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FALL 2019 CATALOG

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Workforce Development & Continuing Education

What is Continuing Education?

Continuing Education is an opportunity to obtain valuable knowledge and skills for career enhancement or personal enrichment.

Continuing Education encompasses noncredit courses that do not count toward a degree. Many Continuing Education courses however, prepare you for industry-recognized licensure and certifications. Successful completion of these courses earns continuing education units (CEU's) for the student. For more than 50 years, HGTC has provided area business & industry training programs that build a skilled workforce—from manufacturing to the medical field to our culinary and hospitality meccas and more.

CUSTOMIZED TRAINING: For companies interested in workforce development, we offer fully customized courses that are developed and designed to strengthen your teams, motivate your employees and help your business succeed. We can offer the training at our college or bring it to you, on-site, to help save you time and money.

CAREER ENHANCEMENT: For those workers who are interested in advancing in their careers or possibly pursue new opportunities, we offer a wide variety of classes that can help. Many of our programs lead to national certifications.

PERSONAL ENRICHMENT: Lifelong learners are motivated to learn because they want to. Our personal enrichment classes are fun and can lead to personal development and a more active and social lifestyle. Our courses include photography, computers, sewing, cooking, genealogy and more.

TRAIN TO WORK: This pilot program was designed to deliver intensive, short-term training that will equip you with essential technical and soft skills for successful employment. We focus on six career tracks that range from culinary to construction. Financial assistance is available to eligible participants.

To learn more or apply visit hgtc.edu/traintoworkmb.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities. Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5282, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the Vice President for Student Affairs, Dr. Melissa Batten, employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5282, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5282, Jacquelyne.Snyder@hgtc.edu.

Location and Day Key

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Location</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>GS</td>
<td>Grand Strand Campus</td>
<td>743 Hemlock Avenue, Myrtle Beach, SC 29577</td>
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<tr>
<td>GTW</td>
<td>Georgetown Campus</td>
<td>4003 South Frasier Street, Georgetown, SC 29440</td>
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<tr>
<td>CON</td>
<td>Conway Campus</td>
<td>2050 East Highway 501, Conway, SC 29526</td>
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<tr>
<td>CCA</td>
<td>Fortune Academy</td>
<td>951 Shine Avenue, Myrtle Beach, SC 29577</td>
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<tr>
<td>OFF</td>
<td>Call for location</td>
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M Monday  F Friday  T Tuesday  S Saturday  W Wednesday  U Sunday  R Thursday
NEW PROGRAMS
Continuing Education

ADVANCED MANUFACTURING

CNC MACHINE TOOLS

INDUSTRIAL QUALITY CONTROL WITH PRECISION MEASUREMENT This course covers the different methods of inspection and quality methods to include piece part inspection and percentage part inspection. (60 hours/prerequisite to CNC machine operations)

INTRODUCTION OF MACHINE TOOL This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses, safety, and speeds and feeds. (60 hours/prerequisite to CNC machine operations)

SPEEDS AND FEEDS This course is the basic study of speed and feed calculations in a manufacturing/machining environment. (20 hours/prerequisite to CNC machine operations)

TOOLS AND CUTTERS This course is the basic study of Relief, geometry, lead, rake, and etc... to include High speed, steel and carbide materials. (20 hours/prerequisite to CNC machine operations)

MANUAL MACHINE OPERATIONS/SETUPS This course is a basic study of part fixturing and set up in basic machine operation setting utilizing 3 and 4 jaw chucks and standard milling vices on vertical milling machines. (30 hours/prerequisite to CNC machine operations)

CNC MACHINE OPERATIONS This course is a study of CNC machine controls, setting tools, machine limits, and capabilities. (100 hours/prerequisite to High Speed Machining)

ENTRY INSPECTION/QUALITY CONTROL TECHNICIAN This course covers reading blue prints and performing precision measuring. (60 hours/prerequisite to CNC Machine Operations)

MANUAL G CODE PROGRAMMING This course covers the basic understanding and creation of programming from a manual perspective. Students will learn independent G&M codes and how those codes are applied to the Cartesian coordinates. (100 hours)

CAD/CAM PROGRAMMING This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software. (100 hours)

HIGH SPEED MACHINING This course covers the rapid material removal processes in machining utilizing fast feeds and speeds with minimal material step over to decrease cycle times in production. (100 hours)

ELECTRICAL

ELECTRICAL PRINT READING This course is a study of electrical prints as they pertain to layout, planning, and installation of wiring systems in residential, commercial and/or industrial complexes. (60 hours)

NATIONAL ELECTRICAL CODE This course is a basic study of the national electrical code and is based on the latest codes as published by the national fire protection association (NFPA). Appropriate wire sizing where amprobe, voltage and temperature is considered. (45 hours/Co-requisite with AC/DC circuits)

NATIONAL ELECTRICAL CODE AND AC/DC CIRCUITS COMBINED (150 hours/co-requisites with an electrical print reading/schematics class)

MECHATRONICS

HYDRAULICS This course is a basic study of pressure regulation and hydraulic flow. (60 hours)

PNEUMATICS This course is a basic study of air pressure being directed to areas of work. (60 hours)

AC/DC CIRCUITS This course is a basic study of direct and alternating theory, Ohm’s Law, series, parallel, and combination circuits. Circuits are constructed and tested. (120 hours/co-requisite with National Electrical Code)

AC/DC 1 (120 hours/prerequisite for AC/DC 2)
- Residential – single based power up to 240 volts (40 hours)
- Commercial – single based power up to 400 amps (40 hours)
- Industrial – three phase power up to 2500 amps (40 hours)

AC/DC 2 (120 hours)
- Residential – single based power up to 240 volts (40 hours)
- Commercial – single based power up to 400 amps (40 hours)
- Industrial – single based power up to 2500 amps (40 hours)

PROGRAMMABLE LOGIC CONTROLLER APPLICATIONS This is the basic study of PLCs in a manufacturing environment. (100 hours)

PROGRAMMABLE CONTROLLER APPLICATIONS This is the basic study of the PLC applications to include transporting materials, censoring integration, directional controls, hydraulic process along with many other automated manufacturing methods of control. (100 hours)

WELDING

WELDING METALLURGY This course covers the basics of weldability of metals, weld failure, and the effects of heat on chemical, physical, and mechanical properties. (20 hours)

WELDING This course will cover safety procedures and cutting techniques for Oxyfuel Cutting and welding techniques associated with Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and Gas Metal Arc Welding processes.
- Welding 1 – 60 hours
- Welding 2 – 60 hours
- Welding 3 – 60 hours
1-3 equate to WLD106 and WLD111

MANUFACTURING

MANUFACTSC This certificate is in lieu of one year of manufacturing experience a viable standard for manufacturing readiness for some of your workforce needs. Students will complete 52 hours of courses in manufacturing and safety, quality awareness, production and processes, maintenance awareness, and 10 hours in an OSHA 10 certificate.

FORKLIFT

FORKLIFT TRAINING This course covers the basic and safe operations in utilizing a forklift for material management and warehouse management. (20 hours)

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
CERTIFIED NURSING ASSISTANT – CNA

This is a comprehensive training program for individuals who desire to become a certified nurse aide for long-term care facilities. Clinical hours may involve some weekend coverage. Clinical dates will be discussed the first night of class. Students who successfully complete both the classroom and clinical training will be eligible to take the South Carolina Nurse Aide Certification Exam (at an additional cost). At the time of registration, students will be required to complete the SC SLED Background Check Release Form. Before entering any patient care facility, all students must pass a background check (included in tuition); however, if a student drops from the class after the SLED check has been ordered the $25 processing fee will be withheld from the refund amount. Students will also be required to provide proof of a negative 2-Step PPD. Textbook/Workbook, 2-Step PPD and solid-colored scrubs will be at your own expense. Your 2-Step PPD screening which must be initiated at least 2 weeks prior to the first day of lecture. Limited enrollment. 100 hrs. $800

XAHs 615-71-1104 MTWR Sep 16–Oct 9
8:30am-3:30pm

XAHs 615-81-1106 MTWR Sep 16–Oct 9
8:30am-3:30pm

XAHs 615-72-1105 MTWR Oct 21–Nov 13
8:30am-3:30pm

XAHs 615-82-1107 MTWR Oct 21–Nov 13
8:30am-3:30pm

CERTIFIED MEDICATION TECHNICIAN

This is a comprehensive training program for individuals who desire to become a Certified Medication Technician for a skilled care nursing facility. The program is designed to teach skills in administration of non-parenteral medications that will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in medication therapy. The course consists of 20 classroom hours of instruction and a skills lab, under the direct supervision of an instructor. The class consists of instruction in these areas: basic review of body systems and medication effect on each system; medical terminology; infection control; and medication classifications. An individual must successfully complete a final written examination and a skills examination before certifications will be awarded. Limited enrollment. 20 hrs. $199

XAHs 616-70-1108 MTWRF Nov 25-29
9:00am-1:00pm

NEW PROGRAM STARTS FALL 2019
STERILE PROCESSING TECHNOLOGY

This introductory level course is designed to introduce the student to the Sterile Technician discipline for usage in preparing surgical instrumentation, preoperative case preparation techniques, team concepts, aseptic technique, and hospital organization, basic instrumentation and supplies, sterilization principles and infection control. Student must complete a 2 Step PPD, Flu Shot, Drug and Background Screening. This is a two semester program.

CLINICAL MEDICAL ASSISTANT LECTURE

Prerequisites: WIN Assessment, Medical Terminology, Anatomy & Physiology I, Anatomy & Physiology II, HIPPA, and CPR. Clinical Medical Assistants work in physician’s offices where they may prepare the patient for examination, administer oral medications, assist healthcare providers during clinical procedures, adhere to HIPPA regulations, and document medical information. Course work includes 140 hours of classroom lecture. A background check, 2-Step PPD, stethoscope and textbooks/workbook will be at your own expense. Students will sit for the National Health Career Association Certified Clinical Medical Assistant exam which is included in tuition. 144 hrs. $1,499

XAHs 910-81-1028 Sep 6–Nov 23
*Fri 5:30pm-9:30pm/*Sat 9:00am-5:00pm

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • hgtc.edu/jobtraining
EKG TECHNICIAN

PREREQUISITES: WIN Assessment, Medical Terminology, CPR, Certificate in Legal & Ethical Issues, High School Diploma or GED. Students will learn the mechanics of the EKG machine, interpretation of the EKG strip. This course provides the basic skills necessary to perform EKGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic EKGs. Textbooks, EKG Caliper and white lab coat required, not included in the tuition. 32 hrs. $799

Please check website for class dates: hgtc.edu/jobtraining

EMT BASIC Part 1 (of 2)*

PREREQUISITE: Compass Test showing satisfactory scores in reading and math. You may be exempted from testing if you provide a copy of your results from an entrance exam, i.e. Hobet, Compass or Accuplacer or an unofficial transcript from your college. This course is a study of the preparatory, pharmacology, airway management, patient assessment, trauma, and shock modules as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

You must be physically capable to perform normal duties of ambulance attendants in order to become certified by the National Registry of EMTs & SC DHEC. You must be 18 years of age before the last night of class and must also possess a high school diploma or GED. Requirements include Compass or Accuplacer Testing, Textbook/Workbook, CPR, Physical Examination, 2-Step PPD, Flu Vaccine, Hepatitis B Vaccine/Waiver, Background Check, Drug Screening, and Pregnancy Evaluation, if applicable. Requirements are at your own expense and are subject to change. 144 hrs. $850/Part 1 tuition

Upon successful completion of the course (Part I and Part II) consecutively, students will be eligible to sit for the National Registry Certification Exam at an additional cost. Other fees may apply. Limited enrollment. Lecture and Lab times will vary.

Please contact (843) 477-2020 for additional information.

Lecture:
XEMS 590-70-1053 MW Aug 26–Dec 16 9:00am-12:00pm
XEMS 590-71-1054 M Aug 26–Dec 16 1:00pm-4:00pm
XEMS 590-72-1055 W Aug 26–Dec 16 1:00pm-4:00pm

Lab: Choose One
XEMS 590-80-1056 MW Aug 26–Dec 16 6:00pm-9:00pm
XEMS 590-81-1057 T Aug 26–Dec 16 6:00pm-9:00pm
XEMS 590-82-1058 R Aug 26–Dec 16 6:00pm-9:00pm

VETERINARY ASSISTANT CERTIFICATE

This program prepares you to work as a Veterinary Assistant. You will learn receptionist duties, medical terminology, laboratory procedures, and how to relate to clients. Students will also learn correct restraint positions for various procedures, basic anatomy, genetic, reproductions, aging, understanding prescriptions, and varying forms of sterilization. Upon completion of the program you will qualify for an entry-level position as a veterinary assistant. Course consists of 80 hours of lecture and 30 hours of externship. Dates below DO NOT include externship. Externship hours may vary based on facility availability. *Textbook included. 110 hrs. $799

XAHS 926-80-1059 TR Sep 9–Dec 19 6:00pm-9:00pm

IV THERAPY FOR HEALTH CARE WORKERS

This program is designed to offer Healthcare Professionals an understanding of the principles and practice of IV therapy with an emphasis on venipuncture techniques, equipment, complications and troubleshooting, and documentation. Also covers peripheral IVs. Includes manikin practice. You do not have to have experience inserting peripheral IVs to take this course. 8 hrs. $225

XAHS 602-80-1101 TR Sep 17–19 5:30pm-9:30pm
XAHS 602-81-1102 TR Nov 19–21 5:30pm-9:30pm

BLS-CPR FOR HEALTHCARE PROVIDER/AED

This is an American Heart Association 5-hour cardiopulmonary resuscitation and AED course for healthcare providers. Textbook and CPR mask required and will be at your own expense. Limited enrollment. 5 hrs. $69

XAHS 601-71-1110 S Aug 24 9:00am-2:00pm
XAHS 601-72-1111 S Sep 14 9:00am-2:00pm
XAHS 601-73-1112 S Oct 12 9:00am-2:00pm
XAHS 601-70-1113 S Nov 16 9:00am-2:00pm
XAHS 601-71-1114 S Dec 12 9:00am-2:00pm

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
ANATOMY & PHYSIOLOGY I (ONLINE)
This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. Other topics include the organ systems; nervous system; skeletal and muscular systems; circulatory and respiratory systems; digestive system; endocrine system; and reproductive system. By the end of this course, you’ll have a greater appreciation and understanding of the marvelous complexity of the human body! This class is completed exclusively online! 24 hrs. $110
PAHS 975-019-1035  WF  Sep 11–Nov 11
10:00am-12:00pm  INT
PAHS 975-020-1036  WF  Oct 16–Dec 16
10:00am-12:00pm  INT
PAHS 975-021-2001  WF  Nov 13– Jan 13
10:00am-12:00pm  INT

ANATOMY & PHYSIOLOGY II (ONLINE)
In this course, we’ll cover some more advanced topics beginning with basic histology. Other topics include the structure and function of epithelial, connective, nervous, and muscular tissue; our senses; how your brain received and processed information from your skin, joints, muscles, and special balance organs in your ears; cellular metabolism; the human lifespan and more. At course end, you’ll have an even greater appreciation of the complexity and wonder of the human body! This class is completed exclusively online! 24 hrs. $110
PAHS 967-019-1041  WF  Sep 11–Nov 11
10:00am-12:00pm  INT
PAHS 967-020-1042  WF  Oct 16–Dec 16
10:00am-12:00pm  INT

LEGAL AND ETHICAL ISSUES IN HEALTHCARE (ONLINE)
In this certificate, you’ll explore the legal and ethical risks that result from factors in the medical industry, including ever-shrinking resources, shorter lengths of stay, high-acuity patients, the availability of more complex information, diverse patient populations, and the use of technology. The certificate provides an overview of the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. You’ll examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA), and consider the issues that arise from on-the-job situations such as medication errors, organ donation, and workplace violence. You’ll also explore how the rise of social media has impacted the healthcare industry. By the end of the program, you’ll have a solid grasp of crucial topics in the healthcare industry that are important to anyone working in the medical field. This class is completed exclusively online! 24 hrs. $110
PAHS 990-019-1141  WF  Sep 11–Nov 11
10:00am-12:00pm  INT
PAHS 990-020-1142  WF  Oct 16–Dec 16
10:00am-12:00pm  INT
PAHS 990-021-2008  WF  Nov 13–Jan 1
10:00am-12:00pm  INT

MEDICAL TERMINOLOGY (ONLINE)
This online course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. This class is completed exclusively online! 24 hrs. $115
PAHS 969-019-1136  WF  Sep 11–Nov 11
10:00am-12:00pm  INT
PAHS 969-020-1137  WF  Oct 16–Dec 16
10:00am-12:00pm  INT
PAHS 969-021-2006  WF  Nov 13–Jan 1
10:00am-12:00pm  INT
PAHS 969-022-2007  WF  Dec 12–Feb 10
10:00am-12:00pm  INT

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • hgtc.edu/jobtraining
NEW SERIES

SMALL BUSINESS TRAINING SERIES

INTRO TO WORDPRESS
This series is designed for small business owners to learn state-of-the-art skills in today's digital world and build a website that will take your business to the next level. $399
XBUS 518-70-1170 Wednesdays Sep 11-25 9:00am-12:00pm GS

SOCIAL MEDIA & EMAIL MARKETING
This series is designed for small business owners to learn about the trends that will impact their social media marketing campaigns and various social media platforms such as Constant Contact, Facebook, LinkedIn and more. $99
Wednesday, September 11, 9:00am-12:00pm

E-COMMERCE
This series is designed for small business owners to explore feature-rich e-commerce solutions and to create an online store with ease. $99
Wednesday, September 18, 9:00am-12:00pm

INFORMATION TECHNOLOGY SOLUTIONS
This series is designed for small business owners to address the threats businesses face and to learn how to create a holistic security solution to prevent breaches and addresses issues quickly. $99
Wednesday, September 25, 9:00am-12:00pm

NEW SERIES

BOOKKEEPING TRAINING SERIES
This series is designed for participants pursuing entry-level bookkeeper positions. A certificate of completion is issued at the end of the series to students who successfully complete all three courses and meet the attendance requirements. $339
XBUS 519 70 1173 Thursdays Oct 10-24 1:00pm-3:00pm GS

BASIC BOOKKEEPING
This course will cover the proper recording of business transactions, the principles of double-entry bookkeeping, bank reconciliations, journals and ledgers, the preparation of trial balances, financial reports and other basic accounting principles.
Thursday, October 10, 1:00-3:00pm

BOOKKEEPING THE EASY WAY WITH QUICKBOOKS
This dynamic software package enables users to do invoicing, write checks, reconcile bank accounts, and help manage accounts receivable and payables. The class will emphasize accounting principles, new company setup, bookkeeping procedures, manipulation of data files, and report generation for financial management.
PREREQUISITE – A general understanding of accounting theory and bookkeeping procedures.
Thursday, October 17, 1:00-3:00pm

INTRODUCTION TO EXCEL
This Excel class will include entering data into a worksheet; navigating a worksheet; creating workbooks; inserting columns, rows and worksheets; creating formulas and functions and basic formatting techniques.
Thursday, October 24, 1:00-3:00pm

PAYROLL & TIMEKEEPING CLERK
This 9-weeks Course is a match for anyone new to payroll, or who wants to increase efficiency on an existing system. This course teaches participants how to expand the tasks of the payroll department and increase efficiency, while reducing inaccuracy rates. This course also addresses other topics such as time tracing, payroll dispensation, and processes.
In addition, this Course will teach you how to; Compile and post employee time and payroll data, verify and record attendance, hours worked, and pay adjustments, ensure employees are paid on time and that their paychecks are accurate. Text book Required: Payroll Management: 2019 Edition, Author: Steven M.Bragg, CPA ISBN-10: 164221020X or ISBN-13 978-1642210200
9 Weeks $169
XBUS 517-80-11463 T,Th Aug 27–Oct 22 5:30pm-8:00pm GS

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
NEW SERIES

CYBERSECURITY TRAINING SERIES

This series is designed for participants interesting in learning about the cyber security realm. A certificate of completion is issues at the end of the series to participants who successfully complete all three courses and meet the attendance requirements. $379

XCPT 511-70-1169  Mondays  Sep 9-23
9:00am-12:00pm  GS

CYBER EXPLORATION
This series is designed for professionals new to the cyber realm. It introduces users to the computer’s component layers and associated functions, virtualization concepts, and security methods.
Monday, September 9, 9:00am-12:00pm

CYBER AWARENESS
This series is designed to increase awareness of the protocols that defend information systems and data. It demonstrates to users where network and system vulnerabilities may be while also helping them to understand common hacking methods.
Monday, September 16, 9:00am-12:00pm

CYBER EXPLOITATION
This series is designed to increase understanding of the broader categories of cyber-attacks. It introduces specific terminology and real-world applications so users can recognize the threat when they see it.
Monday, September 23, 9:00am-12:00pm

NEW SERIES

OFFICE 365 TRAINING SERIES

This series is designed for participants to explore Microsoft Office 365. A certificate of completion is issues at the end of the series to participants who successfully complete all three courses and meet the attendance requirements. $199

XCPT 512-70-1171  Tuesdays  Oct 8-22
10:00am-12:00pm  GS

OUTLOOK
This series is designed to explore working efficiently with email, contacts, tasks, and more – together in one place. Office integration allows you to share attachments right from OneDrive, access contacts and view LinkedIn profiles.
Tuesday, October 8, 10:00am-12:00pm

ONE DRIVE
This series is designed to explore how OneDrive connects you to all your files in Office 365 so you can share and work together from anywhere while protecting your work.
Tuesday, October 15, 10:00am-12:00pm

SHAREPOINT
This series is designed to explore how one can share and manage content, knowledge and applications to empower teamwork, quickly find information and seamlessly collaborate across the organization.
Tuesday, October 22, 10:00am-12:00pm

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NEW SERIES

MICROSOFT EXCEL TRAINING SERIES

$369
XCPT 513-70-1172 Thursdays Nov 7-21
Times Vary GS

INTRODUCTION TO EXCEL
This series is designed to explore dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.
November 7 Thursday 1:00-3:00pm GS

INTERMEDIATE EXCEL
This series is designed to explore the creation of informative, eye-catching charts and graphs, and master charting, PivotTables, slicers, sparklines, and other advanced features of Excel.
November 14 Thursday 1:00-4:00pm GS

ADVANCED EXCEL
This series is designed to maximize one’s investment in Excel by mastering advanced features that most users don’t even know exist such as how to use scenarios and data tables to quickly perform multiple what-if data analysis.
November 21 Thursday 1:00-5:00pm GS

ONLINE

INFORMATION TECHNOLOGY & WEB DESIGN CLASSES

CREATING WEB PAGES (ONLINE)
Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then you’ll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You’ll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. This class is completed exclusively online. 24 hrs. $115

PCPT 564-019-1118 WF Sep 11–Nov 11
10:00am-12:00pm INT
PCPT 564-020-1119 WF Oct 16–Dec 16
10:00am-12:00pm INT
PCPT 564-021-2002 WF Nov 13–Jan 13
10:00am-12:00pm INT
PCPT 564-022-2003 WF Dec 11–Feb 10
10:00am-12:00pm INT

DESIGNING EFFECTIVE WEBSITES (ONLINE)
Regardless of your current skills or level of knowledge, in this course you’ll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! We’ll examine the tension between form and function, explore the six major states of the website development process, and learn the basics of user-centered design. We’ll also cover the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review Web page design considerations. Along the way, we’ll talk about effective type and graphics and explore the idea of Web 2.0. This course is a must for Web designers, giving the tips and tools that will help them establish a solid career. This class is completed exclusively online. 24 hrs. $115

PARV 531-019-1166 WF Sep 11–Nov 11
10:00am-12:00pm INT
PARV 531-020-1167 WF Oct 16–Dec 16
10:00am-12:00pm INT
PARV 531-021-2016 WF Nov 13–Jan 13
10:00am-12:00pm INT
PARV 531-022-2017 WF Dec 11–Feb 10
10:00am-12:00pm INT

ADOBE PHOTOSHOP
You will learn to manipulate images and digital photographs in preparation for publication layout and design, Web output, use in other software packages or immediate output.
USB Thumb Drive recommended. PREREQUISITE: Basic Computer experience. Limited Enrollment. 27 hrs. $325
XCPT 533-81-1244 Monday Oct 7–Dec 2
6:00pm-9:30pm GS

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
This class is completed exclusively online. 24 hrs. $115 career in computer networking or training for CCNA Certification. course and its prerequisite should serve as a springboard for a understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, switches and routers operate, DNS, and more. You’ll gain a full networking career. This class is completed exclusively online. training for CCNA Certification or employment in a computer Provider. This course will give you the foundation you need to begin DSL connectivity or configuring connections to an Internet Service capable of performing basic computer networking tasks, such as terms or numbers. Upon completion of the course, you will be how and why networks work, rather than focusing on memorization that makes networking possible. The course stresses understanding networking fundamentals, explaining the software and hardware in terms that you can easily understand, using concepts common Introduction to Networking. Continue to build your knowledge of Learn real-world applications for the concepts you learned in INTERMEDIATE NETWORKING (ONLINE) Learn real-world applications for the concepts you learned in Introduction to Networking. Continue to build your knowledge of networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more. You’ll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity, and cloud computing. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification. This class is completed exclusively online. 24 hrs. $115

INTRODUCTION TO PC SECURITY (ONLINE)

What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll understand and explore the many vulnerabilities of operating systems, software, and networks. Develop an understanding of the exploits hackers use to access your computer without your knowledge. You’ll find out why, where, and how viruses, worms, and blended threats are created. You’ll be able to identify and work to prevent DoS, SYN flooding, and other network attacks. You’ll learn a safe way to share files and data across the Internet through a virtual private network. And you’ll be able to install and configure a firewall to build an impenetrable moat around your computer or network. This class is completed exclusively online. 24 hrs. $115

PST 908-018-1157 WF Aug 14–Oct 14
10:00am-12:00pm INT
PST 908-019-1158 WF Sep 11–Nov 11
10:00am-12:00pm INT
PST 908-020-1159 WF Oct 16–Dec 16
10:00am-12:00pm INT
PST 908-021-2011 WF Nov 13–Jan 13
10:00am-12:00pm INT
PST 908-022-2012 WF Dec 11–Feb 10
10:00am-12:00pm INT

INTRODUCTION TO C++ PROGRAMMING (ONLINE)

Here’s your chance to learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course taught by a master programming instructor. You’ll get right to programming in this course—even if you have no prior programming experience! Before you know it, you’ll be putting together programs that have their own windows and controls. Professional programmers write programs that model the world around us. In this course, you’ll look at how the world is built up by objects—things that have qualities and capabilities, and then you’ll use that information as you write your computer program. You’ll be following the actual technique professional programmers use to build their programs. By the end of the course, you’ll be using Microsoft Visual C++ 2010 Express Edition to write real programs for Microsoft Windows. This class is completed exclusively online. 24 hrs. $115

PST 591-09-1163 WF Sep 11–Nov 11
10:00am-12:00pm INT
PST 591-10-1164 WF Oct 16–Dec 16
10:00am-12:00pm INT
PST 591-11-2014 WF Nov 13–Dec 16
10:00am-12:00pm INT
PST 591-12-2015 WF Dec 11–Feb 10
10:00am-12:00pm INT

PST 591-10-1164 WF Oct 16–Dec 16
10:00am-12:00pm INT
PST 591-11-2014 WF Nov 13–Dec 16
10:00am-12:00pm INT
PST 591-12-2015 WF Dec 11–Feb 10
10:00am-12:00pm INT
RESPONSIVE WEB DESIGN (ONLINE)

In today’s online environment, designers must create websites that are responsive. Their sites must reshape and morph to provide a positive experience in every viewport—from small touch-screen environments to large-screen browsers where users interact using a mouse or pointing device. This is the heart of responsive Web design (RWD). In this course, you’ll learn to identify and address every aspect of responsive Web design: from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms. You’ll master how to use HTML5 linked to media queries in CSS3 to adapt content to fit your user’s viewport, and see how jQuery Mobile can help you to mobile sites. Today’s world of Web design requires building sites that are intuitive, inviting, accessible, and attractive in every possible device and environment. Learn to design and build fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments. This class is completed exclusively online. 24 hrs. $115

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<th>Location</th>
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<td>Sep 11–Nov 11</td>
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</table>

It is recommended that students register at least one week prior to class start date to avoid class cancellation.

DEFENSIVE DRIVING FOR POINT REDUCTION

Drivers who successfully complete this program can get four (4) points taken off their driving record. The full eight-hour attendance is mandatory. Visit www.scdmvonline.com to verify points are associated against license. Students can only participate once every three years. Student must purchase required textbook, available at campus bookstore. Must withdraw 48 business hours prior to class to receive a refund. No refunds for non-attendance. 8 hrs. $99

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<tr>
<th>Course Code</th>
<th>Days</th>
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<th>Location</th>
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<tr>
<td>XLOG 501-71-1152</td>
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<td>Sep 14</td>
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<td>XLOG 501-73-1153</td>
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<td>8:00am-5:00pm</td>
<td>Oct 19</td>
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<td>XLOG 501-74-1154</td>
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<td>8:00am-5:00pm</td>
<td>Nov 9</td>
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<tr>
<td>XLOG 501-76-1161</td>
<td>S</td>
<td>8:00am-5:00pm</td>
<td>Dec 14</td>
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</table>

BASIC MOTORCYCLE RIDER COURSE

SCDMV is now accepting license waivers* from Technical Colleges (*IF YOU BRING YOUR PERMIT TO CLASS). Minimum of 15 years of age. (Students under the age of 18 years must have parental consent.) Able to ride a bicycle. Riders must wear a ¾ or full face helmet and must wear long sleeve shirt, long pants, gloves & boots and *must bring their permit to class. Motorcycles are provided and some helmets are available. Must withdraw 48 business hours prior to class to receive a refund. No refunds for non-attendance. Enrollment limited to 4 students. 18 hrs. $299

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>XLOG 503-70-1066</td>
<td>FSU</td>
<td>8:00am-5:00pm</td>
<td>Sep 20, 21, 22</td>
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<tr>
<td>XLOG 503-71-1067</td>
<td>FSU</td>
<td>8:00am-5:00pm</td>
<td>Oct 18, 19, 20</td>
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<tr>
<td>XLOG 503-72-1068</td>
<td>FSU</td>
<td>8:00am-5:00pm</td>
<td>Nov 15, 16, 17</td>
</tr>
<tr>
<td>XLOG 503-73-1069</td>
<td>FSU</td>
<td>8:00am-5:00pm</td>
<td>Dec 6, 7, 8</td>
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</tbody>
</table>

Grand Strand Campus Bldg. 600 Parking Lot
Classroom Theory Friday 6-10 pm
Practical Application (riding) Saturday AND Sunday 8am-5pm
INTERIOR DESIGN

This program will provide students with the skills needed for entry-level interior design positions in both residential and commercial design. Graduates may find employment opportunities in the following but not limited to areas: assistant interior designers, architectural drafting, kitchen/bath/lighting/décor sales, interior decorating consulting, condo/hotel refurbishing, residential decorating, and institutional design. This is a two-semester certificate program. 35 hrs. $750

XAET 502-80-1148  T  Aug 20–Oct22
6:00pm-9:30pm  CON

NEW PROGRAM
DRONE TRAINING PROGRAM

HGTC is partnering with CrossFlight Sky Solutions and their master instructors to expertly help you navigate and prepare for your FAA Part 107 certification. In addition to classroom training, you will also have access to an online support site which includes hundreds of practice questions. Four different classes will be offered to accommodate your needs:

FIVE DAY COURSE
This five-day training course is uniquely designed for any company or individual who wants to learn more about the Unmanned Aircraft Systems (UAS) and prepare for commercial drone operations. $1495

THREE DAY COURSE—FAA PART 107 PREPARATION
This three-day training course is designed for any company or individual who wants to learn more about the UAS industry and prepare for commercial drone operations. If you’ve purchased the five-day training package, this three-day course is included. $995

ONE DAY COURSE—BASIC HANDS ON FLYING
This one-day course is a full day of basic flying with commercial drones. Includes DJI GO4 App walkthrough, basic flying maneuvers, risk assessment, pre- and post-flight inspection and more. If you’ve purchased the five-day training package, this one day course is included. $395

ONE DAY COURSE—ADVANCED HANDS-ON FLYING
We teach you more advanced flying skills including 2D mapping and 3D modeling. If you’ve purchased the five-day training package, this one day course is included. $395

Please check website for class dates:
hgtc.edu/jobtraining

AUTOCAD FOR INTERIORS I

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.

XAET 503-80-1149  T  Aug 20–Oct 22
8:00pm-9:30pm  CON
CERTIFIED POOL/SPA OPERATOR
You will learn the basic knowledge, techniques, and skills of pool and spa operations. Tuition includes study materials, handouts, testing kit, and the Certification Exam, and the National processing and certification fees. 16 hrs. $400

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<th>Course Code</th>
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<th>Start Date</th>
<th>Time</th>
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<tr>
<td>XEVT 596-71-1131</td>
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<td>Sep 23–24</td>
<td>8:00am-5:00pm</td>
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<tr>
<td>XEVT 596-72-1132</td>
<td>MT</td>
<td>Oct 21–22</td>
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<tr>
<td>XEVT 596-73-133</td>
<td>MT</td>
<td>Nov 11–12</td>
<td>8:00am-5:00pm</td>
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PERSONAL FITNESS TRAINER CERTIFICATION
Two Nationally Certified Personal Trainer Certifications for 1 Price!
Whether for a career move or for personal knowledge, get all the information needed to become a Certified Personal Trainer. Our personal trainer course is a great way to prepare to be a successful nationally Certified Personal Trainer. The collegiate course is for candidates wanting in-depth instruction and hands-on experience with a top veteran instructor to master the career skills & knowledge to be a successful trainer. The course consists of 15 hours of lecture with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, 15 hours of hands-on practical training labs with role playing drills on exercises, presentation skills, etc. to professionally master the position.
Level 1 – Nationally Certified Personal Trainer: Successfully complete the written and practical exams. CPR/AED required.
Level 2 – Nationally Certified Personal Trainer: Successfully complete your Level 1 exams followed by a 30-hour internship that will help connect to local employers.

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<th>Start Date</th>
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<td>9:00am-4:00pm</td>
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<tr>
<td>XSFT 501-31-1030</td>
<td>S</td>
<td>Nov 2–Dec 14</td>
<td>9:00am-4:00pm</td>
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SERVICE PLUMBING TECHNICIAN
Plumbing is a fulfilling career that allows you to combine knowledge and innovation with the ability to create and build with your hands. It also offers tremendous benefits and career potential. While many career paths require years of schooling and tuition payments, the field of plumbing allows you to train while working! The need for skilled plumbers and skilled trade work will always be in demand and cannot be outsourced or replaced by machine!
The Service Plumbing Technology Program is a one semester training program that teaches you the skills to begin your career as a plumber. Course includes basic plumbing, basic plumbing repairs, plumbing safety & tools and plumbing connections & tests. 120 hrs. $1500

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<td>XPLB 506-80-1221</td>
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<tr>
<td>XPLB 506-80-1221</td>
<td>TR</td>
<td>Jan 13–Apr 23</td>
<td>6:00pm-9:00pm</td>
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It is recommended that students register at least one week prior to class start date to avoid class cancellation.
NEW PROGRAM

MASONRY

MASONRY 101
This three-series course begins by introducing concepts of concrete, stone, block and brick construction. Students will learn masonry theory and practice hands-on techniques for working with masonry tools, such as levels, trowels, and jointers. Beginner brick masons will learn to select, mix and spread mortar. Instruction emphasizes tool and construction site safety. The series will entail three sections. Masonry 101 will include Masonry Tools & Equipment, Mortar and Masonry Units & installation Techniques. Students will build on their skills in Masonry 102, which will include Measurements, Drawings & Specifications, Masonry Units and Installation Techniques. Finally, Specialty Masonry will include the building of grills, steps, Fireplaces/Fire Pits. Required: Textbook, Safety Equipment and Apprenticeship Toolkit, included in tuition. Upon successful complete of this three-phase course, students will be equipped to work, as an assistant to a seasoned mason. Scholarships available. Class Location: Nixon’s School of Masonry 9 West Cherry Street Andrews, SC 29510. 32 hrs $2150.00. Scholarships available!! Classes held at Nixon’s School of Masonry 9 West Cherry Street Andrews, SC 29510.

XMSY 503-70-1247  MW  Aug 5-30
8:00am-12:00pm
MWXMSY 503-80-1248  MW  Aug 5-30
12:30pm-4:30pm

MASONRY 102
In this course, you will learn the different aspects of accurate Measurements, Drawings & Specifications. In addition, you will learn to master & understand Masonry Units and Installation Techniques that will minimize time and ensure proper installation for effective operation. Required: Textbook, Safety Equipment and Apprenticeship Toolkit, not included in the Tuition. If you did not take Masonry 101, the required materials will be at your expense. 24 hrs $1650. Scholarships available.

Class Location: Nixon’s School of Masonry 9 West Cherry Street Andrews, SC 29510

XMSY 504-70-1249  MW  Sep 4-20
8:00am-12:00pm
XMSY 504-80-1250  MW  Sep 4-20
12:30pm-4:30pm

MASONRY 103: SPECIALTY MASONRY
In this section, you will learn special masonry applications for building different things. This will include the building of grills, steps, Fireplaces/Fire Pits. Required: Textbook, Safety Equipment and Apprenticeship Toolkit, not included in the Tuition. If you did not take Masonry 101, the required materials will be at your expense. Upon successful complete of this three-phase course, students will receive Certification and will be equipped to work, as an assistant to a seasoned mason. 24hrs $800.00. Scholarships available!!

Class Location: Nixon’s School of Masonry 9 West Cherry Street Andrews, SC 29510

XMSY 505-70-1251  MW  Sep 23–Oct 11
8:00am-12:00pm
XMSY 505-80-1252  MW  Sep 23–Oct 11
12:30pm-4:30pm

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • hgtc.edu/jobtraining
ADULT COOKING CLASSES

TASTE OF BARCELONA
A Wonderful day of cooking Spanish classics of Romesco sauce, with grilled vegetables and paella. Then finish with a smooth and creamy flan. 3hrs $99
XCU1 768-70-1186  S  Aug 10
9:00am-12:00pm  GS

TASTE OF ROME
Spend a fun-filled morning of Italian favorites arancini, fancy risottos, gnocchi, and tiramisu. Join us for this finger-licking, Italian favorites! 3hrs $99
XCU1 769-70-1187  S  Aug 17
9:00am-12:00pm  GS

CARIBBEAN CUISINE
Take a trip to the Islands and discover the bold flavors of the Caribbean! • Yucca and Pickle Red Onion escabeche • Congrí rice (black beans and Rice) with Ropa Vieja (Shred Beef) • “Bacalaitos” Salted Cod Fritters • Coconut Tres Leches! 3hrs. $99
XCU1 683-80-1190  F  Aug 30
6:00pm-9:00pm  GS

PERUVIAN CUISINE
Peruvian Cuisine is one of the most sought after cuisines in the world! Learn about the flavor profiles, popular ingredients and traditional recipes including: Chicken Causa peruana (Peruvian style chicken napoleon), Fish Ceviche with banana chips, Iradito (Peruvian Style Carpaccio), and Suspiro Limeno. 3 hrs $99
XCU1 681-80-1192  F  Sep 6
6:00pm-9:00pm  GS

NEW CAKE DECORATING BASIC SERIES 1
Unleash your creativity with this Beginner Cake Decorating class where you will learn valuable techniques essential for cake decorating. You will work alongside our Cake Decorating instructor and will practice new skills while whipping up delicious creations. Topics include: proper use of equipment, preparation of materials, proper cake frosting, practice borders, sugar molds, drop flowers, lily of the valley, basket weaving, making a baby bassinet, and a 3D clown cake. The skills learned in this class will be deliciously rewarding. Classes are held in our professional teaching kitchens at the International Culinary Institute of Myrtle Beach. $345
XCU1 530-81-1241  M  Sep 9–Oct 14
6:30pm-9:00pm  GS

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
KNIFE SKILLS
Join our professional chefs at The International Culinary Institute to learn about your kitchen knives! Our chefs will show you how to take care of them, sharpen them, and use them safely. You will be surprised by the various knife skills that you will learn in this class. 3hrs $89
XCU 774-70-1197 S Sep 14
9:00am-12:00pm GS

BAGELS AT HOME
Our Experienced Chef will teach you how to make New York Style Bagels, cure your own lox or smoked salmon, and create cream cheese from scratch. 3hrs $89
XCU 775-70-1199 F Sep 20
3:00pm-6:00pm GS

STUFFED PASTA FEAST SEMINAR
Learn to create an infinite amount of stuffed pastas styles. Our Expert Chef-Instructor will teach you how to make a basic pasta dough, which will be used for creating Tortellini, Ravioli, Cappelletti and other styles of stuffed pasta. We will create seasonal fillings and sauces using mouth-watering ingredients with flavors and textures designed to complement the pastas you have created. 3hrs $99
XCU 799-80-1206 F Oct 18
6:00pm-9:00pm GS

VIETNAMESE FEAST
Come and explore with us how to make Shrimp Spring Rolls with two dipping sauces, Turmeric Rice Crepes Filled With Pork and Bean Sprouts, Sizzling Fish with Fresh Herbs. 3hrs $99
XCU 780-70-1207 F Oct 18
3:00pm-6:00pm GS

WHOLE BEEF TENDERLOIN
Explore how to work with whole beef tenderloin! Learn how to take a whole primal and cut it into steaks, steak tips, and make carpaccio, as well as, cook the side muscle. Everyone takes home steaks, steak tips, and a side muscle. 4hrs. $215
XCU 790-70-120 S Oct 19
9:00am-1:00pm GS
HOLIDAY

PIES & TARTS FOR AUTUMN'S BOUNTY
Join us and learn how to make a great flaky pie crust, a tender sweet tart shell, and fillings to match. Includes a rich chocolate ganache tart, lemon custard tart, and seasonal fruit pie. 3hrs $89
XCUL 785-70-1215 F Nov 15
3:00pm-6:00pm GS

GINGERBREAD HOUSES!
Take a break from last-minute gift shopping and get messy in the kitchen. You will love the endless decorating options, from frosted candy roofs to pretzel picket fences. Spread the Holiday spirit by bringing home your very own gingerbread creation! $99
XCUL 533-70-1242 S Nov 30
9:00am-4:00pm GS

FANCY HOLIDAY COOKIES
One of the things that kids and adults all look forward to each holiday season are the delicious treats. Even if you’re short on time, and don’t have a lot of baking experience, you can still create marvelous holiday cookies that everyone will enjoy. Attendees will take home a sampling of their creations. 3 hrs $89
XCUL 640-70-1224 S Dec 14
2:00pm-5:00pm GS

GINGERBREAD HOUSES FOR YOUTH!
(Ages 14-17) Take a break from last-minute gift shopping and get messy in the kitchen. You will love the endless decorating options, from frosted candy roofs to pretzel picket fences. Spread the Holiday spirit by bringing home your very own gingerbread creation! $99
XCUL 534-70-1243 S Dec 14
9:00am-4:00pm GS

HAPPY NEW YEAR DINNER
Learn how to make a delicious Southern Good Luck Dinner with Roast Pork, Hoppin’ John, and Collard Greens. This is the only way to start the New Year in the South. 4hrs. $99
XCUL 791-70-1225 W Dec 14
9:00am-1:00pm GS

HOLIDAY EDIBLE ORNAMENTS
Learn the basics of decorator dough by making salt dough ornaments using slab building techniques and regular tools that can be found at almost any general goods store. Students will learn how to roll out a slab of dough by hand, cut the dough into various shapes, and then stamp a texture, personal message, date, or other saying onto the ornament. Your ornaments will make great gifts to give for the upcoming holidays and to commemorate special moments! 3hrs. $89
XCUL 792-70-1226 S Dec 16
9:00am-12:00pm GS

Please note for ALL hands-on cooking classes: Closed toed, flat shoes must be worn at all times. High heels and sandals are not permitted. Long pants & a long sleeved shirt should be worn when cooking. If hair is long enough to be made into a ponytail, please do so. Hands must be thoroughly washed and nails must be clean. Please refrain from wearing perfume or cologne as it interferes with the students’ sense of smell and taste. Please bring a chef knife to class. Please note—the College has a strict No Alcohol Policy.

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
PHOTOGRAPHY

PHOTOGRAPHY FUNDAMENTALS
Learn about the equipment and techniques for making digital photographs, cameras, meters, composition, lighting factors and techniques. No prior photography experience is assumed, however this course moves rapidly. A digital SLR camera is required. 30 hrs. $325
XMAP 521-81-1232 W Sep 4–Nov 6
6:00pm-9:00pm GS

ADVANCED PHOTOGRAPHY
Advance your photography skills with this class. Learn the common mistakes most photographers make and how to correct them; HDR photography; advanced lighting techniques; shooting in camera raw. 12 hrs. $99
XMAP 522-81-1233 T Sep 10–Oct 1
6:00pm-9:00pm GS
XMAP 522-82-1237 T Oct 8-29
6:00pm-9:00pm GS

WEDDING PHOTOGRAPHY
Learn to advance your photographic skills to master wedding photography. This introductory course walks you through the day of the wedding and explores the challenges that a photographer may experience. 12 hrs. $125
XMAP 595-881-1235 W Oct 10-31
6:00pm-9:00pm GS

FOOD PHOTOGRAPHY
This course will introduce students of all levels to essential food photography tips, lighting, styling techniques, gear, and shooting styles. Learn the do’s & don’ts of what might seem like a simple shot, but is actually a thought out and meticulous process. PREREQUISITE: Photography Fundamentals or equivalent experience. Digital SLR Camera required. 12 hrs. $99
XMAP 502-81-1324 R Nov 13–Dec 11
6:00pm-9:00pm GS

PHOTOGRAPHY: BUSINESS ANGLES
Expert advice and quality instruction will allow you to follow your dreams of becoming a professional photographer under profitable conditions. 5 hrs. $49
XMAP 523-80-1236 T Dec 9-16
6:00pm-8:30pm GS

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • hgtc.edu/jobtraining
AMERICAN SIGN LANGUAGE Level 3
Students continue to immerse themselves in American Sign Language. Prerequisite: ASL I & II or permission from the instructor. Textbook required. Signing Naturally Level 1. 12hrs. $79
XASL 845-80-1239  R  Oct 10–Nov 19
6:00pm-8:30pm  GS

AMERICAN SIGN LANGUAGE, Level 4
Continue to learn American Sign Language. Build on your vocabulary and practice your communication skills. Textbook required. Signing Naturally, 2nd Edition. 16 hrs. $69
XASL 846-80-1182  M  Aug 19–Oct 7
6:30pm-8:30pm  GS

AMERICAN SIGN LANGUAGE, Level 5
Continue to learn American Sign Language. Prerequisites ASL 1-4. Build on your vocabulary and practice your communication skills. Student required to purchase textbook, it is available at the campus bookstores. Signing Naturally, Units 1-6. 16hrs. $79
XASL 847-80-1183  M  Oct 14–Nov 25
6:00pm-8:30pm  GS

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
SEWING 1 SERIES

BASIC HOME MACHINE SEWING
Save money by taking the series!
Take all five classes in the series and save $45.

Sign up for all five Saturday workshops 1-5 and learn basic sewing through pattern drafting, then join us for a 4-hour clinic where you can bring your own project and work with your peers getting expert advice when needed. Save $45! Only $150 XART 698-70-1077
See individual classes for times.

SEWING 1 — HOW TO OPERATE A SEWING MACHINE (Ages 14+)

Do you have a sewing machine collecting dust that you meant to learn how to use but never got around to it? Have you been thinking about buying a sewing machine but are overwhelmed by all of the options out there? Learn sewing machine basics including tools, threading, troubleshooting, straight and zigzag stitches, fabric and thread selection, and more. Students will create a one-of-a-kind reclaimed fabric throw pillow and basic drawstring bag from materials provided in class. Students should bring their sewing machine and the machine’s accessories to class. Limited class size. Ages 14+. 4 hrs. $39
XART 669-70-1077  S  Aug 24–Oct 19

SEWING 2 — BASIC CLOTHING REPAIRS

If you own clothes, you should know how to fix them. In this workshop you will learn to make basic repairs to your clothes to save money, improve fit, and get creative. We will learn to repair a broken zipper when it can be saved, to replace shirt and jean buttons, to repair split seams and holey pockets, to let-out or take-in a seam, to reattach a separated lining, and to hem trousers/jeans/skirts/dresses, to recover or replace a lost drawstring, and other basic machine and hand-sewn repair techniques. Materials: Participants should bring their own portable sewing machine with accessories, one new spool of all-purpose thread, the machine’s zig-zag and blind hem feet (minimum), and any particular clothing that you own and would like to work on in class. Fabric, practice garments, and other materials will be provided. 4 hrs. $39
XART 699-70-1079  S  Sep 7

SEWING 3 — BASIC PATTERN SEWING

Learn to sew from a commercial pattern in this beginner level class. In this four-hour class, students will learn to translate examples, ideas, and measurements into customized two-dimensional flat patterns for project sewing. Particular attention to accurate measurement practices and selecting materials will be emphasized. We will also adapt and modify existing patterns and pattern components. Whether designing wear-a-day fashion, historical reproduction, costume, or crafts; pattern drafting is a useful skill for customizing the perfect piece. No drawing or drafting experience is needed. Everyone will leave the class with several ready to cut basic project patterns with materials lists. Units from actual patterns and fabric will be provided in class. Students should bring a portable sewing machine with accessories, a spool of all-purpose thread, bobbins, and sewing scissors/shears. Prerequisite: Basic Sewing Machine Operation is suggested prior to this class. Class size is limited to 8. 4 hrs. $39
XART 686-70-1080  S  Sep 21

SEWING 4 — PATTERN DRAFTING

Students will learn to translate examples, ideas, and measurements into customized two-dimensional flat patterns for project sewing. Particular attention to accurate measurement practices and selecting materials will be emphasized. We will also adapt and modify existing patterns and pattern components. Whether designing wear-a-day fashion, historical reproduction, costume, or crafts; pattern drafting is a useful skill for customizing the perfect piece. No drawing or drafting experience is needed. All materials are provided in class. Everyone will leave the day with several ready to cut basic project patterns with materials lists. 4 hrs. $39
XART 688-70-1081  S  Oct 5

SEWING 5 — PROJECT WORKSHOP

This class session is the culmination of the Basic Home Machine Sewing Series. Students will work on a sewing project of their choosing from earlier classes or something new. Instructional support will be provided throughout the session. Students should bring all materials needed to complete their project or the portion of the project that they wish to work on in class. Basic home machine sewing skills are required. Limited class size. 4 hrs. $39
XART 699-70-1082  S  Oct 19
SEWING 3 SERIES

ADVANCED COSTUMING, DRESSMAKING, AND TAILORING TECHNIQUES

Save money by taking the series!
Take all five classes in the series and save $45.

Sign up for all five Saturday workshops and learn historical costuming, working with foundations, skirts, trousers, and jackets, and completing some preventative maintenance on your machines. Then join us for a 4 hour clinic where you can bring your own project and work with your peers getting expert advice when needed. Save $45 when you sign up for the entire series. $150

SEWING 11 — HISTORICAL COSTUMING

Historical period and costume design and construction techniques unique to historical, theatrical, and holiday costuming differ from fashion and home décor sewing. In this class we will examine both historically accurate period appropriate construction as well as achieved historical appearance using modern methods and materials. Costume research will be introduced. We will also learn about project planning worksheets and their value to costumers. We will begin construction of a period blouse/shirtwaist from commercial pattern on muslin to be completed at home. Intermediate to advanced home machine sewing skills are required. Limited class size. Limited class size. 4 hrs. $39

SEWING 12 — FOUNDATIONS

The corsetière is a specialist among tailors and dressmakers. Underlying all fashion presentation are the foundation garments that define the silhouette supporting the clothes. Whether for shaping or modesty, though most often unseen, foundation garments supply the basis for all that comes after and above. In this class we will distinguish between the variety of undergarments and support as they evolved over time, discuss construction of each, and consider advantages and disadvantages of their use in fashion. We will begin construction of a French inspired chemise à la reine circa late 18th century from white linen or muslin in class to be completed at home. Intermediate to advanced home machine sewing skills are required. Limited class size. 4 hrs. $39

SEWING 13 — TAILORING

SKIRTS, GOWNS, TROUSERS, AND JACKETS

The prom and wedding dress are the pinnacle of the dressmaker’s art. The bespoke tuxedo is the tailor’s finery. In this class we will dive into the finer formalwear arena examining material, cut, fit, and fashion. Participants will select a formalwear pattern (commercial, custom, or created) to begin in class with a particular wearer in mind. You should have an accurate measurement sheet for the wearer before class. We will begin by grading and cutting the pattern and then will cut and assemble for fitting the mock-up/muslin in class. This project may be used for Project III class. Participants should bring a pattern of your choosing. Intermediate to advanced home machine sewing skills are required. Limited class size. 4 hrs. $39

SEWING 14 — SEWING MACHINE PREVENTIVE MAINTENANCE AND BASIC REPAIR

Sewing machines are not unlike any other intricate machinery, they require periodic maintenance to stay in prime working order. Keeping your machine in top working order is the best way to prevent costly repairs and replacement. In the class we will look inside a sewing machine (not yours) to see how it works. We will learn how to evaluate the functional level of a sewing machine and determine whether it needs preventative service or authorized repair. We will learn about oils, greases, and cleaning solvents suitable for sewing machines. We will pay particular attention to areas that collect debris and dust and how to clean them without damaging our machine. And, we will look at some of the electrical components such as the power connectors and the lighting. As the in-class project for this session, we will clean and lubricate our own machine. This is not general sewing machine repair methods, only maintenance customarily done at the user level. No sewing ability is required or assumed for this class. Class size is not limited. 4 hrs. $39

SEWING 15 — PROJECT 3

Project III is the culmination of the Costuming, Dressmaking, and Tailoring Series. Students will work on a sewing project of their choosing from earlier classes or something new. Projects should be advanced-intermediate to advanced skill level and result in a wear-ready finer garment. Instructional support will be provided throughout the session. Students should bring all materials needed to complete their project or the portion of the project that they wish to work on in class. Advanced home machine and hand sewing skills are required. Limited class size. 4 hrs. $39

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
KNIT-A-HAT — INTRODUCTION TO LOOM KNITTING

Even if you’ve never knitted before, or if you’ve tried but gave up, you can learn to knit a cozy knit cap in just a few hours. Knitting on a circle loom is very portable and is accessible to everyone. In this class you’ll learn the cast-on, three different knit stitches, the perl stitch, and how to bind-off while making a knitted cap with rolled brim. Participants should bring one skein (100 yards or more) of Bulky (5) or Super Bulky (6) yarn of your choice. You may bring your own round loom(s) or use one provided in class. Class size is limited to 10, minimum age 12 years old, no knitting experience is required. 4 hrs. $39

Please check website for class dates: hgtc.edu/jobtraining

RETIRED PLANNING TODAY®

You’ve worked hard to provide for your family and save for your future. Now, there is a course that teaches how to keep more of what you earn and make your money work harder for you. Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 224-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited so register today. 6 hrs. $49

XACC 502.80-1184 T Oct 1-8
6:30pm-9:30pm GS

XACC 502.81-1185 W Oct 9-16
6:30pm-9:30pm GS

DEVELOPING A MANUSCRIPT — THE WRITING PROCESS TO PUBLICATION

Whether you write poetry, memoirs, novels, or nonfiction, to get professionally published you need a manuscript. This series of writing workshops will explore the process and craft of developing a full manuscript for publication to help bring your ideas to fruition. Presented by successful nonfiction writer and documentary photographer, Vennie Deas Moore. This five-series workshop will explore Class A – Making it Real through Research and Fact Finding: using primary resources, creating an archive of notes and drafts, developing electronic files; Class B – Writing a Sense of Place: thinking about the people who make up a community and building a story with dialogue; Class C – Establishing a Journal Writing Habit: conducting fieldwork and keeping journals; Class D – Writing Biographic Sketches of Characters; and Class E – Bringing it all Together: write, revision, edit. Come join us on this exciting journey that will bring you closer to getting your book publicized. 6 weeks. 2-hr course.

WRITING YOUR FAMILY HISTORY

Author and cultural historian Vennie Deas Moore will lead a series of six hands-on workshops to assist students researching and writing their family history. This series will explore Class A-Simple facts about Genealogy, Class B-Genetics and DNA, Class-C Finding your Family’s land, Class-D Life Experiences through oral History, Class E-Capturing history through photographs and Class F-Turning Memories into memoirs. Come and join Vennie as she explore various aspects for Genealogy and show you how to uncover the history of your family. 6 weeks-2hour course.

Please check website for class dates: hgtc.edu/jobtraining

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • hgtc.edu/jobtraining
All Real Estate classes must be registered for online at hgtc.edu/jobtraining

PRELICENSING REAL ESTATE OPLO18001 Unit 1

This course is the first step for those who want a Provisional License to list, sell, purchase, exchange, lease, or dispose of real estate for others in the state of South Carolina. Topics to be discussed are real estate sales, real property law, agency, federal/state laws and regulations, pricing of real property, contracts, finance and mathematics. You do not need a sponsorship in mind (broker) to take the Pre-License class. Textbook included in tuition. 60 hrs. $475

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<thead>
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<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tr>
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ADVANCED PRINCIPLES IN RE (POST LICENSE) Unit 2

The South Carolina Real Estate Commission now requires you take all 90 hours prior to receiving your license. You have to take Pre-License and Advanced Principles in Real Estate (formerly Post License). You will be able to take the state exam, but will not receive the license until completing both units and passing both State Exams. The course consists of 5 modules in advanced real estate principles and practices. The 5 modules are: Agency and Property; Disclosure; Real Estate Contracts; Ethics in Real Estate; Measurements and Valuation; and Fair Housing. Textbook included in tuition. 30 hrs. $299

<table>
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<th>Course Code</th>
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It is recommended that students register at least one week prior to class start date to avoid class cancellation.
BROKER A — BROKER MANAGEMENT OPLO18005

Once you have had a real estate license for three years and show documentation of 150 classroom hours of instruction, you are eligible to take the Broker’s exam to become a licensed Broker. This course covers short and long range planning; operation of a real estate brokerage; liability of broker for torts of agents; trust accounting; contracts; and ethics. Textbook included in tuition.
32 hrs. $279
XREA 508-70-1011 M T W R Oct 7-10
8:30am-5:30pm CCAR

BROKER B-EXAM PREP OPLO18003

Once you have had a real estate license for three years and show documentation of 150 classroom hours of instruction, you are eligible to take the Broker’s exam. This course covers: real property law; agency, federal and state laws; regulations; pricing of real property; contracts; finance and math; and closing statements. Textbook included in tuition. 32 hrs. $279
XREA 509-70-1010 M T W R Nov 4-7
8:30am-5:30pm CCAR

PROPERTY MANAGEMENT OPLO18004

Thirty hours of education is required by the South Carolina Real Estate Commission to receive a Property Management License. Topics include: laws affecting property management; rental agreements; tenant relations after leasing; and insurance.
Textbook included in tuition. 32 hrs. $279
XREA 507-71-1013 M T W R F Sep 23-26
8:30am-5:30pm CCAR
XREA 507-80-1014 M W Oct 7-30
6:00pm-10:00pm CCAR

PROPERTY MANAGER IN CHARGE OPLO182819

Trust Accounting for Property Managers-in-Charge is a seven-hour course designed to meet the additional educational requirement for licensed property managers aspiring to become property managers-in-charge. Current trust accounting laws and practices are presented in detail through a combination of lecture and discussion, interspersed with frequent hands-on activities. Topics also include: reviews of current licensing requirements, primary duties and responsibilities of property managers-in-charge; and both permitted and prohibited activities of unlicensed employees. Mastery of the material is measured through multiple assessments. 7 hrs. $105
XREA 511-71-1016 F Nov 8
8:30am-4:30pm CCAR

ETHICS CEE 2824

This 3-hour elective Professional Standards Ethics course provides both MCE credit and the required Ethics training by the National Association of REALTORS. Effective January 1, 2001, through December 31, 2004, and for successive four year periods thereafter, REALTORS are required to complete quadrennial ethics training of not less than two hours and thirty minutes of instructional time.” This course will cover legal and ethical training as well as violations and penalties of the Code of Ethics. The course will involve case studies and outcomes relating them to the Professional Standards of Practice. You will be involved in a mock hearing in order to fully understand the order of process when the Code of Ethics is violated. 3 hrs. $45
XREA 583-70-1025 F Dec 13
1:30pm-4:30pm CCAR
**FINANCIAL AID**

Financial assistance opportunities: Don’t let the cost of education prevent you from ACHIEVING YOUR GOALS. Finding education lending options for Continuing Education or Online Learning has never been easier. Students seeking financial assistance for course tuition and fees can call 843-349-5363.

Or contact:
- Sallie Mae Loan Program (SML Financial) 877-834-9851
- Education Connection Loan Program (Wells Fargo) 800-837-4320 www.wellsfargo.com
- South Carolina Department of Employment & Workforce (WIA) 843-234-9675 or 843-546-8581

**HGTC FLEX PAYMENT**

Students who are registering for a class with tuition not less than $300 or greater than $3,000 may apply for a flex payment plan. Student must pay a non-refundable $25 processing fee at time of flex plan agreement. To apply please call 843-477-2079.

![Scholarship Image]

**CUSTOMIZED TRAINING PROGRAMS**

Horry-Georgetown Technical College Workforce Development offers customized training programs and services in a variety of areas to local companies interested in updating the skills and abilities of their employees. By helping to bridge any technical skills gaps in your organization, we can help you maximize your employees’ potential. We provide qualified instructors, at our training facility or at your site, as well as a customized curriculum to meet your needs. Call us at 843-477-2020 for more information.

Our training programs include:
- Customer Service Skills: courtesy and communication, identifying and exceeding customer needs and expectations, problem solving, people management, dealing with difficult customers, understanding the cost of losing a customer, and teaching supervisors to coach customer service
- Team Building Skills: featuring Culinary Team Building
- Computer Software Skills: Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook
- Trades Skills: OSHA 10-hour, Lead Paint Certification/Recertification, Mechanical Maintenance, NCCER Training

Our comprehensive services include:
- Development of all curriculum and training materials
- Flexible scheduling to ensure minimum disruption of your productivity
- A needs assessment that provides customized solutions for your organization

**REGISTRATION**

Registration is Easy. Sign Up Today.

**Online:** Visit www.hgtc.edu/jobtraining

**By phone:** 843-477-2020 or 843-349-5363

**In person:** Go to any of our campus admissions offices

**General Information**

1. Unless indicated, fees do not include textbooks or supplies. Call bookstore at 843-477-2089.
2. Minimum enrollment must be met – please register early.
3. Horry-Georgetown Technical College reserves the right to cancel classes.
4. No registration is complete until all fees have been paid.

**How to Watch a Good Class Disappear**

Most of our classes are cost-recovery and we need a minimum number of students enrolled early to keep the program running. When too many people wait until the last minute to register, great classes taught by excellent instructors get canceled. Don’t be disappointed – REGISTER EARLY.

**Refund Policy – Public Classes**

1. 100% refund will be issued if we cancel the class.
2. If YOU choose to cancel your registration you must do so at least 48 hours before class begins. Some classes (such as Motorcycle Classes) require additional notice – please check class description for details.
3. Refund policy for Conferences and Seminars will be noted on their literature.

**Parking**

Designated student parking is available on each campus. Temporary parking permits must be visible in your front window. Parking permits will be mailed with your confirmation, or may be obtained when you register in person. If you do not receive a parking pass, please stop by any continuing education office and request one.

**Room Assignment**

Building and room numbers are usually listed on your confirmation letter. If no room number or building is listed, please go to the main office in Georgetown, Building 200 in Myrtle Beach (Grand Strand) or Building 1100 in Conway for room assignments.

**Location and Day Key**

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<thead>
<tr>
<th>Location</th>
<th>Day</th>
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It is recommended that students register at least one week prior to class start date to avoid class cancellation.
Horry-Georgetown Technical College’s CDL Training School aims to provide students with the highest quality of commercial motor vehicle driver training and strives to put forth every effort to emphasize the importance of safety and professionalism. 160 hours of exceptional professional training is provided in classroom studies, hands-on training, range skills, and on-the-road instruction. In five weeks, students can be licensed and ready to begin a new career. Entry into the program is limited, so call now for more information.
Taking Continuing Education Courses May Qualify You to Earn College Credit toward a Certificate or Associate Degree.

If you have successfully completed a con ed course in the appropriate area, you may be eligible for college credit.

<table>
<thead>
<tr>
<th>CON ED COURSES</th>
<th>CURRICULUM PROGRAM</th>
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<tbody>
<tr>
<td><strong>CRIMINAL JUSTICE</strong></td>
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<tr>
<td>All CRJ Classes taken by Law Enforcement</td>
<td>Criminal Justice Technology – AAS Degree</td>
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<tr>
<td>All CRJ Classes taken by Law Enforcement</td>
<td>Crime Scene Investigation</td>
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<tr>
<td><strong>EDUCATION</strong></td>
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<td>Introduction to Early Childhood</td>
<td>Early Care &amp; Education – AAS Degree</td>
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<td>Introduction to Early Childhood</td>
<td>Child Care Management Certificate</td>
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<td>Introduction to Early Childhood</td>
<td>Early Childhood Development Certificate</td>
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<td><strong>EMERGENCY MEDICAL</strong></td>
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<td>EMT Basic (Part 1 &amp; 2) Emergency Medical Technician</td>
<td>Emergency Medical Technology – AAS Degree</td>
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<td>EMT Basic (Part 1 &amp; 2) Emergency Medical Technician</td>
<td>Emergency Medical Technician Basic Certificate</td>
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<tr>
<td><strong>HEALTH CARE</strong></td>
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<tr>
<td>BLS CPR Healthcare Provider</td>
<td>Dental Hygiene – AAS Degree</td>
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<tr>
<td>BLS CPR Healthcare Provider</td>
<td>Phlebotomy Certificate</td>
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<td>Certified Nursing Assistant (C.N.A.)</td>
<td>Patient Care Medical Assistant Certificate</td>
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<tr>
<td>Electrophysiology (EKG Technician)</td>
<td>Patient Care Medical Assistant Certificate</td>
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<td><strong>ELECTRICAL/MANUFACTURING</strong></td>
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<td>Basic Electricity</td>
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<td>AC/DC Circuits</td>
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<td>National Electric Code</td>
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<td>Electric Print Reading</td>
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<tr>
<td>Cisco Internetworking Concepts</td>
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<td>Cisco Router Configuration</td>
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<td>Advanced Cisco Router Configuration</td>
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<tr>
<td>Cisco Troubleshooting</td>
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<td><strong>WELDING</strong></td>
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<tr>
<td>Shield Metal Arc Welding I</td>
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<tr>
<td>Shield Metal Arc Welding II</td>
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<td>Inert Gas Welding (Welding III)</td>
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<td>Welding Experience Advanced</td>
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AAS - Associate in Applied Science Degree  Curriculum may be subject to change.

For questions concerning Prior Learning Assessment, contact the Registrar’s Office at registrar@hgtc.edu or 843-349-5196.
BEGIN YOUR ALLIED HEALTH CAREER

Certified Nursing Assistant (page 2)
Certified Clinical Medical Assistant (page 2)
Certified Medication Technician (page 2)
EKG Technician (page 3)

Allied Health is one of the fastest growing careers in South Carolina. Start up the career ladder by taking our classes & becoming certified today.

Visit www.hgtc.edu/jobtraining

We are also offering new online classes such as
• Medical Math
• Certificate in Healthy Aging
• Gerontology Certificate & more.

SCHOLARSHIPS AVAILABLE for eligible participants.