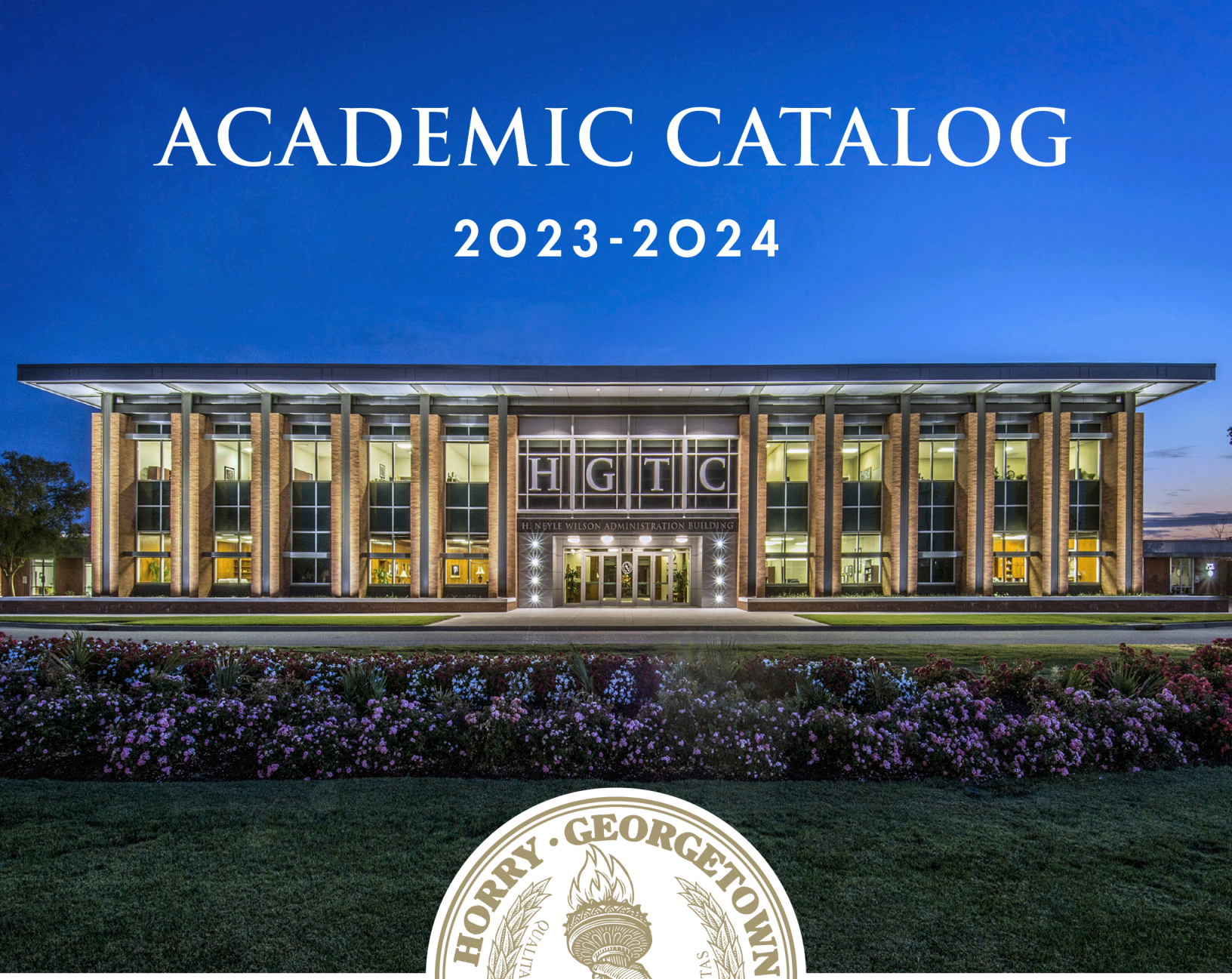
ACADEMIC CATALOG

2023-2024



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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-one percent (91%) 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 Counties. 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 and see for yourself why There's More at HGTC.

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.

Academic Success and Performance

To accomplish its mission, Horry-Georgetown Technical College has Institutional goals and outcomes for Student Achievement and regularly assesses progress toward the achievement of those goals. Progress towards the goals is reported annually to College administration, faculty and stakeholders. These goals align with The South Carolina Technical College System established Academic Success and Performance Benchmarks and include five (5) measures: Graduate Placement Rates, Licensure Exam Pass Rates, Fall-to-Spring Persistence Rates, Student Success Rates and Graduate Production Rate. Further, the College has also identified internal measures that include: program completions, graduation rates and course success rates.

Accreditations

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Horry-Georgetown Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates. Questions about the accreditation of Horry-Georgetown Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

List of Programs CIP Codes.

SC Technical College System

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 https://nc-sara.org/directory.

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 and Baking and Pastry Arts: American Culinary Federation Educational Foundation Accrediting Commission

The Culinary Arts Technology and Baking and Pastry Arts programs are accredited by the American Culinary Federation Educational Foundation Accrediting Commission.

Dental Assisting and Dental Hygiene: Commission on Dental Accreditation

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: https://coda.ada.org/en.

1The program in dental hygiene is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval with reporting requirements"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: https://coda.ada.org/en.

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

The Diagnostic Medical Sonography program at Horry-Georgetown Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709 Seminole, FL 33775, 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, 9355 113th St. N, #7709 Seminole, FL 33775, 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.

Forestry Management Technology: Society of American Foresters

The education degree program in Forestry Management Technology leading to an Associate's in Applied Science is accredited by the Society of American Foresters (SAF) through 2027. 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).

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

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

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

The Associate nursing and Practical nursing programs at Horry-Georgetown Technical College at the Grand Strand Campus and Georgetown Campuses located in Myrtle Beach and Georgetown, South Carolina, are accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation.
View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm.

Occupational Therapy Assistant

The associate-degree-level occupational therapy assistant program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a

graduate's ability to sit for the NBCOT certification examination or attain state licensure.

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) 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 843-477-2075 or email Samantha.Martel@hgtc.edu.

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). CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. 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.

Surgical Technology: Commission on Accreditation of Allied Health Education Programs

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, 9355 113th St. N, #7709 Seminole, FL 33775; (p) 727-210-2350 (f) 727-210-2354.

ARC/STSA 19751 East Main Street, Suite #339, Parker, CO 80138, Phone: 303-694-9262, Email: info@arcstsa.org.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, Title IX Coordinator & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Title IX, Section 504, & Title II Coordinator, Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@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 (HGTC) 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.

Lawful Presence

In compliance with South Carolina Law (South Carolina Illegal Immigration Reform Act), students admitted to the College must be lawfully present in the United States. The Office of Admissions verifies lawful presence in the United States at the time of the application to the College.

Lawful Presence is verified through the following methods.

Lawful Presence of US Citizens
Students who have submitted a FAFSA application and identify as US citizens have their lawful presence verified by the Federal government.

If a student does not submit a FAFSA application and identifies as a US Citizen on the admissions application, he or she must submit proof of lawful presence by providing one of the following: SC issued Driver's License valid after 2002; SC Identification Card valid after 2002; or a copy of their Social Security Card.

Lawful Presence of Non-US Citizens

Permanent Residents and non-resident alien students are verified through the Department of Homeland Security Systematics Alien Verification for Entitlements ("SAVE").

One of the following items is required to complete verification of Permanent Residents and non-resident alien students; Lawful Presence Documents for Non-US Citizens; Current Permanent Resident Card; current Visa documentation; or any other appropriate which verifies lawful presence in the United States in accordance with the SAVE system.

The expiration date of the above-reference documents is noted in the student's file. The student is notified prior to their expiration date of the document of the need to submit renewed documentation.

Admission Requirements for First-Time 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 proper course placement for new students.

Applicants who have not taken the SAT or ACT may need to complete the writing diagnostic issued by the HGTC Testing Center.

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.

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.

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 are encouraged to submit proof of English language proficiency. The Test of English as a Foreign Language (TOEFL) requires an internet-based score of 61 or a paper-based score of 500. The International English Language Testing System (IELTS) requires a minimum score of 6.0. Individuals already in the United States may elect to participate in the college approved 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.

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 Visiting Students

Visiting students are students who are visiting from another primary institution. To be eligible for admission to the College, a visiting student must complete and submit an application for admission along with a non-refundable application fee and a completed visiting student form. Visiting 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 visiting student form for each semester of re-enrollment not occurring within the same twelve month three (3) consecutive semester period. Visiting 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 the appropriate 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 time 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) 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
OTA	Occupational Therapy Assistant
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, Nursing, Practical Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, Surgical Technician Majors only
COS	Cosmetology
CPT/IST/GMT	Computer Technology, Certified CISCO Networking Associate, Cloud and 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

Dual Enrollment (PACE, Technical Scholars and Early College High School)

Students in Dual Enrollment 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 Dual Enrollment:

- 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 permission from a school official and a parent or guardian to attend HGTC; and
- Submit qualifying SAT, ACT or college placement test scores or meet other Multiple Measures as determined by the College

Note: Dual Enrollment students who continue their education at HGTC must submit the HGTC Dual Enrollment Update Application (fee waived if within 12 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 (TAP)

Technical Advanced Placement (TAP) agreements allow students who have successfully completed certain designated courses at secondary schools, whether high school, an academy, or a charter school, to receive college credit for courses required for graduation from a specific technology-based program at HGTC. Credits awarded through a TAP agreement can only be used in specifically identified technology-based programs at HGTC, which require the identified course for graduation. The TAP process of awarding college credit is based on a negotiated agreement between a secondary school and the specific academic department with authority over the course and related academic program. The concept is based on the student with TAP credit, who has mastered the skills and knowledge through a secondary school course, having a higher level of knowledge and skill than entry-level.

Technologies offered through AAS, diploma, or certificate at HGTC are based on skills and knowledge needed for a successful job placement (i.e., employment in the field and effectiveness in the position). These skills and knowledge for successful placement are identified and integrated into each AAS, diploma, and certificate at HGTC. Skills and knowledge are known as Program Learning Outcomes (PLOs). Each technology course required for graduation from either an AAS, a diploma, or a certificate has specifically identified skills and knowledge called Student Learning Outcomes (SLOs). These SLOs contribute to the overall program-level skills and knowledge identified in the PLOs. The student to be awarded credit for a TAP course based on an agreement, the student must demonstrate the acquisition of identified skills and knowledge (SLOs) through an examination or assessment process based on the SLOs.

The content of a course offered at secondary school, which is a part of the TAP agreement, must match the Student Learning Outcomes (SLOs) of the course offered in either AAS, diploma, or certificate at HGTC. Therefore, the skills and knowledge provided in a secondary school course must be comparable to the entry-level technology course specifically identified in the TAP agreement with HGTC. Courses identified in the TAP agreement will be recognized as experiential/exemption credit based on the criteria for acceptance detailed in the TAP agreement. The SLOs required in core technology courses are determined by the HGTC faculty, who are the content experts in the technology, program, and academic department offering the core course. The PLOs are based on skills and knowledge identified through the input of professional resources such as program advisory committees and business-industry partners.

A TAP agreement is designed to eliminate duplication of course content between identified secondary school courses and technology courses offered at HGTC. Secondary school students, who have taken courses during the 11th or 12th year that are specifically identified in a TAP agreement between their secondary school and HGTC, may request experiential/exemption credit based on the course. A secondary school graduate with a course or courses identified in a TAP agreement must apply, be accepted, enroll, and pay tuition at HGTC within two (2) years of successfully completing the identified course to be awarded experiential/exemption credit under a TAP agreement. The student is responsible for requesting the TAP credit by submitting the required documents in a timely fashion after paid enrollment. The maximum number of credits accepted is 15 semester hours; however, the actual number of credit hours that apply to a technology degree, diploma, or certificate will be awarded consistent with college policies and procedures. Credit under a TAP agreement can be requested after the student has applied and been accepted at HGTC.

To begin the process for requesting TAP experiential/exemption credit, the student must submit a signed Teacher's Recommendation Form. Credit hours awarded through a TAP course can only be applied to the technology with an active TAP agreement that includes the course.

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 Student Development Coordinator on the Conway, Grand Strand, or Georgetown campuses 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.

FINANCIAL AID

College Costs and Financial Aid

The Office of Student Financial Aid at Horry-Georgetown Technical College (HGTC) 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, therefore the College utilizes the website to publish current tuition and fees. For the most accurate visit www.hgtc.edu/tuition or contact Student Accounts at (843) 349-5310.

Payment

Students are expected to secure their course schedule with payment or financial aid resources at the time of registration. Acceptable methods of payments include cash, check, money order, cashier's check, VISA, Master Card, American Express or Discover.

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 myHGTC portal 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 myHGTC portal.

All refunds will be processed and payable by check or direct deposit 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 Registrar's 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 studentaid.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; and
• Demonstrate financial need according to specific program requirements.

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 studentaid.gov. HGTC's school code is 004925.

You must first get your FSAID at fsaid.ed.gov 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 myHGTC accounts (Financial Aid Requirements) to determine if all FAFSA requirements are met; if not, financial aid awards are delayed. myHGTC 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 $346 to $6895 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 six months after graduation or six months after the student is no longer enrolled half time.

• **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 six months after graduation or six months after the student is no longer enrolled half-time.

• **Direct PLUS Loans**
These 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/fapolicies.html.

State Financial Aid Programs

Palmetto Fellows Scholarship
The Palmetto Fellows Scholarship is a merit-based program, administered by the South Carolina Commission on Higher Education, that recognizes the most academically talented high school seniors and encourages these students to attend college in the state. Palmetto Fellows recipients may receive up to $6,700 their first year and up to $7,500 for their second year. The Palmetto Fellows Scholar must complete a Palmetto Fellows Affidavit every year in order to be awarded. To receive the Palmetto Fellows Scholarship, the student must, among other things:

- Be a US citizen or legal permanent resident (student visas or H visas are not eligible) and a resident of the State of South Carolina that graduated from high school in South Carolina, successfully completed a home school program as prescribed by law, or graduated from a preparatory high school outside South Carolina while a dependent of a parent or guardian who is a legal resident of South Carolina and has custody of the dependent and meets residency requirements for tuition and fees purposes.
- Have a 3.5 GPA, scored in the upper 6% of their class, and scored 1200 (Reading and Math) on the SAT or 27 (composite) on the ACT, or
- Have a 4.0 GPA, regardless of class rank, and scored 1400 (Reading and Math) on the SAT or 32 (composite) on the ACT.

Students receiving Palmetto Fellows Scholarship are not eligible to receive the SC LIFE, Lottery Tuition Assistance, or SC WINS.

Recipients of the Palmetto Fellows Scholarship must enroll full-time, at least 12 hours per semester, in order to receive any scholarship funds. Developmental course studies do not count toward degree requirements. In addition to this, Palmetto Fellows recipients must be first degree seeking undergraduates.

A Palmetto Fellows Scholar must complete a Designation Form notifying CHE, Commission on Higher Education, of school selection. Then, CHE notifies HGTC that student has completed the Designation Form and is eligible for the Palmetto Fellows Scholarship.

In order to maintain the Palmetto Fellows Scholarship, recipients must:

- Earn and maintain a cumulative 3.0 GPA on a 4.0 scale at HGTC by the end of the academic year (Fall, Spring and Summer);
- Earn at least 30 nonremedial credit hours for graduation purposes by the end of each academic year. Exempted credit hours (i.e., AP, IB, CLEP) earned before high school graduation (i.e., dual enrollment courses) and credit hours earned the summer term immediately following school graduation cannot be used to meet the annual credit hours requirement;
- Maintain SC residency;
- Not be in default or owe a refund/repayment on any state or federal financial aid; and
- Certify an affidavit with the Office of Financial Aid each year.

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

LIFE Scholarship
The Life Scholarship Program pays up to $2,350 for tuition and fees and $150 book allowance per semester, a total of $2,500 per semester. Students may receive the LIFE Scholarship for a total of four semesters at a technical college and the LIFE Scholarship will only pay for one degree or one certificate at a technical college. Initial eligibility is based on a high school GPA of 3.0. The LIFE Scholarship Scholar must complete a LIFE Affidavit Form every year through their myHGTC portal. To receive the LIFE Scholarship, the student must, among other things:

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

LIFE Scholarship awards may be used only for Fall, Spring, or Summer semesters and may not be used with Lottery Tuition Assistance in an academic year. The Life Scholarship will only pay for the Summer semester if a student has completed 30 non-remedial credit hours with a 3.0 GPA by the end of the Spring semester and enrolled in at least 12 hours for the Summer semester. The Life Scholarship can never start in the Summer semester. Students receiving LIFE Scholarship for the academic year, cannot receive Lottery Tuition Assistance during the summer.

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);
•Maintain a cumulative 2.0 GPA after attempting 24 credit hours of study;
•Not be a LIFE scholarship award recipient; and,
•Not be in default on any government student loan program.

SC•WINS
SC•WINS is a statewide technical college scholarship program designed to address workforce shortages in South Carolina. The scholarship supplements Lottery Tuition Assistance to help cover any tuition and mandatory fees left after applying all other scholarships or grants.

To be eligible to receive the SC•WINS scholarship students must:

- Be a South Carolina resident;
- Be enrolled in at least six credit hours;
- Be enrolled in a career education program that meets the eligibility guidelines as determined by the State Board for Technical and Comprehensive Education; and
- Meet one of the following criteria:
  - Be employed
  - Take a financial literacy course offered by HGTC
  - Complete one hundred hours of voluntary time contributing to a nonprofit or public service organization by the State Board for Technical and Comprehensive Education
  - Complete the SC•WINS Affidavit

Additionally, students must also achieve and maintain a 2.0 GPA cumulative Grade Point Average (GPA) after attempting 24 hours and show substantial progress on their coursework to maintain eligibility.

SC WINS covers tuition, fees, or expenses for required course-related materials after applying all other scholarships and

grants for South Carolina residents enrolled in a qualified program. Award amounts cannot exceed $5,000 per year and may be adjusted or canceled due to changes in enrollment or the availability of funds. A student enrolled in a qualified associate degree program may only receive the scholarship for three years. Students enrolled in qualified diploma or certificate program may only receive the scholarship for two years.

SC WINS is available to high school students who are taking classes as part of the Dual Enrollment/PACE program and meet one of the criteria above.

For a full listing of programs, please visit https://www.hgtc.edu/admissions/financialaid/types-of-financial-aid/stateaid.html.

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 or P. O. Box 5616, Greenville, SC 29606.

Scholarships

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.

Horry-Georgetown Technical College offers numerous scholarship opportunities for students. Scholarships are designed to support students' pursuit of various programs and interests. For further information, eligibility requirements, and the application process, please see myHGTC Scholarships at https://www.hgtc.edu/admissions/financialaid/types-of-financial-aid/scholarships.htmlor e-mail the Financial Aid Office at financialaid@hgtc.edu.

Institutional Book and Emergency Loans

Beginning the first day of classes, institutional book loan vouchers will be available to assist eligible students with the purchase of books and supplies. Students are required to be enrolled in a degree, diploma, or certificate program in the term for which loan is requested. 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 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 or emergency 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.

Archie Dargan and Harold Cushman Construction Emergency Fund: Established by Dargan Construction in Myrtle Beach in honor of Archie Dargan and Harold Cushman, this Horry-Georgetown Technical College Foundation Fund provides emergency funding for college related educational expenses for HGTC students facing financial difficulties that may preclude them from attending college if additional financial needs are not met. Funds are available to students who are enrolled at HGTC in the Construction Project Management Program.

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 complete the application – either through submitting the application electronically or through contacting their local county Veterans

Affairs Office. If approved, 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; the student will be responsible for all additional fees. The link to the application is at the bottom this web page: https://scdva.sc.gov/education.

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, dependents of 100% disabled 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. Free Tuition for Certain Veterans Children 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, veterans who apply for advance payments for tuition, fees and other charges will have their first VA check awaiting them at the College upon the beginning of the semester. 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 program of study 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/fapolicies.html

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 who have been awarded either of these funds may visit the form within their myHGTC to view these SAP requirements.

Students are notified of their financial aid status at the end of each semester via their myHGTC 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.

Student Contact Information
Horry-Georgetown Technical College collects student contact information upon application and initial registration process. Students are expected to notify the College when their contact information changes, to include local or permanent address changes, email address or phone number. You are held responsible for delay in communications sent from any HGTC office when the office uses the last contact information you have submitted. Students may update their contact information by visiting the Student Resources Card in the myHGTC portal. Student information is not automatically updated with each semester's registration process.

Career Services

HGTC offers a variety of career services for students. For assistance with resumes and interview, please contact the Student Success and Tutoring Center by emailing sstc@hgtc.edu. To search for employment or career resource tools and advice, visit HGTC's College Central Network for job postings and career tools. For help in deciding on a major or career path, reach out to our career counselor at careerresourcecenter@hgtc.edu.

For more information about our services and programs, contact the Career Services via email atcareerresourcecenter@hgtc.edu or via phone at (843) 349-5309.

Help Desk

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

The Student Success & Tutoring Center and EPIC Lab

The Student Success & Tutoring Center and EPIC Lab is a free resource that provides HGTC students with academic tutoring, writing center assistance, and study skills support as well as access to science models and textbooks. Whether you want to prepare for a test, plan for an upcoming assignment, or better understand a tough concept—the SSTC can assist you!

The SSTC and EPIC Lab is located on each HGTC campus and online:

Conway Campus: Building 1100, Room 201; 843-349-7872

Grand Strand Campus: Building 200, Room 134; 843-477-2113

Georgetown Campus: Building 100, Room 200; 843-520-1455

Students may schedule on-campus and online tutoring using the Penji app, the link in myHGTC, or by contacting the SSTC and EPIC Lab at sstc@hgtc.edu.

Individual and Group Tutoring

Students can participate in tutoring sessions in the following subject areas:

- Writing and Public Speaking (papers, essays, reports, MLA/APA style, speeches, and presentations for any subject)
- All Math Courses
- Sciences (Biology, Chemistry, Physics, Astronomy)
- Nursing: All Nursing and Practical Nursing courses
- Test Prep: TEAS, PRAXIS, and more
- Social Sciences/Humanities: Psychology, Sociology, Spanish, and more
- Tutoring appointments may be scheduled for on-campus or online. Students can request weekly recurring appointments for certain courses, if needed.

EPIC Lab

The EPIC (Effective and Professional Interpersonal Communication) Lab is located within the SSTC and offers students the opportunity to build and refine professional writing and public speaking skills. EPIC Lab tutors assist students with presentations, interviews, resumes, cover letters, emails, and other important professional communication assignments.

EPIC Lab tutoring sessions may be scheduled on-campus or online using the Penji app or by contacting the SSTC.

TutorMe 24/7 Online Tutoring

TutorMe connects students with live, online tutors in interactive whiteboard sessions. Access knowledgeable and helpful tutors late at night or on the weekend for no-cost when you access TutorMe through the link on the Student Resources card in myHGTC.

No appointment is needed for TutorMe online tutoring sessions.

TRiO Elite Scholars

TRiO Elite Scholars, a Student Support Service, 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, 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 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. 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.

Health Science Tests (TEAS)
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 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/academics/prior-learning-assessment/clep-scores.pdf

External Testing for other Colleges and Agencies

Time and space permitting, the Testing Center offers proctored online 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 and register for a seat at www.hgtc.edu/testing. 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.pearsonvue.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-TECH (8324)
Grand Strand: Building 200, Room 136
843-349-TECH (8324)

Visit our website or 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. Follow us on social media: @hgtctechcentral

Counseling Services

HGTC Counseling services strive to optimize student success through managing academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on career exploration, academic concerns, and other areas of concern. Counseling Services include Career Assessment & Counseling, Academic 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, 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 Affairs 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 Affairs 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 classes dropped during the add/drop period will not be entered on the student's academic record/transcript. However, after the add/drop period, a student will receive an academic grade for every course for which the student is registered, whether the student attends the class or not.

Advising

New students are assigned a Student Development Coordinator and a faculty advisor upon admission. Their names can also be found in DegreeWorks. The Student Development Coordinators assist all new students in selecting their major and their courses and in developing an academic plan. Faculty advisors and Student Development Coordinators work together to help students set goals, develop a clear path for graduation, and access sources of support.

Barnes & Noble College Bookstore

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

- Required Textbooks and Materials
- 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: www.hortec.bncollege.com

The bookstore website offers a variety of options for your classes, other services, and products. When checking options for your classes, pay close attention to the required, package components recommended, and bookstore recommended options. If you'd like your orders shipped, this option is in your cart, prior to checkout. If you are paying for expedited shipping, this does not expedite the processing of your order, this only tells UPS what to do with the package once it is in their hands. Online orders are processed during business hours.

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, Visa, Master Card, Discover, American Express, Bookstore credit (financial aid) when active, or provider voucher.

Financial Aid payment is generally accepted one week prior to the first day of classes through the first week of classes. Students are required to present their HGTC picture ID to charge books to their bookstore credit. If using Bookstore credit online at www.hortec.bncollege.com, at checkout, do NOT include the H as part of your student ID. This will cause a payment failure and your order to be cancelled.

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 and any access codes have not been scratched off or exposed. 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, kits, tools, trade books, or laptops unless defective within 14 days.

Textbook Buyback

Textbook buyback is available during business hours throughout the year except when bookstore credit is open at the beginning of the semester and the three weeks following.

To sell books to the Bookstore, a student must present their own HGTC picture 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 7:45 am - 5:00 pm
Friday 8:00 am - 12:30 pm

Grand Strand Campus: Bldg. 300, Phone: 843-477-2089
Monday-Thursday 9:00 am - 4:00 pm
Closed Fridays

Georgetown Campus: Bldg. 100, Phone: 843-520-1472
Monday - Thursday 10:00 am - 4:00 pm
Closed Fridays

Hours are subject to change during school breaks. During these breaks, please call the bookstore location for the most up-to-date business hours.

Bulletin Boards

Posters, notices, or information without the official College logo posted on bulletin boards must first be approved by the Vice President for Student Affairs or designee on the Conway Campus, by the Director of Student Engagement or designee, on Grand Strand Campus, and by the Student Development Coordinator or designee in the Georgetown Campus.

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, the College website will be updated with the most recent closing information as soon as it is made available. It is the responsibility of the student to check the college website and student portal and the college's social media channels for announcements concerning classes. Students should note that the cancellation of day classes does not automatically result in the cancellation of evening 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 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 and at the Conway Campus Print Shop, 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

DegreeWorks is a web based tool to help students and advisors monitor student progress toward degree completion. DegreeWorks 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.

DegreeWorks is available to all students enrolled in degree, certificate, or diploma programs. DegreeWorks 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 DegreeWorks 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 their 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 the myHGTC portal 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 drinks are not permissible in teaching labs and computer labs. For purchasing food and/or beverages, students may visit Coffee Grounds located in bldg. 200 on the Conway Campus or the various vending machines located 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, a member of the faculty or staff should contact 911 for transport of the student to the nearest medical facility and notify Public Safety to provide the name of the medical facility or physician to which student was taken. In these cases, the following steps are taken:

- Public Safety will notify the Office for Student Affairs, who will immediately contact the individual listed as the emergency contact in the College's administrative system. When the accident occurs on either the Grand Strand or Georgetown Campuses, Public Safety will notify the assigned Campus Director or designee of that Campus and will notify the individual listed as the emergency contact in the College's administrative system;
- If accidental injury occurs during evening or weekend classes, Public Safety should be contacted immediately, who will notify the President, Executive Vice President for Academic and Workforce Development, and the Vice President for Student Affairs;
- 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 them to a physician or home as appropriate; and,
- A report must be filed on all accidents or injuries. Student should report injury to their professor, Student Affairs or Public Safety

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 myHGTC account or TECH Central.

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 myHGTC 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.

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 the 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.

Name/Address/Biographical Change

Any student who wishes to change their name, preferred name, address, social security number, or birthdate at Horry-Georgetown Technical College must submit the Name/Address/Biographical Change Form online through DocuSign or in the Registrar's Office on the Conway Campus or the Admissions Offices at the Grand Strand and Georgetown Campuses. If the form is submitted by mail, the form must be notarized; faxes/emails are not accepted. Incomplete or unsigned request forms will not be processed and will need to be resubmitted.

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" (See HGTC Procedure 7.2.3.1)

D2L (Desire to Learn)
D2L is the HGTC student portal for online and hybrid courses. Access to D2L is through the myHGTC portal, which requires your HGTC username and password. If you have any problems with access myHGTC or D2L, seek assistance immediately by notifying Tech Central (843) 349-8324.

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 difficultly accessing 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 the Registration Tools card in myHGTC 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 Classification

Residency classification for tuition and fees purposes at HGTC is governed by the South Carolina Code Sections 59-112-10 through 59-112-150. 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/residency, 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 #1: 843-251-6111
  Cell #2: 843-421-1760

- **Grand Strand Campus**
  Campus Provost 843-477-2071
  Office: 843-477-2115
  Cell #1: 843-251-9405
  Cell #2: 843-516-0147

- **Georgetown Campus**
  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 and Campus Security Act

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 act, 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.

In addition, HGTC's Annual Security Report is filed in October each year and includes statistics for the previous calendar year. The crime statistics may be accessed at ope.ed.gov/security. The Annual Security Report may be viewed on HGTC's website on the Right to Know page at www.hgtc.edu/righttoknow. A print copy of the Annual Security Report is available upon request to the Office of Student Affairs on the Conway Campus.

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 205B Conway, SC
(843) 349-5212
Jacquelyne.Snyder@hgtc.edu

Questions regarding Title IX may be referred to the Coordinators listed above or to the US Department of Education Office of Civil Rights. (Telephone: 800.421.3481 | Email: OCR@ed.gov)

Tutoring

Tutoring services are available to all students at no cost through the Student Success & Tutoring Center (SSTC) and EPIC Lab. The SSTC and EPIC Lab offers individual and small group tutoring in-person and online, science models, textbooks, and other resources. Tutoring sessions can be scheduled online using the Penji app, by phone, by email, or by stopping by in person. For complete information, visit www.hgtc.edu/sstc or visit the Student Resources card in myHGTC.

Transcripts

Transcripts may be ordered online through a student's myHGTC 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 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 myHGTC 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 myHGTC account. The Registrar's Office is not permitted to email official or unofficial transcripts. Emailed transcripts can only be produced through Parchment.

Visitors

Visitors are welcome on the HGTC campuses. Public Safety or any staff member can provide information and directions. Visitors may enter classrooms only with prior permission of the instructor.

myHGTC

myHGTC is the source for communications by HGTC to students. Each student who is admitted to the College receives a username and password and retains the username and password in order to access myHGTC. 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 myHGTC is critical for student success. myHGTC is the online communication tool for all students, providing access for emails from the college, online registration, dropping/adding classes, D2L courses, student personal information, financial accounts, grades, and more, as well as announcements of College activities, services, and cancellations.

Students are responsible for maintaining and updating their myHGTC account information, for checking myHGTC academic and financial information, and for checking myHGTC emails for information about classes, deadlines, and more. Students should provide the College current contact information by submitting updates through myHGTC. Visit TECH Central for training or online tutorials on using myHGTC.

Weapons Policy

Except as otherwise provided by law, no person except for a licensed guard, law enforcement officer, or active member of the armed forces, 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 Horry-Georgetown Technical College or College sponsored events. 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 vehicle 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. Under no condition will alcoholic beverages, liquors or illegal drugs be permitted at student events either held at the college or sponsored by the college. No one under the influence of alcohol or narcotic will be permitted to attend such events. Students found to be under the influence will be subject to disciplinary action as outlined in the Student Code for the South Carolina Technical College System.

In an effort to maintain a drug-free learning environment, Horry-Georgetown Technical College Department of Campus and Public Safety, in conjunction with local law enforcement authorities, will periodically use drug dogs in conducting sweeps for illicit drugs in all of the parking lots, common areas, and buildings on all Horry-Georgetown campuses. The Director/Chief of Campus and Public Safety will arrange supervision and coordinate all canine searches with the assistance of local law enforcement authorities and Horry-Georgetown Campus and Public Safety personnel.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to make sweeps through all common areas, parking lots, and will be utilized inside of buildings when deemed necessary by College authorities. Once a canine alerts, probable use to believe drugs are present in the area is created. Accordingly, searches will be conducted of vehicles and other areas once the canine alerts. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, will face College disciplinary actions 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 about accommodations by contacting the Vice President for Student Affairs.
• Following an appeal to the 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 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, 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 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all "students".

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

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities. When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

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

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

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

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

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

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

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

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

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

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

"Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

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

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

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

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

"Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

"Instructional Days" means any weekday (M-F) in which classes are in session.

"Close of Business" means the time that the administrative offices of the college close on that specific workday.

"Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

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 on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.

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: (I) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's 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);
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

Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.

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.

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. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

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, using, or threatening to use 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 a 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.

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 or SBTCE procedure 8- 5-101.1.

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, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, 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 activity or event.

4. Violating any South Carolina and/or federal laws while on campus or off campus.

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 or SBTCE procedure 8-5-101.1. 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 is as follows:

1. When the Chief Student Services Officer, or designee, becomes aware of a situation which may warrant interim suspension, the Chief Student Services Officer, or designee, will consult with the President, or President's designee, to confirm the imposition of interim suspension. This consultation includes providing the President, or President's designee, with the nature of the alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two instructional days.

2. The Chief Student Services Officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within two (2) instructional days of receiving the information from the President, or designee.

The notification 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.
c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
d. Assign a failing grade for the course.
e. Require the student to withdraw from the course.
f. Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.

3. If the student is found responsible for the academic misconduct, within five (5) instructional days of the meeting with the student, the instructor, or designee, 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 notification 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 (7) instructional days of the date of the Chief Academic Officer's notification.

5. If the student requests an appeal, the Chief Academic Officer, or designee, will send an approved method of notification to the student's address of record. The notification must contain the following information:

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

1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
2) The right to present witnesses on one's behalf.
3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
4) The right to know the identity of the person(s) bringing the charge(s).
5) The right to hear witnesses on behalf of the person bringing the charges.
6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
7) The right to appeal the decision of the Chief Academic Officer to the President.

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

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

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

Within two (2) instructional days of the meeting with the student, the Chief Academic Officer, or designee, will notify the student of the decision through an approved method of notification. The notification 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 (5) instructional days 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 re-heard. The decision of the hearing committee is final.

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 ten (10) instructional days 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 Investigation
Within seven (7) instructional days 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, or designee, 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, or designee, 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 days of the preliminary investigation, the Chief Student Services Officer, or designee, will send an approved method of notification to the student. This notification will confirm the date of the investigation, 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 notification 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 five (5) instructional days after receiving the decision unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation 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) Two faculty members appointed by the Chief Academic Officer and approved by the President.
2) Two 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 non-voting 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:

i. Academic Misconduct Sanctions
Refer to Student Code; IV. Disciplinary Procedures; B. Academic Misconduct; Section 2
ii. Student Misconduct Sanctions
Refer to Student Code; IV. Disciplinary Procedures; C. Student Misconduct; Section 1

c. 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 investigation.
2) At least seven (7) instructional days before the date set for the Hearing
meeting, the Chief Student Services Officer, or designee, shall send an approved method of notification to the student's address of record. The notification must contain the following information:

i. A statement of the charge(s).
ii. A brief description of the incident that led to the charge (s).
iii. The name of the person(s) submitting the incident report.
iv. The date, time, and place of the scheduled hearing.
v. A list of all witnesses who might be called to testify.
vi. A statement of the student's procedural rights. These rights follow:

a) 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.
b) The right to present witnesses on one's behalf.
c) The right to know the names of any witnesses who may be called to testify at the hearing.
d) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
e) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

f) The right to know the identity of the person(s) bringing the charge(s).
g) The right to hear witnesses on behalf of the person bringing the charges.
h) The right to testify or to refuse to testify without such refusal being detrimental to the student.
i) The right to a fair and impartial decision.
j) 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 (7) 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.

d. Hearing Committee Meetings

1) The Chair shall be appointed by the College's President from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.
2) Committee hearings shall be closed to all persons except the student ("Student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the Student and the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
3) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but the Student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student.
4) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
5) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
6) The Chair of the Committee will send an approved method of notification to the Student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the Student of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

3. 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 seven (7) instructional days 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 (10) instructional days 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 is 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 on record.

Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX (3-2-106.2) - 2020

I. Procedural Overview

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college's Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education's Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) 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. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE

Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

1. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);
2. The alleged activity occurred within a college's education program or activity; and
3. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Non-Discrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

II. Definitions

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

1. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.
2. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.
3. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.
4. An "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
5. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.
6. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
7. "College" means any college in the South Carolina Technical College System.
8. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
9. "Consent" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.
10. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined

based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

11. "Decision-Maker" is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
12. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; is cohabitating or has cohabitated with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction. Such acts may include the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior.
13. "Education Program or Activity" includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.
14. "Exculpatory Evidence" is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.
15. "Fondling" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.
16. "Formal Complaint" means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.
17. "Incest" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).
18. "Inculpatory Evidence" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.
19. "Instructional Days" means any weekday (M-F) in which classes are in session.
20. "Instructor" means any person employed by the college to conduct classes.
21. An "Investigator" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.
22. "Official with Authority" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.
23. "Preponderance of the Evidence" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.
24. A "Report" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.
25. "Rape" is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
26. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
27. "Retaliation" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
28. "Sexual Assault" is defined as rape, fondling, incest, and statutory rape as defined herein.
29. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual

assault, dating violence, domestic violence, or stalking as defined herein.

30. "Staff" means any person employed by the college for reasons other than conducting classes.
31. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; "reasonable person" means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
32. "Statutory rape" is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)
33. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
34. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
35. A "Third-Party Reporter" is an individual who files a complaint on behalf of another individual alleging violation of this policy.
36. A "Title IX Coordinator" is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

III. Receipt of Reports and Formal Complaints

1. Reports
   A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.
2. Formal Complaints
   A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

IV. Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

V. Sexual Harassment Grievance Process

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college's policy must also include an explanation and examples

of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

1. Dismissal of a Formal Complaint
   The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.
   A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.
2. Notice of Allegations
   Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:
   1. The identities of the parties involved in the incident;
   2. The conduct allegedly constituting sexual harassment;
   3. The date and location of the alleged incident;
   4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;
   5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
   6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
   7. Notice that the parties may have an advisor of their choice.
   Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.
3. Advisors
   Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.
4. Investigation
   1. Investigative Process
   Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed.
   The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.
   2. Review of Evidence
   Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation,

the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

5. Hearings

A college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

6. Determinations

Determinations must be made using the Preponderance of the Evidence standard.

Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

a. Identification of the allegation(s) of sexual harassment;
b. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
c. Findings of fact supporting the determination;
d. Conclusions regarding the application of any of the college's policies to the facts
e. A statement of, and rationale for, the determination regarding each allegation, to include:
    1. Disciplinary sanctions for the respondent
    2. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
f. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or

upon expiration of the option to file an appeal.

7. Appeals
   Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:
   a. A procedural irregularity affecting the outcome;
   b. New evidence not available at the time of the determination that could affect the outcome; or
   c. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.
   If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

VI. Informal Resolution

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and

B. The parties receive a written notice that includes the following:
1. The allegations;
2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
5. Signature blocks for the parties' voluntary, written consent 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 the formal grievance process. 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 any subsequent formal proceedings.

VII. Sanctions

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

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

B. Special Conditions -- Completion of a variety of educational activities relating to the nature of the offense may be imposed.

Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.

C. Disciplinary Probation -- A written reprimand documenting that the student violated a student conduct procedure. 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.

D. Loss of Privileges -- Suspension or termination of particular student privileges.

E. 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, or designee, has been granted.
F. 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.

G. Additional Measures -- Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.

H. Any combination of the above.

VIII. Recordkeeping

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.

B. Any appeal and its result.

C. Any informal resolution and its result.

D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

IX. Confidentiality and Privacy

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

X. Amnesty for Drug and Alcohol Possession and Consumption Violations

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

THE STUDENT GRIEVANCE PROCEDURE FOR THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM (3-2-106.3) – 2020

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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; 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).

The student filing the grievance must meet the definition of a "student" at the time of the 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.

"Instructional Days" means any weekday (M-F) in which classes are in session.

"Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

"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.

"Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

"Close of Business" means the time that the administrative offices of the college close on that specific workday.

III. GRIEVENCE PROCESS
A. Filing a Complaint
This procedure must be initiated by the student within fifteen (15) instructional days 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 fifteen (15) instructional 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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law 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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law 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. Preliminary Investigation and Findings
The person receiving the student's written complaint will send a written acknowledgement to the student no later than two (2) instructional days after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College:

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the

complaint. The response, sent through an approved method of notification, 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.

2. When the complaint is against the President of a College:

The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, 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 an ad hoc committee.

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. When the complaint is against anyone other than the President of a College:

1) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint, and include a statement describing why the supervisor's response was unsatisfactory.

2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, 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.

3) Within two (2) instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. 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.

b. When the complaint is against the President of a College:

1) The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint, and include a statement describing why the Executive Vice President's response was unsatisfactory.

2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the Executive Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Executive Vice President may allow the hearing to take place.

3) Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint. 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. When the complaint is against anyone other than the President of a College:

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

a) Two students recommended by the governing body of the student body;

b) One faculty members recommended by the Chief Academic Officer;

c) One Student Services staff member recommended by the Chief Student Services Officer;

d) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson;

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

2) 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.

3) The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. 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 (10) instructional days of the date of the previously scheduled hearing.

b. When the complaint is against the President of a College:

1) Ad hoc committee- The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three person ad hoc committee from within the System to hear the student's complaint.

2) The President of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the President at that college. The President 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.

3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc 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 (10) instructional days of the date of the previously scheduled hearing.

3. Hearing Procedures
a. When the complaint is against anyone other than the President of a College:
1) The Chief Student Services Officer, or designee, shall send an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:
a) a brief description of the complaint, including the name of the person filing the complaint;
b) the date, time, and location of the hearing;
c) the name of any person who might be called as a witness.
d) a list of the student's procedural rights. These rights follow:
i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer, or designee.
ii. 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.
iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.
iv. 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 Committee, the student filing the complaint, and the employee(s) named in the complaint.

2) At least ten (10) instructional days 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.

3) Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

4) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student or employee(s).

5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

6) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.

7) The Chair of the Committee will send an approved method of notification to the Student and employee's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

b. When the complaint is against the President of a College:
1) The South Carolina Technical College System President, or designee, shall send an approved method of notification to the student filing the complaint and to the College President named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:
a) a brief description of the complaint, including the name of the person filing the complaint;

b) the date, time, and location of the hearing;
c) the name of any person who might be called as a witness.
d) a list of the student's procedural rights. These rights follow:
i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College System President, or designee.
ii. The right to appear before the ad hoc committee and to present
information and additional evidence, subject to the Committee's
judgment that the evidence is relevant to the hearing.
iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.
iv. 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 Committee, the student filing the complaint, and the College President named in the complaint.

2) At least ten (10) instructional days 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.

3) Committee hearings shall be closed to all persons except the student filing the complaint, the College President named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

4) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the President of the South Carolina Technical College System. The Student or College President named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the System President or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student or College President.

5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

6) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.

7) The Chair of the Committee will send an approved method of notification to the Student and College President's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

D. Appeal Process
A. When the complaint is against anyone other than the President of a College:

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 (10) instructional days 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 College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

B. When the complaint is against the President of a College:

If either party is not satisfied with the ad hoc committee's decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days 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 (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President's decision is final.

For 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)-2020, students 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 their 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 myHGTC 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 they maintain 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 their 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/academics/prior-learning-assessment.html

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 through the Registrar's Office. 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 Exemption 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 and may not be trasnferrable outside of Horry-Georgetown Technical College.

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/academics/prior-learning-assessment.html.

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 contact the Registrar's Office at registrar@hgtc.edu or go to https://www.hgtc.edu/academics/prior-learning-assessment.html.

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/academics/prior-learning-assessment.html

• A $40 non-refundable testing 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 and may not be transferrable outside of Horry-Georgetown Technical College.

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").

Repeating a Course

Students who plan to repeat a course should register during the designated registration period(s). It is the student's responsibility to verify eligibility for financial aid, Veteran's Administration assistance, and other funding for repeated courses. Students need to contact Financial Aid for standards relating to aid dispersed for repeated courses. All grades earned for the course will appear on the student's record. Highest grade earned will be the grade used to calculate the student's GPA.

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 graded credit hours. Non-graded hours, such as S grades or audits, are not counted within the total hours.

Dean's List
Semester grade point average (GPA) of 3.50 to 3.74, with a minimum of 12 graded credit hours. Non-graded hours, such as S grades or audits, are not counted within the total 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 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 through the myHGTC portal, 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
To be accepted, transfer courses must be completed at a regionally accredited, degree-granting institution. Courses must be equivalent to courses offered at HGTC. In order to receive transfer credit, a grade of "C-" or better must have been received in the course.

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 Management Technology, Human Services, Teacher Education, Paralegal 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 transcripts@hgtc.edu 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.

Disclosure about Out of State Professional Licensure and/or Certification

NC-SARA membership does not grant reciprocity or exemption from state professional licensing board or certification requirements. As a result, requirements in South Carolina may not be recognized as sufficient to obtain a license or participate in learning placements leading to licensure or certification in any other state. Since all situations are unique and state requirement change, students are encouraged to reach out to the program chair for more information and assistance with understanding professional licensure.

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.

The AAS Accounting degree can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the AAS Accounting degree is available 100% online from the comfort of your own home.

CURRICULUM SEQUENCE

General Education	Course Title	Semester Credit Hours
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 291	Certified Bookkeeper Review	3
BUS 240	Business Statistics	3
BUS 270	SCWE in Business "Internship"	3
	TOTAL	**27**
	TOTAL CREDIT HOURS	**63**

*Humanities: Choose one from: ART 101, HIS 101, HIS 201, MUS 105, PHI 101, or REL 103

(Continued)

**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 and, HIS 201 for Humanities, to satisfy Reach Act requirements.

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	Course Title	Semester Credit Hours
WLD 103	Print Reading I	1
WLD 106	Gas and Arc Welding	4
WLD 110	Welding Safety and Health	1
WLD 111	Arc Welding I	4
WLD 201	Welding Metallurgy	2
	TOTAL	12
Second Semester - Spring		
WLD 113	Arc Welding II	4
WLD 132	Inert Gas Welding Ferrous	4
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.

To assist students with their career and education goals, within the Associate in Arts 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

(Continued)

in which a student wishes to pursue. Students choosing a career pathway within the A.A. degree will graduate HGTC with the Associate in Arts 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				Semester Credit Hours
English Composition and Speech				
ALL courses to be chosen from the following:				
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 and Statistics			
MAT 122	Elementary Mathematics			
MAT 251	Elementary Mathematics II			
	Total Credit Hours Needed			**3**
Natural Sciences and/or 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:				
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**				
OTHERcourses to be selected from the following***:				
ACC 101	ACC 102	ANT 101	ART 101	ART 108

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AST 101	AST 102	BIO 101	BIO 102	BIO 105
BIO 110	BIO 112	BIO 127	BIO 209	BIO 210****
BIO 211	BIO 225	CHM 105	CHM 110	CHM 111
CHM 211	CHM 212	CHM 114	ECO 210	ECO 211
ENG 160	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 118
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**

*Students transferring to a senior institution are recommended to take HIS 201 or PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.
**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.
****BIO 210 grades are used as an admission requirement to multiple health care related programs, therefore students are strongly encouraged to complete a college level lab science or high school biology course prior to enrolling in BIO 210.

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, marine science, 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		Semester Credit Hours
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

(Continued)

		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:**

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 105
BIO 110	BIO 112	BIO 127	BIO 209	BIO 210****
BIO 211	BIO 225	CHM 105	CHM 110	CHM 111
CHM 211	CHM 212	CPT 114	ECO 210	ECO 211
ENG 160	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 118	PHY 201

(Continued)

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**

*Students transferring to a senior institution are recommended to take HIS 201 or PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.
**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.
****BIO 210 grades are used as an admission requirement to multiple health care related programs, therefore students are strongly encouraged to complete a college level lab science or high school biology course prior to enrolling in BIO 210.

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, BKP and HOS-prefixed courses for progression and graduation. Most Baking and Pastry Arts (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	**Course Title**	**Semester Credit Hours**
CUL 104	Introduction to Culinary Arts	3
CUL 113	Success in Hospitality Studies	1
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

(Continued)

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

The *Basic Business Certificate* is designed to prepare students for entry into the Associate in Applied Science (AAS) in Business Administration program. It is also ideal for students who are not interested in pursuing a two-year 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 all of the credit hours earned with this certificate toward completion of the Associate in Applied Science (AAS) in Business Administration degree.

The Basic Business Certificate can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the Basic Business Certificate is available 100% online from the comfort of your own home.

CURRICULUM SEQUENCE

First Semester - Fall	**Course Title**	**Semester Credit Hours**
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.

(Continued)

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 (AAS) in Business Administration degree will prepare you for a career as a prospective member of management in a wide variety of industries. With extensive training in all facets of organizational behavior, management, marketing, and accounting/finance, AAS Business Administration graduates are qualified for most entry-level positions in business, such as assistant manager, sales representative, marketing analyst, etc.

The Business Administration degree program offers pathway options which prepares you for employment in business administration, esthetics, hospitality, human resources, management, marketing, massage therapy and sports tourism and recreation management. Each of the specific pathway options offer a variety of specialty classes related directly to the pathway that will help prepare you for a career within its related industry.

Students in the AAS Business Administration program are required to participate in supervised cooperative work experience internship to provide them a hands-on job experience in their field of study.

The AAS Business Administration degree can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the AAS Business Administration degree is available 100% online from the comfort of your own home.

CURRICULUM SEQUENCE

General Education Core	Course Title	Semester Credit Hours
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 27 credit hours from the following list of courses.
Students wishing to take Esthetics or Massage Therapy should see those specific pathways for course requirements.

Business Administration	Hospitality	Human Resources	Management	Marketing
BAF 101	BUS 130	BUS 135	BAF 101	BUS 130
BAF 260	HOS 140	BUS 136	BAF 260	BUS 180
BUS 130	HOS 150	BUS 190	BUS 130	MKT 110
BUS 180	HOS 161	BUS 220	ECO 201	MKT 111
BUS 190	HOS 164	MGT 150	MGT 120	MKT 120

(Continued)

BUS 210	HOS 255	MGT 201	MGT 150	MKT 135
BUS 220	MGT 150	MGT 210	MGT 201	MKT 240
MGT 120	MKT 120	MGT 240	MGT 240	MKT 250
MGT 150	MKT 135	MKT 135	MKT 260	MKT 260
		TOTAL		**27**
		TOTAL CREDIT HOURS		**63**

*Humanities: Choose from ART 101, HIS 101, HIS 201, 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 and, HIS 201 for Humanities to satisfy Reach Act requirement.

Certificate

Major: CERTIFIED CISCO NETWORKING ASSOCIATE

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

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

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
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	Course Title	Semester

(Continued)

		Credit Hours
CET 127	Building Construction and Print Reading	4
EGR 170	Engineering Materials	3
EGR 270	Introduction to Engineering	3
EGR 282	Introduction to Civil Engineering	2
MAT 175	Algebra and Trigonometry I*	3
	TOTAL	15
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
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
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
EGR 288	Drainage Design	3
PHI 110	Ethics	3
	TOTAL	15
	TOTAL CREDIT HOURS	**68**

*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: COMMERCIAL REFRIGERATION AND AIR CONDITIONING

HGTC's Commercial Refrigeration and Air Conditioning Certificate course 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. We emphasize advanced HVAC concepts to prepare students to service, repair, and troubleshoot commercial refrigeration systems including walk-in coolers and freezers, reach-ins, and ice machines. The coursework will also include commercial air-conditioning systems, advanced energy-efficient systems, and advanced control systems.

Federal financial aid does not apply to this program.

(Continued)

Program Information

Specific Admission Requirements for Program
Students entering this certificate program must have completed the Residential HVAC Service Technician certificate or have a current NATE Heat Pump Service certification.

CURRICULUM SEQUENCE

First Semester	Course Title	Semester Credit Hours
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 Python, C#, 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	Course Title	Semester Credit Hours
CPT 168	Programming Logic and Design	3
CPT 278	Computer Software Applications	3
IST 201	CISCO Internetworking Concepts	3
MAT Elective	MAT 101, MAT 102, MAT 110 or MAT 120	3
	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

(Continued)

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
GMT 101	Introduction to Geographic Information Systems	3
	TOTAL	12
Fourth Semester - Fall		
CPT 162	Intro. to Web Page Publishing	3
CPT 242	Database	3
IST 196	Cloud Storage Fundamentals	3
IST 271	Object-Oriented Technologies	3
PSC 201*	American Government	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**

*Students transferring to a senior institution are recommended to take PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

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

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

(Continued)

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	Course Title	Semester Credit Hours
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	Course Title	Semester Credit Hours
CET 115	Mechanical and Electrical Systems	2
EGR 170	Engineering Materials	3
EGR 270	Introduction to Engineering	3
ENG 155	Communications I*	3
MAT 175	Algebra Trigonometry I*	3
	TOTAL	14
Second Semester - Spring		
AET 101	Building Systems I	3
BCT 223	Residential Mechanical Systems	3
CET 127	Building Construction Print Reading	4
EGR 275	Introduction to Engineering/ Computer Graphics	3
	TOTAL	13
Third Semester - Summer		

(Continued)

BCT 200	SCWE Building Construction Technology "Internship"	6
	TOTAL	6
Fourth Semester - Fall		
AET 201	Building Systems II	3
CET 140	Construction Financial Management	3
CET 216	Soil Mechanics	3
CET 230	Construction Management	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	Course Title	Semester Credit Hours
CET 115	Mechanical and Electrical Systems	2
EGR 170	Engineering Materials	3
EGR 270	Introduction to Engineering	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
	TOTAL	14
Second Semester - Spring		
AET 101	Building Systems I	3
BCT 223	Residential Mechanical Systems	3
CET 127	Building Construction Print Reading	4
EGR 285	Surveying I	3
EGR 295	Surveying Lab I	1
ENG 102	English Composition II	3

(Continued)

	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		
AET 201	Building Systems II	3
CET 230	Construction Management	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, official high school transcript/diploma or copy of GED.
- Minimum placement test scores, or Multiple Measures Placement or Writing Diagnostic.
- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's myHGTC 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 are non-refundable.

Course Sequence and Progression Requirements

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

CURRICULUM SEQUENCE

(Continued)

First Semester	Course Title	Semester Credit Hours
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

The Associate in Applied Science (AAS) in Criminal Justice 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.

Students interested in seeking a position in investigations or with a crime-scene unit in a law enforcement agency can choose selectives designed to provide the basic principles of criminal investigations, crime-scene process, case preparation, forensic-science techniques, applications, and equipment from both a theoretical perspective in the classroom and through hands-on field training. The CSI offerings are also designed for the current law-enforcement officer who is seeking additional education or training for advancement or as a member of an investigative unit or a crime-scene unit.

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,

(Continued)

compliance with the law, and/or appropriate standard of behavior that would prevent placement with a criminal justice internship site.
- Students may start the Criminal Justice Program at the beginning of any semester.

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	Course Title	Semester Credit Hours
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
CRJ 222	Ethics in Criminal Justice	3
or		
CRJ 202	Criminalistics**	
or		
Basic Detention Selectives***		
ENG 102	English Composition II	3
PSY 201	General Psychology	3
	TOTAL	15
Third Semester - Summer		
CRJ 145	Juvenile Delinquency	3
or		
CRJ 201	Fingerprint Science**	
or		
Basic Detention Selectives***		
CRJ 203	Forensic Photography	3
CRJ 230	Criminal Investigation I	3
	TOTAL	9
Fourth Semester - Fall		
CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
CRJ 218	Crisis Intervention	3
or		
CRJ 229	Bloodstain Pattern Analysis**	
or		
Basic Detention Selectives***		
HIS 201	American History to 1877	3
or		
HIS 102	Western Civilization Post 1689	
SPC 205	Public Speaking	3
	TOTAL	15
Fifth Semester - Spring		

(Continued)

CRJ 224	Police Community Relations	3-4
or		
Lab Science		
or		
CRJ 235	Practical Crime Scene Investigation**	
or		
Basic Detention Selectives***		
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
	TOTAL	12-13
	TOTAL CREDIT HOURS	**66-67**

**CSI course electives
***Basic Detention Selectives: CRJ 271, CRJ 272, and CRJ 273

Associate in Applied Science Degree

Major: CULINARY ARTS TECHNOLOGY

The Culinary Arts degree program prepares students for positions as professionals in food service operations such as hotels, resorts, restaurants, healthcare facilities, and catering operations. Students study both theory and practical kitchen applications of quality food preparation. Graduates may be eligible for ACF certification. Education within this field offers a range of employment opportunities and career progression in the culinary arts, baking, and pastry preparations.

PROGRAM INFORMATION

Course Sequence and Progression Requirements
A minimum grade of "C" or better is required for all CUL, BKP and HOS-prefixed courses for progression and graduation. Most Culinary Arts (CUL, BKP, HOS) courses are offered only once each year, so following the recommended course sequence is extremely important.

Students are required to successfully complete 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	**Course Title**	**Semester Credit Hours**
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		

(Continued)

CUL 277	SCWE in Culinary Arts "Internship"	3
	Humanities*	3
CUL 299	Special Topics in Culinary Studies	3
	TOTAL	9
Fourth Semester - Fall		
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 all of the credit hours earned with this certificate toward completion of the Associate in Applied Science (AAS) in Business Administration degree.

The Customer Service Specialist Certificate can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the Customer Service Specialist Certificate is available 100% online from the comfort of your own home.

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	Course Title	Semester Credit Hours
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

(Continued)

	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.

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.

Program Information

Specific Admission Requirements for Program

- Criminal Background Check must be satisfactorily completed before students can enroll in any cybersecurity courses.
- Cybersecurity will deny elgibility for enrolling in a cybersecurity course if an applicant/student does not successfully pass the criminal background check.

CURRICULUM SEQUENCE

First Semester - Fall	**Course Title**	**Semester Credit Hours**
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	
CPT 168	Programming Logic and Design	3
CPT 282	Information Systems Security	3
IST 201	CISCO Internetworking Concepts	3
IST 266	Internet and Firewall Security	3
	TOTAL	15
Second Semester - Spring		
IST 190	Linux Essentials	3
IST 202	CISCO Router Configuration	3
IST 215	Health Information Networking	3
IST 268	Computer Forensics	3
IST 293	IT and Data Assurance I	3
	TOTAL	15
Third Semester - Summer		
IST 192	Linux Network Applications	3
IST 203	Advanced CISCO Router Config	3
IST 294	IT and Data Assuranee II	3
Third Semester - Summer, 1st Half		

(Continued)

IST 269	Digital Forensics	3
Third Semester - Summer, 2nd Half		
CPT 208	Special Topics in Computer Technology	3
	TOTAL	15
Fourth Semester - Fall		
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
IST 165	Implementing & Administering Windows Directory Services	3
IST 204	CISCO Troubleshooting	3
	TOTAL	12
Fifth Semester - Spring		
IST 285	Cybersecurity Capstone	4
Electives*		3
PHI 110	Ethics	3
PSY 201	General Psychology	3
or		
PSC 201**	American Government	
	TOTAL	13
	TOTAL CREDIT HOURS	**70**

*Electives: Choose 1 from the following courses:
CPT 280 SCWE in Computer (spring); IST 295 Fundamentals of Voice Over IP (spring); or CPT 242 Database (fall)
**Students transferring to a senior institution are recommended to take PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

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 Network+ Certificate.

Program Information

Specific Admission Requirements for Program

- Criminal Background Check must be satsfactorily completed before students can enroll in any cybersecurity courses.
- Cybersecurity will deny eligibility for enrolling in a cybersecurity course if an applicant/student does not successfully pass the criminal background check.

CURRICULUM SEQUENCE

First Semester - Fall, 1st Half	**Credit Course**	**Semester Credit Hours**
Math Elective	MAT 101, MAT 102, MAT 110 or MAT 120	3
CPT 282	Information Systems Security	3
IST 201	CISCO Internetworking Concepts	3
IST 266	Internet and Firewall Security	3

(Continued)

	TOTAL	12
Second Semester - Spring		
IST 202	CISCO Router Configuration	3
IST 215	Health Information Networking	3
IST 268	Computer Forensics	3
IST 293	IT and Data Assurance I	3
	TOTAL	12
Third Semester - Summer		
IST 294	IT and Data Assurance II	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	9
	TOTAL CREDIT HOURS	**33**

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 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.

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 is 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. The Program Admissions Application form is available on the Dental Hygiene Academic 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 Dental Hygiene Checklist for Admissions.
- Complete Required TEAS Placement Test and minimum required scores achieved(see checklist for admissions document for score range)
- 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 must be sent to the Office of Admissions upon completion of observation hours.
- 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 five prerequisite courses with a grade of "C" or higher and a cumulative GPA of 2.75 or higher: BIO 210 Anatomy and Physiology I, BIO 211 Anatomy & Physiology II, CHM 105 General, Organic and

(Continued)

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 identified general education courses.
- 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. If possible, students are strongly encouraged to complete BIO 225 prior to enrollment in the dental hygiene program. Other corequisite courses such as SPC 205, PSY 201, SOC 101, and other Humanities may also be completed prior to enrollment in the dental hygiene program.

Curriculum Sequence

First Semester - Fall	Course Title	Semester Credit Hours
AHS 113	Head and Neck Anatomy	1
BIO 225	Microbiology	4
DHG 125	Tooth Morphology and Histology	2
DHG 151	Dental Hygiene Principles	5
	TOTAL	12
Second Semester - Spring		
DHG 121	Dental Radiography	3
DHG 141	Periodontology	2
DHG 165	Clinical Dental Hygiene I	5
DHG 243	Nutrition and Dental Health	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. 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.

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**Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 110, MUS 105. HIS 201 recommended for transfer students to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

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 for physicians to visualize the body's internal organs, muscles 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 and the ARDMS (American Registry of Diagnostic Medical Sonography) registry exams in Diagnostic Medical Sonography. See the program mission below.

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.

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 theDiagnostic Medical Sonography Application by the program application deadline date to be considered for admission to the next available class. Program admissions application is available above under admissions information.

- Must pass Criminal Background Check prior to acceptance
- Must pass 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**.
- Successful completion of all 10 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 theDMS Student Handbook.

- For students seeking transfer credits from other institutions, see theDMS 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 program 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 meet re-entry requirements prior to re-application. For further information regarding re-acceptance, see the DMS 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 2.75 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

(Continued)

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

First Semester - Fall	**Course Title**	**Semester Credit Hours**
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		
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 122	Abdominal Sonography	1
DMS 166	Advanced Clinical Education	7
	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 be able to demonstrate skill sets needed to enter the workforce as a Diesel Engine Technician.

Program Information

Student Resources

- Program Cost

(Continued)

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
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.

Associate in Applied Science Degree

Major: DIGITAL ARTS

Digital Arts—from graphic design to photography to video production—enhances 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 print photography, video, 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 and video**. 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	Course Title	Semester Credit Hours
ART 101	Art History and Appreciation	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3

(Continued)

ARV 212	Digital Photography	3
ENG 101	English Composition 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
SPC 205	Public Speaking	3
	TOTAL	15
Third Semester - Summer		
ARV 227	Website Design	3
ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	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		
PSC 201**	American Government	
	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
	TOTAL	12
	TOTAL CREDIT HOURS	**66**

*Students transferring to a four-year degree program should consider MAT 110 or MAT 120 in place of MAT 155.
**Students transferring to a senior institution are recommended to take PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

Associate in Applied Science Degree

Major: EARLY CARE AND EDUCATION

If you enjoy children and creative activities, possess patience, excellent communication skills, and sound decision-making abilities, and have a strong work ethic, HGTC's Associate in Applied Science in Early Care and Education (ECD) might be the right career path for you. Early Care and Education professionals work in partnership with families to create a nurturing environment that is respectful of culture and rich in experiences to promote the optimal growth and development of each child. Students in this program receive the tools and resources necessary to provide language- and literacy-rich environments, appropriate math and science skills, an inquiry-based approach to learning about the world, and safe, healthy environments that promote emotional and social well-being. The program includes interactive classroom experiences, as well as off-site experiences in a variety of child-care and early-education environments.

The Early Care and Education Associate Degree 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

(Continued)

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 in ECD 135

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	Course Title	Semester Credit Hours
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
	Choose from list of courses below****	3
	TOTAL	15
Second Semester - Spring		
ECD 105	Guidance - Classroom Management*	3
ECD 131	Language Arts**	3
ECD 203	Growth and Development II*	3
	Choose from list of courses below****	6
	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
ECD 201	Principles of Ethics Leadership in Early Care Education	3
ECD 237	Methods and Materials**	3
	Choose from list of courses below****	3-4
	TOTAL	12-13
Fifth Semester - Spring		
ECD 252	Diversity Issues in Early Care and Education*	3
ECD 243	Supervised Field Experience**	3
	Choose from list of courses below****	6
	TOTAL	12
	TOTAL CREDIT HOURS	**63-64**

*Students are required to conduct observations of children, families, and learning environments in a variety of early childhood settings.

(Continued)

**Students are required to participate in lab/class assignments involving visitations to work in licensed child care facilities.
***PSC 201 and HIS 201 recommended for transfer (Reach Act).
****Students must take the following general education classes: MAT 155, PSY 201 and EDU 201; and must choose one from the following general education electives: BIO 105, PSC 201 or HIS 201; and must choose one Humanities: ART 101, MUS 105 or THE 101; and must choose one ECD elective: ECD 200, ECD 205, ECD 109 or SAC 101.
Note: ECD 107 is available in the spring and ECD 135 is available in the fall.

Certificate

Major: EARLY CHILDHOOD DEVELOPMENT

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 Early Childhood Development Certifacte (ECD) might be the right path for you. Early Childhood Development 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 for labs and licensed child care centers (not required for ECD 101)
- Obtain Negative PPD (not required for ECD 101)
- Obtain certification in Pediatric CPR and First Aid prior to graduation

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

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
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
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.

(Continued)

**Students are required to participate in lab/class assignments involving visitations to and/or work in licensed childcare facilities.
***ECD 107 is also available in the spring and ECD 135 is available in the fall.
Students in this program are strongly encouraged to take classes in this order.

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 within the attending semester 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.
- Successful completion of high school diploma or GED.
- Valid Driver's license.
- 18 years of age.

CURRICULUM SEQUENCE

First Semester	Course Title	Semester Credit Hours
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.

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester

(Continued)

		Credit Hours
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
EET 275	Intro to Robotics Manufacturing Technologies	3
ENG 155	Communications I*	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
PHI 110	Ethics	3
	TOTAL	16
	TOTAL CREDIT HOURS	**71**

*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;
- Maintain a minimum cumulative GPA of 2.0 on all required courses;
- Pass a criminal background check;

(Continued)

- Submit a completed Health Sciences Division Physical Examination Form & Immunizations prior to enrollment in the second semester.

First Semester Fall	Course Title	Semester Credit Hours
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.

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
- 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
- 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.
- Students interested in the Associate Degree Nursing Advanced Placement Program or transferring to a senior institution, should select BIO 210 and 211 in place of BIO 112.
- 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	Course Title	Semester Credit Hours
BIO 112	Basic Anatomy & Physiology	4
EMS 115	International Trauma Life Support	1
EMS 119	Emergency Medical Service Operations	2
EMS 150	Introduction to Advanced Care	5
EMS 223	Paramedic Clinical I	2
	TOTAL	14

(Continued)

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).

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.
- 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.
- 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.

(Continued)

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	Course Title	Semester Credit Hours
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
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**

(Continued)

*Students interested in the Associate Degree Nursing Advanced Placement Program or 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, 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).
- Students interested in the Associate Degree Nursing Advanced Placement Program or 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.
- 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

- Criminal Background Check (CBC)
- Urine Drug Screening (UDS)
- Admitted to HGTC to include submission of admissions application, official high school transcript/diploma or copy of GED

(Continued)

- Minimum placement test scores, or Multiple Measures Placement or Writing Diagnostic.
- Program Orientation is required. Specific program requirements and costs are provided at orientation.
- Program Orientation dates are posted on student's myHGTC 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 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	Course Title	Semester Credit Hours
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 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 as well as in local dental offices during office rotations which provide invaluable workforce experience. Upon successful completion of the program, graduates will be deemed the title of Expanded Duty Dental Assistant. Graduates will then be granted approval to take the Dental Assisting National Board to become a Certified Dental Assistant.

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.
- 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 the Expanded Duty Dental Assisting Checklist for Admissions

(Continued)

- Complete 15 hours of clinical observation observing a practicing dental assistant and dentist in a private dental office. Observation can occur in a general or specialty dental office. Forms must be completed by the supervising dentist/dental assistant verifying observations. Forms must be sent to the Office of Admissions upon completion of observation hours.
- 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	Course Title	Semester Credit Hours
DAT 113	Dental Materials	4
DAT 118	Dental Morphology	2
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4
DAT 174	Office Rotations	4
	TOTAL	18
Second Semester - Spring		
DAT 115	Ethics and 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	Specialty Functions	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	Course Title	Semester Credit Hours
ENG 155	Communications I*	3
PSY 103	Human Relations*	3
BUS 101	Introduction to Business	3
	TOTAL	9
Second Semester - Spring		

(Continued)

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	**33**

*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 accreditated by the Society of American Foresters (SAF) through 2028.

CURRICULUM SEQUENCE

First Semester - Fall	**Course Title**	**Semester Credit Hours**
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 & Trigonometry I	3
NRM 106	Spreadsheet and Word Processing for Natural Resource Professionals	1
	TOTAL	16
Second Semester - Spring		
ENG 160	Technical Communications*	3
FOR 156	Timber Cruising and Marketing	3
FOR 269	Forestry, Statistics, and Data Processing	3
HRT 255	Urban Tree Care	3
PHI 110	Ethics	3
	TOTAL	15
Third Semester - Summer		
FOR 220	SCWE in Forestry "Internship"	5
FOR 222	Forestry Portfolio	3
	TOTAL	8
Fourth Semester - Fall		

(Continued)

FOR 206	Forest Ecology	3
FOR 265	Equipment and Timber Harvesting	4
FOR 271	Silviculture	4
NRM 207	Geographic Information Systems I (GIS)	3
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 209	Remote Sensing and Digital Image Processing	3
	TOTAL	14
	TOTAL CREDIT HOURS	**70**

*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 2027.

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
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 106	Spreadsheet and Word Processing for Natural Resource Professionals	1
	TOTAL	16
Second Semester - Spring		
ENG 160	Technical Communications*	3
FOR 156	Timber Cruising and Marking	3
FOR 269	Forestry, Statistics, and Data Processing	3
NRM 151	Vertebrate Natural History	3

(Continued)

NRM 245	Wildlife Management and Techniques	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 271	Silviculture	4
NRM 130	Outdoor Recreation Management	3
NRM 207	Geographic Information Systems I (GIS)	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 209	Remote Sensing and Digital Image Processing	3
	TOTAL	14
	TOTAL CREDIT HOURS	**72**

*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.

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	**Course Title**	**Semester Credit Hours**
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

(Continued)

Third Semester - Summer		
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	**Semester Credit Hours**
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	

(Continued)

The Required Core consists of a primary technical specialty (28 credit hours minimum) in a single content area and secondary specialty (12 credit hours minimum). The Primary Specialty consists of a minimum of 28 credit hours in a single content area. The Secondary Specialty consists of an additional 12 credit hours in another content area from approved degree, diploma or technical education certificate programs.

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	**Course Title**	**Semester Credit Hours**
AMF 101	Introduction to Aviation Maintenance	1
ENG 155	Communications I*	3
IET 223	Industrial Safety	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 AND SPORTS TURF MANAGEMENT

(Continued)

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 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	**Course Title**	**Semester Credit Hours**
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.

Certificate

Major: HEALTH CARE

(Continued)

The Health Care program is a short-term training certification program allowing students to become certified in multiple areas such as phlebotomy, home health aide and certified nursing assistant. The Health Care Certificate serves as a transition into many of the college's health science degree programs.

PROGRAM INFORMATION

Specific Admission Requirements for Program

- Affidavit Acknowledgement form prior to acceptance.
- Criminal Background Check is required prior to registering for AHS 141.
- Urine Drug Screening 30 days prior AHS 163 or AHS 167 clinicals.

CURRICULUM SEQUENCE

First Semester	Course Title	Semester Credit Hours
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 180	Health Careers Preparation	3
BIO 110	General Anatomy & Physiology*	3
BIO 210	Anatomy & Physiology I	4
MAT 101	Beginning Algebra**	3
PSY 201	General Psychology	3
Elective course - approved by advisor Electives cannot be counted in more than one area.	Options: BIO 101, BIO 110, BIO 112, BIO 210, BIO 211, BIO 225, CHM 105, CHM 110, MAT 101, MAT 110, MAT 120, MAT 155, PSY 201, PSY 203, SPC 205, AHS 106, AHS 114, AHS 145, AHS 141 or AHS 167	3

The following two courses are required for students to be able to be certified as home health aid.
Students preferring a Phlebotomy career path may opt to substitute AHS 141 and AHS 167 for the AHS 163 and AHS 114. Both courses must be substituted.

AHS 163	Long-Term Care#	5
AHS 114	Basic First Aid#	1
	TOTAL CREDIT HOURS	**29**

*BIO 101, BIO 102, BIO 112, BIO 210 or BIO 211 may be taken in place of BIO 110.
**MAT 110, MAT 120 may be taken in place of MAT 101.

Certificate

Major: HUMAN RESOURCES

The Human Resources Certificate provides graduates with the knowledge and skills required for entry-level positions with specific knowledge in recruiting, interviewing, employee relations, employment law, as well as supervision and management.

The Human Resources Certificate can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the Human Resources Certificate is available 100% online from the comfort of your own home.

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
BUS 135	Wage and Salary Administration	3

(Continued)

BUS 136	Compensation and Benefits Analysis	3
BUS 190	Business Analytics I	3
ENG 155*	Communications I	3
MAT 155	Contemporary Mathematics	3
	TOTAL	15
Second Semester - Spring		
BUS 220	Business Ethics	3
BUS 270	SCWE in Business (Internship)	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection and Retention	3
	TOTAL	15
	TOTAL CREDIT HOURS	**30**

*ENG 101 may be substituted for ENG 155.

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

Associate in Applied Science Degree

Major: HUMAN SERVICES

This program prepares students for work in a variety of settings in the Human Services field. The curriculum teaches intervention skills needed to work with individuals or groups to prevent dysfunction and to support self-sufficiency through role modeling, counseling, crisis intervention, rehabilitation, social support, and behavior modification.

CURRICULUM SEQUENCE

First Semester - Fall	**Course Title**	**Semester Credit Hours**
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

(Continued)

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.

For more information about HGTC's accreditations, click here.

PROGRAM INFORMATION

Course Sequence and Progression Requirements

A minimum grade of C or better is required for all CUL, BKP and HOS-prefixed courses for progression and graduation. Most Kitchen and Food Preparation (CUL, BKP, HOS) courses are offered only once each year, so following the recommended course sequence is extremely important. 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	Course Title	Semester Credit Hours
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

(Continued)

	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	**Course Title**	**Semester Credit Hours**
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
	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.

(Continued)

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	Course Title	Semester Credit Hours
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		
CNC 206	Additive manufacturing for Non-Metals	1
MTT 241	Jigs and Fixtures	2
MTT 245	Rapid Prototype Setup and Operations	3
MTT 249	Introduction to CAM	3
MTT 250	Principles of CNC	3
	TOTAL	12
Fourth Semester - Fall		
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	15
Fifth Semester - Spring		

(Continued)

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	**76**

*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 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	**Course Title**	**Semester Credit Hours**
MTH 113	Essentials of Anatomy & Physiology	3
MTH 120	Introduction to Massage Therapy	4
MTH 121	Principles of Massage Therapy I	4
MTH 122	Principles of Massage Therapy II	4
	TOTAL	15
Second Semester - Spring		
MTH 126	Pathology for Massage Therapy	2
MTH 128	Clinical Applications of Massage	4

(Continued)

MTH 132	Massage Therapy Seminar	1
MTH 135	Massage Practicum	2
MTH 136	Kinesiology for Massage Therapy	2
MTH 141	Pharmacology for Massage Therapy	1
	TOTAL	12
	TOTAL CREDIT HOURS	**27**

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.

CURRICULUM SEQUENCE

First Semester - Fall	**Course Title**	**Semester Credit Hours**
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

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.

CURRICULUM SEQUENCE

(Continued)

First Semester - Fall	Course Title	Semester Credit Hours
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 110	Ethics	3
	TOTAL	16
Fifth Semester - Spring		
AMT 102	Computer Controlled Machinery	4
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	17
	TOTAL CREDIT HOURS	**76**

*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: MEDICAL ADMINISTRATIVE ASSISTANT

This certificate program provides training in medical office skills with a special emphasis on medical applications. Graduates gain an understanding of medical office processes and terminology, in addition to keyboarding, word processing, basic insurance coding, and billing.

CURRICULUM SEQUENCE

(Continued)

First Semester - Fall	Course Title	Semester Credit Hours
AOT 105	Keyboarding	3
AOT 134	Office Communications	3
MAT 155	Contemporary Mathematics	3
AHS 102	Medical Terminology	3
	TOTAL	12
Second Semester - Spring		
AOT 110	Document Formatting	3
AOT 180	Customer Service	3
AOT 234	Administration Office Communications	3
ENG 155	Communications I	3
HIM 103	Introduction to Health Info & Coding	3
	TOTAL	15
Third Semester - Summer		
AOT 210	Document Production	3
AOT 220	Medical Office Administrative Procedures	4
AOT 270	SCWE in Admin Office Tech	3
	TOTAL	10
	TOTAL CREDIT HOURS	**37**

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 a virtual setting. 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	Course Title	Semester Credit Hours
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
Second Semester - Spring		
HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3

(Continued)

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 225	Coding and Classification II	3
HIM 250	Coding and Classification III	3
	TOTAL	9
Fourth Semester - Fall		
HIM 153	Electronic Health Records Clinical Experience	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: MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technology is a field for people who are interested in science and working with their hands. Medical Laboratory Technicians (MLT) are detail-oriented problem solvers. They want to help patients in a medical setting but prefer to have limited patient contact. MLT's enjoy working with their hands, technical instruments, and communicating with other medical professionals. This medical laboratory role is challenging and requires life-long learning.

The Associate in Applied Science in Medical Laboratory Technology degree prepares students to be able to perform laboratory tests automated and manual testing following detailed instructions; trains and educates students to analyze human blood, body fluids, or tissue samples to detect and diagnose diseases using microscopes, blood analyzers, and other scientific equipment. An MLT is also qualified to analyze data and relay the results to physicians after testing and examining a specimen. This data obtained can be utilized by healthcare providers to diagnosis, treat, and prevent illnesses.

Graduates of the program are eligible to take the American Society for Clinical Pathology – Board of Certification (ASCP-BOC) exam. To be certified as a Medical Laboratory Technician the graduate must pass the ASCP-BOC generalist certification examination. The cost of completing this examination is not included in the cost of tuition for the program. Becoming a MLT (ASCP) will help them procure employment in hospital and private laboratories (clinical or research) or physician office labs.

PROGRAM INFORMATION

Specific Admission Requirements for Program

The Medical Laboratory Technology (MLT) program is a limited-access program. All applicants must meet college admission requirements published deadline. After admission to HGTC the applicant and prior to admission into the MLT program you must attend an MLT Information Session. You can register for this session by emailing the Program Director, Sandra Wetter (sandra.wetter@hgtc.edu). However, meeting admission requirements does not guarantee admission to the MLT program. An applicant who receives notification that she/he was not admitted to the MLT program must resubmit the MLT Program Application by the published application deadline 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.

- 30 days prior to the first semester you must complete:
  - Criminal Background Check
- Attendance at an MLT Mandatory Information Session.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate can perform the physical tasks required in the program.
- Student must have reliable transportation for rotations to different clinical sites in Horry and Georgetown counties.

(Continued)

- 30 days prior to the fourth semester student must complete:
  - Criminal Background Check
  - Urine Drug Screen
  - Completion of the General Hospital Orientation (GHO)
  - Proof of CPR certification for Health Care Providers
  - Purchase MLT program uniforms.
- GPA of 2.0 or higher on all required General Education and support courses, with "C" or higher in each course. These courses include: BIO 112 (5 year time limit), ENG 101, MAT 120, 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.
- Note: The MLT program does not accept experiential credit for courses with an MLT prefix.
- To be certified as a Medical Laboratory Technician the graduate must pass the ASCP-BOC generalist certification examination. The cost of completing this examination 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 MLT-prefixed courses for progression and graduation.

CURRICULUM SEQUENCE

First Semester - Fall		
BIO 112*	Basic Anatomy & Physiology	4
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MLT 102	Medical Laboratory Fundamentals	3
MLT 105	Medical Microbiology	4
	TOTAL	17
Second Semester - Spring		
MLT 205	Advanced Medical Microbiology	4
MLT 115	Immunology	3
MLT 210	Advanced Hematology	4
MLT 131	Clinical Chemistry I	3
	TOTAL	14
Third Semester - Summer		
MLT 108	Urinalysis & Body Fluids	3
MLT 120	Immunohematology	4
MLT 230	Clinical Chemistry II	4
	TOTAL	11
Fourth Semester - Fall		
PSY 201	General Psychology	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
	TOTAL	13
Fifth Semester - Spring		
MLT 253	Clinical Experience III	5
MLT 254	Clinical Experience IV	5
	Humanities or Fine Arts Elective**	3
	TOTAL	13
	TOTAL CREDIT HOURS	**68**

*May substitute BIO 210 for BIO 112.
**For transfer to senior institutions, students should select HIS 201 to satisfy Reach Act requirements.

Associate in Applied Science Degree

Major: NETWORK SYSTEMS MANAGEMENT

(Continued)

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	Course Title	Semester Credit Hours
CPT 168	Programming Logic and Design	3
CPT 278	Computer Software Applications	3
IST 201	Cisco Internetworking Concepts	3
MAT 101	Beginning Algebra	3
or		
MAT 110	College Algebra	
	TOTAL	12
Second Semester - Spring		
ENG 101	English Composition I	3
or		
ENG 155	Communications I	
IST 190	LINUX Essentials	3
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
PSC 201*	American Government	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
IST 196	Cloud Storage Fundamentals	3
	TOTAL	12
Fifth Semester - Spring		

(Continued)

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**

*Students transferring to a senior institution are recommended to take PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

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	**Course Title**	**Semester Credit Hours**
Choose One:	MAT 101, MAT 102, MAT 110 or MAT 120	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 196	Cloud Storage Fundamentals	3
IST 291	Fundamentals of Network Security I	3
	TOTAL	6

(Continued)

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.

PROGRAM INFORMATION

Specific Admission Requirements for Program

Applicants must meet HGTC admission requirements prior to completing the nursing application. 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. Program admissions application is available under admissions information.

- Criminal Background Check
- Urine Drug Screening
- Submit a Health Sciences Division Student Health Record Form indicating the candidate can 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 enrollment in the first nursing course and throughout curriculum.
- 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. (BIO210, 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.
- For readmission and progression guidelines, see the Nursing Student Handbook.
- For students seeking transfer credits from other institutions, see the Nursing 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 $300 -$400.

Course Sequence and Progression Requirements

(Continued)

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. For further information regarding progression, see the Nursing Student Handbook.

CURRICULUM SEQUENCE

First Semester	Course Title	Semester Credit Hours
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		
	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**

*HIS 201 recommended for transfer students to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

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.

PROGRAM INFORMATION

Specific Admission Requirements for Program

Applicants will be accepted into the Nursing - ADN Advanced Placement 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 Advanced Placement Application by the program application deadline date to

(Continued)

be considered for admission to the next available class. Program admissions application is available above under admissions information.

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.

- 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;
- Clinical Background check and urine drug screening.
- Submit a Health Sciences Division Student Health Record Form indicating the candidate can 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 enrollment in first nursing course and throughout curriculum.
- 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 210, 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).)
- GPA of 2.75 or better on all required general education and support courses. A minimum grade of “C” is also required in all courses required for Nursing-Advanced Placement.

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.

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. For further information regarding progression, see the Nursing Student Handbook.

CURRICULUM SEQUENCE

Required General Education Courses:	**Course Title**	**Semester Credit Hours**
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
HIS 201*	American Government: Discovery to 1877	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

(Continued)

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**

*To satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.
***After successful completion of NUR 201 with a grade of C or better, the student will be awarded 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).

PROGRAM INFORMATION

Specific Admission Requirements for Program

Applicants must meet HGTC admission requirements prior to completing a nursing application. 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. Program admissions application is available above under admissions information.

- Criminal Background Check
- Urine Drug Screening
- Submit a Health Sciences Division Student Health Record Form indicating the candidate can 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 enrollment in the first nursing course and throughout curriculum.
- GPA of 2.5 or better on all required general education and support courses. A minimum grade of "C" is also required in all courses required for Nursing - PN.
- Have met one of the following two admission options:
  - Be eligible for BIO 210, ENG 101 and MAT 155 or equivalent and taken the Test of Essential Academic Skills (TEAS-V) with a minimum score of 65 and at least a 2.5 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. For BIO 210 and BIO 211, a 10 year time limit applies to applicants who hold a Bachelor's or Masters degree. Math has a 10 year time limit).
  - Have taken the TEAS-V within the last 2 years and scored a minimum of 58.7 and 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 2.5. (BIO has a 5 year time limit. For BIO 210 and BIO 211, a 10 year time limit applies to applicants who hold a Bachelor's or Masters degree. 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 the semester of admittance to PNR 110
- For students seeking transfer credits from other institutions, see the Nursing 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 $300 -$400.

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. For further information regarding progression, see the Nursing Student Handbook.

CURRICULUM SEQUENCE

(Continued)

FALL START - First Semester	Course Title	Semester Credit Hours
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		
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	Course Title	Semester Credit Hours
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	17
	Total Credit Hours	**48**

Certificate

Major: NURSING ASSISTANT

(Continued)

Students will be equipped with the necessary skills to function as high quality, entry-level health care worker in a variety of healthcare settings. Graduates will be prepared to practice safely within their scope to promote, protect and improve the health of the diverse community. Graduates of this program will be eligible to apply to take the competency exam for state certification as a Certified Nursing Assistant (CNA) in South Carolina.

PROGRAM INFORMATION

Specific Admission Requirements for Program

- Affidavit Acknowledgement form 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
- 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

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	Course Title	Semester Credit Hours
AHS 106	Cardiopulmonary Resuscitation	1
AHS 163	Long-Term Care	5
AHS 180	Health Careers Preparation	3
	TOTAL CREDIT HOURS	9

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

Associate in Applied Science Degree

Major: OCCUPATIONAL THERAPY ASSISTANT

Occupational therapy is a health care profession that specializes in helping people develop, master or regain the everyday skills necessary to live independent, productive and meaningful lives. Occupational therapy assistants work under the supervision of an occupational therapist to implement treatment interventions and meet the goals of each individual client's needs. Occupational therapy assistants perform treatment with clients of various diagnoses across the lifespan.

The program curriculum will expose the student to a wide variety of traditional and emerging occupational therapy practices and settings. Fieldwork will provide the student with the opportunity to develop, implement and assess interventions based on the client's plan of care.

The Occupational Therapy Assistant Program prepares graduates to attain the essential skills and competencies needed to sit for the National Board for Certification of Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant.

Program Information

Specific Admission Requirements for Program
The Occupational Therapy 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 OTA program. An applicant who receives notification that she/he was not admitted to the Occupational Therapy Assistant program must resubmit the Occupational Therapy 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 can perform the physical tasks required in the program prior to second semester.
- Attendance at OTA Mandatory Information Session.

(Continued)

- 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 with a certified occupational therapist or certified occupational therapy assistant. The applicant is responsible for arranging the observation experience at any site that provides occupational therapy services.
- 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.
- Note: The OTA program does not accept experiential credit for courses with an OTA prefix.
- To be licensed as a Occupational Therapy Assistant in the state of South Carolina the graduate must pass the National Board for Certification in Occupational Therapy (NBCOT) examination and apply for Occupational Therapy Assistant licensure with the Labor and Licensing Regulation Board of South Carolina. The cost of completing the NBCOT 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 OTA-prefixed courses for progression and graduation.

CURRICULUM SEQUENCE

General Education Requirements	Course Title	Semester Credit Hours
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		
OTA 101	Fundamentals of Occupational Therapy	3
OTA 105	Therapeutic Analysis in Occupational Therapy	3
OTA 142	OTA Clinical Introduction I	1
OTA 162	Psychosocial Dysfunction	3
OTA 200	Introduction to Kinesiology	3
	TOTAL	13
Second Semester - Spring		
OTA 144	OTA Clinical Introduction II	1
OTA 176	Pediatric Development and Dysfunction	4
OTA 203	Kinesiology for Occupational Therapy	3
OTA 220	Adult Physical Performance I	4
	TOTAL	12
Third Semester - Summer		
OTA 155	Gerontology	2
OTA 221	Adult Performance II	4
OTA 245	Occupational Therapy Departmental Management	2
	TOTAL	8
Fourth Semester - Fall		
OTA 108	Professional Development	1

(Continued)

OTA 262	OTA Clinical Application I	7
OTA 264	OTA Clinial Application II	7
	TOTAL	15
	TOTAL CREDIT HOURS	**68**

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	Course Title	**Semester Credit Hours**
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
	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 legal research, draft legal documents, interact with clients, other legal professionals and the courts, analyze and comply with procedural issues, and implement detailed office procedures for the efficient handling of matters in 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).

(Continued)

Program Information

Specific Admission Requirements for Program

- High School Diploma or GED
- Transferring Courses:
  - No more than 50% of the transferring students' legal specialty paralegal courses may be transferred from another institution. Each legal specialty course submitted for transfer consideration is evaluated by the program director.
  - Transferability is based on course content, hours and modality of instruction, and the grade earned in the course by the student. College transcripts and syllabi are reviewed to determine whether acceptance of transfer credits is appropriate.
  - The transferring institution's paralegal program must be approved by the American Bar Association (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college catalog.
  - 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	**Course Title**	**Semester Credit Hours**
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		
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		

(Continued)

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

The Paralegal Specialist Certificate is a Post-Degree Certificate that provides students who already possess an associate or bachelor's degree with the skills to conduct legal research, draft legal documents, interact with clients, other legal professionals, and the courts, analyze and comply with procedural issues, and implement detailed office procedures for the efficient handling of matters in specialized fields of law.

This is an accelerated one-year program option that allows students to complete their paralegal training in a shorter amount of time by transferring into the Paralegal Certificate Program 24 general education course credits from their previous degree. Students must be able to transfer in ENG 101, ENG 102, and Public Speaking (9 hours) in addition to 15 hours in at least three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities, or Foreign Languages.

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
- Transferring Courses:
  - No more than 50% of the transferring students' legal specialty paralegal courses may be transferred from another institution. Each legal specialty course submitted for transfer consideration is evaluated by the program director.
  - Transferability is based on course content, hours and modality of instruction, and the grade earned in the course by the student. College transcripts and syllabi are reviewed to determine whether acceptance of transfer credits is appropriate.
  - The transferring institution's paralegal program must be approved by the American Bar Association (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college catalog.
  - No legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.
- Computer skills are required for any paralegal position.

Course Sequence and Progression Requirements

(Continued)

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

CURRICULUM SEQUENCE

In addition to the 36 credit hours below of LEG 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	Course Title	Semester Credit Hours
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

- Affidavit Acknowledgement form prior to acceptance.
- Criminal Background Check is required prior to registering for AHS 141.
- Urine Drug Screening 30 days prior to start of AHS 167 clinical.

CURRICULUM SEQUENCE

First Semester -	Course Title	Semester

(Continued)

(These courses are offered every semester.)		Credit Hours
AHS 102	Medical Terminology	3
AHS 180	Health Careers Preparation	3
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	16
Second Semester - offered Spring Semester ONLY		
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	**31**

*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

- Affidavit Acknowledgement form prior to acceptance.
- Criminal Background Check is required prior to registering for AHS 141.
- Urine Drug Screening, 30 days prior to the start of AHS 167 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
- 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	Course Title	Semester

(Continued)

		Credit Hours
AHS 106	Cardiopulmonary Resuscitation	1
BIO 110	General Anatomy & Physiology*	3
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.

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 (2-year time limit).
- 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 (3-year time limit). The applicant is responsible for arranging the experience at approved facilities. A list of local facilities is available on the department webpage.
- GPA of 2.75 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, 10 year time limit if already completed Bachelor or Master degree programs), 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.
- Completion of TEAS test (2-year time limit).
- Not have two unsuccessful (D, F, W or WF) attempts in the first technical semester course of the PTA program within the last two academic years.

Course Sequence and Progression Requirements

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

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CURRICULUM SEQUENCE

General Education Requirements	Course Title	Semester Credit Hours
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 242	Orthopedic Management	4
PTH 244	Rehabilitation	4
	TOTAL	8
Fourth Semester - Fall		
PTH 235	Interpersonal Dynamics	2
PTH 253	Clinical Practice II	3
PTH 275	Advanced Professional Preparation	1
PTH 276	Physical Therapy Practicum II	6
	TOTAL	12
	TOTAL CREDIT HOURS	**71**

Certificate

Major: POLICE PRE-ACADEMY TRAINING

The Police Pre-Academy Training (PPAT) Certificate is being offered by HGTC in cooperation with the South Carolina Criminal Justice Academy (SCCJA) in Columbia, SC.

The PPAT certificate is a four (4) course program offered in one semester where candidates will receive the training equivalent to the first four (4) weeks of the 12-week Basic Law Enforcement Training (BLET) at the SCCJA. Candidates will be receiving training on the same topics required through the SCCJA and, after successful completion, will receive college credit as well as satisfying the first four

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weeks of the 12 weeks of the BLET at SCCJA. Students choosing to do so can transfer the four (4) courses into the HGTC Associate in Criminal Justice and possibly to other colleges.

Candidates will have to successfully pass an SCCJA exam after each course for credit. Upon completing the PPAT Certificate, candidates will seek employment with a city or county law enforcement agency in South Carolina within one year. After gaining employment with a city or county law enforcement agency, the candidate will be sponsored to the SCCJA for the remaining 8-weeks of the BLET. Upon acceptance to the BLET at the SCCJA, the candidate will have to pass a cumulative exam based on the PPAT Certificate courses and satisfy other statewide requirements for admission to the SCCJA, such as a physical agilities course. Upon completing the BLET at the SCCJA, the candidate will be a certified law enforcement officer in South Carolina.

Scholarships and other financial aid sources are available for tuition and fees. These financial aid sources include South Carolina Lottery, SCWins, and GEERS. Application for these funds will be available when applying for the Police Pre-Academy Training (PPAT) Certificate.

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 law enforcement agency.
- Applicant must be 20-years of age or older.

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

	Course Title	Semester Credit Hours
CRJ 281	Police Science I	3
CRJ 282	Police Science II	3
CRJ 283	Police Science III	3
CRJ 284	Police Science IV	3
	TOTAL	12
	TOTAL CREDIT HOURS	**12**

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.

For more information about HGTC's accreditations, click here.

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. Students are required to successfully complete one of the

(Continued)

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	**Course Title**	**Semester Credit Hours**
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.

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 weighted 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. Program admissions application is available above under admissions information. In addition, prospective students must:

- Complete a Criminal Background Check prior to acceptance.
- Submit a 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 admission in the first radiography course.
- Complete and pass the General Hospital Orientation.
- Provide 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 (BIO 210, ENG 101, MAT 110 or 120) 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.

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- 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 ($235) and Licensing Exam fees of $450+.

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	Course Title	Semester Credit Hours
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 III	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
RAD 220	Selected Imaging Topics	3
RAD 278	Advanced Radiography III	8
	Humanities*	3
	TOTAL	16
	TOTAL CREDIT HOURS	**89**

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*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)

Private residence and local businesses need 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 at HGTC prepares graduates for employment as an installation specialist, service technician, service manager, or sales representative in the residential and/or light commercial heating, air-conditioning and refrigeration service industry. The essentials of the mechanical and electrical systems of contemporary air-conditioning, heating and refrigeration systems are addressed throughout the program through extensive course work and hands-on lab experience. This program is approved by the local HVAC industry through a program advisory committee.

Program Information

Students must start the Residential HVAC program during the Fall Semester.
Students will be required to purchase the HVAC program tool kit to complete their lab assignments and prepare them for work. The tool kit list, with purchasing options, will be provided at the beginning of the semester.
To complete the ACR 210 Heat Pump class, which is required to graduate, a student must pass the EPA 608 Core and Type II exam. Additionally, all students are required to take the Residential Air Conditioning and Heating Industrial Competency Exam (ICE).

To receive the Residential HVAC certificate, students must have a 2.0 or better combined GPA in all ACR-prefixed courses.

Day Curriculum Sequence

First Semester - Fall	Course Title	Semester Credit Hours
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

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ACR 160	Service Customer Relations	3
ACR 206	Advanced Electricity	2
Fourth Semester - Spring		
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	**Course Title**	**Semester Credit Hours**
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.

PROGRAM INFORMATION

Specific Admission Requirements for Program

- Graduation from high school or successful completion of the G.E.D (General Education Development) test;

(Continued)

- Criminal Background Check;
- Urine Drug Screening;
- Meet the criteria for admission to HGTC. This includes submission of 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 or ACT
- 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.
- Applicants must be at least 17 years of age by the semester of admittance to RES 101.

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.
- Be eligible for BIO 210, ENG 101 and MAT 110 or MAT 120 and met the required score of at least 70 on the Test of Essential Academic Skills (TEAS). TEAS Scores are valid for 2 years from testing date. Students may retest every 3 months. There is a 5-year time limit on BIO courses and a 10-year time limit on MAT courses.

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	Course Title	Semester Credit Hours
		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
RES 249	Comprehensive Applications	2
	TOTAL	10

(Continued)

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 242	Advanced Respiratory Care Transition	1
RES 244	Advanced Respiratory Skills I	4
RES 254	Advanced Clinical Studies II	7
	TOTAL	12
	TOTAL CREDIT HOURS	**82**

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.

CURRICULUM SEQUENCE

First Semester - Fall	**Course Title**	**Semester Credit Hours**
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.

Certificate

Major: SURGICAL TECHNOLOGY

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.

CURRICULUM SEQUENCE

(Continued)

First Semester - Fall	Course Title	Semester Credit Hours
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.

Associate in Applied Science

Major: SURGICAL TECHNOLOGY

The Associate in Applied Science, Surgical Technology degree prepares skilled students to enter into the healthcare environment as surgical technologist. Graduates work under the supervision and delegatory authority of a surgeon to facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists are experts in the theory and application of the principles of asepsis and sterile technique to combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
AHS 102	Medical Terminology	3
BIO 210	Anatomy & Physiology I	4
	Humanities	3
SUR 101	Introduction to Surgical Technology	5
SUR 126	Principles of Surgical Pharmacology	1
	TOTAL	16
Second Semester - Spring		
BIO 211	Anatomy & Physiology II	4
ENG 155	Communications I	3
SUR 102	Applied Surgical Technology	5
SUR 103	Surgical Procedures	4
	TOTAL	16
Third Semester - Summer		
SUR 104	Surgical Procedures II	4
SUR 112	Surgical Practicum	4
	TOTAL	8
Fourth Semester - Fall		
BIO 225	Microbiology	4

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SUR 105	Surgical Procedures III	4
SUR 113	Surgical Practicum II	6
	TOTAL	14
Fifth Semester - Spring		
PSY 201	General Psychology	3
SUR 114	Surgical Specialty Practicum	7
SUR 120	Surgical Seminar	2
	TOTAL	12
	TOTAL CREDIT HOURS	**66**

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

First Semester - Spring	**Course Title**	**Semester Credit Hours**
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

Make a difference as an educator. If your career goal is teaching in a K-12 setting, HGTC's Teacher Education degree is a great first step. You'll gain the tools needed to help students of all ages learn, grow, and succeed in school. After completing this A.A.S. degree, you can either start working in the education sector as a paraprofessional or pursue a bachelor's degree.

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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 agreements 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 College of Education at senior institutions requires passing scores on the PRAXIS I; HGTC offers PRAXIS preparation opportunities (EDU 102).

The HGTC/CCU partnership has been designated a SC CREATE Center. SC CREATE allows full-time employees in SC public and charter schools to receive cost-free course work to complete add-on, alternative, or initial licensure in special education and various related services personnel areas. The HGTC/CCU Center allows qualified recipients to earn their AAS in Teacher Education and their Bachelor of Arts in Special Education fully distanced and online. To apply, students can visit https://ed.sc.gov/districts-schools/special-education-services/projects-and-supports/create/.

Teachers are in high demand in South Carolina, and qualifying teachers can have their student loans forgiven through the South Carolina Teachers Loan Program. Teacher Education students may also qualify for the SC WINS scholarship.

SPECIFIC ADMISSION REQUIREMENTS FOR PROGRAM

- Criminal Background Check is a prerequisite to EDU 102 and EDU 110.

CURRICULUM SEQUENCE

GENERAL EDUCATION REQUIREMENTS				**Semester Credit Hours**
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
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

(Continued)

EDU 110	Careers in Education	3
EDU 200	Foundations of Special Education	3
EDU 201	Classroom Inquiry with Technology	3
EDU 241	Learners & Diversity**	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-3rd)** 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	PSY 201			

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:

ECD 135	GEO 102	HIS 101	HIS 201	MAT 251
PSY 203	PSY 210			

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 210, 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 interested in **Physical Education (pK-12th)** should talk with their advisor. It is recommended students take the following elective courses:

BIO 210	BIO 211	PSY 203	PSY 210

TOTAL CREDIT HOURS **65**

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: UNIVERSITY STUDIES

HGTC's University Studies Certificate offers students interested in transferring to a senior college or university the opportunity to earn a certificate prior to transferring. This certificate offers foundational courses to prepare students for their next educational step, while allowing them to explore courses that could lead to a career of their choice. Students pursuing this certificate will complete 27 hours at HGTC prior to transferring to a senior institution.

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		Semester Credit Hours
English Composition and Speech		
TWO courses from the following:		
ENG 101	English Composition I	3

(Continued)

ENG 102	English Composition II			3
SPC 205	Public Speaking			3
		Total Credit Hours Needed		**6**

Natural/Physical Science and/or Mathematics

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

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 110	MAT 111	MAT 120
MAT 130	MAT 140	MAT 141	MAT 240	MAT 242
PHY 201	PHY 202	PHY 221	PHY 222	
		Total Credit Hours Needed		**6**

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	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

ONE course to be chosen from the following courses:

ANT 101	ECO 210	ECO 211	GEO 101	GEO 102
PSC 201*	PSY 201	PSY 203	PSY 210	PSY 212
SOC 101	SOC 102	SOC 205	SOC 210	SOC 220
		Total Credit Hours Needed		**3**

GENERAL ELECTIVES

TWO 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 110	BIO 112	BIO 127	BIO 209	BIO 210****
BIO 211	BIO 225	CHM 105	CHM 110	CHM 111
CHM 211	CHM 212	CPT 114	ECO 210	ECO 211
ENG 160	ENG 201	ENG 202	ENG 205	ENG 205
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 118
PHY 201	PHY 202	PHY 221	PHY 222	PSC 201*
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		**6**
		TOTAL CREDIT HOURS		**27**

*Students transferring to a senior institution are recommended to take HIS 201 or PSC 201 at HGTC to satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

(Continued)

****BIO 210 grades are used as an admission requirement to multiple health care related programs, therefore students are strongly encouraged to complete a college level lab science or high school biology course prior to enrolling in BIO 210.

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 for physicians to clearly assess the circulatory system, providing more accuracy when determining a patient's condition and course of treatment. Students completing the program are eligible to take the vascular sonography registry exam through the ARDMS (American Registry of Diagnostic Medical Sonography). See the program mission statement.

PROGRAM INFORMATION

Specific Admission Requirements for Program

All eligible students must complete the program application form and submit proof of successful completion of an accredited ultrasound program or current credentials with the American Registry of Diagnostic Medical Sonography (ARDMS), American Registry of Radiologic Technologists (ARRT) or Cardiovascular Credentialing International (CCI) as RDMS, RCDS, RT(S), RCS, ACS or RCCS.

- Must pass Criminal Background Check 30 days prior to clinical.
- Must pass 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..
- 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 $250.

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 program 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 Vascular Sonography 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	Course Title	Semester Credit Hours
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 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 www.hgtc.edu. 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, etc.) or specific program requirements. Placement test scores are not listed under each course but 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".

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 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 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.

AET 201 Building Systems II 2-3-3
Prerequisites: *BCT 223*

This course covers mechanical systems, electrical systems and code requirements for 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 141 Phlebotomy for HealthCare Prov 2-3-3

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 180 Health Careers Preparation 3-0-3

This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success.

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 Manufacturing

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 102 Computer Controlled Machinery 2-6-4

Prerequisites: *AMT 105*

This course covers the fundamentals of robot geometry, controls mechanisms, sensors, programming, installation, safety and maintenance, and other computer controlled systems.

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 105*

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

AOT 134 Office Communications 3-0-3

This course is a study of grammar, punctuation, and written communication skills for the office environment.

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 105 and AOT 134*

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 270 SCWE in Admin Office Technolog 0-12-3

Prerequisites: *AOT 134 and AOT 180*
Corequisites: *AOT 210, AOT 220*

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*
Corequisites: *ARV 261*

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 and CGC 106*

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 and CGC 106*
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 276 Studio Practicum I **2-3-3**
Prerequisites: *ARV 162 and CGC 106*
Corequisites: *ARV 280*

This course includes advanced practical projects in graphic design, multimedia, animation, web design, photography, and/or computer imagery.

ARV 280 Visual Arts Exit Portfolio **2-3-3**
Prerequisites: *ARV 162 and CGC 106*
Corequisites: *ARV 276*

This course covers the preparation of students' job-seeking or academic placement portfolios. The course includes lectures, demonstrations and studio work.

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 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.

BCT 223 Residential Mechanical Sys **2-3-3**

This course is a study of the workings of the basic HVAC, electrical, and plumbing systems found in residential structures.

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

Prerequisites: *(*
Corequisites: *ENG 101, ENG 102*

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

Corequisites: *CUL 104*

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

BKP 121 Cake Decorate & Finish Tech 2-3-3

Corequisites: *CUL 104*

This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.

BKP 125 Hot and Cold Desserts 2-3-3

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 soufflÃ©s. Students will prepare desserts with suitable sauces and garnishes.

BKP 181 Candies & Confectionaries 2-3-3

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

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 and BKP 181 and BKP 210*

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

This course prepares students for advanced specialty cake production.

BKP 222 Chocolate and Sugar 2-3-3

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: *BKP 125 and BKP 222 and BKP 181 and BKP 210*

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*

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 130 Business Communications 3-0-3
Prerequisites: *(ENG 155 or ENG 101) and (MAT 155 or MAT 101)*

This course covers the application of communication skills to situations routinely encountered in business environments.

BUS 135 Wage and Sa 3-0-3
Prerequisites: *(ENG 155 or ENG 101) and (MAT 155 or MAT 101)*

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

BUS 136 Compensation & Benefits Analys 3-0-3
Prerequisites: *(ENG 155 or ENG 101) and (MAT 155 or MAT 101)*

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

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 180 Social Media in Business 3-0-3
Prerequisites: *(ENG 155 or ENG 101) and (MAT 155 or MAT 101)*

This course is a study of social media use in business. Students explore different social media outlets and interact with a variety of social media platforms that support business strategies.

BUS 190 Business Analytics I 3-0-3
Prerequisites: *(ENG 155 or ENG 101) and (MAT 155 or MAT 101)*

This course introduces basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis.

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 190*

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

CET — Civil Engineering Tech

CET 115 Mechanical & Elect Sys 0-6-2

This course is a study of mechanical and electrical design criteria for residential and light commercial structures.

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 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.

CNC — Comp Numerical Control Pro

CNC 206 Additive Mfg for Non-Metals 0-3-1

This course is an introduction to the photo polymerization, extrusion, and jetting systems in additive manufacturing. The student will set-up and operate a variety of additive machines.

COS — Cosmetology/Esthetics

COS 106 Facials and Makeup 1-6-3

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108 Nail Care 1-6-3

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

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114 Hair Shaping 1-9-4

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

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

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 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 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

This course focuses on changes in computer technology.

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 240 Internet Prog with Databases 2-3-3

Prerequisites: *(CPT 162*
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

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

CRJ 145 Juvenile Delinquency 3-0-3

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

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

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

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 222 Ethics in Criminal Justice 3-0-3

This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 Police Community Relations 3-0-3

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

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

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

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

This course studies established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 242 Correctional Systems 3-0-3

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

This course includes a study of new trends in criminal justice.

CRJ 271 Correctional Science I 3-0-3

This course covers security procedures, stress management, booking & admissions, DT use of force, classification procedures, and searches and security.

CRJ 272 Correctional Science II 3-0-3

This course covers defensive tactics, including countermeasures, pressure point control, handcuffing, joint manipulations, considerations for special needs and diversity, report writing, Naloxone administrator, interpersonal communications, disciplinary, emergency and transportation procedures.

CRJ 273 Correctional Science III 3-0-3

This course covers fingerprinting, release procedures, street gang recognition, ethics, and spontaneous knife defense.

CRJ 281 Police Science I 3-0-3

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, and Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 282 Police Science II 3-0-3

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 283 Police Science III 3-0-3

Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 284 Police Science IV 3-0-3

Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

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

Corequisites: *CUL 104*

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: *(*

Corequisites: *CUL 235, MAT 155, MAT 101, 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

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

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

Corequisites: *CUL 104*

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record keeping 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 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 1-6-3

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

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

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

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 studentâ€™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

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

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

ECD 107 Exceptional Children 3-0-3

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108 Family and Community Relations 3-0-3

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 Administration & Supervision 3-0-3

Prerequisites: *ECD 101*

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

ECD 131 Language Arts 2-3-3

This course is a study of methods and materials in age-appropriate language experiences. Opportunities provided to develop listening, speaking, 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

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

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

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 205 Socialization & Group Care of 3-0-3

Prerequisites: *ECD 101*

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

ECD 237 Methods and Materials 2-3-3

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

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environment of early childhood principles and practices.

ECD 252 Divers Iss in Early Care & Edu 3-0-3

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 201 Economic Concepts 3-0-3

Prerequisites: *(ENG 101 or ENG 155) and (MAT 101 or MAT 155)*

This course is a study of micro- and macro-economic concepts and selected economic problems.

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, Ohmâ €™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 2-6-4

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohmâ€™s Law, Kirchhoffâ€™s laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 114 Electrical Circuits II 2-6-4

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 2-6-4

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 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 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

Corequisites: *ENG 155*

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

Prerequisites: *(ENG 155 or ENG 101*

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

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 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 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

Corequisites: *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**
Prerequisites: *CPT 187*

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 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: *BIO 112 or BIO 210 or BIO 211 or BIO 110 and AHS 102*

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 **2-3-3**
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 **0-9-3**
Prerequisites: *HIM 141 and HIM 225 and HIM 250*
Corequisites: *HIM 264*

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 **2-3-3**
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 140 and HIM 216 and HIM 130 and HIM 135*
Corequisites: *HIM 141, HIM 225*

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.

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 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

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

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: *and ENG 101*
Corequisites: *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 and HUS 230 and HUS 209 and HUS 221*

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.

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 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

Prerequisites: *CPT 168 and IST 201*

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

Prerequisites: *(IST 192*

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 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

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

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

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 230*

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 285 Cybersecurity Capstone 3-3-4

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

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

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.

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 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

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. (Legal Specialty)

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

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. (Legal Specialty)

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. (Legal Specialty)

LEG 242 Law Practice Workshop 1-6-3

This course includes the application of substantive knowledge in a practical situation as a paralegal. (Legal Specialty)

LEG 245 Real Estate Law I 3-0-3

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. (Legal Specialty)

LEG 252 Business Applications 3-0-3

This course introduces computer applications in various business transaction settings using general and legal software programs. (Legal Specialty)

MAT — Math

MAT 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: *ENG 155*

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 210 Employee Selection & Retention 3-0-3

Prerequisites: *(ENG 155 or ENG 101) and (MAT 155 or MAT 101)*

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

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.

MKT 250 Consumer Behavior 3-0-3

Prerequisites: *(ENG 155 or ENG 101) and (MAT 101 or MAT 155)*

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

MKT 260 Marketing Management 3-0-3

Prerequisites: *(ENG 101 or ENG 155) and (MAT 101 or MAT 155)*

This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.

MLT — Medical Laboratory Tech

MLT 102 Medical Lab Fundamentals 2-3-3

Corequisites: *MLT 105, BIO 112, BIO 210, ENG 101, MAT 120*

This course introduces basic concepts and procedures in medical laboratory technology.

MLT 105 Medical Microbiology 3-3-4

Corequisites: *BIO 112, BIO 210, ENG 101, MAT 120, MLT 102*

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

MLT 108 Urinalysis and Body Fluids 2-3-3

Prerequisites: *MLT 205 and MLT 115 and MLT 131 and MLT 210*
Corequisites: *MLT 120, MLT 230*

This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 115 Immunology 2-3-3

Prerequisites: *MLT 102 and MLT 105*
Corequisites: *MLT 210, MLT 205, MLT 131*

This course provides a study of the immune system, disease states, and the basic principles of immunological testing.

MLT 120 Immunohematology 3-3-4

Prerequisites: *MLT 102 and MLT 205 and MLT 115 and MLT 131 and MLT 210*
Corequisites: *MLT 108, MLT 230*

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

MLT 131 Clinical Chemistry 3-0-3

Prerequisites: *MLT 102 and MLT 105*
Corequisites: *MLT 205, MLT 115, MLT 210*

This course provides a study of the chemical elements in human blood and body fluids and their relationship to organ system function. Testing methods, interferences, quality control and clinical correlations will be emphasized.

MLT 205 Advanced Microbiology 3-3-4

Prerequisites: *MLT 102 and MLT 105 and (BIO 112 or BIO 210) and ENG 101 and MAT 120*
Corequisites: *MLT 115, MLT 210, MLT 131*

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

MLT 210 Advanced Hematology 3-3-4

Prerequisites: *and MLT 102 and MLT 105*
Corequisites: *MLT 205, MLT 115, MLT 131*

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

MLT 230 Advanced Clinical Chemistry 3-3-4

Prerequisites: *MLT 205 and MLT 115 and MLT 131 and MLT 210*
Corequisites: *MLT 120, MLT 108*

This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.

MLT 251 Clinical Experience I 2-9-5

Prerequisites: *MLT 108 and MLT 120 and MLT 230*
Corequisites: *MLT 252, PSY 201*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 252 Clinical Experience II 2-9-5

Prerequisites: *MLT 108 and MLT 120 and MLT 230*
Corequisites: *MLT 251, PSY 201*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 253 Clinical Experience III 2-9-5

Prerequisites: *(MLT 251 and MLT 252) and PSY 201*
Corequisites: *MLT 254*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 254 Clinical Experience IV 2-9-5

Prerequisites: *(MLT 251 and MLT 252) and PSY 201*
Corequisites: *MLT 253*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

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

Corequisites: *MTH 121, MTH 136, MTH 120*

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.

MTH 126 Pathology for Massage Therapy 1-3-2

Prerequisites: *MTH 113 and MTH 120 and MTH 121 and MTH 122*

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

MTH 128 Clinical Apps of Massage 2-6-4

Prerequisites: *MTH 136 and MTH 120 and MTH 121 and MTH 122*
Corequisites: *MTH 113, MTH 132, MTH 135*

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

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.

MTH 141 Pharmacology for Massage 1-0-1

Prerequisites: *MTH 113 and MTH 120 and MTH 121 and MTH 122*

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 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 241 Jigs and Fixtures I 1-3-2

Prerequisites: *MTT 101*
Corequisites: *CNC 206, MTT 249, MTT 250*

This course includes the theory necessary to design working prints of simple jigs and fixtures.

MTT 245 Rapid Prototype Setup & Op 1-6-3

This course is an introduction to the set-up, operation, prototyping of parts, maintenance, and safety of rapid prototyping equipment.

MTT 249 Introduction to CAM 2-3-3

Prerequisites: *MTT 112 and MTT 106*
Corequisites: *CNC 206, 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: *CNC 206, 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: *MTT 245, 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: *MTT 245, 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: *MTT 245, 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: *MTT 245*
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 106 Spreadsheet & Word Processing 0-3-1

This course covers the use of computer spreadsheets and word processing applications used in natural resource professions. The processes used to analyze and report field data is covered in this course as well.

NRM 130 Outdoor Recreation Management 2-3-3

Corequisites: *ENG 155, ENG 101*

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

NRM 151 Vertebrate Natural History 2-3-3

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

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: *NRM 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 209 Remote Sensing & Dig Image 2-3-3

Prerequisites: *NRM 207*

This course is a study of basic concepts of remote sensing, including the use of aerial photography and satellite imagery and their integration into a geographic information system. This course covers classifying, reprojecting, filtering, analyzing and modifying images from a variety of sources.

NRM 245 Wildlife Mgmt & Techniques 2-3-3

Corequisites: *ENG 155, ENG 101*

This course is a basic study and application of management and monitoring practices which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, applied techniques of wildlife management and improving wetlands are included.

NRM 250 Wetlands Ecology 2-3-3

Prerequisites: *FOR 130*
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 2-9-5

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.

OTA — Occupational Therapy Asst

OTA 101 Fund of Occupational Therapy 3-0-3

Prerequisites: *ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120)*

This course introduces basic principles in occupational therapy including the philosophy, history, current trends, emerging practice areas, models and theories of the profession. The Occupational Therapy Framework is also discussed.

OTA 105 Therapeutic Analysis in OT 2-3-3

Prerequisites: *ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120)*

This course focuses on the observation and analysis of therapeutic exercise, activities, and human occupations across the lifespan. Coursework incorporates hands-on experience into the application of therapeutic interventions.

OTA 108 Professional Development 1-0-1

Prerequisites: *OTA 155 and OTA 221 and OTA 245*
Corequisites: *OTA 264, OTA 262*

This course introduces the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, life-long learning opportunities and preparation for the NBCOT certification examination.

OTA 142 OTA Clinical Intro I 0-3-1

Prerequisites: *ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120)*
Corequisites: *OTA 101, OTA 105, OTA 162, OTA 200*

This course introduces fundamental knowledge and the application of professional behaviors during the provision of occupational therapy services. Students will learn about observation and interaction skills under the guidance and direction of fieldwork supervisors.

OTA 144 OTA Clinical Introduction II 0-3-1

Corequisites: *OTA 176, OTA 203, OTA 220*

This course will facilitate continued development of observation and interaction skills in an occupational therapy setting under the guidance and direction of fieldwork supervisors.

OTA 155 Gerontology 1-3-2

Prerequisites: *OTA 144*

This course explores the role of occupational therapy with the elderly population, including physical, cognitive, and psychosocial changes of aging, and sensory loss and compensation. Disease processes and occupational therapy evaluation and treatment principles are emphasized.

OTA 162 Psychosocial Dysfunction 2-3-3

Prerequisites: *ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120)*

This course examines the occupational therapy process related to psychosocial challenges across the life span. Topics include pathologies, interventions, and promotion of health and wellness.

OTA 176 Pediatric Dev and Dysfunction 3-3-4

Prerequisites: *OTA 142*

This course addresses normal growth and development, disabilities and delays from birth through adolescence. Topics include assessments, treatment planning, and interventions in various practice settings.

OTA 200 Intro to Kinesiology 2-3-3

Prerequisites: *ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120)*

This course is a study of functional movement of the human body. The course provides an introduction to normal and abnormal musculoskeletal and neuromuscular anatomy with an emphasis on goniometry measurement and muscular testing.

OTA 203 Kinesiology for Occup Therapy 2-3-3

Prerequisites: *OTA 142*

This course includes the identification and analysis of the components of human motion related to occupational therapy.

OTA 220 Adult Physical Performance I 3-3-4

Prerequisites: *OTA 142*

This course introduces the role of occupational therapy in medical, orthopedic, neurologic, and multisystem conditions common in the adult population. Etiology, symptomology, and effects on occupation are discussed.

OTA 221 Adult Physical Performance II 3-3-4

Prerequisites: *OTA 144*

This advanced course explores the clinical application of occupational therapy intervention to diagnoses commonly encountered in the adult population.

OTA 245 Occup Therapy Dept Mgmt 1-3-2

Prerequisites: *OTA 144*

This course covers the operation of an occupational therapy clinic, including inventory, supervision and quality assurance.

OTA 262 OTA Clinical Application I 0-21-7

Prerequisites: *OTA 155 and OTA 221 and OTA 245*
Corequisites: *OTA 264, OTA 108*

This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, enabling students to transition into the role of entry-level OTA. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges.

OTA 264 OTA Clinical Application II 0-21-7

Prerequisites: *OTA 155 and OTA 221 and OTA 245*
Corequisites: *OTA 262, OTA 108*

Under the direct supervision of an experienced OTR or COTA, students will build on acquired knowledge and skills as they further develop into entry-level OTA practitioners.

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 and PTH 221 and PTH 205 and PTH 204 and PSY 203*

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: *BIO 210 and BIO 211 and (MAT 110 or MAT 120)*
Corequisites: *PSY 203, PTH 221, PTH 204*

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: *BIO 211 and BIO 210 and (MAT 110 or MAT 120)*
Corequisites: *PSY 203*

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

PTH 234 Clinical Education I 0-9-3

Prerequisites: *PTH 205 and PTH 101 and PTH 221 and PTH 204 and PSY 203*

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 244 and PTH 242*

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: *PTH 101 and PTH 221 and PTH 205 and PTH 204 and PSY 203*

This course provides the practical application of therapeutic exercise.

PTH 242 Orthopedic Management 2-6-4

Prerequisites: *PTH 202 and PTH 240 and PTH 234 and PTH 270*

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

PTH 244 Rehabilitation 2-6-4

Prerequisites: *PTH 202 and PTH 234 and PTH 240 and PTH 270*

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 242 and PTH 244*

This course involves the studentâ€™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 2-3-3

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 244 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 244 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 1-15-6

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 3-3-4

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.

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.

RES 152 Clinical Applications II 0-9-3

This course includes practice of respiratory care procedures in the hospital setting.

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.

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.

RES 242 Adv Respiratory Care Trans 0-3-1

Prerequisites: *RES 236 and RES 204 and RES 253*
Corequisites: *RES 244, RES 254*

This course provides a comprehensive review of respiratory care.

RES 244 Advanced Respiratory Skills I 3-3-4

Prerequisites: *RES 204 and RES 236 and RES 253*
Corequisites: *RES 242, RES 254*

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.

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.

RES 254 Adv Clinical Studies II 0-21-7

Prerequisites: *RES 204 and RES 236 and RES 253*
Corequisites: *RES 242, RES 244*

This course includes clinical instruction in advanced patient care practice.

SAC — School-Age Child Care

SAC 101 Best Prac in School Age and **3-0-3**

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

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 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 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.

SUR — Surgical Technology

SUR 101 Intro to Surgical Technology 3-6-5
Prerequisites: *(*
Corequisites: *BIO 210, AHS 102, SUR 126*

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

SUR 102 Applied Surgical Technology 3-6-5
Prerequisites: *SUR 101 and SUR 126*
Corequisites: *SUR 103*

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 126*
Corequisites: *SUR 102*

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 3-3-4
Prerequisites: *SUR 102 and SUR 103*
Corequisites: *SUR 112*

This course is a study of the various specialties of surgical procedures.

SUR 105 Surgical Procedures III 3-3-4
Prerequisites: *SUR 104 and SUR 112*
Corequisites: *SUR 113*

This course is a study of advanced specialties of surgical procedures.

SUR 112 Surgical Practicum I 0-12-4
Prerequisites: *(SUR 102 and SUR 103)*
Corequisites: *SUR 104*

This course includes the application of perioperative theory under clinical supervision.

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 114 Surgical Specialty Practicum 1-18-7
Prerequisites: *SUR 105 and SUR 113*
Corequisites: *SUR 120*

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

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.

SUR 126 Principles of Surgical Pharmac 1-0-1

This course is a study of therapeutic agents and mathematical concepts in relation to the perioperative setting.

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 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 covers modern methods of applying herbicides, fungicides, insecticides, and nematocides. Special emphasis is placed on calibration of equipment, dilution techniques, and accurate application of minute quantities of pesticides over large areas.

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
Robert P. Hucks, II, Vice Chair
Orrie E. West, Secretary
Jon D. "David" McMillan
Fedrick D. Cohens
Brent D. Groome
Donald W. Helms
Dr. Robert J. Farrar
Y. Melvin Nobles

President, Cabinet and 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

Harold N. Hawley - Vice President and Chief Financial Officer

- CPA, Certified Public Accountant
- M.B.A., Business Administration, University of Richmond
- B.S., Business Administration-Accounting, Radford University

Lori Heafner - Vice President, Institutional Effectiveness & Development

- 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

Lari Roper - Director of Marketing

- B.A., Art/Advertising, Columbia College

Jacquelyne Snyder - Vice President for Human Resources

- M.S., Human Resource Management, University of South Carolina
- B.S., Business Administration, University of South Carolina

Dr. Jennifer Wilbanks - Executive Vice President for Academic and Workforce Development

- 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

Joseph Bonaparte - Executive Director of the International Culinary Institute in Myrtle Beach and Workforce Development

- M.S., Hospitality Management, University of Houston
- B.S., Hotel & Restaurant Management, University of Houston
- Diploma, Slow Food – Master Italian Cooking, Instituto Superiore Di Gastronomia

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
School of Nursing and Health Science

- M.S.N./Ed., Nursing, Specialization in Health Care Education, University of Phoenix
- B.S., Nursing, University of North Carolina, Chapel Hill
- Certificate in Executive Nursing Education Leadership, Liberty University

Brandon Haselden - Assistant Vice President/Dean for Academic and Workforce Development
School of Advanced Manufacturing, Engineering, Business and Natural Resources

- A.A.S., Machine Tool, Horry Georgetown Technical College

Dr. Candace Howell - Assistant Vice President for Academic Affairs/Dean
School 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

Dr. Cynthia Johnston - Assistant Vice President for Recruitment and Engagement

- Ph.D., Higher Education Administration, Coastal Carolina University
- 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
- B.A., History, Rhode Island College

Dr. Daniel C. Wysong - Assistant Vice President for Academic Affairs/ Dean
School of Public Service, Teacher Education and Computer Technology

- Ph.D., Human Services - Criminal Justice, Capella University
- Ph.D., Educational Administration, University of South Carolina
- Ed.S., Adult Education, University of Southern Mississippi
- M.S., Criminal Justice, University of Southern Mississippi
- B.A., Administration of Justice, William Carey College
- A.A.S., Law Enforcement, Mississippi Gulf Coast Junior College

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	843-477-2045
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			Fowler Dining Room 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 843-448-6200	Georgetown County Schools 843-546-0219	Horry County Schools 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 myHGTC	843-349-8324		
Personal Services	Cosmetology		Esthetics

	843-349-5245		843-477-2111 Massage 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