

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 8.3.7
Title: Continuing Education Non-Credit Course Syllabus
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended.
Responsibility: Vice President for Workforce
Development and Continuing Education

Original Approval Date: 01-14-1993
Last Cabinet Review: 01-05-2017
Last Revision: 01-05-2017

Chairperson

Horry-Georgetown Technical College endorses and subscribes to the concept of student course learning outcomes and, therefore, requires that all courses must have a written syllabus instructional package.

A continuing education non-credit instructional package must include the following:

1. Course title and prefix,
2. Occupational upgrading rationale,
3. Brief course description,
4. A detailed outline of material to be covered,
5. Outcomes assessment,
6. Text, and
7. Required materials and/or supplies.