CONTENTS

SPRING 2019 CATALOG

Allied Health 3-6
  C.N.A. 3
  C.P.R. 4
  E.M.T. 4
  Veterinary Assistant 4
Business & Leadership 7
  Social Media 7
  Leadership 7
Computers & Technology 8-11
  Adobe Photoshop 8
  Excel 8
Online Computer Classes 9-11
Online Web Design Classes 9
Driving 11
  Defensive Driving 11
  Motorcycle Basics 11
Licensing & Trades 12-13
  Certified Pool & Spa 12
  Electrical 13
  Personal Trainer 13
  Plumbing 13
  Welding 13
Personal Interest 19-22
  Cooking 14-17
  Genealogy 19
  Photography 18
  Retirement 19
  Sewing 20-21
Sign Language 19
Real Estate 22-24
Financial Aid & Scholarships 25
Registration Information 26-27

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 www.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, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

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

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, a stethoscope, 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAHS 615-70-2061</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GS</td>
<td>February 4-27</td>
</tr>
<tr>
<td>XAHS 615-50-2151</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GTW</td>
<td>February 4-27</td>
</tr>
<tr>
<td>XAHS 615-71-2062</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GS</td>
<td>March 11–April 3</td>
</tr>
<tr>
<td>XAHS 615-50-3058</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GTW</td>
<td>April 15–May 8</td>
</tr>
<tr>
<td>XAHS 615-70-3040</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GS</td>
<td>April 15–May 8</td>
</tr>
<tr>
<td>XAHS 615-71-3041</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GS</td>
<td>May 20–June 17</td>
</tr>
<tr>
<td>XAHS 615-51-3059</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GTW</td>
<td>July 8-31</td>
</tr>
<tr>
<td>XAHS 615-72-3042</td>
<td>MTWTh</td>
<td>8:30am-3:30pm</td>
<td>GS</td>
<td>July 8-31</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAHS 615-70-2079</td>
<td>MTWThF</td>
<td>9:00am-1:00pm</td>
<td>GS</td>
<td>April 8-12</td>
</tr>
<tr>
<td>XAHS 615-70-3044</td>
<td>MTWThF</td>
<td>9:00am-1:00pm</td>
<td>GS</td>
<td>August 12-16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAHS 616-70-2079</td>
<td>MTWThF</td>
<td>9:00am-1:00pm</td>
<td>GS</td>
<td>Feb 8–May 11</td>
</tr>
<tr>
<td>XAHS 616-70-3044</td>
<td>MTWThF</td>
<td>9:00am-1:00pm</td>
<td>GS</td>
<td>Jan 14–May 9</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAHS 994-70-3075</td>
<td>Wednesday</td>
<td>2:00pm-3:50pm</td>
<td>GS</td>
<td>Jan 14–May 9</td>
</tr>
</tbody>
</table>
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.

XEMS 590-70-3072 MW Jan 14–May 9
1:00pm-4:00pm GS

Lab: Choose One
XEMS 590-71-3073 Tuesday Jan 14–May 9
1:00pm-4:00pm GS
XEMS 590-72-3074 Thursday Jan 14–May 9
1:00pm-4:00pm GS

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

XAH S 926-80-2002 T/Th January 8–April 9
6:00pm-9:00pm GS

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. Covers peripheral IVs as well as PICC lines. Includes manikin practice. You do not have to have experience inserting peripheral IVs to take this course. 8 hrs. $225

XAH S 602-80-2070 T/Th March 19-21
5:30pm-9:30pm GS
XAH S 602-80-3043 T/Th June 18-20
5:30pm-9:30pm GS

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

XAH S 601-70-2057 Saturday February 9
9:00am-2:00pm GS
XAH S 601-71-2058 Saturday March 2
9:00am-2:00pm GS
XAH S 601-72-2059 Saturday March 16
9:00am-2:00pm GS
XAH S 601-73-2060 Saturday April 6
9:00am-2:00pm GS
XAH S 601-70-3036 Saturday May 11
9:00am-2:00pm GS
XAH S 601-71-3037 Saturday May 25
9:00am-2:00pm GS
XAH S 601-72-3038 Saturday June 15
9:00am-2:00pm GS
XAH S 601-73-3039 Saturday July 13
9:00am-2:00pm GS
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 975-011-2133 WF Jan 16–March 18
10:00am-12:00pm INT
PAHS 975-012-2134 WF Feb 13–April 15
10:00am-12:00pm INT
PAHS 975-013-3069 WF March 13–May 13
10:00am-12:00pm INT
PAHS 975-014-3070 WF April 17–June 17
10:00am-12:00pm INT
PAHS 975-015-3071 WF May 15–July 15
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 967-011-2138 WF Jan 16–March 18
10:00am-12:00pm INT
PAHS 967-012-2139 WF Feb 13–April 15
10:00am-12:00pm INT
PAHS 967-013-3068 WF March 13–May 13
10:00am-12:00pm INT
PAHS 967-014-3066 WF April 17–June 17
10:00am-12:00pm INT
PAHS 967-015-3067 WF May 15–July 15
10:00am-12:00pm INT

GERONTOLOGY CERTIFICATE (ONLINE)
The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature. This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, personal care assistants, volunteers, physicians, chiropractors, clergy, physical fitness professionals, adult children of aging parents, or any other individual currently working with or planning to work with older adults. This class is completed exclusively online. 24 hrs. $199

PAHS 928-011-2161 WF Jan 16–March 18
10:00am-12:00pm INT
PAHS 928-012-2162 WF Feb 13–April 15
10:00am-12:00pm INT
PAHS 928-013-3080 WF March 13–May 13
10:00am-12:00pm INT
PAHS 928-014-3087 WF April 17–June 17
10:00am-12:00pm INT
PAHS 928-015-3096 WF May 15–July 15
10:00am-12:00pm INT

HEALTHY AGING CERTIFICATE (ONLINE)
As the population in the United States ages, there are many opportunities to learn how to work with seniors in multiple settings in a way that supports quality of life. In the Certificate in Healthy Aging, you'll gain an overview of specific aspects of aging to provide a long-term foundation for treatment of the senior community and overall health during the later years of life. You'll see how increasing scientific, clinical, and social interest helps us understand the relationship between nutrition and aging. You'll explore the characteristics of the healthy aging brain, and examine how cognitive function can be maintained into old age. The program also examines the ways physical activity can enhance well-being for seniors and uncovers the keys to longevity that allow some people to live to 100 years old. Finally, the program explores the role that intimacy and sexuality play in the health of seniors. This certificate is designed for anyone working in the health care field, those who are interested in the topic, those who are working with the aging population, or anyone who wishes to prepare for a career in aging services or gerontology. This class is completed exclusively online. 24 hrs. $69

PAHS 991-011-2166 WF Jan 16–March 18
10:00am-12:00pm INT
PAHS 991-012-2167 WF Feb 13–April 15
10:00am-12:00pm INT
PAHS 991-013-3081 WF March 13–May 13
10:00am-12:00pm INT
PAHS 991-014-3088 WF April 17–June 17
10:00am-12:00pm INT
PAHS 991-015-3097 WF May 15–July 15
10:00am-12:00pm INT

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • www.HGTC.edu/jobtraining
**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 990-012-2171  WF  Jan 16–March 18
10:00am-12:00pm  INT
PAHS 990-011-2170  WF  Feb 13–April 15
10:00am-12:00pm  INT
PAHS 990-013-3082  WF  March 13–May 13
10:00am-12:00pm  INT
PAHS 990-014-3089  WF  April 17–June 17
10:00am-12:00pm  INT
PAHS 990-015-3098  WF  May 15–July 15
10:00am-12:00pm  INT

**MEDICAL MATH (ONLINE)**

Master medical calculations in an engaging environment. In these fun and practical lessons, you’ll gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you’re in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily. Whether you’re new to the field of medicine or want to enhance your skills, this is the course for you. By the time you finish these lessons, you’ll have a solid grounding in basic medical math, and you’ll be ready to tackle any calculation confidently. This class is completed exclusively online. 24 hrs. $110

PAHS 989-011-2172  WF  Jan 16–March 18
10:00am-12:00pm  INT
PAHS 989-012-2176  WF  Feb 13–April 15
10:00am-12:00pm  INT
PAHS 989-013-3083  WF  March 13–May 13
10:00am-12:00pm  INT
PAHS 989-014-3090  WF  April 17–June 17
10:00am-12:00pm  INT
PAHS 989-015-3099  WF  May 15–July 15
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 969-011-2173  WF  Jan 16–March 18
10:00am-12:00pm  INT
PAHS 969-012-2177  WF  Feb 13–April 15
10:00am-12:00pm  INT
PAHS 969-013-3084  WF  March 13–May 13
10:00am-12:00pm  INT
PAHS 969-014-3091  WF  April 17–June 17
10:00am-12:00pm  INT
PAHS 969-015-3100  WF  May 15–July 15
10:00am-12:00pm  INT

**PAIN ASSESSMENT AND MANAGEMENT CERTIFICATE (ONLINE)**

This certificate program is designed to enhance the knowledge and skills of health care professionals who work with patients who are in pain. By providing an educational experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you’ll need to improve your practice and provide the most effective care to your patients. This class is completed exclusively online. 12 hrs. $199

PAHS 904-011-2174  WF  Jan 16–March 18
10:00am-12:00pm  INT
PAHS 904-012-2178  WF  Feb 13–April 15
10:00am-12:00pm  INT
PAHS 904-013-3085  WF  March 13–May 13
10:00am-12:00pm  INT
PAHS 904-014-3092  WF  April 17–June 17
10:00am-12:00pm  INT
PAHS 904-015-3101  WF  May 15–July 15
10:00am-12:00pm  INT

**PERINATAL ISSUES CERTIFICATE (ONLINE)**

The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. This certificate program provides you with current knowledge in specific perinatal topics so you can effectively meet the needs of childbearing women, newborns, and families through a wide range of professional career paths. This class is completed exclusively online. 20 hrs. $199

PAHS 902-011-2175  WF  Jan 16–March 18
10:00am-12:00pm  INT
PAHS 902-012-2179  WF  Feb 13–April 15
10:00am-12:00pm  INT
PAHS 902-013-3086  WF  March 13–May 13
10:00am-12:00pm  INT
PAHS 902-014-3093  WF  April 17–June 17
10:00am-12:00pm  INT
PAHS 902-015-3102  WF  May 15–July 15
10:00am-12:00pm  INT

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
TIME MANAGEMENT IN THE WORKPLACE
Managing your time can be a challenging considering the long list of things you have to do with your job and your personal life. Often, this leads to stress and being constantly overwhelmed. Also, if you are a lead person in the workforce, you have a responsibility for how well others manage their time. This program looks at methods and approaches for achieving successful time management and control. You will learn to organize and control your time for better performance and productivity with less pressure. 2 hrs. $69
XBUS 511-70-2180 Wednesday March 13
2:30pm-4:30pm GS
XBUS 511-71-2181 Wednesday April 17
2:30pm-4:30pm GS

WORKING TOGETHER AS A TEAM
Teams that work well together can greatly increase workplace productivity. Building an effective team committed to accomplishing its purpose is an essential part of a team leader. Discover how communication, mutual respect, creativity and common goals and objectives can help you make the most of the team you have and accomplish your goals. 2 hrs. $69
XBUS 509-71-2183 Wednesday March 20
2:30pm-4:30pm GS
XBUS 509-70-2182 Wednesday April 24
2:30pm-4:30pm GS

Presenter: Donald Parrish
Don has been in the consulting and training business for over 30 years. He worked in 10 countries and has in-depth experience working with clients in business, manufacturing, education, and government. Leadership Development and Continuous Improvement are his specialties, focusing on the organization and the individual talent engaged in reaching high performance. Don promotes proven approaches that were discovered from actual hands-on experiences and from many experts.
Don is the founder of Organizational Excellence, LLC. This business was formed after leaving a Fortune 200 company where he directed a Human Resource Development Department and was an internal company consultant working with all levels of leadership. Prior to these careers, Don was a high school teacher. He holds a B.S. and M.S. in Education and enjoys consulting, facilitating, and helping make learning a valuable and enjoyable experience.
It is recommended that students register at least one week prior to class start date to avoid class cancellation.
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 531-010-2125 WF Jan 16–March 18
10:00am-12:00pm INT
PARV 531-012-2126 WF Feb 13–April 15
10:00am-12:00pm INT
PARV 531-013-3149 WF March 13–May 13
10:00am-12:00pm INT
PARV 531-014-3150 WF April 17–June 17
10:00am-12:00pm INT
PARV 531-015-3151 WF May 15–July 15
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

PCPT 975-010-2123 WF Jan 16–March 18
10:00am-12:00pm INT
PCPT 975-012-2124 WF Feb 13–April 15
10:00am-12:00pm INT
PCPT 975-013-3124 WF March 13–May 13
10:00am-12:00pm INT
PCPT 975-014-3125 WF April 17–June 17
10:00am-12:00pm INT
PCPT 975-015-3126 WF May 15–July 15
10:00am-12:00pm INT

Introduction to Networking (Online)
Introduction to Networking explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career. This class is completed exclusively online. 24 hrs. $115

PIST 551-010-2106 WF Jan 16–March 18
10:00am-12:00pm INT
PIST 551-012-2107 WF Feb 13–April 15
10:00am-12:00pm INT
PIST 551-013-3124 WF March 13–May 13
10:00am-12:00pm INT
PIST 551-014-3125 WF April 17–June 17
10:00am-12:00pm INT
PIST 551-015-3126 WF May 15–July 15
10:00am-12:00pm INT

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

PIST 820-010-2108 WF Jan 16–March 18
10:00am-12:00pm INT
PIST 820-012-2109 WF Feb 13–April 15
10:00am-12:00pm INT
PIST 820-013-3127 WF March 13–May 13
10:00am-12:00pm INT
PIST 820-014-3128 WF April 17–June 17
10:00am-12:00pm INT
PIST 820-015-3129 WF May 15–July 15
10:00am-12:00pm INT
WIRELESS NETWORKING (ONLINE)
Wireless networking is one of the fastest growing segments of the computer industry. Every electronic device seems capable of wireless connections these days: computers, handhelds, cell phones, and even digital cameras are all capable of transmitting without a tether. This course will give you a thorough understanding of this fascinating and lucrative technology. You'll learn how wireless works, how wireless devices connect to networks, and how to build and connect to your own wireless network. We'll also explore wireless standards, wireless security, satellite Internet and cellular phone technology, as well as the future of wireless. This class is completed exclusively online. 24 hrs. $115

PIST 556-010-2110 WF 10:00am-12:00pm INT Jan 16–March 18
PIST 556-012-2111 WF 10:00am-12:00pm INT Feb 13–April 15
PIST 556-013-3130 WF 10:00am-12:00pm INT March 13–May 13
PIST 556-014-3131 WF 10:00am-12:00pm INT April 17–June 17
PIST 556-015-3132 WF 10:00am-12:00pm INT May 15–July 15

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

PIST 591-010-2111 WF 10:00am-12:00pm INT Jan 16–March 18
PIST 591-012-2111 WF 10:00am-12:00pm INT Feb 13–April 15
PIST 591-013-3136 WF 10:00am-12:00pm INT March 13–May 13
PIST 591-014-3137 WF 10:00am-12:00pm INT April 17–June 17
PIST 591-015-3138 WF 10:00am-12:00pm INT May 15–July 15

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 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

PIST 908-010-2112 WF 10:00am-12:00pm INT Jan 16–March 18
PIST 908-012-2113 WF 10:00am-12:00pm INT Feb 13–April 15
PIST 908-013-3133 WF 10:00am-12:00pm INT March 13–May 13
PIST 908-014-3134 WF 10:00am-12:00pm INT April 15–June 17
PIST 908-015-3135 WF 10:00am-12:00pm INT May 15–July 15

INTRODUCTION TO PC TROUBLESHOOTING (ONLINE)
Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well. Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC. This class is completed exclusively online. 24 hrs. $115

PIST 554-011-2114 WF 10:00am-12:00pm INT Jan 16–March 18
PIST 554-012-2115 WF 10:00am-12:00pm INT Feb 13–April 15
PIST 554-013-3136 WF 10:00am-12:00pm INT March 13–May 13
PIST 554-014-3137 WF 10:00am-12:00pm INT April 17–June 17
PIST 554-015-3138 WF 10:00am-12:00pm INT May 15–July 15

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
INTRODUCTION TO C# PROGRAMMING (ONLINE)
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. You’ll first develop your understanding of programming fundamentals: input/output operations, decision making, and looping. Then, we’ll explore the many benefits of object oriented programming, with plenty of vivid, real-life examples. Then, you’ll gain hands-on experience with sequential data files, and you’ll be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer. Every lesson includes practical examples and assignments you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer. This class is completed exclusively online. 24 hrs. $115

PIST 915-010-2118 WF Jan 16–March 18
10:00am-12:00pm INT
PIST 915-012-2119 WF Feb 13–April 15
10:00am-12:00pm INT
PIST 915-013-3142 WF March 13–May13
10:00am-12:00pm INT
PIST 915-014-3143 WF April 17–June 17
10:00am-12:00pm INT
PIST 915-015-3144 WF May 15–July 15
10:00am-12:00pm INT

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

XLOG501-70-2008 Saturday January 12
8:00am-5:00pm GS
XLOG 501-71-2009 Saturday February 9
8:00am-5:00pm GS
XLOG 501-80-2207 M/W February 25-27
6:00pm-10:00 pm GS
XLOG 501-72-2010 Saturday March 2
8:00am-5:00 pm GS
XLOG 501-73-2011 Saturday April 6
8:00am-5:00 pm GS
XLOG 501-80-3157 M/W May 6-8
6:00pm-10:00 pm GS
XLOG 501-70-3004 Saturday May 18
8:00am-5:00 pm GS
XLOG 501-71-3005 Saturday June 15
8:00am-5:00 pm GS
XLOG 501-75-3006 Saturday July 13
8:00am-5:00 pm GS

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. *Enrollment limited to 4 students. No refunds for non-attendance. 18 hrs. $299

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

XLOG 503-70-2184 FSU Feb 1-3 GS
XLOG 502-71-2185 FSU March 1-3 GS
XLOG 502-72-2186 FSU March 29-31 GS
XLOG 502-73-2187 FSU April 26-28 GS
XLOG 502-70-3103 FSU May 31–June 2 GS
XLOG 502-71-3104 FSU June 28-30 GS
It is recommended that students register at least one week prior to class start date to avoid class cancellation.

**LICENSES & TRADES**

---

**INTERIOR DESIGN II**
This course is the second of two drafting courses that students within the interior design program will take. It requires the production of a set of working drawings of a residential or commercial building. Exercises will incorporate construction methods, materials, building code requirements, site development, and technical skills required to draw and graphically present projects.
(Prerequisite Architectural Graphics 1) 35 hrs. $750

**XAE 504:80-2054**
**T**
Jan 29–April 2
6:00pm-9:30pm
**CON**

**AUTOCA D FOR INTERIORS II**
This course is the second of two AutoCad courses that students within the interior design program will take. 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. (Prerequisite AutoCad for Interiors 1) 15 hrs. $250

**XAE 505:80-2055**
**T**
Jan 29–April 2
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

**XEV 596-70-2148**
**MT**
February 4-5
8:00am-5:00pm
**GS**

**XEV 596-71-2149**
**MT**
March 11-12
8:00am-5:00pm
**GS**

**XEV 596-72-2150**
**MT**
April 22-23
8:00am-5:00pm
**GS**

**XEV 596-70-3053**
**MT**
May 20-21
8:00am-5:00pm
**GS**

**XEV 596-71-3054**
**MT**
June 24-25
8:00am-5:00pm
**GS**

**XEV 596-72-3055**
**MT**
July 22-23
8:00am-5:00pm
**GS**

---

**CAPTAIN LICENSE – COAST GUARD APPROVED**
A complete “hands-on” course with a certificate which is proof of competency for the United States Coast Guard OUPV (6 pack) license. All required subjects are covered, including Rules of the Road, navigation, GPS, firefighting, boat handling, firefighting at sea, marine communications, aids to navigation, and marine publications. Upon successful completion of the course, a certificate will be issued. This certificate meets the requirements set forth by the US Coast Guard for the knowledge testing for OUPV license. All instructors are approved by the US Coast Guard to teach and proctor the US Coast Guard approved OUPV test. Students will be responsible to obtain a physical (forms will be provided, and a current CPR/First Aid certificate from a US Coast Guard approved course [at student’s expense] Textbooks and materials are included. Review and application fee(s) are not included in the course fees. 56 hrs. $795

**XMN 504:80-2159**
**MW**
Feb 25–April 10
6:00pm-10:00pm
**GS**

---

**NEW! DIESEL ENGINE TECHNOLOGY II**
Building on skills that were learned during Diesel Engine Tech I, student will continue their education into more complex engines and skills. Prerequisite: Completion of Diesel Engine Technology I or previous hands-on experience with Diesel Motors. 300 hrs. $3995

**XDH 502:70-3112**
**January 14–May 3**
**CON**
**T&Th**
8:00am-3:30pm
**M&W**
8:00am-5:30pm
NEW! ELECTRIC, RESIDENTIAL/COMMERCIAL ADVANCED

This program will be building on the skills that were learned Electrician I Residential/Commercial. Students will continue to expand their knowledge on installing and maintaining electrical equipment, working with circuits & power systems, taking electrical measurements and troubleshooting/repairing electrical systems. Some on the job training is required. Textbooks are included in tuition. This class qualifies for the CWPS Scholarship. 320 hrs. $2999

XEEM 507-40-3056 M/T Jan 14–May 9
4:00pm-10:30pm CON

4:00pm-9:30pm W Jan 14–May 9
CON

4:00pm-9:30pm Th/F Jan 14–May 9
CON

8:00am-4:00pm

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. Student must purchase required textbook: Fitness Professional’s Handbook-7th Edition with Web Resource ISBN-13: 9781492523376. An E-book is also available: ISBN-13: 9781492535935. 60 hrs. $749

XSFT 501-30-2004 Saturday Feb 9–March 23
9:00am-4:00pm CON

XSFT 501-30-3003 Saturday April 6–May 11
9:00am-4:00pm CON

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

XPLB 506-40-3052 T/Th Feb 12–June 27
6:00pm-9:00pm CON

WELDING

Our welding classes have been moved to the new Advanced Manufacturing Building, 250 Allied Drive, Conway, SC.

SHIELD METAL ARC WELDING I

This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. AWS Certified Instructors. Limited enrollment. Please bring safety goggles & wear heavy closed toe shoes. 60 hrs. $1199

XWLD 529-30-3109 M/W Feb 25–May 6
6:00pm-9:00pm CON

SHIELD METAL ARC WELDING II

A continuation of Level 1. AWS Certified Instructors. Please bring safety goggles & wear heavy closed toe shoes. 60 hrs. $1499

XWLD 511-30-3110 T/Th Feb 26–May 7
6:00pm-9:00pm CON

INERT GAS WELDING ADVANCED WELDING III

Prerequisite: Successful completion of Welding 1 & II. This course covers the safety, equipment, and skills used in the Gas Tungsten Arc Welding process. Bead pad welds and fillet welds are made to visual inspection criteria in the flat, horizontal, vertical, and overhead positions. 60 hrs. $1999

XWLD 599-30-3111 T/Th Feb 26–May 7
6:00pm-9:00pm CON
CULINARY CLASSES

All classes will be held at the International Culinary Institute of Myrtle Beach, 920 Crabtree Lane, Myrtle Beach, SC.

Great cooking isn’t about recipes—it’s about techniques. In our classes you’ll work together with other students in a fun, hands-on environment led by our professional chef instructors.

- Learn fundamental skills for a lifetime of great cooking
- Work side-by-side with other students to prepare each dish
- Interact with the instructor for a rich learning experience
- Each student enjoys a generous sample of every dish
- Held in our professional teaching kitchens, each class is led by an experienced chef instructor

PLEASE NOTE – The College has a strict No Alcohol Policy.

ADULT CULINARY CLASSES

THE SECRET TO CHOCOLATE TRUFFLES
Discover the secret to creating decadent chocolate truffles. Learn the best recipes for fabulous chocolate truffles, a feast for anyone who enjoys luxurious confections. The Chef will discuss different types of chocolate as he demonstrates how to make silky smooth ganache. Then you will get to make your own chocolates. You’ll leave class with a wonderful little package of truffles and the knowledge and enthusiasm to make more at home. 3 hrs. $55

XCUL 739-70-2084 Saturday February 9
9:00am-12:00pm GS

A TASTE OF SPAIN
Spanish cooking reflects the Spanish lifestyle; laid back, relaxed cooking that uses fresh beautiful ingredients. Uncover the secrets of Spanish cuisine and discover how to cook elegant modern Spanish dishes such as Paella, Romesco and Flan. 3 hrs. $79

XCUL 510-80-2099 Friday February 15
6:00pm-9:00pm GS

DELICIOUS CHOCOLATE DESSERTS
There is no food quite as comfort-packed as chocolate. Indulge in decadent chocolate desserts such as a rich chocolate cake, delicious brownies, or creamy custards. Everyone will find something in this mix that will satisfy a sweet tooth. 3 hrs. $69

XCUL 752-70-2085 Saturday February 16
9:00am-12:00pm GS

NEW! BREAKFAST BONANZA
Most morning’s breakfast consists of a piece of whole wheat toast, or yogurt or cereal, or an egg and toast. Learn how to create enjoyable breakfasts with a minimum of fuss. French Toast, Puff Pancakes, Coffee Cake and more. Also tips on making your eggs something special. Discover the art of breakfast. 3 hrs. $69

XCUL 754-80-2090 Friday March 1
6:00pm-9:00pm GS

SoUS ViDE COOKING!

INTRODUCTION TO SOUS VIDE COOKING
Sous vide (pronounced SOO-VEED) cooking is the preparation of food by submerging ingredients in a temperature controlled water bath (often while the ingredients are enclosed within a vacuum-sealed plastic bag). Until recently, this method of cooking has been limited to restaurants and industrial food service, but it is becoming increasingly easy to prepare sous vide food at home. During this class, we will familiarize ourselves with the equipment needed for a sous-vide operation, the required food safety aspects followed by a hands on demonstration of how sous vide cooking affects the final product outcome. 3 hrs. $69

XCUL 731-70-2095 Saturday February 23
9:30am-12:30pm GS

MORE SOUS VIDE COOKING – PROTEIN & SIDES
Let’s continue to learn how easy sous vide cooking really is. From tender chicken to flavorful vegetables, uncover the secrets to perfectly cooked results, some of which you just won’t get any other way. Eggs, fish, chicken, pork, and steak are just some of the types of foods that can be cooked to perfection. And by sealing in the flavors and nutrients, you will discover how delicious vegetables really are. 3 hrs. $69

XCUL 732-70-2096 Saturday March 2
9:30am-12:30pm GS

Sous vide baking isn’t difficult to pull off, but there are a few tricks to keep in mind! Discover how to choose and adapt your recipe; using the best containers and heating for best results. 3 hrs.$59

XCUL 736-80-2101 Saturday Mar 9
9:30am-12:30pm GS

NEW! CARIBBEAN BBQ
From the Yucatan Peninsula to the Virgin Islands, this class will have you exploring island food culture. Learn everything you wanted to know about how BBQ is prepared in the Caribbean and discover the simplicity of making Caribbean food at home. Bring your appetites! 3 hrs. $79

XCUL 736-80-2101 Friday Mar 8
6:00pm-9:00pm GS

It is recommended that students register at least one week prior to class start date to avoid class cancellation.
NEW! DESSERTS WITH CARAMEL
Looking for some new dessert ideas? Join our Baking & Pastry Chef Instructor and discover how caramel can take your desserts to the next level. Bundts, Blondies and other wonderful, mouth-watering pastries will be explored. 3 hrs. $69
XCUL 755-80-2091 Friday March 22 6:00pm-9:00pm GS

NEW! SWEET & SAVORY TARTS
In this baking class, our pastry chef will teach you professional but easy techniques for making perfect tart crusts as well as delicious fillings to create perfect sweet and savory tarts. 3 hrs. $69
XCUL 756-70-2092 Saturday March 23 9:00am-12:00pm GS

NEW! LATIN AMERICAN CUISINE
Take a culinary voyage from Mexico to Argentina. Learn popular recipes from each region of Latin American. Bring the bold flavors and the techniques of Latin American cooking to your personal kitchen. Get ready to experience the flavors of Latin America. 3 hrs. $79
XCUL 749-80-2102 Friday April 5 6:00pm-9:00pm GS

FRESH HANDMADE PASTA
Nothing beats fresh pasta made by hand at home. Our expert chef-instructors will share techniques for mixing, kneading and rolling pasta dough. You’ll make a basic pasta dough, which can be cut and formed into an infinite variety of shapes. We will also discuss preparing seasonal fillings and sauces using mouth-watering ingredients with flavors and textures designed to complement the pastas you’ve created. 3 hrs. $69
XCUL 733-70-2098 Saturday April 13 9:30am-12:30pm GS

KNEAD FOR GOOD BREAD
Demand for specialty breads continues to grow. Find the artisan baker within and have fun with our baking instructor in this hands-on bread baking course. You will learn to prepare your own bread starter, create several varieties of specialty hearth breads and rolls, and practice techniques for shaping and forming classic bread recipes. This is a 2-day class! Student needs to be present for both days. 6 hrs. $89.00
XCUL 639-70-2086 Fri/Sat Mar 15-16 6:00pm-9:00pm(F)/9:00am-12:00pm(S) GS

NEW! ADULT CULINARY BAKING & PASTRY BOOT CAMP
Whether you’re an amateur who’s uneasy with baking or a seasoned baker who wants to take your skills to the next level, our five-week Baking and Pastry Boot Camp is for you. Through hands-on baking and pastry chef demonstrations, you will learn the science behind baking, baking terminology and equipment from our pastry chef instructor that will make baking fun and creative. 15 hrs. $249 *No class on April 19
XCUL 751-80-2088 Friday April 5–May 10 6:00pm-9:00pm GS

ADULT CULINARY BOOTCAMP – FUNDAMENTALS
This boot camp provides intensive instruction focused on culinary technique. The fundamentals camp is geared towards those looking to learn or refresh solid cooking fundamentals. Each class is geared towards a skill: knife skills, soups & salads; sauces; egg preparation; roasts & sides – culminating in a final lab practical where you put all of your newly learned skills together preparing a meal from a “mystery basket”. Class has a limited enrollment so we can provide a greater learning experience. Please bring a chef’s knife with you to class. 15 hrs. $249
XCUL 509-80-2100 Friday April 26–May 31 6:00pm-9:00pm GS

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • www.HGTC.edu/jobtraining
It is recommended that students register at least one week prior to class start date to avoid class cancellation.

**NEW! LATIN AMERICAN CULINARY IMMERSION**
This 5-session course provides an immersion into the LATIN AMERICAN culinary arts, with a special focus on traditional recipes and brief history from different regions. Through lectures, interactive demonstrations, and practice labs, students will learn basic culinary principles, different food preparation methods, and introductory cooking techniques. Within this context, students will study the cultural influences on Latin American culinary traditions. Please bring a chef’s knife with you to class. Learn, create and enjoy the fruits of your labor. 17.5 hrs. $495

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 514-70-3113</td>
<td>Saturday April 6-May 4</td>
<td>9am-12:30pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

Sample of weekly menu & instruction:

**Mexico**
- Corn Tortilla soup, Sautéed Shrimp
- Veracruz Style with Mexican rice, Banana Fritters with Mexican chocolate sauce

**Caribbean**
- Coconut Tres Leches Cake
- Yuca and Red Onion escabeche
- Congri rice with Ropa Viejas

**Peru**
- Chicken causa peruana, Fish ceviche
- with banana chips, Suspiro Limen

**Brazil**
- Pão de Queijo (Brazilian cheese bread),
- Seafood moqueca with roasted coconut rice and chili pepper sauce, Beijinho (Brazilian Coconut fudge balls)

**Argentina**
- Quinoa Salad, Grilled skirt steak with chimichurri and roasted potatoes,
- Arroz con Leche (rice pudding)

**BASICS OF MOLECULAR GASTRONOMY**
Molecular Gastronomy blends physics and chemistry to transform the tastes and textures of food. The result? New and innovative dining experiences. Impress your guest with some mouthwatering techniques such as foams, spherifications, gels and much more. Join our Chef Instructor to learn (and sample) this revolutionary new cooking technique. 3 hrs. $79

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 750-70-3050</td>
<td>Saturday May 11</td>
<td>9:30am-12:30pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

**NEW! LIVE FIRE BARBECUE SERIES**
Discover the difference that cooking outdoors over a live fire can make. Join Chef Bill Twaler as he takes barbeque to a whole different dimension. Each class includes demonstration, hands-on training, and dining on what you have prepared.

**LIVE FIRE RIBS**
Kansas City barbeque ribs are nicely seasoned with a spice rub, grilled, and glazed with a sweet barbeque sauce. Uncover the secret to perfectly seasoned and cooked ribs. 6 hrs. $99

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 515-70-3199</td>
<td>Saturday June 1</td>
<td>9:00am-3:00pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

**LIVE FIRE CHICKEN**
Discover how to thread chicken on a string and slow cook it over a live fire – you will discover the most moist and tender chicken you’ve ever tasted. 6 hrs. $89

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 516-70-3120</td>
<td>Saturday June 8</td>
<td>9:00am-3:00pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

**LIVE FIRE BRISKET**
Discover how to make Texas Style Brisket with burnt ends. Burnt Ends are considered a delicacy in the BBQ world. They are pieces of the brisket’s point, cut into chunks, sauced, re-seasoned and placed back on the smoker until they are melt-in-your-mouth tender. Class is a two day class. 6 hrs. $129

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 516-70-3121</td>
<td>Friday June 14</td>
<td>6:00pm-9:00pm</td>
<td>GS</td>
</tr>
<tr>
<td></td>
<td>Saturday June 15</td>
<td>9:00am-12:00pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

**LIVE FIRE PORK**
The Carolinas are famous for their smoked pork, and their barbeque sauces. Learn the secret to Carolina Barbeque and recipes for four different sauces. Class is a two day class. 6 hrs. $129

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 518-70-3122</td>
<td>Friday June 21</td>
<td>6:00pm-9:00pm</td>
<td>GS</td>
</tr>
<tr>
<td></td>
<td>Saturday June 22</td>
<td>9:00am-12:00pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

**NEW! GRILLING AT THE BARBECUE PIT**
Our series ends with a session on grilling – steaks, chickens & chops. Chef will discuss the best grilling methods for your meats and include a review of rubs, sauces and more. 4 hrs. $89

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCUL 566-70-3123</td>
<td>Saturday June 29</td>
<td>10:00am-2:00pm</td>
<td>GS</td>
</tr>
</tbody>
</table>

**BONUS.** If you register for all four Live Fire classes we will let you take the Grilling & Chilling Class at no charge. This will be available on a limited basis while openings are available.
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.

CULINARY SUMMER CAMPS.

BEGINNER BAKING (13-18)
Unleash your teen’s kitchen creativity with this Beginner Baking class where they will learn valuable techniques essential for many baking recipes. Working alongside our Chef instructors they will practice their new skills while whipping up delicious culinary creations. Topic include: kitchen fundamentals like how to follow recipes, measuring, and mixing. Students will also learn chef’s secrets for flavoring techniques as they train their palates. The skills learned in this class will show teens how much fun baking can be and provide them with a foundation for a lifetime in the kitchen. Classes are held in our professional teaching kitchens at the International Culinary Institute of Myrtle Beach. $399

XCUL501-70-3159 Monday-Thursday June 17-20 8:00am-5:00pm GS

INTERMEDIATE BAKING (13-18)
(Ages 13-18) Your budding Pastry Chef can join us here at the International Culinary Institute of Myrtle Beach for a week of baking and fun as they dive into a completely hands-on, week-long course with our professional chef instructors. Students will continue their learning experience and discover how those techniques and ingredients come together to create delicious dishes, both classic and contemporary. Sounds delicious? It’ll taste even better. $399

XCUL502-70-3160 Monday-Thursday June 24-27 8:00am-5:00pm GS

TEEN CULINARY 101 BOOT CAMP (13-18)
(Ages 13-18) Unleash your teen’s kitchen creativity with this Culinary 101 class where they will learn valuable techniques essential for cooking. Working alongside our Chef instructors they will practice their new skills while creating various items. Topic include: kitchen fundamentals such as following recipes, knife skills and basic culinary terms. Students will also learn the secrets for making superior homemade stocks & sauces, delicious vegetables & potatoes, risotto and more. The skills learned in this class will show teens how enjoyable cooking can be and provide them with a foundation for a lifetime in the kitchen. Classes are held in our professional teaching kitchens at the International Culinary Institute of Myrtle Beach. $450

XCUL604-70-3161 Monday-Thursday July 8-11 8:00am-5:00pm GS

TEEN CULINARY 102 BOOT CAMP (13-18)
(Ages 13-18) Your budding Chef can join us here at the International Culinary Institute of Myrtle Beach for a week of culinary delights as they dive into a completely hands-on, week-long course with our professional chef instructors. Students will continue their learning experience and discover how those techniques and ingredients come together to create delicious dishes, both classic and contemporary. Discover how to roast a perfect chicken, pan sear a pork tenderloin, create tasty meatballs and meatloaf and even create fresh pasta. Sounds delicious? It’ll taste even better. $450

XCUL605-70-3162 Monday-Thursday July 15-18 8:00am-5:00pm GS
PHOTOGRAPHY

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 522-80-2189 T February 12–March 5
6:00pm-9:00pm GS

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 521-80-2188 W Feb 13–April 17
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 502-80-2191 Th February 21–March 14
6:00pm-9:00pm GS

REAL ESTATE PHOTOGRAPHY
Shooting real estate or architectural photography is a real skill. Photography has never been more important to selling real estate than it is today. The first image a potential buyer usually sees when reviewing properties online is an exterior photo. Learn some photography tips and techniques to getting some great photos that will help market your properties. 12 hrs. $99
XMAP 503-80-3105 Th April 25–May 16
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 595-80-3108 W May 15–June 5
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 523-80-2192 T March 12-19
6:00pm-8:30pm GS
XMAP 523-80-3106 W May 1-8
6:00pm-8:30pm GS

DON’T LET A GOOD CLASS PASS YOU BY. REGISTER TODAY.

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

AMERICAN SIGN LANGUAGE Level I
This course is an introduction to American Sign Language, the language used by Deaf people in the U.S. and most of Canada. Students will develop practical skills and knowledge for successful interactions within the Deaf community. You will also learn some information on the history and culture including conceptual vocabulary of conversational (expressive & receptive) sign language skills. Discover this relaxed method of learning beginning ASL vocabulary and grammar (including use of space, non-manual signals, and classifiers). Student required to purchase textbook, it is available at the campus bookstores. Signing Naturally Level 1. 16 hrs. $89
XASL 843-81-2063 Thursday Feb 14–April 1 1 6:00pm-8:30pm GS

AMERICAN SIGN LANGUAGE Level II
This course is a continuation of American Sign Language, Basic Level 1. Students will immerse themselves in the signing, learning new vocabulary while concentrating on grammatical form and function. Textbook required: Signing Naturally Level 1. Prerequisite: ASL Level 1 or permission from the instructor. 16 hrs. $79
XASL 844-80-2080 M Feb 11–April 8 6:30pm-8:30pm GS
XASL 844-80-3046 M April 29–June 24 6:30pm-8:30pm GS

AMERICAN SIGN LANGUAGE Level III
Students continue to immerse themselves in American Sign Language. Textbook required: Signing Naturally Level 1. Prerequisite: ASL I & II or permission from the instructor. 16 hrs. $79
XASL 845-80-3045 M April 29–June 24 6:30pm-8:30pm GS

PERSONAL INTEREST

GENEALOGY & FAMILY HISTORY AN INTRODUCTION
Tracing your family’s history is a fascinating journey. This course will help you understand the genealogy research process and the way we interpret the information we find. Let us guide you through the search process for ancestry using many print and web resources. You will learn through hands-on examples to dig deeper into your family’s past and develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. Discover where to look, who to contact, and how to make your family history come alive. 4 hrs. $39
XART 674-80-2158 S January 26 9:00am-1:00pm GS

RETIREMENT PLANNING TODAY
Retirement 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 502-80-2005 T February 12-19 6:30pm-9:30pm GS
XACC 502-81-2006 W February 20-27 6:30pm-9:30pm GS

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • www.HGTC.edu/jobtraining
It is recommended that students register at least one week prior to class start date to avoid class cancellation.
SEWING SERIES 2 – INTERMEDIATE DRESSMAKING AND CLOTHING ARTS

Save $$ by taking the series.
Take all 5 classes in the series and save $45

SEWING 2A SERIES
Sign up for all five Saturday workshops 6-10 and learn how to install zippers and buttonholes, sewing seams, using lace and leather for ornamental purposes, and working with stretchy fabrics. 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

XART 691-70-2213 S Feb 23–June 15
9:00am-1:00pm GS

SEWING 6 – ZIPPIES AND BUTTONHOLES AND SNAPs, OH MY.
In this class, students will examine the variety of clothing closing methods including open zippers, hidden zippers, buttonholing, lacing, snaps, hooks, and hook-and-loop fasteners; how they are used and how to install them. Participants should bring a portable sewing machine with which they are familiar, a spool of all-purpose thread, a spool of button thread, hand sewing needles, and their machine's accessories. Other materials will be provided in class. Limited class size. 4 hrs. $39

XART 692-70-2214 S February 23
9:00am-1:00pm GS

SEWING 7 – IT SEAMS SEW EASY
This class will examine seams beyond the basic flat seam and methods of preparing seams and hems that deliver maximum durability and a professional finished appearance. Flat, French, felled, abutted, Hong Kong, and bound seams will be prepared in class. We will also prepare pinked and overlapped edge finishes. Participants should bring a portable sewing machine with accessories, a spool of all-purpose thread, one 3-yard or larger package of ½” single or double fold bias tape, and fresh universal machine needles. Intermediate sewing ability is assumed. Limited class size. 4 hrs. $39

XART 693-70-2215 S March 23
9:00am-1:00pm GS

SEWING 8 – LEATHER AND LACE
In this class we will explore the wide variety and uses of ornamental and structural trim used in clothing and home décor sewing. Special tools and techniques used in applying braids, piping, beading, ribbon, rick-rack, lace, and the like will be practiced with particular attention to materials that enhance the attractiveness, function, or period design of a project. Direct-to-fabric techniques such as wing-needle hem stitching, pleating, and pintuck stitching will also be practiced. Participants should bring a portable sewing machine with accessories, a spool of all-purpose thread, and fresh universal machine needles. Intermediate sewing ability is assumed. Limited class size. 4 hrs. $39

XART 694-70-2216 S April 20
9:00am-1:00pm GS

SEWING 9—THAT’S A STRETCH
Stretchy, knit, and very thin fabrics present special problems for the home dressmaker. In this class we will work hands-on with these fabrics with particular attention to methods and techniques unique to these types. We will also learn to apply elastic banding such as that within a cased waistband. The in-class sewing project will be to cut and sew a simple pull-over shirt using one of these fabrics. Participants should bring a portable sewing machine with accessories, a spool of all-purpose thread, and fresh universal and ball-point/stretch machine needles. Intermediate sewing ability is assumed. Limited class size. 4 hrs. $39

XART 695-70-2217 S May 18
9:00am-1:00pm GS

SEWING 10—PROJECT II
Project II is the culmination of the Intermediate Dressmaking and Clothing Arts Series. Students will work on a sewing project of their choosing from earlier classes or something New! Projects should include finished seam techniques, application of specialized trims, and/or complex fabrics or fabric combinations. 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. Intermediate to advanced home machine sewing skills are required. Limited class size. 4 hrs. $39

XART 700-70-2218 S June 15
9:00am-1:00pm GS
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
XART 800-70-2219  S February 9
9:00am-1:00pm  GS

REAL ESTATE

All Real Estate classes must be registered for online at www.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
XREA 534-70-2013  MTWTh January 7-17
8:30am-5:30pm  CCAR
XREA 534-80-2014  TTh Jan 8–Feb 26
6:00pm-10:00pm  CCAR
XREA 534-71-2020  MTWTh February 11-21
8:30am-5:30pm  CCAR
XREA 534-72-2030  MTWTh March 4-14
8:30am-5:30pm  CCAR
XREA 534-80-3007  TTh March 26–May 14
6:00pm-10:00pm  CCAR
XREA 534-73-2046  MTWTh April 1-11
8:30am-5:30pm  CCAR
XREA 534-72-3008  Sat/Sun April 6–May 5
8:30am-5:30pm  CCAR
XREA 534-70-3010  MTWTh May 6-16
8:30am-5:30pm  CCAR
XREA 534-71-3025  MTWTh June 10-20
8:30am-5:30pm  CCAR
XREA 534-73-3156  MTWTh July 15-25
8:30am-5:30pm  CCAR

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
XREA 581-81-2221  MTWTh January 14–Feb 20
6:00p.m.-9:00p.m.  CCAR
XREA 581-70-2016  MTWThF Jan 28–Feb 1
8:30am-3:30pm  CCAR
XREA 581-71-2028  MTWThF Feb 25–March 1
8:30am-3:30pm  CCAR
XREA 581-80-2032  MW March 11–April 10
6:00pm-9:00pm  CCAR
XREA 581-72-2037  MTWThF April 18-22
8:30am-3:30pm  CCAR
XREA 581-73-2048  MTWThF May 15-19
8:30am-3:30pm  CCAR
XREA 581-70-3017  MTWThF May 20-24
8:30am-3:30pm  CCAR
XREA 581-71-3019  Sat/Sun June 1-15
8:30am-3:30pm  CCAR
XREA 581-80-3026  MW June 10–July 17
6:00pm-9:00pm  CCAR
XREA 581-72-3031  MTWThF June 24-28
8:30am-3:30pm  CCAR

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 508-70-2017 MTWTh February 4-7
  8:30am-5:30pm CCAR
- XREA 508-71-2025 Sat/Sun February 16-24
  8:30am-5:30pm CCAR
- XREA 508-72-2050 MTWTh April 22-25
  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 509-70-2029 MTWTh February 25-28
  8:30am-5:30pm CCAR
- XREA 509-71-2031 Sat/Sun March 9-17
  8:30am-5:30pm CCAR
- XREA 509-70-3009 MTWTh April 29–May 2
  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 507-70-2015 TWThF January 22-25
  8:30am-5:30pm CCAR
- XREA 507-80-2021 MW February 11–March 6
  6:00pm-10:00pm CCAR
- XREA 507-71-2040 MTWTh March 25-28
  8:30am-5:30pm CCAR
- XREA 507-70-3013 Sat/Sun May 11-19
  8:30am-5:30pm CCAR
- XREA 507-71-3155 MTWTh July 8-11
  8:30am-5:30pm 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 511-70-2036 Friday March 15
  8:30am-4:30pm CCAR
- XREA 511-70-3018 Friday May 31
  8:30am-4:30pm CCAR

**THE 3 Ps OF PROFESSIONALISM CEC 3040**

This is a 4-hour course that meets the mandatory core requirements for continuing education in the 2018-2020 license renewal period. The 3 Ps of Professionalism: Principles, Practices and Pitfalls. 4 hrs. $60

- XREA 516-70-2018 F February 8
  8:30am-12:30pm CCAR
- XREA 516-71-2027 F February 22
  1:30pm-5:30pm CCAR
- XREA 516-80-2038 T March 19
  6:00pm-10:00pm CCAR
- XREA 516-72-2047 F April 5
  8:30am-12:30pm CCAR
- XREA 516-73-2053 F April 26
  1:30pm-5:30pm CCAR
- XREA 516-70-3016 F May 17
  1:30pm-5:30pm CCAR
- XREA 516-71-3023 W June 5
  8:30am-12:30pm CCAR
- XREA 516-72-3029 F June 21
  8:30am-12:30pm CCAR
- XREA 516-80-3034 Th June 27
  6:00pm-10:00pm CCAR

**BIC DUTIES & RESPONSIBILITIES MANDATORY COURSE CEE 2791**

In Section 40-57-135, the job description of the Broker-In-Charge is written within the South Carolina Real Estate Law. Duties, varying from, adequate supervision and compliance of the associated licensees, the language of the office policy, trust funds, and representation are included. The law can be tedious and vague in explanation. This BIC Duties and Responsibilities course will bring clarity and principled structure to the complicated language of the law. You will learn how to conduct sales meetings, handle trust funds, develop clarity of representation in your office policy, and understand how to adequately supervise by the course’s end. 4 hrs. $60

- XREA 512-70-2022 Friday February 15
  8:30am-12:30pm CCAR
- XREA 512-80-2033 Tuesday March 12
  6:00pm-10:00pm CCAR
- XREA 512-71-2042 Friday March 29
  8:30am-12:30pm CCAR
- XREA 512-72-2051 Friday April 26
  8:30am-12:30pm CCAR
- XREA 512-70-3014 Friday May 17
  8:30am-12:30pm CCAR
- XREA 512-71-3020 Tuesday June 4
  8:30am-12:30pm CCAR
- XREA 512-80-3032 Tuesday June 25
  6:00pm-10:00pm CCAR

Call 843-477-2020 or 843-349-5363 for Class & Registration Information • www.HGTC.edu/jobtraining
It is recommended that students register at least one week prior to class start date to avoid class cancellation.
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 INFORMATION
Registration is Easy. Sign Up Today.

Online: Visit www.hgtc.edu/jobtraining
By phone: 843-477-2020 or 843-349-5363
By mail: Download a form at www.hgtc.edu/jobtraining, print form, complete, and mail to: HGT C Continuing Education, 743 Hemlock Avenue, Myrtle Beach SC 29577
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.

GS Grand Strand Campus
743 Hemlock Avenue, Myrtle Beach, SC 29577
GTW Georgetown Campus
4003 South Frasier Street, Georgetown, SC 29440
CON Conway Campus
2050 East Highway 501, Conway, SC 29526
CCAR Fortune Academy
951 Shine Avenue, Myrtle Beach, SC 29577
OFF Call for location

M Monday F Friday
T Tuesday S Saturday
W Wednesday U Sunday
Th Thursday
It is recommended that students register at least one week prior to class start date to avoid class cancellation.
REGISTRATION FORM

Name (as it appears on your Social Security card) __________________________________________________________

SS# ___________________________ Date of Birth ________________________________________________________________

Address __________________________________________________________________________________________________

City ___________________________ State ____________ Zip ____________________

Day Phone _________________________ Evening Phone __________________________

Email ______________________________________________________________________________________________________

Enclosed is a check for $ __________to pay my full registration fee.*

Payable to Horry-Georgetown Technical College. Please include driver’s license number on check.

1. Course Title _______________________________________________________________________________________

Course # ___________________ Start Date ________________ Tuition $ ____________ Campus ________________

2. Course Title _______________________________________________________________________________________

Course # ___________________ Start Date ________________ Tuition $ ____________ Campus ________________

3. Course Title _______________________________________________________________________________________

Course # ___________________ Start Date ________________ Tuition $ ____________ Campus ________________

Residential Status:

☐ I am a U.S. Citizen

☐ I am a legal permanent resident 18 years of age or older

☐ I am an illegal resident of the U.S.

Gender: ☐ Male ☐ Female

Ethnicity: ☐ African American ☐ Asian

☐ Caucasian ☐ Native American ☐ Hispanic ☐ Other ______________________________________________________

Forms may be duplicated.

Mail to: HGTC – Continuing Education, 743 Hemlock Avenue, Myrtle Beach, SC 29577

*Please call 843-477-2020 to confirm receipt of your check and registration form.
BEGIN YOUR ALLIED HEALTH CAREER

Certified Nursing Assistant (page 3)
Certified Clinical Medical Assistant (page 3)
Certified Medication Technician (page 3)
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.