



At Orangeburg-Calhoun Technical College, we specialize in beginnings. That's why so many men and women, ages 18 to 80, have discovered new possibilities for their lives here. For over three decades, our graduates have begun successful careers with what they learned in our classrooms.

You want the best. You want a college that will provide top-quality courses of study and a faculty committed to your success. We have the resources to get you going in the right direction because at OCtech, there is no ceiling on achievement.

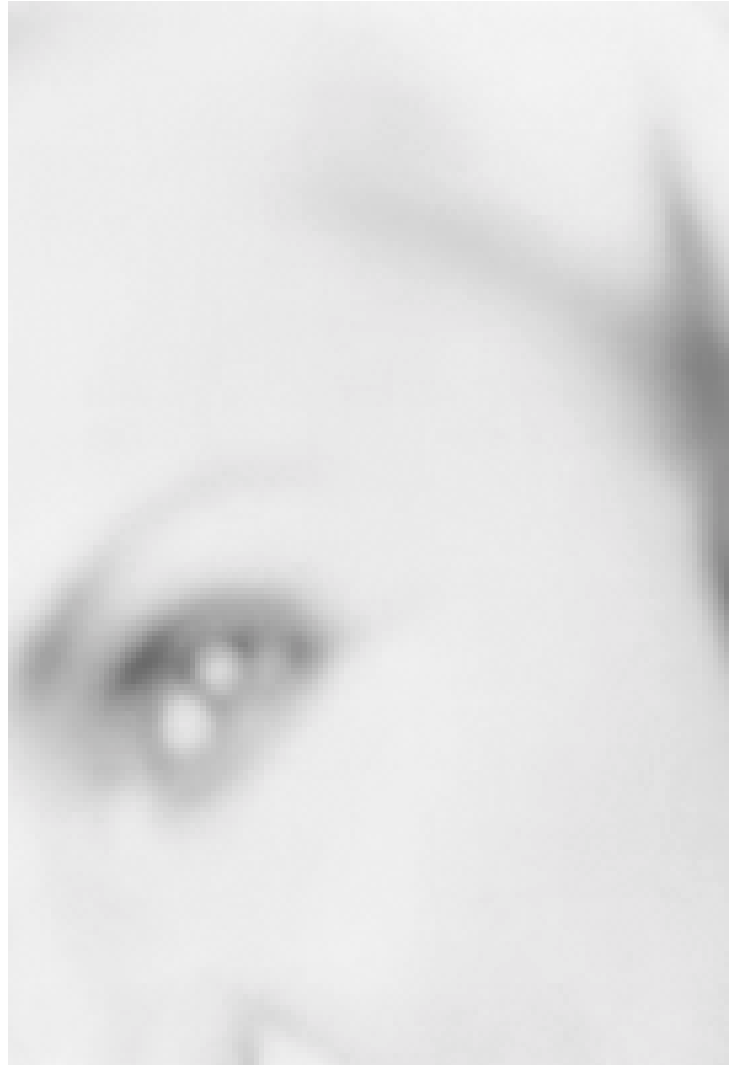
OUR STUDENTS: A CLASS ACT

At Orangeburg-Calhoun Technical College, we value what each student brings to our college. We are proud of our diverse student body, which includes high school students, single parents, professionals, returning students and people with special needs.

Our student organizations and activities can help you develop lasting friendships, enhance your leadership skills and give you an opportunity to serve the community.

OUR FACULTY: COMMITTED TO YOUR SUCCESS

Personal attention, a challenging learning environment, quality instruction — that's what you'll find at OCtech. Our small classes and caring faculty can really make a difference in your education. Because our experienced instructors are committed to teaching, their attention is focused on you and your needs. Meet them halfway and they can help you change your life.



STEP-BY-STEP: GUIDANCE WITH A PERSONAL TOUCH

Unsure of a career direction? Questions about how to register? Worried about getting started? All of these issues can affect your success in college. That is why our counselors, advisors and faculty are always happy to help guide you in choosing the right career, untangling schedule problems and building your study skills.

At Orangeburg-Calhoun Technical College, you'll find a place where you can build on who you already are. We are committed to your special needs and interests so you don't have to fit into a narrow mold to secure an education. You're free to explore options or gain down-to-earth work skills. The process will be challenging, exciting, demanding, and a lot of fun.

Our number one priority is helping you achieve your goals. Before you enroll, we'll give you an assessment test to determine which courses will best suit your personality and interests. To help you get the most out of your classes, we offer tutorial and lab services. And once you have your degree, we don't just send you out the door and on your way. Our placement services are here to help you ease into the working world.

FINANCIAL AID: UNLOCKING DOORS

Orangeburg-Calhoun Technical College offers a variety of programs to help finance your college education. Collectively called financial aid, these include grants, scholarships, loans and work/study programs (for those who qualify). They are extended either individually or in combination and serve to supplement your personal resources for attending college.

Although our tuition and fees are among the lowest in the state, we find that many people still need help paying for college. Last year alone, we awarded over \$4 million in tuition reimbursements through our financial aid office.

The SC Education Lottery Scholarship has now made a great value even more so. All eligible OCTech students receive lottery-funded tuition assistance depending on the number of credit hours taken. The only eligibility requirements are SC residency and a minimum of six credit hours. Lottery tuition assistance amounts vary from term to term depending on lottery revenue and student enrollment.

When financing your college education, consider applying for financial aid. Our knowledgeable financial aid advisors have all the details and can assist you in this process.

TIP:

All students seeking financial aid must complete a free application for federal financial student aid (FAFSA). You can apply on line at our web site or obtain an application from the financial aid office.

individual programs & semester display

Associate Degree in Accounting

69 SEMESTER HOURS

According to the U.S. Bureau of Labor Statistics, a growing economy is expected to result in an increasing demand for accounting services. The large accounting profession ensures job openings, including many opportunities for temporary and part-time work.

The Accounting curriculum provides students with the knowledge and skills required to move into this growing field. Career opportunities for accounting graduates include payroll clerk, accounts receivable/payable clerk, bookkeeper, and paraprofessional accountant.

In smaller establishments, accounting clerks handle all aspects of financial transactions while accounting clerks in larger offices and accounting departments are more specialized. Their titles may reflect the type of accounting they do, such as accounts payable or accounts receivable clerks. Entry-level accounting clerks post details of transactions, total accounts, and compute interest charges. More advanced clerks may total, balance, and reconcile billing vouchers; ensure completeness and accuracy of data on accounts; and code documents according to company procedures.

As organizations increasingly move to computerized financial records, more accounting professionals are using specialized accounting software on personal computers.

Students planning to continue their studies at a four-year institution after completing this program will work with their advisors concerning transferability of credits.

The Accounting program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Students who complete an Associate In Business Degree with a major in Accounting at OCTech can receive 60-semester transfer credit hours of course work toward a Bachelor of Science Degree in Business

Administration with a concentration in Accounting at Claflin University.

CORE CURRICULUM 15 HOURS**Communications:**

*ENG 101 or ENG 155, ENG 165

Humanities/Fine Arts (Choose one):

*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 234, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102, *SPC 205

Social/Behavioral Sciences (Choose one):

ECO 201, *ECO 210, or *ECO 211

Natural Sciences/Math:

MAT 101 or *MAT 110

MAJOR REQUIREMENTS 54 HOURS

ACC 101, ACC 102, ACC 124, ACC 150, ACC 201, ACC 202, ACC 221, ACC 230, ACC 231, ACC 240, ACC 245, ACC 260, ACC 265, BUS 140, CPT 170, LEG 121, MGT 101, OST 105

TOTAL COURSE OF STUDY 69 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution.

**ACCOUNTING DEGREE
SEMESTER CURRICULUM MODEL**

		Class	Lab	Credit
FALL I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
ACC 150	Payroll Accounting	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
OST 105	Keyboarding	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SPRING I				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
HSS 101	Introduction to Humanities	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts (ECO 210 or 211 transfer)	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MAT 101	Beginning Algebra (MAT 110 transfer)	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
FALL II				
ACC 201	Intermediate Accounting I	3.0	0.0	3.0
ACC 221	Corporate Taxation	3.0	0.0	3.0
ACC 230	Cost Accounting I	3.0	0.0	3.0
ACC 245	Accounting Applications	3.0	0.0	3.0
ACC 260	Auditing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SPRING II				
ACC 202	Intermediate Accounting II	3.0	0.0	3.0
ACC 231	Cost Accounting II	3.0	0.0	3.0
ACC 265	Not-For-Profit Accounting	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
LEG 121	Business Law I	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0

*OST 105 or keyboarding experience required.

Minimum grade of "C" required in all courses.

Accredited by the ACBSP.

ASSOCIATE DEGREE IN BUSINESS

MAJOR IN GENERAL BUSINESS

Success in the business world today requires knowledge in a broad variety of fields. To prepare students, a broad spectrum of courses are incorporated into the General Business curriculum. These studies include courses in accounting, business law, computer technology, economics, mathematics, management, and marketing. It is vital that persons interested in advancing in the business world have strong communication, interpersonal, and analytical skills. They must also be creative, highly motivated, and willing to change with the needs of the work environment.

General Business is an ideal program for those individuals interested in learning the skills necessary for running a small business. In addition, the graduate will be prepared for an entry-level position in management, marketing and retail sales.



Students planning to continue their studies at a four-year institution after completing this program will work with their advisors concerning transferability of credits.

The General Business program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Students who complete an Associate In Business Degree with a major in General Business at OCtech can receive 57-semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with a concentra-

tion in Management or Marketing at Claflin University.

CORE CURRICULUM 15 HOURS

Communications:

*ENG 101 or ENG 155, ENG 165

Humanities (Choose one):

*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 234, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102, *SPC 205

Social/Behavioral Sciences (Choose one):

ECO 201, *ECO 210, or *ECO 211

Natural Sciences/Math:

MAT 170

MAJOR REQUIREMENTS 54 HOURS

ACC 101, ACC 102, ACC 124 or ACC 150 or ACC 240, BAF 101, BUS 101, BUS 110, BUS 140, BUS 268, CPT 170, CPT 174, LEG 121, MGT 101, MGT 201, MGT 240, MGT 270, MKT 101, MKT 110, MKT 120

TOTAL COURSE OF STUDY 69 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution.

GENERAL BUSINESS DEGREE SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BAF 101	Personal Finance	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MGT 101	Principles of Management	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SPRING I				
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
ECO 201	Economics Concepts (ECO 210 or ECO 211 transfer)	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MAT 170	Algebra, Geometry & Trigonometry I	3.0	0.0	3.0
MKT 101	Marketing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SUMMER				
ACC 101	Accounting Principles I	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
ENG 165	Professional Communications	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
FALL II				
ACC 102	Accounting Principles II	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
MGT 240	Management Decision Making	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
MKT 120	Sales Principles	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SPRING II				
ACC 124	Individual Tax Procedures or ACC 150 or ACC 240	3.0	0.0	3.0
BUS 110	Entrepreneurship (Seniors Only)	3.0	0.0	3.0
BUS 268	Special Projects in Business (GB Seniors Only)	2.0	3.0	3.0
MGT 201	Human Resource Management	3.0	0.0	3.0
MKT 110	Retailing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		14.0	3.0	15.0

*OST 105 or keyboarding experience required. Minimum grade of "C" required in all courses. Accredited by the ACBSP.

ASSOCIATE DEGREE IN BUSINESS

MAJOR IN OFFICE SYSTEMS TECHNOLOGY



Graduates with an associate degree in Office Systems Technology will find employment opportunities in organizations ranging from education and health, to legal and business services, as well as firms engaging in manufacturing, construction, wholesale and retail trade, transportation, and communications. Banks, insurance companies, and medical facilities are important employers, as are federal, state, and local government agencies.

Careers for the OST graduate will continue to evolve with new office automation and organizational restructuring. Organizations employ administrative assistants to perform and coordinate office activities and to ensure information is disseminated to staff and clients. Managers, professionals, and other support staff can rely on OST graduates to keep administrative operations under control.

Knowledge of software applications, such as word processing, spreadsheet, and database management, is essential to most employers. Because employees must be tactful in their dealings with many different people, employers also look for good interpersonal skills. Discretion, good judgement, organizational ability and initiative are especially important for higher-level positions.

Students in the OST program may elect to specialize in either the executive, legal, or medical areas requiring knowledge of the technical terminology and procedures needed for the respective fields. Responsibilities could include conducting research, preparing statistical reports, training employees, and supervising other clerical staff.

Legal secretaries prepare correspondence and legal documents such as summonses, complaints, motions, and subpoenas under the supervision of an attorney. They may also review legal journals and assist with legal research.

Medical secretaries assist physicians by preparing correspondence, recording simple medical histories, and arranging for patients to be hospitalized. They need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures.

Students planning to continue their studies at a four-year institution after completing this program will work with their advisors concerning transferability of credits.

The Office Systems Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

CORE CURRICULUM 15 HOURS

Communications:

*ENG 101 or ENG 155, ENG 165

Humanities (Choose one):

*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 234, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102, *SPC 205

Social/Behavioral Sciences (Choose one):

ECO 201, *ECO 210, or *ECO 211

Natural Sciences/Math:

MAT 155

MAJOR REQUIREMENTS 54 HOURS

BUS 140, CPT 170, CPT 172, CPT 174, IST 225, LEG 121/AHS 104/BIO 110, MGT 110, OST 105, OST 110, OST 121 or OST 122 or OST 123, OST 134, OST 137, OST 143 or OST 252, OST 210, OST 250, OST 254 or OST 270, OST 265, OST 267

TOTAL COURSE OF STUDY 69 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution.

OFFICE SYSTEMS TECHNOLOGY SEMESTER CURRICULUM MODEL

CREDITS

FALL I

		Exec.	Leg.	Med.
BUS 140	Business Mathematics	3.0	3.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	3.0	3.0
MAT 155	Contemporary Mathematics	3.0	3.0	3.0
OST 105	Keyboarding*	3.0	3.0	3.0
LEG 121	Business Law I	3.0	3.0	---
BIO 110	General Anatomy and Physiology	---	---	3.0

AHS 104	Medical Vocabulary/Anatomy	----	----	<u>3.0</u>
		15.0	15.0	18.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	3.0	3.0
OST 110	Document Formatting	3.0	3.0	3.0
OST 134	Office Communications	3.0	3.0	3.0
OST 137	Office Accounting (ACC 101 transfer)	3.0	3.0	3.0
OST 143	Office Systems and Procedures	3.0	3.0	---
OST 252	Medical Systems and Procedures	----	----	<u>3.0</u>
		15.0	15.0	15.0
SUMMER				
HSS 101	Introduction to Humanities	3.0	3.0	3.0
IST 225	Internet Communications	3.0	3.0	---
OST 121	Machine Transcription	3.0	---	---
OST 122	Medical Machine Transcription I	---	---	3.0
OST 123	Legal Machine Transcription	---	3.0	---
OST 250	Advanced Information Processing	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
		12.0	12.0	9.0
FALL II				
CPT 172	Microcomputer Databases	3.0	3.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	3.0	3.0
ECO 201	Economic Concepts (ECO 210 or 211 transfer)	3.0	3.0	3.0
ENG 165	Professional Communications	3.0	3.0	3.0
OST 210	Document Production	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
		15.0	15.0	15.0
SPRING II				
MGT 110	Office Management	3.0	3.0	3.0
OST 265	Office Desktop Publishing	3.0	3.0	3.0
OST 267	Integrated Information Processing	3.0	3.0	3.0
OST 270	SCWE in Office Systems or			
OST 254	Office Simulation (Graduating Term Only)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
		12.0	12.0	12.0

*OST 105 or keyboarding experience required.

Minimum grade of "C" required in all courses.
Accredited by the ACBSP.

The Automated Office curriculum prepares students for entry-level administrative positions in the office environment. Instruction in keyboarding, word processing, machine transcription, accounting, office systems and procedures, as well as written and oral communications, are included in this diploma program. Familiarity with computer word processing software and applications is stressed.

General office clerks should be able to work as part of a team, have good communication skills, and have the ability to pay close attention to details. They must also be willing to change with the needs of the work environment and take on additional work responsibilities. Graduates possessing these skills should have the best opportunities for employment in virtually every



kind of industry.

SEMESTER CURRICULUM MODEL

FALL I

		Class	Lab	Credit
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
OST 110	Document Formatting	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0

SPRING I

ECO 201	Economic Concepts (ECO 210 or 211 transfer)	3.0	0.0	3.0
OST 134	Office Communications	3.0	0.0	3.0
OST 137	Office Accounting (ACC 101 transfer)	3.0	0.0	3.0
OST 143	Office Systems and Procedures	3.0	0.0	3.0
OST 210	Document Production	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0

SUMMER

IST 225	Internet Communications	3.0	0.0	3.0
OST 121	Machine Transcription	3.0	0.0	3.0
OST 250	Advanced Information Processing	3.0	0.0	3.0
OST 270	SCWE in Office Systems or			
OST 254	Office Simulation	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0

*OST 105 or key-boarding experience is required. Minimum grade of "C" required in all courses.

BASIC ACCOUNTING CERTIFICATE
24 SEMESTER HOURS

The Certificate in Basic Accounting provides students with an opportunity to gain a basic understanding of the accounting process, computerized accounting applications, and payroll laws.

All courses in the Basic Accounting Certificate can be applied to the Associate Degree in Accounting.

BASIC ACCOUNTING CERTIFICATE
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
ACC 101	Accounting Principles I	3.0	0.0	3.0
ACC 150	Payroll Accounting	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications*	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
SPRING				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
ACC 245	Accounting Applications	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0

**OST 105 or keyboarding experience required.
 Minimum grade of "C" required in all courses.*

BASIC MARKETING CERTIFICATE
BASIC SUPERVISION CERTIFICATE
18 SEMESTER HOURS

These certificates are designed to provide students who are not interested in pursuing an associate degree with basic skills in the areas of management or marketing.

In addition to business courses, students will receive training in basic communication skills. Students may apply many of the credit hours from either of these certificates towards completion of the Associate Degree in General Business.

BASIC MARKETING CERTIFICATE
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
BUS 101	Introduction to Business	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
MKT 120	Sales Principles	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
SPRING				
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MKT 110	Retailing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0

BASIC SUPERVISION CERTIFICATE
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
BUS 101	Introduction to Business	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MGT 101	Principles of Management	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
SPRING				
CPT 170	Computer Applications*	3.0	0.0	3.0
MGT 110	Office Management	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0

*OST 105 or keyboarding experience required.

Minimum grade of "C" required in all courses.

SMALL BUSINESS MANAGEMENT CERTIFICATE 30 SEMESTER HOURS

Small businesses account for over 99 percent of all businesses in the United States and are a vital economic force in our society. Unfortunately, however, a large percentage of these businesses fail each year. The most common reason for failure is mismanagement due to lack of business know-how. The Small Business Management program provides students with the necessary framework for managing a small business.

Accounting, management, and marketing activities are critical to the success of a business. In addition to courses in these areas, Small Business Management students will also study other aspects of the overall business environment. For those who desire to start their own business or purchase an existing business, the program also requires students to develop a business plan and identify funding sources.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
ACC 101	Accounting Principles I	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
MKT 101	Marketing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SPRING				
ACC 124	Individual Tax Procedures <i>or</i>			
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
BUS 110	Entrepreneurship	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0

*OST 105 or keyboarding experience required.

Minimum grade of "C" required in all courses.

MEDICAL TRANSCRIPTIONIST CERTIFICATE 33 SEMESTER HOURS

Medical transcriptionists use a transcription machine to listen to dictation by physicians and other health-care professionals concerning medical reports such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. In order to understand and accurately transcribe these reports into a format that is clear and comprehensible, the medical transcriptionist must understand the language of medicine, anatomy, physiology, diagnostic procedures, and treatment. They must also be able to translate medical jargon and abbreviations into their expanded forms. Editing as necessary for grammar and clarity, the medical transcriptionist transcribes reports that will eventually become part of the patient's permanent file and returns them in either printed or electronic form to the dictator for review, editing, and signature.

The Medical Transcriptionist certificate program includes courses in medical terminology, medical machine transcription, human anatomy, and physiology as well as training in keyboarding, word processing software and communications skills. Medical transcriptionists will find employment in hospitals, clinics, nursing homes, and physicians' offices or self-employment.

MEDICAL TRANSCRIPTIONIST CERTIFICATE SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
AHS 104	Medical Vocabulary/Anatomy	3.0	3.0	3.0
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
OST 110	Document Formatting*	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	3.0	12.0
SPRING				
OST 122	Medical Machine Transcription I	3.0	0.0	3.0
OST 134	Office Communications	3.0	0.0	3.0
OST 210	Document Production	3.0	0.0	3.0
OST 250	Advanced Information Processing	3.0	0.0	3.0
OST 252	Medical Systems and Procedures	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
SUMMER				
OST 222	Medical Machine Transcription II	3.0	0.0	3.0
OST 270	SCWE in Office Systems <i>or</i>			
OST 254	Office Simulation	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		6.0	0.0	6.0

*OST 105 or keyboarding experience required.
Minimum grade of "C" required in all courses.

**WORD PROCESSING CERTIFICATE
21 SEMESTER HOURS**

Computer softwares are technological developments that have had the greatest effect on the office environment. Word processing equipment is enabling business, industry, and government to more efficiently and effectively manage the steadily increasing workload. As a result, an increasing number of capable office personnel with word processing skills will be needed.

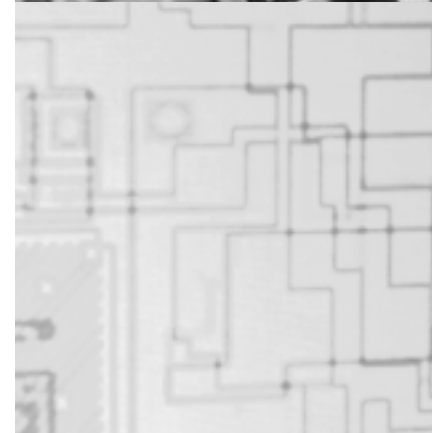
Students enrolled in this certificate program will acquire the necessary knowledge, skills, and experience for employment or for the upgrade of existing skills.



SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
CPT 170	Microcomputer Applications*	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
OST 110	Document Formatting*	3.0	0.0	3.0
OST 134	Office Communications	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
SPRING				
OST 121	Machine Transcription	3.0	0.0	3.0
OST 210	Document Production	3.0	0.0	3.0
OST 250	Advanced Information Processing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0

**OST 105 or keyboarding experience is required.*



in all courses.

PROGRAMS OF STUDY

Associate in Engineering Technology

- Electronics Engineering Technology with a specialization in Computer Ele
- Electronics Engineering Technology with a specialization in Electronic Ins

Associate in Industrial Technology

- Automotive Technology
- Industrial Electronics Technology
- Machine Tool Technology

Certificate Programs

- Advanced Automotive Systems Repair
- Electrical Systems Repair
- Engine & Brake Repair
- Suspension & Transmission Repair
- Ignition & Fuel Systems Repair
- Welding

has established admissions criteria. It is advisable to apprise yourself of these through contact with an admissions counselor.

how to apply

Applying for admission to OCtech is easy.

- (1) Complete an application form, which can be obtained from the Office of Admissions.
- (2) Take the COMPASS, a placement test designed to aid counselors and advisors in determining the best course of study for each student. SAT or ACT scores may also be presented in lieu of the COMPASS.
- (3) Request high school or other colleges attended to forward an official transcript of all academic work attempted.
- (4) A \$15.00 application-processing fee is due upon notice of acceptance to the College. This fee is assessed for new students and for those students returning to the College who have remained out of school for more than two consecutive academic terms. The application-processing fee is non-refundable.
- (5) Complete an application for Federal Student Financial Aid.

Register for classes during the scheduled registration period. Students will receive notification of acceptance by the Admissions Office. Each curriculum



course descriptions

ACC 101	Accounting Principles I This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle and preparing financial statements.	3-0-3	ACC 245	Accounting Applications This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisites: ACC 101 and CPT 170	3-0-3
ACC 102	Accounting Principles II This course emphasizes managerial accounting theory and procedures in basic accounting, cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite: ACC 101	3-0-3	ACC 260	Auditing This course is a study of the procedures for conducting audits and investigations of various enterprises. Prerequisite: ACC 102	3-0-3
ACC 124	Individual Tax Procedures This course is a study of the income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. Prerequisite: BUS 140	3-0-3	ACC 265	Not-For-Profit Accounting This course introduces the special accounting need of municipalities, counties state, the Federal Government and Governmental agencies, and other not-for-profit organizations. Prerequisite: ACC 102	3-0-3
ACC 150	Payroll Accounting This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls, and various forms and records.	3-0-3	BAF 101	Personal Finance This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, and retirement planning.	3-0-3
ACC 201	Intermediate Accounting I This course explores fundamental processes of accounting theory, including a thorough working knowledge and understanding of the preparation of financial statements. Prerequisites: ACC 102	3-0-3	BUS 101	Introduction to Business This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.	3-0-3
ACC 202	Intermediate Accounting II In this course, accounting principles and concepts are applied to account evaluation and income determination, including special problems particular to corporations and analysis of financial reports. Prerequisite: ACC 201	3-0-3	BUS 110	Entrepreneurship This course in an introduction to the process of starting a small business, including forms of ownership and management. (Seniors only)	3-0-3
ACC 221	Corporate Taxation This course is a study of the Federal Tax regulations and procedures governing corporations. Prerequisite: ACC124	3-0-3	BUS 140	Business Mathematics This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices.	3-0-3
ACC 230	Cost Accounting I This course studies the accounting principles involved in job order cost systems. Prerequisite: ACC 102	3-0-3	BUS 268	Special Projects in Business This course includes research, reporting and special activities for successful employment in the business world. (GB Seniors only)	2-3-3
ACC 231	Cost Accounting II This course examines the accounting principles involving processing and standard cost systems. Prerequisite: ACC 230	3-0-3	ECO 101	Basic Economics This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination.	3-0-3
ACC 240	Computerized Accounting This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Prerequisite: ACC 101 and keyboard experience.	3-0-3	ECO 201	Economic Concepts This course is a study of micro- and macro-economic concepts and selected economic problems.	3-0-3
			ECO 210	Macroeconomics This course includes the study of the fundamental principles and policies of a modern	3-0-3

	economy to include markets and prices, national income accounting cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.	
ECO 211	Microeconomics This course includes the study of the behavior of households and firms including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.	3-0-3
MGT 101	Principles of Management This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.	3-0-3
MGT 110	Office Management This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.	3-0-3
MGT 150	Fundamentals of Supervision This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.	3-0-3
MGT 201	Human Resource Management This is an introductory course to personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; wage, salary and benefit administration. Prerequisite: MGT 101	3-0-3
MGT 240	Management Decision Making This course is a study of various structured approaches to managerial decision making. Prerequisite: MGT 101	3-0-3
MGT 270	Managerial Communications This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process. Prerequisite: ENG 165 and MGT 101	3-0-3
MKT 101	Marketing This is an introductory course to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.	3-0-3
MKT 110	Retailing This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Prerequisite: MKT 101	3-0-3
MKT 120	Sales Principles	3-0-3

	This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills. Prerequisite or corequisite: MKT 101	
OST 105	Keyboarding This course focuses on the mastery of keyboarding and formatting principles.	3-0-3
OST 110	Document Formatting This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies. Prerequisite: OST 105	3-0-3
OST 121	Machine Transcription This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques and proper punctuation of business documents. Prerequisites: OST 110 and ENG 175/OST 134	3-0-3
OST 122	Medical Machine Transcription I This course provides experience in transcribing medical documents from dictation equipment. Prerequisites: OST 110 and AHS 104; coreq: ENG 155/OST 134	3-0-3
OST 123	Legal Machine Transcription This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment. Prerequisites: OST 110, LEG 121, and ENG 175/OST 134	3-0-3
OST 133	Professional Development This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.	3-0-3
OST 134	Office Communications This course develops proficiency in proofreading and other specialized applications of communications in the office environment.	3-0-3
OST 135	Office Machines This course introduces keyboarding techniques on the ten-key numeric pad and provides practice in solving typical business calculations.	3-0-3
OST 136	Business Records This course covers the development and maintenance of a variety of business records.	3-0-3

	Prerequisite: BUS 140/MAT 160	
OST 137	Office Accounting	3-0-3
	This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.	
OST 143	Office Systems and Procedures	3-0-3
	This course emphasizes procedures and applications used in the office environment. Corequisites: OST 110 and ENG 175/OST 134	
OST 165	Information Processing Software	3-0-3
	This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing. Prerequisites: CPT 170 and OST 105	
OST 210	Document Production	3-0-3
	This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Prerequisite: OST 110	
OST 222	Medical Machine Transcription II	3-0-3
	This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation equipment. Prerequisites: OST 122 and OST 210	
OST 250	Advanced Information Processing	3-0-3
	This course emphasizes complex applications of information processing software using advanced features and concepts. Prerequisites: CPT 170 and OST 105	
OST 252	Medical Systems and Procedures	3-0-3
	This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Prerequisites: AHS 104; corequisites: OST 110 and ENG 175/OST 134	
OST 254	Office Simulation	3-0-3
	This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated executive, legal or medical office environment. (Graduating Term Only)	
OST 265	Office Desktop Publishing	3-0-3
	This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisite: OST 250	
OST 267	Integrated Information Processing	3-0-3
	This course covers the application of integrated computer software. Prerequisite: OST 250	
OST 270	SCWE in Office Systems	2-3-3
	This course integrates office skills within an approved work site related to Office Systems Technology. Graduating Term Only.	

You've heard all the facts. Now, let's review.

1. Orangeburg-Calhoun Technical College's sole mission is to provide you with a quality education to start you on the road to a bright and promising future. We work hard to "cover all the bases" to meet the needs of our community:

- Low tuition
- Highly-qualified instructors
- A caring environment
- Vast selection of courses
- Flexible scheduling
- Convenient location



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