



# College Catalog & Student Handbook 2005-2006

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Contact or Visit Horry-Georgetown Technical College:

Conway Campus  
2050 Highway 501 East  
Post Office Box 261966  
Conway, South Carolina 29528-6066  
(843) 347-3186, FAX (843) 347-4207

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

Georgetown Campus  
4003 South Fraser Street  
Georgetown, South Carolina 29440-9620  
(843) 546-8406, FAX (843) 546-1437

*Two miles south of Georgetown near the Georgetown Airport*

Grand Strand Campus  
743 Hemlock Avenue  
Myrtle Beach, South Carolina 29577  
(843) 477-0808, FAX (843) 477-0775

*Two miles south of Coastal Grand Mall*

North Myrtle Beach Off-Campus Site  
3750 Sea Mountain Highway  
Little River, South Carolina 28566  
(843) 390-8484, FAX (843) 390-8485

*In the Freshman wing of North Myrtle Beach High School*

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

**2005-2006**  
**STUDENT ACADEMIC CALENDAR**

**FALL SEMESTER 2005**

August 15	Academic Year begins
August 16 & 17	Late Registration Conway
August 17	Late Registration North Myrtle Beach
August 18	Late Registration Georgetown & Grand Strand
August 29	Classes Begin
	Regular Fall and Fast Forward Fall I Semesters
August 31	Last day to Add/Drop for Fast Forward Fall I
September 2	Last day to Add/Drop classes for regular Fall Semester
September 5	Labor Day-- College Closed
September 29	Fast Forward Fall I
	Deadline for withdrawals without punitive grade
October 11	Fast Forward Fall I - last Tues/Thurs class
October 12	Fast Forward Fall I - last Mon/Wed class
October 13-14	Fast Forward Fall I - Exams
October 17	Registration for Fast Forward Fall II
October 18	Fast Forward Fall II - Classes Begin
October 20	Fast Forward Fall II - Last day to Add/Drop
October 24	Registration begins for regular Spring 2006 Semester
November 21	Fast Forward Fall II
	Deadline for withdrawals without punitive grade
November 22	Deadline for regular Fall Semester withdrawals without punitive grade
November 23	Administrative Day - No Classes
November 24 & 25	Thanksgiving Holidays - College Closed
December 6	Fast Forward Fall II - last Tues/Thurs class
December 7	Fast Forward Fall II - last Mon/Wed class
December 7	Last Day of Classes for regular Fall Semester
December 8 & 12	Fast Forward Fall II - Exams
December 8 - 13	Exams regular Fall Semester
December 19 - 31	Winter Holidays - College Closed

**SPRING SEMESTER 2006**

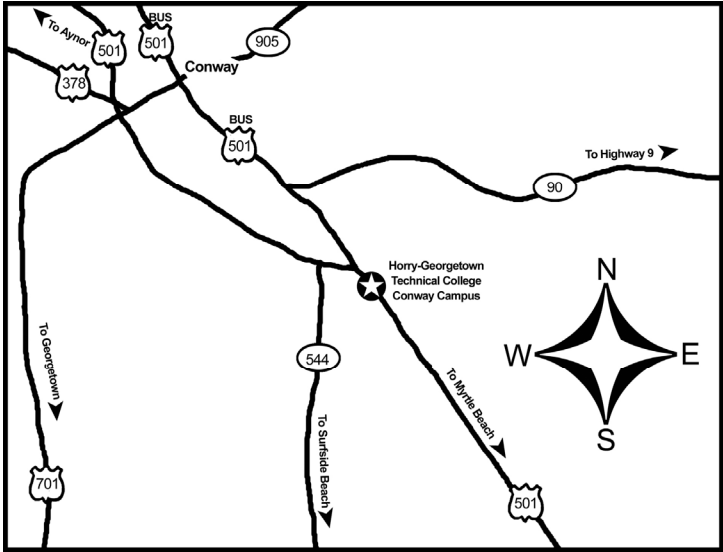
January 2	Winter Holiday - College Closed
January 3	Tuition deadline 7 pm: Students dropped from Spring Semester for nonpayment of tuition
January 4 & 5	Registration for Fast Forward Spring I
January 4	Late Registration Conway & North Myrtle Beach
January 5	Late Registration Georgetown and Grand Strand
January 11	Classes Begin regular Spring Semester & Fast Forward Spring I Semesters
January 13	Last day to Add/Drop for Fast Forward Spring I
January 16	Martin Luther King, Jr. Day - College Closed
January 18	Last Day to Add/Drop Classes
February 13	Fast Forward Spring I- deadline for withdrawals without punitive grade
February 28	Fast Forward Spring I - last Tues/Thurs class
March 1	Fast Forward Spring I - last Mon/Wed class
March 2 & 3	Fast Forward Spring I - Exams
March 6	Registration for Fast Forward Spring II

March 7	Fast Forward Spring II Classes Begin
March 9	Last day to Add/Drop for Fast Forward Spring II
March 13 - 17	Spring Break - No Classes
March 20	Classes Resume
March 27	Registration begins for 2006 Summer Semester
March 29	Deadline for withdrawals without punitive grades
April 11	Fast Forward Spring II – deadline for withdrawals without punitive grades
April 14	No Classes – Administrative Day
April 24	Registration begins for 2006 Fall Semester
April 27	Fast Forward Spring II – last Tues/Thurs class
May 1	Fast Forward Spring II – last Mon/Wed class
May 2	Last Day of Classes
May 3 – 8	Exams Spring and Fast Forward Spring II Semesters
May 5	Tuition deadline noon: Students dropped from Summer Semester for nonpayment of tuition
May 11	40 <sup>th</sup> Annual Commencement Ceremony

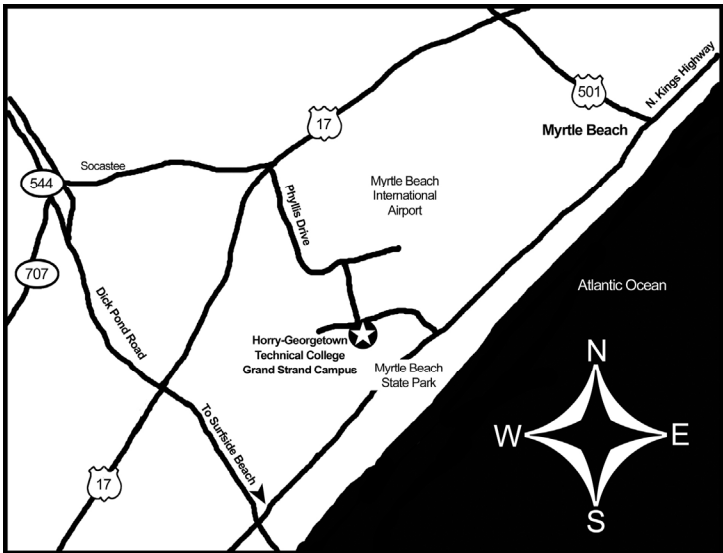
### **SUMMER SEMESTER 2006**

May 16	Late Registration Conway & North Myrtle Beach– Full Summer and Summer I Term
May 17	Late Registration Georgetown & Grand Strand– Full Summer and Summer I Term
May 22	Classes Begin for Full Summer and Summer I Term
May 23	Last day to Add/Drop for Summer I Term
May 25	Last day to Add/Drop classes for Full Summer Semester
May 29	Memorial Day – College Closed
May 30 & 31	Registration for Fast Forward 8-Week Summer Term
June 5	Fast Forward 8-Week Summer Term – Classes Begin
June 7	Fast Forward 8-Week Summer – last day to Add/Drop
June 14	Deadline for withdrawals for Summer I Term
June 22	Last day classes for Summer I Term
June 22	Late Registration Conway & North Myrtle Beach– Summer II Term
June 26	Exams for Summer I Term
June 26	Late Registration Georgetown & Grand Strand– Summer II Term
June 27	Classes Begin for Summer II Term
June 28	Last day to Add/Drop for Summer II Term
July 3 & 4	Independence Holidays – College Closed
July 3 – 7	Independence Holidays – No Classes
July 13	Deadline for withdrawals for 10-week courses without punitive grades
July 18	Deadline for withdrawal from Fast Forward 8-Week Term
July 26	Deadline for withdrawals for Summer II Term
August 3	Last Day of Classes - Full Summer, Summer II, and Fast Forward 8-Week Terms
August 3	Tuition deadline 7 pm: Students dropped from Fall Semester for nonpayment of tuition
August 7	Exams for Summer II Term
August 7 & 8	Exams for Fast Forward 8-Week Summer
August 7 – 9	Exams – Full Summer

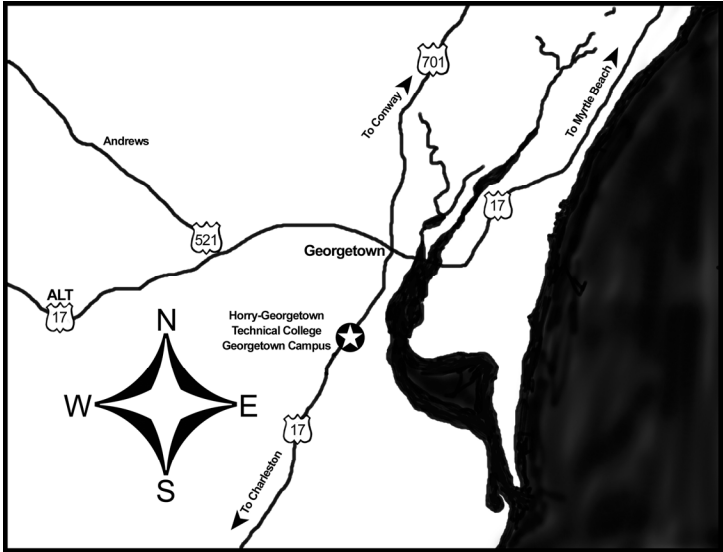
### Conway Campus Location Map



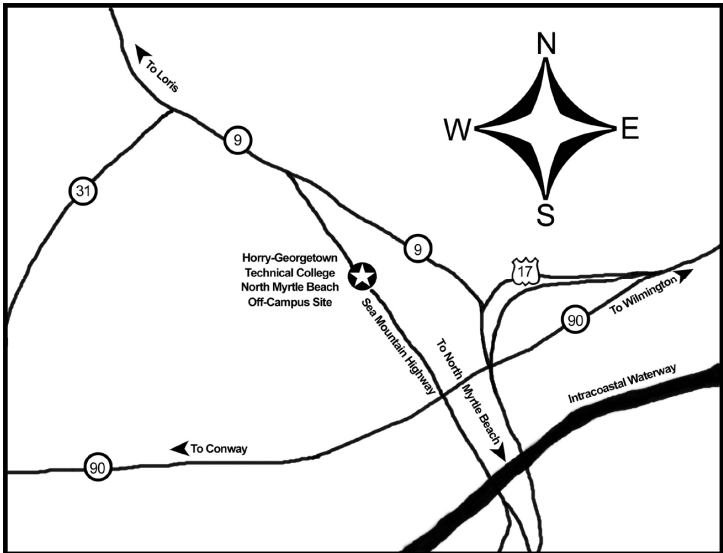
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### Georgetown Campus Location Map



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# GENERAL INFORMATION

## HISTORY

The idea of the Technical Education System began with former Governor Ernest F. Hollings. Convinced the solutions to South Carolina's economic problems lay in its great human resources, Hollings appointed a joint legislative committee to devise a training system that would attract new, diversified industry to the State. The study resulted in a legislative charter, which initiated the Technical Education System in South Carolina in 1961.

The initiative has grown into a statewide network of sixteen comprehensive colleges, with Horry-Georgetown Technical College the eighth to be established. In 1963, the South Carolina General Assembly passed legislation creating the Horry-Georgetown Commission for Technical Education. The nine-member Commission, appointed by the Governor, is the policy-making body for the College.

The Horry-Marion-Georgetown Technical Education Center was created by leaders in the three counties in 1966. In 1975, the General Assembly approved the Center's request to change its name to Horry-Georgetown Technical College, due to the growth and expansion of the College and its mission of service.

This year, Horry-Georgetown Technical College enrolls its 40<sup>th</sup> class of students and is a center of access and opportunity, with three convenient campuses and an off-campus site in North Myrtle Beach. Each year the College serves more than 5,200 students in college credit curriculum programs and more than 15,000 students through continuing education and corporate training.

## MISSION STATEMENT

Adopted, July 11, 2002

The mission of Horry-Georgetown Technical College is:

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

## PROGRAM ACCREDITATIONS AND APPROVALS

Horry-Georgetown Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone #404-679-4501, to award the associate degrees, diplomas and certificates.

The Civil Engineering Technology and the Electronics Engineering Technology programs are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

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

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

The Hospitality/Tourism Management program is accredited by the Commission on Accreditation of Hospitality Management Programs, P.O. Box 400, Oxford, Maryland 21654, telephone #800-257-7657.

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

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

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

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

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

Horry-Georgetown Technical College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, (913) 339-9356, [www.acbsp.org](http://www.acbsp.org), for the offering of the Associate Degrees in Accounting, General Business and Office Systems Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

#### **STATEMENT OF EQUAL OPPORTUNITY**

Horry-Georgetown Technical College shall not discriminate in employment or–personnel decisions, or in student admissions, or in student decisions, or in all other segments of the College community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable

discharge from military service, in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College. Inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Associate Vice President for Human Resources and Employee Relations, U.S. Department of Health and Human Services or the U.S. Department of Labor, or to the S.C. Human Affairs Commission.

#### **AMERICANS WITH DISABILITIES ACT OF 1990**

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



# ADMISSION, TUITION & FINANCIAL AID

## OPEN ADMISSION

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

## ADMISSION REQUIREMENTS

### ► FOR NEW STUDENTS

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

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

*Exceptions to above:*

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

- Complete and return an admission application (online or paper), along with the one-time non-refundable \$25 application fee;

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

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

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

*Placement testing is also available in alternate formats. To request special accommodations for placement testing, contact the Coordinator of Services for Students with Disabilities on the Conway Campus, or the Coordinator of Student Services on the Georgetown or Grand Strand Campus.*

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

- Submit high school transcript(s).

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

### ► FOR TRANSFER STUDENTS

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

- › Complete and return a College admission application, along with the one-time non-refundable \$25 application fee; and
- › Submit college transcript(s).

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

### Notes About Transfer Courses

1. Courses being transferred must be equal in content to the courses required in the student's major at HGTC.
2. In order to transfer credit, a grade of "C" or better must have been received in the subject.
3. Credit for a course must show on an official transcript from the granting institution, and an official copy of this transcript must be on file at HGTC.
4. Transfer credit does not influence the student's grade point average while attending HGTC.
5. Credits transferred and/or exempted from other institutions may not exceed 75% of the total credits HGTC requires for graduation.
6. Statute of Limitations: courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by department chairs. The Registrar uses an approved list when evaluating transfer credits. This applies to both internal and external courses. Any student whose courses were taken in excess of the approved time limit prior to evaluation is encouraged to take credit by proficiency examinations, where available, for validation of knowledge. When recommended by department chair and approved by appropriate administration, alternate validation of course competencies may be accepted.
7. Transfer and evaluation of transfer credit is at the discretion of the Registrar and department chairs, when applicable.

### Time Limits on Transfer Courses

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

LIMIT	PREFIX/COURSE	MAJOR/SUBJECT AREA
One year	PNR	Practical Nursing
Two years	DAT	Expanded Duty Dental Assisting
	DHG	Dental Hygiene
	NUR	Associate Degree Nursing

Five years	RAD	Radiologic Technology
	BIO	Dental Hygiene, Nursing, Surgical Technology Majors only
	CPT	Computer Technology
Ten Years	IST	Information Systems Technology
	LEG	Legal Assistant/Paralegal
	ACC	Accounting
	AHS	Allied Health Science
	BAF	Banking and Finance
	BUS	Business
	EGR	Engineering
	EGT	Engineering Graphics
	ELT	Electronics Technology
	FOR	Forestry
	HOS	Culinary Arts
	MAT	Associate Degree Nursing major only
	MGT	Management
	MKT	Marketing
	OST	Office System Technology
WLD	Welding	

### ► FOR UNDECLARED MAJOR STUDENTS

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

► Complete and return a College admission application, along with the one-time non-refundable \$25 application fee.

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

### ► FOR INTERNATIONAL STUDENTS

In addition to fulfilling the general College admission requirements for new or transfer students, as applicable, an international new student requesting an I-20 Form for a student visa or an international transfer student transferring from another U.S. college with a student visa must also submit the following U.S. Citizenship & Immigration Services (USCIS) requirements:

1. A minimum computer-based score of 173 or paper-based score report of 500 on the Test of English as a Foreign Language (TOEFL) or appropriate scores on College placement test, if English is not the applicant's primary language; and
2. A current statement of financial support (within the past three months) indicating who will provide financial sponsorship for the duration of the international student's program of study.

After an international applicant has completed all admission requirements, but before an I-20 Form can be issued, a two-semester tuition deposit at the out-of-country tuition rate is also required. For additional information regarding international student admissions, contact the Admissions Office.

## **PROGRAM FOR ACCELERATED COLLEGE ENROLLMENT (PACE)**

The Program for Accelerated College Enrollment (PACE) provides opportunities for high school juniors and seniors to get a head start on college. Through the cooperation and endorsement of the Horry and Georgetown County School Districts and the respective high schools, the PACE program enables qualified high school students to meet high school graduation requirements while taking college credit courses.

PACE college credit courses are offered at Horry and Georgetown County high schools or any HGTC location. Courses are taught by credentialed full-time or adjunct college professors. Courses are normally approved for dual-credit if requested by the PACE student through his/her high school. Dual-credit allows a PACE student to apply the college credit earned at HGTC toward high school graduation requirements. Interested students should contact their high school guidance office to ask about dual-credit eligibility.

PACE offers two alternatives for high school juniors and seniors: University Parallel and Applied Technology. Each alternative has admissions requirements that must be satisfied before a high school student enrolls as a PACE student. Both University Parallel and Applied Technology courses offer qualified high school students a wide variety of options that enable them to get an early start on college.

### **► UNIVERSITY PARALLEL**

The PACE University Parallel and General Studies Division, offers college credit courses from the list of 86 courses guaranteed to transfer to any South Carolina public four-year college or university.

To qualify for acceptance to PACE University Parallel courses, the student must:

1. have obtained high school junior status;
2. be currently enrolled in high school college preparatory (CP) courses, with a GPA of at least 2.50 in all CP courses;
3. be recommended by his/her high school guidance counselor, principal or other designated school official as someone who can benefit from the program;
4. have a letter of permission from parent(s) or guardian(s); and
5. submit scores from one of the following placement tests: Scholastic Assessment Test (SAT), American College Testing Assessment (ACT), COMPASS or ASSET (College Placement Tests).  
*Placement test scores are required for appropriate course placement.*

*Note: A PACE student must have successfully completed three years of high school CP English with a "C" or better and have senior status to be eligible to enroll in English Composition I (ENG 101).*

### **► APPLIED TECHNOLOGY**

PACE students may enroll in college credit applied technology courses at HGTC. Applied technology courses may or may not carry transfer credit to a four-year college or university. Upon graduation, the student may apply the credits earned to a program at HGTC.



To qualify for acceptance to PACE Applied Technology courses, the student must:

1. have obtained high school junior status;
2. be currently enrolled in high school Tech Prep courses with a minimum 2.50 grade point average;
3. be recommended by his/her high school guidance counselor, principal or other designated school official as someone who can benefit from the program; and
4. have a letter of permission from his/her parent(s) or guardian(s).

High school students who desire to accelerate their college-going experience may attend college classes on one of the HGTC campuses. The course(s) selected by the PACE student would depend upon his or her preferences and future goals. If the course selected by the PACE student is not from the list of 86 statewide transfer courses, the student should verify transferability of the credits through the college or university the student plans to attend after high school graduation.

For additional information about PACE opportunities for high school juniors and seniors, contact Professor Kimberly Britt, PACE Coordinator for Horry County, at (843) 349-5322 or any HGTC Campus.

## **TECHNICAL ADVANCED PLACEMENT (T.A.P.)**

Through an articulation agreement between HGTC and Horry and Georgetown County high schools, high school students may receive Technical Advanced Placement (T.A.P.) credit for specific high school courses. This process eliminates duplication of courses by allowing students who successfully complete specific courses at the high school level to exempt specific entry-level courses at the College. T.A.P. credit may be obtained for the following courses:

ACC 101- Accounting Principles I	AHS 102- Medical Terminology
CPT 101- Introduction to Computers	CPT 102- Basic Computer Concepts
CPT 111- Basic Programming	CPT 168- Program Logic & Design
CPT 209- Computer Systems Mgmt.	CRJ 101- Intro. to Criminal Justice
EGT 151- Introduction to CAD	HOS 101- Principles of Food Prod. I
HOS 102 - Principles of Food Prod. II	HOS 140- The Hospitality Industry
HOS 155- Hospitality Sanitation	HRT 154- Grounds Maintenance
IST 201- CISCO Internet Working Concepts	IST 202- CISCO Router Configuration
IST 225- Internet Communications	MKT 101- Marketing
OST 105- Keyboarding	OST 110- Document Formatting
OST 143- Office Systems and Procedures	OST 269- Internet Skills for Workpl.
TUF 162- Power Mechanics	TUF 172- Turf Management I

Interested high school students should contact their high school guidance offices, the program department chair or the HGTC Registrar to determine eligibility and prepare for successful articulation.

## **UNIVERSITY PARALLEL PROGRAM**

The Associate in Arts and Associate in Science degree programs are for students intending to pursue a bachelor's or higher degree from a senior college or university. Also known as the "university parallel program" or "university transfer degree," the Associate in Arts and Associate in Science curriculums are comparable to the freshman and

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

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

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

Some programs offered by the College are limited in the number of students that can be accepted. Space may be restricted for a number of reasons, including availability of clinical teaching facilities on- and off-campus, graduate placement opportunities for students, limits imposed by state or professional accrediting agencies, and budget considerations. The following limited access programs accept applicants through a first-qualified, first-accepted process for wait lists that may include additional program acceptance requirements: Associate Degree Nursing, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technology, Expanded Duty Dental Assisting, Limited General Radiological Technology, Mammography, Nuclear Medicine Technology, Practical Nursing, Radiologic Technology and Surgical Technology.

Applicants are encouraged to apply early. For more information about limited access programs, contact the Admissions Office at any campus.

### **NEW STUDENT ADVISEMENT**

Once students are accepted into a program of study, new student enrollment advisors are available to advise and register new students for first semester classes, and to provide valuable information regarding College services available to help ensure academic success.

### **NEW STUDENT ORIENTATION**

New student orientation programs are designed for both new and potential HGTC students, and are conducted on several dates on all

three campuses during the spring and summer months. All new students are strongly encouraged to attend orientation.

At orientation, new and potential students receive information regarding the registration process, advisement, financial aid and the financial aid application process; academic policies and procedures; and other College student support services available. Also, students have the opportunity to meet the department chairs from their respective curriculum(s). A separate, specific orientation program for parents and families is conducted concurrently, and campus tours are available to all new student orientation participants. New student orientation is designed to improve student success in college and is an essential part of the successful college experience.

## **RESIDENCY**

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

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

## **RE-ADMISSION**

Students who have been suspended for academic reasons should refer to the Academic Suspension section of the catalog for re-admission procedures. Students re-admitted to the same program after two or more calendar years of inactive enrollment are required to utilize the current College catalog to meet graduation requirements.

## **TUITION & FEES**

Tuition and fees are subject to change, and the following information is current as of the publication date of the College Catalog. For the most accurate and current information, contact Student Financial Services at (843) 349-5310 or visit [www.hgtc.edu/students/tuition.htm](http://www.hgtc.edu/students/tuition.htm).

### **► CURRICULUM STUDENT TUITION\***

#### Horry/Georgetown County Resident

Full-Time (*12 or more credit hours*): ..... \$1,328 per semester

Part-Time (*less than 12 credit hours*):.....\$111 per credit hour

### Out-of-County

Full-Time (12 or more credit hours): ..... \$1,652 per semester  
Part-Time (less than 12 credit hours): ..... \$138 per credit hour

### Out-of-State/Out-of-Country

Full-Time (12 or more credit hours): ..... \$2,132 per semester  
Part-Time (less than 12 credit hours): ..... \$178 per Credit Hour

## ► CURRICULUM STUDENT FEES

### Technology Fee

Students enrolled in *more than 6 credit hours*: .... \$50 per semester  
Students enrolled in *6 credit hours or less*: ..... \$25 per semester

### Activity Fee

Full-Time (12 or more credit hours): ..... \$12 per semester  
Part-Time (less than 12 credit hours): ..... \$1 per credit hour

### Parking Fee

All Students: ..... \$10 per semester

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

## ► PAYMENT

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

## ► LATE REGISTRATION FEES

A \$25 late fee is charged to continuing students who have attended the previous semester or, in the case of fall semester, were enrolled either the previous summer or spring and register after the scheduled "late" registration period. The late registration fee will be waived for students enrolling for the first time.

## REFUNDS

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

## ► TUITION REFUNDS FOR CREDIT COURSES

It is the student's responsibility to initiate and complete the withdrawal process in order to request a refund. An add/drop form and/or a withdrawal form serves as an application for refund, and must be completed by the student and processed by the Registrar's Office.

*Note: REFUNDS ARE BASED ON THE DATE THE COUNSELOR SIGNS THE WITHDRAWAL FORM, NOT THE LAST DATE OF ATTENDANCE.*

Tuition refunds will be made according to this refund policy.

## REFUND POLICY SCHEDULE

### Withdrawal or reduction in credit hours

Tuition Refund %:

- Before classes begin 100%
- 1<sup>st</sup>-7<sup>th</sup> calendar day from the start of term 100%

- 8<sup>th</sup>-14<sup>th</sup> calendar day from start of term 50%

Fees Refund %:

- 1<sup>st</sup>-7<sup>th</sup> calendar day from start of term 100%

*Note: Refunds for terms that vary in length from the traditional semester term will be proportional to the semester term. Refunds for accelerated classes must be requested through Student Financial Services. For canceled classes, a full refund for the cost of class will be refunded. These refunds will be processed after the add/drop period. If a student anticipated a refund due to an overpayment, the student must request reimbursement from Student Financial Services. All refunds will be processed and payable by check or charge card credit within 4-6 weeks after the start of the term. Refunds will be mailed to the student's address of record unless otherwise requested.*

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

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

#### **Refund of Title IV Funds By the Student-**

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

#### **Tuition Refunds-**

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

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

Refund and repayment schedules, and examples of refunds are available upon request from both Student Financial Services and the Financial Aid Office.

### ► CONTINUING EDUCATION REFUNDS

(CONTINUING EDUCATION DIVISION, PROFESSIONAL DEVELOPMENT, PERSONAL ENRICHMENT and AVOCATIONAL PUBLIC NON-CREDIT COURSE OFFERINGS)

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

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

### ► TUITION REFUND APPEALS

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

## FINANCIAL AID

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

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

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

### ► ELIGIBILITY REQUIREMENTS

To be considered for financial aid, a student must:

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

### ► APPLICATION PROCEDURES

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

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

*NOTE: New students and former students not enrolled for two years or more must apply for admission to the College. A student may apply for financial aid prior to admission, but no aid commitment can be made until a student is accepted to a program at the College. Financial aid does not cover the \$25 required College application fee. Applications for financial aid are available from the Financial Aid Office (Conway Campus) or the front office (Georgetown or Grand Strand Campuses). To obtain priority for financial awards or scholarships for the following Fall Semester, applications should be submitted prior to April 1.*

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

For general information or questions, call the Financial Aid Office at (843) 349-5251 or visit the College's website at [www.hgtc.edu](http://www.hgtc.edu). For assistance in completing Financial Aid forms or to make an appointment with a counselor, call (843) 349-5304.

#### ► FEDERAL FINANCIAL AID PROGRAMS

**Pell Grant Program:** This program provides funds to eligible students attending approved colleges, universities and other approved post-high school institutions. A student may apply if he/she is an undergraduate student enrolled in an eligible program and has not previously received a bachelor's degree. Awards range from \$400 to \$4,050.

**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 at least half-time in an eligible program. Eligible students may work up to an average of 15 hours per week depending upon the need and available funds. Jobs are available on campus in various departments.

**Stafford Student Loan Program:** This program provides low-rate, variable-interest loans to students to help pay expenses related to attending college. An applicant must demonstrate a need for a subsidized Stafford loan. A subsidized loan means that the Federal government will pay the interest on the loan while a student is enrolled in school at least half-time, and during the grace period or a deferment period. If an applicant cannot demonstrate financial need, an unsubsidized Federal Stafford Loan is available. Terms are the same

as subsidized Federal Stafford Loans, but the borrower is responsible for all interest. Federal Stafford Loans have a variable interest rate not to exceed 8.25%. The variable interest rate is set each July 1. An eligible student attending an eligible school at least half-time may borrow up to \$2,625 a year for the first year of undergraduate study and \$3,500 a year for the second year of undergraduate study in a two-year program. All loans are subject to credit approval, determined by the South Carolina Student Loan Corporation.

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

### ► STATE FINANCIAL AID PROGRAMS

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

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

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

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

To be eligible for the Need-Based Grant, the student must:

- have a valid Federal Student Aid Report on file in the Financial Aid Office;
- be a legal South Carolina resident and enrolled or accepted for enrollment at least as a half-time (6 semester hours) undergraduate student in a degree or certificate program authorized by the Commission on Higher Education;
- be meeting HGTC standards of academic progress;



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

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

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

- qualify for in-state residency;
- complete a 2004-2005 Free Application for Federal Student Aid (FAFSA); however, Lottery Tuition Assistance is not awarded on the basis of financial need;
- be enrolled in a certificate, diploma or associate degree program (continuing education programs are not eligible) and maintain at least six credit hours each semester;
- make clear progress toward completion of a certificate, diploma or associate degree (maintain a 2.0 GPA after completing 24 credit hours of study);
- not be a LIFE scholarship award recipient; and
- not be in default on any government student loan program.

Most student financial aid is awarded on the basis of financial need. Lottery Tuition Assistance is an exception and is not awarded on the basis of financial need. To establish need or to apply for Lottery Tuition Assistance, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education (DOE). Students may submit the FAFSA in one of three ways:

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

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

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

Students may appeal any decision regarding financial assistance and satisfactory progress to the Financial Aid Appeals Committee. Appeals must be submitted in writing to the Financial Office on the Conway Campus within 10 days from the date of the letter informing the student of financial aid termination. If the Financial Aid Appeals Committee decides that justifiable evidence of extenuating circumstances exists, aid may not be terminated and all payments may be made. The committee will have flexibility to determine how or if payments are disbursed, depending on circumstances.

## ► **INSTITUTIONAL STUDENT LOAN PROGRAMS**

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

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

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

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

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

## ► **HGTC FOUNDATION SCHOLARSHIPS**

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

and to raise, invest, manage and disburse funds in support of the students, faculty, staff, programs and activities of the institution.

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

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

For a complete list of HGTC Foundation Scholarships, inquire at the Financial Aid Office or visit [www.hgtc.edu/scholarships.htm](http://www.hgtc.edu/scholarships.htm)

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

#### ► OTHER SOURCES OF FINANCIAL ASSISTANCE

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

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

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

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

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

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

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

For additional information on educational benefits for veterans, contact the Veterans Affairs Coordinator in the Financial Aid Office.

**Vocational Rehabilitation (VOC REHAB):** The Conway and Georgetown Vocational Rehabilitation Offices serve vocationally disabled citizens of Horry and Georgetown counties. VOC REHAB can supply funds for educational assistance, as well as assist in job placement and follow up. For more information about eligibility, call (843) 248-2235 in Conway, (843) 546-4332 in Georgetown or visit VOC REHAB's Offices at 3009 Fourth Avenue, Conway, or 103 Queen Street, Georgetown.



## STUDENT AFFAIRS, STUDENT LEADERSHIP & CAMPUS LIFE

### PHILOSOPHY

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

Student Affairs offers learning support services to help students clarify and attain educational objectives 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 life skill needs and interests.

Student Affairs shares the leadership for creating and maintaining a positive learning environment that enables the College to become a more effective educational community.

### CAREER SERVICES & COUNSELING

Today's students must be equipped with relevant career information so they will be marketable individuals. Career choices today are exciting; however, more complex and demanding career fields force participants to make wise choices. In an ever-changing economy that is increasingly technological, individuals must possess high entry-level skills, as well as the ability to shift career focus when appropriate. Career/life work planning choices are not simple and should not be entered into lightly. The Career Services and Counseling Department assists students, prospective students and alumni in making informed decisions about available career fields, or options to change or upgrade their present careers. Career assessment and counseling are also available to students attending the Georgetown and Grand Strand Campuses through the offices of the Coordinator of Student Services.

The Career Services and Counseling Office provides resource areas in which students can work individually or with a trained counselor to make informed career choices. These resource areas are:

- Assessment of personality, interests, values and abilities;
- Assessment interpretation, as well as personal counseling;
- Career exploration with informative interviewing activities, as well as computer-assisted guidance systems;
- Job search assistance, assistance with résumé development, job listings, and seminars on interviewing techniques, job seeking skills and professional image projection;
- Career resource materials, including *Dictionary of Occupational Titles*, *Occupational Outlook Handbook* and many more;

- University transfer information, including catalogs and applications from senior institutions in South Carolina as well as some from institutions across the United States; and
- Seminars and workshops for students on such topics as student success, study skills, test-taking strategies, time and stress management, résumé development and interviewing techniques.

As a community service, counselors visit local high schools to share information about HGTC programs.

### ► **COUNSELING**

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

### ► **ACADEMIC COUNSELING**

Academic counseling is focused on student retention, from first contact with the College through graduation. Counselors work with students to assist in clarifying educational goals and choosing an appropriate major. Counselors support and facilitate student success by providing retention counseling and offering numerous educational and informative seminars/workshops on topics including test-taking strategies, time management, study skills and stress management.

### ► **PERSONAL COUNSELING**

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

### ► **SERVICES FOR STUDENTS WITH DISABILITIES**

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

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

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

### ► **ACADEMIC FRESH START POLICY**

The Academic Fresh Start Policy recognizes the new focus and purpose of the returning student and provides a way of reflecting a measurement of current academic achievement without previously earned grades lowering overall grade point average. Returning students may apply for Academic Fresh Start through the Career Services and Counseling Office 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.

### **EDUCATIONAL TALENT SEARCH PROGRAM**

The Educational Talent Search (ETS) Program is designed to serve middle and high school students in the rural areas of Horry and Georgetown counties. The goals of the program are:

- to support the continuation of students from middle to high school;
- to increase graduation from high school; and
- to promote enrollment in postsecondary institutions.

Students in the ETS Program participate in activities, including career assessment, tutoring and test preparation, attending cultural and social awareness events, visiting college campuses and applying for financial assistance and admissions. Activities are also included for the parents and family members of Educational Talent Search students.

Students may apply to the ETS Program by contacting the HGTC Project Director. Applications must be submitted in early September, since admission is highly competitive and enrollment is limited.

### **SERVICES FOR MINORITY STUDENTS**

Minority students comprise a category of individuals whose racial, educational, social, cultural and economic experience vary significantly from that of the majority of student population because of past experiences. College services for minority students are designed to:

- promote the intellectual, career, social and moral development of the students;
- promote and enhance each minority student's understanding of his or her culture and heritage;
- orient minority students to the culture of the College; and
- support an active Advisory Committee to the President of the College on Access, Equity and Opportunity.

### **HEALTH SERVICES**

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

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

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

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

## **INSURANCE**

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

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

## **CLOSING OF COLLEGE/CANCELLATION OF CLASSES**

Should inclement weather or other circumstances require the cancellation of classes, the College will contact various news media to announce closing status. Those TV and radio stations to which the College will provide closing information are: WBTW TV-13, WPDE TV-15/WWMB TV-21, WCSC Live 5, WGTV 1400 AM, WJYR 1450 AM,



WLMC 1470 AM, WLGI 90.9, WMYB 92.1, WJXY HOT 93, Pirate 100, WKZQ 101.7, WYAK 103.1, Sunny 106.5, Kiss FM 98.5, WYAV 104.1, and WRNN 99.5. In addition, all campus general telephone numbers and the College website, at [www.hgtc.edu](http://www.hgtc.edu), will be updated with the most recent closing information as soon as it is made available.

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

## **STUDENT HOUSING**

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

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

## **LOST AND FOUND**

Information on lost and found items may be obtained from the Telecommunications Operator/Receptionist on the first floor of Building 100 and the receptionist area in Building 1100 on the Conway Campus. On the Georgetown and Grand Strand Campuses, inquiries concerning lost and found items should be directed to the front desk.

## **CAMPUS SECURITY ACT**

The Campus Security Act of 1990 requires colleges and universities to disclose to current and prospective students certain information. 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. 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.

### **► Campus Security**

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

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

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.

Crimes should be reported to the President on the Conway Campus and the Provost on the Grand Strand and Georgetown Campuses.

► **Criminal Occurrences on Campus—2002-2004**

	2002	2003	2004
Homicide	0	0	0
Forcible/Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	3	4	8
Motor vehicle theft	0	1	0
Manslaughter	0	0	0
Arson	0	0	0
Hate/prejudice crimes	0	0	0
Arrests/liquor law violations	0	1	1
Arrests/drug-related violations	0	0	0
Weapons possession	0	0	1

**STUDENT COMPUTER USE AGREEMENT**

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

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

**CHECK POLICY**

Students may make payments with checks written for the exact amount of the charges. All checks must be made payable to Horry-Georgetown Technical College. Any student who presents a check to the College, payment of which is refused by the drawee, is charged a penalty of \$25 and is thereafter required to pay all fees by cash, money order, cashier’s check or credit card. A student not redeeming a check promptly after notification of its return will be subject to the full extent of the South Carolina laws governing bad checks.

**TRANSCRIPTS**

The Registrar’s Office provides for a student—upon written request—a transcript of his or her academic grades. A request form may be

completed in the Registrar's Office, or a student may request a transcript by letter with his/her signature. Telephone requests or requests made by relatives/friends are not acceptable. A \$5 fee is required for an official transcript and a \$3 fee is required for each unofficial transcript requested.

## **STUDENT RINGS**

Student rings can be ordered through the Barnes & Noble College Bookstore on each campus. A minimum deposit must be placed with the order. Further details concerning ring orders may be addressed to the bookstore manager.

## **BARNES & NOBLE COLLEGE BOOKSTORE**

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

### **Required Textbooks**

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

### **Bookstore Website**

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

### **Supplies**

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

### **► PAYMENT**

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

### **► REFUNDS AND EXCHANGES**

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

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

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

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

### ► PURCHASE OF USED BOOKS

- The bookstore buys back used books every day. Book value is highest during final exam week at the end of each semester.
- To sell books, a student must present an HGTC ID card or other photo identification.
- Prices are variable:

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

- (a) Book is adopted for a succeeding semester.
- (b) Book is current edition and is in good re-sellable condition.

*Less than top value* is paid when:

- (a) Books are overstocked.
- (b) Books are not being used at the College or have uncertain future use at the College. Such books are purchased at prices established by reputable national used book wholesalers.

*No value:*

- (a) Old editions.
- (b) Manuals and exercise books which are marked.
- (c) Books in poor condition.

### ► BOOKSTORE HOURS/CONTACT INFORMATION

Conway Campus:

Monday-Thursday 7:45 am–7:00 pm

Friday 7:45 am–12:30 pm

*(except when College is closed on Fridays)*

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

Grand Strand Campus:

Monday-Thursday 8:30 am–1:00 pm;

3:00pm–7:15pm

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

Georgetown Campus:

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

### ► LOCATION

The bookstore on the Conway Campus is located in Building 200. The bookstore for the Georgetown Campus is located next to the student canteen. The Grand Strand Campus bookstore is located in the Elizabeth Mattocks Chapin Building (Building 300).

## STUDENT LEADERSHIP & CAMPUS LIFE

The College provides many extracurricular, co-curriculum, intramural sports and cultural activities on all campuses. The College also

sponsors many student organizations and clubs, including a chapter of the national honor society, Phi Theta Kappa.

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

### ► STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations provide students the opportunity to be involved in professional and social areas of campus life. These groups change each year to reflect the interests of the student body, but several examples of the current clubs and organizations are shown.

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

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

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

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

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

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

**Outdoors Club:** The Outdoors Club is open to all students. Members determine club events, which may include camping, hiking, skiing, rafting and more. The Outdoors Club offers students a chance to interact with faculty, staff and other students in an environment outside the classroom while enjoying nature.

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

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

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

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

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

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

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

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

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

**Student Activities Board (SAB) of the Georgetown Campus:** The Georgetown SAB plans and executes student activities for the Campus. This group offers students numerous community service opportunities.

## **STUDENT RIGHTS & RESPONSIBILITIES**

To ensure a productive and beneficial College experience, guidelines in numerous areas of campus life exist. The statements of rights and responsibilities are designed to clarify those rights that 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 for being 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 offices of the Coordinator of Student Services on the Georgetown and Grand Strand Campuses.

### **► PARKING**

Students may use any designated parking areas not reserved for faculty, staff, visitors, individuals with disabilities 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 the Conway Campus, or the main building front office on the Georgetown and Grand Strand Campuses.

Students with a valid need to use parking areas designated for individuals with disabilities may obtain a campus parking permit for use of those designated spaces. Parking violations appeals should be submitted to the Administrative Specialist for Career Services and Counseling (Conway Campus) or the Coordinator of Student Services (Georgetown and Grand Strand Campuses).

### **► SPEED LIMIT ON CAMPUS**

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

### **► DRESS AND PERSONAL APPEARANCE**

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

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

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

### **► BULLETIN BOARDS**

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

## ► FIREARMS POLICY

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

## ► RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES

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

1. Have the responsibility of identifying themselves to the Coordinator of Services for Students with Disabilities prior to the start of each semester as requiring special academic or physical accommodations.
2. Have the responsibility of providing current documentation from an appropriate professional identifying the disability and recommending accommodations in order to activate the faculty notification process.
3. Have the responsibility of demonstrating how the disability affects a particular delivery system, instructional method or evaluation criteria when requesting accommodations.
4. Have the responsibility of actively participating in the search for accommodations and auxiliary aids. This responsibility extends to working with the College to seek financial assistance from government agencies and private sources.
5. Have the responsibility of meeting with class professors each semester to discuss arrangements for accommodations.
6. Have the same obligations as any student for meeting and maintaining the College's academic and technical standards.
7. Have the right to be evaluated based on ability, not disability. If the disability affects the outcome of an evaluation method, a student is entitled to an evaluation by alternate means.
8. Are entitled to an equal opportunity to learn. If the location, delivery system or instructional method limits access, participation or ability to benefit, students have the right to reasonable alterations in those aspects of the course (or program) to accommodate the disability.
9. Are entitled to an equal opportunity to participate and benefit from the academic community. This includes access to services, extracurricular activities and transportation at a comparable level as that provided to other students.
10. Have a right to appeal the 504 Coordinator's decision concerning accommodations by filing a petition with the Vice President for Student Affairs.
11. Following an appeal to the Vice President for Student Affairs, have the right to appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.



## ► POLICY FOR A DRUG-FREE ENVIRONMENT

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

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

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

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

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

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

The purchase or possession of alcoholic beverages by persons under the age of 21 is prohibited by law. Some violations mandate the loss of the offender's driver's license for 90 days, as well as fines and imprisonment. Legal penalties for drug violations are even tougher.

Depending on the nature of the substance, the driver's license of any individual convicted of a controlled substance violation can be suspended for a period of at least six months and up to one year. Other legal penalties can range from a \$100 fine or 30 days in jail to life imprisonment and an \$8 million fine. All convictions are recorded on an individual's permanent criminal record.

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

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

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

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

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

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

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

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

Further information regarding Drug-Free Schools and Campuses and Public Law 101-226 may be obtained in the Career Services and

Counseling Center located in Building 1100 on the Conway Campus or by calling (843) 349-5302.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The statement of rights and responsibilities is designed to clarify those rights that 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 for being informed of all policies and procedures required for continued attendance. These are generally found in this catalog and other college publications, which are available in the Admissions and Registrar's offices on the Conway Campus, and the offices of the Dean of Student Affairs on the Georgetown and Grand Strand Campuses.

The Student Code is revised periodically and, if a recent revision has been done, an approved copy is available from the office of the Vice President for Student Affairs. A statement on College policy on student conduct and due process procedures follows.

### **► STUDENT CODE FOR THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM (3-2-106.1)**

#### **GENERAL PROVISIONS**

##### **I. Principles**

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

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

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

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

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

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

Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

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

### III. Definitions

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

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

### STUDENT CODE

#### I. General Rights of Students

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

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

- C. Freedom of the Press—In official student publications, they are entitled to the constitutional right of freedom of the press, including

constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

- D. Protection Against Unreasonable Searches and Seizures—Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance—Students should be represented on campus committees that have the following duties:
  - 1. To propose policy that affects student activities and conduct.
  - 2. To make policy decisions on such matters.
  - 3. To implement policy.
- F. Classroom Behavior—Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of professors to teach or the rights of other students to learn.

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

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

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

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

- H. Privacy— Information about individual student views, beliefs and political associations acquired by professors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Records
  - 1. General— The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement,

(4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Confidentiality of Records— Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
  - a. To professors and administrators for legitimate educational purposes.
  - b. To accrediting organizations to carry out their functions.
  - c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
  - d. The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
  - e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.
3. Disciplinary Records— Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.
4. Treatment of Records After Student Graduation or Withdrawal— When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## II. Student Government and Student Organizations

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

## III. Proscribed Conduct

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

In the event of illegal or disruptive activity on a College campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

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

environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damage or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any College facility after hours.
4. Unauthorized possession or use of a key to any College facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a College-sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

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

A. Administrative Suspension

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



certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct

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

- b. Accept the decision but impose a less severe sanction
- c. Overturn the decision
- d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:
  - a. Drop the charges.
  - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
  - c. Refer the student to a College office or community agency for services.
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to student's last known address providing the student with a list of the charges, the Chief Student Services Officer's, or designee's, decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee— Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
  - a. Three faculty members appointed by the chief instructional officer and approved by the President.
  - b. Three student members appointed by the appropriate student governing body and approved by the President.
  - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  - d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
  - e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Functions of the Committee are described as follows:
  - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.

- b. To hand down a decision based only on evidence introduced at the hearing.
- c. To provide the student defendant with a statement of the committee's decision findings of fact and if applicable, to impose one or more of the following sanctions:
  - 1. Academic Misconduct
    - a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
    - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
    - c. Assign a failing grade for the course.
    - d. Require the student to withdraw from the course.
  - 2. Student Misconduct
    - a. A written reprimand.
    - b. An obligation to make restitution or reimbursement.
    - c. A suspension or termination of particular student privileges.
    - d. Disciplinary probation.
    - e. Suspension from the College.
    - f. Expulsion from the College.
    - g. Any combination of the above.

#### V. Procedures for Hearings Before the Student Appeals Committee

##### A. Procedural Duties of the Chief Student Services Officer—

1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
  - a. A restatement of the charge or charges.
  - b. The time and place of the hearing.
  - c. A list of all witnesses who might be called to testify.
  - d. The names of Committee members.
  - e. A statement of the student's basic procedural rights. These rights follow:
    1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
    2. The right to produce witnesses on one's behalf.
    3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
    4. The right to present evidence. The Committee may determine as to what evidence is admissible.
    5. The right to know the identity of the person(s) bringing the charge(s).
    6. The right to hear witnesses on behalf of the person bringing the charges.
    7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the Chief Student Services Officer concurs with this change.
- B. The Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
    - a. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
    - b. Counsels for the student and the College.
    - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
    - d. Witnesses who shall:
      - (1) Give testimony singularly and in the absence of other witnesses.
      - (2) Leave the committee meeting room immediately upon completion of the testimony.
  2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
  3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
  4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
  5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
  6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
  7. Decisions of the Committee shall be made by majority vote.
  8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President—When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
  2. Review the findings of the proceedings of the Committee.
  3. Hear from the student, the Chief Student Services Officer and the members of the Committee before ruling on an appeal.
  4. Approve, modify or overturn the decision of the Committee.
  5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

► **STUDENT GRIEVANCE PROCEDURE FOR  
THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM (3-2-106.2)**

I. Purpose

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

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

II. Definitions

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

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

III. Procedures

A. First Step

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

B. Second Step

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

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

C. Third Step

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

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

D. Fourth Step

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

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

IV. The Student Grievance Committee

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

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

All recommended members must be approved by the President.

B. Purpose and Function of Grievance Committee

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

C. Rights of the Parties Involved in a Grievance

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

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

D. Hearing Procedures

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

► **STUDENT GRIEVANCE PROCEDURE  
FOR CONCERNS RELATED TO FACULTY ENGLISH FLUENCY**

I. Purpose

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

II. Procedures

A. First Step

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

B. Second Step

The completed grievance form must be returned to the Vice President for Student Affairs and Campus Life 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 Vice President for Student Affairs and Campus Life will then refer the grievance to the Vice President for Academic Affairs and Provost, Grand Strand Campus who will convene the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Horry-Georgetown Technical College Procedure 3.1.14.1 – English Fluency Requirements for Faculty Employment.

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

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

C. Third Step

The 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 Vice President for Student Affairs.

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

► **GUIDELINES FOR COLLECTION, ALLOCATION AND  
MANAGEMENT OF STUDENT ACTIVITIES FEE**

Student Activities Fee Allocation Committee (SAFAC)-

Student activities fees are held by the College in an account restricted to services, events and functions that directly support activities designed for student use only. These funds are allocated by the Student Activities Fee



Allocation Committee (SAFAC), which has eleven members, nine of whom are students.

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

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

SAFAC meets at least monthly and then more frequently as the allocation process begins in late winter/early spring.

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

## SECTION I

### PURPOSE OF STUDENT ACTIVITY FEE

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

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

## SECTION II

### OVERALL PHILOSOPHY

The students of Horry-Georgetown Technical College constitute a group of individuals with diverse needs and interests. Since all students are required to pay the student activities fee, the Student Activities Fee Allocation Committee (SAFAC) is responsible to all students to make wise, honorable decisions that serve the best interests of the entire student body. Student activities fees will never provide sufficient funds to support all the student activity needs and interests of every student. Accordingly, the allocation of such funds is necessarily a process of reconciliation and judgment, undertaken within the framework of the overall philosophy that is to be directly beneficial to the students. An overall philosophy for the allocation of student activities fees must account for diverse and even competitive interests, but should also embrace

the concept that all students have one goal in common – the pursuit of higher education. Therefore, while student activity fees legally may be used to facilitate any purpose defined in this document, it is particularly appropriate that special emphasis be given to activities that:

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

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

### SECTION III

#### PURPOSES OF SAFAC

The purposes of the Committee are to:

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

### SECTION IV

#### COMPOSITION OF SAFAC

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

##### A. Voting Members:

1. Five (5) students chosen by the Leadership and Campus Life Director and the Vice President for Student Affairs through a competitive application process;
2. Four (4) students from branch campuses: 2 from Georgetown Campus and 2 from Grand Strand Campus.
3. Two (2) faculty members and one (1) staff member none of which shall have direct connection to any club/group/organization/committee receiving student activities fee funding.
  - a. The two faculty members are to be nominated by the Faculty Advisory Committee, appointed in alternate years for two-year terms, serving from October 1 through September 30.
  - b. The one staff member shall be appointed by the Vice President for Student Affairs.

##### B. Non-Voting Members

1. The Vice President for Student Affairs; and
2. The Student Leadership and Campus Life Director.

- C. The Chair of the SAFAC shall be a student member elected by the Committee.
- D. Vacancies shall be filled as follows:
  - 1. Student member vacancies shall be filled based upon nominations from the student body, faculty and staff with the approval and consent of SAFAC,
  - 2. Faculty member vacancies shall be filled from the FAC upon nominations by the FAC chair,
  - 3. Staff member vacancy shall be filled by appointment from the Vice President for Student Affairs.
- E. The Director of Student Leadership and Campus Life shall be responsible for planning, orientation and other duties required to manage the work of the Committee and shall oversee the election processes.
- F. The Secretary shall be responsible for writing and distributing the minutes.

## SECTION V

### SAFAC FUNDING

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

## SECTION VI

### AMOUNT AND COLLECTION PROCESS

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

## SECTION VII

### BUDGETING PROCESS AND PROCEDURES

- A. Scheduling:
  - 1. The budget requests shall be submitted to SAFAC by March 1 to be considered for the following year and any subsequent revisions of the original budget request must be approved by SAFAC;
  - 2. SAFAC shall schedule adequate time to study funding requests and to investigate questions about the requests or the organizations submitting them. Additionally, SAFAC shall schedule an open meeting for organizations to present their requests. Each

club/organization will be limited to a 5-minute presentation and the club's/organization's adviser will be limited to 2 minutes (a total of 7 minutes per club presentation).

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

The allocations made by SAFAC are presented to the Cabinet by the Vice President for Student Affairs and Campus Life. Final approval rests with the Cabinet.

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

## SECTION VIII

### TRAINING OF SAFAC MEMBERS

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

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

## SECTION IX

### PROCEDURES FOR STUDENT ORGANIZATION FUND ACCOUNTABILITY

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

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

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

## SECTION X

### FORMS AND REPORTS

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



# ACADEMIC INFORMATION, SUPPORT SERVICES, POLICIES and TRANSFER

## THE GRADING SCALE

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

A: 90-100    B: 80-89    C: 70-79    D: 60-69    F: Below 60

A different grading scale may exist in some academic programs. Refer to the specific academic program section for further information.

Grade reports showing scholastic marks attained by the student are available at the end of each semester. The following grades are used:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Developmental Studies Grading Scale-**

A\*—EXCELLENT: not used in GPA calculations; earns credit hours; generates no grade points.

B\*—ABOVE AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points.

C\*—AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points.

F\*—FAILURE: not used in GPA calculations; earns no credit hours; generates no credit hours.

#### **Incomplete-**

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

### **ATTENDANCE POLICIES AND PROCEDURES**

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

HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual professors. At a minimum, a student may be withdrawn from a course(s) after he/she has been absent in excess of 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw (“W”) up to the 2/3 point of the semester. Thereafter, a Withdraw (“W”) or Withdrew Failing (“WF”) will be assigned dependent upon his/her academic status at the time of last date attended.

Attendance records begin on the first day of class for both new and returning students, regardless when he/she registers during the five-day registration and add/drop period at the beginning of each term.

### ► WITHDRAWAL

Any student in good standing who wishes to withdraw from the College for sufficient reason should first consult a counselor and then apply for an honorable dismissal. This will protect the student's record, his/her right to re-enroll and the right to transfer credits to another college. No student who has not satisfactorily accounted for all College property charged to him/her will be given an honorable dismissal.

Students officially withdrawing from the College or courses within five (5) class days from the beginning of a term will not generate a transcript for those courses. To withdraw from a course or courses, students must complete and submit an Add/Drop or Withdrawal Form. An Add/Drop Form is used during the first five days of class. A Withdrawal Form is used beginning on the 6th day of the term. These forms may be received from the Registrar's Office. Withdrawal through the fifth day of the term is considered a "drop" and will not show on the official transcript. Withdrawal, from the sixth day of the term, through the two-thirds point of the term, results in a grade of "W". Students who withdraw after the two thirds point will receive a grade of "W" if passing the course at the time of withdrawal or a grade of "WF" if failing the course on the date last attended.

The grade of Withdraw ("W") or Withdrew Failing ("WF") will be assigned by the course professor. Students should discuss their withdrawal plans and the grade they will receive with their professor(s) prior to withdrawal. Counselors are also available to assist with personal concerns.

Students may be administratively withdrawn by the faculty member if they have exceeded the allowed absences of the course.

Because changes in course loads impact financial aid, veterans' 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 Student Affairs personnel prior to withdrawing. In addition, courses in some academic programs are sequenced and scheduled 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 the withdrawal on program time with academic advisors.

### **GRADE QUALITY POINT SYSTEM**

The College operates on a semester-hour credit system. Semester-hour credits represent the number of hours completed with a passing grade. Grade quality points are determined by the grade earned. Each grade is assigned on a "grade point equivalent" in grade points for each semester hour scheduled. All grades for attempted courses are shown



on the student's permanent record. Credit hours and quality points are computed in the student's Grade Point Average (GPA).

The Grade Quality Point System is as follows:

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

Computing GPA: *Example*

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

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

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

## ACADEMIC AVERAGE

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

## HONORS

The College recognizes outstanding academic achievement every term through the President's List and the Dean's List. Students are given these honors during any semester when they have accumulated a minimum of 12 credit hours or an additional increment of 12 credit hours since they last received the honor. Students are recognized for:

1. the President's List if they have achieved a 3.75 grade point average for the 12 credit hours or
2. the Dean's List if they have achieved a 3.5 grade point average for the 12 credit hours.

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

## **STANDARDS OF PROGRESS**

### **► ACADEMIC WARNING**

A student who does not earn a minimum of a 2.00 GPA (grade point average) for the term will be placed on academic warning for the next term of attendance. The student will meet with a member of the counseling staff and his or her academic advisor in order to determine the course of action needed to improve the student's academic performance. Possible courses of action are a reduction in course load, procurement of tutorial services, developmental studies and/or withdrawal from extracurricular activities.

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

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

### **► ACADEMIC PROBATION**

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

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

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

### **► ACADEMIC SUSPENSION**

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

Any student who fails to earn a minimum 2.0 term GPA (grade point average) or a minimum 2.00 cumulative GPA during the probationary term will be placed on academic suspension from the College by the Registrar. The student has the option of enrolling in developmental studies courses for the designated suspension term. The student should contact the Career Services and Counseling Center if he or she wishes to exercise this option.

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

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

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

#### ► REPEATING A COURSE

A student may repeat any course. Both grades will appear on his or her record, but the higher grade is used as the final grade. It is the student's responsibility to notify the Registrar's Office when he or she repeats a course. Only then will the higher grade be solely used in GPA calculations. When a VA student fails to earn a passing grade in a major specific course, the Veterans' Administration will pay for repeating the course until a passing grade is received as long as the said course is required for graduation.

#### ADVANCED PLACEMENT CREDIT

The Advanced Placement Examination program of the College Entrance Examination Board is accepted by HGTC. For credit to be granted, a score of 3 or higher must be attained. The course must be required in the student's course of study. For determination of a specific course exemption, students should contact the Registrar's Office.

#### RESIDENT CREDIT REQUIREMENT

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

#### EXPERIENTIAL EXEMPTION CREDIT

Applicants with appropriate life experience or other relevant background may receive exemption credit for a limited number of courses not available through proficiency tests. As with credit by proficiency and CLEP, exemption credit for experience cannot be granted if the applicant has an outstanding grade of "I" (Incomplete) in the course for which he or she seeks credit, or if he or she has previously audited or failed the course. The curriculum Department Chair or Registrar can provide procedural information.

#### AUDITING OF COURSES

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

Credit for such courses cannot be established at a later date. A student enrolled in a course for credit cannot change to audit, and once a student is enrolled in a course for audit, he/she cannot change to credit. The participation of auditing students in class discussions, tests

or examinations is optional with the professor. They 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.

## **DISMISSAL**

Student may be subject to dismissal due to infraction of rules set forth in the Student Code for the South Carolina Technical College System.

## **CHANGE OF SCHEDULE**

Students interested in changing their schedules of classes should contact their advisors prior to the close of the add/drop period.

## **ADD/DROP PERIOD**

Students may add/drop a course or courses during the first five (5) class days after the term begins. Courses cannot be added after this period.

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

## **PRIVACY OF STUDENT RECORDS**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

*The student should submit to the Registrar, Academic Dean, or Department Chair a written request that identifies the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official, to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.*

- (2) The right to request an amendment of the student's education records that the student believes is inaccurate.

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

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that that FERPA authorizes disclosures without consent.

*One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by*

*the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

- (4) The right to file a complaint with the US Department of Education concerning alleged failures by HGTC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, US Department of Education; 400 Maryland Avenue SW; Washington, DC 20202-4605

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

I. Directory Information To Be Issued:

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

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

1. School officials with a legitimate educational interest will be given access to all directory information.
2. Individuals requesting information without written consent will be given curriculum, dates of attendance, enrollment status and graduation status only. Students who wish to request non-disclosure of these four items may submit a written request to the Registrar's Office.
3. Student telephone numbers, addresses and location will be issued to non-school officials only by written permission of the student or with special approval from the Vice President for Student Affairs and Campus Life or Registrar.

II. Methods of Furnishing Student Records Information:

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

1. Other school officials who have a legitimate educational interest.
2. Officials of other schools in which the student intends to enroll.
3. Authorized representatives of the Comptroller General, administrative head of an educational agency, and State education auditors.

4. Judicial representatives in compliance with a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
5. Agency representatives in connection with a student application for a receipt of financial aid.

## **GRADUATION REQUIREMENTS**

Students are eligible for graduation upon completion of the following:

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

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

## **COMMENCEMENT CEREMONY**

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

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

1. Cum Laude- graduating with a program of study grade point average of 3.50 to 3.74.
2. Magna Cum Laude- graduating with a program of study grade point average of 3.75 to 3.99.
3. Summa Cum Laude- graduating with a program of study grade point average of 4.00.

## **ACADEMIC SUPPORT SERVICES**

### **► DISTANCE LEARNING AND EDUCATIONAL TECHNOLOGY**

The mission of the Distance Learning and Educational Technology Departments is to enhance learning through technology and to provide greater access to higher education opportunities to the populations of Horry and Georgetown Counties and the state of South Carolina. Emerging technologies are used to enhance student learning and

accessibility to current academic programs and support the overall mission of the College.

## **DISTANCE LEARNING**

### **Online Courses-**

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

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

### **Campus Networked Teleclasses-**

Teleclassrooms on each of the College's campuses connect the sites for the purpose of sharing courses and conducting meetings. A classroom on each campus is equipped with cameras and microphones to allow an instructor on one campus to teach students on the other campuses. Participants at all sites are seen and heard through a two-way video system. Teleclasses increase the selection of and access to credit and non-credit course offerings at each campus.

Teleclasses are listed in the semester class schedule under the following section numbers:

- C1: Conway daytime teleclass
- C2: Conway evening teleclass
- C3: North Myrtle Beach daytime teleclass
- C4: North Myrtle Beach evening teleclass
- C5: Georgetown daytime teleclass
- C6: Georgetown evening teleclass
- C7: Grand Strand daytime teleclass
- C8: Grand Strand evening teleclass

### **ITFS Satellite Classes-**

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

## **EDUCATIONAL TECHNOLOGY**

### **Web-Enhanced Courses via the Internet-**

For added benefits to students, professors can use Web Course Tools (WebCT) and Campus Pipeline to supplement on-campus courses. Tools used to enhance classroom lectures may include e-mail, discussion boards, and chat rooms.

### **Student Multimedia Labs-**

Student learning, academic achievement, and employability are enhanced by the availability of Student Multimedia Production Labs on each campus. Students have access to multimedia research and project resources, including the Internet and up-to-date software and production equipment for the development of class projects. The lab environment provides the opportunity for group work and sharing of ideas, and can be reserved for group training.

### **Lab Locations and Hours of Operation-**

Conway Campus– Bldg. 1100, Room 229

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 12:00 p.m.

Grand Strand Campus– Bldg. 200, Room 148

Campus Hours

Georgetown Campus- Library

Library Hours

The labs are open to all students during these hours. For assistance by appointment, call (843) 349-5340.

### **Classroom Technology-**

The Educational Technology Department is committed to enhancing teaching and learning by equipping classrooms with computers and other multimedia technology for instruction and presentations. Currently, 60 classrooms are equipped as multimedia classrooms, also known as Smartclassrooms. In addition, more than 12 Smartcarts are available for Faculty check-out.

### **Contact Information-**

Campus Networked Teleclasses (843) 349-7554

ITFS Satellite Classes (843) 349-7554

WebCT Support (843) 349-5340

Campus Pipeline Support (843) 349-5340

Student Software Training (843) 349-5340

### **► TESTING CENTERS**

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

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

#### **Conway Campus**

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



### **Health Occupations Basic Entrance Test (HOBET) – Conway Campus**

HOBET is a computerized diagnostic instrument used to help health occupations programs evaluate academic and social skills of new applicants. A qualifying HOBET test score is one of the options for admission consideration for the Radiologic Technology program at Horry-Georgetown Technical College as well as for the Pharmacy Technician and Medical Record Coder distance learning shared programs offered by Midlands Technical College and Horry-Georgetown Technical College. The fee is \$ 25, and an appointment is needed. HOBET may be taken only once for applicants to HGTC's Radiologic Technology program. Applicants to MTC's Pharmacy Technician and Medical Record Coder distance learning programs may re-test on HOBET after a six-month waiting period.

### **Pearson VUE Certification Exams – Conway Campus**

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

### **Internet, Distance Learning and Make-Up Testing – All Campuses**

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

### **Testing Services for Students Requesting Accommodations – All Campuses**

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

### **College Placement Testing (COMPASS and ASSET) – All Campuses**

**COMPASS** is a computerized adaptive testing system used to place students in appropriate college-level courses. It is designed to help determine a student's strengths and needs in the areas of Reading, Writing, and Math basic skills. COMPASS testing is provided free of charge as a service to prospective students, and an appointment is needed. A \$25 fee is required for a re-test and must be approved by a new student enrollment advisor or counselor.

**ASSET** is a paper-and-pencil placement test used to determine a student's strengths and needs in the areas of Reading, Writing, and Math basic skills. ASSET testing is provided free of charge as a service to prospective students. It can only be taken once, and an

appointment is needed. ASSET is also available in alternate formats for students requesting accommodations.

### **External Testing for other Colleges and Agencies – All Campuses**

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

### **► ACADEMIC ACHIEVEMENT CENTER**

Many times, students want or need additional support and information to help them complete requirements for their courses of study. With that in mind, the College provides a resource on each campus where students may receive academic assistance for courses, view support materials to help them better understand course competencies and have professional staff assist them in achieving success in completing course requirements. The purpose of the Academic Achievement Center (AAC) is to provide all students with an equal opportunity to succeed in college by maintaining a program of academic support services to address their unique educational, career and personal needs. A major goal of the AAC is to increase student retention and graduation rates while providing quality academic programs.

Materials in many subject areas are housed in the Centers, with College staff and faculty available to assist students with alternative modes of study. The AAC provides such services as tutoring for mathematics, computer technology, biology, reading and English; supplemental materials and learning tools for many College courses; and a study area and assistance with writing assignments. The Conway Campus AAC is located in Building 1100, Room 226; on the Grand Strand Campus, in Building 300, Room 339; and on the Georgetown Campus, in Building 100, Room 149 (student lounge). For more information, contact Center Directors at (843) 349-5228 (Conway), 477-2133 (Grand Strand), or 520-1429 (Georgetown).

### **► LIBRARY**

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

### **Services-**

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

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

The Library provides an interlibrary loan service allowing patrons to borrow materials, including books and articles, from the State Library, other college libraries and public libraries throughout the U.S.

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

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

### **Rules and Policies-**

These rules and policies apply to all HGTC students:

- The maximum number of library materials a student may borrow is eight.
- Only one renewal is allowed per library item.
- Overdue items may not be renewed over the telephone or online. Overdue items must be returned and fines paid before any other items are checked-out.
- All library materials must be returned to the library at the end of each semester.
- Adequate clearance of fines and return of materials is necessary before graduation.
- When an item is lost or damaged, the patron is responsible for the publisher's price of the item plus a \$5 processing fee, not to exceed a total cost of \$50 per book and \$75 per video.
- Newspapers, serials, reference books, and reserve materials are for in-library use only.
- No smoking, eating or drinking is allowed in the library.
- Cell phone use is not permitted in the library.
- Computers are for educational use only. Chatting, gaming and downloading of software are strictly prohibited. Further details are included in the HGTC Computer Use Policy.
- Unauthorized stored files, including those stored on hard drive, will be deleted without prior notice.
- The library staff reserves the right to ask disruptive patrons to leave the library.

### **Service Hours-**

#### *Regular Academic Sessions*

#### Conway Campus

Monday – Thursday 7:15 a.m. – 8:45 p.m.

Friday 7:15 a.m. – 12:30 p.m.

Closed Weekends

#### Elizabeth Mattocks Chapin Memorial Library- Grand Strand Campus

#### Georgetown Campus

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

Friday 7:45 a.m. – 12:30 p.m.  
Closed Weekends

#### *Summer Sessions*

##### *Conway Campus*

Monday – Thursday 7:15 a.m. – 8:45 p.m.  
Friday 8:00 a.m. – 12:30 p.m.  
Closed Weekends

##### *Elizabeth Mattocks Chapin Memorial Library- Grand Strand Campus Georgetown Campus*

Monday – Thursday 7:45 a.m. – 8:45 p.m.  
Closed Fridays and Weekends

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

#### **Contact Information-**

##### *Conway Campus*

Circulation Desk (843) 349-5268  
Reference Desk (843) 349-5394  
Fax Number (843) 347-0552

##### *Elizabeth Mattocks Chapin Memorial Library- Grand Strand Campus*

Circulation Desk (843) 477-2012  
Reference Desk (843) 477-2018  
Fax Number (843) 477-8065

##### *Georgetown Campus*

Circulation Desk (843) 520-1424  
Fax Number (843) 520-1423

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

#### **► COOPERATIVE EDUCATION**

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

- All SCWE requires four contact hours to generate one credit. The ratio will be 4:1.
- SCWE may be required for graduation.

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

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

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

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

### **► DEVELOPMENTAL STUDIES**

The general purpose and goal of the Developmental Studies program is to provide concentrated instruction in the basic subject areas (reading, English and math) in an effort to enhance the student's potential for success in a degree, diploma or certificate program.

#### **Courses-**

ENG 031	Developmental English I
ENG 032	Developmental English II
MAT 031	Developmental Mathematics Basics
MAT 011	Developmental Mathematics Basics Workshop
MAT 032	Developmental Mathematics
MAT 012	Developmental Mathematics Workshop
RDG 031	Developmental Reading I
RDG 032	Developmental Reading II

Developmental studies courses are conducted through a lab and lecture approach. Labs offer a nontraditional approach to learning. Instructional systems provide each student with an opportunity to work on the materials and skills needed that is determined by his/her ability, background and motivation. The laboratory offers a variety of instructional materials such as audiotapes, filmstrips, videocassettes, computer-assisted instruction and conventional textbooks.

The student and professor work together to identify each student's goals and objectives and to select materials which will help the student reach these goals and objectives. Every effort is made to help the student adjust to post-secondary experiences.

#### **Entrance Procedure-**

Students needing to upgrade reading, math and/or English skills before entering college-level courses will be advised accordingly and assisted in registering for appropriate developmental studies course(s).

#### **Length of Program-**

Developmental studies education is approved for a minimum of one semester. Students who enter one or more development studies courses may exit after one semester if they meet College course placement requirements for their curriculums.

Students enroll in developmental studies courses full- or part-time. Depending upon entrance scores, they may enroll in some courses in their chosen curriculums, in addition to developmental studies courses. The student's daily schedule consists of instruction in the areas of mathematics, reading and/or English.

## **TRANSFER: STATE POLICIES & PROCEDURES**

### **PREFACE**

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

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

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

### **BACKGROUND**

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

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

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

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

### **STATEWIDE ARTICULATION OF 86 COURSES**

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year

institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

### **ADMISSIONS CRITERIA, COURSE GRADES, GPAs, VALIDATIONS**

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
  - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his or her home institution and so forth.
  - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
  - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - G. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve



the student of the obligation to meet any G. P.A. requirements or other admissions requirements of the institution or program to which application has been made.

- A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
  - B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

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

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
- Arts, Humanities and Social Sciences: Established curriculum block of 46-48 semester hours
  - Business Administration: Established curriculum block of 46-51 semester hours
  - Engineering: Established curriculum block of 33 semester hours
  - Science and Mathematics: Established curriculum block of 51-53 semester hours
  - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
  - Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing Accrediting Commission and that the

graduate has successfully passed the National Licensure Examination (NCLEX-RN) and is a currently licensed Registered Nurse (For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate in Arts or Associate in Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

#### **RELATED REPORTS & STATEWIDE DOCUMENTS**

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

#### **ASSURANCE OF QUALITY**

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.
11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet websites:
  - A. A copy of this entire document.
  - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
  - A. A copy of this entire document.
  - B. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
  - A. Publish these procedures in their entirety (except Appendices)
  - B. Designate a chief Transfer Officer at the institution who will:
    - a. Provide information and other appropriate support for students considering transfer and recent transfers
    - b. Serve as a clearinghouse for information on issues of transfer in the State of South Carolina
    - c. Provide definitive institutional rulings on transfer questions for the institution's students under these procedures
    - d. Work closely with feeder institutions to assure ease in transfer for their students
  - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
  - D. Refer interested parties to the institutional Transfer Guide
  - E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the Colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he or she is transferring.)

## **DEVELOPMENT OF COMMON COURSE SYSTEM**

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

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

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

The HGTC Chief Transfer Officer is Dr. Marilyn Fore, Senior Vice President for Academic Affairs, whose office is on the Conway Campus; phone (843) 349-5208; FAX (843) 347-4207. Services provided by the Chief Transfer Officer include:

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

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

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

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

The Statewide Articulation Agreement of 86 courses approved by the Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on

this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

### Technical College Courses Transferable to Public Senior Institutions

NUMBER	TITLE	CREDITS
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Sciences I	4
BIO 102	Biological Sciences II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
ENG 260	Advanced Technical Comm.	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History: Discovery-1877	3
HIS 202	American History: 1877-Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry/Calculus I	4
MAT 141	Analytical Geometry/Calculus II	4

MAT 240	Analytical Geometry/Calculus III	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 106	Logic II: Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth & Development	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

## Transfer Blocks

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

Technical College Courses

#### COMPOSITION

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

#### NATURAL SCIENCE

BIO 101	Biological Science I	4 credits
BIO 102	Biological Science II	4 credits
	or	
CHM 110	College Chemistry I	4 credits
CHM 111	College Chemistry II	4 credits
	or	
PHY 201	Physics I	4 credits
PHY 202	Physics II	4 credits
	or	

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

#### MATHEMATICS

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

#### HUMANITIES

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

#### HISTORY

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

#### FOREIGN LANGUAGES

FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
	or	
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits
	or	
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
	Total Credits:	8 credits

#### FINE ARTS

ART 101	Art History and Appreciation	3 credits
	or	

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

#### SOCIAL AND BEHAVIORAL SCIENCES

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

GRAND TOTAL OF CREDITS: 46-48 credits

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

Technical College Courses

#### COMPOSITION

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

#### NATURAL SCIENCE

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

#### MATHEMATICS

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

#### HUMANITIES

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

#### FINE ARTS

ART 101	Art History and Appreciation or	3 credits
MUS 105	Music Appreciation or	3 credits



THE 101	Introduction to Theatre	3 credits
	Total Credits:	3 credits

#### FOREIGN LANGUAGES

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

#### SOCIAL AND BEHAVIORAL SCIENCE

\*One course from each of two of the following disciplines:

Economics, Psychology, Sociology, Political Science	6 credits
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**GRAND TOTAL OF CREDITS** **51-53 credits**

Footnotes on usage of this block

1. Course work in this block is guaranteed to count as transfer credit toward graduation in all sciences and mathematics majors at all public senior institutions. However, this block may or may not completely satisfy all general education requirements at a particular senior institution.
2. Some institutions will take pre-calculus mathematics for credit toward sciences/ mathematics major.
3. Some majors at senior institutions allow for fewer than 7 elective credits. Transfer of this entire block may preclude students transferring into these majors from taking some elective credits at the senior institution.
4. Completion of this 53 credit hour module will bring a student close to attaining an AA/AS degree. By working closely with advisors at both the technical college and at the senior institutions, a student may be able to take enough transferable course work to complete the AA/AS degree.
5. Majors in Computer Information Systems and in Applied Mathematics at the College of Charleston should contact these departments directly regarding appropriate transfer course work in the natural sciences and in the behavioral and social sciences.
6. \*Choose these courses from the 86 courses listed on the Statewide Articulation Agreement.
7. \*\*Some senior institutions offer only 3 credit hour foreign language courses. These institutions may only grant 3 credits per course for the technical college foreign language course work.

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

Technical College Courses

#### COMPOSITION

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

#### NATURAL SCIENCE

BIO 101	Biological Sciences I and	4 credits
CHM 110	College Chemistry I or	4 credits

PHY 201	Physics I	4 credits
	Total Credits:	8 credits

**\*\*MATHEMATICS**

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

**HUMANITIES:**

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

**FINE ARTS**

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

**SOCIAL AND BEHAVIORAL SCIENCES**

Choose 2 of 3:

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

**GRAND TOTAL OF CREDITS: 38-39 credits**

Footnotes on usage of this block

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

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

Technical College Courses

**COMPOSITION**

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

### NATURAL SCIENCE

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

### MATHEMATICS

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

### ACCOUNTING

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

### HUMANITIES

Choose 1 course from 2 of the following 3 areas:

Literature:

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

History:

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

Fine Arts:

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

### \*\*FOREIGN LANGUAGES

FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II or	4 credits
GER 101	Elementary German I	4 credits
GER 102	Elementary German II or	4 credits
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
	Total Credits:	8 credits

### SOCIAL AND BEHAVIORAL SCIENCES

ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
	and	
Choose 1 of the following 3 courses:		
PSY 201	General Psychology	3 credits
	or	
SOC 101	Introduction to Sociology	3 credits
	or	
PSC 201	American Government	3 credits
	Total Credits:	9 credits

**GRAND TOTAL CREDITS:** 46-51 credits

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

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

Technical College Courses

#### COMPOSITION

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

#### NATURAL SCIENCE

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

#### MATHEMATICS

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

#### HUMANITIES

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

#### ENGINEERING

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

**GRAND TOTAL OF CREDITS:** 33 credits

### **TRANSFERRING FROM HGTC**

The curriculum for the associate degree is designed to allow a maximum transfer of credits. However, transfer requirements for

senior colleges and universities vary. Therefore, 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. A student planning to transfer the first two years from HGTC to a senior college or university should obtain a copy of that institution's catalog, or visit that college's website.

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

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

- the office of any Associate in Arts/Associate in Science faculty advisor on all three campuses; or
- the office of the Associate Vice President for University Parallel and General Studies on the Conway and Grand Strand Campuses.

Although the College has course-by-course transfer agreements with colleges and universities in South Carolina, an articulation or transfer agreement does not guarantee all courses will transfer. Exact admission and course requirements vary from institution to institution. Students must plan a program of study to meet the specific requirements of the four-year college/university they plan to attend. A student's planning should include contacting the program director at the four-year college/university and reviewing the institution's catalog (bulletin). You may also check the website of the college or university you are interested in for further clarification. Many of the catalogs from regional colleges and universities are available in the Career Counseling and Placement Center and Library on each HGTC campus. Also, the College counseling staff, available on all campuses, will assist students in exploring college transfer opportunities.

### **HGTC COURSES APPROVED FOR CREDIT BY PROFICIENCY EXAM**

Registered students may challenge a limited number of courses with the approval of the appropriate Department Chair and Academic Associate Vice President/Dean and by posting a \$40 fee per exam. Students cannot receive credit by examination for a course that is equivalent to or at a lower level than that in which they are currently enrolled or for which they have previously enrolled. Students may not challenge any course that has been previously audited or failed. All prerequisites must be completed before taking a proficiency examination. Any student interested in Credit by Proficiency Examination can obtain an application at the Office of the Registrar on the Conway Campus or the Office of the Dean of Students on either the Grand Strand or Georgetown Campuses.

#### Applicant Procedures:

1. Obtain an application for proficiency examination from advisor or from the Registrar's Office.
2. Register for the course in which he or she seeks credit by proficiency if the course is currently being offered.
3. Pay a \$40 fee per examination. NOTE: A student's registration form and receipt for paying this fee must be shown to the department chair/designee administering the examination before the examination is scheduled.
4. Schedule proficiency examination with appropriate department chair/designee. NOTE: Proficiency examinations are administered during the add/drop period only. As most exams are scheduled for the third day of add/drop week, applicants are encouraged to schedule exams during the registration process.
5. Examination scores are usually posted outside the office of the department chair/designee administering the exam. A numerical grade of 75 or higher is needed in order to pass the exam and receive credit. A student who fails the exam should remain in the class. A student who passes the exam and is not full time is eligible for a partial tuition refund if he or she chooses not to add another course.

The following courses are approved for credit by proficiency exam.

ACC	101	Principles of Accounting I
ACC	102	Principles of Accounting II
ACC	111	Accounting Concepts
ACC	112	Organizational Accounting
ACC	124	Individual Tax Procedures
ACC	150	Payroll Accounting
BUS	101	Introduction to Business
CPE	107	Computer Applications
CPT	101	Introduction to Computers
CPT	114	Computers and Programming
CPT	168	Program Logic and Design
CPT	174	Microcomputer Spreadsheet
ECO	210	Macroeconomics
ECO	211	Microeconomics
EGT	101	Basic Technical Drawing
EGT	151	Introduction to Auto CAD
ELT	101	Circuit Fundamentals DC
ELT	102	Circuit Fundamentals AC
ELT	103	Active Devices
ENG	101	English Composition I
ENG	102	English Composition II
MAT	101	Beginning Algebra
MAT	102	Intermediate Algebra
MAT	155	Contemporary Mathematics
MAT	170	Algebra, Geometry & Trigonometry I
MKT	101	Marketing
OST	105	Keyboarding
OST	110	Document Formatting
OST	121	Machine Transcription
OST	165	Information Processing Software
OST	167	Information Processing Applications
SPA	101	Elementary Spanish I
SPA	102	Elementary Spanish II

## **GENERAL ACADEMIC DEGREE REQUIREMENTS**

1. 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.
2. Students must complete a graduation application upon meeting the program requirements to be awarded a diploma.
3. Some programs are approved for Cooperative Work Experience (CWE). Check with your academic advisor.
4. Some programs have articulation agreements with baccalaureate institutions. Students should see their academic advisors for details.
5. Electives must be chosen from courses on the associate degree level and are subject to the approval of the academic advisor.



# ACADEMIC PROGRAMS OF STUDY

## Programs of Study in Agriculture Technology

### FORESTRY MANAGEMENT TECHNOLOGY (FOR3)

ASSOCIATE DEGREE: AGRICULTURE TECHNOLOGY

Credit Requirements: 77 Credit Hours

The Forestry Management Technology program trains students for the position of forest technician, a middle-management level professional trained to work with a graduate professional forester. The Forestry Management Technology program is recognized by the Society of American Foresters through 2007 and is approved for Cooperative Work Experience. Graduates will be qualified for entry level positions with state and federal forest agencies, pulp and timber companies, consultant foresters and other employment where skills of surveying, timber cruising, map drawing and forest management are needed. Students have the opportunity to become certified in the following areas: TOP Logger, South Carolina Commercial Pesticide License, American Red Cross First Aid and CPR. HGTC offers the only two-year Forestry Management program in South Carolina.

Specialized equipment is required for the program: a drafting kit, work boots, snake chaps, a safety hat and any other items specified by faculty.

#### FIRST SEMESTER (FALL)

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

#### SECOND SEMESTER (SPRING)

CPT 101	Intro to Computers	3
ENG 160	Technical Communications*	3
FOR 121	Woodland Safety and First Aid	1
FOR 156	Timber Cruising and Marking	4
FOR 258	Forest Surveying and Engineering	4
MAT 168	Intro to Geometry & Trigonometry	3
	TOTAL	18

#### THIRD SEMESTER (SUMMER)

FOR 220	SCWE in Forestry	8
	TOTAL	8

#### FOURTH SEMESTER (FALL)

FOR 230	Forest Products	2
FOR 257	Forest Ecology	2
FOR 265	Equipment and Timber Harvesting	4
FOR 269	Forest Statistics & Data Processing	3
FOR 271	Silviculture	4



PSY 103	Human Relations*	3
	<b>TOTAL</b>	<b>18</b>

#### FIFTH SEMESTER (SPRING)

FOR 240	Mapping and Photo Interpretation	3
FOR 263	Forest Management	4
FOR 268	Forest Protection Practices	4
PHI 110	Ethics	3
	Elective	2
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

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



### **GOLF COURSE MANAGEMENT (GCM3)**

ASSOCIATE DEGREE: AGRICULTURE TECHNOLOGY

Credit Requirements: 77 Credit Hours

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

#### FIRST SEMESTER (FALL)

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

#### SECOND SEMESTER (SPRING)

ENG 160	Technical Communications I **	3
TUF 172	Turf Management I	3
TUF 174	Turfgrass Pests I	3
SPA 105	Conversational Spanish for the Workplace	3
HRT 205	Computers in Horticulture	3
CWE XX3	Cooperative Work Experience*	3
	<b>TOTAL</b>	<b>18</b>

#### THIRD SEMESTER (SUMMER)

TUF 201	SCWE in Golf Course Management	8
	<b>TOTAL</b>	<b>8</b>

#### FOURTH SEMESTER (FALL)

HRT 113	Plant Materials	3
SPC 101	Oral Communications **	2
TUF 175	Turfgrass Pests II	3

TUF 252	Turf Management II	3
TUF 272	Turf Irrigation & Drainage	5
	TOTAL	16

#### FIFTH SEMESTER (Spring)

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

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

\*\*Entering students following a four-year transfer 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.

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### ASSOCIATE IN SCIENCE –TURFGRASS

Clemson University and HGTC 2+2

ASSOCIATE DEGREE: Associate in Science

Credit Requirements: 70 Credit Hours

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

#### FIRST SEMESTER (FALL)

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

#### SECOND SEMESTER (SPRING)

ENG 102	English Composition II	3
BIO 101	Biological Science I	4
MAT 130	Elementary Calculus	3
TUF 172	Turf Management I	3
	**Humanities	3
	TOTAL	16

#### THIRD SEMESTER (SUMMER)

TUF 190	SCWE in Turfgrass Management	5
	TOTAL	5

**FOURTH SEMESTER (FALL)**

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

**FIFTH SEMESTER (SPRING)**

ACC 101	Accounting Principles I	3
*ECO 210	Macroeconomics	3
CHM 111	College Chemistry II	4
***ENG 201	American Literature I	3
SPA 105	Conversational Spanish for the Work Place	3
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

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

\*\*Humanities courses: PHI 101, PHI 110, MUS 105, ART 101, SPA 201, SPA 202

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

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**HORTICULTURE TECHNOLOGY (HRT3)**

Associate Degree: Agriculture Technology

Credit Requirements: 70 Credit Hours

The Horticulture Technology Associate Degree prepares students for supervisory, middle management and technician level positions in ornamental horticulture. The program is offered in cooperation with Brookgreen Gardens, a nationally-renowned display garden in Pawleys Island, SC. Students have opportunities for hands-on learning in landscape management and production horticulture in this unique setting.

**FIRST SEMESTER (FALL)**

HRT 113	Plant Materials	3
MAT 170	Algebra, Geometry, Trig I	3
ENG 101	English Composition	3
HRT 110	Plant Form and Function	4
CPT 101	Introduction to Computers	3
	<b>TOTAL</b>	<b>16</b>

**SECOND SEMESTER (SPRING)**

HRT 125	Soils	4
SPC 205	Public Speaking	3
HRT 104	Landscape Design and Implementation	3
HRT 150	Arbiculture I	3
HRT 108	Annuals & Perennials	2
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

HRT 273	SCWE in Horticultural Sciences	3
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HRT 274	SCWE in Horticultural Sciences II	3
	<b>TOTAL</b>	<b>6</b>

#### FOURTH SEMESTER (FALL)

HRT 212	Commercial Landscape Design	3
HRT 132	Nursery Operations	3
HRT 139	Plant Propagation	3
SPA 105	Conversational Spanish for the Workplace	3
HRT 130	Greenhouse Production	3
	<b>TOTAL</b>	<b>15</b>

#### FIFTH SEMESTER (SPRING)

HRT 153	Landscape Construction	3
PSY 201	General Psychology	3
HRT 121	Commercial Irrigation	3
TUF 262	Pesticides	3
HRT 144	Plant Pests	3
HRT 103	Native Plant Identification	3
	<b>TOTAL</b>	<b>18</b>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

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### TIMBER HARVESTER HEAVY EQUIPMENT OPERATOR

#### CERTIFICATE

Credit Requirements: 27 Credit Hours

The Timber Harvesting Heavy Equipment Operator Certificate will give a student the basic technical knowledge and skills in the maintenance and operation of various machines associated with timber harvesting and other heavy equipment.

Graduates of this program may find employment with private contractors engaged in timber harvesting or site preparation activities, land clearing companies, equipment manufacturers or any organization utilizing heavy equipment.

#### FIRST SEMESTER

FPT 221	Equipment & Safety	3
FPT 111	Tree Identification	2
FOR 154	Mensuration	3
BCT 185	Heavy Equipment Operation I	4
	<b>TOTAL</b>	<b>12</b>

#### SECOND SEMESTER

FOR 200	SCWE in Timber Harvesting	3
IMT 132	Hydraulics	2
IMT 160	Preventative Maintenance	3
FOR 265	Equipment & Timber Harvesting	4
FOR 180	Timber Industry & Associated Govt. Standards	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

## **TURF EQUIPMENT TECHNICIAN (TET7) CERTIFICATE**

Credit Requirements: 30 Credit Hours

The Turf Equipment Technician certificate gives students technical knowledge and practical application skills in the maintenance and repair of sophisticated turf equipment. Graduates may seek job opportunities with golf courses and turf equipment manufacturers and distributors.

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

TUF 162	Power Mechanics	3
TUF 106	Agriculture Electronics	2
TUF 128	Golf Course Shop Management	3
TUF 144	Reel Sharpening	2
TUF 171	Introduction to Turf Management	3
	<b>TOTAL</b>	<b>13</b>

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

CWE XX2	Cooperative Work Experience	2
TUF 108	Agriculture Welding	2
TUF 132	Advanced Golf Course Shop Management	3
TUF 166	Hydraulics & Pneumatics	2
TUF 210	Special Topics in Turf Equipment	3
	<b>TOTAL</b>	<b>12</b>

### **THIRD SEMESTER (SUMMER)**

TUF 202	SCWE in Turf Equipment Technician	5
	<b>TOTAL</b>	<b>5</b>
	<b>TOTAL CREDIT HOURS</b>	<b>30</b>

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## **Programs of Study in Arts & Science**

### **ASSOCIATE IN ARTS**

ASSOCIATE DEGREE: ARTS

Credit Requirements: 63 Credit Hours

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

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

Criteria for program placement in AA/AS programs:

1. Achieved placement test scores above: COMPASS Reading 79, Writing 69, Pre-Algebra 43 (all three tests); SAT Verbal 405, Math 400 (both tests); ACT Verbal 16, Math 18 (both tests).
2. Achieved a grade of C or better in RDG 032, ENG 032, and MAT 032 (all three courses).

**GENERAL EDUCATION COURSES** **33 SEMESTER HOURS**

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

To be chosen from

MAT	110	College Algebra
MAT	120	Probability and Statistics
MAT	122	Finite College Mathematics

Computers 3 Semester Hours

CPT	101	Intro. To Computers
CPT	170	Microcomputer Applications

Mathematics/Natural Science 6 Semester Hours

To be chosen from: AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, MAT 111, MAT 120, MAT 122, MAT 130, PHY 201, PHY 202.

Humanities 6 Semester Hours

To be chosen from: ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 110, PHI 201, MUS 105, SPA 101, SPA 102, THE 101.

Social Sciences 6 Semester Hours

To be chosen from: ECO 210, ECO 211, PSY 201, SOC 101, SOC 102, PSC 201

**MAJOR CONCENTRATION** **15 SEMESTER HOURS**

To be selected from the courses listed below and NOT used to fulfill general education requirements.

ART 101, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PSC 201, PHI 101, PHI 110, PHI 201, PSY 201, SOC 101, SOC 102, SPA 101, SPA 102, THE 101.

**OTHER REQUIRED COURSES** **15 SEMESTER HOURS**

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

ACC 101, ACC 102, AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, CPT 101\*, CPT 170\*, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, PHI 110, PHY 201, PHY 202, PHY 221, PHY 222, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, SOC 102, SOC 205, SPA 101, SPA 102, SPC 210.

\*Students must take either CPT 101 – Introduction to Computers or CPT 170 – Microcomputer Applications. Transferability of CPT 101 and CPT 170 is at the discretion of the receiving university or college.

### **SAMPLE PROGRAM OF STUDY FOR ASSOCIATE IN ARTS DEGREE**

#### FIRST SEMESTER (FALL)

ENG 101	English Composition I	3
HIS 101	American History: Discovery-1877	3
PSC 201	American Government	3
PSY 201	General Psychology	3
	Elective	3
	<b>TOTAL</b>	<b>15</b>

#### SECOND SEMESTER (SPRING)

CPT 101	Introduction to Computers	3
ECO 210	Macroeconomics	3
ENG 102	English Composition II	3
HIS 202	American History: 1877-Present	3
MAT 110	College Algebra	3
PHI 101	Introduction to Philosophy	3
	<b>TOTAL</b>	<b>18</b>

#### THIRD SEMESTER (FALL)

ENG 201	American Literature I	
	or	
ENG 205	English Literature I	3
MUS 105	Music Appreciation	
	or	
HIS 101	Western Civilization to 1689	3
SOC 101	Introduction to Sociology	3
	Mathematics or Lab Science	3-4
	Elective	3
	<b>TOTAL</b>	<b>15-16</b>

#### FOURTH SEMESTER (SPRING)

ENG 202	American Literature II	
	or	
ENG 206	English Literature II	3
ECO 211	Microeconomics	
	or	
HIS 102	Western Civilization Post 1689	3
SPC 205	Public Speaking	3
	Mathematics or Lab Science	3-4
	Elective	3
	<b>TOTAL</b>	<b>15-16</b>

#### ELECTIVES

Electives should be chosen from other hours required for graduation or associate degree level course approved by an advisor. Some courses may not transfer to all senior institutions. Student should verify the transferability of a course with the college/university and degree program they plan to transfer to before selecting that course as an elective.

**ASSOCIATE DEGREE: ARTS (AAA4)****BUSINESS CAREER PATH**

Credit Requirements: 65 Credit Hours

This program is designed to prepare the student for admission into the Wall College of Business Administration at Coastal Carolina University.

**FIRST SEMESTER (FALL)**

CPT	101	Introduction to Computers	3
ENG	101	English Composition I	3
MAT	110	College Algebra	3
		History Elective*	3
		Laboratory Science Elective**	4
		<b>TOTAL</b>	<b>16</b>

**SECOND SEMESTER (SPRING)**

ENG	102	English Composition II	3
MAT	130	Elementary Calculus	3
PSC	201	American Government	3
		History Elective*	3
		Laboratory Science Elective**	4
		<b>TOTAL</b>	<b>16</b>

**THIRD SEMESTER (SUMMER)**

SPC	205	Public Speaking	3
PSY	201	General Psychology	3
		or	
SOC	101	Sociology	3
		<b>TOTAL</b>	<b>6</b>

**FOURTH SEMESTER (FALL)**

ACC	101	Accounting Principles I	3
BUS	101	Introduction to Business	3
BUS	240	Business Statistics	3
ECO	210	Macroeconomics	3
		English Literature Elective***	3
		<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

ACC	102	Accounting Principles II	3
ECO	211	Microeconomics	3
MGT	240	Management Decision Making*****	3
		General Education Elective****	3
		<b>TOTAL</b>	<b>12</b>
		<b>TOTAL CREDIT HOURS*****</b>	<b>65</b>

\*History: To be chosen from: HIS 101, HIS 102, HIS 201, or HIS 202.

\*\*Laboratory Science: To be chosen from AST 101, AST 102, BIO 101, BIO 210, CHM 110, PHY 201, PHY 202.

\*\*\*English Literature: To be chosen from: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209.

\*\*\*\*General Education: To be chosen from ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 110, PHI 201, SOC 102, SPA 101, SPA 102, THE 101.



\*\*\*\*\*Required for entry into the Wall School of Business. May take elective for graduation.

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## **ASSOCIATE IN SCIENCE**

### **ASSOCIATE DEGREE: SCIENCE**

Credit Requirements: 63 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 will apply toward their future major or career choice.

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.

Criteria for program placement in AA/AS programs:

1. Achieved placement test scores above: COMPASS Reading 79, Writing 69, Pre-Algebra 43 (all three tests); SAT Verbal 405, Math 400 (both tests); ACT Verbal 16, Math 18 (both tests).
2. Achieved a grade of C or better in RDG 032, ENG 032, and MAT 032 (all three courses).

### **GENERAL EDUCATION COURSES**

**32 CREDIT HOURS**

#### 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
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#### Computer

3 Semester Hours

CPT	101	Intro. To Computers
CPT	170	Microcomputer Applications

#### Natural Sciences

8 Semester Hours

To be chosen from

CHM	110	College Chemistry I
CHM	111	College Chemistry II
CHM	211	Organic Chemistry 1
PHY	201	Physics I
PHY	202	Physics II
PHY	221	University Physics I
PHY	222	University Physics II
BIO	101	Biological Science I
BIO	102	Biological Science II
BIO	210	Anatomy and Physiology I

BIO	211	Anatomy and Physiology II
AST	101	Solar System Astronomy
AST	102	Stellar Astronomy

### Humanities/Fine Arts

6 Semester Hours

To be chosen from: ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 110, PHI 201, MUS 105, SPA 101, SPA 102.

### Social Sciences

6 Semester Hours

To be chosen from: ECO 210, ECO 211, PSY 201, SOC 101, SOC 102, PSC 201

### MAJOR CONCENTRATION

16 SEMESTER HOURS

To be selected from the courses listed below and NOT used to fulfill general education requirements.

AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 111, CHM 211, CHM 212, MAT 140, MAT 141, MAT 111, MAT 120, MAT 122, MAT 130, PHY 201, PHY 202, PHY 221, PHY 222.

### OTHER REQUIRED COURSES

12 SEMESTER HOURS

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

ACC 101, ACC 102, ART 101, AST 101, AST 102, CHM 111, CPT 101\*, CPT 170\*, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, HIS 230, MAT 110, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHI 110, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 201, SOC 101, SOC 102, SPA 101, SPA 102, THE 101.

\*Students must take either CPT 101 – Introduction to Computers or CPT 170 – Microcomputer Applications. Transferability of CPT 101 and CPT 170 is at the discretion of the receiving university or college.

### SAMPLE PROGRAM OF STUDY FOR ASSOCIATE IN SCIENCE DEGREE

#### FIRST SEMESTER (FALL)

CHM	110	College Chemistry I	4
CPT	101	Introduction to Computers	3
ENG	101	English Composition I	3
MAT	110	College Algebra	3
HIS	101	Western Civilization to 1689	
		or	
HIS	201	American History: Discovery-1877	3
		TOTAL	16

#### SECOND SEMESTER (SPRING)

ENG	102	English Composition II	3
MAT	111	College Trigonometry	
		or	
MAT	130	Elementary Calculus	
		Or	
		Laboratory Science	3-4

PSY	201	General Psychology	
		or	
ECO	210	Macroeconomics	3
		Mathematics	
		Or	
		Laboratory Science	3-4
		Elective	3
		<b>TOTAL</b>	<b>15-17</b>

#### THIRD SEMESTER (FALL)

ECO	211	Microeconomics	
		or	
SOC	101	Introduction to Sociology	3
ENG	201	American Literature I	
		or	
ENG	205	English Literature I	3
PHY	201	Physics I	4
		Mathematics	
		or	
		Laboratory Science	3-4
		Elective	3
		<b>TOTAL</b>	<b>16-17</b>

#### FOURTH SEMESTER (SPRING)

ENG	202	American Literature II	
		or	
ENG	206	English Literature II	3
SPC	205	Public Speaking	3
		Laboratory Science	3-4
		Mathematics	
		or	
		Laboratory Science	3-4
		Elective	3
		<b>TOTAL</b>	<b>15-17</b>
		<b>TOTAL CREDIT HOURS</b>	<b>63+</b>

#### ELECTIVES

Electives should be chosen from other hours required for graduation or advisor-approved associate degree level courses. Some courses may not transfer to all senior collegiate institutions. Student should verify the transferability of a course with the College/university and degree program that he/she plans to transfer to before selecting that course as an elective.



#### **ASSOCIATE DEGREE: SCIENCE**

##### **HEALTH SCIENCE CAREER PATH**

Credit Requirements: 63 hours

The Health Science Career Path in the Associate in Science degree is designed for students seeking acceptance in Allied Health programs at the two-year level, or programs at senior institutions, such as Coastal Carolina University, Clemson University, University of South Carolina – Spartanburg, Medical University of

South Carolina, or Francis Marion University. Such programs may include pre-medicine, pre-veterinarian, pre-dental, nursing, medical technology, pharmacology, physical therapy, radiology, physician's assistant, and others.

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

Criteria for program placement in AA/AS programs:

1. Achieved placement test scores above: COMPASS Reading 79, Writing 69, Pre-Algebra 43 (all three tests); SAT Verbal 405, Math 400 (both tests); ACT Verbal 16, Math 18 (both tests).
2. Achieved a grade of C or better in RDG 032, ENG 032, and MAT 032 (all three courses).

GENERAL EDUCATION COURSES 35 credit hours

English and Speech 9 credit hours  
ENG 101, ENG 102, SPC 205

Mathematics 3 credit hours  
To be chosen from: MAT 110, MAT 120, MAT 140, MAT 141

Computer Requirement 3 credit hours  
To be chosen from: CPT 101, CPT 170

Natural Sciences 8 credit hours  
To be chosen from: AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, CHM 211, PHY 201, PHY 202, PHY 221, PHY 222

Humanities/Fine Arts 6 credit hours  
To be chosen from: ART 101, HIS 202, ENG 201, ENG 202, PHI 101, ENG 205, PHI 110, ENG 206, PHI 201, FRE 101, SPA 101, FRE 102, SPA 102, HIS 101, HIS 102, HIS 201

Social Sciences 6 credits  
To be chosen from: ECO 210, SOC 101, ECO 211, SOC 102, PSY 201, PSC 201

MAJOR CONCENTRATION 16 SEMESTER HOURS  
AST 101, CHM 110, AST 102, CHM 111, BIO 101, CHM 211, BIO 102, CHM 212, BIO 210, MAT 120, BIO 211, MAT 140, BIO 211, MAT 141, BIO 225, PHY 201, PHY 202

OTHER REQUIRED COURSES 12 credit hours  
To be chosen from: ART 101, MUS 105, ENG 201, PHI 101, ENG 202, PHI 110, ENG 205, PHI 201, ENG 206, PSC 201, FRE 101, PSY 201, FRE 102, PSY 203, HIS 101, SOC 101, HIS 102, SOC 102, HIS 201, SPA 101, HIS 202, SPA 102

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## **GENERAL STUDIES (GES7)**

Certificate

Credit Requirements: 24 Credit Hours

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

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

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

### **SECOND SEMESTER (SPRING)**

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

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## **Programs of Study in Business**

### **ACCOUNTING (ACC3)**

ASSOCIATE DEGREE: BUSINESS

Credit Requirements: 69 Credit Hours

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

### **FIRST SEMESTER (Fall)**

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

### **SECOND SEMESTER (SPRING)**

ACC 112	Organizational Accounting	3
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ACC 150	Payroll Accounting	3
CPT 270	Advanced Microcomputer Applications	3
ENG 160*	Technical Communications	3
MAT 101*	Beginning Algebra	3
	<b>TOTAL</b>	<b>15</b>

#### THIRD SEMESTER (SUMMER)

ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
	<b>TOTAL</b>	<b>12</b>

#### FOURTH SEMESTER (FALL)

ACC 125	Advanced Individual Tax Procedures	3
ACC 201	Intermediate Accounting I	3
ACC 245	Accounting Applications	3
BUS 220	Business Ethics	3
	Accounting Elective***	3
	<b>TOTAL</b>	<b>15</b>

#### FIFTH SEMESTER (SPRING)

ACC 202	Intermediate Accounting II	3
ACC 230	Cost Accounting I	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	
	or	
ECO 211	Microeconomics	3
	Humanities**	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*For students continuing their education toward a bachelor's degree in business, ENG 101, ENG 102 and SPC 205 are recommended in place of ENG 155 and ENG 160. Also, MAT 110 is recommended in place of MAT 101. Students must check with the institution to which they plan to transfer for the applicability of transferable courses to a specific program of study.

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

\*\*\*Accounting Elective: Choose one of the following: BAF 260, MGT 150, MGT 240, ECO 210, ECO 211, ACC 291, or ACC 265

<sup>a</sup> Mathematics: Students who did not meet the COMPASS scores for placement in MAT 101 should complete MAT 155 or MAT 032 during the first semester.

## **AUTOMATED OFFICE (AU01)**

### **DIPLOMA: BUSINESS**

Credit Requirements: 42 Credit Hours

This curriculum prepares students for automated office occupations including office clerks and typists. 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 OST classes to graduate.

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

ENG 155	Communications I	3
OST 105	Keyboarding	3
OST 134	Office Communications	3
OST 161	Information Management	3
OST 180	Customer Service	3
	<b>TOTAL</b>	<b>15</b>

#### **SECOND SEMESTER (SPRING)**

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

#### **THIRD SEMESTER (SUMMER)**

OST 121	Machine Transcription	3
OST 133	Professional Development	3
OST 261	Office Spreadsheet Applications	3
OST 210	Document Production	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>42</b>

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## **BASIC BUSINESS (BUS7)**

### **CERTIFICATE**

Credit Requirements: 24 Credit Hours

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

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

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

BUS 101	Introduction to Business	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
OST 105	Keyboarding	3
	<b>TOTAL</b>	<b>12</b>

**SECOND SEMESTER (SPRING)**

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

\* Business Course: Student must complete one business course from the following: ACC 111, BUS 121, BUS 200, BUS 220, ECO 210, ECO 211, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135.

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**CULINARY ARTS TECHNOLOGY (CAT3)**

ASSOCIATE DEGREE: BUSINESS

Credit Requirements: 69 Credit Hours

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

**FIRST SEMESTER (FALL)**

ENG 155	Communications I	3
HOS 101	Principles of Food Production I	3
HOS 140	The Hospitality Industry	3
HOS 155	Hospitality Sanitation	3
MAT 155	Contemporary Mathematics	3
	<b>TOTAL</b>	<b>15</b>

**SECOND SEMESTER (SPRING)**

CPT 101	Introduction to Computers	3
ACC 111	Accounting Concepts	3
ENG 160	Technical Communications	3
HOS 103	Nutrition	3
HOS 110	Food Production Management	3
HOS 120	Bakeshop Production	3
	<b>TOTAL</b>	<b>18</b>

**THIRD SEMESTER (SUMMER)**

HOS 271	SCWE in Culinary Arts	8
	<b>TOTAL</b>	<b>8</b>

**FOURTH SEMESTER (FALL)**

HOS 201	A La Carte I	3
HOS 220	Advanced Bakeshop	3
HOS 225	Buffet Organization	4
HOS 235	Menu Planning	3
MGT 101	Principles of Management	
	or	
BUS 101	Introduction to Business	3
	<b>TOTAL</b>	<b>16</b>



**FIFTH SEMESTER (SPRING)**

HOS 202	A La Carte II	3
HOS 265	Hotel, Restaurant & Travel Law	3
PHI 110	Ethics	3
PSY 103	Human Relations	3
<b>TOTAL</b>		<b>12</b>
<b>TOTAL CREDIT HOURS</b>		<b>69</b>

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**DIGITAL ARTS****ASSOCIATE DEGREE: BUSINESS**

Credit Requirements: 66 Credit Hours

The Associate Degree program in Digital Arts is designed to prepare students for employment in a variety of fields that have traditionally been 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, and video production technicians for both internet (web) streaming, for commercial or industrial business, and for broadcast television.

All students in the program will acquire a basic education in art/design, in art history, and in film and video production. During the first year, they will acquire basic digital arts skills, and the second year they will acquire both advance skills and a programmatic specialization(s) in one-or-more areas, such as video animation, graphic arts, advertising design, or television production.

Students completing the program will be prepared for immediate employment as practitioners in advertising agencies, in full-service printing businesses, in web design and web hosting firms, in video production facilities, and in television stations. For students who wish to continue, the College plans to seek articulation with four-year programs, especially the Media Arts Department at the University of South Carolina.

**FIRST SEMESTER (FALL - All Digital Arts Students)**

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

**SECOND SEMESTER (SPRING - All Digital Arts Students)**

ARV 210	Computer Graphics II	3
ARV 226	Digital Video Production	3
ART 105	Film as Art	3
ENG 160	Technical Communications*	3
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
<b>TOTAL</b>		<b>15</b>

<b>THIRD SEMESTER (SUMMER - All Digital Arts Students)</b>			
ARV	282	SCWE In Digital Arts	6
PSY	201	General Psychology	3
		or	
SOC	101	Introduction to Sociology	3
		<b>TOTAL</b>	<b>9</b>
An option for students who wish to direct films in the second year:			
RTV	150	Scriptwriting	3
<b>FOURTH SEMESTER (FALL - Graphic Arts Majors)</b>			
ARV	227	Web Site Design I	3
ARV	219	Multimedia Techniques	3
ARV	261	Advertising Design I	3
ARV	162	Graphic Reproduction I	3
MKT	101	Marketing 101	3
		<b>TOTAL</b>	<b>15</b>
<b>FOURTH SEMESTER (FALL – Videography Majors)</b>			
ARV	227	Web Site Design I	3
ARV	219	Multimedia Techniques	3
ARV	231	Digital Video Editing	3
RTV	105	Television Studio Operation	3
RTV	107	Producing and Directing	3
		<b>TOTAL</b>	<b>15</b>
<b>FIFTH SEMESTER (SPRING – Graphic Arts Majors)</b>			
ARV	228	Website Design II	3
ARV	230	Visual Arts Business Procedures	3
ARV	264	Special Project in Graphics Art	3
ARV	262	Advertising Design II	3
		<b>TOTAL</b>	<b>12</b>
<b>FIFTH SEMESTER (SPRING – Videography Majors)</b>			
ARV	228	Web Site Design II	3
ARV	230	Visual Arts Business Procedures	3
ARV	268	Special Project in Videography	3
RTV	222	Television Studio Techniques	3
		<b>TOTAL</b>	<b>12</b>
		<b>TOTAL CREDIT HOURS</b>	<b>66</b>

The following Departmental Electives provide for a focus within the overall curricula.

**ANIMATION SEQUENCE:**

ARV	222	Computer Animation	3
ARV	225	Advanced Computer Animation	3

**TELEVISION SEQUENCE:**

RTV	110	Writing for Television	3
RTV	132	Introduction to Broadcasting	3

\*Students transferring to a four-year degree program should consider ENG 101, ENG 102, and SPC 205 in place of ENG 155 and ENG 160; however, they must achieve required

College placement score to be eligible to enroll in any of these courses. Also MAT 110 is recommended in place of MAT 155.

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## GENERAL BUSINESS (BUS3)

ASSOCIATE DEGREE: BUSINESS

Credit Requirements: 69 Credit Hours

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

### FIRST SEMESTER (FALL)

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

### SECOND SEMESTER (SPRING)

ACC 112	Organizational Accounting	3
MKT 101	Marketing	3
ENG 160*	Technical Communications	3
MAT 101*	Beginning Algebra	3
MGT 101	Principles of Management	3
	<b>TOTAL</b>	<b>15</b>

### THIRD SEMESTER (SUMMER)

ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
MKT 110	Retailing	3
	<b>TOTAL</b>	<b>12</b>

### FOURTH SEMESTER (FALL)

BUS 220	Business Ethics	3
MGT 201	Human Resources Management	3
MKT 135	Customer Service Techniques	3
	Business Electives*** (Two required)	6
	<b>TOTAL</b>	<b>15</b>

### FIFTH SEMESTER (SPRING)

BAF 260	Financial Management	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	
	or	
ECO 211	Microeconomics	3
MGT 150	Fundamentals of Supervision	3
	Humanities**	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\* For students considering continuing toward a bachelor's degree in business, ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160. Additionally, MAT 110 and MAT 130 are recommended in place of MAT 155 and MAT 101. Students are strongly advised to check with the institution to which they plan to transfer for the applicability of transferable courses to a specific program of study.

\*\* Humanities: Choose 1 of the following: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101 or SPA 102. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208 or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.

\*\*\* Business Courses: The student must complete two business courses to be selected from the following: ACC 125, ACC 150, ACC 201, ACC 202, ACC 230, ACC 240, ACC 245, ACC 291, ACC 265, CPT 270, ECO 210, ECO 211, MGT 120, MKT 120, MKT 210, MKT 240, MKT 250, OST 105.

<sup>a</sup> Mathematics Students who do not meet the math placement score for MAT 101 should take MAT 155 or MAT 032 during the first semester.

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## GENERAL BUSINESS (BUS3)

ASSOCIATE DEGREE: BUSINESS

MARKETING CAREER TRACK

Credit Requirements: 69 Credit Hours

### FIRST SEMESTER (FALL)

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

### SECOND SEMESTER (SPRING)

ACC 112	Organizational Accounting	3
MKT 101	Marketing	3
ENG 160*	Technical Communications	3
MAT 101*	Beginning Algebra	3
MGT 101	Principles of Management	3
	TOTAL	15

### THIRD SEMESTER (SUMMER)

ACC 102	Accounting Principles II	3
BUS 121	Business Law I	3
MKT 135	Customer Service	3
MKT 110	Retailing	3
	TOTAL	12

### FOURTH SEMESTER (FALL)

BUS 220	Business Ethics	3
MGT 201	Human Resources Management	3
MKT 250	Consumer Behavior	3
MKT 210	Merchandising	3
MKT 120	Sales Principles	3
	TOTAL	15

<b>FIFTH SEMESTER (SPRING)</b>			
MKT	240	Advertising	3
BUS	240	Business Statistics	3
ECO	210	Macroeconomics	
		or	
ECO	211	Microeconomics	3
MGT	150	Fundamentals of Supervision	3
		Humanities***	3
		<b>TOTAL</b>	<b>15</b>
		<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*For students considering continuing their education towards a bachelor's degree in business ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160. Additionally, MAT 110 is recommended in place of MAT 101. Students are strongly advised to check with the institution to which they plan to transfer for the applicability of transferable courses to a specific program of study.

<sup>a</sup> Mathematics Students not meeting the requirements for placement in MAT 101 should complete MAT 155 or MAT 032 during the first semester.

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## **HOSPITALITY/TOURISM MANAGEMENT (HTM3)**

**ASSOCIATE DEGREE: BUSINESS**

Credit Requirements: 69 Credit Hours

This program prepares students in the exciting career field of international hotel & tourism or restaurant management. Successful graduates will be competitive in career management positions throughout this dynamic and fast-paced industry. The curriculum will provide the graduate with the skills and knowledge necessary to be successful in one of South Carolina's largest and fastest growing industries. This degree has elective courses allowing the student to focus their study in either International Hotel and Tourism Management or Restaurant Management. The following provides recommended curriculum for the elective choices.

### **Recommended Sequence of Courses**

#### **International Hotel and Tourism Management**

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

ENG	155	Communications I*	3
CPT	101	Introduction to Computers	3
HOS	140	The Hospitality Industry	3
HOS	165	Tourism Geography	3
MAT	155	Contemporary Mathematics*	3
		<b>TOTAL</b>	<b>15</b>

##### **SECOND SEMESTER (SPRING)**

ENG	160	Technical Communications*	3
HOS	245	Hospitality Marketing	3
HOS	168	Front Office Management (Hotel)	3
HOS	265	Hotel, Restaurant and Travel Law	3
HOS	162	Housekeeping Administration (Hotel)	3
		<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

HOS 272	SCWE in Hospitality / Tourism Mgt.	3
HOS 275	SCWE in Hospitality / Tourism Mgt.	3
HOS 276	SCWE in Hospitality / Tourism Mgt.	3
	<b>TOTAL</b>	<b>9</b>

**FOURTH SEMESTER (FALL)**

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
	or	
ECO 211	Microeconomics	3
HOS 141	Resort Development and Management	3
HOS 172	Facilities Management and Design (Hotel)	3
HOS 255	Food Service Management (Hotel)	3
	<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

HOS 171	Food and Beverage Control**	3
HOS 258	Convention Management****	3
HOS 256	Hospitality Management Concepts	3
SPA 105	Conversational Spanish for the Workplace*	3
HOS 259	Hospitality Management Accounting	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

**Recommended Sequence of Courses- Restaurant Management****FIRST SEMESTER (FALL)**

ENG 155	Communications I*	3
CPT 101	Introduction to Computers	3
HOS 140	The Hospitality Industry	3
HOS 165	Tourism Geography	3
MAT 155	Contemporary Mathematics*	3
	<b>TOTAL</b>	<b>15</b>

**SECOND SEMESTER (SPRING)**

ENG 160	Technical Communications*	3
HOS 245	Hospitality Marketing	3
HOS 106	Intro to Production Kitchens (Rest)	3
HOS 265	Hotel, Restaurant and Travel Law	3
HOS 145	Dining Room Operations (Rest.)	3
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

HOS 272	SCWE in Hospitality / Tourism Mgt.	3
HOS 275	SCWE in Hospitality / Tourism Mgt.	3
HOS 276	SCWE in Hospitality / Tourism Mgt.	3
	<b>TOTAL</b>	<b>9</b>

**FOURTH SEMESTER (FALL)**

ACC 101	Accounting Principles I	3
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ECO 210	Macroeconomics	3
	or	
ECO 211	Microeconomics	3
HOS 141	Resort Development and Management	3
HOS 155	Hospitality Sanitation (Rest.)	3
HOS 160	Purchasing for Hospitality (Rest.)	3
	<b>TOTAL</b>	<b>15</b>

#### FIFTH SEMESTER (SPRING)

HOS 171	Food and Beverage Control**	3
HOS 258	Convention Management****	3
HOS 256	Hospitality Management Concepts	3
SPA 105	Conversational Spanish for the Workplace*	3
HOS 259	Hospitality Management Accounting	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*For students considering continuing their education towards a bachelor's degree, ENG 101, ENG 102 and SPC 205 are recommended in place of ENG 155 and ENG 160. Additionally, MAT 110 is recommended in place of MAT 155. SPA 101 is recommended in place of SPA 105. Students are advised to check with the institution to which they plan to transfer for the applicability of transferable courses to a specific program of study.

\*\*SCWEs may be taken any time after successfully completing 15 credit hours in the HTM program and with permission of department faculty.

\*\*\*MAT 155, MAT 101 or MAT 110 is a prerequisite for HOS 171.

\*\*\*\*HOS 158 North American Culture and Community may be substituted for HOS 258 with permission from the Department Chair.

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## INTERIOR DESIGN (IDE7)

### CERTIFICATE

Credit Requirements: 30 Credit Hours

This certificate prepares students for career opportunities and/or career advancement in interior decorating and design. Program graduates will be qualified for most entry-level positions in residential and commercial design, including sales (furniture, floor/wall covering, fabric, etc.), assistant to interior designer, architectural draftsman, kitchen/bath/lighting design and sales, condo refurbishing, residential remodeling and institutional design.

#### FIRST SEMESTER (FALL)

AET 110	Architectural Graphics I	3
ARV 234	Introduction to Interior Design	3
ARV 238	History of Interiors	3
CPT 101	Introduction to Computers	3
	<b>TOTAL</b>	<b>12</b>

#### SECOND SEMESTER (SPRING)

AET 120	Architectural Graphics II	3
AET 202	History of Architecture	3
ARV 230	Visual Arts Business Procedures	3
ARV 237	Materials and Estimating I	3
	<b>TOTAL</b>	<b>12</b>

**THIRD SEMESTER (SUMMER)**

ARV 239	AUTOCAD for Interiors	3
ARV 235	Residential Interior Design	3
	<u>TOTAL</u>	<u>6</u>
	<b>TOTAL CREDIT HOURS</b>	<b>30</b>

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**MEDICAL OFFICE CLERICAL ASSISTANT (MOC7)****CERTIFICATE**

Credit Requirements: 37 Credit Hours

This program provides training in clerical office skills with a special emphasis on medical applications, giving students an understanding of medical terminology in addition to learning and refining valuable keyboarding, word processing and machine transcription skills. Program graduates should have the skills needed for clerical employment in physicians' offices, clinics, public health agencies, hospitals, and health insurance offices. Students must have a "C" or better in all OST and HIM classes to graduate.

**FIRST SEMESTER (FALL)**

BIO 112	Basic Anatomy and Physiology	4
OST 105	Keyboarding	3
OST 115	Medical Office Terminology	3
OST 134	Office Communications	3
	<b>TOTAL</b>	<b>13</b>

**SECOND SEMESTER (SPRING)**

HIM 216	Coding and Classification I	3
OST 125	Advanced Medical Office Terminology	3
OST 110	Document Formatting	3
OST 122	Medical Machine Transcription I	3
	<b>TOTAL</b>	<b>12</b>

**THIRD SEMESTER (SUMMER)**

HIM 225	Coding and Classification II	3
OST 252	Medical Systems & Procedures	3
OST 222	Medical Machine Transcription II	3
OST 167	Information Processing Applications	3
	<u>TOTAL</u>	<u>12</u>
	<b>TOTAL CREDIT HOURS</b>	<b>37</b>

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**OFFICE SYSTEMS TECHNOLOGY (OST3)****ASSOCIATE DEGREE: BUSINESS**

Credit Requirements: 69 Credit Hours

This program provides a thorough knowledge of office procedures, in addition to keyboarding, machine transcription, Internet skills, and word processing, spreadsheet and database software. It prepares the student for a wide variety of positions such as secretary, administrative assistant, receptionist, office manager, and word processing clerk. Employment is available in government,



industry, educational systems, and private business. Students must have a “C” or better in all OST classes and prerequisites to graduate.

Students must have a “C” or better in all OST courses and pre-requisites.

#### FIRST SEMESTER (FALL)

ENG 155	Communications I	3
OST 105	Keyboarding	3
OST 134	Office Communications	3
OST 161	Information Management	3
OST 180	Customer Service	3
	TOTAL	15

#### SECOND SEMESTER (SPRING)

ENG 160	Technical Communications	3
MAT 155	Contemporary Mathematics	3
OST 110	Document Formatting	3
OST 165	Information Processing Software	3
OST 234	Administrative Office Communications	3
	TOTAL	15

#### THIRD SEMESTER (SUMMER)

OST 121	Machine Transcription	3
OST 210	Document Production	3
OST 265	Office Desktop Publishing (Publisher)	3
PSY 103	Human Relations	3
	Elective*	3
	TOTAL	12

#### FOURTH SEMESTER (FALL)

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

#### FIFTH SEMESTER (SPRING)

OST 239	Computerized Office Accounting	3
OST 254	Office Simulation	3
OST 263	Office Database Applications (Access)	3
	Elective*	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Elective is to be selected from the following: BUS 101, BUS 121, BUS 220, ECO 210, MGT 101, MGT 150, SPC 205, SPC 209, or other elective as approved by Department Chair.

## Programs of Study in Computer Technology

### **CERTIFIED CISCO NETWORKING ASSOCIATE (CCN6)**

#### **CERTIFICATE**

Credit Requirements: 12 Credit Hours

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

#### **FIRST SEMESTER**

##### **FIRST HALF**

IST 201	CISCO Internetworking Concepts	3
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#### **FIRST SEMESTER**

##### **SECOND HALF**

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

#### **SECOND SEMESTER**

##### **FIRST HALF**

IST 203	Advanced CISCO Router Configuration	3
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#### **SECOND SEMESTER**

##### **SECOND HALF**

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

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### **CERTIFIED CISCO NETWORKING PROFESSIONAL (CCNP)**

#### **CERTIFICATE**

Credit Requirements: 12 Credit Hours

The Certified CISCO Networking Professional (CCNP) certificate advances the student to the professional level of certification. CCNP certification includes advanced router, security, switching, and troubleshooting techniques for the networking professional. Based on the CISCO networking academies training program, this certificate prepares students for the Certified CISCO Networking Associate exam as well as the Certified CISCO Networking Professional exam. Students must maintain a C or better in this entire certificate to complete the certificate.

**FIRST SEMESTER****FIRST HALF**

IST 205	CISCO Advanced Routing	3
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**SECOND HALF**

IST 206	CISCO Remote Access	3
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<b>TOTAL</b>		<b>6</b>
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**SECOND SEMESTER****FIRST HALF**

IST 207	CISCO Multilayer Switch	3
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**SECOND HALF**

IST 208	CISCO Internetworking Troubleshooting	3
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<b>TOTAL</b>		<b>6</b>
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<b>TOTAL CREDIT HOURS</b>		<b>12</b>
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**COMPUTER TECHNOLOGY (CPT3)****ASSOCIATE DEGREE: COMPUTER TECHNOLOGY**

Credit Requirements: 75 Credit Hours

This curriculum prepares students for entry-level positions in several computer-related professions. After completing a year in general computer courses, students may select a Career Path in Programming or Networking. Students selecting a career path in Programming will be skilled in programming languages, which will provide them the potential to work in positions as business application programmer, database manager, and system analysis. The Networking career path 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.

**PROGRAMMING APPLICATIONS CAREER PATH**

Credit Requirements: 75 Credit Hours

**FIRST SEMESTER (FALL)**

CPT 170	Microcomputer Applications	3
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CPT 168	Programming Logic and Design	3
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IST 166	Network Fundamentals	3
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MAT 101	Beginning Algebra*	3
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PHI 103	Workplace Ethics	3
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<b>TOTAL</b>		<b>15</b>
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**SECOND SEMESTER (SPRING)**

CPT 176	Micro Operating Systems	3
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CPT 209	Computer Systems Management	3
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CPT 187	Object Oriented Logic and Design	3
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CPT 270	Advanced Microcomputer Applications	3
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MAT 122	Finite College Math	3
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<b>TOTAL</b>		<b>15</b>
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### THIRD SEMESTER (SUMMER)

CPT 294	Integrated Application Projects	3
CPT 186	Visual Basic I	3
IST 225	Internet Communications	3
PSY 103	Human Relations	3
ENG 155	Communications I*	3
	<b>TOTAL</b>	<b>15</b>

### FOURTH SEMESTER (FALL)

ENG 160	Technical Communications*	3
CPT 162	Intro to Web Page Publishing	3
CPT 242	Database	3
CPT 163	Intro to Multimedia for Web Pages	3
CPT 286	Visual Basic II	3
	<b>TOTAL</b>	<b>15</b>

### FIFTH SEMESTER (SPRING)

CPT 262	Advanced Web Page Publishing	3
CPT 264	Systems and Procedures	3
CPT 260	Operating Systems and Web Servers	3
CPT 236	Introduction to Java Programming	3
CPT 213	Advanced Visual Basic Programming	3
	or	3
CPT 280	SCWE in Computer Technology	
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\* Students interested in the Transfer & University Parallel Programs may substitute the following courses: MAT 110 College Algebra for MAT101 Beginning Algebra; PSY 201 General Psychology for PSY 103 Human Relations; ENG 101 English Composition I; SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications; and PHI 110 Ethics for PHI 103 Workplace Ethics.

### NETWORKING CAREER PATH

Credit Requirements: 75 Credit Hours

#### FIRST SEMESTER (FALL)

CPT 170	Microcomputer Applications	3
CPT 168	Programming Logic and Design	3
IST 166	Network Fundamentals	3
MAT 101	Beginning Algebra*	3
PHI 103	Workplace Ethics	3
	<b>TOTAL</b>	<b>15</b>

#### SECOND SEMESTER (SPRING)

CPT 176	Micro Operating Systems	3
CPT 209	Computer Systems Management	3
CPT 187	Object Oriented Logic and Design	3
CPT 270	Advanced Microcomputer Applications	3
MAT 122	Finite College Math	3
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

IST 161	Intro to Network Administration	3
CPT 255	Operating Systems Fundamentals	3
ENG 155	Communications I*	3
IST 162	Intro to Workstation Networking Admin	3
IST 209	Wireless LANS	3
	<b>TOTAL</b>	<b>15</b>

**FOURTH SEMESTER (FALL)**

PSY 103	Human Relations	3
IST 261	Advanced Network Administration	3
ENG 160	Technical Communications*	3
CPT 242	Database	3
IST 291	Fundamentals of Network Security I	3
	Config Admin	3
	<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

IST 164	Implementing Network Infrastructure Services	3
IST 165	Implementing & Administering Networking Directory Services	3
CPT 264	Systems and Procedures	3
IST 292	Fundamentals of Network Security II	3
IST 290	Special Topics in Information Sciences	3
	or	
CPT 280	SCWE in Computer Technology	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>75</b>

\*Students interested in the Transfer & University Parallel Programs may substitute the following courses: MAT 110 College Algebra for MAT 101 Beginning Algebra; PSY 201 General Psychology for PSY 103 Human Relations; ENG 101 English Composition I; SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications; and PHI 110 Ethics for PHI 103 Workplace Ethics.

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## **MICROSOFT CERTIFIED PROFESSIONAL (MCP6) CERTIFICATE**

Credit Requirements: 15 Credit Hours

The Microsoft Certified Professional (MCP) certificate courses prepare the student for a network administration profession. It is designed primarily for a student employed or seeking employment in an organization that will use networking in its work environment. This program is designed to prepare the student for the MS Certified Professional certification exams on MS Windows 2000 Server and MS Windows 2000 Infrastructure. These courses will provide the student with theory and hands-on administration of a network. All classes in this certificate transfer to the Network Certificate and to the Networking Career path in the Computer Technology Associate Degree program. Students must maintain a "C" or better in all CPT and IST courses to complete the certificate.

Courses in this certificate require prerequisites which can also be satisfied through completion of our Network+ Certificate program. The courses of this certificate are offered in multiple semesters. Contact an Information Technology Advisor for specific course sequences depending upon the semester of entry.

IST	166	Network Fundamentals	3
CPT	176	Microcomputer Operating Systems	3
IST	162	Intro to WorkStation Networking Administration	3
IST	164	Implementing Network Infrastructure	3
IST	165	<u>Impl. &amp; Administering Windows Directory Serv.</u>	<u>3</u>
<b>TOTAL CREDIT HOURS</b>			<b>15</b>

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### **MICROSOFT OFFICE (MIC6)**

#### **CERTIFICATE**

Credit Requirements: 9 Credit Hours

The Microsoft Office certificate uses Microsoft Office 2000 software including Word, Excel, Access, PowerPoint and their integration. This program prepares students to take the Microsoft Office User Specialist Expert Examination (MOUS Certification). Students must have a "C" or better in all CPT and IST classes to graduate.

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

CPT	170	Microcomputer Applications	3
<b>TOTAL</b>			<b>3</b>

#### **SECOND SEMESTER (SPRING)**

CPT	270	Advanced Microcomputer	3
<b>TOTAL</b>			<b>3</b>

#### **THIRD SEMESTER (SUMMER)**

CPT	294	Integrated Application Projects	3
<b>TOTAL</b>			<b>3</b>
<b>TOTAL CREDIT HOURS</b>			<b>9</b>

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### **NETWORK+ (NET6)**

#### **CERTIFICATE**

Credit Requirements: 12 Credit Hours

Network+ is a CompTIA vendor neutral certification that measures the technical knowledge of networking professionals with some experience in the IT industry. Earning the Network+ certification means that the candidate possesses the knowledge needed to configure and install the TCP/IP client. Realizing the importance of the Internet in our information economy, this program is designed to prepare the student to take the Network+ exam which covers a wide range of vendor and product neutral networking technologies and may also serve as a prerequisite for other independent and vendor-specific IT certifications.

Students are required to maintain a "C" or better in all CPT and IST coursework in order to receive this certificate. The courses of this certificate are offered in multiple semesters. Contact an Information Technology Advisor for specific course sequences depending upon the semester of entry.

CPT	176	Micro. Operating Systems	3
CPT	209	Computer System Management	3
IST	166	Network Fundamentals	3
IST	209	Fundamentals of Wireless LANs	3
<b>TOTAL CREDIT HOURS</b>			<b>12</b>

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## **NETWORKING (NTW7)**

### **CERTIFICATE**

Credit Requirements: 33 Credit Hours

The Network Certificate prepares students for network administrator or network engineer positions. It is intended for students employed in organizations that will use networking in the work environment. This program of study is designed to prepare the student for network certification. This certificate program starts with the spring semester. All classes in this certificate transfer to the Networking Career Path in the Computer Technology Associate Degree program. Students must have a "C" or better in all CPT and IST classes to graduate.

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

IST	166	Network Fundamentals	3
<b>TOTAL</b>			<b>3</b>

#### **SECOND SEMESTER (SPRING)**

CPT	170	Microcomputer Applications	3
CPT	176	Microcomputer Operating Systems	3
<b>TOTAL</b>			<b>6</b>

#### **THIRD SEMESTER (SUMMER)**

IST	161	Intro to Network Administration	3
IST	162	Intro to Workstation Networking Administration	3
IST	209	Fundamentals of Wireless LANs	3
<b>TOTAL</b>			<b>9</b>

#### **FOURTH SEMESTER (FALL)**

IST	261	Advanced Network Administration	3
IST	291	Fundamentals of Network Security I	3
<b>TOTAL</b>			<b>6</b>

#### **FIFTH SEMESTER (SPRING)**

IST	164	Implementing Network Infrastructure Services	3
IST	165	Implementing & Administering Networking Directory Services	3
IST	290	Special Topics in Information Sciences	3
or			
CPT	280	SCWE in Computer Technology	
<b>TOTAL</b>			<b>9</b>
<b>TOTAL CREDIT HOURS</b>			<b>33</b>

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## **WEB PAGE DESIGN (WEB7)**

### **CERTIFICATE**

Credit Requirements: 30 Credit Hours

The Web Page Design certificate provides the necessary skills to design, create, maintain and troubleshoot websites for the World Wide Web. This certificate is for students who desire a career in Web Page Design. Students must have a "C" or better in all CPT and IST classes to graduate.

**FIRST SEMESTER (FALL)**

CPT 168	Programming Logic & Design	3
MAT 101	Beginning Algebra	3
	<b>TOTAL</b>	<b>6</b>

**SECOND SEMESTER (SPRING)**

CPT 176	Microcomputer Operating Systems	3
CPT 187	Object Oriented Logic and Design	3
	<b>TOTAL</b>	<b>6</b>

**THIRD SEMESTER (SUMMER)**

IST 225	Internet Communications	3
	<b>TOTAL</b>	<b>3</b>

**FOURTH SEMESTER (FALL)**

CPT 162	Intro to Web Pages Publishing	3
CPT 163	Multimedia for Web Pages	3
CPT 242	Database	3
	<b>TOTAL</b>	<b>9</b>

**FIFTH SEMESTER (SPRING)**

CPT 262	Advanced Web Page Publishing	3
CPT 260	Operating Systems and Web Servers	3
	<b>TOTAL</b>	<b>6</b>
	<b>TOTAL CREDIT HOURS</b>	<b>30</b>

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## **Programs of Study in Engineering Technology**

### **CONSTRUCTION PROJECT MANAGEMENT**

#### **ASSOCIATE DEGREE: CONSTRUCTION MANAGEMENT TECHNOLOGY**

Credit Requirements: 67 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)**

CET 120	Construction Materials	3
EGR 120	Engineering Computer Applications	3
EGT 101	Basic Technical Drawing	2
ENG 101	English Composition I	3



MAT 175	Algebra & Trig I	3
	TOTAL	14
SECOND SEMESTER (SPRING)		
CET 105	Surveying I	3
CET 127	Building Const. & Print Reading	4
EGT 151	Introduction to CAD	3
ENG 160	Technical Communications	3
AET 101	Building Systems I	3
	TOTAL	16
THIRD SEMESTER (SUMMER)		
BCT 200	SCWE in Building Construction Technology	8
	TOTAL	8
FOURTH SEMESTER (FALL)		
CET 245	Cost Estimating	3
CET 216	Soil Mechanics	3
CET 220	Concrete & Steel Design	3
CET 230	Construction Management	3
SPC 205	Public Speaking	3
	TOTAL	15
FIFTH SEMESTER (SPRING)		
ACC 115	Management Accounting	3
CET 238	Construction Planning & Scheduling	2
PSY 201	General Psychology	3
SPA 105	Conversational Spanish for the Workplace	3
CET 260	Construction Management Senior Project	3
	<u>TOTAL</u>	<u>14</u>
	<b>TOTAL CREDIT HOURS</b>	<b>67</b>

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**CIVIL ENGINEERING TECHNOLOGY (CET3)**  
**ASSOCIATE DEGREE: ENGINEERING TECHNOLOGY**  
 Credit Requirements: 77 Credit Hours

The Civil Engineering Technology Associate Degree program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. The curriculum meets the educational requirements set forth by the South Carolina State Board of Registration for Professional Engineers and Land Surveyors needed to become a registered Tier A land surveyor. Graduates of the CET program are prepared to seek careers in the planning, design and construction of roads, bridges, canals, dams, water and sewerage plants, and similar projects. Work to which civil engineering technicians might be assigned includes: computer aided drafting of construction and industrial drawings, writing specifications, cost estimating, construction job inspection, surveying and map preparation. Civil Engineering Technology graduates also have the option to continue their education by transferring to a four-year institution and pursuing a Bachelor's Degree in Engineering Technology.

FIRST SEMESTER (FALL)

CET 120	Construction Materials	3
EGR 120	Engineering Computer Applications	3
EGT 101	Basic Technical Drawing	2
ENG 155	Communications I**	3
MAT 175	Algebra and Trigonometry I*	3
	TOTAL	14
SECOND SEMESTER (SPRING)		
CET 105	Surveying I	3
EGR 190	Statics	3
EGT 151	Introduction to CAD	3
MAT 176	Algebra and Trigonometry II*	3
CHM 110	College Chemistry I	4
	TOTAL	16
THIRD SEMESTER (SUMMER)		
CET 205	Surveying II (Prerequisite: CET 105)	4
CET 210	Strength of Materials	3
MAT 130	Elementary Calculus*	3
	Elective***	3
	TOTAL	13
FOURTH SEMESTER (FALL)		
CET 216	Soil Mechanics	3
CET 218	Hydraulics	3
CET 220	Concrete and Steel Design	3
ENG 160	Technical Communications**	3
PSY 201	General Psychology	3
	TOTAL	15
FIFTH SEMESTER (SPRING)		
CET 245	Cost Estimating	3
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
CET 252	Special Topics in Engineering Technology	3
PHY 201	Physics I	4
PHI 110	Ethics**	3
	TOTAL	19
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

\*Optional mathematics sequence is MAT 110, MAT 111 and MAT 140. This sequence is university transferable. \*\*Optional English sequence is ENG 101, ENG 102, and SPC 205. This sequence is university transferable. \*\*\*EGT 252 is suggested, with EGT 151 as a prerequisite.

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### **ELECTRONICS ENGINEERING TECHNOLOGY (EET3)**

ASSOCIATE DEGREE: ENGINEERING TECHNOLOGY

Credit Requirements: 79 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. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

#### FIRST SEMESTER (FALL)

EGR 110	Intro to Computing Environment	3
EET 113	Electrical Circuits I - DC	4
EET 145	Digital Circuits	4
ENG 155	Communications I	3
MAT 175*	Algebra & Trigonometry I	3
	<b>TOTAL</b>	<b>17</b>

#### SECOND SEMESTER (SPRING)

EET 114	Electrical Circuits II - AC	4
EET 210	Digital Integrated Circuits	4
EGR 120	Engineering Computer Applications	3
ENG 160	Technical Communications	3
MAT 176*	Algebra & Trigonometry II	3
	<b>TOTAL</b>	<b>17</b>

#### THIRD SEMESTER (SUMMER)

EET 131	Active Devices	4
EET 227	Electrical Machines	3
EET 253	Microprocessors	4
	<b>TOTAL</b>	<b>11</b>

#### FOURTH SEMESTER (FALL)

EET 231	Industrial Electronics	4
EET 220	Analog Integrated Circuits	3
EET 243	Data Communications	3
CHM 110	Chemistry	4
MAT 130*	Elementary Calculus	3
	<b>TOTAL</b>	<b>17</b>

#### FIFTH SEMESTER (SPRING)

EET 235	Programmable Controllers	3
PHY 201	Physics I	4
EET 273	Senior Project	1
ECO 210	Macroeconomics	3
	Elective	3
PHI 110	Ethics	3
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL CREDIT HOURS</b>	<b>79</b>

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### TELECOMMUNICATIONS TECHNOLOGY (TEL6)

#### CERTIFICATE

Credit Requirements: 13 Credit Hours

In an Associate degree in Electronics program, it is difficult to include the in-depth training desirable for careers in rapidly expanding fields such as Telecommunications. This advanced certificate offers the Electronics

Engineering Technology or Electronics Technology graduate specific training in areas not covered in depth during the regular curriculum and was designed with the cooperation and input of telecommunications professionals.

The course sequence is offered in a night venue over 3 semesters to accommodate employed graduates already working in the telecommunications field or wishing for a career in that field. Prospective employers include Horry Telephone Cooperative and the wireless communications industry.

To enroll in the program, students must hold an Associate Degree in Electronics Technology, Electronics Engineering Technology or other applicable area.

#### FIRST SEMESTER (FALL)

TEL 202	Concepts of Telecommunications	3
TEL 203	Fundamentals of Wireless Communications	3
	<b>TOTAL</b>	<b>6</b>

#### SECOND SEMESTER (SPRING)

TEL 204	Telecommunications Switching Concepts	3
TEL 205	Telecommunications System Design	3
	<b>TOTAL</b>	<b>6</b>

#### THIRD SEMESTER (SUMMER)

TEL 260	Telecommunications Case Study	1
	<b>TOTAL</b>	<b>1</b>
	<b>TOTAL CREDIT HOURS</b>	<b>13</b>

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## Programs of Study in Health Science

### HEALTH SCIENCE (HSCN DEN)

#### CERTIFICATE

Credit Requirements: 27 Credit Hours

This certificate provides students with an opportunity to take general education and biomedical science courses while seeking acceptance to the Dental Hygiene program. THE SUCCESSFUL COMPLETION OF THESE COURSES DOES NOT GUARANTEE STUDENT'S ACCEPTANCE INTO THE DENTAL HYGIENE PROGRAM, but may help better qualify them for program acceptance and progression.

Once into the Dental Hygiene program, students may transfer these courses to meet general education requirements. Students must earn a grade of "C" or better for a course to transfer into the associate degree.

#### FIRST SEMESTER (FALL)

BIO 210	Anatomy & Physiology I	4
CHM 105	General, Organic, & Biochemistry	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition	3
	<b>TOTAL</b>	<b>14</b>

#### SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
MAT 101	Beginning Algebra	3
SPC 205	Public Speaking	3
PSY 201	General Psychology	3
	TOTAL	13
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

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### **DENTAL HYGIENE (DHG3)**

ASSOCIATE DEGREE: HEALTH SCIENCE

Credit Requirements: 83 Credit Hours

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

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

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

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

#### Acceptance Requirements-

Applicants will be accepted into the Dental Hygiene program on a first qualified, first accepted basis. Acceptance will be in a two-stage process – "Preliminary Acceptance" and "Final Acceptance." Applicants are considered to be qualified for acceptance to the next available class when they meet all acceptance requirements.

#### Requirements for "Preliminary Acceptance" to the Dental Hygiene Program-

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Dental Hygiene program.

1. Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test)
3. The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.

4. Transfer students must meet the College transfer student admission requirements.
5. Completion of BIO 210– Anatomy & Physiology I (five-year time limit), CHM 105 General, Organic and Biochemistry, CPT 101 Introduction to Computers, and ENG 101 A grade of “C” or higher is required in each of these courses.
6. Cumulative GPA of 2.5 or higher in all required Dental Hygiene curriculum general education courses.
7. Complete four 1-hour observations in the College’s Dental Hygiene Clinic and obtain a signed attendance form from a program faculty member verifying the observation.
8. Attend an information session with a Dental Hygiene faculty member and obtain a signed statement verifying attendance.
9. Review and acknowledge the Technical Standards of the Dental Sciences Department.

Requirements for “Final Acceptance” to the Dental Hygiene Program-  
Following “Preliminary Acceptance” to the program, the student must pay a non-refundable \$100 tuition deposit for “Final Acceptance.”

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

#### PHYSICAL REQUIREMENTS

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

#### DATA CONCEPTION

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

#### VISUAL COLOR DISCRIMINATION

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

#### MANUAL DEXTERITY/MOTOR COORDINATION

The student must be able to manipulate dental instruments to discern changes in surface textures, manipulate dental instruments without causing trauma to dental tissues, and to control pressure exerted by dental handpieces on dental tissue to prevent injury to those tissues.

#### PHYSICAL COMMUNICATION

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

#### REASONING DEVELOPMENT

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

#### VISUAL ACUITY

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

#### LANGUAGE DEVELOPMENT

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

#### NUMERICAL ABILITY

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

#### FORM/SPATIAL ABILITY

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

#### PERSONAL TEMPERMENT

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

#### Course Sequence and Progression-

1. Achieve a grade of "C" or better in all general education and dental hygiene courses. (Failure is defined as receiving a grade below "C" in any curriculum or general education course.)
2. Maintain a cumulative GPA of 2.0 or higher.
3. Submit evidence of and maintain current CPR certification throughout the Dental Hygiene curriculum.
4. Submit a completed Health Sciences Division physical examination record at the beginning of the curriculum.
5. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass the course).
6. May fail and repeat the curriculum only once.
7. Certain general education courses have credit time limits. For the Associate Degree in Dental Hygiene the following course time limits apply: DHG courses, 2 years; Biology 210, 211 and 225 courses, 5 years; Math courses: 10 years. See the transfer credit time limit section of the catalog.

#### Re-Acceptance-

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

is not automatic. The following policies and procedures for re-acceptance must be followed:

1. Submit a written request to the Dental Hygiene Department Chair.
2. Have a cumulative GPA of 2.5 or better to include all curriculum and general education courses within the major.
3. Schedule and attend a conference with the Dental Hygiene Department Chair to discuss the student's written plan of activities related to successful completion of the program.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Dental Hygiene courses older than two calendar years will not be accepted.

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. Students interested in transferring to a senior institution may elect to take the following course: MAT 110 in lieu of MAT 155

ALL COURSES WITH A DHG PREFIX, AS WELL AS AHS 113, ARE RESERVED FOR DENTAL HYGIENE MAJORS.

#### PREREQUISITES FOR ACCEPTANCE

BIO 210	Anatomy and Physiology I	4
CHM 105	General, Organic and Biochemistry	4
ENG 101	English Composition	3
CPT 101	Introduction to Computers	3



		TOTAL	14
FIRST SEMESTER (FALL)			
AHS	113	Head & Neck Anatomy	1
BIO	211	Anatomy and Physiology II	4
BIO	225	Microbiology	4
DHG	125	Tooth Morphology & Histology	2
DHG	151	Dental Hygiene Principles	5
		TOTAL	16
SECOND SEMESTER (SPRING)			
DHG	121	Dental Radiography	3
DHG	143	Pharmacology	2
DHG	165	Clinical Dental Hygiene I	5
DHG	243	Nutrition	2
SPC	205	Public Speaking	3
		TOTAL	15
THIRD SEMESTER (SUMMER)			
DHG	175	Clinical Dental Hygiene II	5
DHG	239	Dental Assisting for Dental Hygienists	2
MAT	101	Beginning Algebra	3
PSY	201	General Psychology	3
		TOTAL	13
FOURTH SEMESTER (FALL)			
DHG	140	General and Oral Pathology	2
DHG	141	Periodontology	2
DHG	230	Public Health Dentistry	3
DHG	241	Integrated Dental Hygiene I	1
DHG	255	Clinical Dental Hygiene III	5
		TOTAL	13
FIFTH SEMESTER (SPRING)			
DHG	242	Integrated Dental Hygiene II	1
DHG	265	Clinical Dental Hygiene IV	5
SOC	101	Introduction to Sociology	3
		Humanities	3
		TOTAL	12
		<b>TOTAL CREDIT HOURS</b>	<b>83</b>

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

Books.....	\$600
CPR .....	\$40
Physical .....	\$150
Hepatitis Vaccine.....	\$80
Instruments.....	\$1,000
Clinic supplies (gloves, etc.) .....	\$300
National Board Exam Fee .....	\$140
National Board Review Course (optional).....	\$350
Clinical Exam Fee .....	\$1,000
Student Association Dues (per year) .....	\$65

**DIAGNOSTIC MEDICAL SONOGRAPHY (DMS7)****ADVANCED CERTIFICATE**

Credit Requirements: 39 Credit Hours

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

**ACCEPTANCE REQUIREMENTS**

- Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Complete the following prerequisites with a grade of “C” or better:
  - PHY 202 (radiographic physics is acceptable)
  - BIO 210 and BIO 211
  - MAT 110
  - CPT 101
- These requirements must have been successfully completed within the last five years from the date of application unless the applicant submits proof of full-time employment in an Allied Health Field and has previously accrued the pre-requisites.
- Students must pass a criminal background check prior to entry into 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.
- Students turned down because of background checks may not enter the program.

**COURSE PROGRESSION REQUIREMENTS**

In order to progress to the next semester once accepted into the program a student must:

1. Earn a 2.5 GPA and a grade of “C” or better in all courses.
2. Maintain a cumulative GPA of 2.5.

**REACCEPTANCE TO A PROGRAM**

Students who receive a W, D, or F in a prerequisite or corequisite course may request consideration for reacceptance to the DMS program. Reacceptance to the program is not automatic.

**Grading Scale:**

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

**FIRST SEMESTER (FALL)**

DMS 112	OB/GYN I	3
DMS 114	DMS Cross Sectional Anatomy	3
DMS 150	Clinical Application I	7
	<b>TOTAL</b>	<b>13</b>

SPRING SEMESTER (SPRING)		
DMS 101	Sonographic Instrumentation I	2
DMS 124	OB/GYN II	2
DMS 175	Clinical Applications III	6
	TOTAL	10
THIRD SEMESTER (SUMMER)		
DMS 165	Clinical Education	8
	TOTAL	8
FOURTH SEMESTER (FALL)		
DMS 120	Sonographic Instrumentation II	3
DMS 122	Abdominal Sonography	1
DMS 185	Clinical Education IV	4
	TOTAL	8
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

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## EMERGENCY MEDICAL TECHNOLOGY

Associate Degree: Health Science

Credit Requirements: 69 Credit Hours

This program prepares students to apply biophysical and psychosocial principles to the complex practice of the paramedic. The flexibility of the curriculum allows the student to enter the profession at three levels (Basic EMT, Intermediate EMT and Advanced EMT) and continue the educational process while working. In addition to providing the technical education necessary for the profession, the student will receive instruction in general education areas.

### ACCEPTANCE REQUIREMENTS

Applicants will be accepted to the Emergency Medical Technology program on a first qualified, first accepted basis.

1. Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test).
3. The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
4. Earn a minimum grade of "C" in all general education, support and EMS courses. Failure of one required course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required courses, or failure in any two of the required courses will not be eligible for readmission to the EMT program. Failure is defined as receiving a grade below "C" in any course. Students may apply for readmission to EMT program after 5-year time period from 2<sup>nd</sup> course failure.
5. Transfer students must meet the College transfer student admission requirements and transfer of EMT courses must show a current CPR certification.

### PROGRAM REQUIREMENTS

In order to progress in the curriculum, the student must:

- Maintain a minimum cumulative GPA of 2.0 on all required courses.

- Submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first EMS course. Evidence of an updated annual physical examination/health record is required.
- Be cognizant that certain general education courses have credit time limits. Biology 210 and 211 courses: 5 years. See the transfer credit time limit section of the catalog.
- Pass a criminal background check prior to entry into the program.
- The HOBET (Health Occupations Basic Entrance Test) with a composite score of 42 or greater may be taken if COMPASS score does not meet the minimum requirements. The HOBET may not be re-taken without the permission of the department chair.

Graduates of the program may apply to take the national registry examination for EMT Basic, Intermediate and Paramedic.

#### FIRST SEMESTER (FALL)

BIO 210	Anatomy and Physiology I	4
EMS 110	Basic Emergency Medical Care	5
ENG 101	English Composition I	3
MAT 110	College Algebra	3
	or	
MAT 120	Probability and Statistics	3
	<b>TOTAL</b>	<b>15</b>

#### SECOND SEMESTER (SPRING)

BIO 211	Anatomy and Physiology II	4
EMS 111	Intermediate Emergency Care	5
PSY 201	General Psychology	3
CPT 101	Introduction to Computers	3
	<b>TOTAL</b>	<b>15</b>

#### THIRD SEMESTER (SUMMER)

SPC 205	Public Speaking	3
EMS 120	Pharmacology	3
EMS 220	Paramedic Internship I	3
EMS 217	Introduction To Electrocardiography I	2
	<b>TOTAL</b>	<b>11</b>

#### FOURTH SEMESTER (FALL)

EMS 114	Emergency Vehicle Operations	2
EMS 221	Paramedic Internship II	3
EMS 210	Advanced Emergency Medical Care I	5
EMS 211	Advanced Clinical Experience I	3
	<b>TOTAL</b>	<b>13</b>

#### FIFTH SEMESTER (SPRING)

EMS 213	Advanced Emergency Medical Care II	4
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Advanced EMS Field Internship III	3
	Fine Arts/Humanities Elective*	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*Humanities: Choose one of the following: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101, or SPA 102. Additionally, 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.



## **EXPANDED DUTY DENTAL ASSISTING (DNA1)**

DIPLOMA: HEALTH SCIENCE

Credit Requirements: 48 Credit Hours

The Expanded Duty Dental Assisting program produces dental assistants to perform chair side assisting, expose and process radiographs, perform basic business office procedures, manage asepsis, infection and hazard control protocols, perform laboratory procedures, assist in the management of emergencies, provide oral health instruction and function as a member of the dental team.

Applicants seeking to enter the program must fulfill HGTC general admission requirements. High school courses in biology, chemistry and algebra are recommended to prepare for the program's science-based curriculum.

### **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 to be qualified for acceptance to the next available class when they meet all College and program requirements.

### **REQUIREMENTS FOR "PRELIMINARY ACCEPTANCE" TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM**

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Expanded Duty Dental Assisting program.

1. Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores on one of the following tests: SAT, ACT or COMPASS (College placement test);
3. The Developmental Studies Course sequence will be required if minimum placement test scores are not achieved.
4. Cumulative GPA of 2.0 or higher.
5. Transfer students must meet the College transfer student admission requirements.

### **REQUIREMENTS FOR "FINAL ACCEPTANCE" TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM**

Following "Preliminary Acceptance" to the program, the student will have a two-month period to complete the following requirements for "Final Acceptance". Should the student not complete these requirements within the two-month time period, "Final Acceptance" to the program WILL NOT be granted.

1. Payment of a non-refundable \$100 tuition deposit.
2. Attend an orientation session with the Program Coordinator and obtain a signed statement verifying attendance.

3. Complete at least 5 hours of observation in a private dental office. Forms to be completed by the supervising dentist verifying this observation can be obtained from the Program Coordinator's office.

#### DENTAL SCIENCES DEPARTMENT TECHNICAL ACCEPTANCE STANDARDS

The Dental Sciences Department is comprised of the Dental Hygiene and Expanded Duty Dental Assisting programs that require specific technical standards. These standards refer to all non-academic acceptance criteria essential to participate in the program. In order to be considered, accepted, or retained in the program after acceptance, all applicants with or without accommodations must possess specified abilities: (Please refer to the same section under the Dental Hygiene Curriculum for the technical standards)

#### COURSE SEQUENCE AND PROGRESSION

1. Achieve a grade of "C" or higher in all general education and Expanded Duty Dental Assisting courses (failure is defined as receiving a grade below "C" in any curriculum or general education course);
2. Maintain a minimum GPA of 2.0;
3. May fail and repeat the curriculum only once;
4. Must submit evidence of and maintain current CPR certification throughout the Expanded Duty Dental Assisting curriculum;
5. Submit a completed Health Sciences Division physical examination record at the beginning of the first semester (required for attendance and successful completion of the clinical courses); and
6. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass each course).

Any student who fails to meet the requirements for progression will be dropped from the program and must re-apply for re-acceptance.

#### RE-ACCEPTANCE

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

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator.
2. Have a cumulative GPA of 2.0 or higher to include all curriculum and general education courses within the major.
3. Schedule and attend a conference with the Expanded Duty Dental Assisting Program Coordinator and Dental Sciences Department Chair to discuss the student's written plan of activities related to successful completion of the program.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted.

Decisions regarding re-acceptance of students to the Expanded Duty Dental Assisting program are made by the Department Chair in collaboration with the entire Dental Sciences faculty.

#### TRANSFER

Students seeking transfer of credit from Expanded Duty Dental Assisting programs at other institutions will be considered on an individual, space available basis. Candidates for transfer must:

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator;
2. Meet all requirements for the completed application to the Expanded Duty Dental Assisting program;
3. Meet all minimum requirements for acceptance to the Expanded Duty Dental Assisting program;
4. Have a GPA of 2.0 or higher in the program from which the student is transferring. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted;
5. Not have repeated an Expanded Duty Dental Assisting course more than once;
6. Not have repeated an Expanded Duty Dental Assisting general education course more than twice;
7. Have earned a grade of "C" or better in all Expanded Duty Dental Assisting and general education courses taken at the institution from which he or she is seeking transfer credit. There is a five-year time limit on all general education courses within the curriculum.
8. Submit a letter of recommendation from the previous Expanded Duty Dental Assisting program; and
9. Complete at least the last semester in the Expanded Duty Dental Assisting program in order to receive an Expanded Duty Dental Assisting diploma from HGTC.

Students transferring to the Expanded Duty Dental Assisting program may be expected to update competencies prior to entering the program.

#### ADVANCED PLACEMENT

The Expanded Duty Dental Assisting Program does not currently accept advanced placement students.

Students interested in articulating into the Associate Degree Dental Hygiene program may elect to take the following courses: ENG 101 and SPC 205 in lieu of ENG 155; and SOC 101 and PSY 201 in lieu of PSY 103.

ALL COURSES WITH THE DAT PREFIX ARE RESTRICTED TO EXPANDED DUTY DENTAL ASSISTING MAJORS.

#### FIRST SEMESTER (FALL)

DAT 113	Dental Materials	4
DAT 118	Dental Morphology	2
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4
CPT 101	Introduction to Computers	3
	TOTAL	17

#### SECOND SEMESTER (SPRING)

DAT 115	Ethics & Professionalism	1
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 174	Office Rotations	4
DAT 183	Specialty Functions	3
ENG 155	Communications I	3
	TOTAL	18

#### THIRD SEMESTER (SUMMER)

DAT 177	Dental Office Experience	7
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PSY 103	Human Relations	3
MAT 155	Contemporary Math	3
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL SEMESTER HOURS</b>	<b>48</b>

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

Books.....	\$400.00
CPR .....	\$32.00
Hepatitis Vaccine.....	\$80.00
Uniforms (including shoes) .....	\$250.00
Travel for office rotations.....	Varies
<b>Estimated Total .....</b>	<b>\$760.00</b>

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### LIMITED GENERAL RADIOLOGICAL TECHNOLOGY (LRT7) CERTIFICATE

Credit Requirements: 38 Credit Hours

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 \$25 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 (w/grade of “C” or better), and MAT 101 (w/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 the College transfer student admission requirements
- Submission of official high school transcript including verification of high school diploma or high school equivalency diploma (GED)
- Observe in a hospital radiology department for one morning
- Valid CPR certification
- A Health Sciences Division physical examination form completed 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program.
- Students must pass a criminal background check (SLED check) prior to entry into the program. Estimated cost is \$18.

#### 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 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.
- Possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.

Grading Scale:

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

Additional Information

- Students will need to attend an orientation prior to entry into the program.
- Students will need reliable transportation as they will be rotating to different clinic sites during the three semesters.
- Clinic sites are located in Horry and Georgetown counties and may require some long distance travel.

FIRST SEMESTER (SPRING)

RAD 101	Introduction to Radiology	2
RAD 110	Procedures and Positioning I	3
RAD 130	Imaging I	3
RDT 150	Clinical Practicum I	5
	<b>TOTAL</b>	<b>13</b>

SECOND SEMESTER (SUMMER)

RAD 115	Imaging II	3
RDT 106	General Positioning II	3
RDT 151	Clinical Practicum II	6
	<b>TOTAL</b>	<b>12</b>

THIRD SEMESTER (FALL)

RAD 201	Radiation Biology	2
RAD 210	Imaging III	3
RAD 230	Procedures and Positioning III	3
RDT 152	Clinical Practicum III	5
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL CREDIT HOURS</b>	<b>38</b>

**MAMMOGRAPHY (MAM6)****ADVANCED CERTIFICATE**

Credit Requirements: 10 Credit Hours

Mammography is an advanced level specialty imaging procedure. It deals with the use of radiographs for diagnostic and screening purposes for the detection of breast cancer. Originally developed to confirm palpable breast masses, its growth over the last decade can be attributed to the ability to detect the unsuspected breast mass with quality screening mammograms.

**ACCEPTANCE REQUIREMENTS**

- Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Graduate of an accredited radiography program.
- Must be ARRT certified in Radiography.
- Students must pass a criminal background check (SLED Check) prior to entry into the program. Estimated cost is \$18.

**COURSE PROGRESSION REQUIREMENTS**

In order to graduate a student must earn a 2.0 GPA and a grade of "C" or better in all courses.

**REACCEPTANCE TO A PROGRAM**

Students who receive a W, D, or F in a course may request consideration for reacceptance to the Mammography program. Reacceptance to the program is not automatic.

**Grading Scale;**

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

**FIRST SEMESTER**

RAD 116	Basics of Mammography	4
RAD 117	Breast Imaging Equip. & Quality Assurance	2
RAD 125	Clinical Applications in Mammography	4
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL CREDIT HOURS</b>	<b>10</b>

**MESSAGE THERAPY (PTH7)****CERTIFICATE**

Credit Requirements: 33 Credit Hours

The Massage Therapy Certificate program is designed to prepare students for the National Certificate Board's exam and an entry level position as a professional Massage Therapist. The program is limited in the number of students that can be enrolled each Fall Semester. 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.

#### ACCEPTANCE REQUIREMENTS

- Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
- Transfer students must meet the College transfer student admission requirements.

#### PROGRAM REQUIREMENTS

- Submission of Yale Associates, Inc. Report indicating non-conviction for crimes which would prevent licensure. There is a \$35 non-refundable fee to apply for this clearance.
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Student will be responsible for items above and beyond tuition costs, such as: massage table, equipment and supplies.
- Proof of CPR course is required for graduation.

#### PROGRESSION REQUIREMENTS

- A grade of "C" or better in each of the required courses.

Acceptance to the program is granted only at the beginning of each Fall Semester.

#### FIRST SEMESTER (FALL)

BIO	210	Anatomy & Physiology I	4
PTH	120	Introduction to Massage Therapy	4
PTH	121	Principles of Massage I	4
		<b>TOTAL</b>	<b>12</b>

#### SECOND SEMESTER (SPRING)

BIO	211	Anatomy & Physiology II	4
PTH	122	Principles of Massage II	4
PTH	129	Principles of Massage IV	4
SPC	205	Public Speaking	3
		<b>TOTAL</b>	<b>15</b>

#### THIRD SEMESTER (SUMMER)

MGT	120	Small Business Management	3
PTH	123	Massage Clinical	3
		<b>TOTAL</b>	<b>6</b>
<b>TOTAL CREDIT HOURS</b>			<b>33</b>

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## **MEDICAL RECORD CODER (MRC7) CERTIFICATE**

Credit Requirements: 38 Credit Hours

The Medical Record Coder certificate prepares students for rewarding career opportunities within the field of Health Information Management through in-depth instruction on medical record coding, focus on medical pathology, pharmacology and interpretation of medical documentation. Hands-on coding practice will be achieved in lab settings, hospitals and other health care facility medical record departments.

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

AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy & Physiology	4
ENG 101	English Composition I	3
HIM 110	Health Information Science I	3
	<b>TOTAL</b>	<b>13</b>

### **SECOND SEMESTER (SPRING)**

HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3
HIM 137	Pharmacology for Coders	1
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
	<b>TOTAL</b>	<b>13</b>

### **THIRD SEMESTER (SUMMER)**

HIM 141	Current Procedural Terminology II	3
HIM 150	Coding Practicum I	3
HIM 225	Coding and Classification II	3
HIM 266	Computers in Healthcare	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>38</b>

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## **NUCLEAR MEDICINE TECHNOLOGY (NMT7) ADVANCED CERTIFICATE**

Credit Requirements: 39 Credit Hours

Nuclear Medicine Technologists (NMT) are trained in the safe handling and administration of radio-pharmaceuticals for therapeutic and diagnostic purposes. They work closely with radiologists who specialize in nuclear medicine by providing clinical information needed for patient diagnosis and treatment.

### **ACCEPTANCE REQUIREMENTS**

- Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- 60 hours of appropriate college courses that include:
  - English Composition
  - Speech
  - Intermediate Algebra
  - Physics\*

- Chemistry
  - Computer Science
  - Anatomy and Physiology I
  - Anatomy and Physiology II
- \*Physics from a Radiography program is acceptable
- Students who are accepted with no prior health clinical skills or experience will be required to complete NMT 100-Preparation for Clinic, with a “C” or better, during the summer semester prior to beginning the NMT program. Completion of this course does not guarantee your acceptance into the following Fall semester. This course is only offered in the summer.
  - Students must pass a criminal background check prior to entry into the program.
  - Students who are turned down by a clinical site because of their background check will not be admitted to the program.

#### COURSE PROGRESSION REQUIREMENTS

In order to progress to the next semester once accepted into the program a student must:

1. Earn a 2.5 GPA and a grade of “C” or better in all courses.
2. Maintain a cumulative GPA of 2.5.

#### REACCEPTANCE TO A PROGRAM

Students who receive a W, D, or F in a prerequisite or co-requisite course may request consideration for reacceptance to the NMT program. Reacceptance to the program is not automatic.

#### Grading Scale;

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

#### FIRST SEMESTER (FALL)

NMT 101	Introduction to Nuclear Medicine	2
NMT 102	Nuclear Medicine Procedures I	2
NMT 103	Nuclear Medicine Physics	2
NMT 150	Applied Nuclear Medicine I	8
	<b>TOTAL</b>	<b>14</b>

#### SECOND SEMESTER (SPRING)

NMT 104	Nuclear Medicine Procedures II	2
NMT 107	Nuclear Medicine Instrumentation II	3
NMT 151	Applied Nuclear Medicine II	8
NMT 105	Quality Assurance Methodology	2
	<b>TOTAL</b>	<b>15</b>

#### THIRD SEMESTER (SUMMER)

NMT 106	Nuclear Medicine Procedures III	2
NMT 109	Special Topic In Nuclear Medicine	2
NMT 152	Applied Nuclear Medicine III	6
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

**NURSING (ADN5)****ASSOCIATE DEGREE: HEALTH SCIENCE**

Credit Requirements: 68 Credit Hours

The Associate Degree Nursing Program is approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and accredited by the NLNAC (National League for Nursing Accrediting Commission), 61 Broadway – 33<sup>rd</sup> Floor, NY, NY 10006 (1-800-669-1656). A graduate of the ADN program is eligible to take the National Council Licensure Examination – RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurse (RN).

The ADN program is comprised of general education and support courses as well as clinical nursing courses. The curriculum incorporates classroom instruction, laboratory simulation and clinical practice. Two possibilities for program completion are the Generic option and the Advanced Placement for LPN option. These are described below.

**OCCUPATIONAL OBJECTIVES**

Upon successful completion of the Associate Degree Nursing (ADN) program, the graduate will be eligible to take the National Council Licensure Exam (NCLEX) and:

- assume a variety of responsibilities as a member of the health care team, and
- function in staff positions within structured health care settings which include hospitals, nursing homes, home health, health departments, physicians' offices, school systems, civil service, and industry.

**ACCEPTANCE REQUIREMENTS**

Applicants will be accepted to the Associate Degree Nursing program on a first qualified, first accepted basis. Applicants are considered qualified for and accepted to the next available class when they meet all acceptance requirements.

**REQUIREMENTS FOR ACCEPTANCE****INTO THE ASSOCIATE DEGREE NURSING PROGRAM**

Once students have completed the following requirements, they will be granted acceptance into the Associate Degree Nursing Program.

1. Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test)
3. The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
4. Transfer students must meet the College transfer student admission requirements.
5. GPA of 2.5 on all required general education and support courses. A minimum grade of "C" is also required in all courses required for AND.
6. Acceptable passing scores on the P-NAT (Pre-Nursing Assessment Test, see Options A and B below) or Successful completion of all nine core courses or Bachelor's Degree.
7. Payment of a non-refundable \$100 tuition deposit.
8. Pass a criminal background check prior to entry into the program.

Option A

If the P-NAT (Pre-Nursing Assessment Test) score is within 10 points below the set acceptance score, the student will be required to complete additional qualifying acceptance criteria. These criteria include:

- Completion of the following core of courses: PSY 201, BIO 210, MAT 110 OR MAT 120, ENG 101
- GPA of 2.5 required on this core of courses.
- Upon completion of this core, the student is qualified for acceptance to the Associate Degree Nursing Program.
- No re-testing on the P-NAT (Pre-Nursing Assessment Test) will be granted.

#### Option B

If the P-NAT (Pre-Nursing Assessment Test) score is more than 10 points below the set acceptance score, the student will be required to complete additional qualifying acceptance criteria. These criteria include:

- Completion of the following core of courses: PSY 201, BIO 210, MAT 110 OR MAT 120, ENG 101
- Completion of the following additional courses: BIO 211, ENG 102, SPC 205, BIO 225, HUMANITIES
- GPA of 2.5 required on the courses listed.
- Upon completion of all additional courses, the student is qualified for full acceptance to the Associate Degree Nursing Program.
- No re-testing on the P-NAT (Pre-Nursing Assessment Test) will be granted.

#### ADDITIONAL ACCEPTANCE/TECHNICAL STANDARDS

The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:

- Possess sufficient visual acuity to independently read and interpret the writing of all sizes.
- Independently be able to provide verbal communication to and receive communication from clients/patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.
- Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment and perform other skills required to meet nursing care needs.
- Submit a complete Health Sciences Division Physical Examination Form.

#### PROGRAM REQUIREMENTS

In order to progress in the curriculum, the student must:

- earn a minimum grade of “C” in all general education, support and nursing courses. Failure of one required nursing course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met.
- maintain a minimum cumulative GPA of 2.0 on all required courses;

- submit evidence of current CPR certification (Health Care Provider). CPR certification is required to start each nursing course and must be updated annually.
- be covered by professional liability insurance (included in the tuition fees for each nursing course).
- submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course.
- meet all program and course requirements according to the Associate Degree Nursing Student Handbook and course syllabi. Certain general education courses have credit time limits. For the Associate Degree Nursing Program the following course time limits apply: Nursing courses, 2 years; Biology 210, 211 and 225 courses, 5 years; Math courses: 10 years. See the transfer credit time limit section of the catalog.

Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see ADN Student Handbook.)

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences. Students can expect to travel to a variety of clinical sites within a 100-mile radius of HGTC.

Because competency in nursing theory is a critical component for safe nursing practices, the grading scale for nursing is higher than that for some other courses. The grading scale for nursing is:

93-100 =	A
85-92 =	B
77-84 =	C
69-76 =	D
Below 69=	F

A grade of "C" is required in all courses for the Associate Degree Nursing Program. Grades below "C" are considered course failures.

#### FIRST SEMESTER

BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 110	College Algebra	3
	or	
MAT 120	Probability and Statistics	3
NUR 101	Fundamentals of Nursing <sup>1</sup>	6
	TOTAL	16

#### SECOND SEMESTER

BIO 211	Anatomy & Physiology II	4
ENG 102	English Composition II	3
NUR 120	Basic Nursing Concepts <sup>1</sup>	7
PSY 201	General Psychology	3
	TOTAL	17



### THIRD SEMESTER

BIO 225	Microbiology	4
NUR 150	Chronic Health Problems <sup>1</sup>	6
	<b>TOTAL</b>	<b>10</b>

### FOURTH SEMESTER

NUR 214	Mental Health Nursing <sup>1</sup>	4
NUR 221	Advanced Nursing Concepts	5
SPC 205	Public Speaking	3
	Humanities <sup>2</sup>	3
	<b>TOTAL</b>	<b>15</b>

### FIFTH SEMESTER

NUR 211	Care of Childbearing Family <sup>1</sup>	4
NUR 212	Nursing Care of Children <sup>1</sup>	4
NUR 217	Trends & Issues in Nursing <sup>1</sup>	2
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL CREDIT HOURS</b>	<b>68</b>

<sup>1</sup> These courses prepare students in basic computer applications.

<sup>2</sup> Humanities to be selected from University Parallel Transfer Course Listing.

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

Books.....	\$400
CPR .....	\$40
Physical .....	\$85-200
Hepatitis Vaccine.....	\$80
SNA Fees .....	\$35
Uniforms (shoes & ID Badges) .....	\$220
Stethoscope .....	\$60
NLN Exam per course.....	\$20
<b>Estimated Total .....</b>	<b>\$937-1052</b>

The average cost of subsequent semesters is approximately \$500 in addition to tuition and fees.

### TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

- submit an application for admission to the College including the \$25 non-refundable application fee;
- meet minimum program acceptance requirements;
- submit a letter to the Nursing Department Acceptance Committee requesting transfer into program;
- have a cumulative GPA of at least 2.5 and a grade of “C” or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- have earned a grade of “C” or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course twice or 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; and
- complete at least the last two semesters in the ADN nursing program at HGTC in order to receive the Associate Degree in Nursing;

## ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES (LPN)

The Nursing Department has a process for the LPN to receive credit for previous learning and work experience. This process allows eligible LPN candidates to advance beyond the fundamental and basic nursing courses that are covered in the first year of the ADN program.

LPNs may apply for Advanced Placement into the ADN program. Advanced placement requirements include:

- Current LPN licensure in South Carolina;
- Meet HGTC admission requirements;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence will be required if minimum placement test scores are not achieved);
- Transfer students must meet the College transfer student admission requirements;
- Pass a criminal background check prior to entry into the program (estimated cost \$18);
- Completion of the prerequisite courses for the Nursing 201 LPN to RN Transition course. These include: PSY 201, BIO 210, BIO 211, MAT 110 or MAT 120, ENG 101, ENG 102, SPC 205;
- A GPA of 2.5 is required for acceptance into the ADN program;
- Completion of Nursing 201; and
- Completion of the co-requisite course BIO 225.

Special Note: Advanced Placement LPN applicants are not required to take the PNAT (Pre-Nursing Assessment Test).

Upon successful completion of NUR 201, LPNs are granted credits for previous nursing courses in the ADN program.

Successful completion of the above requirements enables the LPN to enter the senior year nursing courses. These include NUR 211, NUR 212, NUR 214, NUR 221, and NUR 217. A Humanities elective is a required corequisite course to the senior year nursing courses.

Suggested sequence of courses:

### FIRST SEMESTER

BIO 225	Microbiology	4
NUR 201*	Nursing Transition <sup>1</sup>	3
	TOTAL	7

### SECOND SEMESTER

NUR 214	Mental Health Nursing	4
NUR 221	Advanced Nursing Concepts	5
	Humanities	3
	TOTAL	12

### THIRD SEMESTER

NUR 211	Care of Childbearing Family	4
NUR 212	Nursing Care of Children	4
NUR 217	Trends & Issues in Nursing <sup>1</sup>	2
	TOTAL	10

\*18 nursing credit hours, for prior PN work, will be given upon completion of NUR 201 with a grade of "C" or better.

<sup>1</sup>Courses prepare students in basic computer applications.

Humanities elective to be selected from University Parallel Transfer Course Listing. LPNs have the option to apply for regular acceptance to the ADN program. This option requires the LPN applicant to take the PNAT (Pre-Nursing Assessment Test)

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## HEALTH SCIENCE (HSCN NUR)

### CERTIFICATE

Credit Requirements: 26 Credit Hours

This program of selected courses is offered for students seeking acceptance to the Associate Degree Nursing program. Courses are designed to academically prepare the students for health science courses and are not intended to provide specific health science employment skills.

Should the student be accepted into the Associate Degree Nursing program, these courses can be transferred to meet general education requirements. A student must earn a grade of "C" or better for a course to transfer into the associate degree. Completion of these courses does not guarantee acceptance into the Associate Degree Nursing program.

#### FIRST SEMESTER (FALL)

PSY 201	General Psychology	3
BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 110	College Algebra	3
	or	
MAT 120	Probability and Statistics	3
	<b>TOTAL</b>	<b>13</b>

#### SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
	Humanities (choose one from list below)	3
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL CREDIT HOURS</b>	<b>26</b>

Humanities: ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 110, SPA 101, SPA 102, OR THE 101

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## OCCUPATIONAL THERAPY ASSISTANT (OTA3)

(Linkage Program with Trident Technical College)

### ASSOCIATE DEGREE

Credit Requirements: 70 Credit Hours

The Occupational Therapy Assistant program is offered for students seeking to apply for and enter into a one-plus-one linkage program with Trident Technical College in Charleston, South Carolina. This program is designed to transfer a minimum of 29 semester hours into Trident Technical College's Occupational

Therapy Assistant curriculum and is not intended to provide specific employment skills. Students are selected for admission to Trident Technical College's second year of the program on a first qualified, first admitted basis.

To become first-qualified, first-admitted, students must meet specific admission assessment standards, successfully complete the Health Occupations Basic Entrance Test (HOBET) and participate in 40 hours of hospital/clinical observations. A minimum cumulative 2.5 grade point average is required.

#### FIRST SEMESTER (FALL)

BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 120*	Probability and Statistics	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>13</b>

#### SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
CPT 101	Introduction to Computers	3
PSY 203	Human Growth & Development	3
SPC 205	Public Speaking	3
	Elective	3
	<b>TOTAL</b>	<b>16</b>

After acceptance as a transfer student at Trident:

#### THIRD SEMESTER (SUMMER)

OTA 103	Introduction to Occupational Therapy	2
OTA 130	Therapeutic Media I	1
OTA 151	Clinical I	1
OTA 170	Pediatric Psychosocial Dysfunction	1
OTA 175	Pediatric Physical Dysfunction	6
	<b>TOTAL</b>	<b>11</b>

#### FOURTH SEMESTER (FALL)

OTA 155	Gerontology	1
OTA 160	Adult Psychosocial Dysfunction	3
OTA 165	Adult Physical Dysfunction	5
OTA 203	Kinesiology for Occupational Therapy	3
OTA 213	Group Process & Dynamics	2
OTA 251	Clinical I	1
OTA 252	Clinical II	2
	<b>TOTAL</b>	<b>17</b>

#### FIFTH SEMESTER (SPRING)

OTA 135	Therapeutic Media II	1
OTA 245	OT Departmental Management	2
OTA 255	Clinical III (Physical Disabilities)	5
OTA 266	Clinical IV (Behavioral)	5
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL CREDIT HOURS</b>	<b>70</b>

\* MAT 110 College Algebra may be substituted. Those who have taken ENG 102 may count it as an elective.

ELECTIVE: Select a minimum of (3) credit hours of course work. Includes only college level, non-professional courses.



## PHARMACY TECHNICIAN (PHM1)

DIPLOMA: HEALTH SCIENCE

Credit Requirements: 44 Credit Hours

The Pharmacy Technician program readies students to prepare and dispense medications under the supervision of a registered pharmacist. The program also prepares students for pharmacy technician duties in both retail and hospital functions. The curriculum combines classroom and experiential learning experiences. Students train in pharmacies while receiving exposure to the duties carried out by the pharmacist and pharmacy technician in preparing medications, filling prescriptions, pricing, patient profile records, medication calculations, controlled substances, IV compounding and other pharmacy related duties. Declared majors in this program must begin in the Fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

### ACCEPTANCE REQUIREMENT

- Meet the criteria for admission to HGTC. This includes submission of application fee of \$25.00; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
- Transfer students must meet the college transfer student admission requirements.

### PROGRAM REQUIREMENTS

- Submission of a Yale Associates, Inc report indicating non-conviction for crimes which would prevent licensure. There is a \$35.00 non-refundable fee to apply for the clearance.
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Proof of CPR course is required for graduation.

Graduates are eligible to take a certification exam for Pharmacy Technician.

### PROGRESSION REQUIREMENTS

- A grade of "C" or better in each of the required courses.

Acceptance to the program is granted at the beginning of each Fall Semester

### FIRST SEMESTER (FALL)

AHS 102	Medical Terminology	3
CHM 105	Inorganic, Organic & Biochemistry	4
PHM 101	Introduction to Pharmacy	3
PHM 113	Pharmacy Math	3
MAT 155	Contemporary Mathematics	3
	TOTAL	16

## SECOND SEMESTER (SPRING)

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
	or	
ENG 155	Communications I	
PHM 110	Pharmacy Practice	4
PHM 114	Therapeutic Agents I	3
PHM 152	Pharmacy Technician Practicum I	2
PSY 201	General Psychology	3
	TOTAL	18

## THIRD SEMESTER (SUMMER)

PHM 124	Therapeutic Agents II	3
PHM 164	Pharmacy Tech Practicum II	4
PHM 173	Pharmacy Tech Practicum III	3
	<u>TOTAL</u>	<u>10</u>
	<b>TOTAL CREDIT HOURS</b>	<b>44</b>

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## PHLEBOTOMY (PHL6)

### CERTIFICATE

Credit Requirements: 17 Credit Hours

The phlebotomy certificate prepares students for entry-level phlebotomy technician positions in hospitals, clinics and other healthcare settings. The program covers phlebotomy theory and special procedures required for specimen collection. It covers basic venipuncture, with emphasis on safety, minimizing client discomfort and accurate collection of a blood specimen. The certificate also requires knowledge of anatomy and physiology, CPR and clinical hours during which the student perfects phlebotomy skills.

### PROGRAM REQUIREMENTS

- Submission of Yale Associates, Inc., Report indicating non-conviction for crimes which would prevent licensure. There is a \$35 non-refundable fee to apply for this clearance.
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Student will be responsible for items above and beyond tuition costs, such as: massage table, equipment and supplies.
- Proof of CPR course is required for graduation.

Graduates are eligible to take a certification exam offered by various phlebotomy associations.

### PROGRESSION REQUIREMENTS

- A grade of "C" or better in each of the required courses.

## FIRST SEMESTER (FALL)

BIO 112	Basic Anatomy and Physiology	4
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 141	Phlebotomy for the Health Care Provider	3
	TOTAL	11

**SECOND SEMESTER (SPRING)**

AHS 143	Phlebotomy Skills	6
	<b>TOTAL</b>	<b>6</b>
<b>TOTAL CREDIT HOURS</b>		<b>17</b>

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**PHYSICAL THERAPIST ASSISTANT (PTA3)**

(Linkage Program with Greenville Technical College)

**ASSOCIATE DEGREE**

Credit Requirements: 77 Credit Hours

The Physical Therapist Assistant program is offered for students interested in applying for and entering into a one-plus-one linkage program with Greenville Technical College. This program is designed to transfer a minimum of 35 semester credit hours into Greenville Technical College's Physical Therapist Assistant curriculum and is not intended to provide specific employment skills.

Prospective students must attend a Career Talk conducted by Greenville Technical College. Within 30 days after attending the Career Talk, 20 hours of hospital/clinical observations must be completed.

To be eligible for enrollment in the PTA program, students must have successfully completed a high school, or equivalent course, in chemistry, algebra and biology with a grade of "C" or better. Qualified students are admitted into Greenville Technical College's second-year (Phase II) of the PTA program based on the earliest established admission date. Also, students must have a minimum cumulative 2.5 grade point average for all first-year PTA courses.

**FIRST SEMESTER (FALL)**

AHS 102	Medical Terminology	3
BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 110	College Algebra	3
PSY 201	General Psychology	3
	Humanities Elective	3
	<b>TOTAL</b>	<b>19</b>

**SECOND SEMESTER (SPRING)**

BIO 211	Anatomy & Physiology II	4
CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
PSY 203	Human Growth & Development	3
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>16</b>

After acceptance as a transfer student at Greenville Technical College:

Successful completion of BIO 150 with a "C" or better is required of students entering Phase II of the PTA program. BIO 150 Anatomy Review for Kinesiology is a one (1) credit hour telecourse administered through the Distance Learning Department at Greenville Technical College. Students must have applied to Greenville Technical College (through their advisor at HGTC) and paid their \$25.00 admission fee prior to enrolling in BIO 150.



Note: Students at HGTC will be admitted to Greenville Technical College for the articulated portion of this program in the spring semester of the next year.

#### THIRD SEMESTER (SPRING)

PTH 101	Professional Preparation	2
PTH 202	Physical Therapy Modalities	4
PTH 205	Physical Therapy Functional Anatomy	4
PTH 206	Therapeutic Procedures	2
PTH 221	Pathology I	2
PTH 252	Clinical Practicum I	2
	<b>TOTAL</b>	<b>16</b>

#### FOURTH SEMESTER (SUMMER)

PTH 225	Electrotherapy	2
PTH 240	Therapeutic Exercise/Applications	5
PTH 253	Clinical Practicum II	3
	<b>TOTAL</b>	<b>10</b>

#### FIFTH SEMESTER (FALL)

PTH 244	Rehabilitation	4
PTH 266	Physical Therapy Practicum I	6
PTH 276	Physical Therapy Practicum II	6
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>77</b>

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### **PHYSICAL THERAPIST ASSISTANT (PTA3)**

(Linkage Program with Trident Technical College)

#### **ASSOCIATE DEGREE**

Credit Requirements: 73 Credit Hours

The Physical Therapist Assistant program is offered for students interested in applying for and entering into a one-plus-one linkage program with Trident Technical College. This program is designed to transfer a minimum of 29 semester credit hours into Trident Technical College's Physical Therapist Assistant curriculum and is not intended to provide specific employment skills. Students are admitted into Trident Technical College's second year of the program on a first-qualified, first-admitted basis.

To become first-qualified, first-admitted, students must meet specific admission assessment standards, successfully complete the Health Occupations Basic Entrance Test (HOBET) and participate in 40 hours of hospital/clinical observations. A minimum cumulative 2.5 grade point average is required.

#### FIRST SEMESTER (FALL)

BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition I	3
MAT 120	Probability & Statistics	3
PSY 201	General Psychology	3
	Elective	3
	<b>TOTAL</b>	<b>16</b>

#### SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
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CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
	<b>TOTAL</b>	<b>13</b>

After acceptance as a transfer student at Trident:

#### THIRD SEMESTER (SUMMER)

PTH 101	Physical Therapy Professional Preparation	2
PTH 202	Physical Therapy Modalities	4
PTH 205	Physical Therapy Functional Anatomy	4
PTH 235	Interpersonal Dynamics	2
PTH 252	Clinical Practice	2
	<b>TOTAL</b>	<b>12</b>

#### FOURTH SEMESTER (FALL)

PTH 221	Pathology I	2
PTH 240	Therapeutic Exercises/Applications	5
PTH 244	Rehabilitation	4
PTH 266	Physical Therapy Practicum I	6
	<b>TOTAL</b>	<b>17</b>

#### FIFTH SEMESTER (SPRING)

PTH 222	Pathology II	2
PTH 230	Clinical Electrotherapy	3
PTH 242	Orthopedic Management	4
PTH 276	Physical Therapy Practicum II	6
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>73</b>

\*MAT 110 College Algebra may be substituted.

ELECTIVE: Select a minimum of three credit hours of course work. Includes only college level, non-professional courses.

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### **PRACTICAL NURSING (PRN1)**

**DIPLOMA: HEALTH SCIENCE**

Credit Requirements: 48 Credit Hours

The Practical Nursing curriculum is designed to prepare students to function in hospitals, extended care facilities, doctors' offices, clinics, schools and private industry under the supervision of a registered nurse or physician. The program prepares students to care for acutely and chronically ill patients, to help rehabilitate patients and to share in the prevention of illness. The curriculum combines classroom instruction with laboratory practice and clinical experience in various settings. To obtain a diploma, a student must complete 48 credit hours with a minimum 2.00 cumulative grade point average and minimum grade of "C" in all courses required for Practical Nursing.

The Practical Nursing (PN) program at Horry-Georgetown Technical College is approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing and accredited by the NLNAC (National League for Nursing Accrediting Commission), 61 Broadway - 33<sup>rd</sup> Floor - NY, NY 10006 (1-800-669-1656).

Graduates of the program may apply to take the National Council Licensure Examination for Practical Nurses. Upon successful completion of this examination, the candidate will be designated as a Licensed Practical Nurse (L.P.N.) or Licensed Vocational Nurse (L.V.N.)

#### ACCEPTANCE REQUIREMENTS

Applicants are accepted to the program on a first qualified, first accepted basis. Acceptance is in two stages: "Preliminary Acceptance" and "Full Acceptance". Applicants are considered qualified for acceptance to the next available class when they meet all acceptance requirements.

#### REQUIREMENTS FOR PRELIMINARY ACCEPTANCE TO THE PRACTICAL NURSING PROGRAM

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Practical Nursing Program.

1. Meet the criteria for admission to HGTC. This includes submission of admission application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts;
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved;
3. Transfer students must meet the College transfer student admission requirements; and
4. An applicant must be at least 17 years of age by August 1 of the year of acceptance. Students are admitted into the Practical Nursing program in the Fall Semester only;
5. GPA of 2.0 or better on all required general education and support courses. A minimum grade of "C" is also required in all courses required for Practical Nursing Program and two (2) failures in any of these courses within the five years prior to acceptance removes a student from being eligible for the program for five years from the date of the last failure.

#### REQUIREMENTS FOR FULL ACCEPTANCE TO THE PRACTICAL NURSING PROGRAM

- A copy of a certified birth certificate;
- Attendance at an orientation seminar;
- A Health Sciences Division Physical Examination Form, completed 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program;
- CPR certification (BLS Health Care Provider) valid until graduation, must be updated annually;
- Payment of a non-refundable tuition deposit of \$100; and
- Pass a criminal background check prior to entry into the program (estimated cost \$18).

#### ADDITIONAL ACCEPTANCE/TECHNICAL STANDARDS

The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:

- Possess sufficient visual acuity to independently read and interpret the writing of all sizes;
- Independently be able to provide verbal communication to and receive communication from clients/patients and members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.;
- Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment, and perform other skills required in meeting the needs of nursing care; and
- Submit a complete Health Sciences Division Physical Examination Form.

#### PROGRAM REQUIREMENTS

In order to progress in the curriculum, the student must:

- earn a minimum grade of “C” in all general education, support and nursing courses. Failure of one required nursing course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses, may apply for readmission to the nursing program if all other criteria are met. Failure is defined as receiving a grade below “C” in any course;
- maintain a minimum cumulative GPA of 2.0 on all required courses;
- submit evidence of current CPR certification (Health Care Provider). CPR certification is required to start each nursing course, and must be updated annually;
- be covered by professional liability insurance (included in the tuition fees for each nursing course);
- submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course. Evidence of an updated annual physical examination/health record is required;
- meet all program and course requirements according to the Practical Nursing Student Handbook and course syllabi; and
- be cognizant that certain general education courses have credit time limits. For the Practical Nursing Program, the following course time limits apply: Practical Nursing courses: 1 year; Biology 210 and 211 courses: 5 years. See the transfer credit time limit section of the catalog.

Any student who fails to meet requirements for progression will be dropped from the program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see Practical Nursing Student Handbook.)

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences.

Because competency in nursing is a critical component of safe nursing practice, the grading scale for practical nursing is higher than the general college grading scale. The grading scale for all Practical Nursing courses is:

93-100	=	A
85-92	=	B
77-84	=	C

79-75 = D  
BELOW 74 = F

#### TRANSFER STUDENTS FROM ANOTHER PRACTICAL NURSING PROGRAM

To be accepted for transfer, nursing courses must have been part of a parallel program at a regionally accredited post-secondary institution and completed within the past year. Each course is considered individually and students may be required to submit course descriptions or college catalogs to describe previous work. General education course transfer credit follows College policy.

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

- submit an application for admission to the College including the \$25 non-refundable application fee;
- meet minimum program acceptance requirements;
- submit a letter to the Nursing Department Acceptance Committee requesting transfer into program;
- have a cumulative GPA of at least 2.0 and a grade of "C" or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- have earned a grade of "C" or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course will be dropped from the program with eligibility for readmission. Students who have a second failure in any required nursing courses may apply for readmission to the nursing program if all other criteria are met. Failure is defined as receiving a grade below "C" in any course. Nursing courses older than one calendar year will not be accepted;
- submit proof of course content equivalent to nursing courses at HGTC; and
- complete at least the last two semesters in the PN program at HGTC.

#### FIRST SEMESTER (FALL)

BIO 210	Anatomy & Physiology I	4
MAT 155	Contemporary Mathematics	3
PNR 110	Fundamentals of Nursing (accelerated)	5
PNR 120	Medical/Surgical Nursing I (accelerated)	5
AHS 126	Health Calculations	1
	<b>TOTAL</b>	<b>18</b>

#### SECOND SEMESTER (SPRING)

BIO 211	Anatomy & Physiology II	4
PNR 112	Nutrition	2
PNR 130	Medical/Surgical Nursing II (accelerated)	5
PNR 140	Medical/Surgical Nursing III (accelerated)	5
	<b>TOTAL</b>	<b>16</b>

#### THIRD SEMESTER (SUMMER)

ENG 101	English Composition I	3
PNR 165	Nursing Care of Family	6
PNR 182	Special Topics in PNR	2
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>14</b>
	<b>TOTAL CREDIT HOURS</b>	<b>48</b>

## **RADIOLOGIC HEALTH SCIENCE (HSCN RAD) CERTIFICATE**

Credit Requirements: 26 Credit Hours

This certificate program of selected courses is offered for those students seeking acceptance to the Radiologic Technology program. Courses are designed to academically prepare the students for health science courses and are not intended to provide specific health science employment skills.

Should the student be accepted into the Radiologic Technology program, these courses can be transferred to meet general education program requirements. A student must earn a grade of "C" or better for a course to transfer into the associate degree. Completion of these courses does not guarantee acceptance into the Radiologic Technology program.

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

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
MAT 110	College Algebra	3
	or	
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>14</b>

### **SECOND SEMESTER (SPRING)**

BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
SPC 205	Public Speaking	3
	Humanities	3
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL CREDIT HOURS</b>	<b>26</b>

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## **RADIOLOGIC TECHNOLOGY (RAD3) ASSOCIATE DEGREE: HEALTH SCIENCES**

Credit Requirements: 84 Credit Hours

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

The Radiologic Technology program prepares the student to assist the radiologist (MD) in performing examinations of the body to rule out, or confirm and identify, fractures or diseases. Radiologic Technologists must be educated in the precise use of highly technical radiographic equipment and the application of ionizing radiation in the performance of radiographic procedures. Students will learn to operate equipment and accessories under direct supervision of Board Certified Radiologists and Technologists.

The program is committed to instilling in all students critical thinking skills, development of interpersonal skills and a commitment to lifelong learning.

Graduates of the program will have acquired the knowledge, skills and experiences necessary for success in achieving their career and educational goals and will possess the potential to have fulfilling lives as effective radiographers in their local communities.

## ACCEPTANCE REQUIREMENTS

The Radiologic Technology program is limited in the number of students that can be admitted each fall semester. Applicants will be accepted into the program on a first qualified, first accepted basis. Applicants must be 18 years of age by the first day of class (federal law). Acceptance is in two stages: "Preliminary Acceptance" and "Final Acceptance." Applicants are considered to be qualified for acceptance to the next available class when they meet all acceptance requirements.

### REQUIREMENTS FOR "PRELIMINARY ACCEPTANCE" TO THE RADIOLOGIC TECHNOLOGY PROGRAM

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Radiologic Technology program.

1. Meet the criteria for admission to Horry-Georgetown Technical College. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED; and official college transcripts;
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved;
3. Transfer students must meet the College transfer student admission requirements;
4. High school (or college) algebra; grades of "C" or better required; and
5. High school (or college) science (biology, chemistry, physics); grades of "C" or better required.
6. A GPA of 2.5 or better in required general education and support courses.

### REQUIREMENTS FOR "FINAL ACCEPTANCE" TO THE RADIOLOGIC TECHNOLOGY PROGRAM

- A student must either complete the HOBET (Health Occupations Basic Entrance Test) with a composite score of 50 or greater OR complete the Health Science Certificate for Radiologic Technology with grades of "C" or better to transfer into the associate degree program. The HOBET may not be re-taken. Students who have passed the HOBET and are taking support courses must maintain a 2.5 in all classes.
- Observe in a hospital radiology department for two mornings;
- Payment of a non-refundable \$100 tuition deposit;
- Complete a Health Sciences Division physical examination form 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program; and
- Valid CPR certification (BLS Health Care Provider)
- Attend a mandatory orientation that covers the student handbook, master plan of clinical education and radiation protection standards.
- Students must pass a criminal background check prior to entry into the program.
- Students who are turned down by a clinical site because of their background check will not be admitted to the program.

The acceptance policy of "first qualified, first accepted" does not require students to re-apply each year to the Radiologic Technology program; therefore, a rolling acceptance is maintained. Students are first enrolled into the Radiologic Technology Program in fall semester only. It is highly recommended that students who are on the waiting list complete the core classes listed under the Health Science Certificate for Radiologic Technology. This would greatly decrease the academic load for this program.

## TECHNICAL ACCEPTANCE STANDARDS

These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. To be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:

- possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants must be able to distinguish tone qualities of a radiograph from black through shades of gray to white;
- be able to provide verbal communication to and receive communication from patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.; and
- possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.

## ADDITIONAL PROGRAM REQUIREMENTS/ETHICS REVIEW

- If the applicant has been convicted of a misdemeanor (sole exception of speeding and parking violations) or felony, (all alcohol and/or drug related violations must be reported), the applicant must request a review by the American Registry of Radiologic Technologists (ARRT) before he or she will be permitted to sit for the National Board Examination. The committee will determine the level of sanction for each conviction. It is suggested that students contact the ARRT prior to entering the program to make sure they will be eligible to sit for the national exam. Information may be found on the website [www.arrt.org](http://www.arrt.org) or phone 651-687-0048 ext 544.
- Any misrepresentation or falsification of information on the ARRT application form is considered to be a serious violation of professional ethics and may result in revocation or permanent ineligibility.
- The ARRT may conduct criminal background searches whenever appropriate.
- The ethics review may be delayed until all conditions of the court have been completed, including probation and summary discharge.
- A fee of \$50 is charged for pre-application review.
- Students will be assigned rotations on afternoon and evening shifts during their last two semesters.
- Students are expected to have reliable transportation and may be assigned clinic sites that require significant travel. Students do not choose their clinical rotations and students will rotate to at least four different clinic sites during the five semesters.

## ACADEMIC STANDARDS

A student must earn a "C" or better in each course with a prefix of BIO or RAD. Any student not maintaining this academic standard will be suspended from the Radiologic Technology program.

Grade scale for all radiologic technology courses:

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



**FIRST SEMESTER (FALL)**

BIO 210	Anatomy & Physiology I	4
MAT 101	Beginning Algebra	3
RAD 101	Introduction to Radiography	2
RAD 130	Radiographic Procedures I	3
RAD 155	Applied Radiography	5
	<b>TOTAL</b>	<b>17</b>

**SECOND SEMESTER (SPRING)**

BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
RAD 110	Radiographic Imaging I	3
RAD 136	Radiographic Procedures (Prerequisite RAD 130)	3
RAD 165	Applied Radiography II (Prerequisite RAD 155)	5
	<b>TOTAL</b>	<b>18</b>

**THIRD SEMESTER (SUMMER)**

ENG 101	Introduction to English	3
RAD 115	Radiographic Imaging II (Prerequisite RAD 110)	3
RAD 175	Applied Radiography III (Prerequisite RAD 165)	5
RAD 230	Radiographic Procedures III (Prerequisite RAD 136)	3
	<b>TOTAL</b>	<b>14</b>

**FOURTH SEMESTER (FALL)**

SPC 205	Introduction to Speech	3
PSY 201	Introduction to Psychology	3
RAD 201	Radiation Biology	2
RAD 210	Radiographic Imaging III (Prerequisite RAD 115)	3
RAD 258	Advanced Radiography I (Prerequisite RAD 175)	8
	<b>TOTAL</b>	<b>19</b>

**FIFTH SEMESTER (SPRING)**

RAD 205	Radiographic Pathology	2
RAD 220	Selected Imaging Topics (Prerequisite RAD 175)	3
RAD 268	Advanced Radiography II (Prerequisite RAD 258)	8
	Humanities	3
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>84</b>

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**SURGICAL TECHNOLOGY (SUR7)****CERTIFICATE**

Credit Requirements: 39 Credit Hours

This program offers classes for the skilled person to enter into the healthcare environment as a surgical technologist. Graduates will prepare and maintain sterile fields, pass instruments, sutures and sponges, etc. and function as a key part of the surgical team. The program provides students with classroom study, laboratory and clinical experience. Students are trained in aseptic techniques, medical equipment nomenclature, and human anatomy for the operating room.

**EMPLOYMENT OPPORTUNITIES**

Supervised clinical practice in surgical environments prepares the student for entry-level positions in such areas as hospital operating room departments,

obstetrical departments, surgical supply and/or processing departments, out-patient surgical centers, and surgeon office practices.

#### GENERAL INFORMATION

- Surgical technologists function under the supervision of and in cooperation with surgeons and registered nurses, performing duties that are vital for surgical patient safety and care during operative procedures.
- Students in this program will be expected to travel to various healthcare/surgical sites within a 50-mile radius for clinical experiences.
- One of the program graduation requirements is that each student must complete at least 125 clinical cases during their course of study. It is anticipated that students will complete additional clinical cases.
- While general education courses may be taken in the evening, core courses are scheduled at various times and clinical experiences are scheduled in the early morning, consistent with operating room schedules.
- Acceptance to this program is limited and on a first qualified, first accepted basis. Students interested in the selection process are encouraged to contact the Admissions Office.

#### STUDENT REQUIREMENTS

##### Personal Traits-

- Possess a strong sense of responsibility, considerable patience and concern for others.
- Function well as a team member.
- Possess manual dexterity and fine motor coordination.
- Perform accurately and efficiently under pressure.

##### Physical Requirements-

- Able to lift and stand for extended periods of time.

#### ACCEPTANCE REQUIREMENTS

- Meet the criteria for admission to HGTC. This includes submission of application fee of \$25; official high school transcript, including graduation date or copy of GED;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence with a minimum grade of B will be required if minimum placement test scores are not achieved);
- Transfer students must meet the College transfer student admission requirements;
- Submit satisfactory Health Sciences Division physical examination form;
- Pass criminal background check prior to entry into the program; and
- Current CPR certification (Health Care Provider).

#### PROGRESSION REQUIREMENTS

- A grade of "C" or better in each required course.
- Must maintain a 2.0 GPA in required courses.
- With the approval of the SUR Department Chair, required courses may be repeated one time only to achieve a passing grade.
- CPR (BCLS) must be updated annually.

#### Required Courses:

<b>FIRST SEMESTER (FALL)</b>			
SUR	115	Terminology for Surgical Technology	2
BIO	112	Basic Anatomy & Physiology	4
SUR	101	Introduction to Surgical Technology	5
SUR	103	Surgical Procedures I	4
		<b>TOTAL</b>	<b>15</b>
<b>SECOND SEMESTER (SPRING)</b>			
SUR	102	Applied Surgical Technology	5
SUR	104	Surgical Procedures II	4
SUR	111	Basic Surgical Practicum	7
		<b>TOTAL</b>	<b>16</b>
<b>THIRD SEMESTER (SUMMER)</b>			
SUR	114	Surgical Specialty Practicum	7
SUR	120	Surgical Seminar	2
		<b>TOTAL</b>	<b>8</b>
		<b>TOTAL CREDIT HOURS</b>	<b>40</b>

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## Programs of Study in Industrial Technology

### **MACHINE TOOL OPERATOR**

#### **CERTIFICATE**

Credit Requirements: 22 Credit Hours

The Machine Tool Operator certificate prepares students for entry-level positions in the field of precision machine operations. This certificate combines theoretical and hands-on learning to provide the student with necessary skills for the operation of the various equipment used by the machine tool industry.

<b>FIRST SEMESTER (FALL)</b>			
MTT	121	Machine Tool Theory I	3
MTT	122	Machine Tool Practice I	4
MTT	143	Precision Measurements	2
MAT	170	Algebra, Geometry & Trig I	3
		<b>TOTAL</b>	<b>12</b>
<b>SECOND SEMESTER (SPRING)</b>			
MTT	120	Machine Tool Printing	3
MTT	123	Machine Tool Theory II	3
MTT	124	Machine Tool Practice II	4
		<b>TOTAL</b>	<b>10</b>
		<b>TOTAL CREDIT HOURS</b>	<b>22</b>

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### **RESIDENTIAL HEATING, VENTILATING AND AIR CONDITIONING SERVICE TECHNICIAN (RHV7)**

#### **CERTIFICATE**

Credit Requirements: 32 Credit Hours

The Residential HVAC Service Technician Certificate opens doors of opportunity of graduates that few would imagine. The self-motivated graduate from this program has the technical training to work as a service technician, installation specialist, service manager, or sales representative anywhere in the country. Graduates have the opportunity to work with State and Federal agencies, contractors, fortune 500 companies, or set their own course by opening their own company. The opportunities are limited only to the graduate's desire, motivation, and personal goals.

To graduate a student must pass the "Core" and "Type Two" sections of the EPA examination. Additionally, all students are required to take the Residential Air conditioning and Heating Industrial Competency Exam (ICE).

This certificate prepares students to troubleshoot, repair and install many different types of residential heating and air conditioning systems, and is approved by local industry through an HVAC program advisory committee.

**DAYTIME CURRICULUM SEQUENCING:**

**FIRST SEMESTER (FALL)**

ACR 102	Tools and Service	3
ACR 106	Basic Electricity for HVAC	4
ACR 108	Refrigeration Fundamentals	3
ACR 118	Air Conditioning Fundamentals	3
ACR 140	Automatic Controls	3
	<b>TOTAL</b>	<b>16</b>

**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
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>32</b>

**EVENING CURRICULUM SEQUENCING:**

**FIRST SEMESTER (FALL)**

ACR 102	Tools and Service	3
ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
	<b>TOTAL</b>	<b>10</b>

**SECOND SEMESTER (SPRING)**

ACR 118	Air Conditioning Fundamentals	3
ACR 140	Automatic Controls	3
	<b>TOTAL</b>	<b>6</b>

**THIRD SEMESTER (FALL)**

ACR 110	Heating Fundamentals	4
ACR 160	Service Customer Relations	3
ACR 206	Advanced Electricity	2
	<b>TOTAL</b>	<b>9</b>

**FOURTH SEMESTER (SPRING)**

ACR 210	Heat Pumps	4
ACR 250	Duct Fabrication	3
	<u>TOTAL</u>	<u>7</u>
	<b>TOTAL CREDIT HOURS</b>	<b>32</b>

**COMMERCIAL REFRIGERATION AND AIR CONDITIONING  
CERTIFICATE**

Credit Requirements: 10 Credit Hours

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

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

Completion of this certificate will require students to take the applicable NATE certification exam.

**SEMESTER COURSES**

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

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**WELDING (WLD6)****CERTIFICATE**

Credit Requirements: 12 Credit Hours

This certificate is designed to provide students with the welding skills to include manufacturing, transportation, fabricated metal products, building construction, heating, ventilation and air conditioning, the golf course industry, industrial machinery, and other applications.

**FIRST SEMESTER (FALL)**

WLD 102	Introduction to Welding	2
WLD 111	Arc Welding I	4
	<u>TOTAL</u>	<u>6</u>

**SECOND SEMESTER (SPRING)**

WLD 113	Arc Welding II	4
WLD 115	Arc Welding III	4
	<u>TOTAL</u>	<u>8</u>
	<b>TOTAL CREDIT HOURS</b>	<b>14</b>

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## Programs of Study in Occupational Technology

### GENERAL TECHNOLOGY (GEN3)

ASSOCIATE DEGREE: OCCUPATIONAL TECHNOLOGY

Credit Requirements: 64 Credit Hours

This program is designed to allow students to combine occupationally oriented courses, already taught at the College, to meet a specific occupational objective which is not met by any single curriculum. Additionally, the program provides for cross training in two or more occupational specialties as a means of better preparing individuals for positions that involve work in more than one field.

Complete range of semester hour credits distributed as follows:

#### GENERAL EDUCATION COURSES 18 CREDIT HOURS

ENG	155	Communications I
ENG	160	Technical Communications
MAT	155	Contemporary Mathematics
PSY	103	Human Relations
CPT	101	Introduction to Computers Humanities

#### REQUIRED CORE SUBJECT AREAS 40 CREDIT HOURS

The General Technology major allows a student and his or her faculty advisor to tailor an individualized program of work to meet specific career goals and employment objectives.

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

#### OTHER REQUIRED COURSES 6 CREDIT HOURS

Courses taken to satisfy this requirement must be on the associate degree level and approved by advisor.

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### VOCATIONAL-TECHNICAL EDUCATION (VOC3)

ASSOCIATE DEGREE: OCCUPATIONAL TECHNOLOGY

Credit Requirements: 63 – 77 Credit Hours

The Vocational-Technical Educational program is designed primarily for practitioners in the field of vocational-technical education who desire to upgrade their instructional competency and confidence.

Complete range of semester hour credits distributed as follows:

#### GENERAL EDUCATION 18 CREDIT HOURS

ENG	155	Communications I
ENG	160	Technical Communications
MAT	101	Beginning Algebra
PSY	103	Human Relations
CPT	101	Introduction to Computers Humanities

<b>REQUIRED CORE SUBJECT AREAS</b>	<b>33 CREDIT HOURS</b>
EDU 211	History of Voc-Tech Education
EDU 212	Curriculum Development
EDU 213	Instructional Development
EDU 214	Classroom & Laboratory Management
EDU 216	Measurement & Assessment
EDU 220	Directed Teaching Experience Vocational Technical Specialty

**OTHER REQUIRED COURSES** **12 CREDIT HOURS**  
 Courses taken to satisfy this requirement must be on the associate degree level and approved by advisor.



## Programs of Study in Public Service Technology

### CRIMINAL JUSTICE (CRJ3)

ASSOCIATE DEGREE: PUBLIC SERVICE TECHNOLOGY

Credit Requirements: 69 Credit Hours

This program offers a well-rounded educational foundation in criminal justice practice and theory. It is designed for the student who is seeking to increase employment potential; who is employed in criminal justice seeking to enhance potential for advancement; and/or who plans to transfer to a senior college that accepts HGTC criminal justice courses.

#### FIRST SEMESTER (FALL)

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
ENG 101	English Composition I	3
PSC 201	American Government	3
SOC 101	Introduction to Sociology	3
	<b>TOTAL</b>	<b>15</b>

#### SECOND SEMESTER (SPRING)

CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3
	<b>TOTAL</b>	<b>15</b>

#### THIRD SEMESTER (SUMMER)

CRJ 218	Crisis Intervention	3
CRJ 145	Juvenile Delinquency	3
	Elective	3
	<b>TOTAL</b>	<b>9</b>

#### FOURTH SEMESTER (FALL)

CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
CRJ 230	Criminal Investigation I	3
SPC 205	Public Speaking	3



MAT 155	Contemporary Mathematics	3
	<b>TOTAL</b>	<b>15</b>
<b>FIFTH SEMESTER (SPRING)</b>		
CRJ 224	Police Community Relations	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
HIS 101	Western Civilization to 1689	3
	or	
HIS 201	American History: Discovery-1877	3
	Elective	3
	<u>TOTAL</u>	<u>15</u>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

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## **CHARLESTON SOUTHERN UNIVERSITY COLLABORATION**

### Bachelor of Science

Charleston Southern University (CSU), in collaboration with HGTC and Coastal Carolina University, offers the Bachelor of Science (B.S.) with a major in Criminal Justice and Bachelor of Technology (B.T.) with a cognate in Criminal Justice. Program graduates meet the same curriculum requirements as graduates of the on-campus program, thus meeting accreditation requirements of the Southern Association of Colleges and Schools.

CSU offers 33 hours of criminal justice and six hours in religion while CCU provides 18-21 hours for minors in business administration, political science, psychology and sociology. Up to 68 lower division hours, liberal arts core and electives may be earned at HGTC. Graduation requirements for both degrees consist of 125 hours, i.e., 33 hours of criminal justice courses, 44 hours of liberal arts core, and 48 hours of electives. For students pursuing the B.S. degree, 18-21 hours for a minor are included in the 48 hours of electives. No minor is required for the B.T. degree. CSU faculty teach the criminal justice courses in the evening in the Criminal Justice Center located at HGTC's Grand Strand Campus. CCU and HGTC offer courses during the day and evenings at their Conway campuses as well as their satellite campuses.

The degrees are conferred by CSU; therefore, the student's school of records is CSU. Grand Strand graduates participate in commencement at CSU's main campus in Charleston, S.C. Students who excel academically are provided the opportunity for membership in Alpha Phi Sigma, the national honor society for Criminal Justice.

For further information or to apply for admission, contact Dr. Ted Shields by phone at (843) 839-2350 or (843) 477-2028 or by e-mail at [tshields@csuniv.edu](mailto:tshields@csuniv.edu). Application can also be completed online at [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu).

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## EARLY CARE AND EDUCATION (ECE3)

ASSOCIATE DEGREE: PUBLIC SERVICE

Credit Requirements: 63 Credit Hours

This program prepares graduates for employment in settings that include, but are not limited to, any program in a center, school or home that serves young and school-age children and their families, including children with special developmental and learning needs. Some courses in the program may transfer, but the program is not designed as a transfer program.

Key topics covered include Infant and Toddler Development, Early Childhood Development, Child Care Management, School-Age Child Care and Early Childhood Special Education. Laboratory experience is held in diverse settings that allow for quality practical and hands-on experience.

Our interactive learning lab and training classroom provides students and faculty with hands-on demonstrations of developmentally appropriate theory and practice. The program also has the following admission requirements as prerequisites to labs and licensed child care centers:

- Negative TB Test
- SLED Report
- Medical Health Form (DSS Form 2901)
- Health Statement (DSS Form 7924)
- Notarized Statement of Non-Conviction (DSS Form 2928)

In addition to SLED background checks, some child development centers and schools may require fingerprinting as well. Students entering these laboratory courses may opt to additionally be fingerprinted. Fingerprinting **and** a SLED background check are required for the Early Care and Education workforce.

### FIRST SEMESTER (FALL)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ENG 155	*Communications I	3
CPT 101	Introduction to Computers	3
ECD 132	**Creative Experiences	3
	TOTAL	15

### SECOND SEMESTER (SPRING)

ECD 203	Growth and Development II <sup>±</sup>	3
ECD 105	Guidance-Classroom Management	3
ECD 200	Curriculum Issues in Infant & Toddler Devel.	3
ECD 131	**Language Arts	3
MAT 155	Contemporary Mathematics	
	or	
MAT 101	Beginning Algebra	3
	TOTAL	15

### THIRD SEMESTER (SUMMER)

ECD 133	**Science and Math Concepts <sup>±</sup>	3
ECD 135	Health, Safety and Nutrition	3
ECD 107	Exceptional Child	3
	TOTAL	9

### FOURTH SEMESTER (FALL)

PSY 201	General Psychology	3
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ECD 106	Observation of Young Children	3
ECD 201	Principles of Ethics & Leadership in ECE	3
ECD 237	Methods and Materials	3
	<b>TOTAL</b>	<b>12</b>

#### FIFTH SEMESTER (SPRING)

PSY 203	Human Growth and Development	3
PHI 103	*Workplace Ethics	3
	or	
HIS 101	Western Civilization to 1689	3
ECD 243	**Supervised Field Experience I	3
ECD 108	Family and Community Relations	3
	or	
ECD 252	Diversity Issues in Early Care and Education	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>63</b>

\*Students continuing toward a bachelor's degree should enroll in ENG 101 and SPC 205 in place of ENG 155; and PHI 110 in place of PHI 103.

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

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### EARLY CARE AND EDUCATION (ECE7)

#### CERTIFICATE

Credit Requirements: 27 Credit Hours

This program prepares students for careers and/or advancement in the early childhood profession. Graduates will be qualified for employment in public and/or private childcare centers, and home-based childcare operations.

#### FIRST SEMESTER (FALL)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I*	3
ECD 132	Creative Experiences	3
	<b>TOTAL</b>	<b>9</b>

#### SECOND SEMESTER (SPRING)

ECD 203	Growth and Development II*	3
ECD 105	Guidance and Classroom Management	3
ECD 131	Language Arts	3
	<b>TOTAL</b>	<b>9</b>

#### THIRD SEMESTER (SUMMER)

ECD 107	Exceptional Child	3
ECD 133	Science and Math Concepts*	3
ECD 135	Health, Safety and Nutrition	3
	<b>TOTAL</b>	<b>9</b>
	<b>TOTAL CREDIT HOURS</b>	<b>27</b>

\*Students are required to participate in lab/class assignments involving visitations to and/or work in licensed childcare facilities.

#### \*\*SPECIFIC/SPECIAL PROGRAM REQUIREMENTS

Applicants for the Early Care and Education Certificate Program must obtain:

- Negative TB Test
- SLED Report
- Medical Health Form (DSS Form 2901)
- Health Statement (DSS Form 7924)
- Notarized Statement of Non-Conviction (DSS Form 2928)
- Obtain certification in Pediatric CPR and First Aid "D" prior to graduation.

\*\*These requirements are in accordance with DSS regulations for childcare training in S.C. and subject to change as regulations are modified.



## **FIRE SCIENCE (FSC7)**

### **CERTIFICATE**

Credit Requirements: 36 Credit Hours

The Fire Science Certificate is designed for individuals pursuing training or employed in the field of Fire and Rescue. The combination of Fire Science Exemption Credit (FSC)\* and general education prepares the graduate 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 of the courses are offered via distance learning to accommodate students employed on shift work.

\*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.

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

ENG 155	Communications I	3
CPT 101	Introduction to Computers	3
PSY 103	Human Relations	3
	<b>TOTAL</b>	<b>9</b>

#### **SECOND SEMESTER (SPRING)**

ENG 160	Technical Communications	3
PSC 201	American Government	3
MGT 101	Introduction to Management	3
	<b>TOTAL</b>	<b>9</b>

FSC*	<u>Fire Science Exemption Credit</u>	<u>18</u>
	<b>TOTAL CREDIT HOURS</b>	<b>36</b>



## **HUMAN SERVICES (HUM3)**

ASSOCIATE DEGREE: Public Service

Credit Requirements: 68 Credit Hours

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

behavior modification. Graduates will be qualified for employment in mental health centers, group homes, day treatment facilities, sheltered workshops, substance abuse treatment programs and eldercare facilities. Students of the program must: pass a criminal background check prior to the Supervised Field Placement courses. Also, student must meet all the requirements of the sponsoring agency prior to Supervised Field Placement courses.

FIRST SEMESTER (FALL)

ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	
	or	
MAT 110	College Algebra	3
SOC 101	Introduction to Sociology	3
HUS 101	Introduction to Human Services	3
PSY 201	General Psychology	3
	TOTAL	15

SECOND SEMESTER (SPRING)

CPT 101	Introduction to Computers	3
PHI 110	Ethics	3
SPC 205	Public Speaking	3
HUS 231	Counseling Techniques	3
HUS 230	Interviewing Techniques	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

HUS 250	Supervised Field Placement I	4
HUS 251	Supervised Field Placement II	4
	TOTAL	8

FOURTH SEMESTER (FALL)

HUS 260	Human Services Special Topics	3
SOC 205	Social Problems	3
HUS 208	Alcohol and Drug Abuse	3
HUS 209	Case Management	3
HUS 235	Group Dynamics	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

PSY 203	Human Growth and Development	3
HUS 212	Survey of Disabilities and Disorders	3
HUS 237	Crisis Interventions	3
HUS 216	Behavior Change Techniques	3
HUS 205	Gerontology	3
	TOTAL	15
<b>TOTAL CREDIT HOURS</b>		<b>68</b>

## LAW ENFORCEMENT (CRJ7)

### CERTIFICATE

Credit Requirements: 39 Credit Hours

The Law Enforcement Certificate prepares students for employment with public or private law enforcement agencies and/or enhances the law enforcement officer's opportunities for promotion. The program also provides an educational foundation for the student planning to transfer to the Associate Degree in Criminal Justice.

#### FIRST SEMESTER (FALL)

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 130	Police Administration	3
ENG 155	Communications I	3
	or	
ENG 101	English Composition*	3
PSC 201	American Government	3
	TOTAL	15

#### SECOND SEMESTER (SPRING)

CRJ 120	Constitutional Law	3
CRJ 224	Police Community Relations	3
CRJ 230	Criminal Investigation	3
CPT 101	Introduction to Computers	3
ENG 160	Technical Communications	3
	or	
ENG 102	English Composition II*	3
	TOTAL	15

#### THIRD SEMESTER (SUMMER)

CRJ 145	Juvenile Delinquency	3
CRJ 218	Crisis Intervention	3
PSY 103	Human Relations	3
	or	
PSY 201	General Psychology*	3
	TOTAL	9
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

\*Students planning to transfer to the Associate Degree in Criminal Justice should take the courses with an asterisk.

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## LEGAL ASSISTANT/PARALEGAL (LEG3)

### ASSOCIATE DEGREE: PUBLIC SERVICE TECHNOLOGY

Credit Requirements: 69 Credit Hours

The Legal/Assistant/Paralegal program is Approved by the American Bar Association. The Legal Assistant/Paralegal Associate degree is designed to be a well-rounded foundation of education for students planning to seek employment as a legal assistant. The Legal Assistant/Paralegal program prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend

solutions for procedural problems, and prepare and implement detailed office procedures for the efficient handling of specialized fields of law. The terms “Legal Assistant” and “Paralegal” are interchangeable.

In addition to meeting the College’s admission requirements, students must have obtained a high school diploma or GED for entry into the program.

FIRST SEMESTER (FALL)

ENG 101	English Composition I	3
HIS 201	American History: Disc. to 1877	3
	or	
HIS 202	American History: 1877 to Present	3
LEG 120	Torts	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
	<b>TOTAL</b>	<b>15</b>

SECOND SEMESTER (SPRING)

CPT 101	Intro to Computers	3
ENG 102	English Composition II	3
LEG 132	Legal Bibliography	3
LEG 214	Property Law	3
	Elective	3
	<b>TOTAL</b>	<b>15</b>

THIRD SEMESTER (SUMMER)

LEG 213	Family Law	3
LEG 230	Legal Writing	3
LEG 233	Wills, Trusts and Probate	3
	<b>TOTAL</b>	<b>9</b>

FOURTH SEMESTER (FALL)

LEG 121	Business Law I	3
LEG 202	Civil Litigation II	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
LEG 231	Criminal Law	3
	<b>TOTAL</b>	<b>15</b>

FIFTH SEMESTER (SPRING)

LEG 245	Real Estate Law I	3
LEG 232	Law Office Management	3
LEG 242	Law Practice Workshop (Internship)	3
MAT 110	College Algebra	3
	or	
MAT 120	Probability & Statistics	3
PSC 201	American Government	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69*</b>

New students may enroll in LEG courses during any semester; however, fall semester is recommended. (Students must see their program advisor prior to attending courses.) There are prerequisites for some legal assistant/paralegal (LEG) courses.

Please see course descriptions. Most LEG courses are offered only once a year, so following the recommended course sequence is very important.

During the student's first semester of entry into the program, all paralegal students must schedule a typing skills test with their program advisor. Any student who scores below 40 words per minute will be required to successfully complete OST 105.

No more than 50% of the transferring student's legal specialty courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within the College's catalog. However, no legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

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## **PARALEGAL SPECIALIST (PAS7) CERTIFICATE**

Credit Requirements: 39 Credit Hours

The Legal Assistant/Paralegal program is Approved by the American Bar Association. The Paralegal Certificate is intended for those who have previously earned an Associate or Bachelor's degree and wish to gain the knowledge needed for a Legal Assistant/Paralegal career. The terms "Legal Assistant" and "Paralegal" are interchangeable.

The Paralegal Certificate prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and prepare and implement detailed office procedures for the efficient handling of specialized fields of law.

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

LEG 120	Torts	3
LEG 121	Business Law I	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
LEG 231	Criminal Law	3
	<b>TOTAL</b>	<b>15</b>

### **SECOND SEMESTER (SPRING)**

LEG 132	Legal Bibliography	3
LEG 214	Property Law	3
LEG 245	Real Estate Law I	3
LEG 202	Civil Litigation II	3
	<b>TOTAL</b>	<b>12</b>

### **THIRD SEMESTER (SUMMER)**

LEG 213	Family Law	3
LEG 230	Legal Writing	3
LEG 232	Law Office Management* or	3
LEG 242	Law Practice Workshop	3
LEG 233	Wills, Trusts and Probate	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>39*</b>



\*In addition to the above 39 credit hours of legal specialty courses required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

#### ADDITIONAL COURSES REQUIRED

ENG 101	English Composition I	3
ENG 102	English Composition II	3

18 Semester hours or the equivalent of General Education in three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities or Foreign Language

During the student's first semester of entry into the program, all paralegal students must schedule a typing skills test with their program advisor. Any student who scores below 40 words per minute will be required to successfully complete OST 105.

\*Computer skills are required for any paralegal position. It is strongly recommended that students without recent computer training take CPT 101. CPT 101 is a prerequisite for LEG 232.

No more than 50% of the transferring student's legal specialty courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within Horry-Georgetown Technical College's catalog. However, no legal specialty courses will be transferable into Horry-Georgetown Technical College, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.



## COURSE DESCRIPTIONS

### COURSES

Courses are offered as outlined under each academic program course display. Some courses are offered each semester; some are offered only once per year. It is important that students take courses in the prescribed order as recommended by their academic advisors. Some courses require prerequisites before enrolling in the course. These are identified in the course descriptions where applicable. Students should direct questions about the appropriate sequencing of courses to their academic advisors.

All course offerings are contingent upon student demand and course enrollment. If insufficient enrollment exists, courses may not be offered during the normal cycle. Consult your academic advisor for possible alternatives.

### COURSE DESCRIPTIONS

The course descriptions contained in this catalog are not to be construed as a contract.

### COURSE NUMBERS

Course designations consist of a three-letter prefix, a number and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the subject.

### COURSE HOURS AND CREDITS

Following the prefix numbers are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit for the course is the last number shown.

### PREREQUISITES/COREQUISITES

Prerequisites are required before enrolling in a course; they will be identified following the course description as "Prereq." Corequisites are required to be taken at the same time as the course listed in the description; they will be identified following the course description as "Coreq."

### COURSE SCHEDULE

Not all of the courses in the following list are taught each term. Courses offered are subject to change, based on the availability of faculty, enrollment and funding. The College reserves the right to cancel any course for which there is insufficient enrollment.

- ACC 101 Accounting Principles I 3-0-3**  
 This university parallel transfer course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements.
- ACC 102 Accounting Principles II 3-0-3**  
 This university parallel transfer course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. Prereq: ACC 101 or ACC 111 with minimum grade of "C."
- ACC 111 Accounting Concepts 3-0-3**  
 This course introduces basic bookkeeping procedures for the recording of financial transactions.
- ACC 112 Organizational Accounting 3-0-3**  
 This course studies financial accounting, with specific emphasis on partnerships and corporate organization. Prereq: ACC 101 or ACC 111 with a minimum grade of "C."
- ACC 115 Managerial Accounting 3-0-3**  
 This course studies the types and uses of internal accounting information for management decision-making, including cost determination, cost control, performance evaluation and financial planning.
- ACC 124 Individual Tax Procedures 3-0-3**  
 This course is a study of the basic income tax structure from the standpoint of the individual, including preparation of individual income tax returns. Prereq: ACC 111 with a minimum grade of "C" or permission of the professor.
- ACC 125 Advanced Individual Tax Procedures 3-0-3**  
 This course expands the concept of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns and related schedules to include alternative minimum tax, property transactions and business schedules. Prereq: ACC 124 with minimum grade of "C."
- ACC 150 Payroll Accounting 3-0-3**  
 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. Prereq: ACC 111 with a minimum grade of "C."
- ACC 201 Intermediate Accounting I 3-0-3**  
 This course explores fundamental accounting theory processes, including financial statement preparation. Prereq: ACC 112 with minimum grade of "C."
- ACC 202 Intermediate Accounting II 3-0-3**  
 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. Prereq: ACC 201 with a minimum grade of "C."
- ACC 230 Cost Accounting I 3-0-3**  
 This course is a study of the accounting principles involved in job order cost systems. Prereq: ACC 112 & 102 with a minimum grade of "C".
- ACC 240 Computerized Accounting 3-0-3**  
 This course studies uses of the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Prereq: ACC 101 or 111 with a minimum grade of "C".

<b>ACC 245</b>	<b>Accounting Applications</b>	<b>3-0-3</b>
This course introduces the use of spreadsheets involving accounting problems. Prereq: ACC 111 and a CPT course with minimum grade of "C".		
<b>ACC 265</b>	<b>Not-For-Profit Accounting</b>	<b>3-0-3</b>
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations. Prereq: ACC 102 with minimum grade of "C".		
<b>ACC 291</b>	<b>CB Review</b>	<b>3-0-3</b>
This course is designed to help students prepare for the Certified Bookkeeper Exam. Prereq: ACC 112 & ACC 150 with minimum grade of "C".		
<b>ACR 102</b>	<b>Tools and Service Techniques</b>	<b>2-3-3</b>
This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.		
<b>ACR 106</b>	<b>Basic Electricity for HVAC/R</b>	<b>3-3-4</b>
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.		
<b>ACR 108</b>	<b>Refrigeration Fundamentals</b>	<b>3-0-3</b>
This course is an introduction to the principles of refrigeration.		
<b>ACR 110</b>	<b>Heating Fundamentals</b>	<b>3-3-4</b>
This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Prereq or coreq: ACR 140.		
<b>ACR 118</b>	<b>Air Conditioning Fundamentals</b>	<b>1-6-3</b>
This course is an introduction to the principles of air conditioning.		
<b>ACR 131</b>	<b>Commercial Refrigeration</b>	<b>3-3-4</b>
This course studies maintenance and repair of commercial refrigeration systems. Prereq: ACR 210 minimum grade of "C", or passed ICE Exam or NATE certification.		
<b>ACR 140</b>	<b>Automatic Controls</b>	<b>2-3-3</b>
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.		
<b>ACR 160</b>	<b>Service Customer Relations</b>	<b>3-0-3</b>
This course covers how to deal with different types of customers, selling techniques, and correct record keeping.		
<b>ACR 201</b>	<b>Troubleshooting and Maintenance</b>	<b>2-3-3</b>
This course studies troubleshooting and maintenance of air conditioning equipment. Prereq: ACR 210 minimum grade of "C", or passed ICE Exam or NATE certification.		
<b>ACR 206</b>	<b>Advanced Electricity for HVAC/R</b>	<b>1-3-2</b>
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems. Prereq: ACR 140.		
<b>ACR 207</b>	<b>Advanced Refrigeration Electricity</b>	<b>3-0-3</b>
This course covers the theory and application of electrical circuits and starting components in commercial and industrial refrigeration. Prereq: ACR 210 minimum grade of "C", or passed ICE Exam or NATE certification.		
<b>ACR 210</b>	<b>Heat Pumps</b>	<b>2-6-4</b>
This course is a study of theory and operational principles of the heat pump. Prereq: ACR 118 & ACR 140.		
<b>ACR 250</b>	<b>Duct Fabrication</b>	<b>2-3-3</b>
This course is a study of the design, fabrication, and installation of air duct systems.		

<b>AET 101</b>	<b>Building Systems I</b>	<b>3-3-4</b>
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.		
<b>AET 110</b>	<b>Architectural Graphics I</b>	<b>3-0-3</b>
This course is an introduction to the skills of architectural manual drafting.		
<b>AET 120</b>	<b>Architectural Graphics II</b>	<b>3-0-3</b>
This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development and technical skills required to draw and graphically present projects. Prereq: AET 110.		
<b>AET 202</b>	<b>History of Architecture</b>	<b>3-0-3</b>
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.		
<b>AHS 102</b>	<b>Medical Terminology</b>	<b>3-0-3</b>
This course covers medical terms including roots, prefixes and suffixes emphasizing spelling, definition and pronunciation. Coreq: BIO 112, AHS 102, AHS 106.		
<b>AHS 103</b>	<b>Bio-Medical Vocabulary</b>	<b>2-0-2</b>
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in bio-medical disciplines and health sciences.		
<b>AHS 106</b>	<b>Cardiopulmonary Resuscitation</b>	<b>1-0-1</b>
This course provides a study of the principles of cardiopulmonary resuscitation. Coreq: BIO 112, AHS 102, AHS 106.		
<b>AHS 113</b>	<b>Head and Neck Anatomy</b>	<b>0-3-1</b>
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. (Restricted to Dental Hygiene majors only.)		
<b>AHS 126</b>	<b>Health Calculations</b>	<b>1-0-1</b>
This course applies mathematical concepts in the calculation of drug dosages and solutions.		
<b>AHS 141</b>	<b>Phlebotomy for the Health Care Provider</b>	<b>3-0-3</b>
This course studies essential theory, skills and special procedures required to meet venipuncture needs in hospitals, clinics and other health care settings. Coreq: BIO 112, AHS 102, AHS 106.		
<b>AHS 143</b>	<b>Phlebotomy Skills</b>	<b>2-12-6</b>
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.		
<b>ART 101</b>	<b>Art History &amp; Appreciation</b>	<b>3-0-3</b>
This university parallel transfer course introduces the history and appreciation of art, including the elements and principles of the visual arts. Pre-reqs: Appropriate test scores for COMPASS Reading, SAT Verbal or ACT Reading; or ENG 032 or RDG 101 with a minimum grade of "C"		
<b>ART 105</b>	<b>Film as Art</b>	<b>3-0-3</b>
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.		
<b>ARV 110</b>	<b>Computer Graphics I</b>	<b>3-0-3</b>
This course is a study of the fundamentals of computer assisted graphic design.		
<b>ARV 121</b>	<b>Design</b>	<b>3-0-3</b>
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.		

- ARV 162 Graphic Reproduction I 3-0-3**  
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**  
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**  
This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery. Prereq: ARV 110.
- 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**  
This course is an introduction to the production of current audio-visual media.
- ARV 222 Computer Animation 3-0-3**  
This course introduces techniques of creating the illusion of motion and three-dimensional space.
- ARV 225 Advanced Computer Animation 3-0-3**  
This course studies advanced techniques for creating motion using software.
- ARV 226 Digital Video Production 2-3-3**  
This course covers a study of digital video editing techniques used in the production of digital video for both multimedia CD-ROMs and web sites. Prereq: ARV 212
- ARV 227 Web Site Design I 3-0-3**  
This course is an introduction to the production of an interactive world wide web site.
- ARV 228 Web Site Design II 3-0-3**  
This course covers a study of advanced multimedia techniques culminating in an interactive web site. Prereq: ARV 227.
- ARV 230 Visual Arts Business Procedures 3-0-3**  
This course covers professional practices involved in the organization and operation of businesses concerned with the visual arts. Prereq: ARV 234, ARV 235, and concurrent registration in ARV 236.
- ARV 231 Digital Video Editing 3-0-3**  
This course studies skills necessary to effectively utilize contemporary Non-Linear Editing (NLE) programs designed for digital video production. The course focuses on the professional level tools used by local businesses. Prereq: ARV 226.
- ARV 234 Introduction to Interior Design 3-0-3**  
This course covers the historical, psychological, and sociological aspects of interior design, function, and the design process.
- ARV 235 Residential Interior Design 3-0-3**  
This course covers design and presentation of small residential spaces. Prereq: AET 110, AET 120, and ARV 234.
- ARV 237 Materials & Estimating I 3-0-3**  
This course places emphasis on various materials used in the field of interior design and how to calculate various amounts of the materials for purchasing. Students will receive an overview of textiles and their use in the field.
- ARV 238 History of Interiors 3-0-3**  
This course is a study/lecture of the history of interiors as well as furniture beginning with Egyptian interiors and ending with Post-Modern furniture.

- ARV 239 AUTOCAD for Interiors 2-3-3**  
 This course introduces the basic components and functions of the personal computer as well as basic CAD commands and techniques. Students will use the AUTOCAD software system of computer aided drafting to complete a small house plan by the end of the course, reflecting the required information and presentation quality necessary to "professional" designers. Prereq: AET 110 & AET 120
- ARV 261 Advertising Design I 3-0-3**  
 This course introduces the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field. Prereq: ARV 121.
- ARV 262 Advertising Design II 3-0-3**  
 This course covers advanced knowledge, practices, and skills in the visual communication field. Prereq: ARV 261.
- ARV 264 Special Project in Graphics Art 3-0-3**  
 This course covers an assigned advanced project from conception to final production.
- ARV 268 Special Project in Videography 3-0-3**  
 This course requires the student to complete a short documentary or commercial video from a prepared script. Students shoot all footage, edit material on an NLE system and deliver the final product in the DV, DVD, and/or VHS format.
- 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 101 Solar System Astronomy 3-3-4**  
 This university parallel transfer course that 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. Prereq: Appropriate test scores for COMPASS, ACT, SAT, MAT 101, MAT 102, MAT 110 or PHS 100.
- AST 102 Stellar Astronomy 3-3-4**  
 This university parallel transfer course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects, and related topics of current interest. Prereq: AST 101.
- BAF 260 Financial Management 3-0-3**  
 This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Prereq: ACC 102, ECO 210 or ECO 211.
- BCT 185 Heavy Equipment Operation I 3-3-4**  
 This course studies the operation, maintenance, and use of equipment common to timber harvesting operations, and eviews the types and designs of various timber harvesting and in-woods processing equipment and emphasizes the safe use of equipment.
- BCT 200 SCWE in Building Construction Technology 0-32-8**  
 This course integrates building construction skills within an approved work site related to the construction industry.
- BIO 101 Biological Science I 3-3-4**  
 This university parallel transfer course is the first in a sequence of courses introducing biology through such topics as scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution and ecology.
- BIO 102 Biological Science II 3-3-4**  
 This university parallel transfer course is a continuation of introductory biology, including classification of organisms and structural and functional considerations of

all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prereq: BIO 101 with a minimum grade of "C."

**BIO 112 Basic Anatomy & Physiology 3-3-4**

This course is a basic integrated study of human body structure and function.

**BIO 210 Anatomy and Physiology I 3-3-4**

This university parallel transfer course is the first in a sequence of courses that is an intensive study of the body as an integrated whole. All body systems are studied. Prereq: Appropriate COMPASS test score; RDG 032, RDG 101 or BIO 101 with a minimum grade of "C."

**BIO 211 Anatomy and Physiology II 3-3-4**

This university parallel transfer course is a continuation of a sequence of courses that is an intensive study of the body as an integrated whole. All body systems are studied. Prereq: BIO 210.

**BIO 225 Microbiology 3-3-4**

This course is a detailed study of microbiology as relates to infection & disease process of the body. Includes immunity, epidemiology, medically important microorganisms & diagnostic identification procedures. Prereq: BIO 102, BIO 211 or professor's permission.

**BUS 101 Introduction to Business 3-0-3**

This course studies 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**

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 220 Business Ethics 3-0-3**

This course focuses on relationships among employees, customers, suppliers, creditors and other members of the community for the purpose of determining what is right, proper and just in dealing with the above individuals.

**BUS 240 Business Statistics 3-0-3**

This course studies statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing. Prereq: MAT 101.

**CET 105 Surveying I 2-3-3**

This course studies surveying theory & practice, care & use of instruments, traversing procedures & closure computation.

**CET 120 Construction Materials 3-0-3**

This course is a study of basic materials used in construction, including physical properties and code requirements.

**CET 127 Building Construction and Print Reading 3-3-4**

This course is a study of construction methods and print reading.

**CET 205 Surveying II 3-3-4**

This course studies electro-optical instrumentation techniques and computations used in surveying. Prereq: CET 105.

**CET 210 Strength of Materials 3-0-3**

This course is a study of the effects of applying various types of allowable stresses and strains. Prereq: EGR 190



<b>CET 216</b>	<b>Soil Mechanics</b>	<b>2-3-3</b>
This course studies soil types, their engineering properties and techniques of field and laboratory identification and testing.		
<b>CET 218</b>	<b>Hydraulics</b>	<b>2-3-3</b>
This course is a study of the fundamentals of flow, control, flow through open and closed conduits, and determination of pressure and head losses in simple and complex piping systems.		
<b>CET 220</b>	<b>Concrete and Steel Design</b>	<b>2-3-3</b>
This course studies reinforced concrete.		
<b>CET 230</b>	<b>Construction Management</b>	<b>2-3-3</b>
This course studies the management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs and labor relations.		
<b>CET 238</b>	<b>Construction Planning and Scheduling</b>	<b>1-3-2</b>
This course covers the decision-making process involved in organizing the labor, materials, and equipment for a construction project		
<b>CET 245</b>	<b>Cost Estimating</b>	<b>2-3-3</b>
This course studies project cost analysis and quantity takeoffs through the use of proven construction estimating techniques. Computer spreadsheet software is utilized throughout the course.		
<b>CET 246</b>	<b>Environmental Systems Technology</b>	<b>2-3-3</b>
This course studies the sources, treatment, collection and distribution of water and wastewater.		
<b>CET 251</b>	<b>Highway Design</b>	<b>2-3-3</b>
This course is a study of the design and construction of highways.		
<b>CET 252</b>	<b>Special Topics in Engineering Technology</b>	<b>3-0-3</b>
This course studies current, relevant topics in the field of civil engineering technology.		
<b>CET 260</b>	<b>Construction Management Senior Project</b>	<b>3-0-3</b>
This capstone course promotes the integration of the knowledge and skills of the construction management technology field.		
<b>CHM 105</b>	<b>General, Organic &amp; Biochemistry</b>	<b>3-3-4</b>
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common sub-stances and reactions, introduction to organic chemistry and biochemistry.		
<b>CHM 110</b>	<b>College Chemistry I</b>	<b>3-3-4</b>
This university parallel transfer course is the first course in a sequence which includes the following topics: study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Prereq: appropriate test score on SAT, MAT 101, MAT 102, MAT 110, MAT 155, or MAT 175, or permission of professor.		
<b>CHM 111</b>	<b>College Chemistry II</b>	<b>3-3-4</b>
(For students continuing in chemistry)		
This university parallel transfer 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 electro-chemistry. Prereq: CHM 110.		

- CHM 211 Organic Chemistry I 3-3-4**  
 This university parallel transfer course is the first of a sequence of courses that includes, nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. Prereq: CHM 111 (College Chemistry II) or the equivalent.
- CHM 212 Organic Chemistry II 3-3-4**  
 This university parallel transfer course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. Prereq: CHM 211 (Organic Chemistry 1) or the equivalent. \*\* Students wishing to transfer CHM 211.
- COL 100 Skills for Life-Long Learning 3-0-3**  
 This course emphasizes such skills as critical thinking, reading, writing, quantitative reasoning, technology competency, oral communication, and career exploration. This course may also include topics in college orientation, study skills, community service, learning styles/personality types, and diversity.
- COL 105 Freshmen Seminar 3-0-3**  
 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.
- CPE 107 Computer Applications for Electronics 2-3-3**  
 This course covers the computer and its operation, hardware system, operating system and applications programs.
- CPE 216 PC Networking 3-0-3**  
 This course covers an introduction to LANs for technicians. Topics include installation and troubleshooting of small local area networks.
- CPT 101 Intro to Computers 3-0-3**  
 This course is a study of basic computer history, theory and applications, including word-processing, spreadsheets, and power point.
- CPT 162 Intro to Web Page Publishing 2-3-3**  
 This course studies the fundamentals of website design and implementation. Prereq: IST 225 and CPT 168.
- 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**  
 This course studies problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation. Prereq/Coreq: MAT 101.
- CPT 170 Microcomputer Applications 2-3-3**  
 This course is an introduction to microcomputer applications and software, including word-processing, databases, spreadsheets, graphics and their integration.
- CPT 176 Microcomputer Operating Systems 2-3-3**  
 This course is a study of operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.
- CPT 186 Visual Basic.net I 2-3-3**  
 This course introduces the student to development of Visual Basic Windows applications using the Microsoft.net framework. Prereq: CPT 168 and CPT 187 with a minimum grade of "C".

- CPT 187 Object-Oriented Logic & Design** **2-3-3**  
 This is a study in the planning and implementation of object-oriented programs.  
 Prereq: CPT 168 with a minimum grade of "C".
- CPT 208 Special Topics in Computer Technology** **2-3-3**  
 This course is a study on changes in computer technology.
- CPT 209 Computer Systems Management** **2-3-3**  
 This course examines methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. Prereq: CPT 170
- CPT 213 Advanced Visual Basic Program** **2-3-3**  
 The course focuses on the object oriented features of visual basic & their use in database access. Includes classes, collection & web access. Prereq: CPT 212.
- CPT 236 Introduction to Java Programming** **2-3-3**  
 This course is an introduction to Java programming. Topics include Java Syntax and classes for use in the development of Java applications and applets. Prereq: CPT 168, CPT 187 and MAT 101 with a minimum grade of "C".
- CPT 242 Database** **2-3-3**  
 This course is an introduction to data base models and the fundamentals of data base design. Topics include database structure, database processing, and application programs, which access a database. Prereq: CPT 168 and CPT 187 with a minimum grade of "C".
- CPT 255 Operating System Fundamentals** **2-3-3**  
 This course is a study of several different types of computers' popular operating systems. Topics include command languages, utility programs and screen design. Prereq: CPT 176.
- CPT 260 Fundamentals of Operating Systems & Web Services** **2-3-3**  
 This course studies operating techniques needed to set up and maintain web servers. Prereq: CPT 176
- CPT 262 Advanced Website Publishing** **2-3-3**  
 This course is a study of advanced techniques in website design and implementation. Prereq: CPT 162.
- CPT 264 Systems and Procedures** **2-3-3**  
 This course is a study of the techniques of system analysis, design, development and implementation. Prereq: CPT 168 with a minimum grade of "C".
- CPT 270 Advanced Microcomputer Applications** **2-3-3**  
 This course studies the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Prereq: CPT 114 or CPT 170 .
- CPT 280 SCWE in Computer Technology** **0-12-3**  
 This course integrates Computer Technology skills within an approved work site related to the computer industry.
- CPT 286 Visual Basic.net II** **2-3-3**  
 This course is a study of advanced techniques for Visual Basic programming using the Microsoft.net framework. Prereq: CPT 186 with a minimum grade of "C".
- CPT 294 Integrated Application Projects** **2-3-3**  
 This course emphasizes the integration of microcomputer packages using the advanced integrating concepts in application software. Prereq: CPT 270 with a minimum grade of "C"

- 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 the U.S. & reviews the basic elements of specific criminal offenses, criminal defenses & various legal principles upon which criminal law is established.
- 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. Prereq: CRJ 101 or permission of department chair.
- 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. Prereq: CRJ 101 or permission of department chair.
- CRJ 130 Police Administration 3-0-3**  
This course is a study of the organization, administration and management of law enforcement agencies.
- CRJ 145 Juvenile Delinquency 3-0-3**  
This course includes a survey of the sociological, biological and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment.
- CRJ 218 Crisis Intervention 3-0-3**  
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.
- CRJ 220 The Judicial Process 3-0-3**  
This course is an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.
- CRJ 224 Police Community Relations 3-0-3**  
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 230 Criminal Investigation I 3-0-3**  
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied.
- CRJ 236 Criminal Evidence 3-0-3**  
This course studies established rules of evidence from arrest to release in the administration of criminal justice.
- CRJ 242 Correctional Systems 3-0-3**  
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

- CWE Cooperative Work Experience (varying credits)**  
 This course includes cooperative work experience in an approved setting. Course numbers vary per semester. CWE may be taken for 1 to 8 credit hours, depending on weekly hours of student employment.
- DAT 113 Dental Materials 3-3-4**  
 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**  
 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**  
 This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.
- DAT 121 Dental Health Education 1-3-2**  
 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**  
 This course provides a study of the business aspect of a dental office.
- DAT 123 Oral Medicine/Oral Biology 3-0-3**  
 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**  
 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 2-6-4**  
 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**  
 This is an introductory course to a general office with emphasis placed on chairside assisting and office management.
- DAT 177 Dental Office Experience 2-15-7**  
 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**  
 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 121 Dental Radiography 2-3-3**  
 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 1-3-2**  
 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**  
 This course provides a correlation of basic pathologic principles of disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.
- DHG 141 Periodontology 2-0-2**  
 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**  
 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**  
 This course is a study of the basic principles of infection control, instrumentation, instrument design and fundamental skills necessary to perform in subsequent dental hygiene courses.
- DHG 165 Clinic Dental Hygiene I 2-9-5**  
 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**  
 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**  
 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**  
 This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.
- DHG 241 Integrated Dental Hygiene I 1-0-1**  
 This course provides for integration of basic & dental hygiene sciences with current concepts of clinical dental hygiene practice.
- DHG 242 Integrated Dental Hygiene II 1-0-1**  
 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**  
 This course studies nutrients, their nature, source and utilization. Emphasis is given to the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.
- DHG 255 Clinic Dental Hygiene III 0-15-5**  
 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**  
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 and Instrumentation I 2-0-2**  
This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes, and biological effects.
- DMS 112 OB/GYN Sonography I 2-3-3**  
This course studies sonographic imaging methods of the female pelvis, the fetus & the gravid uterus, emphasizing anatomy, physiology, pathology & embryology.
- DMS 114 DMS Cross Sectional Anatomy 2-3-3**  
This course studies cross-sectional and sagittal anatomy of the abdomen, along with basic scanning techniques.
- DMS 120 Sonographic Instrumentation II 3-0-3**  
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**  
This course studies 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**  
This course is an advanced study of gynecological pathology processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.
- DMS 150 Clinical Applications I 0-21-7**  
This course is an introduction to the diagnostic ultrasound department, including initial examination performances, machine operation, and administrative/record keeping procedures.
- DMS 165 Clinical Applications II 1-21-8**  
This course covers routine sonographic procedures in the clinic
- DMS 175 Clinical Applications III 0-18-6**  
This course covers advanced sonographic modalities in the clinical environment.
- DMS 185 Clinical Education IV 0-12-4**  
This course is a supervised clinical experience and practice designed to continue the student's development of ultrasound scanning skills and techniques.
- ECD 101 Intro to Early Childhood 3-0-3**  
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. The importance of professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education is highlighted in the course. Prereq: ECD7 and ECE3 Majors
- ECD 102 Growth & Development I 3-0-3**  
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, emphasizing physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored. Prereq: ECD 101

- ECD 105 Guidance-Classroom Maintenance 3-0-3**  
 This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECD 106 Observation of Young Children 3-0-3**  
 In this course, a variety of observation skills & techniques for the purposes of achieving program goals & objectives, providing for individual needs, guiding children, & designing environments are covered. Focus is on practical & appropriate use of these skills & techniques. Prereq: ECD7/ECE3 majors, and ECD 101
- ECD 107 Exceptional Children 3-0-3**  
 This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECD 108 Family & Community Relations 3-0-3**  
 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. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECD 131 Language Arts 2-3-3**  
 This course studies methods and materials in age-appropriate language experiences. Opportunities provided to develop listening, speaking, prereading and prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECD 132 Creative Experiences 2-3-3**  
 In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities. Prereq: ECD 101
- ECD 133 Science & Math Concepts 2-3-3**  
 This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECD 135 Health, Safety & Nutrition 3-0-3**  
 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. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECD 200 Curriculum Issues in Infant & Toddler Development 3-0-3**  
 This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included. Prereq: ECD 102
- ECD 201 Principles of Ethics & Leadership in Early Care & Education 3-0-3**  
 This course reviews historical views on leadership & issues & challenges of leadership in Early Care & Education. Emphasis on current trends and issues. Course also reviews ethical principles as they relate to children, families, colleagues & the community & society. Prereq: ECD 101



- ECD 203 Growth & Development II 2-3-3**  
 This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored. Prereq: ECD 102
- ECD 237 Methods and Materials 3-0-3**  
 This course includes an overview of developmental appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prereq: ECD 101, ECD 102 and ECD 203
- ECD 243 Supervised Field Experience I 1-6-3**  
 This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. Prereq: ECD7 and ECE3 Majors, and ECD 101, and ECD 237
- ECD 252 Diversity Issues in Early Care and Education 3-0-3**  
 This course meets the growing need for students in Early Care and Education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels. Prereq: ECD7 and ECE3 Majors, and ECD 101
- ECO 210 Macroeconomics 3-0-3**  
 This course is a university parallel transfer course studying fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth.
- ECO 211 Microeconomics 3-0-3**  
 This university parallel transfer course studies the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.
- EDU 110 Careers in Education 3-0-3**  
 This course introduces students to the role of the teacher, the nature of the teaching profession and assists students in personal and professional development. Topics include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.
- EDU 211 History of Vocational Technical Education 3-0-3**  
 This course is a study of the history, philosophical development, organization and practices of vocational/technical education.
- EDU 212 Curriculum Development 3-0-3**  
 This course is a study of the theory and application of systematic approaches to curriculum development and instructional implementation in vocational/technical education.
- EDU 213 Instructional Development 3-0-3**  
 This course studies the teaching methods, practices and techniques for vocational-technical education.
- EDU 214 Classroom & Laboratory Management 3-0-3**  
 This course provides instruction in developing a favorable learning atmosphere in the vocational classroom and laboratory.
- EDU 216 Measurement & Assessment 3-0-3**  
 This course is a study of measurement and assessment methods appropriate to vocational and technical education, including test construction and use, measurement of objectives, analysis of data and grading procedures.

- EDU 220 Directed Teaching Experience 2-3-3**  
 This course studies providing practical classroom/lab/shop teaching experience in a vocational center or technical college under the supervision of a senior professor or supervisor.
- EET 113 Electrical Circuits I 3-3-4**  
 This course studies direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using OHM's Law, Kirchhoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
- EET 114 Electrical Circuits II 3-3-4**  
 This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments. Prereq: EET 113.
- EET 131 Active Devices 3-3-4**  
 This course studies semiconductor theory & principles, diodes & diode circuits, transistors, transistor circuits & other components. Circuits are modeled, constructed & tested. Prereq: EET 114.
- EET 145 Digital Circuits 3-3-4**  
 This course studies number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.
- EET 210 Digital Integrated Circuits 3-3-4**  
 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. Prereq: EET 145.
- EET 220 Analog Integrated Circuits 2-3-3**  
 This course includes analysis, application and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed & tested. Prereq: EET 131.
- EET 227 Electrical Machinery 2-3-3**  
 This course studies AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments. Prereq: EET 114.
- EET 231 Industrial Electronics 3-3-4**  
 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. Prereq: EET 131.
- EET 235 Programmable Controllers 2-3-3**  
 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. Prereq: EET 210, 231.
- EET 243 Data Communications 1-6-3**  
 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. Prereq: EET 210.
- EET 253 Microprocessors 3-3-4**  
 This course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed and tested. Prereq: EET 210.

- EET 273 Electronics Senior Project** **0-3-1**  
 This course is a study of the construction and testing of a professor-approved project.  
 Prereq: final semester.
- EGR 110 Intro to Computer Environment** **2-3-3**  
 This course provides an overview of computer hardware, available software, operating systems and applications.
- EGR 120 Engineering Computer Applications** **2-3-3**  
 This course includes the utilization of applications software to solve engineering technology problems.
- EGR 190 Statics** **3-0-3**  
 This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.
- 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 151 Introduction to CAD** **2-3-3**  
 This course is a study of the operation of a computer-aided drafting system. It includes interaction with a CAD station to produce technical drawings.
- EGT 252 Advanced CAD** **2-3-3**  
 This course studies advanced concepts of CAD software and applications. Prereq: EGT 151.
- EGT 275 Special Topics in Mapping** **1-3-2**  
 This course is a study of special topics in map preparation and interpretation.
- ELT 101 Circuit Fundamentals DC** **3-3-4**  
 This course covers an introduction to electrical circuits, electron theory, voltage and current definition, resistance, Ohm's Law, DC power and parallel resistive circuits. Proper use of power supplies and measuring devices is stressed.
- ELT 102 Circuit Fundamentals AC** **3-3-4**  
 This course covers capacitance, inductance, alternating current, series, parallel & series-parallel combinational passive circuits, use of oscilloscopes & basic signal generators. Prereq: ELT 101.
- ELT 103 Active Devices** **3-3-4**  
 This course is a study of basic fundamental concepts of the operation of the various solid state devices, with a brief overview of electron tubes. Prereq: ELT 102.
- ELT 105 Logic and Digital Circuits** **3-3-4**  
 This course is an introduction to number systems, math, gates, combinational logic and flip-flops.
- ELT 108 Electrical Machines** **2-3-3**  
 This course covers electrical machines and motors (AC & DC), along with generators and transformers. Prereq: ELT 102.
- ELT 127 Optoelectronics** **2-3-3**  
 This course is a study of optoelectronic concepts, including the characteristics of light, light-emitting and light-reactive devices, fiber optics and associated circuitry. Prereq: ELT 103.
- ELT 150 Advanced Electronic Communication** **2-3-3**  
 This course covers advanced electronic communication systems, including television, radio broadcasting and data communications. Prereq: ELT 103.

- ELT 201 Electronic Systems 3-3-4**  
 This course studies the combining of individual circuits or combinations of circuits into a functioning electronic device or system to perform a specific function or series of functions. Prereq: ELT 220.
- ELT 202 Servicing Techniques 1-3-2**  
 This course is a study of practical experience in the servicing of electronic equipment, including work in a service shop environment or situation.
- ELT 204 Industrial Electronics 3-3-4**  
 This course is a study of the industrial applications and uses of various electronic devices and circuitry, including motor controls, industrial control circuitry and switching circuitry. Prereq: ELT 103.
- ELT 207 Advanced Industrial Electronics 2-3-5**  
 This course includes techniques of combining individual components and circuits into functioning industrial systems. Prereq: ELT 204.
- ELT 209 Advanced Digital Electronics 3-3-4**  
 This course studies advanced combinational logic and decision-making circuits. Prereq: ELT 105.
- ELT 210 Integrated Electronic Circuits 2-3-5**  
 This course is a study of the concepts and applications of integrated circuits used in modern electronic circuits. Emphasis is placed on the systems approach to troubleshooting these "black box" circuits. Prereq: ELT 103.
- ELT 220 Microprocessors 3-3-4**  
 This course is an introduction to microprocessors, including terms and conventions, architecture and instruction sets. Prereq: ELT 209.
- ELT 221 Microcomputers 3-3-4**  
 This course is an introduction to microcomputers, including hardware and interface methods. Prereq: CPE 107.
- ELT 229 Microcomputer Repair 2-3-3**  
 This course covers servicing of popular microcomputers, disk drives, modems and peripherals. Prereq: ELT 221.
- EMS 110 Basic Emergency Medical Care 3-6-5**  
 This course introduces the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.
- EMS 111 Intermediate Emergency Care 3-6-5**  
 This course covers the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication, and rescue. Prereq: EMS 110
- EMS 114 Emergency Vehicle Operations Management 1-3-2**  
 This course covers the fundamental skills necessary for safe and effective management of an emergency vehicle including the use of lights and sirens, safe driving techniques and vehicle maintenance.
- EMS 120 Pharmacology 3-0-3**  
 This course is a study of Concepts Related To The Pharmacological Actions Of Groups Of Drugs And Includes The Development Of Skills Related To The Administration Of Medications And Intravenous Therapy. Physiology Of Systems Affected Drug Action Is Also Included In The Course.



**ENG 032 Developmental English II**

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure and the writing process. Course emphasizes evidence of planning, organizing, drafting, editing and revising, along with a study of different modes of writing for a variety of rhetorical situations.

**ENG 100 Introduction to Composition (non-degree credit) 3-0-3**

This course is a study of basic essay organization and development including different modes of composition. Includes a review of standard usage. In order to advance to English 101, a student must earn a minimum grade of "C" and pass an exit exam to be administered at the end of the semester. The exit exam is scored by two full-time English teachers other than the student's instructor. Prereq: Appropriate test scores for COMPASS, SAT or ACT, or ENG 032.

**ENG 101 English Composition I 3-0-3**

This university parallel transfer course presents the following topic: logical structure of argument and argument-based writing, with frequent essay assignments to reinforce effective writing. A review of standard basic techniques of research is also presented. Prereq: Appropriate test scores for COMPASS, SAT or ACT, or ENG 100 with a minimum grade of "C."

**ENG 102 English Composition II 3-0-3**

This university parallel transfer 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. Prereq: ENG 101, with a minimum grade of "C."

**ENG 155 Communications I 3-0-3**

This course is an introduction to the principles of business and professional writing and public speaking through practice and development of communication skills. Prereq: appropriate test scores on COMPASS, SAT OR ACT; ENG 032

**ENG 160 Technical Communications 3-0-3**

This course studies technical communications including assignments involving technical description, instructions, use and analysis of visual aspects of workplace documents, the resume and cover letter, short report writing, and report writing utilizing research. Prereq: a "C" or better in ENG 155 or ENG 101.

**ENG 201 American Literature I 3-0-3**

This course is a university parallel transfer course studying American literature from the Colonial Period to the Romantic Period. Prereq: ENG 102.

**ENG 202 American Literature II 3-0-3**

This course is a university parallel transfer course studying American literature from the Romantic Period to the present. Prereq: ENG 102.

**ENG 205 English Literature I 3-0-3**

This university parallel transfer course studies English literature from the Old English period to the Romantic period with emphasis on major writers and periods. Prereq: ENG 102.

**ENG 206 English Literature II 3-0-3**

This university parallel transfer course studies English literature from the Romantic period to the present, with emphasis on major writers and periods. Prereq: ENG 102.

**ENG 208 World Literature I 3-0-3**

This university parallel transfer course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Prereq: ENG 102.

**ENG 209 World Literature II 3-0-3**

This course is a university parallel transfer course that is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prereq: ENG 102.

- FOR 102 Multiple Use of Forest Lands 3-0-3**  
 This course studies how forests serve the multiple purposes of recreation, wildlife, watershed and range, as well as producing timber crops. It examines the relationship between the public and private sectors in achieving these different demands placed on the forest community.
- FOR 118 Forest Drafting 1-3-2**  
 This course is a study of the principles of technical drafting, lettering and an introduction to computer aided design (CAD) mapping. Provides drafting background needed for surveying and map drawing.
- FOR 121 Woodland Safety & First Aid 1-0-1**  
 This course is a study of general first aid practices and safety procedures that are required in outdoor work with emphasis on basic first aid techniques needed 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 United States, with emphasis on those of the Southern forest. It includes collecting, mounting and identifying approximately 120 species by leaf, twig, bark, and growth characteristics.
- FOR 154 Mensuration 3-0-3**  
 This course studies techniques and instruments used in the measurement of standing trees or harvested logs. Includes the use of log rules, volume tables, yield tables and elementary statistics. Coreq: MAT 101 or Instructor Permission.
- FOR 155 Forest Wildlife Management 2-0-2**  
 This course studies forestlands as the habitat of wildlife, with emphasis on southern woodland management. Includes habitat populations, federal laws and game management, and the relationship of outdoorsmen and landowners.
- FOR 156 Timber Cruising & Marking 3-3-4**  
 This course is a study of the three systems of estimating volumes & values of standing timber—strip, plot & prism cruises. Stand analysis, dominant tree data & statistical data are also analyzed from field information collected. Prereq: FOR 154.
- FOR 180 Timber Industry & Associated Government Standards 3-0-3**  
 This course is an introduction to the study of the Forest Products Industry, including operations and site organization and required government standards.
- FOR 200 SCWE in Timber Harvesting 0-15-3**  
 This course integrates timber harvesting skills in an approved work site. The student must complete a study of the day-to-day operations of his / her employer.
- FOR 201 Special Project in Forestry 2-0-2**  
 This course is a study providing individual research conducted under the approval and guidance of the advisor/professor.
- FOR 205 Special Topics in Forestry 3-0-3**  
 This course is a study of special topics in the area of forestry.
- FOR 220 SCWE in Forestry 0-32-8**  
 This is a required summer internship with a forest or approved forest-related industry or agency for 400 contact hours. The student must complete a study of the day-to-day operations of his/her employer. Prereq: FOR 154, FOR 156, FOR 258, FOR 130 or Instructor permission.
- FOR 230 Forest Products 2-0-2**  
 This course studies a variety of forest product industries, its manufacturing process and material produced. Grading specifications, raw materials, by-products, labor and

markets for specific products are reviewed. A component of the course is a series on wood identification.

**FOR 240 Mapping and Photo Interpretation 2-3-3**

This course is a study of the mechanics of mapping forestlands with emphasis on the use of aerial photographs and digital data resources. Includes calculation of land area by transit, dot grid and polar planimeter methods as well as measurement and identifying objects from aerial photographs. Course also covers use of Computer Aid Design (CAD) of maps, digitizing, Global Positioning Systems, and Geographic Information Systems. Prereq: FOR 118 and MAT 168.

**FOR 257 Forest Ecology 2-0-2**

This course is the study of scientific foundations on which forest cultural practices are based. Includes the effects of environment on tree growth and distribution, and the interrelationship between an individual tree, the forest stand and the environment.

**FOR 258 Forest Surveying & Engineering 3-3-4**

This course studies forest management surveying and engineering techniques. Covers use of hand and staff compasses, transit and level, and Global Positioning System for locating property boundaries and determining elevations; and property deeds and records recording and researching procedures. Prereq: MAT 101. Coreq: MAT 168 or Instructor's permission.

**FOR 263 Forest Management 2-6-4**

This course is a study examining the tools and techniques used in constructing formal management plans for forests, subdivision of the forest for management purposes, regulation and regeneration. Prereq: FOR 154, For 156, FOR 269, FOR 271. Coreq: FOR 240.

**FOR 265 Equipment & Timber Harvesting 3-3-4**

This course is an analysis of timber harvesting operations, the variety and capability of specific equipment and tools used, and the planning process involved. Topics include equipment operation and maintenance and associated harvesting operation costs. Prereq: FOR 154 & FOR 156.

**FOR 268 Forest Protection Practices 3-3-4**

This course is a study of major Southern forest damage agents, including fire, insects and disease, and protection practices used. 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**

This course studies the measuring, recording and summary of forestry field data and its presentation in technical form. Includes the use of computer applications for basic statistical and financial computations. Prereq: CPT 101, FOR 154 and FOR 156.

**FOR 271 Silviculture 3-3-4**

This course is a study of the treatment of forest stands to achieve prescribed objectives. Topics include intermediate forest management practices, four basic harvest methods and regeneration of trees.

**FPT 111 Tree Identification 1-3-2**

This course includes the identification of commercial tree species of the southeastern forests. Names, characteristics and uses are stressed.

**FPT 221 Equipment & Safety 2-3-3**

This course is a study of the design, selection, operation, and maintenance of various types of equipment used in the timber harvesting industry (including chainsaw operation), and aspects of industrial safety, including basic first aid and CPR techniques.



- FRE 101 Elementary French I 4-0-4**  
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. Prereq: Appropriate test scores for COMPASS Reading, SAT Verbal or ACT Reading; or ENG 032 or RDG 101 with a minimum grade of a "C".
- FRE 102 Elementary French II 4-0-4**  
This course continues the development of basic language skills and includes a study of French culture. Prereq: FRE 101 with a minimum grade of "C"
- FRE 201 Intermediate French I 3-0-3**  
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose. Prereq: FRE 102 with a minimum grade of "C"
- GEO 101 Introduction to Geography 3-0-3**  
This course introduces the principles and methods of geographic inquiry.
- GEO 102 World Geography 3-0-3**  
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.
- HIM 101 Intro to Health Information 1-0-1**  
This course provides an introduction to the health information science profession. Prerequisite: Acceptance to the Pre-Health Information Technology program or the Medical Record Coder Certificate program.
- HIM 102 Introduction to Coding & Classification Systems 1-0-1**  
This course provides an introduction to classification systems including those such as ICD-9-CM, CPT-IV, DSM-IV, HCPCS and SNOMED; the role of coding in reimbursement, indexing and statistics; and the beginning foundation of the study of disease and procedural coding.
- HIM 135 Medical Pathology 3-0-3**  
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. Prereq: Pre-Health Information Management Certificate or AHS 102, HIM 101, HIM 102.
- HIM 137 Pharmacology for Coders 1-0-1**  
This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues. Coreq: HIM 135.
- HIM 150 Coding Practicum I 0-9-3**  
This course provides clinical practice in the application of basic coding and classification system guidelines in selected healthcare facilities. Prereq: HIM 102; Coreq: HIM 135, HIM 137, HIM 216.
- HIM 151 Coding Practicum II 0-9-3**  
This course provides clinical practice in application of advanced coding and classification system guidelines in selected health care facilities. Prereq: HIM 150.
- HIM 216 Coding and Classification I 3-0-3**  
This course studies disease, procedural coding and classification systems. Prereq for Midlands Technical College: Pre-Health Information Certificate or AHS 102, HIM 101, HIM 102; Prereq for HGTC: BIO 112, OST 115.
- HIM 225 Coding and Classification II 3-0-3**  
This course studies advanced coding and classification systems. Prereq: HIM 216.

- HIS 101 Western Civilization to 1689 3-0-3**  
 This course is a university parallel transfer course that is a study of western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition. Prereq: Reading score of 80 on COMPASS test, or successful completion of ENG 101 with a "C" or better.
- HIS 102 Western Civilization Post-1689 3-0-3**  
 This course is a university parallel transfer course that is a study of western civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world. Prereq: Reading score of 80 on COMPASS test, or successful completion of ENG 101 with a "C" or better.
- HIS 201 American History: Discovery to 1877 3-0-3**  
 This course is a university parallel transfer course that surveys U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. Prereq: COMPASS Reading score of 80 or better, or successful completion of ENG 101 with a "C" or better.
- HIS 202 American History: 1877-Present 3-0-3**  
 This course is a university parallel transfer course that surveys U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period.. Prereq: COMPASS Reading score of 80 or better, or successful completion of ENG 101 with a "C" or better.
- HIS 220 American Studies I 3-0-3**  
 This course is an interdisciplinary study of selected topics and eras in U.S. history.
- HIS 230 The American Civil War 3-0-3**  
 This course explores Civil War history from the election of 1860 through the end of Reconstruction in 1877.
- HOS 101 Principles of Food Production I 1-6-3**  
 This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.
- HOS 103 Nutrition 3-0-3**  
 This course studies general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.
- HOS 105 Survey of Food Management 3-0-3**  
 This Course Is A Broad Overview Of Operations In Food, Sanitation, Kitchen Equipment, First Aid And Safety, Inventory, Cost Control, And Ordering Procedures.
- HOS 106 Introduction to Production Kitchens 2-3-3**  
 This course is an introductory course in production kitchen operations from the perspective of a food service manager. Emphasis is placed on safety, sanitation, logistics, traditional cooking methods, and regional and international cuisine.
- HOS 110 Food Production Management 1-6-3**  
 This course studies basic food principles in a production kitchen environment. Prereq: HOS 101.
- HOS 120 Bakeshop Production 2-3-3**  
 This course is a study of applied fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.
- HOS 140 The Hospitality Industry 3-0-3**  
 This course surveys the hospitality industry and the principles of operations of both lodging and food service industries.

- HOS 141 Resort Development & Management 3-0-3**  
This course studies the operation of resort properties, including historical development, planning, financial investment management and marketing.
- HOS 145 Dining Room Operations 3-0-3**  
This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.
- HOS 155 Hospitality Sanitation 3-0-3**  
This course studies local, state and national regulations governing sanitary food handling practices.
- HOS 158 North American Culture & Community 3-0-3**  
This is a survey course that introduces the hospitality and tourism related student to the cultural diversity in Canada, the USA, and Mexico. Topics include geography, history, government and culture.
- HOS 160 Purchasing for Hospitality 3-0-3**  
This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.
- HOS 162 Housekeeping Administration 3-0-3**  
This course is a study of the housekeeping functions and management in the hospitality industry. Emphasis is placed on the training of housekeepers and assistants. Staffing, scheduling and laundry operations are covered.
- HOS 165 Tourism Geography 3-0-3**  
This course is a study of national and international locations and their points of interest from the perspective of the travel professional. The student is introduced to time zones, weather patterns, map skills, political and cultural differences, currency exchange, custom regulations, and required travel documents.
- HOS 168 Front Office Management 2-3-3**  
This course studies the total hotel organization as it relates to front office management. The course includes concepts in applied price structure, occupancy patterns, and an introduction to computer property management systems (PMS) in a laboratory setting.
- HOS 171 Food & Beverage Controls 3-0-3**  
This course is a study of the principles and procedures involved in developing and maintaining an effective food and beverage control system. Prereq: MAT 155.
- HOS 172 Facilities Management & Design 3-0-3**  
This course studies the design and maintenance of interior and exterior building systems related to lodging and food service properties.
- HOS 201 A La Carte I 1-6-3**  
This course studies culinary skills used in the preparation of food in á la carte style. Prereq: HOS 101, HOS 110.
- HOS 202 A La Carte II 1-6-3**  
This course studies culinary skills used in the preparation of international foods in an á la carte style. Topics include menu planning, purchasing and forecasting. Prereq: HOS 201.
- HOS 220 Advanced Bakeshop 2-3-3**  
This course studies the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality, commercial baked goods. Prereq: HOS 120.

- HOS 225 Buffet Organization 2-6-4**  
This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings and garnishes.
- HOS 235 Menu Planning 3-0-3**  
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans and record keeping techniques.
- HOS 245 Hospitality Marketing 3-0-3**  
This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.
- HOS 255 Food Service Management 3-0-3**  
This course studies operational food service management. Topics include food service operations, restaurant layout & design, marketing & sales promotion, food & beverage procedures, & public relations.
- HOS 256 Hospitality Management Concepts 3-0-3**  
This course is a study of the theory and principles of management as applied to the hospitality industry.
- HOS 258 Convention Management 3-0-3**  
This course is a study of soliciting, acquiring and servicing group business in the hospitality industry.
- HOS 259 Hospitality Management Accounting 3-0-3**  
This course covers the financial aspects of feasibility studies, goals, information systems and zero based budgeting as applied to the hospitality industry.
- HOS 265 Hotel, Restaurant & Travel Law 3-0-3**  
This course is a study of legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.
- HOS 271 SCWE in Culinary Arts 0-32-8**  
This course integrates culinary arts skills within an approved work site related to the culinary industry. Prereq: HOS 101, HOS 110.
- HOS 272 SCWE In Hospitality/Tourism Management 0-12-3**  
This Course Integrates Hospitality Skills At An Approved Work Site Related To The Hospitality Industry.
- HOS 275 SCWE In Hospitality/Tourism Management 0-12-3**  
This course integrates hospitality skills at approved worksite related to the hospitality industry and builds upon skills of prior CWE. Prereq: HOS 272
- HOS 276 SCWE In Hospitality/Tourism Management 0-12-3**  
This course integrates hospitality skills at approved worksite related to the hospitality industry and serves as a capstone in CWE. Prereq: HOS 275
- HRT 103 Native Plant Design 3-0-3**  
This course is the study & identification of native plants related to forestry, wildlife, agriculture, and outdoor recreation.
- HRT 104 Landscape Design & Implementation 2-3-3**  
This course is a study of landscape design and drafting as well as landscape installation techniques.
- HRT 108 Annuals and Perennials 1-3-2**  
This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.

- HRT 110 Plant Form and Function 3-3-4**  
 This course studies morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development and plant inheritance.
- HRT 113 Plant Materials 2-3-3**  
 This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
- HRT 114 Introduction to Landscape Design 2-3-3**  
 This course will provide an overview and application of the most common plant materials and their use in landscape design for golf course club managers.
- 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, job bidding and construction.
- HRT 125 Soils 3-3-4**  
 A sound knowledge of soils is the foundation for nearly all agricultural endeavors. This course gives an historical and global perspective of soil and its uses with emphasis on current horticulture applications. While the basic concepts of physical, water, and chemical soil properties are taught, they are presented primarily through golf course management use.
- HRT 130 Greenhouse Production 3-0-3**  
 This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilizing, pest control, climate control, and calculation of production costs.
- HRT 132 Nursery Operations 2-3-3**  
 This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.
- HRT 139 Plant Propagation 3-0-3**  
 This course studies fundamental principles and techniques of plant propagation.
- HRT 144 Plant Pests 3-0-3**  
 This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.
- HRT 150 Arboriculture 3-0-3**  
 This course is a study of tree maintenance. Topics covered are tree physiology and anatomy, ropework, tree climbing techniques, pruning, fertilization, planting and watering.
- HRT 153 Landscape Construction 3-0-3**  
 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**  
 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 212 Commercial Landscape Design 3-0-3**  
 This course studies landscaping principles & practices, emphasizing large commercial or public landscape development.
- HRT 273 SCWE in Horticulture Sciences 0-12-3**  
 This course is the study of a comprehensive supervised work experience in the Horticultural industry. Work in a related horticultural position under supervision of the instructor and employer is required.
- HRT 274 SCWE in Horticultural Sciences II 0-12-3**  
 This course is the study of a comprehensive supervised work experience in the Horticultural industry at approved worksites and builds upon skills of prior SCWE course. Prereq: HRT 273
- HSS 101 Introduction to Humanities 3-0-3**  
 This course includes an introduction to themes, critical approaches and major contributors to the humanities. (Not designed for college transfer)
- HUS 101 Introduction to Human Services 3-0-3**  
 This course covers an overview of the field of Human Services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.
- HUS 205 Gerontology 3-0-3**  
 This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.
- HUS 208 Alcohol and Drug Abuse 3-0-3**  
 This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.
- HUS 209 Case Management 3-0-3**  
 This course covers accepted methods & strategies for effectively assessing client needs, accessing necessary provider agencies, & monitoring & properly documenting service delivery & client welfare.
- HUS 212 Survey of Disabilities & Disorders 3-0-3**  
 This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.
- HUS 216 Behavior Change Techniques 3-0-3**  
 This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.
- HUS 230 Interviewing Techniques 3-0-3**  
 This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on their supervised field placements.
- HUS 231 Counseling Techniques 3-0-3**  
 This course studies counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.
- HUS 235 Group Dynamics 3-0-3**  
 This course is a study of the effects of crisis on people, methods of intervention, & use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

- HUS 237 Crisis Intervention 3-0-3**  
This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.
- HUS 250 Supervised Field Placement I (SCWE) 0-16-4**  
This course integrates human services skills within an approved work site related to the human services field. Prereq: HUS 231, HUS 230.
- HUS 251 Supervised Field Placement II 0-16-4**  
This course includes work assignments in selected human services agencies.
- HUS 260 Human Services Special Topics 3-0-3**  
This course studies special topics of interest to particular populations and locations.
- IMT 132 Hydraulics 2-0-2**  
This course is a study of basic hydraulic terminology and principles of hydraulics and pneumatics.
- IMT 160 Preventive Maintenance 2-3-3**  
This course covers preventative maintenance techniques on equipment used in association with timber harvesting operations.
- IST 161 Introduction to Network Administration 2-3-3**  
This course is an introductory study of Networking Operating System Administration. Techniques on installation and administration of a Networking Operating System included. This course will be conducted using Novell software. Prereq: IST 166.
- IST 162 Introduction To Workstation Networking Administration 2-3-3**  
This Course Is An Introductory Study Of The Administration Of A Single And Multiple Domain Networks. Tasks Will Include Handling User Group Accounts, Resource Management, Permissions, Ownership Assignments, Printing, Security And Backup. Prereq: IST 166.
- IST 164 Implementing Network Infrastructure Services 2-3-3**  
This course is a study of the fundamentals of installing, configuring and utilizing networking services while exploring techniques used to design, create, and implement secure communications across networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course will be conducted using Microsoft Server software. Prereq: IST 162.
- IST 165 Implementing & Administering Windows Directory Services 2-3-3**  
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure. Prereq: IST 162.
- IST 166 Network Fundamentals 2-3-3**  
This course familiarizes the student with local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The focus is 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 studies 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 292 Fundamentals of Network Security II 2-3-3**  
 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. Pre-requisite: IST 291.
- LEG 120 Torts 3-0-3**  
 This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.
- LEG 121 Business Law I 3-0-3**  
 This course is a study of the basics of commercial law, emphasizing the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.
- LEG 132 Legal Bibliography 3-0-3**  
 This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests. Coreq or prereq: ENG 101.
- LEG 135 Intro 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 3-0-3**  
 This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases. Prereq: LEG 201.
- LEG 213 Family Law 3-0-3**  
 This course is an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.
- LEG 214 Property Law 3-0-3**  
 This course is an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.
- LEG 230 Legal Writing 3-0-3**  
 This course is a study of the methods, techniques and procedures for research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. Prereq: LEG 132 and ENG 101.
- LEG 231 Criminal Law 3-0-3**  
 This course is a study of the definition and classification of criminal offenses, criminal responsibility and legal procedures in a criminal prosecution.
- LEG 232 Law Office Management 3-0-3**  
 This course studies basic principles of office management, including administrative, client relations and office operating procedures. Prereq: Completion of all courses in first & second semester, with minimum 2.00 GPA, CPT 101.
- LEG 233 Wills, Trusts, and Probate 3-0-3**  
 A detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. Prereq: LEG 214.
- LEG 242 Law Practice Workshop 1-6-3**  
 This course includes the application of substantive knowledge in a practical situation as a paralegal. Prereq: LEG 202 and completion of all courses but fifth semester with minimum 2.00 GPA.

**LEG 244 Special Projects for Paralegals 3-0-3**

This course provides specialized paralegal training with an update on changes in the laws and procedures. Prereq: Completion of all courses in first and second semesters with at least a 2.00 GPA.

**LEG 245 Real Estate Law I 3-0-3**

Course examines residential real estate closing procedures and the preparation of a closing package by utilizing both print and electronic forms. Co- prereq: LEG 214.

**MAT 011 Developmental Mathematics Basics Workshop**

This course provides support for mastery of MAT 031 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

**MAT 012 Developmental Mathematics Workshop**

This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

**MAT 031 Developmental Mathematics Basics**

This course is Intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are emphasized.

**MAT 032 Developmental Mathematics**

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

**MAT 101 Beginning Algebra 3-0-3**

This course includes topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. Prereq: appropriate test score on CPT, SAT or COMPASS, or MAT 155 with a minimum grade of "C", or professor's permission.

**MAT 102 Intermediate Algebra 3-0-3**

This course includes: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio & proportion; factoring; functions; graphs; solutions of linear inequalities; & linear & quadratic equations. Prereq: MAT 101, "C" or better, or appropriate test score on CPT, SAT or COMPASS, or professor's permission.

**MAT 110 College Algebra 3-0-3**

This course is a university parallel transfer course that includes the topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. Prereq: MAT 102, "C" or better, or appropriate test score on CPT, SAT or COMPASS, or professor's permission.

**MAT 111 College Trigonometry 3-0-3**

This university parallel transfer course addresses: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers including DeMoivre's Theorem; vectors; conic sections; sequences; and series. Prereq: MAT 110, "C" or better.

**MAT 120 Probability and Statistics 3-0-3**

This course is a university parallel transfer course that includes the 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. Prereq: MAT 101,

“C” or better, or appropriate test score on CPT, SAT or COMPASS, or professor’s permission.

**MAT 122 Finite College Mathematics 3-0-3**

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. Prereq: MAT 101, “C” or better, or appropriate test score on COMPASS, SAT or ACT, or professor’s permission.

**MAT 130 Elementary Calculus 3-0-3**

This university parallel transfer course addresses differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. Prereq: MAT 110 or MAT 175 & MAT 176, “C” or better, or professor’s permission.

**MAT 140 Analytical Geometry and Calculus I 4-0-4**

This course is a university parallel transfer course that includes: 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. Prereq: MAT 110 & MAT 111, “C” or better, or professor’s permission.

**MAT 141 Analytical Geometry and Calculus II 4-0-4**

This course is a university parallel transfer course that 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. Prereq: MAT 140, “C” or better.

**MAT 155 Contemporary Mathematics 3-0-3**

This course is a study of techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics. Prereq: Appropriate test score on CPT, SAT or COMPASS, or MAT 032.

**MAT 168 Introduction to Geometry & Trigonometry 3-0-3**

This course includes: Points, lines, angles & angle measurement; triangles, polygons, circles & geometric solids; trigonometric ratios & trigonometric solution of triangles. Prereq: MAT 101, “C” or better, or professor’s permission.

**MAT 170 Algebra, Geometry, and Trigonometry I 3-0-3**

This course includes the following topics: elementary algebra, geometry, trigonometry and applications. Prereq: Appropriate test score on COMPASS, ACT, or SAT, or MAT 101 or MAT 155.

**MAT 171 Algebra, Geometry, and Trigonometry II 3-0-3**

This course includes the following topics: algebra, geometry, trigonometry, and advanced applications. Prereq: MAT 170, “C” or better.

**MAT 175 Algebra and Trigonometry I 3-0-3**

This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions and graphs of functions. Prereq: Appropriate test score on CPT, SAT or COMPASS, or MAT 101.

**MAT 176 Algebra and Trigonometry II 3-0-3**

This course includes topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics. Prereq: MAT 175, “C” or better.

- 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**  
 This course is a study of personnel administrative functions within a business organization. Major areas of study include: job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.
- MKT 101 Marketing 3-0-3**  
 This course introduces the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.
- MKT 110 Retailing 3-0-3**  
 This course studies the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.
- MKT 120 Sales Principles 3-0-3**  
 This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
- MKT 135 Customer Service Techniques 3-0-3**  
 This course studies techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.
- MKT 210 Merchandising 3-0-3**  
 This course is a study of merchandising techniques incorporating factors which affect the merchandise mix and the profit objectives of the business.
- MKT 240 Advertising 3-0-3**  
 Studies the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.
- MKT 250 Consumer Behavior 3-0-3**  
 This course is a study of buying behavior and how individuals make decisions to spend their available resources on consumption related items.
- 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 121 Machine Tool Theory I 3-0-3**  
 This course covers the principles involved in the production of precision metal parts.
- MTT 122 Machine Tool Practice I 0-12-4**  
 Course covers practical experiences using the principles in Machine Tool Theory I.

<b>MTT 123</b>	<b>Machine Tool Theory II</b>	<b>3-0-3</b>
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Prereq: MTT 121 or permission of instructor.		
<b>MTT 124</b>	<b>Machine Tool Practice II</b>	<b>0-12-4</b>
This course covers the practical application of the principles in Machine Tool Theory II. Prereq: MTT 122 or permission of instructor.		
<b>MTT 143</b>	<b>Precision Measurements</b>	<b>2-0-2</b>
This course is a study of precision measuring instruments.		
<b>MUS 105</b>	<b>Music Appreciation</b>	<b>3-0-3</b>
This course is a university parallel transfer course that introduces the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods and appropriate listening experiences. Prereq: Appropriate test scores on COMPASS, SAT or ACT, or RDG 032 or RDG 101 with minimum grade of "C".		
<b>NMT 100</b>	<b>Preparation for Clinic</b>	<b>3-9-6</b>
This course will prepare Nuclear Medicine students for the clinical environment within the hospital prior to beginning rotations.		
<b>NMT 101</b>	<b>Intro to Nuclear Medicine</b>	<b>2-0-2</b>
This course is the study of the overall basics of nuclear medicine technology.		
<b>NMT 102</b>	<b>Nuclear Medicine Procedures I</b>	<b>2-0-2</b>
This course studies didactic concepts for the practice of clinical nuclear medicine.		
<b>NMT 103</b>	<b>Nuclear Medicine Physics</b>	<b>2-0-2</b>
This course is a study of the basic math and statistical skills necessary to perform nuclear medicine physics problems.		
<b>NMT 104</b>	<b>Nuclear Medicine Procedures II</b>	<b>2-0-2</b>
This course is a study of the background knowledge for application of nuclear medicine procedures.		
<b>NMT 105</b>	<b>Quality Assurance Methodologies</b>	<b>2-0-2</b>
This course covers information necessary to plan and implement procedures that will satisfy quality assurance standards.		
<b>NMT 106</b>	<b>Nuclear Medicine Procedures III</b>	<b>2-0-2</b>
This course covers theory and principles of non imaging procedures		
<b>NMT 107</b>	<b>Nuclear Medicine Instrumentation</b>	<b>3-0-3</b>
This course covers theory and application of radiation detection instruments.		
<b>NMT 109</b>	<b>Special Topics in Nuclear Medicine</b>	<b>2-0-2</b>
This course covers a variety of topics in nuclear medicine.		
<b>NMT 150</b>	<b>Applied Nuclear Medicine I</b>	<b>0-24-8</b>
This course covers the application of nuclear medicine.		
<b>NMT 151</b>	<b>Applied Nuclear Medicine II</b>	<b>0-24-8</b>
This course covers more advanced applications of nuclear medicine.		
<b>NMT 152</b>	<b>Applied Nuclear Medicine III</b>	<b>0-18-6</b>
This course covers challenging and difficult applications of nuclear medicine.		
<b>NRM 110</b>	<b>Environmental Science</b>	<b>2-3-3</b>
This introductory course in Environmental Science exposes the student to the basic scientific concepts of how the natural world works for plants and animals and the		

way they interact. In addition, the positive and negative impacts of humans on the environment are carefully studied.

**NUR 101 Fundamentals of Nursing 4-6-6**

This course facilitates the development of beginning technical competency in application of the nursing process to assist in meeting the physiological, sociological, psychological and spiritual needs of selected clients of varying ages. Concepts forming the foundation for general nursing practice, nursing process, critical thinking, communication and management are emphasized campus lab and hospital facilities are the major settings for clinical experiences. Prereq: Acceptance into the ADN curriculum; Coreq: BIO 210, ENG 101, MAT 110 or MAT 120.

**NUR 120 Basic Nursing Concepts 4-9-7**

This course introduces the application of the nursing process in the care of adult clients throughout the lifespan who are experiencing selected common health problems. Course builds upon the concepts introduced in NUR 101, increasing in complexity with emphasis on application of the nursing process, critical thinking, communication and management in the clinical setting. A variety of clinical settings including campus labs are used for clinical experiences. Prereq: BIO 210, ENG 101, MAT 110 or MAT 120 NUR 101; Coreq: BIO 211, ENG 102, PSY 201.

**NUR 150 Chronic Health Problems 4-6-6**

Course expands application of the nursing process in meeting needs of adult clients with chronic health problems. Course emphasizes the application of the nursing process, critical thinking, communication and management to promote, maintain and restore health of clients experiencing chronic health problems at various stages of the lifespan. General medical and rehabilitation facilities are used for clinical experiences. Prereq: BIO 211, ENG 102, PSY 201, NUR 120; Coreq: BIO 225.

**NUR 201 Nursing Transition 2-3-3**

This course facilitates transition of the practical nurse graduate to the role of the associate degree nursing student. Philosophical, ethical and legal concepts of registered nursing practice and the physiological and psychosocial needs of the person are emphasized. Clinical experiences assist the student in application of the nursing process, communication, critical thinking, and management in the delivery of nursing care. Prereq: Advanced placement as a licensed practical nurse.

**NUR 211 The Childbearing Family 2-6-4**

This course facilitates the application of the nursing process to assist in meeting the holistic needs of the childbearing family. Emphasizes continual development in utilizing the nursing process, critical thinking, communication and management to meet the needs of the childbearing woman within the context of the family and as a member of the community. Campus labs, acute care facilities and various community settings are used for clinical experiences. Prereq: BIO 225, NUR 214, NUR 221; Coreq: Humanities elective, SPC 205.

**NUR 212 Nursing Care of Children 2-6-4**

The course facilitates the application of the nursing process in meeting the holistic needs of children with acute and chronic health problems giving special focus to growth and development and anticipatory guidance issues. Continual development in utilizing the nursing process, critical thinking, communication and management to meet the needs of the child within the context of family and as a member of the community is emphasized. Campus labs, acute care facilities and various community settings are used for clinical experiences. Prereq: BIO 225, NUR 214, NUR 221; Coreq: Humanities elective, SPC 205.

**NUR 214 Mental Health Nursing 2-6-4**

This course facilitates the utilization of the nursing process to assist in meeting the holistic needs of clients with common mental health problems. The course emphasizes the dynamics of human behavior ranging from normal to extreme. A variety of acute and long-term care psychiatric facilities are used for clinical experiences. Prereq: BIO 225, NUR 150; Coreq: Humanities elective, SPC 205.

- NUR 217 Trends and Issues 1-3-2**  
 This course is an exploration of the health care trends and issues to facilitate role transition from student to graduate nurse. Critical thinking, management and communication within the framework of the nursing process are emphasized. Decision making, priority setting and analyzing all dimensions of nursing care for groups of clients across the lifespan with various health care needs in a variety of settings are included. This course is to be taken in the student's final semester of the nursing curriculum. Prereq: NUR 211 /NUR 212.
- NUR 221 Advanced Nursing Concepts 3-6-5**  
 This course expands application of the nursing process throughout the lifespan in the care of clients experiencing complex health problems. Continual development in application of the nursing process, critical thinking, communication and management to meet the holistic needs of the individual with acute complex health problems as a member of the family and community is emphasized. Acute care facilities including critical care and various community settings are used for clinical experiences. Prereq: BIO 225, NUR 150. Coreq: Humanities elective, SPC 205.
- OST 105 Keyboarding 3-0-3**  
 This course focuses on the mastery of keyboarding and formatting principles. The emphasis will be focused on the mastery of the keyboard.
- OST 110 Document Formatting 3-0-3**  
 This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies. Prereq: OST 105 with a "C" or better.
- OST 115 Medical Office Terminology 3-0-3**  
 This course studies root derivations of medical office terms and terminology.
- OST 121 Machine Transcription 3-0-3**  
 This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques and proper punctuation of business documents. Prereq: OST 110, OST 165 and OST 134 with a "C" or better.
- OST 122 Medical Machine Transcription I 3-0-3**  
 This course provides experience in transcribing medical documents from dictation equipment. Prereq: OST 115, with a "C" or better, and keyboarding skills.
- OST 125 Advanced Medical Office Terminology 3-0-3**  
 This course is a study in the use of prefixes and suffixes, recognition of sounds and spelling of medical terminology, including common drug names. Prereq: OST 115, with a "C" or better.
- OST 133 Professional Development 3-0-3**  
 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. Prereq: OST 165 and OST 105 with a "C" or better.
- OST 134 Office Communications 3-0-3**  
 This course develops proficiency in proofreading & other specialized applications of communications in the office environment.
- OST 161 Information Management 3-0-3**  
 This course emphasizes information management functions and various types of information systems, technology and procedures.
- OST 165 Information Processing Software 3-0-3**  
 This course includes applications of information processing software (Microsoft Word). Emphasis is placed on functions for acceptable document formatting and processing. Prereq: OST 105 with a "C" or better.

- OST 180 Customer Service 3-0-3**  
 This course studies 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.
- OST 210 Document Production 3-0-3**  
 This course emphasizes production of documents found in typical business offices. Major focus is on productivity and excellence in document production. Prereq: OST 110, with a "C" or better.
- OST 222 Medical Machine Transcription II 3-0-3**  
 This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation equipment. Prereq: OST 122, with a "C" or better.
- OST 234 Administrative Office Communications 3-0-3**  
 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. Pre-requisites: OST134 and OST 105 with a "C" or better.
- OST 239 Computerized Office Accounting 3-0-3**  
 This course covers specialized secretarial bookkeeping functions performed on a microcomputer.
- OST 252 Medical Systems and Procedures 3-0-3**  
 This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Computerized insurance claims processing, patient records management, and coding will be emphasized. Prereq: HIM 216, OST 110, OST 122, and OST 125; prerequisites must be completed with a "C" or better.
- OST 254 Office Simulation 3-0-3**  
 This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Pre-requisite: OST 121, OST 165, OST 210 and OST 234 with a "C" or better.
- OST 256 Office Management Skills 3-0-3**  
 This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality/security of records, and supervisory/leadership skills.
- OST 261 Office Spreadsheet Applications 3-0-3**  
 This course introduces the concepts of spreadsheets for information management in an office environment using Microsoft Excel. Pre-requisite: OST 105 with a "C" or better.
- OST 263 Office Database Applications 3-0-3**  
 This course introduces the concepts and structures of a database and the application of the concepts in an office environment using Microsoft Access. Pre-requisite: OST 105 with a "C" or better.
- OST 265 Office Desktop Publishing 3-0-3**  
 This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Pre-requisite: OST 105 with a "C" or better.
- OST 269 Internet Skills for the Work Place 3-0-3**  
 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. Prereq: OST 105 with a "C" or better.



<b>OST 270</b>	<b>SCWE in Office Systems</b>	<b>0-12-3</b>
This course integrates office skills within an approved work site related to Office Systems Technology.		
<b>OST 271</b>	<b>SCWE in Office Systems</b>	<b>0-16-4</b>
This course integrates office skills within an approved work site related to Office Systems Technology.		
<b>PHI 101</b>	<b>Introduction to Philosophy</b>	<b>3-0-3</b>
This course is a university parallel transfer course that includes a topical survey of the three main branches of philosophy – epistemology, metaphysics and ethics – and the contemporary questions related to these fields. Prereq: score of 80 on COMPASS reading or ENG 101 with a minimum grade of “C”		
<b>PHI 103</b>	<b>Workplace Ethics</b>	<b>3-0-3</b>
This course is a study of specific ethical issues that arise in a workplace setting. Includes the utilization of problem scenarios, case studies, and codes of ethics used in industry and the professions.		
<b>PHI 110</b>	<b>Ethics</b>	<b>3-0-3</b>
This course is a university parallel transfer course that is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prereq: score of 80 on COMPASS reading or ENG 101 with a minimum grade of “C”		
<b>PHI 201</b>	<b>History of Philosophy</b>	<b>3-0-3</b>
This course is a university parallel transfer course that is a survey of the history of philosophical thinking.		
<b>PHM 101</b>	<b>Introduction to Pharmacy</b>	<b>3-0-3</b>
This course provides a study of and introduction to pharmacy and the role in providing patient care services.		
<b>PHM 110</b>	<b>Pharmacy Practice</b>	<b>2-6-4</b>
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.		
<b>PHM 113</b>	<b>Pharmacy Technician Math</b>	<b>3-0-3</b>
This course includes a review of basic mathematics and focuses on its application to common pharmaceutical calculations.		
<b>PHM 114</b>	<b>Therapeutic Agents I</b>	<b>3-0-3</b>
This course provides an introductory study of therapeutic drug categories.		
<b>PHM 124</b>	<b>Therapeutic Agents II</b>	<b>3-0-3</b>
This course includes a study of therapeutic drug categories.		
<b>PHM 152</b>	<b>Pharmacy Technician Practicum I</b>	<b>0-6-2</b>
This course provides a practical introduction to the pharmacy environment.		
<b>PHM 164</b>	<b>Pharmacy Technician Practicum II</b>	<b>0-12-4</b>
This course provides practical application of pharmacy skills in pharmacy environments.		
<b>PHM 173</b>	<b>Pharmacy Technician Practicum III</b>	<b>0-9-3</b>
This course includes practical experience in a working pharmacy environment.		
<b>PHS 100</b>	<b>Introduction to Science and Technology</b>	<b>3-0-3</b>
This course is a non-degree credit course that serves as a bridge course for students with minimal science background and/ or reading scores less than that required for AA/AS and Allied Health Curriculum. The following topics will be covered, what is science, motion, energy, heat and temperature, wave motions and sound, atoms and periodic properties, chemical reactions, water and solutions, the universe, the solar system, organic and biochemistry, human biology, mendelian and molecular genetics		

- PHY 201 Physics I 3-3-4**  
 This university parallel transfer course is first in a sequence of physics courses, topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Prereq: MAT 110 and MAT 111 or MAT 175 and MAT 176, or permission of the professor.
- PHY 202 Physics II 3-3-4**  
 This course is a university parallel transfer course that covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Prereq: MAT 110 and MAT 111 or MAT 175 and MAT 176, or permission of the professor.
- PHY 221 University Physics I 3-3-4**  
 This university parallel transfer course is first of a sequence of courses and includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. Coreq: MAT 130 or MAT 140.
- PHY 222 University Physics II 3-3-4**  
 This course is a university parallel transfer course that 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. Prereq: PHY 221.
- PNR 110 Fundamentals of Nursing 3-6-5**  
 This course is an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prereq: Acceptance into the PN program. Coreq: BIO 210, MAT 155.
- PNR 112 Nutrition 2-0-2**  
 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. Prereq: Acceptance into the PN program. Prereq: BIO 210, MAT 155, PNR 120. Coreq: BIO 211, PNR 130.
- PNR 120 Medical/Surgical Nursing I 3-6-5**  
 This course is a beginning study utilizing the nursing process to meet the needs of adults. Concepts include physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prereq: PNR 110. Coreq: BIO 210, MAT 155.
- PNR 130 Medical/Surgical Nursing II 3-6-5**  
 This course is a continuation of PNR 120 utilizing the nursing process to meet the needs of adults. Concepts include physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prereq: BIO 210, MAT 155, PNR 120. Coreq: BIO 211, PNR 112.
- PNR 140 Medical/Surgical Nursing III 3-6-5**  
 This course is a continuation of PNR 120 utilizing the nursing process to meet the needs of adults. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prereq: PNR 130. Coreq: BIO 211, PNR 112.
- PNR 165 Nursing Care of Family 3-9-6**  
 This course is a study utilizing the nursing process and focuses on nursing care of the family during childbearing and childrearing. Clinical experiences address the care of the healthy childbearing and childrearing family. Prereq: PNR 112-PNR 140, BIO 211. Coreq: PNR 182, PSY 201.

- PNR 182 Special Topics in Practical Nursing 2-0-2**  
 This course covers special topics in practical nursing. Prereq: BIO 211, PNR 112, PNR 170. Coreq: ENG 101, PNR 165, PSY 201.
- PSC 201 American Government 3-0-3**  
 This course is a university parallel transfer course that 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. Prereq: appropriate test scores on COMPASS, SAT or ACT, or RDG 032 or RDG 101 with minimum grade of "C".
- PSC 215 State & Local Government 3-0-3**  
 This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government. Prereq: appropriate test scores on COMPASS, SAT or ACT, or RDG 032 or RDG 101 with minimum grade of "C".
- 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. Prereq: Appropriate test score on COMPASS, SAT or ACT, or RDG 032 or RDG 101 with minimum grade of "C".
- PSY 201 General Psychology 3-0-3**  
 This university parallel transfer course that 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. Prereq: appropriate scores on COMPASS, SAT OR ACT; RDG 032 or RDG 101 with a minimum grade of "C"
- PSY 203 Human Growth & Development 3-0-3**  
 This course is a study of the physical, cognitive and social factors affecting human growth, development and potential. Prereq: PSY 201.with a minimum grade of "C"
- PSY 212 Abnormal Psychology 3-0-3**  
 This university parallel transfer course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Prereq: PSY 201. with a minimum grade of "C"
- PTH 120 Introduction to Massage 4-0-4**  
 This course is a comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced. Coreq: PTH 121
- PTH 121 Principles of Massage I 2-6-4**  
 This course is an in-depth study of Swedish massage techniques and applications to complete a body massage.
- PTH 122 Principles of Massage II 2-6-4**  
 This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments and other structures. Prereq: PTH 120, PTH 121. Coreq: PTH 129.
- PTH 123 Massage Clinical I 1-6-3**  
 This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage. Prereq: PTH 122 and PTH 129
- PTH 129 Principles of Massage IV 2-6-4**  
 This course is a practical application of oriental modalities integrated with pathological effects, to include Meridians and their potent pressure points, acupuncture points, reflexology basic points, and understanding shakras, muscle energy, work with the muscle timeline, and other basic oriental modalities. Coreq: PTH 122 and Prereq: PTH 120 and PTH 121.

<b>RAD 101 Introduction to Radiography</b>	<b>1-3-2</b>
This course introduces radiologic technology with emphasis on orientation to the radiology department, patient care, ethics and basic radiation protection.	
<b>RAD 110 Radiographic Imaging I</b>	<b>2-3-3</b>
This course is a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.	
<b>RAD 115 Radiographic Imaging II</b>	<b>3-0-3</b>
This course is a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. Prereq: RAD 110.	
<b>RAD 116 Basics of Mammography</b>	<b>4-0-4</b>
This course is an overview of all aspects of mammographic imaging to meet FDA requirements for performing mammography with indirect supervision.	
<b>RAD 117 Breast Imaging Equipment &amp; Quality Assurance</b>	<b>2-0-2</b>
This course includes theory, principles and practical applications of quality control. Tests and guidelines for an FDA certified mammography facility.	
<b>RAD 125 Clinical Applications In Mammography</b>	<b>1-9-3</b>
Radiographers will get hands on clinical training in a mammography suite. In addition they will be exposed to the day to day operations of mammography as it pertains to quality control.	
<b>RAD 130 Radiographic Procedures I</b>	<b>2-3-3</b>
This course introduces radiographic procedures. Positioning of the chest, abdomen and extremities are included.	
<b>RAD 136 Radiographic Procedures II</b>	<b>2-3-3</b>
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 Prereq: RAD 130.	
<b>RAD 155 Applied Radiography I</b>	<b>0-15-5</b>
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.	
<b>RAD 165 Applied Radiography II</b>	<b>0-15-5</b>
Course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. Prereq: RAD 155.	
<b>RAD 175 Applied Radiography III 0-15-5</b>	
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prereq: RAD 165.	
<b>RAD 201 Radiation Biology</b>	<b>2-0-2</b>
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.	
<b>RAD 205 Radiographic Pathology</b>	<b>2-0-2</b>
This course is a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.	
<b>RAD 210 Radiographic Imaging III</b>	<b>3-0-3</b>
Course is a detailed study of advanced methods and concepts of imaging, including radiology and the law, radiology management and venipuncture. Prereq: RAD 115.	
<b>RAD 220 Selected Imaging Topics</b>	<b>3-0-3</b>
This course is a study of advanced topics unique to the radiological sciences.	
<b>RAD 230 Radiographic Procedures III</b>	<b>2-3-3</b>
This course studies special radiographic procedures. Prereq: RAD 136.	



- RTV 150 Scriptwriting 3-0-3**  
 This course is designed to teach students the techniques of writing for the visual medium. Emphasis will be placed on the split column and screenplay formats. The course will also emphasize the combination of visual images with sound.
- RTV 222 Television Studio Techniques 3-0-3**  
 This course covers the techniques for successfully interviewing people, whether for TV sound bites or for full-length interview programs. Pre-requisite: RTV 105
- SOC 101 Introduction to Sociology 3-0-3**  
 This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions. Prereq: appropriate test scores on COMPASS, SAT or ACT, or RDG 032 or RDG 101 with minimum grade of "C".
- SOC 102 Marriage and the Family 3-0-3**  
 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. Prereq: SOC 101 with a minimum grade of "C"
- SOC 205 Social Problems 3-0-3**  
 This course is a study of the aging processes, including physiological, psychological, sociological and economic factors. Prereq: appropriate scores on COMPASS, SAT OR ACT; RDG 032 or RDG 101 with a minimum grade of "C"
- SPA 101 Elementary Spanish I 4-0-4**  
 This course is a university parallel transfer course that is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. Pre-req: Appropriate scores on COMPASS Reading, SAT Verbal, or Act Reading; or ENG 032 or RDG 101 with a minimum grade of "C"
- SPA 102 Elementary Spanish II 4-0-4**  
 This course is a university parallel transfer course that continues development of the basic language skills and the study of the Spanish culture. Prereq: SPA 101 with a minimum grade of "C".
- SPA 105 Conversational Spanish for the Work Place 3-0-3**  
 This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized, as well as relevant cultural aspects that may affect intercultural communications.
- SPA 201 Intermediate Spanish I 3-0-3**  
 This course is a university parallel transfer course that continues development of the basic language skills and the study of the Spanish culture. Prereq: SPA 102 with a minimum grade of "C".
- 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**  
 This course is a university parallel transfer course that is an introduction to principles of public speaking with application of speaking skills. Prereq: Appropriate test scores for COMPASS, ACT or SAT, or ENG 100.
- SPC 209 Interpersonal Communication 3-0-3**  
 This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships.

- SUR 101 Introduction to Surgical Technology 3-6-5**  
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. Coreq: BIO 112 and SUR 103.
- SUR 102 Applied Surgical Technology 4-3-5**  
This course covers 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. Prereq: SUR 101, SUR 103, and BIO 112. Coreq: SUR 104 and SUR 111.
- SUR 103 Surgical Procedures I 4-0-4**  
This course studies 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. Coreq: BIO 112 & SUR 101.
- SUR 104 Surgical Procedures II 4-0-4**  
This course is a study of the various specialties of surgical procedures. Coreq: SUR 102 and SUR 111.
- SUR 111 Basic Surgical Practicum 1-18-7**  
This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Coreq: SUR 102 and SUR 104.
- SUR 113 Advanced Surgical Practicum 0-18-6**  
This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations. Prereq: SUR 102, SUR 104, and SUR 111. Coreq: SUR 120.
- SUR 115 Terminology for Surgical Technology 2-0-2**  
This course is a study of commonly used medical terminology associated with the surgical technologist's profession.
- SUR 120 Surgical Seminar 2-0-2**  
This course includes the comprehensive correlation of theory and practice in the perioperative role. Coreq: SUR 114.
- TEL 202 Concepts of Telecommunications 3-0-3**  
This course is a study of the most common telecommunications networks, including topologies, switching operations, local loop operations and telephone circuit operations.
- TEL 203 Fundamentals of Wireless Communications 3-0-3**  
This course is a study of current wireless technologies, digital, analog, and PCS, as well as future directions.
- TEL 204 Telecommunications Switching Concepts 3-0-3**  
This course is a study of switching systems and central office design. Topics include switching theory, switch design, central office components and computer based systems.
- TEL 205 Telecommunications System Design 3-0-3**  
This course is a study of how various structures are used in the design and implementation of telecommunications outside-plant networks.
- TEL 260 Telecommunications Case Study 3-0-3**  
This course requires students to utilize skills learned in previous telecommunications courses to solve a real life case study.
- THE 101 Introduction to Theatre 3-0-3**  
This course is a university parallel transfer course that includes the appreciation and analysis of theatrical literature, history and production.

- TUF 102 Turf Equipment 3-3-4**  
 This is a practical course examining turf machinery used on golf courses. A comprehensive study of 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 106 Agriculture Electronics 1-3-2**  
 This course is a study of basic electronics as it applies to agriculture. The course includes servicing and troubleshooting techniques.
- TUF 108 Agriculture Welding 1-3-2**  
 This course is an introduction to basic welding as it applies to agriculture. Emphasis is on oxygen and acetylene welding, cutting, and brazing.
- TUF 128 Golf Course Shop Management 3-0-3**  
 This course examines the proper usage and maintenance of hand and power tools. Shop safety, OSHA regulations, shop management, inventory control and overall shop maintenance are emphasized.
- TUF 132 Advanced Golf Course Shop Management 2-3-3**  
 This course includes practical experiences in golf course shop management, such as troubleshooting, decision-making, preventive maintenance and repairs.
- TUF 144 Reel Sharpening 1-3-2**  
 This course is a study of the principles and practices of reel mower maintenance with special emphasis on current technology for relief and spin grinding.
- TUF 162 Power Mechanics 2-3-3**  
 This course is a study of internal combustion engine operations, including the various auxiliary systems.
- TUF 166 Hydraulics & Pneumatics 1-3-2**  
 This course is a study of the basic principles of hydraulic and pneumatic systems including fluids, air pumps, cylinders, valves and motors. Troubleshooting and repairing various hydraulic components are included.
- TUF 171 Introduction to Turf Management 3-0-3**  
 This course is designed to introduce principles of turfgrass management and golf course operations to non-Golf Course Management majors. Topics include turfgrass selection, mowing, fertility, irrigation, pest management, and cultural practices. The history and function of golf related organizations are also discussed.
- TUF 172 Turf Management I 2-3-3**  
 This course is a Golf Course Management introductory course. The student is exposed to the history of golf and the management of its playing areas through awareness and sound application of selected cultural practices, presented as the means to produce and maintain a quality golf course for player use. They include mowing, fertilization and irrigation. Identification of grasses normally managed is included. Suggested prereq: HRT 110, HRT 125.
- TUF 174 Turfgrass Pests I 2-3-3**  
 This course studies turf insects & diseases with emphasis placed on identification & control. Weed identification also included.
- TUF 175 Turfgrass Pests II 2-3-3**  
 This course is an in-depth analysis of turfgrass pests with emphasis on scientific resources. Prereq: TUF 174.
- TUF 190 SCWE in Turfgrass Management**  
 This course provides for practical work experience and integration of turfgrass skills at an approved facility or golf course.



- TUF 201 SCWE in Golf Course Management 0-32-8**  
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. Prereq: TUF 172.
- TUF 202 SCWE In Turf Equipment Technician 0-20-5**  
This course provides practical experience as a turf equipment technician at a golf course or in another turf-related industry. Student responsibilities include record keeping, shop management, preventative maintenance and repair of all types of golf course equipment.
- TUF 210 Special Topics in Turf Equipment 2-3-3**  
This course will cover special subject matters in the management of turf equipment repair, new technology and various maintenance practices.
- TUF 215 Turf Business Practices 3-0-3**  
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. Prereq: TUF 175 and TUF 252.
- TUF 220 Special Topics in Turf Management 3-0-3**  
This course is a study of special topics in the area of turf management.
- TUF 252 Turf Management II 2-3-3**  
This course emphasizes the development of management programs for golf courses. Topics include plant growth regulators, overseeding, fertilizer programs, and environmental issues. As a course requirement, the student will be required to participate in the Carolinas Golf Course Superintendents Association Conference and Show, and will be responsible for conference expenses. Prereq: TUF 172.
- TUF 262 Pesticides 2-3-3**  
This course is a study of the application of herbicides, fungicides, insecticides and nematocides. Topics to be covered include pest control principles, the pesticide label, formulations, safety and calibration. As a required course assignment, the student will be required to pass the South Carolina Certified Pesticide Applicator's licensing exam. Prereq: TUF 174.
- 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**  
This course is a study of all aspects of golf course maintenance and warranties record keeping. Purchasing materials and the preparation of a projected budget for an 18-hole course are emphasized. Prereq: TUF 175, TUF 252.
- TUF 276 Golf Course Construction 2-3-3**  
This course examines the general problems of golf course construction from the architect, owner and superintendent's points of view. Advantages and disadvantages, costs and scientific factors of various types of greens construction are explored. Prereq: TUF 172, TUF 252.
- WLD 102 Introduction to Welding 1-3-2**  
This course covers the principles of oxygen and acetylene welding, cutting and basic procedures for safety in using welding equipment.
- 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**

This course is a study of arc welding of ferrous and/or non-ferrous metals.  
Prerequisite: WLD 111 or permission of the professor. Prereq: WLD 111

**WLD 115 ARC Welding III 2-6-4**

This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Prereq: WLD 111 and WLD 113 or permission of the professor.



## AREA COMMISSION & PERSONNEL

### Horry-Georgetown Technical College Area Commission

William Ken Richardson  
*Chair*

Joe T. Branyon, Jr.  
*Vice Chair*

William H. Murray  
*Secretary*

Herman C. Jones  
*Chair Emeritus*

Brent D. Groome

C. Marshall Jackson

Y. Melvin Nobles

Ronald Talbert

Orrie E. West

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ABD in Curriculum, Higher Education Leadership, Univ. of South Carolina

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 M.A. in Vocational Rehabilitation Counseling, South Carolina State Univ.
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 M.Ed. in Student Personnel Services, Clemson University
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- England, Bryan B. ....Provost, Georgetown Campus  
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