimum program acceptance requirements;
- submit a letter to the Nursing Department Acceptance Committee requesting transfer into program;
- have a cumulative GPA of at least 2.5 and a grade of “C” or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- have earned a grade of “C” or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course twice or two different required courses within the last five years are not eligible for transfer into the nursing program. Failure is defined as receiving a grade below “C” in any course. Nursing courses older than two calendar years will not be accepted;
- submit proof of course content equivalent to nursing courses at HGTC; and
- complete at least the last two semesters in the ADN nursing program at HGTC in order to receive the Associate Degree in Nursing;

### **ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES (LPN)**

The Nursing Department has a process for the LPN to receive credit for previous learning and work experience. This process allows eligible LPN candidates to advance beyond the fundamental and basic nursing courses that are covered in the first year of the ADN program.

LPNs may apply for Advanced Placement into the ADN program. Advanced placement requirements include:

- Current LPN licensure in South Carolina;
- Meet HGTC admission requirements;

- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence will be required if minimum placement test scores are not achieved);
- Transfer students must meet the College transfer student admission requirements;
- Pass a criminal background check prior to entry into the program;
- Completion of the prerequisite courses for the Nursing 201 LPN to RN Transition course. These include: PSY 201, BIO 210, BIO 211, MAT 110 or MAT 120, ENG 101, ENG 102, SPC 205;
- A GPA of 2.5 is required for acceptance into the ADN program;

Upon successful completion of NUR 201, LPNs are granted credits for previous nursing courses in the first two semesters of the ADN program.

Successful completion of the above requirements enables the LPN to enter the senior year nursing courses. These include NUR 220, NUR 221 and NUR 217. A Humanities elective is a required corequisite course to the senior year nursing courses.

Suggested sequence of courses:

FIRST SEMESTER

BIO 225	Microbiology	4
NUR 201*	Nursing Transition <sup>1</sup>	3
NUR 161	Basic Concepts in Pharmacology	2
NUR 162	Psychiatric and Mental Health Nursing	3
	TOTAL	12

SECOND SEMESTER

NUR 220	Family-Centered Nursing	7
	Humanities <sup>2</sup>	3
	TOTAL	10

THIRD SEMESTER

NUR 221	Advanced Nursing Concepts	5
NUR 217	Trends & Issues in Nursing <sup>1</sup>	2
	TOTAL	7

\*18 nursing credit hours for prior PN work is given upon completion of NUR 201 with grade of "C" or better.

<sup>1</sup>Courses prepare students in basic computer applications.

<sup>2</sup> Any College-approved Humanities course

Note: LPNs have the option to apply for regular acceptance to the ADN program.

Degree: **Associate in Applied Science**  
 Major: **OCCUPATIONAL THERAPY ASSISTANT (OTA3)**  
 (Linkage Program with Trident Technical College)  
 Credit Requirements: 70 semester credit hours

The Occupational Therapy Assistant program is offered for students seeking to apply for and enter into a one-plus-one linkage program with Trident Technical College in Charleston, South Carolina. This program is designed to transfer a minimum of 29 semester hours into Trident Technical College's Occupational Therapy Assistant curriculum and is not intended to provide specific employment skills. Students are selected for admission to Trident Technical College's second year of the program on a first qualified, first admitted basis.

To become first-qualified, first-admitted, students must meet specific admission assessment standards, successfully complete the Health Occupations Basic Entrance Test (HOBET) and participate in 40 hours of hospital/clinical observations. A minimum cumulative 2.5 grade point average is required.

**FIRST SEMESTER (FALL)**

BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 120*	Probability and Statistics	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>13</b>

**SECOND SEMESTER (SPRING)**

BIO 211	Anatomy & Physiology II	4
CPT 101	Introduction to Computers	3
PSY 203	Human Growth & Development	3
SPC 205	Public Speaking	3
	Humanities Elective	3
	<b>TOTAL</b>	<b>16</b>

**After acceptance as a transfer student at Trident:**

**THIRD SEMESTER (SUMMER)**

OTA 103	Introduction to Occupational Therapy	2
OTA 130	Therapeutic Media I	1
OTA 151	Clinical I	1
OTA 170	Pediatric Psychosocial Dysfunction	1
OTA 175	Pediatric Physical Dysfunction	6
	<b>TOTAL</b>	<b>11</b>

**FOURTH SEMESTER (FALL)**

OTA 155	Gerontology	1
OTA 160	Adult Psychosocial Dysfunction	3

OTA 165	Adult Physical Dysfunction	5
OTA 203	Kinesiology for Occupational Therapy	3
OTA 213	Group Process & Dynamics	2
OTA 251	Clinical I	1
OTA 252	Clinical II	2
	TOTAL	17

FIFTH SEMESTER (SPRING)

OTA 135	Therapeutic Media II	1
OTA 245	OT Departmental Management	2
OTA 255	Clinical III (Physical Disabilities)	5
OTA 266	Clinical IV (Behavioral)	5
	<u>TOTAL</u>	<u>13</u>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

\* MAT 110 College Algebra may be substituted. Those who have taken ENG 102 may count it as an elective.

ELECTIVE: Select a minimum of (3) credit hours of course work. Includes only college level, non-professional courses.

Diploma: **Applied Science**

Major: **PHARMACY TECHNICIAN (PHM1)- Limited Access Program**

Credit Requirements: 45 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Pharmacy Technician program readies students to prepare and dispense medications under the supervision of a registered pharmacist. The program also prepares students for pharmacy technician duties in both retail and hospital functions. The curriculum combines classroom and experiential learning experiences. Students train in pharmacies while receiving exposure to the duties carried out by the pharmacist and pharmacy technician in preparing medications, filling prescriptions, pricing, patient profile records, medication calculations, controlled substances, IV compounding and other pharmacy related duties. Declared majors in this program must begin in the Fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College. Students are assigned to pharmacy agencies based on a space available basis, as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the pharmacy agencies utilized for clinical experiences.



There are specific requirements for placement into this program. Please see the Admissions Office or the program director for details.

#### ACCEPTANCE REQUIREMENTS

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
- Transfer students must meet the college transfer student admission requirements.

#### PROGRAM REQUIREMENTS

- Students must pass a criminal background check prior to entry into the program that would prevent licensure.
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Students will be responsible for purchasing additional clinical liability insurance.
- Proof of CPR course is required for graduation.

Graduates are eligible to take a certification exam for Pharmacy Technician.

#### PROGRESSION REQUIREMENTS

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

Acceptance to the program is granted at the beginning of each Fall Semester

#### FIRST SEMESTER (FALL)

AHS 104	Medical Vocabulary/Anatomy	3
CHM 105	Inorganic, Organic & Biochemistry	4
PHM 101	Introduction to Pharmacy	3
PHM 113	Pharmacy Technician Math	3
MAT 101	Beginning Algebra	3
AHS 106	Cardiopulmonary Resuscitation	1
	TOTAL	17

#### SECOND SEMESTER (SPRING)

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
	OR	
ENG 155	Communications I	
PHM 110	Pharmacy Practice	4
PHM 114	Therapeutic Agents I	3
PHM 152	Pharmacy Tech Practicum I	2
PHM 164	Pharmacy Tech Practicum II	4
	TOTAL	19

### THIRD SEMESTER (SUMMER)

PHM 124	Therapeutic Agents II	3
PHM 173	Pharmacy Technician Practicum III	3
PSY 201	General Psychology	3
	<u>TOTAL</u>	<u>9</u>
	<b>TOTAL CREDIT HOURS</b>	<b>45</b>

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#### Certificate: **PHLEBOTOMY (PHL6)**

Credit Requirements: 17 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The phlebotomy certificate prepares students for entry-level phlebotomy technician positions in hospitals, clinics and other healthcare settings. The program covers phlebotomy theory and special procedures required for specimen collection. It covers basic venipuncture, with emphasis on safety, minimizing client discomfort and accurate collection of a blood specimen. The certificate also requires knowledge of anatomy and physiology, CPR and clinical hours during which the student perfects phlebotomy skills.

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals and doctor's offices. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences.

#### PROGRAM REQUIREMENTS

- Students must pass a criminal background check prior to entry into the program that would prevent licensure.
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Students will be required to purchase uniforms and a lab coat.
- Proof of CPR course is required for graduation.

Graduates are eligible to take a certification exam offered by various phlebotomy associations.

#### PROGRESSION REQUIREMENTS

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

### FIRST SEMESTER (FALL)

BIO 112	Basic Anatomy and Physiology	4
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1

AHS 141	Phlebotomy for the Health Care Provider	3
	<b>TOTAL</b>	<b>11</b>
SECOND SEMESTER (SPRING)		
AHS 143	Phlebotomy Skills	6
	<u>TOTAL</u>	<u>6</u>
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

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Degree: **Associate in Applied Science**

Major: **PHYSICAL THERAPIST ASSISTANT (PTA3)- Limited Access Program**

Credit Requirements: 73 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Physical Therapist Assistant program prepares students to implement physical therapy treatment procedures. Physical Therapist Assistants work under the supervision of licensed Physical Therapists to provide interventions that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Other duties include clerical duties, record keeping and continuing education. Employment opportunities include hospitals, rehabilitation centers, schools, home health care and private practice.

The Physical Therapist Assistant program is a limited-access program.

There are specific requirements for placement into this program. Please see the Admissions Office or the program director for details.

#### ACCREDITATION

Horry-Georgetown Technical College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria VA, 22314; phone 703-706-3245; e-mail: accreditation@apta.org). Candidacy is not accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

NOTE: Criminal background checks are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible to complete the program. Please contact the Admissions Office for more information. A submission of a Physical Therapist Assistant physical examination form indicating the candidate has the ability to perform the physical tasks required for the program.

#### PROGRESSION REQUIREMENTS

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

FIRST SEMESTER

BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 120	Probability and Statistics (Preferred)	3
	OR	
MAT 110	College Algebra	3
PSY 201	General Psychology	3
	Humanities Elective*	3
	TOTAL	16

SECOND SEMESTER

BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
PTH 101	Physical Therapy Professional Preparation	2
PTH 221	Pathology I	2
SPC 205	Public Speaking	3
	TOTAL	17

THIRD SEMESTER

PTH 202	Physical Therapy Modalities	4
PTH 205	Physical Therapy Functional Anatomy	4
PTH 222	Pathology II	2
PTH 234	Clinical Education I	3
PTH 240	Therapeutic Exercise/Applications	5
	TOTAL	18

FOURTH SEMESTER

PTH 225	Electrotherapy	2
PTH 242	Orthopedic Management	4
PTH 253	Clinical Practice II	3
	TOTAL	9

FIFTH SEMESTER

PTH 235	Interpersonal Dynamics	2
PTH 244	Rehabilitation	4
PTH 275	Advanced Professional Preparation	1
PTH 276	Physical Therapy Practicum II	6
	TOTAL	13
	<b>TOTAL CREDIT HOURS</b>	<b>73</b>

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Diploma: **Applied Science**  
Major: **PRACTICAL NURSING (PRN1)- Limited Access Program**  
Credit Requirements: 48 semester credit hours

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Practical Nursing curriculum is designed to prepare students to function in hospitals, extended care facilities, doctors' offices, clinics, schools and private industry under the supervision of a registered nurse or physician. The program prepares students to care for acutely and chronically ill patients, to help rehabilitate patients and to share in the prevention of illness. The curriculum combines classroom instruction with laboratory practice and clinical experience in various settings. To obtain a diploma, a student must complete 48 credit hours with a minimum 2.00 cumulative grade point average and minimum grade of "C" in all courses required for Practical Nursing.

The Practical Nursing (PN) program at Horry-Georgetown Technical College is approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing and accredited by the NLNAC (National League for Nursing Accrediting Commission), 61 Broadway–33<sup>rd</sup> Floor–NY, NY 10006 (1-800-669-1656).

Graduates of the program may apply to take the National Council Licensure Examination for Practical Nurses. Upon successful completion of this examination, the candidate will be designated as a Licensed Practical Nurse (L.P.N.) or Licensed Vocational Nurse (L.V.N.)

#### ACCEPTANCE REQUIREMENTS

Applicants are accepted to the program on a first qualified, first accepted basis. Acceptance is in two stages: "Preliminary Acceptance" and "Full Acceptance". Applicants are considered qualified for acceptance to the next available class when they meet all acceptance requirements.

#### REQUIREMENTS FOR PRELIMINARY ACCEPTANCE TO THE PRACTICAL NURSING PROGRAM

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Practical Nursing Program.

1. Meet the criteria for admission to HGTC. This includes submission of admission application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved;
3. Transfer students must meet the College transfer student admission requirements; and
4. An applicant must be at least 17 years of age by August 1 of the year of acceptance. Students are admitted into the Practical Nursing program in the Fall Semester only;
5. GPA of 2.0 or better on all required general education and support courses. A minimum grade of "C" is also required in all courses required for Practical Nursing

Program and two (2) failures in any of these courses within the five years prior to acceptance removes a student from being eligible for the program for five years from the date of the last failure.

#### REQUIREMENTS FOR FULL ACCEPTANCE TO THE PRACTICAL NURSING PROGRAM

- A copy of a certified birth certificate;
- Attendance at an orientation seminar;
- A Health Sciences Division Physical Examination Form, completed 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program;
- CPR certification (BLS Health Care Provider) valid until graduation, must be updated annually;
- Payment of a non-refundable tuition deposit; and
- Pass a criminal background check prior to entry into the program. Students who are turned down because of their background check will not be admitted to the program.
- Pass a drug screening test.

#### ADDITIONAL ACCEPTANCE/TECHNICAL STANDARDS

The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:

- Possess sufficient visual acuity to independently read and interpret the writing of all sizes;
- Independently be able to provide verbal communication to and receive communication from clients/patients and members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.;
- Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment, and perform other skills required in meeting the needs of nursing care; and
- Submit a complete Health Sciences Division Physical Examination Form.

#### PROGRAM REQUIREMENTS

In order to progress in the curriculum, the student must:

- earn a minimum grade of "C" in all general education, support and nursing courses. Failure of one required nursing course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met. Failure is defined as receiving a grade below "C" in any course;
- maintain a minimum cumulative GPA of 2.0 on all required courses;
- submit evidence of current CPR certification (Health Care Provider). CPR certification is required to start each nursing course, and must be updated annually;
- be covered by professional liability insurance (included in the tuition fees for each nursing course);

- submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course. Evidence of an updated annual physical examination/health record is required;
- meet all program and course requirements according to the Practical Nursing Student Handbook and course syllabi; and
- be cognizant that certain general education courses have credit time limits. For the Practical Nursing Program, the following course time limits apply: Practical Nursing courses; Biology 211. See the transfer credit time limit section of the catalog.

Any student who fails to meet requirements for progression will be dropped from the program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see Practical Nursing Student Handbook.)

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences.

Because competency in nursing is a critical component of safe nursing practice, the grading scale for practical nursing is higher than the general college grading scale. The grading scale for all Practical Nursing courses is:

93-100 = A  
 85-92 = B  
 80-84 = C  
 75-79 = D  
 BELOW 74 = F

#### TRANSFER STUDENTS FROM ANOTHER PRACTICAL NURSING PROGRAM

To be accepted for transfer, nursing courses must have been part of a parallel program at a regionally accredited post-secondary institution and completed within the past year. Each course is considered individually and students may be required to submit course descriptions or college catalogs to describe previous work. General education course transfer credit follows College policy.

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

- submit an application for admission to the College including the non-refundable application fee;
- meet minimum program acceptance requirements;
- submit a letter to the Nursing Department Acceptance Committee requesting transfer into program;
- have a cumulative GPA of at least 2.0 and a grade of "C" or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- have earned a grade of "C" or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course will be

dropped from the program with eligibility for readmission. Students who have a second failure in any required nursing courses may apply for readmission to the nursing program if all other criteria are met. Failure is defined as receiving a grade below "C" in any course. Nursing courses older than one calendar year will not be accepted;

- submit proof of course content equivalent to HGTC nursing courses; and
- complete at least the last two semesters in the PN program at HGTC.

FIRST SEMESTER (FALL)

BIO 210	Anatomy & Physiology I	4
MAT 155	Contemporary Mathematics	3
PNR 110	Fundamentals of Nursing (accelerated)	5
PNR 120	Medical/Surgical Nursing I (accelerated)	5
AHS 126	Health Calculations	1
	<b>TOTAL</b>	<b>18</b>

SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
PNR 112	Nutrition	2
PNR 130	Medical/Surgical Nursing II (accelerated)	5
PNR 140	Medical/Surgical Nursing III (accelerated)	5
	<b>TOTAL</b>	<b>16</b>

THIRD SEMESTER (SUMMER)

ENG 101	English Composition I	3
PNR 165	Nursing Care of Family	6
PNR 182	Special Topics in PNR	2
PSY 201	General Psychology	3
	<u>TOTAL</u>	<u>14</u>
	<b>TOTAL CREDIT HOURS</b>	<b>48</b>

Degree: **Associate in Applied Science**

Major: **RADIOLOGIC TECHNOLOGY (RAD3)- Limited Access Program**

Credit Requirements: 92 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

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

The Radiologic Technology program prepares the student to assist the radiologist (MD) in performing examinations of the body to rule out, or confirm and identify, fractures or diseases. Radiologic Technologists must be educated in the precise use of



highly technical radiographic equipment and the application of ionizing radiation in the performance of radiographic procedures. Students will learn to operate equipment and accessories under direct supervision of Board Certified Radiologists and Technologists.

The program is committed to instilling in all students critical thinking skills, development of interpersonal skills and a commitment to lifelong learning.

Graduates of the program will have acquired the knowledge, skills and experiences necessary for success in achieving their career and educational goals and will possess the potential to have fulfilling lives as effective radiographers in their local communities.

#### ACCEPTANCE REQUIREMENTS

The Radiologic Technology program is limited in the number of students that can be admitted each fall semester. Applicants will be accepted into the program on a first qualified, first accepted basis. Applicants must be 18 years of age by the first day of class (federal law). Acceptance is in two stages: "Preliminary Acceptance" and "Final Acceptance." Applicants are considered to be qualified for acceptance to the next available class when they meet all acceptance requirements.

#### REQUIREMENTS FOR "PRELIMINARY ACCEPTANCE" TO THE RADIOLOGIC TECHNOLOGY PROGRAM

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Radiologic Technology program.

1. Meet the criteria for admission to Horry-Georgetown Technical College. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved;
3. Transfer students must meet the College transfer student admission requirements;
4. High school (or college) algebra; grades of "C" or better required; and
5. High school (or college) science (biology, chemistry, physics); grades of "C" or better required.
6. A GPA of 2.5 or better in required general education and support courses.

#### REQUIREMENTS FOR "FINAL ACCEPTANCE" TO THE RADIOLOGIC TECHNOLOGY PROGRAM

- A student must either complete the HOBET (Health Occupations Basic Entrance Test) with a composite score of 65 or greater OR complete the Health Science Certificate for Radiologic Technology with grades of "C" or better to transfer into the associate degree program. The HOBET may not be re-taken. Students who have passed the HOBET and are taking support courses must maintain a 2.5 in all classes.
- Students must also qualify to take the following prerequisite courses (students with B.S. degrees are not required to take the HOBET, but are required to satisfy prerequisites for preliminary acceptance): BIO 210, CPT 101, ENG 101, MAT 110/120

- Observe in a hospital radiology department for two mornings;
- Payment of a non-refundable tuition deposit;
- Complete a Health Sciences Division physical examination form 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program; and
- Valid CPR certification (BLS Health Care Provider)
- Attend a mandatory orientation that covers the student handbook, master plan of clinical education and radiation protection standards.
- Students must pass a criminal background check and drug screening prior to program entry.
- Students who are turned down by a clinical site because of their background check will not be admitted to the program.

The acceptance policy of “first qualified, first accepted” does not require students to re-apply each year to the Radiologic Technology program; therefore, a rolling acceptance is maintained. Students are first enrolled into the Radiologic Technology Program in summer semester only. It is highly recommended that students on the waiting list complete the core classes listed under the Health Science Certificate for Radiologic Technology. This greatly decreases the academic load for this program.

#### TECHNICAL ACCEPTANCE STANDARDS

These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. To be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:

- possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants must be able to distinguish tone qualities of a radiograph from black through shades of gray to white;
- be able to provide verbal communication to and receive communication from patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.; and
- possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.
- Specific Requirements are listed on the Web page under Technical Standards.

#### ADDITIONAL PROGRAM REQUIREMENTS/ETHICS REVIEW

- If the applicant has been convicted of a misdemeanor (sole exception of speeding and parking violations) or felony, (all alcohol and/or drug related violations must be reported), the applicant must request a review by the American Registry of Radiologic Technologists (ARRT) before he or she will be permitted to sit for the National Board Examination. The committee will determine the level of sanction for each conviction. It is suggested that students contact the ARRT prior to

entering the program to make sure they will be eligible to sit for the national exam. Information may be found on the website or phone 651-687-0048 ext 544.

- Any misrepresentation or falsification of information on the ARRT application form is considered to be a serious violation of professional ethics and may result in revocation or permanent ineligibility.
- The ARRT may conduct criminal background searches whenever appropriate.
- The ethics review may be delayed until all conditions of the court have been completed, including probation and summary discharge.
- A fee of \$50 is charged for pre-application review.
- Students will be assigned rotations on afternoon and evening shifts during their last two semesters.
- Students are expected to have reliable transportation and may be assigned clinic sites that require significant travel. Students do not choose their clinical rotations and students will rotate to at least three different clinic sites during the six semesters.

#### ACADEMIC STANDARDS

A student must earn a "C" or better in each course and maintain a minimum 2.5 GPA. Any student not maintaining this academic standard will be suspended from the Radiologic Technology program.

Grade scale for all Radiologic Technology courses:

92 – 100	A
83 – 91	B
74 – 82	C
65 - 73	D
64 and below	F

#### FIRST SEMESTER (SUMMER)

RAD 101	Introduction to Radiography and Patient Care	2
RAD 102	Patient Care Procedures	2
RAD 153	Applied Radiography I	3
	TOTAL	7

#### SECOND SEMESTER (FALL)

BIO 211	Anatomy and Physiology	4
RAD 110	Radiographic Imaging I	3
RAD 130	Radiographic Procedures I	3
RAD 165	Applied Radiography II	5
	TOTAL	15

#### THIRD SEMESTER (SPRING)

SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	3
RAD 115	Radiographic Imaging II	3
RAD 136	Radiographic Procedures II	3
RAD 175	Applied Radiography III	5
	TOTAL	14

**FOURTH SEMESTER (SUMMER)**

RAD 201	Radiation Biology	2
RAD 230	Radiographic Procedures III	3
RAD 256	Advanced Radiography I	6
	<b>TOTAL</b>	<b>11</b>

**FIFTH SEMESTER (FALL)**

PSY 201	General Psychology	3
RAD 103	Introduction to CT	2
RAD 210	Radiographic Imaging III	3
RAD 268	Advanced Radiography II	8
	<b>TOTAL</b>	<b>16</b>

**SIXTH SEMESTER (SPRING)**

RAD 205	Radiographic Pathology	2
RAD 220	Selected Imaging Topics	3
RAD 278	Advanced Radiography III	8
	Humanities*	3
	<u>TOTAL</u>	<u>16</u>
	<b>TOTAL CREDIT HOURS</b>	<b>92<sup>a</sup></b>

\*Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110, MUS 105, SPA 101, SPA 155

<sup>a</sup>Total includes program prerequisite courses.

Certificate: **SPA THERAPIST**

Credit Requirements: **16 semester credit hours**

This program teaches the five star standards for spa treatments and services. These treatments and services will include body wraps, herbal therapies, herbal massages and facials, manicures, and pedicures. Spa managing and operations will be included, as well as spa sanitation procedures.

Admission into this program requires acceptable scores on SAT, ACT, or the Compass Placement Test. The applicant must be 18 years of age and possess a high school diploma or GED. Additionally, applicants must have completed a Massage Therapy program, Esthetics program, Cosmetology program, or Nail Technology program or be a licensed massage therapist, esthetician, cosmetologist, or nail technician.

**FIRST SEMESTER**

MTH 101	Spa Treatments and Services	3
MTH 102	Spa Therapy Business Applications	3
MTH 104	Spa Pathology and Sanitation	2

MTH 105	Introduction to Spa Procedures	3
MTH 106	Application and Spa Treatments	2
MTH 108	Introduction to Aromatherapy	1
MTH 132	Massage Therapy Seminar	1
AHS 106	Cardiopulmonary Resuscitation	1
	<u>TOTAL</u>	<u>16</u>
	<b>TOTAL CREDIT HOURS</b>	<b>16</b>

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Certificate: **SURGICAL TECHNOLOGY (SUR7)- Limited Access Program**

Credit Requirements: 37 semester credit hours

Criminal Background Check Required: YES

Urine Drug Screening Required: YES

This program offers classes for the skilled person to enter into the healthcare environment as a surgical technologist. Graduates will prepare and maintain sterile fields, pass instruments, sutures and sponges, etc. and function as a key part of the surgical team. The program provides students with classroom study, laboratory and clinical experience. Students are trained in aseptic techniques, medical equipment nomenclature, and human anatomy for the operating room.

**EMPLOYMENT OPPORTUNITIES**

Supervised clinical practice in surgical environments prepares the student for entry-level positions in such areas as hospital operating room departments, obstetrical departments, surgical supply and/or processing departments, out-patient surgical centers, and surgeon office practices.

**GENERAL INFORMATION**

- Surgical technologists function under the supervision of and in cooperation with surgeons and registered nurses, performing duties that are vital for surgical patient safety and care during operative procedures.
- Students in this program will be expected to travel to various healthcare/surgical sites within a 50-mile radius for clinical experiences.
- One of the program graduation requirements is that each student must complete at least 125 clinical cases during their course of study. It is anticipated that students will complete additional clinical cases.
- While general education courses may be taken in the evening, core courses are scheduled at various times and clinical experiences are scheduled in the early morning, consistent with operating room schedules.
- Acceptance to this program is limited and on a first qualified, first accepted basis. Students interested in the selection process are encouraged to contact the Admissions Office.

**STUDENT REQUIREMENTS**

Personal Traits-

- Possess a strong sense of responsibility, considerable patience and concern for others.

- Function well as a team member.
- Possess manual dexterity and fine motor coordination.
- Perform accurately and efficiently under pressure.

Physical Requirements-

- Able to lift and stand for extended periods of time.

ACCEPTANCE REQUIREMENTS

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence with a minimum grade of B will be required if minimum placement test scores are not achieved);
- Transfer students must meet the College transfer student admission requirements;
- Completion of BIO 210 and BIO 211 with a minimum grade of "C";
- Students must complete a criminal background check upon application to the program and again prior to placement into clinical rotations. Students who are turned down because of their background check will not be admitted to the program.
- Current CPR certification (Health Care Provider)
- Submit a complete Health Sciences Division Physical Examination Form; and
- Complete a 10 panel urine drug screen. Students who are turned down because of their urine drug screen will not be admitted to the program.

PROGRESSION REQUIREMENTS

- A grade of "C" or better in each required course.
- Must maintain a 2.0 GPA in required courses.
- With the approval of the SUR Faculty, required courses may be repeated one time only to achieve a passing grade.
- CPR (BCLS) must be updated annually.

Required Courses:

FIRST SEMESTER (FALL)

SUR 115	Terminology for Surgical Technology	2
SUR 101	Introduction to Surgical Technology	5
SUR 103	Surgical Procedures I	4
BIO 225	Microbiology	4
	TOTAL	15

SECOND SEMESTER (SPRING)

SUR 102	Applied Surgical Technology	5
SUR 104	Surgical Procedures II	4
SUR 111	Basic Surgical Practicum	7
	TOTAL	16

THIRD SEMESTER (SUMMER)

SUR 113	Advanced Surgical Practicum	4
SUR 120	Surgical Seminar	2
	<u>TOTAL</u>	<u>6</u>
	<b>TOTAL CREDIT HOURS</b>	<b>37</b>

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**| Programs of Study in Industrial Technology |**

Certificate: **ENGINE ELECTRICAL AND PERFORMANCE (EEP7)**

Credit Requirements: 22 semester credit hours

This program trains students in the principles and theory of engine electrical. The certificate allows employment opportunities in automotive service with a dealer or independent service organization. This certificate is offered in collaboration with Greenville Technical College.

FIRST SEMESTER (FALL)

AUT 132	Automotive Electricity	4
AUT 135	Ignition Systems	3
AUT 101	Engine Fundamentals	3
AUT 103	Engine Reconditioning	4
	<u>TOTAL</u>	<u>14</u>

SECOND SEMESTER (Spring)

AUT 147	Fuel Systems	4
AUT 247	Electronic Fuel Systems	4
	<u>TOTAL</u>	<u>8</u>
	<b>TOTAL CREDIT HOURS</b>	<b>22</b>

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Certificate: **RESIDENTIAL HEATING, VENTILATING &  
AIR CONDITIONING SERVICE TECHNICIAN (RHV7)**

Credit Requirements: 32 semester credit hours

The Residential HVAC Service Technician Certificate opens doors of opportunity of graduates that few would imagine. The self-motivated graduate from this program has the technical training to work as a service technician, installation specialist, service manager, or sales representative anywhere in the country. Graduates have the opportunity to work with State and Federal agencies, contractors, fortune 500 companies, or set their own course by opening their own company. The opportunities are limited only to the graduate's desire, motivation, and personal goals.

To graduate a student must pass the “Core” and “Type Two” sections of the EPA examination. Additionally, all students are required to take the Residential Air conditioning and Heating Industrial Competency Exam (ICE).

This certificate prepares students to troubleshoot, repair and install many different types of residential heating and air conditioning systems, and is approved by local industry through an HVAC program advisory committee.

DAYTIME CURRICULUM SEQUENCING:

FIRST SEMESTER (FALL)

ACR 102	Tools and Service	3
ACR 106	Basic Electricity for HVAC	4
ACR 108	Refrigeration Fundamentals	3
ACR 118	Air Conditioning Fundamentals	3
ACR 140	Automatic Controls	3
	TOTAL	16

SECOND SEMESTER (SPRING)

ACR 110	Heating Fundamentals	4
ACR 160	Service Customer Relations	3
ACR 206	Advanced Electricity	2
ACR 210	Heat Pumps	4
ACR 250	Duct Fabrication	3
	TOTAL	16
	<b>TOTAL CREDIT HOURS</b>	<b>32</b>

EVENING CURRICULUM SEQUENCING:

FIRST SEMESTER (FALL)

ACR 102	Tools and Service	3
ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
	TOTAL	10

SECOND SEMESTER (SPRING)

ACR 118	Air Conditioning Fundamentals	3
ACR 140	Automatic Controls	3
	TOTAL	6

THIRD SEMESTER (FALL)

ACR 110	Heating Fundamentals	4
ACR 160	Service Customer Relations	3
ACR 206	Advanced Electricity	2
	TOTAL	9

FOURTH SEMESTER (SPRING)

ACR 210	Heat Pumps	4
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ACR 250	Duct Fabrication	3
	<u>TOTAL</u>	<u>7</u>
	<b>TOTAL CREDIT HOURS</b>	<b>32</b>

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Certificate: **COMMERCIAL REFRIGERATION AND AIR CONDITIONING (CRA6)**

Credit Requirements: 10 semester credit hours

The Commercial Refrigeration and Air Conditioning Certificate is designed to train residential technicians to enter the ever growing commercial sector of the HVAC/R industry. The commercial sector of this industry is dealing with a shortage of qualified technicians. This program opens the door of opportunity for qualified technicians. The focus of this program will be to train students to service, repair and troubleshoot commercial refrigeration, which includes walk-in coolers and freezers, reach-ins, and ice machines. The coursework will also focus on commercial air conditioning systems 5 tons and higher, advanced energy efficient systems, and advanced control systems.

Students entering this certificate program must have completed ACR 210 with a minimum grade of C; have passed the ICE exam with a minimum score of 70, or have a NATE certification.

Completion of this certificate will require students to take the applicable NATE certification exam.

SEMESTER COURSES

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

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Certificate: **WELDING (WLD6)**

Credit Requirements: 16 semester credit hours

This certificate is designed to provide students with the welding skills to include manufacturing, transportation, fabricated metal products, building construction, heating, ventilation and air conditioning, the golf course industry, industrial machinery, and other applications.

FIRST SEMESTER (FALL)

WLD 102	Introduction to Welding	2
WLD 111	Arc Welding I	4
	TOTAL	6

SECOND SEMESTER (SPRING)		
WLD 113	Arc Welding II	4
WLD 115	Arc Welding III	4
WLD 140	Weld Testing	1
CWE XX1	Cooperative Work Experience VI	1
	<u>TOTAL</u>	<u>10</u>
	<b>TOTAL CREDIT HOURS</b>	<b>16</b>

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## **| Programs of Study in Occupational Technology |**

Degree: **Associate in Applied Science**

Major: **GENERAL TECHNOLOGY (GEN3)**

Credit Requirements: 64 semester credit hours

This program is designed to allow students to combine occupationally oriented courses, already taught at the College, to meet a specific occupational objective which is not met by any single curriculum. Additionally, the program provides for cross training in two or more occupational specialties as a means of better preparing individuals for positions that involve work in more than one field.

Complete range of semester hour credits distributed as follows:

### **GENERAL EDUCATION COURSES 15 CREDIT HOURS**

ENG 155 Communications I  
 ENG 160 Technical Communications  
 MAT 155 Contemporary Mathematics  
 PSY 103 Human Relations  
 Humanities

### **REQUIRED CORE SUBJECT AREAS 40 CREDIT HOURS**

The General Technology major allows a student and his or her academic advisor to tailor an individualized program of work to meet specific career goals and employment objectives.

Required core consists of a primary and a secondary technical specialty. The primary technical specialty consists of a minimum of 28 credit hours in a single content area from approved degree, diploma or technical education certificate programs. Secondary technical specialty consists of an additional 12 credit hours in another technical area.

### **OTHER REQUIRED COURSES 9 CREDIT HOURS**

Courses taken to satisfy this requirement must be on the associate degree level and approved by advisor. A minimum of 9 semester credit hours must be taken which must include CPT 101.

## **| Programs of Study in Public Service Technology |**

Degree: **Associate in Applied Science**

Major: **CRIMINAL JUSTICE (CRJ3)**

Credit Requirements: 70 semester credit hours

This program offers a well rounded study of the criminal justice system, focusing on the legal issues and fundamental concepts and principles associated with law enforcement, the courts, corrections, and juvenile justice. It is designed for students who want to either increase their employment potential, increase their advancement potential, or transfer into a senior college that accepts HGTC criminal justice courses. The program concludes with an intensive capstone course in which students will develop education portfolios and conduct activities that require the application of concepts taught throughout the program. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is very important.

TRANSFER OPPORTUNITIES: Students successfully completing the two-year associate degree in Criminal Justice have transfer opportunities to both Coastal Carolina University through the baccalaureate programs in Sociology or Psychology and Charleston Southern University through the baccalaureate programs in Criminal Justice or Technology with a cognate in Criminal Justice. The specifics of these transfer opportunities are available through the universities involved and/or Dr. Dan Wysong, Academic Chair, Public Service and Legal Studies, at Horry-Georgetown Technical College. Charleston Southern University primarily offers Criminal Justice courses under this transfer opportunity through an online format.

### **FIRST SEMESTER (FALL)**

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
ENG 101	English Composition I	3
SOC 101	Introduction to Sociology	3
MAT 155	Contemporary Math	3
	<b>TOTAL</b>	<b>15</b>

### **SECOND SEMESTER (SPRING)**

CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CPT 101	Introduction to Computers	3
PSY 201	General Psychology	3
ENG 102	English Composition II	3
	<b>TOTAL</b>	<b>15</b>

### **THIRD SEMESTER (SUMMER)**

CRJ 145	Juvenile Delinquency	3
CRJ 218	Crisis Intervention	3
CRJ 230	Criminal Investigation I	3
	<b>TOTAL</b>	<b>9</b>

**FOURTH SEMESTER (FALL)**

CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
PSC 201	American Government	3
SPA 101	Elementary Spanish	4
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>16</b>

**FIFTH SEMESTER (SPRING)**

HIS XXX	History Elective*	3
CRJ 224	Police Community Relations	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
	<u>TOTAL</u>	<u>15</u>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

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

Degree: **Associate in Applied Science**

Major: **CRIMINAL JUSTICE (CRJ3)**

Emphasis: ***Crime Scene Investigation***

Credit Requirements: 67 semester credit hours

This program offers an in-depth study in legal issues, fundamental principles and investigative techniques used in criminal investigations, crime scene process and case preparation. The program is designed for students who want to increase their employment or advancement potential in the field of criminal investigations. Students learn basic principles of criminal investigations, crime scene process, case preparation and forensic science techniques, applications and equipment from both a theoretical perspective in the classroom and hands-on field training. Program concludes with an intensive capstone course in which students develop education portfolios and conducted activities that require the application of program concepts. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is very important.

**FIRST SEMESTER (FALL)**

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 201	Fingerprint Science	3
ENG 101	English Composition I	3
CPT 101	Introduction to Computers	3
	<b>TOTAL</b>	<b>15</b>

SECOND SEMESTER (SPRING)		
CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CRJ 202	Criminalistics	3
MAT 155	Contemporary Mathematics	3
ENG 102	English Composition II	3
	TOTAL	15

THIRD SEMESTER (SUMMER)		
CRJ 203	Forensic Photography	3
CRJ 230	Criminal Investigation I	3
SOC 101	Introduction to Sociology	3
	TOTAL	9

FOURTH SEMESTER (FALL)		
CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
CRJ 235	Practical Crime Scene Investigations	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	TOTAL	15

FIFTH SEMESTER (SPRING)		
HIS XXX	History Elective*	3
CRJ 229	Bloodstain Pattern Analysis	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

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

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Degree: **Associate in Applied Science**  
Major: **EARLY CARE AND EDUCATION (ECE3)**  
Credit Requirements: 60 semester credit hours (63 if pursuing transfer)

This program prepares graduates for early childhood positions as paraprofessional teacher assistants in public school systems, and teachers in federal Head Start programs, child care development programs, and homes that serve young and school-age children. The No Child Left Behind Act, signed into law in 2002, addresses educational qualifying factors for many paraprofessionals. Graduates in the associate degree program may transfer to a four-year degree program.

Key topics covered include Infant and Toddler Development, Early Childhood Development, Child Care Management, and Early Childhood Special Education. Laboratory experience is held in diverse settings that allow for quality practical and hands-on experience.

Our interactive learning lab and training classroom provides students and faculty with hands-on demonstrations of developmentally appropriate theory and practice. The program also has the following admission requirements as prerequisites to labs and licensed child care centers:

- Negative TB Test
- Criminal background check
- Drug screening
- Medical Health Form
- Health Statement
- Notarized Statement of Non-Conviction

In addition to criminal background checks, some child development centers and schools may require fingerprinting as well. Students entering these laboratory courses may opt to additionally be fingerprinted. Fingerprinting **and** a criminal background check are required for the Early Care and Education workforce.

TRANSFER OPPORTUNITIES: Horry Georgetown Technical College (HGTC), Coastal Carolina University (CCU) and Francis Marion University (FMU) have signed transfer agreements to benefit students interested in teaching careers. Students who plan to transfer to CCU or FMU to pursue a baccalaureate degree in Early Childhood Education should follow the appropriate Transfer Advisement Guide for Early Childhood Education (CCU or FMU). In order to maximize transfer credit, it is important to contact the CCU Transfer Coordinator, located on the Conway Campus in Building 1100, or the FMU Admissions Office for Transfer students.

*“Research clearly shows that a key component in the quality of preschool, child care and other programs for young children is the preparation and ongoing professional development of teachers. For a growing number of early childhood teachers, the associate degree is the first significant degree in their ladder of professional credentials.” (Jerlean Daniel, Ph. D., Deputy Executive, National Association for the Education of Young Children)*

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)		
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts**	3
ECD 200	Curriculum Issues in Infant & Toddler Devel.	3
ECD 203	Growth and Development II	3
MAT 155	Contemporary Mathematics	3
	OR	
MAT 110	College Algebra*	3
	TOTAL	15
THIRD SEMESTER (SUMMER)		
ECD 107	Exceptional Child	3
ECD 133	Science and Math Concepts**	3
ECD 135	Health, Safety and Nutrition	3
	TOTAL	9
FOURTH SEMESTER (FALL)		
PSY 201	General Psychology	3
ECD 106	Observation of Young Children	3
ECD 201	Principles of Ethics & Leadership in Early Care and Education	3
ECD 237	Methods and Materials	3
	TOTAL	12
FIFTH SEMESTER (SPRING)		
	Humanities Elective	3
ECD 243	Supervised Field Experience **	3
ECD 108	Family and Community Relations	3
	OR	
ECD 252	Diversity Issues in Early Care and Education	3
	TOTAL	9
	<b>TOTAL CREDIT HOURS</b>	<b>60 (63)</b>

\*Students planning to transfer to a senior college should take the university transfer courses, as noted.

\*\*Students are required to participate in lab/class assignments involving visitations to/work in licensed child care facilities.

Certificate: **EARLY CARE AND EDUCATION (ECE7)**

Credit Requirements: 27 semester credit hours

This program prepares students for careers and/or advancement in the early childhood profession. Graduates will be qualified for employment in public and/or private childcare centers, and home-based childcare operations.

FIRST SEMESTER (FALL)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I*	3
ECD 132	Creative Experiences	3
	<b>TOTAL</b>	<b>9</b>

SECOND SEMESTER (SPRING)

ECD 203	Growth and Development II*	3
ECD 105	Guidance and Classroom Management	3
ECD 131	Language Arts	3
	<b>TOTAL</b>	<b>9</b>

THIRD SEMESTER (SUMMER)

ECD 107	Exceptional Child	3
ECD 133	Science and Math Concepts*	3
ECD 135	Health, Safety and Nutrition	3
	<u>TOTAL</u>	<u>9</u>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

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

\*\*SPECIFIC/SPECIAL PROGRAM REQUIREMENTS

Applicants for the Early Care and Education Certificate Program must obtain:

- Negative TB Test
- Criminal background check
- Medical Health Form
- Health Statement
- Notarized Statement of Non-Conviction
- Obtain certification in Pediatric CPR and First Aid "D" prior to graduation.

These requirements are in accordance with DSS regulations for childcare training in S.C. and subject to change as regulations are modified.

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Certificate: **EARLY CARE INFANT AND TODDLER DEVELOPMENT (ITD7)**

Credit Requirements: **18 semester credit hours**

The Early Care Infant and Toddler Development certificate program upgrades and enhances the skills of infant and toddler child care professionals and is also open to those with minimal experience. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC). Professionals working with children, from birth through 3 years old, are provided with instruction related to experiences in growth and development, curriculum issues, guidance, exceptionality and early intervention, creative experiences, safety, health and nutrition, socialization, and practicum experiences.

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

ECD 200	Curriculum Issues in Infant & Toddler Development	3
ECD 205	Socialization & Group Care of Infants & Toddlers	3
	TOTAL	6

THIRD SEMESTER (SUMMER)

ECD 207	Inclusive Care	3
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3
	TOTAL	6

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

\*\*SPECIFIC/SPECIAL PROGRAM REQUIREMENTS

Applicants for the Early Care and Education Certificate Program must obtain:

- Negative TB Test
- Criminal background check
- Medical Health Form
- Health Statement
- Notarized Statement of Non-Conviction
- Obtain certification in Pediatric CPR and First Aid "D" prior to graduation.

These requirements are in accordance with DSS regulations for childcare training in S.C. and subject to change as regulations are modified.

Certificate: **FIRE SCIENCE (FSC7)**

Credit Requirements: 36 semester credit hours

The Fire Science Certificate is designed for individuals pursuing training or employed in the field of Fire and Rescue. A combination of Fire Science Exemption Credit (FSC)\* and general education prepares graduates for advanced career opportunities and professional development. The general education core is intended to provide students with skills in the following areas: oral and written communication, interpersonal relationships, leadership and management. Most courses are offered via distance learning to accommodate students employed on shift work. Courses in this certificate program also apply to the Associate in Applied Science, Fire Service Administration emphasis.

FIRST SEMESTER (FALL)

ENG 155	Communications I**	3
CPT 101	Introduction to Computers	3
PSY 103	Human Relations**	3
	TOTAL	9

SECOND SEMESTER (SPRING)

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

FSC*	<u>Fire Science Exemption Credit</u>	<u>18</u>
	<b>TOTAL CREDIT HOURS</b>	<b>36</b>

\*Fire Science Exemption Credit is given for approved National Fire Academy training based on recommendations made by the American Council on Education (ACE) and awarded per the S.C. Technical College System Guidelines. National Fire Academy training can only be obtained by being employed or a volunteer with local fire departments or rescue agencies.

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

Degree: **Associate in Applied Science**  
Major: **HUMAN SERVICES (HUM3)**  
Credit Requirements: 68 semester credit hours

This program prepares students to work in a variety of settings in the Human Services field. The curriculum teaches intervention skills needed to work with individuals or groups to prevent dysfunction and support self-sufficiency through role modeling, counseling, crisis intervention, rehabilitation, social support and behavior modification. Graduates will be qualified for employment in mental health centers, group homes, day treatment facilities, sheltered workshops, substance abuse treatment programs and eldercare facilities. Students of the program must: pass a criminal background check prior to the Supervised Field Placement courses. Also, student must meet all the requirements of the sponsoring agency prior to Supervised Field Placement courses.

TRANSFER OPPORTUNITIES: Students successfully completing the associate degree in Human Services have transfer opportunities to Coastal Carolina University through the baccalaureate programs in Sociology or Psychology. The CCU Transfer Coordinator, located on HGTC Conway Campus, Building 1100. Additionally, there are on-line transfer opportunities available with other colleges or universities. Please contact the Human Services faculty advisor for more information.

**FIRST SEMESTER (FALL)**

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

**SECOND SEMESTER (SPRING)**

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

**THIRD SEMESTER (SUMMER)**

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

**FOURTH SEMESTER (FALL)**

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

FIFTH SEMESTER (SPRING)

PSY 203	Human Growth and Development	3
HUS 212	Survey of Disabilities and Disorders	3
HUS 237	Crisis Interventions	3
HUS 216	Behavior Change Techniques	3
HUS 205	Gerontology	3
	TOTAL	15
	<b>TOTAL CREDIT HOURS</b>	<b>68</b>

Degree: **Associate in Applied Science**

Major: **LEGAL ASSISTANT/PARALEGAL (LEG3)**

Credit Requirements: 67 semester credit hours

The Paralegal program is approved by the American Bar Association. The associate degree is designed to be a well-rounded foundation of education for students planning to seek employment as a paralegal assistant. The Paralegal program prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and prepare and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

In addition to meeting the College's admission requirements, students must have obtained a high school diploma or GED for entry into the program.

FIRST SEMESTER (FALL)

ENG 101	English Composition I	3
HIS 201	American History: Discovery to 1877	3
	OR	
HIS 202	American History: 1877 to Present	3
LEG 120	Torts	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
	TOTAL	15

SECOND SEMESTER (SPRING)		
CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
LEG 132	Legal Bibliography	3
LEG 214	Property Law	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	3
	TOTAL	15
THIRD SEMESTER (SUMMER)		
LEG 213	Family Law	3
LEG 230	Legal Writing	3
LEG 252	Business Applications in the Law Office	3
	TOTAL	9
FOURTH SEMESTER (FALL)		
LEG 121	Business Law I	3
LEG 202	Civil Litigation II	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
LEG 233	Wills, Trusts and Probate	3
	TOTAL	15
FIFTH SEMESTER (SPRING)		
LEG 245	Real Estate Law I	3
LEG 242	Law Practice Workshop (Internship)	3
LEG 231	Criminal Law	3
	OR	
LEG 212	Worker's Compensation	3
LEG 269	Paralegal Capstone Course	1
PSC 201	American Government	3
	TOTAL	13
	<b>TOTAL CREDIT HOURS</b>	<b>67</b>

New students may enroll in LEG courses during any semester; however, fall semester is recommended. (Students must see their program advisor prior to attending courses.) There are prerequisites for some legal assistant/paralegal (LEG) courses. Please see course descriptions. Most LEG courses are offered only once a year, so following the recommended course sequence is very important.

No more than 50% of the transferring student's legal specialty paralegal courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within the College's catalog. However, no legal specialty courses will be transferable into

HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

Students should note that minimum grade of "C" is required for each LEG course to be eligible for graduation.

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Certificate: **PARALEGAL SPECIALIST (PAS7)**

Credit Requirements: 40 semester credit hours

The Paralegal program is approved by the American Bar Association. Admission to this program, which is preparation for a Paralegal career, requires prior completion of an associate or bachelor's degree.

The Paralegal Certificate prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and prepare and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

FIRST SEMESTER (FALL)

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

SECOND SEMESTER (SPRING)

LEG 132	Legal Bibliography	3
LEG 214	Property Law	3
LEG 245	Real Estate Law I	3
LEG 202	Civil Litigation II	3
LEG 231	Criminal Law	3
	OR	
LEG 212	Worker's Compensation	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

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

LEG 269	Paralegal Capstone Course	1
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL CREDIT HOURS</b>	<b>40*</b>

\*In addition to the above 40 credit hours of legal specialty courses required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

**ADDITIONAL COURSES REQUIRED**

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

Fifteen (15) Semester hours or the equivalent of General Education in three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities or Foreign Language

Computer skills are required for any paralegal position. It is strongly recommended that students without recent computer training take CPT 101.

No more than 50% of the transferring student's legal specialty paralegal courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within Horry-Georgetown Technical College's catalog. However, no legal specialty courses will be transferable into Horry-Georgetown Technical College, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

Finally, students should note that a minimum grade of "C" is mandatory for each LEG course to be eligible for graduation.

# Course Descriptions

## **| Courses |**

Courses are offered as outlined under each academic program course display. Some courses are offered each semester; some are offered only once per year. It is important that students take courses in the prescribed order as recommended by their academic advisors. Some courses require prerequisites before enrolling in the course. These are identified in the course descriptions where applicable. Students should direct questions about the appropriate sequencing of courses to their academic advisors.

All course offerings are contingent upon student demand and course enrollment. If insufficient enrollment exists, courses may not be offered during the normal cycle. Consult your academic advisor for possible alternatives.

## **| Course Descriptions |**

The course descriptions contained in this catalog are not to be construed as a contract.

## **| Course Numbers |**

Course designations consist of a three-letter prefix, a number and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the subject.

## **| Course Hours and Credits |**

Following the prefix numbers are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit for the course is the last number shown.

## **| Prerequisites/Co-Requisites |**

Prerequisites are required before enrolling in a course; these will be identified following the course description as "Prerequisite." Co-requisites are required to be taken at the same time or prior to the course listed in the description; these will be identified following the course description as "Co-requisite." Commas mean "and." This means that all of the courses are prerequisites or co-requisites.

Note: Even if no prerequisite is listed as required, not all students may necessarily place into all courses. Appropriate placement test scores (SAT, ACT, COMPASS, ASSET) are REQUIRED for placement into appropriate courses. For example, while the course description for ENG 101, Introduction to Composition, does not list a prerequisite requirement, students seeking enrollment in the course MUST meet placement score requirements to be eligible. For a searchable course-by-course directory that includes all prerequisites, co-requisites and placement test requirements, visit [www.hgtc.edu](http://www.hgtc.edu).



## **| Course Schedule |**

Not all of the courses in the following list are taught each term. Courses offered are subject to change, based on the availability of faculty, enrollment and funding. The College reserves the right to cancel any course for which there is insufficient enrollment.

*Every attempt has been made to verify the accuracy and completeness of this document at the time of printing. This document does not constitute a contract between Horry-Georgetown Technical College and any individual or group.*

### **ACC**

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

Prerequisites: None

Co-requisites: None

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

#### **ACC 102 Accounting Principles II 3-0-3**

Prerequisites: ACC 101 or ACC 111

Co-requisites: None

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

#### **ACC 111 Accounting Concepts 3-0-3**

Prerequisites: None

Co-requisites: None

This course introduces basic bookkeeping procedures for recording financial transactions including the study of the principles of basic accounting functions—collecting, recording, analyzing, and reporting information.

#### **ACC 112 Organizational Accounting 3-0-3**

Prerequisites: ACC 101 or ACC 111

Co-requisites: None

This course is a study of financial accounting, with specific emphasis on partnerships and the corporate form of organization.

#### **ACC 124 Individual Tax Procedures 3-0-3**

Prerequisites: ACC 101, ACC 111, or permission of the professor

Co-requisites: None

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

**ACC 125 Advanced Individual Tax Procedures 3-0-3**

Prerequisites: ACC 124

Co-requisites: None

This course expands concepts of basic individual income tax structure to include preparation of individual income tax returns and schedules, including alternative minimum tax, property transactions and business schedules.

**ACC 150 Payroll Accounting 3-0-3**

Prerequisites: ACC 101 or ACC 111

Co-requisites: None

This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls, and various forms and records, and introduces the use of computer applications for payroll.

**ACC 201 Intermediate Accounting I 3-0-3**

Prerequisites: ACC 112

Co-requisites: None

This course explores fundamental processes of accounting theory, including the preparation of financial statements.

**ACC 202 Intermediate Accounting II 3-0-3**

Prerequisites: ACC 201

Co-requisites: None

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

**ACC 230 Cost Accounting I 3-0-3**

Prerequisites: ACC 102 and ACC 112

Co-requisites: None

This course is a study of the accounting principles involved in job order cost systems.

**ACC 240 Computerized Accounting 3-0-3**

Prerequisites: ACC 101 or ACC 111

Co-requisites: None

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

**ACC 245 Accounting Applications 3-0-3**

Prerequisites: ACC 101, ACC 111 and or CPT 170

Co-requisites: None

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

**ACC 291 Certified Bookkeeper Review 3-0-3**

Prerequisites: ACC 112 and ACC 150

Co-requisites: None

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

## **ACR**

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

Prerequisites: None

Co-requisites: None

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

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

Prerequisites: None

Co-requisites: None

This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

### **ACR 108 Refrigeration Fundamentals 3-0-3**

Prerequisites: None

Co-requisites: None

This course is an introduction to the principles of refrigeration.

### **ACR 110 Heating Fundamentals 3-3-4**

Prerequisites: None

Co-requisites: ACR 140

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

### **ACR 118 Air Conditioning Fundamentals 1-6-3**

Prerequisites: None

Co-requisites: None

This course is an introduction to the principles of air conditioning.

### **ACR 131 Commercial Refrigeration 3-3-4**

Prerequisites: ACR 210, or passed ICE Exam, or NATE certification

Co-requisites: None

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

### **ACR 140 Automatic Controls 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

### **ACR 160 Service Customer Relations 3-0-3**

Prerequisites: None

Co-requisites: None

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

### **ACR 201 Troubleshooting and Maintenance 2-3-3**

Prerequisites: ACR 210 or passed ICE Exam, or NATE certification

Co-requisites: None

This course is a study of troubleshooting and maintenance of air conditioning equipment.

**ACR 206 Advanced Electricity for HVAC/R 1-3-2**

Prerequisites: ACR 140

Co-requisites: None

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

**ACR 207 Advanced Refrigeration Electricity 3-0-3**

Prerequisites: ACR 210, or passed ICE Exam, or NATE certificate

Co-requisites: None

This course covers the theory and application of electrical circuits and starting components in commercial and industrial refrigeration.

**ACR 210 Heat Pumps 2-6-4**

Prerequisites: ACR 118 and ACR 140

Co-requisites: None

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

**ACR 250 Duct Fabrication 2-3-3**

Prerequisites: ACR 118

Co-requisites: None

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

**AET**

**AET 101 Building Systems I 2-3-3**

Prerequisites: None

Co-requisites: None

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

**AET 110 Architectural Graphics I 2-3-3**

Prerequisites: None

Co-requisites: None

This course is an introduction to the skills of architectural manual drafting.

**AET 120 Architectural Graphics II 2-3-3**

Prerequisites: AET 110

Co-requisites: None

This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development and technical skills required to draw and graphically present projects.

**AET 202 History of Architecture 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

## **AHS**

### **AHS 102 Medical Terminology 3-0-3**

Prerequisites: None

Co-requisites: None

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

### **AHS 103 Bio-Medical Vocabulary 2-0-2**

Prerequisites: None

Co-requisites: None

This course covers the basis of word formation, prefixes, suffixes and vocabulary used in bio-medical disciplines and health sciences.

### **AHS 104 Medical Vocabulary/Anatomy 3-0-3**

Prerequisites: None

Co-requisites: None

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

### **AHS 106 Cardiopulmonary Resuscitation 1-0-1**

Prerequisites: None

Co-requisites: None

This course provides a study of the principles of cardiopulmonary resuscitation.

### **AHS 110 Patient Care Procedures 2-0-2**

Prerequisites: BIO 210 and BIO 211

Co-requisites: None

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

### **AHS 113 Head and Neck Anatomy 1-0-1**

Prerequisites: Acceptance into the Dental Hygiene Program

Co-requisites: None

This course provides detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

### **AHS 126 Health Calculations 1-0-1**

Prerequisites: Must be enrolled in Associate of Health Science Practical Nursing

Co-requisites: None

This course is a study of the mathematical concepts needed in health sciences studies. Emphasis is on the calculation of drug dosages and solutions.

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

Prerequisites: None

Co-requisites: BIO 112 or BIO 210 or BIO 211

This course contains the essential theory, skills and special procedures required to meet venipuncture needs in hospitals, clinics and other health care settings.

### **AHS 143 Phlebotomy Skills 2-12-6**

Prerequisites: AHS 102, AHS 106 and AHS 141

Co-requisites: None

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

## **ANT**

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

Prerequisites: None

Co-requisites: None

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

## **AOT**

### **AOT 105 Keyboarding 3-0-3**

Prerequisites: None

Co-requisites: None

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

### **AOT 110 Document Formatting 3-0-3**

Prerequisites: AOT 105

Co-requisites: None

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

### **AOT 121 Machine Transcription 3-0-3**

Prerequisites: AOT 110, AOT 134, AOT 163, and AOT 165

Co-requisites: None

This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques and proper punctuation of business documents.

### **AOT 122 Medical Machine Transcription I 3-0-3**

Prerequisites: AHS 102

Co-requisites: None

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

### **AOT 133 Professional Development 3-0-3**

Prerequisites: AOT 105

Co-requisites: None

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

### **AOT 134 Office Communications 3-0-3**

Prerequisites: None

Co-requisites: None

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

### **AOT 161 Records Management 3-0-3**

Prerequisites: None

Co-requisites: None

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

**AOT 162 Basic Information Processing 3-0-3**

Prerequisites: None

Co-requisites: None

This is an entry-level course to introduce the user to basic computer information processing software applications.

**AOT 165 Information Processing Software 3-0-3**

Prerequisites: AOT 105 and AOT 163

Co-requisites: None

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

**AOT 180 Customer Service 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of issues in the workplace relating to effective customer service. Course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

**AOT 210 Document Production 3-0-3**

Prerequisites: AOT 110

Co-requisites: None

This course emphasizes production of documents found in typical business offices. Major focus is on productivity and excellence in document production.

**AOT 222 Medical Machine Transcription II 3-0-3**

Prerequisites: AOT 122

Co-requisites: None

This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation equipment.

**AOT 234 Administrative Office Communications 3-0-3**

Prerequisites: AOT 105 and AOT 134

Co-requisites: None

This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills.

**AOT 239 Computerized Office Accounting 3-0-3**

Prerequisites: None

Co-requisites: None

This course covers specialized secretarial bookkeeping functions performed on a microcomputer.

**AOT 254 Office Simulation 3-0-3**

Prerequisites: AOT 165, AOT 210, AOT 234, and AOT 261

Co-requisites: None

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

**AOT 256 Office Management Skills 3-0-3**

Prerequisites: None

Co-requisites: None

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality/security of records, and supervisory and leadership skills.

**AOT 261 Office Spreadsheet Applications 3-0-3**

Prerequisites: AOT 105 and AOT 163

Co-requisites: None

This course introduces the concepts of spreadsheets for information management in an office environment.

**AOT 263 Office Database Applications 3-0-3**

Prerequisites: AOT 105 and AOT 163

Co-requisites: None

This course introduces the concepts and structures of a database and the application of the concepts in an office environment.

**AOT 265 Office Desktop Publishing 3-0-3**

Prerequisites: AOT 105 and AOT 163

Co-requisites: None

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

**AOT 269 Internet Skills for Work 3-0-3**

Prerequisites: AOT 105 and AIT 163

Co-requisites: None

This course is designed to enhance work place productivity through the use of the internet. Emphasis will be placed on the following topics: search engines, internet research, image and text formats, downloading from the internet, "netiquette," and introduction to web page design.

**AOT 270 SCWE in Office Systems 0-12-3**

Prerequisites: AOT 110 and AOT 165 and AOT 234

Co-requisites: None

This course integrates office skills in an approved work site related to office systems technology.

**AOT 271 SCWE in Office Systems 0-16-4**

Prerequisites: AOT 110 and AOT 165 and AOT 234

Co-requisites: None

This course integrates office skills in an approved work site related to office systems technology.

**ART**

**ART 101 Art History & Appreciation 3-0-3**

Prerequisites: None

Co-requisites: None

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*



**ART 105 Film as Art 3-0-3**

Prerequisites: ENG 160 or ENG 102

Co-requisites: None

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ART 108 History of Western Art 3-0-3**

Prerequisites: None

Co-requisites: None

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

**ARV**

**ARV 110 Computer Graphics I 3-0-3**

Prerequisites: None

Co-requisites: None

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

**ARV 121 Design 3-0-3**

Prerequisites: None

Co-requisites: None

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

**ARV 162 Graphic Reproduction I 3-0-3**

Prerequisites: ARV 121 and ARV 210

Co-requisites: None

This course is a study of the principles and practices used in print preparation and print reproduction.

**ARV 163 Graphic Reproduction II 3-0-3**

Prerequisites: ARV 162

Co-requisites: None

This course covers the development of the practices and skills used in print preparation and print reproduction.

**ARV 210 Computer Graphics II 3-0-3**

Prerequisites: ARV 110

Co-requisites: None

This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery.

**ARV 212 Digital Photography 2-3-3**

Prerequisites: None

Co-requisites: None

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

**ARV 219 Multimedia Techniques 3-0-3**

Prerequisites: ARV 226

Co-requisites: None

This course is an introduction to the production of current audio-visual media.

**ARV 222 Computer Animation 3-0-3**

Prerequisites: ARV 110 and ARV 121

Co-requisites: None

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

**ARV 225 Advanced Computer Animation 3-0-3**

Prerequisites: ARV 222

Co-requisites: None

This course is the study of advanced techniques for creating motion using computer software.

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

Prerequisites: ARV 121

Co-requisites: None

This course introduces production of an interactive worldwide web site.

**ARV 228 Web Site Design II 3-0-3**

Prerequisites: ARV 227

Co-requisites: None

This course covers a study of advanced website design techniques culminating in an interactive web site.

**ARV 230 Visual Arts Business Procedures 3-0-3**

Prerequisites: ARV 234

Co-requisites: None

This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts.

**ARV 234 Introduction to Interior Design 3-0-3**

Prerequisites: None

Co-requisites: None

This course covers the historical, psychological, and sociological aspects of interior design, function, and the design process.

**ARV 235 Residential Interior Design 3-0-3**

Prerequisites: AET 110, AET 120 and ARV 234

Co-requisites: None

This course covers design and presentation of small residential spaces.

**ARV 237 Materials & Estimating I 3-0-3**

Prerequisites: ARV 234

Co-requisites: None

This course places emphasis on various materials used in the field of interior design and how to calculate various amounts of the materials for purchasing. Students will receive an overview of textiles and their use in the field.

**ARV 238 History of Interiors 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study/lecture of the history of interiors as well as furniture beginning with Egyptian interiors and ending with Post-Modern furniture.

**ARV 239 AUTOCAD for Interiors 2-3-3**

Prerequisites: AET 110 and AET 120

Co-requisites: None

This course is designed to introduce the interior design student to the basic components and functions of the personal computer as well as basic CAD commands and techniques. Students will use the AUTOCAD software system of computer aided drafting to complete a small house plan by the end of the course, reflecting the required information and presentation quality necessary to "professional" designers.

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

Prerequisites: ARV 121 and ARV 210

Co-requisites: None

This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.

**ARV 262 Advertising Design II 3-0-3**

Prerequisites: ARV 261

Co-requisites: None

This course covers advanced knowledge, practices, and skills in the visual communication field.

**ARV 264 Special Project in Graphics Art 3-0-3**

Prerequisites: ARV 261

Co-requisites: None

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

**ARV 268 Special Project in Videography 3-0-3**

Prerequisites: ARV 231, RTV 105 and RTV 107

Co-requisites: None

This course requires the student to complete a short documentary or commercial video from a prepared script. Students shoot all footage, edit material on an NLE (Non-Linear Editing) system and deliver the final product in the DV, DVD, and/or VHS format.

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

Prerequisites: None

Co-requisites: None

This course integrates digital arts skills within an approved worksite relating to the digital arts industry.

**AST**

**AST 101 Solar System Astronomy 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**AST 102 Stellar Astronomy 3-3-4**

Prerequisites: AST 101 (minimum grade of C)

Co-requisites: None

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects, and related topics of current interest are included in the course. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**AUT****AUT 101 Engine Fundamentals 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust, and cooling systems are also included.

**AUT 103 Engine Reconditioning 3-3-4**

Prerequisites: AUT 101

Co-requisites: None

This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly, and operation of unit.

**AUT 111 Brakes 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

**AUT 132 Automotive Electricity 4-0-4**

Prerequisites: None

Co-requisites: None

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

**AUT 135 Ignition System 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment.

**AUT 147 Fuel Systems 4-0-4**

Prerequisites: AUT 147

Co-requisites: None

This course is a study in basic fuel delivery systems, including types of fuel, fuel pumps, principles of carburetion, computer controlled carburetor operation and service, and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

**AUT 247 Electronic Fuel Systems 3-3-4**

Prerequisites: None

Co-requisites: None

This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery.

**BAF****BAF 101 Personal Finance 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

**BAF 260 Financial Management 3-0-3**

Prerequisites: ACC 102 and BUS 101 and MGT 101 and MKT 101

Co-requisites: ECO 210 or ECO 211

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

**BCT****BCT 122 Introduction To Heavy Equipment Operation 3-6-5**

Prerequisites: None

Co-requisites: None

This course is the study of the operation, maintenance, and use of heavy equipment. The course includes an overview of the types and designs of selected heavy equipment and their safe use. Emphasis is on equipment common to timber harvesting operations including in-woods processing equipment.

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

Prerequisites: CET 127 or AET 101 or CET 120

Co-requisites: None

This course integrates building construction skills within an approved work site related to the construction industry.

**BIO****BIO 101 Biological Science I 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution and ecology. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**BIO 102 Biological Science II 3-3-4**

Prerequisites: BIO 101

Co-requisites: None

This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (Particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. *This course is transferable to public senior*

*institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**BIO 112 Basic Anatomy & Physiology 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a basic integrated study of the structure and function of the human body.

**BIO 202 Botany 3-3-4**

Prerequisites: BIO 101

Co-requisites: None

This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants.

**BIO 210 Anatomy and Physiology I 3-3-4**

Prerequisites: BIO 101 or BIO 112 or CHM 110 or permission of Department Chair

Co-requisites: None

This is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**BIO 211 Anatomy and Physiology II 3-3-4**

Prerequisites: BIO 210

Co-requisites: None

This is a continuation of a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**BIO 225 Microbiology 3-3-4**

Prerequisites: BIO 102 or BIO 211 or professor's permission

Co-requisites: None

This course is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**BUS**

**BUS 101 Introduction to Business 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

**BUS 121 Business Law I 3-0-3**

Prerequisites: BUS 101

Co-requisites: None

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.

**BUS 210 Introduction to E-Commerce in Business 3-0-3**

Prerequisites: None

Co-requisites: None

This course studies electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

**BUS 220 Business Ethics 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

**BUS 240 Business Statistics 3-0-3**

Prerequisites: MAT 101 or MAT 102 or MAT 110

Co-requisites: None

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

**BUS 270 SCWE in Business 3-0-3**

Prerequisites: BUS 101, MGT 101 and MKT 101

Co-requisites: None

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

**CET**

**CET 105 Surveying I 2-3-3**

Prerequisites: MAT 101 or professor's permission

Co-requisites: None

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

**CET 120 Construction Materials 3-0-3**

Prerequisites: None

Co-requisites: None

Course studies basic materials used in construction, including research of building product specifications. Emphasis on physical properties and code requirements.

**CET 127 Building Construction and Print Reading 3-3-4**

Prerequisites: None

Co-requisites: None

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

**CET 140 Construction Financial Management 3-0-3**

Prerequisites: None

Co-requisites: None

This course is the study of the fundamental financial management principles and accounting systems used to manage a construction company.

**CET 205 Surveying II 3-3-4**

Prerequisites: CET 105

Co-requisites: None

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

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

Prerequisites: EGR 190

Co-requisites: None

This course covers the effects of applying various types of allowable stresses and strains.

**CET 216 Soil Mechanics 2-3-3**

Prerequisites: None

Co-requisites: None

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

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

Prerequisites: None

Co-requisites: None

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices and weirs. Emphasis is on determination of pressure and head losses in simple and complex piping systems.

**CET 230 Construction Management 2-3-3**

Prerequisites: CET 120 and CET 127

Co-requisites: None

This course covers the study of management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs and labor relations.

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

Prerequisites: CET 230

Co-requisites: None

This course covers the decision-making process involved in organizing the labor, materials, and equipment for a construction project.

**CET 242 Concrete Design 2-3-3**

Prerequisites: CET 210

Co-requisites: None

This course covers the design of concrete structural members according to ACI codes, quality control of concrete, and structural inspection. Emphasis is on reinforced concrete and steel structural components.

**CET 245 Cost Estimating 2-3-3**

Prerequisites: None

Co-requisites: None

This course includes a study of project cost and scheduling through the use of proven construction estimating techniques. Emphasis is on cost analysis and quantity takeoffs. Computer spreadsheet software is utilized throughout the course.



**CET 246 Environmental Systems Technology 2-3-3**

Prerequisites: MAT 110 or MAT 175

Co-requisites: None

This course covers a study of the sources, treatment, collection and distribution of water and waste water.

**CET 251 Highway Design 2-3-3**

Prerequisites: MAT 110 or MAT 175 and EGT 151

Co-requisites: None

This course covers a study of the design and construction of highways.

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

Prerequisites: None

Co-requisites: None

This course is the study of current, relevant topics in the field of civil engineering technology.

**CET 260 Construction Management Senior Project 3-0-3**

Prerequisites: CET 230 and CET 245

Co-requisites: None

This capstone course promotes the integration of the knowledge and skills of the construction management technology field.

**CHM**

**CHM 105 General, Organic & Biochemistry 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

**CHM 110 College Chemistry I 3-3-4**

Prerequisites: None

Co-requisites: None

This university parallel transfer course is the first course in a sequence which includes the following topics: Study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**CHM 111 College Chemistry II 3-3-4**

Prerequisites: CHM 110 (minimum grade of C)

Co-requisites: None

(For students continuing in chemistry) This university parallel course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics and electrochemistry. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**CHM 211 Organic Chemistry I 3-3-4**

Prerequisites: CHM 111 (minimum grade of C)

Co-requisites: None

This is the first of a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**CHM 212 Organic Chemistry II 3-3-4**

Prerequisites: CHM 211 (minimum grade of C)

Co-requisites: None

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**COL****COL 100 Skills for Life-Long Learning 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of critical thinking, reading, writing skills, quantitative reasoning, technology competency, oral communication, and career exploration. This course may also include topics in college orientation, study skills, community service, learning styles/personality types, and diversity.

**COL 105 Freshmen Seminar 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the College. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

**COS****COS 101 Fundamentals of Cosmetology 1-6-3**

Prerequisites: COS 206, COS 110, COS 108 and COS 120

Co-requisites: None

This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

**COS 106 Facials and Make-Up 1-6-3**

Prerequisites: COS 108, COS 110, COS 120, and COS 206

Co-requisites: None

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

**COS 108 Nail Care 1-6-3**

Prerequisites: None

Co-requisites: None

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

**COS 110 Scalp and Hair Care 1-6-3**

Prerequisites: None

Co-requisites: None

This course is study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

**COS 112 Shampoo and Rinses 1.5-7.5-4**

Prerequisites: COS 108, COS 110, COS 120, and COS 206

Co-requisites: None

This course studies procedures and safety precautions in the application of shampoo and rinses.

**COS 114 Hair Shaping 0-12-4**

Prerequisites: COS 116 and COS 210

Co-requisites: COS 222

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

**COS 116 Hair Styling I 0-12-4**

Prerequisites: COS 101, COS 106, COS 112, and COS 220

Co-requisites: COS 210

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

**COS 120 Manikin Practice 0-9-3**

Prerequisites: None

Co-requisites: COS 108, COS 110, and COS 206

This course covers cosmetology applications, including hair shaping, chemical waving, hair styling, and hair coloring.

**COS 130 Professional Image 2-0-2**

Prerequisites: None

Co-requisites: COS 131 or approval of program coordinator

This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

**COS 131 Bacteria and Other Infectious Agents 2-0-2**

Prerequisites: None

Co-requisites: COS 132, COS 133, COS 136 or approval of program coordinator

This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

**COS 132 Science of Nail Technology 2-0-2**

Prerequisites: None

Co-requisites: COS 131, COS 133, COS 136 or approval of program coordinator

This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders, with emphasis on consultations.

**COS 133 Basic Procedures 3-0-3**

Prerequisites: None

Co-requisites: COS 131, COS 132, COS 136 or approval of program coordinator

This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues, with a review of state regulations.

**COS 136 Fundamentals of Artificial Nail Application 3-3-4**

Prerequisites: None

Co-requisites: COS 131, COS 132, COS 133 or approval of program coordinator

This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.

**COS 151 Dermatology 3-0-3**

Prerequisites: None

Co-requisites: None

This course studies the structure, functions, conditions and disorders of the skin.

**COS 152 Hygiene and Sanitation 2-0-2**

Prerequisites: None

Co-requisites: None

This course is the study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.

**COS 153 Structure and Functions of Human Systems 3-0-3**

Prerequisites: None

Co-requisites: None

This basic course studies structure and function of major human body systems.

**COS 156 Fundamentals of Massage 0-6-2**

Prerequisites: None

Co-requisites: None

This course is an introductory course in massage theory, preparation, manipulations, and safety measures.

**COS 158 Facial Treatments 0-6-2**

Prerequisites: None

Co-requisites: None

This is an introductory course in procedures for various skin treatments and safety.

**COS 160 Electric Current Facial Treatment 0-3-1**

Prerequisites: None

Co-requisites: None

This course introduces types of current, purpose, procedures, safety, and equipment used in facial treatments.

**COS 162 Hair Removal 1-0-1**

Prerequisites: None

Co-requisites: None

This course studies methods, procedures and safety during hair removal services.

**COS 164 Basic Makeup & Application 3-0-3**

Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162

Co-requisites: None

This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

**COS 165 Business Practice 3-0-3**

Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162

Co-requisites: None

This course covers basic salon business practices, including rules, regulations, and codes governing the practice of skin care.

**COS 206 Chemical Hair Waving 0-9-3**

Prerequisites: None

Co-requisites: COS 108, COS 110, and COS 120

This course is a study of methods of permanently waving the hair, including product, chemistry and safety.

**COS 210 Hair Coloring 0.5-7.5-3**

Prerequisites: COS 101, COS 106, COS 112, and COS 220

Co-requisites: COS 116

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

**COS 220 Cosmetology Clinical Practice I 0-9-3**

Prerequisites: COS 108, COS 110, COS 120 and COS 206

Co-requisites: COS 101, COS 106, and COS 112

This course is an integration of cosmetology skills in a simulated salon environment.

**COS 221 Facial Practice I 0-6-2**

Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162

Co-requisites: None

This course is an integration of massage and facial skills in a simulated salon environment.

**COS 222 Cosmetology Clinical Practice II 0-9-3**

Prerequisites: COS 116 and COS 210

Co-requisites: COS 114

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

**COS 223 Facial Practice II 0-6-2**

Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162

Co-requisites: None

This course provides for the integration of corrective and preservative facials, massage, and makeup application skills in a simulated salon environment.

**COS 224 Nail Practice I 1-9-4**

Prerequisites: COS 131 or approval of program coordinator

Co-requisites: None

This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.

## **CPE**

### **CPE 107 Computer Applications for Electronics 2-3-3**

Prerequisites: None

Co-requisites: None

This course covers the computer and its operation, hardware system, operating system and applications programs.

## **CPT**

### **CPT 101 Introduction to Computers 3-0-3**

Prerequisites: None

Co-requisites: None

This course covers basic computer history, theory and applications, including word-processing, spreadsheets, and power point.

### **CPT 162 Introduction to Web Page Publishing 2-3-3**

Prerequisites: IST 225 and CPT 168

Co-requisites: None

This course is a study of the fundamentals of website design and implementation.

### **CPT 163 Introduction to Multimedia for Web Pages 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective websites.

### **CPT 168 Programming Logic & Design 2-3-3**

Prerequisites: None

Co-requisites: MAT 101

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation.

### **CPT 170 Microcomputer Applications 2-3-3**

Prerequisites: None

Co-requisites: None

This course introduces microcomputer applications and software, including word-processing, databases, spreadsheets, graphics and their integration.

### **CPT 176 Microcomputer Operating Systems 2-3-3**

Prerequisites: None

Co-requisites: None

This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

### **CPT 186 Visual Basic.net I 2-3-3**

Prerequisites: CPT 187

Co-requisites: None

This course introduces the student to development of Visual Basic Windows applications using the Microsoft.net framework.

**CPT 187 Object-Oriented Logic & Design 2-3-3**

Prerequisites: CPT 168

Co-requisites: None

This is a study in the planning and implementation of object-oriented programs.

**CPT 208 Special Topics in Computer Technology 2-3-3**

Prerequisites: None

Co-requisites: None

This course focuses on changes in computer technology.

**CPT 209 Computer Systems Management 2-3-3**

Prerequisites: CPT 170

Co-requisites: None

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

**CPT 213 Advanced Visual Basic Program 2-3-3**

Prerequisites: CPT 286

Co-requisites: None

The course is a study of the object oriented features of Visual Basic & their use in database access. It includes classes, collection and web access.

**CPT 236 Introduction to Java Programming 2-3-3**

Prerequisites: CPT 187

Co-requisites: None

This course is an introduction to Java programming. Topics include Java Syntax and classes for use in the development of Java applications and applets.

**CPT 242 Database 2-3-3**

Prerequisites: CPT 187

Co-requisites: None

This course introduces data base models and the fundamentals of data base design. Topics include database structure, database processing, and application programs, which access a database.

**CPT 255 Operating System Fundamentals 2-3-3**

Prerequisites: CPT 176

Co-requisites: None

This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs and screen design.

**CPT 260 Fundamentals of Operating Systems & Web Services 2-3-3**

Prerequisites: CPT 176

Co-requisites: None

This course studies operating techniques needed to set up and maintain web servers.

**CPT 262 Advanced Website Publishing 2-3-3**

Prerequisites: CPT 162

Co-requisites: None

This course studies advanced techniques in website design and implementation.

**CPT 264 Systems and Procedures 2-3-3**

Prerequisites: CPT 168

Co-requisites: None

This course covers the techniques of system analysis, design, development and implementation.

**CPT 270 Advanced Microcomputer Applications 2-3-3**

Prerequisites: CPT 170

Co-requisites: None

Course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.

**CPT 280 SCWE in Computer Technology 0-12-3**

Prerequisites: None

Co-requisites: None

This course integrates Computer Technology skills within an approved work site related to the computer industry.

**CPT 286 Visual Basic.net II 2-3-3**

Prerequisites: CPT 186

Co-requisites: None

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

**CPT 294 Integrated Application Projects 2-3-3**

Prerequisites: CPT 270

Co-requisites: None

This course emphasizes the integration of microcomputer packages using the advanced integrating concepts in application software.

**CRJ**

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

Prerequisites: None

Co-requisites: None

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

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

Prerequisites: None

Co-requisites: None

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses & various legal principles upon which criminal law is established are reviewed.

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

Prerequisites: None

Co-requisites: None

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.



**CRJ 125 Criminology 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

**CRJ 130 Police Administration 3-0-3**

Prerequisites: CRJ 101 or permission of Department Chair

Co-requisites: None

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

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

Prerequisites: None

Co-requisites: CRJ 101 or permission of Department Chair

This course includes a survey of the sociological, biological and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment.

**CRJ 201 Fingerprint Science 3-0-3**

Prerequisites: None

Co-requisites: None

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

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

Prerequisites: None

Co-requisites: None

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

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

Prerequisites: CRJ 202

Co-requisites: None

This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations.

**CRJ 218 Crisis Intervention 3-0-3**

Prerequisites: None

Co-requisites: CRJ 101 or permission of Department Chair

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

**CRJ 220 The Judicial Process 3-0-3**

Prerequisites: CRJ 101 and CRJ 120, or permission of Department Chair

Co-requisites: None

This course is an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

**CRJ 224 Police Community Relations 3-0-3**

Prerequisites: CRJ 101 and CRJ 130, or permission of Department Chair

Co-requisites: None

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

**CRJ 229 Blood Pattern Analysis 3-0-3**

Prerequisites: CRJ 101 and CRJ 202, or permission of Department Chair

Co-requisites: None

This course is an introduction to the theoretical foundations and scientific principles of bloodstain pattern analysis in the investigation of crimes of violence, including the properties, flight characteristics and bloodstain patterns, documentation and investigative significance of blood stains.

**CRJ 230 Criminal Investigation I 3-0-3**

Prerequisites: CRJ 120 or permission of Department Chair

Co-requisites: None

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

**CRJ 235 Practical Crime Scene Investigations 2-3-3**

Prerequisites: CRJ 201, CRJ 202 and CRJ 203, or permission of Department Chair

Co-requisites: None

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

**CRJ 236 Criminal Evidence 3-0-3**

Prerequisites: CRJ 120 and CRJ 220 or permission of Department Chair

Co-requisites: None

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. The course is designed to further examine the application of substantive and procedural criminal law, and constitutional law, during the preparation and presentation of criminal cases in the judicial process. Students in this course will participate in a mock criminal tribunal.

**CRJ 242 Correctional Systems 3-0-3**

Prerequisites: CRJ 101 or permission of Department Chair

Co-requisites: None

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

**CRJ 260 Seminar in Criminal Justice 2-3-3**

Prerequisites: CRJ 101, CRJ 125 and CRJ 130

Co-requisites: CRJ 236

This course is designed as an intensive capstone course in which the student will be required to develop an education portfolio in conjunction with a required internship through an approved department, agency or organization of interest within the field of criminal justice. This course also involves activities that require the application of concepts

taught throughout the program, including oral and written communications. This course is only offered in the spring and cannot be satisfied through transfer credit.

**CRJ 261 Forensic Chemistry 3-3-4**

Prerequisites: CRJ 202 or permission of Department Chair

Co-requisites: CRJ 201

This course is a study of the fundamental concepts of chemistry as it relates to forensic science which includes physical and chemical properties, metric measurements, chemical changes, elements, compounds and atomic structure. This course explores the equipment and analysis used in modern crime labs.

**CWE**

**CWE Cooperative Work Experience (varying credits)**

This course includes cooperative work experience in an approved setting. Course numbers vary per semester. CWE may be taken for 1 to 8 credit hours, depending on weekly hours of student employment.

**DAT**

**DAT 113 Dental Materials 3-3-4**

Prerequisites: Acceptance into the Expanded Duty Dental Assisting Program

Co-requisites: None

This course is a study of physical and chemical properties of matter and identification, characteristics and manipulation of dental materials.

**DAT 115 Ethics and Professionalism 1-0-1**

Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154

Co-requisites: None

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal, and professional considerations. The state dental practice act is reviewed.

**DAT 118 Dental Morphology 2-0-2**

Prerequisites: Acceptance into the Expanded Duty Dental Assisting Program

Co-requisites: None

This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.

**DAT 121 Dental Health Education 1-3-2**

Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154

Co-requisites: None

This course defines the responsibilities of the dental assistant in individual and community dental health education, with emphasis on the etiology of dental disease, methods for prevention and principles of nutrition in relationship to oral health and preventative dentistry.

**DAT 122 Dental Office Management 1-3-2**

Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154

Co-requisites: None

This course provides a study of the business aspect of a dental office.

**DAT 123 Oral Medicine/Oral Biology 3-0-3**

Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154

Co-requisites: None

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the Dental Assistant.

**DAT 127 Dental Radiography 3-3-4**

Prerequisites: Acceptance into Expanded Duty Dental Assisting Program

Co-requisites: None

This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

**DAT 154 Clinical Procedures I 2-6-4**

Prerequisites: Acceptance into Expanded Duty Dental Assisting Program

Co-requisites: None

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant's role in dental instrumentation.

**DAT 174 Office Rotations 1-9-4**

Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154

Co-requisites: None

This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

**DAT 177 Dental Office Experience 1-18-7**

Prerequisites: DAT 115, DAT 121, DAT 122, DAT 123, DAT 174 and DAT 183

Co-requisites: None

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

**DAT 183 Specialty Functions 1-6-3**

Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154

Co-requisites: None

This course is an introduction to dental specialties, the refinement, and the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants.

**DHG**

**DHG 121 Dental Radiography 2-3-3**

Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211

Co-requisites: None

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.

**DHG 125 Tooth Morphology and Histology 1-3-2**

Prerequisites: Acceptance into Dental Hygiene Program

Co-requisites: None

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.

**DHG 140 General & Oral Pathology 2-0-2**

Prerequisites: DHG 175 and DHG 239

Co-requisites: None

This course provides a correlation of basic pathologic principles of disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

**DHG 141 Periodontology 2-0-2**

Prerequisites: DHG 175 and DHG 239

Co-requisites: None

This is a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

**DHG 143 Dental Pharmacology 1-3-2**

Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211

Co-requisites: None

This course provides a study of drugs used in dentistry. Emphasis is on the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, indications and contraindications for the use of the drug. A study of dental anesthetics is included.

**DHG 151 Dental Hygiene Principles 3-6-5**

Prerequisites: Acceptance into Dental Hygiene Program

Co-requisites: None

This course is a study of the basic principles of infection control and hazardous waste communication; instrumentation, instrument design; operator and patient positioning; operation of basic dental equipment: patient evaluation and medical history review.

**DHG 165 Clinic Dental Hygiene I 2-9-5**

Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211

Co-requisites: None

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

**DHG 175 Clinic Dental Hygiene II 2-9-5**

Prerequisites: DHG 121, DHG 143, DHG 165, DHG 243 and BIO 225

Co-requisites: None

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

**DHG 230 Public Health Dentistry 2-3-3**

Prerequisites: DHG 141 and DHG 175

Co-requisites: None

This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation and evaluation of community programs.

**DHG 239 Dental Assisting for Dental Hygienists 1-3-2**

Prerequisites: DHG 121, DHG 143, DHG 165, DHG 243 and BIO 225

Co-requisites: None

This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

**DHG 241 Integrated Dental Hygiene I 0-3-1**

Prerequisites: DHG 175 and DHG 239

Co-requisites: None

This course provides for integration of basic & dental hygiene sciences with current concepts of clinical dental hygiene practice.

**DHG 242 Integrated Dental Hygiene II 0-3-1**

Prerequisites: DHG 140, DHG 230, DHG 141, DHG 241 and DHG 255

Co-requisites: None

This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

**DHG 243 Nutrition & Dental Health 2-0-2**

Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211

Co-requisites: None

This course studies nutrients, their nature, source and utilization. Emphasis is given to the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

**DHG 255 Clinic Dental Hygiene III 0-15-5**

Prerequisites: DHG 175 and DHG 239

Co-requisites: None

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

**DHG 265 Clinic Dental Hygiene IV 0-15-5**

Prerequisites: DHG 140, DHG 230, DHG 141, DHG 241 and DHG 255

Co-requisites: None

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

**DMS**

**DMS 101 Ultrasound Physics and Instrumentation I 2-0-2**

Prerequisites: DMS 164

Co-requisites: None

This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes, and biological effects.

**DMS 112 OB/GYN Sonography I 2-3-3**

Prerequisites: Acceptance into Diagnostic Medical Sonography

Co-requisites: None

This course is a study of the sonographic imaging methods of the female pelvis, the fetus & the gravid uterus, emphasizing anatomy, physiology, pathology & embryology.

**DMS 114 DMS Cross Sectional Anatomy 2-3-3**

Prerequisites: Acceptance into Diagnostic Medical Sonography

Co-requisites: None

This course is a study of cross-sectional and Sagittal anatomy of the abdomen, along with basic scanning techniques.

**DMS 118 Medical Imaging Science 3-0-3**

Prerequisite: MAT 102

Co-requisites: None

This course is the study of diagnostic medical Sonography and other medical areas that take images of the body, including x-rays, CAT scans and mammography.

**DMS 120 Sonographic Instrumentation II 3-0-3**

Prerequisites: DMS 101

Co-requisites: None

This course is an advanced study of the machine instrumentation, including display modes, components of an ultrasound system, quality control, an introduction to Doppler, the biological effects of ultrasound, artifacts and future trends.

**DMS 122 Abdominal Sonography 0-3-1**

Prerequisites: DMS 101

Co-requisites: None

This course is a study of the less common, but significant pathological conditions of the abdominal organs and systems, advanced disease processes, differential diagnosis associated with these pathologies, and advanced scanning methods.

**DMS 124 OB/GYN Sonography II 1-3-2**

Prerequisites: DMS 112

Co-requisites: None

This course is an advanced study of gynecological pathology processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

**DMS 155 Clinical Education 0-24-8**

Prerequisites: DMS 164

Co-requisites: None

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

**DMS 164 Introduction to Clinical Education 0-6-2**

Prerequisites: Acceptance into Diagnostic Medical Sonography

Co-requisites: None

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

**DMS 166 Advanced Clinical Education 0-21-7**

Prerequisites: DMS 155

Co-requisites: None

This course is a supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.

**DMS 167 Imaging Practicum 0-24-8**

Prerequisites: DMS 165 or DMS 166

Co-requisites: None

This course is a supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.

**ECD**

**ECD 101 Introduction to Early Childhood 3-0-3**

Prerequisites: Accepted into ECD7 and ECE3

Co-requisites: None

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. The importance of professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education is highlighted in the course.

**ECD 102 Growth & Development I 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, emphasizing physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

**ECD 105 Guidance-Classroom Maintenance 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

**ECD 106 Observation of Young Children 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

In this course, a variety of observation skills & techniques for the purposes of achieving program goals & objectives, providing for individual needs, guiding children, & designing environments are covered. Focus is on practical & appropriate use of these skills & techniques.

**ECD 107 Exceptional Children 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.



**ECD 108 Family & Community Relations 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course is an overview of techniques and materials promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.

**ECD 131 Language Arts 2-3-3**

Prerequisites: ECD 101

Co-requisites: None

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

**ECD 132 Creative Experiences 2-3-3**

Prerequisites: ECD 101

Co-requisites: None

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.

**ECD 133 Science & Math Concepts 2-3-3**

Prerequisites: ECD 101

Co-requisites: None

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

**ECD 135 Health, Safety & Nutrition 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.

**ECD 200 Curriculum Issues in Infant & Toddler Development 3-0-3**

Prerequisites: ECD 101 and ECD 102

Co-requisites: None

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

**ECD 201 Principles of Ethics and Leadership in Early Care and Education 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course reviews historical views on leadership & issues & challenges of leadership in Early Care & Education. Emphasis on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues & the community & society.

**ECD 203 Growth & Development II 3-0-3**

Prerequisites: ECD 101 and ECD 102

Co-requisites: None

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

**ECD 207 Inclusive Care 2-3-3**

Prerequisites: ECD 200

Co-requisites: None

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

**ECD 237 Methods and Materials 3-0-3**

Prerequisites: ECD 105, ECD 106, ECD 131, ECD 133 and ECD 203

Co-requisites: None

This course includes an overview of developmental appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 Supervised Field Experience I 1-6-3**

Prerequisites: ECD 237

Co-requisites: None

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

**ECD 251 Supervised Field Experience in Infant/Toddler Care 1-6-3**

Prerequisites: ECD 102 and ECD 200

Co-requisites: None

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

**ECD 252 Diversity Issues in Early Care and Education 3-0-3**

Prerequisites: ECD 101

Co-requisites: None

This course meets the growing need for students in Early Care and Education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

**ECO****ECO 210 Macroeconomics 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ECO 211 Microeconomics 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**EDU****EDU 110 Careers in Education 3-0-3**

Prerequisites: None

Co-requisites: None

This course introduces students to the role of the teacher, the nature of the teaching profession and assists students in personal and professional development. Topics include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.

**EDU 201 Classroom Inquiry with Technology 3-0-3**

Prerequisites:

Co-requisites: None

This course explores teaching as a data driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

**EDU 241 Learners & Diversity 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a study of lifespan development and learning with an emphasis on individual & group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

**EET****EET 113 Electrical Circuits I 3-3-4**

Prerequisites: None

Co-requisites: None

This course studies direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

**EET 114 Electrical Circuits II 3-3-4**

Prerequisites: EET 113

Co-requisites: None

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

**EET 130 Network Devices 2-3-3**

Prerequisites: CPE 107

Co-requisites: None

This course studies semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested.

**EET 131 Active Devices 3-3-4**

Prerequisites: EET 114

Co-requisites: None

This course studies semiconductor theory & principles, diodes & diode circuits, transistors, transistor circuits & other components. Circuits are modeled, constructed and tested.

**EET 145 Digital Circuits 3-3-4**

Prerequisites: None

Co-requisites: None

This course studies number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

**EET 147 I.C. Circuits 1-3-2**

Prerequisites: EET 131

Co-requisites: None

This course covers constructing and troubleshooting a series of applicable circuits using integrated circuit chips and other components, including the use of data books and test equipment.

**EET 210 Digital Integrated Circuits 3-3-4**

Prerequisites: EET 145

Co-requisites: None

This course studies digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices and programmable logic devices. Circuits are modeled, constructed and tested.

**EET 218 Electrical Power Systems 3-3-4**

Prerequisites: EET 231

Co-requisites: None

This course is a study of power generation, transmission, transformers, distribution and motor controls.

**EET 220 Analog Integrated Circuits 2-3-3**

Prerequisites: EET 131

Co-requisites: None

This course includes analysis, application and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed & tested.

**EET 227 Electrical Machinery 2-3-3**

Prerequisites: EET 114

Co-requisites: None

This course studies AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

**EET 231 Industrial Electronics 3-3-4**

Prerequisites: EET 227

Co-requisites: None

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

**EET 235 Programmable Controllers 2-3-3**

Prerequisites: EET 231

Co-requisites: None

This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and trouble-shooting techniques are applied to programmable controllers.

**EET 243 Data Communications 1-6-3**

Prerequisites: EET 132

Co-requisites: None

This course studies techniques for sending and receiving information. Topics include media characteristics, modulation/demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks and error detection and correction. Circuits are modeled, constructed and tested.

**EET 253 Microprocessors 3-3-4**

Prerequisites: EET 210

Co-requisites: None

This is course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested.

**EET 255 Advanced Microprocessors 2-3-3**

Prerequisites: EET 210

Co-requisites: None

This course is a study of advanced microprocessor, controllers, and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed, and control programs are written and tested.

**EET 273 Electronics Senior Project 0-3-1**

Prerequisites: Final semester

Co-requisites: None

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

**EET 274 Special Topics 0-3-1**

Prerequisites: Final Semester

Co-requisites: None

This course is a study of current topics related to Electrical/Electronics Engineering Technology. Technical aspects of practical applications are discussed.

**EGR**

**EGR 120 Engineering Computer Applications 2-3-3**

Prerequisites: None

Co-requisites: None

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

**EGR 190 Statics 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

**EGT****EGT 101 Basic Technical Drawing 0-6-2**

Prerequisites: None

Co-requisites: None

This course is a study of the basics of drafting, emphasizing geometric drafting principles, lettering and basic ANSI drafting conventions.

**EGT 151 Introduction to CAD 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of the operation of a computer-aided drafting system. It includes interaction with a CAD station to produce technical drawings.

**EGT 252 Advanced CAD 2-3-3**

Prerequisites: EGT 151

Co-requisites: None

This course studies advanced concepts of CAD software and applications.

**EGT 275 Special Topics in Mapping 1-3-2**

Prerequisites: None

Co-requisites: None

This course is a study of special topics in map preparation and interpretation.

**EMS****EMS 110 Basic Emergency Medical Care 3-6-5**

Prerequisites: None

Co-requisites: None

This course introduces the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.

**EMS 112 Intermediate Emergency Medical Technician 1-6-3**

Prerequisites: EMS 110

Co-requisites: None

This course reviews knowledge and builds on skills gained in Basic Emergency Medical Care and includes pathophysiology of shock management, IV initiation and fluid therapy, nasotracheal intubation and airway management, and advanced patient assessment.

**EMS 114 Emergency Vehicle Operations Management 1-3-2**

Prerequisites: None

Co-requisites: None

This course covers the fundamental skills necessary for safe and effective management of an emergency vehicle including the use of lights and sirens, safe driving techniques and vehicle maintenance.

**EMS 116 Advanced Cardiac Life Support 1-0-1**

Prerequisites: None

Co-requisites: None

This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American heart association guidelines will be followed.

**EMS 117 Pediatric Advanced Life Support 1-0-1**

Prerequisites: None

Co-requisites: None

This course is designed to educate the experienced healthcare provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.

**EMS 119 Emergency Medical Services Operations 2-0-2**

Prerequisites: None

Co-requisites: None

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

**EMS 120 Pharmacology 3-0-3**

Prerequisites: EMS 110

Co-requisites: EMS 217

This course studies concepts related to pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Also includes physiology of systems affected drug action.

**EMS 210 Advanced Emergency Medical Care I 4-3-5**

Prerequisites: EMS 120 and EMS 217; BIO 112

Co-requisites: None

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

**EMS 211 Advanced Clinical Experience I 1-6-3**

Prerequisites: None

Co-requisites: None

This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics, and emergency/trauma settings.

**EMS 213 Advanced Emergency Medical Care II 2-6-4**

Prerequisites: EMS 210

Co-requisites: None

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system, and the endocrine system. Concepts related to the classification, therapeutic actions, and side effects of common chemotherapeutic agents are emphasized.

**EMS 214    Advanced Clinical Experience II   1-6-3**

Prerequisites: EMS 210, EMS 213, EMS 218 and EMS 222

Co-requisites: EMS 213, EMS 218 and EMS 222

This course includes hospital clinical experiences in coronary care and emergency and trauma settings.

**EMS 217    Introduction to Electrocardiography   1-3-2**

Prerequisites: EMS 110

Co-requisites: None

This course covers basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.

**EMS 218    EMS Management Seminar   2-0-2**

Prerequisites: EMS 210

Co-requisites: None

This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems which occur in the work setting utilizing a problem solving approach.

**EMS 220    Paramedic Internship   0-9-3**

Prerequisites: EMS 110 and EMS 112

Co-requisites: None

This course includes experiences with advanced life support emergency medical service providers.

**EMS 221    Paramedic Internship II   0-9-3**

Prerequisites: EMS 220

Co-requisites: EMS 210

This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.

**EMS 222    Paramedic Internship III   0-9-3**

Prerequisites: EMS 221

Co-requisites: EMS 213

This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.

**EMS 223    Paramedic Clinical I   2-0-2**

Prerequisites: EMS 120 and EMS 217

Co-requisites: None

This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers.

**EMS 224    Paramedic Clinical II   0-6-2**

Prerequisites: EMS 223

Co-requisites: None

This course builds on skills gained in Paramedic Clinical I and includes continued hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers. The student is expected to become proficient in medication administration, IV initiation and patient assessment of all age groups.



**EMS 250 Advanced Placement Paramedic Care I 5-0-5**

Prerequisites: Advanced placement permission by EMT program director

Co-requisites: None

This course focuses on advanced theory of respiratory, cardiac, endocrine, neurological, pharmacological, disease pathophysiology, and assessment.

**EMS 251 Advanced Placement Paramedic Care II 4-0-4**

Prerequisites: Advanced placement permission by EMT program director

Co-requisites: None

This course focuses on advanced theory of OB/GYN, neonatal, pediatric, GI/GU, toxicological, environmental, and geriatric diseases.

**EMS 254 Advanced Placement EMS Internship Experience I 3-0-3**

Prerequisites: Advanced placement permission by EMT program director

Co-requisites: None

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

**ENG**

**ENG 011 Developmental English 1-0-1**

Prerequisites: None

Co-requisites: None

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. This course provides support for English 031 (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

**ENG 012 Developmental English 1-0-1**

Prerequisites: None

Co-requisites: None

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. This course provides support for mastery of English 032 competencies (may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

**ENG 031 Developmental English 2-3-3**

Prerequisites: None

Co-requisites: None

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

**ENG 032 Developmental English 3-0-3**

Prerequisites: ENG 031 (minimum grade of C) or appropriate placement scores

Co-requisites: None

Developmental English is for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Course provides intensive review of grammar and usage; mechanics of punctuation, spelling and

capitalization; sentence structure and the writing process. Also emphasizes evidence of planning, organizing, drafting, editing and revising, along with study of different modes of writing for a variety of rhetorical situations.

**ENG 100 Introduction to Composition (non-degree credit) 3-0-3**

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

Co-requisites: None

This course is a study of basic writing and different modes of composition and may include a review of usage. In order to advance to English 101, a student must earn a minimum grade of "C" and pass an exit exam to be administered at the end of the semester. The exit exam is scored by two full-time English teachers other than the student's instructor.

**ENG 101 English Composition I 3-0-3**

Prerequisites: None

Co-requisites: None

This course in presents the following topics: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are presented. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 102 English Composition II 3-0-3**

Prerequisites: ENG 101

Co-requisites: None

This course presents the following topics: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 155 Communications I 3-0-3**

Prerequisites: None

Co-requisites: None

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. Emphasis is on business and professional communication.

**ENG 160 Technical Communications 3-0-3**

Prerequisites: ENG 101 or ENG 155

Co-requisites: None

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. The course includes assignments involving technical description, instructions, use and analysis of visual aspects of workplace documents, the resume and cover letter, short report writing, and report writing utilizing research.

**ENG 201 American Literature I 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course is a study of American literature from the colonial period to the civil war. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 202 American Literature II 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course is a study of American literature from the civil war to the present. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 205 English Literature I 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course presents the following topics: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 206 English Literature II 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course presents the following topics: the study of English literature from the romantic period to the present, with emphasis on major writers and periods. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 208 World Literature I 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 209 World Literature II 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 214 Fiction 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**ENG 224 English Study Abroad 3-0-3**

Prerequisites: ENG 102

Co-requisites: None

This course provides a study abroad experience for students studying Literature. The course includes travel to selected regions outside the United States and provides a field of study of historical and contemporary literature.

## **EVT**

### **EVT 120 Environmental Biology I 1-3-2**

Prerequisites: ENG 100, or ENG 155

Co-requisites: None

This course provides an introduction to biological concepts related to environmental quality and pollution control. Emphasis is placed on microbiology of water and wastewater.

### **EVT 201 Environmental Science 3-0-3**

Prerequisites: EVT 120

Co-requisites: None

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

### **EVT 220 Environmental Biology II 3-0-3**

Prerequisites: EVT 120

Co-requisites: None

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

## **FOR**

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

Prerequisites: None

Co-requisites: None

This course is a study of how forest land serves the multiple purposes of recreation, wildlife, watershed and range, as well as producing timber crops. It examines the relationship between the public and private sectors in achieving these different demands placed on the forest community.

### **FOR 105 Equipment Basics and Safety 3-0-3**

Prerequisites: None

Co-requisites: BCT 122

This course is a study of the design, selection, operation, and maintenance of various types of equipment used in the timber industry including aspects of industrial safety, including basic first aid and CPR techniques. Chainsaw operation is included.

### **FOR 118 Forest Drafting 1-3-2**

Prerequisites: None

Co-requisites: None

This course covers principles of technical drawing and technical lettering. It provides the drafting background needed for surveying and map drawing. Included in the course is an introduction to computer aided design (CAD) mapping.

### **FOR 121 Woodland Safety & First Aid 1-0-1**

Prerequisites: None

Co-requisites: None

This course covers the general first aid practices and safety procedures that are required in outdoor work. Emphasis is placed on first aid techniques one might need until competent medical help arrives. Students will be offered American Red Cross certification in first aid, CPR, Blood Borne Pathogens, and automatic defibrillator.

**FOR 130 Dendrology 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of the characteristics and uses of important trees, shrubs and lesser vegetation of the southern forest. It includes collecting, mounting and identifying approximately 130 species by leaf, twig, bark, and growth characteristics.

**FOR 140 Timber Harvesting Operations 1-6-3**

Prerequisites: None

Co-requisites: None

This course is a study of the analysis of logging situations and decision-making regarding timber harvesting. A study of the various equipment and tools used in forestry operations, techniques of operating and maintaining equipment, and costs involved in conducting harvesting operations. A review of timber trespass laws is included.

**FOR 154 Mensuration 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the techniques and instruments used in the measurement of standing trees or harvested trees. The use of log rules, volume tables, yield tables and elementary statistics are included.

**FOR 156 Timber Cruising & Marking 3-3-4**

Prerequisites: FOR 154

Co-requisites: None

This course is a study of the three systems of estimating volumes & values of standing timber—strip, plot & prism. Stand analysis, dominant tree data and statistical data are also analyzed.

**FOR 180 Timber Industry & Associated Government Standards 3-0-3**

Prerequisites: FOR 105 and FOR 107

Co-requisites: None

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

**FOR 220 SCWE in Forestry 0-32-8**

Prerequisites: FOR 154, FOR 156 and FOR 130, or Instructor permission

Co-requisites: None

This course is a study of the problems of day to day industry operations. Employment in an approved forest related industry is included.

**FOR 230 Forest Products 2-0-2**

Prerequisites: FOR 130

Co-requisites: None

This course is a study of the various forest industries, including the manufacturing process and material produced. Grading specifications, raw materials, by-products, labor and markets for specific products are included. A component of the course is a series on wood identification.

**FOR 240 Mapping and Photo Interpretation 2-3-3**

Prerequisites: CPT 101

Co-requisites: None

This course is a study of the mechanics of mapping forest lands with emphasis on the use of aerial photographs. It includes calculation of land area by transit, dot grid and polar planimeter methods as well as taking measurement and identifying objects from aerial photographs. The course also covers use of Computer Aid Design (CAD) of maps, digitizing, Global Positioning Systems, and Geographic Information Systems.

**FOR 257 Forest Ecology 2-0-2**

Prerequisites: None

Co-requisites: None

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 & Engineering 3-3-4**

Prerequisites: None

Co-requisites: MAT 168 or Instructor's permission

Course covers use of surveying and engineering as adapted to forest management. The use of the hand compass, transit, and level in locating old boundary lines as well as procedures for recording and looking up deeds are included.

**FOR 263 Forest Management 2-6-4**

Prerequisites: FOR 154, FOR 156 and FOR 271

Co-requisites: FOR 240

This course examines the tools and techniques used in constructing formal management plans for forests. Subdivision of the forest for management purposes, regulation, and regeneration are included.

**FOR 268 Forest Protection Practices 3-3-4**

Prerequisites: None

Co-requisites: None

This course covers forest fires and the major insects and diseases which attack southern forests. Methods of prevention and control are explored. Specific topics include prescribed burning, pesticide use and safety, wildfire suppression, insect and disease identification and control measures.

**FOR 269 Forest Statistics & Data Processing 2-3-3**

Prerequisites: CPT 101, FOR 154 and FOR 156

Co-requisites: None

This course covers measuring, recording, and summarizing various forestry field data and its presentation in technical form. Basic statistical and finance computations, interest, and discount computations are included.

**FOR 271 Silviculture 3-3-4**

Prerequisites: FOR 154 and FOR 156

Co-requisites: None

This course covers the treatment of forest stands to achieve prescribed objectives. Specific topics include intermediate forest management practices, the four basic harvest methods and regeneration of trees.

## **FRE**

### **FRE 101 Elementary French I 4-0-4**

Prerequisites: None

Co-requisites: None

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

### **FRE 102 Elementary French II 4-0-4**

Prerequisites: FRE 101

Co-requisites: None

This course continues the development of basic language skills and includes a study of French culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

### **FRE 201 Intermediate French I 3-0-3**

Prerequisites: FRE 102

Co-requisites: None

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **GEO**

### **GEO 101 Introduction to Geography 3-0-3**

Prerequisites: None

Co-requisites: None

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**

Prerequisites: None

Co-requisites: None

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **HIM**

### **HIM 105 Medical Office Communication and Practices 3-0-3**

Prerequisites: None

Co-requisites: None

This course is the study of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.

**HIM 110 Health Information Science I 3-0-3**

Prerequisites: None

Co-requisites: None

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

**HIM 130 Billing & Reimbursement 3-0-3**

Prerequisites: HIM 105 or HIM 110

Co-requisites: None

This course provides introduction to medical insurance billing and reimbursement practices with emphasis on the primary players such as Medicare and Medicaid.

**HIM 135 Medical Pathology 3-0-3**

Prerequisites: AHS 102 or HIM 110 or BIO 112

Co-requisites: None

This course studies disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical intervention and terminology.

**HIM 137 Pharmacology for Coders 1-0-1**

Prerequisites: HIM 110 or AHS 102 or BIO 112

Co-requisites: HIM 135

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues.

**HIM 140 Current Procedural Terminology I 3-0-3**

Prerequisites: HIM 105 or HIM 110

Co-requisites: None

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

**HIM 141 Current Procedural Terminology II 3-0-3**

Prerequisites: HIM 140

Co-requisites: None

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

**HIM 150 Coding Practicum I 0-9-3**

Prerequisites: HIM 130, HIM 135, HIM 137, HIM 140 and HIM 216

Co-requisites: None

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

**HIM 151 Coding Practicum II 0-9-3**

Prerequisites: HIM 150

Co-requisites: None

This course provides clinical practice in application of advanced coding and classification system guidelines in selected health care facilities.



**HIM 216 Coding and Classification I 3-0-3**

Prerequisites: HIM 105 or HIM 110

Co-requisites: None

Course studies disease, procedural coding and classification systems. Midlands Tech prereq: Pre-Health Information Certificate or AHS 102, HIM 101, HIM 102.

**HIM 225 Coding and Classification II 3-0-3**

Prerequisites: HIM 130, HIM 140 and HIM 216

Co-requisites: None

This course studies advanced coding and classification systems.

**HIM 227 Senior Professional Competencies 3-0-3**

Prerequisites: HIM 130 and HIM 140

Co-requisites: None

This capstone course is designed to promote interactive discussion related to the HIM profession, to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.

**HIM 266 Computer in Healthcare 3-0-3**

Prerequisites: HIM 130, HIM 140 and HIM 216

Co-requisites: None

This course covers hardware and software components of computers for medical records applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

**HIS****HIS 101 Western Civilization to 1689 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**HIS 102 Western Civilization Post-1689 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of western civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**HIS 201 American History: Discovery to 1877 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**HIS 202 American History: 1877-Present 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**HIS 214 History Study Abroad 3-0-3**

Prerequisites: English 101 or History 101, or 102, or 201, or 202 with a C or better.

Co-requisites: Eng 224

This course provides a study abroad experience for students studying history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary history.

**HIS 220 American Studies I 3-0-3**

Prerequisites: None

Co-requisites: None

This course is an interdisciplinary study of selected topics and eras in U.S. history.

**HIS 230 The American Civil War 3-0-3**

Prerequisites: None

Co-requisites: None

This course explores Civil War history from the election of 1860 through the end of Reconstruction in 1877.

## **HOS**

**HOS 101 Principles of Food Production I 1-6-3**

Prerequisites: None

Co-requisites: None

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.

**HOS 103 Nutrition 3-0-3**

Prerequisites: None

Co-requisites: None

This course studies general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

**HOS 105 Survey of Food Management 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a broad overview of operations in food, sanitation, kitchen equipment, first aid and safety, inventory, cost control, and ordering procedures.

**HOS 110 Food Production Management 1-6-3**

Prerequisites: HOS 101

Co-requisites: None

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

**HOS 120 Bakeshop Production 2-3-3**

Prerequisites: HOS 101

Co-requisites: None

This course is a study of applied fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

**HOS 140 The Hospitality Industry 3-0-3**

Prerequisites: None

Co-requisites: None

This course surveys the hospitality industry and the principles of operations of both lodging and food service industries.

**HOS 150 Hotel Management 3-0-3**

Prerequisites: HOS 140

Co-requisites: None

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering

**HOS 155 Hospitality Sanitation 3-0-3**

Prerequisites: None

Co-requisites: None

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

**HOS 163 International Etiquette and Protocol 3-0-3**

Prerequisites: HOS 140

Co-requisites: None

This course is a study of the cultural survey of international protocols affecting business as well as individual success. Highlights include Asian, African, middle eastern, South American and eastern societies. Differences studied feature approaches to business and lifestyles.

**HOS 171 Food & Beverage Controls 3-0-3**

Prerequisites: HOS 140 and MAT 155

Co-requisites: None

This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.

**HOS 201 A La Carte I 1-6-3**

Prerequisites: HOS 101 and HOS 110

Co-requisites: None

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

**HOS 202 A La Carte II 1-6-3**

Prerequisites: HOS 201

Co-requisites: None

This course is a study of culinary skills used in the preparation of international foods in an "à la carte" style. Topics include menu planning, purchasing and forecasting.

**HOS 210 SCWE in Culinary Arts Technology 0-24-6**

Prerequisites: HOS 101 and HOS 110

Co-requisites: None

This course integrates culinary arts skills within an approved work site related to the culinary industry.

**HOS 220 Advanced Bakeshop 2-3-3**

Prerequisites: HOS 120

Co-requisites: None

This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality, commercial baked goods.

**HOS 225 Buffet Organization 2-6-4**

Prerequisites: HOS 110

Co-requisites: None

This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings and garnishes.

**HOS 234 Food Competition Fundamentals 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the techniques and procedures for food competitions. Special attention is given to proper menu planning, timing and teamwork. This class focuses on the American Culinary Federation competition guidelines for student competition.

**HOS 235 Menu Planning 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans and record keeping techniques.

**HOS 255 Food Service Management 3-0-3**

Prerequisites: HOS 140

Co-requisites: None

This course studies operational food service management. Topics include food service operations, restaurant layout & design, marketing & sales promotion, food & beverage procedures, & public relations.

**HOS 256 Hospitality Management Concepts 3-0-3**

Prerequisites: HOS 140 and HOS 255

Co-requisites: None

This course is a study of the theory and principles of management as applied to the hospitality industry.

**HOS 258 Convention Management 3-0-3**

Prerequisites: HOS 140

Co-requisites: None

This course is a study of soliciting, acquiring and servicing group business in the hospitality industry.

**HOS 265 Hotel, Restaurant & Travel Law 3-0-3**

Prerequisites: HOS 140

Co-requisites: None

This course is a study of legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

**HOS 272 SCWE in Hospitality/Tourism Management 0-12-3**

Prerequisites: HOS 140 and HOS 165 or HOS 265 or instructor permission

Co-requisites: None

This Course Integrates Hospitality Skills At An Approved Work Site Related To The Hospitality Industry.

**HRT**

**HRT 103 Native Plant Identification 3-0-3**

Prerequisites: None

Co-requisites: None

This course is the study and identification of native plants as related to forestry, wildlife, agriculture, and outdoor recreation.

**HRT 104 Landscape Design & Implementation 2-3-3**

Prerequisites: HRT 113

Co-requisites: None

This course studies landscape design, drafting and installation techniques.

**HRT 108 Annuals and Perennials 1-3-2**

Prerequisites: None

Co-requisites: None

This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.

**HRT 110 Plant Form and Function 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development and plant inheritance.

**HRT 113 Plant Materials 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

**HRT 121 Commercial Irrigation 3-0-3**

Prerequisites: HRT 104

Co-requisites: None

This course examines the use of irrigation in the landscape industry, with emphasis on design, equipment suitability, water application procedures and construction. Design projects and job bidding are also included.

**HRT 125 Soils 3-3-4**

Prerequisites: None

Co-requisites: None

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included. This course gives an historical and global perspective of soil and its uses with emphasis on current horticulture applications. Concepts are presented primarily through golf course management use.

**HRT 130 Greenhouse Production 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilizing, pest control, climate control, and calculation of production costs.

**HRT 132 Nursery Operations 2-3-3**

Prerequisites: HRT 113

Co-requisites: None

This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.

**HRT 139 Plant Propagation 3-0-3**

Prerequisites: HRT 113

Co-requisites: None

This course is a study of the fundamental principles and techniques of plant propagation.

**HRT 144 Plant Pests 3-0-3**

Prerequisites: HRT 113

Co-requisites: TUF 262 or Instructor's Permission

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.

**HRT 150 Arboriculture 3-0-3**

Prerequisites: HRT 113

Co-requisites: None

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 153 Landscape Construction 3-0-3**

Prerequisites: HRT 113

Co-requisites: None

This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, and brick landscape structures.

**HRT 154 Grounds Maintenance 2-3-3**

Prerequisites: HRT 113

Co-requisites: None

This course covers cost estimation of a landscape design & its maintenance, preparation of contracts, & development & implementation of maintenance schedules.

**HRT 205 Computers in Horticulture 2-3-3**

Prerequisites: None

Co-requisites: None

This course explores the use of computers in horticultural operations. Various applications are demonstrated. Hands-on learning activities including data management, advertising and marketing, and design projects are utilized.

**HRT 212 Commercial Landscape Design 2-3-3**

Prerequisites: HRT 104 or Instructor's Permission

Co-requisites: None

This course studies landscaping principles & practices, emphasizing large commercial or public landscape development.

**HRT 273 SCWE in Horticulture Sciences 0-12-3**

Prerequisites: HRT 110 and HRT 113

Co-requisites: None

This course is the study of a comprehensive supervised work experience in the Horticultural industry. Work in a related horticultural position under supervision of the instructor and employer is required.

**HRT 274 SCWE in Horticultural Sciences II 0-12-3**

Prerequisites: HRT 273

Co-requisites: None

This course is the study of a comprehensive supervised work experience in the Horticultural industry at approved worksites and builds upon skills of prior SCWE course.

**HSS****HSS 101 Introduction to Humanities 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes an introduction to themes, critical approaches and major contributors to the humanities. (Not designed for college transfer)

**HUS****HUS 101 Introduction to Human Services 3-0-3**

Prerequisites: None

Co-requisites: None

This course is an overview of the field of Human Services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

**HUS 205 Gerontology 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

**HUS 208 Alcohol and Drug Abuse 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

**HUS 209 Case Management 3-0-3**

Prerequisites: None

Co-requisites: None

This course covers accepted methods & strategies for effectively assessing client needs, accessing necessary provider agencies, & monitoring & properly documenting service delivery & client welfare.

**HUS 212 Survey of Disabilities & Disorders 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

**HUS 216 Behavior Change Techniques 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

**HUS 230 Interviewing Techniques 3-0-3**

Prerequisites: None

Co-requisites: None

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on their supervised field placements.

**HUS 231 Counseling Techniques 3-0-3**

Prerequisites: None

Co-requisites: None

This course studies counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

**HUS 235 Group Dynamics 3-0-3**

Prerequisites: None

Co-requisites: None

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.

**HUS 237 Crisis Intervention 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

**HUS 250 Supervised Field Placement I (SCWE) 0-16-4**

Prerequisites: HUS 230 and HUS 231

Co-requisites: None

This course includes work assignments in selected human services agencies.



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

Prerequisites: HUS 230 and HUS 231

Co-requisites: None

This course includes work assignments in selected human services agencies.

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

Prerequisites: None

Co-requisites: None

This course is a study of special topics of interest to particular populations and locations.

**IDS**

**IDS 201 Leadership Development 3-0-3**

Prerequisites: None

Co-requisites: None

This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting.

**IMT**

**IMT 160 Preventive Maintenance 2-3-3**

Prerequisites: BCT 122

Co-requisites: None

This course covers preventative maintenance techniques. Emphasis is on equipment used in association with timber harvesting operations.

**IST**

**IST 161 Introduction to Network Administration 2-3-3**

Prerequisites: IST 166

Co-requisites: None

This course is an introductory study of networking operating system administration. Techniques on installation and administration of a Networking Operating System included.

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

Prerequisites: IST 166

Co-requisites: None

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 164 Implementing Network Infrastructure Services 2-3-3**

Prerequisites: IST 163 or IST 243

Co-requisites: None

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create, and implement secure communications across networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course will be conducted using Microsoft Server software.

**IST 165 Implementing & Administering Windows Directory Services 2-3-3**

Prerequisites: IST 163 or IST 243

Co-requisites: None

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

**IST 166 Network Fundamentals 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The is designed to prepare the student to be successful in completing industry network fundamental certification exams. This course will be focused on material to prepare the student to take the CompTIA Network+ certification Exam.

**IST 201 CISCO Internet Working Concepts 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards.

**IST 202 CISCO Router Configuration 2-3-3**

Prerequisites: IST 201

Co-requisites: None

This course is a study of LANS, WANS, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

**IST 203 Advanced CISCO Router Configuration 2-3-3**

Prerequisites: IST 202

Co-requisites: None

This course is a study of configuring CISCO routers.

**IST 204 CISCO Troubleshooting 2-3-3**

Prerequisites: IST 203

Co-requisites: None

This course is a study of troubleshooting network problems.

**IST 205 CISCO Advanced Routing 2-3-3**

Prerequisites: IST 204

Co-requisites: None

This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable internetworking.

**IST 206 CISCO Remote Access 2-3-3**

Prerequisites: IST 205

Co-requisites: None

Studies building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site, and maximize bandwidth utilization over remote links.

**IST 207 CISCO Multilayer Switch 2-3-3**

Prerequisites: IST 206

Co-requisites: None

This course is the detailed study on how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies.

**IST 208 CISCO Internetworking Troubleshooting 2-3-3**

Prerequisites: IST 207

Co-requisites: None

This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches.

**IST 209 Fundamentals of Wireless LANs 2-3-3**

Prerequisites: IST 166

Co-requisites: None

This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills.

**IST 225 Internet Communications 2-3-3**

Prerequisites: CPT 170 or CPT 114

Co-requisites: None

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information, as well as how to find resources and navigate the internet are included.

**IST 261 Advanced Network Administration 2-3-3**

Prerequisites: IST 161

Co-requisites: None

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.

**IST 291 Fundamentals of Network Security I 2-3-3**

Prerequisites: IST 161

Co-requisites: None

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

**IST 292 Fundamentals of Network Security II 2-3-3**

Prerequisites: IST 291

Co-requisites: None

This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls.

**LEG**

**LEG 120 Torts 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.

**LEG 121 Business Law I 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the basics of commercial law, emphasizing the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

**LEG 132 Legal Bibliography (LS) 3-0-3**

Prerequisites: ENG 101

Co-requisites: None

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

**LEG 135 Introduction to Law & Ethics 3-0-3**

Prerequisites: None

Co-requisites: None

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

**LEG 201 Civil Litigation I 3-0-3**

Prerequisites: None

Co-requisites: None

This course studies principles of litigation & the rules of procedure for each court in the South Carolina system, including pleading, practice & discovery procedures.

**LEG 202 Civil Litigation II (LS) 3-0-3**

Prerequisites: LEG 201

Co-requisites: None

This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

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

Prerequisites: None

Co-requisites: None

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.

**LEG 214 Property Law 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**LEG 230 Legal Writing (LS) 3-0-3**

Prerequisites: LEG 132 and ENG 101

Co-requisites: None

This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

**LEG 231 Criminal Law 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes a study of the definition and classification of criminal offenses, criminal responsibility and legal procedures in a criminal prosecution.

**LEG 232 Law Office Management 3-0-3**

Prerequisites: Completion of all first and second semester courses with GPA of 2.00

Co-requisites: None

This course is a study of the basic principles of office management, including administrative, client relations and office operating procedures.

**LEG 233 Wills, Trusts, and Probate (LS) 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

**LEG 242 Law Practice Workshop (LS) 1-6-3**

Prerequisites: LEG 202 and completion of all but 5<sup>th</sup> semester courses with 2.0 GPA

Co-requisites: None

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

**LEG 244 Special Projects for Paralegals 3-0-3**

Prerequisites: Completion of first and second semester courses with GPA of 2.00

Co-requisites: None

This course provides specialized paralegal training with an update on changes in the laws and procedures.

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

Prerequisites: None

Co-requisites: None

This course includes the examination of residential real estate closing procedures and the preparation of a closing package by utilizing both print and electronic forms.

**LEG 252 Business Applications in the Law Office (LS) 3-0-3**

Prerequisites: CPT 101

Co-requisites: None

This course introduces computer applications in various business transaction settings using general and legal software programs.

**LEG 269 Paralegal Capstone (LS) 0-3-1**

Prerequisites: Assigned instructor approval

Co-requisites: None

This course is designed to be offered in the final semester as a culmination of the key program learning outcomes taught over the duration of the curriculum. Students will be required to demonstrate their integration of the knowledge, skills and values that have been learned throughout the program.

## **MAT**

### **MAT 011 Developmental Mathematics 1-0-1**

Prerequisites: None

Co-requisites: None

Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, and algebraic and geometric concepts. Word problem skills are emphasized. This course provides support for mastery of MAT 031 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

### **MAT 012 Developmental Mathematics 1-0-1**

Prerequisites: None

Co-requisites: None

Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric concepts. Word problem skills are emphasized. This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

### **MAT 013 Developmental Mathematics Compressed 1-0-1**

Prerequisites: None

Co-requisites: None

This course provides a review, in a compressed time frame, of arithmetic skills, measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 032. Successful completion of this course allows a student to exit Developmental Mathematics.

### **MAT 031 Developmental Mathematics 2-3-3**

Prerequisites: None

Co-requisites: None

Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric, concepts. Word problem skills are emphasized.

### **MAT 032 Developmental Mathematics 2-3-3**

Prerequisites: MAT 031 (minimum grade of C) or appropriate placement scores

Co-requisites: None

Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric, concepts. Word problem skills are emphasized.

### **MAT 101 Beginning Algebra 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

**MAT 102 Intermediate Algebra 3-0-3**

Prerequisites: MAT 101

Co-requisites: None

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio & proportion; factoring; functions; graphs; solutions of linear inequalities; & linear & quadratic equations.

**MAT 110 College Algebra 3-0-3**

Prerequisites: MAT 102

Co-requisites: None

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 111 College Trigonometry 3-0-3**

Prerequisites: MAT 110

Co-requisites: None

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers including DeMoivre's Theorem; vectors; conic sections; sequences; and series. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 120 Probability and Statistics 3-0-3**

Prerequisites: MAT 101 or MAT 110

Co-requisites: None

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 122 Finite College Mathematics 3-0-3**

Prerequisites: MAT 101

Co-requisites: None

This course is a university parallel transfer course that covers: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 130 Elementary Calculus 3-0-3**

Prerequisites: MAT 110 or MAT 176

Co-requisites: None

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 140 Analytical Geometry and Calculus I 4-0-4**

Prerequisites: MAT 111

Co-requisites: None

This course includes the following topics: derivatives & integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 141 Analytical Geometry and Calculus II 4-0-4**

Prerequisites: MAT 140

Co-requisites: None

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**MAT 155 Contemporary Mathematics 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

**MAT 168 Geometry & Trigonometry 3-0-3**

Prerequisites: MAT 101

Co-requisites: None

This course includes: Points, lines, angles & angle measurement; triangles, polygons, circles & geometric solids; trigonometric solution of triangles; graph of sine function; and vectors.

**MAT 170 Algebra, Geometry, and Trigonometry I 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

**MAT 175 Algebra and Trigonometry I 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.

**MAT 176 Algebra and Trigonometry II 3-0-3**

Prerequisites: MAT 175

Co-requisites: None

This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics.



**MAT 250 Elementary Mathematics I 3-0-3**

Prerequisites: MAT 102

Corequisites: None

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

**MAT 251 Elementary Mathematics II 3-0-3**

Prerequisites: MAT 250

Corequisites: None

This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

**MGT****MGT 101 Principles of Management 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 120 Small Business Management 3-0-3**

Prerequisites: None

Co-requisites: None

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

**MGT 150 Fundamentals of Supervision 3-0-3**

Prerequisites: None

Co-requisites: None

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

**MGT 201 Human Resources Management 3-0-3**

Prerequisites: MGT 101

Co-requisites: None

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

**MKT****MKT 101 Marketing 3-0-3**

Prerequisites: None

Co-requisites: None

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

**MKT 110 Retailing 3-0-3**

Prerequisites: None

Co-requisites: None

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

**MKT 120 Sales Principles 3-0-3**

Prerequisites: None

Co-requisites: None

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

**MKT 135 Customer Service Techniques 3-0-3**

Prerequisites: None

Co-requisites: None

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

**MKT 240 Advertising 3-0-3**

Prerequisites: MKT 101

Co-requisites: None

This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

**MKT 250 Consumer Behavior 3-0-3**

Prerequisites: MKT 101

Co-requisites: None

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

**MTH**

**MTH 101 Spa Treatments and Services 3-0-3**

Prerequisites: None

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

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

**MTH 102 Spa Therapy Business Applications 3-0-3**

Prerequisites: None

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

This course provides an overview of managing and operating a spa and overseeing spa business applications, including hiring practices, marketing, bookkeeping, taxes, and record keeping. Topics also include an overview of professionalism, conduct, ethics, appearance, and interpersonal skills.

**MTH 104 Spa Pathology and Sanitation 2-0-2**

Prerequisites: None

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

This course is a study of the various methods of sanitation used in a spa. Topics include a study of bacteria and other infectious agents. Focus is on prevention and safety, including indications and contraindications of services offered.

**MTH 105 Introduction to Spa Procedures 3-0-3**

Prerequisites: None

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

This course is an introduction to the application of body wraps, herbal therapies, facials, manicures, pedicures, paraffin baths, and hydro/cry therapy. The concept of alternative therapies will be introduced.

**MTH 106 Application and Spa Treatments 2-0-2**

Prerequisites: None

Co-requisites: None

This course provides practical experience in the application of spa treatments, therapeutic remedies and beauty treatments. Clinical practice and supervision will be included.

**MTH 108 Introduction to Aromatherapy 1-0-1**

Prerequisites: None

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

This course introduces basic aromatherapy skills to enable the student to be an educated consumer of aromatherapy products and incorporate aromatherapy into a professional regimen, including but not limited to nail technicians, licensed practical nurses, and patient care technicians.

**MTH 120 Introduction to Massage 4-0-4**

Prerequisites: None

Co-requisites: None

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

**MTH 121 Principles of Massage I 2-6-4**

Prerequisites: None

Co-requisites: MTH 120

This course is an in-depth study of Swedish massage techniques and applications to complete a body massage.

**MTH 122 Principles of Massage II 2-6-4**

Prerequisites: MTH 120 and MTH 121

Co-requisites: MTH 129

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments and other structures.

**MTH 123 Massage Clinical I 1-6-3**

Prerequisites: MTH 122 and MTH 129

Co-requisites: None

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

**MTH 129 Principles of Massage IV 2-6-4**

Prerequisites: MTH 120 and MTH 121

Co-requisites: None

This course is a practical application of oriental modalities integrated with pathological effects, to include meridians and their potent pressure points, acupuncture points, reflexology basic points, and understanding shakras, muscle energy, work with the muscle timeline, and other basic oriental modalities.

**MTH 132 Massage Therapy Seminar 1-0-1**

Prerequisites: None

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

This course includes the integration of didactic and clinical techniques in Massage Therapy.

**MUS**

**MUS 105 Music Appreciation 3-0-3**

Prerequisites: None

Co-requisites: None

This course will focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods and appropriate listening experiences. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**NMT**

**NMT 101 Introduction to Nuclear Medicine 1-3-2**

Prerequisites: Acceptance into Nuclear Medicine Technology Program

Co-requisites: None

This course is a study of the overall basics of nuclear medicine technology.

**NMT 102 Nuclear Medicine Procedures I 2-0-2**

Prerequisites: Acceptance into Nuclear Medicine Technology Program

Co-requisites: None

This course is a study of didactic concepts for the practice of clinical nuclear medicine.

**NMT 103 Nuclear Medicine Physics 2-0-2**

Prerequisites: Acceptance into Nuclear Medicine Technology Program

Co-requisites: None

This course is a study of the basic math and statistical skills necessary to perform nuclear physics problems.

**NMT 104 Nuclear Medicine Procedures II 2-0-2**

Prerequisites: NMT 102

Co-requisites: None

This course is a study of background knowledge for application of nuclear medicine procedures.

**NMT 105 Quality Assurance Methodologies 2-0-2**

Prerequisites: NMT 150

Co-requisites: None

This course covers the information necessary to plan and implement procedures that will satisfy quality assurance standards.

**NMT 106 Nuclear Medicine Procedures III 2-0-2**

Prerequisites: NMT 104

Co-requisites: None

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

**NMT 107 Nuclear Medicine Instrumentation 3-0-3**

Prerequisites: NMT 102

Co-requisites: None

This course covers theory and application of radiation detection instruments.

**NMT 109 Special Topics in Nuclear Medicine 2-0-2**

Prerequisites: NMT 104

Co-requisites: None

This course covers a variety of topics in nuclear medicine.

**NMT 150 Applied Nuclear Medicine I 0-24-8**

Prerequisites: Acceptance into Nuclear Medicine Technology Program

Co-requisites: None

This course covers the application of nuclear medicine.

**NMT 151 Applied Nuclear Medicine II 0-24-8**

Prerequisites: NMT 150

Co-requisites: None

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

**NMT 152 Applied Nuclear Medicine III 0-18-6**

Prerequisites: NMT 151

Co-requisites: None

This course covers challenging and difficult applications of nuclear medicine.

**NRM**

**NRM 110 Environmental Science 2-3-3**

Prerequisites: None

Co-requisites: None

This introductory course exposes students to basic scientific concepts of how the natural world works for plants and animals and the way they interact. In addition, positive and negative impacts of humans on the environment are carefully studied.

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

Prerequisites: None

Co-requisites: None

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

**NRM 151 Vertebrate Natural History 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the taxonomic classification, identification, geographic range, and biology of fishes, amphibians, reptiles, birds and mammals native to South Carolina and the Southeast.

**NRM 201 Soil Fertility and Plant Production 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of agronomic principles of soil management and plant production, including use and application of chemical fertilizers.

**NRM 230 Wildlife Management I 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a basic study and application of management practices beneficial to wildlife. Includes: Methods for increasing food production, developing water sources, providing

cover requirements and improving wetlands. Addresses forest lands as habitat for wildlife, with emphasis on Southern woodland management.

**NRM 235 Techniques of Wildlife Management 2-3-3**

Prerequisites: NRM 230 or Instructor Permission

Co-requisites: None

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

**NRM 250 Wetlands Ecology 3-0-3**

Pre-requisites: FOR-130 or Instructor Permission

Co-requisites: None

This course covers the identification, taxonomy, and life histories of freshwater fish, associated plant species and their environment. Management implications for various species of fish with commercial, sport, or ecological value are included.

**NUR**

**NUR 101 Fundamentals of Nursing 4-6-6**

Prerequisites: Acceptance into ADN curriculum, BIO 210, ENG 101, MAT 110 or MAT 120

Co-requisites: BIO 210, ENG 101, MAT 110 or MAT 120

This course facilitates the development of beginning technical competency in application of the nursing process to assist in meeting the needs of selected clients of varying ages. Concepts forming the foundation for general nursing practice, nursing process, critical thinking, communication and management are emphasized. Campus lab and hospital facilities are the major settings for clinical experiences.

**NUR 120 Basic Nursing Concepts 4-9-7**

Prerequisites: NUR 101, MAT 110 or MAT 120, BIO 211, ENG 102, PSY 201

Co-requisites: BIO 211, ENG 102, and PSY 201

This course introduces the application of the nursing process in the care of persons throughout the lifespan who are experiencing selected common health problems. The course builds upon the concepts introduced in NUR 101, increasing in complexity with emphasis on application of the nursing process, critical thinking, communication and management in the clinical setting. A variety of clinical settings including campus labs are used for clinical experiences.

**NUR 150 Chronic Health Problems 4-6-6**

Prerequisites: NUR 120

Co-requisites: BIO 225, NUR 162

This course is a study of the treatments used for chronic health problems in adult patients. The course expands application of the nursing process in meeting needs of adult clients. The course emphasizes critical thinking, communication and management to promote, maintain and restore health of clients experiencing chronic health problems at various stages of the lifespan. General medical and rehabilitation facilities are used for clinical experiences.

**NUR 161 Basic Concepts in Pharmacology 2-0-2**

Prerequisites: NUR 101

Co-requisites: None

This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients.

**NUR 162 Psychiatric and Mental Health Nursing 2-3-3**

Prerequisites: NUR 120

Co-requisites: NUR 150 and BIO 225

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

**NUR 201 Nursing Transition 2-3-3**

Prerequisites: Advanced placement as a licensed practical nurse

Co-requisites: None

This course facilitates transition of the practical nurse graduate to the role of the associate degree nursing student. Philosophical, ethical and legal concepts of registered nursing practice and the physiological and psychosocial needs of the person are emphasized. Clinical experiences assist the student in application of the nursing process, communication, critical thinking, and management in the delivery of nursing care.

**NUR 217 Trends and Issues in Nursing 1-3-2**

Prerequisites: NUR 161 and NUR 220

Co-requisites: NUR 221 and SPC 205

This course is an exploration of the health care trends and issues. The course is designed to facilitate role transition from student to graduate nurse. Critical thinking, management and communication within the framework of the nursing process are emphasized. Decision making, priority setting and analyzing all dimensions of nursing care for groups of clients across the lifespan with various health care needs in a variety of settings are included. This course is to be taken in the student's final semester of the nursing curriculum.

**NUR 220 Family Centered Nursing 4-9-7**

Prerequisites: BIO 225, NUR 150 and NUR 162

Co-requisites: NUR 161

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health care continuum.

**NUR 221 Advanced Nursing Concepts 3-6-5**

Prerequisites: NUR 161 and NUR 220

Co-requisites: NUR 217 and SPC 205

This course expands application of the nursing process in the care of clients experiencing complex health problems. Continual development in application of the nursing process, critical thinking, communication and management to meet the holistic needs of the individual with acute complex health problems as a member of the family and community is emphasized. Acute care facilities including critical care and various community settings are used for clinical experiences.

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

Prerequisites: None

Co-requisites: None

This course includes a topical survey of the three main branches of philosophy — epistemology, metaphysics and ethics — and the contemporary questions related to these fields. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**PHI 103 Workplace Ethics 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of specific ethical issues that arise in a workplace setting. The course includes the utilization of problem scenarios, case studies, and codes of ethics used in industry and the professions.

**PHI 110 Ethics 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**PHI 201 History of Philosophy 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a survey of the history of philosophical thinking. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**PHM**

**PHM 101 Introduction to Pharmacy 2-3-3**

Prerequisites: None

Co-requisites: None

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

**PHM 110 Pharmacy Practice 3-3-4**

Prerequisites: PHM 101 and PHM 113

Co-requisites: None

This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

**PHM 113 Pharmacy Technician Math 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes a review of basic mathematics and focuses on its application to common pharmaceutical calculations.

**PHM 114 Therapeutic Agents I 3-0-3**

Prerequisites: PHM 101 and PHM 113

Co-requisites: None

This course provides an introductory study of therapeutic drug categories.

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

Prerequisites: PHM 110 and PHM 114

Co-requisites: None

This course includes a study of therapeutic drug categories.

**PHM 152 Pharmacy Technician Practicum I 0-6-2**

Prerequisites: PHM 110, PHM 114 and PHM 173

Co-requisites: None

This course provides a practical introduction to the pharmacy environment.



**PHM 164 Pharmacy Technician Practicum II 1-9-4**

Prerequisites: PHM 110 and PHM 114 and PHM 173

Co-requisites: None

This course provides practical application of pharmacy skills in pharmacy environments.

**PHM 173 Pharmacy Technician Practicum III 0-9-3**

Prerequisites: PHM 101 and PHM 114

Co-requisites: None

This course includes practical experience in a working pharmacy environment.

**PHS**

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

Prerequisites: None

Co-requisites: None

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world.

Topics are selected from astronomy, chemistry, geology, and physics.

**PHY**

**PHY 201 Physics I 3-3-4**

Prerequisites: MAT 110 or MAT 111 or MAT 175 or MAT 176

Co-requisites: None

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**PHY 202 Physics II 3-3-4**

Prerequisites: PHY 201

Co-requisites: None

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**PHY 221 University Physics I 3-3-4**

Prerequisites: None

Co-requisites: MAT 130 or MAT 140

This is the first of a sequence of courses. This course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**PHY 222 University Physics II 3-3-4**

Prerequisites: PHY 221

Co-requisites: None

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **PNR**

### **PNR 110 Fundamentals of Nursing 3-6-5**

Prerequisites: Acceptance into the PN program

Co-requisites: BIO 210 and MAT 155

This course introduces basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

### **PNR 112 Nutrition 2-0-2**

Prerequisites: PNR 120

Co-requisites: BIO 211 and PNR 130

This course is a study of the nutritional needs of the individual throughout the life cycle. The basic elements of nutrition, the function of the nutrients in the body and selected therapeutic diets are presented in the course.

### **PNR 120 Medical/Surgical Nursing I 3-6-5**

Prerequisites: PNR 110

Co-requisites: BIO 210 and MAT 155

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

### **PNR 130 Medical/Surgical Nursing II 3-6-5**

Prerequisites: PNR 120

Co-requisites: BIO 211 and PNR 112

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

### **PNR 140 Medical/Surgical Nursing III 3-6-5**

Prerequisites: PNR 120

Co-requisites: BIO 211 and PNR 112

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

### **PNR 165 Nursing Care of the Family 3-9-6**

Prerequisites: PNR 140

Co-requisites: PNR 182 and PSY 201

This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings. Clinical experiences address the care of the healthy childbearing and childrearing family.

### **PNR 182 Special Topics in Practical Nursing 2-0-2**

Prerequisites: PNR 140

Co-requisites: ENG 101, PNR 165, and PSY 201

This course covers special topics in practical nursing.

## **PSC**

### **PSC 201 American Government 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

### **PSC 215 State & Local Government 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **PSY**

### **PSY 103 Human Relations 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied in everyday life.

### **PSY 201 General Psychology 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

### **PSY 203 Human Growth & Development 3-0-3**

Prerequisites: PSY 201

Co-requisites: None

This course is a study of the physical, cognitive and social factors affecting human growth, development and potential. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

### **PSY 212 Abnormal Psychology 3-0-3**

Prerequisites: PSY 201

Co-requisites: None

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **PTH**

### **PTH 101 Physical Therapy Professional Preparation 2-0-2**

Prerequisites: Enrollment limited to students with major code of PTA3

Co-requisites: None

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation. In this course, the student is educated on the history, development and purpose of the physical therapy profession; and the roles and scope of practice of the Physical Therapist Assistant in the health care setting. The student, through lectures, will learn the basic patient care activities, and specific physical therapy interventions and procedures, including assessments, interventions, functional training, equipment, documentation, medical terminology, ethics and medico-legal and communication skills.

### **PTH 202 Physical Therapy Modalities 2-6-4**

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

Co-requisites: None

This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities, use of ultrasound, diathermy, electrotherapeutic devices, laser, traction and manual techniques. The student must demonstrate competency and safe practice in the laboratory setting, as well as pass the written section test for that course with a minimum grade of "C" before the student will be permitted to perform the skills in the clinic under direct supervision.

### **PTH 205 Physical Therapy Functional Anatomy 2-6-4**

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

Co-requisites: None

Physical Therapy functional anatomy involves the principles of physics, anatomy and physiology as applied to the human body for the study of normal and abnormal movements. This course introduces the basic concepts and principles of muscles, joints and motion, including traditional procedures, such as goniometry and manual muscle testing, and gait analysis. The student will be competent in the techniques of measuring joint range of motion, surface anatomy, identification and palpation, and muscle testing through the technique of manual muscle testing. Laboratory skill competency checks are mandatory and will be scheduled in the laboratory section of this class.

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

Prerequisites: Enrollment limited to students with major code of PTA3

Co-requisites: None

This course is an introduction to basic pathophysiology of the body, with the emphasis on the body's reaction to disease and injury. It describes etiology, signs and symptoms, common diagnostic procedures, treatment, prognosis and prevention. Diseases are presented by human systems, with sections on immunity, pharmacology and physical therapy interventions.

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

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

Co-requisites: None

This course is a continuation of basic pathophysiology of the body, with the emphasis on the body's reaction to disease and injury. It describes etiology, signs and symptoms, common diagnostic procedures, and treatment, prognosis and prevention strategies. Diseases are presented by human systems and include pharmacology and physical therapy interventions.

**PTH 225 Clinical Electrotherapy 1-3-2**

Prerequisites: PTH 202, PTH 205, PTH 222, PTH 234 & PTH 240 with a grade of "C" or better

Co-requisites: None

This course provides a study of the rationale, contraindications and application techniques of various electrical equipment. This course presents the theoretic concepts and clinical application of various electrotherapy techniques. It will introduce the student/learner appropriate patient management in the framework of *Guide to Physical Therapist Practice* described by APTA *Electrotherapeutic Terminology* in Physical Therapy, published by APTA. Concepts of Health, Impairment and Disability as described by the WHO. Students will learn the applied science of electromagnetic energy as it relates to neuromuscular electrical stimulation for pain and soft tissue problems, spasms and contractures, wound healing, iontophoresis, electromyographic biofeedback, and muscle re-education. The student will learn methods of data collection to assess the patient's response to interventions and collaboration with the Physical Therapist to alter PT goals and outcomes. They will learn to administer pain questionnaires, numerical analog pain scales, sensation testing and wound assessment.

Previous general education courses and technical course content will be utilized and expanded in relation to the safe and effective application of aforementioned electrotherapeutic interventions. Laboratory and skill competency checks are mandatory and will be scheduled in the laboratory section of this course.

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

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

Co-requisites: None

This course introduces the elementary clinical procedures involved in the patient care setting. The clinical education experience occurring under the direct supervision of a licensed Physical Therapist of licensed Physical Therapist Assistant will gain practice in professional behaviors, communication with patients and other staff, determine when an appropriate plan of care has been established for a Physical Therapist Assistant to perform.

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

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

Co-requisites: None

This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of the respectful interaction throughout the life cycle.

**PTH 240 Therapeutic Exercise/Application 3-6-5**

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

Co-requisites: None

This course provides the practical application of therapeutic exercise. Through lecture and laboratory instruction, the student/learner is instructed to use therapeutic exercise as a treatment intervention for a variety of pathologies and body segments. Content includes foundation in motor learning, mobility, strength, power and endurance, cardiopulmonary applications, functional progression for the trunk and extremities, and applications to special populations throughout the life span.

**PTH 242 Orthopedic Management 3-3-4**

Prerequisites: PTH 202, PTH 205, PTH 222, PTH 234 & PTH 240 with a grade of "C" or better

Co-requisites: None

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

instruction on how to give an initial evaluation and treatment plan established by a Physical Therapist. The student/learner will identify and recognize special tests and measurements, and develop and perform therapeutic exercise programs and procedures for selected patient populations with dysfunctions of the orthopedic patient population throughout the life span.

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

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

Co-requisites: None

This course introduces neurological principles, pathology and specialized rehabilitation techniques for pediatric and adult care. This course consists of the study of the nervous system, including neuroanatomy and physiology, sensory and motor systems, neurodevelopment sequence, reflexes and selected neurological disabilities commonly seen in physical therapy. Emphasis is on the etiology, pathology, clinical pictures of selected neurological disorders and skill/technique acquisition for intervention and management of these disorders under the direction and supervision of the Physical Therapist.

**PTH 253 Clinical Practice II 0-9-3**

Prerequisites: PTH 202, PTH 205, PTH 222, PTH 234 & PTH 240 with a grade of "C" or better

Co-requisites: None

This course involves the student's participation in the basic treatment techniques of physical therapy. This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

**PTH 275 Advanced Professional Preparation 1-0-1**

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

Co-requisites: None

This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making and preparation for the PTA National Board Examination.

**PTH 276 Physical Therapy Practicum II 0-18-6**

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

Co-requisites: None

This course includes a practicum experience in a clinical setting using advanced skills under the supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

**RAD**

**RAD 101 Introduction to Radiography 1-3-2**

Prerequisites: Acceptance into Radiologic Technology Program

Co-requisites: None

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.

**RAD 102 Radiology Patient Care Practice 1-3-2**

Prerequisites: None

Co-requisites: None

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

**RAD 110 Radiographic Imaging I 2-3-3**

Prerequisites: RAD 130

Co-requisites: None

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

**RAD 115 Radiographic Imaging II 3-0-3**

Prerequisites: RAD 110

Co-requisites: None

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

**RAD 116 Basics of Mammography 4-0-4**

Prerequisites: None

Co-requisites: None

This course is an overview of all aspects of mammographic imaging to meet FDA requirements for performing mammography with indirect supervision.

**RAD 117 Breast Imaging Equipment & Quality Assurance 2-0-2**

Prerequisites: None

Co-requisites: None

This course includes theory, principles and practical applications of quality control. Tests and guidelines for an FDA certified mammography facility.

**RAD 125 Clinical Applications In Mammography 1-9-4**

Prerequisites: None

Co-requisites: None

This course is a study of all aspects of clinical mammographic imaging necessary to meet FDA requirements to perform mammography. The course includes documentation of clinical competency as required by the ARRT for eligibility to take the advanced level examination in mammography. Radiographers will get hands on clinical training in a mammography suite. In addition they will be exposed to the day to day operations of mammography as it pertains to quality control.

**RAD 130 Radiographic Procedures I 2-3-3**

Prerequisites: Acceptance into Radiologic Technology Program

Co-requisites: None

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

**RAD 136 Radiographic Procedures II 2-3-3**

Prerequisites: RAD 130, BIO 210

Co-requisites: None

This course is a study of radiographic procedures for visualization of the structures of the body. Also study of the vertebral column and bony thorax.

**RAD 155 Applied Radiography I 0-15-5**

Prerequisites: Acceptance into Radiologic Technology Program

Co-requisites: None

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 165 Applied Radiography II 0-15-5**

Prerequisites: RAD 155

Co-requisites: None

The course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**RAD 175 Applied Radiography III 0-15-5**

Prerequisites: RAD 165

Co-requisites: None

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 Radiation Biology 2-0-2**

Prerequisites: None

Co-requisites: None

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum.

**RAD 205 Radiographic Pathology 2-0-2**

Prerequisites: RAD 136

Co-requisites: None

This course is a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**RAD 210 Radiographic Imaging III 3-0-3**

Prerequisites: RAD 115

Co-requisites: None

This course provides a detailed study of advanced methods and concepts of imaging. Included is the study of radiology and the law, radiology management and venipuncture.

**RAD 220 Selected Imaging Topics 3-0-3**

Prerequisites: RAD 201 or RAD 210 or RAD 230

Co-requisites: None

This course is a study of advanced topics unique to the radiological sciences.

**RAD 230 Radiographic Procedures III 3-0-3**

Prerequisites: None

Co-requisites: None

This course is a study of special radiographic procedures.

**RAD 256 Advanced Radiography I 0-24-8**

Prerequisites: RAD 175

Co-requisites: None

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

**RAD 268 Advanced Radiography II 0-24-8**

Prerequisites: RAD 258

Co-requisites: None

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



## **RDG**

### **RDG 011 Developmental Reading 1-0-1**

Prerequisites: None

Co-requisites: None

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course provides support for Reading 031 competencies.

### **RDG 012 Developmental Reading 1-0-1**

Prerequisites: None

Co-requisites: None

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course provides support for mastery of Reading 032 competencies.

### **RDG 032 Developmental Reading 2-3-3**

Prerequisites: RDG 031 (minimum grade of C) or appropriate placement scores

Co-requisites: None

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

### **RDG 100 Critical Reading (Non-degree credit) 3-0-3**

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

Co-requisites: None

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

## **RDT**

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

Prerequisites: Acceptance into Limited General Radiologic Technology

Co-requisites: None

This course provides an introduction to general radiography with emphasis on ethics, medical issues, legal issues and radiation protection practices.

### **RDT 102 Patient Care Practices 1-0-1**

Prerequisites: Acceptance into Limited General Radiologic Technology

Co-requisites: None

This course provides the techniques of proper patient care such as communication, patient assessment, body mechanics, infection control and other medical office responsibilities.

### **RDT 103 Radiographic Exposure I 1-3-2**

Prerequisites: Acceptance into Limited General Radiologic Technology

Co-requisites: None

This course includes the principles of equipment operation and maintenance with x-ray production and imaging technique.

**RDT 104 General Positioning I 2-3-3**

Prerequisites: Acceptance into Limited General Radiologic Technology

Co-requisites: None

This course provides the anatomy, pathology and positioning methods for routine chest, abdomen and extremity radiography.

**RDT 105 Radiographic Exposure II 2-0-2**

Prerequisites: RDT 103

Co-requisites: None

This course is a continuation of equipment operation and maintenance with emphasis on imaging technique.

**RDT 106 General Positioning II 2-3-3**

Prerequisites: RDT 104 and RDT 151

Co-requisites: None

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

**RDT 108 Radiographic Exposure III 2-0-2**

Prerequisites: RDT 105

Co-requisites: None

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

**RDT 109 General Positioning III 1-3-2**

Prerequisites: RDT 106

Co-requisites: None

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

**RDT 110 Selected Topics 3-0-3**

Prerequisites: RDT 106

Co-requisites: None

This course covers specific areas of office procedures and the necessary topics to prepare for certification. Specialized areas of study such as podiatry and specialized orthopedic views are included. Preparation for the registry is also covered.

**RDT 150 Clinical Practicum I 0-15-5**

Prerequisites: Acceptance into Limited General Radiologic Technology

Co-requisites: None

This course includes the use of radiographic equipment and performance of routine radiographic procedures within the clinical office or hospital environment.

**RDT 151 Clinical Practicum II 0-18-6**

Prerequisites: RDT 150

Co-requisites: None

This course is a continuation of the use of radiographic equipment and performance of routine radiographic procedures.

**RDT 152 Clinical Practicum III 0-15-5**

Prerequisites: RDT 151

Co-requisites: None

This course is a continuation of the use of radiographic equipment and performance of routine radiographic procedures.

## **REL**

### **REL 103 Comparative Religion 3-0-3**

Prerequisites: None

Co-requisites: None

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.

## **RTV**

### **RTV 105 Television Studio Operation 1-6-3**

Prerequisites: ARV 226

Co-requisites: None

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations.

### **RTV 107 Producing and Directing 2-3-3**

Prerequisites: ARV 226

Co-requisites: None

This course includes the processes involved in creating and organizing an idea to the final video product.

### **RTV 110 Writing for Television 3-0-3**

Prerequisites: ARV 121 and ENG 160

Co-requisites: None

This course covers combining writing and video production skills as applied to television production.

### **RTV 132 Broadcast Journalism 2-3-3**

Prerequisites: ARV 121 and ENG 160

Co-requisites: None

This course covers the preparation of news in a form desirable for broadcasting.

### **RTV 150 Scripting 3-0-3**

Prerequisites: ART 105

Co-requisites: None

This course is designed to teach students the techniques of writing for the visual medium. Emphasis will be placed on the split column and screenplay formats. The course will also emphasize the combination of visual images with sound.

### **RTV 222 Television Studio Techniques 3-0-3**

Prerequisites: RTV 105

Co-requisites: None

This course covers and introduction to TV production, including camera movements, directing instructions, editing and sequential photography. Included are the techniques for successfully interviewing people, whether for TV sound bites or for full-length interview programs.

## **SOC**

### **SOC 101 Introduction to Sociology 3-0-3**

Prerequisites: None

Co-requisites: None

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population

growth and technology in society and social institutions. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**SOC 102 Marriage and the Family 3-0-3**

Prerequisites: None

Co-requisites: None

This course introduces the institution of marriage and the family from the sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**SOC 205 Social Problems 3-0-3**

Prerequisites: SOC 101

Co-requisites: None

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**SPA**

**SPA 101 Elementary Spanish I 4-0-4**

Prerequisites: None

Co-requisites: None

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**SPA 102 Elementary Spanish II 4-0-4**

Prerequisites: SPA 101

Co-requisites: None

This course continues development of the basic language skills and the study of the Spanish culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

**SPA 155 Technical Spanish I 3-0-3**

Prerequisites: None

Co-requisites: None

This course is the study of technical communication in Spanish for professionals who work with the public.

**SPA 201 Intermediate Spanish I 3-0-3**

Prerequisites: SPA 102

Co-requisites: None

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **SPC**

### **SPC 101 Oral Communications 2-0-2**

Prerequisites: None

Co-requisites: None

This course is an overview of the basics of oral communication, including listening skills, speech preparation and delivery.

### **SPC 205 Public Speaking 3-0-3**

Prerequisites: None

Co-requisites: None

This course is an introduction to principles of public speaking with application of speaking skills. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

### **SPC 209 Interpersonal Communication 3-0-3**

Prerequisites: None

Co-requisites: None

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

## **SUR**

### **SUR 101 Introduction to Surgical Technology 3-6-5**

Prerequisites: Acceptance into Surgical Technology

Co-requisites: None

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

### **SUR 102 Applied Surgical Technology 4-3-5**

Prerequisites: SUR 101, SUR 103 and SUR 115

Co-requisites: None

This course covers the principles and application of aseptic techniques, the perioperative role, supplies and instrumentation. Patient safety, medical legal aspects of the operating room, specialty equipment, and pharmacology are included.

### **SUR 103 Surgical Procedures I 4-0-4**

Prerequisites: Acceptance into Surgical Technology

Co-requisites: None

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

### **SUR 104 Surgical Procedures II 4-0-4**

Prerequisites: SUR 101, SUR 103 and SUR 115

Co-requisites: None

This course is a study of the various specialties of surgical procedures.

### **SUR 111 Basic Surgical Practicum 1-18-7**

Prerequisites: SUR 101, SUR 103 and SUR 115

Co-requisites: None

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

**SUR 113 Advanced Surgical Practicum 0-18-6**

Prerequisites: SUR 102, SUR 104 and SUR 111

Co-requisites: None

This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

**SUR 115 Terminology for Surgical Technology 2-0-2**

Prerequisites: Acceptance into Surgical Technology

Co-requisites: SUR 101 and SUR 103

This course is a study of commonly used medical terminology associated with the surgical technologist's profession.

**SUR 120 Surgical Seminar 2-0-2**

Prerequisites: SUR 102, SUR 104 and SUR 111

Co-requisites: SUR 113

This course includes the comprehensive correlation of theory and practice in the perioperative role.

## **THE**

**THE 101 Introduction to Theatre 3-0-3**

Prerequisites: None

Co-requisites: None

This course includes the appreciation and analysis of theatrical literature, history and production. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

## **TUF**

**TUF 102 Turf Equipment 3-3-4**

Prerequisites: None

Co-requisites: None

This is a practical course which examines turf machinery used on golf courses. A comprehensive study of small two- and four-cycle engines used in turf and game play is included, as well as practical instruction in proper operation, preventive maintenance and safety procedures.

**TUF 171 Introduction to Turf Management 3-0-3**

Prerequisites: None

Co-requisites: None

This course introduces principles of turfgrass management and golf course operations to non-golf course management majors. Topics include turfgrass selection, mowing, commonly used golf course terminology, supplementary cultural practices, different types of golf courses and golf course management principles. The history and function of golf related organizations are also discussed in the course. Also included are fertility, irrigation and pest control.

**TUF 172 Turf Management I 2-3-3**

Prerequisites: None

Co-requisites: None

This course covers the principles and practices involved in turfgrass management. Topics include establishment, maintenance, and management of turfgrass areas. The student is exposed to the history of golf and the management of its playing areas through awareness and sound application of selected cultural practices, presented as the means to produce

and maintain a quality golf course for player use. They include mowing, fertilization and irrigation. Identification of grasses normally managed is included. This is an introductory course in Golf Course Management.

**TUF 173 Sports Field Surveying and Layout 1-3-2**

Prerequisites: None

Co-requisites: None

This course teaches basic surveying techniques often required for building or renovating sports fields. Basic measuring, the use of levels and transits and the preparations of topographic maps are emphasized. GPS applications will also be discussed.

**TUF 174 Turfgrass Pests I 2-3-3**

Prerequisites: None

Co-requisites: None

This course is a study of turf insects and diseases with emphasis placed on identification and control. Weed identification is also included.

**TUF 175 Turfgrass Pests II 2-3-3**

Prerequisites: TUF 174

Co-requisites: None

This course is an in-depth analysis of turfgrass pests, emphasizing scientific resources.

**TUF 190 SCWE in Turfgrass Management 0-20-5**

Prerequisites: TUF 172

Co-requisites: None

This course provides for practical work experience and integration of turfgrass skills at an approved turfgrass facility or golf course.

**TUF 201 SCWE in Golf Course Management 0-32-8**

Prerequisites: TUF 172

Co-requisites: None

This course provides practical work experience at an approved golf course. Record keeping, experience in supervision and objective reporting of golf course problems, corrections and cost analysis are included.

**TUF 202 SCWE in Turf Equipment Technician 0-20-5**

Prerequisites: TUF 132 and TUF 166

Co-requisites: None

This course provides practical experience as a turf equipment technician at a golf course or in another turf-related industry. Student responsibilities include record keeping, shop management, preventative maintenance and repair of all types of golf course equipment.

**TUF 203 SCWE in Sports Turf Management 0-32-8**

Prerequisites: TUF 172

Co-requisites: None

This course provides practical work experience at an approved sports turf facility. All aspects of the business are covered while working under the supervision of an industry professional. Course progress is monitored by our faculty and students are required to file reports on a regular basis.

**TUF 204 Sports Turf Seminar 1-3-2**

Prerequisites: None

Co-requisites: None

This course has been designed to give the student an overview of the sports turf profession. Guest speakers from the industry will discuss topics pertinent to today's highly

specialized athletic field managers. Career development and certification will be emphasized. Also included will be discussion on the various liabilities and regulations faced by the industry.

**TUF 215 Turf Business Practices 3-0-3**

Prerequisites: TUF 175 and TUF 252

Co-requisites: None

This course is a study of business practices and personnel management needed to operate a turf enterprise. Topics include budget management, business and economics, communication skills, interpersonal relations, government requirements, and problem solving.

**TUF 220 Special Topics in Turf Management 3-0-3**

Prerequisites: TUF 172

Co-requisites: None

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

**TUF 225 Golf Course Design 3-0-3**

Prerequisites: None

Corequisites: None

This course introduces fundamentals of golf course design. Topics include golf course architectural history, site selection and routing techniques. Environmental considerations, principles and maintenance factors pertaining to the construction of golf courses are presented.

**TUF 252 Turf Management II 2-3-3**

Prerequisites: TUF 172

Co-requisites: None

This course is an in-depth analysis of common management practices on turf with emphasis on scientific resources. Emphasis is on development of golf course management programs. Topics include plant growth regulators, overseeding, fertilizer programs and environmental issues. As a course requirement, student will participate in the Carolinas Golf Course Superintendents Association Conference and Show and will be responsible for conference expenses.

**TUF 262 Pesticides 2-3-3**

Prerequisites: TUF 174 or permission of instructor

Co-requisites: None

This course covers modern methods of applying herbicides, fungicides, insecticides and nematocides. Special emphasis is placed on calibration of equipment, dilution techniques, and accurate application of minute quantities of pesticides over large areas. Topics to be covered include pest control principles, the pesticide label, formulations, and safety. As a course requirement, the student must pass the S.C. Certified Pesticide Applicator's licensing exam.

**TUF 270 Techniques of Sports Field Maintenance 3-3-4**

Prerequisites: HRT 125 and TUF 172

Co-requisites: None

This course covers the overall maintenance of sports fields. Topics include aeration, fertilization, weed control, mowing, and turf growth regulation on grass fields. Synthetic surfaces and all other non-turf maintenance items will be covered in depth.



**TUF 272 Turf Irrigation and Drainage 4-3-5**

Prerequisites: None

Co-requisites: None

This course is a study of the principles and practices of irrigation design, installation and maintenance as it applies to golf courses. Practical application is included.

**TUF 274 Turf Records & Budgets 2-0-2**

Prerequisites: TUF 175 and TUF 252

Co-requisites: None

This course is a study of all aspects of record keeping involving golf course maintenance and warranties. Purchasing materials and the preparation of a projected budget for an 18-hole course are emphasized.

**TUF 276 Golf Course Construction 2-3-3**

Prerequisites: TUF 172 and TUF 252

Co-requisites: None

This course examines the general problems of golf course construction from the architect, owner and superintendent's points of view. Advantages and disadvantages, costs and scientific factors of various types of greens construction are explored.

**TUF 278 Sports Field Construction and Drainage 2-3-3**

Prerequisites: TUF 172

Co-requisites: None

This course examines the various construction techniques and materials used in building modern sports fields. Advantages, disadvantages, cost comparisons, and scientific basis for using various methods of construction will be discussed. Other topics covered include irrigation design, drainage, buildings, bleachers, and clubhouse facilities.

**WLD**

**WLD 102 Introduction to Welding 1-3-2**

Prerequisites: None

Co-requisites: None

This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment. Emphasis is on oxygen and acetylene welding.

**WLD 111 Arc Welding I 2-6-4**

Prerequisites: None

Co-requisites: None

This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

**WLD 113 Arc Welding II 2-6-4**

Prerequisites: WLD 111

Co-requisites: None

This course is a study of arc welding of ferrous and/or non-ferrous metals.

**WLD 115 ARC Welding III 2-6-4**

Prerequisites: WLD 111

Co-requisites: WLD 113

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

**WLD 140 Weld Testing 1-0-1**

Prerequisites: WLD 111

Co-requisites: None

This is an introductory course in destructive and non-destructive testing of welded joints.

# Area Commission & College Personnel

## [Horry-Georgetown Technical College Commission]

William Ken Richardson  
*Chair*

Joe T. Branyon, Jr.  
*Vice Chair*

William H. Murray  
*Secretary*

Herman C. Jones  
*Chair Emeritus*

Brent D. Groome  
Donald W. Helms  
Y. Melvin Nobles  
Ronald J. Talbert  
Orrie E. West

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ABD in Curriculum, Higher Education Leadership, University of South Carolina
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