HORRY-GEORGETOWN TECHNICAL COLLEGE

# 2020-2021 CATALOG & STUDENT HANDBOOK

GOGATORS!

# TABLE OF CONTENTS


## College Information

Presidents Message 5
Mission Statement 6
Role and Scope of the Instituition 6
Accreditation 6
Statement of Equal Opportunity/Non-Discrimination 7
Americans with Disabilites Act of 1990 8

## Admissions Information

Open Admissions 9
Admission Requirements for New Students 9
Transfer Students to HGTC 10
Transfer Courses to HGTC 11
Time Limits on Courses for Transfer 11
PACE and Early College High School 12
Technical Advanced Placement (T.A.P.) 12
University Parallel Program 12
Limited Access Programs Requirements 12
For Undeclared Major Students 13
Background Check/Drug Screening/Health History 13

## Financial Aid

Financial Aid 14
Satisfactory Academic Progress 18

## Student Services

Student Services 19
Career Resource Center 19
Help Desk 19
Success Center 19
Trio Support Services 19
Testing Center 20
Student Information Center: TECH Central 20
Counseling Services 21
Disability Services 21
Library 21
Student Handbook 22
- Add/Drop Period 22
- Advising 22
- Barnes & Noble College Bookstore 22

Bulletin Boards 23
Class Schedule 23
College Closing/Cancellation of Classes 23
Copyright Laws 23
Computer Use Agreement 23
Copiers for Student Use 23
Counseling 23
Degree Works 24
Disability Services 24
Dress and Personal Appearance 24
Privacy of Student Records 24
Food and Beverages 25
Grade Review 25
Excercise/Gym 25
Health Services 25
H Number 26
Housing 26
ID Card 26
Insurance For Students 26
Lost and Found 26
Major/Program of Study 26
Multiple Degrees, Diplomas and Certificates 26
Normal Completion Time 26
What is Distance Learning? 26
Overloads 27
Parking 27
Residency 27
Student Responsibility - Safety 28
Student Right to Know 28
Safety and Security Act 28
Smoking on Campus 29
Speed Limit on Campus 29
Student Engagement 29
Title IX 29
Tutoring 29
Transcripts 29
Visitors 29
WaveNet 29
Weapons Policy 30

## Student Rights

Student Rights, Responsibilities and Discipline 31

Policy for a Drug-Free Enviornment 31
Rights and Responsibilites of Students with a Disabilty 32
Student Code of Conduct 32

## Academic Policies

Academic Information and Policies 50
Transfer State Policies and Procedures 55

## Programs of Study

Accounting 63
Administrative Support 64
Advanced Welding Technologies 64
Associate in Arts 65
Associate in Science 67
Baking and Pastry Arts 68
Basic Business 69
Business Administration 70
Certified Cisco Networking Associate 71
Civil Engineering Technology 72
Cloud & Database 73
Commercial Refrigeration & Air Conditioning 74
Computer Technology - Programming 74
Computerized Axial Tomography 75
Construction Management Technology 76
*Transfer Path* 77
Cosmetology 78
Criminal Justice Technology 79
*Crime Scene Investigation Path* 80
Culinary Arts Technology 82
Customer Service Specialist 83
Cybersecurity 84
Cybersecurity 85
Dental Hygiene 85
Diagnostic Medical Sonography 87
Diesel Engine Technology 89
Digital Arts 90
Early Care & Education 91
Early Childhood Development 92
Electrical Lineman Technician 93
Electronics Engineering Technology 93
Emergency Medical Technician Basic 94
Emergency Medical Technician Paramedic 95
Emergency Medical Technology 96
Emergency Medical Technology - Advanced Placement 98
Esthetics Technician 98
Expanded Duty Dental Assisting 99
Fire Science 100
Forestry Management Technology 101
*Wildlife Management Path* 102
General Engineering Technology 103
General Technology 104
General Technology - Aviation Maintenance 105
Golf & Sports Turf Management 105
Human Services 106
Kitchen and Food Preparation Techniques 107
Machine Tool Operations 108
Machine Tool Technology 109
Massage Therapy 110
Mechatronics 111
Mechatronics Technology 111
Medical Administrative Assistant 112
Medical Coding and Billing 113
Network Systems Management 114
Networking 115
Nursing - ADN 116
Nursing - Advanced Placement 118
Nursing - PN 119
Outboard Marine Technology 121
Paralegal 122
Paralegal Specialist 123
Patient Care Medical Assistant 124
Phlebotomy 125
Physical Therapist Assistant 126
Professional Cooking 127
Radiologic Technology 128
Residential Heating, Ventilation, and Air Conditioning Service Technician (HVAC) 130
Residential/Commercial Electrical Technician 131
Respiratory Care 131
Robotics Technology 133
Sports Tourism and Recreation Management 133
Surgical Technology 134
Surveying 135
Teacher Education 136
Vascular Sonography 138

## Other College Information

Other College Information 185

Area Commission 185
President, Cabinet & Administration 185
Faculty Directory 187
Important Phone Numbers 195
Campus Locations 196

## Course Descriptions A-Z

Course Descriptions 139

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

Now is the time to create your future, and Horry-Georgetown Technical College is here to help you pursue and realize endless career opportunities. A leading technical college in South Carolina, HGTC's quality, affordability and flexibility make college possible for all walks of life. Whether you just graduated from high school or are looking for a mid-life promotion or career change, HGTC has the resources, staff and faculty in place to help you succeed.

Our College has more than 80 associate, diploma and certificate degree programs and continuing education opportunities to jump start your career or transfer to a university. For those who need more flexibility, the Distance Learning Institute at HGTC offers programs that can be completed online from start to finish.

Our Student Affairs team is here to help you every step of the way with admissions, advising, financial aid, support services and career counseling. The outstanding faculty and staff at HGTC are credentialed in their field of expertise.

Ninety percent (90%) of our graduates are gainfully employed in their field of study or transfer to colleges and universities. Faculty and staff create job opportunities for our graduates through hands-on applications in the classroom and coordinate internships and apprenticeships.

HGTC is a true community college, with more than 90% of our students living, working and remaining in South Carolina. In fact, four out of every five students at HGTC are residents of Horry or Georgetown County. With three campuses in Georgetown, Myrtle Beach and Conway, learning at HGTC is extremely convenient.

Tuition is among the most affordable in the State, and financial aid resources make graduating debt-free a reality! Come celebrate your future at HGTC. See for yourself why Great Careers Start Here.

With HGTC pride,

**Dr. Marilyn Murphy Fore**

**President**
Horry-Georgetown Technical College

## Mission Statement

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

## Role and Scope of the Institution

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

As a member of the South Carolina Technical College System, the College is a public, two-year technical college, enrolling students in college credit curriculum courses and providing non-credit courses and programs for workforce development and job training. The College primarily provides services to the individuals and employers of Horry and Georgetown Counties, but also offers programs to meet regional, national, and international needs. The College values partnerships with business, industry, community agencies, and other educational and governmental institutions which support the growth and development of the community.

The faculty's primary function is to ensure student learning and academic goal achievement through innovative teaching that integrates theory and application. The College provides student services to support individual and educational goals for all students in both traditional and distance learning environments. The College endeavors to fulfill its mission by fostering the belief that all people should have equal opportunity for personal and professional growth in leading to a productive and meaningful life. The College respects every member of the college community and is committed to fairness in its educational endeavors.

## Accreditations

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

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

## HGTC State Authorization for Distance Learning

In 2010 the U.S. Department of Education released rule 34 C.F.R. § 600.9 requiring higher education institutions offering distance learning outside of their home state to seek authorization to offer courses and programs in states where their students reside. To support a state-to-state initiative supporting this authorization, the National Council for State Authorization Reciprocity Agreements (NC-SARA) was established. HGTC acquired NC-SARA membership in 2016 and is authorized to deliver distance learning to any student residing in a NC-SARA authorized state. A list of states participating in NC-SARA may be found at http://nc-sara.org/.

For more information regarding HGTC's affiliation with NC-SARA, including complaint procedures for distance learning students, visit www.hgtc.edu/dli.

## Program Accreditations

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

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

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

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

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

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

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

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

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

The Horry-Georgetown Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street; Clearwater, FL 33756; 727.210.2350; www.caahep.org. Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088, (214) 703-8445, FAX (214) 703-8992,www.coaemsp.org.

**Forestry Management Technology: Society of American Foresters**

The education degree program in Forestry Management Technology leading to an Associate's in Applied Science is a candidate for accreditation by the Society of American Foresters (SAF). The Council for Higher Education Accreditation recognizes SAF as the specialized accrediting body for forestry education in the United States.

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

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

**Paralegal: American Bar Association**

The Paralegal program is approved by the American Bar Association.

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

The Physical Therapist Assistant program: Horry-Georgetown Technical College is accredited by the Commission on Accreditation in Physical Therapy Education, (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: (703) 706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/ institution directly, please call 843-477-2067 or email tammy.marcin@hgtc.edu.

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

The Nursing and Practical Nursing programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.

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

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

**Respiratory Care: Commission on Accreditation for Respiratory Care (CoARC)**

The Respiratory Care program, Program Number 200622, Associate in Applied Science Degree on the Grand Strand Campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submissions of an acceptable Provisional Accreditation Self Study Report (PSSR), completion of an initial on-site visit, and other documentation required by the CoARC. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Continuing Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accreditated program. Commission on Accreditation for Respiratory Care, P O Box 54876, Hurst, TX 76054-4876, (817) 283-2835.

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

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

## Statement of Equal Opportunity/Non-Discrimination Statement

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

-Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs, Dr. Melissa Batten, AVP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus,

PO Box 261966, Conway, SC 29528-6066, (843) 349-5228, Melissa.Batten@hgtc.edu.

-Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources, Jacquelyne Synder, AVP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, (843) 349-5212, Jacquelyne.Snyder@hgtc.edu.

## Americans with Disabilities Act of 1990

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

# ADMISSIONS INFORMATION

## Open Admissions

Horry-Georgetown Technical College operates on an open admission policy as required by the 1976 Code of Laws of South Carolina, as amended. Horry-Georgetown Technical College makes every effort to minimize geographic, financial, and scholastic barriers to the post-secondary programs and services offered by the technical colleges. As such, the College admits all qualified individuals who meet appropriate academic age and verified legal presence requirements.

A minimum eighth grade reading, writing and math level is required for college admission. A high school diploma (or GED Certificate), though desirable, is not a prerequisite for college admission, but may be required for specific program admission. While Horry-Georgetown Technical College does not refuse admission to the College based on academic history or test scores, other than a minimum eighth grade reading, writing and math level requirement, entry into the College does not constitute admission to particular programs of study. Admission to specific programs at HGTC may require additional documentation, due to licensure or accreditation requirements. For additional information, please contact the Office of Admissions at admissions@hgtc.edu.

It is the policy of HGTC that applicants for admission to the College must be eighteen (18) years of age or older. Under certain circumstances, an applicant under the age of eighteen (18) who has not graduated from high school may be considered for enrollment through special agreement between the college and the principal or appropriate school official of the school where the applicant has been, or is, attending.

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

HGTC maintains open admission to fulfill the educational mission of the College and to promote achievement of individuals with varied potential. Open admission supports the College commitment to assess student potential and provide developmental education or appropriate referrals as necessary. However, open admission does not guarantee admission. Also, pursuant to South Carolina law, to be considered for admission, applicants to the College must be U.S. citizens or be legally present in the United States.

## Admission Requirements for New Students

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

1. Submit an admission application, along with the required, non-refundable application fee; applications submitted without payment of the application fee will not be processed.

2. Submit scores from SAT, ACT or college placement test. SAT, ACT, or ACCUPLACER test scores are used to determine admission and proper course placement for new students.

Applicants who have not taken the SAT or ACT may need to complete the College placement test. The College placement tests in the areas of Reading Comprehension, Sentence Skills, Arithmetic and Elementary Algebra are offered the first time free of charge as a service to applicants. A photo ID must be presented prior to testing. Test scores are available immediately upon completion.

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

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

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

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

There is a three-year time limit on acceptance of placement test scores.

3. Submit high school transcript(s). Applicants should request final official high school transcript or GED scores be forwarded to the HGTC Admissions Office. The Admissions Office will

consider Multiple Measures for placement and will review high school transcripts/GED Scores during the enrollment process. High School/GED performance will be used by advisors to appropriately place students into courses.

High School Transcripts – If high school performance resulted in a 2.6 unweighted GPA and a "B" average in English and Math courses, students may be admitted and placed into college level courses.

GED Scores – If GED College Ready scores are 165 or higher in Reading through Language Arts and Mathematical Reason, students may be admitted and placed into college level courses.

## Admission Requirements for Transfer Students

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

1. Complete and return an admissions application, along with the required, non-refundable application fee; Applications submitted without this fee will not be processed.

2. Submit college transcript(s). Transfer applicants should request official transcript(s) from all colleges previously attended be forwarded to the HGTC Admissions Office. Transcripts should reflect the applicant has completed at least one college-level math and one college-level English composition course with an earned grade of "C" or above in these two courses. A transfer applicant whose college transcripts do not reflect above requirements will be given the opportunity to submit SAT/ACT scores that are less than 5 years old or to take the College placement test to determine course placement.

## Admission Requirements for International Students

HGTC welcomes the enrollment of international students who wish to pursue collegiate-level study in the United States. The College provides assistance to international applicants in processing the required documents necessary to secure a student F-1 Visa. Assistance is also available for international students who wish to transfer to Horry Georgetown Technical College from another college in the United States or who wish to change their current visa status to F-1 Student.

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

1. Complete the Admissions Application and pay the non-refundable application fee;

2. Prospective students who do not speak English as their primary language must submit proof of English language proficiency. A minimum internet-based score of 61 or a paper-based score of 500 on the Test of English as a Foreign Language (TOEFL) is required or a minimum score of 6.0 on the International English Language Testing System (IELTS). Individuals already in the United States may elect to participate in the college placement test as an alternative to TOEFL and IELTS;

3. Provide copies of current visa and passport documents, including both sides of the I-94 Card;

4. If you have previously attended a university outside of the United States, you must submit a professional course-by-course credential evaluation of all international university coursework completed from a member of the National Association of Credential Evaluation Services or Association of International Credential Evaluators. Applicants pursuing an interest in the Health Science field are highly recommended to use World Education Services Inc. (WES). Credits from foreign colleges/ universities are reviewed by the Registrar's Office.

5. In compliance with U.S. Citizenship & Immigration Services (USCIS) requirements, international student applicants are required to provide documentation of financial resources adequate to cover tuition and expenses for the duration of the international applicant's program of study. A Certification of Financial Support form must be submitted for this purpose. Estimated annual expenses will vary and will be based upon current tuition and other appropriate information.

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

Prospective international students currently in the U.S. with a valid visa other than F-1 student must also complete Application to Change Nonimmigrant Status Form I-539 and submit the applicable fee to the U.S. Department of Homeland Security. Transfer credit may be awarded to international students who attended a college or university either outside or within the United States. Credits for coursework completed at a foreign college or university must be evaluated by World Education Services to be eligible for transfer.

Note: It is the student's responsibility to ensure all required documents are current and maintained in keeping with all applicable laws and regulations.

## Admissions Requirement for Readmit Students

Readmit students are students who are interested in returning to HGTC after an absence of 3 or more consecutive semesters. Students may return to continue a prior program of study or return to start a new program of study. To enroll as a readmit student:

1. Complete and return an Application for Readmission along with the required non-refundable application fee. Applications submitted without the fee will not be processed.

## Admissions Requirement for Transient Students

Transient students are students who are visiting from another primary institution. To be eligible for admission to the College, a transient student must complete and submit an application for admission along with a non-refundable application fee

and a completed transient form. Transient students who have previously completed and submitted an Application for Admission must complete and submit an Application for Readmission, along with the application fee and transient form for each semester of re-enrollment not occurring within the same twelve month three (3) consecutive semester period. Transient students may not be permitted to enroll in all requested courses. Courses outside of general education will require department chair approval.

## Information about Transferring Courses to HGTC

Horry-Georgetown Technical College will accept transfer credits from an institution accredited as degree granting by a regional accrediting body for higher education. Acceptance of credits will be at the discretion of the Registrar in consultation with appropriate the Department Chair when necessary with adherence to the following requirements and/or standards.

A. Credit for a course must show on an official transcript from the originating institution which awarded the credit, and this transcript must be a part of the student's record at Horry-Georgetown Technical College. The originating institution is defined as the institution in which credits were originally earned.

B. Credit hours transferred will count as hours earned toward the total credit hours required for graduation.

C. In order to transfer credits, a grade of "C" or better must have been earned in the course.

D. Credits being transferred must closely parallel credits being offered by Horry-Georgetown Technical College in content and number of credits.

E. The College has a statute of limitations on courses. Courses that meet the abovementioned criteria are accepted for varying time limits as recommended by Department Chairs and approved by Division Deans and the Vice President for Academic Affairs. Registrar's Office staff will use this approved listing when evaluating transfer credits. Any student whose courses were taken in excess of the approved limit prior to evaluation is encouraged to take credit by proficiency examinations, when available, for validation of knowledge. Students enrolled in certain programs (i.e., Health Science) curricula may have more time limits that are stringent on core courses. The Department Chair and/or academic advisor will advise students accordingly.

## Time Limits on Courses for Transfer and Program Admission/Re-Admission

Because some majors at HGTC are continually evolving due to the nature of the profession, the following courses have transfer and program admission/re-admission time limits. Students with questions should contact their academic advisors.

## Limit - Prefix/Course Major/Subject Area

**One Year**

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

**Two Years**

| | |
|---|---|
| DHG | Dental Hygiene |
| EMS | Emergency Medical Technician |
| RES | Respiratory Care |
| MTH | Massage Therapy |

**Five Years**

| | |
|---|---|
| AOT | Administrative Support |
| ARV | Digital Arts |
| BIO | Dental Hygiene, Diagnostic Medical Sonography, Physical Therapist Assistant, Radiologic Technology, Surgical Technician Majors only |
| COS | Cosmetology |
| CPT/IST/GMT | Computer Technology, Certified CISCO Networking Associate, Cloud & Database, Cybersecurity, Network Systems Management, Networking |
| HIM | Medical Administrative Assistant, Medical Coding and Billing |
| LEG | Paralegal |

**Seven Years**

| | |
|---|---|
| ECD | Early Care and Education |

**Ten Years**

| | |
|---|---|
| ACC | Accounting |
| AHS | Allied Health Science |
| BAF | Banking and Finance |
| BUS | Business |
| CMT | Construction Management Technology |

| | |
|---|---|
| CRJ | Criminal Justice |
| CUL | Culinary Arts |
| EGT (101) | Basic Technical Drawing |
| FOR | Forestry |
| HUM | Human Services |
| MAT | Nursing - ADN Major Only |
| MGT | Management |
| MKT | Marketing |
| NRM | Natural Resource Management |
| WLD | Welding |

## PACE (Program For Accelerated College Enrollment) and Early College High School

Students in PACE can take either University Parallel (86 courses approved by the Commission on Higher Education for transfer from two-to four-year public institutions-go to www.sctrac.org for details) or Applied Technology (courses that may or may not carry transfer credit to a four-year college); however, they must meet the same admissions criteria as any other student. More information about these programs can be found at www.hgtc.edu/highschool. The following criteria must be met for acceptance into PACE:

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

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

## Technical Advanced Placement (T.A.P.)

Through articulation agreements with Horry and Georgetown County high schools and Hemingway Career and Technical Center, high school students may receive Technical Advanced Placement (T.A.P.) credit for specific high school courses. This eliminates duplication of courses by allowing students who successfully complete specific high school courses to specific entry-level College courses. T.A.P. credit may be awarded for satisfactory completion of several C.A.T.E. programs in schools in Horry and Georgetown counties. The complete listing for each county is available at www.hgtc.edu/tap.

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

## University Parallel Program

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

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

Students may take advantage of transfer opportunities with HGTC and other colleges and universities. For a complete list of transfer agreements, visit www.hgtc.edu/transfer.

## Limited Access Programs Acceptance Requirements

Some of the programs in Health Science offered at Horry Georgetown Technical College are classified as limited access programs, meaning they may have special, particular or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student's placement into courses in the particular program area. Applicants must complete HGTC

Admission requirements and the additional program admission requirements.

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

It is the student's responsibility to be aware of all limited access program admission, (top qualified or first qualified) program advancement and program prerequisite requirements, and to be fully informed of any wait times that may exist for placement into a particular limited access program of study. For more information about the application procedure and/or status of each limited access program, contact the Admissions Office at any campus.

## For Undeclared Major Students

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

Complete and return an admission application, along with the required, non-refundable application fee. Applications submitted without payment of the application fee will not be processed.

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

## Background Checks, Drug Screening, Health History

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

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

## College Costs and Financial Aid

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

## Tuition, Fees and Refunds

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

## Payment

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

## Late Registration Fees

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

## Tuition Refunds for Credit Courses

It is the student's responsibility to initiate and complete the withdrawal process for eligibility for a refund. Students should use their WaveNet account to drop classes. Refunds are calculated based on the date on which the course is dropped. Tuition is charged for any class for which a student is enrolled after the drop period.

**Tuition refunds will be made according to this refund policy schedule:**
After Add/Drop, the student is considered enrolled in classes remaining on his/her schedule. If the student withdraws or is dropped from class (es) after Add/Drop, the following refunds apply.

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

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

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

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

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

## Tuition, Fees and Refunds (TITLE IV Recipients)

Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. We strongly urge students to consult with an academic advisor and a financial aid counselor to help with decisions about withdrawing. View the College's Return to Title IV Policy which provides an example of a Title IV Refund at www.hgtc.edu/financialaid.

## Tuition Refund Appeals

If a student wishes to request a refund because there are special circumstances that should have been considered, a tuition appeal form must be completed with supporting documents and submitted to the Registrars Office.

## Check Policy

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

## Financial Aid

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

responsibility to the maximum of its ability, the College seeks to provide assistance for the remaining amounts.

The majority of financial aid is awarded on the basis of a student's demonstrated financial need. To establish need, a student must complete the Free Application for Federal Student Aid (FAFSA).
Awards are made on a "package" concept, which usually consists of grants, employment, loans and/or scholarships. The FAFSA is required as a first step for most financial aid programs. (Go to www.fafsa.ed.gov for information.) All financial aid is awarded without regard to race, color, sex, age, religion, national origin, disability, or other individual distinction.

## Eligibility Requirements

To be considered for financial aid, a student must:
• Be a citizen, permanent resident or eligible non-citizen of the U.S.;
• Be admitted or enrolled in an eligible undergraduate course of study;
• Students MUST have a high school diploma, GED, or have been home schooled to meet the eligibility criterion for Title IV purposes;
• Be making satisfactory academic progress in the course of study;
• Not owe a refund on a grant received under the Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant for attendance at any institution;
• Not be in default on any loan made under the Federal Direct or Stafford Student Loan programs, Federal PLUS, Federal NDSL or Federal Perkins Loan program (Title IV, HEA Loan) for attendance at any institution;
• Demonstrate financial need according to specific program requirements; and,
• Register with the Selective Service (if a male at least 18 years of age, born after December 31, 1959, and not currently a member of the United States Armed Forces).

## Application Procedures

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

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

You must first get your FSAID at www.studentaid.gov/FSAID and, if a dependent student, a FSAID for at least one parent or guardian. The FSAID will allow you and your parent or guardian to electronically sign your FAFSA application. HGTC's Financial Aid Office will receive an electronic copy of your FAFSA/SAR to confirm your eligibility, if you include our school code (004925) on your report.

Students must check their WaveNet accounts (Financial Aid Requirements) to determine if all FAFSA requirements are met; if not, financial aid awards are delayed. WaveNet accounts provide account balances, student requirements and more. Visit TECH Central for assistance.

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

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

## Federal Financial Aid Programs

**Federal Pell Grant Program (Title IV)**
Federal Pell Grant Program (Title IV): This program provides funds to eligible students attending approved colleges, universities and other approved post-high school institutions. A student may apply if he/she is an undergraduate student enrolled in an eligible program and has not previously received a bachelor's degree. Awards range from $297 to $5,920 in an award year.

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

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

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

**Federal Direct Stafford Student Loan Programs**
Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. Repayment is required.

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

• **Direct Unsubsidized Loans**
These are loans for students that are not based on financial need. Interest is charged during all periods. Repayment for these loans begins 6 months after graduation or 6 months after the student is no longer enrolled half time.

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

**Financial Aid Refunds (TITLE IV Recipients)**
Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. We strongly urge students to consult with an academic advisor and a financial aid counselor to help with decisions about withdrawing. View the College's Return to Title IV Policy which provides an example of a Title IV Refund http://www.hgtc.edu/financialaid.

## State Financial Aid Programs

**LIFE Scholarship**
The Life Scholarship Program pays up to $2,350 for tuition and fees and $150.00 book allowance per semester, a total of $2,500 per semester. Initial eligibility is based on a high school GPA of 3.0. To receive the LIFE Scholarship, the student must, among other things:

• Not be in default on a Federal Title IV or State of South Carolina educational loan;
• Not owe a refund on Federal Title IV or State of South Carolina student financial aid program;
• Not have had any felony, alcohol or drug-related convictions under the laws of any state or under the laws of the U.S.;
• Not be enrolled in Developmental Studies courses (100 level and below); and,
• Retain renewal eligibility, based on earning a minimum 3.0 cumulative GPA and 30 non-remedial credit hours per academic year.

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

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

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

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

**South Carolina Need-Based Grant Program**
This program assists the neediest South Carolinians who wish to attend eligible public and private colleges or universities in the state. Program funding depends upon action by the General Assembly and the amount awarded to students is contingent upon the funds appropriated to the program.
To be eligible for the Need-Based Grant, the student must:
• Submit FAFSA;
• Have a valid Federal SAR (Student Aid Report) on file in the Financial Aid Office;
• Be a legal South Carolina resident and enrolled or accepted for enrollment at least as a half-time (6 semester hours) undergraduate student in a degree, diploma or certificate program authorized by the Commission on Higher Education;
• Meet HGTC standards of academic progress;
• Seek for the first time an associate or other recognized credential in a one-year program as authorized by the Commission on Higher Education;
• Enroll at least half-time at the time of grant disbursement and complete 12-24 semester credit hours each regular academic year; have a 2.0 GPA each regular academic year; and,
• Certify that he/she has not been convicted of any felonies, alcohol or drug-related offenses under the laws of any state or under the laws of the U.S. (student must notify the Financial Aid Office should this status change by the start of the school year); and certify that he/she does not owe a refund or repayment on a State Grant, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant, and is not in default on a loan under the Federal Perkins Loan or Federal Loan Programs.

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

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

To be eligible for Lottery Tuition Assistance, a student must:
• Qualify for in-state residency;
• Complete a Free Application for Federal Student Aid (FAFSA) OR complete the FAFSA Waiver form—this form is only used for students enrolled in PACE programs, students who have earned a bachelor's degree or students who are enrolled in programs

which are not eligible for Title IV aid. Lottery Tuition Assistance is not awarded on the basis of financial need
• Enroll in a certificate, diploma or associate degree program and maintain at least six credit hours each semester. Non-credit programs are not eligible;
• Make clear progress toward completion of a certificate, diploma or associate degree; not have received Lottery Tuition Assistance for more than one certificate, diploma or degree earned within any five-year period, unless the additional certificate, diploma or degree constitutes progress in the same field of study (as determined by the institution);
• Not be a LIFE scholarship award recipient; and,
• Not be in default on any government student loan program.

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

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

The Foundation is governed by a distinctive group of community leaders, including corporate executives, bankers, attorneys, investment counselors and distinguished citizens. Currently, the assets of the Foundation exceed $7.5 million with $1.2 million in endowed scholarships. The Foundation is a tax exempt, non-profit organization with 501(c)(3) status, providing tax-deductible benefits to all donors.

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

For a complete list of Foundation Scholarships, visit www.hgtc.edu/financialaid or e-mail the Financial Aid Office at financialaid@hgtc.edu.

Institutional Book & Emergency Loans

## General Institutional Book Loan Information

Beginning the first day of classes, institutional book loan vouchers will be available to assist eligible students with the purchase of books and supplies. Minimum requirements include: enrollment in a degree, diploma, or certificate program in the term for which loan is requested, an overall GPA of at least 2.00, and meeting Satisfactory Academic Progress. Eligible students cannot have a bookstore credit available at the time of applying for the book loan. The maximum amount that may be borrowed is $400.00 and must be repaid within 45 days after receiving the authorization. Applicants may inquire within the Financial Aid office about additional requirements and eligibility. Available funding is limited each semester and only one book loan may be obtained per academic year.

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

**Plantation Book Loan Fund**: Established in 1993 by Plantation Federal Savings Bank, this fund provides book loans for students who reside in Georgetown County.

**Ruth Lewis and Helen G. Stuart Book 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 campus. The fund honors Ruth Lewis, the mother of Neil Lewis, who established the fund, and Helen G. Stuart, a long-time HGTC employee.

**Franklin and Elsie Burroughs Book 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 students who were born in Horry County or who graduated from Horry County schools.

**Foundation Book Loan**: Established in 2003 by the HGTC Foundation to provide book loans for any student in need.

**Foundation Emergency Loan Fund**: Established by the HGTC Foundation to provide emergency funds that may be borrowed to cover the cost of unexpected expenses such as car repairs, emergency travel costs and other documented situations. This loan cannot be used for the purchase of textbooks and supplies. Documents detailing the extenuating circumstances are required when applying for the funds.

**Other Sources of Financial Assistance**

**Free Tuition for Certain Veterans' Children**
This program is provided under the provisions of Title 59-111-20 Code of Laws of South Carolina. Students who may be eligible for this assistance must contact their local county Veterans Affairs Office. Eligible students must complete the voucher each semester within the Student Accounts department before the waiver for tuition can be applied to their account. The waiver will be applied to the tuition only; however, the student will be responsible for all additional fees.

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

**Veterans' Benefits**

Horry-Georgetown Technical College is approved for training under Public Law 16-634, 815, 894, and 88-36 for both day and evening programs. The College provides a Veterans Affairs Coordinator in the Financial Aid Office to assist students with VA-related issues. Call 843-349-7549.

Veterans and war orphans seeking to attend HGTC may contact the HGTC Veterans Affairs Office, the nearest Veterans Administration Office and/or local county service officer well in advance of College registration dates to ensure all VA applications are completed. FTCVC applications are submitted to SC Governor's Office for Veterans Affairs. All applicants are subject to HGTC admissions requirements. Under procedures established by the Veterans Administration, a veteran who applies for advance payments for tuition, fees and other charges will have his/her first VA check awaiting him/her at the College upon registration. For the procedure to work properly, the veteran should apply for the advance payment at least 60 days prior to the beginning of the semester by completing the necessary form in the Office of the Veterans Affairs Coordinator at HGTC.

**Vocational Rehabilitation (VOC REHAB)**
The Conway and Georgetown Vocational Rehabilitation Offices serve vocationally disabled citizens of Horry and Georgetown counties. VOC REHAB can supply funds for educational assistance, as well as assist in job placement and follow up. For more information about eligibility, call (843) 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, students may visit www.hgtc.edu/financialaid.

## Satisfactory Academic Progress (SAP)

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

- A student must maintain a cumulative GPA of 2.0;

- A student must maintain a cumulative completion rate of 67% and;

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

To view HGTC's full Satisfactory Academic Progress Policy, a student may visit http://www.hgtc.edu/financialaid

Additional SAP requirements for the South Carolina Need Based Grant and the South Carolina LIFE Scholarship are outlined in the Certification forms which the student signs to accept these funds annually. Students may visit each of these links to view these SAP requirements, if the student has been awarded either of these funds.

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

To appeal Financial Aid suspension, the student must complete the Financial Aid Appeal form (located on the Financial Aid Page of the HGTC website, in the Financial Aid Forms section). Appeal forms must include documentation of extenuating circumstances to verify the appeal statement and an academic plan approved by the student's academic advisor. Failure to complete the appeal process and provide documentation will result in cancellation of financial aid for any future terms. If the Financial Aid Appeal Committee decides that justifiable evidence of extenuating circumstances exists, aid may be continued and all payments may be made on a probationary basis. The Appeal Committee will determine how, or if, payments are disbursed, depending on circumstances.

## Student Services

Student Services offers support services to help students clarify and attain educational goals while acquiring the skills needed to advance personal growth and fulfillment. The division provides valuable, responsive programs, services and activities, integrated with educational experiences to meet student needs and interests.
Student Services shares the leadership for creating and maintaining a positive learning environment that enables the College to be an effective educational community.

## The Career Resource Center

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

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

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

## Help Desk

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

## Student Success and Tutoring Center

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

## Academic Assistance/Coaching

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

## Math Centers

Math Center hours are provided at the Conway and Grand Strand campuses where you can drop in to the SSTC during the hours posted to receive assistance - no appointment necessary! The Math Center is located in the SSTC and staffed with math faculty volunteers. Hours vary from semester to semester based on availability of faculty. Please refer to TutorTrac to view Math Center Hours.

## Writing Center

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

## College Skills Training and Support

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

## Personalized Academic Coaching (PAC) Program

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

## Campus2Campus Virtual Academic Assistance

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

## TRiO Student Support Services

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

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

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

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

If you would like more information or have any questions, please contact us at 843-349-7113

## Testing Center

Testing Centers are operated on all campuses and offer proctored testing services for students and faculty in a controlled, secure testing environment during operational hours. Students are required to present a photo ID and applicable fee receipts prior to testing. Children are not allowed to accompany students into the Testing Center. We subscribe to the National College Testing Association Professional Standards and Guidelines for Post-Secondary Testing Centers. The College Testing Center is a member of the NCTA Consortium of College Testing Centers.

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

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

**College Placement Testing**

The college placement test is a computerized adaptive testing system used to place students in appropriate college-level courses. It is designed to help determine a student's strengths and needs in the areas of Reading, Writing, and Math basic skills. College placement testing is provided free of charge as a service to prospective students, and an appointment is needed. A retest fee may be applicable.

**The Start Right Experience**

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

Visit The Student Information Center: TECH Central for in-person sessions, or complete The Start Right Experience online at www.hgtc.edu/startright.

**Testing Services**

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

**Health Science Tests (TEAS)**

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

**CLEP - College-Level Examination Program**

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

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

**External Testing for other Colleges and Agencies**

Time and space permitting, the Testing Center offers proctored Internet and traditional testing services for students attending other colleges and students sitting for various certification exams. Students should contact the Testing Center at the desired campus for appointments. An administrative fee is charged for each test administered, payable by debit or credit card.

**Pearson VUE Certification Exams**

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

## Student Information Center: TECH Central

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

**Student Information Center: TECH Central services include:**

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

**The Student Information Center: TECH Central is available at Conway and Grand Strand Campuses:**

Conway: Building 1100, Room 132D
843-349-5182
Grand Strand: Building 200, Room 104
843-477-2076

Visit our website/online live chat at www.hgtc.edu/techcentral or text 843-375-8552 for more information on The Student Information Center: TECH Central. Access the Student Information Center: TECH Central website or the Student Services tab for technology tutorials. Facebook us.

## Counseling Services

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

## Disability Services

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

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

## Library

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

The library is the gateway to library resources and services making them accessible on or off campus. Through the home page, access is provided to the library catalog, eBooks, research databases, online tutorials, library guides, and digital magazines. HGTC Library participates in multiple partnership agreements which increase the amount of resources available to patrons. The general library collection is available for check out with an HGTC student ID card. Materials may be requested from any campus and items are delivered to the campus most convenient, free of charge. Reference services are provided in person at each campus, via email, texting, chat, and social media websites or by telephone.

Library orientations and instruction sessions are available for individuals, classes or other groups. These instruction sessions actively promote information literacy and the development of lifelong learning skills. Service hours for each semester are posted on the library website and at each campus library. Special hours during holidays or breaks will be posted at each campus library. More information on library services is available at www.hgtc.edu/library.

## Philosophy of Student Affairs

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

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

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

## Add/Drop Period

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

## Advising

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

## Barnes & Noble College Bookstore

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

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

In-store books are arranged alphabetically by subjects, then numerically by course numbers. Course cards contain the course numbers and are located directly below textbooks.

During registration for classes, you may view or order your books online at the Bookstore website at www.hortec.bncollege.com provided the Bookstore has received an instructor book request for your class. Credit card prepayment is required.

## Bookstore Website

The Bookstore offers many services and products on its website at www.hortec.bncollege.com. There you can find the most current information about the Bookstore, its services, and products.

## Supplies

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

## Bookstore Payment

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

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

## Bookstore Refunds and Exchanges

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

All merchandise other than textbooks may be returned, with a receipt, within 30 days. All merchandise must be in its original condition.

Exceptions: No refunds are made on custom course materials, outlines, study guides, magazines and prepaid phone cards. Software must be unopened for exchange or refund. Opened software may be exchanged for identical disk only.

## Purchase of Used Books

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

semester. Book value is highest during final exam week at the end of each semester.

To sell books to the Bookstore, a student must present an HGTC ID card. Prices are variable:

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

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

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

No value:

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

**Bookstore Locations/Hours/Contact Information**

**Conway Campus**: Building 200, Phone: 843-349-5220
Monday-Thursday 7:30 am - 6:00 pm
Friday 7:30 am - 12:30 pm

**Grand Strand Campus**: Bldg. 300, Phone: 843-477-2089
Monday-Thursday 7:30 am - 5:00 pm
Closed Friday

**Georgetown Campus**: Bldg. 100, Phone: 843-520-1472
Monday - Thursday 9:00 am - 4:00 pm
Closed Friday

Closed during school breaks.
Additional hours are scheduled as necessary to meet seasonal needs.

## Bulletin Boards

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

## Class Schedules

Class schedules for each semester/term are posted at www.hgtc.edu. When selecting the "Catalog Term" in the Class Schedule, CE indicates Non-credit classes. Select "Fall" for Fall semester, not "CE Fall;" select "Spring" for Spring semester, not "CE Spring;" and select "Summer" for summer semester, not "CE Summer."

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

## College Closing/Cancellation of Classes

Should inclement weather or other circumstances require the cancellation of classes, the College will contact various news media to announce closing status. In addition, all campus general telephone numbers and the College website will be updated with the most recent closing information as soon as it is made available.

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

## Computer Use Agreement

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

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

## Copyright Laws

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

## Copiers for Student Use

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

## Counseling Services

HGTC Counseling services strive to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on

career exploration, personal matters, academic concerns and other areas of concern.

## DegreeWorks

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

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

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

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

## Disability Services

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

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

## Dress and Personal Appearance

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

## Privacy of Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Horry-Georgetown Technical College (HGTC) receives a request for access. A student should submit to the Office of Student Affairs a written request that identifies the record(s) the student wishes to inspect. The Office of Student Affairs official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of Student Affairs, the student will be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask HGTC to amend a record should write the Office of Student Affairs, clearly identify the part of the record the student wants changed, and specify why it should be changed.

3. The right to provide written consent before HGTC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. To authorize HGTC to disclose PII to an individual(s), the student must complete the Student Information Release Form located in the Registrar's Office.

HGTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by HGTC 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. A school official also may include a volunteer or contractor outside of HGTC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for HGTC.

4. The right to file a complaint with the U.S. 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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

**FERPA Notice for Directory Information:**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Horry-Georgetown Technical College (HGTC), with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, Horry-Georgetown Technical College may disclose appropriately designated "directory information" without written consent, unless the student has advised HGTC to the contrary in accordance with HGTC procedures. The primary purpose of directory information is to allow HGTC to include information from the student's education records in certain school publications. Examples may include:

- Honor roll or other recognition lists; and
- Graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless students have advised the LEA that they do not want their information disclosed without their prior written consent.

If the student does not want HGTC to disclose any or all of the types of information designated below as directory information from their education records without their prior written consent, they must notify HGTC by updating their Confidentiality Preferences within WaveNet or in writing to the Registrar's Office. Horry-Georgetown Technical College has designated the following information as directory information:

- Student's name
- Permanent Address
- Official college email address
- Home telephone
- Program of study
- Enrollment status (e.g., full-time, part-time withdrawn)
- Dates of attendance
- Graduation status
- Names of honors awarded (eg., Latin honors, dean's list, president's list)
- Previous educational agencies or institutions attended
- Participation in officially recognized activities

## Food and Beverages

Food and drink are not permissable in teaching labs and computer labs.

For purchasing food and/or beverages, students may visit: Cafe' 1100, bldg. 1100 or Coffee Grounds, bldg. 200 on the Conway Campus Campus Coffee or Beach Java on the Grand Strand campus. Additionally, vending services are available in multiple locations on all campuses.

## Grade Review

Students have the right to request a review of an assigned grade no later than the end of the semester immediately following the semester in which the grade was assigned. Students should first contact the professor of the course; requests for further grade review must be addressed with the Department Chair who will coordinate the review process and response.

## Fitness Center

A Fitness Center is available for all students in Bldg. 1100 on the Conway campus. Students must register with their student ID while using the gym. A wide variety of fitness equipment as well as lockers and showers are available for use. Information and schedule is available at 843-349-7805.

## 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.

### Illness or Medical Emergency

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

- A faculty or staff member should immediately call 911 to request an ambulance and notify Public Safety;
- A faculty or staff member should then notify the Associate Vice President for Student Affairs (Conway Campus) or Campus Provost (Georgetown and Grand Strand Campuses) and provide the name of the medical facility to which the student was taken and file an accident/incident report;
- Public Safety will immediately contact the student's emergency contact, identified by the student at admission;
- If accidental injury occurs during evening classes, Public Safety should be contacted immediately, who will in turn notify the Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand Campuses);
- As a step in the notification and documentation process for accidents and injuries, an Accident/Incident Report should be completed and routed to appropriate individuals;
- In less severe cases, the student should contact the nearest faculty or staff member, make arrangements

to see a physician if needed, and have the emergency contact, a parent, spouse or friend take him/her to a physician or home, as appropriate; and,

- A report must be filed on all accidents or injuries. Students should report injury to their professor, Student Affairs or Public Safety immediately and a report must be submitted.

## H-Number

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

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

## Housing

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

## ID Card

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

## Insurance for Students

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

## Lost and Found

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

## Major/Program of Study

Students are responsible for reviewing their major/program of study on WaveNet to assure HGTC has correct information. Students are responsible for the selection of courses that are required in their major/program of study. Advisors are available to assist students in selecting the appropriate courses. Most financial aid programs award funds for required courses only. Students wishing to change their major should visit an Admissions office at the campus they plan to attend. Students are not permitted to change their major after the add/drop period ends in a given term. The requested change will occur in the preceding term. Students are not permitted to change their major after the add/drop period ends in a given term.

## Multiple Degrees, Diplomas and Certificates

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

## Normal Completion Time

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

## Online/Distance Learning

Online/Distance Learning is a formal educational process in which the majority of the instruction in a course occurs is an asynchronous mode, meaning students and instructors are not in the same place. In a Distance Learning environment, interaction between the instructor and the student is regular and substantive, and can be initiated by the instructor or the student. Distance Learning formats include online and hybrid courses.

**Online course**
Online courses are taught 100% online using a combination of asynchronous and synchronous activities, providing greater flexibility of schedule and convenience of access to students. Online courses will have the same learning outcomes and level of rigor achieved in traditional courses. The delivery of online exams will follow HGTC established policy, to include identity verification. Online courses may require the use of online proctoring tools or live proctors at approved testing centers.

**Hybrid course**
Hybrid courses have a blend of traditional classroom instruction and online education. At HGTC, students will be required to meet face-to-face on average less than 60% of the

required time for a face-to-face course, with the remainder of their coursework completed online. A blended course is not simply an online course which requires in-class exams; blended courses allow faculty and students the opportunity to build strong personal relationships through face-to-face interaction and the opportunity to explore new types of learning activities not possible in traditional courses. Dates, times and locations for face-to-face meetings will be published in the official class schedule.

**Student Responsibilities**

- Understand the attendance policy for each class.
- Understand the rationale for communication with the professor and the necessity of meeting deadlines for contacts, tests, and submission of assignments.
- Communicate with the professor promptly when problems affecting attendance, meeting deadlines, or change in enrollment status occur.
- Be committed to completing assignments and fulfilling obligations to the professor and other students, as required by the class.
- Follow appropriate netiquette; show respect for the professor and other students in all communications, whether in person, on-line, or by phone.
- Consult the College Catalog for information regarding policies and procedures regarding financial aid, attendance, refunds, and other related matters.
- Students should read the "Acceptable Use Policy for Network Services and the Internet"

**D2L (Desire to Learn)**
D2L is the HGTC student portal for online and hybrid courses. Access to D2L is through WaveNet, which requires your HGTC User Name and Password. If you have any problems with access to WaveNet or D2L, seek assistance immediately by notifying the Tech Central or (843) 349-8324.
Be sure to watch the video "Learning to Navigate D2L" located in WaveNet under the Student Services Tab.
**Verifying Your Course Attendance**
Students must maintain attendance in their online and/or hybrid courses throughout the semester, as failure to do so may result in the student being withdrawn from the course. Students should log into their courses in D2L to access the course instructional package and directions for starting the course. All online classes have required weekly assignments tied to attendance. These assignments must be completed in D2L in order to be counted as present for the week. Although contacting your instructor via email or other means of communication is important if you have concern or need assistance, these means of communication outside the D2L environment do not count toward validating attendance. If you are having difficult access your course, please contact your instructor first. You may also contact Tech Central at 843-349-8324 for further assistance with accessing your course.

**To Progress in the Course**
Students should log into their course no less than once every week. Important dates should be listed in the course instructional package and found on the course calendar in D2L. Students should submit work and take tests by the deadlines established. If a student fails to meet deadlines or miss making contact with their professor for a week, the professor may drop this student for "absences." It is the student's responsibility to keep their professor informed about their participation in the class. If a student must miss a deadline they should notify the professor in advance.

**If You Cannot Complete the Course**
If a student is unable to complete a course, they should notify the professor immediately by e-mail or by phone. Also, they should go to My Registration Tools under the My Student Tab in WaveNet to withdraw from the class. Students need to pay attention to the withdrawal and refund deadlines printed in the academic calendar. Depending on the time of the semester, dropping a class may affect a student's financial aid eligibility. Students should check with the Financial Aid Office before dropping a class!!
REMEMBER: An online class is a class! Students attend an online class by logging on, completing assignments, and submitting information.
If a student does not attend, they will be dropped for excessive absences and may be liable for financial aid overpayments. To prevent overpayments, follow the procedures stated above.

## Overloads

Students may enroll for no more than 18 semester credit hours in the fall or spring semesters. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the academic advisor or department chair in the fall or spring semesters. Students may enroll for no more than 15 semester credit hours in the summer semester. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours only with permission of the academic advisor or department chair in the summer semester.

## Parking

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

To park on College property, vehicles must be registered with the College and have an appropriate decal affixed. Parking decals may be obtained from the Public Safety Office on every campus. To register a vehicle, you must have a valid driver's license, student ID, copy of your current class schedule, and a current vehicle registration.

Parking decals are valid for one year, from August to August. Students who demonstrate a valid decal need to use parking areas designated for individuals with disability may obtain a campus parking permit for use of those designated spaces.

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

## Residency

Residency classification for tuition and fees purposes at HGTC is governed by the South Carolina Code Sections 59-11-10 through 59-112-100. Guidelines are established by the South Carolina Commission on Higher Education and administered by the College. It is the responsibility of the applicant or student who would like to request a review of his/her residency classification to complete the Application for Review of Residency Classification form available online at www.hgtc.edu/admissions, provide requested supporting documentation, and return the application and documentation to the Admissions Office by the announced deadline. The deadline for submission of an Application for Review of Residency is the last day of registration for the term for which residency reclassification is requested.

Appeals of residency decisions may be made to the Residency Review Committee. Applicants incorrectly classified as residents are subject to re-classification and payment of all unpaid non-resident fees. If incorrect classification results from false or concealed information, an applicant may be charged tuition and fees past due and unpaid at the out-of-state or out-of-county tuition rate and may be subject to disciplinary action according to the Student Code of Conduct for the South Carolina Technical College System.

## Residency Credit Requirement

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

## Student Responsibility - Safety

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

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

- **Conway Campus**
  Associate Vice President for Student Affairs
  (Bldg. 1100) 843-349-7550
  Office: 843-349-7806
  Cell: 843-251-6111

- **Grand Strand Campus**
  Campus Provost 843-477-2032
  Office: 843-477-2115
  Cell:843-251-9405

- **Georgetown Campus**
  Campus Provost: 843-477-2032
  Office: 843-520-1400
  Cell: 843-446-1869

- **CCU Dispatch**
  NON ER:843-349-2177
  EMERGENCY: 843-349-2911

**Emergencies – On Any Campus**

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

## Student Right to Know

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

## Safety and Campus Security Act

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

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

## Campus Security Act

The Crime Awareness and Campus Security Act of 1990 requires colleges and universities to collect and make available crime statistics for certain crimes committed on campus. Title II of the Act also calls for institutions to provide statistical data about the on-campus occurrence of certain criminal offenses that have been reported to campus security authorities or local police agencies. Also, Title II of the Act requires that institutions provide students information on institutional policies regarding security procedures and campus law enforcement, as well as a description of programs designed to inform students about crime prevention. The Federal Crime Report is filed in October each year and includes statistics for the previous calendar year. The report may be accessed at ope.ed.gov/security. A print copy of the current report is available upon request to the Office of Student Affairs on the Conway Campus. The current report may be viewed at Student Right to Know at www.hgtc.edu/ righttoknow.

## Smoking

HGTC is a smoke-free environment and smoking is limited to specific areas on each campus. Smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and pipes.

## Speed Limit on Campus

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

## Student Engagement

Horry Georgetown Technical College Student Engagement takes learning beyond the classroom and encourages growth through advocacy, leadership, team-building, and community awareness. We offer a variety of experiences for students on campus, including major and interest-specific clubs, honor societies, multicultural clubs, recreational activities, and international opportunities.

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

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

## Title IX

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

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

Dr. Melissa Batten: Vice President for Student Affairs
Building 1100, Room 107A Conway, SC
(843) 349-5228
Melissa.Batten@hgtc.edu

Jackie Snyder: Associate Vice President, Human Resources & Employee Relations
Building 200, Room 212A Conway, SC
(843) 349-5212
Jacquelyne.Snyder@hgtc.edu

Beth Havens: Director of Student Development
Building 1100, Room 102D Conway, SC
(843) 349-5249
Beth.Havens@hgtc.edu

Tara Lahnen: Assistant Director for Human Resources
Building 200, Room 212E Conway, SC
(843) 349-5213
Tara.Lahnen@hgtc.edu

## Tutoring

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

## Transcripts

Transcripts may be ordered online through a student's WaveNet Account or through Parchment at www.parchment.com. Transcripts can be mailed, picked up, or sent electronically. If a student no longer has access to WaveNet, then they can request their transcript through Parchment or via a paper transcript request form. Transcript request forms are available in the Registrar's Office and cost $5 more than transcript requests made online through Wavenet or Parchment. Transcript requests made by telephone, email, or family/friends will not be accepted. Fees are required for each official transcript requested. Unofficial transcripts will not be printed, and if needed can be obtained from a students WaveNet account.

## Visitors

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

## WaveNet

WaveNet is the source for communications by HGTC to students. Each student who is admitted to the College receives a WaveNet user name and password and retain the user name and password in order to access WaveNet. Each student is solely responsible for security of login information and shall not share the login or password with others. At the time of admission, students also receive an "H number," which is the student's unique student identification number.

Regular use of WaveNet is critical for student success at HGTC! WaveNet is the online communication tool for all students, providing access for email from the college, online registration, dropping/ adding classes, D2L courses, student personal information, financial accounts, grades and more, plus announcements of College activities, services, and cancellations.

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

## Weapons Policy

No person, except a sworn law enforcement officer in full duty uniform, shall possess a firearm of any kind on any premises, property and/or property immediately adjacent to and owned, operated, or controlled by Horry-Georgetown Technical College, including grounds and parking lots of the College or a College sponsored event. South Carolina Code of Laws Section 16-23-420 (a), provides that these statutory provisions do not apply to a person who is authorized to carry a concealed weapon, pursuant to "The Law Abiding Citizens for Self Defense Act of 1996" when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Weapons/firearms legally secured in personal vehicles must not be removed from the vehicles while on College grounds. Violation of these provisions may result in criminal prosecution and/or College disciplinary action, including expulsion.

## Student Rights, Responsibilities and Discipline

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The statements of rights and responsibilities are designed to clarify those rights students may expect to enjoy as members of the student body of a community college and the obligations which admission to the College places upon students. Students are responsible to be informed of all policies and procedures required for continued attendance. These are generally found in this catalog. Individuals may request a printed copy from the Office of Student Affairs (843) 349-7550.

## Policy for A Drug-Free Environment

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

Further information regarding Drug-Free Schools and Campuses and Public Law 101-226 may be obtained in the Office of Student Affairs located in Building 1100 on the Conway Campus or by calling (843) 349-7550.

**The College**
Horry-Georgetown Technical College is concerned about the adverse effects that drugs and alcohol can have upon society, families and education. To that end, HGTC is committed to establishing and promoting a campus free from alcohol and illegal drug use. HGTC enforces a zero tolerance practice concerning the possession, sale or use of illegal drugs and alcohol by any individual participating in on campus student events and at off campus College sponsored student events. Anyone under the influence of alcohol or narcotics will be subject to removal and disciplinary action as outlined in the SC Technical College Student Code. In an effort to maintain a drug-free learning environment, the Department of Public Safety, in conjunction with local law enforcement authorities, will periodically conduct sweeps for illicit drugs using drug dogs in parking lots, common areas and buildings on all campuses. Once a canine alerts, probable cause to believe drugs are present is created. Accordingly, searches and other legal processes will ensue. Persons deemed to be in violation of State or Federal law or College regulations will face disciplinary action and possible arrest.

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

**Sanctions**
HGTC does not tolerate the attempted or actual violation of any federal, state or local laws regarding alcohol and drugs. The College will impose sanctions on students and employees for violations of the Standards of Conduct. Sanctions for students may include expulsion. Sanctions for employees may include termination. In addition to the penalties imposed by HGTC, referral may be made to the appropriate law enforcement agency. Counseling and/or treatment options are available for both students and employees. Employees should contact the Office of Human Resources and students should contact the Office of Student Affairs. 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 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. Risks from tobacco, alcohol, and other drug use may be influenced 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.

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

All of the following information can be directly attributed to the Centers for Disease Control and Prevention:

**Tobacco:** Cigarette smoking harms nearly every organ of the body, causes many diseases, and reduces the health of smokers in general and smoking is the leading preventable cause of death in the United States.

**Alcohol:** Drinking too much can harm your health. Excessive drinking was responsible for 1 in 10 deaths among working-age adults aged 20-64 years. **Binge drinking is a serious but** preventable **public health problem. Binge drinking is the most common, costly, and deadly pattern of** excessive alcohol use **in the United States.** The National Institute on Alcohol

Abuse and Alcoholism defines binge drinking as a pattern of drinking that brings a person's blood alcohol concentration (BAC) to 0.08 grams percent or above. This typically happens when men consume five or more drinks or women consume four or more drinks in about two hours. Most people who binge drink are not alcohol dependent.

Binge drinking is associated with many health problems, including the following: unintentional injuries such as car crashes, falls, burns, and alcohol poisoning, violence including homicide, suicide, intimate partner violence, and sexual assault, sexually transmitted diseases, unintended pregnancy and poor pregnancy outcomes, including miscarriage and stillbirth, fetal alcohol spectrum disorders, sudden infant death syndrome, chronic diseases such as high blood pressure, stroke, heart disease, and liver disease, cancer of the breast, mouth, throat, esophagus, liver, and colon, memory and learning problems, and alcohol dependence.

The law prohibits the purchase or possession of alcoholic beverages by persons under the age of 21. More information, including consequences for violations, can be found in the South Carolina Code of Laws SECTION 63-19-2440 and SECTION 63-19-2450, https://www.scstatehouse.gov/code/t63c019.php.

**Marijuana:** Marijuana use directly affects the brain — specifically the parts of the brain responsible for memory, learning, attention, decision making, coordination, emotions, and reaction time. Marijuana is the most commonly used illegal drug in the United States. Research shows that about 1 in 10 marijuana users will become addicted.

**Opioids and other Illicit Drugs:** Opioids are substances that work on the nervous system in the body or specific receptors in the brain to reduce the intensity of pain. Drug overdose deaths and opioid-involved deaths continue to increase in the United States. The majority of drug overdose deaths (66%) involve an opioid. From 2000 to 2016, more than 600,000 people died from drug overdoses. Deaths from drug overdose are up among both men and women, all races, and adults of nearly all ages.

**Cited Sources and For More Information:**

www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm

www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm

www.cdc.gov/alcohol/fact-sheets/binge-drinking.htm

www.cdc.gov/marijuana/fact-sheets.htm

www.cdc.gov/drugoverdose/epidemic/index.html

www.cdc.gov/drugoverdose/data/index.html

## Rights and Responsibilities of Students With Disability

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 a disability at the College should make immediate contact with HGTC Student Services staff for information about the process for establishing documentation of a disability and appropriate follow-up in order to obtain reasonable accommodations.

**Students with a disability are responsible for:**

- Self-identifying themselves to the Director of Student Development on the Conway Campus, the Coordinator for Student Affairs on the Georgetown Campus or Counselor for Disability Services on the Grand Strand Campus prior to the start of each semester if requiring special academic or physical accommodations.
- Providing current documentation from an appropriate professional identifying the disability and recommending accommodations in order to activate the faculty notification process.
- Demonstrating how the disability affects a particular delivery system, instructional method or evaluation criteria when requesting accommodations.
- 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.
- Meeting with class professors each semester to discuss arrangements for accommodations.
- Satisfying the same obligations as any student for meeting and maintaining the College's academic and technical standards.
- Following the policies and procedures for test taking and classroom behavior.

**Students with a disability 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.
- 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.
- 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.
- Confidentiality of all information pertaining to the student's disability. Specific information (including documentation) relating to the student's disability will not be given out without written permission from the student.
- Appeal decisions concerning accommodations by filing a petition with the Associate Vice President for Student Affairs.
- Following an appeal to the Associate Vice President for Student Affairs, students have the right to appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.
- Failure to request services and/or misuse of services on the student's part may cause a disruption in receiving services.

## Student Code For The South Carolina Technical College System (3-2-106.1)

The Student Code for the South Carolina Technical College System applies to all HGTC students and is revised periodically. As a state policy this student code applies to all students enrolled in The SC Technical College System. The Student Code is included in its entirety below. An approved, current copy is available from the office of the Associate Vice President for Student Affairs. A statement on College policy on student conduct and due process procedures follows.

**General Provisions**

**I. Purpose**

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

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

**II. Principles**

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

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

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

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

**III. Solutions of Problems**

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

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

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

**IV. Definitions**

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

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

"President" means the chief executive officer of the college.

"Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.

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

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

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

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

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

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

"Syllabi" At HGTC this information can be found in the Instructor Information Sheet of the Course Instructional Package.

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

"Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision

which has jurisdiction over the place in which the violation occurs.

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

**Student Code**
**I. Student Rights**
**A. Freedom from Discrimination**
There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

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

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

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

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

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

**F. Right to Know Academic and Grading Standards**
Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

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

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

**H. Right to Confidentiality of Student Records**
All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:
(1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

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

**I. Right to Due Process**
At a minimum, any student charged with misconduct under this code is guaranteed the following:
1) the right to receive adequate notice of the charge(s);
2) the right to see and/or hear information and evidence relating to the charge(s), and
3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

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

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

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

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

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

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

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

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

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

**D. Actions which endanger students and the college community**
Actions which endanger students and the college community include, but are not limited to the following:
1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2 (HGTC procedure 9.3.7.4).
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

**E. Infringement of Rights of Others**
Infringement of rights of others is defined to include, but is not limited to the following:

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

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

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

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

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

**F. Other Acts which Call for Discipline**
Other acts which call for discipline include, but are not limited to the following:
1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off- campus when participating in a college sponsored event or activity.

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

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

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

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

This letter must include the following information:

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

**B. Academic Misconduct**
1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

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

3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:

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

These rights follow:

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

3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
4) The right to know the identity of the person(s) bringing the charge(s).
5) The right to hear witnesses on behalf of the person bringing the charges.
6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
7) The right to appeal the decision of the Chief Academic Officer to the President.
8) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

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

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

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

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

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

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

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

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

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

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

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student

violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

**2. Hearing Committee**

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

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

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

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

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

**C. Student Misconduct**

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

**D. Hearing Committee Procedures**

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

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

These rights follow:

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

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

**E. Hearing Committee Meetings**
1) The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6) The Chair of the Hearing Committee will send a certified letter to the student's address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

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

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

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

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

**I. Procedural Overview**

*The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights.*

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

Any student, or other member of the College community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the

College's Chief Student Services Officer, campus law enforcement, or with the College's Title IX Coordinator, or designee. The Title IX Coordinator's office location, email address, and phone number are printed in the College's catalog and appear on the College's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee. The College will evaluate violations to their anti-bullying policy to determine if there is also a possible violation of Title IX.

The Title IX Coordinator or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under the regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Any other member of the college community may also file reports at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

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

If the alleged violator named in the report is an employee or third party, the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or SBTCE Non- Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined in SBTCE Student Grievance Procedure (SBTCE Procedure 3-2- 106.3).

**II. Definitions**

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

1. A Complainant is an individual alleging conduct prohibited under this regulation.
2. Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. In addition, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
3. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
4. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).
5. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
6. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
7. A Respondent is an individual accused of a violation under this regulation.
8. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX

Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.

9. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
10. Sex-Based Harassment includes sexual harassment and gender-based harassment.
11. Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing or attempting to coerce; or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by any object, or (2) the mount of a person by a sex organ of another person, without that person's consent.
12. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
13. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
14. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
15. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

**III. Sanctions**

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee, the following sanctions may be imposed, if the available information indicates that a violation has occurred:

1. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
2. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
3. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
4. Loss of Privileges-- Suspension or termination of particular student privileges.
5. Suspension from the college--Separation from the college for a specified period. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
6. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
7. Additional Measures – Minimizing contact between Complainant and Respondent; may include, but is not limited to change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.

8. Any combination of the above.

**IV. Formal Resolution Process**

1. Preliminary Investigation
   Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.
2. Sanctioning
   If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.
3. Notification of Resolution
   Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.
4. Hearing
   If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above- outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.
   a. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's

address of record. The letter must contain the following information:

1. A statement of the charge(s).
2. A brief description of the incident that led to the charge(s).
3. The name of the person(s) submitting the incident report.
4. The date, time, and place of the scheduled hearing.
5. Identification of the members and chair of the Hearing Committee
6. A list of all witnesses who might be called to testify.
7. A statement of each party's procedural rights. These rights follow:
   The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
   The right to present witnesses on one's behalf.
   The right to know the names of any witnesses who may be called to testify at the hearing.
   The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
   The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
   The right to know the identity of the person(s) bringing the charge(s).
   The right to hear witnesses on behalf of the person bringing the charges.
   The right to testify or to refuse to testify without such refusal being detrimental to the student.
   The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
   The right to a fair and impartial decision.
   The right to appeal the Hearing Committee's decision.

1. a. On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change.
   b. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.
2. Appeal
   If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.
   The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.
   The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's address of record.

**V. Informal Resolution/Mediation Process**

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that

1. the Respondent agrees to such resolution,
2. the Complainant and the Respondent are both students,
3. the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and
4. the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

1. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
2. Notice of the Mediation- Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth
    a. The date, time, and location of the mediation;
    b. The name of the individual selected to serve as the Mediator.
3. No Contact- Parties may not contact each other outside of the mediation, even to discuss the mediation.
4. Attendance- Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.
5. The Mediation
    a. The Complainant's Rights. During the mediation, the Complainant may:
        1. Confront the Respondent in the presence of, and facilitated by, the Mediator
        2. Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
        3. Relay his or her wishes and expectations regarding protection in the future.
    b. Counsel and Advisors
        1. Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
        2. Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.
    c. Resolution
        During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.
    d. Revocation
        Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement

provided such revocation be in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

6. Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
7. The college will retain any documentation of the mediation for at least seven (7) years

**VI. Hearing Committee**

1. The Hearing Committee shall be composed of the following:
   a. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.
   b. All cases are decided by a majority vote. In extenuating circumstances, hearings may move forward with three (3) members.
   c. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.
2. The Hearing Committee shall perform the following functions:
   a. Hear cases of alleged violations of the Code of Student Conduct.
   b. Insure that the student's procedural rights are met.
   c. Make decisions based only on evidence and information presented at the hearing.
   d. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
   e. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section III.
3. Hearing Committee Meetings
   a. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
   b. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
   c. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
   d. Witnesses shall be called in one at a time to make a statement and to respond to questions.
   e. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.
   f. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable, the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
      1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
      2. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly

relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college's campus).

**VII. Confidentiality and Privacy**

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings")

**VIII. Amnesty for Drug and Alcohol Possession and Consumption Violations**

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

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

**I. Purpose**

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

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

**II. DEFINITIONS**

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

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

"President" means the chief executive officer of the college.

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

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

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

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

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

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

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

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

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

**III. GRIEVENCE PROCESS**

**A. Filing a Complaint**

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

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to

initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

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

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

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

**B. Pre-Hearing**

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

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

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

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

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

**C. Student Grievance Hearing**

**1. Requesting a Hearing**

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

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

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

**2. Grievance Committees**

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

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

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

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

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

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

b) Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.

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

d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays

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

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

1. a brief description of the complaint, including the name of the person filing the complaint.

2. the date, time, and location of the meeting;

3. the name of any person who might be called as a witness.

4. a list of the student's procedural rights. These rights follow:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Any complaint that does not fall within the scope of the Student Grievance Procedure for the South Carolina Technical College System (3-2-106.3)-2015, may file a formal complaint with the Office of Student Affairs. The Office of Student Affairs or the appropriate designee will respond to the complaint in writing.

## Academic Information and Policies

## Academic Average (Grade Point Average)

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

## Academic Degree Requirements

Students must successfully complete the required semester credit hours of the academic program with a minimum 2.00 grade point average to be eligible for graduation. A minimum of 25% of coursework must be completed at HGTC.

Further, students will not receive a printed diploma or certificate upon graduation without a completed graduation application for their major and complete payment of all outstanding fees and financial obligations due to the College.

Some programs are approved for Cooperative Work Experience (CWE or SCWE). Students seeking work credit should check in advance with the academic advisor.

Some programs have articulation agreements for advanced placement for high school students or with baccalaureate institutions. Students should see their academic advisors or www.sctrac.org for details.

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

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

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

## Academic Fresh Start Policy

The Academic Fresh Start Policy recognizes the new focus and purpose of the returning student and provides a way of reflecting a measurement of current academic achievement without previously earned grades lowering overall grade point average. Returning students may apply for Academic Fresh Start with the Registrar's Office on the Conway Campus within the first two terms of reenrollment. The final decision of granting Academic Forgiveness will be made by the Registrar in consultation with the Department Chair for the program in which the student is currently enrolled.

## Academic Standing

Students are notified of their academic standing via email to their WaveNet email account only. Financial Aid Standards of Progress (SAP) have different requirements for satisfactory progress.

**Good Standing**
A student is in good standing with the College when he/she maintains a minimum 2.0 Grade Point Average (GPA). Some academic programs have more stringent requirements to remain in the program of study; students are advised of these requirements in program progression standards. It is the responsibility of the student to be aware of the requirements for his/her program of study. Financial aid programs have different Standards of Progress and a student may enroll, but receive no financial aid.

**Academic Warning**
A student pursuing an associate, diploma, or certificate degree will be placed on academic warning when their cumulative GPA falls below 2.0. A student who is on academic warning should meet with their academic advisor, participate in tutorial services, and consider reducing the number of classes attempted for the academic warning term.

**Academic Probation**
Any student who fails to earn a 2.0 cumulative GPA for two semesters in a row will be placed on academic probation. Students on academic probation are strongly encouraged to meet with a member of the counseling staff and their academic advisor to determine a course of action to improve the students' academic performance. Possible courses of action include participation in tutorial services and reduction in course load for the academic probation term.

**Academic Suspension**
Students who fail to earn a 2.0 cumulative GPA while on academic probation will be placed on academic suspension from the College for one semester, and will not be permitted to return until they have sat out during the academic suspension semester. Readmission after academic suspension term should include participation in counseling through Student Affairs, tutorial services, and academic advising, and a reduction in course load.

## Standards of Progress

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

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

## Advanced Placement

**Advanced Placement Exams (AP)**
HGTC accepts the Advanced Placement Examination program of the College Entrance Examination Board. A score of three or higher must be attained for credit to be granted. Contact the Registrar's Office for determination of a specific course exemption. For more information on AP Courses, AP Score Reports, and AP Credit & Placement, please go to

www.collegeboard.org. AP score equivalents for transfer to HGTC are available at: https://www.hgtc.edu/documents/academics/prior-learning-assessment/ap-scores.pdf

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

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

Students must first contact the appropriate Academic Chair for review of documentation and, if credit is recognized, submission of a completed Experiential Exemption Credit Form to the Registrar's Office with appropriate documentation, including such items as appropriate from the learning activity:
• Official, sealed transcript from training entity;
• Certificates from professional organizations;
• Letters from employer with detailed information about the experience; and,
• Artifacts, such as projects, programs.

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

The Academic Chair may require additional information, including proficiency testing to confirm student knowledge of theoretical concepts to determine experiential credit award. If proficiency testing is required, the non-refundable testing fee is $40, payment in advance to Student Accounts. The Chair will complete the Experiential Exemption Credit Form and submit for processing. If no testing is required, there is no cost for Experiential Exemption Credit.

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

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

**CLEP - College-Level Examination Program**

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

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

**International Baccalaureate Credit (IB)**
HGTC awards International Baccalaureate credit to students for courses in which a grade of four (4) or higher has been made on the appropriate International Baccalaureate Organization (IBO) examination while in high school. All courses may not apply toward a degree. A listing of courses which may be exempted, as well as the complete IBO credit policy and procedure, is available from the Registrar's Office or at https://www.hgtc.edu/documents/academics/prior-learning-assessment/international-baccalaureate.pdf. .

**Proficiency Examination Credit**
Registered students may challenge a limited number of courses with the approval of the appropriate Department Chair and Academic Assistant Vice President/Dean and by paying appropriate fee(s). Students cannot receive credit by examination for a course that is equivalent to or at a lower level than that in which they are currently enrolled or for which they have previously enrolled. Students may not challenge any course that has been previously audited or failed. All prerequisites must be completed before taking a proficiency examination. Any student interested in Credit by Proficiency Examination may obtain an application at the Registrar's Office on the Conway Campus, the Director of Campus and Support Services at the Grand Strand Campus, the Office of the Coordinator of Student Affairs on the Georgetown Campus, or by going to https://www.hgtc.edu/documents/academics/prior-learning-assessment/credit-by-proficiency.pdf.

**Application for Proficiency Exam Credit**
• Students must obtain an application for proficiency examination from the Registrar's Office or go to https://www.hgtc.edu/documents/academics/prior-learning-assessment/credit-by-proficiency.pdf;

• A fee is required. Students must show proof of payment to the department chair/designee administering the examination before the examination is scheduled;
• Students should schedule proficiency examinations with appropriate department chair/designee or the testing center.
• A numerical grade of 75 or higher is passing the exam and earns proficiency credit.

The Credit by Proficiency appears as credit hours earned but no grade is assigned for GPA calculation. Credits by Proficiency cannot exceed 25% of the total credits required for graduation.

Contact the Conway Campus Testing Center at (843) 349-5248 for information or how to make exam arrangements.

## Attendance Policies and Procedures

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

Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. If a student is not in attendance for two consecutive weeks, they will be withdrawn from the course. In addition, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. 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 date last attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals.

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

Online and hybrid classes require attendance. Attendance is defined as the submission of or participation in an academic related activity, such as the completion of an instructional packet quiz, participation in a discussion, submission of assignments, or the completion of an exam or quiz. Each instructor defines the method for students to indicate class attendance, and students are responsible for meeting the attendance requirements for each class.

## Commencement Ceremony

Commencement exercises are held each May. Students who complete academic requirements during the fall or spring terms are expected to participate. Students who will complete requirements by end of summer term may participate in commencement. The same requirements apply to these students. To participate, summer term candidates must have a minimum 2.00 program GPA at the time of the ceremony.

Honors are those recognized at the time of the ceremony and are printed in the commencement program and announced when the student receives his/her diploma as follows:

Cum Laude–graduating with a cumulative GPA of 3.50-3.74
Magna Cum Laude–graduating with a cumulative GPA of 3.75-3.99
Summa Cum Laude–graduating with a cumulative GPA of 4.00

## Cooperative Education

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

## General Education Courses

The general education courses serve as a common foundation for career seeking and transfer students. Below is a list of courses which will fulfill core curriculum and may transfer to senior institutions. For more information on individual course transferability see www.sctrac.org. Students are advised to contact the transfer institution for approval of transfer courses. Advisors will provide assistance. Courses on the Statewide Articulation Agreement are denoted below as Transfer.

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

**Humanities/Fine Art**
MUS 111, MUS 112, PHI 201, REL 103,
Transfer: ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 218, ENG 230, ENG 236 FRE 201, FRE 202, GER 201, GER 202, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, MUS 105, PHI 101, PHI 110, PHI 115, SPA 201, SPA 202, SPC 210, THE 101

**Mathematics**
MAT 101, MAT 102, MAT 155, MAT 168, MAT 170, MAT 175, MAT 176, MAT 250 and MAT 251 (Education transfers)
Transfer: MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 141, MAT 240 MAT 242

**Natural Sciences**
BIO 105, BIO 112, CHM 105, PHY 118

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

**Social/Behavioral Sciences**
PSY 103
Transfer: ANT 101, ECO 210, ECO 211, GEO 101, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 210, PSY 212, SOC 101, SOC 102, SOC 205, SOC 210, SOC 220

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

## General Education Program Learning Outcomes

The General Education Program helps the student strengthen academic skills, broaden intellectual horizons, develop and explore new academic interests, reflect on personal and professional values, develop an appreciation for multiculturalism and build a foundation of knowledge for future course work and life-long learning. All associate degrees require a minimum of 15 semester hour credits of general education which include at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral Sciences; Natural Sciences/Mathematics.

This General Education core provides graduates with appropriate Reading, Writing, Oral Communication, Fundamental Mathematical skills and the basic use of computers. (SC Technical College System Program Models)

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

- Communicate effectively;
- Think critically;
- Self and professional development.

## Grade Point Average

The College operates on a semester-hour credit system. Semester-hour credits represent the number of hours completed with a passing grade. Grade 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 points are computed in the student's Grade Point Average (GPA).

| The Grade Point Average is as follows: | |
|---|---|
| Grade | Points |
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |
| F/WF | 0 |
| I | Hours not earned until grade assigned (non-punitive) |

| Computing GPA Example: | | | | |
|---|---|---|---|---|
| Course | Grade | Point Equivalent | Credit Hrs. Attm* | GP Earned |
| BIO 101 | C | 2 | 4 | 8 |
| PSY 201 | B | 3 | 3 | 9 |
| ENG 102 | C | 2 | 3 | 6 |
| MAT 110 | B | 3 | 3 | 9 |
| ENG 231 | I | 0 | | 0 |
| Total | | | 16 | 32 |

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

GPA is calculated by dividing the total grade points earned (32) by the total credit hours attempted (16), minus those hours with non-punitive grades (3): Example: 32 ÷ (16-3) = 32 ÷ 13 = 2.46 GPA.

## The Grading Scale

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

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60
A different grading scale may exist in some academic programs. The grading scale is provided for each class. Refer to the specific academic program section.

The following grades are used:
A - EXCELLENT: used in GPA calculations; carries a value of 4 quality points and earns credit hours.
B - ABOVE AVERAGE: used in GPA calculations; carries a value of 3 quality points and earns credit hours.
C - AVERAGE: used in GPA calculations; carries a value of 2 quality points and earns credit hours.
D - BELOW AVERAGE: used in GPA calculations; carries a value of 1 quality point and earns credit hours.
F - FAILURE: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)
I - INCOMPLETE: does not affect GPA calculations; defaults to "F" automatically after one term if the incomplete work has not been completed and generates 0 quality points and 0 credit hours. (See special note below.)
WF - WITHDRAWN FAILURE: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)

W - WITHDRAW: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. May be utilized when extenuating circumstances warrant.
S - SATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, but does cause credit hours and CEUs to be earned.
U - UNSATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, earns 0 credit hours.
AU - AUDIT: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.
CF - CARRY FORWARD: not used in GPA calculations; earns 0 credit hours; generates no grade points.
E - EXEMPT: not used in GPA calculations; earns credit hours; generates no grade points. An "E" is awarded for HGTC courses which students have been permitted to exempt as a result of testing, articulation, equivalent work experience or other educational experience.
NC - NO CREDIT: not used in GPA calculations; earns 0 credit hours; generates no grade points.
SC - SATISFACTORY COMPLETION: not used in GPA calculations; earns credit hours, generates no grade points.
TR - TRANSFER: not used in GPA calculations; earns credit hours; generates no grade points. A "TR" is given for allowable equivalent credits earned at other accredited colleges, universities or technical colleges. All "TR" grades must be supported by an official transcript of record from a regionally accredited postsecondary institution.
Note: Regarding a grade of "I" (Incomplete): A grade of Incomplete ("I") is assigned when the student does not complete work or take the final exam due to illness or for other reasons over which the student has no control. This grade is given only with the approval of the professor involved. An incomplete must be completed by the end of the following term. Otherwise, the grade becomes an automatic failure ("F").

## Graduation Requirements

Students are eligible for graduation upon completion of the following:

- Satisfactory completion of the required number of hours and courses specified in the Associate, Diploma, or Certificate Degree Programs, and satisfactory completion of 25% of the credit hours taken at HGTC.
- Achievement of a 2.0 program grade point average.
- Students will not receive a printed diploma or certificate upon graduation without a completed graduation application for their major and complete payment of all outstanding fees and financial obligations due to the College.

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

## Honors

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

**President's List**
Semester grade point average (GPA) of 3.75 or higher, with a minimum of 12 credit hours.

**Dean's List**
Semester GPA of 3.50 to 3.74, with a minimum of 12 credit hours.

Note: Developmental courses are not included in this calculation. Students receiving an Incomplete (I) cannot be considered for these recognitions until a grade change has been processed through the Registrar's Office. The President's List and Dean's List are published after each semester and posted on WaveNet and the College's social media platforms for students who have not marked the Confidentiality Indicator in the Student Information System prohibiting the college from publishing FERPA directory information. Students receiving this honor will receive a certificate mailed to their address on file.

## Standards of Progress

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

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

## Withdrawal

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

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

After the add/drop period and before two-thirds points for the term, the student may perform a withdrawal which results in a grade of "W." This withdrawal may affect the student's financial aid award and Satisfactory Academic Progress.

After the two-thirds point, a student will receive a "W" if passing the course on the date last attended, or "WF" ("U" for Developmental Studies courses) if failing the course on the last date attended. This withdrawal may affect the student's financial aid award and Satisfactory Academic Progress.

After the two-thirds point, the withdrawal grade of "W" or "WF" ("U") will be assigned by the course instructor. Students should contact the course instructor to initiate withdrawal after the two-thirds point. Students should discuss their withdrawal plans and the grade with the instructor(s) prior to withdrawal.

Because changes in course loads impact financial aid, veteran's benefits and other enrollment-related financial situations, it

is important that students who anticipate withdrawing from a course or courses investigate the impact of this withdrawal with the appropriate College office. Students who do not attend or who withdraw from classes may be required to repay funds allocated for financial assistance for tuition, books, etc.

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

## Transferring

Students who plan to pursue a bachelor's degree should elect to enroll in the transferable English, Mathematics, Humanity, Social Sciences and Behavioral Sciences courses to fulfill degree requirements. The optional, college-transferable English sequence is ENG 101 and SPC 205. The optional, college-transferable math sequence is MAT 110 or MAT 120 or higher. Students should refer to Associate in Arts/ Science course displays to determine the college-transferable Humanities, Social Sciences, and Behavioral Sciences.

## Transfer - State Policies And Procedures

On May 2, 1996, the South Carolina Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation for all public colleges and universities to facilitate the process and to assure recognition of maximum credits earned. This policy was revised in December, 2009.

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

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

**Admissions Criteria, Course Grades, GPA's, Validation**
All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- The institution's definition of a transfer student;
- Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs;
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer;
- Information about course equivalencies and transfer agreements;
- Limitations placed by the institution or its programs for acceptance of standardized examinations (SAT or ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth;
- Information about institutional procedures used to calculate student applicants' GPAs for transfer, admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; also, describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major;
- Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years had passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record; and,
- "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

**S.C. Transfer and Articulation Center (SCTRAC)**
All two-year and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items above, on the SC Transfer and Articulation Center website (www.sctrac.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.sctrac.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy.

Additionally, articulation agreements between public SC institutions of higher education will be made available on www.sctrac.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.sctrac.org will be reviewed at least annually and updated as needed.

**Statewide Articulation of 86 Courses for Transfer**
The statewide agreement of 86 courses approved by the SC Commission on Higher Education for transfer from two-to-four year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. Students should be aware that courses on this list are evaluated by the receiving institution for awarding credit. In instances where an institution does not have a course synonymous to one on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.sctrac.org as well as at www.che.sc.gov.

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

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

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

**Transfer Officers**
Each institution will provide the contact information for the institution's Transfer Office personnel, to include telephone numbers, office address, and email address on its website and on www.sctrac.org. Transfer office personnel will do the following:

• Provide information and other appropriate support for students considering transfer and recent transfers;
• Serve as a clearinghouse for information on issues of transfer;
• Provide definitive institutional rulings on transfer questions for the institution's students under these procedures; and,
• Work closely with feeder institutions to assure ease in transfer for their students.

**Statewide Publication and Distribution of Information on Transfer**
The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.sctrac.org. Furthermore, course catalogs for each public two- and four-year institution will include a section entitled "Transfer: State Policies and Procedures." This section will:
• Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina
• Refer interested parties to www.sctrac.org as well as to institutional Transfer Guide and institutional and Commission on Higher Education's websites (www.che.sc.gov) for further information regarding transfer

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

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

| Number | Title | Credits |
|---|---|---|
| ACC 101 | Accounting Principles I | 3 credits |
| ACC 102 | Accounting Principles II | 3 credits |
| ANT 101 | General Anthropology | 3 credits |
| ART 101 | Art History and Appreciation | 3 credits |
| ART 105 | Film as Art | 3 credits |
| AST 101 | Solar System Astronomy | 4 credits |
| AST 102 | Stellar Astronomy | 4 credits |
| BIO 101 | Biological Sciences I | 4 credits |
| BIO 102 | Biological Sciences II | 4 credits |
| BIO 210 | Anatomy and Physiology I | 4 credits |
| BIO 211 | Anatomy and Physiology II | 4 credits |
| BIO 225 | Microbiology | 4 credits |

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

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

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

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

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year SC institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities, such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits. For a complete listing of all courses in each Transfer Block, see www.sctrac.org.

| **Baccalaureate Arts, Humanities and Social Sciences Majors - Technical College Courses** | | |
|---|---|---|
| **Number** | **Title** | **Credits** |
| ENG 101 | English Composition I | 3 credits |
| ENG 102 | English Composition II | 3 credits |
| BIO 101 | Biological Science I | 4 credits |
| ENG 201 | American Literature I | 3 credits |

| | | |
|---|---|---|
| OR | | |
| ENG 202 | American Literature II | 3 credits |
| OR | | |
| ENG 205 | English Literature I | 3 credits |
| OR | | |
| ENG 206 | English Literature II | 3 credits |
| HIS 101 | Western Civilization to 1689 | 3 credits |
| OR | | |
| HIS 102 | Western Civilization Post 1689 | 3 credits |
| OR | | |
| PHI 101 | Introduction to Philosophy | 3 credits |
| OR | | |
| PHI 110 | Ethics | 3 credits |
| MAT 130 | Elementary Calculus | 3 credits |
| FRE 101 | Elementary French I | 4 credits |
| FRE 102 | Elementary French II | 4 credits |
| OR | | |
| GER 101 | Elementary German I | 4 credits |
| GER 102 | Elementary German II | 4 credits |
| OR | | |
| SPA 101 | Elementary Spanish I | 4 credits |
| SPA 102 | Elementary Spanish II | 4 credits |
| MUS 105 | Music Appreciation | 3 credits |
| PSY 201 | General Psychology | 3 credits |

| | | |
|---|---|---|
| OR | | |
| SOC 101 | Introduction to Sociology | 3 credits |
| PSC 201 | American Government | 3 credits |
| PSC 201 | American Government | 3 credits |
| **Baccalaureate Business Majors - Technical College Courses** | | |
| **Number** | **Title** | **Credits** |
| ENG 101 | English Composition I | 3 credits |
| ENG 102 | English Composition II | 3 credits |
| BIO 101 | Biological Science I | 4 credits |
| AND | | |
| BIO 102 | Biological Science II | 4 credits |
| OR | | |
| CHM 110 | College Chemistry I | 4 credits |
| AND | | |
| CHM 111/112 | College Chemistry II | 4 credits |
| ENG 205 | English Literature I | 3 credits |
| OR | | |
| ENG 206 | English Literature II | 3 credits |
| MAT 130 | Elementary Calculus | 3 credits |
| ACC 101 | Principles of Accounting I | 3 credits |
| ACC 102 | Principles of Accounting I | 3 credits |
| ECO 210 | Macroeconomics | 3 credits |
| ECO 211 | Microeconomics | 3 credits |
| HIS 101 | Western Civilization to 1689 | 3 credits |

| | | |
|---|---|---|
| OR | | |
| HIS 102 | Western Civilization Post 1689 | 3 credits |
| FRE 101 | Elementary French I | 4 credits |
| FRE 102 | Elementary French II | 4 credits |
| OR | | |
| GER 101 | Elementary German I | 4 credits |
| GER 102 | Elementary German II | 4 credits |
| OR | | |
| SPA 101 | Elementary Spanish I | 4 credits |
| SPA 102 | Elementary Spanish II | 4 credits |
| ART 101 | Art History and Appreciation | 3 credits |
| OR | | |
| MUS 105 | Music Appreciation | 3 credits |
| **Baccalaureate Engineering Majors - Technical College Courses** | | |
| **Number** | **Title** | **Credits** |
| ENG 101 | English Composition I | 3 credits |
| ENG 102 | English Composition II | 3 credits |
| CHM 111 | College Chemistry II (Prereq. CHM 110) | 4 credits |
| PHY 221 | University Physics I | 4 credits |
| MAT 140 | Analytical Geometry & Calculus I | 4 credits |
| MAT 141 | Analytical Geometry & Calculus II | 4 credits |
| HIS 101 | Western Civilization to 1686 | 3 credits |

| | | |
|---|---|---|
| Project Lead the Way (PLTW) Articulation Agreements. See institution lists for PLTW courses accepted at www.sctrac.org. | | |
| **Baccalaureate Science and Mathematics Major - Technical College Courses** | | |
| **Number** | **Title** | **Credits** |
| ENG 101 | English Composition I | 3 credits |
| ENG 102 | English Composition II | 3 credits |
| MAT 140 | Analytical Geometry & Calculus I | 4 credits |
| HIS 102 | Western Civilization Post 1689 | 3 credits |
| ENG 201 | American Literature I | 3 credits |
| OR | | |
| ENG 202 | American Literature II | 3 credits |
| OR | | |
| ENG 205 | English Literature I | 3 credits |
| OR | | |
| ENG 206 | English Literature II | 3 credits |
| ART 101 | Art History and Appreciation | 3 credits |
| OR | | |
| MUS 105 | Music Appreciation | 3 credits |
| OR | | |
| THE 101 | Introduction to Theatre | 3 credits |
| PSY 201 | General Psychology | 3 credits |
| OR | | |
| SOC 101 | Introduction to Sociology | 3 credits |
| PSC 201 | American Government | 3 credits |

| | | |
|---|---|---|
| FRE 101 | Elementary French I | 4 credits |
| FRE 102 | Elementary French II | 4 credits |
| OR | | |
| GER 101 | Elementary German I | 4 credits |
| GER 102 | Elementary German II | 4 credits |

**Baccalaureate Nursing Majors Transfer Block**
For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina Public Associate Degree Program in Nursing (ADN), provided that the program is accredited by the Accrediting Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

**Baccalaureate Teacher Education Majors Transfer Block**
SC Commission on Higher Education Booklet provides information on all Education programs. Go to www.sctrac.org for booklet and current information. HGTC has agreements with Coastal Carolina and Francis Marion Universities to benefit students interested in transfer for Teacher Education.

**Transferring to HGTC**
Students who are interested in transferring to HGTC should submit the HGTC Application for Admission and fee, indicating transfer. These students should also request that all official transcripts (high school and college) be sent to the HGTC Admissions Office. The College requires all transfer course credit be earned at postsecondary institutions accredited by a regional accrediting body for higher education. The College requires a minimum grade of a 'C' for course credits to transfer. Transcripts are manually evaluated for transfer credit by the Registrar's office, with input from the Academic Deans or Department Chairs when necessary. HGTC invites all students who are considering HGTC to visit the Admissions Office where campus tours, faculty introductions or visits are arranged. See Admissions-Transfer Students.

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

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

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

Visit www.sctrac.org; or contact the appropriate faculty advisor on all three campuses.

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

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

Many agreements identify general education requirements through Arts & Sciences majors. Others are program specific for graduates of Associate in Applied Science programs, including but not limited to Business, Criminal Justice Technology, Civil Engineering Technology, Computer Technology, Construction Management Technology, Digital Arts, Early Care and Education, Forestry and Wildlife Management Technology, Human Services, and Nursing.

Students should contact a program advisor or review the "University Transfer Student Options and Agreements" page on the HGTC website or visit www.sctrac.org for more information.

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

**Reverse Transfer**

HGTC offers Reverse Transfer to assure students who have earned a minimum of 25% of their coursework at HGTC may receive their associate degrees or diplomas or certificates. Interested students should complete the following two steps:
1) Request their transcript from the most recent institution be sent to HGTC Office of the Registrar, when sufficient credits have been earned to complete HGTC degree requirements and;
2) Complete and submit the HGTC Graduation Application. The Registrar's Office will review and determine eligibility for graduation. Inquiries should be addressed to registrar@hgtc.edu.

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

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

**Associate in Applied Science Degree**

## Major: ACCOUNTING

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

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **General Education** | | |
| ECO 210 or ECO 211 | Macroeconomics or Microeconomics | 3 |
| ENG 155 | Communications I** | 3 |
| ENG 160 | Technical Communications** | 3 |
| | Humanities* | 3 |
| MAT 101 | Beginning Algebra** | 3 |
| | **TOTAL** | **15** |
| **Accounting Required Core** | | |
| ACC 101 | Accounting Principles I | 3 |
| ACC 102 | Accounting Principles II | 3 |
| BUS 101 | Introduction to Business | 3 |
| BAF 101 | Personal Finance | 3 |
| BUS 121 | Business Law | 3 |
| ACC 124 | Individual Tax Procedures | 3 |
| BUS 220 | Business Ethics | 3 |
| | **TOTAL** | **21** |
| **Other Accounting Courses** | | |
| ACC 125 | Advanced Individual Tax Procedures | 3 |
| ACC 150 | Payroll Accounting | 3 |
| ACC 201 | Intermediate Accounting I | 3 |
| ACC 202 | Intermediate Accounting II | 3 |
| ACC 240 | Computerized Accounting | 3 |
| ACC 245 | Accounting Applications | 3 |
| ACC 230 | Cost Accounting | 3 |
| ACC 291 | Certified Bookkeeper Review | 3 |
| BUS 240 | Business Statistics | 3 |
| | **TOTAL** | **27** |
| | **TOTAL CREDIT HOURS** | **63** |

*Humanities: Choose one from: ART 101, HIS 101, MUS 105, PHI 101, or REL 103

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

*(Continued)*

**Certificate**

## Major: ADMINISTRATIVE SUPPORT

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

### PROGRAM INFORMATION

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

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| AOT 134 | Office Communications | 3 |
| AOT 161 | Records Management | 3 |
| AOT 165 | Information Processing Software | 3 |
| AOT 239 | Computerized Office Accounting | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| AOT 110 | Document Formatting | 3 |
| AOT 234 | Admin. Office Communications | 3 |
| CPT 119 | Computing and Online Learning Fundamentals | 3 |
| CPT 278 | Computer Software Applications | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **24** |

**Certificate**

## Major: ADVANCED WELDING TECHNOLOGIES

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

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

### CURRICULUM SEQUENCE FOR DAY & EVENING SECTIONS

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| WLD 103 | Print Reading I | 1 |
| WLD 106 | Gas and Arc Welding | 4 |
| WLD 110 | Welding Safety and Health | 1 |
| WLD 111 | Arc Welding I | 4 |
| WLD 201 | Welding Metallurgy | 2 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| WLD 113 | Arc Welding II | 4 |

*(Continued)*

| | | |
|---|---|---|
| WLD 132 | Inert Gas Welding Ferrous | 4 |
| WLD 154 | Pipe Fitting and Welding | 4 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| WLD 134 | Inert Gas Welding Non-Ferrous | 3 |
| WLD 140 | Weld Testing | 1 |
| WLD 228 | Inert Gas Welding Pipe I | 4 |
| WLD 229 | Inert Gas Welding Pipe II | 2 |
| | TOTAL | 10 |
| | **TOTAL CREDIT HOURS** | **34** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Arts Degree**

## Major: ASSOCIATE IN ARTS

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

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

### CURRICULUM SEQUENCE

**GENERAL EDUCATION REQUIREMENTS**

**English Composition and Speech**

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

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| SPC 205 | Public Speaking | 3 |
| | **Total Credit Hours Needed** | **9** |

**Mathematics**

**ONE** of the following courses MUST be completed:

| | |
|---|---|
| MAT 110 | College Algebra |
| MAT 120 | Probability Statistics |
| MAT 122 | Finite College Mathematics |
| MAT 250 | Elementary Mathematics |
| MAT 251 | Elementary Mathematics II |
| | **Total Credit Hours Needed** **3** |

**Natural Sciences/Mathematics**

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

| | | | | |
|---|---|---|---|---|
| AST 101 | AST 102 | BIO 101 | BIO 102 | BIO 105 |
| BIO 209 | BIO 210 | BIO 211 | CHM 110 | CHM 111 |
| MAT 111 | MAT 120 | MAT 122 | MAT 130 | MAT 140 |
| MAT 141 | MAT 240 | MAT 242 | MAT 250 | PHY 201 |
| PHY 202 | | | | |
| | | **Total Credit Hours Needed** | | **6** |

**Humanities/Fine Arts**

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

*(Continued)*

| | | | | |
|---|---|---|---|---|
| ART 101 | ART 108 | ENG 201 | ENG 202 | ENG 205 |
| ENG 206 | ENG 208 | ENG 209 | ENG 214 | ENG 218 |
| ENG 224 | ENG 230 | ENG 236 | FRE 201 | FRE 202 |
| GER 201 | GER 202 | HIS 101 | HIS 102 | HIS 201 |
| HIS 202 | HIS 214 | MUS 105 | MUS 111 | MUS 112 |
| PHI 101 | PHI 110 | PHI 115 | PHI 201 | PHI 211 |
| REL 103 | SPA 201 | SPA 202 | SPC 210 | THE 101 |
| | | **Total Credit Hours Needed** | | **6** |

**Social Behavioral Sciences**

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

| | | | | |
|---|---|---|---|---|
| ANT 101 | ECO 210 | ECO 211 | GEO 101 | GEO 102 |
| PSC 201 | PSC 215 | PSY 201 | PSY 203 | PSY 210 |
| PSY 212 | SOC 101 | SOC 102 | SOC 205 | SOC 210 |
| SOC 220 | | | | |
| | | **Total Credit Hours Needed** | | **6** |

**MAJOR CONCENTRATION****

To be selected from the Humanities/Fine Arts and Social Behavioral Sciences sections above.

| | | | | |
|---|---|---|---|---|
| | | **Total Credit Hours Needed** | | **15** |

**OTHER COURSES****

**Other** courses to be selected from the following***:

| | | | | |
|---|---|---|---|---|
| ACC 101 | ACC 102 | ANT 101 | ART 101 | ART 108 |
| AST 101 | AST 102 | BIO 101 | BIO 102 | BIO 105 |
| BIO 127 | BIO 209 | BIO 210 | BIO 211 | BIO 225 |
| CHM 110 | CHM 111 | CHM 211 | CHM 212 | COL 105 |
| CPT 114 | ECO 210 | ECO 211 | ENG 201 | ENG 202 |
| ENG 205 | ENG 206 | ENG 208 | ENG 209 | ENG 214 |
| ENG 218 | ENG 224 | ENG 230 | ENG 236 | FRE 101 |
| FRE 102 | FRE 201 | FRE 202 | GEO 101 | GEO 102 |
| GER 101 | GER 102 | GER 201 | GER 202 | HIS 101 |
| HIS 102 | HIS 201 | HIS 202 | HIS 214 | MAT 110 |
| MAT 111 | MAT 120 | MAT 122 | MAT 130 | MAT 140 |
| MAT 141 | MAT 240 | MAT 242 | MAT 250 | MAT 251 |
| MUS 105 | PHI 101 | PHI 110 | PHI 115 | PHI 201 |
| PHI 211 | PHY 201 | PHY 202 | PHY 221 | PHY 222 |
| PSC 201 | PSC 215 | PSY 201 | PSY 203 | PSY 210 |
| PSY 212 | REL 103 | SOC 101 | SOC 102 | SOC 205 |
| SOC 210 | SOC 220 | SPA 101 | SPA 102 | SPA 201 |
| SPA 202 | SPC 210 | THE 101 | | |
| | | **Total Credit Hours Needed** | | **15** |
| | | **TOTAL CREDIT HOURS** | | **60** |

***Business Transfer Students**

Students interested in a business program should contact their Academic Advisor for assistance in course selection. Below are the suggested courses to take for the "other" hours within the Associate in Arts degree.

| | | | |
|---|---|---|---|
| ACC 101 | ACC 102 | ECO 210 | ECO 211 |

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

**IMPORTANT: Courses used to complete one requirement cannot be the same courses used to satisfy other requirements.

***Students may substitute up to 6 hours of elective courses in this category with permission of the Department Chair.

*(Continued)*

**Associate in Science Degree**

## Major: ASSOCIATE IN SCIENCE

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

To assist students with their career and education goals, within the Associate in Science degree the College has established career pathways intended for advising purposes. The career pathways include a limited number of courses specific for the career or discipline in which a student wishes to pursue. Students choosing a career pathway within the A.S. degree will graduate HGTC with the Associate in Science degree.

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

### CURRICULUM SEQUENCE

#### GENERAL EDUCATION REQUIREMENTS

**English Composition and Speech**

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

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| SPC 205 | Public Speaking | 3 |
| | **Total Credit Hours Needed** | **9** |

**Mathematics**

The following course MUST be completed:

| | | |
|---|---|---|
| MAT 110 | College Algebra | 3 |
| | **Total Credit Hours Needed** | **3** |

**Natural Sciences**

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

| | | | | |
|---|---|---|---|---|
| AST 101 | AST 102 | BIO 101 | BIO 102 | BIO 209 |
| BIO 210 | BIO 211 | CHM 110 | CHM 111 | CHM 211 |
| CHM 212 | PHY 201 | PHY 202 | PHY 221 | PHY 222 |
| | | **Total Credit Hours Needed** | | **8** |

**Humanities/Fine Arts**

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

| | | | | |
|---|---|---|---|---|
| ART 101 | ART 108 | ENG 201 | ENG 202 | ENG 205 |
| ENG 206 | ENG 208 | ENG 209 | ENG 214 | ENG 218 |
| ENG 224 | ENG 230 | ENG 236 | FRE 201 | FRE 202 |
| GER 201 | GER 202 | HIS 101 | HIS 102 | HIS 201 |
| HIS 202 | HIS 214 | MUS 105 | PHI 101 | PHI 110 |
| PHI 115 | PHI 201 | PHI 211 | REL 103 | SPA 201 |
| SPA 202 | SPC 210 | THE 101 | | |
| | | **Total Credit Hours Needed** | | **6** |

**Social Behavioral Sciences**

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

| | | | | |
|---|---|---|---|---|
| ANT 101 | ECO 210 | ECO 211 | GEO 101 | GEO 102 |
| PSC 201 | PSC 215 | PSY 201 | PSY 203 | PSY 210 |
| PSY 212 | SOC 101 | SOC 102 | SOC 205 | SOC 210 |
| SOC 220 | | | | |
| | | **Total Credit Hours Needed** | | **6** |

#### MAJOR CONCENTRATION**

To be selected from the following:**

*(Continued)*

| | | | | |
|---|---|---|---|---|
| AST 101 | AST 102 | BIO 101 | BIO 102 | BIO 209 |
| BIO 210 | BIO 211 | BIO 225 | CHM 110 | CHM 111 |
| CHM 211 | CHM 212 | MAT 111 | MAT 120 | MAT 122 |
| MAT 130 | MAT 140 | MAT 141 | MAT 240 | MAT 242 |
| PHY 201 | PHY 202 | PHY 221 | PHY 222 | |
| | | **Total Credit Hours Needed** | | **15** |

**OTHER COURSES****

**Other** courses to be selected from the following:***

| | | | | |
|---|---|---|---|---|
| ACC 101 | ACC 102 | ANT 101 | ART 101 | ART 108 |
| AST 101 | AST 102 | BIO 101 | BIO 102 | BIO 127 |
| BIO 209 | BIO 210 | BIO 211 | BIO 225 | CHM 110 |
| CHM 111 | CHM 211 | CHM 212 | COL 105 | CPT 114 |
| ECO 210 | ECO 211 | ENG 201 | ENG 202 | ENG 205 |
| ENG 206 | ENG 208 | ENG 209 | ENG 214 | ENG 218 |
| ENG 224 | ENG 230 | ENG 236 | FRE 101 | FRE 102 |
| FRE 201 | FRE 202 | GEO 101 | GEO 102 | GER 101 |
| GER 102 | GER 201 | GER 202 | HIS 101 | HIS 102 |
| HIS 201 | HIS 202 | HIS 214 | MAT 111 | MAT 120 |
| MAT 122 | MAT 130 | MAT 140 | MAT 141 | MAT 240 |
| MAT 242 | MAT 250 | MAT 251 | MUS 105 | PHI 101 |
| PHI 110 | PHI 115 | PHI 201 | PHI 211 | PHY 201 |
| PHY 202 | PHY 221 | PHY 222 | PSC 201 | PSC 215 |
| PSY 201 | PSY 203 | PSY 210 | PSY 212 | REL 103 |
| SOC 101 | SOC 102 | SOC 205 | SOC 210 | SOC 220 |
| SPA 101 | SPA 102 | SPA 201 | SPA 202 | SPC 210 |
| THE 101 | | | | |
| | | **Total Credit Hours Needed** | | **13** |
| | | **TOTAL CREDIT HOURS** | | **60** |

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

**IMPORTANT: Courses used to complete one requirement cannot be the same courses used to satisfy other requirements.

***Students may substitute up to 6 hours of elective courses in this category with permission of the Department Chair.

**Associates in Applied Science**

## Major: BAKING AND PASTRY ARTS

The Baking and Pastry Arts degree is the first of its kind in SC, and is designed to provide students with the knowledge, skills and values necessary to be successful in the baking and pastry industry, including the operations side of a bakery. Students who successfully complete the degree will be qualified to work in independent bakery/pastry shops, high-volume bakeries as well as hotels and restaurants.

### PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all CUL and BKP-prefixed courses for progression and graduation. Most Baking and Pastry Making (CUL , BKP) courses are offered only once each year, so following the recommended course sequence is extremely important. Students are required to successfully complete one of the following: ServSafe Manager Food Safety Certification Course, ServSafe Sanitation Certificate, or CUL 104 Introduction to Culinary Arts course before progressing to the second semester.

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| CUL 104 | Introduction to Culinary Arts | 3 |
| CUL 113 | Success in Hospitality Studies | 1 |

*(Continued)*

| | | |
|---|---|---|
| ENG 155 | Communications I* | 3 |
| Humanities | Humanities Elective** | 3 |
| MAT 155 | Contemporary Mathematics* | 3 |
| PSY 103 | Human Relations* | 3 |
| or | | |
| PSY 201 | General Psychology* | |
| | Total | 16 |
| **Second Semester - Spring** | | |
| BKP 112 | Introduction to Baking Science | 1 |
| BKP 119 | Introduction to Baking and Pastry | 3 |
| CUL 118 | Nutritional Cooking | 3 |
| CUL 171 | Food & Beverage Control | 3 |
| ENG 160 | Technical Communications | 3 |
| | Total | 13 |
| **Third Semester - Summer** | | |
| BKP 182 | Artisan Bread | 3 |
| CUL 277 | SCWE in Culinary Arts "Internship" | 3 |
| HOS 128 | Culinary Management & Human Resources | 3 |
| IDS 105 | Career Assessment and Exploration | 1 |
| | Total | 10 |
| **Fourth Semester - Fall** | | |
| BKP 121 | Cake Decorating and Finishing Techniques | 3 |
| BKP 125 | Hot and Cold Desserts | 3 |
| BKP 181 | Candies and Confectionaries | 3 |
| BKP 210 | Advanced Cakes | 3 |
| BKP 222 | Chocolate and Sugar | 3 |
| | Total | 15 |
| **Fifth Semester - Spring** | | |
| BKP 183 | Plated Desserts | 3 |
| BKP 236 | Baking and Pastry Capstone | 3 |
| CUL 238 | Culinary Marketing | 3 |
| CWE | Cooperative Work Experience | 4 |
| | Total | 13 |
| | **TOTAL CREDIT HOURS** | **67** |

*Students interested in transferring to a senior institution should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 in place of MAT 155; PSY 201 in place of PSY 103.
**Humanities Elective - choose from the following: ART 101, HIS 202, MUS 105 or REL 103.

**Certificate**

## Major: BASIC BUSINESS

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

### CURRICULUM SEQUENCE

**First Semester - Fall**

*(Continued)*

| | | |
|---|---|---|
| BUS 101 | Introduction to Business | 3 |
| ENG 155* | Communications I | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| | Business Elective* | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| BUS 220 | Business Ethics | 3 |
| ENG 160* | Technical Communications | 3 |
| MGT 101 | Principles of Management | 3 |
| | Business Elective* | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **24** |

*ENG 101 and ENG 102 may be substituted for ENG 155 and ENG 160.
Business Electives choose from the following:
ACC 101, ACC 102, BUS 121, BUS 210, BUS 220, ECO 210, ECO 211, HOS 140, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135, MKT 240

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: BUSINESS ADMINISTRATION

If the world of business is your kind of challenge, HGTC's Associate in Applied Science in Business Administration degree program will prepare you for a career as a prospective member of management in a wide variety of industries. With extensive training in all phases of organization, management, and business procedures, Business Administration graduates are qualified for most entry-level positions in business, such as manager-trainee, junior accountant, or sales representative.

The Business Administration degree program offers specialty options which prepares you for employment in either ***hospitality*** or ***marketing***. A specialty of ***hospitality*** management prepares you for entry-level employment in the hospitality industry. A specialty in ***marketing*** gives you the knowledge, skills, and ability to qualify for entry-level marketing positions within the business industry.

Students in Business Administration program are required to participate in supervised cooperative work experience internship to provide them a working knowledge in their field of study. In addition to the traditional classroom delivery of instruction, the HGTC Business department is a leader in the offering of online courses.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **General Education Core** | | |
| ENG 155 | Communications I** | 3 |
| ENG 160 | Technical Communications** | 3 |
| MAT 101 | Beginning Algebra** | 3 |
| | Humanities* | 3 |
| ECO 210 Macroeconomics or ECO 211 Microeconomics | | 3 |
| | **TOTAL** | **15** |
| **Business Administration Required Core** | | |
| ACC 101 | Accounting Principles I | 3 |
| ACC 102 | Accounting Principles II | 3 |
| BUS 101 | Introduction to Business | 3 |
| BUS 121 | Business Law I | 3 |
| MGT 101 | Principles of Management | 3 |
| MKT 101 | Marketing | 3 |
| BUS 270 | SCWE in Business "Internship" | 3 |
| | **TOTAL** | **21** |
| **Additional Business Administration Courses** | | |
| **Select from the following courses** | | |

*(Continued)*

| | | |
|---|---|---|
| ACC 124 | Individual Tax Procedures | 3 |
| BAF 101 | Personal Finance | 3 |
| BAF 260 | Financial Management | 3 |
| BUS 210 | Intro to E-Commerce in Business | 3 |
| BUS 220 | Business Ethics | 3 |
| BUS 240 | Business Statistics | 3 |
| HOS 140 | The Hospitality Industry | 3 |
| HOS 150 | Hotel Management | 3 |
| HOS 161 | Event Management | 3 |
| HOS 164 | Travel & Tourism | 3 |
| HOS 255 | Food Service Management | 3 |
| MGT 120 | Small Business Management | 3 |
| MGT 150 | Fundamentals of Supervision | 3 |
| MGT 201 | Human Resources Management | 3 |
| MGT 240 | Management Decision Making | 3 |
| MKT 110 | Retailing | 3 |
| MKT 111 | Media Relations | 3 |
| MKT 120 | Sales Principles | 3 |
| MKT 135 | Customer Service Techniques | 3 |
| MKT 240 | Advertising | 3 |
| | **TOTAL** | **27** |

**Specialization**

Students interested in **Business Administration** should talk with their advisor; it is recommended students take the following elective courses:

| | | |
|---|---|---|
| ACC 124 | BAF 101 | BAF 260 |
| BUS 240 | MKT 110 | MKT 135 |
| MGT 201 | | |

Students interested in **Hospitality** should talk with their advisor; it is recommended students take the following elective courses:

| | | |
|---|---|---|
| HOS 140 | HOS 150 | HOS 161 |
| HOS 164 | HOS 255 | MKT 135 |

Students interested in **Marketing** should talk with their advisor; it is recommended students take the following elective courses:

| | | |
|---|---|---|
| BAF 101 | BUS 210 | BUS 220 |
| MKT 111 | MKT 135 | MKT 240 |
| MGT 201 | | |

Students interested in **Esthetics** should talk with their advisor; it is recommended students take the following elective courses***;

| | | |
|---|---|---|
| COS 151 | COS 152 | COS 156 |
| COS 157 | COS 158 | COS 164 |
| | **TOTAL CREDIT HOURS** | **63** |

*Humanities: Choose from ART 101, HIS 101, MUS 105, PHI 101, or REL 103.

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

***Esthetics Certificate: Students will also have to complete COS 221 (Facial Practice, 2 credits) in order to fulfill the graduate completion requirements for the certificate in Esthetics.

**Certificate**

## Major: CERTIFIED CISCO NETWORKING ASSOCIATE

*(Continued)*

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

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

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| IST 201 | CISCO Internetworking Concepts | 3 |
| | TOTAL | 3 |
| **Second Semester - Spring** | | |
| IST 202 | CISCO Router Configuration | 3 |
| | TOTAL | 3 |
| **Third Semester - Summer** | | |
| IST 203 | Advanced CISCO Router Configuration | 3 |
| | TOTAL | 3 |
| **Fourth Semester - Fall** | | |
| IST 204 | CISCO Troubleshooting | 3 |
| | TOTAL | 3 |
| | **TOTAL CREDIT HOURS** | **12** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: CIVIL ENGINEERING TECHNOLOGY

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

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EGR 170 | Engineering Materials | 3 |
| EGR 270 | Introduction to Engineering | 3 |
| EGR 282 | Introduction to Civil Engineering | 2 |
| EGT 101 | Basic Technical Drawing | 2 |
| MAT 175 | Algebra and Trigonometry I* | 3 |
| | TOTAL | 13 |
| **Second Semester - Spring** | | |
| EGR 260 | Engineering Statics | 3 |
| EGR 275 | Intro. to Engineering/ Computer Graphics | 3 |
| EGR 285 | Engineering Surveying I | 3 |
| EGR 295 | Engineering Surveying Lab I | 1 |
| ENG 155 | Communications* | 3 |
| | TOTAL | 13 |
| **Third Semester - Summer** | | |
| CET 210 | Strength of Materials | 3 |

*(Continued)*

| | | |
|---|---|---|
| EGR 286 | Engineering Surveying II | 3 |
| EGR 296 | Engineering Surveying Lab II | 1 |
| EGR 289 | SCWE in Civil Engineering Technology "Internship" | 3 |
| | TOTAL | 10 |
| **Fourth Semester - Fall** | | |
| CET 216 | Soil Mechanics | 3 |
| CET 218 | Hydraulics | 3 |
| CET 242 | Concrete Design | 3 |
| ENG 160 | Technical Communications* | 3 |
| PSY 103 | Human Relations* | 3 |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| CET 245 | Cost Estimating | 3-4 |
| or | | |
| CET 127 | Building Construction Print Reading | |
| CET 246 | Environmental Systems Technology | 3 |
| CET 251 | Highway Design | 3 |
| EGR 288 | Drainage Design | 3 |
| PHI 110 | Ethics | 3 |
| | TOTAL | 15-16 |
| | **TOTAL CREDIT HOURS** | **66-67** |

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

**Certificate**

## Major: CLOUD & DATABASE

The goal of this certificate program is to give students the opportunity to achieve cloud certifications and database certifications. The courses are designed to prepare the students to acquire several different types of certifications required by industry such as: VMWare VCA and DCV Certification, Cloud Certifications CLDFND, CLDADM and Database Administrator, SQL Server Database certifications. This program will be a two-semester program and will be offered online to allow non-traditional students the opportunity to attend.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall, 1st Half** | | |
| IST 196 | Cloud Storage Fundamentals | 3 |
| IST 272 | Relational Database | 3 |
| | TOTAL | 6 |
| **First Semester - Fall, 2nd Half** | | |
| IST 198 | Cloud Essentials | 3 |
| IST 274 | Database Administration | 3 |
| | TOTAL | 6 |
| **Second Semester - Spring** | | |
| IST 298 | Advanced Cloud Computing | 3 |
| IST 275 | Database Administration II | 3 |
| | TOTAL | 6 |
| | **TOTAL CREDIT HOURS** | **18** |

*(Continued)*

**Certificate**

## Major: COMMERCIAL REFRIGERATION & AIR CONDITIONING

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

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

Federal financial aid does not apply to this program.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**
Students entering this certificate program must have completed ACR 210 with a minimum grade of C; have passed the ICE exam with a minimum score of 70, or have a NATE certification.

### CURRICULUM SEQUENCE

**First Semester**

| | | |
|---|---|---|
| ACR 131 | Commercial Refrigeration | 4 |
| ACR 201 | Troubleshooting and Maintenance | 3 |
| ACR 207 | Advanced Refrigeration Electricity | 3 |
| | **TOTAL CREDIT HOURS** | **10** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: COMPUTER TECHNOLOGY - PROGRAMMING

### Computer Technology - Programming

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

### PROGRAM INFORMATION

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

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| CPT 168 | Programming Logic and Design | 3 |
| CPT 209 | Computer Systems Management | 3 |
| CPT 278 | Computer Software Applications | 3 |
| MAT 101 | Beginning Algebra | 3 |
| or | | |

*(Continued)*

| | | |
|---|---|---|
| MAT 110 | College Algebra | |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| CPT 187 | Object-Oriented Logic and Design | 3 |
| ENG 101 | English Communications I | 3 |
| or | | |
| ENG 155 | Communications I | |
| IST 190 | LINUX Essentials | 3 |
| PHI 110 | Ethics | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| CPT 230 | C# Programming I | 3 |
| IST 192 | LINUX Network Applications | 3 |
| IST 226 | Internet Programming | 3 |
| CPT 164 | Interactive Web Design & Graphics | 3 |
| | TOTAL | 12 |
| **Fourth Semester - Fall** | | |
| CPT 162 | Intro. to Web Page Publishing | 3 |
| CPT 242 | Database | 3 |
| GMT 101 | Intro to Geographic Info Systems | 3 |
| IST 271 | Object-Oriented Technologies | 3 |
| PSY 103 | Human Relations | 3 |
| or | | |
| PSY 201 | General Psychology | |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| CPT 240 | Internet Programming with Databases | 3 |
| CPT 262 | Advanced Web Page Publishing | 3 |
| CPT 264 | Systems and Procedures | 3 |
| ***Choose 2 from list below*** | 6 | |
| CPT 231 | C# Programming II | |
| CPT 280 | SCWE in Computer Technology "Internship" | |
| or | | |
| IST 236 | Mobile and Wireless Appliances | |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **69** |

**Certificate**

## Major: COMPUTERIZED AXIAL TOMOGRAPHY

This advanced certificate program will provide trained and knowledgeable, entry-level CT technologists to meet the needs of the medical community. Students currently certified in Radiologic Technology will have the opportunity to advance their education in a post-secondary modality.

### PROGRAM INFORMATION

*(Continued)*

**Specific Admission Requirements for Program**
Applicants will be accepted into the Computerized Axial Tomography program upon completion of application form and proof of successful completion of an accredited radiologic program or current credentials from JRCERT and ARRT certification.

- Criminal Background Check 30 days prior to clinical.
- Urine Drug Screening 30 days prior to clinical.
- Proof of CPR certification for Health Care Providers prior to admission and during program.
- For students seeking transfer credits from other institutions, contact the Program Director.

**Course Sequence and Progression Requirements**
A cumulative GPA of 2.5 or higher as well as a minimum grade of "C" or better is required for all RAD-prefixed courses for program completion. Grades below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the Computerized Axial Tomography (CAT) program and must apply for re-acceptance.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

**CURRICULUM SEQUENCE**

**First Semester**

| | | |
|---|---|---|
| AHS 206 | Cross-sectional Anatomy for Medical Imaging | 2 |
| RAD 103 | Introduction to Computed Tomography | 2 |
| RAD 120 | Principles of Computed Tomography | 3 |
| RAD 135 | Computed Tomography Body & Musculoskeletal Protocols | 2 |
| RAD 140 | Computed Tomography Clinical Applications I | 6 |
| RAD 145 | Computed Tomography Physics & Instrumentation | 3 |
| | TOTAL | 18 |
| | **TOTAL CREDIT HOURS** | **18** |

**Associate in Applied Science Degree**

## Major: CONSTRUCTION MANAGEMENT TECHNOLOGY

The Associate in Applied Science in Construction Management Technology degree prepares students for employment in the field of construction, capable of filling entry- and mid-level supervisory positions within the industry. Also, the program allows those already employed in the construction industry to enhance their skills and prepare for advancement. The program focuses on the knowledge and skills needed to supervise an ongoing construction project, staying under cost, maintaining high quality, and building to the specifications.

**CURRICULUM SEQUENCE**

**First Semester - Fall**

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

**Second Semester - Spring**

| | | |
|---|---|---|
| AET 101 | Building Systems I | 3 |
| CET 127 | Building Construction Print Reading | 4 |

*(Continued)*

| | | |
|---|---|---|
| EGR 260 | Engineering Statics | 3 |
| EGR 275 | Introduction to Engineering/ Computer Graphics | 3 |
| | TOTAL | 13 |
| **Third Semester - Summer** | | |
| BCT 200 | SCWE Building Construction Technology "Internship" | 6 |
| | TOTAL | 6 |
| **Fourth Semester - Fall** | | |
| CET 140 | Construction Financial Management | 3 |
| CET 216 | Soil Mechanics | 3 |
| CET 230 | Construction Management | 3 |
| CET 242 | Concrete Design | 3 |
| ENG 160 | Technical Communications* | 3 |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| CET 245 | Cost Estimating | 3 |
| CET 260 | Construction Management Senior Project | 3 |
| EGR 285 | Engineering Surveying I | 3 |
| EGR 295 | Engineering Surveying Lab I | 1 |
| PSY 103 | General Psychology* | 3 |
| PHI 101 | Introduction to Philosophy** | 3 |
| | TOTAL | 16 |
| | **TOTAL CREDIT HOURS** | **64** |

*The following university transferable sequences may be substituted: ENG 101, ENG 102 and SPC 205 for ENG 155 and ENG 160; MAT 110 and MAT 111 for MAT 175; PSY 201 for PSY 103; PHI 110 for PHI 101.

**Or Approved Humanities (including but not limited to ART 101, HIS 201, REL 103).

**Associate in Applied Science Degree**

## Major: CONSTRUCTION MANAGEMENT TECHNOLOGY - TRANSFER PATH

The Associate in Applied Science in Construction Management Technology - Transfer Path degree prepares students for transferring to another college or university. The program focuses on the knowledge and skills needed to supervise an ongoing construction project, staying under cost, maintaining high quality, and building to the specifications.

### CURRICULUM SEQUENCE

**Transfer students should see the Department Chair for advising assistance with this degree.**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EGR 170 | Engineering Materials | 3 |
| EGR 270 | Introduction to Engineering | 3 |
| EGT 101 | Basic Technical Drawing | 2 |
| ENG 101 | English Composition I | 3 |
| MAT 110 | College Algebra | 3 |
| | TOTAL | 14 |
| **Second Semester - Spring** | | |
| AET 101 | Building Systems I | 3 |
| CET 127 | Building Construction Print Reading | 4 |
| EGR 260 | Engineering Statics | 3 |
| EGR 285 | Surveying I | 3 |

*(Continued)*

| | | |
|---|---|---|
| EGR 295 | Surveying Lab I | 1 |
| ENG 102 | English Composition II | 3 |
| | TOTAL | 17 |
| **Third Semester - Summer** | | |
| ACC 101 | Accounting Principles I | 3 |
| ART 101 | Art History and Appreciation | 3 |
| Social Science Elective* | | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| CET 230 | Construction Management | 3 |
| CET 242 | Concrete Design | 3 |
| MAT 111 | College Trigonometry | 3 |
| PHY 201 | College Physics I | 4 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 16 |
| **Fifth Semester - Spring** | | |
| CET 245 | Cost Estimating | 3 |
| CET 260 | Construction Management Senior Project | 3 |
| EGR 275 | Intro to Engineering/ Computer Graphics | 3 |
| ECO 210 | Macroeconomics | 3 |
| PHY 202 | College Physics II | 4 |
| | TOTAL | 16 |
| | **TOTAL CREDIT HOURS** | **72** |

*Approved Social Science Courses: PSY 201, SOC 101, or SOC 205.

**Certificate**

## Major: COSMETOLOGY

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

Students must complete a total of 1500 hours to be eligible to take the State Licensing examination. Applicants are considered to be qualified when they meet all college and program requirements. This program has been approved by the S.C. Department of Labor, Licensure and Regulations for Board of Cosmetology.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

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

**Course Sequence and Progression Requirements**

*(Continued)*

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

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester** | | |
| COS 114 | Hair Shaping | 4 |
| COS 116 | Hair Styling I | 4 |
| COS 155 | Sanitation Procedures | 2 |
| COS 206 | Chemical Hair Waving | 3 |
| COS 210 | Hair Coloring | 3 |
| | TOTAL | 16 |
| **Second Semester** | | |
| COS 106 | Facials and Makeup | 3 |
| COS 108 | Nail Care | 3 |
| COS 220 | Clinical Practice I | 3 |
| Following courses are offered in the summer or fall semester dependent on start semester. | | |
| COS 112 | Shampoo Rinses | 4 |
| COS 130 | Professional Image | 2 |
| | TOTAL | 9/15 |
| **Third Semester - Summer** | | |
| COS 110 | Scalp and Hair Care | 3 |
| COS 201 | Salon Management | 3 |
| COS 222 | Cosmetology Salon Management II | 3 |
| | TOTAL | 9/15 |
| | **TOTAL CREDIT HOURS** | **40** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: CRIMINAL JUSTICE TECHNOLOGY

This program offers a well-rounded study of the criminal justice system, focusing on the legal issues and fundamental concepts and principles associated with law enforcement, the courts, corrections, and juvenile justice. It is designed for students who want to increase their employment potential, increase their advancement potential, or transfer into a senior institution that accepts HGTC criminal justice courses. The program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving activities that require the application of concepts taught throughout the program.

The field of criminal justice, whether law enforcement, the courts, corrections, or juvenile justice, involves ever-expanding areas for career opportunities. The need for highly skilled and educated employees will continue, especially with rapidly advancing fields of law enforcement, criminal investigations, and crime scene investigations. There will also be a need for dedicated men and women in the diverse areas that comprise the criminal justice system.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

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

**Course Sequence and Progression Requirements**

*(Continued)*

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

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| CRJ 101 | Introduction to Criminal Justice | 3 |
| CRJ 115 | Criminal Law I | 3 |
| ENG 101 | English Composition I | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| or | | |
| MAT 101 | Beginning Algebra | |
| SOC 101 | Introduction to Sociology | 3 |
| | TOTAL | 15 |
| **Second Semester - Spring** | | |
| CRJ 120 | Constitutional Law | 3 |
| CRJ 125 | Criminology | 3 |
| ENG 102 | English Composition II | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| CRJ 145 | Juvenile Delinquency | 3 |
| CRJ 218 | Crisis Intervention | 3 |
| CRJ 230 | Criminal Investigation I | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| CRJ 130 | Police Administration | 3 |
| CRJ 220 | Judicial Process | 3 |
| HIS 201 | American History to 1877 | 3 |
| or | | |
| PSC 201 | American Government | |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 12 |
| **Fifth Semester - Spring** | | |
| CRJ 224 | Police Community Relations | 3 |
| CRJ 236 | Criminal Evidence | 3 |
| CRJ 242 | Correctional Systems | 3 |
| CRJ 260 | Seminar in Criminal Justice | 3 |
| HIS | History Elective* | 3 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **63** |

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

**Associate in Applied Science Degree**

## Major: CRIMINAL JUSTICE TECHNOLOGY - CRIME SCENE INVESTIGATION PATH

### Crime Scene Investigation

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

*(Continued)*

enforcement officer who is seeking additional education or training for advancement or as a member of an investigative unit or a crime-scene unit.

Students learn the basic principles of criminal investigations, crime-scene process, case preparation, and forensic-science techniques, applications, and equipment from both a theoretical perspective in the classroom and through hands-on field training. The program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving activities that require the application of concepts taught throughout the program.

## PROGRAM INFORMATION

**Specific Admission Requirements for Program**

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

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

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| CRJ 101 | Introduction to Criminal Justice | 3 |
| CRJ 115 | Criminal Law I | 3 |
| CRJ 202 | Criminalistics | 3 |
| ENG 101 | English Composition I | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| CRJ 120 | Constitutional Law | 3 |
| CRJ 125 | Criminology | 3 |
| CRJ 201 | Fingerprint Science | 3 |
| ENG 102 | English Composition II | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| or | | |
| MAT 101 | Beginning Algebra | |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| CRJ 203 | Forensic Photography | 3 |
| CRJ 230 | Criminal Investigation I | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| CRJ 130 | Police Administration | 3 |
| CRJ 220 | Judicial Process | 3 |
| CRJ 229 | Bloodstain Pattern Analysis | 3 |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| CRJ 235 | Practical Crime Scene Investigation | 3 |
| CRJ 236 | Criminal Evidence | 3 |
| CRJ 242 | Correctional Systems | 3 |

*(Continued)*

| | | |
|---|---|---|
| CRJ 260 | Seminar in Criminal Justice | 3 |
| HIS | History Elective* | 3 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **66** |

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

**Associate in Applied Science Degree**

## Major: CULINARY ARTS TECHNOLOGY

The Culinary Arts degree program prepares students for positions as professionals in food service operations such as hotels, resorts, restaurants, healthcare facilities, and catering operations. Students study both theory and practical kitchen applications of quality food preparation. Graduates may be eligible for ACF certification. Education within this field offers a range of employment opportunities and career progression in the culinary arts, baking, and pastry preparations.

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

### PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

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

Students are required to successfully complete all of the following: ServSafe Manager Food Safety Certification Course, ServSafe Sanitation Certificate, and CUL 104 Introduction to Culinary Arts course before progressing to the second semester.

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| CUL 104 | Introduction to Culinary Arts | 3 |
| CUL 105 | Kitchen Fundamentals | 3 |
| CUL 112 | Classical Foundations of Cooking | 3 |
| CUL 113 | Success in Hospitality Studies | 1 |
| CUL 129 | Storeroom & Purchasing | 3 |
| ENG 155 | Communications I*** | 3 |
| | TOTAL | 16 |

**Second Semester - Spring**

| | | |
|---|---|---|
| BKP 119 | Introduction to Baking and Pastry | 3 |
| CUL 118 | Nutritional Cooking | 3 |
| CUL 128 | Culinary Management Human Resources | 3 |
| CUL 215 | Cuisines of the Americas | 3 |
| MAT 155 | Contemporary Mathematics*** | 3 |
| | TOTAL | 15 |

**Third Semester - Summer**

| | | |
|---|---|---|
| CUL 277 | SCWE in Culinary Arts "Internship" | 3 |
| | Humanities* | 3 |
| CUL 299 | Special Topics in Culinary Studies | 3 |
| | TOTAL | 9 |

**Fourth Semester - Fall**

*(Continued)*

| | | |
|---|---|---|
| CUL 123 | American Bistro | 3 |
| CUL 186 | Mediterranean Cuisine | 3 |
| CUL 220 | Introduction to Garde Manger | 3 |
| CUL 235 | Menu Planning | 3 |
| ENG 160 | Technical Communications*** | 3 |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| CUL 171 | Food and Beverage Control | 3 |
| CUL 187 | Cuisines of Asia | 3 |
| CUL 236 | Restaurant Capstone | 3 |
| HOS 252 | Advanced Food and Beverage Service | 3 |
| PSY 103 | Human Relations | 3 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **70** |

*Humanities: Choose one of the following: ART 101, HIS 202, MUS 105 or REL 103.
**Students interested in transferring to a senior institution should select ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 in place of MAT 155; PSY 201 in place of PSY 103.

**Certificate**

## Major: CUSTOMER SERVICE SPECIALIST

The *Customer Service Specialist Certificate* is designed to offer students a more focused program of study in relation to the customer care industry. Students will gain a background in basic business, management, and marketing fundamentals, with focused attention placed on the highly-sought after customer service aspect of the industry. Students may apply the 18 credit hours listed below in this certificate toward completion of the Associate in Applied Science in Business Administration degree.

### CURRICULUM SEQUENCE

Listed below are two options for completing the *Customer Service Specialist Certificate*. Please see your academic advisor for assistance with course selection and registration.

| | | |
|---|---|---|
| **Option 1** | | |
| BUS 101 | Introduction to Business | 3 |
| MGT 101 | Principles of Management | 3 |
| MKT 101 | Marketing | 3 |
| BUS 220 | Business Ethics | 3 |
| MKT 110 | Retailing | 3 |
| MKT 135 | Customer Service Techniques | 3 |
| | **TOTAL** | **18** |
| **Option 2** | | |
| **First Semester** | | |
| BUS 101 | Introduction to Business | 3 |
| MGT 101 | Principles of Management | 3 |
| MKT 101 | Marketing | 3 |
| | TOTAL | 9 |
| **Second Semester** | | |
| BUS 220 | Business Ethics | 3 |
| MKT 110 | Retailing | 3 |
| MKT 135 | Customer Service Techniques | 3 |
| | TOTAL | 9 |
| | **TOTAL CREDIT HOURS** | **18** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

*(Continued)*

**Associate in Applied Science Degree**

## Major: CYBERSECURITY

This degree will provide an introduction to networking and firewall functionality, configuring a firewall and local area networks to include a functional DMZ and incident response, forensics and team training. The courses will use a cyber range/NOC to target hands-on mastery of the complexities of cyber-attacks and develop skills to classify the various types of network attacks among other types of cybersecurity operations, forensics and ethical hacking.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| MAT 110 | College Algebra | 3 |
| **First Semester - Fall, 1st Half** | | |
| CPT 282 | Information Systems Security | 3 |
| IST 201 | CISCO Internetworking Concepts | 3 |
| **First Semester - Fall, 2nd Half** | | |
| IST 202 | CISCO Router Configuration | 3 |
| IST 266 | Internet and Firewall Security | 3 |
| | TOTAL | 15 |
| **Second Semester - Spring** | | |
| CPT 168 | Programming Logic & Design | 3 |
| IST 190 | Linux Essentials | 3 |
| IST 215 | Health Information Networking | 3 |
| IST 268 | Computer Forensics | 3 |
| **Second Semester - Spring, 1st Half** | | |
| IST 293 | IT and Data Assurance I | 3 |
| **Second Semester - Spring, 2nd Half** | | |
| IST 294 | IT and Data Assurance II | 3 |
| | TOTAL | 18 |
| **Third Semester - Summer** | | |
| IST 192 | Linux Network Applications | 3 |
| IST 203 | Advanced CISCO Router Config | 3 |
| **Third Semester - Summer, 1st Half** | | |
| IST 269 | Digital Forensics | 3 |
| **Third Semester - Summer, 2nd Half** | | |
| CPT 208 | Special Topics in Computer Technology | 3 |
| | TOTAL | 12 |
| **Fourth Semester - Fall** | | |
| ENG 101 | English Composition I | 3 |
| IST 165 | Implementing & Administering Windows Directory Services | 3 |
| IST 204 | CISCO Troubleshooting | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 12 |
| **Fifth Semester - Spring** | | |
| IST 285 | Cybersecurity Capstone | 3 |
| CPT 280 | SCWE in Computer Technology "Internship" | |
| or | | |

*(Continued)*

| | | |
|---|---|---|
| IST 295 | Fundamentals of Voice Over IP | 3 |
| PHI 110 | Ethics | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **69** |

**Certificate**

## Major: CYBERSECURITY

This cutting-edge certificate program is designed to provide theory and hands on experience in Cybersecurity, preparing the students for employment in a fast growing field. The program will provide the skills needed to recognize security attacks, block those attacks, and forensically acquire information from seized hardware in a state-of-the art classroom. The Cybersecurity program is ideal for an individual currently working in the Information Technology field, or has a working knowledge of IT, but this is not required. The successful student will be prepared to stand for various certification exams, including but not limited to: CompTIA Security+, Certified Ethical Hacker, and CompTIA Healthcare IT Tech Certificate.

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall, 1st Half** | | |
| CPT 282 | Information Systems Security | 3 |
| IST 201 | CISCO Internetworking Concepts | 3 |
| **First Semester - Fall, 2nd Half** | | |
| IST 202 | CISCO Router Configuration | 3 |
| IST 266 | Internet and Firewall Security | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| IST 215 | Health Information Networking | 3 |
| IST 268 | Computer Forensics | 3 |
| **Second Semester - Spring, 1st Half** | | |
| IST 293 | IT and Data Assurance I | 3 |
| **Second Semester - Spring, 2nd Half** | | |
| IST 294 | IT and Data Assurance II | 3 |
| | TOTAL | 12 |
| **Third Semester - Summer, 1st Half** | | |
| IST 269 | Digital Forensics | 3 |
| **Third Semester - Summer, 2nd Half** | | |
| CPT 208 | Special Topics in Computer Technology | 3 |
| | TOTAL | 6 |
| | **TOTAL CREDIT HOURS** | **30** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: DENTAL HYGIENE

The Associate in Applied Science in Dental Hygiene degree prepares students to provide direct patient care in the detection and prevention of oral diseases under the supervision of a dentist, as required by law. The dental hygienist's major role is as an educator

*(Continued)*

and includes designing dental hygiene treatment and education for patients on an individual basis. Graduates of this program will be qualified to evaluate patient medical histories, take and record blood pressure, chart conditions of periodontal disease and decay for diagnosis by the dentist, conduct oral-cancer screening examinations, educate the patient on the latest techniques of oral home care, and perform a thorough cleaning of the patients' teeth. A dental hygienist is also qualified to apply sealants and fluoride for the prevention of decay, to expose and develop radiographs, and to provide nutritional counseling for dental patients.

Students in the Dental Hygiene program receive their education in a state-of-the-art Dental Clinic on the Grand Strand campus, under the direct supervision of licensed dentists and hygienists. Graduates are eligible to take national and state board examinations. After successful completion of these examinations, graduates will be licensed and recognized as a Registered Dental Hygienist.

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Dental Hygiene program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A waiting list of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must resubmit the Dental Hygiene Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance and repeated annually. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion of the program.
- Urine Drug Screening prior to acceptance and repeated annually.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to second semester
- Complete the online Dental Hygiene Student Information Session.
- Complete 15 hours of clinical observation observing a practicing dental hygienist in a private dental office. Forms must be completed by the supervising dentist/dental hygienist verifying observations. Forms will be mailed to the student after completion of the online Dental Hygiene Information Session.
- Proof of CPR certification for Health Care Providers prior to and throughout curriculum
- Review and acknowledge the Technical Standards of the Dental Sciences Department
- Completion of the four prerequisite courses with a grade of "C" or higher and a cumulative GPA of 2.75 or higher: BIO 210 Anatomy Physiology I, CHM 105 General, Organic and Biochemistry, MAT 101 Beginning Algebra, and ENG 101 English Composition I. Some of these courses may have time limits, so please refer to the transfer credit limit section in the catalog.
- May not have more than two unsuccessful attempts in a Dental Hygiene curriculum General Education course.
- Payment of a non-refundable tuition deposit.
- All applicants must be at least 18 years of age at the time of admission to the program.

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all DHG-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Failure of one Dental Hygiene course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission.The Dental Hygiene Program does not currently accept advanced placement students. All courses with a DHG prefix, as well as AHS 113, are reserved for Dental Hygiene majors.

## Curriculum Sequence

**First Semester - Fall**

| | | |
|---|---|---|
| AHS 113 | Head and Neck Anatomy | 1 |
| BIO 211 | Anatomy Physiology II | 4 |
| BIO 225 | Microbiology | 4 |
| DHG 125 | Tooth Morphology and Histology | 2 |
| 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 |

*(Continued)*

| | | |
|---|---|---|
| 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 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 10 |
| **Fourth Semester - Fall** | | |
| DHG 140 | General and Oral Pathology | 2 |
| DHG 143 | Dental Pharmacology | 2 |
| DHG 230 | Public Health Dentistry | 3 |
| DHG 241 | Integrated Dental Hygiene I | 1 |
| DHG 255 | Clinical Dental Hygiene III | 5 |
| | TOTAL | 13 |
| **Fifth Semester - Spring** | | |
| DHG 242 | Integrated Dental Hygiene II | 1 |
| DHG 265 | Clinical Dental Hygiene IV | 5 |
| SOC 101 | Introduction to Sociology | 3 |
| Humanities** | 3 | |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **80** |

*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 110, MUS 105.

**Certificate**

## Major: DIAGNOSTIC MEDICAL SONOGRAPHY

The technological advancement of diagnostic sonography has been incredibly beneficial for the medical field. Diagnostic Medical Sonographers use sound waves at high frequencies to produce high-resolution images so physicians can clearly see muscles, internal organs, and joints, providing more accuracy when determining a patient's condition and course of treatment. One of the more popular uses of this technology is obstetric sonography, which allows doctors, along with expectant parents, to see the fetus as it develops and to monitor for abnormalities or health complications in the developing child. Students completing the program are eligible to take the ARRT - American Registry of Radiologic Technologist certification exam in Diagnostic Medical Sonography and the ARDMS (American Registry of Diagnostic Medical Sonography). See the program mission statement.

Note: Students with appropriate credits to qualify for an A.A.S. degree in General Technology may graduate with an A.A.S. in General Technology, with an Emphasis in Diagnostic Medical Sonography.

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

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Diagnostic Medical Sonography program by completing a weighted application form. Students with the highest scores will receive admission to the program. A waiting list of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must resubmit the Diagnostic Medical Sonography Application by the program application deadline date to be

*(Continued)*

considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to admission and during program.
- Review and acknowledge the Medical Imaging Technical Standards Form.
- Attend the Medical Imaging Sciences information session and obtain a signed statement verifying attendance to submit for admissions.
- Successful completion of all 11 Diagnostic Medical Sonography Core Courses with a minimum grade of "C" and a GPA of at least 2.5. (Course time limits apply.)
- Payment of a non-refundable tuition deposit.
- Complete the online Diagnostic Medical Sonography Information Session.
- For re-acceptance guidelines, see the MIS Student Handbook.
- For students seeking transfer credits from other institutions, see the MIS Admission FAQ.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of $260+.

**Course Sequence and Progression Requirements**
A cumulative GPA of 2.5 or higher as well as a minimum grade of "C" or better is required for all DMS-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the Diagnostic Medical Sonography program and must apply for re-acceptance. For further information regarding re-acceptance, see the MIS Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

## CURRICULUM SEQUENCE

Diagnostic Medical Sonography Prerequisites

GPA of 2.5 required with grades of C's or higher.

| | |
|---|---|
| BIO 210 | Anatomy and Physiology I |
| BIO 211 (5 yr. time limit) | Anatomy and Physiology II |
| ENG 101 | English Composition I |
| MAT 110 or 120 | College Alg. or Probs. & Stats |
| PSY 201 | General Psychology |
| SPC 205 | Public Speaking |
| AHS 102 (10 yr. time limit) | Medical Terminology |
| AHS 110 (10 yr. time limit) | Patient Care Procedures |
| PHY 118 | Medical Imaging Science |
| Humanities of your choice | ART 101, 105, 108<br>ENG 201, 202, 205, 206, 208, 209, 214, 224<br>FRE 201, 202<br>HIS 101, 102, 201, 202<br>MUS 105<br>PHI 101, 110, 201<br>REL 103<br>SPA 201, 202<br>THE 101 |

**First Semester - Fall**

| | | |
|---|---|---|
| DMS 112 | OB/GYN Sonography I | 3 |
| DMS 114 | DMS Cross Sectional Anatomy | 3 |
| DMS 164 | Introduction to Clinical Education | 2 |
| | TOTAL | 8 |

**Second Semester - Spring**

*(Continued)*

| | | |
|---|---|---|
| DMS 101 | Ultrasound Physics and Instrumentation I | 2 |
| DMS 124 | OB/GYN Sonography II | 2 |
| DMS 150 | Clinical Applications I | 7 |
| | TOTAL | 11 |
| **Third Semester - Summer** | | |
| DMS 120 | Sonographic Instrumentation II | 3 |
| DMS 166 | Advanced Clinical Education | 7 |
| DMS 122 | Abdominal Sonography | 1 |
| | TOTAL | 11 |
| **Fourth Semester - Fall** | | |
| DMS 126 | Advanced Sonographic Topics | 2 |
| DMS 167 | Imaging Practicum | 8 |
| | TOTAL | 10 |
| | **TOTAL CREDIT HOURS** | **40** |

**Certificate**

## Major: DIESEL ENGINE TECHNOLOGY

This program covers all components and functions of a diesel engine including service, diagnosis, diagnostic testing, hydraulics, electrical systems, heating and air conditioning systems, fundamentals of transmissions and torque converters and fuel systems. After completion of the program students will obtain skill sets needed to enter the workforce as a Diesel Engine Technician.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| DHM 105 | Diesel Engines I | 3 |
| DHM 107 | Diesel Equipment Service and Diagnosis | 3 |
| DHM 111 | Introduction to Caterpillar | 2 |
| DHM 121 | Introduction to Diagnostic Testing | 2 |
| DHM 173 | Electrical Systems I | 3 |
| | TOTAL | 13 |
| **Second Semester - Spring** | | |
| DHM 108 | Diesel Engine Tune-Up | 2 |
| DHM 125 | Diesel Fuel Systems | 3 |
| DHM 205 | Diesel Engines II | 3 |
| DHM 265 | Hydraulic Systems | 3 |
| DHM 273 | Electrical Systems II | 3 |
| | TOTAL | 14 |
| **Third Semester - Summer** | | |
| DHM 156 | Fundamentals of Transmission and Torque Converters | 3 |
| DHM 232 | Heating, Cooling & Air Conditioning Systems | 3 |
| DHM 255 | Air Brakes Systems | 3 |
| | TOTAL | 9 |
| | **TOTAL CREDIT HOURS** | **36** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

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**Associate in Applied Science Degree**

# Major: DIGITAL ARTS

The digital arts—from graphic design to photography to animation—enhance our ability to communicate around the world, both professionally and socially. If you have a creative streak and enjoy interacting with computers, you should consider a major in Digital Arts. As a graphic artist, you will plan and create visual applications to address the entire spectrum of communications needs, using cutting-edge techniques in a variety of media, such as photography, video, animation, and web-based design. HGTC's Digital Arts curricula will give you the foundation you need to join forces with other creative professionals in these hot new marketplaces.

All students in the program will acquire a solid education in **design theory** and art history. During the first year, students will focus on basic **design skills, creative software and digital photography**; in the second year, they will learn **advanced skills in advertising design / production and multimedia techniques including web, video and animation**. For students who wish to continue their education, HGTC has developed transfer agreements with a number of **four-year institutions**, including **Coastal Carolina University, Charleston Southern University, and Francis Marion University**.

## PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

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

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ART 101 | Art History and Appreciation | 3 |
| ARV 110 | Computer Graphics I | 3 |
| ARV 121 | Design | 3 |
| ARV 212 | Digital Photography | 3 |
| ENG 155 | Communications I* | 3 |
| | TOTAL | 15 |
| **Second Semester - Spring** | | |
| ART 108 | History of Western Art | 3 |
| ARV 162 | Graphic Reproduction | 3 |
| ARV 210 | Computer Graphics II | 3 |
| CGC 106 | Typography I | 3 |
| ENG 160 | Technical Communications* | 3 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| ARV 282 | SCWE in Digital Arts "Internship" | 6 |
| ARV 227 | Website Design | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| ARV 163 | Graphic Reproduction II | 3 |
| ARV 261 | Advertising Design I | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| MKT 101 | Marketing | 3 |
| PSY 201 | General Psychology | 3 |
| or | | |
| SOC 101 | Introduction to Sociology | |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| ARV 219 | Multimedia Techniques | 3 |
| CGC 250 | Special Projects in Commercial Graphics | 3 |
| ARV 262 | Advertising Design II | 3 |
| ARV 264 | Special Projects in Graphic Arts | 3 |

*(Continued)*

| | | |
|---|---|---|
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **66** |

*Students transferring to a four-year degree program should consider ENG 101, ENG 102, and SPC 205 in place of ENG 155 and ENG 160; MAT 110 or MAT 120 is recommended in place of MAT 155.

**Associate in Applied Science Degree**

## Major: EARLY CARE & EDUCATION

If you enjoy children and creative activities, possess patience, excellent communication skills, and sound decision-making abilities, and have a strong work ethic, HGTC's Associate in Applied Science in Early Care and Education (ECD) might be the right career path for you. Early Care and Education professionals work in partnership with families to create a nurturing environment that is respectful of culture and rich in experiences to promote the optimal growth and development of each child. Students in this program receive the tools and resources necessary to provide language- and literacy-rich environments, appropriate math and science skills, an inquiry-based approach to learning about the world, and safe, healthy environments that promote emotional and social well-being. The program includes interactive classroom experiences, as well as off-site experiences in a variety of child-care and early-education environments.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

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

**Course Sequence and Progression Requirements**

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

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| ECD 101 | Introduction to Early Childhood | 3 |
| ECD 102 | Growth and Development I | 3 |
| ECD 108 | Family and Community Relations | 3 |
| ENG 155 | Communications I | 3 |
| MAT 155 | Contemporary Mathematics | 3 |
| | TOTAL | 15 |

**Second Semester - Spring**

| | | |
|---|---|---|
| ECD 105 | Guidance - Classroom Management* | 3 |
| ECD 131 | Language Arts** | 3 |
| ECD 203 | Growth and Development II* | 3 |
| PSY 201 | General Psychology | 3 |
| COL 105 | Freshman Seminar | 3 |
| or | | |
| EDU 201 | Classroom Inquiry with Technology | |
| | 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**

| | | |
|---|---|---|
| ECD 132 | Creative Experiences | 3 |

*(Continued)*

| | | |
|---|---|---|
| ECD 201 | Principles of Ethics Leadership in Early Care Education | 3 |
| ECD 237 | Methods and Materials** | 3 |
| | Foreign Language or Lab Science*** | 4 |
| | TOTAL | 13 |
| **Fifth Semester - Spring** | | |
| ECD 200 | Curriculum Issues in Infant Toddler Development* | 3 |
| ECD 252 | Diversity Issues in Early Care and Education* | 3 |
| ECD 243 | Supervised Field Experience** | 3 |
| | Humanities**** | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **64** |

*Students are required to conduct observations of children, families, and learning environments in a variety of early childhood settings.
**Students are required to participate in lab/class assignments involving visitations to work in licensed child care facilities.
***Choose from one of the following Foreign Language courses: SPA 101, SPA 102, FRE 101 or FRE 102
***Lab Science: BIO 105 (Students can also choose from AST 101, CHM 110 or PHY 201)
****Choose one Humanities: ART 101, MUS 105, or THE 101.

**Certificate**

## Major: EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development certificate prepares students for careers and/or advancement in the early childhood profession. Graduates will be qualified to work in childcare centers, family childcare homes, morning preschool programs, after-school programs, summer camp programs, and some private school programs.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Criminal Background Check is a prerequisite for labs and licensed child care centers (not required for ECD 101)
- Obtain Negative PPD (not requried for ECD 101)
- Obtain certification in Pediatric CPR and First Aid prior to graduation

**Course Sequence and Progression Requirements**

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

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ECD 101 | Introduction to Early Childhood | 3 |
| ECD 102 | Growth and Development I | 3 |
| ECD 132 | Creative Experiences | 3 |
| | TOTAL | 9 |
| **Second Semester - Spring** | | |
| ECD 105 | Guidance - Classroom Management** | 3 |
| ECD 131 | Language Arts** | 3 |
| ECD 203 | Growth and Development II* | 3 |
| | TOTAL | 9 |
| **Third Semester - Summer** | | |
| ECD 107 | Exceptional Child* | 3 |

*(Continued)*

| | | |
|---|---|---|
| ECD 133 | Science and Math Concepts** | 3 |
| ECD 135 | Health, Safety, and Nutrition** | 3 |
| | TOTAL | 9 |
| | **TOTAL CREDIT HOURS** | **27** |

*Students are required to conduct observations of children, families and learning environments in a variety of early childhood settings.
**Students are required to participate in lab/class assignments involving visitations to and/or work in licensed childcare facilities.

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: ELECTRICAL LINEMAN TECHNICIAN

Horry-Georgetown Technical College has partnered with utility companies in South Carolina to offer a comprehensive training program that will prepare candidates for entry-level line work positions. The Electrical Lineman Technician Program prepares the student to enter the electric utility industry as an apprentice with a broad understanding of the skills, knowledge, safe work practices and physical ability required to perform line work.

Students receive classroom and field training in math, electrical circuit analysis, power systems, and transformer theory, as well as safety and climbing techniques. Student must be 18 years of age and hold a valid driver's license. Industries will require employees to pass a background check as well as alcohol and drug screening. Students will be required to purchase appropriate safety items and tools.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- A Technical Standards form must be completed with Electrical Lineman Advisor, Bonita Dove or Scott Shoemaker.
- Successful completion of high school diploma or GED.
- Valid Driver's license.
- 18 years of age.

### CURRICULUM SEQUENCE

**First Semester**

| | | |
|---|---|---|
| ELW 110 | Electrical Computations | 2 |
| ELW 111 | Introduction to Electrical Line Worker | 3 |
| ELW 112 | Introduction to Electricity | 3 |
| ELW 114 | Overhead Line Construction I | 3 |
| ELW 211 | Underground Line Construction I | 3 |
| ELW 231 | Electrical Power Systems | 3 |
| | **TOTAL CREDIT HOURS** | **17** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: ELECTRONICS ENGINEERING TECHNOLOGY

Electronic and computer circuits are now being used in everything from complex industrial equipment to simple household appliances. If you enjoy working with this exciting technology, you should consider HGTC's Associate of Applied Science in Electronics Engineering Technology. The engineering technician in this field has the skills and knowledge to work in a wide variety of businesses and industries. Also, graduates have the option to transfer to a senior institution and pursue a Bachelor's Degree in Engineering Technology. For transfer option see an Electronics Engineering Program advisor.

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### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EET 113 | Electrical Circuits I - DC | 4 |
| EET 145 | Digital Circuits | 4 |
| EGR 275 | Introduction to Engineering/ Computer Graphics | 3 |
| MAT 175 | Algebra Trigonometry I* | 3 |
| | TOTAL | 14 |
| **Second Semester - Spring** | | |
| EET 114 | Electrical Circuits II - AC | 4 |
| EET 210 | Digital Integrated Circuits | 4 |
| ENG 155 | Communications I* | 3 |
| PHI 110 | Ethics | 3 |
| | TOTAL | 14 |
| **Third Semester - Summer** | | |
| EET 131 | Active Devices | 4 |
| EET 227 | Electrical Machines | 3 |
| EET 253 | Microprocessors | 4 |
| | TOTAL | 11 |
| **Fourth Semester - Fall** | | |
| EET 147 | I.C. Circuits | 2 |
| EET 220 | Analog Integrated Circuits | 3 |
| EET 231 | Industrial Electronics | 4 |
| EET 235 | Programmable Controllers | 3 |
| PHY 201 | Physics I | 4 |
| | TOTAL | 16 |
| **Fifth Semester - Spring** | | |
| ECO 210 | Macroeconomics | 3 |
| EET 218 | Electrical Power Systems | 4 |
| EET 236 | PLC Systems Programming | 3 |
| EET 243 | Data Communications | 3 |
| EET 272 | Electronics Senior Seminar | 1 |
| EET 273 | Senior Project | 1 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **70** |

*The following university transferable sequences may be substituted: MAT 110, MAT 111, MAT 140 for MAT 175 and ENG 101 and SPC 205 for ENG 155; PHY 221 for PHY 201. Please see department chair for specific details.

**Certificate**

## Major: EMERGENCY MEDICAL TECHNICIAN BASIC

The Emergency Medical Technician (EMT) Basic Certificate is designed to prepare students with the knowledge, coursework, skills, procedures and practical experience necessary for entry level of EMS. The curriculum will focus on rapid in-field treatment and transport to higher medical providers. Students will acquire basic medical assessment skills to be prepared to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital under the direction of more highly trained medical personnel. The EMT-Basic has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies.

### PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

**In order to progress in the curriculum, the student must:**

- Student must be 18 years of age and have a high school diploma or GED;

*(Continued)*

- Maintain a minimum cumulative GPA of 2.0 on all required courses;
- Pass a criminal background check prior to entry into the program;
- Submit a completed Health Sciences Division Physical Examination Form & Immunizations prior to enrollment in the second semester.

| | | |
|---|---|---|
| **First Semester Fall** | | |
| EMS 104 | Emergency Care I | 7 |
| | TOTAL | 7 |
| **Second Semester Spring** | | |
| EMS 109 | Emergency Care II | 7 |
| EMS 212 | EMS Field Internship | 2 |
| | TOTAL | 9 |
| | **TOTAL CREDIT HOURS** | **16** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: EMERGENCY MEDICAL TECHNICIAN PARAMEDIC

The Emergency Medical Technician (EMT) - Paramedic Certificate is designed for students currently working in the fire/rescue field who are certified as either South Carolina EMT or National Registry EMT. This certificate can be completed in three semesters with a total of 40 credit hours. Upon completion of this certificate program, students will be eligible to take the Paramedic National Registry Exam.

The Horry-Georgetown Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763, (727)-210-2350; www.caahep.org. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, (214) 703-8445, Fax (214) 703-8992; www.coaemsp.org.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Emergency Medical Technology program on a first qualified, first accepted basis.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first EMS course.
- Complete and pass the General Hospital Orientation.
- The applicant must have the following to enter the EMT - Paramedic program: Certificate Program: SC EMT or National Registry EMT and BIO 112 or BIO 211.
- Other expenses may include, but are not limited to: purchasing scrubs and shoes, and gas and transportation to clinical sites.

**Course Sequence and Progression Requirements**

Earn a minimum grade of "C" in all general education, support and EMS courses. Failure of one required course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required courses, or failure in any two of the required courses will not be eligible for readmission to the EMT program. Failure is defined as receiving a grade below "C" in any course. Students may apply for readmission to EMT program after a 2-year time period from the date of the 2nd course failure.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Summer** | | |
| BIO 112 | Basic Anatomy & Physiology | 4 |
| EMS 115 | International Trauma Life Support | 1 |
| EMS 119 | Emergency Medical Service Operations | 2 |

*(Continued)*

| | | |
|---|---|---|
| EMS 150 | Introduction to Advanced Care | 5 |
| EMS 223 | Paramedic Clinical I | 2 |
| | TOTAL | 14 |
| **Second Semester - Fall** | | |
| EMS 116 | Advanced Cardiac Life Support | 1 |
| EMS 224 | Paramedic Clinical II | 2 |
| EMS 230 | Advanced Emergency Medical Care I | 5 |
| EMS 238 | Paramedic Ambulance Field Experience I | 3 |
| | TOTAL | 11 |
| **Third Semester - Spring** | | |
| EMS 117 | Pediatric Advanced Life Support | 1 |
| EMS 118 | Advanced Medical Life Support | 1 |
| EMS 240 | Advanced Emergency Care II | 5 |
| EMS 241 | Paramedic Clinical III | 2 |
| EMS 248 | Paramedic Ambulance Field Experience II | 2 |
| EMS 272 | Paramedic Capstone | 4 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **40** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: EMERGENCY MEDICAL TECHNOLOGY

The A.A.S. in Emergency Medical Technology (EMT) degree prepares students to provide emergency medical support to people who are injured or critically ill and to transport them to a medical facility, if necessary. When working in a first-responder situation, such as an ambulance service or fire department, EMTs are dispatched to the scene of the emergency, which can be as varied as a car accident, a fire, a falling injury, a dog bite, a shooting or stabbing, a birth, or a person who's suddenly fallen ill. Once at the scene of the emergency, EMTs assess the situation, determine if additional assistance is needed, and, if necessary, order the additional help.

The flexibility of the EMT curriculum allows you to enter the profession at two levels -Basic EMT and Paramedic. This enables students to continue their education while working. In addition to receiving the technical education necessary for the profession, you will take general-education courses, as well. Graduates of the program are eligible to take the National Registry Examination for EMT Basic and Paramedic.

Note: Students who satisfactorily complete all of the EMS subject courses required in the first and second semester may be eligible for the EMT-Basic Certificate (EMT6).

The Horry-Georgetown Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763, (727)-210-2350; www.caahep.org. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, (214) 703-8445, Fax (214) 703-8992; www.coaemsp.org.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Emergency Medical Technology program on a first qualified, first accepted basis.

- Students are required to be 18 years of age and have a high school diploma or GED.

*(Continued)*

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first EMS course.
- Complete and pass the General Hospital Orientation.
- Transfer students must meet the College transfer student admission requirements and transfer of EMT courses must show a current CPR certification.
- Other expenses may include, but are not limited to: purchasing scrubs and shoes, and gas and transportation to clinical sites.
- Second semester high school students interested in the EMT program, click here for further information.

**Course Sequence and Progression Requirements**
Earn a minimum grade of "C" in all general education, support and EMS courses. Failure of one required course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required courses, or failure in any two of the required courses will not be eligible for readmission to the EMT program. Failure is defined as receiving a grade below "C" in any course. Students may apply for readmission to EMT program after 2-year time period from 2nd course failure.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| BIO 112 | Basic Anatomy and Physiology* | 4 |
| EMS 104 | Emergency Care I | 7 |
| ENG 155 | Communications I* | 3 |
| | TOTAL | 14 |
| **Second Semester - Spring** | | |
| EMS 109 | Emergency Care II | 7 |
| EMS 212 | EMS Field Internship | 2 |
| | Humanities** | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| EMS 115 | International Trauma Life Support | 1 |
| EMS 119 | Emergency Medical Services Operations | 2 |
| EMS 150 | Introduction to Advanced Care | 5 |
| EMS 223 | Paramedic Clinical I | 2 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 13 |
| **Fourth Semester - Fall** | | |
| EMS 116 | Advanced Cardiac Life Support | 1 |
| EMS 224 | Paramedic Clinical II | 2 |
| EMS 230 | Advanced Emergency Medical Care I | 5 |
| EMS 238 | Paramedic Ambulance Field Experience I | 3 |
| MAT 155 | Contemporary Mathematics* | 3 |
| | TOTAL | 14 |
| **Fifth Semester - Spring** | | |
| EMS 117 | Pediatric Advanced Life Support | 1 |
| EMS 118 | Advanced Medical Life Support | 1 |
| EMS 240 | Advanced Emergency Care II | 5 |

*(Continued)*

| | | |
|---|---|---|
| EMS 241 | Paramedic Clinical III | 2 |
| EMS 248 | Paramedic Ambulance Field Experience II | 2 |
| EMS 272 | Paramedic Capstone | 4 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **71** |

*Students interested in transferring to a senior institution, should select ENG 101 and SPC 205 in place of ENG 155; BIO 210 and 211 in place of BIO 112; and MAT 110 in place of MAT 155.
**Humanities: Choose one of the following: ART 101, HIS 101, HIS 201, MUS 105 or PHI 110.

**Associate in Applied Science Degree**

## Major: EMERGENCY MEDICAL TECHNOLOGY - ADVANCED PLACEMENT

### Advanced Placement

An advanced-placement option is available for students currently holding a National Registry Paramedic certification who have a desire to obtain an Associate in Applied Science in Emergency Medical Technology degree. Through an assessment of professional certifications and previous professional experience, you may be eligible to exempt a maximum of 52 credit hours toward the A.A.S. degree in Emergency Medical Technology. HGTC reserves the right to require students to demonstrate competency through satisfactory completion of coursework, certification, challenge or exemption exams, or experiential learning. Each student's certification and experience will be reviewed on an individual basis.

#### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

The student must:

- Meet admission requirements for the EMT degree program, including admission fee, proof of background checks, etc.
- Successfully complete all general education requirements for Emergency Medical Technology. The general education courses are as follows: BIO 112 or BIO 211, ENG 155, MAT 155, PSY 201, SOC 101, and Humanities (choose from ART 101, HIS 101, HIS 201, MUS 105 or PHI 110).
- Complete general education coursework at HGTC.
- Achieve a grade of "C" or higher in all general education courses;
- Have no more than two (2) attempts on any general education course;
- Hold current credentials as a Paramedic, as described above;
- Repeat a major course no more than once; and,
- Earn no less than 71 credit hours through course enrollment and completion or exemption of degree requirement coursework; 25% of required coursework must be completed at HGTC (19 hours).

The Associate Degree in Applied Sciences in Emergency Medical Technology degree requires a total of 71 credit hours.

| | |
|---|---|
| **TOTAL CREDIT HOURS** | **71** |

**Certificate**

## Major: ESTHETICS TECHNICIAN

The skincare and spa industry is expanding rapidly. As it grows, the need for highly trained and specialized professionals is at an all-time high. HGTC's Esthetics Technician Certificate program provides the skills and abilities you need to be a part of this exciting field. Esthetics, the non-medical care of the skin, is a growing part of the health and beauty industry. This program enables students to learn basic skincare practices, facial treatments, makeup application, hair removal, sanitation procedures, and salon-management practices. Graduates are eligible to take both the written and practical exams of the State Board, thereby preparing them to become licensed Estheticians.

#### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

*(Continued)*

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

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

### CURRICULUM SEQUENCE

**First Semester**

| | | |
|---|---|---|
| COS 151 | Dermatology | 3 |
| COS 152 | Hygiene and Sanitation | 2 |
| COS 156 | Fundamentals of Massage | 2 |
| COS 157 | Electric Current and Hair Removal | 3 |
| COS 158 | Facial Treatments | 2 |
| COS 164 | Basic Makeup and Application | 3 |
| COS 221 | Facial Practice I | 2 |
| | **TOTAL CREDIT HOURS** | **17** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: EXPANDED DUTY DENTAL ASSISTING

The Expanded Duty Dental Assisting (EDDA) certificate prepares dental assistants to perform chair-side assisting; expose and process radiographs; perform basic business-office procedures; manage asepsis, infection, and hazard-control protocols; perform laboratory procedures; assist in the management of emergencies; provide oral-health instruction; and function as a member of the dental team. High-school courses in biology, chemistry, and algebra are recommended to prepare for the program's science-based curriculum. Students will be required to travel to various dental offices in Horry and Georgetown counties as part of their office-rotation courses.

Students in the Expanded Duty Dental Assisting program receive their education in a state-of-the-art Dental Clinic on the Grand Strand campus, under the direct supervision of licensed dentists and hygienists. Graduates are eligible to take national board-certification exams. After successful completion of these examinations, graduates will be certified as a Dental Assistant.

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**
Applicants will be accepted into the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Once all requirements for admission into the program have been completed, the applicant will be offered a seat for the next available semester.

- Criminal Background Check (CBC) 30 days prior to students enrolling in the EDDA Program. An applicant with an unfavorable CBC may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.

*(Continued)*

- Urine Drug Screening (UDS) 30 days prior to students enrolling in the EDDA Program. An applicant with an unfavorable UDS may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to the start of the final semester.
- Complete online EDDA Student Information Session.
- Complete 15 hours of observation in private dental office(s). Forms which must be completed by the supervising dentist verifying observations will be emailed to student after completion of the online Department Information Session.
- May not have more than two unsuccessful attempts in an Expanded Duty Dental Assisting curriculum General Education course.
- Payment of a non-refundable tuition deposit.

**Course Sequence and Progression Requirements**
A minimum grade of "C" or better is required for all courses for progression and graduation. Grades below "C" are considered course failures. Failure of one Expanded Duty Dental Assisting course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. The Expanded Duty Dental Assisting Program does not currently accept advanced placement students. All courses with a DAT prefix are restricted to Expanded Duty Dental Assisting majors.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| DAT 113 | Dental Materials | 4 |
| DAT 118 | Dental Morphology | 2 |
| DAT 127 | Dental Radiography | 4 |
| DAT 154 | Clinical Procedures | 4 |
| DAT 174 | Office Rotations | 4 |
| | TOTAL | 18 |
| **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 177 | Dental Office Experience | 7 |
| DAT 183 | Expanded Functions/ Specialties | 3 |
| | TOTAL | 18 |
| | **TOTAL CREDIT HOURS** | **36** |

**Certificate**

## Major: FIRE SCIENCE

The Fire Science certificate is designed for individuals who are employed in the field of Fire and Rescue or are interested in pursuing training in this field. A combination of Fire Science Exemption Credit (FSC) and general education prepares graduates for advanced career opportunities and professional development. The general education core is intended to provide students with skills in the following areas: oral and written communication, interpersonal relationships, leadership, and management. Most courses are offered via distance learning to accommodate students employed on shift work.

Note: Fire Science Exemption Credit is given for approved National Fire Academy training based on recommendations made by the American Council on Education (ACE) and awarded per the S.C. Technical College System guidelines. National Fire Academy training can only be obtained by being employed or a volunteer with local fire departments or rescue agencies.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| COL 105 | Freshman Seminar | 3 |
| ENG 155 | Communications I* | 3 |

*(Continued)*

| | | |
|---|---|---|
| PSY 103 | Human Relations* | 3 |
| BUS 101 | Introduction to Business | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| ENG 160 | Technical Communications* | 3 |
| MGT 101 | Introduction to Management | 3 |
| PSC 201 | American Government | 3 |
| Electives*** | 6 | |
| | TOTAL | 15 |
| FSC | Fire Science Exemption Credit** | 9 |
| | **TOTAL CREDIT HOURS** | **36** |

*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.

**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 should consult their advisor for selection of electives.

**Associate in Applied Science Degree**

## Major: FORESTRY MANAGEMENT TECHNOLOGY

If you like to work independently outdoors, you might want to consider the Forestry Management Technology program. The only accredited associate degree program of its kind in South Carolina, the HGTC Forestry Management Technology program trains students for the position of forest technician, a middle-management professional who is qualified to work alongside a graduate professional forester.

The education degree program in Forestry Management Technology is a candidate for accreditation by the Society of American Foresters (SAF) in 2018.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ENG 155 | Communications I* | 3 |
| FOR 102 | Multiple Use of Forest Lands | 3 |
| FOR 130 | Dendrology | 3 |
| FOR 154 | Mensuration | 3 |
| HRT 255 | Urban Tree Care | 3 |
| MAT 170 | Algebra, Geometry & Trigonometry I | 3 |
| | TOTAL | 18 |
| **Second Semester - Spring** | | |
| FOR 106 | Computer Applications in Natural Resource Professions | 3 |
| ENG 160 | Technical Communications* | 3 |
| FOR 156 | Timber Cruising and Marking | 3 |
| FOR 258 | Forest Surveying and Engineering | 4 |
| PHI 110 | Ethics | 3 |
| | TOTAL | 16 |
| **Third Semester - Summer** | | |
| FOR 220 | SCWE in Forestry "Internship" | 5 |
| FOR 222 | Forestry Portfolio | 3 |

*(Continued)*

| | | |
|---|---|---|
| | TOTAL | 8 |
| **Fourth Semester - Fall** | | |
| FOR 206 | Forest Ecology | 3 |
| FOR 265 | Equipment and Timber Harvesting | 4 |
| FOR 269 | Forest Statistics and Data Processing | 3 |
| FOR 271 | Silviculture | 4 |
| PSY 103 | Human Relations | 3 |
| | TOTAL | 17 |
| **Fifth Semester - Spring** | | |
| FOR 263 | Forest Management | 4 |
| FOR 268 | Forest Protection Practices | 4 |
| HRT 150 | Arboriculture I | 3 |
| or | | |
| NRM 201 | Soil Fertility and Plant Production | |
| NRM 207 | Geographic Information Systems (GIS) | 3 |
| | TOTAL | 14 |
| | **TOTAL CREDIT HOURS** | **73** |

*Students continuing toward a Bachelors degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160. Consult your academic advisor.

**Associate in Applied Science Degree**

# Major: FORESTRY MANAGEMENT TECHNOLOGY - WILDLIFE MANAGEMENT PATH

## Wildlife Management

If you enjoy being outdoors and working with wildlife, you should consider HGTC's Forestry Management Technology program, with an emphasis in Wildlife Management. The only accredited associate degree program of its kind in South Carolina, the HGTC Forestry Wildlife Management program provides students with the knowledge and ability to work in natural-resource technician positions, alongside a graduate forester, wildlife biologist, or other land-management professional. This program is approved for Cooperative Work Experience. Students have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, South Carolina Prescribed Burning Certification, First Aid and CPR.

The Wildlife Management emphasis within the Forestry Management Technology program is accredited by the North American Wildlife Technology Association (NAWTA) through 2022.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ENG 155 | Communications I* | 3 |
| FOR 102 | Multiple Use of Forest Lands | 3 |
| FOR 130 | Dendrology | 3 |
| FOR 154 | Mensuration | 3 |
| MAT 170 | Algebra, Geometry and Trig I | 3 |
| NRM 230 | Wildlife Management | 3 |
| | TOTAL | 18 |
| **Second Semester - Spring** | | |
| FOR 106 | Computer Applications in Natural Resource Professions | 3 |
| ENG 160 | Technical Communications* | 3 |
| FOR 156 | Timber Cruising and Marking | 3 |
| NRM 235 | Wildlife Management Techniques | 3 |

*(Continued)*

| | | |
|---|---|---|
| NRM 151 | Vertebrate Natural History | 3 |
| PHI 110 | Ethics | 3 |
| | TOTAL | 18 |
| **Third Semester - Summer** | | |
| FOR 220 | SCWE in Forestry "Internship" | 5 |
| FOR 222 | Forestry Portfolio | 3 |
| | TOTAL | 8 |
| **Fourth Semester - Fall** | | |
| FOR 269 | Forest Statistics and Data Processing* | 3 |
| FOR 271 | Silviculture | 4 |
| NRM 130 | Outdoor Recreation Management | 3 |
| NRM 250 | Wetland Ecology | 3 |
| PSY 103 | Human Relations* | 3 |
| | TOTAL | 16 |
| **Fifth Semester - Spring** | | |
| FOR 263 | Forest Management | 4 |
| FOR 268 | Forest Protection Practices | 4 |
| NRM 201 | Soil Fertility and Plant Production | 3 |
| NRM 207 | Geographic Information System I (GIS) | 3 |
| | TOTAL | 14 |
| | **TOTAL CREDIT HOURS** | **74** |

*Students continuing toward a bachelors degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 120 in place of FOR 269; and PSY 201 in place of PSY 103. Consult your academic advisor.

**Associate of Applied Science Degree**

## Major: GENERAL ENGINEERING TECHNOLOGY

HGTC's General Engineering Technology program is designed to prepare professional and competent engineering technicians for employment in the local area. Possessing strong multidisciplinary skills, graduates will demonstrate a broad knowledge of engineering technology and will use appropriate problem-solving techniques, according to professional, administrative, ethical, legal, and regulatory requirements. Graduates of this program will be able to combine skills and knowledge to address industrial operations and keep industries running efficiently.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EET 113 | Electrical Circuits I | 4 |
| EGR 270 | Introduction to Engineering | 3 |
| ENG 101 | English Composition I | 3 |
| HIS 101 | Western Civilization to 1689 | 3 |
| MAT 110 | College Algebra | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| EET 114 | Electrical Circuits II - AC | 4 |
| ENG 102 | English Composition II | 3 |
| MAT 111 | College Trigonometry | 3 |
| PHI 110 | Ethics | 3 |
| | TOTAL | 13 |
| **Third Semester - Summer** | | |

*(Continued)*

| | | |
|---|---|---|
| EET 131 | Active Devices | 4 |
| EET 253 | Microprocessors | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 10 |
| **Fourth Semester - Fall** | | |
| CHM 110 | College Chemistry I | 4 |
| EET 231 | Industrial Electronics | 4 |
| EGR 275 | Introduction to Engineering/ Computer Graphics | 3 |
| MAT 140 | Analytical Geometry & Calculus I | 4 |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| EGR 260 | Engineering Statics | 3 |
| or | | |
| EGR 190 | Statics | |
| EET 275 | Intro to Robotics Manufacturing Technologies | 3 |
| MAT 141 | Analytical Geometry & Calculus II | 4 |
| PHY 201 | Physics I | 4 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 17 |
| | **TOTAL CREDIT HOURS** | **71** |

This degree is part of a 2+2 agreement with CCU for a B.S. in Engineering Science.

**Associate in Applied Science Degree**

## Major: GENERAL TECHNOLOGY

HGTC's Associate in Applied Science in General Technology allows students, with advisor guidance and approval, to tailor a program of study to meet their specific career goals and employment objectives. By combining coursework of primary and secondary specialties, graduates are prepared to work in different but related areas of study.

The required core consists of 40 credit hours from a primary and secondary specialty. Core credit hours should come from approved degree, diploma, or technical education certificate programs.

The General Technology degree provides opportunity for students in certificate programs at HGTC to earn an Associate in Applied Science degree. Students enrolled in certificate programs are encouraged to speak to their advisors about the General Technology, A.A.S. degree option.

### PROGRAM INFORMATION

The General Technology major allows a student and academic advisor to tailor a program of study to meet specific career goals and employment objectives.

Complete range of semester hour credits distributed as follows:

**GENERAL EDUCATION COURSES**

| | |
|---|---|
| ENG 155 (or ENG 101 + SPC 205) | 3 |
| ENG 160 or ENG 102 | 3 |
| MAT 155 (or MAT 110, 120) | 3 |
| Social Science | 3 |
| Humanities | 3 |
| TOTAL | 15 |

**REQUIRED CORE SUBJECT AREAS**

The Required Core consists of a primary technical specialty (28 credit hours minimum) in a single content area and secondary specialty (12 credit hours minimum). The Primary Specialty consists of a minimum of 28 credit hours in a

*(Continued)*

single content area. The Secondary Specialty consists of an additional 12 credit hours in another content area from approved degree, diploma or technical education certificate programs.

| | |
|---|---|
| TOTAL | 40 |
| **OTHER HOURS REQUIRED FOR GRADUATION** | |
| Electives | 6 |
| **TOTAL CREDIT HOURS** | **61** |

**Associate in Applied Science Degree**

## Major: GENERAL TECHNOLOGY - AVIATION MAINTENANCE

### Aviation Maintenance

If you like to work on anything with an engine, you can take your abilities to the skies with an associate degree in Aircraft Maintenance. Horry-Georgetown Technical College and Pittsburgh Institute of Aeronautics (PIA) have signed an agreement that allows students to earn an Associate in Applied Science in General Technology, with an emphasis in Aviation Maintenance. General Education courses are taught at HGTC or are available online and can be completed before, during, or after PIA enrollment; Aviation courses are taught at PIA facilities at the airport in Myrtle Beach. Each student is required to complete a minimum of 25% of the required coursework at HGTC.

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Offered through HGTC** | | |
| AMF 101 | Introduction to Aviation Maintenance | 1 |
| COL 105 | Freshman Seminar | 3 |
| ENG 155 | Communications I* | 3 |
| MAT 155 | Contemporary Mathematics* | 3 |
| MGT 101 | Principles of Management | 3 |
| or | | |
| MGT 150 | Fundamentals of Supervision | |
| | TOTAL | 13 |
| **Second through Fifth Semester** | | |
| ACM | Aviation Maintenance Exemption Credit** | 40 |
| **Sixth Semester - Offered through HGTC** | | |
| ENG 160 | Technical Communications* | 3 |
| PHI 110 | Ethics | 3 |
| PSY 103 | Human Relations* | 3 |
| | Elective | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **65** |

*Students planning to continue toward a Bachelors degree: ENG 101, ENG 102 and SPC 205 in place of ENG 155 and ENG 160; MAT 110 or higher in place of MAT 155; PHY 201 in place of PHS 101; PSY 201 in place of PSY 103.

**Aviation Maintenance credit is given for approved Aviation Power Plant and Air Frame earned from the Pittsburgh Institute of Aeronautics as approved by the Federal Aviation Administration Air Approval Agency and licensed by the South Carolina Commission on Higher Education.

**Associate in Applied Science Degree**

## Major: GOLF & SPORTS TURF MANAGEMENT

### Golf and Sports Turf Management

Golf is wildly popular and Myrtle Beach is the place to be if you love this exciting sport! If you're interested in a career in this fast-growing industry, you should check out HGTC's Golf and Sports Turf Management associate degree program, the only associate

*(Continued)*

degree program of its kind in South Carolina. Graduates of the Golf & Sports Turf Management emphasis program are qualified for employment as course superintendent, assistant superintendent, grounds managers or foreman. Other employment areas include turf management, sod production, park management, landscape management and turf products sales positions.

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ENG 155* | Communications I | 3 |
| HRT 110 | Plant Form and Function | 4 |
| MAT 170 | Algebra, Geometry, and Trigonometry I | 3 |
| TUF 171 | Introduction to Turf Management | 3 |
| TUF 174 | Turfgrass Pests I | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| CWE | Cooperative Work Experience | 3 |
| ENG 160 | Technical Communications I* | 3 |
| HRT 125 | Soils | 4 |
| TUF 172 | Turf Management I | 3 |
| TUF 274 | Turf Records and Budgets | 2 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| TUF 201 | SCWE in Golf Course Management "Internship" | 8 |
| or | | |
| TUF 203 | SCWE in Sports Turf Management "Internship" | 8 |
| | TOTAL | 8 |
| **Fourth Semester - Fall** | | |
| HRT 113 | Plant Materials | 3 |
| PHI 110 | Ethics | 3 |
| TUF 175 | Turfgrass Pests II | 3 |
| TUF 252 | Turf Management II | 3 |
| TUF 272 | Turf Irrigation and Drainage | 5 |
| | TOTAL | 17 |
| **Fifth Semester - Spring** | | |
| HRT 154 | Grounds Maintenance | 3 |
| PSY 103 | Human Relations* | 3 |
| TUF 215 | Turf Business Practices | 3 |
| TUF 262 | Pesticides | 3 |
| TUF 275 | Performance Turf Design and Construction | 3 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **71** |

*Students continuing towards a bachelors degree path are advised to take ENG 101, ENG 102, and SPC 205 in place of ENG 155 and ENG 160; and PSY 201 in place of PSY 103 and MAT 110 in place of MAT 170.

**Associate in Applied Science Degree**

## Major: HUMAN SERVICES

This program prepares students for work in a variety of settings in the Human Services field. The curriculum teaches intervention skills needed to work with individuals or groups to prevent dysfunction and to support self-sufficiency through role modeling, counseling, crisis intervention, rehabilitation, social support, and behavior modification.

*(Continued)*

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ENG 101 | English Composition I | 3 |
| HUS 101 | Introduction to Human Services | 3 |
| HUS 102 | Personal and Professional Development in Helping Professions | 3 |
| MAT 101 | Beginning Algebra | 3 |
| or | | |
| MAT 155 | Contemporary Mathematics | |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| HUS 209 | Case Management | 3 |
| HUS 221 | Professional Ethics in Human Services Practice | 3 |
| HUS 260 | Special Topics | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| HUS 205 | Gerontology | 3 |
| HUS 212 | Survey of Disabilities & Disorders | 3 |
| HUS 202 | Life Transitions | 3 |
| REL 103 | Comparative Religion | 3 |
| | TOTAL | 12 |
| **Fourth Semester - Fall** | | |
| HUS 216 | Behavior Change Techniques | 3 |
| HUS 237 | Crisis Intervention | 3 |
| HUS 230 | Interviewing Techniques | 3 |
| HUS 235 | Group Dynamics | 3 |
| | TOTAL | 12 |
| **Fifth Semester - Spring** | | |
| HUS 208 | Alcohol and Drug Abuse | 3 |
| HUS 250 | Supervised Field Placement I | 4 |
| PSY 201 | General Psychology | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| | TOTAL | 13 |
| | **TOTAL CREDIT HOURS** | **61** |

**Certificate**

## Major: KITCHEN AND FOOD PREPARATION TECHNIQUES

There will always be a demand for skilled cooks – simply put, people have to eat. HGTC's Kitchen and Food Preparation Techniques Certificate program prepares students for employment in many arenas: restaurants, resorts, hotels, country clubs and more.

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

### PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

*(Continued)*

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

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| CUL 104 | Introduction to Culinary Arts | 3 |
| CUL 105 | Kitchen Fundamentals | 3 |
| CUL 112 | Classical Foundations of Cooking | 3 |
| CUL 113 | Success in Hospitality Studies | 1 |
| | TOTAL | 10 |
| **Second Semester - Spring** | | |
| BKP 119 | Introduction to Baking and Pastry | 3 |
| CUL 118 | Nutritional Cooking | 3 |
| CUL 215 | Cuisine of the Americas | 3 |
| | TOTAL | 9 |
| | **TOTAL CREDIT HOURS** | **19** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: MACHINE TOOL OPERATIONS

The Machine Tool Operations program will prepare students to enter the exciting field of modern machine technology by providing them with the skills to run a machine shop and to operate specialized equipment. The purpose of this certificate is to prepare machine operators with the safe and efficient use of manufacturing implements such as lathes, milling machines, and grinders. The work of a machine operator affects the creation and quality of consumer goods; namely, anything with machine-made parts. Students will be trained in basic machine tool operations and the use of precision measuring instruments for entry-level production machine operation positions. Students enrolled in this program will be required to purchase measuring instruments and certain hand tools.

HGTC's Machine Tool Operations program was developed in response to regional employers who have expressed a demand for skilled employees with solid training in this specialized field. All courses with a grade of "C" or better, apply towards HGTC's Associate in Applied Science in Machine Tool Technology degree.

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| MAT 170 | Algebra Trigonometry | 3 |
| MTT 101 | Introduction to Machine Tool | 2 |
| MTT 106 | Machine Tool Computer Applications | 3 |
| MTT 111 | Machine Tool Theory and Practice I | 5 |
| MTT 120 | Machine Tool Print Reading | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| ENG 155 | Communications I | 3 |
| MTT 105 | Machine Tool Math Applications | 3 |
| MTT 112 | Machine Tool Theory Practice II | 5 |
| MTT 130 | Fundamentals of Geometric Dimensions and Tolerances | 2 |
| MTT 141 | Metals Heat Treatment | 3 |

*(Continued)*

| | | |
|---|---|---|
| | TOTAL | 16 |
| **Third Semester - Summer** | | |
| MTT 249 | Introduction to CAM | 3 |
| MTT 250 | Principles of CNC | 3 |
| | TOTAL | 6 |
| | **TOTAL CREDIT HOURS** | **38** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: MACHINE TOOL TECHNOLOGY

The Machine Tool Technology program will prepare students for careers in modern machine tool technology. Machinists, machine operators or die makers design or produce most familiar objects, including precision parts for vehicles and military equipment, cellphone and game console cases, golf clubs, even microbrewery equipment -- all are created by skilled machinists. Students will be required to purchase appropriate safety items and tools.

HGTC's Machine Tool Technology program was developed in response to regional employers who have expressed a demand for skilled employees with both classroom and hands-on training using state-of-the-art equipment.

This program prepares students for entry-level career opportunities in modern computer-integrated manufacturing environments as machinists, tool & die makers, production-control technicians, quality-control technicians, CNC programmers, and CNC setup and operation technicians.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| MAT 170 | Algebra, Geometry, Trigonometry I | 3 |
| MTT 101 | Introduction to Machine Tool | 2 |
| MTT 106 | Machine Tool Computer Applications | 3 |
| MTT 111 | Machine Tool Theory and Practice I | 5 |
| MTT 120 | Machine Tool Print Reading | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| ENG 155 | Communications I* | 3 |
| MTT 105 | Machine Tool Math Applications | 3 |
| MTT 112 | Machine Tool Theory Practice II | 5 |
| MTT 130 | Fundamentals of Geometric Dimensions and Tolerances | 2 |
| MTT 141 | Metals Heat Treatment | 3 |
| | TOTAL | 16 |
| **Third Semester - Summer** | | |
| MTT 171 | Industrial Quality Control | 2 |
| MTT 241 | Jigs and Fixtures | 2 |
| MTT 249 | Introduction to CAM | 3 |
| MTT 250 | Principles of CNC | 3 |
| | TOTAL | 10 |
| **Fourth Semester - Fall** | | |
| EGR 275 | Introduction to Engineering/ Computer Graphics | 3 |

*(Continued)*

| | | |
|---|---|---|
| MTT 251 | CNC Operations | 3 |
| MTT 252 | CNC Setup and Operations | 4 |
| MTT 253 | CNC Programming and Operations | 3 |
| PHI 110 | Ethics | 3 |
| WLD 116 | Welding | 2 |
| | TOTAL | 18 |
| **Fifth Semester - Spring** | | |
| ENG 160 | Technical Communications* | 3 |
| MTT 113 | Machine Tool Theory Practice III | 5 |
| MTT 254 | CNC Programming I | 3 |
| MTT 255 | CNC Programming II | 3 |
| PSY 103 | Human Relations* | 3 |
| | TOTAL | 17 |
| | **TOTAL CREDIT HOURS** | **77** |

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

**Certificate**

## Major: MASSAGE THERAPY

Are you a patient, caring person who likes to make other people feel good? If so, HGTC's Massage Therapy certificate program might be a good fit for you. Massage is a healing art as well as a science, requiring a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. This program prepares you to become certified so you can obtain an entry-level position as a professional Massage Therapist.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Criminal Background Check required immediately upon admission to program.
- Urine Drug Screening required immediately upon admission to program.
- Health Science Division Student Health Record - must indicate student has ability to perform required physical tasks
- Purchase Massage Table
- Purchase Uniforms
- Purchase equipment and supplies
- Student must be 18 years of age by beginning of second term
- To be licensed as a Massage Therapist in the state of South Carolina the graduate must pass the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB), National Certification Examination for Therapeutic Massage (NCETM), the Massage and Bodywork Licensing Examination (MBLEx), or any other examination provided for in regulation and apply for massage therapist licensure with the Labor and Licensing Regulation Board of South Carolina. The cost of completing a licensure examination and application for licensure is not included in the cost of tuition for the program.

**Course Sequence and Progression Requirements**

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

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| MTH 136 | Kinesiology for Massage Therapy | 2 |
| MTH 120 | Introduction to Massage Therapy | 4 |

*(Continued)*

| | | |
|---|---|---|
| MTH 121 | Principles of Massage Therapy I | 4 |
| MTH 122 | Principles of Massage Therapy II | 4 |
| | TOTAL | 14 |
| **Second Semester - Spring** | | |
| MTH 113 | Essentials of Anatomy & Physiology | 3 |
| MTH 128 | Clinical Applications of Massage | 4 |
| MTH 132 | Massage Therapy Seminar | 1 |
| MTH 135 | Massage Practicum | 2 |
| | TOTAL | 10 |
| | **TOTAL CREDIT HOURS** | **24** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: MECHATRONICS

The Mechatronics Technology certificate program will provide students with the fundamental skills and understanding in electronics, mechanical and fluid power and automated controls commonly found within the manufacturing industry. Furthermore, graduates of the program will be able to perform a systemic analysis and troubleshoot equipment and machinery utilized in the industry.

**PROPOSED CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EEM 117 | AC/DC Circuits I | 4 |
| EEM 140 | National Electrical Code | 3 |
| EEM 231 | Digital Circuits I | 3 |
| IET 223 | Industrial Safety | 3 |
| MAT 170 | Algebra, Geometry & Trigonometry | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| EEM 118 | AC/DC Circuits II | 4 |
| EEM 170 | Electrical Installation | 3 |
| ENG 155 | Communications I | 3 |
| IMT 161 | Mechanical Power Applications | 4 |
| | TOTAL | 14 |
| **Third Semester - Summer** | | |
| EEM 151 | Motor Controls | 4 |
| EEM 221 | DC/AC Drives | 3 |
| EEM 251 | Programmable Controllers | 3 |
| | TOTAL | 10 |
| | **TOTAL CREDIT HOURS** | **40** |

*Students interested in transferring to a senior institution should select ENG 101 in place of ENG 155.

**Associate in Applied Science Degree**

## Major: MECHATRONICS TECHNOLOGY

*(Continued)*

The Mechatronics Technology degree program will provide students with the fundamental skills and understanding in electronics, mechanical and fluid power and automated controls commonly found within the manufacturing industry. Furthermore, graduates of the program will be able to perform a systemic analysis and troubleshoot equipment and machinery utilized in the industry.

**PROPOSED CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EEM 117 | AC/DC Circuits I | 4 |
| EEM 140 | National Electrical Code | 3 |
| EEM 231 | Digital Circuits I | 3 |
| IET 223 | Industrial Safety | 3 |
| MAT 170 | Algebra, Geometry & Trigonometry | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| EEM 118 | AC/DC Circuits II | 4 |
| EEM 170 | Electrical Installation | 3 |
| ENG 155 | Communications I* | 3 |
| IMT 161 | Mechanical Power Applications | 4 |
| | TOTAL | 14 |
| **Third Semester - Summer** | | |
| EEM 151 | Motor Controls | 4 |
| EEM 215 | DC/AC Machines | 3 |
| EEM 221 | DC/AC Drives | 3 |
| EEM 251 | Programmable Controllers | 3 |
| | TOTAL | 13 |
| **Fourth Semester - Fall** | | |
| AMT 105 | Robotics & Automated Controls I | 3 |
| EEM 252 | Programmable Controller Applications | 3 |
| IMT 131 | Hydraulics & Pneumatics | 4 |
| PSY 103 | Human Relations* | 3 |
| PHI 103 | Workplace Ethics* | 3 |
| | TOTAL | 16 |
| **Fifth Semester - Spring** | | |
| AMT 205 | Robotics and Automated Control II | 3 |
| EEM 235 | Power Systems | 3 |
| EEM 274 | Technical/System Troubleshooting | 4 |
| ENG 160 | Technical Communications* | 3 |
| | TOTAL | 13 |
| | **TOTAL CREDIT HOURS** | **72** |

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

**Certificate**

## Major: MEDICAL ADMINISTRATIVE ASSISTANT

This certificate program provides training in medical office skills with a special emphasis on medical applications. Graduates gain an understanding of medical office processes and terminology, in addition to keyboarding, word processing, basic insurance coding, and billing.

*(Continued)*

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| AOT 105 | Keyboarding | 3 |
| AOT 134 | Office Communications | 3 |
| AOT 165 | Information Processing Software | 3 |
| AOT 239 | Computerized Office Accounting | 3 |
| HIM 103 | Intro to Health Info & Coding | 3 |
| | TOTAL | 15 |

**Second Semester - Spring**

| | | |
|---|---|---|
| AOT 110 | Document Formatting | 3 |
| AHS 102 | Medical Terminology | 3 |
| or | | |
| AOT 234 | Administration Office Communications | |
| ENG 155 | Communications I | 3 |
| AOT 220 | Medical Office Administrative Procedures | 4 |
| | TOTAL | 13 |

**Third Semester - Summer**

| | | |
|---|---|---|
| AOT 180 | Customer Service | 3 |
| AOT 210 | Document Production | 3 |
| AOT 261 | Office Spreadsheet Applications | 3 |
| HIM 266 | Computers in Healthcare | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **40** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: MEDICAL CODING AND BILLING

The Medical Coding and Billing certificate prepares students for rewarding career opportunities in the fields of Health Information Management and Healthcare Professional Services. Because medicine is not always an exact science, codes were developed to identify all reasons for seeking healthcare. The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Students in HGTC's Medical Coding and Billing certificate program receive in-depth instruction on medical record coding and billing practices in the professional, facility, and payer healthcare industry. Hands-on coding practice takes place in classroom/lab settings and healthcare facilities. Courses are only available online.

The program prepares students for coding/billing certifications with NHA, AHIMA, and AAPC.

### PROGRAM INFORMATION

**Course Sequence and Progression**

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

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| AHS 102 | Medical Terminology | 3 |
| BIO 110 | General Anatomy & Physiology | 3 |
| ENG 155* | Communications I | 3 |
| HIM 103 | Introduction to Health Information Coding | 3 |
| | TOTAL | 12 |

*(Continued)*

| | | |
|---|---|---|
| **Second Semester - Spring** | | |
| HIM 130 | Billing and Reimbursement | 3 |
| HIM 135 | Medical Pathology | 3 |
| HIM 140 | Current Procedural Terminology I | 3 |
| HIM 216 | Coding and Classification I | 3 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| HIM 141 | Current Procedure Terminology | 3 |
| HIM 153 | Electronic Health Records Clinical Experience | 3 |
| HIM 225 | Coding and Classification II | 3 |
| | TOTAL | 9 |
| Fourth Semester - Fall | | |
| HIM 250 | Coding and Classification III | 3 |
| HIM 264 | Clinical Practice IV | 4 |
| | TOTAL | 7 |
| | **TOTAL CREDIT HOURS** | **40** |

*ENG 101 may be taken in place of ENG 155.

**Associate in Applied Science Degree**

# Major: NETWORK SYSTEMS MANAGEMENT

## Network Systems Management

With the widespread use of computers around the world, there is an ongoing need for skilled network administrators. The Associate in Applied Science degree in Network Systems Management prepares students for entry-level positions in a vast number of industries. The Network Systems Management degree will provide skills in network architecture, network design, and LAN/WAN services and support among others. These valuable skills enable graduates to work in IT for small businesses, public and private corporations, and in private practice.

### PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

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

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| CPT 168 | Programming Logic and Design | 3 |
| CPT 209 | Computer Systems Management | 3 |
| CPT 278 | Computer Software Applications | 3 |
| IST 201 | Cisco Internetworking Concepts | 3 |
| MAT 101 | Beginning Algebra | 3 |
| or | | |
| MAT 110 | College Algebra | |
| | TOTAL | 15 |
| **Second Semester - Spring** | | |
| ENG 101 | English Composition I | 3 |
| or | | |
| ENG 155 | Communications I | |
| IST 190 | LINUX Essentials | 3 |

*(Continued)*

| | | |
|---|---|---|
| IST 202 | Cisco Router Configuration | 3 |
| PHI 110 | Ethics | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| IST 162 | Introduction to Workstation Networking Administration | 3 |
| IST 192 | LINUX Network Applications | 3 |
| IST 203 | Advanced Cisco Router Configuration | 3 |
| PSY 103 | Human Relations | 3 |
| or | | |
| PSY 201 | General Psychology | |
| | TOTAL | 12 |
| **Fourth Semester - Fall** | | |
| CPT 242 | Database | 3 |
| IST 165 | Implementing and Administering Windows Directory Services | 3 |
| IST 204 | Cisco Troubleshooting | 3 |
| IST 291 | Fundamentals of Network Security I | 3 |
| | TOTAL | 12 |
| **Fifth Semester - Spring** | | |
| CPT 264 | Systems and Procedures | 3 |
| IST 261 | Advanced Network Administration | 3 |
| IST 295 | Fundamentals of Voice Over IP | 3 |
| ***Choose 2 from below*** | 6 | |
| CPT 280 | SCWE in Computer Technology "Internship" | |
| IST 290 | Special Topics in Information Sciences | |
| or | | |
| IST 292 | Fundamentals of Network Security II | |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **69** |

**Certificate**

## Major: NETWORKING

The global use of computer technology has led to an ongoing demand for skilled technicians in all areas of computing. The Networking Certificate program prepares students for positions as network administrators and engineers by providing the knowledge required for certification by the network-industry leaders. All classes in this certificate transfer to HGTC's Associate in Applied Science in Network Systems Management Degree program.

### PROGRAM INFORMATION

**Course Sequence and Progression**

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

### CURRICULUM SEQUENCE

**First Semester - Fall**

*(Continued)*

| | | |
|---|---|---|
| CPT 209 | Computer Systems Management | 3 |
| IST 201 | CISCO Internetworking Concepts | 3 |
| | TOTAL | 6 |
| **Second Semester - Spring** | | |
| IST 190 | LINUX Essentials | 3 |
| IST 202 | CISCO Router Configuartion | 3 |
| | TOTAL | 6 |
| **Third Semester - Summer** | | |
| IST 162 | Introduction to Workstation Networking Administration | 3 |
| IST 203 | Advanced CISCO Router Configuration | 3 |
| | TOTAL | 6 |
| **Fourth Semester - Fall** | | |
| IST 198 | Cloud Essentials | 3 |
| IST 291 | Fundamentals of Network Security I | 3 |
| | TOTAL | 6 |
| **Fifth Semester - Spring** | | |
| IST 261 | Advanced Network Administration | 3 |
| IST 292 | Fundamentals of Network Security II | 3 |
| IST 295 | Fundamentals of Voice Over IP | 3 |
| | TOTAL | 9 |
| | **TOTAL CREDIT HOURS** | **33** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: NURSING - ADN

The Associate in Applied Science in Nursing (ADN) degree prepares students for the challenges of modern healthcare. The classroom instruction that is provided in nursing concepts, coupled with laboratory practice and clinical experience at area healthcare providers, ensures that students are well-qualified to enter the field. Graduates of the program will be prepared to take the National Council Licensure Examination - RN (NCLEX-RN). Upon satisfactory completion of the examination and licensure by a State Board of Nursing, graduates are titled Registered Nurse (RN) and are ready to respond to the changing healthcare demands in a variety of settings.

The Nursing and Practical Nursing programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Nursing - ADN program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A waiting list of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must resubmit the Nursing - ADN Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance

*(Continued)*

- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to and throughout curriculum.
- Review and acknowledge the Technical Standards of the Nursing - ADN Department
- GPA of 2.75 on all required general education and support courses. A minimum grade of "C" is also required in all courses required for Nursing - ADN.
- Have met one of the following two admission options:
  - Be eligible for BIO 210, ENG 101 and MAT 110 or MAT 120 and taken the Test of Essential Academic Skills (TEAS) with a minimum score 75 on TEAS-V and at least a 2.75 GPA for the Nursing core courses completed (minimal grade of C for Nursing core courses attempted). Scores are valid for 2 years from date of testing. Students may retest every 3 months. (BIO has a 5 year time limit and MAT has a 10 year time limit.)
  - Successful completion of all 9 Health Science Nursing General Education Courses (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 110/120, PSY 201, SPC 205 and Humanities) with a minimum grade of "C" and a GPA of at least 2.75 and taken the TEAS with a minimum score of 65. (BIO 211 and BIO 225 (5 year time limit, 10 year time limit if already completed Bachelor or Master degree programs) and MAT (10 year time limit).)
- Payment of a non-refundable tuition deposit.
- All applicants must be at least 17 years of age by the semester of admittance to Nursing 101.
- Complete the online Nursing - ADN Information Session.
- For re-acceptance guidelines, see the ADN Student Handbook.
- For students seeking transfer credits from other institutions, see the ADN Student Handbook.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of $200 -$300.

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all NUR-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. For further information regarding re-acceptance, see the ADN Student Handbook.

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester** | | |
| BIO 210 | Anatomy Physiology I | 4 |
| ENG 101 | English Composition I | 3 |
| MAT 110 | College Algebra | 3 |
| OR | | |
| MAT 120 | Probability and Statistics | |
| NUR 101 | Fundamentals of Nursing* | 6 |
| NUR 161 | Basic Concepts of Pharmacology | 2 |
| | TOTAL | 18 |
| **Second Semester** | | |
| BIO 211 | Anatomy Physiology II | 4 |
| ENG 102 | English Composition II | 3 |
| NUR 120 | Basic Nursing Concepts* | 7 |
| | TOTAL | 14 |
| **Third Semester** | | |
| BIO 225 | Microbiology | 4 |
| NUR 150 | Chronic Health Problems* | 6 |
| NUR 162 | Psychiatric and Mental Health Nursing | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 16 |
| **Fourth Semester** | | |
| NUR 220 | Family-Centered Nursing | 7 |
| | TOTAL | 7 |
| **Fifth Semester** | | |

*(Continued)*

| | | |
|---|---|---|
| | Humanities** | 3 |
| NUR 217 | Trends Issues in Nursing | 2 |
| NUR 221 | Advanced Nursing Concepts | 5 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 13 |
| | **TOTAL CREDIT HOURS** | **68** |

*These courses prepare students in basic computer applications.
**Any University Transfer Humanities course.

**Associate in Applied Science Degree**

## Major: NURSING - ADVANCED PLACEMENT

The Nursing Department has developed a process to award credit for the Licensed Practical Nurse (LPN) and Paramedic for previous course work and work experience leading to certification or licensure. This process allows eligible LPN and Paramedic candidates to advance beyond the fundamental and basic nursing courses that are covered in the early portions of the ADN program.

The Associate Degree in Nursing and Practical Nursing programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted for Advanced Placement Nursing by completing the Associate Degree Nursing Application for Advanced Placement Nursing, in addition to the following requirements. The form is available on the Health Science web page, as well as current application deadlines for the next available class.

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

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

- Certification or Licensure:
  - Copy of current, valid, and unrestricted South Carolina or National Paramedic Certificate or evidence of National Registry testing with original certification with current state certification OR
  - Current LPN licensure in South Carolina;
- Note: HGTC Practical Nursing Graduate, who has not taken boards, with at least a 2.75 GPA for both the general education requirements and the PNR program is eligible for admission. These students must follow a four semester enrollment plan. Students who are not licensed LPNs in SC by the deadline will be withdrawn from the program.
- Submitted all documentation to meet HGTC admission requirements;
- Transfer students must meet College transfer student admission requirements;
- Minimum placement test scores from one of the following tests: SAT, ACT, or ACCUPLACER, the College placement test. The Developmental Studies sequence is required if minimum placement test scores are not achieved;
- Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Test of Essential Academic Skills (TEAS-V) test score. Two (2) year time limit. Students may retest every three (3) months.
- Successful completion of all 9 Health Science Nursing General Education Courses (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 110/120, PSY 201, SPC 205 and Humanities) with a minimum grade of "C" and a GPA of at least 2.75 and taken the TEAS with a minimum score of 65. (BIO 211 and BIO 225 (5 year time limit, 10 year time limit if already completed Bachelor or Master degree programs) and MAT (10 year time limit).)

Once applicants have completed these requirements, they will be granted acceptance into Advanced Placement Nursing, based on weighted admissions for available class seats. Paramedics and LPNs also have the option to apply for regular acceptance to the ADN Program.

*(Continued)*

**Course Sequence and Progression Requirements**
A minimum grade of "C" or better is required for all NUR-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. For further information regarding re-acceptance, see the PN Student Handbook.

**CURRICULUM SEQUENCE**

**Required General Education Courses:**

| | | |
|---|---|---|
| BIO 210 | Anatomy & Physiology I | 4 |
| BIO 211 | Anatomy & Physiology II | 4 |
| BIO 225 | Microbiology | 4 |
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| MAT 110 | College Algebra | 3 |
| or | | |
| MAT 120 | Probability & Statistics | |
| PSY 201 | General Psychology | 3 |
| SPC 205 | Public Speaking | 3 |
| Humanities** | 3 | |
| | TOTAL | 30 |
| **First Semester** | | |
| NUR 150 | Chronic Health Problems* | 6 |
| NUR 162 | Psychiatric and Mental Health Nursing | 3 |
| NUR 201 | Nursing Transition*+ | 3 |
| | TOTAL | 12 |
| **Second Semester** | | |
| NUR 161 | Basic Concepts in Pharmacology | 2 |
| NUR 220 | Family-Centered Nursing | 7 |
| | TOTAL | 9 |
| **Third Semester** | | |
| NUR 217 | Trends Issues in Nursing* | 2 |
| NUR 221 | Advanced Nursing Concepts | 5 |
| | TOTAL | 7 |
| | TOTAL CREDIT HOURS | 28 |
| Articulation Credit*** | 13 | |
| | **TOTAL CREDIT HOURS** | **71** |

*Courses prepare students in basic computer applications.
**Any University Transfer Humanities course.
***After successful completion of NUR 201 with a grade of C or better, the student will be awared articulation credit for NUR 101 and NUR 120 taught during the first two semesters of the traditional associate degree program.

**Diploma**

## Major: NURSING - PN

The Nursing PN diploma prepares students to care for acutely and chronically ill patients, to help rehabilitate patients, and to share in the prevention of illness. HGTC's curriculum combines classroom instruction with laboratory practice and clinical experience in various settings. Graduates of the program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon successful completion of this examination and appropriate board licensure, the candidate will be designated as a Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN).

The Nursing and Practical Nursing programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020www.acenursing.org.

*(Continued)*

## PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Nursing - PN program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A waiting list of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must resubmit the Nursing - PN Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first nursing course.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to and throughout curriculum.
- GPA of 2.0 or better on all required general education and support courses. A minimum grade of "C" is also required in all courses required for Nursing - PN.
- Test of Essential Academic Skills (TEAS-V) test score. Two (2) year time limit. Students may retest every three (3) months.
- Have met one of the following two admission options:
  - Be eligible for BIO 210, ENG 101 and MAT 155 or equivalent and taken the Test of Essential Academic Skills (TEAS-V) with a miminum score of 65 and at least a 2.0 GPA for the Practical Nursing core courses completed. Scores are valid for 2 years from date of testing. Students may retest every 3 months. (BIO has a 5 year time limit and Math has a 10 year time limit).
  - Successful completion of all 5 Health Science Nursing Core Courses (BIO 210, BIO 211, ENG 101, MAT 155 or equivalent and PSY 201) with a minimum grade of "C" and a GPA of at least 2.0. (BIO has a 5 year time limit and math has a 10 year time limit.)
- Payment of a non-refundable tuition deposit.
- All applicants must be at least 17 years of age by August 1 of the semester of acceptance. Students are submitted into the Nursing - PN program fall semester only.
- Complete the online Nursing - PN Information Session.
- For re-acceptance guidelines, see the ADN PN Student Handbook.
- For students seeking transfer credits from other institutions, see the ADN PN Student Handbook.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of $200 -$300.

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all PNR-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. For further information regarding re-acceptance, see the ADN PN Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

## CURRICULUM SEQUENCE

**FALL START - First Semester**

| | | |
|---|---|---|
| BIO 210 | Anatomy Physiology I | 4 |
| MAT 155 | Contemporary Mathematics | 3 |
| PNR 110 | Fundamentals of Nursing | 5 |
| PNR 120 | Medical/Surgical Nursing I | 5 |
| PNR 121 | Fundamentals of Pharmacology | 2 |
| | TOTAL | 19 |

**Second Semester**

| | | |
|---|---|---|
| BIO 211 | Anatomy Physiology II | 4 |
| PNR 111 | Nutrition & Diet Therapies Across the Lifespan | 1 |
| PNR 130 | Medical/Surgical Nursing II | 5 |
| PNR 154 | Maternal/Infant/Child Nursing | 5 |
| | TOTAL | 15 |

**Third Semester**

*(Continued)*

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| PNR 140 | Medical/Surgical Nursing III | 5 |
| PNR 183 | Special Topics in PNR | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 14 |
| | **TOTAL CREDIT HOURS** | **48** |
| **SUMMER START - First Semester** | | |
| BIO 210 | Anatomy Physiology I | 4 |
| MAT 155 | Contemporary Mathematics | 3 |
| PNR 110 | Fundamentals of Nursing | 5 |
| PNR 121 | Fundamentals of Pharmacology | 2 |
| | TOTAL | 14 |
| **Second Semester** | | |
| BIO 211 | Anatomy Physiology II | 4 |
| PNR 111 | Nutrition & Diet Therapies Across the Lifespan | 1 |
| PNR 120 | Medical/Surgical Nursing I | 5 |
| PNR 130 | Medical/Surgical Nursing II | 5 |
| | TOTAL | 15 |
| **Third Semester** | | |
| ENG 101 | English Composition I | 3 |
| PNR 154 | Maternal/Infant/Child Nursing | 5 |
| PNR 140 | Medical/Surgical Nursing III | 3 |
| PNR 183 | Special Topics in PNR | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 19 |
| | **Total Credit Hours** | **48** |

**Certificate**

## Major: OUTBOARD MARINE TECHNOLOGY

This program covers all components and functions of an Outboard engine including service, diagnostic electrical systems, rigging, propellers, lubrication, lower units and fuel systems. After completion of the program students will obtain skill sets needed to enter the workforce as a Outboard Engine Technician.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| MNT 101 | Outboard Marine Engines I | 3 |
| MNT 104 | Marine Service Operations | 4 |
| MNT 106 | Marine System Electrical Basics | 2 |
| MNT 109 | Propellers | 2 |
| MNT 120 | Introduction to Outboard Marine Systems | 2 |
| | TOTAL | 13 |
| **Second Semester - Spring** | | |
| MNT 103 | Rigging | 3 |
| MNT 105 | Marine Fuel and Lubrication Systems | 3 |
| MNT 107 | Marine Electrical Systems | 2 |
| MNT 110 | Outbaord Marine Engines II | 4 |

*(Continued)*

| | | |
|---|---|---|
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| MNT 102 | Lower Units | 3 |
| MNT 108 | Marine System Electrical Diagnostics | 3 |
| | TOTAL | 6 |
| | **TOTAL CREDIT HOURS** | **31** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: PARALEGAL

The Associate in Applied Science in Paralegal degree is a well-rounded education for students seeking a Paralegal career. HGTC's Paralegal program prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals must work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

HGTC's Paralegal program is approved by the American Bar Association and is a member of the American Association for Paralegal Education (AAfPE).

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- High School Diploma or GED
- No more than 50% of the transferring students legal specialty paralegal courses may be transferred from another institution. The transferring institutions paralegal program must be approved by the American Bar Association (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college catalog. However, no legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.
- Computer skills are required for any paralegal position.

**Course Sequence and Progression Requirements**

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

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| ENG 101 | English Composition I | 3 |
| LEG 120 | Torts | 3 |
| LEG 135 | Introduction to Law and Ethics | 3 |
| LEG 232 | Law Office Management | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| ENG 102 | English Composition II | 3 |
| LEG 233 | Wills, Trusts and Probate | 3 |
| LEG 214 | Property Law | 3 |
| PSC 201 | American Government | 3 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| HIS 201 | American History: Discovery to 1877 | 3 |

or

*(Continued)*

| | | |
|---|---|---|
| HIS 202 | American History: 1877 to Present | |
| LEG 121 | Business Law | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| LEG 132 | Legal Bibliography | 3 |
| LEG 201 | Civil Litigation I | 3 |
| LEG 212 | Workers Compensation | 3 |
| or | | |
| LEG 231 | Criminal Law | |
| LEG 213 | Family Law | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 15 |
| **Fifth Semester - Spring** | | |
| LEG 202 | Civil Litigation II | 3 |
| LEG 230 | Legal Writing | 3 |
| LEG 245 | Real Estate Law I | 3 |
| MAT 110 | College Algebra | 3 |
| or | | |
| MAT 120 | Probability and Statistics | |
| or | | |
| MAT 155 | Contemporary Mathematics | |
| | TOTAL | 12 |
| **Sixth Semester - Summer** | | |
| LEG 242 | Law Practice Workshop (Internship) | 3 |
| LEG 252 | Business Applications in the Law Office | 3 |
| | TOTAL | 6 |
| | **TOTAL CREDIT HOURS** | **66** |

**Certificate**

## Major: PARALEGAL SPECIALIST

Admission to the Paralegal Specialist program, which prepares students for a Paralegal career, requires prior completion of an associate's or bachelor's degree. The Paralegal Specialist certificate provides students with the skills and abilities to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.
Unauthorized Practice of Law (UPL) Statement: Paralegals must work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).
HGTC's Paralegal program is approved by the American Bar Association and is a member of the American Association for Paralegal Education (AAfPE).

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Completion of an Associate or Bachelor's degree
- No more than 50% of the transferring students legal specialty paralegal courses may be transferred from another institution. The transferring institutions paralegal program must be approved by the American Bar Association (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college catalog. However, no legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.
- Computer skills are required for any paralegal position.

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

### CURRICULUM SEQUENCE

In addition to the 40 credit hours below of legal specialty courses required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

**ADDITIONAL COURSES REQUIRED 24**
ENG 101 English Composition I
ENG 102 English Composition II
SPC 205 Public Speaking
and
Fifteen (15) Semester Hours or the equivalent of General Education in three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities or Foreign Language.

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| LEG 120 | Torts | 3 |
| LEG 132 | Legal Bibliography | 3 |
| LEG 135 | Introducation to Law and Ethics | 3 |
| LEG 201 | Civil Litigation I | 3 |
| LEG 213 | Family Law | 3 |
| | TOTAL | 15 |
| **Second Semester - Spring** | | |
| LEG 202 | Civil Litigation II | 3 |
| LEG 214 | Property Law | 3 |
| LEG 230 | Legal Writing | 3 |
| LEG 233 | Wills, Trusts, and Probate | 3 |
| LEG 245 | Real Estate Law I | 3 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| LEG 242 | Law Practice Workshop | 3 |
| LEG 252 | Business Applications in the Law Office | 3 |
| | TOTAL | 6 |
| | TOTAL CREDIT HOURS | 36 |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: PATIENT CARE MEDICAL ASSISTANT

This certificate program will equip students with the necessary skills to function as a high quality, entry-level patient care medical assistant in a variety of healthcare settings. Graduates will be prepared to practice safely within their identified scope and to promote, protect, and improve the health of the diverse community. Graduates of this program are eligible to apply to take the Competency Exams for state certification in Certified Nursing Assistant, EKG Technician, Clinical Medical Assistant, Phlebotomy, and Certified Patient Care Technician/Assistant.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Criminal Background Check prior to acceptance
- Urine Drug Screening prior to acceptance

### CURRICULUM SEQUENCE

**First Semester - Fall**

| | | |
|---|---|---|
| AHS 102 | Medical Terminology | 3 |

*(Continued)*

| | | |
|---|---|---|
| BIO 110 | General Anatomy & Physiology* | 3 |
| AHS 106 | Cardiopulmonary Resuscitation | 1 |
| **Fast Forward I** | | |
| AHS 141 | Phlebotomy for Healthcare Providers | 3 |
| **Fast Forward II** | | |
| AHS 167 | Phlebotomy Capstone Experience | 3 |
| | TOTAL | 13 |
| **Second Semester - Spring** | | |
| AHS 145 | Electrocardiography | 2 |
| AHS 163 | Long Term Care | 5 |
| AHS 175 | Multi-Skilled Clinical Practicum | 4 |
| AHS 176 | Patient Care Clerical Principles | 4 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **28** |

*BIO 112, BIO 210 or BIO 211 may be taken in place of BIO 110.

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: PHLEBOTOMY

Phlebotomy technicians are healthcare workers who have been trained to collect blood for laboratory analysis. This important job assists physicians in diagnosing and making decisions about patient care. HGTC's Phlebotomy certificate prepares students for entry-level phlebotomy technician positions in hospitals, clinics, and other healthcare settings. The curriculum covers basic venipuncture, phlebotomy theory, and special procedures required for specimen collection, with emphasis on safety, accuracy, and minimal client discomfort. The certificate also requires knowledge of anatomy, physiology, and CPR, and students must attend clinical hours, during which they practice and perfect phlebotomy skills. Graduates are eligible to take a phlebotomy certification exam.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Criminal Background Check, 30 days prior to the start of AHS 167
- Urine Drug Screening, 30 days prior to the start of AHS 167
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program
- Completion of the General Hospital Orientation (GHO)
- Proof of CPR certification for Health Care Providers
- Student must be at least 18 years of age
- Purchase uniforms
- Students must have reliable transportation for rotations to different clinic sites in Horry and Georgetown counties during AHS 167.

**Course Sequence and Progression Requirements**

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

### CURRICULUM SEQUENCE

**Full Semester**

| | | |
|---|---|---|
| AHS 106 | Cardiopulmonary Resuscitation | 1 |
| BIO 110 | General Anatomy & Physiology* | 3 |

*(Continued)*

| | | |
|---|---|---|
| **Fast Forward I** | | |
| AHS 141 | Phlebotomy for the Health Care Provider | 3 |
| **Fast Forward II** | | |
| AHS 167 | Phlebotomy Capstone Experience | 3 |
| | TOTAL | 10 |
| | **TOTAL CREDIT HOURS** | **10** |

*BIO 112, BIO 210 or BIO 211 may be taken in place of BIO 110.

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: PHYSICAL THERAPIST ASSISTANT

The A.A.S. in Physical Therapist Assistant degree prepares students to implement physical therapy treatment procedures under the supervision of licensed Physical Therapists. As an assistant to a physical therapist, you will help patients recovering from debilitating illness, amputation, surgery, or accident to improve mobility, restore physical function, relieve pain, and prevent or limit permanent physical disabilities.

The Physical Therapist Assistant program: Horry-Georgetown Technical College is accredited by the Commission on Accreditation in Physical Therapy Education, (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 843-477-2067 or email tammy.marcin@hgtc.edu.

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### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

The Physical Therapist Assistant program is a limited-access program. All applicants must meet weighted Admission requirements by May 15 to advance to the next phase of consideration for admission to the program. However, meeting admission requirements does not guarantee admission to the PTA program. An applicant who receives notification that she/he was not admitted to the Physical Therapist Assistant program must resubmit the Physical Therapist Assistant Program Application by the published application deadline in order to be considered for admission to the next available class. These applicants should check with Admissions to determine if HGTC Admission information requires updating. A waiting list of applicants is not maintained.

- Criminal Background Check 30 days prior to starting clinical each semester beginning in the second semester; felony or misdemeanor convictions could result in applicants being ineligible to complete the program.
- Urine Drug Screening 30 days prior to starting clinical each semester beginning in the second semester.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to second semester.
- Attendance at PTA Mandatory Information Session.
- Proof of CPR certification for Health Care Providers prior to second semester.
- Experience Documentation form submitted to Office of Admissions reflecting a minimum of 20 hours in a physical therapy facility. The applicant is responsible for arranging the experience at approved facilities. A list of local facilities is available on the department webpage.
- Complete the TEAS test.
- GPA of 2.5 or higher on all required General Education and support courses, with "C" or higher in each course. These courses include: BIO 210 and BIO 211 (5 year time limit), ENG 101, MAT 120 or MAT 110, PSY 201 and Humanities. Minimum cumulative 2.0 GPA must be maintained with no academic or disciplinary suspension at time of admission or program entry.
- To be licensed as a Physical Therapist Assistant in the state of South Carolina the graduate must pass the National Physical Therapy Examination (NPTE) and apply for Physical Therapist Assistant licensure with the Labor and Licensing Regulation Board of South Carolina. The cost of completing the NPTE and application for licensure is not included in the cost of tuition for the program.

**Course Sequence and Progression Requirements**

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

*(Continued)*

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **General Education Requirements** | | |
| BIO 210 | Anatomy Physiology I | 4 |
| BIO 211 | Anatomy Physiology II | 4 |
| ENG 101 | English Composition I | 3 |
| MAT 110 | College Algebra | 3 |
| OR | | |
| MAT 120 | Probability and Statistics (preferred) | |
| PSY 201 | General Psychology | 3 |
| | Humanities | 3 |
| | TOTAL | 20 |
| **First Semester - Fall** | | |
| PTH 101 | Physical Therapy Professional Preparation | 2 |
| PTH 204 | Physical Therapy Functional Anatomy and Application | 5 |
| PTH 205 | Physical Therapy Functional Anatomy | 4 |
| PTH 221 | Pathology I | 2 |
| PSY 203 | Human Growth Development | 3 |
| | TOTAL | 16 |
| **Second Semester - Spring** | | |
| PTH 202 | Physical Therapy Modalities | 4 |
| PTH 234 | Clinical Education I | 3 |
| PTH 240 | Therapeutic Exercises/ Applications | 5 |
| PTH 270 | Special Topics in Physical Therapy | 3 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| PTH 228 | Manual Therapy Techniques | 2 |
| PTH 242 | Orthopedic Management | 4 |
| PTH 253 | Clinical Practice II | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| PTH 235 | Interpersonal Dynamics | 2 |
| PTH 244 | Rehabilitation | 4 |
| PTH 275 | Advanced Professional Preparation | 1 |
| PTH 276 | Physical Therapy Practicum II | 6 |
| | TOTAL | 13 |
| | **TOTAL CREDIT HOURS** | **73** |

**Certificate**

## Major: PROFESSIONAL COOKING

The Professional Cooking certificate program prepares students for positions in food service operations such as hotels, country clubs, resorts, restaurants, healthcare facilities, and catering operations. Students study both theory and practical kitchen applications of the requirements of quality food preparation. Education within this field offers a range of employment opportunities and career progression in the culinary arts, baking, and pastry preparations.
The Culinary Arts Technology program is accredited by the Accrediting Commission of the American Culinary Federation Educational Foundation.

*(Continued)*

## PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

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

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| CUL 104 | Introduction to Culinary Arts | 3 |
| CUL 105 | Kitchen Fundamentals | 3 |
| CUL 112 | Classical Foundations of Cooking | 3 |
| CUL 113 | Success in Hospitality Studies | 1 |
| CUL 129 | Storeroom & Purchasing | 3 |
| | TOTAL | 13 |
| **Second Semester - Spring** | | |
| BKP 119 | Introduction to Baking and Pastry | 3 |
| CUL 118 | Nutritional Cooking | 3 |
| CUL 128 | Culinary Management & Human Resources | 3 |
| CUL 215 | Cuisine of the Amercias | 3 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| CUL 277 | SCWE in Culinary Arts | 3 |
| | TOTAL | 3 |
| | **TOTAL CREDIT HOURS** | **28** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

# Major: RADIOLOGIC TECHNOLOGY

The A.A.S. in Radiologic Technology degree prepares students to assist the radiologist in performing examinations of the body to rule out, or confirm and identify, fractures or diseases. Radiologic Technologists are educated in the precise use of highly technical radiographic equipment and ionizing radiation to perform radiographic procedures. Students will learn to operate equipment and accessories under direct supervision of Board-Certified Radiologists and Technologists. The program is committed to instilling in all students critical-thinking skills, development of interpersonal skills, and a commitment to lifelong learning; see the program mission statement.

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

## PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Radiologic Technology program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A waiting list of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must resubmit the Radiologic Technology Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science  webpage.

- Criminal Background Check prior to acceptance.
- Urine Drug Screening prior to acceptance.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to enrollment in the first radiography course.
- Complete and pass the General Hospital Orientation.

*(Continued)*

- Proof of CPR certification for Health Care Providers prior to admission.
- Review and acknowledge the Medical Imaging Technical Standards Form.
- Successful completion of all 3 Radiologic Technology General Education prerequisite courses with a minimum grade of "C" and a GPA of at least 2.5. (BIO time limits apply.)
- Payment of a non-refundable tuition deposit.
- Complete the online Radiologic Technology Information Session.
- For re-acceptance guidelines, see the MIS Student Handbook.
- For students seeking transfer credits from other institutions, see the MIS Admission FAQ.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Registry Review Packages and Licensing Exam fees of $200+.

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all RAD-prefixed courses for progression and graduation. Grade below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the Radiologic Technology program and must apply for re-acceptance. For further information regarding re-acceptance, see the MIS Student Handbook.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **General Education Requirements** | | **10** |

Completion of the 3 prerequisite courses with a grade of "C" or better prior to acceptance to program:
BIO 210
ENG 101
MAT 110 or 120

| | | |
|---|---|---|
| **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 Physiology II | 4 |
| RAD 110 | Radiographic Imaging I | 3 |
| RAD 130 | Radiographic Procedures I | 3 |
| RAD 165 | Applied Radiography II | 5 |
| | TOTAL | 15 |
| **Third Semester - Spring** | | |
| RAD 115 | Radiographic Imaging II | 3 |
| RAD 136 | Radiographic Procedures II | 3 |
| RAD 175 | Applied Radiography III | 5 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 14 |
| **Fourth Semester - Summer** | | |
| RAD 201 | Radiation Biology | 2 |
| RAD 230 | Radiographic Procedures II | 3 |
| RAD 256 | Advanced Radiography I | 6 |
| | TOTAL | 11 |
| **Fifth Semester - Fall** | | |
| PSY 201 | General Psychology | 3 |
| RAD 103 | Introduction CT | 2 |
| RAD 210 | Radiographic Imaging III | 3 |
| RAD 268 | Advanced Radiography II | 8 |
| | TOTAL | 16 |
| **Sixth Semester - Spring** | | |
| RAD 205 | Radiographic Pathology | 2 |

*(Continued)*

| | | |
|---|---|---|
| RAD 220 | Selected Imaging Topics | 3 |
| RAD 278 | Advanced Radiography III | 8 |
| | Humanities* | 3 |
| | TOTAL | 16 |
| | **TOTAL CREDIT HOURS** | **89** |

*Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 110 or MUS 105.

**Certificate**

## Major: RESIDENTIAL HEATING, VENTILATION, AND AIR CONDITIONING SERVICE TECHNICIAN (HVAC)

Every private residence and small business needs the services of skilled technicians trained in the installation, maintenance, and repair of air conditioning, refrigeration, and heating systems. The Residential HVAC Service Technician certificate opens many doors of opportunity for HGTC graduates. The self-motivated graduate from this program has the technical training to work as an installation specialist, service technician, service manager, or sales representative anywhere in the country. This program is approved by the local HVAC industry through a program advisory committee.

### PROGRAM INFORMATION

**Course Sequence and Progression Requirements**

To graduate, a student must pass the Core and Type Two sections of the EPA examination. Additionally, all students are required to take the Residential Air Conditioning and Heating Industrial Competency Exam (ICE).

### Day Curriculum Sequence

**First Semester - Fall**

| | | |
|---|---|---|
| ACR 102 | Tools and Service | 3 |
| ACR 106 | Basic Electricity for HVAC | 4 |
| ACR 108 | Refrigeration Fundamentals | 3 |
| ACR 118 | Air Conditioning Fundamentals | 3 |
| ACR 140 | Automatic Controls | 3 |
| | TOTAL | 16 |

**Second Semester - Spring**

| | | |
|---|---|---|
| ACR 110 | Heating Fundamentals | 4 |
| ACR 160 | Service Customer Relations | 3 |
| ACR 206 | Advanced Electricity | 2 |
| ACR 210 | Heat Pumps | 4 |
| ACR 250 | Duct Fabrication | 3 |
| | TOTAL | 16 |
| | **TOTAL CREDIT HOURS** | **32** |

### Evening Curriculum Sequence

**First Semester - Fall**

| | | |
|---|---|---|
| ACR 102 | Tools and Service | 3 |
| ACR 106 | Basic Electricity for HVAC/R | 4 |
| ACR 108 | Refrigeration Fundamentals | 3 |

**Second Semester - Spring**

| | | |
|---|---|---|
| ACR 118 | Air Conditioning Fundamentals | 3 |
| ACR 140 | Automatic Controls | 3 |

**Third Semester - Fall**

| | | |
|---|---|---|
| ACR 110 | Heating Fundamentals | 4 |
| ACR 160 | Service Customer Relations | 3 |
| ACR 206 | Advanced Electricity | 2 |

**Fourth Semester - Spring**

*(Continued)*

| | | |
|---|---|---|
| ACR 210 | Heat Pumps | 4 |
| ACR 250 | Duct Fabrication | 3 |
| | **TOTAL CREDIT HOURS** | **32** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: RESIDENTIAL/COMMERCIAL ELECTRICAL TECHNICIAN

The Residential/Commercial Electrical Technician Certificate program is intended to train and prepare students as entry level electricians for residential and commercial maintenance electrical positions. Students will learn to install and maintain electrical equipment, read blueprints, and troubleshoot/repair electrical systems in residential and commercial settings.

**CURRICULUM SEQUENCE**

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EEM 105 | Basic Electricity | 2 |
| EEM 117 | AC/DC Circuits I | 4 |
| EEM 140 | National Electrical Code | 3 |
| EEM 165 | Residential/Commercial Wiring | 4 |
| EEM 172 | Electrical Print Reading | 4 |
| | TOTAL | 17 |
| **Second Semester - Spring** | | |
| EEM 121 | Electrical Measurements | 3 |
| EEM 145 | Control Circuits | 3 |
| EEM 170 | Electrical Installation | 3 |
| EEM 204 | SCWE in Residential/ Commercial Electrical Technician "Internship" | 3 |
| EEM 235 | Power Systems | 3 |
| | TOTAL | 15 |
| | **TOTAL CREDIT HOURS** | **32** |

**Associate in Applied Science Degree**

## Major: RESPIRATORY CARE

The goal of the Respiratory Care Program at Horry-Georgetown Technical College is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). Respiratory Care therapists have a vital role of taking care of patients who suffer from heart and lung ailments. Horry-Georgetown Technical College Respiratory Care program trains students with the most up-to-date technology and equipment, so graduates are ready for employment in the career. At HGTC, you as a student will realize the important part you'll have in today's healthcare system caring for high-risk patients in their most intense moments.

The Respiratory Care program, Program Number 200622, Associate in Applied Science Degree on the Grand Strand Campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submissions of an acceptable Provisional Accreditation Self Study Report (PSSR), completion of an initial on-site visit, and other documentation required by the CoARC. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Continuing Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under

*(Continued)*

Provisional Accreditation are considered graduates of a CoARC accredited program. Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, 817-283-2835.
Commission on Accreditation for Respiratory Care Programmatic Outcomes Data.

## PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Graduation from high school or successful completion of the G.E.D (General Education Development) test;
- Criminal Background Check;
- Urine Drug Screening;
- 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, ACCUPLACER;
- Transfer students must meet the College transfer student admission requirements;
- 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 the Respiratory Care Program;
- Payment of a non-refundable tuition deposit.

Having met one of the following two admission options:

- Successfully complete (minimal grade of "C") 7 general education courses (BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, PSY 201 and Humanities) with a GPA of at least a 2.5. There is a 5 year time limit on BIO courses and a 10 year time limit on MAT courses.
- Applicants must be at least 17 years of age by the semester of admittance to RES 101.

Application to the program and deadlines are available on the Health Science webpage.

### COURSE SEQUENCE & PROGRESSION REQUIREMENTS

Earn a minimum grade of "C" in all general education, support and RES 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 RES program. Failure is defined as receiving a grade below "C" in any course. Students may apply for readmission to RES program after 2-year time period from 2nd course failure.

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **General Education Requirements** | | **24** |
| Completion of the prerequisite courses with a grade of "C" or better: | | |
| BIO 210 | | |
| BIO 211 | | |
| BIO 225 | | |
| ENG 101 | | |
| MAT 110 or MAT 120 | | |
| PSY 201 | | |
| Humanities | | |
| **First Semester - Fall** | | |
| RES 101 | Introduction to Respiratory Care | 3 |
| RES 121 | Respiratory Skills I | 4 |
| RES 246 | Respiratory Pharmacology | 2 |
| RES 152 | Clinical Applications II | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| RES 111 | Pathophysiology | 2 |
| RES 131 | Respiratory Skills II | 4 |
| RES 232 | Respiratory Therapeutics | 2 |
| RES 154 | Clinical Applications II | 4 |
| | TOTAL | 12 |
| **Third Semester - Summer** | | |
| RES 141 | Respiratory Skills III | 3 |
| RES 220 | Hemodynamic Monitoring | 1 |
| RES 235 | Respiratory Diagnostics | 4 |

*(Continued)*

| | | |
|---|---|---|
| RES 249 | Comprehensive Applications | 2 |
| | TOTAL | 10 |
| **Fourth Semester - Fall** | | |
| RES 204 | Neonatal/Pediatric Care | 3 |
| RES 236 | Cardiopulmonary Diagnostics | 3 |
| RES 253 | Advanced Clinical Studies I | 6 |
| | TOTAL | 12 |
| **Fifth Semester - Spring** | | |
| RES 207 | Management in Respiratory Care | 2 |
| RES 242 | Advanced Respiratory Care Transition | 1 |
| RES 244 | Advanced Respiratory Skills I | 4 |
| RES 254 | Advanced Clinical Studies II | 7 |
| | TOTAL | 14 |
| | **TOTAL CREDIT HOURS** | **84** |

**Certificate**

## Major: ROBOTICS TECHNOLOGY

There are many uses for robotics in industry today, from relieving human workers of exhausting and repetitive tasks to increasing productivity and efficiency to taking people out of harm's way. This certificate will provide students entry-level skills in robotics operations and maintenance. The Robotics Certificate is 100% transferable to HGTC's Electronics Engineering Technology Associate in Applied Science degree.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| EET 113 | Electrical Circuits I - DC | 4 |
| EET 145 | Digital Circuits | 4 |
| MAT 175 | Algebra Trigonometry | 3 |
| | TOTAL | 11 |
| **Second Semester - Spring** | | |
| EET 114 | Electrical Circuits II - AC | 4 |
| EET 210 | Digital Integrated Circuits | 4 |
| EET 275 | Intro to Robotics Manufacturing Technology | 3 |
| EGR 275 | Introduction to Engineering/ Computer Graphics* | 3 |
| | TOTAL | 14 |
| | **TOTAL CREDIT HOURS** | **25** |

*EGR 275 is also offered in the fall semester.

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: SPORTS TOURISM AND RECREATION MANAGEMENT

The Associate in Applied Science degree program in Sports Tourism and Recreation Management is the only associate degree program in Sports Tourism in the SC Technical College System. Graduates of this program will be prepared for employment in the

*(Continued)*

emerging profession of Sports Tourism and Recreation Management or for transfer to senior institutions in pursuit of bachelor degrees in areas such as facility management, tourism management, destination marketing, and event management.

## PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Criminal Background Check
- Urine Drug Screening

## CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| BUS 101 | Introduction to Business | 3 |
| ENG 155 | Communications I* | 3 |
| SPT 101 | Sports Tourism | 3 |
| SPT 102 | Customer Service in Sports Tourism | 3 |
| | TOTAL | 12 |
| **Second Semester - Spring** | | |
| MAT 155 | Contemporary Mathematics* | 3 |
| MGT 101 | Introduction to Management | 3 |
| SPT 103 | Sports Event Planning Marketing | 3 |
| SPT 105 | Sports Tourism Facilities Operations | 3 |
| AHS 114 | Basic First Aid | 1 |
| SPT 270 | SCWE in Sports Tourism I "Internship" | 3 |
| | TOTAL | 16 |
| **Third Semester - Summer** | | |
| ACC 145 | Accounting in Sports Tourism | 3 |
| LEG 140 | Sports Tourism Law | 3 |
| SPT 272 | SCWE in Sports Tourism II "Internship" | 3 |
| | TOTAL | 9 |
| **Fourth Semester - Fall** | | |
| ENG 160 | Technical Communications* | 3 |
| PHI 110 | Ethics | 3 |
| PSY 103 | Human Relations | 3 |
| or | | |
| PSY 201 | General Psychology | |
| SPT 273 | SCWE in Sports Tourism III "Internship" | 3 |
| | TOTAL | 12 |
| **Fifth Semester - Spring** | | |
| SPC 205 | Public Speaking | 3 |
| SPT 107 | Leadership in Sports Tourism | 3 |
| SPT 108 | The Business of Sports Tourism | 3 |
| MGT 150 | Fundamentals of Supervision | 3 |
| | TOTAL | 12 |
| | **TOTAL CREDIT HOURS** | **61** |

*Students wishing to transfer should select the following: ENG 101 in place of ENG 155; ENG 102 in place of ENG 160; PSY 201 in place of PSY 103; MAT 110 or MAT 120 in place of MAT 155.

**Certificate**

# Major: SURGICAL TECHNOLOGY

*(Continued)*

The Surgical Technology certificate prepares skilled students to enter into the healthcare environment as surgical technologist. Graduates function under the supervision of surgeons and registered nurses, performing duties that are vital for surgical patient safety and care during operative procedures, such as preparing and maintaining sterile fields; passing instruments, sutures, and sponges; and functioning as a key part of the surgical team. Students are trained in aseptic techniques, medical-equipment nomenclature, and human anatomy for the operating room. HGTC's Surgical Technology program provides students with classroom study, laboratory practice, and clinical experience.

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

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

- Criminal Background Check
- Urine Drug Screening
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program
- Proof of CPR certification for Health Care Providers
- Completion of BIO 210, BIO 211 and BIO 225 with a minimum grade of "C"

**Course Sequence and Progression Requirements**

A minimum grade of "C" or better is required for all courses for progression and graduation. Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

### CURRICULUM SEQUENCE

| | | |
|---|---|---|
| **First Semester - Fall** | | |
| AHS 102 | Medical Terminology | 3 |
| SUR 101 | Introduction to Surgical Technology | 5 |
| SUR 102 | Applied Surgical Technology | 5 |
| | TOTAL | 13 |
| **Second Semester - Spring** | | |
| SUR 103 | Surgical Procedure | 4 |
| SUR 104 | Surgical Procedures II | 4 |
| SUR 111 | Basic Surgical Practicum | 7 |
| | TOTAL | 15 |
| **Third Semester - Summer** | | |
| SUR 113 | Advanced Practicum | 6 |
| SUR 120 | Surgical Seminar | 2 |
| | TOTAL | 8 |
| | **TOTAL CREDIT HOURS** | **36** |

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Certificate**

## Major: SURVEYING

Students completing this certificate will gain the necessary skills to use computers, drafting and design software, measuring devise, and mapping systems to conduct research; collect data; to make decisions; and to create graphic presentations such as land plans, surface creation, topgraphic maps, etc. By combining hands-on training with the latest technology in surveying equipment (Robotic Total Stations), AutoCAD (computer aided design), and Civil 3D, students will learn to read maps and plats, collect field data, conduct property research, and produce CAD documents. A working knowledge of applicable state and federal laws will also be provided. All courses with a grade of "C" or better apply towards the Associate in Applied Science in Civil Engineering Technology degree.

### CURRICULUM SEQUENCE

*(Continued)*

| | | |
|---|---|---|
| **First Semester - Spring** | | |
| CET 127 | Building Construction Print Reading | 4 |
| or | | |
| EGR 270 | Intro to Engineering | 3 |
| EGR 275 | Introduction to Engineering/ Computer Graphics | 3 |
| EGR 285 | Engineering Surveying I | 3 |
| EGR 295 | Engineering Surveying I Lab | 1 |
| MAT 175 | Algebra Trigonometry I* | 3 |
| | TOTAL | 13-14 |
| **Second Semester - Summer** | | |
| EGR 282 | Introduction to Civil Engineering | 2 |
| EGR 286 | Engineering Surveying II | 3 |
| EGR 296 | Engineering Surveying II Lab | 1 |
| | TOTAL | 6 |
| | **TOTAL CREDIT HOURS** | **19-20** |

*Students should select MAT 110/MAT 111 for MAT 175 for transfer purposes.

For more information about gainful employment, visit: https://www.hgtc.edu/righttoknow.

**Associate in Applied Science Degree**

## Major: TEACHER EDUCATION

If your career goal is teaching, HGTC's Teacher Education degree is the right path for you. Teachers are in high demand in South Carolina, and qualifying teachers can have their student loans forgiven through the South Carolina Teachers Loan Program.

HGTC has 2+2 transfer agreements in place with Coastal Carolina University for the following teacher preparation programs: Early Childhood, Elementary Ed, Middle Level Education, Special Education, and Physical Education. HGTC also has transfer aggreements with the University of South Carolina (Columbia) and Francis Marion University. Students interested in transferring to another senior institution should contact their Academic Advisor for assistance in course selection. It is also important for you to contact the Transfer Admissions Office of the transfer institution early in order to determine appropriate courses for transfer.

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

### CURRICULUM SEQUENCE

**GENERAL EDUCATION REQUIREMENTS**

**English Composition and Speech**

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

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| SPC 205 | Public Speaking | 3 |
| | **Total Credit Hours Needed** | **9** |

**Mathematics/Science**

| | | |
|---|---|---|
| MAT 250 | Elementary Mathematics (see advisor) | 3 |
| or | | |
| MAT 110 | College Algebra (see advisor) | |
| or | | |
| MAT 120 | Probability & Statistics (see advisor) | |

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

| | | | | |
|---|---|---|---|---|
| AST 101 | AST 102 | BIO 101 | BIO 102 | BIO 105 |

*(Continued)*

| | | | | |
|---|---|---|---|---|
| BIO 210 | BIO 211 | CHM 110 | CHM 111 | PHY 201 |
| PHY 202 | | | | |
| | | **Total Credit Hours Needed** | | **7** |

**Humanities/Fine Arts**

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

| | | | | |
|---|---|---|---|---|
| ART 101 | ART 108 | ENG 201 | ENG 202 | ENG 205 |
| ENG 206 | ENG 208 | ENG 209 | ENG 214 | ENG 218 |
| ENG 224 | ENG 230 | ENG 236 | FRE 201 | FRE 202 |
| GER 201 | GER 202 | HIS 101 | HIS 102 | HIS 201 |
| HIS 202 | HIS 214 | MUS 105 | PHI 101 | PHI 110 |
| PHI 115 | PHI 201 | REL 103 | SPA 201 | SPA 202 |
| SPC 210 | THE 101 | | | |
| | | **Total Credit Hours Needed** | | **6** |

**Social Behavioral Sciences**

| | | |
|---|---|---|
| PSY 201 | General Psychology | 3 |
| PSC 201 | American Government | 3 |
| | **Total Credit Hours Needed** | **6** |

**EDUCATION COURSES**

| | | |
|---|---|---|
| EDU 102 | Professional Preparation for Education Careers | 3 |
| EDU 110 | Careers in Education | 3 |
| EDU 200 | Curriculum Issues in Infant & Toddler Development | 3 |
| EDU 201 | Classroom Inquiry with Technology | 3 |
| EDU 241 | Learners & Diverstiy** | 4 |
| | **Total Credit Hours Needed** | **16** |

**ELECTIVES**

Choose from transferrable Humanities, Communication or Social Science courses or courses below. Courses used to complete one requirement cannot be the same course or courses used to satisfy other requirements.

**Total Credit Hours Needed** **21**

Students interested in **Early Childhood Education (pK-2nd)** should talk with their advisor. It is recommended students take the following elective courses:

| | | | | |
|---|---|---|---|---|
| ECD 101 | ECD 135 | MAT 251 | GEO 102 | HIS 202 |
| *Lab Science | | | | |

Early childhood students may substitute ECD 252 for EDU 241.

Early childhood students may substitute ECD 107 for EDU 200.

Students interested in **Elementary Education (2nd-6th)** should talk with their advisor. It is recommended students take the following elective courses:

| | | | | |
|---|---|---|---|---|
| GEO 102 | MAT 251 | PSY 203 | PSY 210 | HIS 101 |
| HIS 201 | | | | |

Students interested in **Middle Level Education (5th-8th)** should talk with their advisor. It is recommended students take the following elective courses:

| | | |
|---|---|---|
| EDU 242 | PSY 210 | ***Choose two content areas ELA, SS, Math, Science |

English: ENG 101, ENG 102, ENG 205, ENG 155

Social Studies: ECO 201, GEO 102, PSC 201, HIS 201, HIS 202

Mathematics: MAT 120, MAT 140

Science: AST 101, BIO 101, BIO 102, CHM 110, CHM 111

Students interested in **Special Education (pK-12th)** should talk with their advisor. It is recommended students take the following elective courses:

| | | | |
|---|---|---|---|
| MAT 251 | GEO 102 | PSY 203 | PSY 210 |

Students inteterested in **Physical Education (pK-12th)** should talk with their advsior. It is recommended students take the following elective courses:

| | | | |
|---|---|---|---|
| BIO 210 | BIO 211 | PSY 203 | PSY 210 |
| | | **TOTAL CREDIT HOURS** | **65** |

*(Continued)*

Students transferring into a professional program for Teacher Education must earn an overall GPA of 2.75, Pass or Exempt Praxis I, and be able to pass a Criminal Background Check.

**Certificate**

## Major: VASCULAR SONOGRAPHY

The technological advancement of diagnostic sonography has been incredibly beneficial for the medical field. Vascular Sonographers use sound waves at high frequencies to produce high-resolution images so physicians can clearly  asses the circulation system providng more accuracy when determining a patient's condition and course of treatment. Students completing the program are eligible to take the ARRT - American Registry of Radiologic Technologist certification exam in Diagnostic Medical Sonography and the ARDMS (American Registry of Diagnostic Medical Sonography). See the program mission statement.

Note: Students with appropriate credits may graduate with a certificate in Vascular Sonography.

### PROGRAM INFORMATION

**Specific Admission Requirements for Program**

Applicants will be accepted into the Vascular Sonography program upon completion of application form and proof of successful completion of an accredited  ultrasound program or current credentials as RDMS, RCDS or RT(S).

- Criminal Background Check 30 days prior to clinical.
- Urine Drug Screening 30 days prior to clinical.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program.
- Complete and pass the General Hospital Orientation.
- Proof of CPR certification for Health Care Providers prior to admission and during program.
- Review and acknowledge the Medical Imaging Technical Standards Form.
- Attend the Medical Imaging Sciences information session and obtain a signed statement verifying attendance to submit for admissions.
- For students seeking transfer credits from other institutions, contact the Program Director.
- Other expenses for which you are responsible may include, but are not limited to: purchasing scrubs and shoes, gas and transportation to clinical sites, Licensing Exam fees of $260+.

**Course Sequence and Progression Requirements**

A cumulative GPA of 2.5 or higher as well as a minimum grade of "C" or better is required for all DMS-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Any student who fails to meet the requirements for progression will be dropped from the VascularSonography program and must apply for re-acceptance.

Students must pass a criminal background check and urine drug screening 30 days prior to starting clinical each semester.

### CURRICULUM SEQUENCE

**First Semester**

| | | |
|---|---|---|
| DMS 115 | Vascular Anatomy & Physiology | 1 |
| DMS 136 | Introduction to Vascular Ultrasound | 1 |
| DMS 137 | Vascular Applications | 4 |
| DMS 200 | Seminars in Sonography | 2 |
| | TOTAL | 8 |
| | **TOTAL CREDIT HOURS** | **8** |

## Course Descriptions A-Z

Courses are offered as outlined under each academic program course display. Some courses are offered each semester; some are offered only once per year. It is important that students take courses in the prescribed order as recommended by their academic advisors. Some courses require prerequisites before enrolling in the course. These are identified in the course descriptions where applicable. Students should direct questions about the appropriate sequencing of courses to their academic advisors. All course offerings are contingent upon student demand and course enrollment. If there is insufficient enrollment, courses may not be offered during the normal cycle. Students may consult an academic advisor for possible alternatives. The course descriptions contained in this catalog are not to be construed as a contract.

**Course Hours and Credits**

Course designations consist of a three-letter prefix, a number and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the subject. Following the prefix numbers and title are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent in contact with a faculty member. The contact hours are the sum of the first two numbers shown. The semester credit hours for the course are indicated by the last number shown.

Course Schedule

Course schedules are available online at . Schedules are subject to change, based on the availability of faculty, enrollment and funding. The College reserves the right to cancel any course for which there is insufficient enrollment.

**Prerequisites/Corequisites**

Prerequisites are required before enrolling in any course. Prerequisites may include successful completion of academic courses, appropriate placement test scores (SAT, ACT, ACCUPLACER) or specific program requirements. Placement test scores are not listed under each course may be found through a searchable course-by-course directory that includes all prerequisites, corequisites and placement test requirements. Corequisites are required to be taken at the same time or prior to the course listed in the description; these will be identified following the course description as "Corequisite". A commas mean "and".

## ACC — Accounting

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

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

**ACC 102 Accounting Principles II** **3-0-3**

**Prerequisites:** *ACC 101*

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

**ACC 124 Individual Tax Procedures** **3-0-3**

**Prerequisites:** *ACC 101*

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

**ACC 125 Advanced Individual Tax Proc** **3-0-3**

**Prerequisites:** *ACC 124*

This course expands the concept of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns and related schedules to include alternative minimum tax, property transactions, and business schedules.

**ACC 145 Accounting for Sports Tourism** **3-0-3**

**Prerequisites:** *SPT 101 and SPT 102*

This course provides students with an introductory review of basic financial processes of sports tourism that includes profit and non-profit and financial impact of sports tourism on the economy, community and environment.

**ACC 150 Payroll Accounting** **3-0-3**

**Prerequisites:** *ACC 101 or AOT 239*

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

**ACC 201 Intermediate Accounting I** **3-0-3**

**Prerequisites:** *ACC 101*

This course explores fundamental processes of accounting theory, including the preparation of financial statements.

### ACC 202 Intermediate Accounting II 3-0-3

**Prerequisites:** *ACC 201*

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

### ACC 230 Cost Accounting I 3-0-3

**Prerequisites:** *ACC 102*

This course is a study of the accounting principles involved in job order cost systems.

### ACC 240 Computerized Accounting 3-0-3

**Prerequisites:** *ACC 101*

This course 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*

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

### ACC 291 Cert Bookkeeper Review 3-0-3

**Prerequisites:** *ACC 101*

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

## ACR — Air Conditioning Refrig

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

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

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

This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

### ACR 108 Refrigeration Fundamentals 3-0-3

This course is an introduction to the principles of refrigeration.

### ACR 110 Heating Fundamentals 3-3-4

**Prerequisites:** *ACR 140*

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

### ACR 118 Air Conditioning Fundamentals 1-6-3

This course is an introduction to the principles of air conditioning.

### ACR 131 Commercial Refrigeration 3-3-4

**Prerequisites:** *ACR 210*

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

### ACR 140 Automatic Controls 2-3-3

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

### ACR 160 Service Customer Relations 3-0-3

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

### ACR 201 Troubleshooting and Maint 2-3-3

**Prerequisites:** *ACR 210*

This course is a study of troubleshooting and maintenance of air conditioning equipment.

### ACR 206 Adv Electricity for HVAC/R 1-3-2

**Prerequisites:** *ACR 140*

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

### ACR 207 Advanced Refrigeration Electri 3-0-3

**Prerequisites:** *ACR 210*

This course covers the theory and application of electrical circuits and starting components in commercial and industrial refrigeration.

### ACR 210 Heat Pumps 2-6-4

**Prerequisites:** *( ACR 118 and ACR 140 )*

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

### ACR 250 Duct Fabrication 2-3-3

**Prerequisites:** *ACR 118*

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

## AET — Const Mgmt & Int Design

### AET 101 Building Systems I 2-3-3

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

# AHS — Allied Health Science

### AHS 102 Medical Terminology 3-0-3

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

### AHS 106 Cardiopulmonary Resuscitation 1-0-1

This course provides a study of the principles of cardiopulmonary resuscitation.

### AHS 110 Patient Care Procedures 2-0-2

**Prerequisites:** *BIO 210*

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

### AHS 113 Head and Neck Anatomy 1-0-1

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

### AHS 114 Basic First Aid 1-0-1

This course provides instruction in basic procedures used in medical emergencies.

### AHS 141 Phlebotomy for HealthCare Prov 2-3-3

**Prerequisites:** *(*
**Corequisites:** *BIO 112, BIO 110, BIO 210, BIO 211*

This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

### AHS 145 Electrocardiography 2-0-2

This course provides the basic skills necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs.

### AHS 163 Long-Term Care 3-6-5

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

### AHS 167 Phlebotomy Capstone Experience 1-6-3

**Prerequisites:** *(*
**Corequisites:** *BIO 110, BIO 112, BIO 210, BIO 211, AHS 141*

This course provides the opportunity for the student to function as a team member during a phlebotomy clinical experience and provides the knowledge and skills needed to pass the national certification exam.

### AHS 175 Multi-Skilled Clinical Prac 3-3-4

This course offers clinical experiences across health related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport, and medical and surgical asepsis.

### AHS 176 Patient Care Clerical Prin 4-0-4

This course provides a study of the practical applications related to receptionist and patient care clerical duties such as data entry, transferring physician orders, and coordinating unit communications in a variety of health care settings.

### AHS 206 Cross-Sectional Anat for MI 2-0-2

This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.

# AMF — Aircraft Maintenance

### AMF 101 Intro to Aviation Maintenance 1-0-1

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

# AMT — Automated Mftg Tech

### AMT 105 Robotics & Automated Control I 1-6-3

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

### AMT 205 Robotics & Automated Ctrl II 2-3-3

**Prerequisites:** *AMT 105*

This course covers installation, testing, troubleshooting, and repairing of automated systems.

# ANT — Anthropology

### ANT 101 General Anthropology 3-0-3

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primetology, human palentology, human variation, archeology and ethnology.

# AOT — Administrative Office Tec

### AOT 105 Keyboarding 3-0-3

This course focuses on the mastery of touch keyboarding.

### AOT 110 Document Formatting 3-0-3

**Prerequisites:** *( AOT 165*

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

### AOT 133 Professional Development 3-0-3

**Prerequisites:** *( AOT 210 ( and AOT 165*

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

### AOT 134 Office Communications 3-0-3

This course is a study of grammar, punctuation, and written communication skills for the office environment.

### AOT 161 Records Management 3-0-3

This course emphasizes records management functions and various types of storage methods, technology, and procedures.

### AOT 165 Information Processing Softwar 3-0-3

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

### AOT 180 Customer Service 3-0-3

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

### AOT 210 Document Production 3-0-3

**Prerequisites:** *( AOT 110*

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

### AOT 220 Medical Office Administrative 4-0-4

**Prerequisites:** *( HIM 103*

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for the medical receptionist and other front-office medical personnel.

### AOT 234 Admin Office Communications 3-0-3

**Prerequisites:** *( AOT 134 and AOT 165*

This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective communication skills.

### AOT 239 Computerized Office Accounting 3-0-3

**Prerequisites:** *(*

**Corequisites:** *AOT 165*

This course covers specialized accounting functions performed on a computer.

### AOT 254 Office Simulation 3-0-3

**Prerequisites:** *( AOT 210 and AOT 234 and AOT 261 and AOT 263*

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

### AOT 261 Office Spreadsheet Application 3-0-3

**Prerequisites:** *AOT 165*

This course emphasizes the concepts of spreadsheets for information management in an office environment.

### AOT 263 Office Database Applications 3-0-3

**Prerequisites:** *AOT 165*

This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment.

### AOT 265 Office Desktop Publishing 3-0-3

**Prerequisites:** *AOT 165*

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

### AOT 269 Internet Skills for Work 3-0-3

**Prerequisites:** *AOT 165*

This course is designed to enhance work place productivity through the use of the internet. Emphasis will be placed on the following topics: search engines, internet research, image and text formats, downloading from the internet, "netiquette," and introduction to web page design.

### AOT 270 SCWE in Admin Office Technolog 0-12-3

**Prerequisites:** *( AOT 210 and AOT 261 and AOT 263 and AOT 234 )*

This course integrates office skills within an approved work site related to administrative office technology.

## ART — Art

### ART 101 Art History and Appreciation 3-0-3

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. (This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.)

**ART 108 History of Western Art** **3-0-3**

This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

## ARV — Digital Arts

**ARV 110 Computer Graphics I** **3-0-3**

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

**ARV 121 Design** **3-0-3**

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

**ARV 162 Graphic Reproduction I** **3-0-3**
**Prerequisites:** *ARV 121*
**Corequisites:** *ARV 210*

This course is a study of the principles and practices used in print preparation and print reproduction.

**ARV 163 Graphic Reproduction II** **3-0-3**
**Prerequisites:** *ARV 162*

This course covers the development of the practices and skills used in print preparation and print reproduction.

**ARV 210 Computer Graphics II** **3-0-3**
**Prerequisites:** *ARV 110*

This course is an advanced computer art course which includes a study of the creation of graphic design using electronic imagery.

**ARV 212 Digital Photography** **2-3-3**

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.

**ARV 219 Multimedia Techniques** **3-0-3**
**Prerequisites:** *ARV 163*

This course is an introduction to the production of current audio-visual media.

**ARV 227 Web Site Design I** **3-0-3**
**Prerequisites:** *ARV 162*

This course is an introduction to the production of an interactive world wide web site.

**ARV 261 Advertising Design I** **3-0-3**
**Prerequisites:** *ARV 121 and ARV 210 and ARV 162*
**Corequisites:** *ARV 163*

This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.

**ARV 262 Advertising Design II** **3-0-3**
**Prerequisites:** *ARV 261*

This course covers advanced knowledge, practices, and skills in the visual communication field.

**ARV 264 Special Proj in Graphics Art** **3-0-3**
**Prerequisites:** *ARV 261*

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

**ARV 282 SCWE IN DIGITAL ARTS** **0-24-6**

This course integrates digital arts skills within an approved worksite relating to the digital arts industry.

## AST — Astronomy

**AST 101 Solar System Astronomy** **3-3-4**

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course.

**AST 102 Stellar Astronomy** **3-3-4**

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra- galactic objects. Related topics of current interest are included in the course.

## BAF — Banking and Finance

**BAF 101 Personal Finance** **3-0-3**

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

**BAF 260 Financial Management** **3-0-3**

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

## BCT — Const Mgt/Timber Harvest

**BCT 105 Tool Usage and Safety** **2-0-2**

This course covers tool skills and their safe use in construction.

### BCT 150 Plumbing 3-6-5

This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints.

### BCT 153 Plumbing Repairs 2-3-3

This course covers repair work in domestic and commercial plumbing installation.

### BCT 154 Plumbing Tests & Connections 1-6-3

This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves, and installing water heaters.

### BCT 200 SCWE IN BUILDING CONST TECH 0-24-6

**Prerequisites:** *AET 101 or CET 127*

This course integrates building construction skills within an approved work site related to the construction industry.

## BIO — Biology

### BIO 101 Biological Science I 3-3-4

This 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*

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 105 Principles of Biology 3-3-4

This is an introductory biology course, unifying biology concepts and principles at all levels. This course introduces basic chemistry, cell structure and function, DNA, genetics, evolution, ecology, and animal and plant structure and function.

### BIO 110 General Anatomy & Physiology 3-0-3

This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.

### BIO 112 Basic Anatomy and Physiology 3-3-4

This course is a basic integrated study of the structure and function of the human body.

### BIO 127 Principles of Animal Science 3-0-3

**Prerequisites:** *( ( BIO 101 or BIO 105 )*

This course is an introduction to biological principles of animals under the control of human kind. Topics include: nutrition, health, and breeding.

### BIO 202 Botany 3-3-4

**Prerequisites:** *BIO 101*

This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### BIO 209 Principles of Environmental Sc 3-3-4

**Prerequisites:** *( BIO 101 or BIO 105*

This course focuses on the investigation and analysis of environmental elements. Scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world will be explored. Students will analyze natural and man-made environmental problems and solutions.

### BIO 210 Anatomy and Physiology I 3-3-4

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### BIO 211 Anatomy and Physiology II 3-3-4

**Prerequisites:** *( BIO 210*

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### BIO 225 Microbiology 3-3-4

**Prerequisites:** *( ( BIO 102 or BIO 211 )*

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

# BKP — Baking & Pastry

### BKP 112 Intro to Baking Science 1-0-1

This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners, and pastry ingredients that affect the outcomes of their finished baked goods.

### BKP 119 Intro to Baking & Pastry 2-3-3

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

### BKP 121 Cake Decorate & Finish Tech 2-3-3

**Corequisites:** *CUL 104*

This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.

### BKP 125 Hot and Cold Desserts 2-3-3

**Prerequisites:** *BKP 112 and BKP 119*

This course covers the principles of hot and cold desserts to include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets, granitas, hand-stretched strudel, crepes and soufflés. Students will prepare desserts with suitable sauces and garnishes.

### BKP 181 Candies & Confectionaries 2-3-3

**Prerequisites:** *BKP 112*

This course focuses on the elements of making candies and confections. Students will develop a complete understanding of all components of chocolates, sugar, pastillage and marzipan, using basic patisserie principles.

### BKP 182 Artisan Breads 1-6-3

**Corequisites:** *CUL 104*

This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. Students will make an assortment of international breads as well as breads for special occasions.

### BKP 183 Plated Desserts 2-3-3

**Prerequisites:** *BKP 125 and BKP 222*

This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.

### BKP 210 Advanced Cakes 2-3-3

**Prerequisites:** *BKP 119*

This course prepares students for advanced specialty cake production.

### BKP 222 Chocolate and Sugar 2-3-3

**Prerequisites:** *BKP 112*

This course is a study of chocolate artistry and sugar work to include tempering various types of chocolate for modeling and display work, as well as molding, pulling, and blowing sugar.

### BKP 236 Baking & Pastry Capstone 2-3-3

**Prerequisites:** *CUL 277*

This course includes capstone competencies for baking and pastry students. Students work in a retail bakery producing an assortment of baked goods while managing and selling their products to the public.

# BUS — Business

### BUS 101 Introduction to Business 3-0-3

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

### BUS 121 Business Law I 3-0-3

**Prerequisites:** *( BUS 101 or HOS 140*

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

### BUS 152 Service Culture Development 3-0-3

This course is a study of the philosophy, principles, processes and behavior, both individual and group, necessary to create and maintain a service culture in an organization.

### BUS 210 Intro to E-Commerce in Bus 3-0-3

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

### BUS 220 Business Ethics 3-0-3

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

### BUS 240 Business Statistics 3-0-3

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

### BUS 270 SCWE in Business 0-12-3

**Prerequisites:** *MKT 101 or MGT 101 or ACC 101 and BUS 101*

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

# CET — Civil Engineering Tech

**CET 127 Building Const & Print Reading 3-3-4**

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

**CET 140 Construction Financial Managem 3-0-3**

This course is the study of the fundamental financial management principles and accounting systems used to manage a construction company.

**CET 210 Strength of Materials 2-3-3**
**Prerequisites:** *EGR 190 or EGR 260*

This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains.

**CET 216 Soil Mechanics 2-3-3**

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

**CET 218 Hydraulics 2-3-3**
**Prerequisites:** *EGR 270*

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

**CET 230 Construction Management 2-3-3**
**Prerequisites:** *EGR 170 and CET 127*

This course covers the study of management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs, and labor relations.

**CET 242 Concrete Design 2-3-3**
**Prerequisites:** *CET 210 or EGR 190 or EGR 260*

This course covers the design of concrete structural members according to the ACI codes, quality control of concrete, and structural inspection.

**CET 245 Cost Estimating 2-3-3**

This course includes a study of project cost and scheduling through the use of proven construction estimating techniques.

**CET 246 Environmental Systems Tech 2-3-3**

This course covers a study of the sources, treatment, collection and distribution of water and waste water.

**CET 251 Highway Design 2-3-3**

This course covers a study of the design and construction of a highway.

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

This course is the study of current, relevant topics in the field of civil engineering technology.

**CET 260 Constru Manag Senior Project 2-3-3**
**Prerequisites:** *CET 230*

This capstone course promotes the integration of the knowledge and skills of the construction management technology field.

# CGC — Commercial Graphics

**CGC 106 Typography I 3-0-3**
**Prerequisites:** *ARV 110 and ARV 121*

This course covers typographic design, history, technologies and functions including terminology, letterforms, type specifications and visual hierarchy.

**CGC 250 Special Projects in Comm Graph 3-0-3**
**Prerequisites:** *ARV 261 and ARV 163*

This course consists of special projects related to the commercial graphics industry.

# CHM — Chemistry

**CHM 105 Gen Organic and Biochemistry 3-3-4**

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

**CHM 110 College Chemistry I 3-3-4**

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**CHM 111 College Chemistry II 3-3-4**
**Prerequisites:** *CHM 110*

(For students continuing in chemistry) this course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### CHM 211 Organic Chemistry I 3-3-4

**Prerequisites:** *CHM 111*

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### CHM 212 Organic Chemistry II 3-3-4

**Prerequisites:** *CHM 211*

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

## COL — College Skills

### COL 105 Freshman Seminar 3-0-3

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.An emphasis will be placed on the technology skills needed for academic success at the college level.

## COS — Cosmetology/Esthetics

### COS 106 Facials and Makeup 1-6-3

**Prerequisites:** *COS 155*
**Corequisites:** *COS 108, COS 112, COS 130, COS 220*

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

### COS 108 Nail Care 1-6-3

**Prerequisites:** *COS 155*

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

### COS 110 Scalp and Hair Care 0-9-3

**Prerequisites:** *COS 220*
**Corequisites:** *COS 201, COS 222*

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

### COS 112 Shampoo and Rinses 1-9-4

**Prerequisites:** *COS 114, COS 116, COS 155, COS 206, COS 210*

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

### COS 114 Hair Shaping 1-9-4

**Prerequisites:** *MAT 032, ENG 032*
**Corequisites:** *COS 116, COS 155, COS 206, COS 210*

This is an introductory course to the techniques of hairshaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

### COS 116 Hair Styling I 0-12-4

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

### COS 130 Professional Image 1-3-2

**Prerequisites:** *COS 155*

This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

### COS 151 Dermatology 1-6-3

This course is the study of the structure, functions, conditions and disorders of the skin.

### COS 152 Hygiene and Sanitation 2-0-2

This course is a study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.

### COS 155 Sanitation Proc in Cosmetology 1-3-2

This course is the study of methods for sanitation and hygiene, with emphasis placed on the requirements and guidelines of the cosmetology profession.

### COS 156 Fundamentals of Massage 0-6-2

This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

### COS 157 Elec Currents and Hair Removal 3-0-3

This course is a study of electrical currents as they relate to hair removal services. Emphasis is placed on the types of electrical currents associated with varying equipment. Topics also include proper procedures, safety measures, and sanitation practice.

### COS 158 Facial Treatments 0-6-2

This is an introductory course in the procedures for various skin treatments and safety.

### COS 164 Basic Makeup and Application 3-0-3

This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

### COS 201 Salon Management 1-6-3

**Prerequisites:** *and COS 155*
**Corequisites:** *COS 130*

This course is a study of salon management, including rules, regulations, and codes governing the practice of cosmetology.

### COS 206 Chemical Hair Waving 1-6-3

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

### COS 210 Hair Coloring 0-9-3

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

### COS 220 Cosmetology Clinical Pract I 0-9-3

**Prerequisites:** *COS 114, COS 116, COS 155, COS 206, COS 210*

This course is an integration of cosmetology skills in a simulated salon environment.

### COS 221 Facial Practice I 0-6-2

This course is an integration of massage and facial skills in a simulated salon environment.

### COS 222 Cosmetoloy Clinical Prac II 0-9-3

**Prerequisites:** *COS 220 and COS 155*
**Corequisites:** *COS 112*

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

## CPT — Computer & Info Systems

### CPT 114 Computers and Programming 2-3-3

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language.

### CPT 119 Computing & Online Learning Fu 2-3-3

This course is a study of fundamental computing and online learning tools. Emphasis is placed on PC operation, use of peripherals, file management, and proper computer terminology. Topics will also include an introduction to basic office management software and Internet resources.

### CPT 162 Intro to Web Page Publishing 2-3-3

**Prerequisites:** *( IST 226 and CPT 187*

This course is a study of the fundamentals of web page design and implementation.

### CPT 164 Interactive Web Design & Graph 2-3-3

**Prerequisites:** *( CPT 187*
**Corequisites:** *IST 226*

This course is the study of web design techniques including layout, graphics, and interactivity. Graphics and animation software will be taught.

### CPT 168 Programming Logic and Design 2-3-3

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

### CPT 187 Object-Oriented Logic & Design 2-3-3

**Prerequisites:** *CPT 168*

This is a study in the planning and implementation of object-oriented programs.

### CPT 208 Special Topics in Comp Tech 2-3-3

**Prerequisites:** *IST 294*

This course focuses on changes in computer technology.

### CPT 209 Computer Systems Management 2-3-3

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

### CPT 230 C# Programming I 2-3-3

**Prerequisites:** *CPT 187*

This course introduces designing, coding, testing and debugging C# programs. Topics include procedural, functional and object oriented techniques; programming; IDEs; .NET; processing data; data types; I/O; decision processing; control structures; modularized coding with methods; and arrays.

### CPT 231 C# Programming II 2-3-3

**Prerequisites:** *IST 271*

This course focuses on advanced programming concepts for C#. Topics include advanced string and character processing, user defined classes and advanced .NET, multiform projects, inheritance and polymorphism, database processing, exception handling, and GUIs with Windows Forms.

### CPT 236 Intro to Java Programming 2-3-3

**Prerequisites:** *CPT 187*

This course is an introduction to java programming. Topics will cover java syntax and classes for use in the development of java applications and applets.

### CPT 237 Advanced Java Programming 2-3-3

**Prerequisites:** *IST 271*

This course is a study of advanced topics of the java programming language by building on a basic knowledge of the java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the javabean component model, network programming and server-side programming.

### CPT 240 Internet Prog with Databases 2-3-3

**Prerequisites:** *( CPT 242*
**Corequisites:** *CPT 262, CPT 264*

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser.

### CPT 242 Database 2-3-3

**Prerequisites:** *IST 192*

This course introduces database models and the fundamentals of database design. Topics include data base structure, database processing, and application programs which access a database.

### CPT 262 Advanced Web Page Publishing 2-3-3

**Prerequisites:** *and CPT 242*
**Corequisites:** *CPT 240, CPT 264*

This course is a study of advanced techniques in web page design and implementation.

### CPT 264 Systems and Procedures 2-3-3

**Prerequisites:** *(*
**Corequisites:** *CPT 262, IST 261*

This course covers the techniques of system analysis, design, development, and implementation.

### CPT 278 Computer Software Applications 2-3-3

This course is designed to guide the student from beginner to advanced in spreadsheets, databases and word processing.

### CPT 280 SCWE in Computer Technology 0-12-3

**Prerequisites:** *IST 190*

This course integrates computer technology skills within an approved work site related to the computer industry.

### CPT 282 Info Systems Security 2-3-3

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal and ethical issues.

## CRJ — Criminal Justice

### CRJ 101 Intro to Criminal Justice 3-0-3

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

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

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

### CRJ 120 Constitutional Law 3-0-3

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined.

### CRJ 125 Criminology 3-0-3

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

### CRJ 130 Police Administration 3-0-3

**Prerequisites:** *CRJ 101*

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

### CRJ 145 Juvenile Delinquency 3-0-3

**Prerequisites:** *CRJ 125*
**Corequisites:** *CRJ 101*

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

### CRJ 201 Fingerprint Science 2-3-3

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

### CRJ 202 Criminalistics 2-3-3

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

### CRJ 203 Forensic Photography 2-3-3

**Corequisites:** *CRJ 101*

This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations.

### CRJ 218 Crisis Intervention 3-0-3

**Prerequisites:** *CRJ 235*

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

### CRJ 220 The Judicial Process 3-0-3

**Prerequisites:** *CRJ 101, 120*

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

### CRJ 224 Police Community Relations 3-0-3

**Prerequisites:** *CRJ 101, 130*

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

### CRJ 229 Bloodstain Pattern Analysis 2-3-3

**Prerequisites:** *CRJ 101, CRJ 202, CRJ 203*

This course is an introduction to the theoretical foundations and scientific principles of bloodstain pattern analysis in the investigation of crimes of violence, including the properties, flight characteristics and bloodstain patterns, documentation and investigative significance of bloodstains.

### CRJ 230 Criminal Investigation I 3-0-3

**Prerequisites:** *CRJ 120*
**Corequisites:** *CRJ 101*

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

### CRJ 235 Practical Crime Scene Investig 2-3-3

**Prerequisites:** *CRJ 101, CRJ 201, CRJ 203, CRJ 229*

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scenes.

### CRJ 236 Criminal Evidence 3-0-3

**Prerequisites:** *CRJ 115, CRJ 120, CRJ 220*

This course studies established rules of evidence from arrest to release in the administration of criminal justice.

### CRJ 242 Correctional Systems 3-0-3

**Prerequisites:** *CRJ 101, CRJ 125*

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

### CRJ 260 Seminar in Criminal Justice 3-0-3

**Prerequisites:** *CRJ 125, CRJ 130, ENG 101, ENG 102*
**Corequisites:** *CRJ 236, SPC 205*

This course includes a study of new trends in criminal justice.

## CUL — Culinary Arts

### CUL 104 Intro to Culinary Arts 3-0-3

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.

### CUL 105 Kitchen Fundamentals 2-3-3

**Corequisites:** *CUL 104*

This course introduces students to the foundations of sanitation, basic measurements, equipment identification and basic costing.

### CUL 112 Classical Found of Cooking 2-3-3

**Corequisites:** *CUL 104, CUL 105*

This course introduces classical cooking techniques that include stock, soup and sauce making. Students apply moist and dry heat classical cooking techniques while working with grains, vegetables and proteins.

### CUL 113 Success in Hospitality Studies 1-0-1

This course provides an orientation on resources and academic skills to achieve success in a hospitality program. Emphasis is placed on technical, interpersonal and study skills, ethics, professionalism and time management.

### CUL 118 Nutritional Cooking 2-3-3

This course focuses on the principles of food nutrition (based on ADA standards) and international food pyramids. Students will create menus, prepare and cook meals while adhering to the principles of a balanced diet.

### CUL 123 American Bistro 1-6-3

Students will apply cooking techniques and theories while producing soups, salads, sandwiches and specials in a fast-paced delivery system.

### CUL 128 Culinary Mgmt & Human Resource 2-3-3

This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.

### CUL 129 Storeroom & Purchasing 2-3-3

This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.

### CUL 171 Food & Beverage Controls 3-0-3

**Prerequisites:** *( ( CUL 235 or BKP 112 ) and ( MAT 155 or MAT 101 or MAT 110 )*

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.

### CUL 186 Mediterranean Cuisine 2-3-3

**Prerequisites:** *CUL 112 and CUL 104 and CUL 105 and BKP 119*

This course is the study of the cuisine of the Mediterranean and the Mediterranean Dietary Pyramid, including Spain, France, Italy, Middle East, and North Africa. Emphasis is on the culture, cooking methods, food products and beverages of the various countries.

### CUL 187 Cuisines of Asia 2-3-3

**Prerequisites:** *CUL 112 and CUL 104 and CUL 105 and BKP 119*

This course covers the basic influences, ingredients, utensils, and cooking techniques of various Asian cuisines. Students will identify the influence of Asian cuisines on western cooking and the development of East meets West cooking. Students prepare, taste, serve and critique regional dishes of China, Japan, Korea, Vietnam, Thailand and India.

### CUL 215 Cuisine of the Americas 2-3-3

This course is a study of the cuisine of the culinary regions of the United States, South and Central America, Mexico and the Caribbean.

### CUL 220 Intro to Garde Manger 2-3-3

This production course provides students with skills and knowledge of the organization, equipment and responsibilities of the cold kitchen. Students are introduced to classical garde manager techniques.

### CUL 235 Menu Planning 3-0-3

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.

### CUL 236 Restaurant Capstone 1-6-3

This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis and expedite food from the kitchen to the dining room.

### CUL 238 Culinary Marketing 2-3-3

**Prerequisites:** *CUL 128*

This course is a study of marketing strategies to promote the chef, the menu and the restaurant or food-service establishment.

### CUL 277 SCWE in Culinary Arts 0-12-3

This course integrates culinary skills at an approved work site related to the culinary industry.

### CUL 299 Special Topics in Cul Studies 2-3-3

This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.

## CWE — Cooperative Work Exp

### CWE 101 Coop Work Exp Preparation 0-5-1

**Prerequisites:** *This course includes cooperative work experience in an approved setting. Course numbers vary per semester. CWE may be taken for 1 to 8 credit hours, depending on weekly hours of student employment. CWE courses require 5 contact hours for one credit hour. Enrollment in CWE courses must be approved by the faculty advisor. (varying credit)*

This course includes preparation for cooperative work experience. .

## DAT — Dental Assisting

### DAT 113 Dental Materials 3-3-4

**Corequisites:** *DAT 118, DAT 127, DAT 154*

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

### DAT 115 Ethics and Professionalism 1-0-1

**Prerequisites:** *DAT 113 and DAT 118 and DAT 127 and DAT 154 and DAT 174*
**Corequisites:** *DAT 121, DAT 122, DAT 123, DAT 183, DAT 177*

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

### DAT 118 Dental Morphology 2-0-2

**Corequisites:** *DAT 113, DAT 127, DAT 154, DAT 174*

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

### DAT 121 Dental Health Education 2-0-2

**Prerequisites:** *DAT 113 and DAT 118 and DAT 127 and DAT 154 and DAT 174*
**Corequisites:** *DAT 122, DAT 123, DAT 183, DAT 115, DAT 177*

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

### DAT 122 Dental Office Management 1-3-2

**Prerequisites:** *DAT 113 and DAT 118 and DAT 127 and DAT 154 and DAT 174*
**Corequisites:** *DAT 121, DAT 123, DAT 183, DAT 115, DAT 177*

This course provides a study of the business aspect of a dental office.

### DAT 123 Oral Medicine/Oral Biology 3-0-3

**Prerequisites:** *DAT 113 and DAT 118 and DAT 127 and DAT 154*
**Corequisites:** *DAT 121, DAT 122, DAT 183, DAT 174, DAT 115*

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the Dental Assistant.

### DAT 127 Dental Radiography 3-3-4

**Corequisites:** *DAT 113, DAT 118, DAT 154, DAT 174*

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 1-9-4

**Corequisites:** *DAT 113, DAT 118, DAT 127, DAT 174*

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

### DAT 174 Office Rotations 1-9-4

**Corequisites:** *DAT 113, DAT 118, DAT 127, DAT 154*

This is an introductory course to a general office with emphasis placed on chair side assisting and office management.

### DAT 177 Dental Office Experience 0-21-7

**Prerequisites:** *DAT 113 and DAT 118 and DAT 127 and DAT 154 and DAT 174*
**Corequisites:** *DAT 115, DAT 121, DAT 122, DAT 123, DAT 183*

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

### DAT 183 Specialty Functions 2-3-3

**Prerequisites:** *DAT 113 and DAT 118 and DAT 127 and DAT 154 and DAT 174*
**Corequisites:** *DAT 121, DAT 122, DAT 123, DAT 115, DAT 177*

This course is an introduction to dental specialties, the refinement, the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants.

## DHG — Dental Hygiene

### DHG 121 Dental Radiography 2-3-3

**Prerequisites:** *AHS 113 and BIO 211 and BIO 225 and DHG 125 and DHG 151*
**Corequisites:** *DHG 141, DHG 165, DHG 243, SPC 205*

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

### DHG 125 Tooth Morphology and Histology 2-0-2

**Prerequisites:** *BIO 210 and ( CHM 105 or CHM 110 ) and ENG 101 and MAT 101*
**Corequisites:** *AHS 113, BIO 211, BIO 225, DHG 151*

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

### DHG 140 General and Oral Pathology 2-0-2

**Prerequisites:** *DHG 175 and DHG 239 and PSY 201*
**Corequisites:** *DHG 143, DHG 230, DHG 241, DHG 255*

This course provides a correlation of basic pathologic principles of disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of disease affecting the head and neck are discussed.

### DHG 141 Periodontology 2-0-2

**Prerequisites:** *AHS 113 and BIO 211 and BIO 225 and DHG 125 and DHG 151*
**Corequisites:** *DHG 121, DHG 165, DHG 243, SPC 205*

This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

### DHG 143 Dental Pharmacology 2-0-2

**Prerequisites:** *DHG 175 and DHG 239 and PSY 201*
**Corequisites:** *DHG 140, DHG 230, DHG 241, DHG 255*

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included. .

### DHG 151 Dental Hygiene Principles 3-6-5

**Prerequisites:** *BIO 210 and ( CHM 105 or CHM 110 ) and ENG 101 and MAT 101*
**Corequisites:** *AHS 113, BIO 211, BIO 225, DHG 125*

This course is a study of the principles of infection control and hazardous waste communication; instrumentation, instrument design; operator and patient positioning; operation of basic dental equipment; patient evaluation and medical history review.

### DHG 165 Clinical Dental Hygiene I 2-9-5

**Prerequisites:** *AHS 113 and DHG 125 and DHG 151 and BIO 211 and BIO 225*
**Corequisites:** *DHG 121, DHG 141, DHG 243, SPC 205*

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

### DHG 175 Clinical Dental Hygiene II 2-9-5

**Prerequisites:** *DHG 121 and DHG 141 and DHG 165 and DHG 243*
**Corequisites:** *SPC 205, DHG 239, PSY 201*

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

### DHG 230 Public Health Dentistry 2-3-3

**Prerequisites:** *DHG 175 and DHG 239 and PSY 201*
**Corequisites:** *DHG 140, DHG 143, DHG 241, DHG 255*

This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

### DHG 239 Dental Assisting for DHGs 1-3-2

**Prerequisites:** *DHG 121 and DHG 141 and DHG 165 and DHG 243*
**Corequisites:** *SPC 205, DHG 175, PSY 201*

This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

### DHG 241 Integrated Dental Hygiene I 1-0-1

**Prerequisites:** *DHG 175 and DHG 239 and PSY 201*
**Corequisites:** *DHG 140, DHG 143, DHG 230, DHG 255*

This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

### DHG 242 Integrated Dental Hygiene II 1-0-1

**Prerequisites:** *DHG 140 and DHG 143 and DHG 230 and DHG 241 and DHG 255*
**Corequisites:** *DHG 265, SOC 101*

This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

### DHG 243 Nutrition and Dental Health 2-0-2

**Prerequisites:** *AHS 113 and DHG 125 and DHG 151 and BIO 211 and BIO 225*
**Corequisites:** *DHG 121, DHG 141, DHG 165, SPC 205*

This course provides a study of nutrients, their nature, source and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

### DHG 255 Clinical Dental Hygiene III 0-15-5

**Prerequisites:** *DHG 175 and DHG 239 and PSY 201*
**Corequisites:** *DHG 140, DHG 143, DHG 230, DHG 241*

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

### DHG 265 Clinical Dental Hygiene IV 0-15-5

**Prerequisites:** *DHG 140 and DHG 143 and DHG 230 and DHG 241 and DHG 255*
**Corequisites:** *DHG 242, SOC 101*

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

## DHM — Diesel Mechanics

### DHM 105 Diesel Engines I 1-6-3

This course covers the basic study of diesel engine design and operating principles.

### DHM 107 Diesel Equipment Service & Dia 1-6-3

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

### DHM 108 Diesel Engine Tune-up 1-3-2

**Corequisites:** *DHM 273, DHM 265, DHM 125, DHM 205*

This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

### DHM 111 Introduction to Caterpillar 1-3-2

This course provides instruction and lab experience in shop safety, shop operations and how to obtain caterpillar service information.

### DHM 121 Intro to Diagnostic Testing 2-0-2

This course is an introduction to basic theory and practical application of diagnostic testing equipment in trouble-shooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers.

### DHM 125 Diesel Fuel Systems 1-6-3

**Corequisites:** *DHM 273, DHM 265, DHM 108, DHM 205*

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

### DHM 156 Fund of Transmissions & Torque 2-3-3

**Corequisites:** *DHM 232, DHM 255*

This course is a study of various transmissions, torque converters, and differentials used in caterpillar equipment, including constant mesh, sliding gear, hydrostatic,and synchromesh and newer transmissions involving planetaries.

### DHM 173 Electrical Systems I 2-3-3

This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

### DHM 205 Diesel Engines II 1-6-3

**Prerequisites:** *( DHM 105*

**Corequisites:** *DHM 273, DHM 265, DHM 108, DHM 125*

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

### DHM 232 Heating, Cooling & AC Systems 2-3-3

**Corequisites:** *DHM 156, DHM 255*

This course is an introduction to engine heating and cooling systems used in modern trucks. Various truck and heavy equipment air conditioning systems are explored.

### DHM 255 Air Brakes Systems 1-6-3

**Corequisites:** *DHM 156, DHM 232*

This course is a study of air compressors, valves, electrical controls and brake designs

### DHM 265 Hydraulic Systems 2-3-3

**Corequisites:** *DHM 273, DHM 108, DHM 125, DHM 205*

This course is a study of the theory, application, testing, and repair of diesel and heavy equipment hydraulic systems.

### DHM 273 Electrical Systems II 3-0-3

**Prerequisites:** *( DHM 173*

**Corequisites:** *DHM 265, DHM 108, DHM 125, DHM 205*

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

## DMS — Diag Med/Vasc Sonography

### DMS 101 Ultrasound Physics and Instr I 2-0-2

**Prerequisites:** *DMS 164*

This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes, and biological effects.

### DMS 112 Ob/Gyn Sonography I 2-3-3

This course studies sonographic imaging methods of the female pelvis, the fetus and the gravid uterus, emphasizing anatomy, physiology, pathology, and embryology.

### DMS 114 DMS Cross Sectional Anatomy 2-3-3

This course is a study of cross-sectional and sagittal anatomy of the abdomen along with basic scanning techniques.

### DMS 115 Vascular Anatomy & Physiology 1-0-1

**Prerequisites:** *(*

**Corequisites:** *DMS 200, DMS 136, DMS 137*

This course is a study of the anatomy of the blood vessels with emphasis on normal sonographic appearance.

### DMS 120 Sonographic Instrumentation II 3-0-3

**Prerequisites:** *DMS 101*

This course is an advanced study of machine instrumentation, including display modes, components of an ultrasound system, quality control, an introduction to Doppler, the biological effects of ultrasound, artifacts, and future trends.

### DMS 122 Abdominal Sonography 0-3-1

**Prerequisites:** *DMS 101*

This course is a study of the less common but significant pathological conditions of the abdominal organs and systems, advanced disease processes, differential diagnosis associated with these pathologies, and advanced scanning methods.

### DMS 124 Ob/Gyn Sonography II 1-3-2

**Prerequisites:** *DMS 112*

This course is an advanced study of the gynecological pathologic processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

### DMS 126 Advanced Sonographic Topics 1-3-2

**Prerequisites:** *DMS 122*

This course is a detailed study of the abdomen, superficial structures and neurosonography with emphasis on the anatomy, physiology, and pathological conditions seen with sonographic imaging.

### DMS 136 Intro to Vascular Ultrasound 0-3-1

**Prerequisites:** *(*

**Corequisites:** *DMS 200, DMS 115, DMS 137*

This course is an introduction to sonographic evaluation of the blood vessels to include types of studies performed and basic scanning techniques for peripheral vascular ultrasound.

### DMS 137 Vascular Applications 3-3-4

**Prerequisites:** *(*

**Corequisites:** *DMS 200, DMS 136, DMS 115*

This course is a supervised clinical experience and practice designed to continue the student's development of vascular ultrasound scanning skills and techniques.

### DMS 150 Clinical Applications I 0-21-7

This course is an introduction to the diagnostic ultrasound department, including initial examination performances, machine operation, and administrative/record keeping procedures.

### DMS 164 Intro to Clinical Education 0-6-2

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

### DMS 166 Advanced Clinical Education 0-21-7

**Prerequisites:** *DMS 150*

This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.

### DMS 167 Imaging Practicum 0-24-8

**Prerequisites:** *DMS 165 or DMS 166*

This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques. This clinical course also provides an opportunity for students to explore advancements in sonography.

### DMS 200 Seminars in Sonography 2-0-2

**Prerequisites:** *(*
**Corequisites:** *DMS 137, DMS 136, DMS 115*

This course is an in-depth review of ultrasound physics, anatomy, physiology, and pathology and provides test preparation for the national certification exams. Emphasis is placed on the interpretation of clinical tests and scanning techniques relative to the development of a differential diagnosis.

## ECD — Early Childhood Dev

### ECD 101 Intro to Early Childhood 3-0-3

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

### ECD 102 Growth and Development I 3-0-3

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

### ECD 105 Guidance-Classroom Management 3-0-3

**Prerequisites:** *ECD 102*
**Corequisites:** *ENG 101 or ENG 155*

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

### ECD 107 Exceptional Children 3-0-3

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

### ECD 108 Family and Community Relations 3-0-3

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

### ECD 131 Language Arts 2-3-3

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

### ECD 132 Creative Experiences 3-0-3

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

### ECD 133 Science and Math Concepts 2-3-3

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

### ECD 135 Health Safety and Nutrition 3-0-3

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

### ECD 200 Curr Issues in Infant/Todd Dev 3-0-3

**Prerequisites:** *ECD 101, ECD 102*

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

### ECD 201 Prin of Ethics & Leadership 3-0-3

**Prerequisites:** *ECD 102 and ENG 101 or ENG 155*

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

### ECD 203 Growth and Development II 3-0-3

**Prerequisites:** *ECD 102*

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

### ECD 237 Methods and Materials 2-3-3

**Prerequisites:** *ECD 105, ECD 131, ECD 133, ECD 203, and ENG 101 or ENG 155*

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

### ECD 243 Supervised Field Experience I 2-3-3

**Prerequisites:** *ECD 237 and ENG 101 or ENG 155*

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environment of early childhood princples and practices.

### ECD 252 Divers Iss in Early Care & Edu 3-0-3

**Prerequisites:** *ECD 102, ECD 105*

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

## ECO — Economics

### ECO 210 Macroeconomics 3-0-3

This course 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.

### ECO 211 Microeconomics 3-0-3

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

## EDU — Education

### EDU 102 Professional Prep for Ed Caree 2-3-3

This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success.

### EDU 110 Careers in Education 3-0-3

This course introduces students to the role of the teacher, the nature of the teaching profession and assists students in personal and professional development. Topics addressed include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.

### EDU 200 Foundations of Special Educ 3-0-3

**Corequisites:** *EDU 110*

This course provides knowledge of basic concepts in special education related to the education of individuals with disabilities. Content includes historical factors, legislation, etiology, educational strategies, identification procedures, support services and the impact on academic performance.

### EDU 201 Classroom Inquiry w/ Technolog 3-0-3

This course explores teaching as a data driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

### EDU 241 Learners & Diversity 4-0-4

This course is a study of lifespan development and learning with an emphasis on individual & group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

### EDU 242 Adolescent Growth & Develop 3-0-3

This course is an investigation of the various patterns and theories related to intellectual, social, emotional, and physical growth and development of preadolescent and adolescent learners. Emphasis is placed on developmental applications in educational settings.

## EEM — Electronics Technology

### EEM 105 Basic Electricity 2-0-2

This course is a survey of basic electrical principles, circuits, and measurements.

### EEM 117 AC/DC Circuits I 3-3-4

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

### EEM 118 AC/DC Circuits II 3-3-4

**Prerequisites:** *EEM 117*

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

### EEM 121 Electrical Measurements 1-6-3

**Prerequisites:** *EEM 117 and EEM 140*

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

### EEM 140 National Electrical Code 3-0-3

This course is a study of the national electrical code and is based on the latest codes as published by the national fire protection association (NFPA).

### EEM 145 Control Circuits 3-0-3

**Prerequisites:** *EEM 117 and EEM 140*

This course covers the principles and applications of component circuits and methods of motor control.

### EEM 151 Motor Controls I 2-6-4

**Prerequisites:** *EEM 118*

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

### EEM 165 Residential/Commercial Wiring 2-6-4

This course is a study of wiring methods and practices used in residential and commercial applications.

### EEM 170 Electrical Installation 1-6-3

**Prerequisites:** *EEM 117 and EEM 140*

This course covers electrical wiring techniques commonly used in commercial, industrial, and residential wiring.

### EEM 172 Electrical Print Reading 4-0-4

This course is a study of electrical prints as they pertain to layout, planning, and installation of wiring systems in residential, commercial and/or industrial complexes.

### EEM 204 SCWE in Residential/Comm Elec 0-12-3

**Prerequisites:** *EEM 165*

This course integrates residential/commercial electrical skills with an approved job environment related to the residental/commercial industry.

### EEM 215 DC/AC Machines 2-3-3

This course is a study of applications, operations, and construction of DC and AC machines.

### EEM 221 DC/AC Drives 2-3-3

This course covers the principles of operation and application of DC drives and AC drives.

### EEM 231 Digital Circuits I 1-6-3

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

### EEM 235 Power Systems 3-0-3

**Prerequisites:** *EEM 117 and EEM 140*

This course is a study of the design, operation, and installation of power distribution applications. Load analysis rate and power economics are covered.

### EEM 251 Programmable Controllers 1-6-3

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

### EEM 252 Programmable Controllers Appli 1-6-3

**Prerequisites:** *EEM 251*

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.

### EEM 274 Technical/Sys Troubleshoot 2-6-4

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

## EET — Electronics Engr Tech

### EET 113 Electrical Circuits I 3-3-4

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

### EET 114 Electrical Circuits II 3-3-4

**Prerequisites:** *EET 113*

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

### EET 131 Active Devices 3-3-4

**Prerequisites:** *EET 114*

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

### EET 145 Digital Circuits 3-3-4

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

### EET 147 I. C. Circuits 1-3-2

**Prerequisites:** *EET 131*
**Corequisites:** *EET 220*

This course covers constructing and troubleshooting a series of applicable circuits using integrated circuit chips and other components, including the use of data books and test equipment.

### EET 210 Digital Integrated Circuits 3-3-4

**Prerequisites:** *EET 145*

This course is a study of digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices, and programmable logic devices. Circuits are modeled, constructed, and tested.

### EET 218 Electrical Power Systems 3-3-4

**Prerequisites:** *EET 114*

This course is a study of power generation, transmission, transformers, distribution, and motor controls.

### EET 220 Analog Integrated Circuits 2-3-3

**Prerequisites:** *EET 131*

This course includes analysis, application, and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed, and tested.

### EET 227 Electrical Machinery 2-3-3

**Prerequisites:** *EET 114*

This course is a study of 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 or EET 114*

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

### EET 235 Programmable Controllers 2-3-3

**Prerequisites:** *EET 145*

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

### EET 236 PLC Systems Programming 2-3-3

**Prerequisites:** *EET 235*

This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems commmunications.

### EET 243 Data Communications 2-3-3

**Prerequisites:** *EET 114 and EET 210*

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation/demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

### EET 253 Microprocessors 3-3-4

**Prerequisites:** *EET 210 or EET 114*

This course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested.

### EET 272 Electronics Senior Seminar 0-3-1

**Prerequisites:** *EET 147 and EET 220 and EET 231 and EET 235*

This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced.

### EET 273 Electronics Senior Project 0-3-1

**Prerequisites:** *EET 147 and EET 220 and EET 231 and EET 235*

This course is a study of the construction and testing of an professor-approved project.

### EET 274 Selected Topics in Electrical/ 3-0-3

**Prerequisites:** *EET 231 and EET 220 and EET 147*

This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

### EET 275 Intro to Robotics Manuf Tech 2-3-3

**Prerequisites:** *EET 113*

This course introduces required skills for robotics manufacturing technicians. Instruction includes integrated content from electrical, mechanical, photonic, and geospatial systems. Students will experience industry simulations and practical application of content.

# EGR — Engineering

### EGR 109 Engineering Project Management 2-3-3

**Prerequisites:** *MAT 111 and EET 231*

This course is the study of integrated project management for the engineering technologist with emphasis on the methods and software used by engineers including task lists, Gantt charts, discussion of critical path, statistical resource management, scheduling, budgeting, and economic factors.

### EGR 170 Engineering Materials 3-0-3

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

### EGR 190 Statics 3-0-3

This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

### EGR 260 Engineering Statics 3-0-3

**Prerequisites:** *MAT 175 or MAT 110*
**Corequisites:** *MAT 111*

(Transfer course) this course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.

### EGR 270 Intro to Engineering 2-3-3

(Transfer course) This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

### EGR 275 Intro to Eng/Computer Graphics 2-3-3

(Transfer course) this course is a study of basic graphical concepts needed for engineering applications.

### EGR 282 Intro to Civil Engineering 2-0-2

This course covers the engineering process from problem formulation to creative design through practical solutions of civil engineering problems.

### EGR 285 Engineering Surveying I 3-0-3

**Corequisites:** *MAT 175, MAT 111, EGR 295*

This course covers linear measurements, leveling, compass and transit/theodolite, Theory of Errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

### EGR 286 Engineering Survey II 3-0-3

**Prerequisites:** *EGR 285 and EGR 295*
**Corequisites:** *EGR 296*

This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

### EGR 288 Drainage Design 2-3-3

**Prerequisites:** *EGR 275 and MAT 175 and CET 218*

This course covers a study of hydrology and drainage design specifically to the local municipality.

### EGR 289 SCWE in Engineering 0-12-3

**Prerequisites:** *EGR 275 or ( EGR 285 and EGR 295 )*

This course integrates engineering skills with an approved job environment related to the engineering industry.

### EGR 295 Engineering Surveying Lab I 0-3-1

**Corequisites:** *EGR 285*

This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat. Vertical control includes the performance of a level loop.

### EGR 296 Engineering Surveying Lab II 0-3-1

**Corequisites:** *EGR 286*

This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

# EGT — CAD/Drafting

### EGT 101 Basic Technical Drawing 0-6-2

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

# ELW — Electrical Lineman Worker

### ELW 110 Electrical Computations 1-3-2

This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and use of a scientific calculator.

### ELW 111 Intro to Electrical Line Work 2-3-3

This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.

### ELW 112 Intro to Electricity 2-3-3

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles, components and operation of test equipment.

### ELW 114 Overhead Line Construction I 2-3-3

This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole climbing techniques.

### ELW 211 Underground Line Const I 2-3-3

This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.

### ELW 231 Electrical Power Systems 2-3-3

This course examines the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams and performance of per-unit calculations for circuit performance analysis.

## EMS — Emergency Med Services

### EMS 104 Emergency Care I 6-3-7

This course is a study of the preparatory, pharmacology, airway management, patient assessment, trauma and shock modules as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

### EMS 109 Emergency Care II 6-3-7

**Prerequisites:** *EMS 104*
**Corequisites:** *EMS 212*

This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

### EMS 115 Intl Trauma Life Support 1-0-1

**Prerequisites:** *EMS 109 and EMS 212*
**Corequisites:** *EMS 119, EMS 150, EMS 223, BIO 112*

This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Currently accepted guidelines for international trauma care will be followed.

### EMS 116 Adv Cardiac Life Support 0-3-1

**Prerequisites:** *EMS 115 and EMS 119 and EMS 150 and EMS 223*
**Corequisites:** *EMS 224, EMS 230, EMS 238*

This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American heart association guidelines will be followed.

### EMS 117 Pediatric Adv Life Support 1-0-1

**Prerequisites:** *EMS 116 and EMS 230 and EMS 224 and EMS 238*
**Corequisites:** *EMS 118, EMS 240, EMS 241, EMS 248, EMS 272*

This course is designed to educate the experienced healthcare provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.

### EMS 118 Adv Medical Life Support 1-0-1

**Prerequisites:** *EMS 116 and EMS 230 and EMS 224 and EMS 238*
**Corequisites:** *EMS 117, EMS 240, EMS 241, EMS 248, EMS 272*

This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.

### EMS 119 Emergency Medical Services Ope 2-0-2

**Prerequisites:** *EMS 109 and EMS 212*
**Corequisites:** *EMS 150, EMS 115, EMS 223, BIO 112*

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

### EMS 150 Intro to Advanced Care 4-3-5

**Prerequisites:** *EMS 109 and EMS 212*
**Corequisites:** *EMS 119, EMS 115, EMS 223, BIO 112*

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

### EMS 212 EMS Field Internship 0-6-2

**Prerequisites:** *EMS 104*
**Corequisites:** *EMS 109*

This course includes experiences with advanced life support emergency medical services.

### EMS 223 Paramedic Clinical I 0-6-2

**Prerequisites:** *EMS 109 and EMS 212*
**Corequisites:** *EMS 115, EMS 119, EMS 150, BIO 112*

This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers.

### EMS 224 Paramedic Clinical II 0-6-2

**Prerequisites:** *EMS 115 and EMS 119 and EMS 150 and EMS 223*
**Corequisites:** *EMS 116, EMS 230, EMS 238*

This course is a study of emergency medical care procedures for the paramedic provider, including concepts and skills related to medical emergencies. Emphasis is on pathophysiology and treatment modalities related to the major systems of the body such as the respiratory and cardiovascular systems. This course includes compressed content from EMS 213.

### EMS 230 Adv Emergency Medical Care I 3-6-5

**Prerequisites:** *EMS 115 and EMS 119 and EMS 150 and EMS 223*
**Corequisites:** *EMS 116, EMS 224, EMS 238*

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

### EMS 238 Paramedic Ambulance Fld Exp I 0-9-3

**Prerequisites:** *EMS 115 and EMS 119 and EMS 150 and EMS 223*
**Corequisites:** *EMS 116, EMS 230, EMS 224*

This course introduces the concept of emergency medical care in the E-911 ambulance setting.

### EMS 240 Adv Emergency Medical Care II 3-6-5

**Prerequisites:** *EMS 116 and EMS 230 and EMS 224 and EMS 238*
**Corequisites:** *EMS 117, EMS 118, EMS 241, EMS 248, EMS 272*

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

### EMS 241 Paramedic Clinical III 0-6-2

**Prerequisites:** *EMS 116 and EMS 230 and EMS 224 and EMS 238*
**Corequisites:** *EMS 117, EMS 118, EMS 240, EMS 248, EMS 272*

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.

### EMS 248 Paramedic Amb Field Exp II 0-6-2

**Prerequisites:** *EMS 116 and EMS 230 and EMS 224 and EMS 238*
**Corequisites:** *EMS 117, EMS 118, EMS 240, EMS 241, EMS 272*

This course will emphasize the knowledge and skills of emergency care in an E-911 ambulance setting. Focus is on the student and their ability to apply classroom knowledge during an emergency situation while treating a wide variety of patients.

### EMS 272 Paramedic Capstone 0-12-4

**Prerequisites:** *EMS 116 and EMS 230 and EMS 224 and EMS 238*
**Corequisites:** *EMS 117, EMS 118, EMS 240, EMS 241, EMS 248*

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

## ENG — English

### ENG 011 Dev English Basics Workshop 0-3-1

This course provides support for basic English competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects). Students will participate in an intensive review of grammar and mechanics and the writing process; planning, organizing, drafting, editing, and revising are emphasized in this lab course.

### ENG 012 Developmental English Workshop 0-3-1

This course provides support for mastery of English competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.) Students will participate in an intensive review of grammar and mechanics and the writing process; planning, organizing, drafting, editing, and revising are emphasized in this lab course.

### ENG 101 English Composition I 3-0-3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

### ENG 102 English Composition II 3-0-3

**Prerequisites:** *( ENG 101*

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

### ENG 155 Communications I 3-0-3

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

### ENG 160 Technical Communications 3-0-3

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. Students will understand, assess, and manipulate these documents in digital, mobile, and print contexts for the modern world.

### ENG 201 American Literature I 3-0-3

**Prerequisites:** *( ENG 102*

This course is a study of American literature from the colonial period to the civil war.

**ENG 202 American Literature II** **3-0-3**
**Prerequisites:** *( ENG 102*

This course is a study of American literature from the civil war to the present.

**ENG 203 American Literature Survey** **3-0-3**

This course is a survey of American literature: major authors, genres, and periods.

**ENG 205 English Literature I** **3-0-3**
**Prerequisites:** *( ENG 102*

This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods.

**ENG 206 English Literature II** **3-0-3**
**Prerequisites:** *( ENG 102*

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

**ENG 208 World Literature I** **3-0-3**
**Prerequisites:** *( ENG 102*

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**ENG 209 World Literature II** **3-0-3**
**Prerequisites:** *( ENG 102*

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

**ENG 214 Fiction** **3-0-3**
**Prerequisites:** *( ENG 102*

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and approprate reading strategies.

**ENG 218 Drama** **3-0-3**
**Prerequisites:** *( ENG 102*

This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

**ENG 222 Poetry** **3-0-3**

This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

**ENG 224 English Study Abroad** **3-0-3**

This course provides a study abroad experience for students studying literature. The course includes travel to selected regions outside the United States and provides a field of study of historical and contemporary literature.

**ENG 230 Women in Literature** **3-0-3**
**Prerequisites:** *ENG 102*

This course is a critical study of women's writings examined from historical, social, and psychological points of view.

**ENG 234 Survey in Minority Literature** **3-0-3**

This course is a critical study of minority writings, examined from historical, social, and psychological points of view.

**ENG 236 African American Literature** **3-0-3**
**Prerequisites:** *ENG 102*

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

**ENG 260 Adv Technical Communications** **3-0-3**

This course develops skills in research techniques and increases proficiency in technical communications.

## FOR — Forestry Management Tech

**FOR 102 Multiple Use of Forest Lands** **3-0-3**
**Prerequisites:** *( ENG 100 )*
**Corequisites:** *ENG 101, ENG 155*

This course is a study of how the forest 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 106 Computer App in Natural Res** **2-3-3**

This course is a study of basic computer applications that are used in natural resource professions. Topics include word processing, spreadsheets, and constructing aesthetic graphs, diagrams, maps and other visual material.

**FOR 130 Dendrology** **2-3-3**

This course is a study of the characteristics and uses of important trees, shrubs, and lesser vegetation of the southern forest. It includes collecting, mounting, and identifying approximately 130 species by leaf, twig, bark, and growth characteristics.

**FOR 154 Mensuration** **2-3-3**

This course is a study of the techniques and instruments used in the measurement of standing or harvested trees. The use of log rules, volume tables, yield tables, and elementary statistics are included.

**FOR 156 Timber Cruising and Marketing** **2-3-3**
**Prerequisites:** *FOR 154*

This course is a study of the three systems of estimating volumes and values of standing timber--strip, plot, and prism. Stand analysis, dominant tree data, and statistical data are also collected and analyzed.

### FOR 206 Forest Ecology 2-3-3

This course is a study of the nature of forests and forest trees, how they grow, reproduce, and their relationships to the physical and biological environment.

### FOR 220 SCWE in Forestry 0-20-5

**Prerequisites:** *FOR 154 and FOR 130*

This course is a study of the problems of day to day natural resource operations. Employment in an approved forest or natural resource related industry or agency is required.

### FOR 222 Forestry Portfolio 0-9-3

**Corequisites:** *FOR 220*

This course is an integrated study and comprehensive report related to the materials and curriculum requirements of the student work experience to include forestry management practices, planning and human resources.

### FOR 258 Forest Surveying and Eng 3-3-4

This course covers the use of surveying and engineering as adapted to forest management. The use of the hand compass, staff 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 271*

This course examines the tools and techniques used in constructing formal management plans for forests. Subdivision of the forest for management purposes, regulation, and regeneration are included.

### FOR 265 Equip and Timber Harvesting 3-3-4

**Prerequisites:** *FOR 156*
**Corequisites:** *FOR 269, MAT 120*

This course covers the analysis of logging situations and decision-making regarding timber harvesting. A study of the various equipment and tools used in forestry operations, techniques of operating and maintaining equipment, and harvesting operations and the costs involved are included.

### FOR 268 Forest Protection Practices 3-3-4

This course covers forest fires and the major insects and diseases which attack southern forests. Methods of prevention and control are explored.

### FOR 269 Forestry Stat & Data Proc 2-3-3

**Prerequisites:** *FOR 156*

This course covers measuring, recording, and summarizing various forestry field data and its presentation in technical form. Basic statistical and finance computations, interest, and discount computations are included.

### FOR 271 Silviculture 3-3-4

**Prerequisites:** *FOR 156*

This course covers the treatment of forest stands to achieve prescribed objectives. Specific topics include intermediate forest management practices, the four basic harvest methods, and regeneration of trees.

## FRE — French

### FRE 101 Elementary French I 4-0-4

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

### FRE 102 Elementary French II 4-0-4

**Prerequisites:** *FRE 101*

This course continues the development of basic language skills and includes a study of French culture.

### FRE 201 Intermediate French I 3-0-3

**Prerequisites:** *FRE 102*

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.

## GEO — Geography

### GEO 101 Introduction to Geography 3-0-3

This course is an introduction to the principles and methods of geographic inquiry.

### GEO 102 World Geography 3-0-3

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

## GER — German

### GER 101 Elementary German I 4-0-4

This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture.

### GER 102 Elementary German II 4-0-4

**Prerequisites:** *GER 101*

This course continues the development of the four basic language skills and the study of German culture.

### GER 201 Intermediate German I 3-0-3

**Prerequisites:** *GER 102*

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

### GER 202 Intermediate German II 3-0-3

**Prerequisites:** *GER 201*

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

## GMT — Geographic Mapping

### GMT 101 Intro to Geographic Info Sys 2-3-3

This course is a study of the development of digital techniques to portray mapping/spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping.

## HIM — Health Information Mgmt

### HIM 103 Intro to Health Info & Coding 3-0-3

This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems.

### HIM 105 Med Office Comm and Practices 3-0-3

**Prerequisites:** *( AOT 105*

This course is the study of the principles of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.

### HIM 130 Billing and Reimbursement 3-0-3

**Prerequisites:** *( HIM 103*

This course provides and introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

### HIM 135 Medical Pathology 3-0-3

**Prerequisites:** *( AHS 102 and BIO 112 or BIO 210 or BIO 211 or BIO 110*

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.

### HIM 140 Current Procedural Termi I 3-2-3

**Prerequisites:** *( ( BIO 210 or BIO 110 or BIO 211 or BIO 112 ) and HIM 103 and AHS 102*
**Corequisites:** *HIM 216*

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

### HIM 141 Current Procedural Termi II 2-3-3

**Prerequisites:** *( HIM 140 and HIM 216*
**Corequisites:** *HIM 225*

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

### HIM 153 Electronic Health Rec Clin Exp 3-0-3

**Prerequisites:** *HIM 140 and HIM 216*

This course expands on the application of theoretical principles of the electronic health record. Focus is on the management of patient information in a digital environment.

### HIM 216 Coding and Classification I 3-2-3

**Prerequisites:** *( BIO 210 or BIO 110 or BIO 110 or BIO 110 or BIO 112 and HIM 103 and AHS 102*
**Corequisites:** *HIM 140*

This course includes a study of disease and procedural coding and classification systems.

### HIM 225 Coding and Classification II 2-3-3

**Prerequisites:** *HIM 140 and HIM 216*
**Corequisites:** *HIM 141*

This course provides a study of advanced coding and classification systems.

### HIM 250 Coding and Classification III 2-3-3

**Prerequisites:** *HIM 141 and HIM 225 and HIM 153*

This course is study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.

### HIM 264 Clinical Practice IV 0-12-4

**Prerequisites:** *HIM 141 and HIM 225 and HIM 153*

This course provides clinical practice in the application of health information system theory in selected health care facilities.

### HIM 266 Computers in HealthCare 3-0-3

**Prerequisites:** *HIM 103*

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

# HIS — History

### HIS 101 Western Civilization to 1689 3-0-3

This 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.

### HIS 102 Western Civilization Post 1689 3-0-3

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

### HIS 201 American History: Disc to 1877 3-0-3

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

### HIS 202 American History: 1877 to Pres 3-0-3

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

### HIS 214 History Study Abroad 3-0-3

This course provides a study abroad experience for students studying history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary history.

### HIS 220 American Studies I 3-0-3

This course is an interdisciplinary study of selected topics and eras in U.S. history.

### HIS 230 The American Civil War 3-0-3

This course explores the history of the civil war from the election of 1860 through the end of reconstruction in 1877.

# HOS — Hospitality

### HOS 105 Survey of Food Management 3-0-3

This course is a broad overview of operations in food, sanitation, kitchen equipment, first aid and safety, inventory, cost control, and ordering procedures.

### HOS 128 Culinary Management & Human Re 3-0-3

This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.

### HOS 140 The Hospitality Industry 3-0-3

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

### HOS 150 Hotel Management 3-0-3

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

### HOS 161 Event Management 3-0-3

This course provides an introduction to the event management industry. Topics include planning, implementation and evaluation of special events and festivals.

### HOS 164 Travel & Tourism 3-0-3

This course covers the history, development, concepts, and principles of the travel and tourism industry.

### HOS 252 Adv Food & Beverage Service 2-3-3

**Prerequisites:** *CUL 104*

This course is an advanced food and beverage management course requiring conception, operation and management of a small quantity food and beverage operation in an applied lab setting.

### HOS 255 Food Service Management 3-0-3

**Prerequisites:** *( HOS 140*

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

# HRT — Golf Mgt, Horticulture

### HRT 110 Plant Form and Function 3-3-4

This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

### HRT 113 Plant Materials 2-3-3

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

### HRT 125 Soils 3-3-4

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.

### HRT 150 Arboriculture I 2-3-3

This course is a study of tree maintenance. Topics covered are tree physiology and anatomy, ropework, tree climbing techniques pruning, fertilization, planting, and watering.

### HRT 154 Grounds Maintenance 2-3-3

**Prerequisites:** *HRT 113*

This course covers cost estimation of a landscape design and its maintenance, preparation of contracts, and development and implementation of maintenance schedules.

### HRT 255 Urban Tree Care 2-3-3

**Prerequisites:** *or ENG 100 )*
**Corequisites:** *ENG 101, ENG 155*

This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.

## HUS — Human Services

### HUS 101 Introduction to Human Services 3-0-3

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

### HUS 102 Personal & Prof Development 3-0-3

**Corequisites:** *HUS 101*

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.

### HUS 202 Life Transitions 3-0-3

This course studies the transitions of life, including the changing roles and issues faced by the elderly, as well as the effects of those issues on these individuals, their family, friends and/or caregivers. Students will develop skills to provide helpful interventions in an entry-level position.

### HUS 205 Gerontology 3-0-3

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

### HUS 208 Alcohol and Drug Abuse 3-0-3

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

### HUS 209 Case Management 3-0-3

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

### HUS 212 Survey of Disabil & Disorders 3-0-3

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

### HUS 216 Behavior Change Techniques 3-0-3

This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug, and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

### HUS 221 Professional Ethics in Human 3-0-3

This course is an in-depth analysis of human services ethics, application of NOHSE codes of ethics, and concepts and dilemmas specific to helping relationships.

### HUS 230 Interviewing Techniques 3-0-3

**Prerequisites:** *ENG 100 or ENG 101 and HUS 101*

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later in their supervised field placements.

### HUS 235 Group Dynamics 3-0-3

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

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 1-9-4

**Prerequisites:** *HUS 101*

This course includes work experience assignments in selected human services agencies.

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

This course is a study of special topics of interest to particular populations and locations.

## IDS — Business and Social Skill

### IDS 105 Career Assessment & Explor 1-0-1

This course provides students opportunities to determine personality types and career interests. Using assessment results, students will explore career opportunities through a variety of media.

# IET — Industrial Engineering Te

### IET 223 Industrial Safety 3-0-3

This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health Act (OSHA) is included.

# IMT — Industrial Maint Tech

### IMT 131 Hydraulics & Pneumatics 2-6-4

This course covers the basic technology and principles of hydraulics and pneumatics.

### IMT 160 Preventive Maintenance 2-3-3

This course covers preventive maintenance techniques.

### IMT 161 Mechanical Power Applications 2-6-4

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

# IST — Computer & Info Systems

### IST 162 Intro to Workstation Net Admin 2-3-3

**Prerequisites:** *IST 202*

This course is an introductory study of the administration of a single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

### IST 165 Implem & Admin Wind Dir Serv 2-3-3

**Prerequisites:** *IST 162 or IST 269*

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

### IST 190 LINUX Essentials 2-3-3

This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications.

### IST 192 LINUX Network Applications 2-3-3

**Prerequisites:** *IST 190*

This course will provide students with the skills necessary to deploy and administer the core networking services in a LINUX system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS, and others.

### IST 196 Cloud Storage Fundamentals 2-3-3

This course is the study of network and cloud-based storage technologies, cloud computing networks, and data management processes in a storage environment. The course prepares students to provide network and cloud-based storage support to businesses.

### IST 198 Cloud Essentials 2-3-3

**Prerequisites:** *IST 203*
**Corequisites:** *IST 196*

This course is a study of cloud computing as a framework for providing network access to shared computing resources including storage, network, server and virtualization infrastructures.

### IST 201 CISCO Internetworking Concepts 2-3-3

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards.

### IST 202 Cisco Router Configuration 2-3-3

**Corequisites:** *IST 201*

This course 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 Adv CISCO Router Configuration 2-3-3

**Prerequisites:** *IST 202*

This course is a study of configuring CISCO routers.

### IST 204 CISCO Troubleshooting 2-3-3

**Corequisites:** *IST 203*

This course is a study of troubleshooting network problems.

### IST 215 Health Info Networking 2-3-3

**Prerequisites:** *IST 266*

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

### IST 226 Internet Programming 2-3-3

**Prerequisites:** *CPT 187*

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications.

### IST 236 Mobile & Wireless Appliances 2-3-3

**Prerequisites:** *IST 226*

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

### IST 261 Adv Network Administration 2-3-3

**Prerequisites:** *IST 165 or IST 291*

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 266 Internet & Firewall Security 2-3-3

**Corequisites:** *CPT 282*

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

### IST 268 Computer Forensics 2-3-3

**Prerequisites:** *IST 266*

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence.

### IST 269 Digital Forensics 2-3-3

**Prerequisites:** *IST 268*

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

### IST 271 Object Oriented Technologies 2-3-3

**Prerequisites:** *CPT 236*

This course emphasizes the application of the object model to design well-structured complex systems. A variety of object-based tools and object-oriented programming languages will be used to implement small-scale projects.

### IST 272 Relational Database 2-3-3

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized.

### IST 274 Database Administration 2-3-3

**Corequisites:** *IST 272*

This course is a study of the duties and responsibilities of a database administrator. The course covers setting up, maintaining, and troubleshooting a distributed, multi-user database.

### IST 275 Database Administration II 2-3-3

**Prerequisites:** *IST 274*

This course is a study of the duties and responsibilities of a database administrator. The course will include complete and incomplete database backups, restorations, and network administration of databases.

### IST 285 Cybersecurity Capstone 2-3-3

**Prerequisites:** *IST 294*
**Corequisites:** *IST 295*

This course integrates the knowledge and skills gained through previous coursework and experience to develop and implement risk management, vulnerability assessment, threat analysis, and incident response plans.

### IST 290 Special Topics in Info Science 2-3-3

**Prerequisites:** *IST 165 and IST 291*

This course covers special topics in information sciences technologies.

### IST 291 Fund of Network Security I 2-3-3

**Prerequisites:** *IST 162*

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

### IST 292 Fund of Network Security II 2-3-3

**Prerequisites:** *IST 291*

This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls.

### IST 293 IT and Data Assurance I 2-3-3

**Corequisites:** *IST 266*

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

### IST 294 IT and Data Assurance II 2-3-3

**Corequisites:** *IST 293*

This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator.

### IST 295 Fundamentals of Voice Over IP 2-3-3

**Prerequisites:** *IST 291 or IST 204*

This course is an introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QOS) and troubleshooting and configuration of VOIP networks.

### IST 298 Advanced Cloud Computing 2-3-3

**Prerequisites:** *IST 198*

This course covers advanced concepts of cloud computing. Topics include how to implement, administer and troubleshoot private and public cloud services, delivery models, virtualization infrastructures, storage and networks.

## LEG — Paralegal

### LEG 120 Torts 3-0-3

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

### LEG 121 Business Law I 3-0-3

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

### LEG 132 Legal Bibliography 3-0-3

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. (Legal Specialty)

### LEG 135 Introduction to Law and Ethics 3-0-3

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

### LEG 140 Sports Tourism Law 3-0-3

**Prerequisites:** *SPT 101 and SPT 102*

This course provides an investigation of legal aspects of the sports tourism industry as applies to areas such as facilities, human resources, liabilities and transportation.

### LEG 201 Civil Litigation I 3-0-3

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures.

### LEG 202 Civil Litigation II 3-0-3

**Prerequisites:** *LEG 201*

This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases. (Legal Specialty)

### LEG 212 Workers' Compensation 3-0-3

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

### LEG 213 Family Law 3-0-3

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

### LEG 214 Property Law 3-0-3

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

### LEG 230 Legal Writing 3-0-3

**Prerequisites:** *LEG 132 and ENG 101*

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

### LEG 231 Criminal Law 3-0-3

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

### LEG 232 Law Office Management 3-0-3

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

### LEG 233 Wills Trusts and Probate 3-0-3

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 1-6-3

This course includes the application of substantive knowledge in a practical situation as a paralegal. (Legal Specialty)

### LEG 245 Real Estate Law I 3-0-3

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 3-0-3

This course introduces computer applications in various business transaction settings using general and legal software programs. (Legal Specialty)

# MAT — Math

### MAT 101 Beginning Algebra 3-0-3

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

### MAT 102 Intermediate Algebra 3-0-3

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

### MAT 110 College Algebra 3-0-3

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

### MAT 111 College Trigonometry 3-0-3

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: College Algebra)

### MAT 120 Probability and Statistics 3-0-3

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.

### MAT 122 Finite College Mathematics 3-0-3

This course includes the following topics: logic; sets; Venn Diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. (Prerequisite: a college algebra course)

### MAT 130 Elementary Calculus 3-0-3

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: College Algebra)

### MAT 140 Analytical Geometry and Calc I 4-0-4

**Prerequisites:** *MAT 111*

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: a college algebra course and a college trigonometry course or pre-calculus)

### MAT 141 Analytical Geometry & Calc II 4-0-4

**Prerequisites:** *MAT 140*

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. (Prerequisite: Analytical Geometry and Calculus I)

### MAT 155 Contemporary Mathematics 3-0-3

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

### MAT 170 Algebra Geometry and Trig I 3-0-3

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

### MAT 175 Algebra and Trigonometry I 3-0-3

This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.

### MAT 176 Algebra and Trigonometry II 3-0-3

**Prerequisites:** *MAT 175*

This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics.

### MAT 240 Analy Geometry and Calc III 4-0-4

**Prerequisites:** *MAT 141*

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems. (Prerequisite: Analytical Geometry and Calculus II)

### MAT 242 Differential Equations 4-0-4

**Prerequisites:** *MAT 240*

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods.

### MAT 250 Elementary Mathematics 3-0-3

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

### MAT 251 Elementary Mathematics II 3-0-3

**Prerequisites:** *MAT 250*

This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

## MGT — Management

### MGT 101 Principles of Management 3-0-3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

### MGT 120 Small Business Management 3-0-3

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

### MGT 150 Fundamentals of Supervision 3-0-3

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

### MGT 201 Human Resource Management 3-0-3

**Prerequisites:** *MGT 101*

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

### MGT 240 Management Decision Making 3-0-3

This course is a study of various structured approaches to managerial decision making.

## MKT — Marketing

### MKT 101 Marketing 3-0-3

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

### MKT 110 Retailing 3-0-3

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

### MKT 111 Media Relations 3-0-3

**Prerequisites:** *MKT 101*

This course is a study of building and managing effective media relationships through the application of networking, press releases, public relations strategies, and media interviewing skills.

### MKT 120 Sales Principles 3-0-3

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

### MKT 135 Customer Service Techniques 3-0-3

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

### MKT 240 Advertising 3-0-3

**Prerequisites:** *MKT 101*

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

## MNT — Marine & Nautical Tech

### MNT 101 Outboard Marine Engines I 1-6-3

This course covers the history of the internal combustion engine and how it works, how an outboard engine works, and the designs of two-stroke and four-stroke engines.

### MNT 102 Lower Units 1-6-3

**Corequisites:** *MNT 108*

This course covers the components of a drive system, including how power is transmitted from the motor to the propeller and the service requirements of the lower unit.

### MNT 103 Rigging 2-3-3

**Corequisites:** *MNT 110, MNT 105, MNT 107*

This course covers the concepts involved in rigging a boat, including how to properly mount an outboard engine and a basic understanding of data networks.

### MNT 104 Marine Service Operations 2-6-4

This course covers understanding and performing service items and intervals on outboard engines, performing service, and troubleshooting and repair.

### MNT 105 Marine Fuel & Lub Systems 2-3-3

**Prerequisites:** *( MNT 104*

**Corequisites:** *MNT 110, MNT 107, MNT 103*

This course covers the functions and requirements of the fuel system, including service requirements and the qualities and characteristics of various lubricants.

### MNT 106 Marine System Elec Basics 1-3-2

This course covers electricity and circuit types, including reading wiring diagrams and performing electrical tests.

### MNT 107 Marine Electrical Systems 1-3-2

**Prerequisites:** *( MNT 106*

**Corequisites:** *MNT 110, MNT 105, MNT 103*

This course identifies different types of electrical systems and includes troubleshooting electrical systems and circuit types.

### MNT 108 Marine Sys Electrical Diagnost 1-6-3

This course covers the components of the outboard ignition system, including the different types of ignition systems and service requirements.

### MNT 109 Propellers 2-0-2

This course covers propellers and their applications, including how to choose the proper propeller and how propulsion works.

### MNT 110 Outboard Marine Engines II 1-9-4

**Prerequisites:** *( MNT 101*

**Corequisites:** *MNT 105, MNT 107, MNT 103*

This course covers the functions of mounting bracket components; the different types of trim and tilt units and repair; and corrosion, including corrosion prevention in the marine environment.

### MNT 120 Intro to Outboard Marine Syste 1-3-2

This course covers the basics of marine motor types and their applications, including measurements, materials, tools, and safety.

# MTH — Massage Therapy

### MTH 113 Essentials of A&P for Massage 2-3-3

**Prerequisites:** *MTH 136 and MTH 120 and MTH 121 and MTH 122*

**Corequisites:** *MTH 128, MTH 132, MTH 135*

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

### MTH 120 Introduction to Massage 4-0-4

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

### MTH 121 Principles of Massage I 3-3-4

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

### MTH 122 Principles of Massage II 3-3-4

**Prerequisites:** *MTH 113, MTH 120, MTH 121*

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.

### MTH 128 Clinical Apps of Massage 2-6-4

**Prerequisites:** *MTH 113, MTH 120, MTH 121, MTH 122*

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

### MTH 132 Massage Therapy Seminar 1-0-1

**Prerequisites:** *MTH 136 and MTH 120 and MTH 121 and MTH 122*

**Corequisites:** *MTH 128, MTH 113, MTH 135*

This course includes the integration of didactic and clinical techniques in Massage Therapy. This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the Massage & Bodywork Licensing Examination.

### MTH 135 Massage Practicum 0-6-2

**Prerequisites:** *MTH 113, MTH 120, MTH 121, MTH 122 MTH 113, MTH 120, MTH 121, MTH 122 MTH 113, MTH 120, MTH 121, MTH 122*

**Corequisites:** *MTH 126, MTH 128, MTH 136, MTH 141*

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

### MTH 136 Kinesiology for Massage Therap 1-3-2

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

## MTT — Machine Tool Technology

### MTT 101 Introduction to Machine Tool 1-3-2

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

### MTT 105 Machine Tool Math Applications 3-0-3

**Prerequisites:** *MAT 170*
**Corequisites:** *MTT 112, MTT 130, MTT 141*

This course is a study of shop math relevant to the machine tool trade.

### MTT 106 Machine Tool Computer App 3-0-3

This course is a study of basic computer applications that are used in machining industries. Topics will include word processing, ASCII text editing, spreadsheets, locating information on the internet and serial communical concepts.

### MTT 111 Machine Tool Theory & Prac I 1-12-5

This course is an introduction to the basic operation of machine shop equipment.

### MTT 112 Machine Tool Theory & Prac II 1-12-5

**Prerequisites:** *MTT 101 and MTT 111*
**Corequisites:** *MTT 105, MTT 130, MTT 141*

This course is a combination of the basic theory and operation of machine shop equipment.

### MTT 113 Machine Tool Theory & Prac III 1-12-5

**Prerequisites:** *MTT 101 and MTT 112*
**Corequisites:** *MTT 255*

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.

### MTT 120 Machine Tool Print Reading 3-0-3

This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

### MTT 130 Fund of Geometric Dim & Tole 2-0-2

**Prerequisites:** *MTT 120*
**Corequisites:** *MTT 105, MTT 112, MTT 141*

This course covers the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade prints.

### MTT 141 Metals & Heat Treatment 3-0-3

**Prerequisites:** *MTT 101*
**Corequisites:** *MTT 105, MTT 112, MTT 130*

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

### MTT 171 Industrial Quality Control 1-3-2

**Prerequisites:** *MTT 112*
**Corequisites:** *MTT 241, MTT 249, MTT 250*

This course covers the methods and procedures of quality control.

### MTT 241 Jigs and Fixtures I 1-3-2

**Prerequisites:** *MTT 101*
**Corequisites:** *MTT 171, MTT 249, MTT 250*

This course includes the theory necessary to design working prints of simple jigs and fixtures.

### MTT 249 Introduction to CAM 2-3-3

**Prerequisites:** *MTT 112 and MTT 106*
**Corequisites:** *MTT 171, MTT 241, MTT 250*

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.

### MTT 250 Principles of CNC 2-3-3

**Prerequisites:** *MTT 112*
**Corequisites:** *MTT 171, MTT 241, MTT 249*

This course is an introduction to the coding used in CNC programming.

### MTT 251 CNC Operations 2-3-3

**Prerequisites:** *MTT 250*
**Corequisites:** *EGR 275, MTT 253, MTT 252, WLD 116*

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

### MTT 252 CNC Setup and Operations 1-9-4

**Prerequisites:** *MTT 250*
**Corequisites:** *EGR 275, MTT 251, MTT 253, WLD 116*

This course covers CNC setup and operations.

### MTT 253 CNC Programming & Oper 1-6-3

**Prerequisites:** *MTT 250*
**Corequisites:** *EGR 275, MTT 251, MTT 252, WLD 116*

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

### MTT 254 CNC Programming I 1-6-3

**Prerequisites:** *EGR 275*
**Corequisites:** *MTT 113, MTT 255*

This course is a study of CNC programming, including machine language and computer assisted programming.

### MTT 255 CNC Programming II 2-3-3

**Corequisites:** *MTT 254, MTT 113*

This course includes CNC programming with simulated production conditions.

## MUS — Music

### MUS 105 Music Appreciation 3-0-3

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

### MUS 111 Band I 0-3-1

**Prerequisites:** *Prior experience on a brass, woodwind, or percussion instrument, or in dance or color guard. Band camp in early August is required of all members for placement auditions, fundamentals training and show preparations.*

This course includes the study and performance of selected band music.

### MUS 112 Band II 0-3-1

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

This course includes the study and performance of selected band music.

## NRM — Environmental Science

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

**Prerequisites:** *( ENG 100 )*
**Corequisites:** *ENG 155, ENG 101*

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

### NRM 151 Vertebrate Natural History 3-0-3

**Prerequisites:** *( ENG 100 )*
**Corequisites:** *ENG 155, ENG 101*

This course includes the taxonomic classification, identification, geographic range, and biology of fish, amphibians, reptiles, birds, and mammals native to South Carolina and the Southeast.

### NRM 201 Soil Fertility & Plant Prod 2-3-3

**Prerequisites:** *or ENG 100 )*
**Corequisites:** *ENG 155, ENG 101*

This course is a study of agronomic principles of soil management and plant production, including use and application of chemical fertilizers.

### NRM 207 Geographic Info Sys I (GIS) 2-3-3

**Prerequisites:** *FOR 106*

This course is the study of Geographic Information Systems (GIS) concepts, including coordinate systems, projections, datums, data models and sources, spatial statistics, queries and analyses, and basic cartographic principles. Emphasis is on applications within the NRM field.

### NRM 230 Wildlife Management I 3-0-3

**Prerequisites:** *or ENG 100*
**Corequisites:** *ENG 101, ENG 155*

This course is a basic study and application of management practices which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, and improving wetlands are included.

### NRM 235 Techniques of Wildlife Mgmt 2-3-3

**Prerequisites:** *NRM 230 or ENG 100 )*
**Corequisites:** *ENG 101, ENG 155*

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

### NRM 250 Wetlands Ecology 2-3-3

**Prerequisites:** *FOR 130 or ENG 100 )*
**Corequisites:** *ENG 101, ENG 155*

This course covers the identification, taxonomy, and life histories of freshwater fish. Management implications for various species of fish with commercial, sport or ecological value are included. Special instruction is provided on managed wetland management and maintenance.

## NUR — Nursing

### NUR 101 Fundamentals of Nursing 4-6-6

**Prerequisites:** *(*
**Corequisites:** *BIO 210, ENG 101, MAT 110, MAT 120, NUR 161*

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages.

### NUR 120 Basic Nursing Concepts 4-9-7

**Prerequisites:** *( NUR 101 and NUR 161 )*
**Corequisites:** *BIO 211, ENG 102*

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.

### NUR 150 Chronic Health Problems 4-6-6

**Prerequisites:** *( NUR 120*
**Corequisites:** *NUR 201, NUR 162, BIO 225, PSY 201*

This course is a study of the treatments used for chronic health problems in adult patients.

### NUR 161 Basic Concepts of Pharmacology 2-0-2

**Prerequisites:** *( or ( ( NUR 201 and NUR 162 and NUR 150 )*
**Corequisites:** *BIO 210, ENG 101, MAT 110, MAT 120, NUR 101, NUR 220*

This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients.

### NUR 162 Psychiatric & Mental Health Nu 2-3-3

**Prerequisites:** *( NUR 120*
**Corequisites:** *NUR 201, NUR 150, BIO 225, PSY 201*

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

### NUR 201 Transition Nursing 2-3-3

**Prerequisites:** *and BIO 225 and PSY 201*
**Corequisites:** *NUR 150, NUR 162*

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

### NUR 217 Trends and Issues in Nursing 1-3-2

**Prerequisites:** *( NUR 220 and NUR 161 and NUR 161*
**Corequisites:** *NUR 221, SPC 205*

This course is an exploration of health care trends and issues.

### NUR 220 Family Centered Nursing 4-9-7

**Prerequisites:** *( ( NUR 150 and NUR 162 ) or ( ( NUR 150 and NUR 162 and NUR 201 )*
**Corequisites:** *NUR 161, NUR 161*

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum.

### NUR 221 Advanced Nursing Concepts 3-6-5

**Prerequisites:** *( NUR 220 and NUR 161*
**Corequisites:** *NUR 217, SPC 205*

This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems.

## PHI — Philosophy

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

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

### PHI 110 Ethics 3-0-3

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

### PHI 115 Contemporary Moral Issues 3-0-3

**Prerequisites:** *PHI 110*

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

### PHI 201 History of Philosophy 3-0-3

This course is a survey of the history of philosophical thinking.

### PHI 211 Moral Philosophy 3-0-3

**Prerequisites:** *PHI 110*

This course is a study of moral issues confronting men and women and the ethical arguments provoked by them. Topics include controversial issues such as drugs, euthanasia, war, social engineering, punishment of criminals, and the potential answers provided by contemporary and historical philosophers.

## PHY — Physics

### PHY 118 Medical Imaging Science 3-0-3

This course is the study of the fundamental physics associated with the field of medical imaging sciences. The areas of study include concepts of radiation production as it relates to x rays and nuclear medicine studies and acoustical properties related to sonographic exams.

### PHY 201 Physics I 3-3-4

This is the first 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*

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### PHY 221 University Physics I 3-3-4

**Prerequisites:** *( MAT 130 or MAT 140 )*

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### PHY 222 University Physics II 3-3-4

**Prerequisites:** *PHY 221*

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. This course is transferable to public senior institutions as part of the South Carolina Higher Education Statewide Articulation Agreement. .

## PNR — Practical Nursing

### PNR 110 Fundamentals of Nursing 3-6-5

**Corequisites:** *BIO 210, MAT 155, MAT 110, MAT 120, PNR 121*

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

### PNR 111 Basic Nutrition & Diet Therap 1-0-1

**Prerequisites:** *PNR 110*
**Corequisites:** *BIO 211*

This course is a study of basic nutrition and diet therapies related to common health problems experienced by health care clients across the lifespan, including diabetes, coronary artery disease, obesity, osteoporosis, cognitive, renal and gastrointestinal disorders and some forms of cancer.

### PNR 120 Medical/Surgical Nursing I 3-6-5

**Prerequisites:** *BIO 210 and ( MAT 155 or MAT 110 or MAT 120 )*
**Corequisites:** *PNR 110*

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 121 Fundamentals of Pharmacology 2-0-2

**Corequisites:** *MAT 110, MAT 120, MAT 155, BIO 210, PNR 110*

This course is an introduction to basic concepts of pharmacology. Dosage calculations, medication administration, and common drug classifications are among the concepts explored.

### PNR 130 Medical/Surgical Nursing II 3-6-5

**Corequisites:** *PNR 120, BIO 211, PNR 111*

This course is a continuation of the study of the nursing process. Concepts include the 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:** *and PNR 154 ) and PNR 111 or ENG 101 )*
**Corequisites:** *PNR 183, ENG 101, PSY 201*

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

### PNR 154 Maternal/Infant/Child Nursing 3-6-5

**Prerequisites:** *PNR 130 and BIO 211 and PNR 111*

This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring diseases.

### PNR 183 Special Topics in Prac Nursing 3-0-3

**Prerequisites:** *and PNR 154 )*
**Corequisites:** *PNR 140, ENG 101, PSY 201*

This course covers special topics in practical nursing.

## PSC — Political Science

### PSC 201 American Government 3-0-3

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

### PSC 215 State and Local Government 3-0-3

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.

## PSY — Psychology

### PSY 103 Human Relations 3-0-3

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

### PSY 201 General Psychology 3-0-3

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

### PSY 203 Human Growth and Development 3-0-3

**Prerequisites:** *PSY 201*

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

### PSY 210 Educational Psychology 3-0-3

**Corequisites:** *PSY 201, EDU 110*

This course is the study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning. Attention will be given to the implications for classroom practices as they relate to personal, cultural, social and moral development as well as to social/cultural diversity and learner exceptionalities.

### PSY 212 Abnormal Psychology 3-0-3

**Prerequisites:** *PSY 201*

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

## PTH — Physical Therapy

### PTH 101 Physical Therapy Prof Prep 1-3-2

**Prerequisites:** *BIO 210 and BIO 211 and ( MAT 110 or MAT 120 )*
**Corequisites:** *PSY 203*

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

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

**Prerequisites:** *PTH 101, PTH 205, PTH 221 or BIO 211, CPT 101, ENG 102, SPC 205*

This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities.

### PTH 204 Physical Ther Functional Anat 4-3-5

The course introduces the basic concepts and principles of muscles, joints and motion. Emphasis is placed on the development of competence in goniometry, manual muscle testing, and traditional testing necessary to plan for patient treatment.

### PTH 205 Physical Therapy Func Anatomy 3-3-4

**Prerequisites:** *Enrollment Limited to students with major code of PTA 3*

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

### PTH 221 Pathology I 2-0-2

**Prerequisites:** *Enrollment Limited to students with major code of PTA 3*

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

### PTH 228 Manual Therapy Techniques 1-3-2

**Prerequisites:** *PTH 202, PTH 222, PTH 234, PTH 240*

This course introduces principles and basic techniques of manual therapy and wound care.

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

**Prerequisites:** *BIO 211, CPT 101, ENG 102, PTH 101, PTH 205, PTH 221, SPC 205*

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

### PTH 235 Interpersonal Dynamics 2-0-2

**Prerequisites:** *PTH 228, PTH 242 and PTH 253*

This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of respectful interaction throughout the life cycle.

### PTH 240 Therapy Exercises/Applications 3-6-5

**Prerequisites:** *BIO 211, CPT 101, ENG 102, PTH 101, PTH 205, PTH 221, SPC 205*

This course provides the practical application of therapeutic exercise.

### PTH 242 Orthopedic Management 3-3-4

**Prerequisites:** *PTH 202, PTH 222, PTH 234 and PTH 240*

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

### PTH 244 Rehabilitation 3-3-4

**Prerequisites:** *PTH 228 and PTH 253 and PTH 242*

This course introduces neurological principles, pathology, and specialized rehabilitation techniques for pediatric and adult care.

### PTH 253 Clinical Practice II 0-9-3

**Prerequisites:** *PTH 202 and PTH 240 and PTH 234 and PTH 222*

This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting. This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

### PTH 270 Special Topics in Physical The 3-0-3

**Prerequisites:** *and PTH 101 and PTH 204 and PTH 205 and PTH 221*
**Corequisites:** *PSY 203*

This course provides opportunities for specialized study of selected topics in physical therapy.

### PTH 275 Adv Professional Preparation 1-0-1

**Prerequisites:** *PTH 228 and PTH 253 and PTH 242*

This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

**PTH 276 Physical Therapy Prac II 0-18-6**
**Prerequisites:** *PTH 228 and PTH 253 and PTH 242*

This course includes a practicum experience in a clinical setting using advanced skills under the supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

## RAD — Radiologic Technology

**RAD 101 Introduction to Radiography 1-3-2**

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

**RAD 102 Radiology Patient Care Proc 2-0-2**

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

**RAD 103 Intro to Computed Tomography 2-0-2**

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

**RAD 110 Radiographic Imaging I 2-3-3**
**Prerequisites:** *RAD 101*

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

**RAD 115 Radiographic Imaging II 3-0-3**
**Prerequisites:** *RAD 110*

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

**RAD 120 Principles of Computed Tomogra 3-0-3**

This course is a study of assurance procedures, and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed ct scanning, 3 dimensional ct and multi-planar reformations. A review of special scanner features will also be covered in the course.

**RAD 130 Radiographic Procedures I 2-3-3**

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

**RAD 135 Comp Tomography Body & Muscu 2-0-2**

This course provides the basic imaging protocols and patient positioning for CT exams of the abdomen, pelvis, and musculoskeltal system. Case studies including anatomy and pathology of the abdomen, pelvis, and extremities will be explored.

**RAD 136 Radiographic Procedures II 2-3-3**
**Prerequisites:** *RAD 130*

This course is a study of radiographic procedures for visualization of the structures of the body.

**RAD 140 Comp Tomography Clinical App I 0-18-6**

This course provides the student with clinical experience in basic CT scanning. Students will explore techniques related to patient safety, radiation protection, and exam protocols.

**RAD 145 Comp Tomography Physics & Inst 3-0-3**

This course is a study of Computed Tomography physics and instrumentation. The course provides an overview of technology, application, and practice that is unique to the Computed Tomography profession.

**RAD 153 Applied Radiography I 0-9-3**

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 165 Applied Radiography II 0-15-5**
**Prerequisites:** *RAD 153*

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**RAD 175 Applied Radiography III 0-15-5**
**Prerequisites:** *RAD 165*

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 Radiation Biology 2-0-2**

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

**RAD 205 Radiographic Pathology 2-0-2**
**Prerequisites:** *RAD 136*

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

**RAD 210 Radiographic Imaging III 3-0-3**
**Prerequisites:** *RAD 115*

This course provides a detailed study of advanced methods and concepts of imaging.

**RAD 220 Selected Imaging Topics 3-0-3**
**Prerequisites:** *( RAD 201 or RAD 210 or RAD 230 )*

This course is a study of advanced topics unique to the radiological sciences.

**RAD 230 Radiographic Procedures III 3-0-3**
**Prerequisites:** *RAD 136*

This course is a study of special radiographic procedures.

**RAD 256 Advanced Radiography I 0-18-6**
**Prerequisites:** *RAD 175*

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

**RAD 268 Advanced Radiography II 0-24-8**
**Prerequisites:** *RAD 256*

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

**RAD 278 Advanced Radiography III 0-24-8**
**Prerequisites:** *RAD 268*

This course includes routine and advanced radiographic procedures in the clinical environment.

## REL — Religion

**REL 103 Comparative Religion 3-0-3**

This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes indigenous religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

## RES — Respiratory Care

**RES 101 Intro to Respiratory Care 2-3-3**

This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues.

**RES 111 Pathophysiology 2-0-2**
**Prerequisites:** *RES 101*

This course is a study of the general principles and analyses of normal and diseased states.

**RES 121 Respiratory Skills I 2-6-4**

This course includes a study of basic respiratory therapy procedures and their administration. Skills required to be a Respiratory Care Professional are detailed in this course. Modalities and therapeutic procedures are covered in detail to prepare the student for entry into the clinical setting. The lab portion of this class will require the student to demonstrate adequate knowledge of the procedures covered before entering the healthcare setting.

**RES 131 Respiratory Skills II 3-3-4**
**Prerequisites:** *RES 121*

This course is a study of selected respiratory care procedures and applications.

**RES 141 Respiratory Skills III 2-3-3**
**Prerequisites:** *RES 246*

This course covers mechanical ventilation systems, pediatrics and associated monitors. The course will introduce the student to theory and practice of mechanical ventilation to the acute or chronic pulmonary impaired patient. The theory of operation, classifying the need for mechanical ventilation and managing the care of the pulmonary impaired patient are introduced in this course. The laboratory portion of this class will allow the student to practice and demonstrate proficiency before performing these procedures in the healthcare setting.

**RES 152 Clinical Applications II 0-9-3**

This course includes practice of respiratory care procedures in the hospital setting. This healthcare setting course will allow the student, working along side licensed healthcare professionals, to observe daily routines of the Respiratory Care professional and work to become proficient with current assigned therapeutic procedures covered in the laboratory setting. The student will be required to maintain physician contact and skills check-off of all therapeutic procedures covered in this course.

**RES 154 Clinical Applications II 0-12-4**
**Prerequisites:** *RES 152*

This course includes practice of respiratory care procedures in the hospital setting.

**RES 204 Neonatal/Pediatric Care 2-3-3**
**Prerequisites:** *RES 141*

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient. Development of the cardiopulmonary state of the fetus to changes at birth is detailed. Ventilation techniques of this special population are also addressed, as well as, testing critical thinking skills for emergency intervention on the neonatal and pediatric patient. Disease states common to these patients are also addressed in this course.

### RES 207 Management in Respiratory Care 2-0-2

**Prerequisites:** *RES 204*

This course is a study of health care management, emphasizing the importance of good planning, decision-making, and organizational skills as they relate to respiratory care.

### RES 220 Hemodynamic Monitoring 1-0-1

**Prerequisites:** *RES 111*

This course is a study of basic hemodynamic monitoring.

### RES 232 Respiratory Therapeutics 2-0-2

**Prerequisites:** *RES 121 and RES 101 and RES 246*

This course is the study of specialty areas in respiratory care, including rehabilitation.

### RES 235 Respiratory Diagnostics 3-3-4

**Prerequisites:** *RES 101*

This course is a study of diagnostic and therapeutic procedures.

### RES 236 Cardiopulmonary Diagnostics 3-0-3

**Prerequisites:** *RES 235*

This course focuses on the purpose, use, and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. This course builds on the knowledge in Respiratory Diagnostics and introduces an in depth study of Electrocardiography, Pulmonary Function and Stress testing, and Radiographic procedures involved in the Respiratory Care profession.

### RES 242 Adv Respiratory Care Trans 1-0-1

**Prerequisites:** *RES 236*

This course provides a comprehensive review of respiratory care.

### RES 244 Advanced Respiratory Skills I 3-3-4

**Prerequisites:** *RES 141*

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

### RES 246 Respiratory Pharmacology 2-0-2

This course includes a study of pharmacologic agents used in cardiopulmonary care. This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner. Including pharmacokinetic and pharmacodynamics phases of therapy. The student will learn the detailed application and use of medication in the Respiratory Care setting. Current and detailed calculations of medications used are stressed in detail in this course to ensure adequate and proper dosage of all medications to all types of acute and chronically ill patients.

### RES 249 Comprehensive Applications 0-6-2

**Prerequisites:** *RES 152 and RES 154*

This course includes the integration of didactic and clinical training in respiratory care technology. This section will introduce the student to the alternative types of Respiratory Care including Homecare, Sleep Clinics, and Outpatient testing labs.

### RES 253 Adv Clinical Studies I 0-18-6

**Prerequisites:** *RES 152 and RES 154 and RES 249*

This course includes clinical instructions in advanced patient care practice. This healthcare setting course will allow the student, working along side a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check-off of all therapeutic procedures covered in RES 152, Clinical Applications I; RES 154, Clinical Applications II; and RES 249, Comprehensive Applications. During this rotation the student will be encouraged to work and participate in the critical care environment and become proficient with the skills learned in the laboratory setting of mechanical ventilation.

### RES 254 Adv Clinical Studies II 0-21-7

**Prerequisites:** *RES 152 and RES 154 and RES 249 and RES 253*

This course includes clinical instruction in advanced patient care practice. This healthcare setting course will allow the student, working along side a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check-off of all therapeutic procedures covered in RES 152,Clinical Applications II; RES 154, Clinical Applications II; RES 249, Clinical Applications; and RES 253, Advanced Clinical Studies I. The student will finalize all clinical responsibilities involved with the Respiratory Care Technology program and prepare for entry into the professional healthcare environment.

## SOC — Sociology

### SOC 101 Introduction to Sociology 3-0-3

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

### SOC 102 Marriage and The Family 3-0-3

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

**SOC 205 Social Problems** **3-0-3**
**Prerequisites:** *SOC 101*

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

**SOC 210 Juvenile Delinquency** **3-0-3**
**Prerequisites:** *SOC 101*

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

**SOC 220 Sociology of the Family** **3-0-3**

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

## SPA — Spanish

**SPA 101 Elementary Spanish I** **4-0-4**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

**SPA 102 Elementary Spanish II** **4-0-4**
**Prerequisites:** *SPA 101*

This course continues development of the basic language skills and the study of Hispanic cultures.

**SPA 201 Intermediate Spanish I** **3-0-3**
**Prerequisites:** *SPA 102*

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

**SPA 202 Intermediate Spanish II** **3-0-3**
**Prerequisites:** *SPA 201*

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

## SPC — Speech

**SPC 205 Public Speaking** **3-0-3**

This course is an introduction to principles of public speaking with application of speaking skills. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**SPC 210 Oral Interpretation of Literat** **3-0-3**
**Prerequisites:** *ENG 101*

This course presents the principles and practices in oral interpretation of literary works.

## SPT — Sports Tourism

**SPT 101 Sports Tourism** **3-0-3**

This course introduces the development and organizational structure of the sports tourism industry. Emphasis is placed on the various aspects of game operations and sports tourism and inter-relationships between tourists, residents, businesses, and governments.

**SPT 102 Customer Serv in Sports Tour** **3-0-3**

This course focuses on the fundamentals of effective, interpersonal communication, and awareness of the diverse needs of sports tourism audiences.

**SPT 103 Sports Event Planning & Mkt** **3-0-3**

This course emphasizes strategic planning and marketing of sports tourism destinations, with emphases on development and positioning. Topics include community relations, environmental considerations, resource requirements, plus social and cultural considerations.

**SPT 105 Sports Tourism Facil & Oper** **3-0-3**

This course provides an overview of managing indoor and outdoor facilities used for sports, conventions, and entertainment events. Topics may include conducting feasibility studies, market research, facility design and layout, event bidding, quality assurance, risk management, and event staffing.

**SPT 107 Leadership in Sports Tourism** **3-0-3**

This course explores all aspects of the sports tourism industry including public and employee relations, community relations, and governmental regulations. Emphasis will be placed on case studies and decision-making activities with application of concepts required in leadership and in developing leadership philosophy.

**SPT 108 The Business of Sports Tourism** **3-0-3**

This course will prepare students to utilize sports tourism knowledge of both participatory sports tourism and event-based sports tourism to determine for each the economic impact, appropriate marketing, and risk management processes.

**SPT 270 SCWE in Sports Tourism I** **0-12-3**
**Prerequisites:** *SPT 101 and SPT 102*

This course includes the application of skills within an approved work site related to sports tourism.

**SPT 272 SCWE in Sports Tourism II 0-12-3**
**Prerequisites:** *SPT 101 and SPT 102*

This course includes the application of skills within an approved work site related to sports tourism.

**SPT 273 SCWE in Sports Tourism III 0-12-3**
**Prerequisites:** *SPT 101 and SPT 102*

These three courses include the application of skills within an approved work site related to sports tourism. This course includes the application of skills within an approved work site related to sports tourism.

# SUR — Surgical Technology

**SUR 101 Intro to Surgical Technology 3-6-5**
**Prerequisites:** *( BIO 211 and BIO 225*
**Corequisites:** *AHS 102, SUR 102*

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:** *and BIO 211 and BIO 225*
**Corequisites:** *AHS 102, SUR 101*

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

**SUR 103 Surgical Procedures I 3-3-4**
**Prerequisites:** *SUR 101 and SUR 102*
**Corequisites:** *SUR 104, SUR 111*

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 and SUR 102*
**Corequisites:** *SUR 103, SUR 111*

This course is a study of the various specialties of surgical procedures.

**SUR 111 Basic Surgical Practicum 1-18-7**
**Prerequisites:** *SUR 101 and SUR 102*
**Corequisites:** *SUR 103, SUR 104*

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

**SUR 113 Advanced Surgical Practicum 0-18-6**
**Prerequisites:** *SUR 103 and SUR 104 and SUR 111*
**Corequisites:** *SUR 120*

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations.

**SUR 120 Surgical Seminar 2-0-2**
**Prerequisites:** *SUR 103 and SUR 104 and SUR 111*
**Corequisites:** *SUR 113*

This course includes the comprehensive correlation of theory and practice in the perioperative role.

# THE — Theatre

**THE 101 Introduction to Theatre 3-0-3**

This course includes the appreciation and analysis of theatrical literature, history, and production.

# TUF — Turf Management

**TUF 171 Intro to Turf Management 3-0-3**

This course is designed to introduce principles of turfgrass management and golf course operations to non-golf course management majors. Topics include turfgrass selection, mowing, commonly used golf course terminology, supplementary cultural practices, different types of golf courses and the golf course management principles. The history and function of golf related organizations are also discussed in the course.

**TUF 172 Turf Management I 2-3-3**

This course covers the principles and practices involved in turfgrass management. Topics include establishment, maintenance, and management of turfgrass areas.

**TUF 174 Turfgrass Pests I 2-3-3**

This course is a study of turf insects and diseases with emphasis placed on identification and control. Weed identification is also included.

**TUF 175 Turfgrass Pests II 2-3-3**
**Prerequisites:** *TUF 174*

This course provides an in-depth analysis of turfgrass pests with emphasis on scientific resources.

**TUF 190 SCWE in Turf Grass Management 0-20-5**
**Prerequisites:** *TUF 172*

This course provides for practical work experience and integration of turf grass skills at an approved turf grass facility or golf course.

**TUF 201 SCWE in Golf Course Management 0-32-8**
**Prerequisites:** *TUF 172*

This course provides practical work experience at an approved golf course. Record keeping, experience in supervision and objective reporting of the golf course problems, corrections, and cost analysis are included.

### TUF 203 SCWE in Sports Turf Management 0-32-8

**Prerequisites:** *TUF 172*

This course provides practical work experience at an approved sports turf facility. All aspects of the business will be covered while working under the supervision of an industry professional. Progress will be monitored by faculty and students are required to file reports on a regular basis.

### TUF 215 Turf Business Practices 3-0-3

**Prerequisites:** *TUF 175 and TUF 252*

This course is a study of business practices and personnel management needed to operate a turf enterprise. Topics include budget management, business and economics, communication skills, interpersonal relations, government requirements, and problem solving.

### TUF 220 Special Topics in Turf Mgmt 3-0-3

**Prerequisites:** *TUF 172*

This course is a study of special topics in the area of turf management.

### TUF 252 Turf Management II 2-3-3

**Prerequisites:** *TUF 172*

This course is an in-depth analysis of common management practices on turf with emphasis on scientific resources.

### TUF 262 Pesticides 2-3-3

**Prerequisites:** *TUF 174*

This course is a study of the application of herbicides, fungicides, insecticides, and nematocides. Topics to be covered include pest control principles, the pesticide label, formulations, safety and calibration. As a required course assignment, the student will be required to pass the South Carolina Certified Pesticide Applicators licensing exam.

### TUF 270 Tech of Sports Field Maintenan 3-3-4

This course is designed to teach the overall maintenance of sports fields. Topics include aeration, fertilization, weed control, mowing, and turf growth regulation on grass fields. Synthetic surfaces and all other non-turf maitenance items will be covered in depth.

### TUF 272 Turf Irrigation and Drainage 4-3-5

This course is a study of the principles and practices of irrigation design, installation, and maintenance as it applies to golf courses. Practical application is included.

### TUF 274 Turf Records and Budgets 2-0-2

**Prerequisites:** *TUF 171*

This course includes all aspects of recordkeeping involving golf course maintenance and warranties. Purchasing materials and the preparation of a projected budget for an 18-hole course are emphasized.

### TUF 275 Performance Turf Design & Cons 2-3-3

**Prerequisites:** *TUF 172*

This course is a study of the concepts needed to design, construct and renovate various golf and sports turf playing surfaces. Topics include: USGA green construction, proper survey and layout of athletic fields, drainage methods, construction timelines and budgeting.

## WLD — Welding

### WLD 103 Print Reading I 1-0-1

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

### WLD 106 Gas and Arc Welding 2-6-4

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

### WLD 110 Welding Safety and Health 1-0-1

This course is an introduction to safety and health hazards associated with welding and related processes.

### WLD 111 Arc Welding I 2-6-4

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

### WLD 113 Arc Welding II 2-6-4

**Prerequisites:** *( WLD 111*
**Corequisites:** *WLD 132, WLD 154*

This course is a study of arc welding of ferrous and/or non-ferrous metals.

### WLD 116 Welding 1-3-2

This course is designed to acquaint students with common welding and techniques/equipment used currently in trades and industry. Students are expected to develop basic skills in general welding.

### WLD 132 Inert Gas Welding Ferrous 2-6-4

**Prerequisites:** *( WLD 111*
**Corequisites:** *WLD 113, WLD 154*

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

### WLD 134 Inert Gas Welding Non-Ferrous 1-6-3

**Prerequisites:** *( WLD 111*
**Corequisites:** *WLD 140, WLD 228, WLD 229*

This course covers fundamental techniques for welding non-ferrous metals.

### WLD 140 Weld Testing 1-0-1

**Prerequisites:** *( WLD 111*
**Corequisites:** *WLD 134, WLD 228, WLD 229*

This is an introductory course in destructive and non-destructive testing of welded joints.

### WLD 154 Pipe Fitting and Welding 2-6-4

**Prerequisites:** *( WLD 111*
**Corequisites:** *WLD 113, WLD 132*

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

### WLD 201 Welding Metallurgy 2-0-2

This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties.

### WLD 228 Inert Gas Welding Pipe I 2-6-4

**Prerequisites:** *WLD 132 and WLD 154*
**Corequisites:** *WLD 229, WLD 140, WLD 134*

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

### WLD 229 Inert Gas Welding Pipe II 1-3-2

**Corequisites:** *WLD 228, WLD 140, WLD 134*

This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and non-ferrous pipe.

## Other College Information

**Area Commission**
Joe T. Branyon, Jr., Chair
Orrie E. West, Vice Chair
Y. Melvin Nobles, Secretary
Jon D. "David" McMillan
Fedrick D. Cohens
Brent D. Groome
Donald W. Helms
Dr. Robert J. Farrar
Robert P. Hucks, II

## President/Cabinet & Administration

**Dr. Marilyn Murphy Fore - President**

- Ed. D., Curriculum and Instruction, University of South Carolina
- M.A., Educational Administration, University of South Carolina
- M.A., Economics, University of South Carolina
- B.A., Social Sciences, Fairmont State College
- Honorary Degree, Doctor of Public Service, Coastal Carolina University

**Dr. Melissa Batten - Vice President for Student Affairs**

- Ph.D., Educational Administration, University of South Carolina
- Certificate of Graduate Study, Higher Education Leadership, University of South Carolina
- M.Ed., Education, University of South Carolina
- B.S., Psychology, Francis Marion University

**John Dove - Vice President for Technology**

- M.S., Information Systems, Morehead State University
- B.A., Computer Information Systems, Morehead State University

**Harold N. Hawley - Vice President of Business Affairs & Administration**

- M.B.A., Business Administration, University of Richmond
- B.S., Business Administration-Accounting, Radford University

**Lori Heafner - Associate Vice President for Institutional Planning, Research and Grants**

- Certificate in Leadership, Higher Education, University of South Carolina-Columbia
- M.A., Higher Education Administration, Appalachian State University
  B.A., Sociology, University of North Carolina at Charlotte

**Nicole Hyman - Public Relations Director**

- B.S., Business Administration, Marketing, Coastal Carolina University

**Gregory L. Mitchell - Vice President for Workforce Development, Provost for Georgetown and Grand Strand Campuses**

- M.S., Management, Webster University
- B.S., Management, University of South Carolina

**Laura Roper - Director of Marketing**

- B.A., Art/Advertising, Columbia College

**Jackie Snyder - Vice President for Human Resources and Employee Relations**

- M.S., Human Resource Management, University of South Carolina
- B.S., Business Administration, University of South Carolina

**Dr. Jennifer Wilbanks - Vice President for Academic Affairs**

- Ph.D., Educational Leadership, Clemson University
- M.Ed., Counseling Services, Clemson University
- B.A., Psychology, University of South Carolina - Spartanburg

## Administration

**Ellen Black - Assistant Vice President/Controller**

- M.B.A., Business Administration, Webster University
- B.A., Accounting, Columbia College

**Joe Bonaparte - Executive Director, International Culinary Institute of Myrtle Beach and Chair, Culinary Arts Technology**

- Diploma, Slow Food – Master Italian Cooking, Instituto Superiore Di Gastronomia
- M.S., Hospitality Management, University of Houston
- B.S., Hotel & Restaurant Management, University of Houston

**Dr. Becky J. Boone - Assistant Vice President for Accreditation and Institutional Support**

- Ph.D., Animal Physiology, Clemson University
- B.S., Biology, University of South Carolina

**Ann B. Daniels - Assistant Vice President for Academic Affairs/ Dean of Health Sciences and Personal Services**

- M.S., Nursing, University of Phoenix
- B.S., Nursing, University of North Carolina

**Brandon Haselden - Assistant Vice President for Academic Affairs/ Dean of Advanced Manufacturing and Engineering Technologies, Golf and Sports Turf Management, Natural Resources, Sports Tourism and Recreation Management**

- A.A.S., Machine Tool, Horry Georgetown Technical College

**Daniel Hoppe - Executive Director of Academics Services and Professional Development; Director of Distance Learning Institute (DLi)**

- Ed.D. (ABD), Leadership Studies, Bowling Green State University
- M.A.O.A., Organizational Development & Strategic Planning, Spring Arbor University
- B.Ed., Recreation Administration, The University of Toledo

**Dr. Candace Howell - Assistant Vice President for Academic Affairs/ Dean of Arts and Sciences**

- D.B.A., Business Administration, Northcentral University
- M.B.A., Business Administration - Marketing, University of Phoenix
- B.S., Broadcasting, State University of New York, Brockport
- A.A.S., Journalism, Morrisville State College

**Cynthia Johnston - Assistant Vice President for Student Enrollment Services**

- M.Ed., Counselor Education, Indiana University of Pennsylvania
- B.A., Criminology, Indiana University of Pennsylvania

**Dr. Richard Moniz - Director of Library Services**

- Ed.D., Higher Education Administration, Florida International University
- MLIS, University of Rhode Island
- M.A., History, Rhode Island College

**Dr. Daniel C. Wysong - Assistant Vice President for Academic Affairs/ Dean of Public Service, Education, Business, and Computer Technology**

- Ph.D., Human Services - Criminal Justice, Capella University
- Ph.D., Educational Administration, University of South Carolina
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- B.A., Administration of Justice, William Carey College
- A.A.S., Mississippi Gulf Coast Junior College

## Faculty Directory

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*Chair, Nursing, Phlebotomy & Patient Care Medical Assistant*
*Professor, Nursing*
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B.S.N., Catholic University of America
A.S., Nursing, Gwynedd Mercy College

Alo, Babatunde
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M.S., Civil Engineering, University at Buffalo, New York
M.S., Construction Management, University of Lagos, Nigeria
B.S., Civil Engineering, University of Lagos, Nigeria
B.S., Building Science, University of Lagos, Nigeria

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*Assistant Chair, Professor, Diagnostic Medical Sonography*
B.S., Biology, Ball State University
A.A.S., College of St. Catherine

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Over 37 years of related work experience

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B.A., Psychology, Coastal Carolina University

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A.S., Nursing, Excelsior College

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B.S., Biology and Psychology, West Liberty University

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B.S., Hospitality Management, Johnson & Wales University
A.S. Travel/Tourism Management, Johnson & Wales University

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B.A., Telecommunications, Morgan State University

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## Important Phone Numbers

| CAMPUS LOCATION | CONWAY | GEORGETOWN | GRAND STRAND |
|---|---|---|---|
| Emergencies & Campus Safety | 843-251-6111 | 843-251-9405 | 843-251-9405 |
| ADMISSIONS | 843-347-3186 | 843-546-8406 | 843-477-2094 |
| FINANCIAL AID | 843-349-5251 | 843-546-8406 | 843-477-2005 |
| REGISTRAR | 843-349-5285 | | |
| STUDENT ACCOUNTS | 843-349-5310 | | |
| Workforce Development (non-credit) | | | 843-477-2020 |
| HGTC General Information | 843-347-3186 | 843-546-8406 | 843-477-0808 |
| Academic Departments | 843-349-5209/5365 | 843-520-1404 | 843-477-2073 |
| Bookstore | 843-349-5220 | 843-520-1472 | 843-477-2089 |
| Change Address or Phone | 843-349-5285 orTech Central | | |
| Conference Center | | | 843-477-2042 |
| Dining | Cafe 1100<br>843-349-7116 | | Fowler Dining Room<br>843-839-7001 |
| Disability Services | 843-349-5249 | 843-520-1403 | 843-477-2055 |
| Distance Learning DLi | 843-349-5357 | | |
| Exercise/Gym | 843-349-7805 | | |
| G.E.D./High School Completion | Horry County Schools<br>843-448-6200 | Georgetown County Schools<br>843-546-0219 | Horry County Schools<br>843-488-6200 |
| Tech Central for Information Technology Questions | 843-349-8324 | | |
| Horry County Early College High School | 843-349-3131 | | |
| ID /Replacement | 843-349-7806 | 843-520-1440 | 843-477-2019 |
| International Students | 843-349-5217 | 843-520-1403 | 843-477-2055 |
| Job Placement | 843-349-7899 | | |
| Library | 843-349-5268 | 843-520-1424 | 843-477-2012 |
| New Student Enrollment/ Advising | 843-347-3186 | 843-520-1440 | 843-477-2011 |
| Office of Career Services | 843-349-7899 | | |
| PACE Program | | | 843-477-2064 |
| Parking Passes/Tickets | 843-349-7806 | 843-520-1400 | 843-477-2115 |
| Passwords for WaveNet | 843-349-8324 | | |
| Personal Services | Cosmetology | | Esthetics |

| | | | |
|---|---|---|---|
| | 843-349-5245 | | 843-477-2111<br>Massage<br>843-477-2008 |
| Residency | 843-349-7120 | | |
| Scholarships | 843-349-5251 | 843-520-1409 | 843-477-2005 |
| Student Activities/Engagement | | | 843-477-2062 |
| Student Success & Tutoring Center/ EPIC Labs | 843-349-7872 | 843-520-1455 | 843-477-2113 |
| Technical Advanced Placement | 843-349-5246 | | |
| Testing Center | 843-349-5248 | 843-520-1451 | 843-477-2106 |
| Transcripts | 843-349-5285 | | |
| Upward Bound | 843-349-7843 | | |
| Veterans Affairs | 843-349-7549 | | |
| Virtual Classes/Distance Learning Support | 843-349-5357 | | |
| TECH Central - The Student Information Center/Technology Support | 843-349-TECH (8324) | | |

## Campus Locations

Horry-Georgetown Technical College provides higher education and training to Horry and Georgetown counties, one of the largest service areas in South Carolina. To better serve our students and community, HGTC provides classes and services on three campuses, so access to a quality education at an affordable price is close to home, no matter where you live.

## College Mailing Addresses & Locations:

**Conway Campus**

HGTC's first and largest campus is located in Conway, South Carolina just minutes from Myrtle Beach, where you will find the majority of the College's administration offices, including the President's Office, the Vice President for Academic Affairs Office, the Associate Vice President of Student Affairs Office, the Business Office, and Human Resources.
**Mailing address:**
2050 Highway 501 East
Conway, SC 29526

**Georgetown Campus**

The Georgetown campus is the smallest of the three campuses. Currently, the Georgetown campus enrolls over 700 students each fall and spring semester. Facilities at the Georgetown campus include approximately 20 total acres, including the main administration and classroom building, the Georgetown Training Center, and the Dr. Fred C. Fore Wildlife Pavilion.
**Mailing address:**
4003 South Fraser Street
Georgetown, SC 29440
(843) 546-8406

**Grand Strand Campus**

The Grand Strand campus is located in the heart of Myrtle Beach, South Carolina, one of the nation's leading tourist and resort destinations. The Grand Strand campus is HGTC's second-largest campus and has the fastest growth in facilities and student enrollment.
**Mailing address:**
743 Hemlock Avenue
Myrtle Beach, SC 29577
(843) 843-477-0808