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.