2014-15 CATALOG & STUDENT HANDBOOK
UPDATE - FEBRUARY 2015

Conway Campus
(843) 347-3186
2050 Highway 501 East • Post Office Box 261966 • Conway, South Carolina 29528-6066
Five miles east of Conway on US Highway 501, eight miles west of the Atlantic Intra-Coastal Waterway

Georgetown Campus
(843) 546-8406 • Fax (843) 546-1437
4003 South Fraser Street, Georgetown, South Carolina 29440-9620
Two miles south of Georgetown near the Georgetown Airport

Grand Strand Campus
(843) 477-0808 • Fax (843) 477-0775
743 Hemlock Avenue, Myrtle Beach, South Carolina 29577
Two miles south of Coastal Grand Mall, near The Market Common, between U.S. 17 Bypass and U.S. 17 Business

1-888-544-HGTC (4482) • On the web at http://www.hgtc.edu

Disclaimer: Every attempt has been made to verify the accuracy and completeness of this document at the time of printing. This document does not constitute a contract between Horry Georgetown Technical College and any individual or group. This catalog is based on timely completion of your program of study. Check with DegreeWorks in WaveNet or with your academic advisor for the most current information.
Dear Student,

By enrolling at Horry Georgetown Technical College, you’ve made a big step towards a rewarding future. You’ve selected one of the best technical colleges in the South.

Nearly 8,000 students enrolled in more than ninety academic programs make all three campuses of Horry Georgetown Technical College dynamic year-around. From culinary arts to sports tourism, forestry to engineering technology, HGTC students choose from more career options today than ever before. Ninety-four percent of HGTC graduates get jobs or transfer to four-year colleges, and about ninety percent merit some form of financial aid. Tuition remains reasonable, and under the Program for Accelerated College Enrollment (PACE), high school juniors and seniors earn college credit, saving families thousands of dollars in college costs.

HGTC’s job-focused programs are why we say, “Real jobs start here.” Students have opportunities for internships in their chosen fields and access to a career resource center that helps students network with prospective employers. HGTC’s student-friendly faculty sustain strong networks among local business and industry, while imparting in classes the knowledge to succeed.

And when you’re not in class, remember that college is also about having fun. So join a student organization and meet others who may well become lifelong friends.

Thank you for choosing HGTC, and best wishes for fulfilling your dreams.

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

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

As a member of the South Carolina Technical College System, the College is a public, two-year technical college, enrolling 7,500 to 9,000 college credit curriculum students during the fall semester and providing non-credit courses and programs for workforce development and job training. The College primarily provides services to the individuals and employers of Horry and Georgetown counties, but also offers programs to meet regional, national, and international needs. The College values partnerships with business, industry, community agencies, and other educational and governmental institutions which support the growth and development of the community.

The faculty’s primary function is to ensure student learning and academic goal achievement through innovative teaching that integrates theory and application. The College provides student services to support individual and educational goals. The College endeavors to fulfill its mission by fostering the belief that all people should have equal opportunity for personal and professional growth in leading to a productive and meaningful life.

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

Approved by HGTC Area Commission, February 12, 2013.

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

Program Accreditations and Approvals
Horry Georgetown Technical College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, (913) 339-9356, www.acbsp.org, for the offering of the Associate Degrees in Accounting, General Business and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Dean’s Office.

The Cosmetology, Esthetics, and Nail Technician programs are licensed by the Board of Cosmetology 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.

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

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

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

The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.cahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP); Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350; www.cahep.org.

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

The Paralegal program is approved by the American Bar Association.

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

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists, Accreditation Services Division, 7272 Wisconsin Avenue, Bethesda, MD, 20814. A new commission, the Pharmacy Technician Accreditation Commission (PTAC), is being formed through collaboration with the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). PTAC will make accreditation recommendations regarding pharmacy technician education and training programs. ASHP will continue to conduct accreditation actions through August 2014.

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

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.

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

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

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

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

Student and prospective student inquiries concerning Section 504, Title II and Title IX and their application to the College or any student decision may be directed to Associate Vice President for Student Affairs, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5228.

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

ADMISSION

Open Admission
HGTC maintains open admission to fulfill the educational mission of the College and to promote achievement of individuals with varied potential. Open admission supports the College commitment to assess student potential and provide developmental education or appropriate referrals as necessary.

Open admission does not guarantee admission. The College reserves the right to refuse admission in the best interest of the College community. Also, pursuant to South Carolina law, to be considered for admission, applicants to the College must be U.S. citizens or be legally present in the United States.

Note: Admission to specific programs at HGTC may require additional information, prerequisites, etc.
Admission Requirements for New Students

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

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

2. 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.

3. Submit scores from SAT, ACT or COMPASS placement test (Placement test scores are required for appropriate course placement).

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

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

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

An applicant/student may re-test once, after a 24-hour waiting period. After the first re-test, an applicant/student may re-test again only if he/she has completed the required developmental studies course sequence, completed an external remediation program, or one HGTC semester has elapsed since the last test date. A $30 fee is required for each re-test.

Placement testing is also available in alternate formats. To request special accommodations for testing, contact the Director of Student Development on the Conway Campus, the Director of Campus and Support Services on the Grand Strand

For Transfer Students to HGTC

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

1. Complete and return an admissions application, along with the required, non-refundable application fee; Applications submitted without this fee WILL NOT BE PROCESSED.

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

Information about Transfer Courses to HGTC

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

Transfer credits require a grade of “C” or better.

Credit for a course must show on an official transcript from the granting institution, and an official copy of this transcript must be on file at HGTC.

Transfer credit does not influence the student’s grade point average while attending HGTC.
Credits transferred and/or exempted from other institutions may not exceed 75% of the total credits HGTC requires for graduation. Statute of Limitations: Courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by department chairs. The Registrar’s Office uses an approved list when evaluating transfer credits. This applies to both internal and external courses. Any student whose courses were taken in excess of the approved time limit prior to evaluation is encouraged to take credit by proficiency examinations, where available, for validation of knowledge. When recommended by department chair and approved by appropriate administration, alternate validation of course competencies may be accepted.

Transfer and evaluation of transfer credit is at the discretion of the Registrar’s Office and academic chairs, when applicable.

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

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

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

**One Year**
- DAT: Expanded Duty Dental Assisting
- PTH: Physical Therapist Assistant
- RAD: Radiologic Technology
- PNR: Nursing - PN

**Two Years**
- DHG: Dental Hygiene
- NUR: Nursing - ADN
- PHM: Pharmacy Technician
- EMS: Emergency Medical Technology

**Five Years**
- AOT: Administrative Office Technology
- ARV: Digital Arts
- BIO: Dental Hygiene, Diagnostic Medical Sonography, Nursing, Physical Therapist Assistant, Surgical Technician Majors only
- COS: Cosmetology
- CPT: Computer Technology
- EGT (151): Engineering Technology
- HIM: Medical Administrative Assistant, Medical Coding and Billing
- IST: Information Systems Technology
- 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
- CRJ: Criminal Justice
- CUL: Culinary Arts
- EGT (101): Engineering Graphics

FOR: Forestry
MAT: Nursing - ADN Major Only
MGT: Management
MKT: Marketing
NRM: Natural Resource Management
WLD: Welding

### For Undeclared Major Students

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

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

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

### For International Students

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

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

1. Complete the Admissions Application and pay the non-refundable application fee;
2. Prospective students who do not speak English as their primary language must submit proof of English language proficiency. A minimum computer-based score of 173, internet-based score of 61 or a paper-based score of 500 on the Test of English as a Foreign Language (TOEFL) is required in addition to a minimum score of 7.0 on the International English Language Testing System (IELTS). Individuals already in the United States may elect to participate in the college placement test (COMPASS) 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. Provide official English language transcript of high school/secondary school/college records through World Education Services (WES); and,
5. In compliance with U.S. Citizenship & Immigration Services (US-CIS) requirements, international student applicants are required to provide documentation of financial resources adequate to cover tuition and expenses for the duration of the international applicant’s program of study. A Certification of Financial Support form must be submitted for this purpose. Estimated annual expenses will vary and will be based upon current tuition and other appropriate information.

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

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

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

For Returning Students

Returning students are those who previously enrolled in an associate degree, diploma or certificate program at HGTC, but who have not been enrolled in classes during the previous twelve (12) calendar months. In order to be eligible for re-admission to the College, returning students must not have any outstanding financial obligations to the College, must submit an application for re-admission along with the non-refundable application fee. PACE or other dually-enrolled students must submit a new HGTC application (fee waived, if within twelve (12) months) prior to re-enrolling as an HGTC student in order to identify a major (program of study) and be recognized as a college student for financial aid eligibility.

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

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

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

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

Technical Advanced Placement (T.A.P.)

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

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

University Parallel Program

The Associate in Arts and Associate in Science degree programs are for students intending to pursue a bachelor’s or higher degree from a senior college or university. Also known as the “university parallel program” or “university transfer degree,” the Associate in Arts and Associate in Science curricula are comparable to the freshman and sophomore years at a university. A majority of courses in the programs are General Education, such as English, Mathematics, Humanities, Science, Social and Behavioral Sciences, and Fine Arts. Other courses are selected based upon the institution and student’s intended major and are meant to satisfy prerequisite requirements for that major. Following are several majors that Associate in Arts or Associate in Science students may choose. This is not a complete list of possibilities: Accounting, Biology/Natural Sciences, Aerospace, Business Administration, African Studies, Chemistry, Anthropology, Computer Science/Information Systems, Architecture, Criminology, Art, Drama/Theater Arts,

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

Students may take advantage of transfer agreements with Coastal Carolina University and Francis Marion University for Education Majors (HGTC’s Early Care and Education and Associate of Arts/Science-Teaching Transfer Emphasis), with Coastal Carolina University for Psychology/Sociology Majors (HGTC’s Criminal Justice and Human Services majors) and Graphic Design (HGTC Digital Arts), University of South Carolina (AA and AS), Lander University (AA and AS), The Citadel (Civil Engineering Technology) or Clemson University (Construction Project Management and Natural Resources).

Limited Access Programs Acceptance Requirements

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

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

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

Criminal Background Checks, Urine Drug Screening and Health Histories

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

TUITION, FEES AND REFUNDS

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

Payment

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

Late Registration Fees

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

Tuition Refunds for Credit Courses

It is the student’s responsibility to initiate and complete the withdrawal process for eligibility for a refund. Students should use their WaveNet account to drop classes. Refunds are calculated based on the date on which the course is dropped. Tuition is charged for any class for which a student is enrolled after the drop period. Tuition refunds will be made according to this refund policy schedule:
After Add/Drop, the student is considered enrolled in classes remaining on his/her schedule. If the student withdraws or is dropped from class (es) after Add/Drop, the following refunds apply.

<table>
<thead>
<tr>
<th>Refund</th>
<th>Tuition</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before classes begin</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>During the Add/Drop period</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Period after Add/Drop equal to the length of Add/Drop*</td>
<td>50%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*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.

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

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

Residency

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

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

Tuition, Fees and Refunds (TITLE IV Recipients)

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

Tuition Refund Appeals

If a student thinks the refund policy has not been fairly applied or there are special circumstances that should be considered, an appeal may be made in writing to the Office of the Registrar.

Check Policy

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

FINANCIAL AID

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

The majority of financial aid is awarded on the basis of a student’s demonstrated financial need. To establish need, a student must complete the free application for Federal Student Aid (FAFSA). Awards are made on a “package” concept, which usually consists of grants, employment, loans and/or scholarships. THE FAFSA is required as a first step for most financial aid programs. (Go to www.fafsa.ed.gov for information.)

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

Eligibility Requirements

To be considered for financial aid, a student must:

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

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

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

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

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

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

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

Federal Financial Aid Programs

Federal Pell Grant Program (Title IV)
Federal Pell Grant Program (Title IV): This program provides funds to eligible students attending approved colleges, universities and other approved post-high school institutions. A student may apply if he/she is an undergraduate student enrolled in an eligible program and has not previously received a bachelor’s degree. Awards range from $587 to $5,730 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. The Consolidated Appropriations Act of 2012 temporarily eliminates the interest subsidy on Direct Subsidized Loans during the six month grace period on new loans for which the first disbursement is made on or after July, 2012 and before July, 2014. Repayment for these loans begins 6 months after graduation or 6 months after the student is no longer enrolled half time. The Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141, effective July 1, 2013 added a new provision to the Direct Loan statutory requirements that limits a first-time borrower’s eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower’s educational program (“the 150% limit”). Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

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

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

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

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

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

LIFE Scholarship awards may be used only for Fall and Spring semesters and may not be used with Lottery Tuition Assistance in an academic year.

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

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

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

South Carolina Need-Based Grant Program
This program assists the neediest South Carolinians who wish to attend eligible public and private colleges or universities in the state. Program funding depends upon action by the General Assembly and the amount awarded to students is contingent upon the funds appropriated to the program.

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

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

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

To be eligible for Lottery Tuition Assistance, a student must:
• Qualify for in-state residency;
• Complete a Free Application for Federal Student Aid (FAFSA) OR complete the FAFSA Waiver form—this form is only used for students enrolled in PACE programs, students who have earned a bachelor’s degree or students who are enrolled in programs which are not eligible for Title IV aid. Lottery Tuition Assistance is not awarded on the basis of financial need.
• Enroll in a certificate, diploma or associate degree program and maintain at least six credit hours each semester. Non-credit programs are not eligible;
• Make clear progress toward completion of a certificate, diploma or associate degree; not have received Lottery Tuition Assistance for more than one certificate, diploma or degree earned within any five-year period, unless the additional certificate, diploma or degree constitutes progress in the same field of study (as determined by the institution);
• Not be a LIFE scholarship award recipient; and,
• Not be in default on any government student loan program.
Satisfactory Academic Progress (SAP)
Financial Aid
Regulations require that, in order to receive financial aid under the student financial assistance programs (PELL, FSEOG, FCWS, SCNBG, Federal Direct Loans, etc.) a student must maintain satisfactory Academic Progress (SAP) according to the standards and practices below.
• A student must maintain a cumulative GPA of 2.0;
• A student must maintain a cumulative completion rate of 67% and;
• A student must complete his/her educational objective within a maximum time frame (150%). The maximum time frame for the completion of degree, diploma, and certificate programs is limited by Federal regulations to 150% of the published length of the program. Example: If a student’s program of study requires 50 credit hours for completion, financial assistance will pay for 75 credit hours attempted in that program.

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

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

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

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

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

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

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

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

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

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

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

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

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

Franklin and Elsie Burroughs Endowed Loan Fund
Established in 2000 by family members and friends to memorialize Mr. and Mrs. Burroughs, this fund provides emergency loans through the HGTC Foundation. Funds are available to full-time students with a minimum 2.0 GPA, and who were born in Horry County or who graduated from Horry County schools.
Foundation Emergency Book Loan
Established in 2003 by the HGTC Foundation to provide small emergency book loans for students. See Financial Aid for details.

Other Sources of Financial Assistance

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

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

Veterans’ Benefits
Horry Georgetown Technical College is approved for training under Public Law 16-634, 815, 894, and 88-36 for both day and evening programs. The College provides a Veterans Affairs Coordinator in the Financial Aid Office to assist students with VA-related issues. Call 843-349-7817.

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

Advance payments of tuition, fees, and other charges under Title 38 U.S. Code for veteran students and/or eligible persons who fail to enter, withdraw, or are discontinued prior to completion of the course, will be refunded, subject to the limitation set out in VA regulation 14255 (E), in an amount which does not vary more than 10% from the exact pro-rated portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The exact ratio will be determined on the ratio of the number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payment of tuition and fees has been made. Veteran students with academic deficiencies who require remedial work may enroll for developmental studies coursework in order to meet specific curriculum entrance requirements. Students enrolled in developmental studies courses and carry 12 semester hours of credit are classified as full-time students with the Veterans Administration.

For additional information on educational benefits for veterans, students may contact the Veterans Affairs Coordinator in the Financial Aid Office at (843) 349-7817.

Vocational Rehabilitation (VOC REHAB)
The Conway and Georgetown Vocational Rehabilitation Offices serve vocationally disabled citizens of Horry and Georgetown counties. VOC REHAB can supply funds for educational assistance, as well as assist in job placement and follow up. For more information about eligibility, call (843) 448-5158 in Conway, (843) 546-2595 in Georgetown or visit VOC REHAB’s Offices at 3009 Fourth Avenue, Conway, or 1777 North Fraser Street, Georgetown.

Important Note about Financial Aid
Eligibility requirements, available programs and other information change regularly. For the most accurate, up-to-date information, students may visit www.hgtc.edu/financialaid.
**Philosophy of Student Affairs**
The Student Affairs Division reflects the community college mission of HGTC by fostering a learning environment enhancing whole student development. The division provides essential programs, services and activities that enhance students’ cognitive, social, multi-cultural, psychological, physical, ethical and interpersonal development.

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

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

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

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

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

**Required Textbooks**
**New, Used, Rentals or e-Textbooks**
In-store books are arranged alphabetically by subjects, then numerically by course numbers. Course cards contain the course numbers and are located directly below textbooks.

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

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

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

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

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

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

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

**Purchase of Used Books**
The Bookstore buys back used books Monday through Thursday, except for the three weeks surrounding the beginning of each semester. Book value is highest during final exam week at the end of each semester.

Exceptions: No refunds are made on custom course materials, outlines, study guides, magazines and prepaid phone cards. Software must be unopened for exchange or refund. Opened software may be exchanged for identical disk only.
To sell books to the Bookstore, a student must present an HGTC ID card. Prices are variable:
Top value (generally 50% of the retail price of the book) is paid when:
• Book is adopted for a succeeding semester;
• Book is in good re-saleable condition; and,
• Books are not already overstocked.
Wholesale:
• Prices for books not being used at HGTC or have uncertain future use at HGTC are established by reputable national used book wholesalers.
No value:
• Old editions;
• Manuals and exercise books which are marked;
• Books in poor condition; and,
• In many cases, books sold with codes where the code has been opened may have little or no value.

**Bookstore Hours/Locations/Contact Information**

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

Call store for holiday hours.

**Georgetown Campus:** 843-545-9898  Building 100G
- Monday-Thursday 7:30 am - 6:00 pm
- Friday 7:30 am - 12:30 pm

Call store for holiday hours.

**Grand Strand Campus:** 843-477-2089  Building 300GS
- Monday-Thursday 7:30 am - 6:00 pm
- Friday 7:30 am - 12:30 pm

Call store for holiday hours.

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

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

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

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

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

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

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

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

**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.

**Counseling**
HGTC Counselors encourage early intervention and the seeking of assistance on a voluntary basis. All on-campus services are free to students, faculty and staff. Confidentiality is maintained consistent with professional standards. Assessment and referrals to appropriate community resources are facilitated as needed. Please visit www.hgtc.edu/counseling for a current list of community agencies and local counseling resources. Educational outreach programs are offered regularly on a variety of topics. Counseling and outreach services are available to students on all campuses. Anyone interested in these services may contact the Director of Student Development in Building 1100 on the Conway Campus.

**Career Counseling**
The goal of career counseling is to assist students in finding an occupation that is congruent with their personality type, interests and goals. Through career assessment and counseling, career counselors can help students to choose or change major. Career Counselors also help students to find information about potential occupations, such as job outlook and salary information.

**Personal Counseling**
Counselors provide limited confidential consultation and assistance with educational and personal problems that may interfere with progress toward student goals. A network of community resources and referral agencies exists to support the mental health needs of students. Information on these services is available upon request in Student Services offices located on each campus.
**DegreeWorks**
DegreeWorks is a web based tool to help students and advisors monitor student progress toward degree completion. Degree Works combines the requirements of each program of study with the coursework completed by each student into an easily readable worksheet; this worksheet lists courses completed, courses remaining for completion plus important information, such as GPA, substitutions or exceptions, “what if”, GPA calculator, planning options and more.

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 his/her advisor immediately and follow up with the Registrar’s Office if a correction is needed. Substitutions or exceptions regarding required courses must be reported by the advisor to the Registrar’s Office.

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

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

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

Inquiries may be directed to the Director of Student Development on the Conway Campus or the Director of Campus and Support Services on the Georgetown and Grand Strand Campuses, who will review documentation of the student’s disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student’s responsibility to self-identify as needing accommodations and to provide acceptable documentation.

After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

**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.

**Emergencies-See Student Responsibility - Safety**

**Exercise/Gym**
A gym is available on the Conway campus. Information and schedule is available at 843-349-7550.

**Food and Beverages**
Eating and drinking are allowed only in designated areas. Students who eat, drink in classrooms are subject to disciplinary action. For purchasing food and/or beverages, students may visit Campus Coffee on the Conway Campus or Java Café on the Grand Strand campus. Additionally, vending services are available in multiple locations on each campus.

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

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

**Illness or Medical Emergency**
Depending upon the severity of the case, if a student is incapacitated and immediate evacuation is necessary, the College will provide assistance by contacting local emergency medical technicians, and the student will be taken to the nearest hospital. When this is required, local health professionals will assist. In these cases, the following steps are taken:
- A faculty or staff member should immediately call 911 to request an ambulance and notify Public Safety;
- A faculty or staff member should then notify the Associate Vice President for Student Affairs (Conway Campus) or Campus Provost
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 are advised to keep copies of the “H” number in several different places for ready access.

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

**H-Number**

Students should report injury to their professor or Student Services immediately and a report must be submitted.

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(Georgetown and Grand Strand Campuses) and provide the name of the medical facility to which the student was taken and file an accident/incident report;

- The Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand Campuses) or their designees will immediately contact the student’s emergency contact, identified by the student at admission;
- If accidental injury occurs during evening classes, Public Safety should be contacted immediately, who will in turn notify the Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand Campuses);

- As a step in the notification and documentation process for accidents and injuries process, an Accident/Incident Report should be completed and routed to appropriate individuals;
- In less severe cases, the student should contact the nearest faculty or staff member, make arrangements to see a physician if needed, and have the emergency contact, a parent, spouse or friend take him/her to a physician or home, as appropriate; and,
- A report must be filed on all accidents or injuries.

**Lost and Found**

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

**Major/Program of Study**

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

**Multiple Degrees, Diplomas and Certificates**

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

**Normal Completion Time**

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

**Online/Internet/Hybrid Classes**

Online and hybrid courses are courses delivered through the Internet via the learning management system, Desire2Learn (D2L). Lecture and materials, written and interactive assignments, related Internet links, e-mail and discussion boards enhance learning through communication. Students discuss the course material with their professors and other students through discussion boards. Online courses allow students to take courses in any location with Internet access. Students may be required to come to campus, or arrange for a proctor for testing or other activities. Hybrid classes are a combination of computer-based learning and on-campus meetings and/or activities. Campus support and services are available to online students to assure opportunity for success. Students should check the class schedule for details.
To successfully complete an online/hybrid course, students must have access to a computer with current capabilities and computer skills in the following areas: Internet searching, word processing, using email and attachments, and basic computer troubleshooting. Online learning requires self-motivation and commitment on the part of the student.

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

**Overloads**

Students normally enroll for no more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the summer, students may not enroll in more than 15 total semester credit hours for all terms in a Summer, unless specifically required in their academic program. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean.

**Parking**

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

To park on College property, vehicles must be registered with the College and have an appropriate decal affixed. Parking decals may be obtained from the Public Safety Office on every campus. To register a vehicle, you must have a valid driver’s license, College identification number ("H" number) and current vehicle registration. Parking decals are valid for one year, from August to August.

Students who demonstrate a valid need to use parking areas designated for individuals with 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.

**Temporary Parking Permits**

Temporary parking permits may be obtained from the Public Safety Office at Conway and Grand Strand campuses or The Student Services Office at the Georgetown campus for special situations such as a new or different car, loaner or rental, etc. Temporary permits are free and issued to assist with short-term vehicle changes. Temporary permits are to be displayed on the front dashboard with the date visible from the front of the vehicle.

**Privacy of Student Records/FERPA**

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

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

- The right to request an amendment of the student’s education record that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. The student should send a written request to the College official responsible for the record clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, notice will be sent to the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Area Commission; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.

- A student has the right to file a complaint with the US Department of Education concerning alleged failures by HGTC to comply with the requirements of FERPA, only if the student has followed
FERPA procedures. The name and address of the office that administers FERPA are:
Family Policy Compliance Office, US Department of Education;
400 Maryland Avenue SW; Washington, DC 20202 - 4605
HGTC maintains separate files for records in the following categories: 1) academic, 2) disciplinary, 3) counseling, 4) financial aid and 5) placement. When justified by legitimate law enforcement needs, the campus Public Safety officer may maintain confidential records relating primarily to its investigative function.
A. Directory Information to be issued: The Elementary and Secondary Education Act of 1965 includes a section on “Furnishing Information.” Directory information as defined by HGTC is name, address, curriculum, enrollment status (full or part-time), graduation status, and telephone number. It is College policy to provide this information only under the following conditions:
• School officials with a legitimate educational interest will be given access to all directory information;
• Individuals requesting information without written consent will be given curriculum, enrollment status and graduation status only. Students who wish to request non-disclosure of these three items may submit a written request to the Assistant Vice President for Enrollment Development and Registration Office; and,
• Student telephone numbers, addresses and location will be issued to non-school officials only by written permission of the student or with special approval from the Associate Vice President for Student Affairs.
B. Methods of Furnishing Student Records Information:
According to the Education Amendments of 1974, whenever a student has attained 18 years of age or is enrolled in a postsecondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only the student may view his or her record or request in writing any issuance of the record. If parents or other designated individuals wish to review or receive copies of a student record, they must have the student’s written permission to view or receive a copy. A copy of this consent form will be maintained in the student’s record. The student’s record may not be revealed to any other party without written consent from the student except in the following cases:
• Other school officials who have a legitimate educational interest;
• Officials of other schools in which the student intends to enroll;
• Authorized representatives of the Comptroller General, administrative head of an educational agency, and State education auditors;
• Judicial representatives in compliance with a subpoena or law enforcement order (A copy of this order would be placed in the student’s record with date of issuance posted); and,
• Agency representatives in connection with a student application for a receipt of financial aid.
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.
Safety and Campus Security Act
HGTC maintains a secure college environment. The crime rate at HGTC has been low, as indicated by the statistics reported in Student Right to Know at www.hgtc.edu. It is the College’s goal to continue to ensure this secure environment for students, faculty, staff and visitors.

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

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

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conway Campus</td>
<td>349-7806 or 251-6111</td>
</tr>
<tr>
<td>Public Safety Office</td>
<td>349-7550</td>
</tr>
<tr>
<td>Public Safety Cell</td>
<td>911</td>
</tr>
<tr>
<td>Associate Vice President for Student Affairs (Bldg. 1100)</td>
<td>349-7550</td>
</tr>
<tr>
<td>Grand Strand Campus</td>
<td>477-2115 or 477-2054</td>
</tr>
<tr>
<td>Public Safety</td>
<td>477-2032</td>
</tr>
<tr>
<td>Public Safety Cell</td>
<td>251-9405</td>
</tr>
<tr>
<td>Campus Provost</td>
<td>477-2032</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>911</td>
</tr>
</tbody>
</table>
Student Engagement
The College provides extracurricular, co-curricular, intramural sports and cultural activities. The College also sponsors many student organizations and clubs, including a chapter of the national honor society, Phi Theta Kappa. See Clubs and Organizations below for a complete list.

The College provides student development programs and leadership training; each is created and designed to enhance students’ community college experiences.

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

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

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

Construction Specifications Institute (CSI)/CET/CMT Student Club
Membership is open to all students in Civil Engineering Technology and Construction Project Management Technology or construction industry-related curricula. The club is sponsored by the Construction Specifications Institute, Grand Strand Chapter.

Digital Arts Guild
Membership is open to all students interested in Digital Arts.

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

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

Limited X-Posure
The Limited General Radiology club is actively involved with numerous community service projects. This is a curriculum-specific club for students enrolled in Limited General Radiology program.

Phi Theta Kappa
Phi Theta Kappa is the prestigious international honor society serving community/technical colleges. Alpha Nu Sigma, HGTC’s chapter of Phi Theta Kappa, has been recognized as one of the nation’s best, having earned multiple five-star status rankings. Since academic excellence is one of the hallmarks of Phi Theta Kappa, membership is by invitation only and is based on a minimum 3.5 GPA.

Physical Therapist Assistant Club
The PTA Club purpose represents the mission and vision of the physical therapy profession to HGTC students. The club allows for co-curriculum activities, seminars for professional development opportunities, and active participation in community service.

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

Student American Dental Assistants Association (SADAA)
SADAA is a College affiliate chapter of the national professional association. Membership is limited to students of the Expanded Duty Dental Assisting Program.
Rad-to-the-Bone
Rad-to-the-Bone is a curriculum-specific club serving Radiologic Technology students. This club provides students the opportunity for leadership development and community service.

Sonographers”R” US
Sonographers”R”US is curriculum-specific serving Diagnostic Medical Sonography program students. The club allows for co-curriculum activities; seminars for professional development opportunities; and active participation in community service.

South Carolina Early Childhood Association
The HGTC student chapter works to increase awareness of the needs of children throughout the developmental stages from birth through age five. The chapter provides aid to early childhood students. Members attend early childhood workshops and conferences and establish health and educational standards for nursery schools, kindergartens and other childcare centers.

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

Study Abroad Club
This club’s purpose is to expand cultural awareness and understanding to the student and to ensure the presence of the club to the surrounding community by volunteering, and raising awareness of important international issues to the campus.

Society of American Foresters, Student Chapter
The club is curriculum-specific, serving Forestry Management Technology students. The goal of the club is to provide forestry students opportunities to interact with forestry and natural resource professionals in South Carolina and the Southeast.

Student Ambassadors
Ambassadors work to support a number of important College events, including New Student Orientation and other special programs. Ambassadors are selected through a competitive application process each spring.

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

Surgical Technology Club
The Surgical Technology Club is a curriculum specific club and holds meetings based on an agenda of interest to the professional development of the surgical technology student.

Tau Upsilon Alpha
Tau Upsilon Alpha is a program of the National Organization for Human Services (NOHS). The purposes of the society are to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service to humanity. The purpose is to provide “Excellence in Service to Humanity.”

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

Transcripts
Transcripts may be ordered on-line through a student’s WaveNet Account. Transcripts can be mailed, picked up, or sent electronically. If a student no longer has access to WaveNet, then a paper transcript request form can be processed for an additional charge. Transcript request forms are available at the Registrar’s Office or through the “Quick Links” area on the College’s webpage. Transcript requests made by telephone, e-mail, or family/friends will not be accepted.

Fees are required for each official and unofficial transcript requested.

Additional information and forms are available at www.hgtc.edu/current_students

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

Visitors
Visitors are welcome on the HGTC campuses; however, visitors should be conducting college business. Public Security or Student Services in Building 1100 can provide information and directions. Visitors may enter classrooms only with prior permission of the instructor.

WaveNet
WaveNet is the source for communications by HGTC to students. Each student who is admitted to the College receives a WaveNet user name and password and retain the user name and password in order to access WaveNet. Each student is solely responsible for security of login information and shall not share the login or password with others. At the time of admission, students also receive an “H number,” which is the student’s unique student identification number.
Regular use of WaveNet is critical for student success at HGTC! WaveNet is the online communication tool for all students, providing access for e-mail from the college, online registration, dropping/adding classes, D2L courses, student personal information, financial accounts, grades and more, plus announcements of College activities, services, and cancellations.

Students are responsible for maintaining and updating their WaveNet accounts information, for checking WaveNet academic and financial information no less than weekly and for checking WaveNet emails daily for information about classes, deadlines and more. Students should provide the College current contact information by submitting updates through WaveNet.

**Weapons Policy**

No person, except a licensed guard, law enforcement officer or an 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 the College or a College sponsored event. South Carolina Code of Laws Section 16-23-420 (a), provides that these statutory provisions do not apply to a person who is authorized to carry a concealed weapon, pursuant to “The Law Abiding Citizens for Self Defense Act of 1996 when the weapon remains inside an attended or locked motor vehicles and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Weapons/firearms legally secured in personal vehicles must not be removed from the vehicles while on College grounds. Violation of these provisions may result in criminal prosecution and/or College disciplinary action, including expulsion.

**SERVICES FOR STUDENTS**

**Career Resource Center**

Being prepared with the proper academic background in any field is required for success in today’s workforce. Individuals must also possess the ability to present themselves as highly qualified and professional potential job candidates to employers. The Career Resource Center (CRC) exists to assist students and alumni with career and professional development as they prepare to enter the workforce. The Center also works to develop partnerships with employers who seek to fill positions with their companies.

The CRC offers career coaching, assistance with internship and job searches and placement, advice on best practices in professional environments which includes a highly recommended mock interview session, resume development assistance, review of job industry information including bright outlook career options and salary comparisons. The Career Resource Center also manages the college’s online student and alumni job board (www.collegecentral.com/hgtc), coordinates career fairs and other programs for students, and handles student job placements through the college’s federal work study. Access to the online job board and all Career Resource Center services are free of charge to employers, students or alumni (alumni have access to the online job board and career tools for up to 18 months after they graduate).

The Career Resource Center serves all three HGTC campuses and is located on the Conway Campus in Building 1100.

Access to the online job board and the Career Resource Center services are free of charge to employers, students or alumni.

**Help Desk**

The Information Technology department’s Help Desk provides assistance to students for their WaveNet and D2L needs. Call 349-5340 or e-mail helpdesk@hgtc.edu.

**Library**

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

The library website 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 and library guides.

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

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

Service hours for each semester are posted on the library website and at each campus library. Special hours during holidays or breaks will be posted at each library. More information on library services is available at www.hgtc.edu/library.
The Student Success and Tutoring Center (SSTC) is a FREE student support center for students who need to receive academic assistance, to develop writing skills, and learn new college skills at HGTC. The purpose of the SSTC is to provide all students with an equal opportunity to succeed in college by addressing students' unique educational, career, and personal needs. The academic support services offered are geared toward helping students overcome academic struggles and obtain a technologic aptitude to succeed in the workforce. Log into WaveNet in the Student Services tab to sign up for tutoring using TutorTrac.

The SSTC provides the following free services:

- Academic, Writing Center and College Skills Tutoring
  - Schedule one-on-one or group tutoring using TutorTrac in WaveNet
  - Schedule Campus2Campus/Virtual tutoring across campuses by contacting the SSTC
- Access to learning materials at the Online Resource Center as posted in WaveNet on the Student Services tab;
- View online workshops that teach an assortment of useful skills, including but not limited to time/stress management, study skills, test-taking and more;
- Access to a 24 hour Online Tutoring service, including LIVE support on your Student Services on WaveNet
- Access to tutoring and workshops on college skills, citation styles, and related content.

For more information about the SSTC, including locations on each campus, hours and information on SSTC services, visit www.hgtc.edu/sttc AND the Student Services tab in WaveNet. Facebook us: hgtcsstc AND text 843-375-8552 for information.

Testing Centers
Testing Centers are operated on all campuses and offer proctored testing services for students and faculty in a controlled, secure testing environment during operational hours. Students are required to present a photo ID and applicable fee receipts prior to testing. Children are not allowed to accompany students into the Testing Centers. A $30 administrative fee is charged for all tests that are administered for other institutions.

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

Testing candidates who need accommodations should call the Testing Center in which you registered to arrange accommodations.

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

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

The Start Right Experience
ALL students must participate in The Start Right Experience, which is offered in-person or online before registering for the COMPASS. The Start Right Experience is designed to ensure success in placement testing and provide preparation to enter the college environment. Visit WaveNet Central for in-person sessions, or complete The Start Right Experience online at hgtc.edu/startright.

External Testing for other Colleges and Agencies
The College Testing Centers are members of the National College Testing Association Consortium of College Testing Centers and, time and space permitting, offer proctored Internet and traditional testing services for students attending other colleges and students sitting for various certification exams. Students should contact the Testing Center at the desired campus for appointments. A $30 administrative fee is charged for each test administered.

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

**Online (Internet) and Make-Up Testing**
HGTC Testing Centers administer Internet and makeup tests for students who have professors’ approval. Students are encouraged to contact the Testing Center at the desired campus for hours of operation. There is no charge for this service.

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

**The Student Information Center: WaveNet Central**
Our mission is to assist current students, prospective students, and community members with quality enrollment, collegiate guidance, and technology support services resulting in a positive, streamlined college enrollment experience and an increase in student learning of technology and life-long skills. WaveNet Central can provide:
- Assistance in applying to HGTC
- Access to The Start Right Experience, which is a required step in the admissions process; the tutorial video is available for all new students to view on any campus or online before scheduling to take a Placement Test
- Completing the Financial Aid Process
- Finding and Accessing Information about HGTC
- Use the Online Resource Center (ORC) for COMPASS prep, technology education, and online tools
- Technology Drop In Support – Desire2Learn, WaveNet, MS Word, PowerPoint, Excel, and more
- Workshops for Academic and Technology Enhancement or Personal Enrichment
- The COMPASS Skills Center, offered during limited times, is for students who would like to improve their placement scores and possibly test into higher credit-level coursework by working with HGTC Instructors and studying outside of the program using COMPASS tutorials and prep tools
- Additional services, such as scheduling tutoring or testing center appointments

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

Conway: Building 1100, Room 132D
Hours: Monday-Thursday, 7:45 a.m. - 6 p.m. and Friday, 8 a.m.-12:30 p.m.

Grand Strand: Building 200, Room 117D
Hours: Monday-Thursday, 7:45 a.m. - 6 p.m. and Friday, 8 a.m.-12:30 p.m.

Georgetown: Building 100, Room 150
Hours: Monday-Thursday, 7:45 a.m. - 5 p.m. and Friday, 8 a.m.-12:30 p.m.

Visit our website/online live chat at www.hgtc.edu/wavenetcentral or text 843-375-8552 for more information on The Student Information Center: WaveNet Central. Facebook us: hgtcwnc.

Additional Information – Using Your Student WaveNet Log In
Note: In the event you forget your WaveNet login information or your login information does not allow you to access WaveNet, you can have your password reset by the Help Desk or connect to the Help Desk by visiting your local WaveNet Central. If you do not receive HGTC e-mail or announcements for several days, you should contact the Help Desk as well.

On campus, visit one of the following locations for Help Desk assistance:
- Conway: Building 200, Room 213
- Georgetown: Building 100, Room 103
- Grand Strand: Building 200, Room 111

Off campus, you are required to fax a picture ID to (843) 347-7338, along with the following information:
- Printed name and signature
- Contact telephone number
- Fax number

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

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

**STUDENT RIGHTS, RESPONSIBILITIES and DISCIPLINE**
To ensure a positive College experience, guidelines exist in numerous areas of campus life. The statements of rights and responsibilities are designed to clarify those rights students may expect to enjoy as members of the student body of a community college and the obligations which admission to the College places upon students. Students are responsible to be informed of all policies and procedures required for continued attendance. These are generally found in this catalog and other College publications available in the Admissions and Registrar’s offices on the Conway Campus, and the Director of Campus and Support Services on the Georgetown and Grand Strand Campuses.
Policy for A Drug-Free Environment
All policies regarding alcohol and substance abuse are published in this College catalog. All policies affecting college employees are available in the Office of Human Resources, at (843) 349-5213.

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

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

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

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

HGTC officials are designated by the College President to be responsible for overseeing and implementing all actions and programs relating to these policies.

The Associate Vice President for Student Affairs (or designee) is responsible for administering The Student Code for the South Carolina Technical College System. The Associate Vice President for Human Resources and Employee Relations (or designee) is responsible for College personnel issues.

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

According to the Center for Disease Control, more deaths are caused each year by tobacco use than by all deaths from human immunodeficiency virus (HIV), illegal drug use, alcohol use, motor vehicle injuries, suicides, and murders combined. Alcohol abuse, alcoholism, and other health and developmental effects of alcohol use are significant problems with high mortality rates. Alcohol-related car crashes are the number one cause of death in the college-age population. Under no circumstances should a person drive a car after drinking.

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

Risks from alcohol and other drug use may be heightened by:
• The type, amount and strength of the chemical;
• The interaction of two or more substances;
• Physical and emotional state;
• Gender, body size, age, general health and family history; and,
• Activities engaged in while under the influence.
Marijuana (pot, hash, etc.) can impair short-term memory, coordination and judgment. Confusion and rapid mood changes may occur. It can be psychologically addictive and is known to have cancer-causing properties.

Hallucinogens come in a vast array of chemical compounds such as LSD, PCP, XTC, mushrooms, etc. They can cause a variety of effects ranging from nausea and increased blood pressure to distortions in body image, delusions, sensory cross over, paranoia and psychotic episodes. Overdoses may result in liver damage, heart and lung failure and/or convulsions.
Cocaine is extremely addictive. It can cause seizures, strokes, heart attacks or death the first or 100th time of use. It can also cause impotence.

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

• Have the responsibility of identifying themselves to the 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.

• Have the responsibility of providing current documentation from an appropriate professional identifying the disability and recommending accommodations in order to activate the faculty notification process.

• Have the responsibility of demonstrating how the disability affects a particular delivery system, instructional method or evaluation criteria when requesting accommodations.

• Have the responsibility of actively participating in the search for accommodations and auxiliary aids. This responsibility extends to working with the College to seek financial assistance from government agencies and private sources.

• Have the responsibility of meeting with class professors each semester to discuss arrangements for accommodations.

• Have the same obligations as any student for meeting and maintaining the College's academic and technical standards.

• Have the right to be evaluated based on ability, not disability. If the disability affects the outcome of an evaluation method, a student is entitled to an evaluation by alternate means.

• Are entitled to an equal opportunity to learn. If the location, delivery system or instructional method limits access, participation or ability to benefit, students have the right to reasonable alterations in those aspects of the course (or program) to accommodate the disability.

• Are entitled to an equal opportunity to participate and benefit from the academic community. This includes access to services, extracurricular activities and transportation at a comparable level as that provided to other students.

• Have a right to appeal decisions concerning accommodations by filing a petition with the Associate Vice President for Student Affairs.

• Following an appeal to the Associate Vice President for Student Affairs, have the right to appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.

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

The Student Code for the South Carolina Technical College System applies to all HGTC students and is revised periodically. An approved, current copy is available from the office of the Associate Vice President for Student Affairs. A statement on College policy on student conduct and due process procedures follows.

General Provisions

I. Principles

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

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

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

II. Solutions of Problems

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

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

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

III. Definitions
When used in this document, unless the content requires other meaning:
• “College” means any college in the South Carolina Technical College System.
• “President” means the chief executive officer of the College.
• “Administrative Officer” means anyone designated at the College as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
• “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
• “Chief Instructional Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs, or his/her designee.
• “Student” means any person taking any course(s) offered by the College.
• “Professor” means any person employed by the College to conduct classes.
• “Staff” means any person employed by the College for reasons other than conducting classes.
• “SGA” means Student Government Association of the College.
• “Campus” means any place where the College conducts or sponsors educational, public service, or research activities.

• “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
• “Suspension” means a temporary separation of the College and student under specified conditions.
• “Expulsion” means permanent separation of the College and student.

Student Code
I. General Rights of Students
A. Nondiscrimination
There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

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

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

C. Freedom of the Press
In official student publications, 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. Protection Against Unreasonable Searches and Seizures
Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance
Students should be represented on campus committees that have the following duties:
• To propose policy that affects student activities and conduct;
• To make policy decisions on such matters; and,
• To implement policy.

F. Class Behavior
Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of professors to teach or the rights of other students to learn.

The professor sets the standards of behavior acceptable in the learning environment by communicating these standards early in the term. If a student behaves disruptively in the learning environment after the professor has explained the unacceptably of such
H. Privacy
Information about individual student views, beliefs and political associations acquired by professors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

II. Records
A. General
The Registrar’s Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

B. Confidentiality of Records
Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
• To professors and administrators for legitimate educational purposes;
• To accrediting organizations to carry out their functions;
• To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released;
• The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation; and,
• If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student’s file.

C. Disciplinary Records
Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student’s academic records.

D. Treatment of Records After Student Graduation or Withdrawal
When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

III. Student Government and Student Organizations
A. Student Government Association
The College Student Government Association’s constitution, as approved by the Area Commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. Student Organizations
An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person (college employee) must be identified who is willing to serve as advisor and the names of charter members must be submitted.

IV. Proscribed Conduct
A. General
Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, D, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly
No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who
D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
• Forgery, alteration or misuse of college documents, records or identification cards.
• Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:
• Physical or verbal abuse inflicted on another person.
• Severe emotional distress inflicted upon another person.
• Theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
• Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
• Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:
• Destruction, theft, damage or misuse of college property occurring on or off campus.
• Unauthorized entry upon the property of the College after closing hours.
• Unauthorized presence in any College facility after hours.
• Unauthorized possession or use of a key to any College facility or other property.
• Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
• Possession, use or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
• Possession, use or distribution on campus of any beverage containing alcohol.
• Violation of institutional policies while on campus or off campus when participating in a College-sponsored activity.
• Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
• Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

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

A. Administrative Suspension
• If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and order of the College, an administrative officer may

violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a College campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus.

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

C. Academic Misconduct
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

Cheating on tests is defined and includes, but is not limited to, the following:
• Copying from another student’s test.
• Using materials during a test not authorized by the person giving the test.
• Collaborating with any other person during a test without permission.
• Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
• Bribing any other person to obtain tests or information about tests.
• Substituting for another student or permitting any other person to substitute for one’s self.
• Cooperating or aiding in any of the above.
“Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work.
“Collusion” means knowingly assisting another person in an act of academic dishonesty.
“Fabrication” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
The President, or his/her designee, will render one of the following decisions:

- The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 P.M. of the first class day following imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct

- A professor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The professor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

- If the professor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the professor will inform the student about the decision and the academic sanction that will be imposed. The professor may impose one of the following academic sanctions:
  - Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
  - Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
  - Assign a failing grade for the course.*
  - Require the student to withdraw from the course.*

*With consultation regarding options.

- If the student is found responsible for the academic misconduct, within five working days of the notification, the professor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.

- The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer’s letter.

- If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:
  - A restatement of the charges;
  - The time, place and location of the meeting;
  - A list of witnesses that may be called; and,
  - A list of the student’s procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.1.e.

- On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
  - Accept the decision and sanction imposed by the professor;
  - Accept the professor’s decision but impose a less severe sanction; - Overturn the professor’s decision.

- The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President’s Office within five working days.

- After receiving the student’s request, the President will review all written materials relating to this incident and render one of the following decisions. The President’s decision is final and cannot be appealed further. The President may:
  - Accept the decision and the sanction imposed;
  - Accept the decision but impose a less severe sanction;
  - Overturn the decision; or
  - Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. Student Misconduct

- A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.

- Within five working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:
  - Drop the charges;
  - Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee;
  - Refer the student to a College office or community agency for services.

- The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to student’s last known address providing the student with a list of the charges, the Chief Student Services Officer’s, or designee’s, decision, and instructions governing the appeal process.

- A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
• Membership of the committee shall be composed of the following:
  - Three faculty members appointed by the Chief Instructional Officer and approved by the President;
  - Three student members appointed by the appropriate student governing body and approved by the President;
  - One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President;
  - The Chief Student Services Officer serves as an ex-officio nonvoting member of the Committee; and,
  - The chair shall be appointed by the President from among the membership of the committee. Ex-officio members of the committee may not serve as the chair of the committee.

• Functions of the committee are described as follows:
  - To hear an appeal from a student charged with an infraction that may result in disciplinary action;
  - To hand down a decision based only on evidence introduced at the hearing; and,
  - To provide the student defendant with a statement of the committee's decision findings of fact and if applicable, to impose one or more of the following sanctions:

  **Academic Misconduct**
  • Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
  • Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  • Assign a failing grade for the course; and/or,
  • Require the student to withdraw from the course.

  **Student Misconduct**
  • A written reprimand;
  • An obligation to make restitution or reimbursement;
  • A suspension or termination of particular student privileges;
  • Disciplinary probation;
  • Suspension from the College;
  • Expulsion from the College; or,
  • Any combination of the above

**VI. Procedures for Hearings Before the Student Appeals Committee**

**A. Procedural Duties of the Chief Student Services Officer**

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

• A restatement of the charge or charges;
• The time and place of the hearing;
• A list of all witnesses who might be called to testify;
• The names of Committee members; and,
• A statement of the student’s basic procedural rights. These rights follow:
  - The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. Payment of legal fees is the responsibility of the student.
  - The right to produce witnesses on one’s behalf.

- The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
  - The right to present evidence. The committee may determine as to what evidence is admissible.
  - The right to know the identity of the person(s) bringing the charge(s).
  - The right to hear witnesses on behalf of the person bringing the charges.
  - The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.
  - On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the Chief Student Services Officer concurs with this change.

**B. The Conduct of the committee hearings**

• Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - Counsels for the student and the College.
  - A person mutually agreed upon by the student and the committee, to serve in the capacity of recorder.
  - Witnesses who shall: Give testimony singularly and in the absence of other witnesses and leave the committee meeting room immediately upon completion of the testimony.

• The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
• The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
Because of the sensitive nature of this kind of complaint, a complaint should be directed to the Chief Student Services Officer.

Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

Decisions of the committee shall be made by majority vote.

Within two working days after the decision of the committee, the chairperson shall send a certified letter to the student’s last known address providing the student with the committee’s decision and a summary of the rationale for the decision.

C. Appeal to the President - when the student appeals to the President, the President, whose decision is final, shall have the authority to:

- Receive from the student an appeal of the committee’s decision.
- Review the findings of the proceedings of the committee.
- Hear from the student, the Chief Student Services Officer and the members of the committee before ruling on an appeal.
- Approve, modify or overturn the decision of the committee.
- Inform the student in writing of the final decision within ten working days of the receipt of the appeal.

Student Grievance Procedure For The South Carolina Technical College System (3-2-106.2)-2007

I. Purpose

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

A. Alleged discrimination on the basis of age, gender, race, disability or veteran’s status, excluding sexual harassment complaints.

B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer.

The conduct of hearings before this committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

- In addition to written notes, the hearing may be tape recorded, except for the committee’s deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.

- Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

- Decisions of the committee shall be made by majority vote.

- Within two working days after the decision of the committee, the chairperson shall send a certified letter to the student’s last known address providing the student with the committee’s decision and a summary of the rationale for the decision.

C. Academic matters, excluding individual grades, except where the conditions in items A or B above apply.

II. Definitions

- “College” means any college in the South Carolina Technical Education 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 of the College who has overall management responsibility for student services or his/her designee.
- “Chief Instructional Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- “Student” means a person taking any course(s) offered by the College.
- “Staff” means any employee of the College who was employed by the College for reasons other than conducting classes.
- “Campus” means any place where the College conducts or sponsors educational, public service or research activities.

III. Procedures

A. First Step

The student must contact (call, e-mail or visit) the professor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. Second Step

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

The completed grievance form must be presented to the Chief Student Services Officer, or designee, within thirty (30) instructional weekdays after satisfying the first step in the process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student’s grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the Chief Administrative Officer of the division or component concerned.

C. Third Step

If the supervisor’s written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five working days of the receipt of the decision.
the name of the person filing the complaint. A brief description of the complaint, including
notice shall include the following: unless the student filing the complaint waives this requirement. This
parties at least five instructional weekdays prior to the meeting
• A written notice of the complaint that shall be forwarded to all
involved are entitled to:
When a grievance committee meeting is scheduled, the parties
formed every time that a grievance covered under this procedure
The President's decision is final.
D. Fourth Step
If either party is not satisfied with the committee's decision, that
person may submit an appeal to the President of the College
within ten instructional weekdays of the Committee's decision.
The President shall review the committee's findings, conduct whatever additional inquiries that are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.
IV. The Student Grievance Committee
A. The Student Grievance Committee shall be composed of the following:
• Three students recommended by the governing body of the student body;
• Two faculty members recommended by the Chief Instructional Officer;
• One Student Services staff member recommended by the Chief Student Services Officer;
• One administrator, other than the Chief Student Services Officer, to serve as the committee's chairperson; and,
• The Chief Student Services Officer, or designee, who serves as an ex officio, non-voting member of the committee.
All recommended members must be approved by the President.
B. Purpose and function of the Student Grievance Committee
• All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
• Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.
V. Rights of the Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:
• A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
  - A brief description of the complaint, including the name of the person filing the complaint;
  - The date, time and location of the meeting;
  - The name of any person who might be called as a witness.
• Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
• Appear in person and present information on his or her behalf, and present additional evidence to the committee, subject to the committee's judgment that the evidence is relevant to the appeal.
• Call witnesses who are dismissed after providing testimony and responding to questions posed by the committee and either party in the appeal.
• An advisor who shall not address the committee or ask any witness a question. Payment of legal fees is the student's responsibility.
VI. Hearing Procedures
• Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only members of the committee may be present.
• Hearings are informal and a tape recording of the testimony presented during the appeal may be made. The committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officers. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
• The committee may question the student and the employee. The committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
• Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The chairperson of the committee will determine the appropriateness of the questions.
• The student shall bear the burden of proof.
• The committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
• The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the President of the College within two instructional weekdays of the committee's decision. This letter will include a rationale for the committee's decision.
Student Grievance Procedure for Concerns Related to Faculty English Fluency

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

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

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

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

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

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

D. Fourth Step
The student may appeal the committee’s decision to the President of the College within ten (10) working days of receipt of the committee report from the Associate Vice President for Student Affairs.

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

ACADEMIC INFORMATION AND POLICIES

Academic Average (Grade Point Average)
A student’s quality points must be at least double the number of semester hours of credit pursued in order to maintain a scholastic average (GPA) of “C” (2.00) or better, which is required in order to graduate.

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

Further, students must submit a graduation application upon meeting the program requirements in order to be awarded a degree, diploma or certificate.

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

Some programs have articulation agreements for advanced placement for high school students or with baccalaureate institutions. Students should see their academic advisors or www.sctrac.org 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 through the Counseling Center on the Conway Campus or with the Director of Campus and Student Services on the Grand Strand or Georgetown Campuses after completing a minimum of twelve (12) credit hours in two (2) sequential semesters and having a minimum of 2.0 GPA. A counselor will review the full criteria to determine eligibility. If the student is eligible, an application and essay will be forwarded for final approval to the department in which the student is pursuing his/ her associate degree, diploma or certificate. Students are responsible for determining financial aid eligibility.

**Academic Standing**
Students are notified of their academic standing via e-mail to their WaveNet e-mail account only. Financial Aid Standards of Progress (SAP) have different requirements for satisfactory progress.

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

**Academic Warning**
A student pursuing an associate degree, diploma, or certificate is considered to be in serious academic difficulty when his/her semester GPA falls below 2.0 and will be placed on academic warning. A student who is on academic warning should meet with his/ her academic advisor, seek tutoring services and consider reducing the number of classes attempted for the academic warning term.

**Academic Probation**
Any student who fails to earn a 2.0 GPA for two semesters in a row will be subject to a semester of academic probation. Students on academic probation are strongly encouraged to meet with a member of the counseling staff and his/her academic advisor to determine a course of action to improve the student’s academic performance. Possible courses of action include a reduction in course load, participation in tutorial services, developmental studies and/or withdrawal from extracurricular activities.

**Academic Suspension**
Students who fail to earn a 2.0 GPA while on Academic Probation are subject to academic suspension from the College for one semester. Students re-admitted after one semester of suspension must achieve a minimum 2.0 GPA in ALL classes attempted. Re-admission after a second term of academic suspension should also include participation in counseling through Student Services to confirm the student’s goals and program of study, and to encourage proper study patterns and participation in tutoring.

**Re-Admission after Suspension**
To be re-admitted to HGTC after academic suspension, the student must submit an application directly to the Registrar’s Office on the Conway Campus or the Office of Student Services on the Georgetown or Grand Strand Campus. Permission to re-enroll does NOT imply that the student is eligible for any form of financial assistance.

**Advanced Placement**
Advanced Placement Exams (AP)
HGTC accepts the Advanced Placement Examination program of the College Entrance Examination Board. A score of three or higher must be attained for credit to be granted. The course must be required in the student’s course of study. Contact the Registrar’s Office for determination of a specific course exemption.

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

**Experiential Credit**
The College recognizes that college-level learning occurs in a variety of settings and will award credit for verifiable learning activities through experiential exemption credit. Applicants for experiential exemption credit must be at least 18 years old, must have experienced a break in formal education and demonstrate sufficient work or service experience and must have completed the HGTC admission process. Experiential credit is awarded only for documented learning which demonstrates achievement of all outcomes for specific courses in a program of study. Experiential credit is not awarded if the student has previously attempted the course for which credit is sought. It is the student’s responsibility to provide transcripts and appropriate documentation. Students must first contact the appropriate Academic Chair for review of documentation and, if credit is recognized, submission of a completed Experiential Exemption Credit Form to the Registrar’s Office with appropriate documentation, including such items as appropriate from the learning activity:
• Official, sealed transcript from training entity;
• Certificates from professional organizations;
• Letters from employer with detailed information about the experience; and,
• Artifacts, such as projects, programs.

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

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

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

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

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

Application for Proficiency Exam Credit
• Students must obtain an application for proficiency examination from the Registrar’s Office;
• A fee is required. Students must show proof of payment to the department chair/designee administering the examination before the examination is scheduled;
• Students should schedule proficiency examinations with appropriate department chair/designee or the testing center. As most exams are scheduled for the third day of add/drop week, applicants are encouraged to schedule exams during the registration process; and
• A numerical grade of 75 or higher is passing the exam and earns proficiency credit.

The following courses are approved for credit by proficiency exam:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC</td>
<td>Accounting Concepts</td>
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<td>ACC</td>
<td>Organizational Accounting</td>
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<td>ACC</td>
<td>Individual Tax Procedures</td>
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<td>ACC</td>
<td>Payroll Accounting</td>
</tr>
<tr>
<td>AHS</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>AOT</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>AOT</td>
<td>Document Formatting</td>
</tr>
<tr>
<td>AOT</td>
<td>Machine Transcription</td>
</tr>
<tr>
<td>BUS</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>CPT</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CPT</td>
<td>Program Logic and Design</td>
</tr>
<tr>
<td>EGT</td>
<td>Basic Technical Drawing</td>
</tr>
<tr>
<td>MAT</td>
<td>Beginning Algebra</td>
</tr>
<tr>
<td>MAT</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MAT</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>MAT</td>
<td>Algebra, Geometry &amp; Trigonometry I</td>
</tr>
</tbody>
</table>

Technical Advanced Placement (T.A.P.)
Students who have successfully completed certain career and technology programs in high schools in Horry and Georgetown counties are eligible for technical advanced placement through exemption of certain courses. High school counselors and teachers provide information and documentation to students regarding eligibility.

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

Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of
Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals.

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

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

**Commencement Ceremony**

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

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

- Cum Laude—graduating with a program GPA of 3.50-3.74
- Magna Cum Laude—graduating with a program GPA of 3.75-3.99
- Summa Cum Laude—graduating with a program GPA of 4.00

**Cooperative Education**

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

**Developmental Studies**

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

All students seeking admission to the college are required to submit scores from SAT, ACT or College placement test. Students are required to take developmental courses if they do not meet the scores required for course placement. The length of developmental studies program enrollment is limited to a maximum of 30 semester hours.

**General Education Courses**

(See www.sctrac.org for transfer information.)

Note: Transfer indicates course on Statewide Transfer List. Many courses, although not on Statewide Transfer List will transfer to Coastal Carolina University, Francis Marion University and other universities. Students are advised to contact the transfer institution for approval of transfer courses. Advisors will provide assistance.

**Communications**

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

**Humanities/Fine Art**

IDS 201, MUS 111, MUS 112, PHI 103, PHI 201, REL 103, SPA 101

**Mathematics**

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

**Natural Sciences**

BIO 105, BIO 112, CHM 105, PHY 118
Transfer: AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 211, CHM 212, PHY 201, PHY 202, PHY 221, PHY 222

**Social/Behavioral Sciences**

PSY 103
Transfer: ANT 101, ECO 210, ECO 211, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 220

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

**General Education Program Learning Outcomes**

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

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

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

• Communicate effectively;
• Possess quantitative problem solving skills;
• Think critically;
• Display ethical and professional behavior in a multicultural environment;
• Exhibit proficient use of technology; and,
• Demonstrate effective information literacy

Grade Quality Point System
The College operates on a semester-hour credit system. Semester-hour credits represent the number of hours completed with a passing grade. Grade quality points are determined by the grade earned. Each grade is assigned on a “grade point equivalent” in grade points for each semester hour scheduled. All grades for attempted courses are shown on the student’s permanent record. Credit hours and quality points are computed in the student’s Grade Point Average (GPA).

The Grade Quality Point System is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Hours not earned until grade assigned (non-punitive)</td>
</tr>
</tbody>
</table>

Computing GPA Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Point Equivalent</th>
<th>X Credit Hrs. Attm.*</th>
<th>GP Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>PSY 201</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ENG 102</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>MAT 110</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ENG 231</td>
<td>I</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>16</td>
<td>32</td>
</tr>
</tbody>
</table>

*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 no credit hours; generates no grade points.
E - EXEMPT: not used in GPA calculations; earns credit hours; generates no grade points. An “E” is awarded for HGTC courses which students have been permitted to exempt as a result of testing, articulation, equivalent work experience or other educational experience.
NC - NO CREDIT: not used in GPA calculations; earns no credit hours; generates no grade points.
SC - SATISFACTORY COMPLETION: not used in GPA calculations; earns credit hours; generates no grade points.
TR - TRANSFER: not used in GPA calculations; earns credit hours; generates no grade points. A “TR” is given for allowable equivalent credits earned at other accredited colleges, universities or technical colleges. All “TR” grades must be supported by an official transcript of record from an accredited postsecondary institution.

Note: Regarding a grade of “I” (Incomplete): A grade of Incomplete (“I”) is assigned when the student does not complete work or take the final exam due to illness or for other reasons over which the student has no control. This grade is given only with the approval of the professor involved. An incomplete must be completed by the end of the following term. Otherwise, the grade becomes an automatic failure (“F”).
Graduation Requirements
Students are eligible for graduation upon completion of the following:
• Satisfactory completion of the required number of hours and courses specified in their curriculum (students who are re-admitted to the same program after two or more calendar years of inactive enrollment will be required to utilize the current catalog to meet graduation requirements);
• Achievement of necessary program grade point average of 2.00;
• Payment of all fees and financial obligations due the College; and;
• Filing of an “Application for Degree, Diploma or Certificate” with the Registrar’s Office by the announced deadline.

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

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

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

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

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

Program Emphasis
Certain curriculum displays for program emphasis are for advise- ment purposes only. Most displays represent agreements with select two- and four-year institutions and programs or program prepa- ration. Students completing the requirements in their display will receive an Associate in Arts, Associate in Science or Associate in Applied Science degree. Students should contact an academic advisor for additional information. Examples include:
  Associate in Arts: Business Emphasis
  Associate in Applied Science: Hospitality Management Emphasis

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

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

Transferring
Students who plan to pursue a bachelor’s degree should elect to enroll in the transferable English, Mathematics, Humanities, Social Sciences and Behavioral Sciences courses to fulfill degree require- ments. The optional, college-transferable English sequence is ENG 101 and SPC 205. The optional, college-transferable math se- quence 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.

Withdrawal
The College maintains that it is the responsibility of the student to apply for honorable withdrawal. This protects the student’s records, his/her right to re-enroll and the right to transfer credits. The aca- demic calendar shows each of the dates mentioned below. Students needing to withdraw from a course or courses must do so on WaveNet, on the College website, if prior to the two-thirds point of the semester.

During the add/drop period for the term, the student will perform a Web Drop. If student withdraws during this period, class(es) do not appear on the transcript and no tuition is charged. After the add/drop period and before two-thirds points for the term, the student may perform a withdrawal which results in a grade of “W.” This withdrawal may affect financial aid award.

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

After the two-thirds point, the withdrawal grade of “W” (passing) or “WF” (“U”) (not passing) will be assigned by the course instructor. Students should contact the course instructor to initiate withdrawal after the two-thirds point. Students should discuss their withdrawal plans and the grade with the instructor(s) prior to withdrawal.

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

In addition, courses in some academic pro- grams 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.

**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 take prior to transfer or only coursework deemed appropriate to the student’s intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major;
- Institutional policies related to “academic bankruptcy” (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years had passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student’s earlier record; and,
- “Residency requirements” for the minimum number of hours required to be earned at the institution for the degree.

**S.C. Transfer and Articulation Center (SCTRAC)**

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

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

**Statewide Articulation of 86 Courses for Transfer**

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

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

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

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a “validation examination”, “placement examination/instrument”, “verification instrument”, or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.
Assurance of Quality
All claims from any public two or four-year institution challenging the effective preparation of any other public institution’s coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers
Each institution will provide the contact information for the institution’s Transfer Office personnel, include telephone numbers, office address, and e-mail 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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ANT 101</td>
<td>General Anthropology</td>
<td>3 credits</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation</td>
<td>3 credits</td>
</tr>
<tr>
<td>ART 105</td>
<td>Film as Art</td>
<td>3 credits</td>
</tr>
<tr>
<td>AST 101</td>
<td>Solar System Astronomy</td>
<td>4 credits</td>
</tr>
<tr>
<td>AST 102</td>
<td>Stellar Astronomy</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Sciences I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Biological Sciences II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 225</td>
<td>Microbiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHM 112</td>
<td>College Chemistry II</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHM 211</td>
<td>Organic Chemistry I</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHM 212</td>
<td>Organic Chemistry II</td>
<td>4 credits</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3 credits</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Microeconomics</td>
<td>3 credits</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3 credits</td>
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<td>ENG 102</td>
<td>English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 201</td>
<td>American Literature I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 202</td>
<td>American Literature II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 203</td>
<td>American Literature Survey</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 205</td>
<td>English Literature I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 206</td>
<td>English Literature II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 208</td>
<td>World Literature I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 209</td>
<td>World Literature II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 214</td>
<td>Fiction</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 218</td>
<td>Drama</td>
<td>3 credits</td>
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<td>ENG 222</td>
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<td>ENG 230</td>
<td>Women in Literature</td>
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<td>ENG 236</td>
<td>African American Literature</td>
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<tr>
<td>ENG 260</td>
<td>Advanced Technical Comm.</td>
<td>3 credits</td>
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<tr>
<td>FRE 101</td>
<td>Elementary French I</td>
<td>4 credits</td>
</tr>
<tr>
<td>FRE 102</td>
<td>Elementary French II</td>
<td>4 credits</td>
</tr>
<tr>
<td>FRE 201</td>
<td>Intermediate French I</td>
<td>3 credits</td>
</tr>
<tr>
<td>FRE 202</td>
<td>Intermediate French II</td>
<td>3 credits</td>
</tr>
<tr>
<td>GEO 101</td>
<td>Introduction to Geography</td>
<td>3 credits</td>
</tr>
<tr>
<td>GEO 102</td>
<td>World Geography</td>
<td>3 credits</td>
</tr>
<tr>
<td>GER 101</td>
<td>Elementary German I</td>
<td>4 credits</td>
</tr>
<tr>
<td>GER 102</td>
<td>Elementary German II</td>
<td>3 credits</td>
</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
<td>3 credits</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
<td>3 credits</td>
</tr>
<tr>
<td>HIS 201</td>
<td>American History: Discovery-1877</td>
<td>3 credits</td>
</tr>
<tr>
<td>HIS 202</td>
<td>American History: 1877-Present</td>
<td>3 credits</td>
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</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
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<tr>
<td>ENG 201</td>
<td>American Literature I</td>
<td>3 credits</td>
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<td>OR</td>
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<tr>
<td>ENG 202</td>
<td>American Literature II</td>
<td>3 credits</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>ENG 205</td>
<td>English Literature I</td>
<td>3 credits</td>
</tr>
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<td>OR</td>
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<td></td>
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<tr>
<td>ENG 206</td>
<td>English Literature II</td>
<td>3 credits</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
<td>3 credits</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
<td>3 credits</td>
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<tr>
<td>OR</td>
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</tr>
<tr>
<td>PHI 101</td>
<td>Introduction to Philosophy</td>
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<td>PHI 110</td>
<td>Ethics</td>
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<td>MAT 130</td>
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<td>FRE 101</td>
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<td>4 credits</td>
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<td>FRE 102</td>
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<td>4 credits</td>
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<tr>
<td>GER 101</td>
<td>Elementary German I</td>
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<td>SPA 101</td>
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<td>SPA 102</td>
<td>Elementary Spanish II</td>
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<tr>
<td>MUS 105</td>
<td>Music Appreciation</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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<td>SOC 101</td>
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<td>PSC 201</td>
<td>American Government</td>
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### Baccalaureate Business Majors - Technical College Courses

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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
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<tr>
<td>AND</td>
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<td></td>
</tr>
<tr>
<td>BIO 102</td>
<td>Biological Science II</td>
<td>4 credits</td>
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</table>

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.
THE 101  Introduction to Theatre 3 credits
Or
MUS 105  Music Appreciation 3 credits
Or
ART 101  Art History and Appreciation 3 credits
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
HIS 102  Western Civilization Post 1689 3 credits
FRE 101  Elementary French I 4 credits
FRE 102  Elementary French II 4 credits
GER 101  Elementary German I 4 credits
GER 102  Elementary German II 4 credits
SPA 101  Elementary Spanish I 4 credits
SPA 102  Elementary Spanish II 4 credits
ART 101  Art History and Appreciation 3 credits
MUS 105  Music Appreciation 3 credits

Baccalaureate Engineering Majors - Technical College Courses

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<thead>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II (Prereq. CHM 110)</td>
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</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry &amp; Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1686</td>
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Baccalaureate Science and Mathematics Major - Technical College Courses

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<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry &amp; Calculus I</td>
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<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>American Literature I</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 202</td>
<td>American Literature II</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 205</td>
<td>English Literature I</td>
<td>3</td>
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<tr>
<td>OR</td>
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<tr>
<td>ENG 206</td>
<td>English Literature II</td>
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<tr>
<td>ART 101</td>
<td>Art History and Appreciation</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>OR</td>
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<td></td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre</td>
<td>3</td>
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</table>

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 transcripts (high school and college) be sent to the HGTC Admissions Office. HGTC invites all students who are considering HGTC to visit the Admissions Office where campus tours, faculty introductions or visits are arranged. See Admissions-Transfer Students.

Transferring from HGTC

The associate in arts/sciences degree curriculum is designed to allow maximum transfer of credits. Go to www.sctrac.org for specific transfer information for SC public institutions, since transfer requirements for senior colleges and universities vary. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student plans to transfer. A student planning to transfer the first two years from HGTC to a senior college or university should work with an academic advisor for further information, or check the website of the college or university of interest for further clarification and/or verification.

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:

Project Lead the Way (PLTW) Articulation Agreements.
See institution lists for PLTW courses accepted at www.sctrac.org.
Visit www.sctrac.org; or contact the appropriate faculty advisor on all three campuses.

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

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

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

Students should contact a program advisor or visit www.sctrac.org for more information.

Senior Institutions:
HGTC Associate Degrees Transfer to:

**Associate in Arts** - Allen University, Charleston Southern University, Coastal Carolina University, Coker College, Columbia College, Kaplan University (online), Limestone College, North Greenville University, Southern Wesleyan University, University of South Carolina (USC), USC-Palmetto College (online), Webster University, University of Phoenix (online)

**Associate in Science** - Allen University, Clemson University, Coastal Carolina University, Coker College, Columbia College, Kaplan University, Limestone College, MUSC, North Carolina A & T State University, North Greenville University, Southern Wesleyan University, USC, USC - Palmetto (online), Webster University, University of Phoenix (online)

**Associate in Applied Sciences - Business** - The Citadel, USC - Palmetto College (online), University of Phoenix (online)

**Civil Engineering Technology** - The Citadel; Old Dominion University

**Computer Technology** - Western Kentucky University (online), Coastal Carolina University, University of Phoenix, Limestone College

**Construction Management Technology** - Clemson University, The Citadel

**Criminal Justice Technology** - The Citadel, Coastal Carolina University, Norwich University (online), USC - Palmetto College (online), University of Phoenix

**Digital Arts** - Charleston Southern University, Coastal Carolina University

**Early Care & Education** - Coastal Carolina University, Columbia College, Francis Marion University, SC State University, USC - Palmetto College (online)

**Fire Science** - Coastal Carolina University

**Forestry Management Technology** - Abraham Baldwin Agricultural College, Clemson University, Glenville State College, Mississippi State University

**Golf & Sports Turf Management** - Eastern Kentucky University

**Human Services** - Coastal Carolina University, USC - Beaufort, Springfield College, Upper Iowa University, USC - Palmetto College (online), Limestone College

**Nursing** - Coastal Carolina University, North Carolina A & T State University, University of Phoenix (online), USC - Palmetto College (online)

**Public Service Administration - Business** - University of Memphis (online)

**Bridge Agreements** - Allow student to self-identify at HGTC and senior institution for admission and advising: Columbia College, Lander University, University of South Carolina, North Greenville University

NOTE: SC Public Colleges & Universities: The Citadel, Clemson University, Coastal Carolina University, Francis Marion University, MUSC, SC State University, USC, USC - Beaufort, USC - Palmetto College (online)

SC Private Colleges & Universities: Allen, Charleston Southern, Coker College, Columbia College, Kaplan University, Limestone College, North Greenville University, Southern Wesleyan, Webster
Out of State Colleges and Universities: Abraham Baldwin Agricultural, Eastern Kentucky University, Glenville State College, Kaplan University (online), University of Memphis (online), Mississippi State University, Norwich University (online), Old Dominion University, University of Phoenix (online), Springfield College, Upper Iowa University, Western Kentucky University (online)

Partnerships:
Columbia College - Students may transfer HGTC courses to Columbia College and enroll in Baccalaureate courses on the HGTC Grand Strand campus. Visit the Columbia College office in building 200GS on the Grand Strand Campus. Apply free online at columbia.edu/evening, call (803) 786-3955 or (803) 786-3766 or email A2BHGT@columbiasc.edu

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

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

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.
Overview
HGTC offers more than 90 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.

Degree: Associate in Applied Science
Major: ACCOUNTING (ACC3)
Credit Requirements: 69 semester credit hours

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

FIRST SEMESTER (FALL)
ACC 101 Accounting Principles I 3
BUS 101 Introduction to Business 3
CPT 170 Microcomputer Applications 3
ENG 155 Communications I 3
TOTAL 12

SECOND SEMESTER (SPRING)
ACC 102 Accounting Principles II 3
ACC Elective*** 3
BAF 101 Personal Finance 3
ENG 160 Technical Communications 3
MAT 101 Beginning Algebra** 3
TOTAL 15

THIRD SEMESTER (SUMMER)
ACC 124 Individual Tax Procedures 3
ACC Elective*** 3
BUS 121 Business Law I 3
BUS 220 Business Ethics 3
TOTAL 12

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

FIFTH SEMESTER (SPRING)
ACC 202 Intermediate Accounting II 3
ACC 230 Cost Accounting I 3
ACC 291 Certified Bookkeeper Review 3
BUS 240 Business Statistics 3
ECO 210 Macroeconomics 3
OR
ECO 211 Microeconomics 3
TOTAL 15

TOTAL CREDIT HOURS 69
Degree: Associate in Applied Science  
**Major: ADMINISTRATIVE OFFICE TECHNOLOGY (ADT3)**  
**Emphasis:** Accounting, Legal or Medical  
**Credit Requirements: 60 - 66 semester credit hours**

This program prepares students for positions as administrative office professionals and office managers. Upon completion, students will have the customer service, communication, Internet, software, and office management skills to be an efficient and effective member of an office team. Graduates find employment opportunities in the following fields: public relations, banks, education, legal and medical offices, retailers, construction companies, government agencies, investment firms, and real estate companies. Students must have a “C” or better in all AOT and HIM classes and prerequisites to graduate. Students may select Administrative Office Technology (60 credits) or Accounting, Legal or Medical Emphasis (66 credits) with advisor approval.

**FIRST SEMESTER (FALL)**

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<th>Course</th>
<th>Title</th>
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<td>AOT 105</td>
<td>Keyboarding</td>
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<td>AOT 134</td>
<td>Office Communications</td>
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<td>AOT 165</td>
<td>Information Processing Software</td>
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<td>AOT 239</td>
<td>Computerized Office Accounting</td>
<td>3</td>
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<tr>
<td>ACC 101</td>
<td>Principles of Accounting</td>
<td>3</td>
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<tr>
<td>Emphasis Elective*</td>
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**SECOND SEMESTER (SPRING)**

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<td>AOT 234</td>
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<td>ENG 155</td>
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<td>MAT 155</td>
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**THIRD SEMESTER (SUMMER)**

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<td>AOT 261</td>
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<td>ENG 160</td>
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**FOURTH SEMESTER (FALL)**

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<td>AOT 263</td>
<td>Office Database Applications</td>
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<td>AOT 265</td>
<td>Office Desktop Publishing</td>
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<td>PHI 103</td>
<td>Workplace Ethics</td>
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**FIFTH SEMESTER (SPRING)**

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<td>Professional Development</td>
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<tr>
<td>AOT 252</td>
<td>Systems and Processors Medical</td>
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<td>AOT 254</td>
<td>Office Simulation</td>
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<td>AOT 269</td>
<td>Internet Skills for the Workplace</td>
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<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**  
60 - 66

*Emphasis elective: Choose BAF 101 or HIM 103 or LEG 135.  
**Emphasis elective: Choose ACC 150 or BUS 121 or HIM 105.
Diploma: ADMINISTRATIVE SUPPORT (ADM1)
Credit Requirements: 42 semester credit hours

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

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

FIRST SEMESTER (FALL)
AOT 105  Keyboarding    3
AOT 134  Office Communications   3
AOT 165  Information Processing Software  3
AOT 239  Computerized Office Accounting  3
OR
ACC 101 Accounting Principles I
   Emphasis Elective*    3
TOTAL      15

SECOND SEMESTER (SPRING)
AOT 110  Document Formatting   3
AOT 234  Administrative Office Communications 3
ENG 155  Communications I    3
MAT 155  Contemporary Mathematics  3
   Emphasis Elective**    3
TOTAL      15

THIRD SEMESTER (SUMMER)
AOT 180  Customer Service    3
AOT 261  Office Spreadsheet Apps. (Excel)  3
ENG 160  Technical Communications I  3
PSY 103 Human Relations             3
TOTAL 12

TOTAL CREDIT HOURS           42

*Emphasis Elective: Choose BAF 101 or HIM 103 or LEG 135
**Emphasis Elective: Choose ACC 150 or BUS 121 or HIM 105

Certificate: ADVANCED WELDING TECHNOLOGIES (AWT7)
Credit Requirements: 34

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

The welding program is designed to provide 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.

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

(continued)
SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 113</td>
<td>Arc Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WLD 132</td>
<td>Inert Gas Welding Ferrous</td>
<td>4</td>
</tr>
<tr>
<td>WLD 154</td>
<td>Pipe Fitting and Welding</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
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</table>

THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 134</td>
<td>Inert Gas Welding Non-Ferrous</td>
<td>3</td>
</tr>
<tr>
<td>WLD 140</td>
<td>Weld Testing</td>
<td>1</td>
</tr>
<tr>
<td>WLD 228</td>
<td>Inert Gas Welding Pipe I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 229</td>
<td>Inert Gas Welding Pipe II</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 34

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

Credit Requirements: 63 semester credit hours

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

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

Transfer students accepted to Coastal Carolina University (CCU) with an earned Associate of Arts or Associate of Science degree are eligible for waiver of core curriculum requirements. Transfer credits earned by the student may be applied to foundation, minor, cognate or major requirements or will be counted as electives. Course prerequisites and minimum credits earned requirements for the awarding of degrees still apply.

Students who plan to transfer to Coastal Carolina University or Francis Marion University (FMU) to pursue a baccalaureate degree in education should follow the Transfer Advisement Guides (Graduation Requirements) for Early Childhood, Elementary, Middle or Special Education Major. In order to maximize transfer credit, it is important to contact the CCU Transfer Coordinator or the FMU Admissions Office for transfer students.

**GENERAL EDUCATION**

**English Composition and Speech** 9 Semester hours

ALL of the following:
- ENG 101 English Composition I
- ENG 102 English Composition II
- SPC 205 Public Speaking

**Mathematics** 3 Semester hours

ONE course to be chosen from:
- MAT 110 College Algebra
- MAT 120 Probability & Statistics
- MAT 122 Finite College Mathematics
- MAT 250 Elementary Mathematics I (Education transfers only)

**Natural Sciences/Mathematics** 6 Semester hours

TWO courses to be chosen from:
- AST 101, AST 102, BIO 101, BIO 102, BIO 105, BIO 210, BIO 211, CHM 110, CHM 111, MAT 111, MAT 120, MAT 122, MAT 130, PHY 201, PHY 202 (continued)
Humanities/Fine Arts
Two courses to be chosen from:

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

Major Concentration
Four to five courses to be selected from the following courses (Cannot be used to fulfill general education requirements):

Other Required Courses
Computer Technology
CPT 101 Introduction to Computers*
OR
CPT 170 Microcomputer Applications*

Four to five courses to be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester hours</th>
</tr>
</thead>
</table>

Note: Recommended for Education transfers: EDU 110, EDU 241, MAT 250, MAT 251. Early Childhood Education majors should follow HGTC Early Care and Education transfer emphasis.

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

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

Degree: Associate in Arts
Major: ASSOCIATE IN ARTS (AAA4)
Emphasis: Business Transfer
Credit Requirements: 64 semester credit hours

This program is designed to prepare the student planning to transfer to a senior college/university in a bachelor’s degree program in Business. Graduates of this program are well prepared to transfer and major in the area of business. Students should confer with the institution they plan to attend and their academic advisor for appropriate selection of courses.

While these courses are included in the Statewide Transfer Block, transfer requirements for senior colleges/universities vary. The transfer courses in this model should be regarded as suggested courses, to be selected with academic advisor to plan a specific program of study for a senior college/university. The student should consult the transfer institution to determine requirements.

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition and Speech</td>
<td>9</td>
</tr>
<tr>
<td>ENG 101, ENG 102 and SPC 205</td>
<td></td>
</tr>
<tr>
<td>Mathematics and Natural Sciences</td>
<td>7</td>
</tr>
<tr>
<td>MAT 130*</td>
<td></td>
</tr>
<tr>
<td>BIO 101 or BIO 105 or CHM 110 or PHY 201</td>
<td></td>
</tr>
<tr>
<td>Humanities/Fine Arts/Social/Behavioral Sciences</td>
<td>12 Semester hours</td>
</tr>
<tr>
<td>ENG 201 or ENG 202 or ENG 205 or ENG 206 or ENG 208 or ENG 209</td>
<td>(continued)</td>
</tr>
</tbody>
</table>
ART 101 or MUS 105
ECO 210
ECO 211

MAJOR CONCENTRATION

Required:  
6 Semester hours

PSC 201 or PSY 201 or SOC 101
HIS 101 or HIS 102

Select:  
9 Semester hours


ADDITIONAL COURSES

Accounting  
9 Semester hours

ACC 101
ACC 102
CPT 101 or CPT 170

Business  
6 Semester hours

BUS 101
BUS 240

Other Courses:  
6 Semester hours

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

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

*Prerequisite: MAT 110 with grade of “C” or better or appropriate placement scores.

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

Degree: Associate in Arts

Major: ASSOCIATE IN ARTS (AAA4)

Emphasis: Education Transfer

Credit Requirements: 64 semester credit hours

Students who are interested in transferring to a Teacher Education program at Coastal Carolina University or other senior institution should contact their Academic Advisor for assistance in course selection. It is also important that the student contact the Transfer Admissions Office of the selected institution early in order to determine appropriate courses for transfer. Early Childhood Education, Elementary Education, Middle Level Education, Physical Education, Secondary Education or Special Education. HGTC offers EDU 102 Professional Preparation for Education Careers, EDU 110 Careers in Education, EDU 201, Classroom Inquiries with Technology, EDU 241 Learners and Diversity, EDU 242 Adolescent Growth and Development. HGTC also offers MAT 250 Elementary Mathematics and MAT 251 Elementary Mathematics II for students planning to transfer to Teacher Education programs.

Admission to the Professional School of Education at senior institutions requires passing scores on the PRAXIS I; HGTC offers PRAXIS preparation opportunities in EDU 102. Visit www.sctrac.org to view transfer programs for education majors at Coastal Carolina University and other senior institutions.

GENERAL EDUCATION

English Composition and Speech  
9 Semester hours

ENG 101, ENG 102, and SPC 205

Mathematics  
3 Semester hours

MAT 110,120 or MAT 250

(continued)
Math/Natural Sciences  7 Semester hours
BIO 101, BIO 105, AST 101, CHM 110, PHY 201, MAT 250 or MAT 251

Humanities/Fine Arts  6 Semester hours
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, or ENG 224  Literature
HIS 101, HIS 102, HIS 201, or HIS 202  History
ART 101, THE 101 or MUS 105  Fine Arts

Social/Behavioral Sciences  6 Semester hours
PSY 201
PSC 201

MAJOR CONCENTRATION  15 Semester hours
Select:

ADDITIONAL COURSES
Required  13 Semester hours
EDU 102
EDU 110
EDU 201
EDU 241

Select:  5 Semester hours
ANT 101, ART 101, ART 108, BIO 105, BIO 210, BIO 211, CHM 110, ECD 101, EDU 242, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, FRE 201, FRE 202, GER 101, GER 102, GER 201, GER 202, HIS 101, HIS 102, HIS 201, HIS 202, MAT 120, MUS 105, PHI 101, PHI 110, PHY 201, PSC 201, PSY 201, PSY 203, PSY 212, REL 103, SOC 101, SOC 102, SOC 205, SOC 220, THE 101, SPA 101, SPA 102, SPA 201

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

Degree: Associate in Science
Major: ASSOCIATE IN SCIENCE (AAS5)
Credit Requirements: 64 semester credit hours

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

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

Transfer students accepted to Coastal Carolina University with an earned Associate of Arts or Associate of Science degree will have all core curriculum requirements waived. Transfer credits earned by the student may be applied to foundation, minor, cognate or major requirements or will be counted as electives. Course prerequisites and minimum credits earned requirements for the awarding of degrees still apply.

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

English Composition and Speech  9 Semester hours
ENG 101 English Composition I
ENG 102 English Composition II
SPC 205 Public Speaking

Mathematics  3 Semester hours
MAT 110 College Algebra

Natural Sciences  8 Semester hours
AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, CHM 211, PHY 201, PHY 202, PHY 221, PHY 222

Humanities/Fine Arts  6 Semester hours

Social/Behavioral Sciences  6 Semester hours
ANT 101, ECO 210, ECO 211, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205

MAJOR CONCENTRATION  16 Semester hours
To be selected from the following courses and NOT used to fulfill general education requirements:
AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 211, CHM 212, MAT 140, MAT 141, MAT 111, MAT 120, MAT 122, MAT 130, PHY 201, PHY 202, PHY 221, PHY 222

OTHER REQUIRED COURSES

Computer Technology  3 Semester hours
CPT 101 Introduction to Computers*
OR
CPT 170 Microcomputer Applications*

FOUR to FIVE courses to be selected from the following:  13 Semester hours

NOTE: Recommended for Education transfers: EDU 110, EDU 201, EDU 241, MAT 250, MAT 251.
Early Childhood Education majors should follow HGTC Early Care and Education transfer emphasis.

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

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

Degree: Associate in Science
Major: ASSOCIATE IN SCIENCE (AAS5)
Emphasis: Civil Engineering Transfer
Credit Requirements: 75 semester credit hours

Students who have career plans for completion of a bachelor’s degree in Civil Engineering or Civil Engineering Technology have the option of enrolling in this Transfer Emphasis, earning the Associate in Science and transferring to continue their education at a senior institution. HGTC is developing transfer agreements with the Citadel and other institutions. Advisors can provide further information regarding transfer.

FIRST SEMESTER (FALL)
EGR 270 Introduction to Engineering  3
EGR 275 Introduction to Engineering/Computer Graphics  3

(continued)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
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<td><strong>TOTAL</strong></td>
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</table>

**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 285</td>
<td>Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 295</td>
<td>Surveying Lab I</td>
<td>1</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II</td>
<td>4</td>
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<td><strong>TOTAL</strong></td>
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**THIRD SEMESTER (SUMMER)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHM 111</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EGR 282</td>
<td>Introduction to Civil Engineering</td>
<td>2</td>
</tr>
<tr>
<td>EGR 286</td>
<td>Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 296</td>
<td>Surveying Lab II</td>
<td>1</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
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</table>

**FOURTH SEMESTER (FALL)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 205</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytical Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I</td>
<td>4</td>
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<tr>
<td>PSC 201</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>OR PSY 201</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>OR SOC 101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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</table>

**FIFTH SEMESTER (SPRING)**

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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EGR 260</td>
<td>Engineering Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 206</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 242</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 222</td>
<td>University Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 75

*Prerequisites or appropriate placement scores required.

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**Degree: Associate in Science**

**MAJOR: ASSOCIATE IN SCIENCE**

**Emphasis: Fire Science Transfer**

**Credit Requirements: 62 semester credit hours**

Current firefighters who are interested in furthering their career in fire science may enroll in the Associate in Science - Fire Science Technology transfer program. Through an agreement with Coastal Carolina University (CCU), students can transfer to CCU’s Interdisciplinary Studies baccalaureate program or other university programs. Students who have earned the Associate in Science – Emphasis in Fire Science Technology degree may waive CCU’s General Education Core requirements. Students may also transfer to other senior institutions.

The Fire Science Technology (FST) program is available to current firefighters who have completed fire-science training through Firefighter II level at the SC Fire Academy or other approved National Fire Academy program. Official transcripts from the granting institution must be submitted after the applicant has applied for admission to HGTC. Students who have not completed Fire Academy training are eligible to take only General Education courses until training has been completed and transcripts submitted.

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 SC Technical College System guidelines. National Fire Academy training can be obtained only by being employed or a volunteer with local fire departments or rescue agencies.

**A. General Education: 29 semester credit hours in University Transfer courses**

9 semester credit hours in Written and Oral Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td></td>
</tr>
</tbody>
</table>

(continued)
SPC 205  Public Speaking
12 semester credit hours in Humanities/Fine Arts; Social/Behavioral Sciences with at least
3 semester credit hours in Humanities/Fine Arts
And 3 semester credit hours in Social/Behavioral Sciences
8 semester credit hours in Mathematics and/or Natural Sciences

B. Courses For Major: 15 semester credit hours in University Transfer courses
15 semester credit hours in Mathematics and/or Natural Sciences selected by the student with advisor guidance

C. Other: 18 semester credit hours required for graduation
Selected by the student with advisor guidance to allow the student to adapt the program to individual objectives.

FST 106  Building Construction for Fire Protection  3
FST 108  Fire Protection Systems  3
FST 203  Fire Prevention  3
FST 204  Principles of Emergency Services  3
FST 208  Fire Behavior and Combustion  3
*University Transfer Electives  3

*Courses selected from the list of University Transfer courses listed in the HGTC catalog or College website.

FST courses are taught by International Fire Safety Accreditation Council certified instructors.

For current information regarding transfer to Coastal Carolina University, students should contact Coastal Carolina University at 843-347-3161.

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

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

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

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

Dental Hygiene       14 credits with 2.5 GPA minimum
BIO  210
CHM  105 or CHM 110
CPT  101
ENG  101

Diagnostic Medical Sonography    35 credits with 2.5 GPA minimum
AHS  102 or AHS 104
AHS  110 or AHS 141, if no previous patient skills background
BIO  210 and BIO 211
CPT  101
ENG  101
MAT  110 or MAT 120
PHY  118 or PHY 201 or PHY 202
PSY  201
SPC  205

Humanities

(continued)
### Nuclear Medicine

- **AHS 102 or AHS 104**
- **AHS 110 or AHS 141**, if no previous patient skills background
- **BIO 210 and BIO 211**
- **CHM 105 or CHM 110**
- **CPT 101**
- **ENG 101**
- **MAT 110 or MAT 120**
- **PHY 118 or PHY 201 or PHY 202**
- **PSY 201**
- **SPC 205**
- Humanities

39 credits with 2.5 GPA minimum

### Nursing

- **BIO 210, BIO 211, BIO 225, ENG 101, ENG 102**
- Humanities
- **MAT 110 or MAT 120**
- **PSY 201**
- **SPC 205**

30 credits with 2.75 GPA minimum

### Physical Therapist Assistant

- **BIO 210**
- **ENG 101**
- Humanities
- **MAT 110 or MAT 120**
- **PSY 201**

16 credits with 2.5 GPA minimum

### Practical Nursing

- **BIO 210**
- **BIO 211**
- **ENG 101**
- **MAT 155**
- **PSY 201**

17 credits with 2.0 GPA minimum

### Radiology

- **BIO 210**
- **CPT 101**
- **ENG 101**
- **MAT 110 or MAT 120**
- **PSY 201**

13 credits with 2.5 GPA minimum

### Surgical Technician

- **BIO 210, BIO 211 and BIO 225**

12 credits with 2.0 GPA minimum

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

### GENERAL EDUCATION COURSES

#### English Composition and Speech

- **ENG 101** English Composition I
- **ENG 102** English Composition II
- **SPC 205** Public Speaking

9 Semester hours

#### Mathematics/Natural Sciences

- **AST 101, AST 102, BIO 101, BIO 102, BIO 112, CHM 105, CHM 110, MAT 110 or MAT 120, MAT 130, MAT 140, PHY 118 or PHY 201 or PHY 202, PHY 221, PHY 222**

8 Semester hours

#### Humanities/Fine Arts


6 Semester hours

(continued)
Social/Behavioral Sciences  
PSY 201  
ANT 101, ECO 210, ECO 211, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101 or SOC 102  

**MAJOR CONCENTRATION**  
**REQUIRED:**  
BIO 210 and BIO 211 and BIO 225  

**SELECT:**  
AST 101, AST 102, CHM 110, CHM 111, CHM 211, CHM 212, MAT 110, MAT 120, MAT 122, MAT 130, MAT 140, PHY 201, PHY 202, PHY 221, PHY 222  

**OTHER REQUIRED COURSES**  
**Computer Technology**  
CPT 101 Introduction to Computers  
OR  
CPT 170 Microcomputer Applications  
**REQUIRED:**  
PHI 103 Workplace Ethics  
OR  
PHI 110 Ethics  

**SELECT:**  
AHS 101, AHS 102, AHS 104, AHS 108**, AHS 110, AHS 126, AHS 137, AHS 141, AHS 143, AOT 105, NUR 217, NUR 221, PHY 118*, PHY 201, PHY 202, PSY 203**, SPA 101, SPA 102, SPA 107, or other optional courses listed above. (AHS 106 - EMT and Phlebotomy only)  
*PHY 118 Recommended for PTA  
**AHS 108 and PHY 203 Recommended for Nursing  

**TOTAL CREDIT HOURS**  
60  

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**Degree:** Associate in Science  
**Major:** ASSOCIATE IN SCIENCE (AAS5)  
**Emphasis:** Turfgrass Science  
**Credit Requirements:** 70 semester credit hours  

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

**FIRST SEMESTER (FALL)**  
ENG 101 English Composition I  
HRT 110 Plant Form and Function  
HRT 125 Soils  
MAT 110 College Algebra  
SOC 101 Introduction to Sociology*  
**TOTAL** 17  

**SECOND SEMESTER (SPRING)**  
BIO 101 Biological Science I  
CPT 101 Introduction to Computers  
ENG 102 English Composition II  
MAT 130 Elementary Calculus  
TUF 172 Turf Management I  
**TOTAL** 16  

(continued)
### Certificate: BAKING AND PASTRY ARTS (BPA7)

**Credit Requirements: 24 semester credit hours**

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

This certificate program provides students foundation knowledge and skills in baking, pastry and management techniques for the food service industry. Through applied coursework and hands-on food preparation, students will build skills and abilities for the challenges of the food service industry. The curriculum is based on classical principles, emphasizing modern techniques and trends. Students are prepared for entry-level employment such as entry level pastry cook or bakers, entry prep or line cooks.

Students who complete this certificate are eligible for ServSafe certification.

Admission to this program requires proof of high school graduation or GED and appropriate placement scores.

**COURSE SEQUENCE AND PROGRESSION**

Students should note that a minimum grade of “C” is required for all CUL, BKP and HOS courses for graduation. Grades below “C” in a CUL, BKP or HOS course will require the student to repeat the course at the next offering.

#### FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production</td>
<td>3</td>
</tr>
<tr>
<td>CUL 104</td>
<td>Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CUL 109</td>
<td>Sanitation and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Math</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

#### SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BKP 120</td>
<td>Bakeshop Production</td>
<td>3</td>
</tr>
<tr>
<td>BKP 121</td>
<td>Cake Decorating &amp; Finishing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BKP 182</td>
<td>Artisan Breads</td>
<td>3</td>
</tr>
<tr>
<td>BKP 220</td>
<td>Advanced Bakeshop</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**  **24**
**Certificate: BASIC BUSINESS (BUS7)**  
**Credit Requirements: 24 semester credit hours**

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

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

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

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Elective*</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Elective*</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

**TOTAL CREDIT HOURS: 24**

*Business Elective Courses: Students must choose business electives from the following: ACC 111, ACC 112, AOT 105, BUS 121, BUS 220, ECO 210, ECO 211, HOS 140, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135

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**Certificate: CERTIFIED CISCO NETWORKING ASSOCIATE (CCN6)**  
**Credit Requirements: 12 semester credit hours**

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

The Certified CISCO Networking Associate (CCNA) certificate program is designed to meet the demands and opportunities of an information economy. This program prepares individuals to build and maintain local and wide area networks. Closely corresponding to the real world, the curriculum enables students to acquire hands-on experience with the building blocks of today’s global information networks. Students learn by doing as they design and bring to life local and wide area networks. Based on the CISCO Networking Academy training program, this program prepares students for the CISCO Certified Networking Associate exam. Students must maintain a “C” or better in this entire certificate to complete the certificate.

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

**FIRST SEMESTER FIRST HALF**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IST 201</td>
<td>CISCO Internetworking Concepts</td>
<td>3</td>
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</table>

**FIRST SEMESTER SECOND HALF**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 202</td>
<td>CISCO Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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**SECOND SEMESTER FIRST HALF**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 203</td>
<td>Advanced CISCO Router Configuration</td>
<td>3</td>
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**SECOND SEMESTER SECOND HALF**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IST 204</td>
<td>CISCO Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 12**
Certificate: CHILD CARE MANAGEMENT (CCM6)
Credit Requirements: 18 semester credit hours

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

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

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

The program also has the following requirements as prerequisites to labs and licensed child care centers (Not required for ECD 101):
- Criminal background check
- Certification in Pediatric CPR and First Aid prior to graduation

Child Care Management courses are major restricted; students must be accepted into the Child Care Management program with a major code of CCM6 to enroll in ECD courses required for the Child Care Management (CCM6) certificate.

Most Early Care and Education (ECD) courses are offered only once each year, so following the recommended course sequence is extremely important.

Students should note that a minimum grade of “C” is required for all ECD-prefixed courses to be eligible for graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECD 135</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECD 108</td>
<td>Family and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECD 109</td>
<td>Administration and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ECD 201</td>
<td>Principles of Ethics and Leadership</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective*</td>
<td></td>
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<td>TOTAL</td>
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<td>18</td>
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</table>

*Elective: BUS 101, or CPT 101, or MGT 101, or MGT 120

Degree: Associate in Applied Science
Major: CIVIL ENGINEERING TECHNOLOGY (CET3)
Credit Requirements: 74 semester credit hours

The Civil Engineering Technology Associate Degree program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Graduates of the CET program are prepared to seek careers in the planning, design and construction of roads, bridges, canals, dams, water and sewerage plants, and similar projects. Work to which civil engineering technicians might be assigned includes: Computer aided drafting of construction and industrial drawings, writing specifications, cost estimating, construction job inspection, surveying and map preparation. Civil Engineering Technology graduates also have the option to continue their education by transferring to a senior institution and pursuing a bachelor’s degree in Engineering Technology. For transfer option see Associate in Science, Civil Engineering Transfer.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGR 170</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>EGT 101</td>
<td>Basic Technical Drawing</td>
<td>2</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 175</td>
<td>Algebra and Trigonometry I*</td>
<td>3</td>
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</table>

(continued)
SECOND SEMESTER (SPRING)

<table>
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<tr>
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<tbody>
<tr>
<td>CHM 110</td>
<td>College Chemistry I**</td>
<td>4</td>
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<tr>
<td>EGR 190</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Intro. to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 285</td>
<td>Engineering Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 295</td>
<td>Engineering Surveying Lab I</td>
<td>1</td>
</tr>
<tr>
<td>MAT 176</td>
<td>Algebra and Trigonometry II*</td>
<td>3</td>
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<tr>
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THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 210</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>EGR 286</td>
<td>Engineering Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 296</td>
<td>Engineering Surveying Lab II</td>
<td>1</td>
</tr>
<tr>
<td>EGT 252</td>
<td>Advanced CAD or Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Elementary Calculus*</td>
<td>3</td>
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<tr>
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</table>

FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 216</td>
<td>Soil Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CET 218</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>CET 242</td>
<td>Concrete Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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</table>

FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CET 245</td>
<td>Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CET 246</td>
<td>Environmental Systems Technology</td>
<td>3</td>
</tr>
<tr>
<td>CET 251</td>
<td>Highway Design</td>
<td>3</td>
</tr>
<tr>
<td>CET 252</td>
<td>Special Topics Engineering Tech.</td>
<td>3</td>
</tr>
<tr>
<td>PHI 110</td>
<td>Ethics or Approved Humanities</td>
<td>3</td>
</tr>
<tr>
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<td>15</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 74

*The following university transferable sequences may be substituted: MAT 110, MAT 111, MAT 140 for Math or ENG 101, ENG 102 with SPC 205 for English.

**Students may substitute PHY 201 for CHM 110 if better suited to their academic and/or career goals.

**Certificate: COMMERCIAL REFRIGERATION AND AIR CONDITIONING (CRA6)**

Credit Requirements: 10 semester credit hours

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

The Commercial Refrigeration and Air Conditioning Certificate is designed to train residential technicians to enter the ever growing commercial sector of the HVAC/R industry. The commercial sector of this industry is dealing with a shortage of qualified technicians. This program opens the door of opportunity for qualified technicians. The focus of this program will be to train students to service, repair and troubleshoot commercial refrigeration, which includes walk-in coolers and freezers, reach-ins, and ice machines. The coursework will also focus on commercial air conditioning systems 5 tons and higher, advanced energy efficient systems, and advanced control systems.

Students entering this certificate program must have completed ACR 210 with a minimum grade of C; have passed the ICE exam with a minimum score of 70, or have a NATE certification. Completion of this certificate will require students to take the applicable NATE certification exam.

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

**SEMESTER COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACR 131</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ACR 201</td>
<td>Troubleshooting and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ACR 207</td>
<td>Advanced Refrigeration Elect.</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
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<td>10</td>
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</tbody>
</table>
Certificate: COMPUTER AIDED DESIGN (ARE7)
Credit Requirements: 25 semester credit hours

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

This certificate provides the student the opportunity to apply drafting methods into building systems designs. Students will gain the ability to produce professional CAD documents, including the utilization of AutoCAD, Civil 3-D software. Upon completion of this program, students will be prepared to sit for industry-recognized certification exams in AutoCAD and REVIT software. These certificates are appropriate for those currently employed or seeking employment with architectural and engineering firms. Other employers include general construction companies, specialty subcontractors, and material suppliers.

**FIRST SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 101</td>
<td>Building Systems I</td>
<td>3</td>
</tr>
<tr>
<td>CET 127</td>
<td>Building Construction and Print Reading</td>
<td>4</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 175</td>
<td>Algebra &amp; Trigonometry I</td>
<td>3</td>
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**SECOND SEMESTER (SUMMER)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AET 111</td>
<td>Architectural Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>AET 201</td>
<td>Building Systems II</td>
<td>3</td>
</tr>
<tr>
<td>EGT 252</td>
<td>Advanced Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

25

Degree: Associate in Applied Science

Major: COMPUTER TECHNOLOGY (CPT3)

Emphasis: Networking

Credit Requirements: 75 semester credit hours

This curriculum prepares students for entry-level positions in several computer related professions. After completing a year in general computer courses, students select an emphasis in Programming or Networking. Students who select a Programming emphasis will be skilled in programming languages, providing them the potential to work as business application programmers, database managers and system analysts. The Networking emphasis provides students skills in network architecture, network design, and LAN services and support. Students must have a “C” or better in all CPT and IST classes to graduate.

TRANSFER OPPORTUNITIES

Students interested in the Transfer & University Parallel Programs SHOULD select the following courses: MAT 110 College Algebra for MAT 101 Beginning Algebra; PSY 201 General Psychology for PSY 103 Human Relations; ENG 101 English Composition I and SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications; and PHI 110 Ethics for PHI 103 Workplace Ethics. HGTC has developed transfer agreements to benefit students interested in earning the bachelor’s degree in Computer Technology or Information Sciences. Students who plan to transfer to pursue a bachelor’s degree should follow the Transfer Advisement Guide and plan course selections with the Computer Technology faculty advisor. For students interested in continuing through an online program, HGTC has a transfer agreement with Western Kentucky University and Coastal Carolina University.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 168</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 209</td>
<td>Computer Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHI 103</td>
<td>Workplace Ethics</td>
<td>3</td>
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<tr>
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</tbody>
</table>
SECOND SEMESTER (SPRING)
CPT  176  Micro Operating Systems    3
CPT  187  Object Oriented Logic and Design  3
CPT  270  Advanced Microcomputer Applications  3
IST  166  Network Fundamentals  3
MAT  122  Finite College Math  3
TOTAL      15

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

FOURTH SEMESTER (FALL)
ENG  160  Technical Communication  3
CPT  242  Database  3
IST  165  Implementing and Administering Network Directory Services  3
IST  291  Fundamentals of Network Security I Elective*  3
TOTAL      15

FIFTH SEMESTER (SPRING)
CPT  264  Systems and Procedures  3
IST  209  Fundamentals of Wireless LANs  3
IST  261  Advanced Network Administration Electives (Choose two)**  6
TOTAL      15

TOTAL CREDIT HOURS   75

*4th semester elective: Choose IST 201, IST 202, IST 204, IST 205, IST 206, IST 207, IST 242, CPT 280 or CWE
**5th semester electives: Choose two: IST 203, IST 204, IST 290, IST 292, CPT 280 or CWE

Degree: Associate in Applied Science
Major: COMPUTER TECHNOLOGY (CPT3)
Emphasis: Programming
Credit Requirements: 75 semester credit hours

This curriculum prepares students for entry-level positions in several computer-related professions. After completing a year in general computer courses, students select an emphasis in Programming or Networking. Students who select a Programming emphasis will be skilled in programming languages, providing them the potential to work as business application programmers, database managers and system analysts. The Networking emphasis provides students skills in network architecture, network design, and LAN services and support. Students must have a “C” or better in all CPT and IST classes to graduate.

TRANSFER OPPORTUNITIES
Students interested in the Transfer & University Parallel Programs SHOULD select the following courses: MAT 110 College Algebra for MAT 101 Beginning Algebra; PSY 201 General Psychology for PSY 103 Human Relations; ENG 101 English Composition I and SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications; and PHI 110 Ethics for PHI 103 Workplace Ethics. HGTC has developed transfer agreements to benefit students interested in earning the bachelor’s degree in Computer Technology or Information Sciences. Students who plan to transfer to pursue a bachelor’s degree should follow the Transfer Advisement Guide and plan course selections with the Computer Technology faculty advisor. For students interested in continuing through an online program, HGTC has a transfer agreement with Western Kentucky University and Coastal Carolina University.
### Degree: Associate in Applied Science

**Major:** CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT3)

**Credit Requirements:** 71 semester credit hours

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

#### FIRST SEMESTER (FALL)

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>CPT 168</td>
<td>Programming Logic and Design</td>
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<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
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<td>CPT 209</td>
<td>Computer Systems Management</td>
<td>3</td>
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<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
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<td>PHI 103</td>
<td>Workplace Ethics</td>
<td>3</td>
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#### SECOND SEMESTER (SPRING)

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<td>CPT 187</td>
<td>Object Oriented Logic and Design</td>
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<tr>
<td>CPT 270</td>
<td>Advanced Microcomputer Applications</td>
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<tr>
<td>IST 166</td>
<td>Network Fundamentals</td>
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</tr>
<tr>
<td>MAT 122</td>
<td>Finite College Math</td>
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#### THIRD SEMESTER (SUMMER)

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<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>CPT 236</td>
<td>Introduction to Java Programming</td>
<td>3</td>
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<tr>
<td>CPT 260</td>
<td>Operating Systems and Web Servers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
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<tr>
<td>IST 226</td>
<td>Internet Programming</td>
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<td>PSY 103</td>
<td>Human Relations</td>
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#### FOURTH SEMESTER (FALL)

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<tbody>
<tr>
<td>CPT 162</td>
<td>Introduction to Web Page Publishing</td>
<td>3</td>
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<td>CPT 163</td>
<td>Introduction to Multimedia for Web Pages</td>
<td>3</td>
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<td>CPT 242</td>
<td>Database</td>
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<td>IST 271</td>
<td>Object Oriented Technologies</td>
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#### FIFTH SEMESTER (SPRING)

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<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
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<tr>
<td>CPT 262</td>
<td>Advanced Web Page Publishing</td>
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<tr>
<td>CPT 264</td>
<td>Systems and Procedures</td>
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<tr>
<td>Electives (Choose two)**</td>
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**TOTAL CREDIT HOURS** 75

*4th semester elective: Choose ARV 121, CPT 280 or CWE.

**5th semester electives: Choose two: CPT 237, CPT 280, IST 236 or CWE.
### SECOND SEMESTER (SPRING)

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<tr>
<td>AET 101</td>
<td>Building Systems I</td>
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<tr>
<td>CET 127</td>
<td>Building Construction and Print Reading</td>
<td>4</td>
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<tr>
<td>EGR 190</td>
<td>Statics</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>Engineering Statics</td>
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<td>EGR 260</td>
<td>Engineering Statics</td>
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<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
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<td>EGR 285</td>
<td>Engineering Surveying I</td>
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<td>EGR 295</td>
<td>Engineering Surveying Lab I</td>
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### THIRD SEMESTER (SUMMER)

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<tbody>
<tr>
<td>BCT 200</td>
<td>SCWE Building Construction Technology</td>
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### FOURTH SEMESTER (FALL)

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<th>Course</th>
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<tbody>
<tr>
<td>CET 140</td>
<td>Construction Financial Management</td>
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<tr>
<td>CET 216</td>
<td>Soil Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CET 230</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CET 242</td>
<td>Concrete Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
<td>3</td>
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### FIFTH SEMESTER (SPRING)

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<th>Course</th>
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<tbody>
<tr>
<td>CET 238</td>
<td>Construction Planning &amp; Scheduling</td>
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<td>CET 245</td>
<td>Cost Estimating</td>
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<tr>
<td>CET 260</td>
<td>Construction Management Senior Project</td>
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</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SPA 107</td>
<td>Hispanic Culture and Communication**</td>
<td>3</td>
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**TOTAL CREDIT HOURS**  

71

*MAT 110 may be substituted for MAT 175.

**SPA 201 may be substituted for SPA 107.

---

**Degree: Associate in Applied Science**

**Major:** CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT3)

**Emphasis:** Clemson Transfer

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

For specific information, contact Admissions or the Construction Management Technology advisor.
Certificate: COSMETOLOGY (COS7)
Credit Requirements: 40 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Cosmetology program will provide instruction to prepare graduates for the South Carolina State Board of Cosmetology examination to become licensed Cosmetologists and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of cosmetology-related skills including hair shaping, hairstyling, hair coloring, chemical services, manicuring, and skin care. Students must clock in a total of 1500 hours to be eligible to take the State Licensing examination. Applicants will be admitted to this program on a first come, first qualified basis. Applicants are considered to be qualified when they meet all college and program requirements. This program has been approved by the S.C. Department of Labor, Licensure and Regulations for Board of Cosmetology.

ADDITIONAL ADMISSION REQUIREMENTS
Students are responsible for purchasing uniforms and cosmetology kits.

Upon admission to the Cosmetology program, students are required to purchase texts and a supply kit in order to begin classes. Specific information regarding requirements and costs is provided at Cosmetology Program Orientation.

PROGRESSION REQUIREMENTS
A grade of “C” or better in each of the required courses.

FIRST SEMESTER (FALL)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>COS 114</td>
<td>Hair Shaping</td>
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<td>COS 116</td>
<td>Hair Styling I</td>
<td>4</td>
</tr>
<tr>
<td>COS 155</td>
<td>Sanitation Procedures</td>
<td>2</td>
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<tr>
<td>COS 206</td>
<td>Chemical Hair Waving</td>
<td>3</td>
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<tr>
<td>COS 210</td>
<td>Hair Coloring</td>
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SECOND SEMESTER (SPRING)
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<th>Course Title</th>
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<tr>
<td>COS 106</td>
<td>Facials &amp; Make-Up</td>
<td>3</td>
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<tr>
<td>COS 108</td>
<td>Nail Care</td>
<td>3</td>
</tr>
<tr>
<td>COS 112</td>
<td>Shampoos &amp; Rinses</td>
<td>4</td>
</tr>
<tr>
<td>COS 130</td>
<td>Professional Image</td>
<td>2</td>
</tr>
<tr>
<td>COS 220</td>
<td>Clinical Practice I</td>
<td>3</td>
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THIRD SEMESTER (SUMMER)
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COS 110</td>
<td>Scalp and Hair Care</td>
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<td>COS 201</td>
<td>Salon Management</td>
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<tr>
<td>COS 222</td>
<td>Cosmetology Clinical Practice II</td>
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TOTAL CREDIT HOURS 40

Degree: Associate in Applied Science
Major: CRIMINAL JUSTICE TECHNOLOGY (CRJ3)
Credit Requirements: 70 semester credit hours

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

(continued)
A criminal background check must be satisfactorily completed before students can enroll in any criminal justice course. Criminal Justice (CRJ) courses are major restricted; students must be accepted to the Criminal Justice Program with a major code of CRJ3 to enroll in CRJ-prefixed courses. Criminal Justice Program will deny eligibility for enrolling in a CRJ-prefixd 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 an appropriate standard of behavior that would prevent placement with a criminal justice internship site.

Students should note that minimum grade of “C” is required for all CRJ-prefixed course to be eligible for graduation. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

**TRANSFER OPPORTUNITIES**
Students successfully completing the two-year associate degree in Criminal Justice have transfer opportunities to Coastal Carolina University through the baccalaureate programs in Sociology, Psychology and Political Science, the Citadel through the evening baccalaureate program in Criminal Justice and criminal justice baccalaureate programs at the University of Phoenix, Norwich University and Limestone College. The specifics of these transfer opportunities are available through the universities involved and/or the Academic Chair of Public Service and Legal Studies at Horry Georgetown Technical College.

<table>
<thead>
<tr>
<th>FIRST SEMESTER (FALL)</th>
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<tbody>
<tr>
<td>CRJ 141 Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CRJ 115 Criminal Law I</td>
<td>3</td>
<td></td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td></td>
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<tr>
<td>MAT 155 Contemporary Math</td>
<td>3</td>
<td></td>
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<tr>
<td>MAT 101 Beginning Algebra</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
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<tbody>
<tr>
<td>CPT 101 Introduction to Computers</td>
<td>3</td>
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<tr>
<td>CRJ 120 Constitutional Law</td>
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<td>CRJ 125 Criminology</td>
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<td>ENG 102 English Composition II</td>
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<td>PSY 201 General Psychology</td>
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<tr>
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<tbody>
<tr>
<td>CRJ 145 Juvenile Delinquency</td>
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<td></td>
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<tr>
<td>CRJ 218 Crisis Intervention</td>
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<tr>
<td>CRJ 230 Criminal Investigation I</td>
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<td>3</td>
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<tr>
<td>CRJ 220 Judicial Process</td>
<td>3</td>
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<td>HIS 201 American History to 1877</td>
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<td>OR</td>
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<tr>
<td>PSC 201 American Government</td>
<td>3</td>
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<td>SPA 101 Elementary Spanish</td>
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<td>SPC 205 Public Speaking</td>
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<th>FIFTH SEMESTER (SPRING)</th>
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<tr>
<td>CRJ 224 Police Community Relations</td>
<td>3</td>
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<td>CRJ 236 Criminal Evidence</td>
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<td>CRJ 242 Correctional Systems</td>
<td>3</td>
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<tr>
<td>CRJ 260 Seminar in Criminal Justice</td>
<td>3</td>
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<td>HIS History Elective*</td>
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| TOTAL CREDIT HOURS | 70 |

*Approved History Elective courses: HIS 101, HIS 102, HIS 201 or HIS 202
Degree: Associate in Applied Science
Major: CRIMINAL JUSTICE TECHNOLOGY (CRJ3)
Emphasis: Crime Scene Investigation
Credit Requirements: 69 semester credit hours

This program offers an in-depth study in legal issues, fundamental principles and investigative techniques used in criminal investigations, crime scene process and case preparation. The program is designed for students who want to increase their employment or advancement potential in the fields of law enforcement and of criminal investigations. Students learn basic principles of criminal investigations, crime scene process, case preparation and forensic science techniques, applications and equipment from both a theoretical perspective in the classroom and hands-on field training. Program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving activities that require the application of concepts taught throughout the program. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

A criminal background check must be satisfactorily completed before students can enroll in any criminal justice course. Criminal Justice (CRJ) courses are major restricted; students must be accepted to the Criminal Justice Program with a major code of CRJ3 to enroll in CRJ-prefixed courses.

Students should note that minimum grade of “C” is required for all CRJ-prefix courses to be eligible for graduation.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>CRJ 101</td>
<td>Introduction To Criminal Justice</td>
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</tr>
<tr>
<td>CRJ 115</td>
<td>Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 202</td>
<td>Criminalistics</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>CPT 101</td>
<td>Introduction To Computers</td>
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**TOTAL** 15

**SECOND SEMESTER (SPRING)**

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<tbody>
<tr>
<td>CRJ 120</td>
<td>Constitutional Law</td>
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<tr>
<td>CRJ 125</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>CRJ 201</td>
<td>Fingerprint Science</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<tr>
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<td>Beginning Algebra</td>
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**TOTAL** 15

**THIRD SEMESTER (SUMMER)**

<table>
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<tbody>
<tr>
<td>CRJ 230</td>
<td>Criminal Investigation I</td>
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<td>CRJ 203</td>
<td>Forensic Photography</td>
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<tr>
<td>SOC 101</td>
<td>Introduction To Sociology</td>
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**TOTAL** 9

**FOURTH SEMESTER (FALL)**

<table>
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<tr>
<td>CRJ 130</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Judicial Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 229</td>
<td>Bloodstain Pattern Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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</tbody>
</table>

**TOTAL** 15

**FIFTH SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 235</td>
<td>Practical Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 242</td>
<td>Correctional Systems</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 236</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 260</td>
<td>Seminar In Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>History Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 15

**TOTAL CREDIT HOURS** 69

*Approved History Elective courses: HIS 101, HIS 102, HIS 201 or HIS 202
**Degree: Associate in Applied Science**  
**Major: CRIMINAL JUSTICE TECHNOLOGY (CRJ3)**  
**Emphasis: Homeland Security**  
**Credit Requirements: 69 semester credit hours**

The criminal justice program offers a well-rounded study of the justice system focusing on the legal issues and fundamental concepts and principles associated with law enforcement, the courts, corrections, and juvenile justice. The Homeland Security emphasis is designed for students who are interested in specializing in fields of security, emergency management, intelligence, and disaster preparedness. Courses in the Homeland Security emphasis introduce students to concepts and operations associated with the preparation for and response to any number of domestic threats from terrorism or severe weather events. The Homeland Security emphasis is based on a sequential four (4) course structure.

Program concludes with an intensive capstone course in which students develop education portfolios based on previous coursework and a 135-hour internship involving activities that require the application of concepts taught throughout the program. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

A criminal background check must be satisfactorily completed before students can enroll in any criminal justice course. Criminal Justice (CRJ) courses are major restricted; students must be accepted to the Criminal Justice Program with a major code of CRJ3 to enroll in CRJ-prefix courses.

Students should note that minimum grade of “C” is required for all CRJ-prefix courses to be eligible for graduation.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 115</td>
<td>Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 239</td>
<td>Terrorism &amp; Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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**SECOND SEMESTER (SPRING)**

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<td>Constitutional Law</td>
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<td>CRJ 125</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>CRJ 233</td>
<td>Cyber Crimes and the Law</td>
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<tr>
<td>MAT 155</td>
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<tr>
<td><strong>OR</strong></td>
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<td>Beginning Algebra</td>
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**THIRD SEMESTER (SUMMER)**

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<th>Course</th>
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<td>CRJ 203</td>
<td>Forensic Photography</td>
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<tr>
<td>CRJ 230</td>
<td>Criminal Investigation I</td>
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</tr>
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<td>SOC 101</td>
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**FOURTH SEMESTER (FALL)**

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<td>CRJ 220</td>
<td>Judicial Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 241</td>
<td>Transportation &amp; Border Security</td>
<td>3</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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**FIFTH SEMESTER (SPRING)**

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<thead>
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<tr>
<td>CRJ 236</td>
<td>Criminal Evidence</td>
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<td>CRJ 242</td>
<td>Correctional Systems</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 245</td>
<td>Intelligence Analysis &amp; Security Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 260</td>
<td>Seminar in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>HIS</td>
<td>History Elective*</td>
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**TOTAL CREDIT HOURS 69**

*Approved History Elective courses: HIS 101, HIS 102, HIS 201 or HIS 202.
**Degree: Associate in Applied Science**  
**Major: CULINARY ARTS TECHNOLOGY (CAT3)**  
**Credit Requirements: 70 semester credit hours**

The Culinary Arts Technology program provides students with the opportunity to learn and develop skills through a variety of culinary courses designed to teach modern cooking founded on classical techniques, as well as, more contemporary ingredients, equipment, and techniques. Students will experience a variety of international cuisines and cook with ingredients and techniques from around the world. Emphasis and courses in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with opportunities to develop business and hospitality skills. The program focuses on both production and the individual skills necessary to excel in the competitive culinary industry. Students will be well prepared for employment in restaurants, hotels, resorts, clubs, catering or foodservice institutional settings. This program is accredited by the American Culinary Federation Education Foundation Accrediting Commission.

Admission for this program requires proof of high school graduation or GED and appropriate placement scores.

**COURSE SEQUENCE AND PROGRESSION**

Students should note that a minimum grade of “C” is required for all CUL, BKP and HOS courses for graduation. Grades below “C” in a CUL, BKP or HOS course will require the student to repeat the course at the next offering.

<table>
<thead>
<tr>
<th>FIRST SEMESTER (FALL)</th>
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<tbody>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production I</td>
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<tr>
<td>CUL 104</td>
<td>Introduction to Culinary Arts</td>
</tr>
<tr>
<td>CUL 109</td>
<td>Sanitation &amp; Nutrition</td>
</tr>
<tr>
<td>HOS 105</td>
<td>Survey of Food Management</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>BKP 120</td>
<td>Bakeshop Production</td>
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<tr>
<td>CUL 110</td>
<td>Food Production Management</td>
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<tr>
<td>CUL 128</td>
<td>Culinary Management &amp; Human Resources</td>
</tr>
<tr>
<td>CUL 129</td>
<td>Storeroom and Purchasing</td>
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<tr>
<td>ENG 155</td>
<td>Communications I</td>
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<tr>
<td>PSY 103</td>
<td>Human Relations</td>
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| OR  
| PSY 201 | General Psychology  | 3 |
| **TOTAL**  | 18 |

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<tbody>
<tr>
<td>CUL 210</td>
<td>SCWE in Culinary Arts</td>
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<th>FOURTH SEMESTER (FALL)</th>
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<tbody>
<tr>
<td>BKP 220</td>
<td>Advanced Bakeshop</td>
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<tr>
<td>CUL 201</td>
<td>A la Carte I</td>
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<tr>
<td>CUL 225</td>
<td>Buffet Organization</td>
</tr>
<tr>
<td>CUL 235</td>
<td>Menu Planning</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
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<thead>
<tr>
<th>FIFTH SEMESTER (SPRING)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 171</td>
<td>Food and Beverage Control</td>
</tr>
<tr>
<td>CUL 202</td>
<td>A la Carte II</td>
</tr>
<tr>
<td>CUL 215</td>
<td>Cuisines of Americas</td>
</tr>
<tr>
<td>HOS 252</td>
<td>Advanced Food and Beverage Service</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**  
70
Degree: Associate in Applied Science  
**Major: DENTAL HYGIENE (DHG3)**  
Limited Access Program  
Credit Requirements: 83 semester credit hours

- Criminal Background Check Required: YES  
- Urine Drug Screening Required: YES

The Dental Hygiene program prepares the student to provide direct patient care in the detection and prevention of oral diseases under the supervision of a dentist as required by law. The Dental Hygienist’s major role is as an educator and includes designing individualized dental hygiene patient treatment and education. The Dental Hygienist is qualified to evaluate patient medical histories, take and record blood pressure, chart conditions of periodontal disease and decay for diagnosis by the dentist, conduct oral cancer screening examinations, educate the patient on the latest techniques of oral home care and perform a thorough cleaning of the patients’ teeth. The Dental Hygienist is also qualified to apply sealants and fluoride for the prevention of decay, expose and develop radiographs, and provide nutritional counseling for dental patients.

Dental Hygiene program students receive their education in a modern, well-equipped on-campus dental clinic, under the direct supervision of licensed dentists and hygienists.

Students are eligible to take national and state board examinations. Upon successful completion of these examinations, the dental hygienist will be licensed and recognized as a Registered Dental Hygienist.

Career opportunities are readily available in a private dental practice, public health departments, hospitals, industrial clinics, health insurance companies, research, marketing and dental hygiene education. The flexibility of working hours, whether full or part-time employment, allows the dental hygienist to maintain a balance between career and other personal goals. Financial rewards are excellent and the work is challenging.

Note: Criminal background checks and drug testing are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion of the program. Please contact the Admissions Office for more information.

**ACCEPTANCE REQUIREMENTS**

Applicants will be accepted into the Dental Hygiene program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A “waiting list” of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must notify resubmit the Dental Hygiene Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the health Science web page.

The following requirements for a completed application MUST be submitted to the Admissions Office by the application deadline date:

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
- Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test). The Developmental Studies course sequence will be required if minimum placement test scores are not achieved. Transfer students must meet the College transfer student admission requirements;
- Completion of the four prerequisite courses with a grade of “C” or higher: BIO 210 Anatomy & Physiology I, CHM 105 General, Organic and Biochemistry, CPT 101 Introduction to Computers, and ENG 101 English Composition I. Some of these courses may have time limits, so please refer to the transfer credit limit section in the catalog;
- May not have more than two unsuccessful attempts in a Dental Hygiene curriculum General Education course;
- Cumulative GPA of 2.75 or higher in all required Dental Hygiene curriculum courses. A minimum grade of “C” is required in all DHG courses;
- Attend an information session with a Dental Hygiene faculty member and obtain a signed statement verifying attendance;
- Complete 10 hours of clinical observation: 5 in a private dental office observing the dental hygienist and 5 in the HGTC Dental Hygiene Clinic. (Observation forms will be available at the information session);
- Pass a criminal background check and a drug screening test. This will be repeated annually;
- Review and acknowledge the Technical Standards of the Dental Sciences Department;
- Payment of a non-refundable tuition deposit; and,
- All applicants must be at least 18 years of age at the time of admission to the program.

(continued)
TECHNICAL ACCEPTANCE STANDARDS
The Dental Sciences Department—the Dental Hygiene and Expanded Duty Dental Assisting programs—requires specific technical standards. These standards refer to all non-academic admissions criteria essential for program participation. In order to be considered, admitted or retained in the program after admission, all applicants with or without accommodations must possess the following abilities:

PHYSICAL REQUIREMENTS
The student must have use of both hands and dexterity in the fingers to manipulate dental instruments, materials, dental hand pieces and to operate dental equipment. The use of the feet is necessary to manipulate foot pedals for hand pieces and other adjunct dental equipment. Body build must fit into dental operator’s stool in order to perform dental hygiene procedures. The ability to stand for duration of time is also necessary.

DATA CONCEPTION
The student must possess the ability to gather, classify and interpret information about data, people or things, be able to carry out appropriate actions in relation to the data received.

VISUAL COLOR DISCRIMINATION
The student must be able to differentiate various shades of colors in a limited environment and space in the oral cavity. Must be able to distinguish various gradations from black to white on dental radiographs.

MANUAL DEXTERITY/MOTOR COORDINATION
The student must be able to manipulate dental instruments to discern changes in surface textures, manipulate dental instruments without causing trauma to dental tissues, and to control pressure exerted by dental hand pieces on dental tissue to prevent injury to those tissues.

PHYSICAL COMMUNICATION
The student must be able to perceive sound through telephone, hear commands through operator’s face mask and discern blood pressure sounds through a stethoscope.

REASONING DEVELOPMENT
The student must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

VISUAL ACUITY
The student must be able to identify the working ends of various dental instruments at a 2 foot distance.

LANGUAGE DEVELOPMENT
The student must be able to read and comprehend complex information from scientific and/or technical journals, papers, textbooks, etc. Also, the student must be able communicate the same type of complex information through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech, as well as communicating technical information to patients at a level so that the patient understands his/her dental condition. The student also must speak clearly with correct pronunciation of dental and medical terms.

NUMERICAL ABILITY
The student must be able to determine percentages, convert fractions, ratio, and proportions as well as basic subtraction, addition, multiplication, and division. Must have the ability to understand and interpret the implications and meanings of the numerical values.

FORM/SPATIAL ABILITY
The student must be able to view in 3-dimensional relationships, distinguish subtle changes from one form or shape to another, discriminate intricate measurements.

PERSONAL TEMPERAMENT
The student must be able to maintain a professional attitude and appearance, and be able to deal with stress produced by course load, clinical requirements and patient attitude. Also, students must adapt to change and function and focus in an environment with multiple extraneous stimuli.

COURSE SEQUENCE AND PROGRESSION
• Maintain a minimum grade of “C” in all Dental Hygiene curriculum courses. Failure of one Dental Hygiene course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. (Refer to Re-Acceptance section below);
• Maintain a cumulative GPA of 2.0 or higher;
• Submit evidence of and maintain current CPR Healthcare Provider certification throughout the Dental Hygiene curriculum;
• Submit a completed Health Sciences Division Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks by the announced deadline in the first semester; and,
• Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass the course). Certain general education courses have credit time limits.
(continued)
For the Associate Degree in Dental Hygiene the following course time limits apply: DHG courses; Biology 210, 211 and 225; and CPT 101. See the transfer credit time limit section of the catalog.

RE-ACCEPTANCE
A student may not be re-accepted to the Dental Hygiene program more than once. Each candidate for re-acceptance to the Dental Hygiene program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in the curriculum course may request consideration for re-acceptance to the Dental Hygiene program. Re-acceptance is not automatic. The following policies and procedures for re-acceptance must be followed:

- Submit a written request to the Dental Hygiene Department Chair;
- Have a cumulative GPA of 2.75 or better to include all curriculum and general education courses within the major;
- Schedule and attend a conference with the Dental Hygiene Department Chair to discuss the student’s written plan of activities related to successful completion of the program;
- Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program;
- Dental Hygiene courses older than two calendar years will not be accepted;
- Dental Hygiene curriculum general education courses may not be repeated more than twice; and,
- Dental Hygiene courses may not be repeated more than once.

Decisions regarding re-acceptance of students to the Dental Hygiene program are made by the Dental Hygiene Department Chair in collaboration with the entire Dental Science faculty.

TRANSFER
Students seeking transfer of credit from Dental Hygiene programs at other institutions will be considered on an individual, space available basis. Transfer candidates must:

- Submit a written request to the Dental Hygiene Department Chair;
- Meet all requirements for the completed application to the Dental Hygiene program;
- Meet all minimum requirements for acceptance to the Dental Hygiene program;
- Have Dental Hygiene courses that are not older than two calendar years;
- Not have repeated a Dental Hygiene course more than once;
- Not have repeated a Dental Hygiene curriculum general education course more than twice;
- Have earned a grade of “C” or better in all Dental Hygiene and support courses taken at the institution from which he or she is seeking transfer credit;
- Submit a letter of recommendation from the previous Dental Hygiene program; and,
- Complete at least the last two semesters in the Dental Hygiene program in order to receive a Dental Hygiene associate degree from Horry Georgetown Technical College.

Students transferring to the Dental Hygiene program may be expected to update competencies prior to entering the program.

SUPPLIES
Students will be responsible for items above and beyond tuition, such as instruments, uniforms and clinical supplies.

ADVANCED PLACEMENT
The Dental Hygiene Program does not currently accept advanced placement students. All courses with a DHG prefix, as well as AHS 113, are reserved for Dental Hygiene majors. All courses must be completed with a grade of “C” or higher. Grades below “C” are considered course failures.

PREREQUISITES FOR ACCEPTANCE

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>CHM 105</td>
<td>General, Organic and Biochemistry*</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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FIRST SEMESTER (FALL)

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<tr>
<td>AHS 113</td>
<td>Head and Neck Anatomy</td>
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<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BIO 225</td>
<td>Microbiology</td>
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</tr>
<tr>
<td>DHG 125</td>
<td>Tooth Morphology and Histology</td>
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<tr>
<td>DHG 151</td>
<td>Dental Hygiene Principles</td>
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### SECOND SEMESTER (SPRING)

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<td>DHG 165</td>
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<td>DHG 243</td>
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<td>SPC 205</td>
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### THIRD SEMESTER (SUMMER)

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<td>PSY 201</td>
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<td>DHG 255</td>
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### FIFTH SEMESTER (SPRING)

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<td>DHG 265</td>
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<td><strong>Humanities</strong></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 83

*Students interested in transferring to a senior institution to complete a bachelor’s degree may elect to take the following courses: MAT 110 in lieu of MAT 101 and CHM 110 in lieu of CHM 105. Please note that BIO 210 has a prerequisite of BIO 112, BIO 101 or CHM 110. It is the responsibility of students who plan to transfer to verify the transferability of credits and other transfer issues with the receiving institution prior to enrolling in classes at HGTC.

**Humanities:** ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110, MUS 105, SPA 107

In addition to tuition and fees, the initial estimated expenses of the Dental Hygiene program include:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$700</td>
</tr>
<tr>
<td>CPR (Healthcare Provider)</td>
<td>$40</td>
</tr>
<tr>
<td>Physical</td>
<td>$150</td>
</tr>
<tr>
<td>Hepatitis Vaccine</td>
<td>$80</td>
</tr>
<tr>
<td>Uniforms, shoes, name badge</td>
<td>$250</td>
</tr>
<tr>
<td>Background check/drug screening</td>
<td>$91</td>
</tr>
<tr>
<td>Blood pressure kit &amp; stethoscope</td>
<td>$60</td>
</tr>
<tr>
<td>Instruments, to include</td>
<td>$2,000</td>
</tr>
<tr>
<td>magnification loupes</td>
<td></td>
</tr>
<tr>
<td>Clinic supplies (gloves, etc.)</td>
<td>$500</td>
</tr>
<tr>
<td>National Board Exam Fee</td>
<td>$400</td>
</tr>
<tr>
<td>National Board Review Course</td>
<td>$800</td>
</tr>
<tr>
<td>Clinical Exam Fee</td>
<td>$1,500</td>
</tr>
<tr>
<td>Student Association Dues (per year)</td>
<td>$65</td>
</tr>
<tr>
<td><strong>Estimated Total</strong></td>
<td><strong>$6701</strong></td>
</tr>
</tbody>
</table>
Certificate: DIAGNOSTIC MEDICAL SONOGRAPHY (DMS7)
Limited Access Program
Credit Requirements: 39 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

Note: Students with appropriate credits to qualify for a degree in General Technology may graduate with a Degree in Occupational Technology, with a Major or Emphasis in Diagnostic Medical Sonography.

Diagnostic Medical Sonographers use the physical attributes of sound waves at high frequencies to produce diagnostic images used for interpretation and diagnosis by qualified physicians. These images may be viewed on a screen or recorded on film for a permanent record.

ACCEPTANCE REQUIREMENTS
Applicants for the Sonography program must complete the Weighted Admission Form. Students with the highest scores will be considered for admission in weighted order. There will not be a "waiting list" for future admission; however, any applicant who receives notification that he/she is not admitted to the sonography program must resubmit the Diagnostic Medical Sonography Application by the program application deadline of the desire for consideration for admission to the next available class. Weighted Admission Forms are available on the Health Science web page.

The following requirements for a completed Weighted Admission application must be submitted to the Admissions Office by the application deadline date:

• Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts. All applicants must be at least 18 years of age at the time of admission to the program;
• Minimum placement test scores from one of the following: SAT, ACT, or COMPASS (available at HGTC Admissions). If minimum placement test scores are not achieved, the developmental studies course sequence is required. Transfer students must meet the admission requirements for transfers; and,
• Complete the following prerequisites with a grade of “C” or better:
  Note: Some of these courses may have time limits; refer to Transfer Credit Limit in HGTC Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
</tr>
<tr>
<td>AHS 110</td>
<td>Introduction to Patient Care</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AHS 141</td>
<td>Phlebotomy for Health Care</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
</tr>
<tr>
<td>PHY 118</td>
<td>Medical Imaging Science</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
</tbody>
</table>

• Attend the Medical Imaging Sciences faculty information session and obtain a signed statement verifying attendance to present for Admissions;
• Pass the criminal background check and drug screening requirements;
• Review and acknowledge the Technical Standards of the Medical Imaging Sciences department;
• Submit the Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks;
• Pay the non-refundable tuition deposit by the deadline.

Specific Requirements are listed on the web page under program application.

(continued)
The requirement of BIO 211 must have been successfully completed within the last five years from the date of application unless the applicant submits proof of full-time employment in an Allied Health Field and has previously accrued the prerequisites. See the transfer credit time limit section of the catalog.

Students must complete the HGTC Health Form, as well as a criminal background check, drug screen test and attend a mandatory hospital orientation. Students who are not admitted because of background checks and/or Health forms may not enter the program.

Students completing the program will be eligible to sit for the ARRT – American Registry of Radiologic Technologist certification exam in Diagnostic Medical Sonography and the ARDMS (American Registry of Diagnostic Medical Sonography).

COURSE PROGRESSION REQUIREMENTS
In order to progress to the next semester once accepted into the program a student must:
• Earn a cumulative GPA of 2.5 or higher in all required DMS program courses. A minimum grade of “C” is required in all DMS courses.

READMISSION TO PROGRAM
Students who receive a W, D, or F in a prerequisite or corequisite course must reapply for admission to the program and, if accepted, repeat program courses. Readmission to the program is not automatic. Students are encouraged to check with Office of Admissions to determine if their admission information is current.

Grading Scale:
92 – 100  A
83 – 91  B
74 – 82  C
65 – 73  D
64 and below  F

FIRST SEMESTER (FALL)
DMS 112 OB/GYN I  3
DMS 114 DMS Cross Sectional Anatomy  3
DMS 164 Introduction to Clinical Education  2
TOTAL  8

SECOND SEMESTER (SPRING)
DMS 101 Sonographic Instrumentation I  2
DMS 124 OB/GYN II  2
DMS 155 Clinical Education I  8
TOTAL  12

THIRD SEMESTER (SUMMER)
DMS 120 Sonographic Instrumentation II  3
DMS 166 Advanced Clinical Education  7
TOTAL  10

FOURTH SEMESTER (FALL)
DMS 122 Abdominal Sonography  1
DMS 167 Imaging Practicum  8
TOTAL  9

TOTAL CREDIT HOURS  39
Degree: Associate in Applied Science

Major: DIGITAL ARTS (DAT3)

Credit Requirements: 66 semester credit hours

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

All students in the program will acquire basic education in art/design and art history. During the first year, students will acquire basic digital arts skills, and the second year they will acquire both advanced skills and programmatic specialization(s) in animation, graphic arts and advertising design. Students completing this program will be prepared for immediate employment as practitioners in advertising agencies, in full-service printing businesses, in web design and web hosting firms.

TRANSFER OPPORTUNITIES

Students interested in the Transfer & University Parallel Programs SHOULD select the following courses: MAT 110 College Algebra for MAT 155 Beginning Algebra; ENG 101 English Composition I and SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications. HGTC has developed transfer agreements to benefit students interested in earning a bachelor’s degree. Students who plan to transfer to pursue a bachelor’s degree should follow the Transfer Advisement Guide and plan course selections with the faculty advisor.

For students who wish to continue their education, the College has developed transfer agreements with senior college/university program, including Coastal Carolina University and Charleston Southern University.

Students should note that a minimum grade of “C” is required for all ARV - prefix courses to be eligible for graduation.

FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 212</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 108</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ARV 162</td>
<td>Graphic Reproduction</td>
<td>3</td>
</tr>
<tr>
<td>ARV 210</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 282</td>
<td>SCWE in Digital Arts</td>
<td>6</td>
</tr>
<tr>
<td>ARV 227</td>
<td>Website Design I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
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</tbody>
</table>

FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 163</td>
<td>Graphic Reproduction II</td>
<td>3</td>
</tr>
<tr>
<td>CPT 163</td>
<td>Introduction to Multimedia/Web Pages</td>
<td>3</td>
</tr>
<tr>
<td>ARV 261</td>
<td>Advertising Design I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 219</td>
<td>Multimedia Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ARV 222</td>
<td>Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARV 262</td>
<td>Advertising Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARV 264</td>
<td>Special Projects in Graphic Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 66
Degree: Associate in Applied Science  
Major: EARLY CARE AND EDUCATION (ECE3)  
Credit Requirements: 63 semester credit hours

The Early Care and Education program is nationally accredited through the National Association for the Education of Young Children (NAEYC). All ECD courses meet the six NAEYC Standards for Associate Degree Programs.

This program prepares graduates to work in a variety of settings for children ages birth through eight years, including child care centers, Head Start centers, family child care homes, morning preschool programs, after-school programs, programs for children with differing abilities, summer camp programs, private schools, and public schools.

The Early Care and Education student will 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 which promote the emotional and social well-being of all children. An emphasis is placed on a variety of learning styles and inclusive environments to meet the needs of all children. The program includes interactive classroom experiences as well as off-site experiences in a variety of child care and early education environments. Students will experience a variety of ages and curriculum models through site visits to child care facilities or public school child development programs.

Recent scientific research has confirmed the need for quality early care and education environments for all children, especially during this time of optimal brain growth and development. This has increased the demand for high-quality, early care and education programs and trained early childhood professionals. For students already working in a child care or early education setting, opportunities may be available for Teacher Education and Compensation Helps (TEACH) scholarships and other bonus incentives. Early childhood professionals work in partnership with families to create a nurturing environment, respectful of culture, and rich in experiences to promote the optimal growth and development of each child.

The program also has the following requirements as prerequisites to labs and licensed child care centers (not required for ECD 101):

- Criminal background check/affidavit
- Obtain certification in Pediatric CPR and First Aid “D” prior to graduation.

Early Care and Education courses are major restricted; students must be accepted into the Early Care and Education Program with a major code of ECE3 to enroll in ECD-prefix courses.

Most Early Care and Education (ECD) courses are offered only once each year, so following the recommended course sequence is extremely important. Students should see their advisor to assure proper selection of courses.

A minimum grade of “C” is required for all ECD-prefixed courses to be eligible for graduation.

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

FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OR EDU</td>
<td>Classroom Inquiries with Technology</td>
<td>3</td>
</tr>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>ECD 108</td>
<td>Family and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>OR ENG</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 105</td>
<td>Guidance-Classroom Management*</td>
<td>3</td>
</tr>
<tr>
<td>ECD 131</td>
<td>Language Arts**</td>
<td>3</td>
</tr>
<tr>
<td>ECD 203</td>
<td>Growth and Development II*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics****</td>
<td>3</td>
</tr>
<tr>
<td>OR MAT</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking (w/ENG 101)</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
### THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 107</td>
<td>Exceptional Child*</td>
<td>3</td>
</tr>
<tr>
<td>ECD 133</td>
<td>Science and Math Concepts**</td>
<td>3</td>
</tr>
<tr>
<td>ECD 135</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 132</td>
<td>Creative Experiences</td>
<td>3</td>
</tr>
<tr>
<td>ECD 201</td>
<td>Principles of Ethics and Leadership in Early Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>ECD 237</td>
<td>Methods and Materials**</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
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</table>

### FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 252</td>
<td>Diversity Issues in Early Care and Education*</td>
<td>3</td>
</tr>
<tr>
<td>ECD 200</td>
<td>Curriculum Issues in Infant and Toddler Development*</td>
<td>3</td>
</tr>
<tr>
<td>ECD 243</td>
<td>Supervised Field Experience**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities***</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS 63**

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

**Students are required to participate in lab/class assignments involving visitations to/work in licensed child care facilities.

***Choose from electives: ART 101, MUS 105 or THE 101

****Students who plan to transfer should consult advisor for selection of MAT 110 or MAT 250.

---

**Certificate: EARLY CHILDHOOD DEVELOPMENT (ECE7)**

**Credit Requirements: 27 semester credit hours**

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

This program prepares students for careers and/or advancement in the early childhood profession. Graduates will be qualified for employment in public and/or private childcare centers, and home-based childcare operations. Students completing the 27-hour Child Care certificate are qualified to work in a child care center, family child care home, morning preschool program, after-school program, summer camp program and some private school programs.

The program has the following requirements as prerequisites for labs and licensed child care centers (not required for ECD 101):

- Criminal background check
- Obtain certification in Pediatric CPR and First Aid “D” prior to graduation.

Early Care and Education courses are major restricted; students must be accepted into the Early Childhood Development program with a major code of ECE7 to enroll in ECD courses required for the Early Childhood Development (ECE7) certificate.

Most Early Care and Education (ECD) courses are offered only once each year, so following the recommended course sequence is extremely important. Students should see their advisor to assure proper selection of courses.

A minimum grade of “C” is required for all ECD-prefixed courses to be eligible for graduation.

### FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>ECD 132</td>
<td>Creative Experiences</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

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

Certificate: ELECTRICAL LINEMAN TECHNICIAN (ELW6)
Credit Requirements: 17 semester credit hours

The Electrical Lineman Technician Program prepares the student to enter the electric utility industry as an apprentice with a broad understanding of the skills, knowledge, safe work practices and physical ability required to perform line work. Students receive classroom and field training in math, electrical circuit analysis, power systems, and transformer theory, as well as safety and climbing techniques. Student must be 18 years of age and hold a valid driver’s license. Industries will require employees to pass a background check as well as alcohol and drug screening.

FIRST SEMESTER
ELW 110  Electrical Computations  2
ELW 111  Introduction to Electrical Line Worker  3
ELW 112  Introduction to Electricity  3
ELW 114  Overhead Line Construction I  3
ELW 211  Underground Line Construction I  3
ELW 231  Electrical Power Systems  3
TOTAL  17

TOTAL CREDIT HOURS  17

Degree: Associate in Applied Science
Major: ELECTRONICS ENGINEERING TECHNOLOGY (EET3)
Credit Requirements: 76 semester credit hours

Electronics Engineering Technology graduates are prepared to seek entry-level employment in such career fields as electrical power generation and distribution, telecommunications, medical equipment technology, and industrial control systems design and development. Also, graduates have the option to transfer to a four-year institution and pursue a Bachelor’s Degree in Engineering Technology.

FIRST SEMESTER (FALL)
EET 113  Electrical Circuits I - DC  4
EET 145  Digital Circuits  4
EGR 275  Intro. to Engineering/Computer Graphics  3
ENG 155  Communications I*  3
MAT 175  Algebra and Trigonometry I*  3
TOTAL  17

SECOND SEMESTER (SPRING)
EET 114  Electrical Circuits II - AC  4
EET 210  Digital Integrated Circuits  4
ENG 160  Technical Communications*  3
MAT 176  Algebra and Trigonometry II*  3
PHI 110  Ethics or Approved Humanities  3
TOTAL  17

(continued)
THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 131</td>
<td>Active Devices</td>
<td>4</td>
</tr>
<tr>
<td>EET 227</td>
<td>Electrical Machines</td>
<td>3</td>
</tr>
<tr>
<td>EET 253</td>
<td>Microprocessors</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL** 11 credits

FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 147</td>
<td>I.C. Circuits</td>
<td>2</td>
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<tr>
<td>EET 220</td>
<td>Analog Integrated Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 231</td>
<td>Industrial Electronics</td>
<td>4</td>
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<tr>
<td>EET 235</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL** 16 credits

FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EET 218</td>
<td>Electrical Power Systems</td>
<td>4</td>
</tr>
<tr>
<td>EET 236</td>
<td>PLC Systems Programming</td>
<td>3</td>
</tr>
<tr>
<td>EET 243</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>EET 272</td>
<td>Electronics Senior Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EET 273</td>
<td>Senior Project</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL** 15 credits

**TOTAL CREDIT HOURS** 76 credits

*The following university transferable sequences may be substituted: MAT 110, MAT 111 for Math or ENG 101, ENG 102 with SPC 205 for English.

**Degree: Associate in Applied Science**

**Major: EMERGENCY MEDICAL TECHNOLOGY (EMT3)**

**Credit Requirements:** 70 semester credit hours

- Criminal Background Check Required: YES
- Urine Drug Screening Required: YES

This program prepares students to apply biophysical and psychosocial principles to the complex practice of the paramedic. The flexibility of the curriculum allows the student to enter the profession at three levels (EMT, Intermediate EMT and Advanced EMT) and continue the educational process while working. In addition to providing the technical education necessary for the profession, the student will receive instruction in general education areas.

**ACCEPTANCE REQUIREMENTS**

Applicants will be accepted to the Emergency Medical Technology program on a first qualified, first accepted basis.
- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test);
- The developmental studies course sequence will be required if minimum placement test scores are not achieved;
- Earn a minimum grade of “C” in all general education, support and EMS courses. Failure of one required course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required courses, or failure in any two of the required courses will not be eligible for readmission to the EMT program. Failure is defined as receiving a grade below “C” in any course. Students may apply for readmission to EMT program after 2-year time period from 2nd course failure; and,
- Transfer students must meet the College transfer student admission requirements and transfer of EMT courses must show a current CPR certification.

**PROGRAM REQUIREMENTS**

In order to progress in the curriculum, the student must:
- Maintain a minimum cumulative GPA of 2.0 on all required courses;
- Submit a completed Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks prior to enrollment in the first EMS course;
- Be cognizant that certain general education courses have credit time limits. See the transfer credit time limit section of the catalog; and,
- Pass a criminal background check and drug screening prior to entry into the program.

Students may be eligible for the EMT-Basic Certificate (EMT6) after successful completion of the first and second semester coursework. Graduates of the program may apply to take the National Registry Examination for EMT and Paramedic.

(continued)
### FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
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</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EMS 105</td>
<td>Emergency Medical Care I</td>
<td>4</td>
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<tr>
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### SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>EMS 106</td>
<td>Emergency Medical Care II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 212</td>
<td>EMS Field Internship</td>
<td>2</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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### THIRD SEMESTER (SUMMER)

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<th>Course</th>
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<tbody>
<tr>
<td>EMS 115</td>
<td>International Trauma Life Support</td>
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</tr>
<tr>
<td>EMS 119</td>
<td>Emergency Medical Services Ops.</td>
<td>2</td>
</tr>
<tr>
<td>EMS 210</td>
<td>Advanced Emergency Medical Care I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 220</td>
<td>Paramedic Internship I</td>
<td>3</td>
</tr>
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<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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### FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS 116</td>
<td>Advanced Cardiac Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 120</td>
<td>Pharmacology</td>
<td>3</td>
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<tr>
<td>EMS 211</td>
<td>Advanced Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 217</td>
<td>Introduction to Electrocardiography I</td>
<td>2</td>
</tr>
<tr>
<td>EMS 221</td>
<td>Paramedic Internship II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Math</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
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### FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 117</td>
<td>Pediatric Advanced Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 118</td>
<td>Advanced Medical Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 213</td>
<td>Advanced Emergency Medical Care II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 214</td>
<td>Advanced Clinical Experience II</td>
<td>3</td>
</tr>
<tr>
<td>EMS 218</td>
<td>EMS Management Seminar</td>
<td>2</td>
</tr>
<tr>
<td>EMS 222</td>
<td>Advanced EMS Field Internship III</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 70

### ADVANCED PLACEMENT FOR EMERGENCY MEDICAL TECHNOLOGY (EMT3)

An advanced placement option is available for students currently holding a National Registry EMT-Basic, EMT-Advanced or Paramedic certification and who have a desire to obtain an Associate Degree in Applied Sciences in Emergency Medical Technology. Through an assessment of professional certifications and previous professional experience, the student may be eligible for consideration of exemption credits for a maximum of 48 credit hours toward the associate degree in Emergency Medical Technology (EMT). The College reserves the right to require any student to demonstrate competency through satisfactory completion of coursework, certification, challenge or exemption exams or experiential learning procedures. Each student’s certification and experience will be reviewed on an individual basis.

To be eligible for advanced placement, EMT's and/or paramedics must provide documentation of two or more years of satisfactory field experience. Listed below are additional requirements for advanced placement.

The student must:
- Meet admission requirements for the EMT degree program, including admission fee, proof of background checks, etc.
- Successfully complete all general education requirements for Emergency Medical Technology. The general education courses are as follows: BIO 112 or BIO 211, ENG 155, MAT 155, PSY 201, SOC 101, and Humanities. CPT 101 is also required to demonstrate computer literacy for a total of 22 credits;
- Complete general education courses at HGTC or another technical or senior college for transfer to HGTC (transferability is determined by the Registrar’s Office, considering grade, accreditation, and age of course and related information);

(continued)
• Must complete 25% (18 credit hours minimum) of the required program credits by completing coursework at HGTC;
• Achieve a grade of “C” or higher in all general education courses;
• Have no more than two (2) attempts on any general education course;
• Hold current credentials as an EMT or Paramedic, as described above;
• Repeat a major course no more than once; and,
• Earn no less than 48 credit hours through course enrollment and completion or exemption of degree requirement coursework; 25% of
required coursework must be completed at HGTC.

The Associate Degree in Applied Sciences in Emergency Medical Technology degree requires a total of 70 credit hours.

Certificate: EMERGENCY MEDICAL TECHNOLOGY - BASIC (EMT6)
Credit Requirements: 27 semester credit hours

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>AHS 106</td>
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<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EMS 105</td>
<td>Emergency Medical Care I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
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</tbody>
</table>

FIRST SEMESTER

THE EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (EMT7)
Credit Requirements: 40 semester credit hours

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 106</td>
<td>Emergency Medical Care II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 212</td>
<td>EMS Field Internship</td>
<td>2</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

TOTAL CREDIT HOURS 27

Certificate: EMT - PARAMEDIC (EMT7)
Credit Requirements: 40 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Emergency Medical Technician (EMT)-Paramedic Certificate is designed for students currently working in the fire/rescue field, who are South Carolina EMT - Basic or National Registry EMT-Basic certified. This certificate can be completed in three semesters with a total of 37 credit hours. Upon completion of this certificate program, students will be eligible to take the EMT - Paramedic National Registry Exam.

ACCEPTANCE REQUIREMENTS

The student must have one of the following to enter the EMT - Paramedic program: Certificate Program: SCEMT-B: South Carolina EMT-B Certification; or NREMT-B: National Registry EMT-B Certification and BIO 112 or 211.

(continued)
### Certificate: ESTHETICS TECHNICIAN (EST7)

**Credit Requirements:** 17 semester credit hours

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

- **Criminal Background Check Required:** YES
- **Urine Drug Screening Required:** YES

Esthetics, the non-medical care of the skin, is a growing part of the health and beauty industry. The curriculum is designed for students to learn basic skin care practices, various facial treatments, makeup application, hair removal, sanitation procedures and salon management practices, thereby preparing the student to become an Esthetician. An Esthetician is a skin care professional who has graduated from a state licensed training program, and has passed both written and practical exams of the State Board. Estheticians find employment in day spas, upscale salons and resorts, or working with dermatologists. Admission into the program requires qualifying scores on SAT, ACT or the COMPASS placement test. Applicants must be 18 years of age and possess a high school diploma or GED.

**ADDITIONAL ADMISSION REQUIREMENTS**

Students will be responsible for purchasing uniforms and esthetics kits.

**PROGRESSION REQUIREMENTS**

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

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 151</td>
<td>Dermatology</td>
<td>3</td>
</tr>
<tr>
<td>COS 152</td>
<td>Hygiene and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>COS 156</td>
<td>Fundamentals of Massage</td>
<td>2</td>
</tr>
<tr>
<td>COS 157</td>
<td>Electric Current and Hair Removal</td>
<td>3</td>
</tr>
<tr>
<td>COS 158</td>
<td>Facial Treatments</td>
<td>2</td>
</tr>
<tr>
<td>COS 164</td>
<td>Basic Makeup and Application</td>
<td>3</td>
</tr>
<tr>
<td>COS 221</td>
<td>Facial Practice I</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 17
Diploma: Applied Science  
**Major: EXPANDED DUTY DENTAL ASSISTING (EDA1)**  
Limited Access Program  
**Credit Requirements: 48 semester credit hours**

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

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Expanded Duty Dental Assisting program prepares dental assistants to perform chair side assisting, expose and process radiographs, perform basic business office procedures, manage asepsis, infection and hazard control protocols, perform laboratory procedures, assist in the management of emergencies, provide oral health instruction and function as a member of the dental team.

Applicants seeking to enter the program must fulfill HGTC general admission requirements. High school courses in biology, chemistry and algebra are recommended to prepare for the program’s science-based curriculum.

Students will be required to travel to various dental offices in Horry and Georgetown counties as part of their office rotation courses.

**ACCEPTANCE REQUIREMENTS**

Applicants will be accepted to the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Acceptance will be in a two-stage process – “Preliminary” and “Final” Acceptance. Once the student has completed the requirements for a completed application, the student will be granted Preliminary Acceptance to the program. Following completion of the program requirements, the student will be granted Final Acceptance to the program. Applicants are considered qualified for acceptance to the next available class when they meet all College and program requirements.

**REQUIREMENTS FOR “PRELIMINARY ACCEPTANCE” TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM**

Once students have completed the following requirements, they will be granted “Preliminary Acceptance” into the Expanded Duty Dental Assisting program.

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
- Minimum placement test scores on one of the following tests: SAT, ACT or COMPASS (College placement test);
- The Developmental Studies Course sequence will be required if minimum placement test scores are not achieved;
- Cumulative GPA of 2.25, as well as achieving a grade of “C” or higher in all curriculum general education courses (BIO 112, ENG 155, PSY 103, MAT 155);
- Transfer students must meet the College transfer student admission requirements; and,
- May not have more than two unsuccessful attempts in an Expanded Duty Dental Assisting curriculum General Education course.
- Attend an orientation session with the program Coordinator and obtain a signed statement verifying attendance.

Complete a minimum of 15 hours of observation in two private dental offices. Forms which must be completed by the supervising dentist verifying observations are available in the Program Coordinator’s office.

**REQUIREMENTS “FOR FINAL ACCEPTANCE” TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM**

Following “Preliminary Acceptance” to the program, the student will have a two-month period to complete the following requirements for “Final Acceptance.” Should the student not complete these requirements within the two-month time period, “Final Acceptance” to the program WILL NOT be granted.

- Payment of a non-refundable tuition deposit;
- Pass a criminal background check and a drug screening test by the stated deadline date; and,
- All applicants MUST be at least 18 years of age at the time of admission to the program.

**TECHNICAL ACCEPTANCE STANDARDS**

The Dental Sciences Department is comprised of the Dental Hygiene and Expanded Duty Dental Assisting programs that require specific technical standards. These standards refer to all non-academic acceptance criteria essential to participate in the program. In order to be considered, accepted or retained in the program after acceptance, all applicants with or without accommodations must possess specified abilities. (Refer to the same section under the Dental Hygiene Curriculum for technical standards).

**COURSE SEQUENCE AND PROGRESSION**

- Maintain a minimum grade of “C” or higher in all Expanded Duty Dental Assisting courses. Failure of one EDDA course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space-available basis and the student will be required to meet all admission requirements for readmission (refer to re-acceptance section below).

(continued)
• Maintain a minimum GPA of 2.0;
• Must submit evidence of and maintain current CPR Healthcare Provider certification throughout the Expanded Duty Dental Assisting curriculum;
• Submit a completed Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks by the announced deadline in the first semester; and,
• Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass each course).

Any student who fails to meet the requirements for progression will be dropped from the program and must re-apply for re-acceptance.

RE-ACCEPTANCE
A student may not be reaccepted to the Expanded Duty Dental Assisting program more than once. Each candidate for re-acceptance to the Expanded Duty Dental Assisting program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in a curriculum course may request consideration for re-acceptance to the Expanded Duty Dental Assisting Program. Re-acceptance is not automatic. The following policies and procedure for re-acceptance must be followed:
• Submit a written request to the Expanded Duty Dental Assisting Program Coordinator;
• Have a cumulative GPA of 2.25 or higher to include all curriculum and general education courses within the major;
• Schedule and attend a conference with the Expanded Duty Dental Assisting Program Coordinator and Dental Sciences Department Chair to discuss the student’s written plan of activities related to successful completion of the program;
• Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program;
• Expanded Duty Dental Assisting courses older than one calendar year will not be accepted;
• Expanded Duty Dental Assisting courses may not be repeated more than once; and,
• Expanded Duty Dental Assisting general education courses may not be repeated more than twice.

Decisions regarding re-acceptance of students to the Expanded Duty Dental Assisting program are made by the Department Chair in collaboration with the entire Dental Sciences faculty.

TRANSFER
Students seeking transfer of credit from Expanded Duty Dental Assisting programs at other institutions will be considered on an individual, space available basis. Candidates for transfer must:
• Submit a written request to the Expanded Duty Dental Assisting Program Coordinator;
• Meet all requirements for the completed application to the Expanded Duty Dental Assisting program;
• Meet all minimum requirements for acceptance to the Expanded Duty Dental Assisting program;
• Have a GPA of 2.25 or higher in the program from which the student is transferring. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted;
• Not have repeated an Expanded Duty Dental Assisting course more than once;
• Not have repeated an Expanded Duty Dental Assisting general education course more than twice;
• Have earned a grade of “C” or better in all Expanded Duty Dental Assisting and general education courses taken at the institution from which he or she is seeking transfer credit;
• Submit a letter of recommendation from the previous Expanded Duty Dental Assisting program; and,
• Complete at least the last semester in the Expanded Duty Dental Assisting program in order to receive an Expanded Duty Dental Assisting diploma from HGTC.

Students transferring to the Expanded Duty Dental Assisting program may be expected to update competencies prior to entering the program.

ADVANCED PLACEMENT
The Expanded Duty Dental Assisting Program does not currently accept advanced placement students.

Students interested in articulating into the Associate Degree Dental Hygiene program may elect to take the following courses: ENG 101 and SPC 205 in lieu of ENG 155; and SOC 101 and PSY 201 in lieu of PSY 103 and MAT 101 in lieu of MAT 155.

All courses with the DAT prefix are restricted to Expanded Duty Dental Assisting majors. All courses must be completed with a grade of “C” or higher. Grades below “C” are considered course failures.

FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101 Introduction to Computers</td>
<td>3</td>
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<tr>
<td>DAT 113 Dental Materials</td>
<td>4</td>
</tr>
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<td>DAT 118 Dental Morphology</td>
<td>2</td>
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<tr>
<td>DAT 127 Dental Radiography</td>
<td>4</td>
</tr>
<tr>
<td>DAT 154 Clinical Procedures I</td>
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(continued)
## SECOND SEMESTER (SPRING)

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>DAT 115</td>
<td>Ethics &amp; Professionalism</td>
<td>1</td>
</tr>
<tr>
<td>DAT 121</td>
<td>Dental Health Education</td>
<td>2</td>
</tr>
<tr>
<td>DAT 122</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DAT 123</td>
<td>Oral Medicine/Oral Biology</td>
<td>3</td>
</tr>
<tr>
<td>DAT 174</td>
<td>Office Rotations</td>
<td>4</td>
</tr>
<tr>
<td>DAT 183</td>
<td>Specialty Functions</td>
<td>3</td>
</tr>
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<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
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## THIRD SEMESTER (SUMMER)

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<tbody>
<tr>
<td>DAT 177</td>
<td>Dental Office Experience</td>
<td>7</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 48

In addition to tuition and fees, initial estimated expenses of the Expanded Duty Dental Assisting program include:

- **Books** $700
- **Hepatitis Vaccine** $100
- **Background check/Drug screen** $91
- **Uniforms (including shoes** $250
- **Dental Assisting National Board Certification Fees** $550
- **Travel for office rotations and projects/supplies** Varies

**Estimated Total** $1691+

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**Certificate: FIRE SCIENCE (FSC7)**

**Credit Requirements: 36 semester credit hours**

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

The Fire Science certificate is designed for individuals pursuing training or employed in the field of Fire and Rescue. A combination of Fire Science Exemption Credit (FSC)* and general education prepares graduates for advanced career opportunities and professional development. The general education core is intended to provide students with skills in the following areas: oral and written communication, interpersonal relationships, leadership and management. Most courses are offered via distance learning to accommodate students employed on shift work. Courses in this certificate program also apply to the Associate in Applied Science, Public Service Administration emphasis.

### FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>ENG 155</td>
<td>Communications I**</td>
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<tr>
<td>PSY 103</td>
<td>Human Relations**</td>
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### SECOND SEMESTER (SPRING)

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<th>Course</th>
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<td>ENG 160</td>
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<td>MGT 101</td>
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<td>PSC 201</td>
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**FSC** Fire Science Exemption Credit* 18

**TOTAL CREDIT HOURS** 36

*Fire Science Exemption Credit is given for approved National Fire Academy training based on recommendations made by the American Council on Education (ACE) and awarded per the S.C. Technical College System Guidelines. National Fire Academy training can only be obtained by being employed or a volunteer with local fire departments or rescue agencies.

**Students continuing toward a bachelor’s degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160, and PSY 201 in place of PSY 103. Consult your academic advisor.
Degree: Associate in Applied Science  
**Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)**  
Credit Requirements: 78 semester credit hours

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

For Program Reliable Information, see Student Right to Know at [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow).

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<td>FOR 118</td>
<td>Forest Drafting</td>
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<td>FOR 130</td>
<td>Dendrology</td>
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<td>FOR 154</td>
<td>Mensuration</td>
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<td>MAT 101</td>
<td>Beginning Algebra*</td>
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<td>FOR 121</td>
<td>Woodland Safety and First Aid</td>
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<td>FOR 156</td>
<td>Timber Cruising and Marking</td>
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<td>FOR 258</td>
<td>Forest Surveying and Engineering</td>
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<td>MAT 168</td>
<td>Intro to Geometry &amp; Trigonometry</td>
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### THIRD SEMESTER (SUMMER)

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<td>FOR 257</td>
<td>Forest Ecology</td>
<td>2</td>
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<tr>
<td>FOR 265</td>
<td>Equipment and Timber Harvesting</td>
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<tr>
<td>FOR 269</td>
<td>Forest Statistics and Data Processing**</td>
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<td>FOR 271</td>
<td>Silviculture</td>
<td>4</td>
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<tr>
<td>PSY 103</td>
<td>Human Relations*</td>
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### FIFTH SEMESTER (SPRING)

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<tr>
<td>FOR 240</td>
<td>Mapping and Photo Interpretation</td>
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<td>FOR 263</td>
<td>Forest Management</td>
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<td>FOR 268</td>
<td>Forest Protection Practices</td>
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<tr>
<td>HRT 255</td>
<td>Urban Tree Care</td>
<td>3</td>
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<tr>
<td>PHI 110</td>
<td>Ethics</td>
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**TOTAL CREDIT HOURS: 78**

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

**Students who plan to transfer to a baccalaureate program may choose MAT 120 in place of FOR 269 with advisor approval.
Degree: Associate in Applied Science
Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)
Emphasis: Timber Harvesting
Credit Requirements: 78 semester credit hours

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

For Program Reliable Information, see Student Right to Know at www.hgtc.edu/righttoknow.

FIRST SEMESTER (FALL)
ENG 155 Communications I*  3
FOR 102 Multiple Use of Forest Lands  3
FOR 105 Equipment Basics and Safety  3
FOR 130 Dendrology  3
FOR 154 Mensuration  3
MAT 155 Contemporary Mathematics  3
TOTAL  18

SECOND SEMESTER (SPRING)
CPT 101 Introduction to Computers  3
ENG 160 Technical Communications*  3
FOR 121 Woodland Safety and First Aid  1
FOR 156 Timber Cruising and Marking  4
IMT 160 Preventative Maintenance  3
MAT 101 Beginning Algebra  3
TOTAL  17

THIRD SEMESTER (SUMMER)
FOR 220 SCWE in Forestry  8
TOTAL  8

FOURTH SEMESTER (FALL)
FOR 180 Industry and Government Standards  3
FOR 230 Forest Products  2
FOR 257 Forest Ecology  2
FOR 265 Equipment and Timber Harvesting  4
FOR 271 Silviculture  4
PSY 103 Human Relations*  3
TOTAL  18

FIFTH SEMESTER (SPRING)
FOR 140 Timber Harvesting Operations  3
FOR 240 Mapping and Photo Interpretation  3
FOR 263 Forest Management  4
FOR 268 Forest Protection Practices  4
PHI 103 Workplace Ethics*  3
TOTAL  17

TOTAL CREDIT HOURS  78

*Students continuing toward a bachelor’s degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101; and PSY 201 in place of PSY 103. Consult your academic advisor.
Degree: Associate in Applied Science
Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)
Emphasis: Urban Forestry
Credit Requirements: 79 semester credit hours

The Forestry Management Technology program, Urban Forestry Emphasis, prepares students for the position of forest technician, a middle-management level professional trained to work with a graduate professional forester or Arborist. The Forestry Management Technology is approved for Cooperative Work Experience. Graduates will be qualified for entry level positions with state and federal forest agencies, municipalities; recreational agencies, consultant foresters, utility companies, urban tree care companies and other employment where knowledge and skills regarding tree and growth management, environmental protection and resource utilization are needed. Students have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, First Aid and CPR. HGTC offers the only Associate Degree Forestry Management program in South Carolina.

For Program Reliable Information, see Student Right to Know at www.hgtc.edu/righttoknow.

FIRST SEMESTER (FALL)
ENG 155 Communications I* 3
FOR 102 Multiple Use of Forest Lands 3
FOR 130 Dendrology 3
FOR 154 Mensuration 3
HRT 150 Arboriculture I 3
MAT 101 Beginning Algebra* 3
TOTAL 18

SECOND SEMESTER (SPRING)
CPT 101 Intro. to Computers 3
ENG 160 Technical Communications* 3
FOR 121 Woodland Safety and First Aid 1
FOR 156 Timber Cruising and Marking 4
HRT 255 Urban Tree Care 3
MAT 168 Intro. to Geometry and Trigonometry 3
TOTAL 17

THIRD SEMESTER (SUMMER)
FOR 220 SCWE in Forestry 8
TOTAL 8

FOURTH SEMESTER (FALL)
FOR 230 Forest Products 2
FOR 257 Forest Ecology 2
FOR 265 Equipment and Timber Harvesting 4
FOR 269 Forest Statistics and Data Processing** 3
FOR 271 Silviculture 4
PSY 103 Human Relations* 3
TOTAL 18

FIFTH SEMESTER (SPRING)
FOR 240 Mapping and Photo Interpretation 3
FOR 258 Forest Surveying and Engineering 4
FOR 263 Forest Management 4
FOR 268 Forest Protection Practices 4
PHI 110 Ethics 3
TOTAL 18

TOTAL CREDIT HOURS 79

*Students continuing toward a Bachelor’s degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101; and PSY 201 in place of PSY 103. Consult your academic advisor. Students who did not meet the COMPASS scores for placement in MAT 101 should complete MAT 032 or MAT 155 during the first semester.

**Students who plan to transfer to a baccalaureate program may choose MAT 120 in place of FOR 269 with advisor approval.
**Degree: Associate in Applied Science**  
**Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)**  
**Emphasis: Wildlife Management**  
**Credit Requirements: 79 semester credit hours**

The Forestry Management Technology program with emphasis in Wildlife Management will train students for natural resource technician positions to work jointly with a graduate forester, wildlife biologist or other land management professional. The Forestry Management Technology program is approved for Cooperative Work Experience. Graduates will be qualified for entry-level positions with state and federal land management agencies, natural resource consulting firms and others involved in on-the-ground stewardship where skills of forest and wildlife management are needed. Students have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, South Carolina Prescribed Burning Certification, First Aid and CPR.

For Program Reliable Information, see Student Right to Know at www.hgtc.edu/righttoknow.

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<td>FOR 130</td>
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<tr>
<td>FOR 154</td>
<td>Mensuration</td>
<td>3</td>
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<tr>
<td>MAT 101</td>
<td>Beginning Algebra*</td>
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<tr>
<td>NRM 230</td>
<td>Wildlife Management</td>
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### SECOND SEMESTER (SPRING)

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<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>ENG 160</td>
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<td>3</td>
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<tr>
<td>FOR 121</td>
<td>Woodland Safety and First Aid</td>
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<td>FOR 156</td>
<td>Timber Cruising and Marking</td>
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<td>MAT 168</td>
<td>Introduction to Geometry and Trigonometry</td>
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<td>Wildlife Management Techniques</td>
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### THIRD SEMESTER (SUMMER)

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### FOURTH SEMESTER (FALL)

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<td>NRM 130</td>
<td>Outdoor Recreation Management</td>
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<td>NRM 151</td>
<td>Vertebrate Natural History</td>
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<td>Wetland Ecology</td>
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<td>PSY 103</td>
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<td>PSY 201</td>
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### FIFTH SEMESTER (SPRING)

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<tbody>
<tr>
<td>FOR 240</td>
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<td>FOR 263</td>
<td>Forest Management</td>
<td>4</td>
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<tr>
<td>FOR 268</td>
<td>Forest Protection Practices</td>
<td>4</td>
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<tr>
<td>NRM 201</td>
<td>Soil Fertility and Plant Production</td>
<td>3</td>
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<td>PHI 110</td>
<td>Ethics</td>
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**TOTAL CREDIT HOURS**  **79**

*Students continuing toward a bachelor’s degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101; and PSY 201 in place of PSY 103. Consult your academic advisor. Students who did not meet the COMPASS scores for placement in MAT 101 should complete MAT 032 or MAT 155 during the first semester.

**Students who plan to transfer to a baccalaureate program may choose MAT 120 in place of FOR 269 with advisor approval.
**Degree: Associate in Applied Science**  
**Major: GENERAL BUSINESS (BUS3)**  
**Credit Requirements: 66 semester credit hours**

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

### FIRST SEMESTER (FALL)

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<thead>
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<th>Course</th>
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<tr>
<td>BUS</td>
<td>Introduction to Business</td>
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<tr>
<td>CPT</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>ENG</td>
<td>Communications I ***</td>
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<tr>
<td>MGT</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MKT</td>
<td>Marketing</td>
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<tr>
<td>ACC</td>
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<tr>
<td>BUS</td>
<td>Business Law I</td>
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<td>OR</td>
<td>Business Ethics</td>
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<td>BUS</td>
<td>SCWE in Business**</td>
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<td>MGT</td>
<td>Fundamentals of Supervision</td>
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<td>MKT</td>
<td>Retailing</td>
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<td>BAF</td>
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<td>BUS</td>
<td>Business Law I</td>
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<tr>
<td>BUS</td>
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<td>Macroeconomics</td>
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<td>OR</td>
<td>Microeconomics</td>
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<td>MKT</td>
<td>Customer Service Techniques</td>
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<td>Business Law I</td>
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<td>OR</td>
<td>Business Ethics</td>
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<td>BUS</td>
<td>SCWE in Business**</td>
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<td>BUS</td>
<td>Business Statistics</td>
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<tr>
<td>IDS</td>
<td>Leadership Development*</td>
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<td>MGT</td>
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**TOTAL CREDIT HOURS** 66

(continued)
*Humanities: IDS 201, Leadership Development, is the preferred course. Should IDS 201 not be available, other courses are permissible with specific permission of the student’s advisor. Examples include: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 107. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208 or ENG 209.

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

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

Degree: Associate in Applied Science

Major: GENERAL BUSINESS (BUS3)

Emphasis: Hospitality Management

Credit Requirements: 69 semester credit hours

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

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
<td>3</td>
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<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OR CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I**</td>
<td>3</td>
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<tr>
<td>HOS 140</td>
<td>Hospitality Industry</td>
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<tr>
<td>MAT 101</td>
<td>Beginning Algebra**</td>
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**SECOND SEMESTER (SPRING)**

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<tbody>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
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<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
<td>3</td>
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<tr>
<td>HOS 150</td>
<td>Hotel Management</td>
<td>3</td>
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<tr>
<td>HOS 265</td>
<td>Hotel, Restaurant and Travel Law</td>
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</tr>
<tr>
<td>MGT 101</td>
<td>Introduction to Management</td>
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**THIRD SEMESTER (SUMMER)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUS ELECTIVE*</td>
<td></td>
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<tr>
<td>HOS 272</td>
<td>SCWE in Hospitality Management</td>
<td>3</td>
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<tr>
<td>MKT 101</td>
<td>Marketing</td>
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**FOURTH SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OR ECO 211</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HOS 157</td>
<td>Hospitality Services</td>
<td>3</td>
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<tr>
<td>HOS 161</td>
<td>Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS 255</td>
<td>Food Service Management</td>
<td>3</td>
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<tr>
<td>MGT 201</td>
<td>Human Resources Management</td>
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(continued)
**FIFTH SEMESTER (SPRING)**

<table>
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<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BUS</td>
<td>240</td>
<td>Business Statistics</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BAF</td>
<td>260</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS</td>
<td>160</td>
<td>Purchasing for Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOS</td>
<td>164</td>
<td>Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>MGT</td>
<td>150</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Humanities</td>
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*Business Elective: BUS 101, CPT 270, MGT 120, MKT 120, MKT 135 or MKT 240.*

**TOTAL CREDIT HOURS**

<table>
<thead>
<tr>
<th>Credit</th>
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<tbody>
<tr>
<td><strong>69</strong></td>
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</tbody>
</table>

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

Successful completion of CPT 170 and CPT 270 qualify students for Microsoft certification exam.

---

**Degree: Associate in Applied Science**  
**Major: GENERAL BUSINESS (BUS3)**  
**Emphasis: Marketing**  
**Credit Requirements: 63 semester credit hours**

If you enjoy creating effective and exciting marketing materials, you might want to sign up for HGTC’s Associate in Science in General Business, with a Marketing emphasis. This program gives you the knowledge, skills, and abilities you need to qualify for entry-level marketing positions in business. While some of the courses in the General Business/Marketing Emphasis program transfer to a senior institution, this degree is not designed as a “transfer” degree, but, rather, is a career degree that prepares you for employment.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>101</td>
<td>Accounting Principles I</td>
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<tr>
<td>BUS</td>
<td>101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CPT</td>
<td>170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>155</td>
<td>Communications I*</td>
<td>3</td>
</tr>
<tr>
<td>MKT</td>
<td>101</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td></td>
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<td><strong>TOTAL</strong></td>
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**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ACC</td>
<td>102</td>
<td>Accounting Principles II</td>
<td>3</td>
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<tr>
<td>BAF</td>
<td>101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>160</td>
<td>Technical Communications*</td>
<td>3</td>
</tr>
<tr>
<td>MAT</td>
<td>101</td>
<td>Beginning Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MKT</td>
<td>135</td>
<td>Customer Service</td>
<td>3</td>
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**THIRD SEMESTER (SUMMER)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BUS</td>
<td>121</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MGT</td>
<td>101</td>
<td>Principles of Management</td>
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<td>MKT</td>
<td>120</td>
<td>Sales Principles</td>
<td>3</td>
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</table>

**FOURTH SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>210</td>
<td>Introduction to E-Commerce in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGT</td>
<td>150</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT</td>
<td>201</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT</td>
<td>250</td>
<td>Consumer Behavior</td>
<td>3</td>
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<tr>
<td></td>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

(continued)
FIFTH SEMESTER (SPRING)

BUS 240  Business Statistics    3
ECO 210  Macroeconomics    3
OR
ECO 211  Microeconomics
IDS 201  Leadership Development**   3
MKT 240  Advertising    3

TOTAL      12

TOTAL CREDIT HOURS   63

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

**Humanities: IDS 201, Leadership Development, is the preferred course. Should IDS 201 not be available, other courses are permissible with specific permission of the student’s advisor. Examples include: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 107, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208 or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.

Degree: Associate in Applied Science

Major: GENERAL BUSINESS (BUS3)

Emphasis: Public Service Administration

Credit Requirements: 63 semester credit hours

This program prepares students for career advancement in public service administration.

For those interested in Fire Service, using a Statewide agreement, HGTC will award credit for courses successfully completed through the SC Fire Academy (SCFA) or National Fire Academy (NFA). These courses must be displayed on an official transcript provided by SCFA/NFA to the HGTC Admissions Office. Credit will be awarded only for courses which meet American Council on Education recommendations and which reflect a transcript grade and include a final examination. Credit is awarded on the basis of one half (.5) credit for every 15 contact hours, up to a maximum of 18 credit hours. Transfer agreement with the University of Memphis.

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

FIRST SEMESTER (FALL)

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

TOTAL      12

SECOND SEMESTER (SPRING)

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

TOTAL      15

THIRD SEMESTER (SUMMER)

BUS 121  Business Law I    3
PSC 201  American Government (or SCFA course)    3

TOTAL      6

(continued)
FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BAF 260</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 150</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 240</td>
<td>Management Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>IDS 201</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Electives

Choose from ACC 150, ACC 240, BAF 260, BUS 220, BUS 240, CPT 270, MGT 120, MKT 120, MKT 135, MKT 250 OR Fire Academy Credits

**Total Credit Hours** 63

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

---

**Degree: Associate in Applied Science**

**MAJOR: GENERAL ENGINEERING TECHNOLOGY (GET3)**

Credit Requirements: 77 semester credit hours

Local industries are seeking technicians knowledgeable of electronics and mechanical systems. The Associate Degree in General Engineering Technology provides courses in electronics, mechanics and automated systems such as robotics, which are related to the needs of modern industry. Students will learn how computers and robotics are used in industry to operate automated manufacturing systems and to program computers, robots, and computer numerical control.

Graduates of this program will be able to combine skills and knowledge to address industrial operations and keep industries running efficiently.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EET 113</td>
<td>Electrical Circuits I-DC</td>
<td>4</td>
</tr>
<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>EGT 101</td>
<td>Basic Technical Drawing</td>
<td>2</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td></td>
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**SECOND SEMESTER (SPRING)**

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<tbody>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EET 114</td>
<td>Electrical Circuits II-AC</td>
<td>4</td>
</tr>
<tr>
<td>EGR 190</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Intro. to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry</td>
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**THIRD SEMESTER (SUMMER)**

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<tr>
<td>CET 210</td>
<td>Strength of Materials</td>
<td>3</td>
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<tr>
<td>EET 227</td>
<td>Electrical Machinery</td>
<td>3</td>
</tr>
<tr>
<td>EGT 252</td>
<td>Advanced Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications*</td>
<td>3</td>
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(continued)
FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>EET 275</td>
<td>Introduction to Robotics Manufacturing</td>
<td>3</td>
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<tr>
<td>CET 218</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>EET 231</td>
<td>Industrial Electronics</td>
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<tr>
<td>PHY 201</td>
<td>Physics I</td>
<td>4</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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FIFTH SEMESTER (SPRING)

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CET 245</td>
<td>Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>EGR 109</td>
<td>Engineering Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Calculus and Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHI 103</td>
<td>Workplace Ethics</td>
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<td>Elective**</td>
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<td><strong>3</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>16</strong></td>
</tr>
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</table>

**TOTAL CREDIT HOURS**

| Credit Hours | 77 |

*Students continuing toward a bachelor’s degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160. Consult your academic advisor.

**Elective: EET 212 or EGR 286/296)

Certificate: GENERAL STUDIES (GES7)

Credit Requirements: 24 semester credit hours

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

The General Studies certificate is designed for students planning to continue their education at the post-secondary level. The certificate includes general education courses that transfer into a variety of academic disciplines. The certificate is ideal for the student who intends to transfer to a college within the South Carolina Technical College system or a four-year institution of higher learning, but is undecided about a particular academic program of study. Eligibility for Federal financial aid does not apply to this program.

FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
<td>3</td>
</tr>
<tr>
<td>OR 201</td>
<td>American History: Discovery to 1877</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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SECOND SEMESTER (SPRING)

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<td><strong>3</strong></td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

| Credit Hours | 24 |
**Degree: Associate in Applied Science**

**Major: GENERAL TECHNOLOGY (GEN3)**

**Credit Requirements: 64 semester credit hours**

The General Technology major allows a student, with advisor guidance and approval, to complete coursework available at the College. The purpose of the Associate in Applied Science in General Technology provides for cross-training or for becoming a multi-skilled technician.

Complete range of semester hour credits distributed as follows:

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>15 CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 155 (or ENG 101 + SPC 205)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160 or ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 (or MAT 101, 102, 110, 120)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED CORE SUBJECT AREAS</th>
<th>40 CREDIT HOURS</th>
</tr>
</thead>
</table>

The General Technology major allows a student and the academic advisor to tailor an individualized program of study to meet specific career goals and employment objectives.

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

| OTHER HOURS REQUIRED FOR GRADUATION | 9 CREDIT HOURS |
|____________________________________|----------------|
| CPT 101 or 170                      | 3 |
| Electives                           | 6 |

**TOTAL** 64

---

**Degree: Associate in Applied Science**

**Major: GENERAL TECHNOLOGY (GEN3)**

**Emphasis: Aviation Maintenance**

**Credit Requirements: 65 semester credit hours**

Horry Georgetown Technical College and Pittsburgh Institute of Aeronautics (PIA) have signed an articulation agreement which is designed to afford students the opportunity to earn the Associate in Applied Science with a major in General Technology, allowing a student to specialize in two areas: Aviation Power Plant and Aviation Airframe to be offered through PIA. General Education courses will be taught at HGTC. The ACM courses (below) will be offered at PIA facilities in Myrtle Beach. Upon satisfactory completion of all required coursework at PIA, students will be eligible to graduate from HGTC with an Associate Degree in Applied Science (A.A.S.). Each student is required to complete a minimum of 25% of the course required at HGTC. Students may choose to complete HGTC coursework before, during, or after enrollment at PIA.

Admission to this program requires completion of HGTC Admission requirements (application, transcripts, fees and placement information) in addition to PIA applications by eligible students. Although PIA does not require a criminal background check, applicants should be aware that certain offenses may preclude graduates from employment in the industry. Contact Admissions (admissions@hgtc.edu) for details on admissions procedures and specific PIA curriculum.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMF 101</td>
<td>Introduction to Aviation Maintenance</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I*</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics*</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MGT 150</td>
<td>Fundamentals of Supervision</td>
</tr>
</tbody>
</table>

**TOTAL** 13

(continued)
### SECOND THROUGH FIFTH SEMESTER COURSES/PIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM</td>
<td>Aviation Powerplant and Airframe Credits from PIA</td>
<td>40</td>
</tr>
</tbody>
</table>

**TOTAL** | 40 |

### SIXTH SEMESTER COURSES/HGTC

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 160</td>
<td>Technical Communications*</td>
<td>3</td>
</tr>
<tr>
<td>PHI 103</td>
<td>Workplace Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** | 12 |

**TOTAL CREDIT HOURS** | 65

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

---

**Degree: Associate in Applied Science**

**Major: GENERAL TECHNOLOGY**

**Emphasis: Fire Science Technology**

**Credit Requirements: 64 semester credit hours**

Current firefighters who are interested in furthering their career in fire science may enroll in the Associate in Applied Science, General Technology, Fire Science specialty. This degree program is for students who do not plan to transfer to a baccalaureate program, who prefer the applied General Education courses, and who have interest in a secondary technical specialty.

The Fire Science Technology (FST) degree program is available to current firefighters who have completed fire-science training through Firefighter II level at the SC Fire Academy or other approved National Fire Academy program. Official transcripts from the granting institution must be submitted after the applicant has applied for admission to HGTC. Students who have not completed Fire Academy training are eligible to take only General Education courses until training has been completed and transcripts submitted. Once the transcript is approved, the student will be given experiential credit for FST 101, 102, 103, and 104.

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 SC Technical College System guidelines. National Fire Academy training can be obtained only by being employed or a volunteer with local fire departments or rescue agencies.

**GENERAL EDUCATION:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 155</td>
<td>Communications I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>OR MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MAT 102</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OR CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** | 24

**PRIMARY SPECIALTY:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 101</td>
<td>Emergency Response for Firefighters**</td>
<td>2</td>
</tr>
<tr>
<td>FST 102</td>
<td>Firefighter I-Basic**</td>
<td>3</td>
</tr>
<tr>
<td>FST 103</td>
<td>Firefighter I – Advanced**</td>
<td>5</td>
</tr>
<tr>
<td>FST 104</td>
<td>Firefighter II**</td>
<td>3</td>
</tr>
<tr>
<td>FST 106</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FST 108</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FST 203</td>
<td>Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FST 204</td>
<td>Principles of Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>FST 208</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
</tbody>
</table>

(continued)
SECONDARY SPECIALTY:  12 CREDITS HOURS
Courses may be selected from Business, EMT, or other appropriate disciplines with advisor approval.

*Students continuing toward a bachelor’s degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101. Consult your academic advisor.

**Course credit awarded for Experiential Learning with appropriate documentation from SC Fire Academy.

Degree: Associate in Applied Science
Major: GENERAL TECHNOLOGY (GEN3)
Emphasis: Law Enforcement
Credit Requirements: 61-64 semester credit hours

The General Technology Law Enforcement is a terminal non-transfer associate in applied science degree specifically designed for certified, currently employed SC law enforcement officers seeking a degree for promotion or advancement in a public law enforcement agency or department. Interested students should contact Criminal Justice Advisor to develop an individualized plan.

The program of study includes general education, experiential credit for eligible training completed at the SC Criminal Justice Academy (SCCJA) and/or other approved law enforcement training plus Criminal Justice coursework at HGTC. All external coursework must be submitted on official transcripts to the Registrar’s office. Students must complete of 25% of required credits at HGTC.

South Carolina Criminal Justice Academy (SCCJA) courses and other verifiable department or agency sponsored training will be evaluated by the Criminal Justice Program Chair to determine award of experiential credit. Available criminal justice courses at HGTC may also be completed to fulfill program requirements. Experiential credits will be awarded only for training that meets contact hour requirements and that is reflected on an official sealed transcript received by the Registrar’s Office. Students must complete a minimum of 25% of program requirements through HGTC for eligibility for graduation.

Each student and a criminal justice advisor will develop an individualized program of study, including experiential credit awarded and available general education and criminal justice courses. Individual associate degree level courses with a grade of “C” or better may transfer; students should contact the transfer institution for information.

A criminal background check must be satisfactorily completed before students can enroll in any criminal justice course. In lieu of the criminal background check, the student may submit a letter on agency/department stationary, signed by a command level officer, stating that student is a current law enforcement officer in good standing with the employing agency/department. The letter must be submitted to the Registrar or Criminal Justice Program Chair in a sealed envelope.

GENERAL EDUCATION, COMPUTER SKILLS AND ELECTIVES:  21-24 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Communications II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective*</td>
<td>3-6</td>
</tr>
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</table>

PRIMARY SPECIALTY:  28 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 115</td>
<td>Criminal Law **</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Constitutional Law**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ</td>
<td>Electives</td>
<td>19</td>
</tr>
</tbody>
</table>

SECONDARY SPECIALTY:  12 CREDIT HOURS
(Selected with advisor approval)

*Students may select ENG 101 and SPC 205, ENG 102, MAT 110 or 120 or CPT 170 for transfer purposes.

**Experiential credit awarded for SCCJA Officer Training
Certificate: **GERONTOLOGY (GER7)**  
Credit Requirements: 24 semester credit hours

A Criminal Background Check is required during the first semester of the program.

The Gerontology Certificate is designed to prepare students with the knowledge, coursework, skills, and practical experience necessary to work with the needs of older adults in a variety of settings. The curriculum teaches intervention techniques needed to work with older adults to provide support, and to understand their special needs in entry-level positions at various human services agencies for older adults.

All Human Services courses must be completed with a “C” or better in order to count toward graduation. Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note: Many variables can affect this plan and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUS 205</td>
<td>Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HUS 214</td>
<td>Health, Wellness and Nutrition for Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>HUS 219</td>
<td>Psychopharmacology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>12</strong></td>
</tr>
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</table>

**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 115</td>
<td>Geriatric Services and Activities</td>
<td>3</td>
</tr>
<tr>
<td>HUS 150</td>
<td>Supervised Field Placement</td>
<td>3</td>
</tr>
<tr>
<td>HUS 202</td>
<td>Life Transitions</td>
<td>3</td>
</tr>
<tr>
<td>HUS 260</td>
<td>Special Topics in Human Services</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 24**

Degree: Associate in Applied Science  
**Major: GOLF & SPORTS TURF MANAGEMENT (GSTM)**  
**Emphasis: Golf Course Management**  
Credit Requirements: 77 semester credit hours

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

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HRT 110</td>
<td>Plant Form and Function</td>
<td>4</td>
</tr>
<tr>
<td>HRT 125</td>
<td>Soils</td>
<td>4</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>3</td>
</tr>
<tr>
<td>TUF 102</td>
<td>Turf Equipment</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
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</table>

**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications I*</td>
<td>3</td>
</tr>
<tr>
<td>HRT 205</td>
<td>Computers in Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>SPA 107</td>
<td>Hispanic Culture and Communications</td>
<td>3</td>
</tr>
<tr>
<td>TUF 172</td>
<td>Turf Management I</td>
<td>3</td>
</tr>
<tr>
<td>TUF 174</td>
<td>Turfgrass Pests I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

(continued)
## Degree: Associate in Applied Science

### Major: GOLF AND SPORTS TURF MANAGEMENT (GSTM)

### Emphasis: Sports Turf Management

### Credit Requirements: 75 semester credit hours

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

### FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HRT 110</td>
<td>Plant Form and Function</td>
<td>4</td>
</tr>
<tr>
<td>HRT 125</td>
<td>Soils</td>
<td>4</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>3</td>
</tr>
<tr>
<td>TUF 102</td>
<td>Turf Equipment</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</table>

### SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>ENG 160</td>
<td>Technical Communications I*</td>
<td>3</td>
</tr>
<tr>
<td>HRT 205</td>
<td>Computers in Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>TUF 172</td>
<td>Turf Management I</td>
<td>3</td>
</tr>
<tr>
<td>TUF 174</td>
<td>Turfgrass Pests I</td>
<td>3</td>
</tr>
<tr>
<td>TUF 204</td>
<td>Sports Turf Seminar</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

### THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUF 203</td>
<td>SCWE in Sports Turf Management</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

### FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 107</td>
<td>Hispanic Culture and Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPC 101</td>
<td>Oral Communications*</td>
<td>2</td>
</tr>
<tr>
<td>TUF 175</td>
<td>Turfgrass Pests II</td>
<td>3</td>
</tr>
<tr>
<td>TUF 252</td>
<td>Turf Management II</td>
<td>3</td>
</tr>
<tr>
<td>TUF 278</td>
<td>Sports Field Construction / Drainage</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

(continued)
FIFTH SEMESTER (Spring)

HRT 154 Grounds Maintenance 3
PSY 103 Human Relations* 3
TUF 173 Sports Turf Surveying and Layout 2
TUF 215 Turf Business Practices 3
TUF 262 Pesticides 3
TUF 270 Techniques of Sports Field Maintenance 4

TOTAL 18

TOTAL CREDIT HOURS 75

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

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

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

The Homicide certificate is an advanced certificate designed to provide the student with the general techniques, procedures, and practices in criminal investigation, and more specifically the specialized knowledge and skills to successfully investigate violent crimes, including homicide. The certificate is specifically designed for students who are currently in law enforcement, or who are planning to seek a position in law enforcement, and advance to the position of a criminal investigator, and is intended for those students who have completed the Associate Degree in Criminal Justice with an emphasis in Crime Scene Investigations (CSI) or a similar program at a regionally accredited institution of higher education, or in-service law enforcement officers with the permission of the Department Chair.

Criminal Justice (CRJ) courses are major restricted; students must be accepted to the Homicide Investigation certificate program with a major code of HMI7 to enroll in CRJ courses required for the Homicide Investigation (HMI7) certificate. Prerequisite for all HMI7 courses is CRJ 235 or permission of the Department Chair based on CSI practical/field experience;

A criminal background check must be satisfactorily completed before students can enroll in any criminal justice course.

FIRST SEMESTER

CRJ 141 Forensic & Investigative Report Writing 3
CRJ 200 Basic Development and Collection Techniques 3
CRJ 228 Homicide Investigation* 3

TOTAL 9

SECOND SEMESTER

CRJ 204 Advanced Crime Scene and Investigative Photography 3
CRJ 226 Advanced Bloodstain and Firearm Pattern Evidence Analysis* 3
CRJ 227 Collection and Preservation of Biological Evidence 3

TOTAL 9

THIRD SEMESTER

CRJ 199 X-Rays as an Investigative Tool and Evidence 3
CRJ 206 Advanced Techniques in Print Development and Collection 3
CRJ 217 Crime Scene Investigations for Major Incident and Mass Crimes 3

TOTAL 9

TOTAL CREDIT HOURS 27

*CRJ 226 and CRJ 228 have the additional prerequisite of CRJ 229.
Degree: Associate in Applied Science  
Major: HUMAN SERVICES (HUM3)  
Credit Requirements: 61 semester credit hours

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 support self-sufficiency through role modeling, counseling, crisis intervention, rehabilitation, social support and behavior modification. Graduates will be qualified for employment in mental health centers, group homes, day treatment facilities, sheltered workshops, substance abuse treatment programs and eldercare facilities. Students of the program must pass a criminal background check by the end of their first semester. Also, students must meet all the requirements of the sponsoring agency prior to Supervised Field Placement.

TRANSFER OPPORTUNITIES
Students successfully completing the associate degree in Human Services have transfer opportunities to Coastal Carolina University through the baccalaureate program in Sociology or Psychology and the Social Work baccalaureate program at Limestone College. Those interested should contact the Academic Chair or Assistant Chair.

FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Contemporary Mathematics</td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
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<td>15</td>
</tr>
</tbody>
</table>

SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HUS 230</td>
<td>Interviewing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 231</td>
<td>Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHI 110</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
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THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 202</td>
<td>Life Transitions</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Alcohol and Drug Abuse</td>
<td></td>
</tr>
<tr>
<td>HUS 205</td>
<td>Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HUS 208</td>
<td>Human Services Special Topics</td>
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</tr>
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<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>

FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 209</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>HUS 235</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HUS 250</td>
<td>Supervised Field Placement I</td>
<td>4</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</table>

FIFTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 216</td>
<td>Behavior Change Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 237</td>
<td>Crisis Interventions</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS  61
**Certificate: INFANT AND TODDLER DEVELOPMENT (ITD7)**

Credit Requirements: 18 semester credit hours

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

The Early Care Infant and Toddler Development certificate program is designed for the child care professional who works with or is interested in working with children from birth through two years of age.

The program also has the following requirements as prerequisites to labs and licensed child care centers (not required for ECD 101):

- Criminal background check

Infant Toddler Development courses are major restricted; students must be accepted into the Infant Toddler Development program with a major code of ITD7 to enroll in ECD courses required for the Infant Toddler Development (ITD7) certificate.

Most Early Care and Education (ECD) courses are offered only once each year, so following the recommended course sequence is extremely important. Students should see their advisor to assure proper selection of courses.

A minimum grade of “C” is required for all ECD-prefixed courses to be eligible for graduation.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development I</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>6</strong></td>
</tr>
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</table>

**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 200</td>
<td>Curriculum Issues in Infant and Toddler Development*</td>
<td>3</td>
</tr>
<tr>
<td>ECD 205</td>
<td>Socialization/Group Care-Infants and Toddlers*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 207</td>
<td>Inclusive Care*</td>
<td>3</td>
</tr>
<tr>
<td>ECD 251</td>
<td>Supervised Field Experiences in Infant and Toddler Environments**</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 18

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

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

---

**Certificate: KITCHEN AND FOOD PREPARATION TECHNIQUES (KFP7)**

Credit Requirements: 18 semester credit hours

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

This certificate program is designed to introduce students to the food preparation skills and principals required for entry-level cooking positions in the food service industry. Students also study standards of proper personal hygiene, food temperatures, food safety and kitchen sanitation. Through applied coursework and hands-on cooking preparations students will build the skills and abilities required to enter the food service industry. Career opportunities range from prep cook, entry level line cook, to entry level pantry cook.

Students will be eligible for ServSafe certification.

Admission for this program requires proof of high school graduation or GED and appropriate placement scores.
COURSE SEQUENCE AND PROGRESSION
Students should note that a minimum grade of “C” is required for all CUL, BKP and HOS courses for graduation. Grades below “C” in a CUL, BKP or HOS course will require the student to repeat the course at the next offering.

FIRST SEMESTER (FALL)
CUL 101 Principles of Food Principles 3  
CUL 104 Introduction to Culinary Arts 3  
CUL 109 Sanitation & Nutrition 3  
HOS 105 Survey of Food Management 3  
TOTAL 12

SECOND SEMESTER (SPRING)
BKP 120 Bakeshop Production 3  
CUL 110 Food Production Management 3  
TOTAL 6

TOTAL CREDIT HOURS 18

Certificate: LANDSCAPE MANAGEMENT (LMT6)
Credit Requirements: 18 semester credit hours

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

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

FIRST SEMESTER (FALL)
HRT 113 Plant Materials 3  
HRT 121 Commercial Irrigation 3  
HRT 241 Turf Management 3  
TOTAL 9

SECOND SEMESTER (SPRING)
HRT 104 Landscape Design & Implementation 3  
HRT 143 Insect/Pest Control 3  
HRT 153 Landscape Construction 3  
TOTAL 9

TOTAL CREDIT HOURS 18

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

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

The Advanced Certificate in Latent Print Collection and Classification is an advanced certificate designed to provide the student with the general and specific techniques, procedures, and practices to secure latent and visible prints at crime scenes, or from evidence, and to classify those prints for identification and comparison. The certificate involves the techniques, procedures, and practices used in detection, development, and processing of prints regardless of type or circumstance, and the classification and comparison of prints including systems such as AFIX Tracker. The certificate is specifically designed for students who are currently in law enforcement, or who are planning to seek a position in law enforcement and advance to the position of a criminal investigator or an assignment to a crime scene unit, and is intended for those students who have completed the Associate Degree in Criminal Justice with an emphasis in Crime Scene Investigations (CSI), or a similar program at a regionally accredited institution of higher education, or in-service law enforcement officers with the permission of the Department Chair.

(continued)
A criminal background check must be satisfactorily completed before students can enroll in any criminal justice course.

Criminal Justice (CRJ) courses are major restricted; students must be accepted to the Latent Print Collection and Classification certificate program with a major code of LPD7 to enroll in CRJ courses required for the Latent Print Collection and Classification (LPD7) certificate.

Prerequisite for all LPD7 courses is CRJ 235 or permission of the department chair based on CSI practical/field experience.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 141</td>
<td>Forensic and Investigative Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 200</td>
<td>Basic Latent Print Development &amp; Collection Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 225</td>
<td>Impression Evidence</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 198</td>
<td>Fingerprint Classification</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 201</td>
<td>Fingerprint Science</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 204</td>
<td>Advanced Crime Scene &amp; Investigative Photography</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
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</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 197</td>
<td>Advanced Fingerprint Classification</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 206</td>
<td>Advanced Techniques in Latent Print Development and Collection</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 264</td>
<td>Alternative Methods in Latent Print Development and Collection</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 27

---

**Certificate: LIMITED GENERAL RADIOLOGICAL TECHNOLOGY (LRT7)**

**Limited Access Program**

**Credit Requirements:** 37 semester credit hours

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

Criminal Background Check Required: YES
Urinalysis Screening Required: YES

The Limited General Radiological Technology certificate program is designed to prepare students for the State Certification Exam and an entry-level position as a professional limited general radiographer. A certificate is awarded upon satisfactory completion of the program and graduates are eligible to take a certification exam offered by the state of South Carolina. The program is limited in the number of students that can be accepted each spring semester. Students who are declared majors in this program must begin in the spring semester. Acceptance to the program is based on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

**ACCEPTANCE REQUIREMENTS**

- Submission of admission application and payment of the one-time nonrefundable application fee;
- Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the developmental studies course sequence will be required if minimum placement test scores are not achieved;
- BIO 112 (grade of “C” or better) and MAT 101 (grade of “C” or better) or a minimum score of 46 COMPASS Algebra or 440 SAT Math or 21 ACT Math;
- Transfer students must meet College transfer student admission requirements;
- Submission of official high school transcript including verification of high school diploma or high school equivalency diploma (GED);
- Valid CPR certification;
- Submit a Health Science Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks completed 30 days prior to the first day of classes;
- Pass a criminal background check and drug screening prior to entry into the program; and,
- Maintain a 2.5 minimum cumulative GPA.

(continued)
**TECHNICAL ACCEPTANCE STANDARDS**

These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational activities and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. In order to be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:

- Possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants must be able to distinguish tone qualities of a radiograph from black through shades of gray to white;
- Be able to provide and receive verbal communication with patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.; and,
- Possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.

Specific Requirements are listed on the web page under program application.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>83 – 91</td>
<td>B</td>
</tr>
<tr>
<td>74 – 82</td>
<td>C</td>
</tr>
<tr>
<td>65 – 73</td>
<td>D</td>
</tr>
<tr>
<td>64 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION**

Students will need reliable transportation as they will be rotating to different clinic sites during the three semesters. Clinic sites are located in Horry and Georgetown counties requiring some long distance travel.

Students must maintain a 2.5 GPA to continue in the program.

**FIRST SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT 101</td>
<td>Introduction to Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RDT 102</td>
<td>Patient Care Practices</td>
<td>1</td>
</tr>
<tr>
<td>RDT 103</td>
<td>Radiographic Exposure</td>
<td>2</td>
</tr>
<tr>
<td>RDT 104</td>
<td>General Positioning I</td>
<td>3</td>
</tr>
<tr>
<td>RDT 150</td>
<td>Clinical Practicum I</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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**SECOND SEMESTER (SUMMER)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>RDT 105</td>
<td>Radiographic Exposure II</td>
<td>2</td>
</tr>
<tr>
<td>RDT 106</td>
<td>General Positioning II</td>
<td>3</td>
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<tr>
<td>RDT 151</td>
<td>Clinical Practicum II</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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**THIRD SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT 108</td>
<td>Radiographic Exposure III</td>
<td>2</td>
</tr>
<tr>
<td>RDT 109</td>
<td>General Positioning</td>
<td>2</td>
</tr>
<tr>
<td>RDT 110</td>
<td>Selected Topics</td>
<td>3</td>
</tr>
<tr>
<td>RDT 152</td>
<td>Clinical Practicum III</td>
<td>5</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**TOTAL CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>
Certificate: MACHINE TOOL OPERATIONS (BMO7)
Credit Requirements: 38 semester credit hours

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

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.

FIRST SEMESTER (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EGT 101</td>
<td>Basic Technical Drawing</td>
<td>2</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra &amp; Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Introduction to Machine Tool</td>
<td>2</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Tool Theory and Practice I</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 15

SECOND SEMESTER (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Tool Math Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTT 112</td>
<td>Machine Tool Theory &amp; Practice II</td>
<td>5</td>
</tr>
<tr>
<td>MTT 120</td>
<td>Machine Tool Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 141</td>
<td>Metals &amp; Heat Treatment</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 17

THIRD SEMESTER (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 249</td>
<td>Introduction to CAM</td>
<td>3</td>
</tr>
<tr>
<td>MTT 250</td>
<td>Principles of CNC</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 6

TOTAL CREDIT HOURS 38

Degree: Associate in Applied Science

Major: MACHINE TOOL TECHNOLOGY (MTT4)
Credit Requirements: 73 semester credit hours

This program prepares graduates for expanding industry opportunities in manufacturing, in the production of many items in today society, from small engine parts to aerospace units. Careers are available as machinists, machine operators or die makers design.

Students will be required to purchase appropriate safety items and tools.

FIRST SEMESTER (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EGT 101</td>
<td>Basic Technical Drawing</td>
<td>2</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra &amp; Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Introduction to Machine Tool</td>
<td>2</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Tool Theory and Practice I</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 15

SECOND SEMESTER (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Tool Math Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTT 112</td>
<td>Machine Tool Theory &amp; Practice II</td>
<td>5</td>
</tr>
<tr>
<td>MTT 120</td>
<td>Machine Tool Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 141</td>
<td>Metals &amp; Heat Treatment</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 17

(continued)
THIRD SEMESTER (Summer)
MTT 171 Industrial Quality Control 2
MTT 241 Jigs and Fixtures 2
MTT 249 Introduction to CAM 3
MTT 250 Principles of CNC 3
TOTAL 10

FOURTH SEMESTER (Fall)
EGR 275 Intro Engineering/Computer Graphics 3
MTT 253 CNC Programming and Operations 3
MTT 254 CNC Programming I 3
WLD 102 Introduction to Welding 2
Humansities 3
TOTAL 14

FIFTH SEMESTER (Spring)
ENG 160 Technical Communications 3
MTT 113 Machine Tool Theory & Practice III 5
MTT 255 CNC Programming II 3
MTT 259 EDM Programming and Operations 3
OR
MTT 270 Op/Programming of Coordinate
Measuring Machines
PSY
Human Relations 3
TOTAL 17

TOTAL CREDIT HOURS 73

Certificate: MASSAGE THERAPY (PTH7)
Credit Requirements: 26 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Massage Therapy certificate program is designed to prepare students to seek certification and an entry level position as a professional Massage Therapist. Students who are declared majors in this program must begin in the Fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements due to limited space.

PROGRAM REQUIREMENTS
• Pass a criminal background check and drug screening prior to enrolling in MTH 135;
• Submit Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks;
• Student will be responsible for items above and beyond tuition costs, such as: massage table, uniforms, equipment and supplies; and
• Students must be 18 years old by beginning of second term.

PROGRESSION REQUIREMENTS
A grade of “C” or better in each of the required courses. Acceptance to the program is granted only for fall semester.

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

(continued)
SECOND SEMESTER (SPRING)
MTH 126 Pathology for Massage Therapy  2
MTH 128 Clinical Applications of Massage  4
MTH 135 Massage Practicum  2
MTH 136 Kinesiology for Massage Therapy  2
MTH 141 Pharmacology for Massage Therapy  1
TOTAL 11

TOTAL CREDIT HOURS 26

EVENING SCHEDULE

FIRST SEMESTER (FALL)
MTH 113 Essentials of Anatomy and Physiology  3
MTH 120 Introduction to Massage Therapy  4
MTH 121 Principles of Massage Therapy I  4
TOTAL 11

SECOND SEMESTER (SPRING)
MTH 122 Principles of Massage Therapy II  4
MTH 126 Pathology for Massage Therapy  2
MTH 128 Clinical Applications of Massage  4
MTH 136 Kinesiology for Massage Therapy  2
TOTAL 12

THIRD SEMESTER (SUMMER)
MTH 135 Massage Practicum  2
MTH 141 Pharmacology for Massage Therapy  1
TOTAL 3

TOTAL CREDIT HOURS 26

Certificate: MEDICAL ADMINISTRATIVE ASSISTANT (MAA7)
Credit Requirements: 39 semester credit hours

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

This program provides training in medical office skills with a special emphasis on medical applications, giving students an understanding of medical terminology in addition to developing keyboarding, word processing, basic insurance coding and billing and medical office processes. Program graduates should have the skills needed for employment in physicians’ offices, clinics, public health agencies, hospitals, and health insurance offices. Students must have a “C” or better in all AOT and HIM classes to graduate.

Students may be required to pass Criminal Background Check for certain medical office activities.

FIRST SEMESTER (FALL)
AOT 105 Keyboarding  3
AOT 134 Office Communications  3
AOT 165 Information Processing Software  3
AOT 239 Computerized Office Accounting  3
OR
ACC 101 Accounting Principles I  3
HIM 103 Introduction to Health Information & Coding  3
TOTAL 15

SECOND SEMESTER (SPRING)
AOT 110 Document Formatting  3
AHS 102 Medical Terminology  3
OR
AOT 234 Administration Office Communications  3
ENG 155 Communications  3
HIM 105 Medical Office Communication & Practice  3
TOTAL 12

(continued)
# Certificate: MEDICAL CODING AND BILLING (MRC7)

Credit Requirements: 39 semester credit hours

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

The Medical Coding and Billing certificate prepares students for rewarding career opportunities within the field of Health Information Management and Healthcare Professional Services. In-depth instruction on medical record coding and billing practices that incorporates the professional, facility, and payer healthcare industry will be provided. Hands-on coding practice will be achieved in lab settings, hospitals and other health care facilities. Courses will be available online and on-site.

## PROGRAM REQUIREMENTS

This program requires students to participate in an externship within a healthcare facility which requires Criminal Background Check, Health Sciences Physical Form including immunizations, CPR certification and other items. For more information, contact Admissions or Program Director.

## PROGRESSION REQUIREMENTS

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

### FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 103</td>
<td>Introduction to Health Info &amp; Coding</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>HIM 130</td>
<td>Billing and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM 135</td>
<td>Medical Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 138</td>
<td>Pharmacology of Medical Record Coding</td>
<td>2</td>
</tr>
<tr>
<td>HIM 140</td>
<td>Current Procedural Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 216</td>
<td>Coding &amp; Classification I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

### THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 141</td>
<td>Current Procedure Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 150</td>
<td>Coding Practicum I</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIM 153</td>
<td>Electronic Health Records Clinical Experience</td>
<td>3</td>
</tr>
<tr>
<td>HIM 225</td>
<td>Coding &amp; Classification II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 266</td>
<td>Computers In Healthcare</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**: 39
Certificate: **NAIL TECHNICIAN (NAT7)**
Credit Requirements: 17 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices. Licensed nail technicians must demonstrate that they have completed a 360 clock hour training program approved by the State Department of Labor Licensing and Regulation, and then must pass both written and practical exams of the State Board of Cosmetology.

Admission into this program requires acceptable scores on SAT, ACT or the Compass Placement Test. Applicants must be 18 years of age and possess a high school diploma or GED.

**ADDITIONAL ADMISSION REQUIREMENTS**
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program;
- A criminal background check and drug screening will be required of all students entering the program; and,
- Students will be responsible for purchasing uniforms and nail kits.

**PROGRESSION REQUIREMENTS**
A grade of “C” or better in each of the required courses.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 131</td>
<td>Bacteria and Other Infectious Agents</td>
<td>2</td>
</tr>
<tr>
<td>COS 132</td>
<td>Science of Nail Technology</td>
<td>2</td>
</tr>
<tr>
<td>COS 133</td>
<td>Basic Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COS 135</td>
<td>Business of Nail Technology</td>
<td>2</td>
</tr>
<tr>
<td>COS 136</td>
<td>Fundamentals of Artificial Nail Application</td>
<td>4</td>
</tr>
<tr>
<td>COS 224</td>
<td>Nail Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 17

Certificate: **NATURAL RESOURCES AND ENVIRONMENT (NRE6)**
Credit Requirements: 17 semester credit hours

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

This certificate provides students the opportunity to determine appropriate methods of management of varied natural resources. This certificate is appropriate for those currently employed or seeking employment in natural resources industry or public agencies in the area of forestry, wildlife, outdoor recreation or conservation. Entry level positions include Forest Aide, Natural Resource Aide, Biological Science Aid, etc.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR 102</td>
<td>Multiple Use of Forestlands*</td>
<td>3</td>
</tr>
<tr>
<td>FOR 154</td>
<td>Mensuration*</td>
<td>3</td>
</tr>
<tr>
<td>NRM 230</td>
<td>Wildlife Management I</td>
<td>3</td>
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<tr>
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**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR 230</td>
<td>Forest Products*</td>
<td>2</td>
</tr>
<tr>
<td>FOR 206</td>
<td>Forest Ecology*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRM 130</td>
<td>Outdoor Recreation</td>
<td></td>
</tr>
<tr>
<td>NRM 231</td>
<td>Habitat Assessment &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 17

*Eligible for Clemson University Transfer Credit with grade of “C” or better.*
Certificate: NETWORKING (NTW7)
Credit Requirements: 33 semester credit hours

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

The Network certificate prepares students for network administrator or network engineer positions. It is intended for students employed in organizations that will use networking in the work environment. This program of study is designed to prepare the student for network certification. All classes in this certificate transfer to the Networking emphasis in the Computer Technology Associate Degree program.

Students must have a “C” or better in all CPT and IST classes to graduate.

FIRST SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 176</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>IST 166</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
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</table>

SECOND SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IST 161</td>
<td>Introduction to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>IST 162</td>
<td>Introduction to Workstation Networking Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>6</strong></td>
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THIRD SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 165</td>
<td>Implementing and Administering Windows Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>IST 291</td>
<td>Fundamentals of Network Security I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

FOURTH SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 280</td>
<td>SCWE in Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>OR IST 290</td>
<td>Special Topics in Information Sciences</td>
<td></td>
</tr>
<tr>
<td>IST 209</td>
<td>Fundamentals of Wireless LANS</td>
<td>3</td>
</tr>
<tr>
<td>IST 261</td>
<td>Advanced Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>IST 292</td>
<td>Fundamentals of Network Security II</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 33

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

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

Nuclear Medicine Technologists (NMT) are trained in the safe handling and administration of radio-pharmaceuticals for therapeutic and diagnostic purposes. They work closely with radiologists who specialize in nuclear medicine by providing clinical information needed for patient diagnosis and treatment.

ACCEPTANCE REQUIREMENTS

Applicants will be accepted into the Nuclear Medicine Technology program by completing and submitting a Weighted Admission form. Students with the highest scores will be considered for admission in weighted order. There will not be a “waiting list” for future admission; however, any applicant who receives notification that he/she is not admitted to the Nuclear Medicine program must resubmit the Nuclear Medicine Technology application by the program application deadline for consideration for admission to the next available class. Weighted Admission Forms with deadline information are available on the Health Science web page.

(continued)
The following requirements for a completed Weighted Admission application must be submitted to the Admissions Office by the application deadline date:

- Meet the criteria for admission to HGTC. This includes submission of application and fee; official high school transcript, including graduation date or copy of GED; and official college transcripts. All applicants must be at least 18 years of age at the time of admission to the program;
- Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved;
- Satisfactory completion of following courses, with the grade of “C” or better:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
</tr>
<tr>
<td>AHS 110</td>
<td>Introduction to Patient Care (Required if no patient care skills; Summer only; BIO 210/211 prerequisites)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AHS 141</td>
<td>Phlebotomy for the Health Care Provider</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>CHM 105</td>
<td>General, Organic and Biochemistry</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Statistics</td>
</tr>
<tr>
<td>PHY 118</td>
<td>Medical Imaging Sciences</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
</tbody>
</table>

- Some of these courses may have time limits; refer to the Transfer/Admission/Readmission Credit Limit section in the HGTC Catalog;
- Attend the Medical Imaging Sciences faculty information session and obtain a signed statement verifying attendance to present for Admissions;
- Pass the criminal background check and drug screening requirements;
- Review and acknowledge the Technical Standards of the Medical Imaging Sciences department;
- Pay the non-refundable tuition deposit by the deadline; and,
- Have a minimum GPA of 2.5 on all required curriculum courses.

Specific Requirements are listed on the web page under program application.

Students must submit completed Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks, as well as pass a criminal background check, drug screening and attend a mandatory hospital orientation. Students who are not accepted because of background checks and/or health forms may not enter the program. Students who are turned down by a clinical site because of their background check will not be admitted to the program.

**COURSE PROGRESSION REQUIREMENTS**

To progress to the next semester once accepted into the program, the student must:

- Earn a 2.5 cumulative GPA or higher and a grade of “C” or better in all NMT courses; and,
- Maintain a cumulative GPA of 2.5.

**READMISSION TO PROGRAM**

Students who receive a W, D, or F in a prerequisite or corequisite course must reapply for admission to the program and, if accepted, repeat program courses. Readmission to the program is not automatic. Students are encouraged to check with Office of Admissions to determine if their admission information is current.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 – 100</td>
</tr>
<tr>
<td>B</td>
<td>83 – 91</td>
</tr>
<tr>
<td>C</td>
<td>74 – 82</td>
</tr>
<tr>
<td>D</td>
<td>65 – 73</td>
</tr>
<tr>
<td>F</td>
<td>64 and below</td>
</tr>
</tbody>
</table>

(continued)
FIRST SEMESTER (FALL)
NMT 101 Introduction to Nuclear Medicine 2
NMT 102 Nuclear Medicine Procedures I 2
NMT 103 Nuclear Medicine Physics 2
NMT 150 Applied Nuclear Medicine I 8
TOTAL 14

SECOND SEMESTER (SPRING)
NMT 104 Nuclear Medicine Procedures II 2
NMT 105 Quality Assurance Methodology 2
NMT 107 Nuclear Medicine Instrumentation II 3
NMT 151 Applied Nuclear Medicine II 8
TOTAL 15

THIRD SEMESTER (SUMMER)
NMT 106 Nuclear Medicine Procedures III 2
NMT 109 Special Topic in Nuclear Medicine 2
NMT 152 Applied Nuclear Medicine III 6
TOTAL 10

TOTAL CREDIT HOURS 39

Degree: Associate in Applied Science
Major: NURSING (ADN5)
Limited Access Program
Credit Requirements: 68 semester credit hours (74 Transfer Emphasis)

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Associate Degree Nursing Program is approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Phone (404) 975-5000; Fax (404) 975-5020; www.acenursing.org. A graduate of the ADN program is eligible 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).

The ADN program is comprised of general education and support courses as well as clinical nursing courses. The curriculum incorporates classroom instruction, laboratory simulation and clinical practice. Three possibilities for program completion are the Generic ADN option, the Accelerated ADN option (pending ACEN approval), and the Advanced Placement for LPN to ADN option. These are described below.

OCCUPATIONAL OBJECTIVES
Upon successful completion of the Associate Degree Nursing (ADN) program, the graduate will be eligible to take the National Council Licensure Exam (NCLEX) for licensing as a Registered Nurse; and
• Assume a variety of responsibilities as a member of the health care team, and,
• Function in staff positions within structured health care settings which include hospitals, nursing homes, home health, health departments, physicians’ offices, school systems, civil service, and industry.

ADMISSION REQUIREMENTS
Applicants will be accepted to the Associate Degree Nursing program by completing the HGTC Admission requirements, listed which includes below, plus an Associate Degree Nursing Application, available in the HGTC Admissions Offices and on the Health Science web page. Current weighted nursing program application must be submitted by the application deadlines for the next available class. A waiting list of applicants is not maintained. An applicant who receives notification that s/he was not admitted to the Associate Degree Nursing program must resubmit the Associate Degree Nursing Application during the published application period in order to be considered for program admissions for the next available class. These applicants should check with HGTC Admissions to determine if HGTC Admission information requires updating.

REQUIREMENTS FOR ACCEPTANCE INTO THE ASSOCIATE DEGREE NURSING PROGRAM
Once applicants have completed the following requirements, they will be granted acceptance into the Associate Degree Nursing Program, based on selection for available class seats.
• Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
• Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test);
• The Developmental Studies course sequence will be required if minimum placement test scores are not achieved;
• Transfer students must meet the College transfer student admission requirements;
• GPA of 2.75 on all required general education and support courses. A minimum grade of “C” is also required in all courses required for ADN;
• Have met one of the following two admission options:
  a. Be eligible for BIO 210, ENG 101 and MAT 110 or MAT 120 and met the required score on the TEAS (Test of Essential Academic Skills). TEAS scores are valid for 2 years from testing date. Students may retest every 3 months or;
  b. Successfully complete of all 9 Health Science Nursing Core Courses with a minimum grade of “C” and a GPA of at least 2.75. (MAT and BIO time limits apply); and,
• Payment of a non-refundable tuition deposit.

Applicants must be at least 17 years of age by the semester of admittance to NUR 101. Application deadlines and TEAS score requirements are available on the Nursing Department website.

HEALTH SCIENCE- NURSING CORE COURSES
Acceptance requires the successful completion of nine (9) core courses a minimum grade of “C” required by the Nursing program. The courses are:

BIO 210 Anatomy & Physiology I
BIO 211 Anatomy & Physiology II (within 5 years of acceptance to the Nursing program)
BIO 225 (within 5 years of acceptance to Nursing program)
ENG 101 English Compositions I
ENG 102 English Composition II
MAT 110 College Algebra (within 10 years of acceptance to the Nursing program)
OR
MAT 120 Probability and Statistics (within 10 years of acceptance to the Nursing program)
PSY 201 General Psychology
SPC 205 Public Speaking
Humanities Course (Any University Transfer Humanities course)

Students who do not meet minimum placement scores for course enrollment should contact a Health Science Advisor, located on each campus, for prerequisite information.

ADDITIONAL ADMISSION/TECHNICAL STANDARDS
The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:
• Possess sufficient visual acuity to independently read and interpret the writing of all sizes;
• Independently be able to provide verbal communication to and receive communication from clients/patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.;
• Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment and perform other skills required to meet nursing care needs; and,

PROGRAM REQUIREMENTS
In order to progress in the curriculum, the student must:
• Earn a minimum grade of “C” in all general education, support and nursing courses. An unsuccessful attempt of one required nursing course will result in the student being dropped from the program with eligibility for readmission. A student who has a second unsuccessful attempt in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met after a two-year waiting period. See Nursing Student Handbook for information on unsuccessful attempts available on Nursing Department web page;
• Maintain a minimum cumulative GPA of 2.0 on all required courses;
• Submit evidence of current CPR certification (Health Care Provider). Current CPR certification is required to start each nursing course;
• Be covered by professional liability insurance (included in the fees for each nursing course);
• Submit a Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks prior to enrollment in the first nursing course; and,

(continued)
• Meet all program and course requirements according to the Nursing Student Handbook and course syllabi. Certain General Education courses have credit time limits. For the Nursing Program the following course time limits apply: Nursing courses; Biology 211 and 225 courses; Math courses. See the transfer credit time limit section of the catalog.

Pass a criminal background check and drug screening.

Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see Nursing Student Handbook.)

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students are solely responsible for transportation to and from the College and to and from health care agencies utilized for clinical experiences. Students will travel to various clinical sites within a 100-mile radius of HGTC.

Because competency in nursing theory is a critical component for safe nursing practices, the grading scale for nursing is higher than that for some other courses.

The grading scale for Nursing is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 -100</td>
</tr>
<tr>
<td>B</td>
<td>80 -89</td>
</tr>
<tr>
<td>C</td>
<td>77 - 79</td>
</tr>
<tr>
<td>D</td>
<td>70 - 76</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

A grade of “C” is required in all courses for the Associate Degree Nursing Program. Grades below “C” are considered course failures.

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

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>NUR 101</td>
<td>6</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>3</td>
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<tr>
<td>NUR 161</td>
<td>2</td>
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### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENG 101</td>
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### THIRD SEMESTER

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### FOURTH SEMESTER

<table>
<thead>
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<td>NUR 220</td>
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<td>AHS 108</td>
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FIFTH SEMESTER

<table>
<thead>
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<tr>
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<tr>
<td>NUR 221 Advanced Nursing Concepts</td>
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<tr>
<td>SPC 205 Public Speaking</td>
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</table>

TOTAL 13

TOTAL CREDIT HOURS 68 (74 Transfer Emphasis)

*These courses prepare students in basic computer applications.
**Any University Transfer Humanities course
***Transfer for BSN: AHS 108 (Nutrition) and PSY 203 (Human Growth & Development) may be taken by students in Transfer Emphasis but are not required for Associate Degree in Nursing.

In addition to tuition and fees, the initial estimated expenses of the ADN program may be found by visiting the Nursing department web page at www.hgtc.edu/nursing.

TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

• Submit an application for admission to the College including the non-refundable application fee;
• Meet minimum program acceptance requirements;
• Submit a letter to the Nursing Department Chair requesting transfer into program;
• Have a cumulative GPA of at least 2.5 and a grade of “C” or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
• Have earned a grade of “C” or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course twice or have failed two different required courses within the last five years are not eligible for transfer into the nursing program. Failure is defined as receiving a grade below “C” in any course. Nursing courses older than two calendar years will not be accepted;
• Submit proof of course content equivalent to nursing courses at HGTC;
• Complete at least the last two semesters in the associate degree nursing program at Horry Georgetown Technical College. 25% (17 credit hours) of the total degree requirements must be from Horry Georgetown Technical College in order to receive an Associate Degree in Nursing; and,
• Obtain a letter from previous nursing program department chair stating eligibility to continue in the previous program.

The checklist for transfer students is located on the Nursing department web page at www.hgtc.edu/nursing.

ACCELERATED OPTION FOR ASSOCIATE in APPLIED SCIENCE in NURSING (Pending ACEN approval)

The Nursing Department has developed an accelerated option for students to obtain their Associate Degree in Nursing in 3 semesters. Instruction is intense with courses offered full-time. Students are eligible for the same number of clinical hours as the traditional generic entry-level nursing program.

ADMISSION REQUIREMENTS

Applicants will be accepted for Nursing Accelerated A.D.N. program by completing the Associate Degree Nursing Application for Accelerated A.D.N. option, in addition to the following requirements. This form is available on the Health Science web page, as well as current application deadlines for the next available class.

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

For eligibility for Accelerated A.D.N. option requirements, applicants must have:

• All of the nine (9) required general education courses [ENG 101, 102, BIO 210, 211, 225, PSY 201, SPC 205, HUM, MAT 120 or 110] completed with a minimum grade of “C” prior to submission of application.
• A minimum GPA of 3.25 on all nine (9) core course requirements with a minimum grade of “C” for the ADN program.

Note: Students who have been required to take developmental studies courses or the following non-degree credit courses are not eligible for this option: ENG 032 Developmental English, ENG 100 Introduction to Composition, and MAT 032 Developmental Mathematics.

Readmission to Accelerated A.D.N. Program

Students who receive a grade of W, D, U or F in a clinical nursing course must seek readmission to the program to repeat the course or progress to another clinical course. Readmission to the program is not automatic.

Note: Students in the accelerated option who receive a grade of W, D, U or F must seek readmission into the generic option. Criteria for readmission are stated in the Student Nurses Handbook.

(continued)
<table>
<thead>
<tr>
<th>Semester</th>
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<td></td>
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</tr>
<tr>
<td>NUR 101</td>
<td>Fundamentals of Nursing*+</td>
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<tr>
<td>NUR 161</td>
<td>Basic Concepts of Pharmacology+</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NUR 120</td>
<td>Basic Nursing Concepts*+</td>
<td>7</td>
<td></td>
</tr>
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<td><strong>TOTAL</strong></td>
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<td><strong>SECOND SEMESTER (SPRING)</strong></td>
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</tr>
<tr>
<td>NUR 150</td>
<td>Chronic Health Problems *+</td>
<td>6</td>
<td></td>
</tr>
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<td>NUR 162</td>
<td>Psychiatric and Mental Health Nursing+</td>
<td>3</td>
<td></td>
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<tr>
<td>NUR 220</td>
<td>Family-Centered Nursing+</td>
<td>7</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>THIRD SEMESTER (SUMMER)</strong></td>
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<td>NUR 217</td>
<td>Trends &amp; Issues in Nursing*</td>
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<td></td>
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<tr>
<td>NUR 221</td>
<td>Advanced Nursing Concepts</td>
<td>5</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

**TOTAL CREDIT HOURS**: 68

+Courses taught in seven weeks. Weekly contact hours will double for class and lab.
* These courses prepare students in basic computer applications.

**ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES (L.P.N. to A.D.N.)**

The Nursing Department has developed a process to award credit for the Licensed Practical Nurse (LPN) for previous learning and work experience. This process allows eligible LPN candidates to advance beyond the fundamental and basic nursing courses that are covered in the early portions of the ADN program.

**ADMISSION REQUIREMENTS**

Applicants will be accepted for Advanced Placement for LPNs by completing the Associate Degree Nursing Application for LPN Advanced Placement, in addition to the following requirements. This form is available on the Health Science web page, as well as current application deadlines for the next available class.

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

For eligibility for LPN Advanced Placement requirements, applicants must have:
- Current LPN licensure in South Carolina;
- Note: HGTC Practical Nursing Graduate, who has not taken boards, with at least a 2.75 GPA for both the general education requirements and the PNR program is eligible for Fall admission only. These students must follow a four semester enrollment plan. Students who are not licensed LPNs in SC by the deadline will be withdrawn from the program.
- Submitted all documentation to meet HGTC admission requirements;
- Transfer students must meet College transfer student admission requirements;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test. The Developmental Studies sequence is required if minimum placement test scores are not achieved;
- Pass a criminal background check and drug screening prior to entry into the program;
- Successful completion (minimum grade of “C”) of the 9 Nursing core courses (BIO210, BIO211, BIO225, ENG101, ENG102, MAT110/120, PSY201, SPC205, and Humanities) with a GPA of at least a 2.75. (BIO211 and BIO225 5 year time limit) and MAT (10 year time limit).

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

Upon successful completion of NUR 201, LPNs are granted credits for previous nursing courses in the first two semesters of the ADN program. LPNs also have the option to apply for regular acceptance to the ADN program.

(continued)
Suggested sequence of courses:

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>NUR 150</td>
<td>Chronic Health Problems*</td>
<td>6</td>
</tr>
<tr>
<td>NUR 162</td>
<td>Psychiatric and Mental Health Nursing</td>
<td>3</td>
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<tr>
<td>NUR 201</td>
<td>Nursing Transition*+</td>
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**TOTAL** 12 credits

**SECOND SEMESTER**

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<td>NUR 161</td>
<td>Basic Concepts in Pharmacology</td>
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<td>NUR 220</td>
<td>Family-Centered Nursing</td>
<td>7</td>
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<tr>
<td>Humanities**</td>
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**TOTAL** 12 credits

**THIRD SEMESTER**

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<tr>
<td>NUR 217</td>
<td>Trends &amp; Issues in Nursing*</td>
<td>2</td>
</tr>
<tr>
<td>NUR 221</td>
<td>Advanced Nursing Concepts</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL** 7 credits

**TOTAL CREDIT HOURS** 31 credits

*Courses prepare students in basic computer applications.
+13 nursing credit hours (NUR 101 and NUR 120) for prior PN work are awarded upon completion of NUR 201 with grade of “C” or better.
**Any University Transfer Humanities course.

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Diploma: Applied Science  
**Major: PRACTICAL NURSING (PRN1)**  
Limited Access Program  
Credit Requirements: 48 semester credit hours

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

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Practical Nursing curriculum is designed to prepare students to function in hospitals, extended care facilities, doctors’ offices, clinics, schools and private industry under the supervision of a registered nurse or physician. The program prepares students to care for acutely and chronically ill patients, to help rehabilitate patients and to share in the prevention of illness. The curriculum combines classroom instruction with laboratory practice and clinical experience in various settings. To obtain a diploma, a student must complete 48 credit hours with a minimum 2.00 cumulative grade point average and minimum grade of “C” in all courses required for Practical Nursing.

The Practical Nursing (PN) program at Horry Georgetown Technical College is approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Phone (404) 975-5000; Fax (404) 975-5020; [www.acenursing.org](http://www.acenursing.org)

Graduates of the program may apply 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 (L.P.N.) or Licensed Vocational Nurse (L.V.N.).

**REQUIREMENTS FOR PRELIMINARY ACCEPTANCE TO THE PRACTICAL NURSING PROGRAM**

Once students have completed the following requirements, they will be granted acceptance into the Practical Nursing Program based on selection for available seats.

- Meet the criteria for admission to HGTC. This includes submission of admission application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved;

(continued)
In order to progress in the curriculum, the student must:

- Earn a minimum grade of “C” in all general education, support and nursing courses. Failure of one required nursing course will result in student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met after a two year waiting period. See Nursing Student Handbook for information on unsuccessful attempts. The handbook is available at www.hgtc.edu/nursing;
- Maintain a minimum cumulative 2.0 GPA on all required courses;
- Submit evidence of current CPR certification (Health Care Provider). Current CPR certification is required to start each nursing course;
- Be covered by professional liability insurance (included in the fees for each nursing course);
- Submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course. Evidence of an updated annual physical examination/health record is required;
- Meet all program and course requirements according to the Practical Nursing Student Handbook and course syllabi; and,
- Be cognizant that certain general education courses have credit time limits. For the Practical Nursing Program, the following course time limits apply: Practical Nursing courses; Biology 211. See the Transfer Credit Time Limit section of the catalog.

Any student who fails to meet requirements for progression will be dropped from the program and must apply for re-acceptance. This re-acceptance process occurs through the Nursing Department. Applications for re-admission are available on the Nursing Department web page or by contacting the Nursing Department.

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences.

(continued)
Because competency in nursing is a critical component of safe nursing practice, the grading scale for practical nursing is higher than the general college grading scale.

The grading scale for all Practical Nursing courses and AHS 126, Health Care Calculations, is:

- 90-100   A
- 80-89    B
- 77-79    C
- 70-76    D
- Below 70 F

TRANSFER STUDENTS FROM ANOTHER PRACTICAL NURSING PROGRAM

To be accepted for transfer, nursing courses must have been part of a parallel program at a regionally accredited post-secondary institution and completed within the past year. Each course is considered individually and students may be required to submit course descriptions or college catalogs to describe previous work. General education course transfer credit follows College policy.

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

- Submit an application for admission to the College including the non-refundable application fee;
- Meet minimum program acceptance requirements;
- Submit a letter to the Nursing Department Chair requesting transfer into program;
- Have a cumulative GPA of at least 2.0 and a grade of "C" or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- Have earned a grade of "C" or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course will be dropped from the program with eligibility for readmission. Students who have a second failure in any required nursing courses may apply for readmission to the nursing program if all other criteria are met, after a two year waiting period. Nursing courses older than one calendar year will not be accepted;
- Submit proof of course content equivalent to HGTC nursing courses;
- Complete at least the final semester in the practical nursing program at Horry Georgetown Technical College. 25% (12 credit hours) of the total degree requirements must be from Horry Georgetown Technical College in order to receive a diploma in Practical Nursing; and,
- Provide a letter from previous nursing program chair stating eligibility to continue in previous program.

Checklist for transfer students is located on the Nursing department website at www.hgtc.edu/nursing.

FALL START FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 126</td>
<td>Health Calculations</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>PNR 110</td>
<td>Fundamentals of Nursing*</td>
</tr>
<tr>
<td>PNR 120</td>
<td>Medical/Surgical Nursing I*</td>
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SECOND SEMESTER

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<td>Anatomy &amp; Physiology II</td>
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<td>PNR 112</td>
<td>Nutrition</td>
</tr>
<tr>
<td>PNR 130</td>
<td>Medical/Surgical Nursing II*</td>
</tr>
<tr>
<td>PNR 154</td>
<td>Maternal/infant/Child Nursing*</td>
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THIRD SEMESTER

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<tbody>
<tr>
<td>ENG 101</td>
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<td>PNR 140</td>
<td>Medical/Surgical Nursing III*</td>
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<td>PNR 183</td>
<td>Special Topics in PNR</td>
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<td>General Psychology</td>
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TOTAL CREDIT HOURS 48

SUMMER START FIRST SEMESTER

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<td>BIO 210</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<td>PNR 110</td>
<td>Fundamentals of Nursing*</td>
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SECOND SEMESTER

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<tr>
<td>PNR 120</td>
<td>Medical/Surgical Nursing I*</td>
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THIRD SEMESTER

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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>PNR 154</td>
<td>Maternal/infant/Child Nursing*</td>
<td>5</td>
</tr>
<tr>
<td>PNR 140</td>
<td>Medical/Surgical Nursing III*</td>
<td>5</td>
</tr>
<tr>
<td>PNR 183</td>
<td>Special Topics in PNR</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 48

*Accelerated

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**Degree: Associate in Applied Science**

**Major: PARALEGAL (LEG3)**

**Credit Requirements: 66 semester credit hours**

The Paralegal program is approved by the American Bar Association and a member of the American Association for Paralegal Education (AAPLE). The associate degree is designed to be a well-rounded foundation of education for students planning to seek employment as a Paralegal/Legal Assistant. The Paralegal program prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

As part of meeting the College’s admission requirements, students must have obtained a high school diploma or GED for entry into the program.

New students may enroll in LEG courses during any semester; however, fall semester is recommended. (Students must see their program advisor prior to attending courses.) There are prerequisites for some Legal Assistant/Paralegal (LEG) courses. Please see course descriptions. Most LEG courses are offered only once a year, so following the recommended course sequence is very important.

No more than 50% of the transferring student’s legal specialty paralegal courses may be transferred from another institution. The transferring institution’s paralegal program must be approved by the American Bar Association (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college catalog. However, no legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

Students should note that minimum grade of “C” is required for each LEG course to be eligible for graduation.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>HIS 201</td>
<td>American History: Discovery to 1877</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>HIS 202</td>
<td>American History: 1877 to Present</td>
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<td>LEG 120</td>
<td>Torts</td>
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<td>LEG 135</td>
<td>Introduction to Law and Ethics</td>
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<td>LEG 201</td>
<td>Civil Litigation I</td>
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<td><strong>TOTAL</strong></td>
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### Second Semester (Spring)

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<td>Introduction to Computers</td>
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<td>ENG 102</td>
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<tr>
<td>LEG 132</td>
<td>Legal Bibliography</td>
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<td>LEG 214</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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**OR**

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</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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**TOTAL** 15

### Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 213</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG 230</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>LEG 252</td>
<td>Business Applications in the Law Office</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 9

### Fourth Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 121</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LEG 202</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEG 233</td>
<td>Wills, Trusts and Probate</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 15

### Fifth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 212</td>
<td>Workers Compensation</td>
<td>3</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 231</td>
<td>Criminal Law</td>
<td></td>
</tr>
<tr>
<td>LEG 242</td>
<td>Law Practice Workshop (Internship)</td>
<td>3</td>
</tr>
<tr>
<td>LEG 245</td>
<td>Real Estate Law I</td>
<td>3</td>
</tr>
<tr>
<td>PSC 201</td>
<td>American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 13

**Total Credit Hours** 66

---

**Certificate: PARALEGAL SPECIALIST (PAS7)**

**Credit Requirements:** 39 semester credit hours

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

The Paralegal program is approved by the American Bar Association and a member of the American Association for Paralegal Education (AAPLE). Admission to this program, which is preparation for a Paralegal career, requires prior completion of an associate or bachelor's degree.

The Paralegal certificate prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

In addition to the 40 credit hours below of legal specialty courses required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

**Additional Courses Required** 24

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

(continued)
Computer skills are required for any paralegal position. It is strongly recommended that students without recent computer training take CPT 101.

No more than 50% of the transferring student’s legal specialty paralegal courses may be transferred from another institution. The transferring institution’s paralegal program must be approved by the American Bar Association and the courses must be substantially similar to that of the course description contained within Horry Georgetown Technical College’s catalog. However, no legal specialty courses will be transferable into Horry Georgetown Technical College, regardless of American Bar Association Approval status, if the courses were completed by the student more than five years from the date of transfer.

Students should note that a minimum grade of “C” is mandatory for each LEG course to be eligible for graduation.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 120</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>LEG 135</td>
<td>Introduction to Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LEG 201</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEG 233</td>
<td>Wills, Trusts and Probate</td>
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**SECOND SEMESTER (SPRING)**

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<th>Course</th>
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<tbody>
<tr>
<td>LEG 132</td>
<td>Legal Bibliography</td>
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<td>LEG 202</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEG 212</td>
<td>Workers Compensation</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEG 231</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG 214</td>
<td>Property Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG 245</td>
<td>Real Estate Law I</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**THIRD SEMESTER (SUMMER)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG 213</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG 230</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>LEG 242</td>
<td>Law Practice Workshop</td>
<td>3</td>
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<td>LEG 252</td>
<td>Business Applications in the Law Office</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 39

Diploma: Applied Science  
Major: PHARMACY TECHNICIAN (PHM1)  
Credit Requirements: 44 semester credit hours

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

Criminal Background Check Required: YES  
Urine Drug Screening Required: YES

The Pharmacy Technician program readies students to prepare and dispense medications under the supervision of a registered pharmacist. The program also prepares students for pharmacy technician duties in both retail and hospital functions. The curriculum combines classroom and experiential learning experiences. Students train in pharmacies while receiving exposure to the duties carried out by the pharmacist and pharmacy technician in preparing medications, filling prescriptions, pricing, patient profile records, medication calculations, controlled substances, IV compounding and other pharmacy related duties. This program is accredited by the American Society of Health-System Pharmacists. A new commission, the Pharmacy Technician Accreditation Commission (PTAC), is being formed through collaboration with the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). PTAC will make accreditation recommendations regarding pharmacy technician education and training program. ASHP will continue to take accreditation actions through August 2014.

Declared majors in this program must begin in the fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

(continued)
Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College. Students are assigned to pharmacy agencies based on a space available basis, as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the pharmacy agencies utilized for clinical experiences.

There are specific requirements for placement into this program. Please see the Admissions Office or the Program Director for details. Students planning to transfer to a Baccalaureate Pharmacy Program should consult the Program Director for the course selection information.

**ACCEPTANCE REQUIREMENTS**
- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
- Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved;
- Proof of CPR certification for Health Care Providers; and
- Completion of MAT 101 with grade of “C” or better or appropriate test scores.
- Transfer students must meet the college transfer student admission requirements.

**PROGRAM REQUIREMENTS**
- Students must pass a criminal background check and 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;
- Students will be responsible for purchasing additional clinical liability insurance; and,
- Completion of the General Hospital Orientation (GHO).

Graduates are eligible to take a certification exam for Pharmacy Technician.

**PROGRESSION REQUIREMENTS**
- A grade of “C” or better in each of the required courses.
- Acceptance to the program is granted at the beginning of each fall semester.
- Students must be at least 18 years of age at the time of graduation.

**FIRST SEMESTER (FALL)**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>CHM 105</td>
<td>General, Organic &amp; Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>PHM 101</td>
<td>Introduction to Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 112</td>
<td>Pharmacy Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>PHM 152</td>
<td>Pharmacy Technical Practicum I</td>
<td>2</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**SECOND SEMESTER (SPRING)**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>4</td>
</tr>
<tr>
<td>PHM 110</td>
<td>Pharmacy Practice</td>
<td>3</td>
</tr>
<tr>
<td>PHM 113</td>
<td>Pharmacy Technician Math</td>
<td>3</td>
</tr>
<tr>
<td>PHM 114</td>
<td>Therapeutic Agents I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 164</td>
<td>Pharmacy Tech Practicum II</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>17</strong></td>
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**THIRD SEMESTER (SUMMER)**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 118</td>
<td>Community Pharmacy Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PHM 124</td>
<td>Therapeutic Agents II</td>
<td>3</td>
</tr>
<tr>
<td>PHM 173</td>
<td>Pharmacy Technician Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**
- 44
Certificate: PHLEBOTOMY (PHL6)
Credit Requirements: 17 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Phlebotomy certificate prepares students for gainful employment in phlebotomy technician positions. The program encompasses the essential theory, skills and special procedures required to meet the venipuncture needs in hospitals, clinics and other health care settings. Students learn correct blood collection techniques for both venipuncture and capillary punctures, safe and effective collection procedures and therapeutic laboratory testing for enhancement of patient satisfaction and better health care.

Selected learning experiences are provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, laboratories, clinics and physician offices. Students are assigned to clinical sites based on space available basis as well as relevant individual learning experiences.

PROGRAM REQUIREMENTS
• Submit a Health Sciences Division Student Health Record indicating the candidate has the ability to perform the physical tasks required in the program;
• Pass criminal background check and drug screening, 30 days prior to the start of AHS 143-Phlebotomy Skills (second semester)
• Proof of CPR certification;
• Completion of the General Hospital Orientation (GHO);
• Students will be required to purchase uniforms and a lab coat; and,
• Applicants must be at least 18 years of age and possess a high school diploma or GED.

Graduates are eligible to take a national certification examination for Phlebotomy.

ADDITIONAL INFORMATION
Students must have reliable transportation for rotations to different clinic sites in Horry, Georgetown and/or Brunswick Counties during the second semester.

Students may only have a ONE semester break between AHS 141 and AHS 143. Prior to readmission to AHS 143, the student MUST demonstrate proficiency by completing a written as well as practical examination. If more than one semester of break, the student must repeat AHS 141 prior to entering AHS 143.

PROGRESSION REQUIREMENTS
A grade of “C” or better in each of the corequisite courses.

FIRST SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102 Medical Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>AHS 106 Cardiopulmonary Resuscitation</td>
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</tr>
<tr>
<td>AHS 141 Phlebotomy for the Health Care Provider</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112 Basic Anatomy and Physiology*</td>
<td>4</td>
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<tr>
<td>TOTAL</td>
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SECOND SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 143 Phlebotomy Skills</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**
17

*With advisor approval, students may choose AHS 102 or AHS 104; BIO 112 or BIO 211.
Degree: Associate in Applied Science

Major: PHYSICAL THERAPIST ASSISTANT (PTA5)

Limited Access Program

Credit Requirements: 73 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Physical Therapist Assistant program prepares students to implement physical therapy treatment procedures. Physical Therapist Assistants work under the supervision of licensed Physical Therapists to provide interventions that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Other duties include clerical duties, and record keeping. Employment opportunities include hospitals, rehabilitation centers, schools, home health care and private practice.

The Physical Therapist Assistant program is a limited-access program, requiring five semesters. All applicants must meet weighted Admission requirements by May 15 to advance to the next phase of consideration for admission to the next PTA class. However, meeting admission requirements does not guarantee admission to the PTA program. Students not admitted to the PTA program who wish to be considered for the following year must reapply to the Admissions Office.

ACCREDITATION

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

ACCEPTANCE

Applicants will be accepted to the Physical Therapist Assistant program by completing the HGTC Admission requirements and the Physical Therapist Assistant Application, available on the Health Science web page. A waiting list of applicants is not maintained. 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.

• Meet the criteria for admission to HGTC. This includes submission of application and fee; official high school transcript, including graduation date or copy of GED; and all official college transcripts;
• Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test);
• Developmental studies courses will be required if minimum placement scores need are not achieved;
• Transfer students must meet the College transfer student admission requirements;
• Complete the TEAS test;
• GPA of 2.5 or higher on all required General Education and support courses, with “C” or higher in each course. These courses include: BIO 210/211 (5 year time limit); ENG 101/102, MAT 120 or MAT 110, PSY 201, SPC 205 and Humanities. Minimum cumulative 2.5 GPA must be maintained, with no academic or disciplinary suspension at time of admission or program entry;
• Attendance at PTA Mandatory Information Session. (See schedule on WaveNet and PTA department page); and,
• Experience Documentation form submitted to Office of Admissions reflecting a minimum of 20 hours in a physical therapy facility. The applicant is responsible for arranging the experience at approved facilities. A list of local facilities is available on the department web page.

Upon completion of the above requirements, qualified applicants will be admitted to the PTA program based on weighted criteria which are explained in the program application.

Additionally, program requirements include the following, prior to the second semester for clinical activities:
• Pass a criminal background check and drug screening. Felony or misdemeanor convictions could result in applicants and/or students being ineligible to complete the program;
• Evidence of current CPR certification (BLS Health Care Provider); and,
• Submit a Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks.

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

PROGRESSION REQUIREMENTS

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

(continued)
### PROGRAM REQUIREMENTS

#### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MAT 120</td>
<td>Probability and Statistics (Preferred)</td>
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</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
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#### FIRST SEMESTER (FALL)

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PTH 101</td>
<td>Physical Therapy Professional Preparation</td>
<td>2</td>
</tr>
<tr>
<td>PTH 205</td>
<td>Physical Therapy Functional Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PTH 221</td>
<td>Pathology I</td>
<td>2</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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#### SECOND SEMESTER (SPRING)

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</thead>
<tbody>
<tr>
<td>PTH 202</td>
<td>Physical Therapy Modalities</td>
<td>4</td>
</tr>
<tr>
<td>PTH 222</td>
<td>Pathology II</td>
<td>2</td>
</tr>
<tr>
<td>PTH 234</td>
<td>Clinical Education I</td>
<td>3</td>
</tr>
<tr>
<td>PTH 240</td>
<td>Therapeutic Exercises/Applications</td>
<td>5</td>
</tr>
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<td><strong>Total</strong></td>
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#### THIRD SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTH 228</td>
<td>Manual Therapy Techniques</td>
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</tr>
<tr>
<td>PTH 242</td>
<td>Orthopedic Management</td>
<td>4</td>
</tr>
<tr>
<td>PTH 253</td>
<td>Clinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</table>

#### FOURTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PTH 235</td>
<td>Interpersonal Dynamics</td>
<td>2</td>
</tr>
<tr>
<td>PTH 244</td>
<td>Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>PTH 275</td>
<td>Advanced Professional Preparation</td>
<td>1</td>
</tr>
<tr>
<td>PTH 276</td>
<td>Physical Therapy Practicum II</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**  **73**

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**Certificate: PROFESSIONAL COOKING (PCC7)**

Credit Requirements: 27 semester credit hours

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

Professional Cooking Certificate students obtain foundation knowledge and skills in the cooking techniques and management skills desired in the food service industry. Through applied coursework and hands-on cooking, students will develop the skills and abilities required to meet the challenges of the food service industry. The curriculum foundation is based on classical principles which emphasize modern techniques and trends in both the classroom and kitchen environments. Students are prepared for entry-level employment in the culinary industry in positions such as prep cooks, pantry cooks or entry-level line cooks.

**COURSE SEQUENCE AND PROGRESSION**

Students should note that a minimum grade of “C” is required for all CUL, BKP and HOS courses for graduation. Grades below “C” in a CUL, BKP or HOS course will require the student to repeat the course at the next offering.

Students who complete this certificate are eligible for ServSafe certification and American Culinary Federation Certification as a Culinary.

(continued)
Admission for this program requires proof of high school graduation (or GED) and appropriate placement scores.

**FIRST SEMESTER (FALL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>CUL 104</td>
<td>Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CUL 109</td>
<td>Sanitation &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HOS 105</td>
<td>Survey of Food Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

**SECOND SEMESTER (SPRING)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>CUL 110</td>
<td>Food Production Management</td>
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<tr>
<td>BKP 120</td>
<td>Bakeshop Production</td>
<td>3</td>
</tr>
<tr>
<td>CUL 128</td>
<td>Culinary Management &amp; Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>CUL 129</td>
<td>Storeroom &amp; Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>CUL 201</td>
<td>A La Carte I</td>
<td>3</td>
</tr>
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<td><strong>Total</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS 27**

Degree: Associate in Applied Science

**Major: RADIOLOGIC TECHNOLOGY (RAD3)**

Limited Access Program

Credit Requirements: 92 semester credit hours

- Criminal Background Check Required: YES
- Urine Drug Screening Required: YES

Accreditation: Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, suite 2850 Chicago, IL 60606-3182, Phone: 312-704-5300, FAX: 312-704-5304, Web: http://www.jrcert.org, e-mail: mail@jrcert.org

The Radiologic Technology program prepares the student to assist the radiologist (MD) in performing examinations of the body to rule out, or confirm and identify, fractures or diseases. Radiologic Technologists must be educated in the precise use of highly technical radiographic equipment and the application of ionizing radiation in the performance of radiographic procedures. Students will learn to operate equipment and accessories under direct supervision of Board Certified Radiologists and Technologists.

The program is committed to instilling in all students critical thinking skills, development of interpersonal skills and a commitment to lifelong learning.

Graduates of the program will have acquired the knowledge, skills and experiences necessary for success in achieving their career and educational goals and will possess the potential to have fulfilling lives as effective radiographers in their local communities.

**ACCEPTANCE REQUIREMENTS**

Applicants will be accepted for the Radiologic Technology program by completing and submitting a Weighted Admission Form. Students with the highest scores will be considered for admission in weighted order. There will not be a waiting list for future admission; however, any application who receives notification that he/she is not admitted to the Radiologic Technology program must resubmit the Radiologic Technology Application by the program application deadline for consideration for admission to the next available class. Weighted Admission forms are available on the Health Science web page.

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts. All applicants must be at least 18 years of age at the time of admission to the program;
- Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved;
- Completion of the four prerequisite courses with a grade of “C” or higher:

  - BIO 210 Anatomy and Physiology I
  - CPT 101 Introduction to Computers
  - ENG 101 English Composition I
  - MAT 110/120 College Algebra/Statistics

Some of these courses may have time limits; refer to the Transfer/Admission/Readmission Credit Limit section in the HGTC Catalog.

(continued)
• Cumulative GPA of 2.5 or higher in all required Radiologic Technology curriculum courses. A minimum grade of “C” is required in all RAD courses;
• Attend the Medical Imaging Sciences information session and obtain a signed statement verifying attendance to present for Admissions;
• Students will be required to attend one 4 hour observations at an acceptable site. Please refer to the Medical Imaging Sciences web page for observation form and contacts;
• Complete the criminal background check and drug screening requirements;
• Review and acknowledge the Technical Standards of the Medical Imaging Sciences department; and,
• Pay the non-refundable tuition deposit by the deadline.

Students must submit a Health Sciences Division Student Health Record indicating the candidate has the ability to perform the program required physical tasks as well as pass a criminal background check, drug screening and attend a mandatory hospital orientation. Students who are not admitted because of background checks and/or Health forms may not enter the program.

Students who are not accepted by a clinical site because of their background check will not be admitted to the program.

COURSE PROGRESSION REQUIREMENTS
To progress to the next semester once accepted into the program, the student must:
• Earn a 2.5 GPA and a grade of “C” or better in all courses; and,
• Maintain a cumulative GPA of 2.5.

REACCEPTANCE TO A PROGRAM
Students who receive a W, D, or F in a prerequisite or corequisite course in the first semester must reapply for the program. Reacceptance in the second through sixth semester is dependent on student standing and seat availability. Reacceptance to the program is not automatic.

TECHNICAL ACCEPTANCE STANDARDS
These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. To be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:

• Possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants must be able to distinguish tone qualities of a radiograph from black through shades of gray to white;
• Be able to provide verbal communication to and receive communication from patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.; and,
• Possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.

Specific Requirements are listed on the web page under program application.

ADDITIONAL PROGRAM REQUIREMENTS/ETHICS REVIEW
• If the applicant has been convicted of a misdemeanor (sole exception of speeding and parking violations) or felony (all alcohol and/or drug related violations must be reported), the applicant must request a review by the American Registry of Radiologic Technologists (ARRT) before he or she will be permitted to sit for the National Board Examination. The committee will determine the level of sanction for each conviction. It is suggested that students contact the ARRT prior to entering the program to make sure they will be eligible to sit for the national exam. Information may be found on the ARRT website or phone 651-687-0048, ext. 8580;
• Any misrepresentation or falsification of information on the ARRT application form is considered to be a serious violation of professional ethics and may result in revocation or permanent ineligibility;
• The ARRT may conduct criminal background searches whenever appropriate;
• The ethics review may be delayed until all conditions of the court have been completed, including probation and summary discharge;
• A fee is charged for pre-application review at www.arrt.org/ethics/preapp;
• Students will be assigned rotations on afternoon and evening shifts during their last two semesters; and,
• Students are expected to have reliable transportation and may be assigned clinic sites that require significant travel. Students do not choose their clinical rotations and students will rotate to at least three different clinic sites during the six semesters.

ACADEMIC STANDARDS
A student must earn a “C” or better in each course and maintain a minimum 2.5 GPA. Any student not maintaining this academic standard will be suspended from the Radiologic Technology program.

Grade scale for all Radiologic Technology courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 - 100</td>
</tr>
<tr>
<td>B</td>
<td>83 - 91</td>
</tr>
<tr>
<td>C</td>
<td>74 - 82</td>
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<tr>
<td>D</td>
<td>65 - 73</td>
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<tr>
<td>F</td>
<td>64 and below</td>
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(continued)
## GENERAL EDUCATION REQUIREMENTS

### FIRST SEMESTER (SUMMER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RAD 101</td>
<td>Introduction to Radiography and Patient Care</td>
<td>2</td>
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<tr>
<td>RAD 102</td>
<td>Patient Care Procedures</td>
<td>2</td>
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<tr>
<td>RAD 153</td>
<td>Applied Radiography I</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### SECOND SEMESTER (FALL)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>RAD 110</td>
<td>Radiographic Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 130</td>
<td>Radiographic Procedures I</td>
<td>3</td>
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<tr>
<td>RAD 165</td>
<td>Applied Radiography II</td>
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### THIRD SEMESTER (SPRING)

<table>
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<th>Course</th>
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</thead>
<tbody>
<tr>
<td>RAD 115</td>
<td>Radiographic Imaging II</td>
<td>3</td>
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<tr>
<td>RAD 136</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 175</td>
<td>Applied Radiography III</td>
<td>5</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<td>OR</td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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### FOURTH SEMESTER (SUMMER)

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<th>Course</th>
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<tbody>
<tr>
<td>RAD 201</td>
<td>Radiation Biology</td>
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<td>RAD 230</td>
<td>Radiographic Procedures III</td>
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<tr>
<td>RAD 256</td>
<td>Advanced Radiography I</td>
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### FIFTH SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RAD 103</td>
<td>Introduction to CT</td>
<td>2</td>
</tr>
<tr>
<td>RAD 210</td>
<td>Radiographic Imaging III</td>
<td>3</td>
</tr>
<tr>
<td>RAD 268</td>
<td>Advanced Radiography II</td>
<td>8</td>
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<td><strong>TOTAL</strong></td>
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### SIXTH SEMESTER (SPRING)

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<th>Course</th>
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<tbody>
<tr>
<td>RAD 205</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 220</td>
<td>Selected Imaging Topics</td>
<td>3</td>
</tr>
<tr>
<td>RAD 278</td>
<td>Advanced Radiography III</td>
<td>8</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 92**

*Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110 or MUS 105.

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**Certificate: RESIDENTIAL HVAC SERVICE TECHNICIAN (RHV7)**

**Credit Requirements: 32 semester credit hours**

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

The Residential HVAC Service Technician certificate opens doors of opportunity for graduates that few would imagine. The self-motivated graduate from this program has the technical training to work as a service technician, installation specialist, service manager, or sales representative anywhere in the country. Graduates have the opportunity to work with State and Federal agencies, contractors, Fortune 500 companies, or set their own course by opening their own company. The opportunities are limited only to the graduate’s desire, motivation, and personal goals.

To graduate a student must pass the “Core” and “Type Two” sections of the EPA examination. Additionally, all students are required to take the Residential Air Conditioning and Heating Industrial Competency Exam (ICE).

This certificate prepares students to troubleshoot, repair and install many different types of residential heating and air conditioning systems, and is approved by local industry through an HVAC program advisory committee.

(continued)
# DAY CURRICULUM SEQUENCE

## FIRST SEMESTER (FALL)
- ACR 102 Tools and Service 3
- ACR 106 Basic Electricity for HVAC 4
- ACR 108 Refrigeration Fundamentals 3
- ACR 118 Air Conditioning Fundamentals 3
- ACR 140 Automatic Controls 3
  **TOTAL** 16

## SECOND SEMESTER (SPRING)
- ACR 110 Heating Fundamentals 4
- ACR 160 Service Customer Relations 3
- ACR 206 Advanced Electricity 2
- ACR 210 Heat Pumps 4
- ACR 250 Duct Fabrication 3
  **TOTAL** 16

**TOTAL CREDIT HOURS** 32

## EVENING CURRICULUM SEQUENCE

## FIRST SEMESTER (FALL)
- ACR 102 Tools and Service 3
- ACR 106 Basic Electricity for HVAC/R 4
- ACR 108 Refrigeration Fundamentals 3
  **TOTAL** 10

## SECOND SEMESTER (SPRING)
- ACR 118 Air Conditioning Fundamentals 3
- ACR 140 Automatic Controls 3
  **TOTAL** 6

## THIRD SEMESTER (FALL)
- ACR 110 Heating Fundamentals 4
- ACR 160 Service Customer Relations 3
- ACR 206 Advanced Electricity 2
  **TOTAL** 9

## FOURTH SEMESTER (SPRING)
- ACR 210 Heat Pumps 4
- ACR 250 Duct Fabrication 3
  **TOTAL** 7

**TOTAL CREDIT HOURS** 32

---

**Certificate: ROBOTICS TECHNOLOGY (ROB7)**

Credit Requirements: 28 semester credit hours

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

Robotics skills are now required in industry throughout the region in electronics, communication, manufacturing, power supplies, and more. This certificate will provide students entry level skills in robotics operations and maintenance.

## FIRST SEMESTER
- EET 113 Electrical Circuits I –DC 4
- EET 145 Digital Circuits 4
- MAT 175 Algebra & Trigonometry 3
- EET 275 Intro. to Robotics Manufacturing Technology 3
  **TOTAL** 14

## SECOND SEMESTER
- EET 114 Electrical Circuits II-AC 4
- EET 210 Digital Integrated Circuits 4
- EGR 275 Intro. to Engineering/Computer Graphics 3
- EET 212 Industrial Robotics 3
  **TOTAL** 14

**TOTAL CREDIT HOURS** 28
Degree: Associate in Applied Science

Major: SPORTS TOURISM (SPT3)

Credit Requirements: 64 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

This program is designed to prepare students for planning, organizing, directing, budgeting, as well as the legal, business, marketing and customer service aspects of Sports Tourism. Activities include sports promotion, event management, operations, within recreation departments/facilities and/or sports facilities.

Program requirements include criminal background check and drug screen.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPT 101</td>
<td>Sports Tourism</td>
<td>3</td>
</tr>
<tr>
<td>SPT 102</td>
<td>Customer Service in Sports Tourism</td>
<td>3</td>
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**SECOND SEMESTER**

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<th>Course</th>
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<tbody>
<tr>
<td>MAT 155</td>
<td>Contemporary Math</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>SPT 103</td>
<td>Sports Event Planning &amp; Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPT 105</td>
<td>Sports Tourism Facilities&amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>CWE 113</td>
<td>Cooperative Work Experience</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**THIRD SEMESTER**

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
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<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPT 104</td>
<td>Accounting in Sports Tourism</td>
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</tr>
<tr>
<td>SPT 270</td>
<td>SCWE In Sports Tourism I</td>
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**FOURTH SEMESTER**

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 160</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 150</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>PHI 103</td>
<td>Workplace Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SPT 106</td>
<td>Sports Tourism Law</td>
<td>3</td>
</tr>
<tr>
<td>SPT 272</td>
<td>SCWE in Sports Tourism II</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**FIFTH SEMESTER**

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<tr>
<th>Course</th>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPT 107</td>
<td>Leadership in Sports Tourism</td>
<td>3</td>
</tr>
<tr>
<td>SPT 108</td>
<td>The Business of Sports Tourism</td>
<td>3</td>
</tr>
<tr>
<td>SPT 274</td>
<td>SCWE in Sport Tourism III</td>
<td>4</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 64
Certificate: SURGICAL TECHNICIAN (SUR7)
Limited Access Program
Credit Requirements: 37 semester credit hours

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

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

This program offers classes for the skilled person to enter into the health care environment as a surgical technologist. Graduates will prepare and maintain sterile fields, pass instruments, sutures and sponges, etc. and function as a key part of the surgical team. The program provides students with classroom study, laboratory and clinical experience. Students are trained in aseptic techniques, medical equipment nomenclature, and human anatomy for the operating room.

EMPLOYMENT OPPORTUNITIES
Supervised clinical practice in surgical environments prepares the student for entry-level positions in such areas as hospital operating room departments, obstetrical departments, surgical supply and/or processing departments, out-patient surgical centers, and surgeon office practices.

GENERAL INFORMATION
Surgical technologists function under the supervision of and in cooperation with surgeons and registered nurses, performing duties that are vital for surgical patient safety and care during operative procedures.

Students in this program will be expected to travel to various health care/surgical sites within a 50-mile radius for clinical experiences. Program graduation requires that each student must complete at least 125 clinical cases during their course of study. It is anticipated that students will complete additional clinical cases.

While general education courses may be taken in the evening, core courses are scheduled at various times and clinical experiences are scheduled in the early morning, consistent with operating room schedules.

Acceptance to this program is limited and on a first qualified, first accepted basis. Students interested in the selection process are encouraged to contact the Admissions Office.

STUDENT REQUIREMENTS
Personal Traits:
• Possess a strong sense of responsibility, considerable patience and concern for others;
• Function well as a team member;
• Possess manual dexterity and fine motor coordination; and,
• Perform accurately and efficiently under pressure

PHYSICAL REQUIREMENTS:
• Able to lift and stand for extended periods of time.

ACCEPTANCE REQUIREMENTS
• Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED;
• Meet minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence with a minimum grade of B will be required if minimum placement test scores are not achieved);
• Transfer students must meet the College transfer student admission requirements;
• Completion of BIO 210, BIO 211 and BIO 225 with a minimum grade of “C”;
• Complete the criminal background check and drug screening requirements;
• Current CPR certification (Health Care Provider); and,
• Submit a complete Health Sciences Division Physical Examination Form.

PROGRESSION REQUIREMENTS
• A grade of “C” or better in each required course
• A minimum 2.0 GPA

With the approval of the SUR faculty, required courses may be repeated one time only to achieve a grade of “C” or better. CPR (BCLS) must be current during enrollment, which may require annual update.

(continued)
REQUIRED COURSES:

FIRST SEMESTER (FALL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
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<tr>
<td>AHS 126</td>
<td>Health Calculations</td>
<td>1</td>
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<tr>
<td>SUR 101</td>
<td>Introduction to Surgical Technology</td>
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<tr>
<td>SUR 103</td>
<td>Surgical Procedures</td>
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TOTAL 13

SECOND SEMESTER (SPRING)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SUR 102</td>
<td>Applied Surgical Technology</td>
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<tr>
<td>SUR 104</td>
<td>Surgical Procedures II</td>
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<tr>
<td>SUR 111</td>
<td>Basic Surgical Practicum</td>
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TOTAL 16

THIRD SEMESTER (SUMMER)

<table>
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<tr>
<th>Course</th>
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<tr>
<td>SUR 113</td>
<td>Advanced Practicum</td>
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<tr>
<td>SUR 120</td>
<td>Surgical Seminar</td>
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</tbody>
</table>

TOTAL 8

TOTAL CREDIT HOURS 37

Certificate: Surveying (SVY6)

Credit Requirements: 23 semester credit hours

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

Students completing this certificate will gain the necessary skills to expertly use computers, measuring devices and mapping systems, to collect research, to make decisions and to create graphic presentations. By combining hands-on training and utilizing the latest technology in surveying equipment, AutoCAD and AutoCAD Civil 3D, students will gain the ability to read maps and plats and to produce CAD documents. A working knowledge of applicable state and federal law will also be provided. This certificate is appropriate for those currently employed or seeking employment under the supervision of licensed land surveyors, civil engineering companies, the United States Geological Survey, Bureau of Land Management, Army Corps of Engineers, FEMA, Horry County, and other similar agencies. Work is often outdoors and may require travel, carrying surveying equipment across different types of terrain and being exposed to a range of weather.

All courses apply towards the Associate in Applied Science in Civil Engineering Technology with a grade “C” or better.

FIRST SEMESTER (SPRING)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CET 127</td>
<td>Building Construction &amp; Print Reading</td>
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</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 285</td>
<td>Engineering Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 295</td>
<td>Engineering Surveying I Lab</td>
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<tr>
<td>MAT 175</td>
<td>Algebra &amp; Trigonometry I*</td>
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Total 14

SECOND SEMESTER (SUMMER)

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<th>Course</th>
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<td>EGR 282</td>
<td>Introduction to Civil Engineering</td>
<td>2</td>
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<tr>
<td>EGR 286</td>
<td>Engineering Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 296</td>
<td>Engineering Surveying II Lab</td>
<td>1</td>
</tr>
<tr>
<td>EGT 252</td>
<td>Advanced CAD</td>
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Total 9

TOTAL CREDIT HOURS 23

*For transfer, students should select MAT 110.
**Certificate: WEB PAGE DESIGN (WEB7)**  
Credit Requirements: 33 semester credit hours

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

The Web Page Design certificate provides the necessary skills to design, create, maintain and troubleshoot websites for the World Wide Web. For students who desire a career in Web Page Design. Students must have a “C” or better in all CPT and IST classes to graduate.

**FIRST SEMESTER (FALL)**
- CPT 168 Programming Logic & Design 3
- MAT 101 Beginning Algebra 3
  - **TOTAL** 6

**SECOND SEMESTER (SPRING)**
- CPT 176 Microcomputer Operating Systems 3
- CPT 187 Object Oriented Logic and Design 3
  - **TOTAL** 6

**THIRD SEMESTER (SUMMER)**
- CPT 260 Operating Systems and Web Servers 3
- IST 226 Internet programming 3
  - **TOTAL** 6

**FOURTH SEMESTER (FALL)**
- CPT 162 Introduction to Web Page Publishing 3
- CPT 163 Multimedia for Web Pages 3
- CPT 242 Database 3
  - **TOTAL** 9

**FIFTH SEMESTER (SPRING)**
- ARV 121 Design 3
- CPT 262 Advanced Web Page Publishing 3
  - **TOTAL** 6

**TOTAL CREDIT HOURS** 33

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**Certificate: WELDING (WLD6)**  
Credit Requirements: 16 semester credit hours

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

This certificate is designed to provide students with basic welding skills for use in manufacturing, transportation, fabricated metal products, building construction, heating, ventilation and air conditioning, the golf course industry, industrial machinery, and other applications.

**FIRST SEMESTER (FALL)**
- WLD 102 Introduction to Welding 2
- WLD 111 Arc Welding I 4
  - **TOTAL** 6

**SECOND SEMESTER (SPRING)**
- WLD 103 Print Reading I 1
- WLD 113 Arc Welding II 4
- WLD 115 Arc Welding III 4
- WLD 140 Weld Testing 1
  - **TOTAL** 10

**TOTAL CREDIT HOURS** 16
WORKFORCE DEVELOPMENT
A vital part of HGTC educational service is offered through the Workforce Development Division, which provides customized job training, occupational upgrading training programs, classes for business and industry; job training, occupational upgrading, licensing and certification, and personal interest classes for community residents. Information is available at 843-477-2020. See Job Training at www.hgtc.edu

Workforce Development Registration
Workforce Development courses are announced in print and on the HGTC website. Registration instructions and deadlines for registration are provided for each class.

Workforce Development Refunds
It is the student’s responsibility to request a refund from the Workforce Development department at any campus at least one (1) working day before the class is scheduled to begin. No refunds will be issued on or after the first day of class. Exceptions that require more than one working day notification for a refund request are noted in the published class schedule and/or other publication or brochure advertising the class or program.

All refunds will be paid by check or refund to credit card. Refunds will be mailed to the student’s address of record unless otherwise requested. Processing and mailing of refunds require 2-4 weeks.

For non-credit courses, appeals are addressed in writing to the Vice President for Workforce Development.

To access the most recent course information, for a searchable list of all academic and Workforce courses offered at HGTC, including more complete information about course prerequisites, corequisites and placement score requirements, visit www.hgtc.edu/jobtraining.
Courses
Courses are offered as outlined under each academic program course display. Some courses are offered each semester; some are offered only once per year. It is important that students take courses in the prescribed order as recommended by their academic advisors. Some courses require prerequisites before enrolling in the course. These are identified in the course descriptions where applicable. Students should direct questions about the appropriate sequencing of courses to their academic advisors.

All course offerings are contingent upon student demand and course enrollment. If there is insufficient enrollment, courses may not be offered during the normal cycle. Students may consult an academic advisor for possible alternatives.

Course Descriptions
The course descriptions contained in this catalog are not to be construed as a contract.

Course Numbers
Course designations consist of a three-letter prefix, a number and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the subject. The section offering is indicated on the Class Schedule Section with “C” indicates Conway Campus; “G” indicates Georgetown; “S” indicates Grand Strand; “I” is for Internet and “H” is for Hybrid Courses.

Course Hours and Credits
Following the prefix numbers and title are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total “contact” hours required for the class each week. Contact hours equate to the time spent in contact with a faculty member. The contact hours are the sum of the first two numbers shown. The semester credit hours for the course are indicated by the last number shown.

Course Schedule
Many of the courses in the following list are taught each term; however, many are not taught each term. Courses offered are subject to change, based on the availability of faculty, enrollment and funding. The College reserves the right to cancel any course for which there is insufficient enrollment.

Prerequisites/Corequisites
Prerequisites are required before enrolling in a course; these are identified following the course description as “Prerequisite”. 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”. Commas mean “and”. This means that all of the courses are prerequisites or corequisites.

ACC
ACC 101 Accounting Principles I  3-0-3
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

ACC 102 Accounting Principles II  3-0-3
Prerequisite: ACC 101 or ACC 111 with grade of “C” or better
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

ACC 111 Accounting Concepts  3-0-3
This course is a study of the principles of basic accounting functions—collecting, recording, analyzing, and reporting information.

ACC 112 Organizational Accounting  3-0-3
Prerequisite: ACC 101 or ACC 111 with grade of “C” or better
This course is a study of financial accounting, with specific emphasis on partnerships and the corporate form of organization.

ACC 124 Individual Tax Procedures  3-0-3
Prerequisites: ACC 101 or ACC 111 or permission of the professor.
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 125 Advanced Individual Tax Procedures  3-0-3
Prerequisite: ACC 124
This course expands concepts of basic individual income tax structure to include preparation of individual income tax returns and schedules, including alternative minimum tax, property transactions and business schedules.

Note: Appropriate placement test scores (SAT, ACT, COMPASS, ASSET) are REQUIRED for placement into appropriate courses.
ACC 150  Payroll Accounting  3-0-3
Prerequisite: ACC 101 or ACC 111 or AOT 239
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls, and various forms and records, and introduces the use of computer applications for payroll.

ACC 201  Intermediate Accounting I  3-0-3
Prerequisite: ACC 112
This course explores fundamental processes of accounting theory, including the preparation of financial statements.

ACC 202  Intermediate Accounting II  3-0-3
Prerequisite: ACC 201
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

ACC 230  Cost Accounting I  3-0-3
Prerequisites: ACC 102 and ACC 112
This course is a study of the accounting principles involved in job order cost systems.

ACC 240  Computerized Accounting  3-0-3
Prerequisite: ACC 101 or ACC 111
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents.

ACC 245  Accounting Applications  3-0-3
Prerequisites: ACC 101 or ACC 111 and CPT 101 or CPT 170
This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

ACC 265  Not-for-Profit Accounting  3-0-3
Prerequisite: ACC 102 with grade of “C” or better
This course introduces the special accounting needs of municipalities, counties, states, the federal government and government agencies, and other not-for-profit organizations.

ACC 291  Certified Bookkeeper Review  3-0-3
Prerequisites: ACC 112
This course is designed to help students prepare for the Certified Bookkeeper Exam.

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
Corequisite: 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
Prerequisite: ACR 210 or passed ICE Exam or NATE certification
This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140  Automatic Controls  2-3-3
Corequisite: ACR 106
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.

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 111  Architectural Computer Graphics (Revit)  2-3-3
Prerequisite: EGR 275
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
AET 201 Building Systems II (Mechanical & Electrical) 2-3-3
Prerequisite: AET 101
This course covers mechanical systems, electrical systems and code requirements for residential, commercial, and industrial buildings.

AHS

AHS 101 Introduction to Health Professions 2-0-2
This course provides a study of the health professions and the health care industry.

AHS 102 Medical Terminology 3-0-3
This course covers medical terms including roots, prefixes and suffixes with emphasis on spelling, definition and pronunciation.

AHS 104 Medical Vocabulary/Anatomy 3-0-3
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 106 Cardiopulmonary Resuscitation 1-0-1
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 108 Nutrition 3-0-3
This course is a study of nutrition and diet therapy as related to health care.

AHS 110 Patient Care Procedures 2-0-2
Prerequisites: BIO 210 and BIO 211
This course provides a study of the procedures and techniques used in the general care of the patient.

AHS 113 Head and Neck Anatomy 1-0-1
Prerequisite: Acceptance into the Dental Hygiene Program
This course provides detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

AHS 126 Health Calculations 1-0-1
Prerequisite: MAT 155 or higher
This course is a study of the mathematical concepts needed in health sciences studies. Emphasis is on the calculation of drug dosages and solutions.

AHS 137 Muscles and Innervation 1-0-1
Prerequisites: BIO 101, BIO 112 or BIO 210 with grade of “C” or better
This course will provide a foundation of basic kinesiology with emphasis on physical activity and its impact on health and quality of life.

AHS 141 Phlebotomy for the Health Care Provider 2-3-3
Corequisite: BIO 112 or BIO 210 or BIO 211
This course contains the essential theory, skills and special procedures required to meet venipuncture needs in hospitals, clinics and other health care settings.

AHS 143 Phlebotomy Skills 2-12-6
Prerequisites: AHS 102, AHS 106 and AHS 141
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AMF

AMF 101 Introduction to Aviation Maintenance 1-0-1
Prerequisite: ENG 100
This course introduces students to the role of the Federal Aviation Administration and their regulations regarding aviation power plant and aviation mainframe. Topics include a study of aircraft industry terminology and basic safety requirements, as well as a brief history of aviation.

ANT

ANT 101 General Anthropology 3-0-3
Prerequisite: ENG 100 with Grade of “C” or better or appropriate placement scores
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primate, human paleontology, human variation, archeology and ethnology. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

AOT

AOT 105 Keyboarding 3-0-3
This course focuses on the mastery of touch keyboarding and formatting principles.

AOT 110 Document Formatting 3-0-3
Prerequisites: AOT 105 and AOT 165
This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

AOT 133 Professional Development 3-0-3
Prerequisite: AOT 210 and AOT 165
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

AOT 134 Office Communications 3-0-3
This course develops proficiency in proofreading & other specialized applications of communications in the office environment.

AOT 161 Records Management 3-0-3
This course emphasizes information management functions and various types of information systems, technology and procedures.

AOT 165 Information Processing Software 3-0-3
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.
AOT 180 Customer Service 3-0-3
This course is a study of issues in the workplace relating to effective customer service. 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
Prerequisite: AOT 110
This course emphasizes production of documents found in typical business offices. Major focus is on productivity and excellence in document production.

AOT 234 Administrative Office Communications 3-0-3
Prerequisites: AOT 105, AOT 134 and AOT 165
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills.

AOT 239 Computerized Office Accounting 3-0-3
Corequisite: AOT 165
This course covers specialized secretarial bookkeeping functions performed on a microcomputer.

AOT 252 Medical Systems and Procedures 3-0-3
Prerequisites: AOT 210, HIM 103 and HIM 105
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

AOT 254 Office Simulation 3-0-3
Prerequisites: AOT 210, AOT 234, AOT 261 and AOT 263
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

AOT 261 Office Spreadsheet Applications 3-0-3
Prerequisite: AOT 165
This course introduces the concepts of spreadsheets for information management in an office environment.

AOT 263 Office Database Applications 3-0-3
Prerequisite: AOT 165
This course introduces the concepts and structures of a database and the application of the concepts in an office environment.

AOT 265 Office Desktop Publishing 3-0-3
Prerequisite: AOT 165
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

AOT 269 Internet Skills for Work 3-0-3
Prerequisite: AOT 165
This course is designed to enhance work place productivity through the use of the internet. Emphasis will be placed on the following topics: search engines, internet research, image and text formats, downloading from the internet, “netiquette,” and introduction to web page design.

AOT 270 SCWE in Office Systems 0-12-3
Prerequisites: AOT 210 and HIM 103 and HIM 105 OR AOT 210 and AOT 234 and AOT 261 and AOT 263
This course integrates office skills in an approved work site related to office systems technology.

ART 101 Art History & Appreciation 3-0-3
Prerequisite: ENG 100 with Grade of “C” or better or appropriate placement scores
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
Prerequisite: ENG 100 with Grade of “C” or better or appropriate placement scores
This course is a visual and historical survey of western art from the renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environments which produced them. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

ARV 101 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
Prerequisite: ARV 121
Corequisite: 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
Prerequisite: ARV 162
This course covers the development of the practices and skills used in print preparation and print reproduction.

ARV 210 Computer Graphics II 3-0-3
Prerequisite: ARV 110
This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery.

ARV 212 Digital Photography 2-3-3
This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.

ARV 219 Multimedia Techniques 3-0-3
Prerequisite: ARV163
This course is an introduction to the production of current audio-visual media.
ARV 222 Computer Animation 3-0-3
Prerequisites: ARV 110, ARV 121, and CPT 163
This course introduces techniques of creating the illusion of motion and three-dimensional space.

ARV 227 Web Site Design I 3-0-3
Prerequisite: ARV 121
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
Corequisite: 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
Prerequisite: ARV 261
This course covers advanced knowledge, practices, and skills in the visual communication field.

ARV 264 Special Projects in Graphics Art 3-0-3
Prerequisite: ARV 261
This course includes an advanced project as assigned from conception to final production.

ARV 282 SCWE in Digital Arts 0-24-6
This course integrates digital arts skills within an approved worksite relating to the digital arts industry.

AST

AST 101 Solar System Astronomy 3-3-4
Prerequisite: MAT 155 or higher or appropriate placement scores
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

AST 102 Stellar Astronomy 3-3-4
Prerequisite: AST 101 with minimum grade of C
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

BAF

BAF 101 Personal Finance 3-0-3
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

BAF 260 Financial Management 3-0-3
Prerequisites: ACC 102, BUS 101, MAT 101 or MAT 102 or MAT 120
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital.

BCT

BCT 200 SCWE in Building Construction 0-32-8
Technology
Prerequisite: CET 127 or AET 101
This course integrates building construction skills within an approved worksite related to the construction industry.

BIO

BIO 101 Biological Science I 3-3-4
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution and ecology. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

BIO 102 Biological Science II 3-3-4
Prerequisite: BIO 101 with grade of “C” or better
This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (Particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

BIO 105 Principles of Biology 3-3-4
This is an introductory biology course, unifying biology concepts and principles at all levels. This course introduces molecules and basic chemistry, cell structure and function, cellular metabolism and cell division as well as DNA structure and function and basic genetics. This course progresses into evolution and ecology and also provides an overview of animal and plant structure and function.

BIO 112 Basic Anatomy & Physiology 3-3-4
This course is a basic integrated study of the structure and function of the human body.

BIO 202 Botany 3-3-4
Prerequisite: BIO 101 with grade of “C” or better
This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants.

BIO 210 Anatomy and Physiology I 3-3-4
Prerequisites: BIO 101, BIO 102, BIO 112, CHM 110, or MTH 113 with grade of “C” or better or appropriate placement scores
This is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.
BIO 211 Anatomy and Physiology II  3-3-4  
**Prerequisite:** BIO 210 with grade of “C” or better  
This is a continuation of a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

BIO 225 Microbiology  3-3-4  
**Prerequisite:** BIO 102 or BIO 211 with grade of “C” or better or permission of Academic Chair  
This course is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

BIO 265 Anatomy and Physiology Review  3-0-3  
**Prerequisites:** BIO 210, BIO 211, BIO 225 with grade of “B” or better and permission of Academic Chair  
This course is an intense study of the anatomy and physiology of the eleven organ systems, with emphasis on application to human health and the body’s defense mechanisms to pathogenic microbes and disease.

**BKP**

BKP 120 Bakeshop Production  1-6-3  
**Prerequisite:** CUL 101 with grade of “C” or better  
This course covers the application of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products. This course combines theory, lecture, and demonstration, with a primarily hands-on production environment to provide students an introduction to baking and pastry techniques used in a commercial kitchen. Emphasis is placed on the study of ingredient functions, ingredient identification, and weights and measures as applied to baking and pastry applications. Students are instructed in and participate in the preparation of a variety of yeast-raised dough mixing methods, roll-in doughs, pie doughs, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques.

BKP 121 Cake Decorating and Finishing  1-6-3  
**Techniques**  
**Prerequisites:** BKP 120, CUL 101, CUL 104, CUL 109 with grade of “C” or better  
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.

BKP 182 Artisan Breads  1-6-3  
**Prerequisites:** BKP 120, CUL 101, CUL 104, CUL 109 with grade of “C” or better  
This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. Students will make an assortment of international breads as well as breads for special occasions.

BKP 220 Advanced Bakeshop  1-6-3  
**Prerequisite:** BKP 120 with grade of “C” or better  
This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality, commercial baked goods.

**BUS**

BUS 101 Introduction to Business  3-0-3  
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 121 Business Law I  3-0-3  
**Prerequisite:** BUS 101 or LEG 135 for AOT  
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.

BUS 210 Introduction to E-Commerce in Business  3-0-3  
**Prerequisites:** BUS 101 and MKT 101  
This course studies electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

BUS 220 Business Ethics  3-0-3  
This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

BUS 240 Business Statistics  3-0-3  
**Prerequisites:** MAT 101 or MAT 102 or MAT 110  
This course studies statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

BUS 270 SCWE in Business  1-8-3  
**Prerequisites:** BUS 101, ACC 101 or ACC 111 or MGT 101 or MKT 101 with grade of “B” or better in both courses  
This course includes the integration of business skill within an approved work site related to business and industry.

BUS 275 Business Internship  1-6-3  
**Prerequisites:** BUS 101, ACC 101 or ACC 111 or MGT 101 or MKT 101  
This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The class sessions will be devoted to discussing topics that will enhance the student’s employability skills.

**CET**

CET 127 Building Construction and Print Reading  3-3-4  
**Prerequisite:** MAT 155 or higher  
This course is a study of construction methods and print reading.
CET 140 Construction Financial Management
Prerequisite: Mat 101 or higher
This course is the study of the fundamental financial management principles and accounting systems used to manage a construction company. Additional topics include accounting methods and managing a project.

CET 210 Strength of Materials
Prerequisite: EGR 190 or EGR 260
This course covers the effects of applying various types of allowable stresses and strains.

CET 216 Soil Mechanics
Prerequisite: MAT 110 or MAT 175
This course covers soil types, their engineering properties and techniques of field and laboratory identification and testing.

CET 218 Hydraulics
Prerequisite: MAT 110 or MAT 175 and EGR 270
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices and weirs. Emphasis is on determination of pressure and head losses in simple and complex piping systems.

CET 230 Construction Management
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. Additional topics include quality job site safety, project documentation, and subcontractor relations.

CET 238 Construction Planning and Scheduling
Prerequisite: CET 230
This course covers the decision-making process involved in organizing the labor, materials and equipment for a construction project. Additional topics include organizing work into logical and sequenced construction activities and durations. Emphasis is on the CPM method as a scheduling technique. Computer software is used throughout the course.

CET 242 Concrete Design
Prerequisites: CET 210 or EGR 190 or EGR 260
This course covers the design of concrete structural members according to ACI codes, quality control of concrete and structural inspection. Emphasis is on reinforced concrete with steel rebar.

CET 245 Cost Estimating
This course includes a study of project cost and scheduling through the use of proven construction estimating techniques. Emphasis is on cost analysis and quantity takeoffs. Computer spreadsheet software is utilized throughout the course.

CET 246 Environmental Systems Technology
Prerequisite: MAT 110 or MAT 175
This course covers a study of the sources, treatment, collection and distribution of water and waste water.

CET 251 Highway Design
Prerequisites: MAT 110 or MAT 175 and EGR 275
This course covers a study of the design and construction of highway Study follows DOT requirements.

CET 252 Special Topics in Engineering Technology
This course is the study of current, relevant topics in the field of civil engineering technology.

CET 260 Construction Management Senior Project
Prerequisites: CET 230 and CET 245
This capstone course promotes the integration of the knowledge and skills of the construction management technology field.

CHM

CHM 105 General, Organic & Biochemistry
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
Prerequisite: MAT 155 or higher or appropriate placement scores
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
Prerequisite: CHM 110 with grade of “C” or better
(For students continuing in chemistry) This university parallel course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics and electrochemistry.

This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

CHM 211 Organic Chemistry I
Prerequisite: CHM 111 with grade of “C” or better
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
Prerequisite: CHM 211 with grade of “C” or better
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.
COL 100 Skills for Life-Long Learning  3-0-3
This course is a study of critical thinking, reading, writing skills, quantitative reasoning, technology competency, oral communication, and career exploration. An emphasis will be placed on the computer technology skills needed for academic success at the college level.

COL 105 Freshmen Seminar  3-0-3
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the College. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

COS 106 Facials and Make-Up  1-6-3
Prerequisite: COS 155
Corequisites: COS 108, COS 112, COS 130, COS 220
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108 Nail Care  1-6-3
Prerequisite: COS 155
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110 Scalp and Hair Care  0-9-3
Prerequisite: COS 220
Corequisites: COS 201, COS 222
This course is study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112 Shampoo and Rinses  1-9-4
Prerequisites: COS 114, COS 116, COS 155, COS 206 and COS 210
This course studies procedures and safety precautions in the application of shampoo and rinses.

COS 114 Hair Shaping  1-9-4
Prerequisite: Appropriate placement scores
Corequisites: COS 116, COS 155, COS 206, COS 210
This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

COS 116 Hair Styling I  1-9-4
Prerequisite: Appropriate placement scores
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
Prerequisite: COS 155
This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

COS 131 Bacteria and Other Infectious Agents  2-0-2
Prerequisite: Appropriate placement scores
Corequisites: COS 132, COS 133, COS 135, COS 136, COS 224
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

COS 132 Science of Nail Technology  2-0-2
Corequisites: COS 131, COS 133, COS 135, COS 136, COS 224
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders, with emphasis on consultations.

COS 133 Basic Procedures  3-0-3
Corequisites: COS 131, COS 132, COS 135, COS 136, COS 224
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues, with a review of state regulations.

COS 135 Business of Nail Technology  2-0-2
Corequisites: COS 131, COS 132, COS 133, COS 136, COS 224
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services, professionalism and ethics.

COS 136 Fundamentals of Artificial Nail Application  3-3-4
Corequisites: COS 131, COS 132, COS 133
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.

COS 151 Dermatology  1-6-3
Corequisites: COS 152, COS 156, COS 157, COS 158, COS 164, COS 221
Prerequisite: Appropriate placement scores
This course studies the structure, functions, conditions and disorders of the skin.

COS 152 Hygiene and Sanitation  2-0-2
Corequisites: COS 151, COS 156, COS 157, COS 158, COS 164, COS 221
This course is the study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.

COS 155 Sanitation Procedures  1-3-2
Prerequisite: Appropriate placement scores
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
Corequisites: COS 151, COS 152, COS 157, COS 158, COS 164, COS 221
This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

COS 157 Electrical Currents and Hair Removal  3-0-3
Corequisites: COS 151, COS 152, COS 156, COS 158, COS 164, COS 221
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  
Corequisites: COS 151, COS 152, COS 156, COS 157, COS 164, COS 221  
This is an introductory course in procedures for various skin treatments and safety.

COS 164  Basic Makeup & Application  3-0-3  
Corequisites: COS 151, COS 152, COS 156, COS 158, COS 221  
This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

COS 201  Salon Management  1-6-3  
Prerequisites: COS 130 and COS 155  
This course is a study of salon management, including the rules, regulations and codes governing the practice of cosmetology.

COS 206  Chemical Hair Waving  1-6-3  
Prerequisite: Appropriate placement scores  
This course is a study of methods of permanently waving the hair, including product, chemistry and safety.

COS 210  Hair Coloring  0-9-3  
Prerequisite: Appropriate placement scores  
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

COS 220  Cosmetology Clinical Practice I  0-9-3  
Prerequisites: COS 114, COS 116, COS 155, COS 206, and COS 210  
This course is an integration of cosmetology skills in a simulated salon environment.

COS 221  Facial Practice I  0-6-2  
Corequisites: COS 151, COS 152, COS 156, COS 157, COS 158, COS 164  
This course is an integration of massage and facial skills in a simulated salon environment.

COS 222  Cosmetology Clinical Practice II  0-9-3  
Prerequisites: COS 112, COS 155 and COS 220  
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

COS 224  Nail Practice I  1-9-4  
Corequisites: COS 131, COS 132, COS 133, COS 135, COS 136 or approval of program coordinator  
This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.

CPT 101  Introduction to Computers  3-0-3  
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

CPT 162  Introduction to Web Page Publishing  2-3-3  
Prerequisites: CPT 187 and IST 226  
This course is a study of the fundamentals of website design and implementation.

CPT 163  Introduction to Multimedia for Web Pages  2-3-3  
This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective websites.

CPT 168  Programming Logic & Design  2-3-3  
Corequisite: MAT 101 and appropriate ENG/RDG scores  
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

CPT 170  Microcomputer Applications  2-3-3  
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration.

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

CPT 187  Object-Oriented Logic & Design  2-3-3  
Prerequisite: CPT 168  
This is a study in the planning and implementation of object-oriented programs.

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

CPT 209  Computer Systems Management  2-3-3  
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

CPT 236  Introduction to Java Programming  2-3-3  
Prerequisite: CPT 187  
This is an introduction to java programming. Topics will cover java syntax and classes for use in the development of java applications and applets.

CPT 237  Advanced Java Programming  2-3-3  
Prerequisite: CPT 236  
The course is a study of advanced topics of the java programming language by building on a basic knowledge of the java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the javabean component model, network programming and serverside programming.

CPT 242  Database  2-3-3  
Prerequisite: CPT 187  
This course introduces data base models and the fundamentals of data base design. Topics include database structure, database processing, and application programs, which access a database.

CPT 260  Fundamentals of Operating Systems & Web Services  2-3-3  
Prerequisite: CPT 176  
This course is a study of operating techniques needed for setting up and maintaining web servers.
CPT 262 Advanced Website Publishing  2-3-3  
**Prerequisites:** CPT 162 and CPT 242  
This course is a study of advanced techniques in web page design and implementation.

CPT 264 Systems and Procedures  2-3-3  
**Prerequisite:** CPT 242  
This course covers the techniques of system analysis, design, development and implementation.

CPT 270 Advanced Microcomputer Applications  2-3-3  
**Prerequisite:** CPT 170  
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.

CPT 280 SCWE in Computer Technology  0-12-3  
**Prerequisite:** CPT 242  
This course integrates Computer Technology skills within an approved work site related to the computer industry.

CRJ

CRJ 101 Introduction to Criminal Justice  3-0-3  
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 115 Criminal Law I  3-0-3  
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses & various legal principles upon which criminal law is established are reviewed. This course is designed to familiarize the criminal justice student with criminal law in general and in South Carolina in particular.

CRJ 120 Constitutional Law  3-0-3  
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.

CRJ 125 Criminology  3-0-3  
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  
**Prerequisite:** CRJ 101 with grade of “C” or better  
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 141 Forensic & Investigative Report Writing  3-0-3  
**Prerequisite:** CRJ 235 with grade of “C” or better  
This course is a study of proper investigative and crime lab documentation through focused observational and writing skills. Effective techniques in the development of a criminal case file are examined, as well as the ethical and legal pitfalls encountered through poorly written documentation.

CRJ 145 Juvenile Delinquency  3-0-3  
**Prerequisites:** CRJ 101 and CRJ 125 with grade of “C” or better  
**Corequisite:** CRJ 101 or permission of Department Chair  
This course includes a survey of the sociological, biological and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment.

CRJ 197 Advanced Fingerprint Classification  3-0-3  
**Prerequisite:** CRJ 235  
This course is an advanced study of pattern types, classification filing sequence, searching and referencing. Additionally, coursework will include an introduction to Automated Fingerprint Identification (AFIS).

CRJ 198 Fingerprint Classification  3-0-3  
**Prerequisite:** CRJ 235  
This course introduces the basic elements of fingerprint technology and techniques including the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing.

CRJ 199 X-Rays as Investigative Tools  3-0-3  
**Prerequisite:** CRJ 235 with “C” or better  
This course is an introduction to the use of X-rays as an investigative tool in cases associated with injury and trauma such as battered child syndrome. The course will be an examination of the role that X-rays play in analysis of evidence and in support of courtroom testimony.

CRJ 200 Basic Latent Print Development  3-0-3  
**Prerequisite:** CRJ 235 with “C” or better  
This course is an introduction to the value of latent fingerprint evidence, the various conditions that affect the development and recovery of latent fingerprints, and the optimum methods of processing items of evidence found in crime scenes.

CRJ 201 Fingerprint Science  2-3-3  
This course includes a basic, practical approach to fingerprint classification, identification, and filing system for the police officer, investigator, or beginning fingerprint technician.

CRJ 202 Criminalistics  3-0-3  
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms’ identification, pathology, toxicology, ballistics, and clandestine operations.

CRJ 203 Forensic Photography  3-0-3  
**Prerequisite:** CRJ 101 with grade of “C” or better or permission of Academic Chair  
This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations.
CRJ 204 Advanced Crime Scene and Investigative Photography
Prerequisite: CRJ 235 with grade of “C” or better
This course is the study of advanced photography procedures and methodologies used in the documentation of crime scenes and forensic evidence to encompass the use of forensic light sources, digital imaging and the preparation and presentation of courtroom exhibits.

CRJ 206 Advanced Techniques in Fingerprint Development and Collection
Prerequisite: CRJ 235 with grade of “C” or better
This course examines the application and use of enhancement techniques, procedures and equipment, including the variety of powders used for the development of latent print evidence. Coursework is applied to different environments found in the field at crime scenes and in the crime lab.

CRJ 217 Crime Scene Investigations for Major Incidents and Mass Crimes
Prerequisite: CRJ 235 with grade of “C” or better
This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources, & overcoming unexpected obstacles associated with investigating a large geographical event.

CRJ 218 Crisis Intervention
Prerequisite: CRJ 101 or permission of Academic Chair
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

CRJ 220 The Judicial Process
Prerequisite: CRJ 101 and CRJ 120 with grade of “C” or better
This course is an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

CRJ 224 Police Community Relations
Prerequisite: CRJ 101 and CRJ 130 with grade of “C” or better
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 225 Impression Evidence
Prerequisite: CRJ 235 with grade of “C” or better
This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science, proper photographic recording, and casting and imprint identification.

CRJ 226 Advanced Bloodstain and Firearm Pattern Evidence Analysis
Prerequisite: CRJ 229 and CRJ 235 with grade of “C” or better
This course examines the principles and techniques used to establish the parameters in bullet trajectory and bloodstain pattern analysis as they relate to crime scene reconstruction.

CRJ 227 Collection and Preservation of Biological Evidence
Prerequisite: CRJ 235 with grade of “C” or better
This course is designed to introduce students to the proper collection and preservation of biological evidence used to connect the crime scene with a suspect. The need for precise collection records and use of established methods required for crime scene sample analysis.

CRJ 228 Homicide Investigation
Prerequisite: CRJ 229 and CRJ 235 with grade of “C” or better
This course is an overview of the elements involved in death investigations to include crime scene evaluation and documentation, comprehension of forensic evidence, investigative strategies and case and courtroom presentations.

CRJ 229 Blood Pattern Analysis
Prerequisite: CRJ 101, CRJ 202, CRJ 203 with grade of “C” or better
This course is an introduction to the theoretical foundations and scientific principles of bloodstain pattern analysis in the investigation of crimes of violence, including the properties, flight characteristics and bloodstain patterns, documentation and investigative significance of blood stains.

CRJ 230 Criminal Investigation I
Prerequisite: CRJ 101 and CRJ 120 with grade of “C” or better
Corequisite: CRJ 101
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

CRJ 233 Cyber Crimes and the Law
Prerequisite: CRJ 101 and CRJ 120 with grade of “C” or better
This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution.

CRJ 235 Practical Crime Scene Investigations
Prerequisite: CRJ 101, CRJ 201, CRJ 203 and CRJ 229 with grade of “C” or better
This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

CRJ 236 Criminal Evidence
Prerequisite: CRJ 115, CRJ 120 and CRJ 220 with grade of “C” or better
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. The course focuses on the relationship between evidence and criminal procedure. The course will examine the path that evidence takes from arrest through presentation in court including the rules of evidence, examination of evidence, examination of witnesses, articles and exhibits, opinion evidence, and jury process and verdict.

CRJ 239 Terrorism and Homeland Security
This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an “all-hazards” approach to protecting people and assets.
CRJ 241 Transportation and Border Security 3-0-3
Prerequisites: CRJ 101, CRJ 120, CRJ 233 and CRJ 239 with grade of “C” or better
This course provides an in-depth view of modern border and transportation security. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, and other types of transportation, as well as a study of the technology needed to forecast and weapon detection.

CRJ 242 Correctional Systems 3-0-3
Prerequisites: CRJ 101 and CRJ 125 with grade of “C” or better
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

CRJ 245 Intelligence Analysis and Security Management 3-0-3
Prerequisites: CRJ 101, CRJ 120, CRJ 233, and CRJ 239
This course examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters. Topics will also include the related vulnerabilities of our national defense and private sectors.

CRJ 260 Seminar in Criminal Justice 3-0-3
Prerequisites: CRJ 125, CRJ 130, ENG 101, ENG 102, SPC 205, all with grade of “C” or better
Corequisites: CRJ 236, SPC 205
This course includes a study of new trends in criminal justice. This course, through such activities as an internship, portfolio development, and portfolio presentation, allows the criminal justice student to demonstrate effective skills and competencies based on the courses successfully completed. The course is designed as a second-year course, and should be one of the final courses the criminal justice student attempts.

CRJ 264 Chemical and Alternative Methods in Latent Print Development and Collection
Prerequisite: CRJ 235 with grade of “C” or better
This course examines the application of development and enhancement techniques through the use of forensic chemicals and related equipment including iodine fuming, Silver Nitrate, and other regents, to develop latent fingerprints and other impressions on physical evidence from crime scenes.

CUL 101 Principles of Food Production I 0-9-3
Corequisite: CUL 104 and 109 with grade of “C” or better
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.

CUL 104 Introduction 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 109 Sanitation and Nutrition 2-3-3
This course combines safety and sanitation practices with the science of nutrition. Students will study culinary nutrition in a lab setting while applying safe, sanitary practices.

CUL 110 Food Production Management 1-6-3
Prerequisites: CUL 101, CUL 104, and CUL 109 with grade of “C” or better
This course studies basic food principles in a production kitchen environment.

CUL 128 Culinary Management & Human Resources 3-0-3
Prerequisites: CUL 101, CUL 104, and HOS 105 with grade of “C” or better
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 and Purchasing 3-0-3
Prerequisites: CUL 101, and CUL 104 with grade of “C” or better
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 and Beverage Controls 3-0-3
Prerequisites: CUL 101, CUL 104, and CUL 110 with grade of “C” or better
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 201 A La Carte I 1-6-3
Prerequisites: CUL 101, CUL 104, CUL 109 and CUL 110 with grade of “C” or better
This course is a study of culinary skills used in the preparation of food in “a la carte” style.

CUL 202 A La Carte II 1-6-3
Prerequisite: CUL 201 with grade of “C” or better
This course is a study of culinary skills used in the preparation of international foods in an “a la carte” style. Topics include menu planning, purchasing and forecasting.

CUL 210 SCWE in Culinary Arts Technology 0-24-6
Prerequisites: CUL 101, CUL 104, CUL 109 and CUL 110 with grade of “C” or better
This course integrates culinary arts skills within an approved worksite related to the culinary industry.

CUL 215 Cuisine of the Americas 0-9-3
Prerequisites: CUL 101, CUL 104, and CUL 110 with grade of “C” or better
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 225 Buffet Organization 2-6-4  
**Prerequisite:** CUL 110 with grade of “C” or better  
This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings and garnishes.

CUL 235 Menu Planning 3-0-3  
**Prerequisites:** CUL 101, CUL 104, CUL 109, and CUL 110 with grade of “C” or better  
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans and record keeping techniques.

### CWE  
**CWE - Cooperative Work Experience**  
(varying credits)  
This course includes cooperative work experience in an approved setting. Course numbers vary per semester. CWE may be taken for 1 to 8 credit hours, depending on weekly hours of student employment. CWE courses require 5 contact hours for one credit hour. Enrollment in CWE courses must be approved by the faculty advisor.

### DAT  
**DAT 113 Dental Materials** 3-3-4  
**Prerequisite:** DAT 115  
**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:** Acceptance into Expanded Duty Dental Assisting Program  
**Corequisites:** AHS 106, BIO 112, ENG 155, MAT 155  
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  
**Prerequisite:** DAT 115  
**Corequisites:** DAT 113, DAT 127, DAT 154  
This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.

**DAT 121 Dental Health Education** 1-3-2  
**Prerequisites:** DAT 113, DAT 118, DAT 127 and DAT 154  
**Corequisites:** DAT 122, DAT 123, DAT 174, DAT 183  
This course defines the responsibilities of the dental assistant in individual and community dental health education, with emphasis on the etiology of dental disease, methods for prevention and principles of nutrition in relationship to oral health and preventative dentistry.

**DAT 122 Dental Office Management** 1-3-2  
**Prerequisites:** DAT 113, DAT 118, DAT 127 and DAT 154  
**Corequisites:** DAT 121, DAT 123, DAT 174, DAT 183  
This course provides a study of the business aspect of a dental office.

**DAT 123 Oral Medicine/Oral Biology** 3-0-3  
**Prerequisites:** DAT 113, DAT 118, DAT 127 and DAT 154  
**Corequisites:** DAT 121, DAT 122, DAT 174, DAT 183  
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  
**Prerequisite:** DAT 115  
**Corequisites:** DAT 113, DAT 118, DAT 154  
This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

**DAT 154 Clinical Procedures I** 2-6-4  
**Prerequisite:** DAT 115  
**Corequisites:** DAT 113, DAT 118, DAT 127  
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant’s role in dental instrumentation.

**DAT 174 Office Rotations** 1-9-4  
**Prerequisites:** DAT 113, DAT 118, DAT 127 and DAT 154  
**Corequisites:** DAT 121, DAT 122, DAT 123, DAT 183  
This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

**DAT 177 Dental Office Experience** 1-18-7  
**Prerequisites:** DAT 121, DAT 122, DAT 123, DAT 174 and DAT 183  
**Corequisites:** PSY 103  
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

**DAT 183 Specialty Functions** 1-6-3  
**Prerequisites:** DAT 113, DAT 118, DAT 127 and DAT 154  
**Corequisites:** DAT 121, DAT 122, DAT 123, DAT 174  
This course is an introduction to dental specialties, the refinement, and the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants.

### DHG  
**DHG 121 Dental Radiography** 2-3-3  
**Prerequisites:** AHS 113, DHG 125, DHG 151 and BIO 211  
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.

**DHG 125 Tooth Morphology and Histology** 1-3-2  
**Prerequisite:** Acceptance into Dental Hygiene Program  
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.
DHG 140 General & Oral Pathology 2-0-2
Prerequisites: DHG 175 and DHG 239
This course provides a correlation of basic pathologic principles of disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

DHG 141 Periodontology 1-3-2
Prerequisites: AHS 113, BIO 211, BIO 225, DHG 125, DHG 151, DHG 239
This is a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

DHG 143 Dental Pharmacology 2-0-2
Prerequisites: DHG 175 and DHG 239
This course provides a study of drugs used in dentistry. Emphasis is on the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, indications and contraindications for the use of the drug. A study of dental anesthetics is included.

DHG 151 Dental Hygiene Principles 3-6-5
Prerequisite: Acceptance into Dental Hygiene Program
This course is a study of the basic principles of infection control and hazardous waste communication; instrumentation, instrument design; operator and patient positioning; operation of basic dental equipment: patient evaluation and medical history review.

DHG 165 Clinic Dental Hygiene I 2-9-5
Prerequisites: AHS 113, DHG 125, DHG 151, BIO 211, BIO 225
This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

DHG 175 Clinic Dental Hygiene II 2-9-5
Prerequisites: DHG 121, DHG 141, DHG 165, DHG 243
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
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation and evaluation of community programs.

DHG 239 Dental Assisting for Dental Hygienists 1-3-2
Prerequisites: DHG 121, DHG 141, DHG 165, DHG 243
This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

DHG 241 Integrated Dental Hygiene I 0-3-1
Prerequisites: DHG 175 and DHG 239
This course provides for integration of basic & dental hygiene sciences with current concepts of clinical dental hygiene practice.

DHG 242 Integrated Dental Hygiene II 0-3-1
Prerequisites: DHG 140, DHG 143, DHG 230, DHG 241 and DHG 255
This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

DHG 243 Nutrition & Dental Health 2-0-2
Prerequisites: AHS 113, DHG 125, DHG 151, BIO 211, and BIO 225
This course studies nutrients, their nature, source and utilization. Emphasis is given to the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

DHG 255 Clinic Dental Hygiene III 1-12-5
Prerequisites: DHG 175 and DHG 239
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

DHG 265 Clinic Dental Hygiene IV 0-15-5
Prerequisites: DHG 140, DHG 143, DHG 230, DHG 241 and DHG 255
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

DMS 101 Ultrasound Physics & Instrumentation I 2-0-2
Prerequisite: 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
Prerequisite: Acceptance into Diagnostic Medical Sonography
This course is a study of the sonographic imaging methods of the female pelvis, the fetus & the gravid uterus, emphasizing anatomy, physiology, pathology & embryology.

DMS 114 Cross Sectional Anatomy 2-3-3
Prerequisite: Acceptance into Diagnostic Medical Sonography
This course is a study of cross-sectional and Sagittal anatomy of the abdomen, along with basic scanning techniques.

DMS 120 Sonographic Instrumentation II 3-0-3
Prerequisite: DMS 101
This course is an advanced study of the machine instrumentation, including display modes, components of an ultrasound system, quality control, an introduction to Doppler, the biological effects of ultrasound, artifacts and future trends.

DMS 122 Abdominal Sonography 0-3-1
Prerequisite: 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
Prerequisite: DMS 112
This course is an advanced study of gynecological pathology processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.
DMS 155 Clinical Education 0-24-8
Prerequisite: DMS 164
This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

DMS 164 Introduction to Clinical Education 0-6-2
Prerequisite: Acceptance into Diagnostic Medical Sonography
This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

DMS 166 Advanced Clinical Education 0-21-7
Prerequisite: DMS 155
This course is a supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.

DMS 167 Imaging Practicum 0-24-8
Prerequisite: DMS 165 or DMS 166
This course is a supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques. This clinical course also provides an opportunity for students to explore advancements in sonography.

ECD 101 Introduction to Early Childhood 3-0-3
Prerequisite: Accepted into ECD7 or ECE3, ENG 032
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 practices and ethical principles as they relate to children, families, colleagues the teacher, and society are highlighted in the course.

ECD 102 Growth & Development I 3-0-3
Prerequisites: ECD 101, ENG 100
This course is an extensive study of growth and development of infants/toddlers. Focus is on "total" development of the child, emphasizing physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course. (NAEYC Key Assessment Course)

ECD 105 Guidance-Classroom Management 3-0-3
Prerequisites: ECD 102, ENG 155 or ENG 101 with grade of "C" or better
This course is an overview of 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
Prerequisites: ECD 101, ENG 100
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108 Family & Community Relations 3-0-3
Corequisites: ECD 101, ENG 100
This course is an overview of techniques and materials promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.

ECD 109 Administration and Supervision 3-0-3
Prerequisites: ECD 108, ECD 201, ENG 155 or ENG 101 with grade of "C" or better
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services and relations among the public, staff and parents.

ECD 131 Language Arts 2-3-3
Prerequisites: ECD 101
This course studies methods and materials in age-appropriate language experiences. Opportunities provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.

ECD 132 Creative Experiences 3-0-3
Prerequisite: ECD 131
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.

ECD 133 Science & Math Concepts 2-3-3
Prerequisites: ECD 131, ENG 100
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

ECD 135 Health, Safety & Nutrition 3-0-3
Prerequisites: ECD 101, ENG 100
This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

ECD 200 Curriculum Issues in Infant & Toddler Development 3-0-3
Prerequisites: ECD 102
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

ECD 201 Principles of Ethics and Leadership in Early Care and Education 3-0-3
Prerequisites: ECD 102, ENG 155 or ENG 101 with grade of "C" or better
This course includes an overview of historical views on leadership & issues & challenges of leadership in early care & education. Emphasis on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues the community, and society.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 203</td>
<td>Growth &amp; Development II</td>
<td>3-0-3</td>
<td>This course is an in-depth study of preschool children growing and developing in today's world. Focus is on &quot;total&quot; development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities through age eight are explored in the course.</td>
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<tr>
<td>ECD 205</td>
<td>Socialization &amp; Group Care of Infants and Toddlers</td>
<td>3-0-3</td>
<td>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.</td>
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<tr>
<td>ECD 207</td>
<td>Inclusive Care for Infants and Toddlers</td>
<td>3-0-3</td>
<td>This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.</td>
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<tr>
<td>ECD 237</td>
<td>Methods and Materials</td>
<td>2-3-3</td>
<td>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. (NAEYC Key Assessment Course)</td>
</tr>
<tr>
<td>ECD 243</td>
<td>Supervised Field Experience I</td>
<td>1-6-3</td>
<td>This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. (NAEYC Key Assessment Course)</td>
</tr>
<tr>
<td>ECD 251</td>
<td>Supervised Field Experience in Infant/Toddler Care</td>
<td>2-3-3</td>
<td>This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers.</td>
</tr>
<tr>
<td>ECD 252</td>
<td>Diversity Issues in Early Care and Education</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3-0-3</td>
<td>This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.</td>
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<tr>
<td>ECO 211</td>
<td>Microeconomics</td>
<td>3-0-3</td>
<td>This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.</td>
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<tr>
<td>EDU 102</td>
<td>Professional Preparation for Education Careers</td>
<td>2-3-3</td>
<td>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.</td>
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<tr>
<td>EDU 110</td>
<td>Careers in Education</td>
<td>3-0-3</td>
<td>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.</td>
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<tr>
<td>EDU 201</td>
<td>Classroom Inquiries with Technology</td>
<td>3-0-3</td>
<td>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.</td>
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<tr>
<td>EDU 241</td>
<td>Learners &amp; Diversity</td>
<td>4-0-4</td>
<td>This course is a study of lifespan development and learning with an emphasis on individual &amp; 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.</td>
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<tr>
<td>EDU 242</td>
<td>Adolescent Growth and Development</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
</tbody>
</table>
EET 113 Electrical Circuits I 3-3-4
Prerequisite: MAT 101 or appropriate placement scores
This course studies direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm’s Law, Kirchhoff’s Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 114 Electrical Circuits II 3-3-4
Prerequisite: 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
Prerequisite: EET 114
This course studies semiconductor theory & principles, diodes & diode circuits, transistors, transistor circuits & other components. Circuits are modeled, constructed & tested.

EET 145 Digital Circuits 3-3-4
Prerequisite: MAT 101 or appropriate placement scores
This course studies number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

EET 147 I.C. Circuits 1-3-2
Prerequisites: EET 131, EET 210
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
Prerequisite: EET 145
This course studies digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices and programmable logic devices. Circuits are modeled, constructed and tested.

EET 212 Industrial Robotics 2-3-3
Prerequisite: EET 275
Corequisites: EET 114 and EET 110
This course is the study of the systems design, modeling and simulation, signals and control systems, AI, sensor integration, vision systems, robot programming, and principles of mechatronics.

EET 218 Electrical Power Systems 3-3-4
Prerequisite: EET 214
This course is a study of power generation, transmission, transformers, distribution and motor controls.

EET 220 Analog Integrated Circuits 2-3-3
Prerequisite: EET 131
This course includes analysis, application and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed & tested.

EET 227 Electrical Machinery 2-3-3
Prerequisite: EET 114
This course studies AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

EET 231 Industrial Electronics 3-3-4
Prerequisite: EET 227
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

EET 235 Programmable Controllers 2-3-3
Prerequisite: 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
Prerequisite: EET 235
This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.

EET 243 Data Communications 2-3-3
Prerequisites: EET114 and EET 210
This course studies techniques for sending and receiving information. Topics include media characteristics, modulation/demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks and error detection and correction. Circuits are modeled, constructed and tested.

EET 253 Microprocessors 3-3-4
Prerequisite: EET 210
This is course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested.

EET 272 Electronics Senior Seminar 0-3-1
Prerequisite: Final semester
This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced.

EET 273 Electronics Senior Project 0-3-1
Prerequisite: Final semester
This course includes the construction and testing of a professor-approved project.

EET 275 Introduction to Robotics Manufacturing Technology 2-3-3
Corequisites: EET 113 and EET 145
This course introduces required skills for robotics manufacturing technicians. Instruction includes integrated content from electrical, mechanical, photonic, and geospatial systems. Students will experience industry simulations and practical application of content.
EGR 109 Engineering Project Management 2-3-3
Prerequisites: MAT 111, EET 231
This course is the study of integrated project management for the engineering technologist with emphasis on the methods and software used by engineers including task lists, Gantt charts, discussion of critical path, statistical resource management, scheduling, budgeting, and economic factors.

EGR 170 Engineering Materials 3-0-3
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

EGR 190Statics 3-0-3
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

EGR 260 Engineering Statics 3-0-3
Prerequisites: EGR 270, MAT 140 and PHY 221
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. (Transfer course)

EGR 270 Introduction to Engineering 2-3-3
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. (Transfer course)

EGR 275 Introduction to Engineering/Computer Graphics 2-3-3
This course is a study of basic graphical concepts needed for engineering applications. (Transfer course)

EGR 282 Introduction to Civil Engineering 1-3-2
This course covers the engineering process from problem formulation to creative design through practical solutions of civil engineering problems.

EGR 285 Engineering Surveying I 3-0-3
Corequisites: EGR 295, MAT 175
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 Surveying II 3-0-3
Prerequisites: EGR 285, EGR 295
Corequisite: EGR 296
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy. In addition, it covers geospatial representation that includes topographic mapping, advanced projection, state plane coordinator, astronomic control for mapping, Global Positioning Systems (GPS), Geographic Information Systems (GIS) and remote sensing.

EGR 295 Engineering Surveying Lab I 0-3-1
Corequisite: 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
Corequisite: 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.

In addition, it covers Global Positioning systems mapping controls, Geographic Information Systems applications and application of principles introduced in EGR 286.

EGT 101 Basic Technical Drawing 0-6-2
This course is a study of the basics of drafting, emphasizing geometric drafting principles, lettering and basic ANSI drafting conventions.

EGT 252 Advanced CAD 2-3-3
Prerequisite: EGT 151 or EGR 275
This course studies advanced concepts of CAD software and applications.

ELW 110 Electrical Computations 1-3-2
Corequisites: ELW 111, ELW 112, ELW 114, ELW 211, ELW 231
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 Introduction to Electrical Line Worker 2-3-3
Corequisites: ELW 110, ELW 112, ELW 114, ELW 211, ELW 231
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 Introduction to Electricity 2-3-3
Corequisites: ELW 110, ELW 111, ELW 114, ELW 211, ELW 231
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
Corequisites: ELW 110, ELW 111, ELW 112, ELW 211, ELW 231
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 Construction I 2-3-3
Corequisites: ELW 110, ELW 111, ELW 112, ELW 114, ELW 231
This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.

ELW 231 Electrical Power Systems 2-3-3
Corequisites: ELW 110, ELW 111, ELW 112, ELW 114, ELW 211
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 105 Emergency Medical Care I 2-6-4
Corequisite: AHS 106
This course is the first in a sequence of courses covering the initial knowledge and skills needed in providing pre-hospital emergency medical care to critically ill and injured patients.

EMS 106 Emergency Medical Care II 2-6-4
Prerequisite: AHS 106 and EMS 105
Corequisite: EMS 212
This course is the second in a sequence of courses covering the initial knowledge and skills needed in providing pre-hospital emergency medical care to critically ill and injured patients.

EMS 115 International Trauma Life Support 1-0-1
Prerequisite: EMS 109 and EMS 208
Corequisites: BIO 112, EMS 119, EMS 150, EMS 223
This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Currently accepted guidelines for international trauma care will be followed.

EMS 116 Advanced Cardiac Life Support 0-3-1
Prerequisites: EMS 115, EMS 119, 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 Advanced Life Support 1-0-1
Prerequisites: EMS 116, EMS 224, EMS 230, 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 Advanced Medical Life Support 1-0-1
Prerequisites: EMS 116, EMS 224, EMS 230, 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 Operations 2-0-2
Prerequisite: EMS 109 and EMS 208
Corequisites: BIO 112, EMS 115, EMS 150, EMS 223
This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, and theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

EMS 150 Introduction to Advanced Care 4-3-5
Prerequisites: EMS 109 and EMS 208
Corequisites: BIO 112, EMS 115, EMS 119, EMS 223
This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

EMS 223 Paramedic Clinical I 0-6-2
Prerequisites: EMS 109 and EMS 208
Corequisites: BIO 112, EMS 115, EMS 119, EMS 150
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, EMS 119, EMS 150, 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 Advanced Emergency Medical Care I 3-6-5
Prerequisites: EMS 115, EMS 119, EMS 150, EMS 223
Corequisites: EMS 116, EMS 224, EMS 230, 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 Field Experience I 0-9-3
Prerequisites: EMS 115, EMS 119, EMS 150, EMS 223
Corequisites: EMS 116, EMS 230, EMS 238
This course introduces the concept of emergency medical care in the E-911 ambulance setting.

EMS 240 Advanced Emergency Care II 3-6-5
Prerequisites: EMS 116, EMS 224, EMS 230, 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 II 0-6-2
Prerequisites: EMS 116, EMS 224, EMS 230, 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 Ambulance Field Experience II 0-6-2
Prerequisites: EMS 116, EMS 224, EMS 230, 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.
ENG 032 Developmental English 2-3-3
Prerequisite: Appropriate placement scores
Corequisite: COL 100
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. Additionally, the course integrates the study of vocabulary, comprehension, and reading improvement strategies to improve basic reading and writing skills.

ENG 100 Introduction to Composition 2-3-3
(Non-degree credit)
Prerequisite: ENG 032 with grade of “C” or better or appropriate placement scores
This course is the study of basic writing and different modes of composition and may include a review of usage. Additionally, the course integrates the study and application of critical reading and writing strategies to develop higher order thinking skills.

ENG 101 English Composition I 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
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
Prerequisite: ENG 101 with grade of “C” or better or appropriate placement scores
This course presents the following topics: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

ENG 155 Communications I 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course introduces the principles of expository writing and public speaking through practice and development of communication skills. Emphasis is on business and professional communication.

ENG 160 Technical Communications 3-0-3
Prerequisite: ENG 101 or ENG 155 with grade of “C” or better or appropriate placement scores
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.
FOR 102 Multiple Uses of Forest Lands  3-0-3
This course is a study of how forest land serves the multiple purposes of recreation, wildlife, watershed and range, as well as producing timber crops. It examines the relationship between the public and private sectors in achieving these different demands placed on the forest community.

FOR 105 Equipment Basics & Safety  3-0-3
This course is a study of the design, selection, operation, and maintenance of various types of equipment used in the timber industry including aspects of industrial safety, including basic first aid and CPR techniques. Chainsaw operation is included.

FOR 118 Forest Drafting  1-3-2
This course covers principles of technical drawing and technical lettering. It provides the drafting background needed for surveying and map drawing. Included in the course is an introduction to computer aided design (CAD) mapping.

FOR 121 Woodland Safety & First Aid  1-0-1
This course covers the general first aid practices and safety procedures that are required in outdoor work. Emphasis is placed on first aid techniques one might need until competent medical help arrives. Students will be offered American Red Cross certification in first aid, CPR, Blood Borne Pathogens, and automatic defibrillator.

FOR 130 Dendrology  2-3-3
This course is a study of the characteristics and uses of important trees, shrubs and lesser vegetation of the southern forest. It includes collecting, mounting and identifying approximately 130 species by leaf, twig, bark, and growth characteristics.

FOR 140 Timber Harvesting Operations  1-6-3
This course is a study of the analysis of logging situations and decision-making regarding timber harvesting. A study of the various equipment and tools used in forestry operations, techniques of operating and maintaining equipment, and costs involved in conducting harvesting operations. A review of timber trespass laws is included.

FOR 154 Mensuration  3-0-3
This course is a study of the techniques and instruments used in the measurement of standing trees or harvested trees. The use of log rules, volume tables, yield tables and elementary statistics are included.

FOR 156 Timber Cruising & Marking  3-3-4
Prerequisite: FOR 154
This course is a study of the three systems of estimating volumes & values of standing timber—strip, plot & prism. Stand analysis, dominant tree data and statistical data are also analyzed.

FOR 180 Timber Industry & Associated Government Standards
Prerequisite: FOR 105
This course is an introduction to forest products industry, site organization and government standards.

FOR 206 Forest Ecology  3-0-3
Corequisite: FOR 102
Study of the nature of forests and forest trees, how they grow, reproduce, and their relationships to the physical and biological environment.

FOR 220 SCWE in Forestry  0-32-8
Prerequisites: FOR 154, FOR 156 and FOR 130, or Instructor Permission
This course is a study of the problems of day to day natural resource operations. Employment in an approved forest or natural resource related industry or agency is required.

FOR 230 Forest Products  2-0-2
Prerequisite: FOR 130
This course is a study of the various forest industries, including the manufacturing process and material produced. Grading specifications, raw materials, by-products, labor and markets for specific products are included. A component of the course is a series on wood identification.

FOR 240 Mapping and Photo Interpretation
Prerequisite: CPT 101
This course is a study of the mechanics of mapping forest lands with emphasis on the use of aerial photographs. It includes calculation of land area by transit, dot grid and polar planimeter methods as well as taking measurement and identifying objects from aerial photographs. The course also covers use of Computer Aid Design (CAD) of maps, digitizing, Global Positioning Systems, and Geographic Information Systems.

FOR 257 Forest Ecology  2-0-2
Prerequisite: FOR 130
This course is the study of scientific foundations on which cultural practices are based. Includes the effects of environment up tree growth and distribution and the inter-relationship between and individual tree, the forest stand and the environment.

FOR 258 Forest Surveying & Engineering
Corequisite: MAT 168 or Instructor’s permission
Course covers use of surveying and engineering as adapted to forest management. The use of the hand compass, transit, and level in locating old boundary lines as well as procedures for recording and looking up deeds are included.

FOR 263 Forest Management  2-6-4
Prerequisites: FOR 154, FOR 156 and FOR 271
Corequisite: FOR 240
This course examines the tools and techniques used in constructing formal management plans for forests. Subdivision of the forest for management purposes, regulation, and regeneration are included.

FOR 265 Equipment & Timber Harvesting
Prerequisites: FOR 154 and FOR 156
Corequisites: FOR 269 or 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. Students will prepare a business plan for a timber harvesting company.
FOR 268 Forest Protection Practices 3-3-4
This course covers forest fires and the major insects and diseases which attack southern forests. Methods of prevention and control are explored. Specific topics include prescribed burning, pesticide use and safety, wildfire suppression, insect and disease identification and control measures.

FOR 269 Forest Statistics & Data Processing 2-3-3
Prerequisites: CPT 101, FOR 154 and FOR 156
This course covers measuring, recording, and summarizing various forestry field data and its presentation in technical form. Basic statistical and finance computations, interest, and discount computations are included.

FOR 271 Silviculture 3-3-4
Prerequisites: FOR 154 and FOR 156
This course covers the treatment of forest stands to achieve prescribed objectives. Specific topics include intermediate forest management practices, the four basic harvest methods and regeneration of trees.

FRE

FRE 101 Elementary French I 4-0-4
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

FRE 102 Elementary French II 4-0-4
Prerequisite: FRE 101 with grade of “C” or better
This course continues the development of basic language skills and includes a study of French culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

FRE 201 Intermediate French I 3-0-3
Prerequisite: FRE 102 with grade of “C” or better
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose. Students will address various cultural components through the study of literature, current and past events and various socio-cultural aspects of living in a diverse world and the challenges and opportunities therein. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

FRE 202 Intermediate French II 3-0-3
Prerequisite: FRE 201 with grade of “C” or better
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose. Students will address various cultural components through the study of literature, current and past events and various socio-cultural aspects of living in a diverse world and the challenges and opportunities therein. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

GEO

GEO 102 World Geography 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

GER

GER 101 Elementary German I 4-0-4
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.
GER 102  Elementary German II  4-0-4
**Prerequisite: GER 101 with grade of C or better**
This course continues the development of the four basic language skills and the study of German culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

GER 201 Intermediate German I  3-0-3
**Prerequisite: GER 102 with grade of C or better**
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

GER 202 Intermediate German II  3-0-3
**Prerequisite: GER 201 with grade of C or better**
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

HIM 103 Introduction to Health Information and Coding  3-0-3
This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems.

HIM 105 Medical Office Communication & Practices  3-0-3
**Prerequisite: HIM 103**
This course is the study of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.

HIM 130 Billing & Reimbursement  3-0-3
**Prerequisites: AHS 102, BIO 112**
This course provides introduction to medical insurance billing and reimbursement practices with emphasis on the primary players such as Medicare and Medicaid.

HIM 135 Medical Pathology  3-0-3
**Prerequisites: AHS 102, BIO 112**
This course studies disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical intervention and terminology.

HIM 138 Pharmacology for Medical Records Coding  2-0-2
**Prerequisite: AHS 102 or BIO 112**
This course is a study of therapeutic drug categories appropriate for medical insurance billing and reimbursement practices.

HIM 140 Current Procedural Terminology I  2-3-3
**Prerequisites: AHS 102, BIO 112 or HIM 103**
**Corequisite: 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 Terminology II  2-3-3
**Prerequisites: HIM 140 and HIM 216**
**Corequisite: 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 150 Coding Practicum  1-6-3
**Prerequisites: HIM 130, HIM 135, HIM 140, HIM 216**
**Corequisites: HIM 141, HIM 225**
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.

HIM 153 Electronic Health Records Clinical Experience  1-6-3
**Prerequisites: HIM 140 and HIM 216**
**Corequisites: HIM 141 and HIM 225**
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: AHS 102, BIO 112, HIM 103**
**Corequisite: HIM 140**
Course studies disease, procedural coding and classification systems.

HIM 225 Coding And Classification II  2-3-3
**Prerequisites: HIM 140 and HIM 216**
**Corequisite: HIM 141**
This course provides a study of advanced coding and classification systems.

HIM 266 Computers in Healthcare  3-0-3
**Prerequisite: HIM 103**
This course covers hardware and software components of computers for medical records applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

HIS 101 Western Civilization to 1689  3-0-3
**Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores**
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.
HIS 102  Western Civilization Post 1689  3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*

This course is a survey of western civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

HIS 201  American History: Discovery to 1877  3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

HIS 202  American History: 1877 to Present  3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

HIS 214  History Study Abroad  3-0-3  
*Prerequisites: ENG 101 or HIS 101, HIS 201, or HIS 202 with a C or better  
Corequisite: ENG 224*

This course provides a study abroad experience for students studying history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary history.

HOS 105  Survey of Food Management  3-0-3  

This course is a broad overview of operations in food, sanitation, kitchen equipment, first aid and safety, inventory, cost control, and ordering procedures.

HOS 140  The Hospitality Industry  3-0-3

This course surveys the hospitality industry and the principles of operations of both lodging and food service industries.

HOS 150  Hotel Management  3-0-3  
*Prerequisite: HOS 140*

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

HOS 157  Hospitality Service  3-0-3

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer’s perspective and the behavioral component of service.

HOS 160 Purchasing for Hospitality  3-0-3

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer’s perspective and the behavioral component of service.

HOS 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 and Tourism  3-0-3

This course covers the history, development, concepts, and principles of the travel and tourism industry.

HOS 165  Hotel, Restaurant & Travel Law  3-0-3  
*Prerequisite: HOS 140*

This course is a study of legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

HOS 252 Advanced Food/Beverage Service  1-6-3  
*Prerequisites: CUL 101, CUL 104, CUL 110 with grade of “C” or better*

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  
*Prerequisite: HOS 140*

This course studies operational food service management. Topics include food service operations, restaurant layout & design, marketing & sales promotion, food & beverage procedures, & public relations.

HOS 265  Hotel, Restaurant & Travel Law  3-0-3  
*Prerequisite: HOS 140*

This course is a study of legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

HOS 272 SCWE in Hospitality/Tourism  0-12-3  
*Management  
Prerequisites: HOS 140 and HOS 165 or HOS 265 or instructor permission*

This course integrates hospitality skills at an approved work site related to the hospitality industry.

HRT 104 Landscape Design & Implementation  2-3-3  
*Prerequisite: HRT 113*

This course studies landscape design, drafting and installation techniques.

HRT 110 Plant Form and Function  3-3-4

This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development and plant inheritance.

HRT 113  Plant Materials  2-3-3

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
HRT 121  Commercial Irrigation  3-0-3
This course examines the use of irrigation in the landscape industry, with emphasis on design, equipment suitability, water application procedures and construction. Design projects and job bidding are also included.

HRT 125  Soils  3-3-4
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included. This course gives an historical and global perspective of soil and its uses with emphasis on current horticulture applications. Concepts are presented primarily through golf course management use.

HRT 143  Insect & Pest Control  3-0-3
This course is the study of insects, diseases, and weeds commonly identified as pests in the landscape industry. Chemical control methods are examined with emphasis on pesticide chemicals, application devices, and safety.

HRT 150  Arboriculture I  2-3-3
Corequisites: FOR 102 and FOR 130
This course is a study of tree maintenance. Topics covered are tree physiology and anatomy, rope-work, tree climbing techniques, pruning, fertilization, planting and watering.

HRT 153  Landscape Construction  3-0-3
Prerequisite: HRT 113
This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, and brick landscape structures.

HRT 154  Grounds Maintenance  2-3-3
Prerequisite: HRT 113
This course covers cost estimation of a landscape design & its maintenance, preparation of contracts, & development & implementation of maintenance schedules.

HRT 205  Computers in Horticulture  2-3-3
This course explores the use of computers in horticultural operations. Various applications are demonstrated. Hands-on learning activities including data management, advertising and marketing, and design projects are utilized.

HRT 241  Turf Management  3-0-3
This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.

HRT 255  Urban Tree Care  2-3-3
Prerequisite: FOR 130
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 a basic tree anatomy and proper tree pruning and health management.

HUS 115  Geriatric Services and Activities  3-0-3
Prerequisite: HUS 101
This course provides an overview of services, community resources and recreation/therapeutic activities designed for diverse groups in the senior population.

HUS 150  Supervised Field Placement I  0-12-3
Prerequisite: HUS 101
This course includes work experience assignments by students in selected human services agencies.

HUS 202  Life Transitions  3-0-3
Prerequisite: HUS 101, ENG 100 or above or placement scores
This course is a study of the life transitions, the changing roles and the issues faced by the elderly and the effects on these individuals, and their family, friends and/or caregivers. Students will develop skills to provide helpful interventions in an entry level position.

HUS 205  Gerontology  3-0-3
Prerequisite: ENG 100 or above or placement scores
This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

HUS 208  Alcohol and Drug Abuse  3-0-3
Prerequisite: HUS 101, ENG 100 or above or placement scores
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

HUS 209  Case Management  3-0-3
Prerequisite: HUS 101, ENG 100 or above or placement scores
This course covers accepted methods & strategies for effectively assessing client needs, accessing necessary provider agencies, & monitoring & properly documenting service delivery & client welfare.

HUS 212  Survey of Disabilities and Disorders  3-0-3
Prerequisites: HUS 101, ENG 100 or above or placement scores
This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

HUS 214  Health, Wellness and Nutrition for Special Populations  3-0-3
Corequisite: HUS 101
This course discusses theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.

HUS 216  Behavior Change Techniques  3-0-3
Prerequisites: HUS 101, ENG 100 or above or placement scores
This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.
HUS 219  Psychopharmacology  3-0-3
_Corequisite: HUS 101_
This course examines the use and effects of various brain-altering substances (i.e., drugs) Psychological, pharmacological and behavioral effects of drugs are examined with a focus on the brain changes that occur with substance use and abuse. Focus will be on the elderly.

HUS 230  Interviewing Techniques  3-0-3
_Prerequisites: HUS 101 and ENG 100 or above or placement scores_
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later in their supervised field placements.

HUS 231  Counseling Techniques  3-0-3
_Prerequisite: HUS 101_
This course studies counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

HUS 235  Group Dynamics  3-0-3
_Prerequisite: ENG 100 or above or placement scores_
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.

HUS 237  Crisis Intervention  3-0-3
_Prerequisite: ENG 100 or above or placement scores_
This course is a study of the effects of crisis on people, the methods of intervention, and the use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

HUS 250  Supervised Field Placement I (SCWE)  0-16-4
_Prerequisites: HUS 101 and Approval_
This course includes work assignments in selected human services agencies and integration of skills related to the human services profession.

HUS 260  Human Services Special Topics  3-0-3
_Prerequisite: ENG 100 or above or placement scores_
This course is a study of special topics of interest to particular populations and locations.

IDS 201  Leadership Development  3-0-3
This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. It is designed to increase student understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting.

IMT 160  Preventive Maintenance  2-3-3
This course covers preventative maintenance techniques. Emphasis is on equipment used in association with timber harvesting operations.

IST 161  Introduction to Network Administration  2-3-3
_Prerequisite: IST 166_
This course is an introductory study of networking operating system administration. Techniques on installation and administration of a networking operating system will be included. This course will be conducted using Novell software. Tasks include configuration of routers and switches as well as connecting devices to a LAN.

IST 162  Introduction to Workstation Networking Administration  2-3-3
_Prerequisite: IST 166_
This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

IST 164  Implementing Windows Network Infrastructure Services  2-3-3
_Prerequisite: IST 161_
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

IST 165  Implementing & Administering Windows Directory Services  2-3-3
_Prerequisite: IST 162_
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

IST 166  Network Fundamentals  2-3-3
_Prerequisite: CPT 209_
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams. This course will be focused on material to prepare the student to take the CompTIA Network+ certification Exam.

IST 201  CISCO Internet Working Concepts  2-3-3
This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards.
IST 202  CISCO Router Configuration  2-3-3  
**Prerequisite: 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  Advanced CISCO Router Configuration  2-3-3  
**Prerequisite: IST 202**  
This course is a study of configuring CISCO routers.

IST 204  CISCO Troubleshooting  2-3-3  
**Prerequisite: IST 203**  
This course is a study of troubleshooting network problems.

IST 205  CISCO Advanced Routing  2-3-3  
**Prerequisite: IST 204**  
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable internetworks.

IST 206  CISCO Remote Access  2-3-3  
**Prerequisite: IST 205**  
This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site, and maximize bandwidth utilization over the remote links.

IST 207  CISCO Multilayer Switch  2-3-3  
**Prerequisite: IST 206**  
This course is the detailed study on how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies.

IST 209  Fundamentals of Wireless LANs  2-3-3  
**Prerequisite: IST 165**  
This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills.

IST 226  Internet Programming  2-3-3  
**Prerequisites: CPT 168 and CPT 170**  
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 and Wireless Appliances  2-3-3  
**Prerequisite: IST 226**  
This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

IST 242  Network Architecture II  2-3-3  
**Prerequisite: IST 161**  
This course is a study of the internal operations of the packet switching network and their implementation, as well as the numerous international standards applicable to such systems. Several models of packet switching networks and current interfaces are covered.

IST 261  Advanced Network Administration  2-3-3  
**Prerequisite: IST 165**  
This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.

IST 271  Object Oriented Technologies  2-3-3  
**Prerequisite: CPT 186**  
This course emphasizes the application of the object model to design well-structured complex systems. A variety of object-based tools and object-oriented programming languages will be used to implement small scale projects.

IST 290  Special Topics in Information Sciences  2-3-3  
**Prerequisites: IST 242 and IST 291**  
This course covers special topics in information sciences technologies.

IST 291  Fundamentals of Network Security I  2-3-3  
**Prerequisite: IST 161**  
This course is the study of introduction levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

IST 292  Fundamentals of Network Security II  2-3-3  
**Prerequisite: 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.

LEG

LEG 120  Torts  3-0-3  
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.

LEG 121  Business Law I  3-0-3  
This course is a study of the basics of commercial law, emphasizing the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

LEG 132  Legal Bibliography (LS)  3-0-3  
**Prerequisite: ENG 101**  
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.
LEG 135  Introduction to Law & Ethics  3-0-3
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

LEG 201  Civil Litigation I  3-0-3
This course studies principles of litigation & the rules of procedure for each court in the South Carolina system, including pleading, practice & discovery procedures.

LEG 202  Civil Litigation II (LS)  3-0-3
Prerequisite: LEG 201
This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

LEG 212  Workers' Compensation  3-0-3
This course is a study of the history of workers' compensation, case laws, statutes, regulations and procedures in handling claims.

LEG 213  Family Law (LS)  3-0-3
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.

LEG 214  Property Law  3-0-3
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

LEG 230  Legal Writing (LS)  3-0-3
Prerequisites: LEG 132 and ENG 101
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

LEG 231  Criminal Law  3-0-3
This course includes a study of the definition and classification of criminal offenses, criminal responsibility and legal procedures in a criminal prosecution.

LEG 233  Wills, Trusts, and Probate (LS)  3-0-3
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

LEG 242  Law Practice Workshop (LS)  1-6-3
Prerequisite: Course taken in final semester with instructor permission.
This course includes the application of substantive knowledge in a practical situation as a paralegal.

LEG 245  Real Estate Law I (LS)  3-0-3
This course includes the examination of residential real estate closing procedures and the preparation of a closing package by utilizing both print and electronic forms.

LEG 252  Business Applications in the Law Office (LS)  3-0-3
Prerequisite: CPT 101 or assigned instructor approval
This course introduces computer applications in various business transaction settings using general and legal software programs.

MAT 032  Developmental Mathematics  3-0-3
Prerequisite: Appropriate placement scores
This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

MAT 101  Beginning Algebra  3-0-3
Prerequisite: MAT 032 or MAT 155 with grade of “C” or better or appropriate placement scores
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
Prerequisite: MAT 101 with grade of “C” or better or appropriate placement scores
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
Prerequisite: MAT 102 with grade of “C” or better or appropriate placement scores
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MAT 111  College Trigonometry  3-0-3
Prerequisite: MAT 110 with grade of “C” or better or appropriate placement scores
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. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MAT 120  Probability and Statistics  3-0-3
Prerequisite: MAT 101 with grade of “C” or better or appropriate placement scores
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.
MAT 122 Finite College Mathematics 3-0-3
Prerequisite: MAT 101 with grade of "C" or better or appropriate placement scores
This course is a university parallel transfer course that covers: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the Simplex method and applications; graphs; and networks. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MAT 130 Elementary Calculus 3-0-3
Prerequisite: MAT 110 or MAT 176 with grade of "C" or better or appropriate placement scores
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MAT 140 Analytical Geometry and Calculus I 4-0-4
Prerequisite: MAT 111 with grade of "C" or better or appropriate placement scores
This course includes the following topics: derivatives & integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MAT 141 Analytical Geometry and Calculus II 4-0-4
Prerequisite: MAT 140 with grade of "C" or better or appropriate placement scores
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MAT 155 Contemporary Mathematics 3-0-3
Prerequisite: MAT 032 with grade of "C" or better or appropriate placement scores
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

MAT 168 Geometry and Trigonometry 3-0-3
Prerequisite: MAT 101 with grade of "C" or better or appropriate placement scores
This course includes the following topics: points, lines, angles, and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.

MAT 170 Algebra, Geometry, and Trigonometry I 3-0-3
Prerequisite: MAT 032 or MAT 155 with grade of "C" or better or appropriate placement scores
This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

MAT 175 Algebra and Trigonometry I 3-0-3
Prerequisite: MAT 101 with grade of "C" or better or appropriate placement scores
This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.

MAT 176 Algebra and Trigonometry II 3-0-3
Prerequisite: MAT 175 with grade of "C" or better or appropriate placement scores
This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics.

MAT 240 Analytical Geometry and Calculus III 4-0-4
Prerequisite: MAT 141 with grade of "C" or better
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.

MAT 242 Differential Equations 4-0-4
Prerequisite: MAT 141 with grade of "C" or better
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 I 3-0-3
Prerequisite: MAT 102 with grade of "C" or better or appropriate placement scores
This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students will transfer to CCU for certain Education majors.

MAT 251 Elementary Mathematics II 3-0-3
Prerequisite: MAT 250 with grade of "C" or better or appropriate placement scores
This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students will transfer to CCU for certain Education majors.
**MGT**

**MGT 101 Principles of Management** 3-0-3
This course is a study of the management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 120 Small Business Management** 3-0-3
This course is a study of small business management and organization, forms of ownership and the process of starting a new business.

**MGT 150 Fundamentals of Supervision** 3-0-3
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

**MGT 201 Human Resources Management** 3-0-3
*Prerequisite: MGT 101*
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

**MGT 240 Management Decision Making** 3-0-3
*Prerequisite: MGT 101*
This course is a study of various structured approaches to managerial decision making.

**MKT**

**MKT 101 Marketing** 3-0-3
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

**MKT 110 Retailing** 3-0-3
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

**MKT 120 Sales Principles** 3-0-3
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

**MKT 135 Customer Service Techniques** 3-0-3
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

**MKT 240 Advertising** 3-0-3
*Prerequisite: MKT 101*
This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

**MKT 250 Consumer Behavior** 3-0-3
*Prerequisite: MKT 101*
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

**MTH**

**MTH 113 Essentials of Anatomy and Physiology for Massage Therapy**
Corequisites: MT 120, MTH 121, MTH 122
This course focuses on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis is given to the skeletal, muscular, cardiovascular and nervous systems.

**MTH 120 Introduction to Massage** 4-0-4
*Corequisites: MTH 113, MTH 121, MTH 122*
A comprehensive introduction to therapeutic massage including history, theories, benefits, contra indications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.

**MTH 121 Principles of Massage I** 3-3-4
*Corequisite: MTH 113, MTH 120, MTH 121*
This course is an in-depth study of Swedish massage techniques and applications to complete a body massage.

**MTH 122 Principles of Massage II** 3-3-4
*Corequisites: MTH 113, MTH 120, MTH 121*
This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments and other structures.

**MTH 126 Pathology for Massage Therapy** 2-0-2
*Prerequisites: MTH 113, MTH 120, MTH 121*
This course covers basic pathology for the massage therapy student and includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

**MTH 128 Clinical Applications of Massage** 2-6-4
*Prerequisites: MTH 113, MTH 120, MTH 121*
Students will perform massage therapy in a clinical massage setting, closely supervised and evaluated by instructors in all aspects of massage.

**MTH 135 Massage Practicum** 0-6-2
*Prerequisites: MTH 113, MTH 120, MTH 121*
Corequisites: MTH 126, MTH 128, MTH 136, MTH 141
This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students will observe facility and business operations under supervision of licensed massage therapists or licensed medical staff.

**MTH 136 Kinesiology for Massage Therapy** 1-3-2
*Prerequisites: MTH 113, MTH 120, MTH 121*
This course is a study of body movement and the body’s muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effect of massage therapy on the way the body reacts during various activities.
MTH 141 Pharmacology for Massage Therapy
Prerequisites: MTH 113, MTH 120, MTH 121
This course studies the effects of medications commonly reported on health intake forms by massage clients. Topics include common over-the-counter pain relievers, NSAIDS and medications for cardiovascular disease and diabetes. Emphasis is placed on possible contra-indications for massage therapy.

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
Prerequisite: MAT 170
This course is a study of shop math relevant to the machine tool trade.

MTT 111 Machine Tool Theory and Practice I 2-9-5
Corequisite: EGT 101
This course is an introduction to the basic operation of machine shop equipment.

MTT 112 Machine Tool Theory and Practice II 2-9-5
Prerequisites: MTT 101 and MTT 111
This course is a combination of the basic theory and operation of machine shop equipment.

MTT 113 Machine Tool Theory and Practice II 2-9-5
Prerequisites: MTT 101 and MTT 112
This course is a combination of the basic theory and operation of machine shop equipment.

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 141 Metals & Heat Treatment 3-0-3
Prerequisite: MTT 101
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

MTT 171 Industrial Quality Control 1-3-2
Prerequisite: MTT 112
This course covers the methods and procedures of quality control.

MTT 241 Jigs and Fixtures I 1-3-2
Prerequisite: MTT 111
This course includes the theory necessary to design working prints of simple jigs and fixtures

MTT 249 Introduction to CAM 2-3-3
Prerequisites: CPT 101, MTT 112
This course covers the basic commands necessary to create a simple part program for CNC machines using graphics programming software.

MTT 250 Principles of CNC 2-3-3
Prerequisite: MTT 112
This course is an introduction to the coding used in CNC programming.

MTT 253 CNC Programming & Operations 1-6-3
Prerequisite: MTT 250
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 2-3-3
Prerequisite: MTT 249
This course is a study of CNC programming, including machine language and computer assisted programming.

MTT 255 CNC Programming II 2-3-3
Prerequisite: MTT 254
This course includes CNC programming with simulated production conditions.

MTT 259 EDM Programming Operations 3-6-5
Prerequisite: MTT 253
This course covers basic programming and operations of the electrical discharge machine.

MTT 270 Operation/Programming of Coordinate Measuring Machines 2-3-3
Prerequisite: MTT 253
This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

MUS 105 Music Appreciation 3-0-3
Prerequisite: ENG 100 with Grade of “C” or better or appropriate placement scores
This course will focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods and appropriate listening experiences. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

MUS 111 Marching Band 0-3-1
Prerequisite: Prior experience on a brass, woodwind, or percussion instrument, or in dance or color guard. Band camp in early August is required of all members for placement auditions, fundamentals training and show preparations.
This course includes the study and performance of selected band music. Coastal Carolina University Spirit of the Chanticleer Marching Band is open to students, regardless of major. Regional and other performances may require travel.

MUS 112 Symphonic Band 0-3-1
Prerequisite: Prior experience on a brass, woodwind, or percussion instrument.
This course includes the study and performance of selected band music. Coastal Carolina Symphonic Band is open to students, regardless of major, with interest in concert band ensemble. Regional and other performances may require travel.
NMT

NMT 101 Introduction to Nuclear Medicine 2-0-2
Prerequisite: Acceptance into Nuclear Medicine Technology Program
This course is a study of the overall basics of nuclear medicine technology.

NMT 102 Nuclear Medicine Procedures I 2-0-2
Prerequisite: Acceptance into Nuclear Medicine Technology Program
This course is a study of didactic concepts for the practice of clinical nuclear medicine.

NMT 103 Nuclear Medicine Physics 2-0-2
Prerequisite: Acceptance into Nuclear Medicine Technology Program
This course is a study of the basic math and statistical skills necessary to perform nuclear physics problems.

NMT 104 Nuclear Medicine Procedures II 2-0-2
Prerequisite: NMT 102
This course is a study of background knowledge for application of nuclear medicine procedures.

NMT 105 Quality Assurance Methodologies 2-0-2
Prerequisite: NMT 150
This course covers the information necessary to plan and implement procedures that will satisfy quality assurance standards.

NMT 106 Nuclear Medicine Procedures III 2-0-2
Prerequisite: NMT 104
This course covers theory and principles of non-imaging procedures.

NMT 107 Nuclear Medicine Instrumentation 3-0-3
Prerequisite: NMT 102
This course covers theory and application of radiation detection instruments.

NMT 109 Special Topics in Nuclear Medicine 2-0-2
Prerequisite: NMT 104
This course covers a variety of topics in nuclear medicine.

NMT 150 Applied Nuclear Medicine I 0-24-8
Prerequisite: Acceptance into Nuclear Medicine Technology Program
This course covers the application of nuclear medicine.

NMT 151 Applied Nuclear Medicine II 0-24-8
Prerequisite: NMT 150
This course covers difficult and challenging clinical application of nuclear medicine theory.

NMT 152 Applied Nuclear Medicine III 0-18-6
Prerequisite: NMT 151
This course covers challenging and difficult applications of nuclear medicine.

NRM

NRM 130 Outdoor Recreation Management 2-3-2
This course examines the management of natural resources for outdoor recreation purposes.

NRM 151 Vertebrate Natural History 3-0-3
This course includes the taxonomic classification, identification, geographic range, and biology of fishes, amphibians, reptiles, birds and mammals native to South Carolina and the Southeast.

NRM 201 Soil Fertility and Plant Production 2-3-3
This course is a study of agronomic principles of soil management and plant production, including use and application of chemical fertilizers.

NRM 230 Wildlife Management I 3-0-3
This course is a basic study and application of management practices beneficial to wildlife. Includes: Methods for increasing food production, developing water sources, providing cover requirements and improving wetlands. Addresses forest lands as habitat for wildlife, with emphasis on Southern woodland management.

NRM 231 Habitat Assessment and Applications 3-0-3
Prerequisite: NRM 230 or Instructor Permission
Corequisite: FOR 102 or Instructor Permission
This course examines methods of assessment of existing habitats for enhancement and various practical applications to accomplish that goal, including fertilization, vegetation control, tillage, herbicides and others.

NRM 235 Techniques of Wildlife Management 2-3-3
Prerequisite: NRM 230 or Instructor Permission
This course includes a survey of applied techniques of wildlife management. The course includes “hands on” instruction in the outdoors.

NRM 250 Wetlands Ecology 2-3-3
Prerequisite: FOR 130 or Instructor Permission
This course covers the identification, taxonomy, and life histories of freshwater fish, associated plant species and their environment. Management implications for various species of fish with commercial, sport, or ecological value are included.

NUR

NUR 101 Fundamentals of Nursing 4-6-6
Prerequisite: Acceptance into the ADN curriculum
Corequisites: BIO 210, ENG 101, MAT 110 or MAT 120, NUR 161
This course facilitates the development of beginning technical competency in application of the nursing process to assist in meeting the needs of selected clients of varying ages.
NUR 120 Basic Nursing Concepts 4-9-7
Prerequisites: NUR 101, NUR 161, MAT 110 or MAT 120, BIO 210, and ENG 101
Corequisites: BIO 211, ENG 102, and PSY 201
This course introduces the application of the nursing process in the care of persons throughout the lifespan who are experiencing selected common health problems.

NUR 150 Chronic Health Problems 4-6-6
Prerequisites: NUR 120 and NUR 161
Corequisites: BIO 225, NUR 162 and PSY 201
This course is a study of the treatments used for chronic health problems in adult patients.

NUR 161 Basic Concepts in Pharmacology 2-0-2
Prerequisite: Acceptance into the ADN curriculum
Corequisite: NUR 101
This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients.

NUR 162 Psychiatric and Mental Health Nursing 2-3-3
Prerequisites: NUR 120, BIO 211, ENG 102
Corequisites: NUR 150, BIO 225 and 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 Nursing Transition 2-3-3
Prerequisite: Advanced placement as a Licensed Practical Nurse (LPN)
Corequisites: NUR 162 and NUR 150
This course facilitates transition of the practical nurse graduate to the role of the associate degree nursing student.

NUR 217 Trends and Issues in Nursing 1-3-2
Prerequisites: NUR 161 and NUR 220
Corequisites: NUR 221 and SPC 205
This course is an exploration of the health care trends and issues.

NUR 220 Family Centered Nursing 4-9-7
Prerequisites: BIO 225, NUR 150 and NUR 162
Corequisite: NUR 161
This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health care continuum.

NUR 221 Advanced Nursing Concepts 3-6-5
Prerequisites: NUR 161 and NUR 220
Corequisites: NUR 217 and SPC 205
This course expands application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems.

PHI 101 Introduction to Philosophy 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course includes a topical survey of the three main branches of philosophy — epistemology, metaphysics and ethics — and the contemporary questions related to these fields. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PHI 103 Workplace Ethics 3-0-3
This course is a study of specific ethical issues that arise in a workplace setting. The course includes the utilization of problem scenarios, case studies, and codes of ethics used in industry and the professions.

PHI 110 Ethics 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PHI 201 History of Philosophy 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course is a survey of the history of philosophical thinking. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PHM 101 Introduction to Pharmacy 3-0-3
Corequisites: PHM 112 and PHM 152
This course provides a study of and introduction to pharmacy and the role in providing patient care services.

PHM 110 Pharmacy Practice 3-3-4
Prerequisites: PHM 101, PHM 112 and PHM 152
Corequisites: PHM 113, PHM 114 and PHM 164
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

PHM 112 Pharmacy Math 1-3-2
Prerequisites: MAT 101
This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

PHM 113 Pharmacy Technician Math 2-3-3
Prerequisite: PHM 112
Corequisites: PHM 110, PHM 114, PHM 164
This course includes a review of basic mathematics and focuses on its application to common pharmaceutical calculations.

PHM 114 Therapeutic Agents I 2-3-3
Prerequisites: PHM 101, and PHM 152
Corequisites: PHM 110, PHM 113 and PHM 164
This course provides an introductory study of therapeutic drug categories.

PHM 118 Community Pharmacy Practicum I 1-0-1
Seminar
Prerequisites: PHM 110, PHM 114 and PHM 164
Corequisites: PHM 124 and PHM 173
This course is a study of the pharmacy issues related to the community pharmacy practice.

PHM 124 Therapeutic Agents II 3-0-3
Prerequisites: PHM 114
Corequisites: PHM 118 and PHM 173
This course includes a study of therapeutic drug categories.

PHM 152 Pharmacy Technician Practicum I 0-6-2
Corequisites: PHM101 and PHM 112
This course provides a practical introduction to the pharmacy environment.
PHM 164 Pharmacy Technician Practicum II
Prerequisites: PHM 101 and PHM 152
Corequisites: PHM 110, PHM 113 and PHM 114
This course provides practical application of pharmacy skills in pharmacy environments.

PHM 173 Pharmacy Technician Practicum III
Prerequisites: PHM 110 and PHM 164
Corequisites: PHM 118 and PHM 124
This course includes practical experience in a working pharmacy environment.

PHY

PHY 118 Medical Imaging Sciences 3-0-3
Prerequisites: MAT 101 or higher
This course is the study of the fundamental physics associated with the field of medical imaging sciences. The areas include concepts of radiation production as it relates to x-rays, and nuclear medicine studies and acoustical properties related to sonographic exams.

PHY 201 Physics I 3-3-4
Prerequisites: MAT 110, MAT 111, MAT 175 or MAT 176 and appropriate placement scores
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PHY 202 Physics II 3-3-4
Prerequisites: PHY 201 and appropriate placement scores
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PHY 221 University Physics I 3-3-4
Prerequisite: 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
Prerequisite: PHY 221
This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PNR

PNR 110 Fundamentals of Nursing 3-6-5
Prerequisite: Acceptance into the PN program
Corequisites: AHS 126, BIO 210 and MAT 155
This course introduces basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

PNR 112 Nutrition 2-0-2
Prerequisites: PNR 110, PNR 120, BIO 210, MAT 155 and AHS 126
Corequisites: BIO 211, PNR 120, PNR 130, PNR 154
This course is a study of the nutritional needs of the individual throughout the life cycle. The basic elements of nutrition, the function of the nutrients in the body and selected therapeutic diets are presented in the course.

PNR 120 Medical/Surgical Nursing I 3-6-5
Prerequisite: PNR 110
Corequisites: BIO 210, MAT 155 and AHS 126
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 130 Medical/Surgical Nursing II 3-6-5
Prerequisites: PNR 110, PNR 120, BIO 210, MAT 155 and AHS 126
Corequisites: BIO 211 and PNR 112
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 140 Medical/Surgical Nursing III 3-6-5
Prerequisites: PNR 110, PNR 112, PNR 120, PNR 130, PNR 154 and BIO 211
Corequisites: PNR 183, ENG 101 and 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 110, PNR 120, PNR 130, BIO 210, MAT 155, AHS 126 with grade of “C” or better
Corequisites: PNR 112 and BIO 211 with grade of “C” or better
This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring diseases.

PNR 183 Special Topics in Practical Nursing 3-0-3
Prerequisites: PNR 110, PNR 112, PNR 120, PNR 130, PNR 154, and BIO 211 with grade of “C” or better
Corequisites: ENG 101 and PSY 201, PNR 140 and PNR 154
This course covers special topics in practical nursing.

PSC

PSC 201 American Government 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PSC 215 State & Local Government 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.
PSY

PSY 103 Human Relations 3-0-3
This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied in everyday life.

PSY 201 General Psychology 3-0-3
Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PSY 203 Human Growth & Development 3-0-3
Prerequisite: PSY 201
This course is a study of the physical, cognitive and social factors affecting human growth, development and potential. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PSY 212 Abnormal Psychology 3-0-3
Prerequisite: PSY 201
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PTH

PTH 101 Physical Therapy Professional 1-3-2
Preparation
Prerequisite: Acceptance to PTA 3 Program
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation. Principles and techniques of physical therapy for patient care are introduced.

PTH 202 Physical Therapy Modalities 3-3-4
Prerequisites: PTH 101, PTH 205, PTH 221 with grade of “C” or better; BIO 211, CPT 101, ENG 102, SPC 205
This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities, and the use of ultrasound, diathermy, electrotherapeutic devices, laser, traction and manual techniques.

PTH 205 Physical Therapy Functional Anatomy 3-3-4
Prerequisite: Enrollment limited to students with major code of PTA 3
This course introduces the basic concepts and principles of muscles, joints, and motion, including traditional testing procedures. Physical Therapy functional anatomy involves the principles of physics, anatomy and physiology as applied to the human body for the study of normal and abnormal movements.

PTH 221 Pathology I 2-0-2
Prerequisite: Enrollment limited to students with major code of PTA 3
This course is an introduction to basic pathophysiology of the body, with the emphasis on the body’s reaction to disease and injury.

PTH 222 Pathology II 2-0-2
Prerequisites: PTH 101, PTH 205 and PTH 221 with grade of “C” or better
This course is a continuation of basic pathophysiology of the body, with the emphasis on the body’s reaction to disease and injury. It describes etiology, signs and symptoms, common diagnostic procedures, and treatment, prognosis and prevention strategies.

PTH 228 Manual Therapy Techniques 1-3-2
Prerequisites: PTH 202, PTH 222, PTH 234, PTH 240
This course introduces principles and basic techniques of manual therapy and wound care.

PTH 234 Clinical Education I 0-9-3
Prerequisites: BIO 211, CPT 101, ENG 102, PTH 101, PTH 205, PTH 221, SPC 205 with grade of “C” or better
This course provides basic clinical experiences for the physical therapy assistant student within a physical therapy setting.

PTH 235 Interpersonal Dynamics 2-0-2
Prerequisites: PTH 228, PTH 242 and PTH 253 with grade of “C” or better
This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of the respectful interaction throughout the life cycle.

PTH 240 Therapeutic Exercises/ Applications 3-6-5
Prerequisites: BIO 211, CPT 101, ENG 102, PTH 101, PTH 205, PTH 221, SPC 205 with grade of “C” or better
This course provides the practical application of therapeutic exercise as a treatment intervention for a variety of pathologies and body segments.

PTH 242 Orthopedic Management 3-3-4
Prerequisites: PTH 202, PTH 222, PTH 234 and PTH 240 with grade of “C” or better
This course provides the practical application of basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 244 Rehabilitation 3-3-4
Prerequisites: PHT 228, PTH 242 and PTH 253 with grade of “C” or better
This course introduces neurological principles, pathology, and specialized rehabilitation techniques for pediatric and adult care.

PTH 253 Clinical Practice II 0-9-3
Prerequisites: PTH 202, PTH 222, PTH 234 and PTH 240 with grade of “C” or better
Corequisites: PTH 228 and PTH 242 with grade of “C” or better to proceed to clinical
This course involves the student’s participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.

PTH 275 Advanced Professional Preparation 1-0-1
Prerequisites: PTH 228, PTH 242 and PTH 253 with grade of “C” or better
This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making and preparation for the PTA National Board Examination.
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

### RAD

**RAD 101** Introduction to Radiography  1-3-2  
**Prerequisite:** Acceptance to Radiologic Technology Program  
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.

**RAD 102** Radiology Patient Care Practice  2-0-2  
**Prerequisite:** Acceptance to Radiologic Technology Program  
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

**RAD 103** Introduction to Computed Tomography  2-0-2  
**Prerequisite:** Acceptance to Radiologic Technology Program  
This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contract reactions and treatment, pediatrics, conscious sedation and radiation protection.

**RAD 110** Radiographic Imaging I  2-3-3  
**Prerequisite:** 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  
**Prerequisite:** RAD 110  
This course is a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

**RAD 130** Radiographic Procedures I  2-3-3  
**Prerequisite:** Acceptance into Radiologic Technology Program  
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

**RAD 136** Radiographic Procedures II  2-3-3  
**Prerequisite:** RAD 130  
This course is a study of radiographic procedures for visualization of the structures of the body. Also study of the vertebral column and bony thorax.

**RAD 153** Applied Radiography I  0-9-3  
**Prerequisite:** Acceptance to Radiologic Technology Program  
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 165** Applied Radiography II  0-15-5  
**Prerequisite:** RAD 153  
The course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**RAD 175** Applied Radiography III  0-15-5  
**Prerequisite:** 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  
**Prerequisite:** Acceptance to Radiologic Technology Program  
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum.

**RAD 205** Radiographic Pathology  2-0-2  
**Prerequisite:** RAD 136  
This course is a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**RAD 210** Radiographic Imaging III  3-0-3  
**Prerequisite:** RAD 115  
This course provides a detailed study of advanced methods and concepts of imaging. Included is the study of radiology and the law, radiology management and venipuncture.

**RAD 220** Selected Imaging Topics  3-0-3  
**Prerequisites:** RAD 201, 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  
**Prerequisite:** RAD 136  
This course is a study of special radiographic procedures.

**RAD 256** Advanced Radiography I  0-18-6  
**Prerequisite:** 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  
**Prerequisite:** 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  
**Prerequisite:** RAD 268  
This course includes routine and advanced radiographic procedures in the clinical environment.

### RDT

**RDT 101** Radiography Orientation  3-0-3  
**Prerequisite:** Acceptance into Limited General Radiologic Technology  
This course provides an introduction to general radiography with emphasis on ethics, medical issues, legal issues and radiation protection practices.

**RDT 102** Patient Care Practices  1-0-1  
**Prerequisite:** Acceptance into Limited General Radiologic Technology  
This course provides the techniques of proper patient care such as communication, patient assessment, body mechanics, infection control and other medical office responsibilities.
RDT 103 Radiographic Exposure I 1-3-2  
*Prerequisite: Acceptance into Limited General Radiologic Technology*
This course includes the principles of equipment operation and maintenance with x-ray production and imaging technique.

RDT 104 General Positioning I 2-3-3  
*Prerequisite: Acceptance into Limited General Radiologic Technology*
This course provides the anatomy, pathology and positioning methods for routine chest, abdomen and extremity radiography.

RDT 105 Radiographic Exposure II 2-0-2  
*Prerequisite: RDT 103*
This course is a continuation of equipment operation and maintenance with emphasis on imaging technique.

RDT 106 General Positioning II 2-3-3  
*Prerequisites: RDT 104 and RDT 151*
This course provides the anatomy, pathology and routine positioning for extremities and spines.

RDT 108 Radiographic Exposure III 2-0-2  
*Prerequisite: RDT 105*
This course covers the principles of radiographic imaging necessary for the general radiographer.

RDT 109 General Positioning III 1-3-2  
*Prerequisite: RDT 106*
This course provides the necessary positioning methods for the general radiographer.

RDT 110 Selected Topics 3-0-3  
*Prerequisite: RDT 106*
This course covers specific areas of office procedures and the necessary topics to prepare for certification. Specialized areas of study such as podiatry and specialized orthopedic views are included. Preparation for the registry is also covered.

RDT 150 Clinical Practicum I 0-15-5  
*Prerequisite: Acceptance into Limited General Radiologic Technology*
This course includes the use of radiographic equipment and performance of routine radiographic procedures within the clinical office or hospital environment.

RDT 151 Clinical Practicum II 0-18-6  
*Prerequisite: RDT 150*
This course is a continuation of the use of radiographic equipment and performance of routine radiographic procedures.

RDT 152 Clinical Practicum III 0-15-5  
*Prerequisite: RDT 151*
This course is a continuation of the use of radiographic equipment and performance of routine radiographic procedures.

REL 103 Comparative Religion 3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*
This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**SOC**

SOC 101 Introduction to Sociology 3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

SOC 102 Marriage and the Family 3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*
This course introduces the institution of marriage and the family from the sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

SOC 205 Social Problems 3-0-3  
*Prerequisite: SOC 101*
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

SOC 220 Sociology of the Family 3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*
This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

**SPA**

SPA 101 Elementary Spanish I 4-0-4  
*Prerequisite: ENG 100 with grade of “C” or better or appropriate placement scores*
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

SPA 102 Elementary Spanish II 4-0-4  
*Prerequisite: SPA 101 with grade of “C” or better*
This course continues development of the basic language skills and the study of the Spanish culture. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

SPA 107 Hispanic Culture and Communication 3-0-3  
*Prerequisite: ENG 100 with grade of “C” or better*
This course is a study of Hispanic culture, including intercultural communication.
**SPA 201 Intermediate Spanish I** 3-0-3  
**Prerequisite:** SPA 102 with grade of “C” or better  
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students will address various cultural components through the study of literature, current and past events and various socio-cultural aspects of living in a diverse world and the challenges and opportunities therein. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**SPA 202 Intermediate Spanish II** 3-0-3  
**Prerequisite:** SPA 201 with grade of “C” or better  
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. Students will address various cultural components through the study of literature, current and past events and various socio-cultural aspects of living in a diverse world and the challenges and opportunities therein. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**SPC**

**SPC 101 Oral Communications** 2-0-2  
This course is an overview of the basics of oral communication, including listening skills, speech preparation and delivery.

**SPC 205 Public Speaking** 3-0-3  
**Prerequisite:** ENG 100 with grade of “C” or better or appropriate placement scores  
This course is an introduction to principles of public speaking with application of speaking skills. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

**SPC 209 Interpersonal Communication** 3-0-3  
**Prerequisite:** ENG 100 with grade of “C” or better or appropriate placement scores  
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

**SPT**

**SPT 101 Sports Tourism** 3-0-3  
This course introduces the development and organizational structure in the sports tourism industry. Emphasis is placed on the various aspects of game operations and sports tourism and inter-relationships between tourist, resident, business, and government.

**SPT 102 Customer Service in Sports Tourism** 3-0-3  
This course focuses on the fundamentals of effective, interpersonal communication, awareness of the diverse needs of sports tourism audiences.

**SPT 103 Sports Event Planning and Marketing** 3-0-3  
**Prerequisites:** SPT 101 and SPT 102  
This course emphasizes strategic planning and marketing of sport tourism destinations, with focus on planning, development and positioning. Topics include consideration of community relations, environmental considerations, resource requirements, social and cultural considerations. Emphasis will be placed on planning and implementation.

**SPT 104 Accounting for Sports Tourism** 3-0-3  
**Prerequisites:** SPT 103, SPT 105 and CWE  
This course provides students an introductory review of the financial processes of sports tourism, including understanding of profit and non-profit, basic financial processes, understanding the financial impact of sports tourism on the economy, the community and the environment.

**SPT 105 Sports Tourism Facilities and Operations** 3-0-3  
**Prerequisites:** SPT 101 and SPT 102  
This course provides an overview of managing indoor and outdoor facilities used for sports, conventions, and entertainment events. Topics may include conducting feasibility studies, market research, facility design and layout, event bidding, quality assurance, risk management, and event staffing.

**SPT 106 Sports Tourism Law** 3-0-3  
**Prerequisites:** SPT 104 and SPT 270  
This course provides an investigation of the legal aspects of the various components of the sports tourism industry, including areas such as facilities, human resources, and transportation.

**SPT 107 Leadership in Sports Tourism** 3-0-3  
**Prerequisites:** SPT 106 and SPT 272  
This course explores all aspects of the sports tourism industry including public and employee relations, community relations, and governmental regulations. Case studies and decision-making activities will be emphasized. Students will apply concepts required in leadership and developing a personal leadership philosophy.

**SPT 108 The Business of Sports Tourism** 3-0-3  
**Prerequisites:** SPT 106 and SPT 272  
This course will prepare students to utilize sports tourism knowledge of both participatory sports tourism and event-based sports tourism to determine for each the economic impact, appropriate marketing, and risk management processes.

**SPT 270 SCWE in Sports Tourism I** 0-12-3  
**Prerequisites:** SPT 103, SPT 105 and CWE  
This course includes the application of skills within an approved work site related to sports tourism.

**SPT 272 SCWE in Sports Tourism II** 0-12-3  
**Prerequisites:** SPT 104 and SPT 270  
This course includes the application of skills within an approved work site related to sports tourism.

**SPT 274 SCWE in Sports Tourism III** 0-16-4  
**Prerequisites:** SPT 106 and SPT 272  
This course includes the application of skills within an approved work site related to sports tourism.

**SUR**

**SUR 101 Introduction to Surgical Technology** 3-6-5  
**Prerequisites:** BIO 210, BIO 211, BIO 225  
**Corequisites:** AHS 102, AHS 126, SUR 103  
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

**SUR 102 Applied Surgical Technology** 4-3-5  
**Prerequisites:** AHS 120, AHS 126, SUR 101, SUR 103  
**Corequisites:** SUR 104, SUR 111  
This course covers the principles and application of aseptic techniques, the perioperative role, supplies and instrumentation. Patient safety, medical legal aspects of the operating room, specialty equipment, and pharmacology are included.
SUR 103 Surgical Procedures I 4-0-4  
**Prerequisites:** BIO 210, BIO 211, BIO 225  
**Corequisites:** AHS 102, AHS 126, SUR 101  
This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

SUR 104 Surgical Procedures II 4-0-4  
**Prerequisites:** AHS 120, AHS 126, SUR 101, SUR 103  
**Corequisites:** SUR 102, SUR 111  
This course is a study of the various specialties of surgical procedures.

SUR 111 Basic Surgical Practicum 1-18-7  
**Prerequisites:** SUR 101, SUR 103 and SUR 115  
This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

SUR 113 Advanced Surgical Practicum 0-18-6  
**Prerequisites:** SUR 102, SUR 104, SUR 111  
**Corequisite:** SUR 120  
This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

SUR 120 Surgical Seminar 2-0-2  
**Prerequisites:** SUR 102, SUR 104 and SUR 111  
**Corequisite:** SUR 113  
This course includes the comprehensive correlation of theory and practice in the perioperative role.

THE 101 Introduction to Theatre 3-0-3  
**Prerequisite:** ENG 100 with grade of “C” or better or appropriate placement scores  
This course includes the appreciation and analysis of theatrical literature, history and production. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

TUF 102 Turf Equipment 3-3-4  
This is a practical course which examines turf machinery used on golf courses. A comprehensive study of small two- and four-cycle engines used in turf and game play is included, as well as practical instruction in proper operation, preventive maintenance and safety procedures.

TUF 171 Introduction to Turf Management 3-0-3  
This course introduces principles of turf grass management and golf course operations to non-golf course management majors. Topics include turf grass selection, mowing, commonly used golf course terminology, supplementary cultural practices, different types of golf courses and golf course management principles. The history and function of golf related organizations are also discussed in the course. Also included are fertility, irrigation and pest control.

TUF 172 Turf Management I 2-3-3  
This course covers the principles and practices involved in turf grass management. Topics include establishment, maintenance, and management of turf grass areas. The student is exposed to the history of golf and the management of its playing areas through awareness and sound application of selected cultural practices, presented as the means to produce and maintain a quality golf course for player use. They include mowing, fertilization and irrigation. Identification of grasses normally managed is included. This is an introductory course in Golf Course Management.

TUF 173 Sports Field Surveying and Layout 1-3-2  
This course teaches basic surveying techniques often required for building or renovating sports fields. Basic measuring, the use of levels and transits and the preparations of topographic maps are emphasized. GPS applications will also be discussed.

TUF 174 Turfgrass Pests I 2-3-3  
This course is a study of turf insects and diseases with emphasis placed on identification and control. Weed identification is also included.

TUF 175 Turfgrass Pests II 2-3-3  
**Prerequisite:** TUF 174  
This course is an in-depth analysis of turf grass pests, emphasizing scientific resources.

TUF 190 SCWE in Turfgrass Management 0-20-5  
**Prerequisite:** 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  
**Prerequisite:** TUF 172  
This course provides practical work experience at an approved golf course. Record keeping, experience in supervision and objective reporting of golf course problems, corrections and cost analysis are included.

TUF 203 SCWE in Sports Turf Management 0-32-8  
**Prerequisite:** TUF 172  
This course provides practical work experience at an approved sports turf facility. All aspects of the business are covered while working under the supervision of an industry professional. Course progress is monitored by our faculty and students are required to file reports on a regular basis.

TUF 204 Sports Turf Seminar 1-3-2  
This course has been designed to give the student an overview of the sports turf profession. Guest speakers from the industry will discuss topics pertinent to today’s highly specialized athletic field managers. Career development and certification will be emphasized, as well as discussion on the various liabilities and regulations faced by the industry.

TUF 215 Turf Business Practices 3-0-3  
**Prerequisites:** TUF 175 and TUF 252  
This course is a study of business practices and personnel management needed to operate a turf enterprise. Topics include budget management, business and economics, communication skills, interpersonal relations, government requirements, and problem solving.

TUF 220 Special Topics in Turf Management 3-0-3  
**Prerequisite:** TUF 172  
This course will include special topics in the area of turf management.
TUF 225  Golf Course Design  3-0-3
This course introduces fundamentals of golf course design. Topics include golf course architectural history, site selection and routing techniques. Environmental considerations, principles and maintenance factors pertaining to the construction of golf courses are presented.

TUF 252  Turf Management II  2-3-3
Prerequisite: TUF 172
This course is an in-depth analysis of common management practices on turf with emphasis on scientific resources. Emphasis is on development of golf course management programs. Topics include plant growth regulators, overseeding, fertilizer programs and environmental issues.

TUF 262  Pesticides  2-3-3
Prerequisite: TUF 174 or permission of instructor
This course covers modern methods of applying herbicides, fungicides, insecticides and nematocides. Special emphasis is placed on calibration of equipment, dilution techniques, and accurate application of minute quantities of pesticides over large areas. As a course requirement, the student must pass the S.C. Certified Pesticide Applicator’s licensing exam.

TUF 270  Techniques of Sports Field Maintenance  3-3-4
Prerequisites: HRT 125 and TUF 172
This course covers the overall maintenance of sports fields. Topics include aeration, fertilization, weed control, mowing, and turf growth regulation on grass fields. Synthetic surfaces and all other non-turf maintenance items will be covered in depth.

TUF 272  Turf Irrigation and Drainage  4-3-5
This course is a study of the principles and practices of irrigation design, installation and maintenance as it applies to golf courses. Practical application is included.

TUF 274  Turf Records & Budgets  2-0-2
Prerequisites: TUF 175 and TUF 252
This course is a study of all aspects of record keeping involving golf course maintenance and warranties. Purchasing materials and the preparation of a projected budget for an 18-hole course are emphasized.

TUF 276  Golf Course Construction  2-3-3
Prerequisites: TUF 172 and TUF 252
This course examines the general problems of golf course construction from the architect, owner and superintendent’s point of view. Advantages and disadvantages, costs and scientific factors of various types of greens construction are explored.

TUF 278  Sports Field Construction and Drainage  2-3-3
Prerequisite: TUF 172
This course examines the various construction techniques and materials used in building modern sports fields. Advantages, disadvantages, cost comparisons, and scientific basis for using various methods of construction will be discussed. Other topics covered include irrigation design, drainage, buildings, bleachers, and clubhouse facilities.

WLD 102: Introduction to Welding  1-3-2
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

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
Prerequisite: WLD 111
This course is a study of arc welding of ferrous and/or non-ferrous metals.

WLD 115: Arc Welding III  2-6-4
Prerequisites: WLD 102 and WLD 111
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

WLD 132: Inert Gas Welding Ferrous  2-6-4
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
Prerequisite: WLD 111
This course covers fundamental techniques for welding non-ferrous metals.

WLD 140: Weld Testing  1-0-1
Prerequisite: WLD 111
This is an introductory course in destructive and non-destructive testing of welded joints.

WLD 154: Pipe Fitting and Welding  2-6-4
Prerequisite: WLD 111
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

WLD 201: Welding Metallurgy  2-0-2
This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical, and mechanical properties.

WLD 228: Inert Gas Welding Pipe I  2-6-4
Prerequisite: WLD 132 and WLD 154
Corequisite: WLD 229
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

WLD 229: Inert Gas Welding Pipe II  1-3-2
Corequisite: WLD 228
This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and non-ferrous pipe.

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Hemingway, Victoria, Counselor/Coordinator
Holmes-Smith, Yashica, Counselor/Coordinator
Thompson, Janet, Counselor/Coordinator
Grant, Paula, Administrative Specialist
Proefke, Laurie, Director, Upward Bound
Glover, Georgie, Administrative Specialist, Upward Bound
Stallworth, Karla, Counselor, Upward Bound

Kara Schultz, Director of Advising
B.A., History and Psychology, Coker College
M.A., Professional Development, Amberton University

Hemingway, Betty, New Student Enrollment Advisor
Jordan, Tom, Health Science Advisor
Parler, Jennifer, New Student Enrollment Advisor
Ratliff, Jim, Counselor/Advisor
Sarvis, Shannon, New Student Enrollment Advisor

George Swindoll, Assistant Vice President for Placement, Records, and College Registration
B.S., Educational Psychology, Mississippi State University
M.Ed., Counselor Education, Mississippi State University

Student Accounts
Jamison-Godbolt, Cashonda, Student Accounts Supervisor
Cannon-Bridges, Wanda, Student Accounts Technician
Sanders, Brenda, Cashier
Semik, Kacey, Student Accounts Technician
Spry, Yvonne, Student Accounts Technician

Food Service
Kromminger, Allison, Executive Chef

Procurement and Print Shop
Cecala, Dianna, Procurement Manager
Kasko, Patricia, Print Shop Manager
Kirchmeyer, Rich, Inventory/Shipping and Receiving Technician
Todd, Dylan, Procurement Specialist

Student Accounts
Jamison-Godbolt, Cashonda, Student Accounts Supervisor
Cannon-Bridges, Wanda, Student Accounts Technician
Sanders, Brenda, Cashier
Semik, Kacey, Student Accounts Technician
Spry, Yvonne, Student Accounts Technician

Black, Ellen, Assistant Vice President/Controller
B.A., Accounting, Columbia College
M.B.A., Business Administration, Webster University

McCoy, Neil, Executive Director of Capital Improvements
B.S., Building Construction, Clemson University

Kevin Brown, Superintendent of Buildings and Grounds
Bellamy, Macarthur, HVAC Supervisor
Broughman, Robert, Maintenance Technician
Lavigne, Scott, Maintenance Supervisor
Lewis, Douglas, Painter
Milburn, Dewayne, Maintenance Technician
Mosinskis, David, HVAC Specialist
Simms, Karl, HVAC Technician
Snow, Mike, Maintenance Technician
Stevenon, Rhett, Maintenance Technician
Williams, Earl, Maintenance Technician

Custodial Services
Cribb, Lorene, Custodial Supervisor
Johnson, Connie, Custodial Supervisor
Barnes, Michael, Custodian
Clemann, Betty, Custodian
Devaney, William, Custodian
Furlong, Deborah, Custodian
Gasque, Amy, Custodian
Kaim, Lori, Custodian
Martin, Joanne, Custodian
Peters, Anita, Custodian
Pepe, Lucy, Custodian
Pope, Richard, Custodian
Pyle, Byron, Custodian
Richardson, Faye, Custodian
Shelley, Nancy, Custodian
Grounds
Bukowski, Robert, Groundskeeping Supervisor
Ellis, Matthew, Groundskeeper
Greer, Erick, Groundskeeper
Hallaran, Thomas, Groundskeeping Supervisor
Todd, Shawn, Groundskeeper

Susan Thompson, Director of Financial Aid and Veterans Affairs
B.S., Business Marketing, Coastal Carolina College
M.Ed., Community and Occupational Programs, University of South Carolina

Burgess, Windi, Manager of Client Services and Veterans Affairs
Callahan, Scott, Manager, Financial Aid Technical Services
Conrad, Mildred, Administrative Specialist, Financial Aid
Hardwick, Cindy, Manager of Verification and Awards
Harris, Taheisha, Financial Aid Specialist
Keith, Janice, Financial Aid Specialist
Laviska, Debi, Financial Aid Student Loan and Data Coordinator
Todd, Beth, Financial Aid Communications Coordinator
Stevens, Debbie, Administrative Specialist, Financial Aid
Thompson, Sarah, Administrative Specialist, Financial Aid

HUMAN RESOURCES
Jackie Barrett, Assistant Vice President for Human Resources and Employee Relations
Lahnen, Tara, Benefits Manager
Lewis, Alfreda, Employment Specialist
Myotte, Melissa, Human Resources Manager I
Pace, Regina, Temporary Employment Specialist

INFORMATION TECHNOLOGY AND INSTITUTIONAL PLANNING
Ralph L. Selander, Vice President for Technology and Institutional Planning

Lori Heafner, Director of Institutional Research and Assessment
A.A., Pre-Liberal Arts, Cleveland Community College
B.A., Sociology, University of North Carolina
M.A., Higher Education, Administration, Appalachian State University

Freeland, Joyce, Data Coordinator

Vincent Myers, Director of Technical Support Services
B.S., Computer Science, Benedict College
M.A., Computer Restoration/Information Management, Webster University

Butler, Cliff, Desktop Support Technician
Davis, Kendrith, Network Engineer
Davis, Veronica, Help Desk Specialist
Divers, Tausha, Desktop Support Administrator
Finn, Mark, Senior Network Engineer
Johnson, David, Help Desk Specialist
Matthews, Jeff, Senior Systems Administrator
McLean, Scott, Web Support Specialist
Phipps, Brandi, Telecommunications Technician
Pope, Ester, Desktop Support Technician
Pridgen, Beronica, Desktop Support Technician
Prince, Kyle, Help Desk Administrator
Purvis, Dottie, Desktop Support Technician
Todd, Rhonda, Help Desk Specialist

Washington, Andrea, Director of Administrative Information Systems
B.S., Computer Science, South Carolina State University

Blanding, Marvenia, Applications Analyst
Bullock, Kandy, Applications Analyst
Cushwa, Daniel, Applications Analyst
Martin, Michelle, Applications Analyst
Thompson, Jay, Systems Analyst
Welch, Kelly, Applications Analyst
## Important Phone Numbers

<table>
<thead>
<tr>
<th>CAMPUS LOCATION</th>
<th>CONWAY</th>
<th>GEORGETOWN</th>
<th>GRAND STRAND</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMISSIONS</strong></td>
<td>Toll-free 1-855.544-HGTC (4482) or</td>
<td>349-5277</td>
<td>546-8406</td>
</tr>
<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>Toll-free 1-855.544-HGTC (4482) or</td>
<td>349-5251</td>
<td>546-8406</td>
</tr>
<tr>
<td><strong>REGISTRAR</strong></td>
<td>Toll-free 1-855.544-HGTC (4482) or</td>
<td>349-5285</td>
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</tr>
<tr>
<td><strong>STUDENT ACCOUNTS</strong></td>
<td>Toll-free 1-855.544-HGTC (4482) or</td>
<td>349-5310</td>
<td></td>
</tr>
</tbody>
</table>

<p>| HGTC General Information | 347-3186 | 546-8406 | 477-0808 |
| Academic Departments    | 349-5209/5365 | 520-1404 | 477-2073 |
| Bookstore               | 349-5220 | 545-9898 | 477-2089 |
| Change Address or Phone | 349-5285/WaveNet |            |            |
| Dining                  | Fowler Dining Room 349-5334 Coffee Shop 349-7505 |            | Beach Bistro 477-2040 |
| Career Resource Center  | 349-7899 |            |            |
| Conference Center       |            |            | 477-2042 |
| Workforce Development (non-credit) | 349-5363 |            | 477-2020 |
| Disability Services     | 349-5249 | 520-1403 | 477-2055 |
| Horry County Early College High School | 349-7102 |            |            |
| Educational Talent Search | 349-5314 |            |            |
| Emergencies             | Internal-Campus Safety or 251-6111 | Internal-Campus Safety or 955-2440 | Internal-Campus Safety or 251-9405 |
| Exercise/Gym            | 349-7805 |            |            |
| G.E.D./High School Completion | Horry County Schools 448-6200 | Georgetown County Schools 546-0219 | Horry County Schools 488-6200 |
| HelpDesk for Information Technology Questions | 349-5340 |            |            |
| I.D /Replacement        | 349-7806 | 520-1440 | 477-2019 |
| International Students  | 349-5217 | 520-1403 | 477-2060 |
| Job Placement           | 349-7877 |            |            |
| Library                 | 349-5268 | 520-1424 | 477-2012 |
| New Student Enrollment/Advising | 349-5277 | 520-1440 | 477-2060 |
| PACE Program            | 349-7138 |            |            |
| Parking Passes/Tickets  | Public Safety | Public Safety | Public Safety |
| Passwords for WaveNet   | 349-5340 |            |            |
| Personal Services       | Cosmetology 349-5245 |            | Esthetics 477-2111 Massage 477-2008 Nails 477-2182 |
| Residency               | 349-7504 |            |            |
| Student Activities/Engagement | 349-5251 | 520-1409 | 477-2062 |
| Scholarships            | 349-5251 | 520-1409 | 477-2005 |</p>
<table>
<thead>
<tr>
<th>CAMPUS LOCATION</th>
<th>CONWAY</th>
<th>GEORGETOWN</th>
<th>GRAND STRAND</th>
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</thead>
<tbody>
<tr>
<td>Student Success &amp; Technology Center</td>
<td>349-7872</td>
<td>520-1455</td>
<td>477-2113</td>
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<tr>
<td>Technical Advanced Placement</td>
<td>349-5246</td>
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<td>Telecommunications for Deaf (TDD)</td>
<td>349-5359</td>
<td>520-1420</td>
<td>477-2098</td>
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<tr>
<td>Testing Center</td>
<td>349-5248</td>
<td>520-1451</td>
<td>477-2106</td>
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<td>Transcripts</td>
<td>349-5285</td>
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<td></td>
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<tr>
<td>Tutoring/Technology Training</td>
<td>349-7872</td>
<td>520-1455</td>
<td>477-2113</td>
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<td>Upward Bound</td>
<td>349-7843</td>
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<td>Virtual Classes/Distance Learning Support</td>
<td>349-5311</td>
<td>520-1473</td>
<td>477-2076</td>
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<td>Virtual Classes/Distance Learning Support</td>
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<td>Veterans Affairs</td>
<td>349-7817</td>
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<tr>
<td>WaveNet - The Student Information Center</td>
<td>349-5182</td>
<td>520-1473</td>
<td>477-2076</td>
</tr>
</tbody>
</table>
2014 - 2015 ACADEMIC CALENDAR

Related Financial Aid Deadlines for Fall 2014

- April 1: Reminder: Priority deadline Fall 2014 Financial Aid
- June 17: Documents deadline Fall 2014 Financial Aid
- July 16: Reminder: First tuition deadline Fall 2014 purge for nonpayment
- August 1: Fall Application Deadline

Fall Semester 2014

- August 6: Reminder: Second tuition deadline Fall semester purge for nonpayment
- August 7: Late Registration Fees apply for Fall 2014 classes
- August 18: Academic Year begins – Faculty return
- August 18 - 22: Professional Development/Faculty Administrative Days
- August 20: Reminder: Final tuition deadline full Fall semester purge for nonpayment
- August 25: Classes begin Fall Semester
- August 25 - September 1: Report of Non-Attendance Full Fall
- August 29: Last day to Add/Drop for Full Fall
- September 1: Labor Day Holiday – College closed (FNWD)
- September 9: Student Engagement Hour – 12:00 - 1:00pm
- September 10: Reminder: Final tuition deadline Late Start purge for nonpayment
- September 15: Classes begin – Late Start
- September 15 - 18: Report of Non-Attendance Late Start
- September 17: Last day to Add/Drop for Late Start
- October 1: Graduation Applications due for Fall 2014
- October 6-17: Academic Advising
- October 16: Student Engagement Hour – 7:00 - 8:00pm
- October 20: Registration for Spring begins
- November 3: Deadline for withdrawals non-punitive grade for Full Fall Semester & Late Start
- November 4: Election Day – No Classes (Administrative Day)
- November 12: Student Engagement Hour – 10:00 - 11:00am
- November 26: No Classes, College Closed at 2:45 pm – (FNWD)
- November 27 - 28: Thanksgiving Holidays – College Closed (FNWD)
- December 1: Full Fall & Late Start – last Monday only class
- December 2: Full Fall & Late Start – last Tuesday only class
- December 3: Full Fall & Late Start – last M/W and Wednesday only class
- December 3: Reminder: First tuition deadline Full Spring purge for nonpayment
- December 4: Full Fall & Late Start – last T/R & Thursday only class
- December 5: Full Fall & Late Start – last M/W/F and Friday only class
- December 8 - 12: Exams – Full Fall & Late Start
- December 12: Spring 2015 Application Deadline
- December 15: Grades due 5:00 pm
- December 15 - 19: Professional Development / Faculty Administrative Days
- December 17: Students can view grades 5:00 pm / Financial Aid Status Viewable
- December 22 - January 2: Winter Holidays; College Closed (FNWD)

Spring Semester 2015

- January 5: College Reopens – Faculty Return
- January 5 - 9: Faculty Administrative Days
- January 7: Reminder: Final tuition deadline Full Spring purge for nonpayment
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8</td>
<td>Late Registration Fees Apply</td>
</tr>
<tr>
<td>January 12</td>
<td>Classes begin Full Spring Semester</td>
</tr>
<tr>
<td>January 12 - 19</td>
<td>Report of Non-Attendance Full Spring</td>
</tr>
<tr>
<td>January 16</td>
<td>Last day to Add/Drop Full Spring classes</td>
</tr>
<tr>
<td>January 19</td>
<td>Martin Luther King, Jr. Day – College closed (FNWD)</td>
</tr>
<tr>
<td>January 28</td>
<td>Reminder: Final tuition deadline Late Start purge for nonpayment</td>
</tr>
<tr>
<td>February 2</td>
<td>Classes begin Late Start</td>
</tr>
<tr>
<td>February 2 - 5</td>
<td>Report of Non-Attendance Late Start</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day to Add/Drop Late Start</td>
</tr>
<tr>
<td>March 1</td>
<td>Graduation Applications due for Spring 2015</td>
</tr>
<tr>
<td>March 2</td>
<td>Academic Advising for Summer begins</td>
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<tr>
<td>March 16</td>
<td>Registration for Summer 2015</td>
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<tr>
<td>March 16 - 27</td>
<td>Academic Advising for Fall 2015</td>
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<tr>
<td>March 25</td>
<td>Deadline for withdrawals non-punitive grade for Full Spring &amp; Late Start</td>
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<tr>
<td>March 30 - April 3</td>
<td>Spring Break – no classes (FNWD)</td>
</tr>
<tr>
<td>April 6</td>
<td>Registration begins for Summer and Fall 2015</td>
</tr>
<tr>
<td>April 27</td>
<td>Full Spring &amp; Late Start – Last Monday only class</td>
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<tr>
<td>April 28</td>
<td>Full Spring &amp; Late Start – Last Tuesday only class</td>
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<tr>
<td>April 29</td>
<td>Full Spring &amp; Late Start – Last M/W, M/W/F, &amp; Wednesday only class</td>
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<tr>
<td>April 30</td>
<td>Full Spring &amp; Late Start – Last T/R &amp; Thursday only class</td>
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<tr>
<td>May 1</td>
<td>Full Spring &amp; Late Start – Last W/F class &amp; Friday only class</td>
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<tr>
<td>May 4 - 8</td>
<td>Exams – Full Spring and Late Start</td>
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<tr>
<td>May 11</td>
<td>Grades due by 5:00 pm</td>
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<td>May 11 - 15</td>
<td>Faculty Administrative Days</td>
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<tr>
<td>May 12</td>
<td>Scholar’s Lunch 12:00 pm</td>
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<tr>
<td>May 13</td>
<td>Students can view grades by 5:00 pm / Financial Aid Status Viewable</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 15</td>
<td>9 month employment agreement ends</td>
</tr>
<tr>
<td><strong>Summer Semester 2015</strong></td>
<td></td>
</tr>
<tr>
<td>May 13</td>
<td>Reminder – Final tuition deadline Full Summer &amp; Summer I purge for nonpayment</td>
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<tr>
<td>May 14</td>
<td>Late Registration Fees Apply</td>
</tr>
<tr>
<td>May 18</td>
<td>Chairs, Asst. Chairs, &amp; Faculty return, Summer employment agreement begins</td>
</tr>
<tr>
<td>May 18</td>
<td>Classes begin for Full Summer and Summer I</td>
</tr>
<tr>
<td>May 18 - 21</td>
<td>Report of Non-Attendance for Summer I</td>
</tr>
<tr>
<td>May 18 - 25</td>
<td>Report of Non-Attendance for Full Summer</td>
</tr>
<tr>
<td>May 19</td>
<td>Last day to Add/Drop Summer I</td>
</tr>
<tr>
<td>May 22</td>
<td>Last day to Add/Drop Full Summer</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day – College Closed</td>
</tr>
<tr>
<td>May 27</td>
<td>Reminder: Final tuition deadline Late Start purge for nonpayment</td>
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<tr>
<td>June 1</td>
<td>Graduation Applications due for Summer 2015</td>
</tr>
<tr>
<td>June 1</td>
<td>Classes Begin – Late Start</td>
</tr>
<tr>
<td>June 1-3</td>
<td>Report on Non-Attendance for Late Start</td>
</tr>
<tr>
<td>June 3</td>
<td>Last day to Add/Drop Late Start</td>
</tr>
<tr>
<td>June 12</td>
<td>Deadline for withdrawals non-punitive grade – Summer I</td>
</tr>
<tr>
<td>June 17</td>
<td>Reminder: Final tuition deadline Summer II purge for nonpayment</td>
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<tr>
<td>June 18</td>
<td>Summer I classes end</td>
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<tr>
<td>June 19</td>
<td>Summer I exams</td>
</tr>
<tr>
<td>June 22</td>
<td>Summer I grades due by 12:00 pm</td>
</tr>
<tr>
<td>June 22</td>
<td>Summer II classes begin</td>
</tr>
</tbody>
</table>
June 22 - 24  Report of Non-Attendance for Summer II
June 23  Last day to Add/Drop Summer II
June 29 - July 3  Independence Holidays – No classes (July 4 College closed)
July 7  Deadline for withdrawals non-punitive grade – Full Summer
July 24  Deadline for withdrawals non-punitive grade – Summer II
July 31  Summer II ends
July 31  Full Summer ends
August 3 - 7  Full Summer & Summer II Exams
August 7  Full Summer and Summer II grades due by 12:00 noon
August 7  Summer employment agreements end
August 11  Students can view grades by 5:00 pm

2014 - 2015 SATURDAY CALENDAR

Fall Semester 2014
August  30  Classes begin
November 29  Thanksgiving Holidays
December 6  Last Saturday Class
December 13  Final Exams

Spring Semester 2015
January 17  Classes begin
April 4  Spring Break
May 2  Last Saturday Class
May 9  Final Exams

Summer Semester 2015
May 23  Classes begin
July 4  Independence Holiday
August 1  Last Saturday Class
August 8  Final Exams

2014-2015 FAST FORWARD START DATES

Fall Semester 2014
August 25  Fast Forward I classes begin
October 13  Fast Forward II classes begin

Spring Semester 2014
January 12  Fast Forward I classes begin
March 9  Fast Forward II classes begin

Summer Semester 2014
May 18  Fast Forward I classes begin
June 22  Fast Forward II classes begin
### From Conway
Take US-701 South, Approx. 37 miles. Turn right onto Church St. Turn left onto Highmarket St. Turn right onto US-17/N Fraser St.

### From Georgetown
Head SE on Highmarket St. Turn right onto US-17/N Fraser St.

### From Hwy. 17 Bypass
Turn onto Farrow Parkway. After 2 mi., turn right onto Meyers Ave. Turn left onto Pampas Dr.

### From Hwy. 17 BUS (KINGS HWY.)
Turn onto Farrow Parkway. After .05 mi., turn left onto Pampas Dr.