# **Orangeburg-Calhoun Technical College**

## Academic Year 2016 - 2017 Volume XLVIII

#### Accreditation

Orangeburg-Calhoun Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Orangeburg-Calhoun Technical College.

For all other inquiries about Orangeburg-Calhoun Technical College, please contact the College at: Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 803.536.0311, 800.813.6519 (within SC), www.octech.edu.

# Member American Association of Community Colleges

**Note:** Orangeburg-Calhoun Technical College maintains its official publications electronically on the college website. The electronic version of the College Catalog is considered the College's official College Catalog.

#### Non-Discrimination Policy:

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its admissions policies, programs, activities or employment practices. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803.535.1207, who serves as the College's Section 504, Title II, and Title IX Coordinator.

# **Table of Contents**

	Page
President's Message	3
General Information	4
College History	6
Institutional Mission	9
Campus Map	298
Academic Information	11
Academic Calendar	12
Admissions	13
Entrance Requirements	13
State Policies and Procedures for Transfer Students	21
Attendance	33
Grading System	30
Tuition and Fees	36
Residency Requirements	37
Tuition	38
Refund Policy	38
Student and Support Services	40
Orientation	41
Counseling	41
Student Success Center	42
Transcripts	43
Safety	63
Student Insurance	64
Financial Aid	46
Types of Aid/Scholarships	53
Veterans' Affairs Benefits	58
The College	65
Library Services	66
Bookstore	68
Student ID	68
Student Life	69
Student Code of Conduct	72
Corporate Training and Economic Development	102
Programs of Study	107
Associate in Arts/Science - University Transfer	110
Business	138
Computer Technology	150
Engineering and Advanced Manufacturing Technologies	158
General Technology	184
Health Sciences	194
Human and Public Service	214
Nursing	227
Course Descriptions (listed alphabetically)	238
College Personnel	2870

# **President's Message**

As president of OCtech, I am excited about the future, both for this institution and the students we serve. We have an exceptional record of preparing our students for good jobs and great careers with over 80 programs of study, and a successful record of transfer opportunities to many of our state's four-year colleges and universities. With some of our most recent accomplishments, we are continuing to serve as a visionary leader in our region and the state. Because of the relationships we have with local employers and the quality of our programs, job placement rates for our



graduates are among the best in the state. In addition, we are continually growing our program offerings to meet a diverse set of employment needs for our region. Another important aspect of your college experience involves academic and social support. You will have the opportunity to participate in organizations and programs that exist outside of the classroom that assist you in reaching your goals. I invite you to take advantage of all that the college offers to enhance your educational experiences.

The faculty and staff at OCtech are dedicated to the success of our students and are committed to providing quality programs and services to everyone. Our goal is to enroll students who intend to graduate and are prepared for the workforce of the future. We will provide you with the knowledge and skills that you will need in your chosen career.

I know the future holds exciting possibilities for you as a student and for our graduates as well. OCtech offers many ways for students to get involved on campus. Please join our Facebook, Twitter and YouTube pages to have the latest information on campus news and events. Best Wishes for your future as a student at OCtech!

Dr. Walt A. Tobin

Walte A. Jal.

# **General Information**

Orangeburg-Calhoun Technical College is a member of the American Association of Community Colleges and is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate in Arts, Associate in Science and Associate in Applied Science degrees. It is a comprehensive two-year technical college that provides training of persons for jobs in new and expanding industries, upgrading programs for workers already employed and university transfer opportunities.

The goal of the College is to nurture and cultivate the unique qualities of each student through an interesting curriculum, in an inspiring environment and under the leadership of involved instructors. Class size is small, ensuring that each student receives the individualized attention essential for the realization of his/her potential and with the number one priority being the student's success in school and beyond.

To that end, all courses required for degree, diploma, and certificate graduates relate directly to their majors and to competencies needed for professional advancement after graduation. The opportunity for this type of concentration is one of the primary advantages of attending OCtech.

#### How To Use This Catalog

Orangeburg-Calhoun Technical College's catalog is a reference guide that deals with almost all aspects of the College — its policies, programs of study, course offerings, services, and faculty. Statements in this catalog are for informational purposes only and should not be construed as the basis of a contract between the student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Orangeburg-Calhoun Technical College reserves the right to change any provision listed in this catalog, including, but not limited to, tuition charges or academic requirements for graduation without actual notice to the individual student. Every effort will be made to keep students advised of such changes. Information on changes or revisions will be available in the Office of the Vice President for Academic Affairs. It is the responsibility of each student to keep apprised of current graduation requirements for his/her particular program.

#### Instruction

The cornerstone of all courses offered at OCtech is instruction. Teaching, learning and application are dependent on instruction. The College employs the competency-based education method of instruction. Each course has a fully-developed course syllabus with the individual instructor providing relevant supplemental experiences to each course. Instruction includes classroom, laboratory and individual learning experiences.

# **General Information**

#### **General Education Core**

Each associate degree and diploma curriculum includes a core of general education courses that either meet or exceed the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The core for associate degree curricula, at least 15 semester credit hours, includes at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences and the natural sciences/mathematics; and provides components designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. The core for diploma curricula, at least eight semester hours, is designed to develop communication, computational, behavioral and social science skills appropriate to the occupational purpose of the academic discipline.

#### **Advisory Committees**

For each curriculum offered at OCtech, there exists an advisory committee composed of concerned experts in the field from the business, health care and industrial communities. Advisory committees provide a vital link between the community and the College by offering objective evaluations and recommendations regarding program developments and instructional improvement. The role of the advisory committees is advisory in nature, not administrative or policy making.

The implementation of an advisory committee is the most productive and effective method for involving the community in education. Strong academic curricula are a result of involved and contributing committees.

## **Length of Programs**

OCtech operates on the semester system. There are two semesters, fall and spring, and a summer session. The time required for a student to complete a curriculum of study will depend on various factors including the number of courses and semester hours taken each semester, the sequence of courses taken and the individual student's own plans and aspirations. Academic advisors are the students' initial contact for planning their academic programs.

# **College History**

he history of technical education in Orangeburg and Calhoun Counties began many years before Orangeburg-Calhoun Technical College officially opened in 1968. Previous to this date, many citizens were concerned about the future of Orangeburg and Calhoun Counties and felt the need to take action to ensure the counties' growth.

At that time, the two principal economies in the state were textiles and agriculture - both of which were having problems. South Carolina was losing her most valuable resource - her young people - who were taking jobs out of state.

Then Governor Ernest F. Hollings signed legislation in 1961 creating the technical education system. Its purpose was to help encourage economic growth in South Carolina by attracting more industries to the state and to provide job training for South Carolinians who would be employed by those industries.

The South Carolina General Assembly passed legislation in May 1966 creating the Orangeburg-Calhoun Area Commission for Technical Education. This commission was charged with the responsibility of developing and implementing an adequate training program at the post-secondary level. On October 25, 1967, state officials, all of whom had a hand in making the new Technical Education Center a reality, participated in officially breaking ground for the facility, which today is known as Orangeburg-Calhoun Technical College.

On September 16, 1968, Orangeburg-Calhoun Technical Education Center registered its first students, becoming the eleventh South Carolina Center in operation. During the official dedication ceremonies held on May 16, 1969, the late Senator Marshall B. Williams stated that this new education facility "represents the dreams and work of many people in the area."



Charles P. Weber

An important milestone in the development of how the College is recognized today was marked on December 2,1970, when Orangeburg-Calhoun Technical Education Center Director Charles P. Weber announced that the institution had become fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Upon recommendation by the Orangeburg-Calhoun Area Technical Education Commission and approval by the State Board for Technical and Comprehensive Education, the Center's name was changed in May 1974 to Orangeburg-Calhoun Technical College. The purpose of this change was to more accurately reflect the College's post-secondary education mission. The director's title was changed to that of president at the same time.

## **College History**

The campus, built on land that had previously been a dairy farm, included 84,232 square feet of classrooms, labs and administrative offices. In early 1974, an expansion program, estimated to add 140,000 square feet of usable space, was begun. The new additions housed administrative offices, student personnel services and a learning resource center. These buildings were dedicated in 1978 to two men recognized for the vital roles they played in the success of technical education. The Gressette Learning Resource Center was named in honor of Senator L. Marion Gressette of St. Matthews, and the Williams Administration Building in honor of Senator Marshall B. Williams of Orangeburg.

Since its inception, Orangeburg-Calhoun Technical College has continued to seek new avenues for growth both academically and technically; and in 1988 the College marked its 20th anniversary with the opening of the Health Sciences Building. After 11 years in the planning stage, this 32,430 square foot, \$3.3 million symbol of continuous commitment to quality health care training began holding its first classes in September 1988.



Ben Wetenhall addresses audience at the 1978 dedication

In January 1993, the College dedicated buildings to its three OCtech Area Commission charter members. In a ceremony marking the occasion, the Industrial/Technology, Business/Computer Technology and Faculty Administration buildings were named in honor of Joe K. Fairey II, John O. Wesner, Jr. and Ben R. Wetenhall, respectively.

The Distance Learning Center brought video conferencing capabilities to the OCtech campus in 1996. This interactive center is connected to all 16 colleges in the South Carolina Technical Education System, giving them the technological ability to work with one another by providing additional services and educational programs, not heretofore available to their respective communities. The system-wide video conferencing capability also allowed the 16 colleges in the System to offer a more comprehensive selection of educational opportunities in a cost-effective manner while avoiding duplication within their service areas.

After receiving full approval to proceed with its distance learning initiatives by the Commission on Colleges of the Southern Association of Colleges and Schools in early 1998, OCtech began optimizing use of its new technology by pioneering a program, which offered college credit courses over the Internet. In taking this bold new step, OCtech opened up limitless educational opportunities to the community.

# **College History**



In 2001, the College developed a comprehensive five-year strategic plan to continue to move the College forward in educating and training the community. This plan was reviewed and updated yearly. The second five-year plan was developed in 2007 through a cooperative effort of faculty, staff, students, and the community. A third five-year strategic plan was developed for 2012 – 2017. Faculty, staff, students and community leaders participated in the development of the plan.

OCtech broke ground for a 37,000 square foot, \$5.2 million Student and Community Life Building in 2002 and cut the ribbon on its new Student and Community Life Center in 2003. Student Services, Development and Marketing offices, as well as the president's office are housed in this building. In 2012, OCtech renamed the building Patrick Student Services to honor Larry W. Patrick who served on the College's governing board for more than 40 years.

Orangeburg-Calhoun Technical College completed extensive renovations to both the Gressette and the Williams buildings in 2004. The Math and Science Center

was formally opened in December 2006 with needed laboratories, classrooms, lecture halls and a 400 seat auditorium.

OCtech reached another milestone in August of 2009 by enrolling a record of 3,252 students for the fall semester.

The Anne S. Crook Transportation and Logistics Center, named in honor of the former president, opened on May 10, 2010. This state of the art 25,000 square foot building houses the Corporate Training and Economic Development offices as well as classroom and laboratory space for welding, mechatronics, truck driver training and logistics programs.

Located strategically in the Global Logistics Triangle of I-26, I-95, and Highway 301, Orangeburg-Calhoun Technical College is moving forward to provide leadership and training in Advanced Manufacturing, Transportation, and Logistics. The College continues to strive to fulfill the mission of the College by providing opportunities and services for the citizens of Orangeburg and Calhoun Counties.

# **Institutional Mission**

#### **MISSION**

The mission of OCtech is to provide relevant training and education in a flexible environment that promotes success and self-reliance for students, and fosters economic development for the region.

Approved by the Orangeburg-Calhoun Area Technical Education Commission, March 18, 2014

#### **BELIEF**

Orangeburg-Calhoun Technical College pursues its mission through what we believe in:

Students as our priority
Excellence in education
Respect for diversity
Valuable work skills that create opportunities
Innovative technology
Commitment to community
Employees dedicated to quality.

#### VISION

Engage. Empower. Transform.

# **Student Success Metrics**

## **College Student Success Metrics**

The programs that make up the offerings of Orangeburg-Calhoun Technical College (OCtech) are designed to fulfill the College mission. The following Student Success Metrics are evidence that the College is indeed meeting its stated mission.

#### 1. Enrollment (Opening)

Fall 2015 – 2,762 Spring 2016 – 2,485 Summer 2016 – 1,191

#### 2. Placement

Placement data for the College is submitted one year following graduation, and graduates are tracked six months following graduation to determine College placement. The placement rate for data reported in 2014-15 was 94.97%. This data was reported from July 1, 2013 - June 30, 2014.

#### 3. Licensure

The success rate of students taking professional licensure exams for the first time is reported annually. Data for the last year was collected between April 1, 2015, and March 31, 2016. For the 2015-16 year, the professional exam licensure rate for first-time examinees for all OCtech programs was 94.1%. Nursing program licensure results are as follows:

- Associate Degree Nursing NCLEX 100%
- Licensed Practical Nursing NCLEX 98%

#### 4. Credentials

There were 849 OCtech credentials awarded to 740 graduates from July 1, 2015-June 30, 2016.

#### 5. Persistence

Persistence is the number of students who enroll in a program in the fall who continue their enrollment into the spring semester. The persistence rate for OCtech students reported in 2014-15 was 69%.

#### 6. Retention

The South Carolina Technical College System computes Fall-to-Fall Retention for all sixteen of its Colleges. Fall-to-Fall Retention includes the following fall enrollment or the by fall graduation of the students at each college. This number does not include students who transfer out. The retention rate reported for OCtech from Fall 2014 to Fall 2015 was 50%.

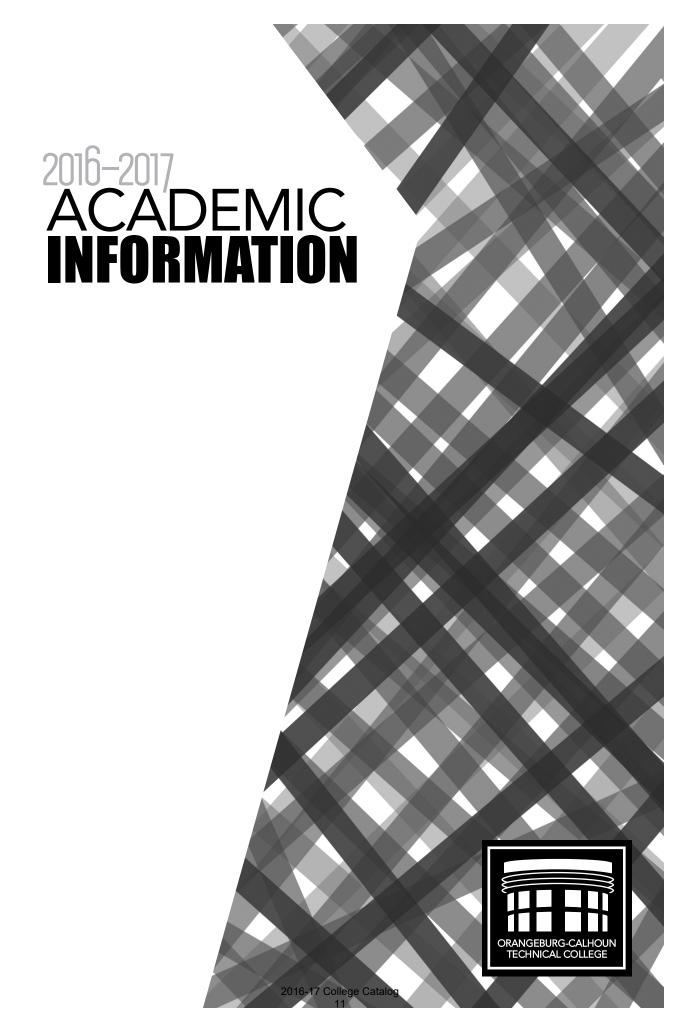
#### **General Education Student Learning Outcomes**

The College also fulfills its mission by ensuring that students meet the following General Education outcomes:

- Outcome 1 Effectively understand and create written communications.
- Outcome 2 Listen for understanding and express views orally.
- Outcome 3 Use a variety of critical thinking skills to evaluate and solve problems.
- Outcome 4 Have research skills necessary to locate, analyze, and synthesize information.
- Outcome 5 Understand contemporary social values.

National Measures Results: WorkKeys National Career Readiness Credential (NCRC)

In 2014-15, 179 participating graduates earned 60 Gold, 106 Silver, and 13 Bronze NCRC Certificates.



# **Academic Calendar**

#### 2016 FALL SEMESTER

August 8 FALL 2016 SEMESTER deadline for students to register/pay tuition in full to avoid schedule cancellation/late fee

August 8 – 11 FACULTY NON-WORK DAYS (NO CLASSES)

August 16 NEW STUDENT ASSEMBLY

August 17 & 18 MIDDLE COLLEGE ASSEMBLY

August 19 FACULTY/STAFF WORK DAY (NO CLASSES)

August 22 - 26 Late Registration & Schedule Changes - LAST WEEK TO ADJUST FALL FULL SEMESTER SCHEDULE

August 22 - October 13 AUGUST MINI SESSION I CLASSES BEGIN/END

August 22 – December 15 FALL FULL SEMESTER CLASSES BEGIN/END

September 5 FACULTY NON-WORK DAY - COLLEGE CLOSED (NO CLASSES)

September 6 INSTANT ADMISSION DAY

September 9 FACULTY & STAFF WORK DAY – Fall Convocation (NO CLASSES)

September 19 - December 15 SEPTEMBER MINI SESSION CLASSES BEGIN/END

October 17 – December 15 OCTOBER MINI SESSION II CLASSES BEGIN/END

October 24 Academic Advisement with Registration for SPRING 2017 classes begins for new & current students. All current students schedule an appointment with their faculty advisor to select SPRING courses. Current students should log into their OCtech Connect account & go to "Who is my Advisor" to contact their advisor via e-mail. No advisement on Fridays for current students. New students will be advised & they will receive help with

registration in the Advising Center.

November 8 Election Day - Optional Faculty Work Day - (NO CLASSES)

November 21 & 22 FALL BREAK – Optional Faculty Work Days (NO CLASSES)

November 23 FACULTY NON-WORK DAY (NO CLASSES)

November 24 & 25 COLLEGE CLOSED - Thanksgiving Holidays (NO CLASSES)

December 1 Graduation Applications Due

December 5 – December 9 Student Evaluation of Instruction

December 12 SPRING 2017 SEMESTER - deadline for students to register/pay tuition in full to avoid schedule cancellation/late fee

December 13 Late Registration Begins & Late Fees Apply for SPRING 2017

December 8, 12, 13 & 14 EVENING EXAMS

December 12, 13 & 14 DAY EXAMS

**December 16** Employee Recognition Luncheon

December 19 – January 2 COLLEGE CLOSED - Christmas Holidays (NO CLASSES)

#### 2017 SPRING SEMESTER

December 19 – January 2 ONLINE REGISTRATION ONLY

January 5 SPRING STUDENT ASSEMBLY & PROGRAM EXPLORATION

January 6 FACULTY/STAFF WORK DAY - (NO CLASSES)

January 9 - 13 Late Registration & Schedule Changes - LAST WEEK TO ADJUST SPRING FULL SEMESTER SCHEDULE

January 9 - March 2 JANUARY MINI SESSION I CLASSES BEGIN/END

January 9 – May 4 SPRING FULL SEMESTER CLASSES BEGIN/END

January 16 OPTIONAL FACULTY WORK DAY - (NO CLASSES)

January 19 INSTANT ADMISSION DAY

January 20 FACULTY & STAFF WORK DAY - Spring Convocation (NO CLASSES)

January 26 FEBRUARY MINI SESSION deadline for students to register & pay tuition in full.

February – GRADUATION ADVISING MONTH

February 6 – May 4 FEBRUARY MINI SESSION CLASSES BEGIN/END

February 28 Graduation Applications Due

March 6 – 9 FACULTY NON-WORK DAYS - Spring Break (NO CLASSES)

March 13 Academic Advisement with Registration for SUMMER/FALL 2017 classes begins for new & current students. All current students schedule an appointment with their faculty advisor to select SUMMER &/OR FALL courses.

Current students should log into their OCtech Connect account & go to "Who is my Advisor" to contact their advisor via e-mail. No advisement on Fridays for current students. New students will be advised & they will receive help with registration in the Advising Center.

March 13 – May 4 MARCH MINI SESSION CLASSES BEGIN/END

March 28 & 29 Adult Education Orientation

April 17 – April 20 Student Evaluation of Instruction

May 1 SUMMER SEMESTER 2017 deadline for students to register & pay tuition in full to avoid schedule cancellation

May 2 Late Registration & Late Fees Apply

May 1, 2 & 3 DAY & EVENING EXAMS

May 16 Graduation 7:00 p.m.

## **Open Admissions**

Orangeburg-Calhoun Technical College operates as an open admissions college as required by the 1976 Code of Laws of South Carolina, as amended. Consistent with statutory requirements and existing policies, OCtech makes every effort to minimize geographic, financial and scholastic barriers to post-secondary curricula and services offered by the College. A high school diploma (or GED certificate), though desirable, is not a prerequisite for admission to the College, but may be required for specific curriculum admission and federal financial aid.

## **Entrance Requirements**

Orangeburg-Calhoun Technical College has an "open door" admissions policy which allows students who meet the following requirements to enroll:

- Graduates holding diplomas from secondary schools upon presentation of certified credentials.
- 2. Students 18 years of age or older, not possessing a high school diploma, but who can present evidence of being able to successfully pursue, and to profit from, the proposed course of study. Placement tests will be used as a counseling tool to help the student determine the course of study in which he or she has the greatest possibility of experiencing success.
- 3. Under certain circumstances approved by the College President, an applicant under the age of 18, who has not graduated from high school, may be considered for enrollment through a special agreement between the College and the principal of the school where the applicant is attending or last attended.
- 4. Applicants must meet an established minimum reading requirements to be admitted to Associate Degree and Diploma programs, as well as to Certificate programs that require general education competencies. Applicants who do not possess minimum reading competencies for selected programs may require further assessment or referral to other community agencies prior to enrollment at OCtech.

# Special Admissions Requirements for Nursing and Health Science Program Applicants

Nursing and Health Science programs have special admissions requirements. Admissions requirements may be obtained by attending a Health Information Program Session. All applicants are required to attend a session as part of the admissions process. Participants also have the option to participate in the online Health Information Session if they are unable to attend a face to face session. A listing of scheduled sessions and information on how to access the online session can be obtained online at www.octech.edu under the Admissions tab on the Nursing and Health Sciences page.

Due to the limited availability of admission slots in these programs at OCtech, curriculum admission is competitive; and applicants are advised to apply early. OCtech seeks to identify students who can achieve at an appropriate level in the curriculum as well as achieve diversity among its student population.

#### **General Admissions Procedures**

To be accepted as a student at OCtech, an applicant must complete the following requirements:

- 1. Complete a free application, which can be obtained from the Office of Admissions, or apply online at www.octech.edu.
- 2. Take the college placement test designed to aid counselors and advisors in determining the best course of study for each student. Qualifying ACT or SAT scores, or other designated criteria, may also be presented in lieu of the college placement test. Please contact the Office of Admissions for details on the required scores/criteria.
- 3. Submit official high school or GED transcript. Submit official college transcripts from all colleges attended.
- 4. Complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov.
- 5. Meet with the Advising Center Staff to register for classes during the scheduled registration period.

Each curriculum has established admissions criteria. The applicant should apprise him/herself of these through contact with a member of the Admissions staff.

Students will receive notification of acceptance by the Office of Admissions after all admissions requirements are met.

## **Dual Majors**

OCtech students have the option to declare a dual major in a related program if they meet the admission requirements for the academic programs being requested as dual majors. Admission requirements for a dual major may require proof of high school graduation or GED and/or qualifying test scores on the SAT, ACT, or OCtech's placement test. Dual majors are permissible in more than one academic division when the student meets admission requirements for each academic program, and when the programs are related and deemed complementary. To declare a dual major, a student must complete a "Dual Major Request Form," and submit it to the appropriate Division Dean(s) for approval. The Vice President of Academic Affairs must also approve the request prior to its submission to the Registrar's Office. Student major updates submitted prior to or during drop/add week of the current semester are effective in the current semester. Student major updates submitted after drop/add period are effective in the next semester. Students must achieve a minimum 2.0 grade point average to graduate from any academic program at OCtech, including a dual major.

#### Readmission

Former students who desire to re-enroll at the College must adhere to the following guidelines:

- Any student who interrupts his/her education at OCtech for three or more
  consecutive semesters must re-apply to the College through the Office of
  Admissions and must re-enter under the admission criteria in effect at the time
  of application for re-entry.
- 2. Any student, who has been suspended for academic reasons must refer to the guidelines under the Academic Suspension Policy to re-apply.
- 3. A student, who has been dismissed for disciplinary reason, may be re-admitted at the discretion of the Vice President of Student Services with the required approval from the College President and Vice President of Academic Affairs.

#### Senior Citizens Enrollment

Senior citizens 60 years old or over, who are South Carolina residents, may enroll in courses free of charge on a space available basis during the Add/Drop period of each term. Senior Citizens must follow standard admissions procedures and meet all course pre-requisite requirements. The College will waive the tuition cost, but all other charges relating to the cost of taking the course (books, supplies, registration, and enrollment) will be the responsibility of the senior citizen.

The Add/Drop period begins on the first day of class each term. However, for classes with high demand, this period may be extended and the senior citizen may not be permitted to register until after the add/drop period has ended. Adjustments to registration during the Add/Drop periods are necessary to ensure that currently enrolled degree-seeking students have access to courses necessary to complete degree requirements. Identification of high demand courses is established on a term-by-term basis after the last day to register prior to the start of classes.

Since the tuition-waived courses are taken on a space available basis, spaces cannot be "saved" for senior citizens. To register for a course as a regular student, the senior citizen may pay the tuition and reserve a place in the course. Senior citizens who register and pay for a course will not be eligible to take the course under this tuition waiver procedure in the same semester. In other words, a senior citizen may not register for a course and save a place, then drop the course, get a refund and take the course under the tuition-waived procedure.

Senior citizens should not attempt to register through any other process or prior to the Add/Drop dates or the waiver is not applicable and the student assumes all financial responsibility. Senior citizens must follow standard admissions procedures and meet all course pre-requisite requirements and complete the Senior Citizens Tuition Waiver Form.

#### **Continuing Education Courses**

Any legal resident of SC, age 60 and older, can attend some\* Continuing Education classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment. Seniors are required to purchase any books or materials used in the course.

A class must meet its minimum enrollment, yet not its maximum, for the Senior Citizen Discount to apply. To register for a course as a continuing education student, the senior citizen may pay the tuition and reserve a place in the course. Senior citizens who register and pay for a course will not be eligible to take the course under this tuition waiver procedure in the same semester. Senior citizens may register beginning the workday before a one-day seminar or the first day of class for a multi-day seminar.

\*The Senior Citizen Policy does not apply to computer, licensing or certification courses, and community and personal interest courses. Community & Personal Interest courses are funded by student registration fees and not by state tax dollars. There are not fee exemptions for seniors.

#### **International Students**

Orangeburg-Calhoun Technical College is authorized by the United States Immigration and Naturalization Service (INS) to enroll non-immigrant international students. Admission of international students must comply with federal and state regulations pertaining to international student enrollment in U.S. colleges.

International students must meet the following criteria to be considered for admission:

- A. Complete an admissions application.
- B. Meet minimum scores from Test of English as a Foreign Language (TOEFL). Minimum scores are accepted from any one of 3 testing formats that include:
  - 1. Paper Based Test score 500
  - 2. Internet Based Test score 61
  - 3. Computer Based Test score 173
- C. Provide official English translations of secondary and post-secondary transcripts, including certification of high school graduation from a certified US translation agency. Any costs associated with interpretation and translation of transcripts will be the responsibility of the applicant.
- D. A detailed statement of financial resources from a recognized financial institution indicating sufficient funds to finance education, living expenses and return trip home. The student may also submit a notarized statement from an American citizen claiming financial responsibility for his/her academic expenses.
- E. Score report from Scholastic Aptitude Test (SAT) or OCtech's Placement Test.
- F. Evidence of Health Insurance coverage that is valid for claims submitted while in the United States.

Upon notification of admissions eligibility, the student must submit an advance deposit of tuition for two semesters. Upon receipt of the advance deposit or tuition, the College will begin the process to register the applicant as a student with the Immigration and Naturalization Service (SEVIS) and issue the I-20 to the applicant.

Information about TOEFL may be obtained by the applicant at the nearest American Embassy Consulate Office or directly from TOEFL, Box 899, Princeton, New Jersey 08540.

Information about the SAT may be obtained by the applicant at the nearest American Embassy, Consulate Office, or directly from SAT, Foreign Edition, Box 1025, Berkeley, California 94701.

International transfer applicants will be required to meet all admissions criteria for new applicants. In certain cases, placement examination score requirements may be waived at the discretion of the Vice President of Student Services for an international transfer applicant who can supply official documentation of having earned twelve (12) credit hours or more with a cumulative GPA of 2.0 from an accredited post-secondary institution within the United States.

Enrollment of a new or transfer international applicant will occur only after the Vice President of Student Services has confirmed the prior institution has released the student for transfer in the SEVIS system monitored by INS. The student must also provide the Vice President of Student Services with a copy of the I-94 form to be kept in the student's permanent file, indicating the F-1 student status.

International students must comply with all United States Department of Immigration requirements.

**NOTE:** Admissions may be denied to an international transfer applicant with less than a 2.0 GPA, regardless of the total credit hours earned. In addition, the international transfer applicant must supply the Vice President of Student Services with a letter from his/her previous institution indicating the applicant is in good academic standing and in compliance with the Office of Immigration and Naturalization Regulations to transfer.

## **New Student Advising**

The purpose of academic advising is to assist the student in planning his/her program of study so that all degree, diploma or certificate requirements can be completed.

- 1. New students will meet with a New Student Academic Advisor in Student Services prior to their first semester and through the initial add/drop period. If a new student wishes to change his/her schedule, drop a course, add a course, inquire about remaining courses in his/her program, or make any changes in that program, he/she must see the Advising Center Advisor first.
- 2. Students make an appointment with an Advising Center Advisor (or walk in).
- 3. The Advising Center Advisor will engage in life/career exploration to make sure that the student is in the correct program.
- 4. The Advising Center Advisor will discuss program/degree requirements, placement based on SAT/ACT/Transfer credit/placement test results, and create a first semester educational plan, and offer additional test preparation options.
- 5. The Advising Center Advisor will explain the advising process.
- 6. The Advising Center Advisor will discuss next steps, including Online Orientation and OCtech Connect/Desire2Learn (D2L) and registration.
- 7. An Advising Center Advisor will usually be able to assist with a variety of academic problems or concerns. Professional counselors are available Monday Thursday 8:00am-6:00pm and Friday 8:00am-1:30pm with limited staff. Students are urged to make an appointment with an Advising Center Advisor to explore career options and discuss academic choices. Confidentiality is assured at all times.

Prior to the second semester of enrollment, students will be assigned a faculty advisor who will be available each semester to help plan a program of courses and will generally be the major source of contact. Some courses are offered only once a year. Faculty advisors can inform students of these, if applicable.

## Change of Name, Mailing or Email Address

It is the obligation of every student to notify the Student Records Office in the Student Services Center of any change in name or address. A picture I.D. is required in order to make such a change. Failure to make this required change may cause serious complications in the handling of student records, tuition, refund payments and communication with the College in general.

It is also vital for students to ensure that the College has his or her email address on file in order to aid in the prompt delivery of important notices or opportunities.

#### Course Placement Services

OCtech has adopted The College Board's Accuplacer to help students succeed in their educational goals. The Accuplacer scores are used to place students in designated entry-level courses or in educational programs designed to upgrade academic skills. The Accuplacer is administered on a walk-in basis Monday - Thursday. The first testing session is free of charge, though there will be a fee assessed for the second and subsequent attempts within that five year period. The test scores are only good for five years from the date in which the student is applying.

Transient students, students applying as a Career Development student and those taking Continuing Education or Community Interest courses are not required to take the Accuplacer. If the Career Development student is seeking to take transfer courses, then they will be required to take the Accuplacer placement test or meet other designated placement multiple measures criteria. For additional information, contact the Office of Admissions.

## **Academic Assessment Policy**

The Assessment Program was developed as a procedure for evaluating the academic capabilities of students seeking a degree, diploma, or certificate. It consists of reading comprehension, writing skills, and numerical skills components. The assessment test is administered at the College on a regularly scheduled basis and is available at supervised Accuplacer Testing Centers across the county. Results are evaluated for placement in courses which are best suited to the student's individual abilities and needs.

All applicants must participate in the Assessment Test unless they qualify for placement based on the criteria below:

- 1. Applicants who provide qualifying ACT or SAT scores, or other multiple measures criteria. Each curriculum of study has designated minimum criteria which are required for course placement.
- 2. Applicants for designated certificate programs.
- 3. Career Development applicants. Candidates who are applying for admission to take up to, but not more than, 18 credit hours and who are not pursuing a degree or diploma, may be admitted as Career Development students to take specific courses in a technology. Career Development applicants must participate in placement testing if they wish to enroll in University Transfer English and mathematics curriculum courses.
- 4. Transfer and readmit applicants who fall into one of the following categories:
  - A. Those who have earned a grade of "C" or better in applicable postsecondary reading, social, behavioral or life science, English and mathematics courses. If the applicant does not have a "C" or better in one of the three areas, the applicant is required to take that part of the Assessment Test which is needed for course placement.
  - B. Those who have previously taken OCtech's Assessment Test, including the Compass, within five years prior to the start of the term in which they are applying, or possess qualifying ACT or SAT scores.

Contact the Office of Admissions for the most up to date information regarding placement criteria.

# Assessment Retest for Applicants Scoring Below Curriculum Entrance Levels

Applicants who do not achieve the minimum score for curriculum entrance may request to schedule a retest. The retest may be scheduled any time during the designated testing times. Applicants, who retake the assessment test and remain ineligible for placement into their curriculum course, may have to start with developmental courses first and then, once completed, begin their curriculum courses. Those who desire a retest will be assessed a testing fee for each retest.

Students are encouraged to make preparations for the Accuplacer prior to retesting. The Student Success Center can assist with available test preparation options.

## **Articulation and Transfer Opportunities at OCtech**

Orangeburg-Calhoun Technical College works closely with public and private high schools in its service area to ensure that students have the preparation they need for college-level work and to succeed in the academic program of their choice. OCtech also works with other institutions of higher education to facilitate students' transfer of credits, both into OCtech and from OCtech to other colleges both in South Carolina and the United States.

Students wishing to transfer from OCtech to another college should contact that college for information about transferability of credits. Because the transfer of credits is always the decision of the receiving institution, OCtech cannot guarantee transfer of all courses; however, articulation agreements are generally accurate guidelines for students. Students should consider these guidelines, which are available in the Office of the Vice President for Academic Affairs. Students wishing to transfer to OCtech from another college must furnish official transcripts to the Admissions Office.

Through OCtech's website, students may access SCTRAC (The South Carolina Transfer and Articulation Center). SCTRAC is an online tool which makes it easier to transfer academic credit and evaluate how higher education coursework will transfer among South Carolina's public colleges and universities.

The following is a partial listing of senior institutions that accept credits from OCtech: Charleston Southern University, The Citadel, Claflin University, Clemson University, Coastal Carolina University, Coker College, College of Charleston, Columbia College, Francis Marion University, Lander University, Limestone College, The Medical University of South Carolina, Newberry College, Presbyterian College, South Carolina State University, University of South Carolina and its regional campuses, Voorhees College, Winthrop University, Wofford College and others. See the OCtech website transfer page for complete details.

# Cross Registration Policy with OCtech, SC State University and Claflin University (CHEC - Community Higher Education Council)

- 1. Undergraduate students may participate:
  - A. If they are in good standing at their home institution, and
  - B. If they have paid full-time tuition and fees at their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus),
  - C. If after declaring full-time status at their home institution, may register for not more than one (1) free course per semester per institution at the other participating CHEC member institutions.
  - D. Provided the course at the host institution is not offered concurrently at the home institution (i.e. not offered at a reasonably scheduled time),
  - E. If they meet the prerequisite requirements of the host institution,
  - F. If the required approvals are obtained, and
  - G. If they are legal residents of South Carolina. Out-of-state students who desire to enroll must pay the difference between the in-state and out-of-state fees.
- 2. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.
- 3. Special fees, such as laboratory and book fees, must be paid to the host institution and are not covered under the cross-registration policy.
- 4. All courses taken at the host campus will be transcripted, sent to and recorded by the home institution. The grades will be included by the home institution in academic calculations.
- 5. Any exception to these policies must be approved in writing by the Vice President for Academic Affairs of both the home and the host institutions.

Cross Registration is available during Fall and Spring semesters only.

#### **Transfer Students**

OCtech admits students with advanced standing by transfer of credits from other regionally accredited colleges and universities. An official transcript of the work attempted at all post-secondary institutions attended is required to be on file with the Registrar as well as an application for admission. When official transcripts are received at OCtech, the Registrar will review the transcript and award appropriate transfer credit based on the following procedure:

- 1. The college transfer guide, SC TRAC, and college catalog are used as resources to determine parallel coursework completed at other postsecondary institutions and OCtech.
- 2. In order to transfer credit, a grade of "C" or better must have been earned in the course from a nationally or regionally accredited college or institution of higher learning.
- Generally, credits over seven years old may not be accepted; however, they may
  be received by appealing this decision to the Dean of the Academic Program
  under consideration.
- 4. Applicants may transfer as much as 75% of the program requirements, but must complete 25% of their coursework at OCtech.
- 5. Placement testing may be waived for transfer students who have completed college English, math, natural, social or behavioral sciences courses at accredited colleges with an earned grade of C or better.
- 6. When questions arise concerning the course title or content, the academic program coordinator at OCtech of the curriculum for which the student is enrolled is contacted to review the transcript. Credit is then awarded based upon the recommendation of the OCtech academic program coordinator.

## **Transfer Credit Appeal Procedure**

OCtech desires to award transfer credit to students to the fullest extent possible within the guidelines of the Transfer Credit Policy of the College. When official transcripts are received, the Registrar will review all transcripts and award transfer credit as appropriate.

The student may appeal the decision of the Registrar to a review committee composed of the Dean of Administration and individual Academic Deans. The decision of the review committee is final.

A written request and justification for an appeal should be addressed to the:

Transfer Credit Review Committee Associate Vice President for Administration Orangeburg-Calhoun Technical College 3250 St. Matthews Road Orangeburg, SC 29118-8299

Any student wishing to transfer credits from OCtech to another post-secondary institution should contact the Director of Admissions or other appropriate personnel of that college to determine the requirements of that institution as well as what courses are transferable. Students are encouraged to obtain in writing the requirements and commitments of that college.

# Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The following policy details the guidelines for transfer of credits between all public two-year and four-year colleges and universities in South Carolina. The policy can also be found on the website of the South Carolina Commission on Higher Education.

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

#### Admissions Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The institution's definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

#### South Carolina Transfer and Articulation Center (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

#### Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

#### Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such, as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not used in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm.

#### Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

#### **Assurance of Quality**

All claims from any public two or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

#### **Transfer Officers**

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

- 1. Provide information and other appropriate support for students considering transfer and recent transfers.
- 2. Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- 3. Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- 4. Work closely with feeder institutions to assure ease in transfer for their students.

#### Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
- B. Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and Commission on Higher Education's websites for further information regarding transfer.

### Advanced Placement and Credit

Orangeburg-Calhoun Technical College complies with South Carolina state law and the South Carolina Commission on Higher Education policy that "students shall receive advanced placement credit for each corresponding course" offered by Orangeburg-Calhoun Technical College.

- Advanced Placement Credit Students who score a "3" or better on the College Board Advanced Placement (AP) Examinations may receive advanced placement credit.
- 2. International Baccalaureate Credit Students who score a "4" or better on any higher-level International Baccalaureate (IB) course examination may receive advanced academic credit

Advanced credit is awarded for AP examinations and IB examinations; however, credit may or may not be applied to all degree requirements of the College. Specific information on advanced placement and International Baccalaureate examination credit may be obtained in the College Registrar's Office. Information regarding specific credit towards degree requirements may be obtained from the Vice President for Academic Affairs or the student's curriculum Program Coordinator.

#### Credit for Non-Academic Work of Non-Traditional Students

OCtech classifies non-traditional students as those who are age 20 and over or those who enroll within two or more years after high school graduation. Non-traditional students may receive course credit upon application to the College based on qualifications in any or all of the following four categories:

## 1. Military Training Credit

OCtech awards exemption credit to an applicant who has completed specialized military occupational training as a member of the Service Members Opportunities College.

The coursework must be applicable to the student's academic curriculum and the training must closely parallel coursework offered by OCtech. Exemption credit is awarded based on the guidelines established by the American Council of Education Guide to the Evaluation of Educational Experiences in the Armed Services.

The College Registrar reviews appropriate military documentation and, upon conferral with the appropriate academic Program Coordinator, awards applicable credit to the student. Credit for military experience is listed as awarded credit on the student's transcript. The Academic Success and Career Center (ASCC) can provide guidance to students in the preparation of appropriate documentation.

### 2. Credit by Exemption Exam

**Exemption Exam Policy** - Course exemption exams are given each semester during the add/drop period only. The application for an exemption exam may be obtained from the Student Services Office. The cost of the exam will be the actual credit-hour cost of the course.

#### Students must adhere to the following guidelines:

- The student must apply in writing for the examination no later than the end of the regular registration period. This does not include the late registration period at the College.
  - A. The application is to be addressed to the Academic Dean of the Division in which the course is offered.

- B. The application must present, either by content or reference, sufficient evidence to clearly indicate that the applicant has previously received training or taken work which is closely equivalent to that given at OCtech in the particular course for which an exemption is requested, and upon which an examination could be warranted.
- 2. The request for an examination must be approved by the Program Coordinator in which the course is taught, and the Academic Dean in which the course is offered.
- 3. A grade of "C" or better on the examination will entitle the examinee to receive full credit for "hours taken," "hours earned," and grade points, as well as a grade for the course equaling the examination grade.
- 4. If the examination is passed successfully, the faculty member administering the examination will submit a signed report to Student Records indicating the following:
  - A. Student's name
  - B. Course title and number
  - C. The letter grade for the course
  - D. Credit hours
- 5. An exemption examination may not be requested for a course previously taken at Orangeburg-Calhoun Technical College.

# Students must adhere to the following procedures when requesting an exemption exam:

- 1. The student must register and pay for the course.
- 2. The student must apply in writing to the Academic Dean of the course for which the exemption exam is requested.
- 3. The appropriate Academic Dean must receive the application by the end of the registration period. The application must present, either by content or reference, sufficient evidence to clearly indicate that the applicant has previously received training or taken work which is closely equivalent to that given at OCtech in the particular course for which the exemption exam is requested.
- 4. The request for an exemption exam must be approved by the Program Coordinator and Academic Dean for which the course is offered.
- 5. A grade of "C" or higher on the examination will entitle the examinee to receive full credit for the course. The grade will be tabulated into the student's grade point average.
- 6. If the examination is passed successfully, the faculty member administering the exam will assign a grade and forward to the Student Records Office.
- 7. If the student fails to pass the exam with a grade of "C" or better, he/she will remain in the course for the duration of the semester and the faculty member will assign an appropriate grade on the grade roster at the end of the semester based on the student's performance in the course for the entire period.

Credit for courses by exemption exam will be listed on the student's transcript with the appropriate letter grade earned on the exam, provided the student earned a grade of "C" or better. Exam results of grade "C" or better are forwarded to the College Registrar for inclusion on the student's transcript.

### 3. College Level Examination Program (CLEP)

Non-traditional students may receive exemption credit for successful completion of subject area CLEP examinations. CLEP credit is awarded for courses that parallel those taught at Orangeburg-Calhoun Technical College. Credit is awarded based on recommended minimum subject exam scores as outlined in the College Level Examination Program Technical Manual.

CLEP scores are reviewed by the College Registrar who, upon conferral with the appropriate Academic Dean, awards credit for applicable coursework. Awarded credits are listed on the student's transcript for coursework earned by CLEP exam.

### 4. Experiential Learning Credit

For selected courses, OCtech may award credit for properly documented experiential learning that demonstrates mastery of OCtech course objectives. No more than 25% of program completion requirements may be comprised of experiential learning credit. Students should direct inquiries regarding credit for experiential learning to the appropriate Program Coordinator or Academic Dean.

PURPOSE: To provide students of OCtech the opportunity to receive credit based on experiential learning.

#### A. ELIGIBILITY

Students who seek advanced standing from the College must be at least 20 years old with a minimum of two years' applicable experience, and currently enrolled in a program of study at the College leading to an associate degree, diploma, or certificate.

#### B. ADVANCED STANDING INITIATED

Upon request by a student for the awarding of advanced standing credits through documentation of experiential learning, the Program Coordinator will:

- 1. Determine that the student meets the "Eligibility" criteria.
- 2. Assist the student in selecting a specific course within the student's curriculum that best matches the student's experience.
- 3. The Academic Success and Career Center can provide the student with the Experiential Learning application form and explain the specific documentation which must be satisfactorily completed by the student in order to receive credit.

#### C. REQUIRED DOCUMENTATION

The student must provide the following documentation in support of the experiential credit application:

- 1. A copy of the curriculum description sheet with the applicable course designated.
- 2. A copy of the catalog page wherein the course description is contained.
- A four to five page double-spaced written description of the student's experience. Each aspect of the course description must be specifically addressed within the written description.
- 4. Written documentation of the experience either through employment records, including a letter from the student's supervisor; certificates of completion, including employment training seminars, etc.; military records; portfolio; or any legitimate source of documentation as may be verified and accepted by the Program Coordinator.
- 5. Completed Experiential Learning application form.

#### D. SUBMISSION

The required documentation must be submitted to the Student Success Center in a bound format for ease of review and to ensure that no pages will be lost. It is suggested that each page be placed in a transparent sheet protector and then all pages may be placed in a three-ring binder. The Student Success Center staff will facilitate submission of documentation to the appropriate Program Coordinator.

#### E. APPROVAL PROCESS

The Program Coordinator will review the application and documentation with the student. After submission, the following process will be followed:

- 1. The Program Coordinator will sign off on the student's application agreeing to the applicability of the student's experience.
- 2. The Academic Dean will then review the complete documentation and application, and, if appropriate, will sign the application form.
- 3. The bound packet will be returned to the student via the Program Coordinator.
- The complete application form will then be sent to the College Registrar for credit to be awarded.

#### F. CREDIT

No more than 25% of the student's curriculum requirements may be satisfied through experiential learning. Any credit earned may not be transferred to another institution.

Since OCtech operates as an open-door admissions college, the approval or rejection of advanced standing has no effect on the decision to admit an applicant. Applicants and students may not earn through examinations more than 60 percent of the required coursework in their curriculum of study. Students enrolled in an associate degree program are required to complete 25% of coursework at OCtech. Students enrolled in a one-year diploma or certificate program are also required to complete 25% of coursework at OCtech.

## Middle College

The Middle College program allows high school juniors and seniors, who qualify to get a head start on their college careers by enrolling in college-level courses and career pathways at OCtech during the fall, spring, and summer terms. Middle College students may enroll in university transfer and technical courses offered through the various programs of the College.

Under the admissions policies of the South Carolina State Board for Technical and Comprehensive Education, OCtech shall offer post-secondary education opportunities to secondary school students in its service area under the following provisions:

- 1. The student must be considered a high school junior or senior by the secondary school he/she attends;
- 2. The student must be granted permission by his/her principal and guidance counselor to attend classes at OCtech;
- 3. The student must meet all admission criteria for the course(s) he/she desires to take:
- 4. The student will be considered a student of Orangeburg-Calhoun Technical College while enrolled in the course(s);
- 5. The College will work closely with the student, his/her secondary school, and counselor to obtain the maximum benefit from this experience. The establishment of this opportunity is to minimize geographic, financial and scholastic barriers to post-secondary programs and services offered by OCtech.

Any exception to the criteria listed above must be approved by the College President.

#### Additional Instructional Hours

A student may not register for more than 18 credit hours per semester unless permission is obtained from the Vice President for Academic Affairs. Course requirements which exceed 18 semester credit hours and which are published in the College catalog shall constitute approval.

## **Substituting Courses**

To meet the academic requirements for a degree, diploma or certificate from OCtech, a course similar in content to a required course may be substituted with the approval of the appropriate Academic Dean and the Vice President for Academic Affairs. There must be extenuating circumstances that would prevent the student from taking and successfully completing the required course before approval can be requested.

## Repeating a Course

A student may repeat any course; however, there are limitations for students who pay for courses with federal student aid funds. Students receiving federal financial aid are allowed to repeat a course that they have already received credit for only one additional time in order to try to improve their grade.

The complete academic record, including all grades, is reflected on the transcript, but only the highest grade earned in a course taken more than once is calculated in the GPA.

The Veterans' Administration will not pay educational benefits for repeating a course for which the student previously received credit.

## **Auditing Courses**

Students may enroll in courses for non-credit on an audit basis. During the first five consecutive class days of the term, a student may change to credit status if he/she desires. Students who register for credit may change to audit during the first five class days of the term as well. Changes should be reported to the individual instructor teaching the course, as well as the College Registrar. The tuition fee for auditing a course is the same as the fee for a credit course.

## **Course Changes**

OCtech reserves the right to add, change or drop courses as the demand changes, both from student interest and the needs of industry. Conflicts arising from such changes will be resolved individually in the best interest of the student. The sequence of courses within a curriculum is also subject to change when deemed necessary.

## Add/Drop

There is a period of five calendar days, beginning with the first day of class each term, during which courses may be added to a student's schedule, provided the course is not closed, has not met and the student meets course pre-requisite requirements. During the same period, courses may be dropped without a penalty. All schedule changes require a completed Add/Drop form with appropriate signatures and compliance with College Add/Drop procedures.

If a student drops a class after the first five calendar days, and before the end of the first thirty days of a term, a grade of "W" will be shown on the transcript. The grade of "W" will not be tabulated in the student's GPA. Courses dropped after the end of the first thirty calendar days of the semester will receive a grade of "WP" if the student is currently passing the course at the time of withdrawal and a "WF" if the student is failing the course at the time of withdrawal. The "WF" is the only grade that will be calculated into the student's grade point average. The "WF" carries the same punitive grade as that of "F." The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The withdrawal period will be pro-rated for terms of varying length (i.e. summer session and mini-term).

## **Withdrawal Policy**

Students may withdraw from the College and all classes during the first five calendar days of the term without penalty. Withdrawn courses will not appear on the student's transcript. Withdrawal of courses after the first five calendar days, but before the end of the first 30 calendar days of the term, will be reflected on the student's transcript. A student's official withdrawal date will be based on the student's last date of attendance.

Withdrawn courses will receive a grade of "W." Although this grade appears on the transcript, it is not calculated into the student's grade point average. Withdrawals from courses after the end of the first 30 calendar days of the term will receive a grade of "WP" (Withdrawn Passing) if the student was passing the course at the time of withdrawal and a grade of "WF" (Withdrawn Failing) if the student was failing the course at the time of withdrawal.

The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The "WF" is a punitive grade which carries the same calculation in the grade point average as that of an "F."

Prompt and regular class attendance is expected of all students. A decision to stop attending classes at OCtech does not constitute an official course withdrawal. It is the student's responsibility to initiate the proper paperwork to withdraw from classes. Failure to complete and submit the proper paperwork to withdraw from classes after the published add/drop period will result in a failing grade for the course(s).

Students receiving Title IV Federal Aid and Veteran's Benefits should consult with a member of the Financial Aid staff prior to course withdrawal to determine financial implications.

#### Add/Drop and Withdrawal Procedure:

- Step 1: Obtain an Add/Drop form from the Student Records Office located in the Patrick Student Services building.
- Step 2: Complete the top portion of the Add/Drop form (name, curriculum, social security number, student status, and date).
- Step 3: Complete each section that applies to you.
- Step 4: Obtain signatures from the instructors who teach each class that you are dropping or adding.
- Step 5: Obtain the signature of your advisor or member of the student services counseling staff.
- Step 6: Return the completed Add/Drop form to the Student Records Office. You have not completed the Add/Drop procedures until you return your Add/Drop form to the Student Records Office.

The Add/Drop form will then be processed, with the exception of those students on financial aid whose forms will go to the Financial Aid Office where it will be determined if additional tuition is required. (See REFUND POLICY).

## **Academic Forgiveness Policy**

OCtech recognizes that some students may not be able to overcome previously poor academic records in order to meet new career and educational goals. Therefore, a student who has not been in attendance at OCtech for a period of three years may petition the Committee on Student Appeals for academic forgiveness. If the petition is granted, all college level work at OCtech attempted and completed prior to readmission will be eliminated from computation in the grade point average and may not be used to complete course requirements for graduation. This includes courses that were completed with satisfactory grades. The courses, however, will not be removed from the student's transcript. A student may petition for academic forgiveness only once.

#### **Procedures for Petitioning Academic Forgiveness:**

- 1. Submit an application for re-admission and pay applicable fees.
- 2. Complete an Academic Forgiveness Petition form and submit a letter explaining the reason(s) why Academic Forgiveness should be granted. The letter should be addressed to the Committee for Student Appeals. All petition materials should be submitted to an Admission Counselor or an Advising Center Counselor 30 days prior to the desired semester of enrollment.
- Students who are granted Academic Forgiveness must meet program
  admissions requirements at the time of re-application to OCtech. Admissions
  requirements for certain curricula may preclude a student from reapplying to
  specific programs of study.
- 4. Students who are denied a petition for Academic Forgiveness may appeal in writing to the Vice President of Academic Affairs within 5 days of the committee's decision.

## **Grade Point Average**

The grading system reflects a 4-point scale: A = 4; B = 3; C = 2; D = 1; F = 0. In computing grade point averages, the total number of grade points is divided by the total number of credit hours attempted. Grade reports show a semester GPA and a cumulative GPA. The example below reflects a GPA of 2.60. *Example*:

_			Hours	Grade
Course	Grade		Attempted	Points
ENG 101	C (2)	Χ	3.0 =	6.0
ECO 253	B (3)	X	3.0 =	9.0
MAT 111	D (1)	Χ	3.0 =	3.0
BIO 101	A (4)	Χ	3.0 =	12.0
HIS 102	B (3)	Χ	<u>3.0</u> =	<u>9.0</u>
			15.0	39.0

Grade Point Average = Total grade points (39) divided by semester credit hours attempted (15.0) = 2.60

## **Grading System**

Reports showing the scholarship marks obtained by the student are issued at the end of each semester. The following marks are used:

4 grade points for each credit hour earned Α Excellent В Above Average 3 grade points for each credit hour earned C 2 grade points for each credit hour earned Average D Below Average 1 grade point for each credit hour earned Failure "F" is used in GPA calculations; earns no credit hours; carries 0 grade points for each credit hour attempted. When the student

retakes a course taken in the semester system, the "F" is negated, and the higher grade is

used in GPA calculations.

Other grade and course symbols authorized for use are:

Incomplete No credits or grade points. Defaults to "F"

after one semester if requirements are not

CF Carry Forward No credits or grade points. S Satisfactory Earns NO grade points.

U Unsatisfactory No credits, CEU's or grade points.

W Withdrawn 0 grade points.

Ε Exempt Earns credits. No grade points. Awarded for

course exemption based on testing or High

School Articulation.

TR Transfer Earns credits. No grade points. Allowable

> equivalent OCtech credits earned at other post-secondary institutions supported

by official transcripts.

WP Withdraw Passing 0 grade points.

**AU** Audit No credits or grade points NC No Credit No credits or grade points. Satisfactory Completion Earns credits. No grade points.

WF Withdrawn Failing "WF" is used in GPA calculations; earns no

credit hours; carries grade points for each hour attempted. (When student retakes a course taken in the semester system, the WF" is negated and the higher grade is used in

GPA calculations.)

Credits earned in courses in the Catalog of Approved Courses numbered less than 100 will not be creditable toward a certificate, diploma or degree, and will not generate grade points for use in GPA calculation.

## **Grade Changes**

Any discrepancies or questions concerning grades, credits, grade points, etc. must be brought to the attention of the Registrar within 30 days of the end of the semester or session. After that time period, the student's record is considered official and correct. It is the student's responsibility to review his/her academic records for accuracy.

## **Satisfactory Academic Progress**

Students who fail to achieve the grade point average (GPA) listed in corresponding Policy 3.004 will be considered on academic probation.

#### **Probation I Status (First Time Probation)**

- 1. A student who has been placed on Probation I must review their Student Educational Plan with their assigned faculty advisor.
- 2. The student should be advised to register for no more than 12-14 semester credit hours for the Probation I Semester.
- 3. A student on Academic Probation I may not pre-register for classes until he/she meets with his/her assigned faculty advisor. If the student fails to meet with the assigned faculty advisor the student may not register until grades are posted for the current term.

#### Probation II Status (Second Time Probation)

- 1. A student who is placed on Probation II should be advised to register for no more than 12-14 semester credit hours for the next semester.
- 2. A student who is placed on Probation II may not pre-register for the upcoming semester, but will be permitted to register once grades are posted for the current term. The student must seek advisement with his/her assigned faculty academic advisor. A restriction will be placed on the student record until the student is advised by the assigned faculty advisor.

The Advisor will remove the restriction so the student may register once required advisement has been verified.

### **Academic Suspension I**

Academic Suspension I will occur when students on Academic Probation II do not meet the standards of academic progress. Students who are placed on Academic Suspension I will not be allowed to register for classes during the semester following Suspension I status.

An Academic Suspension list is provided to appropriate college faculty, advisors, and staff members. A letter of notification of suspension will be sent to the student by the Vice President for Student Services. The student must meet with the appropriate Academic Dean before re-admission to the College.

After re-admission, the returning student will remain on academic probation until his/her GPA meets the standards of progress. If the standards of progress are not met, the student will be placed on Probation III.

#### Probation III Status (Third Probation) after Suspension I

A student who is placed on Probation III may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

#### Probation IV Status (Fourth Probation) after Suspension I

A student who is placed on Probation IV may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

Suspension II Status (after four terms of probation and one term suspended)

Students who do not maintain a 2.0 cumulative grade point average after Probation IV status will be immediately placed on Suspension II. Students will not be permitted to continue enrollment at the College. Students in this status may petition a Re-Admissions committee in writing. If it is approved, the student may re-enroll with guidelines established by the committee. If the petition is denied, the student may appeal to the College President. The President's decision is final. The Re-Admissions Committee will consist of the past and possible future applicable Academic Program Coordinator(s), the Academic Dean (s) for the past and possible future applicable programs.

After the second suspension, the student may not enroll at the College for a period of 5 years. If the student desires to return after this time, he/she must petition to the Re-Admissions Committee to return to the College.

For information concerning additional Satisfactory Academic Progress Standards for Financial Aid Recipients, please see page 48.

#### **Attendance**

Students are expected to attend all class meetings. Record keeping for attendance purposes will begin with the first day the class meets. If a student must be absent, it is that student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. Some programs certified by outside agencies may have more strict attendance requirements. Individual departments shall have attendance requirements consistent throughout the department. The attendance requirements for each course will be described in the course syllabus.

Students must not accumulate more absences than double the number of times a class meets per week. For example, if the class meets two times a week, the student must not be absent more than four times during the semester. Summer absences may be reduced or prorated due to the shorter semester. If excessive absences are taken, the student may be administratively withdrawn. Extenuating circumstances or the student's performance in class may be taken into consideration by the instructor.

Three tardies shall be considered an absence. If a student is more than ten minutes tardy, he/she shall be considered absent. If a student leaves more than ten minutes prior to class dismissal, he/she shall be considered absent.

Absences from class do not excuse a student from meeting all academic course requirements. In such cases, the instructor will determine whether make-up work will be permitted or required. However, a student who is absent from a final examination may receive permission from the Vice President for Academic Affairs to take such an examination at a later date. Permission will be granted only in extreme circumstances.

## Online Course Attendance Policy

An electronic email to the instructor is required from each student by the end of the first week of class. At this time, the instructor will drop the student from the course if the communication is not received. Attendance in an online course is defined by correspondence as required by the instructor. After the drop/add period, each student will be expected to communicate with the instructor via email, phone, or appointment at least once per week and/or access the web class at least once per week. After one week of no communication or no access, the student may be dropped from the class. The instructor will award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance, which is the date of the last login.

#### **Student Appeal Procedure**

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.

Enrollment in a course at OCtech obligates the student for prompt completion of all work assigned, for punctual attendance and for participation in whatever class discussion may occur. It is the student's responsibility to stay informed of all assignments made and stand tests and examinations which are assigned by the instructor.

- 1. By the act of enrollment:
  - A. The student is responsible for all course work.
  - B. The student is obligated to punctually attend all classes and laboratory sessions.
- Any student who abuses attendance or is remiss in academic performance may be withdrawn.

#### Time Commitment

The full-time student schedule requires 15 to 30 hours per week of classroom and laboratory work. On the average, 18 to 20 hours a week must be devoted to outside study. Thus, students should anticipate a time commitment of approximately 45 hours per week for their studies.

#### **Academic Honors**

**DEAN'S LIST** - Each semester, full-time students who meet specified criteria are placed on the Dean's List. Criteria for the Dean's List include:

- 1. minimum of 12 credit hours attempted and earned;
- 2. earn 100% of regular curriculum credit hours attempted;
- 3. meet or exceed a minimum grade point average of 3.5.

#### PART-TIME DEAN'S LIST - Criteria for the Part-time Dean's List include:

- 1. the student must possess a minimum of 12 cumulative credit hours;
- 2. the student must complete 6-11.5 credit hours for the term;
- 3. the student must complete 100% of credit hours attempted;
- 4. the student must meet or exceed a term grade point average of 3.5.

#### PRESIDENT'S LIST - Same as Dean's List except:

The student must obtain a grade point average of 4.0.

#### PART-TIME PRESIDENT'S LIST - Same as Part-time Dean's List except:

The student must meet a term grade point average of 4.0.

<sup>\*</sup>Part-time students must meet all four of the prescribed criteria to qualify for recognition on the Part-time Honors List.

ACADEMIC PROGRAM AWARDS AT GRADUATION - Students with the highest cumulative GPA in each academic group will be recognized and awarded a plaque at the May graduation ceremony. December, May and August graduates will be recognized. To be eligible for this award, the student must possess a minimum cumulative GPA of 3.5, which is the same requirement for honor graduate status. The minimum cumulative GPA requirement may preclude some academic programs from recognizing the student with the highest GPA at graduation; however, the student must possess honor graduate criteria to qualify for the academic group awards.

PHI THETA KAPPA - The Phi Theta Kappa Society, with over 1200 chapters in the United States and abroad, is the only internationally-acclaimed honor society serving two-year colleges offering associate degree programs. Its purpose is to recognize and encourage scholarship among two-year college students. Membership is by invitation only and is extended to students who have completed 12 semester credit hours that may be applied to an associate degree; have maintained a cumulative grade point average equivalent to, but not less than 3.5; have established academic excellence as judged by the faculty; and possess recognized qualities of citizenship. Part-time students are eligible for membership.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES - This national Who's Who program recognizes those second-year students whose academic standing, participation in extracurricular activities, and college service are decidedly above average.

#### Graduation

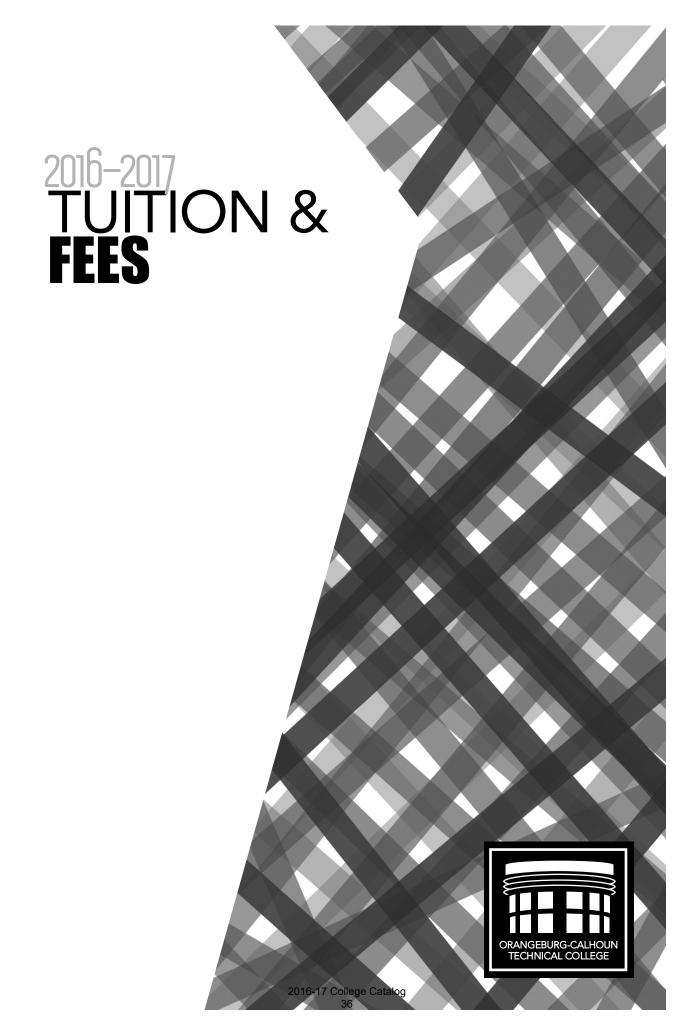
Graduation exercises are held each year in May. Students expecting to graduate must file their graduation applications and pay applicable fees with the Student Services Office according to dates specified on the student calendar. Failure to meet the stated deadline will result in a \$10.00 late filing fee and could create a delay in the receipt of the appropriate associate degree, diploma or certificate. All fees and financial obligations owed to the College must be paid before a student can graduate.

A minimum program grade point average of 2.0 is required for graduation from a degree, diploma or certificate program. Additional curriculum or divisional requirements, if any, are noted in the individual curriculums elsewhere in the catalog.

It is the responsibility of each student to meet all graduation requirements of the College in his/her particular program of study and to maintain the minimum required grade average. Student Services counselors and faculty will guide the student, but the final responsibility belongs to the individual student.

All students must complete a minimum of 25% coursework at OCtech. Students may appeal the completion of remaining course requirements to the Vice President for Academic Affairs if required courses are not offered at the College within the last term(s) of enrollment.

The College assumes no obligation in the case of special adjustment if the student fails to file for graduation by the appointed date. If a student fails to receive his/her degree at the time indicated, a new application must be filed. Failure to graduate during the designated commencement requires that an application for graduation be resubmitted and an additional graduation fee be paid. Arrangements for caps, gowns and invitations will be made through the College's bookstore.



# **Tuition and Fees**

Since Orangeburg-Calhoun Technical College receives financial support from county, state, and federal sources, students pay only a portion of the total cost of their education. In addition to the tuition listed below, special fees are required in some programs and other specified areas.

## **Residency Requirements**

County and/or state residency shall be based upon the student's permanent address. In the case where the student's permanent address is different from the current address, the student must present evidence that the current address change is of a permanent nature. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Specific residency guidelines and procedures may be obtained from the Registrar's Office. Changes to residency status once the student has registered for a particular term will not be processed until the next term of enrollment.

State residency is governed by The Code of Laws of South Carolina and promulgated by the South Carolina Commission on Higher Education. Changes in state residency, which will result in payment of in-state fees, will require evidence as follows:

- A. The student must have resided in South Carolina continuously for the past twelve months and abandoned all prior domiciles immediately preceding the first day of classes of the term in which such evidence is presented to the College Registrar.
- B. If this student is a dependent, the parent or guardian must have resided continuously for the past twelve months and abandoned all prior domiciles immediately preceding the first day of classes of the term in which such evidence is presented to the College Registrar.

Changes in county residency, which will result in lower tuition for students, will require evidence that the address change is of a permanent nature and must be reported to the College Registrar. Owning property and/or paying taxes on property located in Orangeburg or Calhoun Counties, while permanently residing in another county, does not qualify the student for in-county residency status for tuition purposes. A dependent student's residency status will be based on the permanent residency of the person(s) who claims the student as a dependent for income tax purposes.

Out-of-state charges shall be assessed for those students who are only residing in the United States for educational purposes. Out-of-state rates will be charged to those students who have been issued an I-20 form via SEVIS or those who are not U.S. citizens or permanent U.S. residents. Time spent in South Carolina prior to the awarding of permanent resident status may not be counted towards the twelve-month residency period.

The College Registrar will determine state residency based on evidence provided by the student. The student may appeal state and county residency status to the College Registrar. Appeals of State residency as determined by the College Registrar may be requested in writing to the Vice President for Student Services.

# **Tuition and Fees**

### **Tuition**

### Full-Time Tuition (12 credit hours):

In-County Residents (Orangeburg and Calhoun counties) -

\$2,040.00 (additional hours over 12 credit hours - \$165.00 per credit hour)

Out-of-County Residents -

\$2,532.00 (additional hours over 12 credit hours - \$206.00 per credit hour)

Out-of-State Residents -

\$3,420.00 (additional hours over 12 credit hours - \$280.00 per credit hour)

### Part-Time Tuition (for students taking less than 12 semester credit hours):

In-County Residents - \$170.00 per credit hour

Out-of-County Residents - \$211.00 per credit hour

Out-of-State Residents - \$285.00 per credit hour

### **Registration Fee**

A non-refundable registration fee of \$25.00 is due each semester.

### **Enrollment Fee (Non-refundable)**

A \$60.00 enrollment fee will be charged to new students or students returning to OCtech after not having been enrolled in the College for three semesters or more.

#### Late Fee

The late registration fee will be \$50.00.

## **Refund Policy**

Students who withdraw or have a net reduction of credit hours below full-time status will be eligible for a refund of tuition as follows:

100% Before the first date in term that classes are offered (start of term)

100% First day of class through add/drop period

0% After end of add/drop period

**Important**: Students who remain in class after the end of the add/drop period will be responsible for paying 100% of tuition.

Students who never attend classes for which they are enrolled will be considered to have constructively withdrawn before the start of the term.

## **Refund Policy for Financial Aid Recipients**

The OCtech Financial Aid Office will recalculate federal financial aid based on the percentage of earned aid for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. If a student owes a balance to the College, he/she will be notified by the OCtech Financial Aid Office. A copy of the official recalculation policy is available in the OCtech Financial Aid Office.

# **Tuition and Fees**

## Corporate Training and Economic Development Refund Policy

Requests for refunds will be accepted until 48 hours before classes begin. These requests must be made in person or in writing and either presented or postmarked 48 hours in advance to the Corporate Training and Economic Development Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

Guidelines for refunds for customized training programs will be stated directly on the customized contracts. Refunds for the Tractor Trailer program are pro-rated upon registration.

## **Course Cancellation Refund Policy**

Courses will be cancelled only on the approval of the Vice President for Academic Affairs and the appropriate Academic Dean. Full refunds will be made to students registered in classes cancelled by the College.

### **Books**

The cost of books and supplies varies with the student's chosen curriculum. Students must purchase certain specialized small tools, items of equipment and clothing essential to their personal use in connection with their training and future employment. Instructional tools and equipment will be provided by the College. The student will receive further information from his/her instructor.

## **Check Policy**

Two-party checks are not acceptable for the payment of tuition and fees. It is the policy of the College to prosecute anyone submitting for payment a check that is not honored by the bank if restitution is not made immediately.

## **Debts Owed the College**

All debts (parking fines, overdue books, unpaid tuition, etc.) owed the College must be paid in full before transcripts or diplomas are released. Students with outstanding debts will not be allowed to register until the debt has been cleared.



### **New Student Orientation**

All new students are required to participate in an online orientation program prior to the beginning of their first semester. During this orientation, students learn about college services, policies, and facilities, as well as their responsibilities. Students can access the online orientation under the Admissions tab on the College website. All new students must attend the Fall and/or Spring Student Assembly as part of orientation. Online students should attend the online equivalent for an in depth orientation to online classes and programs.

## College Skills (COL 103)

College Skills (COL 103) is a 3.0 semester credit hour course intended to help students be more successful in college. COL 103 is required of all students who place in at least one developmental course.

COL 103 will be offered each semester/session. Topics recommended by the steering committee are: orientation to the College, effective study systems, use of the Learning Resource Center, reducing test taking anxiety, stress management, the advising relationship, time management, and soft skills. This course will be taught as any other regular curriculum course and follow the same academic criteria.

In addition, the following students are recommended to take College Skills (COL 103):

- 1. All students entering college directly out of high school.
- 2. All students who have been out of school for five or more years.
- 3. All students who are on first-time probation (even though they may have already taken the course).

## Counseling - Personal and Academic

Students entering college for the first time, or after an extended period of time, may find this transition difficult or confusing. Student Services counselors are available for day and evening students to provide individual assistance to make the transition to college easier. Services are designed to assist current and prospective students in making realistic and appropriate college decisions. Areas with which new or returning students may need assistance are career and/or curriculum planning, personal issues, academic concerns, or financial problems. Students are encouraged to visit with a Student Services counselor as the need arises.

## **TRiO Student Support Services**

Funded by the Department of Education Student Support Services, TRiO provides academic support services that are designed to enhance academic performance, increase retention and graduation rates, and facilitate transfer to four year colleges. Such services include academic tutoring, counseling, career guidance and cultural enrichment activities.

### Student Success Center

The Student Success Center provides comprehensive resources and services that will support students and graduates of OCtech in the development of skills to promote academic excellence and prepare students for new and emerging technology based jobs.

The Student Success Center assists students with their academic needs through tutoring, peer assisted study sessions and study skills seminars. In addition, the Center also provides career planning services free of charge for current and potential students. A career assessment inventory can be administered to identify potential career opportunities. Vital information about the current job market, outlook for a particular career and salary trends can be obtained through this service.

To setup an appointment with a counselor, contact the center at 803.535.1347 or ascc@octech.edu. The center is located in the Tourville Lab on the second floor of Building S and is open Monday-Thursday 8:00am-6:00pm and Friday 8:00am-1:30pm.

No fees are charged for these services.

## Job Placement Services

Job Placement Services are available to current OCtech students who have completed at least one semester and alumni of OCtech who have graduated within the past three years. This a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Job Placement Services in the Student Success Center. Students may also inquire about Job Placement Services by calling 803.535.1278 or sending an email through the Job Placement Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

## **Career Development**

If a student does not wish to enroll in a specific program or seek a degree, diploma or certificate, he/she may enroll as a Career Development student. A placement test is not required unless the applicant wishes to enroll in University Transfer English and mathematics courses offered within the Arts/Humanities and Mathematics/Natural Sciences groups. A student may accumulate up to 18 hours of credit as a Career Development student. If the student later decides to enter a specific program, a placement test may be required at that time.

## **Transcripts**

The College Registrar maintains a transcript for each student's academic record. This shows courses taken and credits earned by the student while attending OCtech and is updated accordingly each semester. All transcript requests must be made at our online request site by the student. Student transcripts are processed at least twice per week (except during peak times such as end of term, registration, etc.) upon receipt of an online request and payment for each transcript to be issued. Transcripts may be requested using the Parchment link provided on the College website located under Student Resources/Forms Center/Transcript Release Form.

All debts owed to the College must be paid before a student transcript is released from OCtech. If an online request is made and a debt is owed to the college, the transcript request will be placed on hold for 30 days. If the balance is not paid within 30 days, the order will be cancelled and another request will have to be submitted. No fees are charged for cancelled orders. If all debts to the College are paid within the 30 day period, the requestor must notify Records at StudentRecords@octech.edu to have the hold removed and the request fulfilled. Transcript requests will be processed within 7 working days of receipt of notification of debts paid, verification of payment and another completed transcript request if needed.

All debts owed to the College must be paid before a student transcript is released from OCtech. Transcript requests will be processed within 7 working days of receipt of the completed transcript request and full payment of all applicable charges.

## **Academic Records**

#### Confidential Treatment of Student Academic Records

The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records.

#### Student Review of Academic Records

Students may inspect and review their educational records upon written request to the Vice President of Student Services at Orangeburg-Calhoun Technical College. The request should identify, as precisely as possible, the record(s) he/she desires to inspect. The Vice President for Student Services will notify the Registrar who will make the necessary arrangements for access as promptly as possible. The student must be given access to inspect and review educational records within 45 days of the day the College received the request for access. The Vice President for Student Services will notify the student of the time and location where the records may be inspected.

OCtech reserves the right to refuse student inspection and review of the following records:

- 1. The financial statement of the student's parent(s).
- Confidential letters and recommendations placed in the files prior to January 1, 1975, or letters and statements of recommendations placed after January 1, 1975, in which the student has waived his or her right to inspect and review statements that are related to the student's admission, application for employment, job placement, or receipt of honors.
- 3. Educational records that contain information about more than one student; however, the College will permit access to the portion of the record which only pertains to the inquiring student.
- 4. Disciplinary records.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, a student who wishes to inspect their educational records and finds a discrepancy, may challenge the contents of their educational records. However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student.

FERPA provides students with the right to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

Students may challenge the contents of their education records that they consider inaccurate, misleading or otherwise in violation of their privacy or other rights

- The student must submit a written challenge to the College Registrar. The Registrar will review and determine within 5-7 working days whether to take corrective action consistent with the student's request.
- The Registrar will notify the student in writing within 2 working days of the decision(s).
- If the decision reached is in accordance with the student's request, the Registrar will correct, amend, or delete the appropriate records.
- When a student disagrees with the Registrar's decision, the student has the right to appeal to the Vice President for Student Services, whose decision is final. Student appeals must be submitted to the Vice President for Student Services within 2 weeks of notification of the Registrar's decision.
- The Vice President for Student Services will review, determine and notify the student of the final decision within 10 working days of receipt of the appeal.
- When the final decision is unsatisfactory to the student, the student has the opportunity to place a statement about the information in the education record.
- The Registrar's office is responsible for maintaining the statement as part of the student's education record for as long as OCtech retains the student's records.

OCtech retains the right to deny a student a copy of his/her academic records in the following instances:

- 1. The student has an unpaid financial obligation to the College.
- 2. There is an unresolved disciplinary action against the student.

#### Disclosure of Student Academic Records

OCtech will disclose information from a student's academic record only with the written consent of the student. Exceptions to disclosure without student consent include the following:

- 1. To College officials who have a legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff or faculty position; an Area Commission member; a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney. A College official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial.
- 2. To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
- 3. To certain officials of the U. S. Department of Education, the Comptroller General and state and local education authorities in connection with various state or federally supported education programs.
- 4. In connection with a student's request for financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- 5. To organizations conducting certain studies for or on behalf of Orangeburg-Calhoun Technical College.
- 6. To accrediting organizations to carry out their functions.
- 7. To the parents of an eligible student who claim the student as a dependent for income tax purposes.
- 8. To comply with a judicial order or a lawfully issued subpoena.
- 9. To appropriate parties in a health or safety emergency.
- 10. Directory information such as name, address, telephone number and enrollment status.
- 11. The results of any disciplinary proceeding conducted by Orangeburg-Calhoun Technical College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- 12. To anyone if a health or safety emergency exists and the information will assist in resolving the emergency.
- 13. To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
- 14. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
- 15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
- 16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Recruiting information includes name, address, telephone listing, age or year of birth, level of education and major.
- 17. The Internal Revenue Service for the purposes of complying with the Taxpayer Relief Act of 1997.
- 18. To authorized representatives of the Department of Veterans Affairs for students receiving educational assistance from the agency.

### **Directory Information**

Directory information such as name, address, telephone number, major, participation in recognized activities, attendance dates, degrees/awards received, and most recent school attended is not released to any commercial concerns. However, the College may disclose any of those items without prior written consent to those organizations the College deems responsible for promoting achievements of the student and organizations charged with verifying information provided by the student for employment reasons unless notified in writing by the student to the contrary by the end of the second week of class each term (or first meeting of Continuing Education courses). Requests should be directed to the College Registrar.

## Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current OCtech students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Vice President for Student Services or Admissions Office at Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.536.0311 or 1.800.813.6519 (within SC). Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the OCtech Security Office, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.535.1393 or 1.800.813.6519 ext. 1393 (within SC).

### **Financial Aid**

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, OCtech participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, a loan, a scholarship, campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

#### **Principles**

- 1. The primary purpose of financial aid is to provide financial help to students who need additional resources to pursue their educational and career goals and objectives.
- Financial aid from OCtech should be viewed only as supplementary to the efforts of the student and/or the family.
- Financial assistance may take the form of a job, grant, loan, scholarship, or a combination of any of these.
- 4. Continuance in financial aid is based upon the student's ability to make "satisfactory progress" according to the College's Financial Aid Standards of Satisfactory Academic Progress (SAP).
- 5. The Financial Aid Office reserves the right to review and cancel awards at any time because of change in financial or academic status.

#### **Consumer Information**

OCtech administers various types of financial aid to students who demonstrate financial need. The types of financial aid available include grants, loans, scholarships and work study programs. Typically, a student must be enrolled for at least six credit hours or more to be eligible for most financial aid, although limited funds may be available for a few students who attend less than six credit hours. Any student who needs financial assistance must submit a Free Application for Federal Student Aid (FAFSA) to determine eligibility. Application forms should be submitted online at www.fafsa.ed.gov.

Financial aid awards are made equitably without regard to race, color, sex, handicap, or national/ethnic origin. Awards are disbursed each semester and are determined on the last day of Add/Drop and are based on class attendance. If a student does not attend all of his/her classes, the award will be recalculated and based on verified enrollment status.

Due to the limited amount of money and the large number of students in need, typically OCtech does not award Supplemental Educational Opportunity Grant (SEOG) and South Carolina Need-Based Grant (SCNBG) to students receiving aid from Workforce Investment Act, Employment Security Commissions, VA and/or Vocational Rehabilitation.

### **Eligibility for Aid**

Eligibility requirements for each type of aid may vary from year to year. For information on the most recent eligibility requirements, methods for determining individual student eligibility and calculating award amounts, contact the Financial Aid Office. Specific eligibility requirements are established by the US Department of Education for federally-funded aid programs; South Carolina Commission on Higher Education for state-funded programs; and local/private sources determine eligibility for their respective programs. All aid awarded is based on courses required for your program of study for graduation purposes only. Courses taken outside of your program of study are not eligible for aid.

All aid awarded through OCtech is awarded on the basis of financial need and merit. Students in default on a student loan or repayment of a grant may not be awarded financial aid, except under certain circumstances. A student's aid package may include grants, scholarships, work study or loans.

When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. Because of this, students applying for aid early are most likely to receive assistance with available funds.

To remain eligible, a student must be enrolled and be in good academic standing. Students who withdraw from school after the start of the term are liable for repayment of part or all of the funds received during that semester. In addition, to assure that the student remains eligible, the student must notify the Financial Aid Office of changes in enrollment status or program of study.

A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED) and continuing education courses are not eligible courses. Students enrolled as a special or transient student are not eligible for financial aid or VA benefits. Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. For federal aid programs, once a student has successfully completed a course two times, that course will not be eligible for federal funding.

### **Audit Courses**

Courses taken on an audit basis are not eligible for Title IV funding. Because audit courses are ineligible for Title IV funding, they will not be used to determine a student's enrollment status for financial aid purposes.

### Developmental/Remedial Courses (001-099 level courses)

Developmental coursework prepares a student for study at the postsecondary level or for a given program. Students are only eligible to receive federal aid for up to a maximum of 30 semester credit hours of developmental coursework.

For additional information concerning types of aid, student eligibility selection, award procedures, etc., contact the OCtech Financial Aid Office.

## How to Apply for Financial Aid

- 1. Complete an application for admission to OCtech.
- Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs: scholarships, grants, work study, Lottery Tuition Assistance (LTA), LIFE Scholarship, SC Need-based Grant and loans at OCtech. Under certain situations, the FAFSA may be waived for LTA and LIFE. Complete the FAFSA online at www.fafsa.gov.
- 3. If OCtech's school code (006815) is listed on your FAFSA, the Financial Aid Office will receive a copy of your student aid report electronically. The Financial Aid Office will use the student aid report to determine your eligibility for the Pell Grant, student loans, and all campus-based aid.
- 4. If you are eligible for financial aid, you will receive an email informing you to review your financial aid award letter via your Connect account. If you have any questions regarding your financial aid award, please contact the Financial Aid Office.

#### **Financial Aid Office Hours:**

Monday, Tuesday, Wednesday and Thursday: 8:00am - 6:00pm

Friday: 8:00am - 1:30pm

### **Financial Aid Application Deadlines**

**Term Deadline:**Fall July 1
Spring November 1
Summer April 1

Financial aid applications may be processed after the posted deadlines; however, students should make arrangements to cover the cost of tuition and books for the first semester of enrollment or until they are officially notified of eligibility status for financial aid.

#### Communication with Students

D2L provides online services to OCtech students such as student email accounts, campus announcements, message boards, calendars and discussion groups. Through Connect, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well. The majority of communications from financial aid will be sent to student OCtech email accounts. Students must review their email and announcements regularly through D2L to ensure they have the latest information about their financial aid status.

<sup>\*</sup>To be considered for campus-based aid, your student aid report must be in the Financial Aid Office before May 1, each year.

# Standards of Satisfactory Academic Progress for Financial Aid Recipients

Students receiving financial assistance through a federal program or South Carolina Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate at Orangeburg-Calhoun Technical College. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Student progression towards the completion of their certificate, diploma, or degree is measured in three different ways.

- Qualitative Standard Monitored to ensure that students are completing courses with a GPA high enough to graduate at the end of their course requirements.
- Quantitative Standard Monitored to ensure that students are completing
  the required number of credit hours each semester to complete their
  certificate, diploma, or degree in 150% of the published time frame
  (measured in credit hours) of their current program.
- Maximum Time Frame Monitored to ensure that students who have transferred in or have changed programs will be able to complete their certificate, diploma, or degree in 150% of the published time frame (measured in credit hours) of their current program.

#### **Qualitative and Quantitative Standards**

Standards are measured by both Cumulative Grade Point Average (Qualitative Measure) and Cumulative Credit Hours (Quantitative Measure):

- A student must maintain a cumulative grade point average (GPA) of 2.00 (C average) or better AND must successfully pass 67% (percentage of courses passed vs courses attempted) of all course credit hours attempted each term to remain eligible to receive financial aid at OCtech.
- Students will receive credit for grades A, B, C, or D. Course grades of F, W, WF, WP and I are not considered completed courses and negatively impact satisfactory academic progress standards. All courses must be completed during the normal grading period. However, it is the student's responsibility to notify the Office of Financial Aid of any grade changes for reevaluation, if their status is Warning, Danger or Suspension. Repeat courses are included in the calculation of attempted credit hours. Students will not receive credit for a course that they register for that has previously been taken if the grade is lower than the initial grade reported.

# Standards for Students Enrolled in Diploma and Certificate Programs (Academic programs of one year or less)

Students, who are in one year certificate and diploma programs, will have Qualitative and Quantitative standards measured at the end of each semester. If the cumulative GPA is less than a 2.00 and/or the term completion rate is less than 67%, the student will be placed on Financial Aid Warning. Financial aid will be continued during the Warning term. Students on a Warning status must meet the overall SAP standards, which include the cumulative 2.0 GPA and term completion rate of 67% or meet ALL three of the following requirements: 1. enroll at least 6 credit hours, 2. complete 100% of all attempted credit hours, and 3. earn at least a 2.0 term GPA. Students who fail to maintain standards at the end of the Warning term will be placed on Financial Aid Suspension.

# Standards for Students Enrolled in Associate Degree Programs (Academic programs of more than one year)

Students who are in degree programs will have the Qualitative and Quantitative Standards OFFICIALLY measured at the end of the academic year (at the end of the summer semester). Even though the official review will occur at the end of the academic year, the financial aid office will monitor a student's course completion rate at the end of each term and will notify students who are in "Danger" of being placed on Financial Aid Suspension at the end of the academic year. At the end of each term, if the student's cumulative GPA is less than a 2.00, and/or the term completion rate is less than 67%, the student will be placed on Financial Aid Danger1. Financial aid will be continued during the Danger1 term. Students on a Danger status must meet the overall SAP standards, which include the cumulative 2.0 GPA and term completion rate of 67% or meet ALL three of the following requirements:

- 1. Enroll in at least 6 credit hours
- 2. Complete 100% of all attempted hours
- 3. Earn at least a 2.0 term GPA

Students who fail to maintain standards at the end of the Danger1 term will be placed on Financial Aid Danger2 Status. Failure to maintain ALL of the above standards at the end of Danger2 will result in Financial Aid Suspension.

### **Maximum Time Frame**

- A student may only receive financial aid for a limited time. Eligibility for financial aid is terminated after a student has attempted 150% of his/her program credit hours length. A student may receive financial aid for up to 1.5 times the published length of the program of study.
- For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted ( $60 \times 1.5 = 90$ ).
- Transfer hours from other colleges that apply towards program completion at OCtech are added to the total hours attempted at OCtech to determine the 150% credit hour limit towards degree completion.
- A student may repeat a course but repetitions will count toward the time frame/length of eligibility.
- The attempted hours will consider all course work taken (including DVS, and transfer credits accepted by the college).
- All periods of enrollment count when evaluating SAP, even periods in which the student did not receive Federal Student Aid funds.
- The maximum time frame is program specific based on required credit hours for graduation.
- Once the maximum number of hours is attempted, the student is placed on financial aid suspension.
- Max Time Frame will be checked prior to packaging a student each academic year and at the end of each semester.

#### **Student Notifications**

- If a student has been placed on a Financial Aid Warning, Danger, or Suspension status because of failure to meet the Quantitative Standards and/or the Qualitative Standards they will be notified of their status via their OCtech email. If a student has been placed on Financial Aid Suspension, the notification will provide instructions on how to appeal their Financial Aid Suspension and the deadline for submitting their appeal.
- If a student has been placed on Financial Aid Suspension for Maximum Time Frame, the student will be mailed a letter informing them that they have been placed on Financial Aid Suspension and instructions on how to appeal their Financial Aid Suspension.

### Reinstatement after Financial Aid Suspension

To re-establish financial aid eligibility, the student must submit and have an approved appeal or the student must satisfy the following requirements:

- 1. Complete a term at OCtech
- 2. During the term of attendance, the student must enroll in at least 6 credit hours
- 3. Complete 100% of all attempted courses during the term
- 4. Earn at least a 2.0 term GPA

It is the responsibility of the student to determine when an appeal for reinstatement of financial aid eligibility is appropriate. The cumulative transcript will provide the student with the number of hours completed each term and the grade point average attained. Once the criteria has been met for reinstatement of financial aid, the student must submit a request for reinstatement of eligibility. The request should be brought to the attention of the Office of Financial Aid (Building S), Orangeburg-Calhoun Technical College, 3250 St. Matthews Road NE, Orangeburg, SC 29118.

### Appeals/Exceptions

Exceptions to this policy will be reviewed based on an appeals process under the umbrella of Professional Judgment. Students with legitimate appeals may be given exceptions on a case-by-case basis. A typed written appeal must be submitted and approved for reinstatement.

- A student on financial aid suspension may appeal by submitting a typed written letter to the Office of Financial Aid, which explains the reason why the student failed to make satisfactory academic progress and what has changed now that will allow the student to meet SAP at the end of the next payment period. The student must also provide documentation to support the appeal. Acceptable reasons for an appeal include: serious illness, death or substantial documented change in working hours. Incomplete appeal documents will not be processed.
- All decisions made by the Financial Aid Appeals Committee are final. Students
  whose appeals are denied must regain eligibility prior to receiving additional
  financial assistance or submit a new appeal for a subsequent semester.
- If the appeal is approved, the student will be placed on financial aid probation with or without an academic plan. Financial aid probation without an academic plan: if it is determined that the student should be able to meet the SAP standards by the end of the next payment period, then the student is placed on financial aid probation for one term.
- Financial aid probation with an academic plan: if it is determined that the student will require more than one payment period to meet the SAP standards, then the student is placed on financial aid probation with an academic plan.

### **Summary**

It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress. The Financial Aid Office will review the GPA and earned credit hours, and notify students who are failing to meet standards as quickly as possible via their OCtech email account. Undelivered messages or failure to check email messages does not exempt a student from his/her responsibility to maintain financial aid satisfactory academic progress or to know his/her current SAP status. Students on suspension will be ineligible for all Title IV aid, (i.e. Pell Grant, FSEOG, FWS, and Federal Student and Parent Loans) and most state aid.

#### Return of Federal Financial Aid

A student's withdrawal date is defined as the last date of attendance (LDA) in class. In circumstances where the LDA cannot be determined, the official withdrawal date will be the date the student began the official withdrawal process or provided official notification to the institution of his or her intent to withdraw.

A Federal Financial Aid recipient who does not officially withdraw from the College and no official LDA can be determined will be considered as having completed 50% of the semester for calculating the amount of aid to be returned to the Federal Government and will not be eligible for a refund based on the College's refund policy.

A return of federal financial aid calculation will also be processed for students who receive all or any combination of Fs, WFs, WPs, or Ws as a result of non-attendance.

A student's Federal Financial Aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester as determined by the withdrawal date. Federal Financial Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Iraq and Afghanistan Service Grant, Federal Direct Loans (subsidized and unsubsidized), and Federal Direct Plus Loans.

For students enrolled in modules (courses that do not span the entire length of the period of enrollment), a student will be considered as withdrawn for Title IV purposes if the student ceases attendance from all courses at any point prior to completing the period of enrollment, unless the student provides written confirmation at the time of withdrawal that he or she will attend a module that begins later in the same period of enrollment.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

#### Percent of earned aid:

Number of days attended in the semester

Total number of days in the semester (less any scheduled breaks of 5 days or more)

If a student does not receive all of the funds that have been earned, per the Return of Title IV calculation, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the student and/or parent will be notified via mail (within 30 days of the date it was determined that the student withdrew) to get permission before the loan funds can be disbursed to the student. The student and/or parent may choose to decline some or all of the loan funds so that the student/parent doesn't incur additional debt. The College may automatically use all or a portion of the student's Post-withdrawal disbursement of grant funds for tuition and fees. The College needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce the student's debt at the College.

Federal Financial Aid must be returned to the Federal Government based on the percent of unearned aid using the following formula:

Aid to be Returned = (100% - percent of earned aid) X the amount of Federal Financial Aid disbursed

For example, if a student completes 20% of the semester, the student will earn 20% of the aid he/she was originally scheduled to receive. This means that 80% of the aid is unearned and must be returned to the U.S. Department of Education.

Unearned funds must be returned no later than 45 days from the determination of a student's withdrawal date and will be returned in following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans
- Federal Pell Grants
- Federal SEOG
- Iraq and Afghanistan Service Grant

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his/her behalf less any refund that the student is eligible for under the Tuition Refund Policy. Therefore, a student who does not complete at least 60% of a semester may owe a repayment to the College and/or the Federal Government for the amount of unearned Federal Financial Aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. The debt from a financial aid Return to Title IV calculation must be paid in full before the student is allowed to register for future semesters or seek other resources from the College. If this debt is not paid to the College within 45 days from the date of the notification to the student, the College will report it to the Department of Education's national database. This will prohibit the student from receiving federal or state Financial Aid at any other college or university in the United States until the full balance is paid to OCtech. The student must then submit a copy of the receipt showing the balance paid in full to the OCtech Financial Aid office for the debt to be removed from the national database. The College will place a hold on the student's records until the payment is received.

## Types of Aid

### **GRANTS**

#### Federal Pell Grant

A Federal Pell Grant is a need-based grant for individuals not holding a bachelor's degree. This program is sponsored by the federal government. A student can only receive the Pell Grant for up to 12 full-time semesters. Students can track their remaining Pell Grant eligibility on NSLDS at www.nslds.ed.gov or on the Student Aid Report.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based grant for individuals who have not earned a bachelor's degree. Priority is given to students with exceptional need who receive Pell Grants. FSEOG is a gift assistance that does not have to be repaid. Students must be enrolled in at least 6 credit hours.

### South Carolina Need-Based Grant (SCNBG)

The SCNBG is an award given to South Carolina's neediest students who have not received a bachelor's degree already, have at least a 2.0 GPA at the beginning of the academic year (fall, spring, summer), are enrolled for in at least 6 credit hours and are residents of South Carolina. The maximum award is \$2,500 for a full-time student.

For continued eligibility for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

Youth in the custody of the Department of Social Services (DSS) are entitled to the maximum Need-based Grant of \$2,500 if the student self-identifies by June 1st. Students who have aged out of the DSS system and are living independently may qualify. In addition, youth are eligible for additional funding of up to \$2,000 above the \$2,500 maximum.

To be eligible to receive the maximum award and additional funding, foster youth must self-identify their foster care status to either the Financial Aid Office, the Commission on Higher Education, or the Department of Social Services and must complete a Foster Care Waiver Form. The form must be submitted to the Financial Aid Office, the Commission on Higher Education, and to the Department of Social Services. The form can be downloaded from the Commission on Higher Education's website at www.che.sc.gov.

## Federal College Work-Study

Federal College Work-Study is an earnings program for college students. The amount of the award is the amount the student is permitted while enrolled at the College. Part-time job opportunities on campus are provided to eligible students. The pay rate is usually the minimum wage. Students must be enrolled in at least 6 credit hours and may work no more than 20 hours per week. Apply for Work-Study online at www.octech.edu under financial aid.

#### LOANS

### Federal Direct Loan

The Federal Direct Student Loan is a low, interest loan made to students by the U.S. Department of Education. All students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility for the Federal Direct (subsidized and unsubsidized loans). Once the FAFSA has been processed, students who are attending OCtech on at least a half-time basis (6 credit hours per semester) would complete a Financial Aid Loan Application, a Master Promissory Note (MPN) and entrance loan counseling.

After a student graduates, leaves school, or drops below half-time enrollment status, there is a six-month grace period before repayment begins. Upon graduation or ceasing to be enrolled at least half-time, the student must complete an exit loan counseling session.

### Deadlines for applying for student loans:

- November 1 Fall term
- April 1 Spring term
- June 30 Summer term

## SCHOLARSHIPS LIFE Scholarship

The Legislative Incentives for Future Excellence (LIFE) Scholarship is funded by the State of South Carolina and awards (up to \$2500) for students who meet the following criteria and attend the College on a full-time (12 credit hours of non-developmental coursework):

- 1. Must be a resident of South Carolina.
- 2. Must possess a 3.0 cumulative grade point average (GPA) on the Uniform Grading 4.0 scale at the time of high school graduation for entering freshmen.
- 3. Must have no felony, alcohol or drug convictions.
- 4. Must owe no refund or be in default on State or Federal Aid.
- 5. Must be a full-time student in an approved curriculum of study.
- 6. Must earn a cumulative GPA of 3.0 and 30 earned credit at the end of the first academic year
- 7. Must be a graduate of a South Carolina high school or be a dependent of a SC resident at the time of high school graduation.

Students who are enrolled in a one-year program of study may only receive the LIFE Scholarship for two semesters. Students who are enrolled in a two-year program of study may only receive the scholarship for four consecutive semesters. This time-frame begins at the initial term of enrollment in any college after high school graduation. For additional information, contact OCtech's Admissions or Financial Aid Office.

## South Carolina Education Lottery Scholarship

South Carolina Lottery Tuition Assistance is funded by the State of South Carolina and is available to students attending OCtech as long as they meet all eligibility requirements. Students who desire to apply for lottery tuition assistance benefits must apply for all federal and state grants first by filling out the Free Application for Federal Student Aid (FAFSA). Students must also be accepted in a certificate, diploma, or degree program; must be registered for at least six (6) credit hours; and must be legal residents of the state of South Carolina.

According to state law, federal grants and need-based grants will be applied towards technical college tuition before lottery-funded tuition assistance will be applied. For example, if a student receives \$400 in federal grants and \$200 in need-based grants, \$600 will be applied against the student's tuition before lottery-funded tuition assistance will be applied. The law also states that students may only apply lottery tuition assistance towards one certificate, diploma or associate degree program every five years, unless the additional certificate, diploma or associate degree is necessary for progress in a field of study, and constitutes progress in the same field. IMPORTANT: Students receiving the LIFE Scholarship are not eligible for lottery-funded tuition assistance during the same academic year.

The amount students can use toward tuition and fee charges is based on the amount of tuition charges remaining on the account after grants, scholarships or waivers have been transmitted to their account. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

After attempting twenty-four (24) credit hours, students must earn a 2.0 cumulative GPA at the end of each academic year (fall, spring, summer).

## Orangeburg-Calhoun Technical College Foundation Scholarships

Specific guidelines for OCtech Foundation scholarships are available in the Financial Aid Office. These scholarships are awarded according to funding available for the current year.

**Belk Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in programs in the Business division. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship.

**Book Scholarships (according to availability):** Student must have a 3.0 GPA. The scholarship is to be used for required books and required supplies. The scholarship is for one semester only, and any balance will not be carried over to the next semester. Scholarships will be awarded all three semesters, and students may reapply each semester.

BP Electronic Instrumentation Technology Scholarship: Scholarship will be used to assist individuals to further their education and training at Orangeburg-Calhoun Technical College in pursuit of a career in Electronics Instrumentation majoring in Electrical Engineering Technology, Specialization in Electronic Instrumentation. The award can be used for tuition, books, and/or required supplies. Preference will be given to students from Berkeley, Charleston, and Dorchester (Tri-County) Counties. Students must have a minimum 2.5 cumulative GPA to be considered.

**A.L. "Red" Brewington Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in the nursing program. Preference will be given to students with a C+ to B grade average.

**Dr. Rocco D. Cassone Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in the Associate Degree Nursing program.

**Ellen Chaplin Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students from Orangeburg County.

**Steve Dalton Memorial Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students in Industrial Technology. The scholarship is to be used for tuition, books, and/or required supplies for coursework.

**Emerson Process Management Scholarship:** Scholarship will be used to assist needy, worthy individuals to further their education and training at Orangeburg-Calhoun Technical College for no longer than one year. The award can be used for tuition, books, and/or required supplies. Preference will be given to students enrolled in the Industrial Technology Program.

Joseph K. Fairey II Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Preference will be given to needy, worthy individuals enrolled in the Automotive Technology program. Preference will be given to a second year student residing in Orangeburg or Calhoun County. The scholarship is to be used for tuition, books, and/or required supplies.

**Federal-Mogul Friction Products Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in the Electronics Instrumentation Technology, Electronics Engineering Technology, or Industrial Electronics Technology programs.

**Finish Line Scholarship:** Eligible applicants are OCtech students who have completed 50% or more of the credit hours towards their degrees and have earned a cumulative GPA of 2.75 or higher. Scholarships will be awarded for the fall, spring and summer terms. Student must reapply each term.

Robert Wayne Gibson Memorial Scholarship: Eligible applicants are high school seniors who are active members of any Fire Department within Bamberg County or who are children of Bamberg County firefighters and plan to further their education as a full-time student at OCtech or Bamberg County firefighters or spouses of Bamberg County Firefighters who plan to further their education as a full-time student at OCtech. The scholarship will be awarded in the fall semester and can be used for tuition, textbooks and required supplies.

**Harold Green Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students in the Engineering Graphics Technology, Automotive Technology, Machine Tool Technology, Industrial Electronics Technology, Electronics Engineering Technology, and Electronic Instrumentation Technology programs.

**Kristy Hutto EMT Scholarship:** Scholarship will be awarded to first-time students enrolled in the EMT program. Awards will be given at the conclusion of the EMT classes to the three students with the highest completion grades in each class. Funds are to be used by the recipients to pay their fees for the EMT National Registry exam and required background check.

**Dean B. Livingston Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students who are residents of South Carolina.

Lowe's Scholarship (for tuition only): The student must be at least 18 years of age. Student must be currently enrolled in a 6 to 12 hour program of study at a targeted community college. Student must have intentions to pursue a career in an approved discipline within the Vocational/Technical or Business divisions. Applicants must be majoring in Business, Industrial Technology, or Agriculture. Student must have satisfactorily completed at least one semester with a GPA of 2.0 or higher. Current Lowe's employees who are enrolled at the community college can be considered as applicants for the scholarship. Applicants who are currently employed with another major retailer are not eligible for consideration.

**Joseph J. Miller Scholarship:** The Joseph J. Miller Foundation funds up to three scholarships to students who reside in Elloree or communities within a 12-mile radius of Elloree including Santee, Cameron and Vance. The scholarships are to be used for tuition, fees, books and required supplies.

**OCtech Employee Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship.

**Sudhir and Hema Patel Hospitality Scholarship:** Scholarship will be awarded for one academic year. Special consideration will be given to those candidates with a demonstrated financial need. Preference will be given to students enrolled in the Business program. The scholarship is to be used for tuition, books, or supplies.

**D. L. Scurry Scholarship:** Scholarships are awarded to outstanding students who maintain a cumulative GPA of 3.0 and have a demonstrated need for financial assistance.

**South Carolina Bank & Trust Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students from low-to-moderate income families within Orangeburg, Calhoun and Bamberg Counties.

**Super Sod – Willie Aiken Scholarship:** Scholarship will be awarded for one academic year. Scholarship will be given to needy, worthy individuals. Preference will be given to minority candidates with the first option to a child of a Super Sod employee. The scholarship is to be used for tuition or required books.

**Tri-County Electric Scholarship:** Scholarship will be awarded to a full-time student pursuing a degree or a diploma. Applicants or their parents/guardians must be a member of the Tri-County Electric Cooperative, Inc. Special consideration will be given to candidates with a demonstrated financial need.

**John O. Wesner, Jr. Endowed Scholarship:** Scholarship will be awarded in the fall semester for one academic year. Preference will be given to needy, worthy individuals enrolled in the Business program. The scholarship is to be used for tuition or books.

Anna Jennie Wheeler Scholarship: Scholarship will be awarded in the spring semester for use during the summer semester. Scholarship will be awarded to students enrolled in the Licensed Practical Nursing program. Student must have a GPA of 3.25 to be considered for the scholarship. The scholarship is to assist the candidate with their educational goals and is to be used for books, tuition and/or other supplies as instructor sees fit.

All scholarships are subject to prior funding before awards are made.

### OTHER SCHOLARSHIPS

**Dick Horne Foundation Scholarship:** Provides partial and full scholarships for students in any curriculum program. These scholarships include tuition, fees and books.

### OTHER SOURCES OF FUNDS

**Employee Tuition Benefits:** Ask your employer's personnel officer whether tuition benefits are available to you. If so, call the Financial Aid Office at 803.535.1250 for specific information.

**Vocational Rehabilitation:** Grants in aid are available to students with physical disabilities. South Carolina Rehabilitation Service determines eligibility. See a member of the financial aid staff for more information.

## U.S. Department of Veterans' Affairs Educational Benefits

OCtech is approved for training under title 38, U. S. Code, Chapters 30, 32, 34, and Title 10, U. S. code, Chapter 1606. The approval covers day and evening curriculum programs. Because of the nature of technical curricula, some courses may not be approved for VA educational benefits. OCtech maintains a full-time Veterans' Affairs Office to assist veterans and eligible students already enrolled, as well as those seeking admission.

**General Information:** The federal, state or private agency administering these educational assistance programs has sole responsibility for determining eligibility and awarding benefits. Most Federal VA educational benefits must be used within 10 years of the date of discharge or the date of eligibility. Generally, veterans with dishonorable discharge are not eligible. Programs and guidelines for eligibility may be changed without notice based on federal or state legislation affecting benefit programs.

# Educational Programs for Veterans/Dependents, Active Duty & Reserve Personnel: Montgomery G.I. Bill (Chapter 30)

This program provides 36 months of full-time education benefits to a veteran or service person in return for \$100 per month contribution for 12 months; the military provides matching funds based on length of enlistment.

### Vocational Rehabilitation (Chapter 31)

This program pays tuition, fees, textbooks, supplies and equipment plus a monthly subsistence allowance to veterans with a compensable service-connected disability resulting in employment disability as determined by the VA. You must apply within 12 years of VA notification of disability compensation. Generally, benefits are payable up to 48 months for undergraduate training. Application should be made through the VA Regional Office, Vocational Rehabilitation Department.

### VEAP (Chapter 32)

Veterans who first entered on active duty between January 1, 1977, and June 30, 1985, were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by March 31, 1987. The maximum contribution for each participant is \$2,700. Department of Defense funds equal to twice the contribution are added to the veteran's account. Veterans have ten years from the date of release from active duty to use VEAP benefits.

### Post 9/11 (Chapter 33)

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible to be eligible for the Post-9/11 GI Bill.

### **Dependents Educational Assistance (Chapter 35)**

This program provides educational benefits to spouses who have not remarried and children of a veteran with a permanent and total service-connected disability; a veteran who died while permanently and totally service-connected disabled; or a veteran who died during military service or as a result of a service-connected disability. A child must use the benefit between the ages of 18 to 26.

### **Restored Entitlement Program for Survivors**

Under the provisions of Section 156, Public Law 97-377, benefits are payable to certain survivors of members or former members of the armed forces who died while on active duty prior to August 13, 1981, or died from a disability incurred or aggravated by active duty prior to August 13, 1981. Benefits also may be payable to eligible parents who have in their care a child who has reached age 16, but not 18. Benefits also may be payable to unmarried children who have reached 18, but not 22, and are full-time students.

#### S.C. Free Tuition for Certain Veterans' Children

Children of veterans who were either residents of South Carolina at the time of entry into service or have resided in South Carolina for at least one year may be eligible for this free tuition program. The program requires that the veteran served honorably in the armed forces of the United States during a period of war and either died while in service or as a direct result of service, or is a POW or MIA, or is totally or permanently disabled as determined by the Veterans Administration, or has been awarded the Congressional Medal of Honor. The veteran, if disabled, must still reside in South Carolina.

### Montgomery G.I. Bill-Selected Reserve (Chapter 1606)

This program provides up to 36 months of educational benefits to members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corp and Coast Guard Reserves, the Army National Guard, and the Air Guard. The Reserve components decide who are eligible for the program and provide documentation of eligibility. The VA makes the payments for training to the student.

### (Chapter 1607)

- 1. Reservists called to active duty on or after 9/11/01 under Title 10 for contingency operations for at least 90 consecutive days or more. National Guard members are eligible if called under Section 502 (f), title 32 USC and serve same period.
- 2. Entitlement is 36 months of full-time benefits.
- 3. Pays percentage of MGIB based on length of active duty service. Same programs as MGIB.
- 4. No delimiting if member continues to participate in reserves.

### **Tutorial Assistance**

Tutorial assistance is available to a student who is enrolled half-time or greater and has a deficiency in a subject or subjects required in the student's approved program of education. VA will help defray the cost of individual tutoring with acceptable evidence of the need for tutorial assistance as determined by the school. For more information, contact the Veterans' Office at the College.

# How to Apply for Veterans' Benefits

To apply for benefits, the veteran or eligible person must first be accepted into a program of study by the Admissions Office and then report to the Veterans' Affairs office in the Patrick Student Services building, with a certified copy of the DD214 or DD2384 NOBE (Notice of Basic Eligibility) form, if an active reservist. The Veterans' Affairs office coordinates services for veterans and eligible persons and maintains all applications, required forms, and specific details for applying for benefits. The process of applying for benefits approval and receipt of funds may take as long as three months.

The veteran or eligible person must furnish an official transcript from the high school of graduation and official transcripts from all colleges attended. These should be forwarded to the Admissions Office. An evaluation of all college transcripts must be completed by the Registrar. Benefits cannot be extended beyond the second semester until this is accomplished. It is the responsibility of the veteran to make sure the evaluation has been completed.

To change programs, the same admissions and evaluation process must be followed and Change of Program form filled out in the Veterans' Affairs Office.

## **Payment of Benefits**

Veterans and eligible persons cannot be paid for any course not listed in their curricula. If there are any electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program. Only electives that are listed as approved electives or electives that have been approved in writing by the Program Coordinator may be taken to receive payment of benefits.

Eligible students receive benefits based on their particular VA benefit program and training time while at OCtech. The Veterans' Administration makes payments monthly to the student. New students, or students re-entering college after an interval of thirty days or longer, may be eligible to request Advance Payment to help meet college-related expenses. Advance Payment must be applied for at least forty-five days prior to registration with the Veterans' Affairs Office.

## **Grading Procedure for Veterans' and Eligible Persons**

The law prohibits payment of VA benefits for a course from which the student withdraws, or for a course that the student completes, but receives a grade for the course which will not be used in computing requirements for graduation "AU", "NC" or "CF". In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.

## Interruption of Benefits due to Unsatisfactory Grades or Progress

Once a veteran or eligible person begins receiving benefits, he/she must maintain satisfactory attendance, conduct, and progress. If the school's standards are not met, the Veterans' Affairs Office will notify the Veterans' Administration and benefits will stop. If the school approves reentry in the same program, the Veterans' Affairs office will certify enrollment to VA. If the student does not reenter the same program, benefits may resume if the cause of the unsatisfactory attendance, conduct, or progress has been removed and the VA must find that the program the student intends to take is suitable to his/her abilities, aptitudes and interests.

### **Attendance**

To earn VA benefits, students are required to attend class. Students who attend classes after the published add/drop period and later decide to discontinue enrollment in any or all classes are required to complete and submit the necessary paperwork to withdraw from courses. It is the student's responsibility to complete all requirements for official withdrawal from the College or the course. Failure to complete and submit required documentation to the Student Records Office and the College Veterans' Affairs Office will result in a failing grade of F in any or all courses. The termination date assigned by the school will be the last day of the term or the last day of attendance. The actual termination date may result in an overpayment of benefits, resulting in a debt that the student will owe to the Veterans' Administration.

## Refund for Veterans and Eligible Persons

The College refund policy also applies to students receiving veterans' benefits.

## **Distance Learning Services**

OCtech offers distance learning courses to individuals who desire alternative instructional delivery. All student support services, including but not limited to, counseling, advising, assessment, career planning, and financial aid are available and accessible to students enrolled in Internet courses at the College. OCtech provides distance education in four ways:

- 1. Internet courses
- 2. C and KU band satellite reception for linking to educational programs and teleconferences around the country.
- 3. SCETV digital satellite system: OCtech serves as a receiver site for undergraduate and graduate courses originating from the University of South Carolina. Students interested in this option should contact the University of South Carolina Distance Education Department to arrange for this service. OCtech also serves as a viewing site for training provided by the Criminal Justice Academy, the SC Bar Association and other state agencies.
- 4. VTEL two-way video conferencing between the sixteen colleges in the South Carolina Technical College System.

Student support services are available to students who are enrolled in a variety of distance education courses. Students may find the following services beneficial or necessary to their success in these and other courses at the College. Students are encouraged to utilize information on the College's website at www.octech.edu to access detailed information about services available.

## **Distance Learning Admissions**

Students may apply for distance education courses through OCtech's Office of Admissions by submitting an application for admission via our web site, traditional mail, or by a personal visit to the College. The application for admission is available at www.octech.edu. Applications may also be requested by telephone or mail.

A student who is enrolled at OCtech and other colleges concurrently must meet the admissions criteria of each college for the particular program or course in which he/she plans to enroll. Although OCtech has an "open door" admissions policy, some programs of study require specific admissions criteria relative to that particular curriculum.

### **Distance Learning Assessment**

Distance education courses require an assessment of a student's academic skills. OCtech utilizes the The College Board's Accuplacer Test for course placement. OCtech will also accept SAT, ACT, COMPASS and ASSET scores in lieu of Accuplacer scores, in addition to the most up-to-date criteria regarding course placement.

Placement testing sessions are conducted Monday through Thursday at OCtech. The College will also schedule assessment sessions at other non-standard times to meet the needs of distance education students. Contact the Admissions Office for scheduling information.

## Distance Learning Academic Advising, Scheduling and Registration

OCtech employs qualified staff and faculty to assist distance education students with course selections and class scheduling to address student needs. Advising and scheduling are typically conducted on campus with faculty advisors or Student Services counselors by appointment or on a walk-in basis. Students are also permitted to schedule classes by telephone, providing all admissions requirements have been satisfied. Students may pay required tuition and fees to the College's Business Office by mail, in person, by telephone or online through Connect.

## **Distance Learning Orientation**

Distance education students are invited and encouraged to participate in OCtech's online orientation program. Online orientation is conducted for new students at the beginning of each new term. Students can access the orientation online under the Admissions tab on the College website.

## Distance Learning Personal and Academic Counseling

Distance education students may utilize counseling services by visiting the OCtech Student Services Office. Counseling services are available to students in the Patrick Student Services building, Monday through Thursday, from 8:00am until 6:00pm Students may make an appointment with a counselor by calling 803.535.1224 or (toll free) 1.800.813.6519. Distance Education students may access all student services through www.octech.edu.

## Distance Learning Job Placement Assistance

Job Placement Services are available to distance education students. This a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Job Placement Services in the Student Success Career Center. Students may also inquire about Job Placement Services by calling 803.535.1278 or sending an email through the Job Placement Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

## **Distance Learning Student Activities**

Students who are enrolled in distance education courses are encouraged to participate on the Student Advisory Board, in honor societies and student clubs on campus. Information on various student organizations may be obtained from Student Services counselors and faculty advisors on campus. Consult a counselor in the Student Services Office for more information.

## **Distance Learning Student Financial Aid**

Financial aid services are available to students enrolled in distance education courses. Students must submit the same application and maintain the same academic standards of progress as established for all other OCtech students. For additional information, call 803.535.1224 or toll free at 1.800.813.6519 ext.1224.

## **English Fluency in Higher Education Act of 1991**

OCtech has adopted policies and procedures in compliance with the English Fluency in Higher Education Act of 1991. Students may receive a complete copy of these policies and procedures by contacting the Vice President for Academic Affairs. The purpose of this Act and accompanying procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English, and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that appropriate response be given to student complaints regarding an instructor's English fluency.

### Services for Students with Disabilities

Orangeburg-Calhoun Technical College complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disability Act. Moreover, the College is committed to making all program services and College activities accessible to all students. Students with physical disabilities who require special assistance for registration, class attendance, or parking, should contact the Coordinator for Students with Disabilities in the Student Services Office.

Students who have a documented learning disability or a documented disability that interferes with cognitive performance and who require special accommodations should also contact the Coordinator for Students with Disabilities. Students must reveal their documented disability and the need for special accommodations.

## Safety

Safety should be a part of a student's education at OCtech. Instructors and students in all programs should constantly stress safety. In the event of an accident, students should inform the instructor immediately so that a complete report may be made to Campus Public Safety 803.682.3335, the Student Services Division 803.535.1224 and the Office of the Chief Business Officer 803.535.1205.

The following procedure is to be followed in case of an accident causing injury:

- 1. Notify instructor immediately.
- 2. If there is a serious accident, dial 911 and make a report without delay.
- 3. Do not move the victim unless absolutely necessary, and then only with extreme care.
- 4. Remain with the victim until he/she is under care of the instructor, medical personnel or other responsible person.
- 5. Students are not to be given any internal medication. First aid is to be limited to providing comfort while awaiting medical personnel.
- 6. Take steps to prevent any reoccurrence of accidents.
- GOOD SAFETY PRACTICES CALL FOR PREVENTION, NOT TREATMENT OF ACCIDENT VICTIMS.

## **Other Emergency Situations**

In case of fire: Call 911 or 803.682.3335.

To evacuate a building: Pull the handle of a fire alarm box; there is one located near the outside door of each building. Fire alarm boxes alert and warn persons nearby, but are NOT connected to the fire station.

In case of a minor accident: administer first aid, and then notify Campus Public Safety, the Business Office and the Student Services Office.

## **Student Insurance**

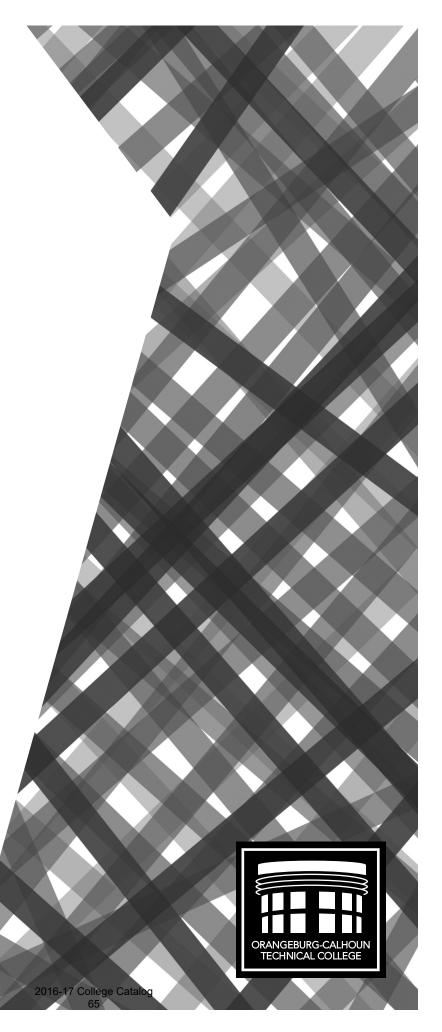
Every precaution possible is taken to ensure the safety of students throughout the College; however, all curriculum students are provided with a limited amount of accident insurance coverage. Students receive coverage through the College, as the premium cost is included in the student's tuition and fees. This insurance covers the student while he/she is on school property attending regularly scheduled classes, or while on a College-sponsored trip. Absence from the College premises during the day, such as during the lunch hour, is not covered.

A student injured while on campus or a College-related activity should instruct the physician or emergency room staff that he/she is covered under student insurance and to send itemized statements of all charges to the Office of Business Affairs, 3250 St. Matthews Road, Orangeburg, SC 29118. The student is required to go by the Business Affairs Office in Building A to sign an insurance form in order for the claim to be submitted.

### Health and Medical Services

The Regional Medical Center of Orangeburg and Calhoun Counties (RMC) is conveniently located adjacent to the campus. Its emergency room is available and staffed 24 hours a day. Students needing medical attention are referred to the hospital. Ambulance service is available when required at the student's expense.

2016-2017 THE COLLEGE



# The College

### Institutional Effectiveness

The Office of Institutional Effectiveness (IE) is an extension of the Office for Academic Affairs. Research and analysis of academic programs and divisions for institutional effectiveness are conducted by IE. The director serves as OCtech's liaison for performance funding and institutional effectiveness to the State Board for Technical and Comprehensive Education. Qualitative and quantitative analyses of all areas of the College are conducted and reported.

The Office of Institutional Effectiveness is also responsible for the College's Strategic Plan assessment, assessment of student learning outcomes, program evaluations, and student evaluation of instruction.

## **Library Services**

Whether you are on campus or online, the Library at OCtech provides a wealth of resources and services to meet your educational and information needs. From electronic databases, electronic books, local online catalog and a statewide catalog of SC college and university libraries, audiovisuals and print resources, the Library offers seeks to provide current and historical information necessary for research and class assignments.

The Library consists of two facilities. The main location is on the second floor of The Gressette Learning Resource Center, Building B. The other location, the Health Sciences Media Center, is located in Building K and serves the Allied Health and Nursing programs.

Resources and services provided by the Library include:

#### UNICORN CATALOG

The Library's online catalog is UNICORN and is accessible from the College's website via the Library's webpage. It provides a means to search for books in both print and electronic format. Electronic books may be viewed both on and off campus (off-campus use requires signing in with a current and valid Library ID). UNICORN searches can be expanded to PASCAL Delivers and eBrary to provide users with additional print and electronic resources.

#### PASCAL DELIVERS (Statewide Catalog)

PASCAL Delivers is a statewide consortium that provides access to the library collections of the majority of college and university libraries in South Carolina. It is accessible from UNICORN and allows students to borrow books from other colleges at no charge. PASCAL Delivers is a rapid delivery system, managed by a courier service. Borrowed material generally arrives within three to four days. Access to PASCAL Delivers broadens the student's access to print materials.

#### **ELECTRONIC DATABASES**

The Library provides access to 59 electronic databases covering a wide range of subject areas. The collection of databases is provided primarily by DISCUS (Digital Information for South Carolina Users) and PASCAL (Partnership Among South Carolina Academic Libraries). The databases are available on campus and off campus (off-campus use requires signing in with a current and valid Student ID).

# The College

#### **NETBOOKS**

The Library checks out netbooks (laptops) to currently enrolled OCtech students. All netbook borrowers must sign a loan agreement form that details the conditions of use.

#### **eBOOKS**

The Library provides 12 collections of ebooks, both general and specific, accessible on campus and off campus. Off campus use requires a current and valid Student ID. Among the subject specific areas are: nursing/allied health; history; careers; and literature. In addition, the Library provides AXIS360, a collection of fiction and nonfiction titles downloadable to Nooks, tablets, PCs, and iphones.

#### LIBRARY INSTRUCTION

The Library staff provides information literacy instruction to classes based on specific assignments. These classes are scheduled by faculty and a lesson plan is developed cooperatively between the faculty member and the library instructor.

#### LIBGUIDES

LibGuides is a content management service to which the Library subscribes. This service allows librarians and faculty to collaborate to provide and share relevant information to a specific course, class or assignment. LibGuides are used during Library Instruction, and students can access the detailed resources (ebooks, databases, catalog, PASCAL Delivers) on campus and off campus.

#### **COUNTY LIBRARIES**

Students who wish to check out materials from area county libraries must obtain a library card from those institutions. Check with those libraries for policies and procedures.

#### **ADDITIONAL SERVICES**

A photocopier is available in the Library. Copies are \$.10/page and must be paid for in cash. Copyright laws must be observed when making copies. A copyright notice is posted above the copier.

Laminations (letter to poster size) are produced. Costs vary according to size of material. Requests must be turned in at least 48 hours before the lamination is needed.

#### **DISTANCE LEARNERS**

Distance learners have access to all electronic resources with the use of their Library ID. This 13-digit number is a combination of the college's federal code (006815) and the student's Datatel number (which can be found below the student's name after logging in to Desrie 2 Learn - D2L).

### ADA

In compliance with the Americans with Disabilities Act, accommodations to serve students with disabilities are available in the Library.

# The College

### Student IDs

Every registered student at OCtech must have a current and valid student ID and is required to have it on their person at all times while on the College's campus. A current ID is required for entrance to the Library. There is no fee for the first student ID. IDs serve as library cards and are required to check out books, to use Reserve materials, to use PASCAL Delivers, and to sign in for off-campus access to electronic resources.

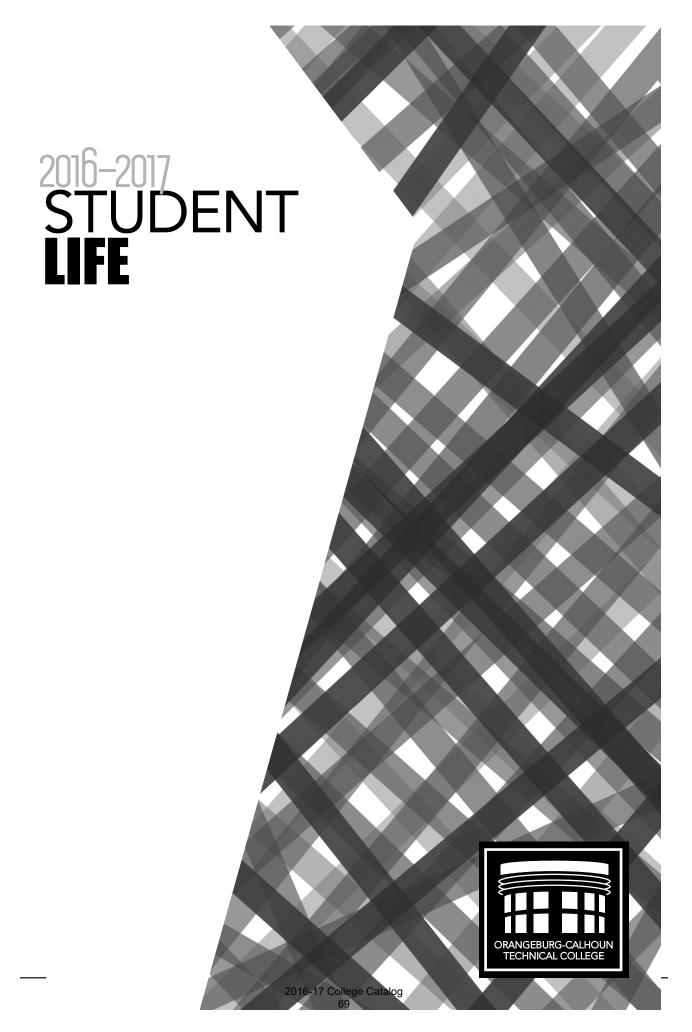
- 1. **NEW ID:** To obtain an ID, students should bring a driver's license or other picture ID to the Library.
- 2. **Update/Validate Policy:** ID's must be updated/validated every semester a student is enrolled. Bring your current ID to the Library; staff will verify your enrollment and place a current semester sticker on the ID.
- 3. **Replacement ID's:** The cost to replace a lost, stolen or destroyed ID is \$15.00. Students pay this fine at the Cashier's Office in Building S and bring the receipt to the Library to get a replacement ID.
- 4. **Replacement ID without cost:** IDs are replaced at no cost under the following guidelines
  - Name change
  - Broken ID (pieces must be brought to the Library)
  - Student has not attended OCtech for 3 consecutive semesters or 1 academic school year

### **Bookstore**

The OCtech Bookstore is located on the first floor of the Gressette Learning Resource Center, Building B, and carries a complete line of textbooks, supplies and general merchandise. Day and evening hours of operation are posted on the student bulletin boards and on the door of the bookstore.

## Cyber Cafe

The Cyber Cafe is located in the main lobby of the Patrick Student Services building and is open from 7:30am to 2:30pm Monday through Thursday. Drink and snack machines are located in the Canteen. WiFi access is also available.



# **Student Life**

## **Student Advisory Board**

The Student Advisory Board (SAB) consists of representatives from active student organizations and the student body at large. The SAB officers will be chosen from among the representatives. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

## **Campus Organizations**

These active organizations are recognized by the Student Services Division:

- Student Advisory Board
- Society of Future Radiologic Technologists
- Associate Degree Nursing Student Nursing Association
- Phi Theta Kappa
- Future Practical Nursing Club
- Educator Rising
- Gaming Club
- Student Chapter of Association of Computing Machinery Chapter
- National Society of Black Engineers
- Student Veteran's Association
- Entrepreneurship Club

## **Campus Visits**

Visitors are always welcome at OCtech. The College encourages each student to invite relatives and friends to visit the campus. From time to time, important visitors are accompanied through the College by College officials. These guests often include friends of the College, prospective employers of students, governmental figures or industrial prospects. Instructors and students should continue their work without obvious concern when these guests visit classes.

## Vehicle Registration

Student vehicles on College property must be registered. Vehicles should be registered at the time of class registration. Registration during the semester may be processed at the Information Desk in the Patrick Student Services building.

## **Inclement Weather Policy**

If ice, snow or other inclement weather conditions force the closing of the College, public announcements will be made on the OCtech website and over local radio and television stations. An appropriate message will also be recorded, in lieu of the usual greeting on the College's main telephone number. If a closing announcement is not made, then the College is open.

# **Student Life**

## College Use of Student/Faculty/Staff Photographs

It is the College's practice to take photographs of students, faculty and staff around campus and/or at College-related activities for use in various College publications, including use on the OCtech website. If the individuals in the photograph(s) are to be identified by name, or if the photograph(s) is posed rather than spontaneous, permission from the individual(s) will be obtained prior to use of the photograph(s) in the above-mentioned circumstances.

If any individual does not wish to have his/her photograph(s) used in any identifiable manner, every reasonable effort will be made to accommodate that request provided the individual submits written notice of such a request to:

Public Relations Coordinator Orangeburg-Calhoun Technical College 3250 St. Matthews Road Orangeburg, SC 29118-8299

For use in making such a request, the individual should use a form entitled, Notice of Preference as to College Use of Photographs, which may be obtained at the Information Desk in the Patrick Student Services building.

## **Student Responsibilities**

- 1. It is essential that all students realize that industrial apparatus and materials in shops and labs are required.
- 2. The posted speed limit governs campus driving. Pedestrians have the right-of-way at all times. In the event of an accident, students should immediately report the incident to security personnel.
- 3. Each student is responsible for information published through notices, announcements, and mailings each term.
- 4. Students should enter faculty and business offices and storerooms only when authorized by faculty or staff personnel.
- 5. Only in case of emergency will students be called out of class for telephone calls. No calls may be placed by students on office phones.
- 6. A student taking credit for work other than his or her own is subject to disciplinary action and alteration of grades.
- 7. Students should keep cars locked at all times. The College does not assume responsibility for stolen articles.
- 8. Individuals wishing to place notices on campus must have approval of the Student Advisory Board or the Vice President for Student Services.

### **Academic Student Conduct**

OCtech students are considered to be mature individuals, whose conduct is expected to be dignified and honorable. It is the student's responsibility to remember that his or her actions directly affect the reputation of the College. Common courtesy and cooperation should be part of the student's daily living habits.

Student conduct, both at the College and off campus, must reflect that of a good citizen. Dishonesty is considered a serious offense. Dishonesty in any form will result in severe disciplinary action. Any activities that may be considered detrimental to the mission of the College may be cause for dismissal, subject to the discretion of the Vice President for Academic Affairs or the Vice President for Student Services.

OCtech reserves the right, in the interest of its students, to decline admission, suspend or require the withdrawal of a student for any reason deemed to be in the interest of OCtech.

# **Student Life**

## The Student Code of Conduct

### I. Principles

Orangeburg-Calhoun Technical College students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code of Conduct for Orangeburg-Calhoun Technical College sets forth the rights and responsibilities of the individual student. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

#### **II. Solutions of Problems**

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in 2 or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### III. Definitions

When used in this document, unless the content requires other meaning,

- College means Orangeburg-Calhoun Technical College or any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer at Orangeburg-Calhoun Technical College.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Vice President for Student Services, Vice President for Academic Affairs, Vice President for Business Affairs.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means Student Government Association or Student Advisory Board of the college.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the college and student under specified conditions.
- M. "Expulsion" means permanent separation of the college and student.
- N. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

#### STUDENT CODE

### I. General Rights of Students

- A. Nondiscrimination-- There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly-- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.
  - Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- C. Freedom of the Press-- In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

- D. Protection Against Unreasonable Searches and Seizures-- Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance-- Students should be represented on campus committees that have the following duties:
  - 1. To propose policy that affects student activities and conduct.
  - 2. To make policy decisions on such matters.
  - 3. To implement policy.
- F. Classroom Behavior-- Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section IV herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading-- Instructors will develop, distribute, explain, and follow the standards to be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

- H. Privacy-- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Due Process-- At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.
- J. Records
  - 1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

### 2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a) To instructors and administrators for legitimate educational purposes.
- b) To accrediting organizations to carry out their functions.
- c) To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d) The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
- e) If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

## 3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

4. Treatment of Records after Student Graduation or Withdrawal When students withdraw or graduate from a technical/community college, their records shall continue to be subject to the provisions of this code.

### II. Student Government and Student Organizations

A. Student Government, Student Advisory Boards and Student Organizations
The college Student Government/Advisory Association's constitution, as approved
by the area commission, establishes the governance structure for students at a
college. Amendments to the constitution require approval as stipulated in each
Student Government Association constitution.

#### B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

### **III. Student Responsibilities**

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

#### **IV. Proscribed Conduct**

#### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section V.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly
No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative,
disciplinary, public service, research, or other activity authorized or conducted on the campus
of the college or any other location where such activity is conducted or sponsored by the
college. This disruption does not necessarily have to involve violence or force for the student
to face disciplinary actions. In addition to administrative action, any person who violates the
law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16- 17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

#### C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section V.B.

- 1. Cheating on tests is defined to include the following:
  - a) Copying from another student's test or answer sheet.
  - b) Using materials or equipment during a test not authorized by the person giving the test.
  - c) Collaborating with any other person during a test without permission.
  - d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  - e) Bribing or coercing any other person to obtain tests or information about tests.
  - f) Substituting for another student, or permitting any other person to substitute for oneself.
  - g) Cooperating or aiding in any of the above.
- 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
- 3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
- 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
  - 1. Forgery, alteration, or misuse of college documents, records, or identification cards.
  - 2. Falsifying information on college records.
  - 3. Providing false information for the purpose of obtaining a service.
  - 4. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

- E. Infringement of rights of others is defined to include, but not limited to, the following:
  - 1. Physical or verbal abuse inflicted on another person.
  - 2. Severe emotional distress inflicted upon another person.
  - 3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
  - 4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Cases of alleged on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

Cases based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment ( Procedure number 8.004.01)

- 5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
- 6. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
- F. Other unlawful acts which call for discipline include, but are not limited to:
  - 1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
  - 2. Unauthorized entry upon the property of the college after closing hours.
  - 3. Unauthorized presence in any college facility after hours.
  - 4. Unauthorized possession or use of a key to any college facility or other property.
  - 5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
  - 6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
  - 7. Possession, use, or distribution on campus of any beverage containing alcohol.
  - 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
  - 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
  - 10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

### V. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students for all matters excluding sexual violence or sexual harassment.

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment ( Procedure number 8.004.01)

Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

### A. Administrative Suspension

- 1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
- 2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two instructional weekdays of receiving the information from the President or his/her designee.

The letter must include the following information:

- a) the reason(s) for the interim suspension;
- b) notice that the interim suspension does not replace the regular hearing process;
- c) information about requesting a hearing before the Hearing Committee; and
- d) notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

### B. Academic Misconduct

- 1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
- 2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a) Completion of an educational activity relating to the nature of the offense.
  - b) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - c) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.

- d ) Assign a failing grade for the course.
- e ) Require the student to withdraw from the course.
- 3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
- 4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional week days of the date of the Chief Academic Officer's letter

  5. If the student requests an appeal, the Chief Academic Officer, or designee, will select the master of the Chief Academic Officer are designed will select the master of the Chief Academic Officer are designed will select the master of the Chief Academic Officer are designed will select the master of the Chief Academic Officer are designed will select the master of the Chief Academic Officer are designed will select the chief Academic Officer are designed will
- schedule a time for the meeting. The Chief Academic Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Academic Officer, or designee, will hear the appeal, this letter must also contain the following information:
  - a) A restatement of the charges
  - b) The time, place, and location of the meeting
  - c) A list of witnesses that may be called
  - d) A list of the student's procedural rights. These procedural rights are presented in of the Student Code and Grievance Procedure, Section VI. A. 1.e.f.
  - e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
- 6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
  - a) Accept the decision and the sanction imposed by the instructor
  - b) Accept the instructor's decision but impose a less severe sanction
  - c) Overturn the instructor's decision
- 7. The Chief Academic Officer, or designee, will send the student a letter within two instructional weekdays of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five instructional weekdays.
- 8. After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
  - a) Accept the decision and the sanction imposed
  - b) Accept the decision but impose a less severe sanction
  - c) Overturn the decision
  - d) Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section V. D and section VI.

### C. STUDENT MISCONDUCT

- 1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer as soon as possible but no later than 10 instructional weekdays after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
- 2. Within 5 instructional weekdays after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
  - a) Drop the charges.
  - b) Impose a sanction consistent with those shown in Section V.D.2., Student Misconduct.
  - c) Refer the student to a college office or community agency for services.

- 3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 instructional weekdays following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
- 4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 instructional weekdays after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

### D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

- 1. Membership of the Committee shall be composed of the following:
  - a) Three faculty members appointed by the Chief Academic Officer and approved by the President.
  - b) Three student members appointed by the appropriate student governing body and approved by the President.
  - c) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  - d) The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
  - e) The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2. Functions of the Committee are described as follows:
  - a) To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b) To insure that the student's procedural rights are met.
  - c) To hand down a decision based only on evidence introduced at the hearing.
  - d) To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

### (1) Academic Misconduct

- (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- (b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- (c) Assign a failing grade for the course.
- (d) Require the student to withdraw from the course.

### (2) Student Misconduct

- (a) A written reprimand.
- (b) Special condition such as a formal apology, essay or paper.
- (c) An obligation to make restitution or reimbursement.
- (d) A suspension or termination of particular student privileges.
- (e) Disciplinary probation.

- (f) Suspension from the college.
- (g) Expulsion from the college.
- (h) Any combination of the above.

## VI. Procedures for Hearings before the Student Appeals Committee

# A. Procedural Duties of the Chief Student Services Officer 1. At least 7 instructional weekdays prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all

Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

- a) A restatement of the charge or charges.
- b) A brief description of the incident that led to the charge (s).
- c) The name of the person(s) submitting the incident report.
- d) The date, time and place of the hearing.
- e) A list of all witnesses who might be called to testify.
- f) A statement of the student's basic procedural rights. These rights follow:
  - (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee or participate in any of the questioning. The student will be responsible for paying any fees charged by his/her counsel.
  - (2) The right to present witnesses on one's behalf.
  - (3) The right to know the names of any witnesses who may be called to testify at the hearing.
  - (4) The right to review all available evidence, documents, exhibits, etc.,
  - (5) The right to present evidence. The Committee may determine as to what evidence is admissible.
  - (6) The right to know the identity of the person(s) bringing the charge(s).
  - (7) The right to hear witnesses on behalf of the person bringing the charges.
  - (8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - (9) The right to a fair and impartial decision.
  - (10) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
- 2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

## B. The Conduct of the Committee Hearings

- 1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a) The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - b) Counsels for the student and the college.
  - c) A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d) Witnesses who shall:
    - (1) Give testimony singularly and in the absence of other witnesses.
    - (2) Leave the committee meeting room immediately upon completion of the testimony.

- 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
- 5. The Committee may identify someone to take written notes and the committee will have the hearing tape recorded, except for the Committee's deliberations. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
- 6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
- 7. Decisions of the Committee shall be made by majority vote.
- 8. Within 2 instructional weekday after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision, date of the decision and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

### C. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

- 1. Receive from the student an appeal of the Committee's decision.
- 2. Conduct additional inquiries as deemed necessary.
- 3. Review the findings of the proceedings of the Committee.
- 4. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
- 5. Approve, modify, or overturn the decision of the Committee.
- 6. Void the process and reconvene another Committee.
- 7. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The President's decision regarding disciplinary actions under the Student Code of Conduct 4.049.02 are not grievable.

### The Student Grievance Procedure

### I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against an OCtech employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances:

- 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college;
- 2) for complaints or appeals of grades
- awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status; or on the basis of alleged sexual harassment; or
- 3) to grieve a decision

for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination, Anti-Harassment and Sexual Misconduct (Procedure number 8.004.01).

### **II. DEFINITIONS**

When used in this document, unless the content requires other meaning,

- A. "College" means Orangeburg-Calhoun Technical College (OCtech)
- B. "President" means the chief executive officer of Orangeburg-Calhoun Technical College
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures or a violation of a state or federal law.
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. "Student" means a person taking any course(s) offered by OCtech.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

#### III. GRIEVANCE PROCESS

### A. Filing a Complaint

This procedure must be initiated by the student within sixty days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the OCtech official having jurisdiction over the grievance, if the student requests an extension within the sixty day period.

Before initiating the Student Grievance process, a student could go to the college employee who originated the alleged problem and attempt to resolve the matter informally. If the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

- 1. Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran's status and written complaints about alleged sexual harassment shall be submitted to the OCtech Office of Human Resources Director who is the designated Section 504, Title II, and Title IX compliance Officer.
- 2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
- 3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College system. (SCTCS)
- 4. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)
- 5. For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to Non Discrimination and Anti-Harassment Sexual Harassment(Procedure number 8.004.01)

#### B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical systems's Vice President of Academic Affairs (SCTCS VPAA) will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor or the SCTCS VPAA, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor or the SCTCS VPAA shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the President is named in the complaint, the President of the SCTCS will convene a three person ad hoc committee consisting of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint.

### C. Student Grievance Hearing

- 1. Requesting a Hearing
  - a) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.
  - b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
  - c) Within two instructional days, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of Systems Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

### 2. Grievance Committees

- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
  - 1) Three students recommended by the OCtech Student Advisory Board.
  - 2) Two faculty members recommended by the Chief Academic Officer.
  - 3) One Student Services staff member recommended by the Chief Student Services Officer
  - 4) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
  - 5) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee
- b) Grievance Against the President The President of the SCTCS will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c) The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The

re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

### 3. Hearing Procedures

- A) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
- 1) a brief description of the complaint, including the name of the person filing the complaint;
- 2) the date, time, and location of the meeting;
- 3) the name of any person who might be called as a witness.
- 4) a list of the student's procedural rights. These rights follow:
  - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee..
  - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
  - c) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
  - d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- B) At least ten instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- C) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- D) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded.

After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

- E) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- F) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- G) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The committee will use a preponderance of the evidence standards in making this determination. H) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

I) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

### D. Appeal Process

If either party (the student or employee) is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party (student or college President) is not satisfied with the System's Office ad hoc committee of System President's decision, that person may submit a written appeal to the President of the SCTCS within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

# Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights.

The Student Code of Conduct for Orangeburg Calhoun Technical College sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator or designee. The Title IX coordinator's office location and phone number are available on the college's website. Reports may also be filed by any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator or designee.

The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The college encourages the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' website.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee, the case will be adjudicated through the Orangeburg-Calhoun Technical College Non Discrimination, Anti-Harassment and Sexual Misconduct Procedure number 8.004.01.

If the alleged harasser or violator of this policy is a student at Orangeburg-Calhoun Technical College, the case will be adjudicated through the process that follows.

#### I. Definitions

When used in this document, unless the context requires other meaning,

- A. A Complainant is an individual alleging conduct prohibited under this regulation.
- B. Conduct is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

- D. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).
- E. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- F. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
- G. A Respondent is an individual accused of a violation under this regulation.
- H. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
- I. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- J. Sex-Based Harassment includes sexual harassment and gender-based harassment.
- K. Sexual Assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- L. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
- M. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be may also be forms of sexual harassment.

- N. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- O. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

### II. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges-- Suspension or termination of particular student privileges.
- E. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee has been granted.
- F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus for any reason unless prior permission by the Chief Student Services Officer or designee has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

#### **III. Formal Resolution Process**

### A. Preliminary Investigation

Within 5 instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the Respondent cannot be reached to schedule an appointment, or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

### B. Sanctioning

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section II will be imposed.

### C. Notification of Resolution

Within 5 instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee will send a certified letter to Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee for an extension, and that any decision made and sanction imposed after the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX Coordinator, or designee may extend the timeframe of the investigation and hearing process.

#### D. Hearing

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other

members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

- 1. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:
  - a) A statement of the charge(s).
  - b) A brief description of the incident that led to the charge (s).
  - c) The name of the person(s) submitting the incident report.
  - d) The date, time, and place of the scheduled hearing.
  - e) Identification of the members and chair of the Hearing Committee
  - f) A list of all witnesses who might be called to testify.
  - g) A statement of each party's procedural rights. These rights follow:
    - 1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
    - 2) The right to present witnesses on one's behalf.
    - 3) The right to know the names of any witnesses who may be called to testify \ at the hearing.
    - 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
    - 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
    - 6) The right to know the identity of the person(s) bringing the charge(s).
    - 7) The right to hear witnesses on behalf of the person bringing the charges.
    - 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
    - 9) The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator, or designee within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator, or designee will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
    - 10) The right to a fair and impartial decision.
    - 11) The right to appeal the Hearing Committee's decision.
- 2. On written request of the Respondent or Complainant, the hearing may be held prior to the expiration of the seven day advance notification period if the Title IX Coordinator, or designee, concurs with this change
- 3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

### E. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the students' last known address.

#### IV. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the complaint, and (4) the complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation-Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.

- C. No Contact- Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance- Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.

### E. The Mediation

- 1. The Complainant's Rights During the mediation the Complainant may:
  - a) Confront the Respondent in the presence of, and facilitated by, the Mediator
  - b) Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Mediator and/or
  - c) Relay his or her wishes and expectations regarding protection in the future.

#### 2. Counsel and Advisors

- a) Legal Counsel- Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
- b) Other Advisors- Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.

#### 3. Resolution

During the mediation, the Mediator will attempt to facilitate the parties' resolution of the complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

#### 4. Revocation

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

- F. Privacy and Disclosure In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
- G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

### V. Hearing Committee

The Hearing Committee shall be composed of the following:

- A. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.
- B. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
- C. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.

The Hearing Committee shall perform the following functions:

- A. Hear cases of alleged sexual violence or sexual harassment violations of the Code of Student Conduct.
- B. Insure that the student's procedural rights are met.
- C. Make decisions based only on evidence and information presented at the hearing.
- D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
- E. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section II.

### Hearing Committee Meetings

- 1) The chair shall be appointed by the Title IX Coordinator, or designee from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- 3) The Committee may identify someone to take written notes and the committee may have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator, or designee. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

- 6) The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
  - a) When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
  - b) When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the violator has been directed to stay away from the victim while on the college's campus).

### VI. Confidentiality and Privacy

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

### VII. Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

## **Academic Honesty/Dishonesty**

No form of dishonesty (copying another's work, using "crib sheets," plagiarism, etc.) will be tolerated. Students who are dishonest will be subject to disciplinary action by the instructor and the College.

Students are reminded when preparing written assignments to always identify direct quotations from another's work by quotation marks and a footnote. If summarizing or rephrasing, students should include the footnote, without quotation marks. All sources consulted in preparation of the assignment should be listed in the bibliography.

## Alcohol/Drugs

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus.

No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.

## **Smoking**

Orangeburg-Calhoun Technical College will provide students, faculty, staff and visitors as safe and healthy an environment as possible. The South Carolina Clean Indoor Air Act of 1990, as well as recent reports by the Surgeon General, have focused attention on the need to restrict the use of smoking materials on the College campus.

Although the rights of smokers as well as non-smokers are of concern, the College prohibits smoking on campus.

Every effort will be made to enforce the policy with courtesy and respect. However, violation of the South Carolina Clean Indoor Air Act is a misdemeanor punishable by fine. Smoking elsewhere on campus is also punishable by fines or other disciplinary actions as established.

### **Firearms**

Pursuant to the South Carolina Concealed Weapons Act, other applicable State laws, and the college policy, firearms are not allowed on the campus of Orangeburg-Calhoun Technical College. Any person with a firearm in his/her vehicle is subject to the applicable laws of the State of South Carolina. See South Carolina Code of Laws Section 16-23-420. Possession of a firearm on the College grounds is a felony punishable by a fine of up to \$5000 and/or five years' imprisonment and possible expulsion from the College.

### **Electronic Communications Devices**

Before entering any OCtech building or classroom, all students, staff and visitors are required to use the silent mode on all electronic devices (pagers, cellular phones, etc.). Devices unequipped with a silent mode should be turned off before entering these areas.

## **Use of Computing Resources**

This section does not cover every situation involving the proper or improper use of college computing resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

The computer resources at Orangeburg-Calhoun Technical College are primarily to be used to support and further the academic pursuits of its students. Any use of the computing resources for personal gain or to conduct a private or personal business is strictly prohibited, except for scholarly pursuits such as faculty publishing activities or students applying for financial aid. The following section will outline some of the other potential misuses of the computing system that are prohibited.

#### A. AUTHORIZED USE

- 1. No one shall
  - a. connect with or otherwise use any college computer, network, or other computing resource without proper authorization
  - assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any college computer, network, or other computing resource; or
  - c. misrepresent his or her identity or relationship to the college to obtain access to computing resources.
- Users shall use only those computing and network resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.
- 3. Users shall not install any software on any college computer without authorization from Information Technology Services or authority from other controlling entities. This includes but is not limited to shareware and/or freeware.

#### B. USER ACCOUNTS

- 1. Users shall not subvert restrictions associated with their accounts, such as quotas and levels of access.
- 2. Users should follow the procedures for accessing college computing systems as outlined in this document.
- 3. No one shall give any password for any college computer or network to any unauthorized person, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
- 4. When a user ceases being a member of the campus community within the college (i.e. no longer is a student or employee), his or her account and access authorization shall be terminated. A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

#### C. SECURITY AND OTHER RELATED MATTERS

- 1. No one shall
  - a. knowingly endanger or compromise the security of any college computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage
  - b. attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data
  - c. modify or reconfigure or attempt to modify or reconfigure any software or hardware of any college computer or network facility in any way, unless specific authorization has been obtained
  - d. use college computer resources and communication facilities to attempt unauthorized access to or use of any computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource. This includes the use of network sniffing and discovery tools.
- 2. No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the college without prior authorization, nor shall anyone use college computing resources for unauthorized monitoring of electronic communications.
- 3. No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, Worm, or other surreptitiously destructive program, e-mail, or data via any college computer or network facility, regardless of whether demonstrable harm results.
- 4. Users shall not place confidential information in computers without protecting it appropriately. The college cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the college may access such information. Persons who have access to confidential or sensitive information shall disclose it only to the extent authorized by the Family Educational Rights & Privacy Act, the South Carolina Freedom of Information Act, and other applicable laws, and only in connection with official college business.
- 5. Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.

#### D. INTELLECTUAL PROPERTY

- 1. No one shall copy, install, use, download, view, or distribute through college computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, patent laws, federal or state laws (Higher Education Opportunity Act (HEOA), or applicable licensing agreements, or college policy (OCtech Policy # 3.010.01). It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.
- 2. Illegal file sharing is often accomplished using Peer-to-Peer (P2P) software like KaZaA, Gnutella, Napster, BitTorrent, etc. P2P files sharing software is not allowed on college owned computers and bandwidth for these applications on the college network will be minimized. Most copyright infringement involves music and movie files. Alternatives exist today to provide users with easy and inexpensive ways to purchase, listen to or watch without violating copyright. These include: Apple iTunes, Amazon Music Store, Google Music, Pandora, Youtube, Netflix. The college may minimize or cap bandwidth for movie and music services to provide sufficients resources for it's educational mission.

#### E. COMMUNICATIONS

- 1. Users assume full responsibility for messages that they transmit through college computers and network facilities.
- 2. No one shall use the college's computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
- 3. No one shall use the college's computing and network resources to:
  - a. annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient's immediate family
  - b. repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease;
  - c. repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease
  - d. disrupt or damage the academic, research, administrative, or related pursuits of another person; or
  - e. invade the privacy, academic or otherwise, of another person or threaten such an invasion.
- 4. Users shall comply with this code as well as the regulations and policies of newsgroups, lists, and other public forums through which they disseminate messages.
- 5. Users shall not
  - a. initiate or propagate electronic chain letters
  - b. engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals
  - c. forge communications to make them appear to originate from another person, e.g., spoofing or phishing; or
  - d. engage in resource-intensive activities unrelated to college functions, e.g., multi-user dungeon ("MUD") activities, online gaming, IRCing, accessing Adult Chat sites, or extended use of online audio and/or video programs and chat sessions not related to academic pursuits.
- 6. Users shall conduct all communications in an ethical way and comply with the Internet and computing standards of etiquette.

### F. PRIORITIES FOR COMPUTER LAB USAGE

- 1. In college libraries and general-access computer labs, or in any other environment in which users must share computing resources, priority shall be given to users engaged in activities directly related to the college's mission, e.g., completing course assignments or engaging in research.
- 2. Each departmental area that maintains computer labs may adopt policies to regulate the use of online chatting or instant messaging, gaming, or recreational use.
- 3. Printer use is restricted to academic or departmental purposes only.

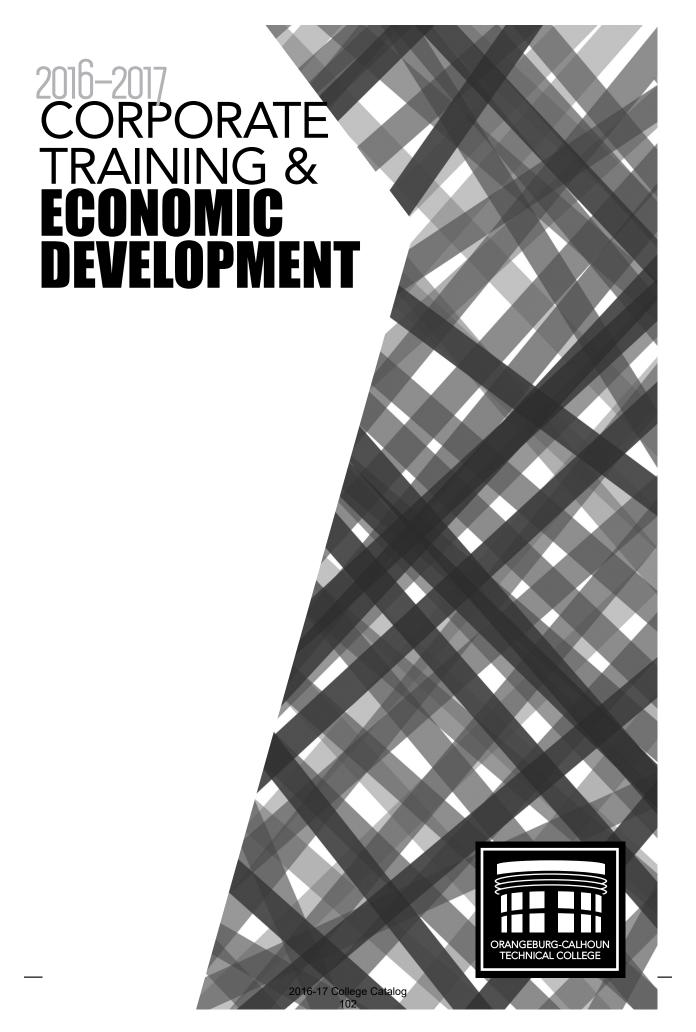
### G. PORNOGRAPHY

The viewing, printing, or distribution of pornographic or obscene images is prohibited to all users of the college computing system. Images, graphics, and language associated with the Arts and medical disciplines are excluded.

## **Enforcement and Sanctions**

- A. System administrators are responsible for protecting the system and users from abuses of this code. Pursuant to this duty, system administrators may
  - 1. formally or informally discuss the matter with the offending party
  - 2. temporarily revoke or modify access privileges
  - 3. refer the matter to the appropriate disciplinary authority.
- B. Any violation of this code may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the Information Technology Department or the appropriate academic or administrative unit.
- C. Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges, may cause student or employee to be placed on disciplinary probation, suspended or expelled, and may be referred to the appropriate law enforcement agencies.

Portions of this document have been patterned on similar documents from the University of Arkansas and the University of Virginia, colleges known nationally to have exemplary IT policies.



## **Corporate Training and Economic Development**

### General Information

Whether a person wants to start a new career, advance in a current career, or just learn something new, Corporate Training and Economic Development is the place to look. Orangeburg-Calhoun Technical College's Corporate Training and Economic Development operates under the philosophy that learning is a life-long process. We believe that education should be enjoyable and a means of continuous growth. In keeping with this philosophy, we have developed a variety of non-credit educational opportunities for individuals to upgrade their existing skills, obtain new skills, and explore new interests.

### **Available Courses**

Courses in industrial and business technology, licensing and certification, healthcare and human services, transportation training, and community & personal interest are offered. Many of our programs are now available through Distance Education and On-line Learning.

## **Contract and Customized Training Programs**

Corporate Training and Economic Development also delivers contract training that is customized to fit an organization's needs and enables our instructors to bring real world experience to the classroom. Our mission is to continuously offer the training necessary to keep our clients competitive in today's ever-changing marketplace and to do this at affordable prices. For additional information call 803.535.1237 or 1.800.813.6519, ext.1237. You may also visit us at www.octech.edu.

## **Business/Industry/Education Partnerships**

OCtech has had a long-standing relationship with South Carolina Electric & Gas (SCE&G). The company's Fossil / Hydro Training Center is located on the OCtech campus.

This partnership has been further enhanced as SCE&G is now a National Center for Construction Education and Research (NCCER) Accredited Training Sponsor (ATS). SCE&G has sponsored OCtech as an NCCER Accredited Training and Education Facility (ATEF). SCE&G and OCtech are also participating in NCCER's National Craft Assessment and Certification Program with the company as an Accredited Assessment Center and the College as an Authorized Assessment Site.

## **National Certification Training Programs**

"Certification" from a national organization and / or skills training to a national industry standard is fast becoming a requirement to enter many occupations. To that end OCtech's Corporate Training and Economic Development now offers a series of training programs based on nationally-recognized business and industry standards.

### The National Center for Construction Education & Research

(NCCER) is a group representing the construction and maintenance industry which has developed skill standards and a training curriculum for over 25 different industrial crafts. The Corporate Training and Economic Development Division now offers many of these training programs developed by NCCER. A national registry of students' training records is maintained by NCCER. This database contains files of all who have successfully completed craft training through an Accredited Training Sponsor (ATS) or Accredited Training and Education Facility (ATEF). The National Registry assures portability of students' training accomplishments by providing documentation via transcripts, certificates and wallet cards. The one-¬millionth transcript was recorded in May 2001.

## **Corporate Training and Economic Development**

## The Manufacturing Skill Standards Council (MSSC)

MSSC is an industry-led, training, assessment and certification system that is focused on the core skills and knowledge required by the nation's front-line production and material handling workers. The Corporate Training and Economic Development Division offers the MSSC Certified Production Technician (CPT) program. The CPT certification program aims to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.

## Leadership, Supervisory, and Workplace Skills

Leadership, Supervisory Development, and Customer Service Training are important segments of the Corporate Training and Economic Development Division's Workplace Skills program. The professional development of supervisors, managers and others in various leadership positions is a prime concern of many employers, but the personal and professional development of the manufacturing, construction and maintenance shop worker is often overlooked. The Career Training and Development Division also offers a new series of courses targeted to the personal and professional development of these workers. These courses, often referred to as "soft skills," are designed to provide craft workers with the interpersonal skills needed in the workplace. The courses were developed by the National Center for Construction Education and Research (NCCER). The courses include: Essentials Workplace Skills, Communication Skills, Resolving Workplace Issues, and Applied Communication Skills for Manufacturing, Construction and Maintenance Workers.

## WorkKeys® Job Profiling and Skills Analysis

Corporate Training and Economic Development offers WorkKeys® Job Profiling Skills Analysis, Skills Assessments and Skills Training using the KeyTrain™ system to area business and industry. WorkKeys® is a national program developed by ACT™ consisting of job profiling, workplace skills analysis, skills assessments, and targeted skills training. Job profiling allows employers to identify job tasks, the workplace skills and the skill levels needed to perform the tasks. Assessments identify potential or existing employee skill deficiencies, and the training needed to improve employee skills can be provided. The results of a WorkKeys® Job Profile and Skills Assessment provide employers with the information needed to upgrade the job skills of existing employees. The results may also be used as part of the hiring and promotion process. Call 803.535.1237 for more information.

## **Registration Information**

There are 4 convenient ways to register: by mail, telephone, and fax or in person.

**BY MAIL:** Complete the registration and mail to:

Corporate Training and Economic Development

Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118

**BY TELEPHONE:** Call 803.535.1237 or 1.800.813.6519, ext. 1237 (within SC) and ask for the Corporate Training and Economic Development. Be sure to have your Visa, MasterCard or Discover number ready.

**BY FAX:** Companies may FAX letters of authorization or purchase requisitions for registration to 803.535.1365.

**IN PERSON:** Come by the Corporate Training and Economic Development Office, located in the Anne S. Crook Transportation & Logistics Center, Monday through Thursday 8:00am to 5:30pm.

## **Corporate Training and Economic Development**

### **Fees**

Fees for Corporate Training and Economic Development courses vary for course offerings. Books, tools and other course materials may involve a separate fee. Please check the individual course descriptions for course fees as well as any required books, tools and materials. All fees must be paid in advance to guarantee your placement in a class. Class attendance will not be permitted if the required fees have not been paid. Courses not meeting the minimum enrollment will be cancelled two weeks prior to the course start date.

## Cancellation/Refund Policy

Requests for refunds will be accepted until 48 hours before classes begin. These requests must be made in person or in writing and either presented or postmarked 48 hours in advance to the Corporate Training and Economic Development Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

Guidelines for refunds for customized training programs will be stated directly on the customized contracts.

## Senior Citizen Policy

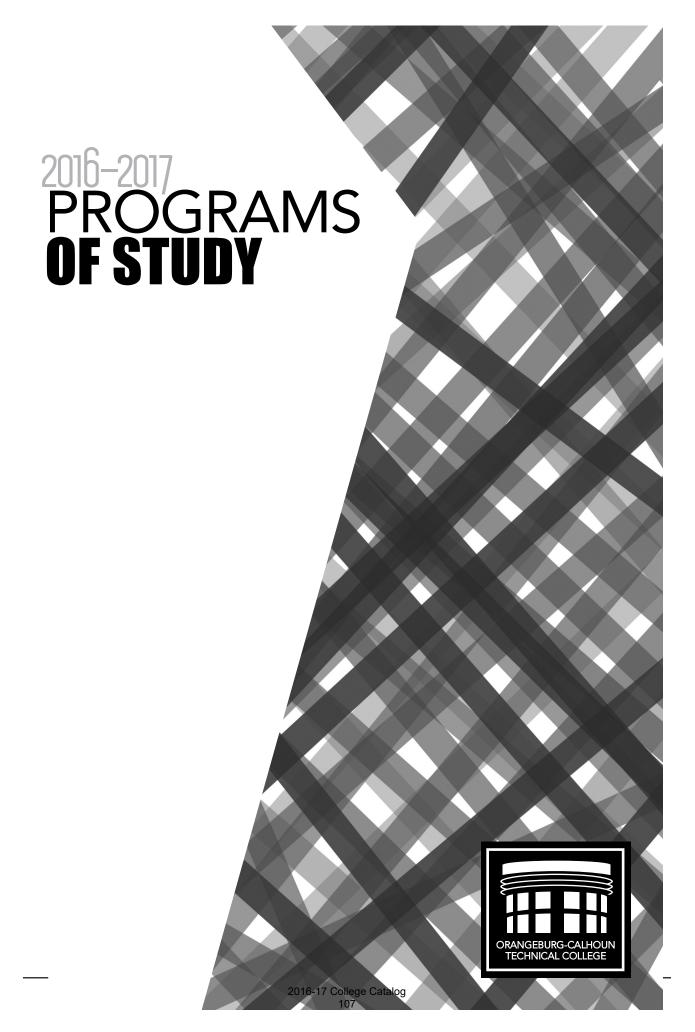
Any legal resident of SC, age 60 and older, can attend some\* Corporate Training and Economic Development classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment, and the participant may not be employed full-time (SC LAW 59-111-320). Please remember, popular classes fill up quickly; therefore, to guarantee a place in the class, a participant must register and pay. If you choose this option, refunds cannot be made, even though you are over 60. Seniors are required to purchase any books or materials used in the course.

### **Space Available Basis**

A class must meet its minimum enrollment, yet not its maximum, for the Senior Citizen Discount to apply. Those wishing to take advantage of this policy cannot register until the workday before a one-day seminar or the first day of class for a multi-day seminar course because it will not be known until then whether there is room for non-paying students. We encourage you to inquire when registering if you think you may qualify.

\* The Senior Citizen Policy does not apply to computer, licensing or certification courses or to community and personal interest courses. Community & Personal Interest courses are funded by student registration fees and not by state tax dollars.





## **Programs of Study**

## university transfer

ASSOCIATE IN ARTS

University Transfer

Business Administration (Citadel)

Criminal Justice (Citadel)

#### **TEACHER EDUCATION TRANSFER:**

(USC, SCSU and Claflin University)

Early Childhood Education

**Elementary Education** 

Middle Level Education

ASSOCIATE IN SCIENCE

University Transfer

Registered Nurse

to Bachelor of Science in Nursing (USC Upstate)

Agriculture Education (Clemson University)

Soils and Sustainable Crops (Clemson University)

Food Science and Nutrition (Clemson University)

Associate Degree Nursing Preparation

Licensed Practical Nursing Preparation

Physical Therapist Assistant Preparation

Medical Assisting Preparation

Radiologic Technology Preparation

Respiratory Care Preparation

**CERTIFICATE** 

Sustainable Agriculture

## business

ASSOCIATE IN APPLIED SCIENCE

Accounting

Administrative Office Technology

General Business

**DIPLOMA IN APPLIED SCIENCE** 

Administrative Support

**CERTIFICATES** 

Basic Accounting

Entrepreneurship

Entrepreneurship Business Plan

Logistics

## computer technology

ASSOCIATE IN APPLIED SCIENCE

Programming

Information Technology

**CERTIFICATES** 

Database and Programing

Internetworking - CISCO

Network Engineering - MCSE

**Network Specialist** 

Office Productivity - MOS

Webmaster

# electronics engineering technology

ASSOCIATE IN APPLIED SCIENCE

Specialization in Engineering Technology Programming

Specialization in Electronic Instrumentation

## general technology

ASSOCIATE IN APPLIED SCIENCE

Agriculture (Business)

Engineering Graphics Technology (Machine Tool Technology)

Fire Science/Emergency Technician (Criminal Justice)

Industrial Maintenance (Welding)

Mechatronics Technology (Industrial Maintenance)

Medical Assisting

Patient Care Technology

**CERTIFICATES** 

General Studies

## **Programs of Study**

## nursing and health science

ASSOCIATE IN APPLIED SCIENCE

Associate Degree Nursing Physical Therapist Assistant Radiologic Technology

**DIPLOMA IN APPLIED SCIENCE** 

Practical Nursing Medical Assisting

Respiratory Care

**CERTIFICATES** 

Computed Tomography
Emergency Medical Technician
Magnetic Resonance Imaging
Mammography
Patient Care Technician
Certified Nursing Assistant
General Radiologic Technology

## human+public service

ASSOCIATE IN APPLIED SCIENCE

Criminal Justice

Paralegal/Legal Assistant

Early Care and Education

**DIPLOMA IN APPLIED SCIENCE** 

Early Childhood Development

**CERTIFICATES** 

Early Childhood Development

Forensics

Security

# advanced manufacturing and technology

ASSOCIATE IN APPLIED SCIENCE

Automotive Technology

Industrial Electronics Technology

Machine Tool Technology

**CERTIFICATES** 

Basic Electrician

Basic Diesel Maintenance

Industrial Electrician

Computer Aided Design I, II, III

**Undercar Specialist** 

**Production Operator** 

Basic Industrial Maintenance

Industrial Maintenance, Mechanical and Electrical I

Mechatronics - Fundamentals

Mechatronics - Automated Controls

Mechatronics - Advanced Automated Systems

**Basic Welding** 

Intermediate Welding

Welding Fundamentals

Professional Truck Driving

The U.S. Department of Education requires disclosure of certain information for certificates and diplomas that lead to gainful employment. To learn more, go to www.octech.edu /academics/gainful employment programs.



## ASSOCIATE OF ARTS/ASSOCIATE IN SCIENCE 60 SEMESTER HOURS

If you are planning to transfer to a fouryear college or university, enrolling in the Associate in Arts or Associate in Science curricula can help you reach your goals. In these programs, which are also called the University Transfer programs, you can take any number of college transferable courses, from just a few to an entire associate's degree. Also, if you are a public school teacher looking for recertification credit, many of the courses will apply.

If you are interested in courses such as psychology, sociology, humanities, history, literature or the arts, you should enroll in the Associate in Arts degree. On the other hand, if you are more interested in math or science courses (STEM – Science, Technology, Engineering, Mathematics), like calculus, biology or chemistry, you should enroll in the Associate in Science degree.

There are many perks to attending OCtech as a student in Associate in Arts or Associate in Science. First, because OCtech is a college focused on the needs of first- and second-year college students, our faculty is dedicated to providing instruction on a more individual basis than larger four-year schools. Our classes are smaller than those of most four-year schools, so we can provide opportunities for you to work one-on-one with your instructors. Additionally, the University (continued next page)

#### ASSOCIATE IN ARTS

## **CORE CURRICULUM**

38 HOURS

**Communications:** 

ENG 101, ENG 102, SPC 205

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206,

ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102, HIS 115, HIS 201, HIS 202

Natural Sciences/Math

Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141

Science: 8 credit hours must be selected from the following (science courses must be taken in sequence): BIO 101, BIO 102, CHM 110, CHM 111, PHY 221, PHY 222

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, SOC 101, ECO 210, PSC 201

## Computer Technology:

Must select one of the following (preferred course depends upon transfer destination): CPT 101, CPT 170 COURSE Requirements 16 HOURS
BIO 101, BIO 102, CHM 110, CHM 111, CHM 211, CHM 212, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, PSC 201, PSC 215, PHI 101, PHI 110, REL 101, REL 102

### Electives 6 HOURS

ART 101, ACC 101, ACC 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101\*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, REL 101, REL 102, SPA 101, SPA 102 \*IDS 101 does not transfer.

#### TOTAL COURSE OF STUDY 60 HOURS

# ASSOCIATE OF ARTS/ASSOCIATE IN SCIENCE 60 SEMESTER HOURS

## ASSOCIATE IN SCIENCE

**CORE CURRICULUM** 

38 HOURS

Communications:

ENG 101, ENG 102, SPC 205

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102, HIS 201, HIS 202

Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141

Science: 8 credit hours must be selected from the following (science courses must be taken in sequence): BIO 101, BIO 102, CHM 110, CHM 111, PHY 221, PHY 222

**Social/Behavioral Sciences:** 6 credit hours must be selected from the following: PSY 201, SOC 101, ECO 210, PSC 201

## **Computer Technology:**

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

## COURSE Requirements 16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education requirements.

BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 110, CHM 111, CHM 211, CHM 212, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

#### **Electives**

#### 6 HOURS

ART 101, ACC 101, ACC 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101\*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, REL 101, REL 102, SPA 101, SPA 102 \*IDS 101 does not transfer.

## TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

Transfer program offers the same courses that are typically required by four-year colleges as part of each student's general education requirements. As a result, you can meet a large portion of the required general education courses needed at your transfer school in a small, friendly setting where your instructors truly care about your progress and are willing to assist you as you learn.

Not only will you have access to a supportive faculty, at OCtech you will also have a faculty advisor and other counselors who will work with you to help you determine your educational goals and choose the right courses so that you can make a smooth transition to another college or university. You and your advisor will closely consult with the college to which you plan to transfer so that the courses you take at OCtech will meet that institution's transfer requirements.

OCtech also offers a Middle College program for high school students. High school juniors and seniors who meet the college's requirements can take college credit courses through dual enrollment with OCtech. Successful completion of these courses may allow high school graduates to transfer the courses to the four-year colleges of their choice. For more information about Middle College, contact the OCtech University Transfer Coordinator's Office.

# ASSOCIATE IN ARTS SEMESTER CURRICULUM MODEL

FALL I	Faulth Commention I	Class 3.0	<u>Lab</u> 0.0	Credit
ENG 101 SOC 101	English Composition I Introduction to Sociology	3.0	0.0	3.0 3.0
BIO 101 CHM 110	Biological Science I <b>or</b> College Chemistry I	3.0	3.0	4.0
HIS 201 MAT 110	American History: Discovery-1877 College Algebra	3.0 <u>3.0</u>	0.0 <u>0.0</u>	3.0 <u>3.0</u>
	College Algebra	15.0	3.0	16.0
SPRING I ENG 102 BIO 102	English Composition II Biological Science II <b>or</b>	3.0	0.0	3.0
CHM 111	College Chemistry II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
EALL !!		12.0	3.0	13.0
FALL II ECO 210	Macroeconomics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Literature Elective	3.0	0.0	3.0
	Math/Science Elective	<u>4.0</u>	0.0	4.0
		16.0	0.0	16.0
SPRING II	M	0.0	0.0	0.0
HIS 101	Western Civilization to 1689	3.0	0.0	3.0
PHI 101	Introduction to Philosophy	3.0	0.0	3.0
PSC 201	American Government	3.0	0.0	3.0
	Elective Elective	3.0	0.0	3.0
	Elective	3.0 15.0	0.0 0.0	3.0 15.0
		15.0	0.0	15.0

Electives must be chosen from the following:

ACC 101, ACC 102, ART 101, BIO 210, BIO 211, BIO 225, BIO 240, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101\*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, PHI 101, PHI 110, REL 101, REL 102, SPA 101, SPA 102

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with four-year colleges and universities across the state, including The University of South Carolina, Clemson University, and SC State University.

# ASSOCIATE IN SCIENCE SEMESTER CURRICULUM MODEL

FALL I		<u>Class</u>	<u>Lab</u>	<b>Credit</b>
ENG 101	English Composition I	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
MAT 110	College Algebra	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	3.0	16.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
	Math Elective	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	3.0	16.0
FALL II				
ECO 210	Macroeconomics	3.0	0.0	3.0
CHM 110	College Chemistry I	3.0	3.0	4.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Literature Elective	3.0	0.0	3.0
	Math Elective	<u>3.0</u>	0.0	3.0
		15.0	3.0	16.0
SPRING II				
SPC 205	Public Speaking	3.0	0.0	3.0
PHI 101	Introduction to Philosophy	3.0	0.0	3.0
	Math/Science Elective	3.0	0.0	3.0
	Math/Science Elective	<u>3.0</u>	0.0	3.0
		12.0	0.0	12.0

Electives must be chosen from the following:

ACC 101, ACC 102, ART 101, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101\*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, REL 101, REL 102, SPA 101, SPA 102

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with four-year colleges and universities across the state, including The University of South Carolina, Clemson University, and SC State University.

<sup>\*</sup>IDS 101 does not transfer.

# ASSOCIATE IN ARTS - TEACHER TRANSFER 63 SEMESTER HOURS

Students in the Associate in Arts - Teacher Transfer courses have as their primary objective either the transfer of specific courses or the associate degree in its entirety to a four-year college or university. Students may opt for one of three areas of concentration: early childhood, elementary, or midlevel.

Students in this program have guaranteed transfer credit to the Colleges of Education at either the University of South Carolina, the College of Charleston, SC State University or Claffin University. They may also take advantage of preferential advising in the first two years, education courses in the first two years, test preparation for the PRAXIS I, learning community activities on both the Orangeburg-

CORE CURRICULUM 42 HOURS

Communications:

ENG 101, ENG 102, SPC 205

Foreign Language: SPA 101, SPA 102

Humanities/Fine Arts:

ART 101

Natural Sciences/Math:

Mathematics: MAT 110, MAT 120

Science: BIO 101, CHM 105 Social/Behavioral Sciences: HIS 201 or HIS 202, HIS 112

**MAJOR REQUIREMENTS** 

(Education Courses) 21 HOURS

COL 103, ECD 270, EDU 230, EDU 241,ENG 207, MAT 250,

MAT 251
TOTAL COURSE OF STUDY 63 HOURS

Calhoun Technical College and university campuses, and financial aid opportunities for both Orangeburg-Calhoun Technical College and university courses.

## ASSOCIATE IN ARTS -EARLY CHILDHOOD EDUCATION CONCENTRATION 63 HOURS

Students in the early childhood education concentration area wish to teach in pre-kindergarten or kindergarten.

#### SEMESTER CURRICULUM MODEL

FALL I		Class	<u>Lab</u>	<u>Credit</u>
BIO 101	Biological Science I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
EDU 230	Schools in Communities	3.0	3.0	4.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
		12.0	9.0	15.0
SPRING I				
CPT 101	Introduction to Computers	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
		15.0	6.0	17.0
FALL II				
ART 101	Art History and Appreciation	3.0	0.0	3.0
HIS 201	American History: Discovery to 1877 or			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
ECD 270	Foundations in Early Childhood Education	<u>3.0</u>	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CHM 105	General Chemistry	3.0	3.0	4.0
ENG 207	Literature for Children	3.0	0.0	3.0
HIS 112	Non-Western Civilization	3.0	0.0	3.0
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	<u>3.0</u>	0.0	3.0
		15.0	3.0	16.0

<sup>•</sup>Six semester hours of foreign language are required for all students who do not achieve a score of two (2) or better on the USC foreign language test. Students should take SPA 101 and SPA 102 at OCtech to satisfy this requirement.

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with Claflin, University of South Carolina, College of Charleston and SC State.

<sup>•</sup>Curriculum Models represent the articulation agreements with the University of South Carolina. See your advisor for plans applicable to the other transfer institutions.

## ASSOCIATE IN ARTS-EARLY CHILDHOOD EDUCATION CONCENTRATION ONE-YEAR TRANSFER PROGRAM 35 HOURS

Students in the early childhood education concentration area wish to teach in pre-kindergarten or kindergarten.

Communications:
English 101, English 102, SPC 205
Humanities/Fine Arts
Art 101
Natural Sciences/Math Science:
BIO 101
Mathematics:
MAT 110
Social/Behavioral Sciences:
HIS 201 or HIS 202
MAJOR REQUIREMENTS 13 HOURS
(Education Courses)
COL 103, CPT 101, ECD 270, ENG 207, EDU 241

22 HOURS

CORE CURRICULUM

#### SEMESTER CURRICULUM MODEL

Fall		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ENG 101	English Composition I	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
HIS 201	American History: Discovery – 1877 <b>or</b>	3.0	0.0	3.0
HIS 202	American History: 1877 to Present			
ART 101	Art History and Appreciation	3.0	0.0	3.0
BIO 101	Biological Science I	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
	-	15.0	3.0	16.0
SPRING				
CPT 101	Introduction to Computes	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
ECD 270	Foundations in Early Care and Education	3.0	0.0	3.0
ENG 207	Literature for Children	3.0	0.0	3.0
EDU 241	Learners and Diversity	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		18.0	3.0	19.0

Check SC TRAC or the OCtech website for Articulation Agreements for this program with Claflin, University of South Carolina, College of Charleston and SC State.

## ASSOCIATE IN ARTS -ELEMENTARY EDUCATION CONCENTRATION

#### **66 HOURS**

Students in the elementary education concentration area wish to teach in grades 1-6.

CORE CURRICULUM 45 HOURS Communi-

cations:

ENG 101, ENG 102, SPC 205 Humanities/Fine Arts:

ART 101

Natural Sciences/Math:

Mathematics: MAT 120, MAT 130

**Science:** BIO 101, CHM 105

Social/Behavioral Sciences: HIS 201 or HIS 202,

ECO 210 or ECO 211, PSC 201 MAJOR REQUIREMENTS

**(Education Courses)**21 HOURS
CPT 101, COL 103, MAT 250, MAT 251, EDU 201,

EDU 230, EDU 241

TOTAL COURSE OF STUDY 66 HOURS

## SEMESTER CURRICULUM MODEL

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ART 101	Art History and Appreciation	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
EDU 230	Schools in Communities	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
PSC 201	American Government	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	6.0	17.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
ECO 210	Macroeconomics or			
ECO 211	Microeconomics	3.0	0.0	3.0
EDU 241	Learners & Diversity	<u>3.0</u>	3.0	<u>4.0</u>
		15.0	3.0	16.0
FALL II				
HIS 201	American History: Discovery - 1877 or			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
CHM 105	General Chemistry	3.0	3.0	4.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	6.0	17.0
SPRING II				
EDU 201	Classroom Inquiry with Technology	3.0	0.0	3.0
ENG 207	Literature for Children	3.0	0.0	3.0
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	3.0	0.0	3.0
SPA 102	Elementary Spanish II	<u>3.0</u>	3.0	<u>4.0</u>
		15.0	3.0	16.0

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with Claflin, University of South Carolina, College of Charleston and SC State.

## ASSOCIATE IN ARTS -MID-LEVEL EDUCATION CONCENTRATION

#### **60 HOURS**

Students in the mid-level education concentration area wish to teach in middle or high school. Please note that these areas will ultimately require specialization in a subject area. Students pursuing certification in math or any of the sciences should select the Bachelor of Science transfer program. Students pursuing certification in history, English, or foreign languages should select the Bachelor of Arts transfer program.

CORE CURRICULUM

**49 HOURS** 

Communications:

ENG 101, ENG 102, ENG 205, SPC 205

**Humanities:** 

**ART 101** 

Foreign Language: SPA 101, SPA 102

Natural Sciences/Math:

Mathematics: MAT 110, MAT 120, CPT 101

**Science:** BIO 101, CHM 105

Social/Behavioral Sciences: HIS 101 or HIS 102,

HIS 201 or HIS 202, PSC 201

MAJOR REQUIREMENTS

(Education Courses) 11 HOURS

COL 103, EDU 201, EDU 230, EDU 241

TOTAL COURSE OF STUDY 60 HOURS

# MID-LEVEL EDUCATION - BACHELOR OF ARTS TRANSFER PROGRAM CONCENTRATION SEMESTER CURRICULUM MODEL

FALL I ENG 101 EDU 230 SPA 101 BIO 101	English Composition I Schools in Communities Elementary Spanish I Biological Science I	Class 3.0 3.0 3.0 3.0 12.0	Lab 0.0 3.0 3.0 3.0 9.0	3.0 4.0 4.0 4.0 15.0
SPRING I ENG 102 SPC 205 SPA 102 EDU 241	English Composition II Public Speaking Elementary Spanish II Learners & Diversity	3.0 3.0 3.0 3.0 12.0	0.0 0.0 3.0 3.0 6.0	3.0 3.0 4.0 4.0 14.0
FALL II MAT 110 PSC 201 CHM 105 CPT 101 HIS 201 HIS 202	College Algebra American Government General Chemistry Introduction to Computers American History: Discovery – 1877 or American History: 1877 to Present	3.0 3.0 3.0 3.0 3.0	0.0 0.0 3.0 0.0 0.0	3.0 3.0 4.0 3.0
SPRING II EDU 201 ART 101 ENG 205 MAT 120 HIS 101 or H	Classroom Inquiry with Technology Art History and Appreciation English Literature I Probability and Statistics IS 102 Western Civilization	3.0 3.0 3.0 3.0 3.0 3.0 15.0	0.0 0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 3.0 3.0 15.0

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with Claflin, University of South Carolina, College of Charleston and SC State.

# ASSOCIATE IN ARTS MID-LEVEL EDUCATION - BACHELOR OF SCIENCE TRANSFER PROGRAM CONCENTRATION SEMESTER CURRICULUM MODEL

FALL I ENG 101 EDU 230 SPA 101 BIO 101 MAT 110	English Composition I Schools and Communities Elementary Spanish I Biological Science I College Algebra	3.0 3.0 3.0 3.0 3.0 3.0 15.0	Lab 0.0 3.0 3.0 3.0 0.0 9.0	3.0 4.0 4.0 4.0 3.0 18.0
SPRING I MAT 120 ENG 102 BIO 102 SPA 102 EDU 241	Probability and Statistics English Composition II Biological Science II Elementary Spanish II Learners & Diversity	3.0 3.0 3.0 3.0 3.0 15.0	0.0 0.0 3.0 3.0 3.0 9.0	3.0 3.0 4.0 4.0 4.0 18.0
FALL II PSC 201 CHM 105 MAT 130 HIS 201 HIS 202	American Government General Chemistry Elementary Calculus American History: Discovery – 1877 <b>or</b> American History: 1877 to Present	3.0 3.0 3.0 3.0	0.0 3.0 0.0 0.0 0.0 3.0	3.0 4.0 3.0 3.0 13.0
SPRING II EDU 201 ART 101 SPC 205 MAT 140 PHY 201	Classroom Inquiry with Technology Art History and Appreciation Public Speaking Math concentration or Physics I Science concentration	3.0 3.0 3.0 3.0	0.0 0.0 0.0 0.0	3.0 3.0 3.0 4.0 13.0

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with Claflin, University of South Carolina, College of Charleston and SC State.

# ASSOCIATE IN SCIENCE AGRICULTURAL EDUCATION TRANSFER PROGRAM 61 SEMESTER HOURS

Students enrolled in the Associate in Science with an emphasis in Agricultural Education have as their primary objective either the transfer of specific courses or the associate degree in its entirety to Clemson University.

Students in this program have guaranteed transfer credit to the College of Agriculture, Forestry, and Life Sciences at Clemson University. The principle mission of agricultural education is to prepare and maintain professionals to serve the future educational needs of people who are in or affected by the broad agriculture industry. Graduates who meet all the criteria listed below will be accepted without further review of credentials, with junior standing at Clemson University:

Communications:
ENG 101, ENG 102, SPC 205
Humanities/Fine Arts (choose one):
ART 101 or MUS 105
Literature: (choose one):
ENG 201 or ENG 202
Natural Sciences/Math:
Mathematics: MAT 120
Science: BIO 101 and BIO 102

Social/Behavioral Sciences: HIS 201, PSY 201
MAJOR REQUIREMENTS 29 HOURS
AGR 201, AGR 202, AGR 203, AGR 204, AGR 205,

AGR 206, CHM 110, CHM 111

TOTAL COURSE OF STUDY

CORE CURRICULUM

61 HOURS

32 HOURS

- a. The student will have received an Associate in Science Degree with an emphasis in Agricultural Education from Orangeburg-Calhoun Technical College.
- b. The student will have taken all the required courses.
- c. The student's cumulative grade point ratio at OCtech must be 2.5 or higher.
- d. A grade of "C" or better is required in all courses to be applied toward the bachelor's degree.
- e. The student must achieve the minimum score on the PRAXIS I (NTE) and forward the scores to Clemson University.

# ASSOCIATE IN SCIENCE AGRICULTURAL EDUCATION TRANSFER PROGRAM SEMESTER CURRICULUM MODEL

FALL I BIO 101 CHM 110 ENG 101 AGR 201	Biological Science I College Chemistry I English Composition I Introduction to Sustainable Agriculture	Class 3.0 3.0 3.0 3.0 12.0	Lab 3.0 3.0 0.0 0.0 6.0	Credit 4.0 4.0 3.0 3.0 14.0
SPRING I BIO 102 CHM 111 ENG 102 AGR 204	Biological Science II College Chemistry II English Composition II Introduction to Plant Science	3.0 3.0 3.0 3.0 12.0	3.0 3.0 0.0 <u>0.0</u> 6.0	4.0 4.0 3.0 3.0 14.0
AGR 203 AGR 206	Animal Science Basic Farm Maintenance	3.0 <u>3.0</u> 6.0	3.0 3.0 6.0	4.0 <u>4.0</u> 8.0
FALL II MAT 120 AGR 205 MUS 105 ART 101	Probability and Statistics Integrated Pest Management Literature Req.* Music Appreciation or Art Appreciation	3.0 3.0 3.0 3.0	0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 12.0
SPRING II HIS 201 PSY 201 AGR 202 SPC 205	American History: Discovery to 1877 General Psychology Introduction to Soils Public Speaking	3.0 3.0 3.0 3.0 12.0	0.0 0.0 3.0 <u>0.0</u> 3.0	3.0 3.0 4.0 <u>3.0</u> 13.0

<sup>\*</sup>Take ENG 201 or ENG 205

Students testing into developmental level courses must take COL 103.

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with Clemson University. www.octech.edu/admissions/transfer-from-OCtech

## **ASSOCIATE IN SCIENCE** SOILS AND SUSTAINABLE CROPS TRANSFER PROGRAM 65-66 SEMESTER HOURS\*

CORE CURRICULUM

Communications:

Students in the Associate in Science with an emphasis in Sustainable Agriculture have as their primary objective either the transfer of specific courses or the associate degree in its entirety to Clemson University.

Students in this program have guaranteed transfer credit to the College of Agricultural, Forestry, and Life Sciences at Clemson University. Graduates who meet all of the criteria listed below will be accepted without further re- Social/Behavioral Sciences: ECO 211, HIS 201 or view of credentials, with junior standing at HIS 202 Clemson University:

- a. The student will have received the Associate in Science Degree with an emphasis in Sustainable Agriculture (2-year transfer option) from Orangeburg-Calhoun Technical College.
- b. The student will have taken all of the required courses.
- c. The student's cumulative grade point ratio must be 2.5 or higher.
- d. A grade of "C", or better, is necessary in all courses applied toward a bachelor's degree.

Students who do not wish to transfer to a four-year institution upon completion of the degree will obtain the necessary knowledge and skills to improve their success in agricultural production or many of the agricultural support industries.

\*Semester hours may vary according to the electives the student may choose. The student should consult with their advisor.

ENG 101, ENG 102, SPC 205 Humanities/Fine Arts (choose one): ART 101 or MUS 105 Literature (choose one): ENG 201, ENG 202, ENG 205, or ENG 206 Natural Sciences/Math: Mathematics (choose one): MAT 130 or MAT 140 Science: BIO 101 and BIO 102 **MAJOR REQUIREMENTS** 29 HOURS AGR 201, AGR 202, AGR 204, AGR 205, AGR 206, CHM 110, CHM 111, CHM 210 Directed Elective (choose one): 4 HOURS COL 103, MAT 141, AGR 203 or CHM 212

TOTAL COURSE OF STUDY 65-66 HOURS

32-33 HOURS

# ASSOCIATE IN SCIENCE SOILS AND SUSTAINABLE CROPS TRANSFER PROGRAM SEMESTER CURRICULUM MODEL

FALL I BIO 101 CHM 110 ENG 101 AGR 201	Biological Science I College Chemistry I English Composition I Introduction to Sustainable Agriculture	Class 3.0 3.0 3.0 3.0 12.0	Lab         Credit           3.0         4.0           3.0         4.0           0.0         3.0           0.0         3.0           6.0         14.0
SPRING I BIO 102 CHM 111 ENG 102 AGR 204 MUS 105	Biological Science II College Chemistry II English Composition II Introduction to Plant Science Music Appreciation	3.0 3.0 3.0 3.0 3.0 15.0	3.0 4.0 3.0 4.0 0.0 3.0 0.0 3.0 0.0 3.0 6.0 17.0
SUMMER CHM 210	Introduction to Organic Chemistry Directed Elective*	3.0 3.0	3.0 4.0 3.0 4.0
AGR 206	Basic Farm Maintenance	3.0 6.0/9.0	3.0 4.0 6.0/9.0 8.0/12.0
FALL II MAT 130 ** MAT 140 AGR 205	Elementary Calculus <b>or</b> Analytical Geometry and Calculus I Integrated Pest Management Directed Elective* Literature Requirement	3.0 4.0 3.0 3.0 3.0 12.0/13.0	0.0 3.0 0.0 4.0 0.0 3.0 3.0 4.0 0.0 3.0 0.0/3.0 12.0/14.0
SPRING II AGR 202 ECO 211 HIS 201 HIS 202 MAT 141** SPC 205	Introduction to Soils Economic Concepts American History: Discovery to 1877 or American History: 1877 to the Present Analytical Geometry and Calculus II Public Speaking	3.0 3.0 3.0 4.0 3.0 12.0/16.0	3.0 4.0 0.0 3.0 0.0 3.0 0.0 4.0 0.0 3.0 3.0 13.0/17.0

<sup>\*</sup>Directed Electives (See advisor): AGR 203 Introduction to Animal Science (SUMMER) OR CHM 212 Organic Chemistry II or COL 103

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with Clemson University. www.octech.edu/admissions/transfer-from-OCtech

<sup>\*\*</sup>Take MAT 130 or MAT 140 and 141.

# SUSTAINABLE AGRICULTURE CERTIFICATE\* 30 SEMESTER HOURS

As a leading industry in South Carolina, agriculture is vital to all areas of the state, especially the rural areas. My current and future producers could benefit from an increase understanding of agriculture practices to improve the sustainability of their operations. Students completing this certificate program will obtain the necessary knowledge and skills to improve their success in agricultural production or many of the agricultural support industries.

#### SEMESTER CURRICULUM MODEL

FALL AGR 201 AGR 205 MGT 101 ACC 101	Introduction to Sustainable Agriculture Pest Management Principles of Management Accounting Principles I	Class 3.0 3.0 3.0 3.0 12.0	Lab 0.0 0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 3.0 12.0
SPRING AGR 202 AGR 204 *MKT 101 *COL 103	Soils Introduction to Plant Science Marketing or College Skills or	3.0 3.0	3.0 0.0	4.0 3.0
AGR 211	Agricultural Calculations	<u>3.0</u> 9.0	<u>0.0</u> 3.0	<u>3.0</u> 10.0
SUMMER AGR 203 AGR 206	Introduction to Animal Science Basic Farm Maintenance	3.0 <u>3.0</u> 6.0	3.0 <u>3.0</u> 6.0	4.0 <u>4.0</u> 8.0

<sup>\*</sup>These courses are not universally transferable. Students should check with the advisor at the college to which they plan to transfer.

## ASSOCIATE IN SCIENCE FOOD SCIENCE AND NUTRITION PROGRAM **61 SEMESTER HOURS**

Students have a unique opportunity to pursue Food Science and Nutrition at Clemson University. Students in the Associate in Science degree with an emphasis in Food Science and Nutrition have guaranteed transfer credit to the College of Agricultural, Forestry and Life Sciences at Clemson. This innovative path allows the students to complete two years at OCtech and take summer session courses in food science at Clemson University during the first summer of study. Graduates who meet all of the specific criteria will be accepted, without further review of credentials, with junior standing at Clemson University.

- a. The student will have received the Associate in Science Degree with an emphasis in Food Science and Nutrition from Orangeburg-Calhoun Technical College.
- b. The student will have taken all of the required courses.
- c. The student's cumulative grade point ratio must be 2.5 or higher.
- d. A grade of "C", or better, is necessary in all transfer courses applied toward a bachelor's degree.

CORE CURRICULUM 35 HOURS Communications:

ENG 101, ENG 102, SPC 205

Humanities/Fine Arts (choose one)::

ART 101 or MUS 105

Literature (choose one):

ENG 201, ENG 202, ENG 205, or ENG 206

Natural Sciences/Math:

Mathematics: MAT 120 and MAT 130

Science: BIO 101 and BIO 102 Social/Behavioral Sciences: PSY 201, ECO 211 or

HIS 101

**MAJOR REQUIREMENTS** 22 HOURS BIO 225, FD SC 101\*, FD SC 102\*, CHM 110, CHM

111, CHM 210, PHY 201

**6 HOURS** 

Directed Elective: Choose any course of 3 credit hours or more.

**TOTAL COURSE OF STUDY 61 HOURS** 

FALL I BIO 101 CHM 110 ENG 101 MAT 120	Biological Science I College Chemistry I English Composition I Probability and Statistics	Class 3.0 3.0 3.0 3.0 3.0 12.0	Lab 3.0 3.0 0.0 0.0 6.0	Credit 4.0 4.0 3.0 3.0 14.0
SPRING I BIO 102 CHM 111 ENG 102 PSY 201	Biological Science II College Chemistry II English Composition II General Psychology	3.0 3.0 3.0 3.0 12.0	3.0 3.0 0.0 <u>0.0</u> 6.0	4.0 4.0 3.0 3.0 14.0
FALL II ART 101 MUS 101 CHM 210 BIO 225 SPC 205 XXX  SPRING II	Art History <b>OR</b> Music Appreciation Introduction to Organic Chemistry Microbiology Public Speaking Directed Elective	3.0 3.0 3.0 3.0 3.0 3.0 15.0	0.0 3.0 3.0 0.0 0.0 6.0	3.0 4.0 4.0 3.0 3.0 17.0
MAT 130 ECO 211 HIS 101 PHY 201	Elementary Calculus Microeconomics <b>OR</b> Western Civilization to 1689 Physics I Literature Elective Directed Elective	3.0 3.0 3.0 3.0 3.0 15.0	0.0 0.0 3.0 0.0 <u>0.0</u> 3.0	3.0 4.0 3.0 3.0 3.0 16.0

Check SC TRAC or the OCtech website for the Articulation Agreement with Clemson University.

# ASSOCIATE IN SCIENCE ASSOCIATE DEGREE NURSING PREPARATORY PROGRAM 60 SEMESTER HOURS

The Associate in Science – Associate Degree Nursing Preparatory Program prepares students to enter the Associate in Applied Science Degree Nursing Program at OCtech, four year institutions, or medical schools. This degree assists students in preparing for careers in the nursing profession and strengthens the academic skills of students seeking admission to the Associate Degree in Applied Science Nursing program. Students earn general education credits in preparation for admission to the nursing program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Associate Degree in Applied Science Nursing Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

## **ASSOCIATE IN SCIENCE**

## CORE CURRICULUM 38 HOURS

Communications:

ENG 101, ENG 102, SPC 205

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG

208, ENG 209, ENG 236 History: HIS 101, HIS 102 Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130,

MAT 140, MAT 141, MAT 155

**Science** (science courses must be taken in sequence):

BIO 210, BIO 211

Social/Behavioral Sciences: PSY 201, PSY 203

Computer Technology:

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

COURSE Requirements 16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education require-

AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 201, PHY 202,PHY 221, PHY 222

Electives 6 HOURS

AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

### TOTAL COURSE OF STUDY 60 HOURS

# ASSOCIATE IN SCIENCE ASSOCIATE DEGREE NURSING PREPARATORY PROGRAM SEMESTER CURRICULUM MODEL

FALL I	Class	<u>Lab</u>	Credit
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	<u>3.0</u>	4.0
37	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0
			. 5.0

Electives must be chosen from the following:

<sup>\*\*</sup>AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, \*\*HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

<sup>\*</sup>COL 103, MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor

<sup>\*\*</sup>AHS 104, AHS 119, AHS 155, AHS 180 and HSS 101 do not transfer.

# ASSOCIATE IN SCIENCE PHYSICAL THERAPIST ASSISTANT PREPARATORY PROGRAM 60 SEMESTER HOURS

The Associate in Science – Physical Therapist Assistant Preparatory Program prepares students to enter the Physical Therapist Assistant program at OCtech, four year institutions, or medical schools. This degree assists students in preparing for careers in the allied health profession and strengthens the academic skills of students seeking admission to the Physical Therapist Assistant program. Students earn general education credits in preparation for admission to the Physical Therapist Assistant program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Physical Therapist Assistant program at OCtech.

## ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:

ENG 101, ENG 102, SPC 205

Humanities/Fine Arts:

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: HIS 101, HIS 102 Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 102, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141

**Science** (science courses must be taken in sequence):

BIO 210, BIO 211

Social/Behavioral Sciences: PSY 201, PSY 203

Computer Technology:

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

COURSE Requirements 16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education requirements.

AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 201, PHY 202, PHY 221, PHY 222

Electives 6 HOURS

AHS 155, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

#### TOTAL COURSE OF STUDY 60 HOURS

# ASSOCIATE IN SCIENCE PHYSICAL THERAPIST ASSISTANT PREPARATORY PROGRAM SEMESTER CURRICULUM MODEL

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ENG101	English Composition I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
HIS 101	Western Civilization to 1689	3.0	0.0	3.0
*MAT 102	Intermediate Algebra	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	3.0	16.0
SPRING I				
ENG102	English Composition II	3.0	0.0	3.0
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
PSY 203	Human Growth & Development	3.0	0.0	3.0
HIS 102	Western Civilization Post 1689	3.0	0.0	3.0
English Liter	ature Elective	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	3.0	16.0
FALL II				
ART 101	Art History & Appreciation	3.0	0.0	3.0
*CHM 105	General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
BIO 225	Microbiology	<u>3.0</u>	<u>3.0</u>	4.0
		12.0	6.0	14.0
SPRING II				
SPC 205	Public Speaking	3.0	0.0	3.0
BIO 240	Nutrition	3.0	0.0	3.0
**AHS 104	Medical Vocabulary/Anatomy	3.0	0.0	3.0
Elective		3.0	0.0	3.0
Elective		<u>3.0</u>	0.0	<u>3.0</u>
		15.0	0.0	15.0

Electives must be chosen from the following:

AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, \*\*HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

<sup>\*</sup>COL 103, MAT 102 and CHM 105 may not transfer to a four year college. Please consult your advisor.

<sup>\*\*</sup>AHS 104, AHS 119, AHS 155, AHS 180 and HSS 101 do not transfer.

## ASSOCIATE IN SCIENCE LICENSED PRACTICAL NURSING PREPARATORY PROGRAM 60 SEMESTER HOURS

The Associate in Science - Licensed Practical Nursing Preparatory Program prepares students to enter the Licensed Practical Nursing Program at OCtech or four year institutions. This degree assists students in preparing for careers in the nursing profession and strengthens the academic skills of students seeking admission to the nursing program. Students earn general education credits in preparation for admission to the nursing program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Licensed Practical Nursing Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

## **ASSOCIATE IN SCIENCE**

CORE CURRICULUM

38 HOURS

**Communications:** 

ENG 101, ENG 102, SPC 205

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG

208, ENG 209, ENG 236 History: HIS 101, HIS 102 Natural Sciences/Math:

**Mathematics:** 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130,

MAT 140, MAT 141, MAT 155

**Science** (science courses must be taken in sequence):

BIO 210, BIO 211

Social/Behavioral Sciences: PSY 201, PSY 203

Computer Technology:

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

COURSE Requirements 16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education requirements.

AHS 104, AHS 119, AHS 180,BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 101, MAT 102,MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 201, PHY 202, PHY 221, PHY 222

Electives 6 HOURS

AHS 155, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

#### TOTAL COURSE OF STUDY 60 HOURS

# ASSOCIATE IN SCIENCE LICENSED PRACTICAL NURSING PREPARATORY PROGRAM SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
ENG 101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	<u>3.0</u>
·	15.0	3.0	16.0
SPRING I			
ENG 102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	<u>3.0</u>	0.0	<u>3.0</u>
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	12.0	0.0	15.0

Electives must be chosen from the following:

AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, \*\*HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

<sup>\*</sup>COL 103, MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.

<sup>\*\*</sup>AHS 104, AHS 119, AHS 155, AHS 180 and HSS 101 do not transfer.

# ASSOCIATE IN SCIENCE MEDICAL ASSISTING PREPARATORY PROGRAM 60 SEMESTER HOURS

The Associate in Science – Medical Assisting Preparatory Program prepares students to enter the Medical Assisting Program at OCtech or four year institutions. This degree assists students in preparing for careers in the allied health profession and strengthens the academic skills of students seeking admission to the Medical Assisting Program. Students earn general education credits in preparation for admission to the Medical Assisting Program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Medical Assisting Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

## **ASSOCIATE IN SCIENCE**

## CORE CURRICULUM

38 HOURS

Communications:

ENG 101, ENG 102, ENG 155

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG

208, ENG 209, ENG 236 History: HIS 101, HIS 102 Natural Sciences/Math:

**Mathematics:** 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130,

MAT 140, MAT 141, MAT 155

**Science** (science courses must be taken in sequence):

BIO 210, BIO 211

Social/Behavioral Sciences: PSY 201, PSY 203

Computer Technology:

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

### COURSE Requirements 16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education requirements

AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 201, PHY 202, PHY 221, PHY 222

## Electives 6 HOURS

AHS 155, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

#### TOTAL COURSE OF STUDY 60 HOURS

# ASSOCIATE IN SCIENCE MEDICAL ASSISTING PREPARATORY PROGRAM SEMESTER CURRICULUM MODEL

FALL I	Class	<u>Lab</u>	<u>Credit</u>
*ENG 155 Communications I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	<u>3.0</u>	0.0	<u>3.0</u>
	15.0	3.0	16.0
SPRING I			
ENG101 English Composition I	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	<u>3.0</u>	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
	12.0	6.0	14.0
SPRING II			
ENG 102 English Composition II	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Elective	<u>3.0</u>	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:

AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103\*, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, \*\*HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

<sup>\*</sup>COL 103, ENG 155, MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.

<sup>\*\*</sup>AHS 104, AHS 119, AHS 155, AHS 180 and HSS 101 do not transfer.

# ASSOCIATE IN SCIENCE RADIOLOGIC TECHNOLOGY PREPARATORY PROGRAM 60 SEMESTER HOURS

The Associate in Science – Radiologic Technology Preparatory Program prepares students to enter the Associate Degree in Radiologic Technology Program at OCtech, four year institutions, or medical schools. This degree assists students in preparing for careers in the allied health professions and strengthens the academic skills of students seeking admission to the Radiologic Technology Program. Students earn general education credits in preparation for admission to the Radiologic Technology Program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Radiologic Technology Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

#### **ASSOCIATE IN SCIENCE**

## CORE CURRICULUM

38 HOURS

Communications:

ENG 101, ENG 102, SPC 205

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: HIS 101, HIS 102 Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 102, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141

**Science** (science courses must be taken in sequence):

BIO 210, BIO 211

Social/Behavioral Sciences: PSY 201, PSY 203

Computer Technology:

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

## **COURSE Requirements**

16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education requirements.

AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 201, PHY 202, PHY 221, PHY 222

Electives 6 HOURS

AHS 155, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

### TOTAL COURSE OF STUDY

**60 HOURS** 

# ASSOCIATE IN SCIENCE RADIOLOGIC TECHNOLOGY PREPARATORY PROGRAM SEMESTER CURRICULUM MODEL

FALL I	Class	<u>Lab</u>	<u>Credit</u>
ENG 101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
MAT 102 Intermediate Algebra	<u>3.0</u>	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG 102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:

AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, \*\*HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

<sup>\*</sup>COL 103, MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.

<sup>\*\*</sup>AHS 104, AHS 119, AHS 155, AHS 180 and HSS 101 do not transfer.

## ASSOCIATE IN SCIENCE RESPIRATORY CARE PREPARATORY PROGRAM 60 SEMESTER HOURS

The Associate in Science – Respiratory Care Preparatory Program prepares students to enter the Associate Degree in Respiratory Care Program at OCtech or four year institutions. This degree assists students in preparing for careers in the allied health profession and strengthens the academic skills of students seeking admission to the Respiratory Care Program. Students earn general education credits in preparation for admission to the Respiratory Care Program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Respiratory Care Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

## **ASSOCIATE IN SCIENCE**

CORE CURRICULUM

38 HOURS

**Communications:** 

ENG 101, ENG 102, SPC 205

**Humanities/Fine Arts:** 

Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG

208, ENG 209, ENG 236 History: HIS 101, HIS 102 Natural Sciences/Math:

**Mathematics:** 3 credit hours must be selected from the following: MAT 101, MAT 110, MAT 111, MAT 120,

MAT 130, MAT 140, MAT 141

**Science** (science courses must be taken in sequence):

BIO 210, BIO 211

Social/Behavioral Sciences: PSY 201, PSY 203

**Computer Technology:** 

Must select one of the following (preferred course depends upon transfer destination):

CPT 101, CPT 170

COURSE Requirements 16 HOURS

Must be selected from the following. Courses should not be used to fulfill the general education requirements.

AHS 104, AHS 119, AHS 180,BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 101, MAT 102,MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 201, PHY 202, PHY 221, PHY 222

Electives 6 HOURS

AHS 155, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

### TOTAL COURSE OF STUDY 60 HOURS

## ASSOCIATE IN SCIENCE RESPIRATORY CARE PREPARATORY PROGRAM SEMESTER CURRICULUM MODEL

FALL I	Class	<u>Lab</u>	Credit
ENG 101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
MAT 101 Beginning Algebra	<u>3.0</u>	0.0	<u>3.0</u>
	15.0	3.0	16.0
SPRING I			
ENG 102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	<u>3.0</u>	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	<u>3.0</u>	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:

AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, \*\*HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

<sup>\*</sup>COL 103, MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor

<sup>\*\*</sup>AHS 104, AHS 119, AHS 155, AHS 180 and HSS 101 do not transfer.

# 2016-2017 BUSINESS 2016-17 College Catalog 138

# ASSOCIATE DEGREE IN APPLIED SCIENCE ACCOUNTING 69 SEMESTER HOURS

Whether you live in a big city or a small town, there more than likely is an accounting firm in the neighborhood. In fact, there are probably several. Accountants do much more than just prepare taxes. Local businesses often rely on them for everything from bookkeeping to helping plan growth strategies. Corporate scandals and the recent financial crisis have led to stricter accounting standards and the need for more accounting services.

The Department of Labor estimates employment of accountants will grow by 22 percent between 2008 and 2018. 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
- Paraprofessional accountant
- Tax Preparer

Students who complete an Associate in Applied Science with a major in Accounting can receive semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with a concentration in Accounting at Claflin University. 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).

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 207, \*ENG 207,

\*ENG 206, \*ENG 208, \*ENG 209, ENG 236, \*HIS 101, \*HIS 102, HIS 115, \*HIS 201, \*HIS 202, HSS 101, \*MUS 105, \*PHI 101, \*PHI 110, REL 101, REL 102

Social/Behavioral Sciences (Choose one): ECO 201, \*ECO 210, or \*ECO 211 Natural Sciences/Math:

inaturai Sciences/iviatn

MAT 101 or \*MAT 110

MAJOR REQUIREMENTS 51 HOURS
ACC 101, ACC 102, ACC 124, ACC 150,
ACC 201, ACC 202, ACC 240, ACC 275,
BAF 101, BUS 101, BUS 140, BUS 220,
CPT 170, CPT 174, LEG 122, MGT 101,
MGT 270

Directed Elective: 3 HOURS

ACC 230, ACC 265, BUS 240, COL 103,
CPT 172, ECO 210\*, ECO 211\*, LEG 121,
MGT 110, MGT 150, MGT 201, MGT 240,
MKT 101, MKT 135

## TOTAL COURSE OF STUDY 69 HOURS

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

# ASSOCIATE DEGREE IN APPLIED SCIENCE ACCOUNTING SEMESTER CURRICULUM MODEL

FALL I		Class	<u>Lab</u>	<u>Credit</u>
ACC 101	Accounting Principles I	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	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
CPT 170	Microcomputer Applications	<u>3.0</u>	0.0	3.0
		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
BUS 101	Introduction to Business	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts	3.0	0.0	3.0
LEG 122	Business Law II	3.0	0.0	3.0
MAT 101	Beginning Algebra (MAT 110 transfer)	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ACC 201	Intermediate Accounting I	3.0	0.0	3.0
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
BUS 220	Business Ethics	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	0.0	15.0
SPRING II				
ACC 202	Intermediate Accounting II	3.0	0.0	3.0
ACC 275	Special Topics in Accounting	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
***	Directed Elective*	<u>3.0</u>	0.0	<u>3.0</u>
		12.0	0.0	12.0

Minimum grade of "C" required in all courses.

Check SC TRAC or the OCtech website for the Articulation Agreements with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

## ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL BUSINESS 69 SEMESTER HOURS

In today's highly competitive job market, an education that prepares students for work is more important than ever. The General Business curriculum is designed to be relevant to today's working world. Students are prepared to fill entry-level managerial positions in industry, restaurants, retail stores and service companies.

The General Business program prepares students in the functional areas of a business by incorporating techniques in planning, organizing, leading and controlling. If you choose to work for a business or start a business, the skills acquired in the General Business program will prepare you for success in a rapidly changing business environment. There is no limit to opportunities available to graduates with the right mix of leadership, organizational and teambuilding skills.

In the General Business program, you will:

- explore fundamental business principles and how to effectively manage a business.
- learn to apply problem-solving strategies to real-life scenarios.
- discuss the effects of culture and ethics in current global and domestic business environments.
- analyze the strengths, weaknesses, opportunities and threats faced by companies today.
- examine the economic relationships between supply and demand for various market forms.
- study the relationship between marketing and sales.
- implement basic financial planning techniques.
- understand the importance of supply chain management.

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

Social/Behavioral Sciences (Choose one):

ECO 201, \*ECO 210, or \*ECO 211 Natural Sciences/Math:

**MAT 101** 

MAJOR REQUIREMENTS 48 HOURS

ACC 101, BAF 101, BUS 101, BUS 110, BUS 140, BUS 268, CPT 170, CPT 174, LEG 122, LOG 215, MGT 101, MGT 201, MGT 240, MGT 270,

MKT 101, MKT 135

ACCOUNTING OPTION: 3 HOURS

ACC 102, ACC 124, ACC 150, ACC 240

DIRECTED ELECTIVE: 3 HOURS

ACC 102, ACC 124, ACC150, ACC 230, ACC 240, ACC 265, BUS 220, BUS 240, CPT 172, ECO 210\*, ECO 211\*, IST 225, LEG 135, MGT 11<u>0, MGT 150</u>,

COL 103

TOTAL COURSE OF STUDY 69 HOURS

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

Individuals who want to continue their studies will also find options to transfer their credits to a four-year university, either through the general transfer curriculum or through agreements with other schools.

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

## ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL BUSINESS SEMESTER CURRICULUM MODEL

FALL I BUS 101	Introduction to Business <b>or</b>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BUS 175	International Business	3.0	0.0	3.0
BUS 140 CPT 170	Business Mathematics Microcomputer Applications	3.0 3.0	0.0 0.0	3.0 3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
	1	15.0	0.0	15.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
LEG 122	Business Law II	3.0 3.0	0.0	3.0 3.0
CPT 174 MKT 101	Microcomputer Spreadsheets  Marketing <b>or</b>	3.0	0.0	3.0
BUS 176	International Marketing	3.0	0.0	3.0
200 170	micritational marketing	15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts (Transfer ECO 210 or 211) or			
ECO 207	International Economics	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 101	Beginning Algebra	<u>3.0</u>	0.0	<u>3.0</u>
E411 II		9.0	0.0	9.0
FALL II	ACC Ontion	3.0	0.0	3.0
HSS 101	ACC Option Introduction to Humanities	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
LOG 215	Supply Chain Management	3.0	0.0	3.0
***	Directed Elective	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
BUS 110	Entrepreneurship (OR BUS 115, BUS 116, & BUS 120)	3.0	0.0	3.0
BUS 268	Special Projects in Business	2.0	3.0	3.0
MGT 201	Human Resource Management	3.0	0.0	3.0
MGT 240 MKT 135	Management Decision Making Customer Service Techniques	3.0 3.0	0.0 0.0	3.0 <u>3.0</u>
IVIN I ISS	Customer service recrimques	<u>3.0</u> 14.0	3.0	<u>3.0</u> 15.0
		17.0	5.0	15.0

Minimum grade of "C" required in all courses.

Check SC TRAC or the OCtech website for Articulation Agreements for this degree with The Citadel, Columbia College, and SC State.

# ASSOCIATE DEGREE IN APPLIED SCIENCE ADMINISTRATIVE OFFICE TECHNOLOGY 66 SEMESTER HOURS

The new role of administrative assistant is more than filing and answering the telephone. Administrative assistants are also in charge of maintaining the office's efficiency by organizing meetings, tracking paper and electronic files, preparing research reports, and overseeing budgets. Planning and managerial skills are essential for today's administrative assistant.

The Administrative Office Technology program prepares the student to meet the challenges presented in all levels of advanced organizations. Employers are seeking out assistants with high potential and critical thinking abilities. Employment is available in most industries, as well as online as a virtual assistant.

Skills essential in any office setting are part of the program:

- Written and verbal communication skills
- Software applications, such as word processing, spreadsheets, presentations, desktop publishing and data base management
- Customer relationship management
- Document preparation
- Information processing and reporting

Students planning to continue their studies at a fouryear institution after completing this program will work with their advisors concerning transferability of credits. CORE CURRICULUM 15 HOURS
Communications/Fine Arts:
\*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 236,
\*HIS 101, \*HIS 102, \*HIS 115, \*HIS 201,
\*HIS 202, HSS 101, \*MUS 105, \*PHI 101,
\*PHI 110, \*REL 101, \*REL 102

Social/Behavioral Sciences (Choose one): ECO 201, ECO 207 \*ECO 210, \*ECO 211, PSY 103, \*PSY 201, \*SOC 101

Natural Sciences/Math: \*MAT 110 or MAT 155

MAJOR REQUIREMENTS

ACC 111 or\*or \*ACC 101, BUS 101, BUS 140, COL 107, CPT 119, \*CPT 170, CPT 172, CPT 174, CPT 179, CPT 295 or IST 225, MGT 101 or MGT 150, MGT 110, MGT 270, MGT 290, MKT 135, LOG 110

DIRECTIVE ELECTIVE 3 HOURS

ACC 102, ACC 150, ACC 240, BUS 220,
COL 103, LEG 122, MGT 201, MGT 240,
SPA 101

TOTAL COURSE OF STUDY 66 HOURS

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

## ASSOCIATE DEGREE IN APPLIED SCIENCE ADMINISTRATIVE OFFICE TECHNOLOGY SEMESTER CURRICULUM MODEL

FALL I COL 107 CPT 170 BUS 101 BUS 140 ENG 155 ENG 101	Computer Literacy Microcomputer Applications Introduction to Business Business Mathematics Communications I or English Composition I (Transfer)	3.0 3.0 3.0 3.0 3.0	0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0
SPRING I		15.0	0.0	15.0
ACC 111 ACC 101 CPT 119 MAT 155 ENG 165 MGT 150 MGT 101	Accounting Concepts or Accounting Principles I (Transfer) Computing and Online Learning Fund Contemporary Mathematics Professional Communication Fundamentals of Supervision or Principles of Management	3.0 3.0 3.0 3.0 3.0	0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0
SUMMER MGT 110 CPT 172 CPT 174 CPT 179	Office Management Microcomputer Databases Microcomputer Spreadsheets Microcomputer Word Processing	3.0 3.0 3.0 3.0 3.0 12.0	0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 3.0 12.0
FALL II LOG 110 HSS 101 MGT 270	Introduction to Logistics Introduction to Humanities Managerial Communications Directed Elective	3.0 3.0 3.0 3.0 12.0	0.0 0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 12.0
SPRING II MGT 290	SCWE in Management	1.0	6.0	3.0
ECO 201 ECO 207 ECO 210 ECO 211 CPT 295	(Graduating Term Only) Economic Concepts or International Economics or Macroeconomics (Transfer) or Microeconomics (Transfer)	3.0	0.0	3.0
IST 225 MKT 135	Desktop Publishing Applications <b>or</b> Internet Communications Customer Service Techniques	3.0 3.0 10.0	0.0 <u>0.0</u> 6.0	3.0 <u>3.0</u> 12.0

A minimum grade of "C" is required in all courses.

#### DIPLOMA IN APPLIED SCIENCE ADMINISTRATIVE SUPPORT\* 42 SEMESTER HOURS

The Administrative Support curriculum prepares students for entry-level administrative positions in the office environment.

Students in this program will acquire skills in:

- Keyboarding
- Computer applications
- Accounting
- Office systems and procedures
- Written and oral communications
- Team interaction

Graduates possessing these skills should have the best opportunities for employment in virtually every kind of industry. CORE CURRICULUM
Communications:
\*ENG 101 or ENG 155, ENG 165
Natural Sciences/Math:
\*MAT 110 or MAT 155
MAJOR REQUIREMENTS
ACC 111 or\* ACC 101, BUS 101, BUS 140, COL 107, CPT 179, CPT 170, CPT 172, CPT 174, CPT 179, MGT 110, MKT 135

#### TOTAL COURSE OF STUDY 42 HOURS

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

Administrative Support courses can be applied to the Associate Degree in Administrative Office Technology.

#### SEMESTER CURRICULUM MODEL

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
COL 107	Computer Literacy	3.0	0.0	3.0
CPT 170	Microcomputer Applications	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 or			
ENG 101	English Composition I (Transfer)	3.0	0.0	3.0
		15.0	0.0	15.0
Spring I				
ACC 111	Accounting Concepts or	3.0	0.0	3.0
ACC 101	Accounting Principles I (Transfer)			
CPT 119	Computing and Online Learning Fund	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
ENG 165	Professional Communication	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		15.0	0.0	15.0
Summer				
MGT 110	Office Management	3.0	0.0	3.0
CPT 172	Microcomputer Databases	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	<u>3.0</u>
		12.0	0.0	12.0

<sup>\*</sup>Federal Gainful Employment Project

### BASIC ACCOUNTING CERTIFICATE\* 27 SEMESTER HOURS

For students who do not have the time to complete an Associate Degree in Accounting, the Certificate in Basic Accounting may be a better fit. The certificate program offers nine courses in basic accounting for entry-level employees and job seekers. Upon completing this certificate, students will:

- understand the role of accounting to overall business operations.
- learn individual income tax procedures.
- study payroll laws.
- work with computerized accounting systems.

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
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		9.0	0.0	9.0
SPRING				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
	·	9.0	0.0	9.0
SUMMER				
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
		9.0	0.0	9.0

<sup>\*</sup>Federal Gainful Employment Project

#### ENTREPRENEURSHIP CERTIFICATE \* 30 SEMESTER HOURS

According to the U.S. Census Bureau, about three quarters of all U.S. businesses are self-employed persons operating unincorporated businesses, and may or may not be the owner's principal source of income. Sole proprietorships and small business also represent an entry point into the economy for new groups. Women, for instance, participate heavily in small businesses.

A particular strength of small businesses is their ability to respond quickly to changing economic conditions, but many small businesses fail. The Entrepreneurship certificate is designed to give students the basic business concepts necessary to start and operate their own small business. Students will study management essentials and additional coursework in marketing, human resource management, accounting, and finance. All of the courses may be applied to the Associate Degree in General Business.

Upon successful completion of this program, students should be able to:

- write a business plan.
- use business terms and tactics within the small business environment.
- develop a marketing plan.
- analyze and resolve problems involving finance.
- understand personal qualities needed to function effectively with individuals in supervision, evaluation and control.
- understand current legal issues involved in starting and operating a business.
- develop effective communication to administer policy both internally and externally.

Entrepreneurship classes are suitable for anyone who has acquired other skills and wants to leverage them by starting a new venture. Plumbers, electricians, carpenters, computer programmers and truck drivers are just a few examples of professionals who can take a skill and turn it into a small business.

#### ENTREPRENEURSHIP CERTIFICATE\* 30 SEMESTER HOURS

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ACC 101	Accounting Principles I	3.0	0.0	3.0
BUS 115	Introduction to Entrepreneurship	3.0	0.0	3.0
	(prereq. CPT 101, CPT 170 or computer experie	nce)		
BUS 116	Opportunity Analysis (prereq. BUS 115)	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
	· ·	15.0	0.0	15.0
SPRING				
ACC 240	Computerized Accounting	3.0	0.0	3.0
BUS 120	Business Plan (prereq. BUS 115, BUS 116	3.0	0.0	3.0
	and BUS 140)			
LEG 122	Business Law II	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
MKT 135	Customer Service	3.0	0.0	3.0
		15.0	0.0	15.0

### ENTREPRENEURSHIP BUSINESS PLAN CERTIFICATE\* 18 SEMESTER HOURS

This program is designed to develop and produce entrepreneurs that can open successful businesses and fuel economic growth at the community level. This Add-on Certificate is designed for the non-business student who wants to leverage acquired skills to start a business. Current students in programs like Automotive Technology, Early Childhood or Nursing, just to name a few, can also take advantage of the courses offered and add this certificate to an existing program.

The business plan certificate program focuses on evaluating an idea for a business and concludes with writing a business plan to start and/or grow a business. In addition to creating a business plan, students will learn accounting principles and computer skills.

All of the courses in this program may be applied to the Associate Degree in General Business.

## ENTREPRENEURSHIP BUSINESS PLAN CERTIFICATE ADD-ON CERTIFICATE SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
BUS 115	Introduction to Entrepreneurship	3.0	0.0	3.0
	(prereq. CPT 101, CPT 170 or computer experie	ence)		
BUS 116	Opportunity Analysis (prereq. BUS 115)	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
		9.0	0.0	9.0
SPRING				
BUS 120	Business Plan (prereq. BUS 115, BUS 116	3.0	0.0	3.0
	and BUS 140)			
MKT 135	Customer Service	3.0	0.0	3.0
Directed	ACC 101: Accounting Principles I,			
Elective	ACC 111: Accounting Concepts,			
	CPT 170: Microcomputer Applications,			
	IST 225: Internet Communications or			
	MGT 150: Fundamentals of Supervision	3.0	0.0	<u>3.0</u>
		9.0	0.0	9.0

<sup>\*</sup>Federal Gainful Employment Project

#### LOGISTICS CERTIFICATE\* 24 SEMESTER HOURS

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and packaging. Students completing this certificate will be able to supervise warehouse operations, ensure equipment is correctly operated and maintained, and meet customer requirements. They will be able to oversee shipments to multiple customer accounts and ensure shipments are on schedule.

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision <b>or</b>			
MGT 101	Principles of Management	3.0	0.0	3.0
LOG 110	Introduction to Logistics	3.0	0.0	3.0
LOG 111	Warehouse and Distribution Center Operations	2.0	3.0	3.0
	·	11.0	3.0	12.0
SPRING				
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
LOG 113	Material Handling Technology	2.0	3.0	3.0
LOG 235	Traffic Management	3.0	0.0	3.0
***	Directed Elective	2.0	3.0	3.0
		10.0	6.0	12.0

<sup>\*\*\*</sup>Directed Elective

LOG 112 Automated Storage and Retrieval Systems or

LOG 114 GPS and GIS Applications in TDL

Minimum grade of "C" required in all courses.

\*Federal Gainful Employment Project



#### ASSOCIATE DEGREE IN APPLIED SCIENCE MAJOR IN COMPUTER TECHNOLOGY 72 SEMESTER HOURS\*\*

The mission of the Computer Technology program is to fulfill the community's need for a competent workforce and economic growth by providing instruction in programming, information technology, mobile applications, and network security. The program prepares students in the areas of planning, design and implementation of computer programs in many different languages and microcomputer systems hardware, applications and network connectivity.

Students opting to concentrate their studies in the Computer Programming area receive instruction in the concepts, principles and techniques of software production with both procedural and object-oriented programming languages such as Visual BASIC, C++, ALICE, ORACLE and JAVA. In addition, students are required to take courses in web design that include topics such as HTML, ASP, and JavaScript. Career opportunities in this area include the positions of computer programmer and Internet webmaster.

Information Technology and Programming degrees are 72 credit hour programs.

The area of Information Technology involves the study of local and wide-area networking, network management, system administration, network security and Internet/intranet management. Career opportunities in this area include System Administrator, Systems Analyst, Internet Webmaster and Network Administrator.

The Computer Technology field calls for the ability to work with abstract concepts and to perform exacting technical analyses; therefore, it is recommended that students entering this program have a strong math background.

OCtech's Computer Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

\*\* Semester hours vary according to the concentration chosen. Students should consult with their advisor.

CORE CURRICULUM

15 HOURS

Communications:

\*ENG 101, SPC 205

Humanities/Fine Arts (choose one): ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 101 HIS 102, HIS 201, HIS 202, HIS 115, MUS 105, PHI 101, PHI 110, REL 101 or REL 102

Social/Behavioral Sciences (choose one): ECO 201, \*ECO 210, \*ECO 211

Natural Sciences/Math (choose one): MAT 101, \*MAT 110

CORE REQUIREMENTS 24 HOURS CPT 104, CPT 170, CPT 236, IST 235, IST 245, IST 252, IST 263, IST 267, IST 290

DIRECTED ELECTIVES 33 HOURS

\*Directed electives for CPT majors should be chosen from within the same area of concen-

#### **PROGRAMMING**

CPT 163, CPT 172, CPT 232, CPT 239, CPT 268, CPT 283, IST 226, IST 268 Choose one: IST 238 or IST 239

#### INFORMATION TECHNOLOGY

CPT 163, CPT 209, CPT 247, CPT 268, IST 201, IST 202, IST 260, IST 266, IST 270, IST

#### TOTAL COURSE OF STUDY 72 HOURS

\*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

# ASSOCIATE DEGREE IN APPLIED SCIENCE COMPUTER TECHNOLOGY - NETWORK SECURITY AND INFORMATION ASSURANCE SEMESTER CURRICULUM MODEL

FALL I CPT 104 CPT 167 ENG 101 CPT 170 MAT 101	Introduction to Information Technology Introduction to Programming Logic English Composition I Microcomputer Applications Beginning Algebra	Class 3.0 3.0 3.0 3.0 3.0 3.0 15.0	Lab 0.0 0.0 0.0 0.0 0.0 0.0	Credit 3.0 3.0 3.0 3.0 3.0 3.0 15.0
SPRING I CPT 236	Introduction to Java Programming <b>or</b>			
** ECO 201 IST 245	Approved Program Elective Humanities Elective ** Economic Concepts (or ECO 210 or ECO 211) Local Area Networks or	3.0 3.0 3.0	0.0 0.0 0.0	3.0 3.0 3.0
IST 263 SPC 205	Designing Windows Network Security Public Speaking	3.0 3.0 15.0	0.0 <u>0.0</u> 0.0	3.0 <u>3.0</u> 15.0
SUMMER CPT 163 IST 201 IST 252 CPT 247	Introduction to Multimedia for Web Pages CISCO Internetworking Concepts LAN Systems Manager Unix Operating System	3.0 3.0 3.0 3.0 12.0	0.0 0.0 0.0 <u>0.0</u> 0.0	3.0 3.0 3.0 <u>3.0</u> 12.0
FALL II CPT 209 IST 202 IST 270 IST 260 EEM 117	Computer Systems Management CISCO Router Configuration Client/Server Systems Network Design AC/DC Circuits I	3.0 3.0 3.0 3.0 3.0 15.0	0.0 0.0 0.0 0.0 3.0 3.0	3.0 3.0 3.0 3.0 4.0 16.0
SPRING II CPT 264 IST 266 CPT 268 IST 290* IST 291	Systems and Procedures Internet and Firewall Security Computer End User Support Special Topics in Info Technology Fundamentals of Network Security I	3.0 3.0 3.0 3.0 3.0 3.0	0.0 0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 3.0 3.0

<sup>\*(</sup>IST 290 is a capstone course and should be taken during the last or next to last semester.) Minimum grade of "C" is required in all courses.

<sup>\*\*(</sup>ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.) All Electives must be approved by Computer Technology faculty.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE COMPUTER TECHNOLOGY - PROGRAMMING SEMESTER CURRICULUM MODEL

FALL I CPT 104 CPT 167 ENG 101 CPT 170 MAT 101	Introduction to Information Technology Introduction to Programming Logic English Composition I Microcomputer Applications Beginning Algebra	Class 3.0 3.0 3.0 3.0 3.0 3.0 15.0	Lab 0.0 0.0 0.0 0.0 0.0 0.0	2.0 3.0 3.0 3.0 3.0 3.0 3.0 3.0 15.0
** ECO 201 IST 245	Introduction to Java Programming or Approved CPT Elective Humanities Elective** Economic Concepts (or ECO 210 or ECO 211) Local Area Networks or	3.0 3.0 3.0	0.0 0.0 0.0	3.0 3.0 3.0
IST 263 SPC 205	Designing Windows Network Security Public Speaking	3.0 <u>3.0</u> 15.0	0.0 <u>0.0</u> 0.0	3.0 <u>3.0</u> 15.0
CPT 163 CPT 172 CPT 247 IST 252	Introduction to Multimedia for Web Pages Microcomputer Database UNIX Operating Systems LAN Systems Manager	3.0 3.0 3.0 3.0 12.0	0.0 0.0 0.0 <u>0.0</u> 0.0	3.0 3.0 3.0 <u>3.0</u> 12.0
FALL II IST 235 CPT 264 CPT 232 CPT 283 IST 226	Handheld Computer Programming Systems and Procedures C++ Programming I PHP Programming I Internet Programming	3.0 3.0 3.0 3.0 3.0 15.0	0.0 0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 3.0 15.0
SPRING II CPT 239 IST 266 CPT 268 IST 290* CPT 200	Active Server Pages Internet and Firewall Security Computer End User Support Special Topics in Information Sciences Database Design I	3.0 3.0 3.0 3.0 3.0 15.0	0.0 0.0 0.0 0.0 0.0 0.0	3.0 3.0 3.0 3.0 3.0 15.0

<sup>\*(</sup>IST 290 is a capstone course and should be taken during the last or next to last semester.) Minimum grade of "C" is required in all courses.

<sup>\*\*(</sup>ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.) All Electives must be approved by Computer Technology faculty.

### CERTIFICATE IN INTERNETWORKING\* 18 SEMESTER HOURS

This certificate will provide students with in-depth training in the configuration and use of CISCO Routers and switching. Upon completion students should be able to sit for and pass the Certified CISCO Networking Associate (CCNA) exam.

#### INTERNETWORKING CERTIFICATE

FALL		Class	<u>Lab</u>	<b>Credit</b>
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
IST 245	Local Area Networks <b>or</b>			
IST 263	Designing Windows Network Security	3.0	0.0	3.0
IST 201	CISCO Networking Concepts	<u>3.0</u>	0.0	3.0
		9.0	0.0	9.0
SPRING				
IST 202	CISCO Router Configuration	3.0	0.0	3.0
IST 203	Advanced CISCO Router Configuration <b>or</b>			
IST 291	Network Security I	<u>3.0</u>	0.0	3.0
		6.0	0.0	6.0
SUMMER				
IST 204	CISCO Troubleshooting <b>or</b>			
CPT 268	User End Support	<u>3.0</u>	0.0	3.0
		3.0	0.0	3.0

Minimum grade of "C" is required in all courses.

#### NETWORK ENGINEERING CERTIFICATE\* 18 SEMESTER HOURS

This certificate program provides in-depth training in networking technology using Microsoft products and will assist in preparing the student to sit for the MCSE examinations. This certificate can be completed all online or as a combination of traditional and online classes. This program cannot be completed with evening classes.

FALL		<u>Class</u>	<u>Lab</u> C	redit
IST 260	Network Design	3.0	0.0	3.0
CPT 264	Designing Windows Network Security	<u>3.0</u>	0.0	3.0
		6.0	0.0	6.0
SPRING				
IST 270	Client/Server Systems	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	<u>3.0</u>	0.0	3.0
	·	6.0	0.0	6.0
SUMMER				
IST 245	Local Area Networks	3.0	0.0	3.0
IST 252	LAN System Manager	3.0	0.0	3.0
	-	6.0	0.0	6.0

<sup>\*</sup>Federal Gainful Employment Project

<sup>\*</sup>Federal Gainful Employment Project

### COMPUTER NETWORK SPECIALIST CERTIFICATE\* 27 SEMESTER HOURS

Upon completion of this certificate students will be able to repair personal computers and troubleshoot basic network operations.

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FALL		Class	<u>Lab</u>	<b>Credit</b>
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 245	Local Area Networks <b>or</b>			
IST 263	Designing Windows Network Security	3.0	0.0	3.0
IST 252	LAN Systems	3.0	0.0	3.0
	•	9.0	0.0	9.0
SPRING				
CPT 264	Systems and Procedures	3.0	0.0	3.0
CPT 268	Computer End User Support	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	3.0	0.0	3.0
	,	9.0	0.0	9.0
CLIMANAED				
SUMMER	For demonstrate of Network Consider II	2.0	0.0	2.0
IST 292	Fundamentals of Network Security II	3.0	0.0	3.0
CPT 247 IST 265	UNIX Operating Systems Designing a Windows Directory	3.0	0.0	3.0
131 203	Service Infrastructure	3.0	0.0	3.0
	Service illitastructure	9.0	0.0	9.0
		7.0	0.0	7.0

Minimum grade of "C" is required in all courses.

### OFFICE PRODUCTIVITY CERTIFICATE - (MOS CERTIFICATION)\* 18 SEMESTER HOURS

Upon completion of the courses in the Office Productivity Certificate program, the student will be prepared to take the national exams offered as part of the *Microsoft Office Specialist (MOS) Program* to validate proficiency in the use of specific products in the 2010 Microsoft Office system and in Windows Vista. MOS candidates can be certified in Microsoft Office Word 2010, Microsoft Office Excel 2010, Microsoft Office PowerPoint 2010, Microsoft Office Outlook 2010, Microsoft Office Access 2010, and Windows Vista.

FALL		Class	<u>Lab</u>	<b>Credit</b>
CPT 170	Microcomputer Applications	3.0	0.0	3.0
IST 225	Internet Communications	<u>3.0</u>	0.0	<u>3.0</u>
		6.0	0.0	6.0
SPRING				
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 295	Desktop Publishing Applications	<u>3.0</u>	0.0	3.0
		6.0	0.0	6.0
SUMMER				
CPT 172	Microcomputer Database	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	<u>3.0</u>	0.0	3.0
		6.0	0.0	6.0

<sup>\*</sup>Federal Gainful Employment Project

<sup>\*</sup>Federal Gainful Employment Project.

### DATABASE AND PROGRAMMING CERTIFICATE (ORACLE)\* 18 SEMESTER HOURS

Oracle Academy students will gain database design, SQL, and project management skills that are applicable to a variety of technical job roles. At the end of Database Programming with SQL, students can earn the opportunity to sit for the Introduction to Oracle 9i: SQL certification exam. For students seeking professional certification, the courses map to Oracle Certified Associate (OCA) content. This is the first part of the Oracle Certified Associate degree, an industry-recognized certification. At the end of Database Programming with PLSQL, students can complete this certification.

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 200	Database Design I	3.0	0.0	3.0
CPT 201	Database Design II	<u>3.0</u>	0.0	3.0
		9.0	0.0	9.0
SPRING				
CPT 202	SQL Programming I	3.0	0.0	3.0
CPT 203	SQL Programming II	3.0	3.0	3.0
**	Directed Elective	<u>3.0</u>	0.0	3.0
		9.0	0.0	9.0

<sup>\*\*</sup> CPT 236, CPT 232, IST 272

Students should consult with their advisors prior to enrolling in these classes as appropriate scores or prerequisites may be required for program entrance.

Minimum grade of "C" is required in all courses.

\*Federal Gainful Employment Project

### WEBMASTER CERTIFICATE\* 24 SEMESTER HOURS

The Webmaster Certificate program is designed to prepare graduates to work in positions as Webmasters, web developers and web server administrators. This certificate provides a breadth of knowledge from the fundamentals of HTML to advanced topics in JavaScript, ASP, Dreamweaver and Flash. Courses are geared toward building successful and attractive sites and, at the same time, managing and updating sites effectively.

Individuals graduating from this program may be employed in a wide range of companies which are interested in using the Internet to market and/or sell their products or services. A graduate may also be employed by a consulting firm, which provides web design, development, administration and maintenance as contracted service to businesses and industries.

This certificate can be completed online or in a combination of traditional and online classes.

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CPT 163	Introduction to Multimedia for Web Pages	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
CPT 263	Designing Windows Network Security	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING				
IST 238	Advanced Tools for Website Design	3.0	0.0	3.0
CPT 283	PHP Programming I <b>or</b>	3.0	0.0	3.0
IST 239	Datum and Javascript			
IST 237	Intermediate Website Design	3.0	0.0	3.0
CPT 239	Active Server Pages	<u>3.0</u>	0.0	3.0
		12.0	0.0	12.0

<sup>\*</sup>Federal Gainful Employment Project



#### ASSOCIATE DEGREE IN APPLIED SCIENCE AUTOMOTIVE TECHNOLOGY 72 SEMESTER HOURS

The importance of professional automobile repair in today's mobile society cannot be overstated. Because vehicles have skyrocketed in cost and are kept in service longer, there is a shortage of trained, knowledgeable technicians. Skilled technicians are needed to perform preventive maintenance, repairs and adjustments. Your decision to obtain either a certificate or Associate Degree in Automotive Technology will provide you with increased career opportunity and higher income.

Employment opportunities are best for automotive service technicians with strong communication, mathematical and analytical skills. For this reason, the Automotive Technology curriculum includes instruction in English, mathematics and human relations to supplement the in-depth studies of the automobile's electrical, electronic, computer, mechanical, and hydraulic systems required in this associate degree program. Because the automotive service technician's ability to diagnose the source of a problem quickly and accurately is of prime importance in this field, students will receive intense training in diagnosis of advanced vehicle systems including hybrid vehicle systems.

CORE CURRICULUM

15 HOURS

Communications:

**ENG 160** 

Humanities/Fine Arts (choose two): HSS 101\*, PHI 101, HIS 101, HSS 105

Social/Behavioral Science:

PSY 103

Natural Science/Math:

MAT 155 or MAT 175

COURSE REQUIREMENTS 53 HOURS

AUT 102, AUT 111, AUT 115, AUT 124, AUT 131, AUT 145, AUT 151, AUT 159, AUT 161, AUT 211, AUT 222, AUT 231, AUT 241, AUT 245, AUT 262 or AUT 270, AUT 268, AUT 275

**ELECTIVE - 3 HOURS** 

(The Department Head must approve elective.)

TOTAL COURSE OF STUDY 72 HOURS

\* Preferred course

OCtech's Automotive Technology classes combine operational theory with hands on lab activities for Engine Repair, Automatic Transmissions, Manual Transmission and Drive Train, Suspension and Steering, Brakes, Electrical and Electronic Systems, Heating and Air Conditioning, Engine Performance and Alternative Fuel Vehicles. These classes prepare students to pass ASE certification tests and begin a career as an automotive service technician.

Automotive service technician careers are attractive to many individuals because they afford the opportunity for good pay and the satisfaction of highly skilled work. In addition, most individuals who enter this occupation can expect steady work because changes in economic conditions normally have little effect on the automotive repair business. Job opportunities for an OCtech Automotive Technology graduate cover all areas of the automotive industry. Repair technicians, parts sales, dealerships, and specialty shops are just a few of the opportunities available.

If you're ready to explore your possibilities for the future, choose OCtech's Associate in Applied Science Automotive Technology degree.

The OCtech Automotive Technology Program is accredited by the National Automotive Technician Education Foundation.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE AUTOMOTIVE TECHNOLOGY SEMESTER CURRICULUM MODEL

Fall I MAT 155 AUT 124 AUT 111 AUT 159 AUT 161	Contemporary Mathematics (or MAT 175) Steering, Suspension & Alignment Automotive Brakes Tools, Equipment & Reference Manuals Introduction to Automotive Maintenance	3.0 2.0 1.0 2.0 1.0 9.0	<u>Lab</u> 0.0 6.0 6.0 3.0 <u>0.0</u> 15.0	3.0 4.0 3.0 3.0 1.0 14.0
SPRING I				
HSS 105 AUT 102 AUT 222 AUT 211 AUT 131	Technology & Culture Engine Repair Four Wheel Alignment Advanced Brakes Electrical Systems	3.0 2.0 1.0 1.0 <u>1.0</u> 8.0	0.0 6.0 3.0 6.0 <u>6.0</u> 21.0	3.0 4.0 2.0 3.0 3.0 15.0
SUMMER				
PSY 103 AUT 145 AUT 241 AUT 231	Human Relations Engine Performance Automotive Air Conditioning Automotive Electronics	3.0 1.0 2.0 <u>3.0</u> 9.0	0.0 6.0 6.0 <u>3.0</u> 15.0	3.0 3.0 4.0 4.0 14.0
FALL II				
HSS 101 AUT 151 AUT 245 AUT 275	Humanities (or PHI 101 or HIS 101) Automotive Transmissions/Transaxles Advanced Engine Performance Alternate Technology Vehicles	3.0 1.0 2.0 <u>2.0</u> 8.0	0.0 6.0 9.0 <u>3.0</u> 18.0	3.0 3.0 5.0 3.0 14.0
SPRING II				
ENG 160 AUT 115 AUT 262 AUT 270 AUT 268 Elective	Technical Communications Manual Transmissions/Transaxles Advanced Diagnosis & Repair or SCWE in Automotive Technology Special Topics in Automotive (MUST be approved by Program Coordinator)	3.0 2.0 2.0 0.0 2.0 3.0 12.0	0.0 3.0 6.0 20.0 3.0 0.0 12.0/ or 26.0	3.0 3.0 4.0 4.0 3.0 3.0 16.0

### UNDERCAR SPECIALIST CERTIFICATE\* 16 SEMESTER HOURS

This certificate is designed to enhance the skills of experienced technicians who strive to become ASE certified or as starting point for students who wish to attain marketable automotive technician skills.

Students will learn skills for the immediate entry into the job market as a brake, suspension and general automotive specialist technician.

Students who complete the certificate are prepared to take the ASE certification exam in the areas of automotive brakes and suspension.

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
AUT 161	Introduction to Automotive Maintenance	1.0	0.0	1.0
AUT 111	Automotive Brakes	1.0	6.0	3.0
<b>AUT 124</b>	Steering, Suspension & Alignment	2.0	<u>6.0</u>	<u>4.0</u>
		4.0	12.0	8.0
SPRING				
<b>AUT 159</b>	Tools, Equipment & Reference Manuals	2.0	3.0	3.0
<b>AUT 222</b>	Four Wheel Alignment	1.0	3.0	2.0
AUT 211	Advanced Brakes	<u>1.0</u>	<u>6.0</u>	3.0
		4.0	12.0	8.0

<sup>\*</sup>Federal Gainful Employment Project

## BASIC DIESEL MAINTENANCE\* CERTIFICATE 16 SEMESTER HOURS

Students will learn skills for immediate entry into the job market as an "entry level" diesel maintenance technician. The certificate includes courses in basic diesel engine theory and operation; servicing diesel equipment; basic diesel diagnostics and repair of basic fuel systems used on today's diesel equipment.

Job opportunities for students with this certificate include servicing light diesel equipment; construction, industrial, and farm equipment. The student will learn in an actual industry type shop environment, with classroom lectures, demonstrations and "hands on" activities.

This certificate is designed to be a starting point for students with marketable skills who need an immediate entry into the diesel repair field. This certificate will also help meet the overwhelming need for basic "entry level" technicians in the diesel and automotive repair industries.

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
DHM 105	Diesel Engines I	2.0	3.0	3.0
<b>DHM 108</b>	Diesel Engine Tune-up	1.0	3.0	2.0
DHM 121	Introduction to Diesel Diagnostics	1.0	3.0	2.0
DHM 125	Diesel Fuel Systems	2.0	3.0	3.0
DHM 173	Electrical Systems I	2.0	3.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	<u>3.0</u>	0.0	3.0
		11.0	15.0	16.0

<sup>\*</sup>Federal Gainful Employment Project

## ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY - ENGINEERING TECHNOLOGY PROGRAMMING 74 or 77 SEMESTER HOURS

Electronics engineering technicians assist in the design, development, testing, and maintenance of advanced control systems used in automated production facilities.

These technicians work in power plants, chemical production facilities, automotive and tire manufacturing, food processing plants, and environmental control agencies, as well as many other automated control applications. Engineering Technology is applied to a wide variety of systems in the area of process control that require specialized programming to ensure that these control systems operate efficiently and automatically.

The specialization in Engineering Technology Programming prepares technicians to install, program, operate, maintain, service, and diagnose control system operational problems encountered on a routine basis as well as prepare for new installations and system upgrades.

Engineering technicians primarily use the principles and theories of science, technology, engineering, and mathematics (STEM) to solve technical problems and develop programming solutions; therefore, prospective engineering technicians should take as many high school science and math courses as possible to prepare for this postsecondary associate degree program. Laboratory work in this program complements the theory taught in the classroom. Most students complete the program in four semesters and one summer session. Good communication skills and the ability to work well with others are also im-

CORE CURRICULUM 23 HOURS

#### Communications:

ENG 101\*, ENG 102\*, ENG 160

**Humanities/Fine Arts** (Choose one): HSS 101, HIS 101\*, PHI 101, HSS 105

Social/Behavioral Science (choose one):

PSY 201, PSY 103

#### Natural Sciences/Math:

PHY 201, PHY 202 MAT 110, MAT 111, MAT 175, MAT 176

#### COURSE REQUIREMENTS 51 HOURS

AMT 205, EET 113, EET 141, EET 145, EET 227, EET 235, EET 236 EGR 108, EGR 112, EGR 120, EGR 130, EGR 236, EGT 152, EIT 110, EIT 215, EIT 244

#### TOTAL COURSE OF STUDY 74 HOURS

\*Recommended choices for students who expect to continue their education at a fouryear institution. Entry requirements for these courses are more stringent than for some other options. Students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Students who choose to take ENG 101 and ENG 102 must also take ENG 165 or SPC 205.

portant since engineering technicians are often part of an engineering team.

Employment opportunities in the area of automated process control and engineering technology programming are expected to continue to grow. Increasing demand for more sophisticated electrical and computer controlled systems will continue as industrial and manufacturing processes are designed, constructed, and upgraded.

#### Mission Statement

The mission of the Electronics Engineering Technology Department is to provide the student with a quality well-rounded education. This, in turn, will enhance the student's economic and social well-being and provide industry with a highly skilled work force.

#### **Program Educational Objectives**

Our mission statement leads to the following program objectives that are also consistent with our industry identified program outcomes. Graduates of the OCtech Electronics Engineering Technology program will:

- Identify and solve problems in electronics engineering technology industry across a wide range of application areas. (Technical Expertise)
- Emerge as successful and professional workers who work and communicate successfully in industry teams across the service area and beyond. (Professionalism, Teamwork, and Leadership)
- Enhance the economic well-being of the community through technical expertise, critical thinking, and teamwork. (Economic Impact)
- Adapt to new and emerging technologies to keep current with electronics engineering technology practice. (Continuing Education)

**Accrediting Agency:** Engineering Technology Accreditation Commission of ABET http://www.abet.org

## ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY - ENGINEERING TECHNOLOGY PROGRAMMING SEMESTER CURRICULUM MODEL (74 HOURS)

FALL I		Class	<u>Lab</u>	<u>Credi</u> t
EET 113	Electrical Circuits I	3.0	3.0	4.0
EGR 130	Engineering Technology Applications and Programming * ***	2.0	3.0	3.0
MAT 175	Algebra and Trigonometry I	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
EGR 108	Engineering Ethics	3.0	0.0	3.0
		13.0	9.0	16.0
SPRING I EET 141	Flacture via Circuita	2.0	2.0	4.0
PHY 201	Electronic Circuits	3.0 3.0	3.0 3.0	4.0
MAT 176	Physics I** Algebra and Trigonometry II	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0 3.0
EGR 112	Engineering Programming	<u>2.0</u> 11.0	9.0	<u>3.0</u> 14.0
SUMMER		11.0	7.0	14.0
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EGR 120	Engineering Computer Applications	2.0	3.0	3.0
EET 227	Electrical Machinery	2.0	3.0	3.0
EIT 215	Fundamental Industrial Instrumentation Procedure		0.0	2.0
ENG 160	Technical Communications	3.0	0.0	3.0
EET 235	Programmable Controllers	<u>2.0</u>	<u>3.0</u>	3.0
SPRING II		11.0	9.0	14.0
EET 236	PLC Systems Programming	2.0	3.0	3.0
EGR 236	Automatic Control Systems	3.0	3.0	4.0
EIT 244	Computers and PLC's in Instrumentation	2.0	3.0	3.0
AMT 205	Robotics and Automated Control II	2.0	3.0	3.0
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
		12.0	12.0	16.0

<sup>+</sup>EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

<sup>\*</sup>Project Lead the Way Course \*\*Transfer Course \*\*\*Includes oral component

## ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY - ENGINEERING TECHNOLOGY PROGRAMMING SEMESTER CURRICULUM MODEL

(University Transfer - 77 SEMESTER HOURS)

ALL I		Class	<u>Lab</u>	<u>Credi</u> t
EET 113 EGR 130	Electrical Circuits I Engineering Technology Applications	3.0 2.0	3.0 3.0	4.0 3.0
	and Programming * ***			
MAT 110	College Algebra	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
EGR 108	Engineering Ethics	3.0	0.0	3.0
SPRING I		13.0	9.0	16.0
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I**	3.0	3.0	4.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
	Humanities Elective	<u>3.0</u>	0.0	<u>3.0</u>
		14.0	9.0	17.0
SUMMER				
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 201	General Psychology	<u>3.0</u> 11.0	<u>0.0</u> 9.0	<u>3.0</u> 14.0
FALL II		11.0	7.0	14.0
EGR 120	Engineering Computer Applications	2.0	3.0	3.0
EET 227	Electrical Machinery	2.0	3.0	3.0
EIT 215	Fundamental Industrial Instrumentation Procedure	es 2.0	0.0	2.0
ENG 101	English Composition I	3.0	0.0	3.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		11.0	9.0	14.0
SPRING II	DI C C	0.0	2.0	2.0
EET 236	PLC Systems Programming	2.0	3.0	3.0
EGR 236	Automatic Control Systems	3.0	3.0	4.0
EIT 244 AMT 205	Computers and PLC's in Instrumentation Robotics and Automated Control II	2.0 2.0	3.0 3.0	3.0 3.0
SPC 205	Public Speaking	3.0	0.0	3.0 3.0
J1 C 203	Tubile Speaking	<u>3.0</u> 12.0	12.0	<u>3.0</u> 16.0
		12.0	12.0	10.0

<sup>+</sup>EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

<sup>\*</sup>Project Lead the Way Course

<sup>\*\*</sup>Transfer Course

<sup>\*\*\*</sup>Includes an oral component

## ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC INSTRUMENTATION 75/78 SEMESTER HOURS

Electronic Instrumentation Technicians test, certify, install, repair, inspect, maintain, and assist in developing complex instruments that measure and record changes in industrial environments. The process-controlled systems operated by these technicians are central to the operation of such facilities as chemical plants, canneries, food processing plants, air and pollution control agencies, petroleum refineries, and power plants.

Other job responsibilities include recording and analyzing the effects of varying conditions, whether actual or simulated. These include vibration, temperature, humidity, pressure, differential pressure, liquid flow and level, altitude, acceleration, pH, conductivity, stress, and chemical makeup. Good communication skills, both written and oral, and the ability to prepare graphs and written reports will be necessary to accomplish these tasks.

Electronic Instrumentation Technicians select, install, calibrate, and check out telemetering and recording instruments and circuits. Using engineering data and considering the limitations of the equipment being tested, they develop specifications for nonstandard apparatus and equipment. In addition, technicians troubleshoot, repair and perform preventive maintenance on test apparatus and peripheral equipment.

It is easy to see why Electronic Instrumentation Technicians must understand and be able to apply electronics theory in their daily work activities; therefore, high school students interested in the field should take courses in mathematics and general physics.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101\*, ENG 102\*, ENG 160 Humanities/Fine Arts :

HSS 101, HIS 101\*, PHI 101, HSS 105

Social/Behavioral Science (choose one): PSY 103, PSY 201

Natural Sciences/Math:

PHY 201, PHY 202, MAT 110, MAT 111, MAT 175, MAT 176

COURSE REQUIREMENTS 52 HOURS

EET 113, EET 145, EET 141, EET 227, EET 235, EGR 108, EGR 112, EGR 130, EIT 110, EIT 211, EIT 212, EIT 215, EIT 220, EIT 242, EIT 244, EGT 152

#### TOTAL COURSE OF STUDY 75 HOURS

Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options. Students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

OCtech is the only technical college in South Carolina that offers an associate degree in this field of engineering technology. The EIT curriculum has a co-op program established with South Carolina Electric & Gas, BP-Amoco in Charleston, SC and International Paper. Students who co-op during Spring II will register for course EIT 240, Supervised Work Experience, and will receive credit for EIT 220, and EIT 242.

Students planning to attend a four-year institution after graduation should consult with their advisors early in the program concerning transfer courses.

#### • Program Educational Objectives

Our mission statement leads to the following program objectives that are also consistent with our industry identified program outcomes. Graduates of the OCtech Electronics Engineering Technology program will:

- Identify and solve problems in electronics engineering technology industry across a wide range of application areas. (Technical Expertise)
- Emerge as successful and professional workers who work and communicate successfully in industry teams across the service area and beyond. (Professionalism, Teamwork, and Leadership)
- Enhance the economic well being of the community through technical expertise, critical thinking, and teamwork. (Economic Impact)
- Adapt to new and emerging technologies to keep current with electronics engineering technology practice. (Continuing Education)

**Accrediting Agency:** Engineering Technology Accreditation Commission of ABET http://www.abet.org

## ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC INSTRUMENTATION (FALL START - 75 SEMESTER HOURS)

#### SEMESTER CURRICULUM MODEL

<b>FALL I</b> EGR 108 EET 113 EGR 130	Engineering Ethics Electrical Circuits I Engineering Technology Applications and Programming * ***	Class 3.0 3.0 2.0	Lab 0.0 3.0 3.0	3.0 4.0 3.0
MAT 175 EGT 152	Algebra and Trigonometry I Fundamentals of CAD*	3.0 <u>2.0</u> 13.0	0.0 <u>3.0</u> 9.0	3.0 <u>3.0</u> 16.0
SPRING I EET 141 PHY 201 MAT 176 EGR 112	Electronic Circuits Physics I** Algebra and Trigonometry II Engineering Programming	3.0 3.0 3.0 2.0 11.0	3.0 3.0 0.0 <u>3.0</u> 9.0	4.0 4.0 3.0 3.0 14.0
SUMMER EET 145 PHY 202 EIT 110 PSY 103	Digital Circuits + Physics II** Principles of Instrumentation Human Relations	3.0 3.0 2.0 <u>3.0</u> 11.0	3.0 3.0 3.0 0.0 9.0	4.0 4.0 3.0 3.0 14.0
EET 227 ENG 160 EIT 211 EIT 215	Electrical Machinery Technical Communications Introduction to Electronic Instrumentation I Fundamental Industrial Instrumentation Procedure Programmable Controllers	2.0 3.0 3.0 2.0 2.0	3.0 0.0 6.0 0.0 3.0	3.0 3.0 5.0 2.0 3.0
SPRING II EIT 212 EIT 220 EIT 242 EIT 244 HSS 105	Introduction to Electronic Instrumentation II Control Principles Senior Project in Electronic Instrumentation Computers and PLC's in Instrumentation Technology and Culture (or HSS 101)	3.0 2.0 0.0 2.0 3.0 10.0	12.0 6.0 3.0 3.0 3.0 0.0 15.0	5.0 3.0 1.0 3.0 3.0 15.0
SPRING II EIT 240	(Co-Op Option) Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

<sup>+</sup>EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

<sup>\*</sup>Project Lead the Way Course

<sup>\*\*</sup>Transfer Course

<sup>\*\*\*</sup>Includes an oral component

## ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY- ELECTRONIC INSTRUMENTATION (SPRING START - 75 SEMESTER HOURS)

#### SEMESTER CURRICULUM MODEL

SPRING I EGR 108 EET 113 EGR 130	Engineering Ethics Electrical Circuits I Engineering Technology Applications And Programming * ***	3.0 3.0 2.0	0.0 3.0 3.0	3.0 4.0 3.0
MAT 175 PHY 201	Algebra and Trigonometry I Physics I **	3.0 <u>3.0</u> 14.0	0.0 <u>3.0</u> 9.0	3.0 <u>4.0</u> 17.0
SUMMER I EET 141 PHY 202 EET 145 EIT 110	Electronic Circuits Physics II ** Digital Circuits + Principles of Instrumentation	3.0 3.0 3.0 2.0 11.0	3.0 3.0 3.0 3.0 3.0 12.0	4.0 4.0 4.0 3.0 15.0
EET 227 ENG 160 EIT 211 EIT 215	Electrical Machinery Technical Communications Introduction to Electronic Instrumentation I Fundamental Industrial Instrumentation Procedure Programmable Controllers	2.0 3.0 3.0 2.0	3.0 0.0 6.0 0.0	3.0 3.0 5.0 2.0
SPRING II EIT 212 EIT 220 EIT 242 MAT 176 EGR 112  SUMMER II	Introduction to Electronic Instrumentation II Control Principles Senior Project in Electronic Instrumentation Algebra and Trigonometry II Engineering Programming	3.0 2.0 0.0 3.0 2.0 10.0	6.0 3.0 3.0 0.0 3.0 15.0	5.0 3.0 1.0 3.0 3.0 3.0 15.0
HSS 105 PSY 103 EIT 244 EGT 152	Technology and Culture (or HSS 101) Human Relations Computers and PLC's in Instrumentation Fundamentals of CAD *	3.0 3.0 2.0 <u>2.0</u> 10.0	0.0 0.0 3.0 <u>3.0</u> 6.0	3.0 3.0 3.0 <u>3.0</u> 12.0

<sup>+</sup> EET 140 Digital Electronics and EET 143 Digital Electronics Lab can be taken instead of EET 145.

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

<sup>\*</sup>Project Lead the Way Course.

<sup>\*\*</sup>Transfer Course

<sup>\*\*\*</sup>Includes Oral Component

# ASSOCIATE DEGREE IN APPLIED SCIENCE ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC INSTRUMENTATION SEMESTER CURRICULUM MODEL (UNIVERSITY TRANSFER - 78 SEMESTER HOURS)

<b>FALL I</b> EGR 108 EET 113 EGR 130	Engineering Ethics Electrical Circuits I Engineering Technology Applications	Class 3.0 3.0 2.0	Lab 0.0 3.0 3.0	3.0 4.0 3.0
MAT 110 EGT 152	and Programming * *** College Algebra ** Fundamentals of CAD*	3.0 <u>2.0</u> 13.0	0.0 <u>3.0</u> 9.0	3.0 <u>3.0</u> 16.0
SPRING I EET 141 PHY 201 MAT 111 EGR 112 ENG 101	Electronic Circuits Physics I** (or PHY 221) College Trigonometry ** Engineering Programming English Composition I	3.0 3.0 3.0 2.0 <u>3.0</u> 14.0	3.0 3.0 0.0 3.0 <u>0.0</u> 9.0	4.0 4.0 3.0 3.0 3.0 17.0
SUMMER EET 145 PHY 202 EIT 110 PSY 201	Digital Circuits + Physics II** (or PHY 222) Principles of Instrumentation General Psychology**	3.0 3.0 2.0 3.0 11.0	3.0 3.0 3.0 0.0 9.0	4.0 4.0 3.0 3.0 14.0
FALL II EET 227 SPC 205 EIT 211 EIT 215	Electrical Machinery Public Speaking Introduction to Electronic Instrumentation I Fundamental Industrial Instrumentation Procedure	2.0 3.0 3.0 2.0	3.0 0.0 6.0	3.0 3.0 5.0
EET 235	Programmable Controllers	<u>2.0</u> 12.0	<u>3.0</u> 12.0	<u>3.0</u> 16.0
SPRING II EIT 212 EIT 220 EIT 242 EIT 244	Introduction to Electronic Instrumentation II Control Principles Senior Project in Electronic Instrumentation Computers and PLC's in Instrumentation Humanities Elective	3.0 2.0 0.0 2.0 3.0 10.0	6.0 3.0 3.0 3.0 0.0 15.0	5.0 3.0 1.0 3.0 3.0 15.0
SPRING II EIT 240	(Co-Op Option) Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

<sup>+</sup>EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

<sup>\*</sup>Project Lead the Way Course

<sup>\*\*</sup>Transfer Course

<sup>\*\*\*</sup>Includes an oral component

#### ASSOCIATE DEGREE IN APPLIED SCIENCE INDUSTRIAL ELECTRONICS TECHNOLOGY 73/74 SEMESTER HOURS

When production workers encounter problems with the machines they operate, they call Industrial Electronics Technicians. The IET's work is important not only because an idle machine will delay production, but also because a machine that is not properly repaired and maintained may damage the final product or injure the operator.

Industrial Electronics Technicians install, repair and troubleshoot industrial control systems. Some technicians set up and service electronic equipment, which controls machines and production processes in industries where they often coordinate efforts in the installation of mechanical or electromechanical components. As facilities update and invest in new equipment to boost productivity and improve product quality, they increasingly rely on IETs to properly install and align machinery. Preventive maintenance and accurate record keeping is an important part of the IET's job. Industrial Electronics Technicians strive to anticipate trouble and service equipment before production is interrupted.

OCtech's IET program provides the student with a

well-rounded educational background in prepara-

#### CORE CURRICULUM

15 HOURS

Communications:

FNG 160

Humanities/Fine Arts (choose 2):

HIS 101, HSS 101, HSS 105, PHI 101

Social/Behavioral Sciences:

**PSY 103** 

Natural Sciences/Math (choose one):

MAT 155. MAT 175

#### COURSE REQUIREMENTS 66 HOURS

CIM 131, CPT 101, EEM 117, EEM 118, EEM 121, EEM 131, EEM 140, EEM 145, EEM 160, EEM 165, EEM 215, EEM 221, EEM 230, EEM 235, EEM 252, EET 261, EET 273, IMT 131, ‡EGR 112, EEM 251, ELT 208, ELT 218, MTT 250

#### TOTAL COURSE OF STUDY 81 HOURS

‡ These courses prepare students in basic computer applications.

Preferred course

tion for employment in this field. Courses in basic electronics, electrical wiring and controls, electrical codes and regulations, Circuit Design Software (CDS), and computer operation are taught early in the student's course of study. Later preparation includes the study of digital and microprocessor-based systems, programmable controls, motor drive systems, power systems, fluid power, troubleshooting, and robotics. Additional technical courses are offered to further develop the student's knowledge and skills base. IET students may choose either an electrical or an electrical/mechanical focus. Both pathways emphasize troubleshooting skills. Hands-on experience is provided in most technical courses, allowing students the opportunity to gain practical experience and to further emphasize concepts presented in the classroom. Classes in oral and written communications, mathematics and interpersonal skills are considered important to the graduate's success and are also part of the required curriculum.

## ASSOCIATE DEGREE IN APPLIED SCIENCE INDUSTRIAL ELECTRONICS TECHNOLOGY - ELECTRONICS SEMESTER CURRICULUM MODEL (74 SEMESTER HOURS)

FALL I EEM 117 CPT 170 IMT 131 ENG 160 MAT 155	AC/DC Circuits I Microcomputer Applications Hydraulics and Pneumatics Technical Communications Contemporary Mathematics (or MAT 175)	Class 3.0 3.0 3.0 3.0 3.0 3.0	Lab 3.0 0.0 3.0 0.0 0.0	4.0 3.0 4.0 3.0 3.0 3.0
SPRING I EEM 118 EEM 165 PSY 103 HSS 101	AC/DC Circuits II Residential/Commercial Wiring Human Relations Introduction to Humanities (or PHI 101 or HIS 101)	3.0 3.0 3.0 3.0 3.0 12.0	3.0 3.0 0.0 0.0 6.0	4.0 4.0 3.0 3.0 14.0
SUMMER EEM 131 EEM 230 EEM 251 HSS 105	Solid State Devices Digital Electronics (or EET 140* and EET 143) Programmable Controllers Technology and Culture	3.0 3.0 2.0 3.0 11.0	3.0 3.0 3.0 0.0 9.0	4.0 4.0 3.0 3.0 14.0
FALL II EEM 145 EEM 215 EEM 252 EEM 166	Control Circuits DC/AC Machines Programmable Controller Applications Commercial/Industrial Wiring	2.0 2.0 2.0 3.0 9.0	3.0 3.0 3.0 3.0 12.0	3.0 3.0 3.0 <u>4.0</u> 13.0
SPRING II EEM 221 EEM 274 ELT 208 IMT 219 CIM 131	DC/AC Drives Technical/System Troubleshooting Introduction to Robotics Maintenance Welding Computer Integrated Manufacturing* (or MTT 250)	2.0 3.0 2.0 2.0	3.0 3.0 3.0 3.0 3.0 3.0 15.0	3.0 4.0 3.0 3.0 3.0 3.0 16.0

<sup>\*</sup>Project Lead the Way Course

## ASSOCIATE DEGREE IN APPLIED SCIENCE INDUSTRIAL ELECTRONICS TECHNOLOGY - ELECTRICAL/MECHANICAL SEMESTER CURRICULUM MODEL (73 SEMESTER HOURS)

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	6.0	17.0
SPRING I				
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
EEM 165	Residential/Commercial Wiring	3.0	3.0	4.0
PSY 103	Human Relations	3.0	0.0	3.0
HSS 101	Introduction to Humanities (or PHI 101 or HIS 101)	3.0	0.0	<u>3.0</u>
		12.0	6.0	14.0
SUMMER				
EEM 131	Solid State Devices	3.0	3.0	4.0
EEM 230	Digital Electronics (or EET 140* and EET 143)	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EEM 215	DC/AC Machines	2.0	3.0	3.0
IMT 210	Basic Industrial Skill I**	2.0	3.0	3.0
IMT 211	Basic Industrial Skill II**	2.0	3.0	3.0
IMT 221	Electrical Motor Maintenance	2.0	3.0	3.0
IMT 223	Packing and Seals	2.0	3.0	3.0
	-	10.0	15.0	15.0
SPRING II				
EEM 274	Technical/Systems Troubleshooting	3.0	3.0	4.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
IMT 219	Maintenance Welding	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	2.0	3.0	<u>3.0</u>
		9.0	12.0	13.0

<sup>\*</sup>Project Lead the Way Course

<sup>\*\*</sup>The NCCER Core Certification or the MSSC Certification can be accepted for IMT 210 and IMT 211.

### CERTIFICATE IN HEALTH PHYSICS I – RADIATION FUNDAMENTALS 16 SEMESTER HOURS

This program is designed to introduce basic entry-level skills that are required for a career in radiation protection or health physics. Topics include nuclear math and theory, as well as fundamentals in radiological safety. Graduates will be in a position to take basic field certification examinations. The program also provides opportunities for persons currently working in engineering or technology positions to expand employment opportunities.

Enrollment in this certificate requires the approval of the Dean of Engineering and Advanced Manufacturing Technologies.

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
EGR 112	Engineering Programming	2.0	3.0	3.0
EGR1 30	Engineering Technology Applications and			
	Programming	2.0	3.0	3.0
RPT 104	Introduction to Radiation and Protection,			
	Safety and Fundamentals	3.0	3.0	3.0
RPT 113	Radiation Monitoring	3.0	3.0	4.0
RPT125	Nuclear Math and Theory	3.0	0.0	3.0
		13.0	12.0	16.0

#### ASSOCIATE DEGREE IN APPLIED SCIENCE MACHINE TOOL TECHNOLOGY 80 SEMESTER HOURS

Precision measurement is a very important part of any machining operation. And because tools and dies must meet strict specifications — precision to one ten-thousandth of an inch is common — the work of individuals in the machine tool field requires a high degree of patience and attention to detail. It is also essential that these professionals be mechanically inclined, able to work independently, and are capable of doing work that requires concentration and physical effort.

Machine Tool Technicians produce precision parts using machine tools such as lathes, drill presses, and milling machines. They are able to set up and operate a wide variety of machine tools and have a thorough understanding of the working properties of metals such as steel, cast iron, aluminum, and brass. Using their skill with machine tools and their knowledge of metals, Machine Tool Technicians plan and carry out the operations needed to make machined products that meet precise specifications.

Modern technology has changed the nature of the MTT's work, with an increasing reliance on computer-aided design (CAD) to develop products and parts.

CORE CURRICULUM

15 HOURS

Communications:

**ENG 160** 

Social/Behavioral Science:

**PSY 103** 

Humanities/Fine Arts:

HSS 101, HSS 105

Natural Science/Math (choose one):

MAT 155, MAT 175

**COURSE REQUIREMENTS - 65 HRS** 

MTT 105, MTT 111, MTT 112, MTT 120,

MTT 123, MTT 125, MTT 126, MTT 171, MTT 221, MTT 222, MTT 224, MTT 232,

MTT 241, MTT 249, \$MTT 250, \$MTT 251, \$MTT 252, MTT 258

‡EGT 152

TOTAL COURSE OF STUDY 80 HOURS

‡ These courses prepare students in basic computer applications.

Specifications from the CAD program are used to electronically develop drawings for the job. A computer-aided manufacturing program that calculates cutting tool paths and the sequence of operations then processes these drawings. Once these instructions are developed, computer-numerically-controlled machines (CNC) — machines that contain computer controllers that direct the machine's operations and "read" the programs — perform the operations and run the machine tool mechanisms through the steps.

The introduction of CAD and CNC machines has enabled MTTs to be more productive and to produce parts with a level of precision that is not possible with traditional machining techniques. Because precise movements are recorded in the program, they allow this high level of precision to be consistently repeated. The CNC operation also allows several functions to be performed with one setup, reducing the need for additional, labor-intensive setups.

For those entering this field, a basic knowledge of computers and electronics is very important. OCtech's Machine Tool Technology curriculum provides training in these areas as well as in computer numerical control operations. Courses in mathematics, communications (written and oral), blueprint reading and sketching, and economics are also included in this comprehensive two-year program.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE MACHINE TOOL TECHNOLOGY SEMESTER CURRICULUM MODEL

FALL I MTT 120	Machine Tool Print Reading	<u>Class</u> 2.0	<u>Lab</u> 3.0	Credit 3.0
MTT 111	Machine Tool Theory and Practice I	2.0	9.0	5.0
MTT 112	Machine Tool Theory and Practice II	3.0	6.0	5.0
MTT 105	Machine Shop Math	3.0	0.0	3.0
CDDING		12.0	18.0	16.0
SPRING I	Talaharaha aya and Caltana	2.0	0.0	2.0
HSS 105	Technology and Culture	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
MTT 123	Machine Tool Theory I	1.0	6.0	3.0
MTT 125	Machine Tool Theory II	1.0	6.0	3.0
MTT 249	Introduction to CAM	<u>2.0</u>	3.0	3.0
CLINANAED		10.0	15.0	15.0
SUMMER HSS 101	Internal continue to 11 consenition ( - PLU 101 - LUC 101)	3.0	0.0	3.0
MTT 126	Introduction to Humanities (or PHI 101 or HIS 101)  Machine Tool Practice III	1.0	9.0	3.0 4.0
MTT 258	Machine Tool/CAM	2.0	3.0	3.0
MTT 250	Principles of CNC (or CIM 131)	1.0	6.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
EALL !!		10.0	18.0	16.0
FALL II	T 1 : 10 : ::	2.0	0.0	2.0
ENG 160	Technical Communication	3.0	0.0	3.0
MTT 221	Tool and Diemaking Theory I	2.0	3.0	3.0
MTT 222	Tool and Diemaking Practice I	2.0	6.0	4.0
MTT 251	CNC Operations	2.0	3.0	3.0
MTT 171	Industrial Quality Control	2.0	0.0	<u>2.0</u>
		11.0	12.0	15.0
SPRING II	5   (OADW/ 507454)	0.0		0.0
EGT 152	Fundamentals of CAD** (or EGT 151)	2.0	3.0	3.0
MTT 224	Tool and Diemaking Practice II	3.0	3.0	4.0
MTT 232	Tool and Diemaking II	3.0	6.0	5.0
MTT 241	Jigs and Fixtures	1.0	3.0	2.0
MTT 252	CNC Set-up Operations	<u>3.0</u>	3.0	4.0
		12.0	18.0	18.0

<sup>\*\*</sup> Project Lead the Way course

#### MACHINE TOOL TECHNOLOGY PRODUCTION OPERATOR CERTIFICATE\* 16 SEMESTER HOURS

This certificate is designed to introduce the student to basic machine production operation skills. Topics covered include manual machines, blue prints, and basic computer numerical controlled machines. Job opportunities include CNC Operator, Production Machinist, and Basic Quality Control Technician.

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
MTT 111	Machine Tool Theory and Practice I	2.0	9.0	5.0
MTT 112	Machine Tool Theory and Practice II	3.0	6.0	5.0
MTT 120	Machine Tool Print Reading	2.0	3.0	3.0
MTT 251	CNC Operations	2.0	3.0	3.0
		9.0	21.0	16.0

<sup>\*</sup>Federal Gainful Employment Project

### CERTIFICATE IN COMPUTER AIDED DESIGN I (CAD I)\* 19 SEMESTER HOURS

This program is designed to introduce the student to basic entry-level Computer Aided Design. Topics include two-dimensional engineering drawings and parametric 3D modeling.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements.

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
EGT 110	Engineering Graphics I	1.0	9.0	4.0
EGT 151	Introduction to CAD	2.0	3.0	3.0
EGT 152	Fundamentals of CAD**	2.0	3.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 175	Algebra and Trigonometry I or			
MAT 110	College Algebra*	3.0	0.0	3.0
EGR 130	Engineering Technology Applications			
	and Programming**	<u>2.0</u>	3.0	3.0
		13.0	18.0	19.0

<sup>\*</sup>Recommended choice for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in the courses.

<sup>\*</sup>Federal Gainful Employment Project

<sup>\*\*</sup>Project Lead the Way

### CERTIFICATE IN COMPUTER AIDED DESIGN II (CAD II)\* 17 SEMESTER HOURS

This program is designed for students desiring advanced computer aided design skills to generate drawings. Topics include piping layouts, P&ID, process pipedrafting, parametric 3D modeling, surveying and 3D residential design.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements. Completion of Computer Aided Design I Certificate (or a determination of your experience and capabilities, made by an advisor) is required for admission into this program.

#### SEMESTER CURRICULUM MODEL

SPRING		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
EGT 220	Structural & Piping Applications	2.0	6.0	4.0
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0
EGT 251	Principles of CAD	2.0	3.0	3.0
EGT 265	CAD/CAM Applications	2.0	3.0	3.0
PHY 201	Physics I or			
AET 101	Advanced Civil CAD (CEA 1)**	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
		11.0	18.0	17.0

<sup>\*\*</sup>Project Lead the Way

### CERTIFICATE IN COMPUTER AIDED DESIGN III (CAD III)\* 16 SEMESTER HOURS

This program is designed for students desiring advanced 2-D and 3-D modeling computer aided design skills to generate drawings. Topics include process pipedrafting, 2D commercial building design, 3D plant layout, electronic schematics and 3D commercial building design.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements. Completion of Computer Aided Design I Certificate (or a determination of your experience and capabilities, made by an advisor) is required for admission into this program.

#### SEMESTER CURRICULUM MODEL

Summer		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
EGT 225	Architectural Drawing Applications	2.0	6.0	4.0
EGT 252	Advanced CAD	2.0	3.0	3.0
EGT 258	Applications of CAD	2.0	3.0	3.0
EGT 172	Electronic Drafting	2.0	0.0	2.0
PHY 202	Physics II <b>or</b>			
EGT 259	Advanced Architectural CAD	3.0	3.0	4.0
		11.0	15.0	16.0

<sup>\*</sup>Federal Gainful Employment Project

#### BASIC INDUSTRIAL MAINTENANCE CERTIFICATE\* 16 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanical Apprentice, Manufacturing Plant Maintenance Apprentice, Construction Site Equipment Maintenance Apprentice, and Construction Electrical Apprentice.

Fall		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CPT 170	Microcomputer Applications	3.0	0.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
IMT 210	Basic Industrial Skills I (NCCER)	2.0	3.0	3.0
IMT 211	Basic Industrial Skills II (NCCER)	2.0	3.0	3.0
		13.0	9.0	16.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

### INDUSTRIAL MAINTENANCE: MECHANICAL AND ELECTRICAL CERTIFICATE I\* 33 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level, intermediate-level, or higher-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanic, Manufacturing Plant Mechanic, Construction Site Equipment Mechanic, or Construction Electrician.

Summer EEM 131 EEM 231 EEM 251	Solid State Devices Digital Electronics (or EET 140 and EET 143) Programmable Controllers	Class 3.0 3.0 2.0 8.0	Lab 3.0 3.0 3.0 9.0	Credit 4.0 4.0 3.0 11.0
Fall EEM 215 IMT 223 IMT 221	CD/AC Machines Packing and Seals Electrical Motor Maintenance	2.0 2.0 <u>2.0</u> 6.0	3.0 3.0 <u>3.0</u> 9.0	3.0 3.0 3.0 9.0
Spring EEM 274 ELT 208 IMT 230 IMT 219	Technical/Systems Troubleshooting Introduction to Robotics Reliability Centered Maintenance Maintenance Welding	2.0 2.0 2.0 <u>2.0</u> 6.0	3.0 3.0 3.0 3.0 12.0	4.0 3.0 3.0 3.0 13.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

<sup>\*</sup>Federal Gainful Employment Project

<sup>\*\*</sup> Project Lead the Way Course

<sup>\*</sup>Federal Gainful Employment Project

### BASIC ELECTRICIAN CERTIFICATE\* 18 SEMESTER HOURS

The Basic Electrician Certificate is designed to introduce the student to the foundation theories that govern electricity/electronics. He or she will become familiar with electrical codes; electrical wiring techniques, print reading and performing electrical load calculations. Completion of this certificate prepares the student to be an entry-level electrician.

FALL I EEM 117 MAT 155	AC/DC CIRCUITS I CONTEMPORARY MATHEMATICS	CLASS 3.0 3.0 6.0	3.0 0.0 3.0	4.0 3.0 7.0
SPRING I CPT 170 EEM 118 EEM 165	MICROCOMPUTER APPLICATIONS AC/DC CIRCUITS II RESIDENTIAL/COMMERCIAL WIRING	3.0 3.0 <u>3.0</u> 9.0	0.0 3.0 <u>3.0</u> 6.0	3.0 4.0 <u>4.0</u> 11.0

<sup>\*</sup>Federal Gainful Employment Project

### INDUSTRIAL ELECTRICIAN CERTIFICATE\* 17 SEMESTER HOURS

The Industrial Electrician Certificate is designed to enhance the Basic Electrician Certificate. This includes programmable logic controller (PLC) theory; motor and motor controls theory and power generation and delivery theory. Completion of this certificate prepares the student to be an entry-level industrial electrician, automation technician, or power company employee.

SUMMER		CLASS	LAB	<b>CREDIT</b>
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	<u>2.0</u>	3.0	<u>3.0</u>
	-	5.0	6.0	7.0
FALL II				
EEM 166	Commercial/Industrial Wiring	3.0	3.0	4.0
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	<u>2.0</u>	3.0	<u>3.0</u>
		7.0	9.0	10.0

<sup>\*</sup>Federal Gainful Employment Project

### MECHATRONICS I - FUNDAMENTALS\* 17 SEMESTER HOURS

This certificate is designed to prepare students for entry-level Industrial Maintenance positions, with cross-over to Electrical and Instrumentation positions. The Fundamentals aspect of Mechatronics prepares the student by introducing a broad range of courses that peaks the interest of the learner, while expanding their industrial knowledge including Electrical, Mechanical, and Computer Science. The Mechatronics I Fundamentals Certificate is the best starting point for most students new to industrial maintenance or for students preparing to achieve an Associate's degree in Mechatronics. Job opportunities may include, but are not limited to Process and Manufacturing Maintenance, along with Electrical or Mechanical Apprentice, or Construction Site Maintenance.

FALL		Class	<u>Lab</u>	<b>Credit</b>
AMT 105	Robotics and Automated Control 1	2.0	3.0	3.0
EET 113 Ele	ctrical Circuits	3.0	3.0	4.0
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
MAT 155	Contemporary Mathematics or			
MAT 175	Algebra and Trigonometry I	<u>3.0</u>	0.0	3.0
		13.0	120	17.0

An Associate Degree in General Technology degree option is available for Mechatronics Technology.

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

\*Federal Gainful Employment Project

### MECHATRONICS II - AUTOMATED CONTROLS\* 19 SEMESTER HOURS\*

This certificate is designed to prepare students for entry-level, intermediate-level, or higher-level Industrial Maintenance positions, with cross-over to Electrical and Instrumentation positions. The Automated Controls aspect of Mechatronics prepares the student by introducing a broad range of manufacturing tactics, along with manufacturing theory including Electrical, Mechanical, and Computer Science. The Mechatronics II Automated Controls Certificate is the best starting point for most students that have a basic knowledge of industrial maintenance or have completed Mechatronics Certificate I - Fundamentals. Job opportunities may include, but are not limited to Process Plant and Manufacturing Maintenance, Construction Maintenance including Electrical and Mechanical.

SPRING		<u>Class</u>	<u>Lab</u>	<b>Credits</b>
EEM 271	Sensor and System Interfacing	1.0	3.0	2.0
EET 141	Electronic Circuits	3.0	3.0	4.0
EGR 112	Engineering Programming or			
EGR 130	Engineering Technology Applications and Programming <b>or</b>			
	Approved Elective	2.0	3.0	3.0
IMT 170	Statistical Process Control	<u>2.0</u>	3.0	3.0
		8.0	12.0	12.0
SUMMER				
EET 145	Digital Circuits	3.0	3.0	4.0
EEM 251	Programmable Controllers <b>or</b>			
EET 235	Programmable Controllers	2.0	3.0	3.0
	Š	8.0	9.0	7.0

<sup>\*</sup>EET 140 and EET 143 can be taken instead of EET 145.

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

An Associate Degree in General Technology degree option is available for Mechatronics Technology. \*Federal Gainful Employment Project

<sup>\*</sup>Semester hours vary according to the Digital Electronics course chosen. Students should consult their advisors.

### MECHATRONICS III - ADVANCED AUTOMATED SYSTEMS CERTIFICATE\* 19 SEMESTER HOURS

This certificate is designed to prepare students for entry-level, senior-level, or advanced-level Industrial Maintenance positions, with cross-over to Electrical, Automation and Instrumentation positions. The Automated Systems aspect of Mechatronics prepares the student by introducing an advanced level of manufacturing tactics, along with advanced manufacturing theory involving Electrical, Mechanical, and Computer Science. The Mechatronics III Advanced Automated Systems Certificate is the best starting point for most students that have entry-level to senior-level knowledge of industrial manufacturing and industrial maintenance or have completed Mechatronics Certificate II – Automated Controls. This certificate will expand the learner's knowledge of troubleshooting applications, along with programming and theory. Job opportunities may include, but are not limited to Process or Manufacturing Plant Maintenance, Construction Equipment Mechanic, Construction Electrician, Plant Quality Assurance Technician, Preventive Maintenance Technician, Engineering Technician, Automation Technician, Robotics Technician and Mechatronics Technician.

FALL EEM 252 EEM 215 EEM 145	Programmable Controller Applications DC/AC Machines Control Circuits	2.0 2.0 2.0 2.0	3.0 3.0 3.0 3.0	<u>Credit</u> 3.0 3.0 3.0
SPRING AMT 205 EEM 221 EEM 274	Robotics and Automated Controls II DC/AC Drives Technical/System Troubleshooting	2.0 2.0 <u>3.0</u> 13.0	3.0 3.0 <u>3.0</u> 18.0	3.0 3.0 <u>4.0</u> 19.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

An Associate Degree in General Technology degree option is available for Mechatronics Technology.

<sup>\*</sup>Federal Gainful Employment Project

### BASIC WELDING CERTIFICATE\* 19 SEMESTER HOURS

Using the modular formatted (NCCER) curriculum, students complete all NCCER Level I modules and may earn their national NCCER Level I credential. The curriculum includes blueprint reading, welding safety, oxyfuel cutting, and gas and arc welding. Students complete Level I NCCER modules in the SMAW welding process, including Beads and Fillet Welds, Open V-Groove Welds, and Open-Root Pipe Welds. This course is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops and maintenance welding, and it provides basic skills that will ultimately be needed for construction pipe welding and welding on nuclear power jobsites.

**Note:** To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.

Required items include:

- Safety Glasses
- Welding Gloves
- •Welding Hood (with #10 or #11 lens)
- •Oxyacetylene Goggles for cutting (with #4 or #5 lens)
- •Striker, Wire Brush, Chipping Hammer
- Protective Clothing (no synthetic blends -100% cotton is recommended)
- •8" high Steel Toe Boots

Fall		Class	<u>Lab</u>	<b>Credit</b>
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	<u>2.0</u>	<u>6.0</u>	<u>4.0</u>
		6.0	15.0	11.0
Spring				
WLD 113	Arc Welding II	2.0	6.0	4.0
WLD 115	Arc Welding III	<u>2.0</u>	<u>6.0</u>	<u>4.0</u>
	-	4.0	12.0	8.0

<sup>\*</sup>Federal Gainful Employment Project

### INTERMEDIATE WELDING CERTIFICATE\* 20 SEMESTER HOURS

Using the modular formatted (NCCER) curriculum, students complete all required NCCER Level II modules and may earn their national NCCER Level II credential and NCCER Core Credential. The curriculum includes reading welding detail drawings and SMAW, GMAW, GTAW, and FCAW welding processes. This certificate is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops and maintenance welding, and it provides basic skills that will ultimately be needed for construction pipe welding and welding on nuclear power jobsites.

**Note:** To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.

Required items include:

- Safety Glasses
- Welding Gloves
- •Welding Hood (with #10 or #11 lens)
- •Oxyacetylene Goggles for cutting (with #4 or #5 lens)
- •Striker, Wire Brush, Chipping Hammer
- •Protective Clothing (no synthetic blends -100% cotton is recommended0
- •8" high Steel Toe Boots

FALL		Class	<u>Lab</u>	<u>Credit</u>
WLD 103	Print Reading I	0.5	1.5	1.0
WLD 132	Inert Gas Welding – Ferrous	2.0	6.0	4.0
WLD 135	Inert Gas Welding – Aluminum	2.0	6.0	<u>4.0</u>
		4.5	13.5	9.0
SPRING				
IMT 211	Basic Industrial Skills II	3.0	0.0	3.0
WLD 225	Arc Welding Pipe I	2.0	6.0	4.0
WLD 154	Pipe Fitting and Welding	<u>2.0</u>	<u>6.0</u>	4.0
		7.0	12.0	11.0

## WELDING FUNDAMENTALS CERTIFICATE\* (Not intended for students who seek NCCER level certification) 21 SEMESTER HOURS

This certificate provides a sound introduction to welding processes. Although the curriculum uses the modular formatted (NCCER) curriculum, students complete NCCER modules across two levels of NCCER and are not required to complete all NCCER Level I modules. The curriculum includes blueprint reading, welding safety, oxyfuel cutting, and gas and arc welding. Students complete modules in the SMAW, FCAW, and GMAW welding processes. This certificate is taught to national welding codes and prepares students for testing and certification for entry level employment at local metal fabrication shops and maintenance welding.

**Note:** To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student. Required items include:

- Safety Glasses
- Welding Gloves
- •Welding Hood (with #10 or #11 lens)
- •Oxyacetylene Goggles for cutting (with #4 or #5 lens)
- •Striker, Wire Brush, Chipping Hammer
- Protective Clothing (no synthetic blends -100% cotton is recommended0
- •8" high Steel Toe Boots

Fall		Class	<u>Lab</u>	<b>Credit</b>
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	2.0	6.0	4.0
	-	4.0	12.0	8.0
Spring				
WLD 113	Arc Welding II	2.0	6.0	4.0
WLD 115	Arc Welding III	2.0	6.0	4.0
	_	4.0	12.0	8.0
Summer				
WLD 103	Print Reading I	0.5	1.5	1.0
WLD 132	Inert Gas Welding – Ferrous	2.0	<u>6.0</u>	<u>4.0</u>
		2.5	7.5	5.0

<sup>\*</sup>Federal Gainful Employment Project

### TRUCK DRIVER TRAINING CERTIFICATE 12 SEMESTER HOURS

The Orangeburg-Calhoun Technical College offers an excellent training program for beginning commercial motor vehicle drivers. The curriculum incorporates classroom instruction in a modern facility; media-based learning strategies, and hands-on-guidance to fully prepare students for the South Carolina Commercial Driver's License examination, Class A.

The mission of the program is to provide professional comprehensive training offered by state certified instructors for individuals at all levels of experience. Instruction focuses on safety and flexibility, resulting in the achievement of sustainable employment and competitive wages as a commercial motor vehicle license carrier.

#### **Entrance Requirements**

- Current Copy of South Carolina Driver's License
- Current official 10 year driving record, obtainable from the local SCDMV
- Current SLED catch results (which can be obtained online at www.sled.sc.gov)
- Copy of social security card
- Fluent in the English language, both spoken and written
- Ability to pass the Department of Transportation physical and drug screen with a minimum of 20/40
  vision in each eye, with or without corrective lenses; and no defects or diseases that would interfere
  with safely operating the equipment used throughout the training

Entry into the program is competitive and may require additional documentation for consideration.

	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
TDR 101 Introduction to Truck Driver Training	4.0	3.0	5.0
TDR 102 Fundamentals of Truck Driver Training	3.5	1.5	4.0
TDR 103 Preparation for CDL Examination	3.0	0.0	3.0
	10.5	4.5	12.0



# ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY 60-84 SEMESTER HOURS

The General Technology major allows students to select coursework for becoming multiskilled technicians. In addition to the minimum of fifteen credit hours in general education, the required core consists of a primary technical specialty, a secondary technical specialty, and electives.

The primary technical specialty consists of at least 28 semester hour credits in a single content area from an approved degree, diploma, or technical education certificate program. The secondary technical specialty consists of 12 semester hour credits from another technical area. The student may use a minimum of 5 more semester hour credits to develop a third technical specialty or to enhance the primary and secondary technical specialties as approved by their advisors. Colleges may also develop technical specialty offerings based upon local business/industry needs.

Students work with their advisors to develop a specific contract for the courses they will take under the Associate in Applied Science Degree. The student's advisor and the Vice-President for Academic Affairs must approve this contract. To receive financial assistance, veterans must also have prior approval of their programs by a VA counselor.

The following pages contain sample program models for the Associate in Applied Science Major in General Technology that are most commonly requested by students enrolled in certificate programs. Students should consult with their dean and/or advisor regarding other available curriculum models.

# ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY PRIMARY TECHNICAL SPECIALTY: AGRICULTURE SECONDARY TECHNICAL SPECIALTY: BUSINESS 65 SEMESTER HOURS

As a leading industry in South Carolina, agriculture is vital to all areas of the state, especially the rural areas. An increased understanding of agricultural practices to improve the substantiability of farms or agricultural industries will benefit students in this program. The General Technology major allows the agriculture student to become skilled in an additional technology field.

Students can select a Secondary Technical Specialty in Automotive, Business, Industrial Maintenance, or Welding. In addition, students can complete an add-on certificate in Basic Diesel Maintenance. Students will work closely with their advisor to develop the planned coursework to obtain the General Technology Degree.

Graduates will obtain the knowledge and skills to be successful in agricultural production or in the agricultural support industries. In addition, they will develop unique skills that will allow them opportunities to expand employment opportunities.

CORE CURRICULUM 25 HOURS Communications: ENG 155, ENG 165

Humanities/Fine Arts Elective: 3 credit hours must

be selected from the following:

ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 101, MUS 105, PHI 101, PHI 110, REL 101

Natural Sciences/Math: Mathematics: MAT 155 Science: BIO 101

Computer Technology: CPT 170

Directed Elective - 6 hours: 3 hours from COL 103 or AGR 211 and 3 hours from AGR 214 or BAF 101

**PRIMARY Technical Specialty** 

Requirements: 25 HOURS

AGR 201, AGR 202, AGR 203, AGR 204, AGR 205, AGR 206,

BIO 102, BUS 101

**Secondary Technical Specialty** 

Requirements: 15 HOURS

ACC 101, BAF 101, BUS 101, ECO 201, MGT 101,

MKT 101

**TOTAL COURSE OF STUDY 65 HOURS** 

FALL I		CLASS	LAB	CREDIT	
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0	
BIO 101	Biological Science I	3.0	3.0	4.0	
ENG101	English Composition I or				
ENG155	Communications I	3.0	0.0	3.0	
MAT 155	Contemporary Mathematics	3.0	0.0	3.0	
COL 103	College Skills or AGR 211	3.0	0.0	3.0	
	_	15.0	3.0	16.0	
SPRING I					
AGR 204	Introduction to Plant Sciences	3.0	0.0	3.0	
BIO 102	Biological Science II	3.0	3.0	4.0	
ENG 102	English Composition II or				
ENG 165	Professional Communications	3.0	0.0	3.0	
BUS 101	Introduction to Business	<u>3.0</u>	0.0	<u>3.0</u>	
		12.0	3.0	13.0	
SUMMER					
AGR 203	Introduction to Animal Science	3.0	3.0	4.0	
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0	
		6.0	6.0	8.0	
FALL II					
AGR 205	Integrated Pest Management	3.0	0.0	3.0	
ACC 101	Accounting Principles I	3.0	0.0	3.0	
MGT 101	Principles of Management	3.0	0.0	3.0	
ECO 201	Economic Concepts	3.0	0.0	3.0	
HUMANITIE	ES ELECTIVE '	3.0	0.0	3.0	
		15.0	0.0	15.0	
SPRING II					
AGR 202	Soils	3.0	3.0	4.0	
BAF 101	Personal Finance or AGR 214	3.0	0.0	3.0	
MKT 101	Marketing	3.0	0.0	3.0	
CPT 170	Microcomputer Applications	3.0	0.0	3.0	
		12.0	3.0	13.0	

Check SC TRAC or the OCtech website for the Articulation Agreement with Clemson University. www.octech.edu/admissions/transfer-from-OCtech

### ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY

PRIMARY TECHNICAL SPECIALTY: ENGINEERING GRAPHICS TECHNOLOGY SECONDARY TECHNICAL SPECIALTY: MACHINE TOOL TECHNOLOGY 73 SEMESTER HOURS

Communications:

ENG 101\*, ENG 102\*, ENG 160 Humanities/Fine Arts:

HSS 101, HIS 101\*, PHI 101, HSS 105

Social/Behavioral Science (choose one):

PSY 103, PSY 201

Math:

MAT 110, MAT 111, MAT 175, MAT 176

**COURSE REQUIREMENTS** 

**49 HOURS** 

ECT 152, EGT 110, EGT 151, EGT 172, EGT 245, EGT 220, EGT 225, EGT 251, EGT 265, EGT 259, MTT 111,

AET 101, CIM 131, MTT 258, MTT 251

ELECTIVES

TOTAL COURSE OF STUDY

9 HOURS

73 HOURS

\*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options. Students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

FALL I			Class Lab	Credi	it
EGT	152	Fundamentals of CAD* (IED)	2.0	3.0	3.0
EGT	110	Engineering Graphics I	1.0	9.0	4.0
MTT	111	Machine Tool Theory and Practice I	2.0	9.0	5.0
EGT	151	Introduction to CAD	2.0	3.0	3.0
CPT	170	Microcomputer Applications	3.0	0.0	<u>3.0</u>
			10.0	24.0	18.0
SPRING					
EGT	172	Electronic Drafting	2.0	0.0	2.0
EGT	245	Principles of Parametric CAD	2.0	3.0	3.0
AET	101	Civil Eng. and Architecture * (CEA)	2.0	3.0	3.0
MAT	175	Algebra and Trigonometry I	3.0	0.0	3.0
		Directed Elective	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>
			11.0	9.0	14.0
SUMM					
EGT	220	Structural and Piping Applications	2.0	6.0	4.0
CIM	131	Computer Integrated Manufacturing* (CIM)	1.0	6.0	3.0
MTT	258	Machine Tool CAM	2.0	3.0	3.0
EGT	225	Architectural Drawing Applications	<u>2.0</u>	<u>6.0</u>	<u>4.0</u>
			7.0	21.0	14.0
FALL II					
MTT	251	CNC Operations	2.0	3.0	3.0
EGT	251	Principles of CAD	2.0	3.0	3.0
EGT	265	CAD/CAM Applications	2.0	3.0	3.0
ENG	160	Technical Communications	3.0	0.0	3.0
		Directed Elective	2.0	3.0	3.0
600U			11.0	12.0	15.0
SPRING		A	0.0	2.0	2.0
EGT	259	Advanced Architectural CAD	2.0	3.0	3.0
DCV	100	Elective	2.0	3.0	3.0
PSY	103	Human Relations	3.0	0.0	3.0
HSS	105	Technology and Culture (or HSS 101)	<u>3.0</u>	0.0	3.0
*D:	العلممانة	- M C	10.0	6.0	12.0
^Projec	t Lead th	ie Way Course			

<sup>\*</sup>Project Lead the Way Course

Check SC TRAC or the OCtech website for the Articulation Agreement with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

#### ASSOCIATE DEGREE IN APPLIED SCIENCE **GENERAL TECHNOLOGY** PRIMARY TECHNICAL SPECIALITY: WELDING TECHNOLOGY SECONDARY TECHNICAL SPECIALITY: INDUSTRIAL MAINTENANCE TECHNOLOGY

**64 SEMESTER HOURS** 

CORE CURRICULUM:	15 HOURS
COMMUNICATIONS: ENG 160 HUMANITIES/FINE ARTS:	3 HOURS 6 HOURS
HSS 101, HSS 105 SOCIAL/BEHAVIORAL SCIENCES:	3 HOURS
PSY 103 NATURAL SCIENCES/MATH: MAT 155 or higher	3 HOURS
PRIMARY TECHNICAL SPECIALTY: WLD 103, WLD 106, WLD 111, WLD 113, WLD 115, WLD 132, WLD 135, WLD 154, WLD 225	33 HOURS
SECONDARY TECHNICAL SPECIALTY REQUIREMENT: IMT 131, IMT 210, IMT 211, IMT 223, IMT 230	16 HOURS
TOTAL COURSE OF STUDY:	64 HOURS

FALL I WLD 106 WLD 111 MAT 155 IMT 131	Gas and Arc Welding Arc Welding I Contemporary Mathematics Hydraulics and Pneumatics	Class 2.0 2.0 3.0 3.0 10.0	<u>Lab</u> 6.0 6.0 0.0 <u>3.0</u> 15.0	4.0 4.0 3.0 4.0 15.0
SPRING I WLD 113 WLD 115 PSY 103 IMT 210	Arc Welding II Arc Welding III Human Relationships Basic Industrial Skill I	2.0 2.0 3.0 <u>2.0</u> 9.0	6.0 6.0 0.0 <u>3.0</u> 15.0	4.0 4.0 3.0 3.0 14.0
SUMMER WLD 132 WLD 103 IMT 211	Inert Gas Welding-Ferrous Print Reading I Basic Industrial Skills II	2.0 0.5 <u>2.0</u> 4.5	6.0 1.5 <u>3.0</u> 10.5	4.0 1.0 <u>3.0</u> 8.0
FALL II WLD 154 WLD 225 IMT 223 ENG 160	Pipe Fitting and Welding Arc Welding Pipe I Packing and Seals Technical Communications	2.0 2.0 2.0 3.0 9.0	6.0 6.0 3.0 0.0 15.0	4.0 4.0 3.0 3.0 14.0
SPRING II HSS 105 WLD 135 IMT 230 HSS 101	Technology and Culture Inert Gas Welding - Aluminum Reliability Centered Maintenance Introduction to Humanities	3.0 2.0 2.0 3.0 10.0	0.0 6.0 3.0 0.0 9.0	3.0 4.0 3.0 3.0 13.0

# ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY PRIMARY TECHNICAL SPECIALITY: MECHATRONICS SECONDARY TECHNICAL SPECIALITY: INDUSTRIAL MAINTENANCE 74 SEMESTER HOURS

CORE CURRICULUM:	15 HOURS
COMMUNICATIONS: ENG 160 HUMANITIES/FINE ARTS: HSS 101, HSS 105	3 HOURS 6 HOURS
SOCIAL/BEHAVIORAL SCIENCES:	3 HOURS
PSY 103 NATURAL SCIENCES/MATH: MAT 155, MAT 175	3 HOURS
PRIMARY TECHNICAL SPECIALTY:	41 HOURS
AMT 105, AMT 205, CWE 113, EEM 145, EEM 215, EEM 221, EEM 230,	EEM 251,
EEM 252, EEM 271, EET 113, EET 141, EET 145, EET 235, EET 261, EGR SECONDARY TECHNICAL SPECIALTY REQUIREMENT: EEM 274, IMT 131, IMT 170, IMT 210	112, EGR 130, <b>14 HOURS</b>
TOTAL COURSE OF STUDY:	70 HOURS

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
AMT 105 EET 113 IMT 210 IMT 131 MAT 155	Robotics and Automated Control I Electrical Circuits I Basic Industrial Skills I Hydraulics and Pneumatics Contemporary Math <b>or</b>	2.0 3.0 2.0 3.0	2.0 3.0 3.0 3.0	3.0 4.0 3.0 4.0
MAT 175	Algebra and Trigonometry I	3.0 13.0	0.0 12.0	<u>3.0</u> 17.0
SPRING I EET 141 IMT 170 EGR 112 EGR 130	Electronic Circuits Statistical Process Control Engineering Programming or Engineering Technology Applications	3.0 2.0	3.0 3.0	4.0 3.0
EEM 271 ENG 160	and Programming Sensors and System Interfacing Technical Communications	2.0 1.0 <u>3.0</u> 11.0	3.0 3.0 <u>0.0</u> 12.0	3.0 2.0 <u>3.0</u> 15.0
SUMMER I CWE 113	Cooperative Work Experience <b>or</b> Approved Elective	0.0	15.0	3.0
EET 145 EEM 230 EEM 251	Digital Electronics <b>or</b> Digital Electronics Programmable Controllers <b>or</b>	3.0	3.0	4.0
EET 235 HSS 105	Programmable Controllers Technology and Culture	2.0 <u>3.0</u> 8.0	3.0 <u>0.0</u> 21.0	3.0 <u>3.0</u> 13.0
FALL II EEM 252 EEM 145 HSS 101 EEM 215	Programmable Controller Applications Control Circuits Introduction to Humanities DC/AC Machines	2.0 2.0 3.0 2.0 9.0	3.0 3.0 0.0 <u>3.0</u> 9.0	3.0 3.0 3.0 3.0 12.0
SPRING II AMT 205 EEM 274 EEM 221 PSY 103	Robotics and Automated Controls II Technical/Systems Troubleshooting DC/AC Drives Human Relations	1.0 3.0 2.0 3.0 9.0	6.0 3.0 3.0 0.0 12.0	3.0 4.0 3.0 3.0 13.0

<sup>+</sup> EET 140 Digital Electronics and EET 143 Digital Electronics Lab can be taken instead of EET 145.

<sup>\*</sup>Project Lead the Way Course

### ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY

# PRIMARY TECHNICAL SPECIALITY: PATIENT CARE TECHNICIAN SECONDARY TECHNICAL SPECIALITY: HEALTH SCIENCE 63 SEMESTER HOURS

CORE CURRICULUM	36 HOURS
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**Communications:** 

\*ENG 101, SPC 205

Humanities/Fine Arts (Choose one):

Humanities Elective

Social/Behavioral Sciences:

\*PSY 201, PSY 203

Natural Sciences/Math:

\*BIO 210, \*BIO 211, \*BIO 225, MAT 155

Other Courses:

CPT 170, COL 103

COURSE REQUIREMENTS

27 HOURS

\*\*AHS 104, AHS 106, AHS 119, AHS 141, AHS 144

AHS 145, AHS 163, AHS 166, AHS 181

#### TOTAL COURSE OF STUDY

**63 HOURS** 

<sup>\*\*</sup>Minimum of 80% competency required in all AHS courses.

SEMESTER	1	Class	Lab	Credit
AHS 106	CPR & First Aid	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
COL 103	College Skills	3.0	0.0	3.0
	-	9.0	9.0	12.0
SEMESTER	2			
AHS 141	Phlebotomy for the			
	Health Care Provider	1.0	6.0	3.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
AHS 181	Medical Document Formatting for			
	Healthcare	3.0	0.0	3.0
AHS 119	Health Careers	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.5	7.5	12.0
SEMESTER				
AHS 144	Phlebotomy Practicum	0.0	15.0	5.0
AHS 145	Electrocardiography	1.0	3.0	2.0
PSY 201	General Psychology	3.0	0.0	3.0
BIO 210	Anatomy & Physiology I	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
		7.0	21.0	14.0
SEMESTER				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
AHS 166	ECG in a Clinical Setting	0.0	6.0	2.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
CPT 170	Microcomputer Applications	<u>3.0</u>	0.0	<u>3.0</u>
	_	9.0	9.0	12.0
SEMESTER				
BIO 225	Microbiology	3.0	3.0	4.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
ENG 101	English Composition	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	3.0	13.0

<sup>\*</sup> Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses. ENG 155 will also be accepted to satisfy the ENG 101 requirement.

### ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY

PRIMARY SPECIALTY: FIRE SCIENCE/EMERGENCY MEDICAL TECHNICIAN SECONDARY SPECIALTY: CRIMINAL JUSTICE 62 or 63 SEMESTER HOURS

CORE CURRICULUM

27 or 28 HOURS

Communications:

ENG 101, SPC 205

Humanities/Fine Arts (Choose one):

Humanities Elective

Social/Behavioral Sciences:

PSY 201

Natural Sciences:

BIO 110, or BIO 112, or BIO 210

Math: MAT 155

Computer Technology: CPT 170 or CPT 101

Other Courses:

Electives (6 hours), Must be approved by Program Coordinator

PRIMARY TECHNICAL SPECIALTY:

23 HOURS

AHS 104, AHS 106, EMS 105, EMS 106, EMS 208

\*Students must complete the equivalent of 10 semester credit hours of South Carolina Fire Academy (SCFA), or National Fire Academy, training based on recommendations made by the American Council on Education (ACE), per the South Carolina Technical College System and the South Carolina Fire Academy Articulation Agreement. A maximum of 9.0 credit hours for SCFA 1000 series courses shall be awarded. All other SCFA coursework submitted for exemption credit must be at the 2000 series level or above.

#### SECONDARY TECHNICAL SPECIALTY:

12 HOURS

CRJ 101, CRJ 202, CRJ 224, CRJ 230

\*\*Course substitutions in this cognate can be made with the approval of the Program Coordinator.

#### SEMESTER CURRICULUM MODEL Class Lab Credit FALL I **CRJ 101** Introduction to Criminal Justice 3.0 0.0 3.0 AHS 104 Medical Vocabulary/Anatomy 2.5 1.5 3.0 BIO 110 General Anatomy & Physiology or 3.0 0.0 3.0 3.0 3.0 4.0 **BIO 112** Basic Anatomy & Physiology or Anatomy & Physiology I 3.0 3.0 4.0 BIO 210 **EMS 105 Emergency Medical Care I** 2.0 6.0 4.0 7.5 or 10.5 or 13.0 or 11.0 9.0 14.0 SPRING I CRJ 202 Criminalistics 3.0 3.0 4.0 EMS 106 **Emergency Medical Care II** 2.0 6.0 4.0 **EMS 208 EMS Field Internship** 0.0 3.0 1.0 MAT 155 **Contemporary Mathematics** 3.0 0.0 3.0 PSY 201 General Psychology 3.0 0.0 3.0 12.0 15.0 11.0 FALL II **ENG 101 English Composition** 3.0 0.0 3.0 HSS 101 Introduction to Humanities 3.0 0.0 3.0 Introduction to Computers or **CPT 101** 3.0 0.0 3.0 **CPT 170** Microcomputer Applications 3.0 0.0 3.0 Elective (MUST be approved by Program Coordinator) 0.0 3.0 3.0 12.0 0.0 12.0 SPRING II 3.0 0.0 3.0 CRJ 224 Police Community Relations CRJ 230 Criminal Investigations 3.0 0.0 3.0 SPC 205 **Public Speaking** 3.0 0.0 3.0 Elective (MUST be approved by Program Coordinator) 3.0 0.0 3.0 12.0 0.0 12.0

### ASSOCIATE DEGREE IN APPLIED SCIENCE GENERAL TECHNOLOGY

## PRIMARY TECHNICAL SPECIALITY: MEDICAL ASSISTING SECONDARY TECHNICAL SPECIALITY: ADMINISTRATIVE OFFICE TECHNOLOGY 63 SEMESTER HOURS

CORE CURRICULUM: 18/19 HOURS

Communications: ENG 155, ENG 165

Humanities/Fine Arts: (choose one)

HSS 101 or HSS 105

Social/Behavioral Sciences:

**PSY 201** 

Natural Sciences/Math:

BIO 110 or BIO 112, and MAT 155

**COURSE REQUIREMENTS** 

MED 107, MED 109, MED 112, MED 115, MED 116, MED 120, MED 124, MED 156

28 HOURS (Primary Technical Specialty)

CPT 170, AHS 181, MGT 101, (choose one: BUS 101, BUS 140, ACC 101)

12 HOURS (Secondary Technical Specialty)

OTHER COURSES AHS 104, AHS 110

\*Minimum of 80% competency required in all designated core courses.

FALL I		Class	Lab	Credit
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
MED 115	Medical Office Lab Procedures I	3.0	3.0	4.0
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
MED 107	Medical Office Management	3.0	3.0	4.0
MED 120	Medical Assistant Emergency Preparedness		0.0	<u>2.0</u>
		16.5	7.5/10	18.0/19.0
SPRING I				
AHS 110	Patient Care Procedures	1.0	3.0	2.0
AHS 181	Medical Document Formatting	3.0	0.0	3.0
MED 116	Medical Office Lab Procedures II	3.0	3.0	4.0
MED 109	Medical Business Records	3.0	0.0	3.0
MED 112	Medical Assisting Pharmacology	1.0	3.0	2.0
MED 124	Medical Computer Practicum	<u>3.0</u>	0.0	<u>3.0</u>
		14.0	9.0	17.0
SUMMER I				
ENG 155	Communications I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MED 156	Clinical Experience I *	0.0	18.0	6.0
CPT 170	Microcomputer Applications	<u>3.0</u>	0.0	<u>3.0</u>
		9.0	18.0	15.0
FALL II				
******	Humanities (HSS 101 or HSS 105)	3.0	0.0	3.0
******	Business or Accounting			
	(BUS 101, BUS 140, or ACC 101)	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		12.0	0.0	12.0

### GENERAL STUDIES CERTIFICATE 15 SEMESTER HOURS

The General Studies Certificate Program provides individuals who are undecided as to their final academic and career goals with an opportunity to earn a certificate by taking courses to meet the requirements of a variety of academic disciplines. The Certificate may be customized for students to explore their individual interests and/or needs. Courses will be selected from approved degree, diploma or certificate programs that are currently being offered by the College. This program is ideal for students to get started in college while working to select a major at OCtech or another institution.

Federal financial aid does not apply to this program.

	Class	Lab	Credit
#General Elective	3.0	0.0	3.0
*Directed Electives	6.0	0.0	6.0
+Open Electives	<u>6.0</u>	0.0	<u>6.0</u>
	15.0	0.0	15.0

#General Elective: 3 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.

<sup>\*</sup>Directed Electives: 6 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.

<sup>+</sup>Open Electives: 6 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.



#### ASSOCIATE DEGREE IN APPLIED SCIENCE RADIOLOGIC TECHNOLOGY 93 SEMESTER HOURS

For most people, the term "x-ray" creates an image of someone who has been injured and must have an x-ray to rule out or confirm a broken bone. Due to advancements in technology, today radiation is used to produce images of the body internally and to treat cancer. Special modalities such as Mammography, Ultrasound, Magnetic Resonance Imaging (MRI), Nuclear Medicine, and Computed Tomography (CT) are growing rapidly.

Radiographers produce x-ray images (radiographs) of the human body for use in diagnosing medical problems. They interact with patients by explaining procedures and various positioning techniques necessary to produce quality images of the body. An extensive knowledge of radiography equipment is essential to produce quality radiographs. Radiographers are highly skilled individuals who through the use of high tech equipment are a vital part of the healthcare team.

Students in OCtech's Radiologic Technology (RAD) program receive a technological education consisting of classroom and clinical experience. Students get "hands on" experience by assisting the radiographer and radiologist in examining patients for disease or injuries by using various imaging modalities and radiographic equipment. RAD students are also exposed to other areas of the hospital in which radiographic procedures are performed, such as in the Emergency Room, Surgery, Intensive Care Unit, Cardiac Care Unit, Nursery, or the patient's room utilizing mobile X-ray units, Computed Tomography, Nuclear Medicine, Magnetic Resonance Imaging, Ultrasound, Radiation Therapy, Heart Cath, and Special Procedures.

CORE CURRICULUM

20 HOURS

Communications:

ENG 101\*

Humanities/Fine Arts (Choose one): ENG 201, ENG 202, ENG 205, ENG 206, HIS 101, HIS 102, HIS 201, HIS 202, HIS 115, HSS 101, PHI 101, PHI 110 Social/Behavioral Sciences:

\*PSY 201

Natural Sciences/Math: \*BIO 210,\*BIO 211, MAT 102 Computer Technology:

Computer Technolog CPT 170

**COURSE REQUIREMENTS** 73 HOURS
\*\*RAD 101, RAD 102, RAD 110, RAD 115,
RAD 121, RAD 130, RAD 136, RAD 152,
RAD 165, RAD 175, \*\*RAD 201, RAD 210,
RAD 220, RAD 230, RAD 235, RAD 258,
RAD 268, RAD 278, CPT 170, \*\*AHS 145

#### TOTAL COURSE OF STUDY 93 HOURS

- \* Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.
- \*\* Speech component included.

Minimum of 80% competency required in all RAD courses and AHS 145.

COL 103, College Skills, and AHS 104 Medical Vocabulary/Anatomy are recommended for new students.

The mission of the Orangeburg-Calhoun Technical College Department of Radiologic Technology is to provide a comprehensive education in the science of radiography that will allow graduates to deliver efficient healthcare and contribute to the life of the communities of interest.

The program goals are:

- 1. The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.
- 2. The student will demonstrate academic and technical competence as an entry level radiographer.
- 3. The student will communicate effectively in the classroom and clinical setting.
- 4. The student will demonstrate professional attitudes, behavior and ethics in the clinical and classroom environment as well as participate in professional development activities.

Graduates of the program are eligible to sit for the official registry exam given by the American Registry of Radiologic Technologists (A.R.R.T.). Upon passing the exam, they are entitled to use the abbreviation R.T. (R.) (A.R.R.T.), which means Registered Radiographer, following their name.

OCtech's Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone number: (312) 704-5300; e-mail address: mail@jrcert.org or www.jrcert.org

With additional education, Radiologic Technology can be a stepping stone for careers in the related allied health professions, such as Radiation Therapy, Nuclear Medicine, Ultrasound, Education, Management, Special Procedures, Computed Tomography, Magnetic Resonance Imaging and Mammography.

Classes begin in the fall semester only. Admission to the Radiologic Technology program is based on successful completion of an interview with program faculty, all required program paperwork, and admission requirements to include placement tests and proof of high school diploma or G.E.D. Admission requirements may be obtained by attending a Health Information Programs Session or online at www.octech.edu. All applicants are required to attend a session face-to-face or online as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu. It is highly recommended that students job shadow prior to applying to the program.

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only.

Criminal Background Checks and Drug Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

Proof of current CPR certification before entering RAD clinical educational centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out-of-town travel will be required for selected clinical experiences. Students are responsible for their own transportation to and from the clinical sites. Sites are located in Orangeburg, Columbia and Manning. All students will rotate to the various clinical sites.

Minimum grade of "B" (80%) competency required in all Radiology courses and AHS 145. Minimum grade of "C" is required in all related courses.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE RADIOLOGIC TECHNOLOGY SEMESTER CURRICULUM MODEL

FALL I RAD 101 RAD 102 MAT 102 BIO 210 RAD 152 RAD 130	Introduction to Radiography * Radiology Patient Care Procedures Intermediate Algebra Anatomy and Physiology I Applied Radiography I Radiographic Procedures I	Class 1.0 1.0 3.0 3.0 0.0 2.0 10.0	Lab 3.0 3.0 0.0 3.0 6.0 3.0 18.0	2.0 2.0 3.0 4.0 2.0 3.0 16.0
SPRING I ENG 101 BIO 211 RAD 165 RAD 136 RAD 110	English Composition I Anatomy and Physiology II Applied Radiography II Radiographic Procedures II Radiographic Imaging I	3.0 3.0 0.0 2.0 2.0 10.0	0.0 3.0 15.0 3.0 3.0 24.0	3.0 4.0 5.0 3.0 3.0 18.0
RAD 115 RAD 175 RAD 121	Radiographic Imaging II Applied Radiography III Radiography Physics	3.0 0.0 <u>3.0</u> 6.0	0.0 15.0 <u>3.0</u> 18.0	3.0 5.0 <u>4.0</u> 12.0
FALL II RAD 230 RAD 258 RAD 210 PSY 201	Radiographic Procedures III Advanced Radiography I Radiographic Imaging III General Psychology	2.0 0.0 3.0 <u>3.0</u> 8.0	3.0 24.0 0.0 0.0 27.0	3.0 8.0 3.0 3.0 17.0
SPRING II RAD 201 RAD 220 RAD 268 CPT 170	Radiation Biology Selected Imaging Topics Advanced Radiography II Microcomputer Applications Humanities Elective	2.0 3.0 0.0 3.0 3.0 11.0	0.0 0.0 24.0 0.0 0.0 24.0	2.0 3.0 8.0 3.0 3.0 19.0
RAD 278 RAD 235 AHS 145	Advanced Radiography III Radiography Seminar I Electrocardiography*	4.0 1.0 <u>1.0</u> 6.0	12.0 0.0 <u>3.0</u> 15.0	8.0 1.0 <u>2.0</u> 11.0

<sup>\*</sup>Speech component included.

Minimum of 80% competency is required in all Radiology courses and AHS 145.

A minimum grade of "B" is required in AHS 145 and all Radiology courses to graduate from the program.

A minimum grade of "C" is required in all related courses.

Check SC TRAC or the OCtech website for the Articulation Agreement with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

#### ASSOCIATE DEGREE IN APPLIED SCIENCE RESPIRATORY CARE TECHNOLOGY 84 SEMESTER HOURS

Respiratory Therapists have more exciting career opportunities than ever before. The growing need for respiratory therapists is due to advances in technology and expanding medical practices. According to the U.S. Bureau of Labor and Statistics, Respiratory Care is expected to grow by nearly 30% over the next decade.

Individuals who graduate from the Advanced Level Respiratory Care Program will become an important member of the health care team and work closely with physicians for positive patient outcomes. Therapists are involved with crucial aspects of patient care such as attending high risk deliveries and C-Sections and must respond to all life threatening hospital medical emergencies.

Therapists must be able to work with diverse groups of patients, from infants to adults, performing procedures such as arterial blood gas analysis, intubation and technologically advanced ventilator management. Therapists also play a vital role in patient education in the areas of cardiac and pulmonary rehabilitation. Students who are accepted into the program will be required to travel to hospital affiliates for clinical practice after their first semester. Clinical practice rotations include physician's rounds and exposure to all aspects of respiratory care.

**CORE CURRICULUM** 

31 HOURS

Communications:

\*ENG 101

**Humanities/Fine Arts:** 

**Humanities Elective** 

Behavioral/Social Science:

\*PSY 201

Natural Sciences/Math:

\*BIO 210, BIO 211, BIO 225, CHM 105,

MAT 101

OTHER REQUIRED COURSES

CPT 170

COURSE REQUIREMENTS 53 HOURS

RES 101, RES 121, RES 123, RES 111, RES 131, RES 141, RES 150, RES 152, RES 204, RES 246, RES 249, RES 232, RES 236, RES 255, RES 274,

RES 241, RES 275

#### TOTAL COURSE OF STUDY 84 HOURS

\*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Minimum of an 80% competency is required in all RES classes.

COL 103, College Skills, is recommended for all new students.

The mission of the Respiratory Care Program is to provide a comprehensive and engaging curriculum that graduates competent Respiratory Therapists who deliver professional, ethical, and evidence-based services to those they serve. Respiratory Care Practitioners are licensed by the State of South Carolina after successful completion of board examinations. Therapist's board credentials include: Certified Respiratory Therapists (CRT) and Registered Respiratory Therapists (RRT), as well as many specialty credentials.

Career opportunities for graduates may include:

- Neonatal/Pediatric therapy- NICU/PICU, high risk pregnancies, C-sections
- Heart catheterization labs
- Home Care Oxygen therapy, Sleep Apnea (CPAP/BiPAP)
- Polysomnography (Sleep) labs hospital associated, private corporations
- Physician offices
- Pulmonary Function Testing (PFT) labs
- Long-term care facilities skilled nursing facilities
- Transport Team ground and air: neonatal, pediatric and adult
- Education secondary schools, college/university

Respiratory Therapists can earn Bachelor and Master's degrees in respiratory care, and PhDs in pulmonary sciences.

Upon graduation, the student is eligible to take the Respiratory Care Entry Level Exam administered by the National Board for Respiratory Care to be followed by the Registry Exam. OCtech's Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX, 76021-4244; Telephone: (817) 283-2835; http://www.coarc.com.

Admission to the Respiratory Care Program is based upon successful completion of placement tests and proof of high school diploma or GED. Admissions requirements may be obtained by attending a Health Information Programs Session. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu on the Health Sciences page.

Classes begin in the fall semester only.

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only.

Criminal Background Checks and Drug Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

Special Note: Proof of current CPR certification before entering RES clinical education centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out of town travel will be required for selected clinical experiences and seminars.

Minimum of an 80% competency is required in all RES courses. A minimum grade of "C" is required in all related courses.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE RESPIRATORY CARE TECHNOLOGY SEMESTER CURRICULUM MODEL

FALL I		<u>Class</u>	<u>Lab</u>	<b>Credits</b>
RES 101	Introduction to Respiratory Care	2.0	3.0	3.0
RES 121	Respiratory Skills I	3.0	3.0	4.0
RES 123	Cardiopulmonary Physiology	2.0	3.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
BIO 210	Anatomy and Physiology I	<u>3.0</u>	3.0	<u>4.0</u>
SPRING I		13.0	12.0	17.0
RES 111	Pathophysiology	1.0	3.0	2.0
RES 131	Respiratory Skills II	3.0	3.0	4.0
RES 150	Clinical Applications I	0.0	12.0	4.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
	- concrete to specifically	10.0	21.0	17.0
SUMMER I				
RES 141	Respiratory Skills III	2.0	3.0	3.0
RES 152	Clinical Applications II	0.0	9.0	3.0
ENG 101	English Composition I	<u>3.0</u>	0.0	3.0
		5.0	12.0	9.0
FALL II				
RES 204	Neonatal/Pediatric Respiratory Care	2.0	3.0	3.0
RES 246	Respiratory Pharmacology	2.0	0.0	2.0
RES 249	Comprehensive Applications*	1.0	3.0	2.0
RES 255 BIO 225	Clinical Practice	0.0	15.0	5.0
DIO 223	Microbiology	3.0 8.0	<u>3.0</u> 24.0	<u>4.0</u> 16.0
SPRING II		0.0	24.0	10.0
RES 232	Respiratory Therapeutics	2.0	0.0	2.0
RES 236	Cardiopulmonary Diagnostics	2.0	3.0	3.0
RES 275	Advanced Clinical Practice	0.0	15.0	5.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CHM 105	General, Organic and Biochemistry	3.0	3.0	4.0
		10.0	21.0	17.0
SUMMER II				
RES 241	Advanced Respiratory Care Transition	0.0	3.0	1.0
RES 274	Advanced Clinical Practice	0.0	12.0	4.0
****	Humanities Elective	3.0	0.0	3.0
		3.0	15.0	8.0

Minimum of an 80% competency is required in all RES courses.

A minimum grade of "C" is required in all related courses.

Recommended additional course AHS 104.

Check SC TRAC or the OCtech website for the Articulation Agreement with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

<sup>\*</sup> Communication/Speech component included.

# ASSOCIATE DEGREE IN APPLIED SCIENCE PHYSICAL THERAPIST ASSISTANT 78 SEMESTER HOURS MODEL FOR 2016-17 PROGRAM ENTRY

Physical Therapist Assistants are skilled healthcare professionals qualified to perform selected physical therapy interventions under the direction and supervision of a Physical Therapist. They can treat individuals of any age with health conditions or physical limitations that impair their ability to perform activities of daily living. Physical Therapist Assistants can treat patients in a variety of settings, including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing centers, extended care facilities, subacute facilities, home health care agencies, education or research centers, occupational and workplace environments, athletic facilities, and fitness or sports training centers. The goal of physical therapy intervention is to prevent or improve the loss of mobility so people can live more active lifestyles.

Treatment interventions provided by Physical Therapist Assistants, under the direction of a Physical Therapist, promote functional independence through coordination, communication, documentation, patient/client related instruction, and direct intervention. Examples of direct interventions include aerobic endurance activities, aquatic exercises, balance and coordination training, body mechanics, ergonomic training, breathing strategies, ventilator muscle training, conditioning and reconditioning training, developmental training, gait and locomotion training, motor function training, neuromuscular education, relaxation, inhibition, or facilitation training, perceptual training, posture awareness training, sensory training, strengthening, stretching, or structural play.

CORE CURRICULUM 32 HOURS
Communications:
ENG 101\*, SPC 205\*
Humanities/Fine Arts (Choose one):
Humanities Elective\*\*
Social/Behavioral Sciences:
PSY 201\*, PSY 203\*
Natural Sciences/Math:
BIO 210\*, BIO 211\*, AHS 104, CPT 170 OR
CPT 101\*, MAT 102

COURSE REQUIREMENTS 46 HOURS PTH 101, PTH 102, PTH 115, PTH 202, PTH 205, PTH 235, PTH 240, PTH 242, PTH 244, PTH 266, PTH 270, PTH 275, PTH 276

TOTAL COURSE OF STUDY 78 HOURS

\*University transfer level courses.

\*\*A complete list of approved electives is available through the Program Coordinator.

An 80% competency is required for all PTH courses.

COL 103 is recommended for new students.

The mission of the Physical Therapist Assistant Program at Orangeburg-Calhoun Technical College is to provide a comprehensive and engaging curriculum to graduate competent PTAs who are capable of progressing movement in rural health care settings by delivering professional, ethical, and evidenced-based services.

Admission to the Physical Therapist Assistant Program is competitive and based on specific requirements that can be obtained from attending a Health Information Programs (HIP) Session. A listing of these scheduled sessions can be found online at http://www.octech.edu on the Health Sciences page. Students can also take the HIP Session online. Twenty students are selected for enrollment in the Physical Therapist Assistant Program each summer.

A Criminal Background Check, Drug Screen, a physical, and proof of CPR certification through the American Heart Association will be required before beginning the program. Basic Support for Healthcare Providers (BLS) will also be required prior to beginning the program. Please note that students who have prior convictions of a crime, excluding minor traffic violations, and/or have had disciplinary action against them may not be granted the privilege to take the National Physical Therapy Examination.

Students in OCtech's Physical Therapist Assistant (PTA) Program will receive a technical education consisting of classroom, laboratory, and clinical experience. Students get "hands on" experience through role play with classmates and faculty during lab sessions and through real patients/clients under the supervision of a clinical instructor during two separate clinical affiliations. Principles of communication are emphasized throughout the curriculum to prepare the graduate to function as a physical therapy advocate and in health promotion and risk education.

A minimum grade of "B" is required in all physical therapy related courses.

Upon graduation from OCtech, the student will receive an Associate Degree in Applied Science with a Major in Physical Therapist Assistant and will be eligible to apply to sit for the National Physical Therapy Examination.

The Physical Therapist Assistant Program at Orangeburg-Calhoun Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703.706.3245; email: accreditation@apta.org; website: http://www.capteonline.org.

# ASSOCIATE DEGREE IN APPLIED SCIENCE PHYSICAL THERAPIST ASSISTANT SEMESTER CURRICULUM MODEL 2016-17

FALL I BIO 210 ENG 101 PSY 201 MAT 102	Anatomy and Physiology I English Composition I General Psychology Intermediate Algebra	Class 3.0 3.0 3.0 3.0	3.0 0.0 0.0 0.0	4.0 3.0 3.0 3.0
AHS 104	Medical Vocabulary/Anatomy	3.0 15.0	0.0 3.0	3.0 16.0
SPRING I BIO 211 PSY 203	Anatomy and Physiology II Human Growth and Development Humanities Elective	3.0 3.0 3.0	3.0 0.0 0.0	4.0 3.0 3.0
CPT 170 CPT 101 SPC 205	Microcomputer Application OR Introduction to Computers Public Speaking	3.0 <u>3.0</u> 15.0	0.0 <u>0.0</u> 3.0	3.0 <u>3.0</u> 16.0
SUMMER I PTH 205 PTH 115 PTH 101 PTH 102	Physical Therapy Functional Anatomy Pathology for Physical Therapist Assistants* Physical Therapy Professional Preparation Introduction to Physical Therapy*	3.0 3.0 2.0 <u>1.0</u> 9.0	3.0 0.0 0.0 3.0 6.0	4.0 3.0 2.0 2.0 11.0
PTH 202 PTH 240 PTH 235 PTH 266	Physical Therapy Modalities Therapeutic Exercises/Applications Interpersonal Dynamics* Physical Therapy Practicum I	3.0 4.0 2.0 <u>0.0</u> 9.0	3.0 3.0 0.0 18.0 24.0	4.0 5.0 2.0 <u>6.0</u> 17.0
PTH 275 PTH 270 PTH 242 PTH 244 PTH 276	Advanced Professional Preparation* Special Topics in Physical Therapy Orthopedic Management Rehabilitation Physical Therapy Practicum II	1.0 3.0 3.0 3.0 0.0 10.0	0.0 0.0 3.0 3.0 18.0 24.0	1.0 3.0 4.0 4.0 <u>6.0</u> 18.0

Minimum grade of "C" is required in all related courses (Fall I and Spring I courses). Minimum of 80% competency required in all Physical Therapy courses (Summer I, Fall II, and Spring II courses).

Students may alter the course schedule for Fall I and Spring I semesters, but all courses must be completed prior to beginning courses in Summer I semester. Courses in Summer I, Fall II, and Spring II semesters MUST be taken in sequence.

Check SC TRAC or the OCtech website for the Articulation Agreement with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

<sup>\*</sup>Communication/Speech component included.

#### DIPLOMA IN APPLIED SCIENCE MEDICAL ASSISTING\* 48 SEMESTER HOURS

The Medical Assisting (MA) program prepares students for career opportunities, which require knowledge of basic office, patient care and laboratory skills in medical offices, clinics, and hospitals.

Medical assistants are multi-skilled allied health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Well-balanced instruction in business skills and medical procedures enables the graduate to assist the physician in routine practice. The responsibilities of medical assistants vary,

CORE CURRICULUM

12 HOURS

**Communications:** 

**ENG 155** 

Social/Behavioral Sciences:

**PSY 201** 

Natural Sciences/Math:

MAT 155, BIO 110

COURSE REQUIREMENTS 36 HOURS
AHS 104, AHS 110, AHS 181, MED 107, MED
109, MED 112, MED 115, MED 116, MED 120,
MED 124, MED 156,

#### TOTAL COURSE OF STUDY 48 HOURS

A minimum competency of 80% is required in all MOA courses. A minimum grade of "C" is required in all related courses.

COL 103, College Skills, is recommended for new students.

depending on whether they work in a clinic, hospital, large group practice, or small private office.

Externships in area medical practices provide clinical experience in obtaining patient histories, assisting in examinations and certain diagnostic testing, acquiring patient specimens, performing laboratory tests, processing and coding insurance, scheduling appointments for the physician, collecting payments, and patient education. Externships are available only during day hours. The student may be required to travel out of town for selected clinical experience. Assignment of clinical externship is based on availability of affiliated clinical facilities.

The MA program enjoys a very supportive relationship with local physician's offices, clinics, and hospitals. As a result of these relationships, these facilities provide externship opportunities for the Medical Assisting students and a large number of the graduates are subsequently employed by these sites.

The MA curriculum provides the student with a general health care background, which can be used as a stepping-stone to other health care or administrative fields. MA graduates can pursue nursing, medical laboratory technology, radiologic technology, respiratory care technology, word processing, medical transcription, or office systems technology careers.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756; telephone: (727) 210-2350; www.caahep.org. Graduates of the program are eligible to take the certification exam for medical assistants given by the American Association of Medical Assistants, 20 North Wacker Drive, Suite 1575, Chicago, IL, 60606; telephone: (312) 899-1500; www.aama-ntl.org.

A student may enroll in a CAAHEP accredited Medical Assisting program, but upon graduation may not be eligible to take the certification exam and become a Certified Medical Assistant without a waiver as established by the Certifying Board. Note: Individuals who have been found guilty of a felony or pleaded guilty to a felony are not eligible to take the CMA Exam; however, the Certifying Board may grant a waiver based upon mitigating circumstances. Students who may be affected by this should contact the American Association of Medical Assistants at 20 North Wacker Drive, Suite 1575, Chicago, IL 60606-2903 to clarify eligibility status to sit for the AAMA exam.

Admission to the MA program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admission requirements may be obtained by attending a Health Information Programs (HIP) session. All applicants are required to attend a seminar as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu on the Health Sciences page.

An admissions physical examination validating health status is required. Proof of CPR (infant, child, adult and AED-BLS for healthcare providers) is required before the MA goes to clinicals. As part of the admissions process, students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College.

The Commission on Allied Health Education Programs certified the Diploma Medical Assisting Program and judged it to be in compliance with the nationally established standards on September 20, 2013. This Continuing Accreditation is in effect until the next scheduled on-site review to occur Fall of 2020.

A minimum competency of 80% is required in all MA courses. A minimum grade of "C" is required in all related courses.

#### DIPLOMA IN APPLIED SCIENCE MEDICAL ASSISTING\* SEMESTER CURRICULUM MODEL

FALL		Class	<u>Lab</u>	<b>Credit</b>
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
MED 115	Medical Office Lab Procedures I	3.0	3.0	4.0
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
MED 107	Medical Office Management	3.0	3.0	4.0
MED 120	Medical Assistant Emergency Preparedness	2.0	0.0	2.0
		16.5	7.5	19.0
SPRING				
AHS 110	Patient Care Procedures	1.0	3.0	2.0
AHS 181	Medical Document Formatting	3.0	0.0	3.0
MED 116	Medical Office Lab Procedures II	3.0	3.0	4.0
MED 109	Medical Business Records	3.0	0.0	3.0
MED 112	Medical Assisting Pharmacology	1.0	3.0	2.0
MED 124	Medical Computer Practicum	<u>3.0</u>	0.0	<u>3.0</u>
		14.0	9.0	17.0
SUMMER				
ENG 155	Communications I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MED 156	Clinical Experience I	0.0	<u>18.0</u>	<u>6.0</u>
		6.0	18.0	12.0

<sup>\*</sup>Federal Gainful Employment Program

### CERTIFICATE IN PATIENT CARE TECHNICIAN (PCT)\* 36 SEMESTER HOURS

Patient care technicians are multi-skilled healthcare providers, with training in basic patient care, blood collection, and electrocardiography. Under the supervision of nursing and medical staff, patient care technicians are employable in a variety of healthcare settings. Students will gain the knowledge and skills to function as beginning-level staff in hospitals, clinics, long-term care facilities, laboratories, and physicians' offices.

The PCT curriculum consists of a three semester course load, including nursing assistant, phle-botomy, and electrocardiography. Nursing assistant training will introduce basic patient care skills, and prepare candidates for state certification through the Department of Health and Human Services, earning the title of Certified Nursing Assistant (CNA). Students will also become CPR and First Aid certified. Certification is required to progress through the program. Phlebotomy training consists of blood collection using needles, as well as an overview of commonly used laboratory techniques. Electrocardiography (ECG) training prepares the students to complete successful cardiac monitoring procedures. After completing Phlebotomy and ECG, the PCT student will be able to attempt national certification in Phlebotomy Technician, ECG Technician, and Patient Care Technician.

Additionally, the Patient Care Technician certificate prepares students to enter other programs at OCtech, as well as other health career programs. Students may obtain general credits toward a future degree program.

Semester 1	Cardianulas aram Bassasitatian and First Aid	Class	Lab	Credit
AHS 106	Cardiopulmonary Resuscitation and First Aid	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
	CNA State Board Certification Exam	0.0	0.0	0.0
BIO 110	General Anatomy and Physiology (or higher)	3.0	0.0	3.0
ENG 155	Communications I (or higher)	<u>3.0</u>	0.0	3.0
		9.0	9.0	12.0
Semester 2				
AHS 141	Phlebotomy for the Health Care Provider	1.0	6.0	3.0
AHS 145	Electrocardiography	1.0	3.0	2.0
PSY 201	General Psychology	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	<u>3.0</u>
		8.0	9.0	11.0
Semester 3				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
AHS 144	Phlebotomy Practicum	0.0	15.0	5.0
AHS 166	ECG in a Clinical Setting	0.0	6.0	2.0
MAT 155	Contemporary Mathematics (or higher)	<u>3.0</u>	0.0	3.0
	. , ,	5.5	22.5	13.0

<sup>\*</sup>Federal Gainful Employment Program

### CERTIFICATE IN COMPUTED TOMOGRAPHY\* 22 SEMESTER HOURS

Computed Tomography (CT) imaging (also referred to as Computed Axial Tomography (CAT scans), combine x-rays taken at various angles and computer software to produce cross-sectional images of the human body. These images assist physicians in diagnosing and treating patients.

The two-semester, online, advanced certificate in Computed Tomography program prepares Radiologic Technologists for the American Registry of Radiologic Technologists (ARRT) Computed Tomography registry and an entry level position as a CT Technologist by providing a comprehensive didactic and clinical education. The program begins in August and accepts a limited number of students.

Applicants should be caring and exhibit a spirit of inquiry with a commitment to lifelong learning. They must be able to accept responsibility, follow orders precisely, and determine when consultation is required. Threaded throughout this curriculum are the components of work ethic, communication, patient care, integrity and self discipline.

All didactic courses are taught online. Students are responsible for obtaining approval from their desired clinical site. Students will be required to submit copies of the following as part of the admissions process: valid South Carolina Driver's License or Birth Certificate, current ARRT/NMTCB card and SCRQSA state license card. A Criminal Background Check, current 10 panel Drug Screening, proof of current CPR certification, 2 step TB (PPD) test, Chickenpox vaccination/titer, MMR vaccinations, Hepatitis B vaccinations, Tetanus, Diphtheria, and Pertussis (TDAP) vaccinations, a recent Physical and Health Form, provided by the college, are required before entering the CT clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine (registration through NMTCB also accepted), Radiation Therapy. Acceptance of registry eligible applicants is contingent upon passing the ARRT/NMTCB exam within one month of graduation. Applicants preparing to graduate from an Associate Degree Radiology, Radiation Therapy or Nuclear Medicine program must submit a letter of recommendation stating that they are in good academic standing from their current program coordinator in order to be considered for acceptance.

#### The program goals are:

- 1. The student will demonstrate academic and technical competence as an entry level CT Technologist.
- The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.
- 3. The student will communicate effectively.
- 4. The student will demonstrate professional attitudes, behavior and ethics in the clinical and classroom environment.

According to the Department of Labor, Computed Tomography Technologists are listed under Radiologic Technologists and Technicians. Employment of radiologic, CT and MRI technologists is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. The median annual wage for radiologic technologists was \$55,910 in 2012.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Radiologic and MRI Technologists, http://www.bls.gov/ooh/healthcare/radiologic-technologists.htm (visited April 14, 2015).

### COMPUTED TOMOGRAPHY\* SEMESTER CURRICULUM MODEL

FALL #RAD 103	Introduction to Computed Tomography (1st 8 weeks course)	<b>C</b> lass 2.0	<u>Lab</u> 0.0	Credit 2.0
#AHS 206 #RAD 132	Cross-Sectional Anatomy for Medical Imaging CT of the Neck, Abdomen, and Pelvis (2nd 8 weeks course)	2.0 1.0	0.0	2.0 1.0
#RAD 150	Clinical Applications I**	<u>0.0</u> 5.0	<u>12.0</u> 12.0	<u>4.0</u> 9.0
SPRING				
#RAD 120	Principles of Computed Tomography	3.0	0.0	3.0
	(1st 8 weeks course)			
#*RAD 131	CT of the Head & Spine (1st 8 weeks course)	1.0	0.0	1.0
#RAD 133	CT of the Extremities	1.0	0.0	1.0
	(2nd 8 weeks course)			
#RAD 160	Clinical Applications II **	0.0	18.0	6.0
#RAD 280	Advanced Imaging I	<u>2.0</u>	0.0	2.0
	(2nd 8 weeks course)	7.0	18.0	13.0

<sup>#</sup>Denotes courses which will be offered online.

<sup>\*\*</sup> Communication component included

<sup>\*</sup>Federal Gainful Employment Program

### CERTIFICATE IN MAGNETIC RESONANCE IMAGING\* 31 SEMESTER HOURS

Magnetic Resonance Imaging (MRI) is a medical test that uses a magnetic field and radio waves to create detailed images of the body's internal structures.

The two-semester, online, advanced certificate in Magnetic Resonance Imaging (MRI) program prepares Radiologic Technologists for the American Registry of Radiologic Technologists (ARRT) Magnetic Resonance Imaging Certification exam and an entry level position as a MRI Technologist by providing a comprehensive didactic and clinical education. The program begins in August and accepts a limited number of students.

Applicants to the program should be caring and exhibit a spirit of inquiry with a commitment to lifelong learning. They must be able to accept responsibility, follow orders precisely, and determine when consultation is required. Threaded throughout this curriculum are the components of work ethic, communication, patient care, integrity and self-discipline.

All didactic courses are taught online. Students are responsible for obtaining approval from their desired clinical site. Students will be required to submit copies of the following as part of the admissions process: valid SC Driver's License or Birth Certificate, current ARRT/ARDMS/NMTCB card and SCRQSA state license. A Criminal Background Check, current 10 panel Drug Screening, proof of current CPR certification, 2 step TB (PPD) test, Chickenpox vaccination/titer, MMR vaccinations, Hepatitis B vaccinations, Tetanus, Diphtheria, and Pertussis (TDAP) vaccinations, a recent Physical and Health Form, provided by the College, are required before entering the MRI clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in Radiography, Sonography, Nuclear Medicine or Radiation Therapy. The American Registry of Diagnostic Medical Sonography (ARDMS) for Ultrasound or the Nuclear Medicine Technology Certification Board (NMTCB) for Nuclear Medicine are also accepted. Acceptance of registry eligible applicants is contingent upon passing the ARRT/ARDMS/NMTCB exam within one month of graduation. Applicants preparing to graduate from an Associate Degree Radiology, Radiation Therapy, Ultrasound or Nuclear Medicine program must submit a letter of recommendation stating that they are in good academic standing from their current program coordinator in order to be considered for acceptance.

#### The program goals are:

- 1. The student will demonstrate academic and technical competence as an entry level MRI Technologist.
- 2. The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.
- 3. The student will communicate effectively. 4. The student will demonstrate professional attitudes, behavior and ethics in the clinical and classroom environment.

According to the Department of Labor, Magnetic Resonance Imaging Technologists are listed under Radiologic Technologists and Technicians. Employment of radiologic, CT and MRI technologists is projected to grow 21% from 2012 to 2022, faster than the average for all occupations. The median annual wage for MRI technologists was \$65,360 in May 2012.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Radiologic and MRI Technologists, http://www.bls.gov/ooh/healthcare/radiologic-technologists.htm (visited April 14, 2015).

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
#MRI 101	Introduction to MRI	1.0	0.0	1.0
#MRI 111	MRI Physics**	5.0	0.0	5.0
#MRI 135	MRI Procedures of the Head & Neck	3.0	0.0	3.0
#MRI 136	MRI Procedures of the Musculoskeletal System	3.0	0.0	3.0
#MRI 152	MRI Clinical Practicum I**	0.0	18.0	6.0
		12.0	18.0	18.0
CDDING				
SPRING	A L LAADLI : www	0.0	0.0	0.0
#MRI 120	Advanced MRI Imaging**	2.0	0.0	2.0
#MRI 137	MRI Procedures of the Abdomen & Pelvis	3.0	0.0	3.0
#MRI 138	MRI Procedures of the Thorax	3.0	0.0	3.0
#MRI 162	MRI Clinical Practicum II**	0.0	<u>15.0</u>	5.0
		8.0	15.0	13.0

<sup>#</sup>Denotes courses which will be offered online.

<sup>\*\*</sup>Communication component included.

<sup>\*</sup>Federal Gainful Employment Program

### CERTIFICATE IN MAMMOGRAPHY 16 SEMESTER HOURS

The online Certificate in Mammography program is a one semester advanced imaging program for registered Radiologic Technologists or for students preparing to graduate from an accredited Associates degree in Radiology program.

Technologists working in mammography use low-dose x-rays to help identify masses and other abnormalities in and around the breast. Mammographers must be highly accurate in their positioning and exposure techniques in order to optimize the image and maintain radiation safety standards. These images, called Mammograms, aid physicians in the diagnosis and treatment of breast disease.

Applicants to the program should be caring and exhibit a spirit of inquiry with a commitment to lifelong learning. They must be able to accept responsibility, follow orders precisely, and determine when consultation is required. Threaded throughout this curriculum are the components of work ethic, communication, patient care, integrity and self-discipline.

The overall purpose of the online Mammography program is to prepare Radiologic Technologists for the American Registry of Radiologic Technologists (ARRT) Mammography Certification exam and an entry level position as a Mammography Technologist by providing a comprehensive didactic and clinical education.

#### The program goals are:

- 1. The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.
- 2. The student will demonstrate academic and technical competence as an entry-level Mammographer.
- 3. The student will communicate effectively.
- 4. The student will demonstrate professional attitudes, behavior and ethics in the clinical and virtual environment.

The one semester program includes both online and clinical applications and begins in August and January of each year. The didactic courses are taught online. Students are required to obtain approval from their desired clinical education center. Graduates of the program are eligible to take the American Registry of Radiologic Technologists (ARRT) Mammography exam.

Students will be required to submit copies of the following as part of the admissions process: valid South Carolina Driver's License or Birth Certificate, current ARRT card and SCRQSA card. A Criminal Background Check, current 10 panel Drug Screening, proof of current CPR certification, 2 step TB (PPD) test, Chickenpox vaccination/titer, MMR vaccinations, Hepatitis B vaccinations, Tetanus, Diphtheria, and Pertussis (TDAP) vaccinations, a recent Physical and Health Form, provided by the College, are required before entering the Mammography clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in Radiography. New registry eligible applicant acceptance is contingent upon passing the ARRT exam within one month of graduation. Applicants preparing to graduate from an Associate Degree Radiology program must submit a letter of recommendation stating that they are in good academic standing from their current program coordinator in order to be considered for acceptance.

If you are considering becoming a mammography tech, you are entering a field that is likely to grow over the next several years. An aging population and the diagnostic and screening benefits of radiology are two factors likely to result in an increased demand for mammography techs, according to the U.S. Bureau of Labor Statistics (www.bls.gov). The BLS predicts that, overall, the employment of diagnostic medical sonographers, including Mammographers, will grow by approximately 46% during the 2012-2022 decade.

#### CERTIFICATE IN MAMMOGRAPHY SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<b>Credit</b>
#RAD 156	Patient Factors and Imaging in Mammography	6.0	0.0	6.0
#RAD 157	Mammographic Instrumentation	6.0	0.0	6.0
RAD 125	Clinical Applications in Mammography**	0.0	12.0	4.0
		12.0	12.0	16.0

#Denotes courses which will be offered online.

<sup>\*\*</sup> Communication component included.

### CERTIFICATE IN GENERAL RADIOLOGIC TECHNOLOGY\* 40 SEMESTER HOURS

General radiologic technologists produce x-ray images (radiographs) of the human body for use in diagnosing medical problems. They interact with patients by explaining procedures and various positioning techniques necessary to produce quality images of bony and soft tissue structures. Extensive knowledge of radiography equipment is necessary to produce quality radiographs.

Students in OCtech's General Radiologic Technology program receive a technological education consisting of classroom and clinical experience. Students get "hands on" experience by assisting the radiographer with various radiographic exams. Graduates of the program are eligible to sit for the official registry exam given by the South Carolina Radiation Quality Standards Association. With additional education, graduates may complete the associates degree in Radiologic Technology.

Classes begin in the fall semester only. Admission to the Radiologic Technology program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admission requirements may be obtained by attending a Health Information Programs Session or online at www.octech.edu. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu.

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only and will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

Proof of current CPR certification before entering RAD clinical educational centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out-of-town travel will be required for selected clinical experiences. Students are responsible for their own transportation to and from the clinical sites. Sites are located in Orangeburg, Columbia and Manning. All students will rotate to the various clinical sites.

Minimum grade of "B" (80%) competency required in all Radiology courses. Minimum grade of "C" is required in all related courses.

#### Semester Curriculum Model

FALL		Class	<u>Lab</u>	<u>Credit</u>
RAD 101	Introduction to Radiography#	1.0	3.0	2.0
RAD 102	Rad. Patient Care Procedures	1.0	3.0	2.0
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
RAD 130	Radiographic Procedures I	2.0	3.0	3.0
RAD 152	Applied Radiography I	0.0	6.0	2.0
		7.0	18.0	13.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
RAD 165	Applied Radiography II	0.0	15.0	5.0
RAD 136	Radiographic Procedures II	2.0	3.0	3.0
RAD 110	Radiographic Imaging I	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>
		7.0	24.0	15.0
SUMMER				
RAD 115	Radiographic Imaging II	3.0	0.0	3.0
RAD 175	Applied Radiography III	0.0	15.0	5.0
RAD 121	Radiography Physics	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
		6.0	18.0	12.0

#Speech component included.

Minimum of 80% competency required in all Radiology courses.

A minimum grade of "C" is required in all related courses.

<sup>\*</sup>Federal Gainful Employment Program

### CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN\* 17 SEMESTER HOURS

Emergency Medical Technicians (EMT) are certified healthcare providers who are trained to respond, treat, and transport individuals in emergency situations. With the assistance of dispatchers, Advanced EMTs, and Paramedics, EMTs are an integral component of the Emergency Medical Team.

The Emergency Medical Technician certificate prepares students to work with the Emergency Medical System (EMS), and become state and nationally certified as an EMT-Basic. After receiving this training, students may choose to pursue additional training in the Emergency Medical System, to include Advanced EMT and Paramedic.

Beginning each fall semester, the EMT curriculum consists of classroom lecture, hands-on skills practice, as well as field training with actual transport agencies. Students will gain the knowledge and skill-base necessary to gain employment. Students learn the skills to care for critically-ill and injured patients, including airway management, patient assessment and trauma care. Upon completion of the program, students will be prepared to earn a state and national certification for a Basic Emergency Medical Technician.

Fall		Class	Lab	Credit
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.00
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
EMS 105	Emergency Medical Care I	2.0	<u>6.0</u>	4.0
	9	6.0	6.0	8.0
Spring				
BIO 112	Basic Anatomy and Physiology	3.0	3.0	4.0
EMS 106	Emergency Medical Care II	2.0	6.0	4.0
EMS 208	EMS Field Internship	0.0	<u>3.0</u>	<u>1.0</u>
		5.0	12.0	9.0

<sup>\*</sup>Federal Gainful Employment Program



### **Human and Public Service**

#### ASSOCIATE DEGREE IN APPLIED SCIENCE CRIMINAL JUSTICE 66 SEMESTER HOURS

The Associate in Applied Science, Major in Criminal Justice curriculum does not set admission requirements beyond the college's general requirements. Prospective students are advised that the South Carolina Criminal Justice Academy and the South Carolina Division of Training and Continuing Education do set minimum standards for employment. These minimum standards are for law enforcement officers, corrections officers, youth services officers. probation and parole officers, and others. All criminal justice agencies are free to set their entry-level standards higher than the minimums established by the academy. Existing minimum standards may include age, citizenship, health and physical faculties, education, background screening, and freedom from felony and/or serious misdemeanor convictions. Additionally, aptitude, civil service, polygraph, drug testing, and psychological testing may be required.

Students seeking admission to the Associate in Public Service, Major in Criminal Justice curriculum should review their background to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Program Coordinator at Orangeburg-Calhoun Technical College for assistance. Upon entry into the Associate in Public Service, Major in Criminal Justice, students must sign a statement indicating that they understand that standards for employment are based on strict professional standards and that a review of

their background is their responsibility and not that of the college.

#### CORE CURRICULUM 15 HOURS

Communications:

ENG 101, SPC 205, or ENG 155, ENG 165

Humanities/Fine Arts:

HIS 202 \*

Social/Behavioral Sciences:

PSY 201\*

Natural Sciences/Math (choose one): MAT 101, MAT 102 ,MAT 110, Any College Transfer Math Course\*

COURSE REQUIREMENTS 45 HOURS
CPT 101 or CPT 170, CRJ 101, CRJ 102, CRJ
110, CRJ 120, CRJ 125, CRJ 130, CRJ 145,
CRJ 202, CRJ 210, CRJ 220, CRJ 222, CRJ
224, CRJ 230, CRJ 236, CRJ 238, CRJ 240,
CRJ 242, CRJ 244, CRJ 246, CRJ 250, LEG
121, LEG 122, LEG 135, LEG 231, PSC 201\*,
PSC 215\*, SOC 101\*

#### ELECTIVES 6 HOURS

Select any two courses above the 100 level which carry a minimum of 3 credit hours each. It is suggested that students planning to transfer to a four-year institution select courses approved for transfer.

#### TOTAL COURSE OF STUDY 66 HOURS

\*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to prerequisites.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE CRIMINAL JUSTICE SEMESTER CURRICULUM MODEL

FALL I		Class	<u>Lab</u>	<u>Credit</u>
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
ENG 101	English Composition I * <b>or</b>			
ENG 155	Communications I	3.0	0.0	3.0
HIS 202	American History: 1877 to the Present *	3.0	0.0	3.0
PSY 201	General Psychology *	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	0.0	15.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CRJ 125	Criminology	3.0	0.0	3.0
SPC 205	Public Speaking* <b>or</b>			
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 110	College Algebra*	3.0	0.0	3.0
PSC 201	American Government *	3.0	0.0	3.0
	Approved Elective	<u>3.0</u>	0.0	<u>3.0</u>
		18.0	0.0	18.0
FALL II				
CRJ 102	Introduction to Security	3.0	0.0	3.0
CRJ 110	Police Patrol	3.0	0.0	3.0
CRJ 145	Juvenile Delinquency	3.0	0.0	3.0
CRJ 220	The Judicial Process <i>or</i>	3.0	0.0	3.0
CRJ 236	Criminal Evidence			
PSC 215	State and Local Government*	3.0	0.0	3.0
SOC 101	Introduction to Sociology*	<u>3.0</u>	0.0	3.0
		18.0	0.0	18.0
SPRING II				
LEG 121	Business Law I	3.0	0.0	3.0
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 230	Criminal Investigations I	3.0	0.0	3.0
CRJ 242	Correctional Systems	<u>3.0</u>	0.0	<u>3.0</u>
		15.0	0.0	15.0

COL 103 is recommended for new students.

Check SC TRAC or the OCtech website for Articulation Agreements with Claflin, South Carolina State University, The Citadel, The University of South Carolin, USC's Palmetto College, and Columbia College.

www.octech.edu/admissions/transfer-from-OCtech

<sup>\*</sup>University Transfer Courses – Admissions standards are more stringent. Check with your academic advisor.

## SECURITY CERTIFICATE \* 30 SEMESTER HOURS

Security officers patrol and inspect property to protect against fire, theft, vandalism, and illegal entry of the facility for which they work. The growing rate of internal theft in business and industry also has created an increasing need for security officers. Security officers' duties vary with the size, type and location of the employer. In office buildings, banks, hospitals, and department stores, they protect people, records, merchandise, money, and equipment. In department stores, they also often work as undercover detectives to watch for theft by customers or store employees. At air, sea and rail terminals, and other transportation facilities, in addition to the above responsibilities, security officers screen passengers and visitors for weapons, explosives, and other contraband, and insure nothing is stolen while being loaded and unloaded. OCtech's Security Certificate program is designed to educate students in the diverse areas of security while increasing professionalism in the security field. The program allows interested students to advance into the Criminal Justice Associate Degree program without losing credits.

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
CRJ 102	Introduction to Security	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
ENG 155	Communications I <b>or</b>			
ENG 101	English Composition I#	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 230	Criminal Investigations I	3.0	0.0	3.0
CRJ 238	Industrial and Retail Security	3.0	3.0	3.0
CRJ 222	Ethics in Criminal Justice	3.0	0.0	3.0
		15.0	0.0	15.0

#Students should consult with their advisors prior to enrolling in these classes as appropriate placement scores or prerequisites may be required for program entrance.

<sup>\*</sup>Federal Gainful Employment Program

## FORENSICS CERTIFICATE \* 28 SEMESTER HOURS

Physical evidence plays an important role in both the investigation and prosecution of criminal cases. Advances in science have revolutionized the way criminal justice agencies investigate incidents, analyze evidence and identify possible suspects. This process begins with the efficient location and collection of physical evidence at the crime scene. This initial step in the investigative process may be carried out by a number of criminal justice professionals.

Many departments employ crime scene technicians who are specifically trained in the proper collection and preservation of various forms of physical evidence. These specialized officers are called to crime scenes as needed. However, it is often the patrolman who is the first person to come into contact with vital evidence once a crime has been committed. As a result, it has become increasingly important that even entry level personnel have some familiarity with the basic principles of evidence preservation.

OCtech's Forensic Certificate Program is designed to educate students in the basic scientific and legal principles which affect physical evidence as well as familiarize them with evidence collection techniques currently used by criminal justice agencies. A certificate in Forensics would be useful for those already working in law enforcement or those students who are interested in forensics or evidence collection as a career.

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<b>Credit</b>
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
BIO110	Introduction to Anatomy/Physiology	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
CRJ 230	Criminal Investigation	3.0	0.0	3.0
LEG 231	Criminal Law	<u>3.0</u>	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 202	Criminalistics	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
CHM 105	General, Organic and Biochemistry	<u>3.0</u>	3.0	4.0
	,	12.0	3.0	13.0

<sup>\*</sup>Federal Gainful Employment Program

#### ASSOCIATE DEGREE IN APPLIED SCIENCE PARALEGAL/LEGAL ASSISTANT 69 SEMESTER HOURS

By definition, paralegals (also called legal assistants) work directly under the supervision of an attorney. Paralegals do not provide legal services directly to the public except as permitted by law.

Generally, paralegals assist attorneys in performing background works, such as research to identify the appropriate laws, judicial decisions, legal articles, and other material used to determine if a client has a good case. In addition to litigation, paralegals may also work in areas such as bankruptcy, corporate law, and real estate.

Individuals interested in a career in this field must be able to handle legal problems logically and communicate, both orally and in writing, their findings and opinions. Because paralegals often work with the public, they must be courteous and uphold the high ethical standards expected of the legal profession. They also must have a clear understanding of legal terminology, good research and investigative skills, and stay abreast of new developments in the laws that affect their area of practice. As computers are playing an increasingly larger role in legal research and litigation support, familiarity with their operation and applications is vital.

This program is "Approved" by the American Bar Association and all paralegal courses are taught by licensed attorneys.

## CORE CURRICULUM 18 HOURS Communications:

ENG 101\*, ENG 102 \*,SPC 205\* **Humanities/Fine Arts (choose one):**HIS 101\*, HIS 102\*, HIS 115\*, HIS 201\*, HIS 202\*, HSS 101, PHI 101\*, PHI 110, REL 101\*, REL102 \*

Social/Behavioral Sciences:

(choose one)

ECO 210\*, PSY 201\*, SOC 101\*

Natural Sciences/Math (choose one):
MAT 101, MAT 102, MAT 110\*, Any Col-

lege Transfer Math Course

COURSE REQUIREMENTS 45 HOURS
CPT 101 or CPT 170, CRJ 120, CRJ 220,
LEG 120, LEG 121, LEG 122, LEG 132, LEG
135, LEG 201, LEG 213, LEG 214, LEG 224,
LEG 230, LEG 231, LEG 232, LEG 233, LEG
234, LEG 240, LEG 242

#### ELECTIVES 6 HOURS

Select any two courses above the 100 level which carry a minimum of 3 credit hours each. It is suggested that students who plan to transfer to a four-year institution select courses approved for transfer.

TOTAL COURSE OF STUDY 69 HOURS

\* Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to prerequisites.

#### ASSOCIATE DEGREE IN APPLIED SCIENCE PARALEGAL/LEGAL ASSISTANT SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
COL 107	Computer Literacy Skills for College Success	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
ENG 101	English Composition I *	3.0	0.0	3.0
LEG 132	Legal Bibliography	3.0	0.0	3.0
LEG 135	Introduction to Law and Ethics	3.0	0.0	3.0
*****	Humanities/Fine Arts Requirement	<u>3.0</u>	0.0	<u>3.0</u>
		18.0	0.0	18.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 102	English Composition II *	3.0	0.0	3.0
LEG 120	Torts	3.0	0.0	3.0
LEG 230	Legal Writing	3.0	0.0	3.0
LEG 213	Family Law	3.0	0.0	3.0
*****	Social/Behavioral Science Requirement	<u>3.0</u>	0.0	<u>3.0</u>
		18.0	0.0	18.0
FALL II				
LEG 122	Business Law II	3.0	0.0	3.0
LEG 214	Property Law	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
MAT 101	Beginning Algebra or	0.0	0.0	0.0
MAT 110	College Algebra (University Transfer course)	3.0	0.0	3.0
PSC 215	State and Local Government*	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	<u>3.0</u>	0.0	3.0
		18.0	0.0	18.0
SPRING II		2.0	0.0	2.0
LEG 201	Civil Litigation I	3.0	0.0	3.0
LEG 232	Law Office Management	3.0	0.0	3.0
LEG 233	Wills, Trusts, and Probate	3.0	0.0	3.0
SPC 205	Public Speaking*	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		15.0	0.0	15.0

A grade point average of 2.0 is required for successful completion of the program. A minimum grade of "C" is required in all LEG and ENG courses. Please note that basic typing skills are required for successful completion of the program.

COL 103 is recommended for new students.

Students transferring credits into the Paralegal program may transfer only four (4) courses from ABA-approved Paralegal programs for LEG-prefix course credit for legal specialty courses.

\*University Transfer Courses – Admissions standards are more stringent. Check with your academic advisor.

Check SC TRAC or the OCtech website for Articulation Agreements with South Carolina State University, and Columbia College. www.octech.edu/admissions/transfer-from-OCtech

#### ASSOCIATE DEGREE IN APPLIED SCIENCE EARLY CARE AND EDUCATION \*66-67 SEMESTER HOURS

The Early Care and Education program is designed for students who wish to pursue a career in Early Childhood Education. The Associate Degree is organized with standards from the National Association for the Education of Young Children (NAEYC). This program is offered in three separate concentrations: occupational, arts/science, and business.

The Occupational Concentration is designed for those students planning to teach in an early childhood development center, a Headstart program, or to work as a teacher's aide in public schools. The Arts/Science Concentration is designed for those students who plan to transfer to a four-year institution and pursue a baccalaureate degree, while the Business Concentration is designed for those students who plan to start their own child development center as a business. Obtaining the degree will increase the early childhood teacher's skills and knowledge about caring for infants and toddlers. The degree also will give professionals an edge in their jobs and will help make them leaders in the field.

This program offers students a basic understanding of the needs of young children and the training to implement quality preschool programming. Students also learn growth and development principles, teaching methods, safety and first aid,

CORE CURRICULUM 15 HOURS Communications: ENG 101\*\*, ENG 102 \*\* or ENG 165, Humanities/Fine Arts (Choose one): MUS 105, ART 101, HSS 101 Social/Behavioral Sciences: PSY 201 \* Natural Sciences/Math: Choose one: MAT 101, MAT 110\*\* **COURSE REQUIREMENTS 42 HOURS** CPT 101 or CPT 170, ECD 101, ECD 102, ECD 105, ECD 107, ECD 108, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203, ECD 201, ECD 237, ECD 243 SECONDARY SPECIALTY **ELECTIVES** 9-10 HOURS ACC 101, BIO 101 or 110\*\*, CHM 110\*\* COL 103, LEG 121, MGT 101, MGT 150, SOC 101\*\*, SPC 205, PSY 201 TOTAL COURSE OF STUDY

\*Semester hours vary according to the secondary specialty concentration chosen.

66-67 HOURS

\*\*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to pre-requisites.

A grade point average of 2.0 is required to fulfill program requirements for graduation.

discipline techniques, developmentally-appropriate curriculum methods, exceptionality and early intervention techniques for promoting effective family/program partnerships, and principles of ethics and leadership in early care and education. Career-ladder title of graduates for HeadStart and DSS purposes is Early Childhood Lead Teacher.

> The associate degree does not lead to teacher certification and is not a part of the transfer block.

#### **Special Admissions Requirements**

- Meet the specific program requirements outlined for admissions
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

# ASSOCIATE DEGREE IN APPLIED SCIENCE EARLY CARE & EDUCATION/ARTS/SCIENCE CONCENTRATION SEMESTER CURRICULUM MODEL

FALL I ECD 101 ECD 102 ECD 105 ECD 131 ECD 135 ENG 101	Introduction to Early Childhood Growth and Development I Guidance - Classroom Management Language Arts Health, Safety, and Nutrition English Composition I	2.5 2.5 3.0 3.0 3.0 3.0 3.0	Lab 0.0 1.5 1.5 0.0 0.0 0.0 3.0	3.0 3.0 3.0 3.0 3.0 3.0 3.0 18.0
SPRING I				
CPT 170 CPT 101 ECD 107 ECD 132 ECD 133 ECD 203 SPC 205	Microcomputer Applications or Introduction to Computers Exceptional Child Creative Experiences Science and Math Concepts Growth and Development II Public Speaking	3.0 3.0 2.5 2.5 2.5 3.0 16.5	0.0 0.0 1.5 1.5 1.5 0.0 4.5	3.0 3.0 3.0 3.0 3.0 3.0 18.0
FALL II BIO 101	Biological Sciences I <b>or</b>			
BIO 110 CHM 110 ECD 237 ENG 102	General Anatomy and Physiology <b>or</b> College Chemistry I Methods and Materials English Composition II	3.0 3.0 2.5 3.0	3.0 3.0 1.5 0.0	4.0 4.0 3.0 3.0
MAT 101 MAT 110 PSY 201	Beginning Algebra <b>or</b> College Algebra (University Transfer course General Psychology	3.0 3.0 14.5	0.0 <u>0.0</u> 4.5	3.0 <u>3.0</u> 16.0
SPRING II				
ECD 108 ECD 201	Family and Community Relations Principles of Ethics and Leadership in	2.5	1.5	3.0
ECD 243 MUS 105	Early Care and Education Supervised Field Experience I Music Appreciation or	3.0 1.0	0.0 6.0	3.0 3.0
ART 101	Art History and Appreciation Elective	3.0 <u>3.0</u> 12.5	0.0 <u>0.0</u> 7.5	3.0 <u>3.0</u> 15.0

COL 103 is recommended for new students.

Check SC TRAC or the OCtech website for Articulation Agreements with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

# ASSOCIATE DEGREE IN APPLIED SCIENCE EARLY CARE & EDUCATION/BUSINESS CONCENTRATION SEMESTER CURRICULUM MODEL

FALL I ECD 101 ECD 102 ECD 105 ECD 131 ECD 135 ENG 101	Introduction to Early Childhood Growth and Development I Guidance - Classroom Management Language Arts Health, Safety, and Nutrition English Composition I*	3.0 2.5 2.5 3.0 3.0 3.0 17.0	Lab 0.0 1.5 1.5 0.0 0.0 0.0 3.0	3.0 3.0 3.0 3.0 3.0 3.0 3.0 3.0 18.0
SPRING I CPT 170 CPT 101 ECD 107 ECD 132 ECD 133 ECD 203 HSS 101 ART 101	Microcomputer Applications or Introduction to Computers Exceptional Child Creative Experiences Science and Math Concepts Growth and Development II Introduction to Humanities or Art History and Appreciation* or	3.0 3.0 2.5 2.5 2.5	0.0 0.0 1.5 1.5	3.0 3.0 3.0 3.0 3.0
MUS 105	Music Appreciation*	<u>3.0</u> 16.5	<u>0.0</u> 4.5	<u>3.0</u> 18.0
FALL II ECD 237 ENG 165 LEG 121 MGT 101 MGT 150 PSY 201	Methods and Materials Professional Communications Business Law I Principles of Management <b>or</b> Fundamentals of Supervision General Psychology*	2.5 3.0 3.0 3.0 3.0 14.5	1.5 0.0 0.0 0.0 0.0 0.0 1.5	3.0 3.0 3.0 3.0 3.0 15.0
SPRING II ECD 108 ECD 201	Family and Community Relations Principles of Ethics and Leadership in	2.5	1.5	3.0
ECD 243 MAT 101	Early Care and Education Supervised Field Experience I Beginning Algebra <b>or</b>	3.0 1.0	0.0 6.0	3.0 3.0
MAT 110	College Algebra* Elective	3.0 <u>3.0</u> 12.5	0.0 <u>0.0</u> 7.5	3.0 <u>3.0</u> 15.0

COL 103 is recommended for new students.

Check SC TRAC or the OCtech website for the Articulation Agreement with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

<sup>\*</sup>University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.

# ASSOCIATE DEGREE IN APPLIED SCIENCE EARLY CARE & EDUCATION/OCCUPATIONAL CONCENTRATION SEMESTER CURRICULUM MODEL

FALL I ECD 101 ECD 102 ECD 105 ECD 131 ECD 135 ENG 101	Introduction to Early Childhood Growth and Development I Guidance - Classroom Management Language Arts Health, Safety, and Nutrition English Composition I*	Class 3.0 2.5 2.5 3.0 3.0 3.0 17.0	Lab 0.0 1.5 1.5 0.0 0.0 0.0 3.0	Credit 3.0 3.0 3.0 3.0 3.0 3.0 3.0 3.0 18.0
SPRING I CPT 170 CPT 101 ECD 107 ECD 132 ECD 133 ECD 203 ***	Microcomputer Applications or Introduction to Computers Exceptional Child Creative Experiences Science and Math Concepts Growth and Development II Elective *	3.0 3.0 2.5 2.5 2.5 3.0 16.5	0.0 0.0 1.5 1.5 1.5 0.0 4.5	3.0 3.0 3.0 3.0 3.0 3.0 3.0
FALL II ECD 237 ENG 165 LEG 121 MAT 101 MAT 110 PSY 201	Methods and Materials Professional Communications Business Law I Beginning Algebra or College Algebra* General Psychology*	2.5 3.0 3.0 3.0 3.0 14.5	1.5 0.0 0.0 0.0 0.0 0.0 1.5	3.0 3.0 3.0 3.0 3.0 15.0
SPRING II ECD 108 ECD 201 ECD 243 HSS 101 ART 101 MUS 105 ****	Family and Community Relations Principles of Ethics and Leadership in Early Care and Education Supervised Field Experience I Introduction to Humanities Art History and Appreciation* or Music Appreciation* Elective	2.5 3.0 1.0 3.0 3.0 12.5	1.5 0.0 6.0 0.0 0.0 7.5	3.0 3.0 3.0 3.0 3.0 15.0

COL 103 is recommended for new students.

University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.

Check SC TRAC or the OCtech website for the Articulation Agreement with Columbia College. www.octech.edu/admissions/transfer-from-OCtech

#### DIPLOMA IN APPLIED SCIENCE EARLY CHILDHOOD DEVELOPMENT\* 45 SEMESTER HOURS

The Early Childhood Development diploma program offers students a basic understanding of the needs of young children. The diploma is organized with standards from the National Association for the Education of Young Children (NAEYC). Students are trained to implement quality pre-school programming. They also learn

growth and development principles, teaching methods, health, safety and nutrition, discipline techniques, developmentally-appropriate curriculum methods, and exceptionality and early intervention techniques for promoting effective family/program partnerships.

Graduates of this program are qualified for employment in child development centers, nursery schools, and as teachers' aides in private schools. This program also is an excellent resource for child development teachers and administrators who want to upgrade their job skills and parents who want to learn more about the development of young children.

#### **Special Admissions Requirements**

-...

- Meet the specific program requirements outlined for admissions.
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

#### CORE CURRICULUM

9 HOURS

Communications (choose one): ENG 155, ENG 101\*

Social/Behavioral Sciences (choose one): PSY 103, PSY 201\*

Natural Sciences/Math (choose one): MAT 101, MAT 155, MAT 110\*

COURSE REQUIREMENTS 36 HOURS ECD 101, ECD 102, ECD 105, ECD 107, ECD 108, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203, ECD 237, ECD 243

#### TOTAL COURSE OF STUDY 45 HOURS

\*Recommended choices for students who expect to continue their education at a fouryear institution. Entry requirements for these courses are more stringent than for some other options. Students should consult their advisors in regard to prerequisites.

#### SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 135	Health, Safety and Nutrition	3.0	0.0	3.0
		16.5	4.5	18.0
SPRING				
ECD 203	Growth and Development II	2.5	1.5	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 108	Family and Community Relations	2.5	1.5	3.0
ECD 133	Science & Math Concepts	2.5	1.5	3.0
ECD 237	Methods and Materials	<u>2.5</u>	<u>1.5</u>	<u>3.0</u>
		13.0	6.0	15.0
SUMMER				
ECD 243	Supervised Field Experience I	1.0	6.0	3.0
ENG 155	Communications I or			
ENG 101	English Composition I*	3.0	0.0	3.0
MAT 155	Contemporary Math <b>or</b>			
MAT 101	Beginning Algebra <i>or</i>			
MAT 110	College Algebra*	3.0	0.0	3.0
PSY 103	Human Relations <i>or</i>			
PSY 201	General Psychology*	<u>3.0</u>	0.0	<u>3.0</u>
		10.0	6.0	12.0

COL 103 is recommended for new students.

University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.

\*Federal Gainful Employment Program

# EARLY CHILDHOOD DEVELOPMENT CERTIFICATE\* 27 SEMESTER HOURS

The Early Childhood Development Certificate program prepares students for employment in educational programs for young children such as child development centers and nursery schools. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC).

Students obtain a basic understanding of the needs of young children and are trained to implement quality pre-school programming. They also learn growth and development principles, teaching methods, health, safety and nutrition, discipline techniques, and exceptionality and early intervention techniques for working with parents.

#### **Special Admissions Requirements**

- Meet the specific program requirements outlined in admissions requirements.
- Completed physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

#### SEMESTER CURRICULUM MODEL

FALL		Class	<u>Lab</u>	<b>Credit</b>
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	<u>3.0</u>	0.0	3.0
	•	14.0	3.0	15.0
SPRING				
ECD 203	Growth and Development II	2.5	1.5	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
	'	10.5	4.5	12.0

<sup>\*</sup>Federal Gainful Employment Program

# 2016-2017 NURSING ORANGEBURG-CALHOUN TECHNICAL COLLEGE 2016-17 College Catalog 228

#### ASSOCIATE DEGREE IN APPLIED SCIENCE NURSING **68 SEMESTER HOURS**

Registered Nurses provide for the physical, mental, and emotional needs of their patients. They are advocates and health educators for patients, families, and communities, and help people take proactive measures to ensure better When providing patient care, they observe, assess, and record the symptoms, reactions and progress of their patients; assist health care providers during treatments and examinations; administer medications; and help in convalescence and rehabilitation.

Nurses should be caring and exhibit a spirit of inquiry with a commitment to life-long learning. They must be able to accept responsibility, follow precisely, and determine consultation is required. Threaded throughout this very difficult curriculum are the components of integrity, caring, work ethic, and self-discipline.

The overall purpose of the Associate Degree in Applied Science Nursing (ADN) program is to assist the student in developing the intellectual and technical competencies necessary to function as a safe practitioner of nursing. The ADN has the knowledge and skills to function as a beginning-level staff nurse in a variety of structured healthcare settings such as hospitals, clinics, long-term care agencies, physicians' offices, and community agencies. Throughout the curriculum, the student has planned clinical and laboratory experiences to complement classroom learning in order to become skilled in the art and science of nursing. Principles of communication are emphasized throughout the CORE CURRICULUM

30 HOURS

Communications:

\*ENG 101

Humanities/Fine Arts: (Choose one as an elective)

\*ENG 205, \*ENG 206, \*HIS 101, \*HSS 101, \*PHI 101, \*PHI 110, \*REL 102 Social/Behavioral Sciences:

\*PSY 201, PSY 203

Natural Science/Math:

\*AHS 210, \*BIO 210, \*BIO 211, \*BIO 225, **MAT 155** 

COURSE REQUIREMENTS 38 HOURS \*\*‡NUR 101 , \*\*‡NUR 111, NUR 161, ‡NUR 210, ‡NUR 211, ‡NUR 212, \*\*‡NUR 214, \*\* NUR 215, \*\*NUR 216, \*\*NUR 226

#### TOTAL COURSE OF STUDY 68 HOURS

CPR certification must be current at all times during enrollment in NUR courses.

- University transfer level courses
- \*\*Communication/Speech component incl.
- ‡ These courses prepare students in basic computer applications.

A complete list of approved electives is available through the program coordinator.

An 80% competency is required for NUR courses.

curriculum to prepare the graduate to function as a patient advocate, and in health promotion and risk education.

Graduates of the ADN Program have high pass rates on the NCLEX-RN licensing examination. Our graduates are highly sought after for employment following graduation. The Program experiences 100% job placement. State of the art simulation labs and utilization of Mediasite prerecorded lecture access are available during the course of study. The ADN faculty is committed to student success.

The ADN program has additional admission criteria. Admission requirements may be obtained by attending a Health Information Program (HIP) session. All applicants are required to attend a session or complete an on-line session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu. Students are enrolled in the nursing program in the fall. Due to demand, applicants are encouraged to apply early.

OCtech's ADN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; Phone: 404-975-5000; Fax: 404-975-5020. (www.acenursing.org)

Graduates of the Associate Degree in Applied Science Nursing program are eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

#### CRIMINAL RECORD CHECK

All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of or pled no contest to, including, but not limited to, child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment or misappropriation of property, are not permitted to work as direct caregivers. More stringent requirements are often enforced by individual clinical agencies. Students who have convictions as described above will not be allowed to attend clinical experiences in these clinical agencies. Clinical agencies reserve the right to deny privileges for convictions other than stated. Based on this information, students should be aware of the consequences of a positive criminal record check, which may include dismissal from the program. Students who are impacted by this constraint should consider career counseling.

NOTE: Students who have prior convictions of a crime (excluding minor traffic violations) and/or have had disciplinary action against his/her license may not be granted the privilege to take the NCLEX-RN for licensure. Those affected by this should contact the SC, LLR, Board of Nursing for clarification.

The following are required for admission into the ADN Program:

Health form that includes an admission physical validating physical and mental health status CPR Certification

Complete a comprehensive first aid course

Copy of Birth Certificate

Copy of Social Security Card

If married, a copy of marriage certificate or any other name change document

Note: CPR and First Aid may be obtained at the College.

Out-of-town travel for selected clinical experiences will be required.

#### **Allergies**

If you have an allergy to latex (any form of latex), Betadine or iodine, it is recommended that you consult your health care provider for assistance with your decision about pursuing a career in nursing.

#### Transfer

Acceptance of transfer nursing credits into the ADN curriculum will be at the discretion of the Registrar.

#### Articulation to BSN and Higher Degrees

There are many articulation opportunities available for ADN graduates. Interested students should make inquiries to the Nursing department of these colleges for transcript review.

# ASSOCIATE DEGREE IN APPLIED SCIENCE ASSOCIATE DEGREE NURSING SEMESTER CURRICULUM MODEL

FALL I		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
NUR 101	Fundamentals of Nursing ‡*	3.0	9.0	6.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
MAT 155	Contemporary Math	3.0	0.0	3.0
PSY 201	General Psychology	<u>3.0</u>	0.0	<u>3.0</u>
		12.0	12.0	16.0
SPRING I				
NUR 111	Common Health Problems ‡*	3.0	9.0	6.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
NUR 161	Basic Concepts of Pharmacology	<u>2.0</u>	0.0	<u>2.0</u>
		14.0	12.0	18.0
SUMMER				
NUR 212	Nursing Care of Children ‡	2.0	6.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
NUR 226	Health Promotion Across the Lifespan	<u>0.5</u>	<u>1.5</u>	<u>1.0</u>
		5.5	10.5	9.0
FALL II				
NUR 210	Complex Health Problems ‡	2.0	9.0	5.0
NUR 214	Mental Health Nursing*	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	<u>3.0</u>	0.0	<u>3.0</u>
		7.0	15.0	12.0
SPRING II				
NUR 211	Care of the Childbearing Family ‡	2.0	6.0	4.0
NUR 215	Management of Patient Care ‡*	1.0	12.0	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
	Humanities Elective	<u>3.0</u>	0.0	<u>3.0</u>
		7.0	18.0	13.0

Students may enroll in required electives at any time during the program if scheduling permits.

CPR certification must be current at all times during enrollment in NUR courses.

Minimum grade of "C" required in all general education courses. 80% competency is required in all nursing courses.

Check SC TRAC or the OCtech website for Articulation Agreements with four-year colleges and universities across the state, including The University of South Carolina -Upstate, Columbia College, Charleston Southern University, and Clemson University.

www.octech.edu/admissions/transfer-from-OCtech

<sup>\*</sup>Communication/Speech component included.

<sup>‡</sup>These courses prepare students in basic computer applications.

#### **ARTICULATION**

Licensed Practical Nurses, PN graduates, and persons with identified military credentials may obtain advanced credit.

#### LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE OPTIONS

There are several educational tracks available for the Licensed Practical Nurse (LPN). The selection of a track should be based on the individual's self-assessment and after consultation with the Associate Degree Nursing Flexible Options Program Coordinator and/or the Dean of Health Science and Nursing. This should include consideration of work experience, time since graduation, and networking with LPNs who have recently completed an Associate Degree Program. Admission into a program track will be made by the Dean of Health Sciences and Nursing and the ADN Flexible Options Program Coordinator.

#### Option I: Generic

The LPN may enter the generic route and complete the program as published in two years. Students who select Option I must meet the progression requirements as published. Students unsuccessful in this option may not elect Option II, Option III, or Option 4 at a later date, but must apply for readmission as a competing freshman.

#### Option II: Exemption

The Licensed Practical Nurse may apply for an exemption of NUR 101 (Fundamentals of Nursing). The exemption process is implemented after the student has met admission criteria and been accepted into the Associate Degree in Applied Science Nursing Program. Proof of current licensure must be submitted. Progression requirements regarding general education courses must be met as published. If unsuccessful, the student must utilize Option I when reapplying for the following year. Admission is contingent on successful completion of:

- •Satisfactory performance on identified clinical skills.
- •Achieve 80% proficiency on drug calculations.
- •Take the ATI RN Fundamentals exam with a level two.

#### **Option III: Transition**

The LPN may seek advanced placement into the Associate Degree in Applied Science Nursing Program. Credit for 15 semester hours (NUR 101, NUR 111, NUR 161, NUR 226) will be conferred based on the following:

- 1) Admission to the Program,
- 2) Successful completion of NUR 201 (Transition Nursing). Content in NUR 201 is program specific.
- 3) Successful completion of required previous college credits.

Admission is contingent on successful completion of:

- •Satisfactory performance on identified clinical skills.
- •Achieve 80% proficiency on drug calculations.
- •Take the ATI RN Fundamentals exam with a level two.

Transition Nursing (NUR 201) will be taught in the Spring Semester. Students must obtain an 80% Competency and satisfactory clinical performance to progress. Upon successful completion of NUR 201 and its co-requisites, the student will enter at the senior level in the summer. Progression requirements regarding general education courses must be met as published. Students may attempt NUR 201 only one time. If unsuccessful, the student must utilize Option I when reapplying for the following year.

#### Option IV: Flex

The LPN may seek advanced placement into the Associate Degree in Applied Science Nursing Program. Credit for 15 semester hours (NUR 101, NUR 111, NUR 161, NUR 226) will be conferred based on the following:

- 1) Admission to the Program with a GPA of 3.0.
- 2) Successful completion of NUR 201 (Transition Nursing). Content in NUR 201 is program specific.
- 3) Successful completion of general education courses (including PSY 201) prior to program entry.
- 4) Score College Level Reading Placement based on annual Accuplacer criteria (currently 85). OR
- 5) TEAS V or VI Composite (average of math & reading) score range between 65-99 with a minimum Reading score of 65.

Admission is contingent upon successful completion of:

- •Satisfactory performance on identified clinical skills.
- •Achieve 80% proficiency on drug calculations.
- •Take the ATI RN Fundamentals exam with a level two.

Transition Nursing (NUR 201) will be taught in the Spring Semester. Students must obtain an 80% Competency and satisfactory clinical performance to progress. Students may attempt NUR 201 only one time. If unsuccessful, the student must utilize Option I when reapplying for the following year.

#### Advanced Placement Requirements

Licensed Practical Nurses seeking advanced placement into the Associate Degree in Applied Science Nursing Program must meet the following criteria and the admission requirements of the Associate Degree Nursing Program as published:

- Provide proof of graduation from a ACEN (formerly NLNAC) Accredited Program by the submission of transcripts. Graduates from a Non-ACEN Accredited Program will be required to have individual validation and meet established criteria for non-accredited programs prior to acceptance into the program.
- Provide proof of current, active licensure to practice as a Licensed Practical Nurse. All options require that the LPN meet the published admission criteria and be accepted into the program according to the published procedure. Admission to the program is competitive and students are selected accordingly.

All options require that the LPN meet the published admission criteria and be accepted into the program according to the published procedure. Admission to the program is competitive and students are selected accordingly.

# OPTION III LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE SEMESTER CURRICULUM MODEL

FALL BIO 210 ENG 101 MAT 155 PSY 203	Anatomy and Physiology I English Composition I Contemporary Mathematics Human Growth and Development*	Class 3.0 3.0 3.0 3.0 12.0	Lab 3.0 0.0 0.0 0.0 3.0	4.0 3.0 3.0 3.0 13.0
SPRING BIO 211 NUR 201 SUMMER	Anatomy and Physiology II Transition Nursing	3.0 1.0 4.0	3.0 <u>6.0</u> 9.0	4.0 3.0 7.0
NUR 212 BIO 225	Nursing Care of Children ‡ Microbiology	2.0 <u>3.0</u> 5.0	6.0 <u>3.0</u> 9.0	4.0 <u>4.0</u> 8.0
NUR 210 NUR 214 AHS 210	Complex Health Problems ‡ Mental Health Nursing ** Nutrition for Health Care Professionals	2.0 2.0 <u>3.0</u> 7.0	9.0 6.0 <u>0.0</u> 15.0	5.0 4.0 <u>3.0</u> 12.0
SPRING II NUR 211 NUR 215 NUR 216	Care of Childbearing Family ‡ Management of Patient Care ‡** Nursing Seminar Humanities Elective	2.0 1.0 1.0 3.0 7.0	6.0 12.0 0.0 <u>0.0</u> 18.0	4.0 5.0 1.0 3.0 13.0
	TOTAL CURRICULUM Advanced Placemen TOTAL			53.0 <u>15.0</u> 68.0

<sup>\*\*</sup>Communication/Speech component included.

Check SC TRAC or the OCtech website for Articulation Agreements with four-year colleges and universities across the state, including The University of South Carolina -Upstate, Columbia College, Charleston Southern University, and Clemson University.

www.octech.edu/admissions/transfer-from-OCtech

<sup>\*</sup>Required courses (see Curriculum Display).

<sup>‡</sup>These courses prepare students in basic computer applications.

# OPTION IV LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE SEMESTER CURRICULUM MODEL

FALL I AHS 210	Nutrition for Health Care Professionals	<u>Class</u> 3.0	<u>Lab</u> 0.0	Credit 3.0
SPRING NUR 201 NUR 214	Transition Nursing Mental Health Nursing (Online)	1.0 2.0 3.0	6.0 <u>6.0</u> 12.0	3.0 <u>4.0</u> 7.0
NUR 212 NUR 211	Nursing Care of Children ‡ Care of Childbearing Family ‡ (Online)	2.0 2.0 4.0	6.0 <u>6.0</u> 12.0	4.0 <u>4.0</u> 8.0
NUR 210 NUR 215 NUR 216	Complex Health Problems ‡ Management of Patient Care ‡ Nursing Seminar	2.0 1.0 <u>1.0</u> 4.0	9.0 12.0 <u>0.0</u> 21.0	5.0 5.0 <u>1.0</u> 11.0
TOTAL CURRICULUM HOURS Advanced Placement Credit General Education Courses completed prior to enrollment TOTAL HOURS		29.0 15.0 24.0 68.0		

Communication and Speech component included in all NUR courses.

CPR/FA certification and immunizations must be current at all times during enrollment in NUR courses. 80% competency is required in all nursing courses.

Check SC TRAC or the OCtech website for Articulation Agreements with four-year colleges and universities across the state, including The University of South Carolina -Upstate, Columbia College, Charleston Southern University, and Clemson University.

www.octech.edu/admissions/transfer-from-OCtech

<sup>‡</sup>These courses prepare students in basic computer applications

#### **DIPLOMA IN APPLIED SCIENCE** PRACTICAL NURSING\* **48 SEMESTER HOURS**

The Licensed Practical Nurse (LPN) focuses on basic health science, technical skills, general knowledge, and judgment necessary to organize and provide caring interventions to patients with commonly occurring medical conditions. LPN is the basic level of nursing that applies principles of therapeutic, rehabilitative, and preventive care for people of all ages and cultures in various stages of dependency. The LPN practices nursing with the guidance of a registered nurse or physician in a variety of health care settings.

The Practical Nursing Program offers two options: Traditional Program and Flex Program. The Traditional Program offers face-to-face classes two days per week and lab/clinical two days per week. Those interested in the Flex Program must meet the Traditional Program criteria, have a medical background, and have completed all general education courses. The Flex Program offers classes one day per week and lab/clinical one day per week. In addition to face-to-face classes one spring and one summer class, are offered as online courses.

Practical Nursing students are given a knowledge base through courses and content that includes preparation in general academics, nursing theory and practice, biophysical sciences, and

social sciences. Classroom study includes basic nursing concepts, patient- care related subjects, anatomy & physiology, medical/surgical nursing, pediatrics & obstetrics, gerontology, nursing man-

agement, mental health concepts, pharmacology, and nutrition.

Lab, and lecture capture via Desire to Learn or Camtasia.

Curriculum Components include team work, caring, integrity, responsibility, and dedication. Students receive their clinical experience in hospitals, long-term care facilities, clinics, physicians' offices, and community agencies. The LPN program uses extensive technology including computers, Simulation

Admission is competitive with enrollment in the fall semester only. Admitted applicants will be required to complete special program admission criteria such as a physical (validating physical and mental health status necessary for the nursing profession), CPR, and First Aid. Required documents to be submitted upon acceptance include a copy of the student's birth certificate, name change documents, driver's license or photo identification, and social security card. A criminal record check must be obtained as designated by clinical agencies. Students who have prior convictions of a crime (excluding minor traffic violations) may not be granted permission to take the National Council Licensure Examination. Please contact the SC State Board of Nursing to clarify your position. In addition, drug testing may be required by clinical agencies throughout the academic year.

Students with allergies may be exposed to chemicals in various forms in the lab and hospital environment. It is recommended that a health care provider be consulted regarding any allergies to determine if nursing is the appropriate choice for you.

The Practical Nursing Program is approved by the State Board of Nursing for South Carolina and has full accreditation by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; Phone: 404-975-5000; Fax: 404-975-5020. Web: www.acenursing.org

Upon successful completion of the three semester program, graduates are eligible to take the National Council Licensure Examination for Practical Nurses in order to be designated as a Licensed Practical Nurse (LPN).

CORE CURRICULUM 17 HOURS Communications:

ENG 101\*

Social/Behavioral Sciences:

PSY 201\* Natural Sciences/Math:

\*BIO 210 **and** \*BIO 211, MAT 155 COURSE REQUIREMENTS 31 HRS

**‡PNR 110, ‡PNR 120, ‡PNR 130,** ‡PNR 140, ‡PNR 155, ‡PNR 170, **‡PNR 182** 

#### TOTAL COURSE OF STUDY 48 HOURS

‡These courses prepare students in basic computer applications.

COL 103, College Skills, is recommended for new students.

\*University transfer level course

# DIPLOMA IN APPLIED SCIENCE PRACTICAL NURSING\* SEMESTER CURRICULUM MODEL

FALL		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BIO 210	Anatomy and Physiology	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
PNR 110	Fundamentals of Nursing‡ (First 8 weeks)	3.0	6.0	5.0
PNR 120	Medical-Surgical Nursing I‡ (Second 8 weeks)	<u>3.0</u>	<u>6.0</u>	<u>5.0</u>
		15.0	15.0	20.0
SPRING				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PNR 130	Medical-Surgical Nursing II‡ (First 8 weeks)	3.0	6.0	5.0
PNR 140	Medical-Surgical Nursing III‡ (Second 8 weeks)	3.0	6.0	5.0
PNR 182	Special Topics in PN: Pharmacology‡+	<u>2.0</u>	0.0	<u>2.0</u>
		11.0	15.0	16.0
SUMMER				
PNR 155	Maternal/Infant/Child Nursing‡	5.0	6.0	7.0
PNR 170	Nursing of the Older Adult‡+#	1.0	3.0	2.0
PSY 201	General Psychology	<u>3.0</u>	0.0	<u>3.0</u>
		9.0	9.0	12.0

#### FLEX OPTION SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
PNR 110	Fundamentals of Nursing‡ (First 8 weeks)	3.0	6.0	5.0
PNR 120	Medical-Surgical Nursing I‡	3.0	<u>6.0</u>	<u>5.0</u>
		6.0	12.0	10.0
SPRING				
PNR 130	Medical-Surgical Nursing II ‡ (First 8 weeks)	3.0	6.0	5.0
PNR 140	Medical-Surgical Nursing III ‡ (Second 8 weeks)	3.0	6.0	5.0
PNR 182	Special Topics in PN: Pharmacology ‡ (Online)	2.0	0.0	<u>2.0</u>
		8.0	12.0	12.0
SUMMER				
PNR 155	Maternal/Infant/Child Nursing ‡	5.0	6.0	7.0
PNR 170	Nursing of the Older Adult ‡ Online)	<u>1.0</u>	<u>3.0</u>	<u>2.0</u>
		6.0	9.0	9.0

An 80% competency is required for all PNR courses.

CPR/First Aid certification and immunizations must be current at all times during enrollment in PNR courses.

‡ These courses prepare students in basic computer applications.

Communication/Speech component included.

Federal Gainful Employment Program

#### CERTIFICATE IN NURSING ASSISTANT 9 SEMESTER HOURS

Nursing assistants, under the supervision of nursing and medical staffs, provide personal care and emotional support to elderly and/or acutely ill patients confined to hospitals, short-term intermediate facilities, and long-term care institutions. They take temperatures, pulse, respiration, and blood pressure as well as observe patients' physical, mental and emotional conditions, and report any changes to the nursing or medical staff. Assistants also answer patients' call bells, deliver messages, serve meals, make beds, and help patients eat.

Nursing assistants employed in health care facilities are often the principal caregivers, having far more contact with patients than other members of the staff. They should be healthy, tactful, patient, understanding, dependable, and have a desire to help people. They should also be able to work as part of a team, have good communication skills, and be willing to perform repetitive, routine tasks. Nursing assistants may become employed in hospitals, in private duty, in assisted-living facilities, hospices, home health areas, or nursing homes.

The nursing assistant curriculum covers body mechanics, nutrition, anatomy and physiology, infection control, communication skills, and personal care skills. Graduates of this program are eligible to take the Competency Exam for state certification as a Certified Nursing Assistant. An 80% competency is required in all core courses.

#### CRIMINAL RECORD CHECK

All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of or pled no contest to, including, but not limited to, child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment or misappropriation of property, are not permitted to work as direct caregivers. More stringent requirements are often enforced by individual clinical agencies. Students who have convictions as described above will not be allowed to attend clinical agencies. Clinical agencies reserve the right to deny privileges for convictions other than stated. Based on this information, students should be aware of the consequences of a positive criminal record check, which may include dismissal from the program. Students who are impacted by this constraint should consider career counseling.

A copy of the student's Social Security number verification is required to be on file.

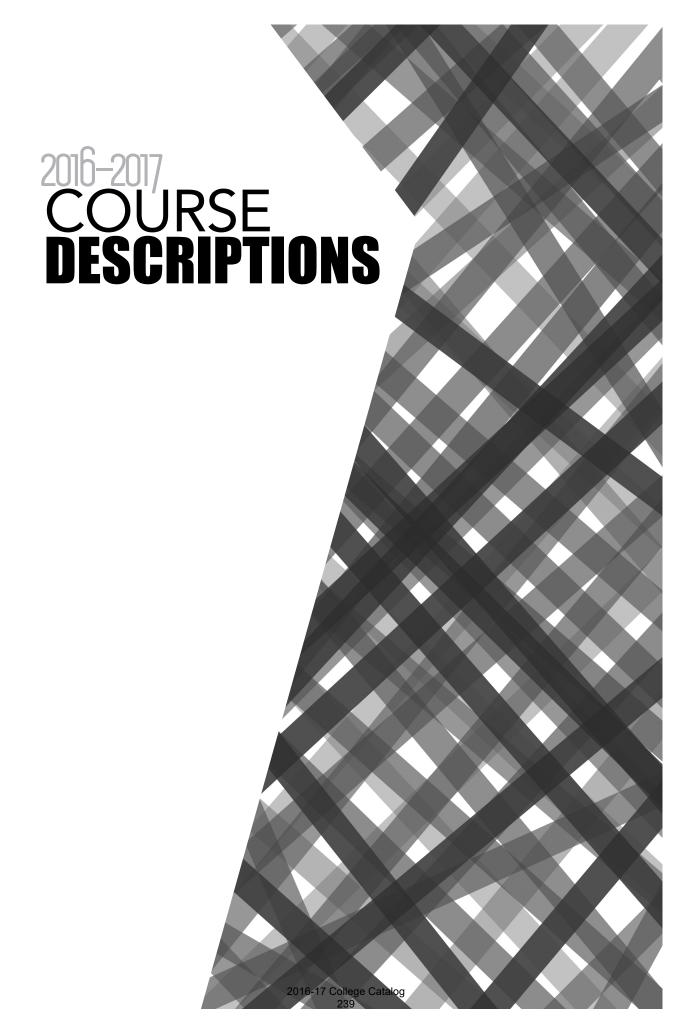
DISCLAIMER: This information is subject to change as new directives are received.

#### Latex Allergies

Health care providers with Latex sensitivity must be aware that latex sensitivity increases with each additional exposure and there will be exposure to latex in various forms in the lab and hospital environment. If you have latex allergies, it is recommended that you consult your Health care provider regarding this medical condition for assistance with your decision about whether pursuing a career in nursing is the appropriate choice for you considering this allergy.

#### SEMESTER CURRICULUM MODEL

(FALL or SPI	RING)	Class	<u>Lab</u>	<u>Credit</u>
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
ENG 160	Technical Communications (or higher)	3.0	0.0	3.0
	_	6.0	9.0	9.0



# An alpha-numeric listing of course descriptions for all curricula programs

Listed below are the parts of course descriptions you will find on the following pages and what they mean:

BUS 110	Entrepreneurship	3-0-3
	This course is an introduction to the process of starti	ng a small busi-
	ness, including forms of ownership and managemen ACC 101, BUS 101, BUS 140, CPT 174, LEG 121, MG	
	and MKT 101	

**Alphacode** indicates the discipline to which the course is assigned.

**Course Number** indicates the course within that discipline.

Title indicates the name of the course.

**Class Hours** are the part of the class time each week designated for classroom instruction through presentations.

**Lab Hours** refer to hands-on testing, experimenting or practicing time incorporated into the class.

Credit Hours are the credits earned upon successful completion of the course. Course Description is a brief explanation of course content. The course syllabus, available when attending class, will more fully explain the content. Prerequisite indicates the knowledge, skills or class needed before beginning this class. In most cases, prerequisites concern instruction offered at the College. The department offering that course should be consulted if there is uncertainty about the prerequisite knowledge or skills.

Co-requisite is a course that should be taken at the same time.

ACC 101	Accounting Principles I	3-0-3
	This course introduces basic accounting procedures for analyzing,	
	ing and summarizing financial transactions; adjusting and closing t	
	cial records at the end of the accounting cycle; and preparing final	ncial
	statements. Prerequisite: RDG 032 and MAT 032 or placement	
ACC 102	Accounting Principles II	3-0-3
	This course emphasizes managerial accounting theory and proced	
	basic accounting, cost accounting, budgeting, cost-volume analys	is, and fi-
	nancial statement analysis. Prerequisite: ACC 101	
ACC 111	Accounting Concepts	3-0-3
	This course is a study of the principles of basic accounting function	
	lecting, recording, analyzing, and reporting information). Prerequis	site:
A CC 404	RDG 031 and MAT 031 or placement	202
ACC 124	Individual Tax Procedures	3-0-3
	This course is a study of the income tax structure from the standpo	
	the individual, including the preparation of individual income tax r	eturns.
ACC 150	Prerequisite: BUS 140 or ACC 101	3-0-3
ACC 150	Payroll Accounting This source introduces the major tasks of payroll accounting ampl	
	This course introduces the major tasks of payroll accounting, empl practices, federal, state, and local governmental laws and regulation	
	ternal controls, and various forms and records. Prerequisite: ACC	
ACC 201	Intermediate Accounting I	3-0-3
7100 201	This course explores fundamental processes of accounting theory,	
	ing a thorough working knowledge and understanding of the prep	
	of financial statements. Prerequisite: ACC 102, CPT 174	on a crom
ACC 202	Intermediate Accounting II	3-0-3
	In this course, accounting principles and concepts are applied to a	ccount
	evaluation and income determination, including special problems	
	lar to corporations and analysis of financial reports. Prerequisite: A	
ACC 230	Cost Accounting I	3-0-3
	This course is a study of the accounting principles involved in job of	order
	cost systems. Process costing and budgeting will be covered. Pre	
	site: ACC 102	
ACC 240	Computerized Accounting	3-0-3
	This course is a study of using the computer to design and implem	
	ous accounting functions, including financial transactions, records,	state-
	ments, reports, and documents. Prerequisite: ACC 101	
ACC 265	Not-For-Profit Accounting	3-0-3
	This course introduces the special accounting need for municipalit	
	counties, states, the Federal Government, governmental agencies	, and
A C C 07 F	other not-for-profit organizations. Prerequisite: ACC 102	202
ACC 275	Special Topics in Accounting	3-0-3
	This course provides an advanced in-depth review of selected top	
	counting using case studies and individual and group problem sol	ving.
AET 101	Prerequisite: ACC 150, ACC 201, MGT 270	2-3-3
AET TOT	<b>Building Systems I</b> This course will enable the student to understand the basics of particles.	
	building information, modeling fundamentals and create residenti	
	tectural drawing sets.	ai aiciii-
AGR 201	Introduction to Sustainable Agriculture	3-0-3
AGREOT	This course provides an evaluation of the main goals of sustainable	
	ture to include environmental health, economic profitability, and so	
	economic equity. It will evaluate management and technological a	
	proaches and policies that influence agricultural practices.	
AGR 202	Soils	3-3-4
	This course introduces land resources, soil formation, classification	
	mineralogy, and focuses on basic chemical and physical properties	
	Soil microorganisms, plant nutrients, and fertilization are discussed	
	with applications of soil properties in relation to plant growth.	5

AGR 203	Introduction to Animal Science	3-3-4
	This course covers a survey of animal industries and their roles and	
	tance to man and society from past to present. Lab will examine the principles in the handling of livestock and techniques of farm anim	
	duction.	iai pro-
AGR 204	Introduction to Plant Sciences	3-0-3
,	This course will present the fundamentals of plant sciences, includ	
	nomic and horticultural crops of the major agricultural areas of the	
	Emphasis will be given to crops of the Southeastern Region of the	
AGR 205	Integrated Pest Management	3-0-3
	Students will study major pests (weeds, insects, and disease) of the	
	South Carolina crops. Theory and practices of integrated pest ma	
	ment will be explored and compared to conventional pest manage	ement
4.60.007	strategies.	224
AGR 206	Basic Farm Maintenance	3-3-4
	This course is a study of practical techniques for basic maintenance	
	pair in an agricultural environment. Students will learn application uses of hand tools, basic metal work and machinery maintenance.	S and
AGR 211	Applied Agriculture Calculations	3-0-3
AGRZII	This course is a study of basic mathematical applications in crop at	
	stock production, agribusiness and financial management. Master	
	these concepts will assist students in understanding the important	
	such applications in the agricultural industry.	
AGR 214	SCWE in Sustainable Agriculture I	0-15-3
	This course is an introductory supervised comprehensive work exp	erience
	in the sustainable agriculture industry. Students will be matched w	
	farms/industries that meet their mutual interests and will work und	er the
	supervision of the instructor/employer.	
AHS 104		5-1.5-3
	This course introduces the fundamental principles of medical term	
	and includes a survey of human anatomy and physiology. Prerequi RDG 032	site.
AHS 106	Cardiopulmonary Resuscitation	1-0-1
	This course is a study of the principles of cardiopulmonary resuscit	
AHS 110	Patient Care Procedures	1-3-2
	This course provides a study of the procedures and techniques use	
	general care of the patient. Prerequisites: Admission to program &	(
	AHS 104, MAT 155, MED 107, MED 115, BIO 110	
AHS 119	Health Careers	3-0-3
	This course provides information on various health careers to inclu	
	responsibility and personal and education requirements as well as	
	overview of the health care system with its unique nomenclature at ery of care. Prerequisite: RDG 031	na aeliv-
AHS 141	Phlebotomy for the Health Care Provider	1-6-3
A113 141	This course contains the essential theory, skills, and special proced	
	quired to meet the venipuncture needs in hospitals, clinics, and ot	
	health care settings.	
AHS 143	Phlebotomy Skills	5-3-6
	This course is a study of phlebotomy equipment, procedures, techn	niques,
	and practical experience.	•
AHS 144	Phlebotomy Practicum	0-15-5
	This course provides a detailed study and practice of phlebotomy	
	dures utilized in hospital settings, clinical facilities, and physician's	
AHS 145	Electrocardiography	1-3-2
	This course provides the basic skills necessary to perform ECG's in	
	tal, physician's office or other health care setting. The student will	
	to perform and interpret basic ECG's. Prerequisites: Admission to ECG program.	ine
	LCO DIOUIGIII.	

AHS 148	Special Topics in Geriatric Care This course includes a study of selected topics associated with geri	<b>2-0-2</b> atric care
	including oxygen needs, dementia, and wound care.	
AHS 149	Health Care Skills I	3-0-3
	This course includes basic skills needed to care for residents in a lo	ng term
AHS 151	care setting.  Health Care Procedures I	2-9-5
7110 101	This course includes a study of fundamental health skills related to	
	tient/client in all of life's stages. Prerequisite: Admission to program	
AHS 152	Health Care Procedures II	1-15-6
	This course provides concurrent coordinated clinical experiences	
	sist the student to master advanced patient/client care skills. Prer AHS 151	equisite:
AHS 153	Concepts of Geriatric Care	4-0-4
	This course includes a study of developmental theory, modern conce	
	aging and geriatric health care concepts. Prerequisite: Admission to	
AHS 154	Culture and Wellness	1-0-1
AHS 155	This course is a study of the impact of cultural factors on health and v Special Topics in Health Care	wellness. <b>3-0-3</b>
AH3 133	This course emphasizes specialized job-related education in health of	
AHS 163	Long Term Care	2-9-5
	This course emphasizes the basic skills needed to care for residents	
	long term care setting. Students will apply practical use of these sk	ills
AHS 165	through clinical experiences in a long-term care facility.  ECG Applications	0-15-5
A115 105	This course provides ECG/Cardiac Monitoring students practice in	
	clinical settings. Prerequisites: AHS 145, BIO 110, AHS 104	
AHS 166	ECG in a Clinical Setting	0-6-2
	This course provides an opportunity to perform ECG's in a hospital,	, physi-
AHS 180	cian's office or other health care setting.  Health Careers Preparation	3-0-3
AU2 100	This course includes selected topics such as study skills, test taking	
	critical thinking, problem solving, ethics, health careers test prepara	
	other topics to promote success in the health care field. Prerequisit	
ALIC 404	032	202
AHS 181	Medical Document Formatting for Healthcare  This course covers development and proficiency in producing med	<b>3-0-3</b>
	ments used in healthcare facilities. Emphasis is placed on speed, ac	
	and document formatting.	,,
AHS 206	Cross-Sectional Anatomy for Medical Imaging	2-0-2
	This course is a study of human anatomy as viewed in cross-section	
	This is used in medical imaging modalities such as computed tomo Magnetic Resonance Imaging, and Ultrasound.	grapny,
	Prerequisite: Admission to CT program	
AHS 210	Nutrition for Health Care Professionals	3-0-3
	This course focuses on aspects of both normal and clinical nutrition	
	ing topics related to the essential principles of nutrition, assessmentianal status, weight control life and a nutrition, health	it of nutri-
	tional status, weight control, life-cycle nutrition, health promotion/maintenance, disease prevention and diet therapy. Employee	ohasis is
	placed on the role of the health care professional and the complexi	
	nutrition. Prerequisite: BIO 211. Corequisite: NUR 101 or NUR 210,	
AMT 105	Robotics and Automated Control I	2-2-3
	This course includes assembling, testing, and repairing equipment	
	automation. Concentration is on connecting, testing, and evaluating mated controls and systems.	ig auto-
AMT 205	Robotics and Automated Control II	2-2-3
	This course covers installation, testing, troubleshooting, and repairing	ng of au-
A DT 404	tomated systems.	202
ART 101	Art History and Appreciation  This is an introductory course to the history and appreciation of art,	3-0-3
	ing the elements and principles of the visual arts.	miciuu-
	5	

AUT 102	Engine Repair 2-6-4
	This course is a basic study of the diagnostic procedures used to locate
	and repair internal engine malfunctions.
AUT 111	Brakes 1-6-3
	This course is a study of the fundamentals of hydraulics and brake
AUT 115	components in their application to automotive brake systems.  Manual Drive Train/Axle  2-3-3
A01 113	This course is a basic study of clutches, gearing and manual transmission
	operation, including the basic study of rear axles and rear axle set up.
AUT 124	Steering, Suspension & Alignment 2-6-4
	This course is the study of the fundamentals of steering, suspension and
	alignment and includes inspection, diagnostics, maintenance and repair of
	systems.
AUT 131	Electrical Systems 1-6-3
	This course is a study of the individual systems and components that when
	combined form the entire automobile electrical system. The course
	includes starting and charging systems, ignition, engine, chassis, and
	accessory systems as well as instruction in the proper use of electrical schematics.
AUT 145	Engine Performance 1-6-3
A01 143	This course covers the diagnosis of various performance problems using
	the appropriate diagnostic equipment and diagnostic manuals. Logical
	thinking is also included in the course.
AUT 151	Automotive Transmission/Transaxle 1-6-3
	This course is a basic study of automotive transmission and transaxle
	service, including proper procedures for doing minor transmission service
	and adjustments, including transmission and transaxle removal and
AUT 159	replacement procedures.
AUT 139	Tools, Equipment & Reference Manuals 2-3-3  This course is a study of the proper selection, care, and use of tools and
	equipment, including proper use of service and reference manuals and
	guides.
AUT 161	Introduction to Automotive Maintenance 1-0-1
	This course is an introduction into automotive maintenance. Topics will
	include basic tool usage, shop safety, fluid service, tires, basic electrical and
	automotive systems theory.
AUT 211	
	Advanced Brakes 1-6-3
	This course is a study of four wheel anti-lock brakes and rear anti-lock
	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.
ΔI IT 222	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111
AUT 222	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment  1-3-2
AUT 222	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.  Prerequisite: AUT 111  Four Wheel Alignment  1-3-2  This course is a review of alignment angles and adjusting procedures
AUT 222	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment  1-3-2
AUT 222 AUT 231	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.  Prerequisite: AUT 111  Four Wheel Alignment  1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics  3-3-4
	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.  Prerequisite: AUT 111  Four Wheel Alignment  1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics  3-3-4  This course includes the study of solid state devices, microprocessors and
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AUT 231	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.  Prerequisite: AUT 111  Four Wheel Alignment  1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics  3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131
	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.  Prerequisite: AUT 111  Four Wheel Alignment  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics  3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning  2-6-4
AUT 231	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.  Prerequisite: AUT 111  Four Wheel Alignment  1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics  3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning  2-6-4  This course is a study in the principles of refrigeration, operation, and
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AUT 231 AUT 241	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment 1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics 3-3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning 2-6-4  This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.
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AUT 231 AUT 241	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment 1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics 3-3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning 2-6-4  This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.  Advanced Engine Performance 2-9-5
AUT 231 AUT 241 AUT 245	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment 1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics 3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning 2-6-4  This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.  Advanced Engine Performance 2-9-5  This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite: AUT 145
AUT 231 AUT 241	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment 1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics 3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning 2-6-4  This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.  Advanced Engine Performance 2-9-5  This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite: AUT 145  Advanced Automotive Diagnosis and Repair 2-6-4
AUT 231 AUT 241 AUT 245	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment 1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics 3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning 2-6-4  This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.  Advanced Engine Performance 2-9-5  This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite: AUT 145  Advanced Automotive Diagnosis and Repair 2-6-4  This course is an advanced study of the proper diagnostic and repair
AUT 231 AUT 241 AUT 245	This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111  Four Wheel Alignment 1-3-2  This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124  Automotive Electronics 3-3-4  This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131  Automotive Air Conditioning 2-6-4  This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.  Advanced Engine Performance 2-9-5  This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite: AUT 145  Advanced Automotive Diagnosis and Repair 2-6-4

AUT 268	Special Topics in Automotive This course covers special subject matter, new technology, new tes	<b>2-3-3</b>
	equipment, and diagnostic routines. Prerequisite: AUT 275	ung
AUT 270	SCWE in Automotive Technology	0-20-4
	This course includes supervised on-the-job training in an approved	
	business, service firm, or industrial facility related to the automotive	
	industry. Prerequisite: All AUT courses and permission of the Instru	
AUT 275	Alternate Technology Vehicles	2-3-3
	This course is the study of vehicles powered with gasoline engines combination with other non-gasoline power systems. Hybrid, Fuel	
	compressed gases and diesel/bio-diesel and Homogeneous Charc	
	Compression Ignition (HCCI) technology will be covered in this cou	
	Prerequisite: AUT 231	
BAF 101	Personal Finance	3-0-3
	This course includes the practical applications of concepts and tech	niques
	used in managing personal finances. Major areas of study include fi	
	planning, budgeting, credit use, housing, insurance, and retirement	plan-
D 07 400	ning. Prerequisite: RDG 031 and MAT 031 or placement	4 ( 0
BCT 123	Architectural Drafting	1-6-3
	This course is an introduction to the principles of architectural plan design with an emphasis on residential and light construction. Prese	
	CET 120	equisite.
BCT 221	Construction Building Code	2-3-3
	This course is a study of local, state, and national building code rec	quire-
	ments as they apply to residential and commercial construction.	
BIO 101	Biological Science I	3-3-4
	This course is the first of a sequence introducing biology. Topics inc	
	scientific method, basic biochemistry, cell structure and function, ce	
	ology, cell reproduction and development, Mendelian genetics, nalection, evolution, and ecology. Prerequisite: RDG 032	turai se-
BIO 102	Biological Science II	3-3-4
	This is a continuation of introductory biology which includes classifi	cation
	of organisms and structural and functional considerations of all king	
	(particularly major phyla as well as viruses). Vertebrate animals and	
	plants are emphasized. Prerequisite: BIO 101 with a grade of "C" of	
BIO 110	General Anatomy and Physiology	3-0-3
	This course is a general introduction to the anatomy and physiolog	
	human body. Emphasis is on the organ systems of the human and terrelationships. Prerequisite: RDG 031	men m-
BIO 112	Basic Anatomy and Physiology	3-3-4
2.0	This course is a basic integrated study of the structure and function	
	human body. Prerequisite: BIO 110 with a grade of "C" or better o	
	ogy Placement Test.	
BIO 210	Anatomy and Physiology I	3-3-4
	This is the first in a sequence of courses, including intensive covera	
	the body as an integrated whole. All body systems are studied. Pr	
BIO 211	site: BIO 112 with a grade of "C" or better or Biology Placement Te Anatomy and Physiology II	3-3-4
DIO 211	This is a continuation of a sequence of courses, including intensive	
	age of the body as an integrated whole. All body systems are stud	
	Prerequisite: BIO 210 with a grade of "C" or better.	
BIO 225	Microbiology	3-3-4
	This is a detailed study of microbiology as it relates to infection and	
	ease processes of the body. Topics include immunity, epidemiolog	y, med-
	ically important microorganisms, and diagnostic procedures for	
	identification. Prerequisite: BIO 211 with a grade of "C" or better o	r two
	semesters freshman college biology with a grade of "C" or better.	

**BIO 240** Nutrition 3-0-3 This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered. Prerequisite: BIO 102 or BIO 211 **BTN 101** Introduction to Biotechnical Engineering 3-0-3This is an introductory course which exposes students to the diverse fields of biotechnology, biomedical engineering, bioprocesses, and related areas. Students will apply biological and engineering concepts to design materials and processes that directly measure, repair, improve & extend living systems. BTN 142 Issues in Biomanufacturing This course is an introduction to the manufacturing aspects of biotechnical engineering with focus on career exploration and the skills needed to serve as a technician in the biotechnology industry. The major focus is to expose students to all aspects of biotechnology as it relates to engineering. BTN 242 Introduction to Biomanufacturing This is a senior project course with emphasis on instrumentation and process control for biomanufacturing. Diverse fields of biotechnology, biomedical engineering, and agricultural and environmental engineering are addressed **BUS 101** Introduction to Business 3-0-3 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. Prerequisite: RDG 032, MAT 032 **BUS 110** 3-0-3Entrepreneurship This course is an introduction to the process of starting a small business, including forms of ownership and management. Prerequisites: ACC 101, BUS 101, BUS 140, CPT 174, LEG 122, MGT 101 or MGT 150, and MKT 101 (Offered Spring Term only) **BUS 115** Introduction to Entrepreneurship 3-0-3 This is an introductory course that exposes students to the concept of entrepreneurship and explores various business ideas. Students will identify their entrepreneurship type, goals, talents, and decide on the best business idea for them. Prerequisite: CPT 101 or CPT 170 or computer experience (Fall Term only) **BUS 116** 3-0-3 Business Opportunity Analysis This course introduces the research process, examines effective research strategies, and reveals major resources that are available to research a business idea. Prerequisite: BUS 115 (Offered Fall Term only) **BUS 120 Business Plan** 3-0-3 This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea; develop a marketing plan, prepare financial projections, and identify and evaluate potential funding sources for their business. Prerequisites: BUS 115, BUS 116, and BUS 140 (Offered Spring Term only) **BUS 140 Business Mathematics** 3-0-3 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. Prerequisite: RDG 032 and MAT 032 or placement **BUS 220 Business Ethics** 3-0-3 This course includes the exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise. Major focus of this course is the need to protect the public who is the major stakeholder in each ethical decision. Prerequisite: RDG 032 (Offered Fall Term only)

BUS 240	Business Statistics	3-0-3
	This course is a study of statistical methods related to business, incl	udina
	descriptive statistics, probability, binomial and normal distributions,	
	pothesis testing.	aay
BUS 268	Special Projects in Business	2-3-3
DO3 200	•	
	This course includes research, reporting, and special activities for su	
	employment in the business world. Prerequisites: ACC 101, BAF 10	
	101, BUS 140, CPT 174, LEG 122, MGT 270, MKT 101 Co-requisite: I	VIGT
	201 (Offered Spring Term only)	
CET 105	Surveying I	2-3-3
	This course includes surveying theory and practice, care and use of	
	instruments, and traversing procedures and computation of closure	١.
	Co-requisite: MAT 170	
CET 120	Construction Materials	2-3-3
0220	This course includes a study of basic materials used in construction	
	ing research of building product specifications.	includ
CET 130		3-0-3
CE1 130	Contracts and Engineering Law	
	This course covers a study of basic engineering law; owner, engineering law; owner, engineering law;	
	tractor relations and responsibilities; contracts, bidding procedure,	and
	specification interpretations. Prerequisite: None	
CET 210	Strength of Materials	3-0-3
	This course covers the effects of applying various types of loads to	struc-
	tural members and makes comparisons of allowable stresses and st	
	Prerequisites: MAT 170 or equivalent, EGR 190	
CET 245	Cost Estimating	2-3-3
	This course includes a study of project cost and scheduling through	the use
	of proven construction estimating techniques.	i tile ase
CLINA 10F	Prerequisites: CET 120, MAT 170	224
CHM 105	General, Organic and Biochemistry	3-3-4
	This course is a study of the fundamental principles of chemistry, inc	
	atomic and molecular structure, common substances and reactions	, intro-
	duction to organic chemistry, and biochemistry.	
	Prerequisite: RDG 032 and MAT 101 or equivalent	
CHM 110	College Chemistry I	3-3-4
	This is the first course in a sequence which includes the following to	pics:
	atomic and molecular structure, nomenclature and equations, prop	
	reactions and states of matter, stoichiometry, gas laws, solutions, an	
	libria. Prerequisite: RDG 032 and MAT 102 or equivalent	
CHM 111	College Chemistry II	3-3-4
CHIMITH		
	This course is a continuation of the study of atomic and molecular st	
	nomenclature and equations, properties, reactions and states of ma	
	ichiometry, gas laws, solutions, and equilibria. Other topics included	
	netics, thermodynamics and electrochemistry. Prerequisite: CHM 11	0 with a
	grade of "C" or better	
CHM 210	Introduction to Organic Chemistry	3-3-4
	This course is an introduction to organic chemistry emphasizing nor	mencla-
	ture, classes of organic compounds, and chemistry of functional gro	oups.
CHM 211	Organic Chemistry I	3-3-4
	This is the first in a sequence of courses that includes nomenclature	, struc-
	ture and properties, and reaction mechanisms of basic organic	,
	chemistry. Prerequisite: MAT 102 and CHM 111 with a grade of "C"	or het-
	ter	OI DCt
CHM 212		3-3-4
CHIVI Z I Z	Organic Chemistry II	
	This course is a continuation of basic organic chemistry. Topics inclu	
	nomenclature, structure and properties, reaction mechanisms of ba	
	ganic chemistry, biochemistry, and spectroscopy. Prerequisite: CHM	1211
	with a grade of "C" or better	
CIM 131	Computer Integrated Manufacturing	3-0-3
	This course is a comprehensive overview of the total manufacturing	
	operation.	

COL 103	College Skills	3-0-3
	This course may include selected topics such as career planning, s skills, stress management, tutoring, group guidance, and other sul	
COL 105	facilitate student success.  Freshman Seminar	202
COL 105	This course is a study of the purposes of higher education and pro-	3-0-3
	general orientation to the functions and resources of the college.	
	course is designed to help freshmen adjust to the college commu	
	velop a better understanding of the learning process, and acquire	
	academic survival skills. Prerequisite: Admission to the President	ial Schol-
COL 10/	ars Program	1.0.1
COL 106	Skills for College Success This course is designed to enhance the skills of entering freshmen	1-0-1
	tate their ability to succeed in the college environment. The cours	
	include student/instructor expectations, time management, library	
	puter orientation, listening/note-taking, studying for success, learn	
	styles/personality types, and diversity and differences on campus.	Ü
COL 107	Computer Literacy Skills for College Success	3-0-3
	This course is designed for students who need an introduction to	
	literacy and word processing skills in order to develop or improve	
	boarding and to use the computer for self-paced computer-based web-based instruction and communication.	and
COL 205	Leadership Seminar	3-0-3
	This course is a study of the foundational skills needed to assume	leader-
	ship roles in academic, professional, and personal settings. Topics	
	information literacy, financial literacy, stress and conflict managem	
	cal thinking, and employability skills. A portfolio will be completed	d. Pre-
COL 250	requisite: Admission to the Presidential Scholars Program.  Information Literacy	3-0-3
COL 250	This course introduces students to a wide range of print and elect	
	formation resources and literacy skills basic to success in their acade	
	work, their career, and in life long learning. This course transfers to	
	the USC or College of Charleston College of Education. Prerequis	ite: ENG
CDT 101	032 or appropriate score, RDG 032 or appropriate score	202
CPT 101	Introduction to Computers  This course covers basic computer history, theory and applications	3-0-3
	ing word processing, spreadsheets, data bases, and the operating	
CPT 104	Introduction to Information Technology	3-0-3
	This course is a study of basic computer components and periphe	rals, basic
	computer functions, i/o concepts, storage concepts, data commu	nications,
CPT 119	distributed processing, and programming language concepts.	202
CPITI9	Computing and Online Learning Fundamentals  This course is a study of fundamental computing and online learni	3-0-3
	Emphasis is placed on PC operation, use of peripherals, file management	
	and proper computer terminology. Topics will also include an intro	
	to basic office management software and Internet resources. Prere	
	COL 107	
CPT 163	Introduction to Multimedia for Web Pages	3-0-3
	This course is a study of the development and editing of graphics,	
	and video elements to be used in the design and implementation tive web pages.	or effec-
CPT 167	Introduction to Programming Logic	3-0-3
C	This course introduces foundation concepts in structured program	
	Problem solving and algorithm development through pseudocode	
	flowcharting is emphasized. Solutions are developed using the ba	asic con-
	trol structures of sequence, decision, and iteration. Prerequisite:	R-score
CDT 170	or CPT 236 with a grade of "C" or better.	202
CPT 170	Microcomputer Applications This course introduces microcomputer applications software, inclu	<b>3-0-3</b>
	word processing, data bases, spreadsheets, graphs, and their inte	
	Prerequisite: COL 107 or keyboarding experience.	J. = 2. 911.

CPT 172	Microcomputer Database	3-0-3
	This course introduces microcomputer database concepts, includir	ng gener
	ating reports from a data base, creating, maintaining, and modifyir	ng data
	bases. Prerequisite: CPT 170 with a grade of "C" or better.	
CPT 174	Microcomputer Spreadsheets	3-0-3
	This course introduces the use of spreadsheet software on the mic	
	puter. Topics include creating, editing, using formulas, using funct	ions, and
	producing graphs. Prerequisites: CPT 170 and BUS 140 with a gra	de of
CPT 179	"C" or better.	202
CF1 1/9	Microcomputer Word Processing This course introduces microcomputer word processing. Topics in	3-0-3
	This course introduces microcomputer word processing. Topics increating, editing, formatting, and printing documents. Prerequisite	
	170 with a grade of "C" or better	55. CI I
CPT 200	Database Design I	3-0-3
01 1 200	This course introduces the concepts of entities, attributes, and rela	
	to create data models that represent the "ideal database system"	
	erating ER Diagrams, Business rules, and Normalization. Prerequis	
	101 with a grade of "C" or better.	
CPT 201	Database Design II	3-0-3
	This course includes the transformation of a conceptual data mode	al into a
	logical database model by mapping the ER Model into the Softwa	
	opment Life Cycle (SDLC) to create a Database. Prerequisite: CPT	
	a grade of "C" or better.	
CPT 202	SQL Programming I	3-0-3
	This course is an introduction to writing basic Structured Query Lar	
	(SQL) used in creating tables, inserting data, retrieving data, and r	
	lating data from a database. Prerequisite: CPT 201 with a grade of	"C" or
	better.	
CPT 203	SQL Programming II	3-0-3
	This course focuses on advanced SQL programming by creating co	
	straints, views, indexes, synonyms, and/or data security by creating	SQL
CPT 209	projects. Prerequisite: CPT 202 with a grade of "C" or better.  Computer Systems Management	3-0-3
CI 1 207	This course examines the methods and procedures used in mainta	
	crocomputer systems. Topics include hardware and software instal	
	configuration, operations, and troubleshooting.	nation,
	Prerequisites: CPT 101 with a grade of "C" or better	
CPT 212	Visual Basic Programming	3-0-3
	This course focuses on menu-driven systems, interactive program of	design,
	subroutines, file conversions, and file creation and maintenance us	
	vanced techniques for basic programming.	Ü
	Prerequisite: CPT 237 with a grade of "C" or better.	
CPT 213	Advanced Visual Basic Programming	3-0-3
	This course is a study of the object-oriented features of Visual Basi	
	their use in accessing databases. It includes classes, collections, a	nd Web
	access. Prerequisite: CPT 212 with a grade of "C" or better.	
CPT 232	C++ Programming I	3-0-3
	This introductory course in C++ programming emphasizes the des	
	coding, testing, and debugging of C++ programs involving input/	
	operations, data types, storage classes, decision structures, loopin	g, tunc-
	tions, arrays, simple pointers, and strings.	
CDT 222	Prerequisite: CPT 237 with a grade of "C" or better.	202
CPT 233	C++ Programming II  This course introduces object-oriented design techniques using C-	3-0-3 ++ Top-
	ics include classes, overloading operators, inheritance, and virtual	
	tions. Prerequisite: CPT 232 with a grade of "C" or better.	iuiic-
	TIONS Prerequisite: U.P.I. 232 With a grade of U. Or petter	

CPT 236	Introduction to Java Programming	3-0-3
	This course is an introduction to Java programming. Topics will co	ver Java
	syntax and classes for use in the development of Java applications	
	plets. Prerequisite: CPT 167	
CPT 237	Advanced Java Programming	3-0-3
00.	This course is a study of advanced topics of the Java programming	
	guage by building on a basic knowledge of the Java language. Top	
	ered will include multi-reading, swing classes, swing event models,	
	advanced layout managers, the javabean component model, netw	
	gramming, and server-side programming. Prerequisite: CPT 236 wi	tn a C
ODT 000	or better.	
CPT 239	Active Server Pages	3-0-3
	This course is a study of Active Server Pages (ASP) programming to	
	implement, and execute ASP scripts. It examines topics related to	
	tax of server-side ASP scripting as well as the use of ASP with data	
	Prerequisites: IST 226 and (CPT 167 or CPT 236) with a grade of "(	C" or
	better.	
CPT 244	Data Structures	3-0-3
	This course examines data structures widely used in programming.	Topics
	include linked lists, stacks, queues, trees, and sorting and searching	g tech-
	niques. Prerequisite: CPT 237 with a grade of "C" or better.	
CPT 247	UNIX Operating Systems	3-0-3
	This course is the study of UNIX commands, including the VI editor	r. file
	structure and shell programming. Prerequisite: CPT 101 with a "C'	
	ter.	01 001
CPT 263	Advanced Multimedia for Web Pages	3-0-3
Ci i 200	This course is a study of the development and editing of graphics,	
	and video elements to be used in the design and implementation	
	tive web pages.	or chec
CPT 264	Systems and Procedures	3-0-3
CI 1 204	This course covers the techniques of system analysis, design, deve	
	and implementation.	юртнети
CPT 268	Computer End User Support	3-0-3
CI 1 200	This course is a study of end-user support of computer based tech	
	Topics include end-user support functions, developing training mo	
	include strategies to provide ongoing technical assistance. Empha	
	solving problems with analysis, troubleshooting and end-user inter	action.
CDT 202	Prerequisite: CPT 170 with a "C" or better.	2 0 2
CPT 283	PHP Programming I	3-0-3
	This course is an introduction to the PHP programming language a	
	cover topics related to the syntax of PHP language and how PHP c	
	used to design and develop dynamic, database-driven web pages.	
	uisites: IST 226 and (CPT 167, CPT 236) with a grade of "C" or be	
CPT 295	Desktop Publishing Applications	3-0-3
	This course is a study of application software used to design, edit,	
	duce a variety of documents for marketing purposes. Prerequisites	s: CPT
	170 with a grade of "C" or better	
CRJ 101	Introduction to Criminal Justice	3-0-3
	This course includes an overview of the functions and responsibiliti	es of
	agencies involved in the administration of justice to include police	organi-
	zations, court systems, correctional systems, and juvenile justice ac	encies.
	Prerequisites: ENG 032, RDG 032	
CRJ 102	Introduction to Security	3-0-3
	This course includes an introduction to the philosophy and applica	tion of
	security. The protection of personnel, facilities, and other assets, a	
	administrative, legal, and technical problems of loss prevention and	
	will be analyzed. Prerequisites: ENG 032, RDG 032	

CRJ 110	Police Patrol	3-0-3
	This course provides an understanding of the duties, extent of aut and responsibilities of the uniformed patrolman. Special emphasis	
	placed on patrol function-line activities including traffic control and	d investi-
	gation, community relations, vice control, tactical units, civil disturb	oances,
CRJ 120	and preventative patrol.  Constitutional Law	3-0-3
CNO 120	This course covers the analysis of the historical development of the	
	Constitution and the relationship of rights contained therein to the	e state
	and the individual. The application of the Bill of Rights to federal	and state
CRJ 125	systems is examined. Prerequisites: CRJ 115 or LEG 231  Criminology	3-0-3
CIG 125	This course is a study of the various theories of criminal causation	
	trol, the identification of criminal typologies, and the reaction of so	
	crime and criminals. Prerequisites: ENG 032, RDG 032	
CRJ 130	Police Administration	3-0-3
	This course is a study of the organization, administration, and man of law enforcement agencies. Prerequisite: CRJ 101	agement
CRJ 145	Juvenile Delinquency	3-0-3
	This course includes a survey of the sociological, biological, and pa	sycholog-
	ical theories involved in juvenile delinquency, modern trends in pre	evention,
CRJ 202	and treatment. Prerequisites: ENG 032, RDG 032  Criminalistics	3-0-3
CI(3 202	This course covers an introduction to investigative techniques which	
	the examination of questioned documents, fingerprint techniques	
	graph examinations, firearms identification, pathology, toxicology,	
CRJ 210	and clandestine operations. Prerequisite: CRJ 101, LEG 231, CRJ 2  The Juvenile and the Law	230 <b>3-0-3</b>
CRJ 210	This course is a study of the juvenile justice system. This process is	
	ined from initial custody to disposition, both from an historical and	
	perspective. Prerequisite: CRJ 101	
CRJ 220	The Judicial Process	3-0-3
	This course includes an overview of the law-making function of the the growth of common law, the structure and organization of the co	
	court processes and procedures involved in criminal and civil cases	
	question of reform for the administration of justice. Prerequisite: C	RJ 115 or
CD L 222	LEG 231	202
CRJ 222	Ethics in Criminal Justice This course is a study of ethics and how it applies to the criminal	3-0-3
	profession. Multifaceted ethical dilemmas including situations from	
	ing, corrections, probation, security, and law are studied and ana	
	with a focus on real world solutions. Problem solving skills are ta	ught.
CRJ 224	Prerequisites: ENG 032, RDG 032 Police Community Relations	3-0-3
CNJ 224	This course is a study of the importance of two-way communicati	
	tween the criminal justice system and the community to foster a	
	relationship to control crime. A variety of topics is studied, include	
	zen involvement in crime prevention and police officer interperso	nal rela-
CRJ 230	tions. Prerequisites: ENG 032, RDG 032  Criminal Investigations I	3-0-3
ONO 200	This course is a study of the fundamentals of interviewing witnesses	
	rogating suspects. Different methods of conducting crime scene se	
	and methods used in investigating various crimes are studied in the	course.
CRJ 236	Prerequisites: ENG 032, RDG 032  Criminal Evidence	3-0-3
CINJ 230	This course is a study of the established rules of evidence from arrows	
	lease in the administration of criminal justice. Prerequisite: CRJ 115	
	231	

CRJ 238	Industrial and Retail Security	3-0-3
	This course is a study of the proper methods of reducing losses of shoplifting, employee theft, and industrial espionage. The prope security hardware such as alarm systems, CCTV, and fencing are a ied in the course. Prerequisites: ENG 032, RDG 032	r use of Iso stud-
CRJ 240	Correctional Treatment	3-0-3
	This course is a study of the methods of classification and categor inmates. Consideration is given to various treatment plans and merehabilitation programs. Particular emphasis is placed on the pranand limitations of treatment and rehabilitation of offenders in an itional setting. Prerequisites: ENG 032, RDG 032	ethods of cticalities
CRJ 242	Correctional Systems	3-0-3
CRJ 244	This course is an introduction to aspects of the correctional function criminal justice, including organization, process, procedure, and concarcerated and on conditional release. Prerequisites: ENG 032, R Probation, Pardon and Parole	lients in- DG 032 <b>3-0-3</b>
	This course is a study of the development, organization, operations and parallel as the state of a size of the state of th	
	results of systems of probation and parole as substitutes for inca The philosophy and methods of treatment of offenders and the tional problems and activities of the probation/parole officer are in the course. Prerequisites: ENG 032, RDG 032	opera- studied
CRJ 246	Special Problems in Criminal Justice	3-0-3
	In this course, issues are examined within the Criminal Justice	
	community/profession which are of special concern to students a	
	tioners because of such elements as timeliness, local concern, leg	
	and other dynamic factors of such issues. Prerequisites: ENG 032,	
CRJ 250	Criminal Justice Internship I	0-9-3
	This course includes practical experience in a criminal justice or p	
	curity setting. Prerequisite: 51 curriculum hours completed, specif	ied 2.5
	GPA, and permission of the program coordinator.	
CWE 113	Cooperative Work Experience	0-15-3
	This course includes cooperative work experience in an approved	
DHM 105	Diesel Engines I	2-3-3
	This course covers the basic study of diesel engine design and op	erating
D. I. 4 400	principles.	4.0.0
DHM 108	Diesel Engine Tune-Up	1-3-2
	This course is a study of diesel engine tune-up principles and practice.	
	Students will explore ways to minimize overall operational costs, a	
	the use of aftermarket add-on equipment such as performance elector computer chips, high output turbochargers, and custom exhaust	ectronic
	installation.	
DHM 121	Introduction to Diagnostic Testing	1-3-2
511111121	This course is an introduction to basic theory and practical applica	
	diagnostic testing equipment in trouble-shooting procedures. Co	
	includes the study of diagnostic software and generic diagnostic r	
	for all major engine manufacturers.	
DHM 125	Diesel Fuel Systems	2-3-3
	This course is a basic study of diesel engine fuel systems including	g pumps,
	governors, and injectors.	, ,
DHM 173	Electrical Systems I	2-3-3
	This course is the study of basic electrical theory as applied to true	ck &
	heavy equipment batteries, starters, and alternators.	
ECD 101	Introduction to Early Childhood	3-0-3
	This course includes an overview of the history, theories, and curri	culum
	models of early education. Emphasis is on current trends/issues,	
	view of state/national regulations. Characteristics of quality progr	
	professional teachers are explored in the course.	

### ECD 102 Growth and Development I

2.5-1.5-3

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. See ECD Program display for special admissions requirements. Prerequisites: ENG 032, RDG 032

### ECD 105 Guidance - Classroom Management

2.5-1.5-3

This course is an overview of developmentally appropriate effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course. Special admissions requirements. Prerequisites: ENG 032, RDG 032

### ECD 107 Exceptional Child

3-0-3

This course includes an overview of special needs of children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children. Prerequisites: ENG 032, RDG 032

### ECD 108 Family and Community Relations

2.5-1.5-3

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. Prerequisites: ENG 032, RDG 032

### ECD 131 Language Arts

3-0-3

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading, and pre-writing skills through planning, implementation and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. Prerequisites: ENG 032, RDG 032

### ECD 132 Creative Experiences

2.5-1.5-3

In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities. Prerequisites: ENG 032, RDG 032

### ECD 133 Science and Math Concepts

2 5\_1 5\_3

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials. Prerequisites: ENG 032, RDG 032

### ECD 135 Health, Safety and Nutrition

3-0-3

This course covers a review of the health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course. Prerequisites: ENG 032, RDG 032

### ECD 201

Principles of Ethics and Leadership in Early Care & Education 3-0-3

This course includes an overview of historical views on leadership in early care and education. Emphasis is on current trends and issues. This course also includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored. Prerequisites: ENG 032, RDG 032, ECD 237

### ECD 203 Growth and Development II 2.5-1.5-3 This course is an in-depth study of pre-school children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisite: ECD 102 **ECD 237** Methods and Materials This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisite: ECD 132 **ECD 243** Supervised Field Experience I This course includes emphasis on planning, implementing and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. Prerequisite: ECD 237 ECD 270 Foundation in Early Childhood Education 3-0-3 This course is the foundation of early childhood education. Emphasis is on the roles, programs, history, and current trends in early childhood education. The course includes service learning hours in Preschool and K-Primary schools. ECO 201 3-0-3 **Economic Concepts** This course is a study of micro- and macro-economic concepts and selected economic problems. Prerequisites: RDG 032, MAT 032 ECO 210 Macroeconomics This course includes the study of the fundamental principles and policies of a modern 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. Prerequisites: RDG 032, MAT 032 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. Prerequisites: RDG 032, MAT 032 Classroom Inquiry with Technology **EDU 201** 3-0-3 This course explores teaching as a data driven, reflective practice. The students will use research tools to understand teaching and learning with a classroom context and reflect on the relationship among and between technology, theory, student learning, and instructional practices. Prerequisite: CPT 101 or CPT 170 EDU 230 Schools in Communities This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Prerequisite: ENG 032, RDG 032 EDU 241 Learners and Diversity 3-3-4 This course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Prerequisite: ENG 032, RDG 032 **EEM 115** DC Circuits 3-3-4 This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's law, Kirchhoff's laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested. Prerequisite: None. **EEM 116 AC Circuits** This course is a study of the characteristics of alternating current and voltage in resistors, capacitors, and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. Prerequisite EEM 115 or equivalent

EEM 117	AC/DC Circuits I	3-3-4
	This course is a study of direct and alternating theory, Ohm's law, s	
EEM 118	parallel, and combination circuits. Circuits are constructed and tes AC/DC Circuits II	3-3-4
	This course is a continuation of the direct and alternating current the	
	include circuit analysis using mathematics and verified electrical	
EEN 101	measurements. Prerequisite: EEM 117 or EEM 115 and MAT 155	222
EEM 121	<b>Electrical Measurements</b> This course covers the basic principles of electrical measuring instr	2-3-3
	and how they are used in industries. Co-requisite: EEM 117	umema
EEM 131	Solid State Devices	3-3-4
	This course is a study of semiconductor theory and common solid	
	devices. Circuits are constructed and tested. Prerequisite: EEM 11	8 or
EEM 140	EEM 116 National Electrical Code	3-0-3
LLIVI 140	This course is a study of the national electrical code and is based of	
	latest codes as published by the National Fire Protection Associati	
	(NFPA).	
EEM 145	Control Circuits	2-3-3
	This course covers the principles and applications of component c and methods of motor control. Prerequisite: EEM 118 or EEM 116	ircuits
EEM 160	Industrial Instrumentation	3-0-3
	This course covers the basic principles of instrumentation, includin	
	discussion of various instruments employed in industrial applicatio	
EEM 165	Residential/Commercial Wiring	3-3-4
	This course is a study of wiring methods and practices used in residuand commercial applications. Prerequisite: EEM 117 or EEM 115	dentiai
EEM 166	Commercial/Industrial Wiring	3-3-4
	This course is a study of wiring methods and practices in commerc	ial and
	industrial applications.	
EEM 215		2-3-3
	This course is a study of applications, operations, and construction and AC machines. Prerequisite: EEM 118 or EEM 116	IOIDC
EEM 221	DC/AC Drives	2-3-3
	This course covers the principles of operation and application of D	C drive
FF1.4.000	and AC drives. Prerequisite: EEM 118 or EEM 116 and EEM 215	
EEM 230	Digital Electronics This source is a study of the logic methometics, components and	3-3-4
	This course is a study of the logic, mathematics, components and utilized in digital equipment. This course includes the function and	
	operation of digital integrated circuit devices. Prerequisite: EEM	
	EEM 116	
EEM 231	Digital Circuits I	3-0-3
	This course is a study of the logic elements, mathematics, compon and circuits utilized in digital equipment. Emphasis is placed on th	
	function and operation of digital integrated circuit devices.	е
EEM 235	Power Systems	2-3-3
	This course is a study of the design, operation, and installation of p	
	distribution applications. Load analysis, rate and power economics	are
EEM 251	covered. Prerequisite: EEM 118 or EEM 116  Programmable Controllers	2-3-3
LLIVI 231	This course is an introduction to programmable control systems wi	
	emphasis on basic programming techniques. A variety of input/ou	
	devices and their applications are covered. Corequisite: EEM 230	
EEM 252	Programmable Controller Applications	2-3-3
	This course covers the principles of operation and application of programmable controller theories and operation procedures. Top	ice euch
	as inter-facing, data manipulation, and report generation are cover	
	Programmable controller projects are constructed, operated, and	
	Prerequisite: FEM 251 Corequisite: FEM 145	

EEM 271	Sensors and System Interfacing	1-3-2
	This course includes an introduction to various types of sensors and	
	they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with r	
	to accomplish a task.	11461111165
EEM 274	Technical/Systems Troubleshooting	3-3-4
	This course is a study of systematic approaches to troubleshooting	
	repair of electronic, electrical, and electromechanical systems.	
EET 101	Basic Electronics	1-3-2
	This course is a survey of electrical systems, electronics and measur	rement
	methods for non-electronic engineering technology students. Circ	
	constructed and tested.	
EET 113	Electrical Circuits I	3-3-4
	This course is a study of direct and alternating currents, covering re	esistance
	and impedance in series, parallel, and series-parallel circuits using	Ohm's
	law, Kirchhoff's laws and basic circuit theorems. Circuits are analyze	ed using
	mathematics and verified using electrical instruments.	
EET 140	Digital Electronics	3-0-3
	This course is a study of the fundamentals of logic theory and circu	
	Circuits are analyzed mathematically and tested using simulation so	oftware
	and electronic instruments.	
EET 141	Electronic Circuits	3-3-4
	This course is a study of electronic circuits using discrete and integ	
	devices, including analysis, construction, testing, and troubleshoot	ing.
	Prerequisite: EET 113	
EET 143	Digital Electronics Laboratory	0-3-1
	This course provides an in-depth study of advanced digital electron	
	which include memory elements, flip-flops, synchronous and async	
	counters, programmable logic arrays, read-only memories, eproms	
	analog/digital conversion. The course also provides an introductio	n to
	microprocessors.	
EET 145	Digital Circuits	3-3-4
	This course is a study of number systems, basic logic gates, Boolea	
	bra, logic optimization, flip-flops, counters, and registers. Circuits	are
	modeled, constructed and tested. Prerequisite: EET 113	
EET 210	Digital Integrated Circuits	3-3-4
	This course includes the study of various digital integrated circuits	
	emphasis on programmable logic devices. Circuits are modeled, c	on-
	structed and tested. Prerequisite: EET 145	
EET 227	Electrical Machinery	2-3-3
	This course is a study of AC and DC electromechanical energy con-	
	devices, theory, applications, and control. Devices are tested and v	
	using electrical instruments. Prerequisites: EET 113, EET 141, EET 1	45 or
EET OOF	equivalent	222
EET 235	Programmable Controllers	2-3-3
	This course is a study of relay logic, ladder diagrams, theory of ope	
	and applications. Loading ladder diagrams, debugging, and troub	ne-
EET 236	shooting techniques are applied to programmable controllers.	2-3-3
EE1 230	PLC Systems Programming  This source advanced topics in programmable logic control	
	This course covers advanced topics in programmable logic control	iers (FLC)
	systems and programming including timing, conversions, analog	C+o DI C
	operations, PID control, auxiliary commands and functions, and PL	CIOFLC
EET 251	systems communications. Prerequisite: EET 235	3-3-4
LLI ZJI	Microprocessor Fundamentals  This course is a study of binary numbers, microprocessor operation	
	architecture, instruction sets, and interfacing with operating system	
	applications in control, data acquisition, and data reduction and ar	
	Programs are written and tested. Prerequisite: EET 145 or equivalen	
	riograms are written and tested. Herequisite, LET 145 OF equivalen	116

EET 255	Advanced Microprocessors	2-3-3
	This course is a study of advanced microprocessor and controllers,	
	hardware/software interfacing techniques for controlling external d	
	Hardware is designed and constructed, and control programs are v	vritten
FFT 2/1	and tested. Prerequisites: EET 141, EET 251	1 2 2
EET 261	Electronic Troubleshooting	1-3-2
	This course is a study of the systematic techniques for troubleshoo	
	electronic equipment. Logical procedures are emphasized rather the specific circuits. Students are required to troubleshoot and repair s	
	equipment. Prerequisites: EEM 230 and EEM 251	elected
EET 273	Electronics Senior Project	0-3-1
LL1 2/3	This course includes the construction and testing of an instructor-a	
	project. Instructor's discretion. Prerequisites: EEM 230 and EEM 25	
EGR 101	Introduction to Engineering Technology	1-0-1
	This course is an introduction to computers and reporting formats.	
EGR 102	Introduction to Industrial/Engineering Careers	1-0-1
	This course is an overview of a variety of technical careers in the inc	dustrial
	and engineering technologies and the technical skills required for	
EGR 103	Preparation for Engineering Technology	2-0-2
	This course covers the opportunities available and basic skills need	led for
	careers in engineering technology. Topics of study include concept	
	terminologies used in engineering technology, use of scientific calc	culators,
	problem solving techniques, and system of measurements.	
EGR 104	Engineering Technology Foundations	2-3-3
	This problem-based course introduces the student to fundamental	
	concepts of electrical, mechanical, thermal, fluids, optical, and mat	
	systems related to engineering technology. Workplace readiness sl	
	as laboratory safety, communications, and teamwork are integrated	dinto
ECP 104	the course.	224
EGR 106	Science and Technology I	3-3-4
EGR 106	Science and Technology I This course will cover the relationship of the technical applications	and
EGR 106	Science and Technology I This course will cover the relationship of the technical applications measurements of force, work, rate, and resistance to the underlying	and g
	Science and Technology I  This course will cover the relationship of the technical applications measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal system	and g ns.
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EGR 107 EGR 108	Science and Technology I This course will cover the relationship of the technical applications measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal system Science and Technology II This course will cover the relationship of the technical applications measurements of energy, power, transducers, and optics to the unophysical concept in mechanical, electrical, fluid, and thermal system Prerequisite: EGR 106 Engineering Ethics Topics include the professional, ethical, and social responsibilities of engineer and technologist, the impact of ethics and knowledge of contemporary professional, societal and global issues (including rediversity) in the field of engineering and engineering technology.	and g ns. 3-3-4 and derlying ns. 3-0-3 of the spect for
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EGR 107  EGR 108  EGR 112  EGR 120  EGR 130	Science and Technology I This course will cover the relationship of the technical applications measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal system Science and Technology II This course will cover the relationship of the technical applications measurements of energy, power, transducers, and optics to the unophysical concept in mechanical, electrical, fluid, and thermal system Prerequisite: EGR 106 Engineering Ethics Topics include the professional, ethical, and social responsibilities of engineer and technologist, the impact of ethics and knowledge of contemporary professional, societal and global issues (including rediversity) in the field of engineering and engineering technology. Engineering Programming This course covers interactive computing and the basic concepts of programming. Engineering Computer Applications The course includes the utilization of applications software to solve engineering Technology Applications and Programming This course covers the development and use of computer program solve engineering technology problems. Manufacturing Processes This course includes the processes, alternatives, and operations in	and gens. 3-3-4 and derlying ns. 3-0-3 of the spect for 2-3-3 feren. 2-3-3 ns to 3-0-3
EGR 107  EGR 108  EGR 112  EGR 120  EGR 130  EGR 175	Science and Technology I This course will cover the relationship of the technical applications measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal system Science and Technology II This course will cover the relationship of the technical applications measurements of energy, power, transducers, and optics to the unophysical concept in mechanical, electrical, fluid, and thermal system Prerequisite: EGR 106 Engineering Ethics Topics include the professional, ethical, and social responsibilities of engineer and technologist, the impact of ethics and knowledge of contemporary professional, societal and global issues (including rediversity) in the field of engineering and engineering technology. Engineering Programming This course covers interactive computing and the basic concepts of programming. Engineering Computer Applications The course includes the utilization of applications software to solve engineering Technology Applications and Programming This course covers the development and use of computer programs solve engineering technology problems. Manufacturing Processes	and gens. 3-3-4 and derlying ns. 3-0-3 of the spect for 2-3-3 feren. 2-3-3 ns to 3-0-3
EGR 107  EGR 108  EGR 112  EGR 120  EGR 130	Science and Technology I This course will cover the relationship of the technical applications measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal system Science and Technology II This course will cover the relationship of the technical applications measurements of energy, power, transducers, and optics to the unophysical concept in mechanical, electrical, fluid, and thermal system Prerequisite: EGR 106 Engineering Ethics Topics include the professional, ethical, and social responsibilities of engineer and technologist, the impact of ethics and knowledge of contemporary professional, societal and global issues (including rediversity) in the field of engineering and engineering technology. Engineering Programming This course covers interactive computing and the basic concepts of programming. Engineering Computer Applications The course includes the utilization of applications software to solve engineering Technology Applications and Programming This course covers the development and use of computer program solve engineering technology problems.  Manufacturing Processes This course includes the processes, alternatives, and operations in manufacturing environment.	and 9 ms. 3-3-4 and derlying ms. 3-0-3 of the spect for 2-3-3 f 2-3-3 is to 3-0-3 the 3-0-3

EGR 236	Automated Control Systems	3-3-34
	This course is a study of feedback control systems, methods of compensation, and problem solving techniques. Prerequisites: EIT	<sup>-</sup> 110.
-o- 40 <i>4</i>	EET 235	
EGT 106	Print Reading and Sketching This course covers the interpretation of basic engineering drawing	2-3-3
	sketching techniques for making multi-view pictorial representation	
EGT 110	Engineering Graphics I	1-9-4
	This is an introductory course in engineering graphics science, whi	
	includes beginning drawing techniques and development of skills produce basic technical drawings.	to
EGT 151	Introduction to CAD	2-3-3
	This course includes instruction in operating a computer-aided dra	
	system. The student will interact with a CAD station to produce ted	chnical
EGT 152	drawings.  Fundamentals of CAD	2-3-3
LG1 132	This course includes a related series of problems and exercises des	
	to give the student an understanding of the computer graphics sta	
EOT 470	drafting tool.	
EGT 172	Electronic Drafting This course provides familiarization with a system to create electron	2-0-2
	schematics and wiring diagrams.	TIIC
EGT 220	Structural and Piping Applications	2-6-4
	This is an advanced drawing course on structural steel and process	piping
EGT 225	applications.  Architectural Drawing Applications	2-6-4
LG1 223	This is an advanced drawing course for architectural applications.	2-0-4
EGT 245	Principles of Parametric CAD	2-3-3
	This course is the study of 3D product and machine design utilizing	9
EGT 251	state-of-the-art parametric design software.  Principles of CAD	2-3-3
EG 1 251	This course includes the additional use of CAD software for produc	
	technical drawings and related documentation.	33 3.
EGT 252	Advanced CAD	2-3-3
EGT 258	This course covers advanced concepts of CAD software and applic Applications of CAD	ations. <b>2-3-3</b>
LG1 230	This course is the study of the use of CAD within the different draft	
	and design fields. Students will complete CAD projects for various	s fields
FOT 050	which may include architectural, civil, mechanical, HVAC, and elect	
EGT 259	Advanced Architectural CAD  This course will enable the student to understand the basics of Par	2-3-3
	Building Information Modeling Fundamentals and create Commer	
	Architectural drawing sets.	
EGT 265	CAD/CAM Applications	2-3-3
EIT 110	This course includes applications using CAD/CAM routines.  Principles of Instrumentation	2-3-3
LITTIO	This course is a study of various types of instruments and gauges u	
	industrial facilities. Basic principles of pneumatic, electronic, and m	nechani-
	cally operated devices are covered. Prerequisites: EET 113, EET 14	11,
EIT 211	PHY 201 Introduction to Electronic Instrumentation I	3-6-5
LII ZII	This course is a study of single loop process control. It presents the	
	fundamentals of temperature, flow, pressure, level, and analytical	
	measurements and their applications in industrial process systems.	
	Calibration and maintenance of electrical and pneumatic instrume stressed. Prerequisite: EIT 110	nts will be
EIT 212	Introduction to Electronic Instrumentation II	3-6-5
	This course is a study of more complex control schemes. The funda	amentals
	of ratio, cascade and feed forward control will be presented using	
	pneumatic, electronic, and computer-controlled devices. Prerequisite: EIT 211	

EIT 215	Fundamental Industrial Instrumentation Procedures This course is a study in industrial safety, standard operating proceindustrial shop procedures and practices, and I.S.A. symbology and	
	standards. Prerequisite: EIT 110	
EIT 220	Control Principles This course is a study of the static and dynamic conditions of procecontrol loops. Step-analysis method of finding time constants and response analysis will be presented. Prerequisite: EIT 211	
EIT 240	Supervised Work Experience This course is a supervised on-the-job training, for pay, in an approbusiness, service firm or industrial facility. Students will gain valuable	
	experience. Through hands-on experience, students will have the opportunity to put into practices both theory and application princ required in their classroom studies. Prerequisite: Successful comp four semesters in the EET/EIT curriculum with a minimum 3.0 GPA	
EIT 242	Senior Project In this course, an instructor-approved project is constructed and te Prerequisite: EIT 211	<b>0-3-1</b> sted.
EIT 244	Computers and PLC's in Instrumentation	2-3-3
	This course covers interfacing pneumatic and electronic process co	
	instrumentation with computers and programmable logic controlle	
	using various transducers. Programming and installation will be stressed. Prerequisites: EIT 211, EET 235	
ELT 127	Optoelectronics	3-0-3
	This course covers optoelectronic concepts, including the charactelight, light-emitting, and light-reactive devices, fiber-optics and ass	
ELT 208	circuitry. Introduction to Robotics	2-3-3
ELI 200	This is an introductory course covering the basic concepts and limi	
	industrial robots. The course includes terminology, sensing device methods of controlling robots, and interfacing. Prerequisites: EEM	s,
ELT 218	EEM 251 Operational Amplifiers	2-3-3
LLI ZIO	This course covers the use, operation and parameters of modern	2-3-3
	operational amplifiers and linear integrated circuits. Prerequisite: or EEM 118	EEM 116
EMS 105	Emergency Medical Care I	2-6-4
	This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relat provision of pre-hospital emergency medical care to critically ill and	
EN 40 40 /	patients.	0 / 1
EMS 106	Emergency Medical Care II This course is a study of medical emergencies, operations, pediatri other special populations as it relates to the provision of pre-hospi	
	emergency medical care to critically ill and injured patients.	
EMS 208	EMS Field Internship I	0-3-1
	This course provides field experience and hands-on training in app	
	theory to practice in the pre-hospital environment. Students will be the opportunity to apply knowledge gained in the classroom durin	
ENG 031	emergency medical care situations.	3-0-3
LING 031	<b>Developmental English</b> This course is intended for students who need assistance in basic w	
	Based on an assessment of student needs, instruction includes writ	
	compositions in which students demonstrate control of mechanics,	
	usage, and sentence structure. Compositions progress from the pa	
	level. Subject-verb agreement, irregular verb forms, and pronoun a	
	ment are strongly emphasized. Editing sentence fragments and rur	
	tences are reviewed. Placement by multiple measures criteria, inclu	
	COMPASS and Accuplacer.	9

ENG 032	Developmental English This course is intended for students who need assistance in basic values of the Based on an assessment of student needs, instruction includes write compositions in which students demonstrate control of mechanics usage, and sentence structure. Compositions progress from the pallevel, to the mini-essay, and then to the full essay. Correct pronoun and subject-verb agreement in subordinate constructions are emplificially verb forms and editing for sentence fragments and run-outences are reviewed. Prerequisite: ENG 031 or equivalent with a grant of the paller of the	ting shor , word aragraph i usage hasized. n sen-
ENG 100	Introduction to Composition  This course is a study of basic writing and different modes of compand may include a review of usage. Non-degree credit.	<b>3-0-3</b> position
ENG 101	English Composition I This is a university transfer course in which the following topics are sented: a study of composition in conjunction with appropriate lite lections, with frequent theme assignments to reinforce effective wr review of standard usage and the basic techniques of research are sented. Prerequisites: ENG 032 with a grade of "B" or better in th and on the final exam; or ENG 155 or equivalent with a grade of "Cter.	erary se- riting. A also pre- e course
ENG 102	English Composition II  This is a university transfer course in which the following topics are sented: development of writing skills through logical organization, style, literary analysis, and research. An introduction to literary gen included. Prerequisite: ENG 101 with a grade of "C" or better	effective
ENG 155	Communications I  This course introduces the principles of expository writing through and development of communication skills. Prerequisite: ENG 032 alent with a grade of "C" or better	
ENG 160	<b>Technical Communications</b> This course i a study of various technical communications such as tions, processes, instructions, descriptions, and technical reports, ing oral presentations. Prerequisite: ENG 032 or ENG 155 or ENG	includ-
ENG 165	grade of "C" or better  Professional Communications  This course develops practical, written, and oral professional commuskills. Prerequisite: ENG 155 or ENG 101 with a grade of "C" or bet	
ENG 201	American Literature I  A study of American literature from the colonial period to the Civil requisite: ENG 102 with a grade of "C" or better	3-0-3
ENG 202	American Literature II A study of American literature from the Civil War to the present. Prerequisite: ENG 102 with a grade of "C" or better	3-0-3
ENG 205	English Literature I  This is a college transfer course in which the following topics are p the study of English literature from the Old English period to the R period with emphasis on major writers and periods. Prerequisite: E with a grade of "C" or better	Comantic
ENG 206	English Literature II  This is a college transfer course in which the following topics are p the study of English literature from the Romantic period to the pre emphasis on major writers and periods. Prerequisite: ENG 102 with of "C" or better	sent with
ENG 207	Literature for Children This course provides an introduction to children's literature in Ame through an examination of picture books and novels that depict Ar of various backgrounds and experiences. It focuses on defining que children's book writing and illustration, and assessing concerns in the contraction of the	mericans uality in

ENG 208	World Literature I This course is a study of masterpieces of world literature in transla the ancient world to the sixteenth century. Works studied are sele various cultures throughout the world. Prerequisite: ENG 102 with of "C" or better	cted from
ENG 209	World Literature II  This course is a study of masterpieces of world literature in transla the seventeenth century to the present. Works studied are selected various cultures throughout the world. Prerequisite: ENG 102 with of "C" or better	ed from
ENG 236	African American Literature This course is a critical study of African American literature examir historical, social, and psychological perspectives. Prerequisite: EN with a grade of "C" or better	
FRE 101	Elementary French I  This course consists of a study of the four basic language skills: lis speaking, reading and writing, including an introduction to French Prerequisite: RDG 032	
FRE 102	Elementary French II  This course continues the development of basic language skills ar cludes a study of French culture. It stresses the grammar and vocanecessary for fundamental communications skills. Prerequisite: FR a grade of "C" or better	abulary
HIS 101	Western Civilization to 1689  This course is a survey of Western Civilization from ancient times t cluding the major political, social, economic, and intellectual factoring western cultural tradition. Prerequisites: ENG 032, RDG 032	
HIS 102	Western Civilization Post 1689 This course is a survey of Western Civilization from 1689 to the precluding major political, social, economic, and intellectual factors with shape the modern western world. Prerequisites: ENG 032, RDG 03	/hich
HIS 112	Non-Western Civilizations 1500 to Present  This course is an introductory history course to give students an usstanding of the political, economic, social, and cultural developments of non-Western Civilization. Prerequisites: ENG 032 RDG 032	3-0-3 nder- ents and
HIS 115	African-American History This course is a study of the history of African-Americans, includin heritage, American history, and significant contributions by individual groups. Prerequisites: ENG 032, RDG 032	
HIS 201	American History: Discovery to 1877 This course is a survey of U.S. History from discovery to 1877. This cludes political, social, economic, and intellectual developments of	
HIS 202	period. Prerequisites: ENG 032, RDG 032  American History: 1877 to the Present  This course is a survey of U.S. History from 1877 to the present. This course political, social, economic, and intellectual developments this period. Prerequisites: ENG 032, RDG 032	
HSS 101	Introduction to Humanities  This course includes an introduction to themes in, critical approace and major contributions in the humanities.	<b>3-0-3</b> hes to,
HSS 105	Technology and Culture  This course provides a study of the history and impact of technologing and change on cultural values, society, and the individual.	<b>3-0-3</b> gical de-
IDS 101	Human Thought and Learning This course explores the principles, methods, and applications of thought and learning, including such topics as attention, informat cessing, problem solving, hypothesis testing, memory, argumenta management, learning theory and cognitive awareness.	ion pro-

IDS 103	Critical Thinking This course is an introduction to the difference between valid and ir reasoning. The students will learn the skills necessary both to disting the sound from the unsound argument and to improve their own all the country.	guish
IDS 251	think critically.  Honors Colloquium – Social Sciences  The colloquium will include readings, lectures and group discussion may include service learning projects in social sciences. Students at pected to participate in class activities while developing leadership teambuilding skills. Topics and content will vary by semester.	e ex-
IDS 255	Honors Colloquium – Interdisciplinary The colloquium will include readings, lectures and group discussion may include service learning projects in multiple disciplines. Studer expected to participate in class activities while developing leadersh teambuilding skills. Topics and content will vary by semester.	nts are
IMT 131	Hydraulics and Pneumatics This course covers the basic technology and principles of hydraulic pneumatics.	<b>3-3-4</b> s and
IMT 151	Piping Systems This course covers plumbing and piping systems used in industrial cial and/or residential construction. Emphasis is placed on the read sketching of piping schematics as well as the fabrication and designing systems.	ing and
IMT 170	Statistical Process Control This course is a study of the concepts and charts used in quality con	<b>2-3-3</b>
IMT 210	Basic Industrial Skills I This course is designed to give students an introduction to basic sa	<b>2-3-3</b> fety,
IMT 211	construction math, and hand tools as related to industrial application.  Basic Industrial Skills II  This course is designed to give students an introduction to power to blueprints, and rigging. Students will learn basic communication are	<b>2-3-3</b> ools,
IMT 214	ployability skills as related to industrial applications.  Industrial Wiring  This course introduces the principles of wiring related to commercial states as a second application of the second applications.	
IMT 215	dustrial, alternating current, and motors including theory and applied Electrical Grounding  This course is the study of electrical grounding, boxes and fittings, translated and applied and applied to the study of electrical grounding.	2-3-3
IMT 217	tray, and conductor terminations and splices.  Industrial Lubricants  This course is the study of industrial lubricants and bearings.	3-0-3
IMT 218	OxyFuel Cutting and Brazing This course is the study of copper and plastic piping practices, ferrometal piping practices, piping systems, and OxyFuel cutting in an insetting.	
IMT 219	Maintenance Welding This course is designed to teach students the principles of basic we	<b>2-3-3</b> elding
IMT 221	safety, SMAW equipment and setup, electrodes and selection.  Electrical Motor Maintenance  This course is the study of motor maintenance and installing coupli dents will learn how to properly store motors and generators and in	
IMT 223	remove couplings.  Packing and Seals  This course is designed to help students to identify various types of and packing. Students will learn how to install mechanical seals and	d pumps,
IMT 227	and explain the principles of hydraulics and compressor operation.  Conventional Alignment and Maintaining Valves  This course is the study of conventional alignment, and maintaining Students will learn how to explain types of misalignment; and how tify remove and install various types of valves.	<b>2-3-3</b> y valves.

IMT 229	Introduction to Process Control This course is the study of programmable logic controllers, high-voterminations/splices, vibration analysis, and commercial heating aring systems. Students will learn how to inspect and test high voltage and explain causes of vibration.	nd cool-
IMT 230	Reliability Centered Maintenance This course is the study of methods of preventive and predictive mance, and performing reverse alignment. Students will learn how form reverse dial indicator alignments, using a graphical alignment	to per-
IMT 232	Hydraulic Troubleshooting This course is designed to teach students how to troubleshoot and hydraulic equipment and gearboxes. Students will learn how to insidraulic and pneumatic system equipment, and install and maintain	2-3-3 d repair spect hy-
IMT 235	Precision Measuring This course is designed to teach students how to use precision me tools. Students will learn the basic principles of fiber optic technology.	
IST 106	the operational considerations for a fiber optic system.  Web Sites and Home Pages  This course is a guide to planning and designing a Web site include HTML fundamentals, adding graphics and images, and creating line lated subjects.	
IST 201	CISCO Internetworking Concepts  This course is a study of current and emerging computer networking nology. Topics covered include safety, networking, network terminand protocols, network standards, LANS, WANS, OSI models, cab bling tools, CISCO routers, router programming, STAR topology, Il dressing, and network standards. Prerequisite: IST 245 with a grade or better.	iology ling, ca- P ad-
IST 202	CISCO Router Configuration This course is a study of LANS, WANS, OSI models, ETHERNET, to fiber distributed data interface TCP/IP addressing protocol, dynaming, routing, and the network administrator's role and function. Presite: IST 201 with a grade of "C" or better.	nic rout-
IST 203	Advanced CISCO Router Configuration  This course is a study of configuring CISCO routers. Prerequisite: with a grade of "C" or better.	<b>3-0-3</b> IST 202
IST 204	CISCO Troubleshooting This course is a study of troubleshooting network problems. Prerequisite: IST 203 with a grade of "C" or better.	3-0-3
IST 225	Internet Communications This course covers introductory topics and techniques associated and Internet and Internet communications. Techniques on how to use cess various types of information as well as how to find resources a gate the Internet are included. Prerequisite: CPT 170 or CPT 101 or CPT	and ac- and navi-
IST 226	grade of "C" or better.  Internet Programming  This course is a study of how to design and program pages and aptions on the World Wide Web using tools such as HTML, JAVA and	
IST 229	Internet Firewall Management This course is a study of network security. Course topics include he plement, administer, and troubleshoot a firewall solution to contro tion access at the intranet-to-Internet border.	<b>3-0-3</b> ow to im-
IST 235	Prerequisite: IST 245 with a grade of "C" or better.  Handheld Computer Programming  This course is a survey of the techniques of rapid application devel for handheld devices. Topics include setup of development enviro creation and deployment of programs, and design strategies to ownemory and interface limitations.	nment,

IST 237	Intermediate Website Design This course is a study of server-side (CGI, Dynamic HTML) and clie (JavaScript) dynamic Web design, including the incorporation of dapplications and content into Web pages. Prerequisites: IST 226 a	latabase
	CPT 236 (recommended) with a grade of "C" or better	
IST 238	Advanced Tools for Website Design This course is a study of an advanced (4th generation) Web author (such as Dreamweaver) to develop increased efficiency and sophis website design and Web project management. Prerequisite: IST 2 grade of "C" or better.	tication in
IST 239	Datum and Javascript	3-0-3
151 237	This course includes concepts and skills for developing dynamic fuity and interactivity for web sites using JavaScript. Variables, operaditionals, functions, objects (image and form), properties, method frames, and arrays. Prerequisites: IST 226 and (CPT 167 or CPT 236 grade of "C" or better.	unctional- ators, con- s, cookies
IST 245	Local Area Networks	3-0-3
	This course is a study of the methods used to interconnect compuminals, word processors, facsimile, and other office machines with area. Examples of vendor implementations are used to illustrate ventor proaches. Prerequisite: EET 113 or CPT 101or EGR 112 with a grade	ters, ter- in a given arious ap-
ICT OFO	or better.	202
IST 252	LAN System Manager This course covers the fundamental skills needed to effectively malocal area network from introductory to advanced. Prerequisite: IS a grade of "C" or better.	
IST 260	Network Design	3-0-3
	This course is a study of the processes and techniques required to the most attractive design solution of a telecommunications network bining creativity, rigorous discipline, analysis, and synthesis while eing the solution in terms of cost and performance. Prerequisite: CI with a grade of "C" or better.	orkcom- emphasiz-
IST 263	Designing Windows Network Security	3-0-3
131 203	This course a is an advanced study of security features of networks authentication protocol, public key infrastructure, IPsec, and certif servers. Prerequisite: EET 113 or CPT 101or EGR 112 with a grade better.	including icate
IST 265	Designing a Windows Directory Service Infrastructure This course a is a study of directory services infrastructure design i design of a domain structure, tree and forest structures, organizati structure, and other related topics. Prerequisite: CPT 101 with a "C ter.	onal unit
IST 266	Internet and Firewall Security	3-0-3
10. 200	This course is an introduction to firewalls and other network securinents that can work together to create an in-depth defensive perinaround a Local Area Network (LAN). Prerequisite: IST 245	ty compo
IST 267	Network Vulnerability Assessment	3-0-3
	This course provides students with the knowledge and skills neces test network security using network vulnerability assessment tools methods. Students will also learn how to improve network security the assessment results.	sary to and
IST 270		3-0-3
131 270	Client/Server Systems This course emphasizes the use of case tools coupled with client to allow RAD and prototyping of client applications. Networking and concepts will be explored. Case studies of existing client/server symill be used to examine the various phases of client/server applicate requisite: IST 245 with a grade of "C" or better.	ools to server ystems
IST 273	Advanced Client/Server Development Tools	3-0-3
101 2/0	This course provides extensive practical experience with commerc available client/server tools. Prerequisite: IST 245 with a grade of "better.	ially

IST 290	Special Topics in Information Sciences	3-0-3
	This course covers special topics in information sciences technology	
	is a capstone course and should be taken in the student's last or ne	
ICT 004	semester. Prerequisites: IST 252 and SPC 205 with a grade of "C"	
IST 291	Fundamentals of Network Security I	3-0-3
	This course is the study of intro levels of security processes based	
	curity policy, emphasizing hands-on skills in the areas of secure pe	
	security connectivity, security management, identity services, and i	
	detection. The course prepares students to manage network secur	rity. Pre-
ICT OOO	requisite: CPT 101 or CPT 104 with a "C" or better.	202
IST 292	Fundamentals of Network Security II	3-0-3
	This course is the study of advanced security processes based on a	
	policy, emphasizing hands-on skills in the areas of secure perimete	
	rity connectivity, security management, identity services, and intrus	
	tection. The course prepares students to install/configure secure fi	rewalls.
150 400	Prerequisite: IST 291 with a "C" or better.	202
LEG 120	Torts	3-0-3
	This course is a study of the various classifications and functions of	
	including intentional and negligent torts, causation, proximate causaling intentional and negligent torts.	ise, and
150 404	defenses. Prerequisites: ENG 032, RDG 032	202
LEG 121	Business Law I	3-0-3
	This course is a study of the basics of commercial law, with emphasis	
	the formation and enforcement of contracts and the rules particular	
	Uniform Commercial Code (UCC) and sales of goods. Prerequisite	s: ENG
LEG 122	032, RDG 032	3-0-3
LEG 122	Business Law II	
	This course is an in-depth study of the uniform commercial code w	
	cial emphasis on the essentials of Article 3, commercial paper and	
	secured transactions. Business partnerships and corporations are	studied.
LEG 132	Prerequisite: LEG 121	3-0-3
LEG 132	Legal Bibliography This paying is a study of the matheda of legal research, prepay site	
	This course is a study of the methods of legal research, proper cita authority, use of legal treatises, texts, reporters, and digests. Prere	
	LEG 135	quisite.
LEG 135	Introduction to Law and Ethics	3-0-3
LLG 133	This course provides a general introduction to law, including court	
	terminology, procedures, systems, and law of society. Emphasis is	
	and the role of the paralegal in the legal system. Prerequisites: EN	
	RDG 032	0 002,
LEG 201	Civil Litigation I	3-0-3
LLG 201	This course is a study of the principles of litigation and the rules of	
	dure for each court in the South Carolina system, including pleadir	
	tice, and discovery procedures. Prerequisites: ENG 032, RDG 032	ig, prac
LEG 213	Family Law	3-0-3
220 210	This course includes an examination of the laws of marriage, divorce	
	ment, separation, adoption, custody, and the juvenile. Prerequisite	
	032, RDG 032	.o. Li 10
LEG 214	Property Law	3-0-3
	This course includes an overview of property law, including the me	
	of various commercial and private property transactions and morto	
	foreclosures. Prerequisites: ENG 032, RDG 032	9-9-
LEG 230	Legal Writing	3-0-3
	This course includes methods, techniques and procedures for the	
	and preparation of legal memoranda, trial and appellate briefs, an	
	notebooks. Prerequisites: LEG 132, ENG 101	
LEG 231	Criminal Law	3-0-3
	This course includes a study of the definition and classification of	
	offenses, criminal responsibility and legal procedures in a crimina	
	cution. Prerequisites: ENG 032, RDG 032	•

LEG 232	Law Office Management	3-0-3
	This course is a study of the basic principles of office managemen	
	ing administrative procedures, client relations, and office operations, and	n proce-
LEG 233	dures. Prerequisites: ENG 032, RDG 032	3-0-3
LEG 233	Wills, Trusts and Probate	
	This course includes a detailed study of testacy and intestacy, preparation and a distillation of the department of the study of testacy and intestacy, preparation and the study of testacy and the	
	of wills and codicils, and fundamentals of execution using testamen	
	intervivos trusts and probate administration. Prerequisites: ENG 032 032	z, NDG
LEG 242	Law Practice Workshop	0-9-3
LLO 242	This course provides the student the opportunity to apply substantiv	
	knowledge in a practical situation as a paralegal. Prerequisites: 51 c	
	lum hours completed, specified 2.5 GPA and permission of the prog	
	ordinator.	ilaili co
LOG 110	Introduction to Logistics	3-0-3
200 110	This course is a basic overview of logistics management. Logistics	000
	involves the flow of goods and services involving such aspects as wa	arehous-
	ing, materials handling, inventory control, and transportation from t	
	material to the end user.	
LOG 111	Warehouse and Distribution Center Operations	2-3-3
	This course examines warehouse distribution centers and the inform	nation
	systems that are used. The student will understand the factors that	
	mine the location of facilities, safety requirements and practices, co	
	of warehouse design, material flow, inventory management and page	
LOG 112	Automated Storage and Retrieval Systems	2-3-3
	This course examines Automated Storage and Retrieval Systems. Tl	he stu-
	dent will study the benefits of AS/RS and AS/RS design, be able to	
	nize the various AS/RS systems, and apply the learned knowledge t	0
	troubleshoot and maintain these systems. Prerequisite: LOG 110	
LOG 113	Material Handling Technology	2-3-3
	This course is a study of the various material handling technologies	
	found in warehouses and distribution centers. The course will exam	ine
	manual and automated equipment. Prerequisite: LOG 110	
LOG 114	GPS and GIS Applications in TDL	2-3-3
	This course examines GPS (Global Positioning System)/GIS (Geogra	
	formation System) and its role in TDL (Transportation, Distribution, a	
	gistics). The student will understand how GPS/GIS systems work, ho	
	are used in TDL, and how to maintain and troubleshoot these system	ms.
LOG 215	Prerequisite: LOG 110	202
LOG 215	Supply Chain Management	3-0-3
	This course is the study of all activities between suppliers, producer	
	end users involving the flow of goods and services to include functi as purchasing, manufacturing, assembling, and distribution. The stu	
	will understand supply chain units and materials management process.	
	Prerequisite: BUS 101, CPT 174, MGT 101 or MGT 150	C33C3.
LOG 235	Traffic Management	3-0-3
200 200	This course examines the flow of various traffic activities within an	000
	organization's supply chain. The student will be able to compare tra	ans-
	portation service providers, understand the issues facing transporta	
	managers, and describe the impact of decisions on total supply cha	
	Prerequisite: LOG 110	
MAT 031	Developmental Mathematics Basics	3-0-3
	This course includes the study of whole numbers, fractions, decimal	
	and proportions. Concepts are applied to real-world problem solvi	
MAT 032	Developmental Math	3-0-3
	This course includes the study of integers, rational numbers, percer	nts, basic
	statistics, measurements, geometry, and basic algebra concepts. A	
	tion skills are emphasized. Application skills are emphasized. MAT	
	a grade of "C" or better or equivalent	

### **MAT 100** 5-0-5 Introductory College Math This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Nondegree credit. **MAT 101** Beginning Algebra This course includes the study of integers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite: MAT 032 with a grade of "C" or better or equivalent **MAT 102** Intermediate Algebra This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational expressions and functions. Prerequisite: MAT 101 with a grade of "C" or better or equivalent **MAT 110** College Algebra This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. Prerequisite: MAT 102 with a grade of "C' or better. **MAT 111** 3-0-3 College Trigonometry This course includes the following topics: circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre's Theorem, vectors, and conic sections. Prerequisite: MAT 110 with a grade of "C" or better **MAT 120** 3-0-3 Probability and Statistics This course includes the following topics: introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, Central Limit Theorem, confidence intervals, and hypothesis tests for large and small samples, types I and II errors, linear regression and correlation. Prerequisite: MAT 102 with a grade of "C" or better or equivalent **MAT 130** Elementary Calculus This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic and exponential functions, and interpretation and applications of these processes. Prerequisite: MAT 110 with a grade of "C" or better or equivalent **MAT 140** Analytical Geometry and Calculus I This course includes the following topics: derivatives and integrals of polynomials, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; analytic geometry. Prerequisite: MAT 111 with a grade of "C" or better **MAT 141** Analytical Geometry and Calculus II This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration volumes of integration and other applications, infinite series, including Taylor series and improper integrals. Prerequisite: MAT 140 with a grade of "C" or better **MAT 155** Contemporary Mathematics This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurements; graph sketching and interpretations; and descriptive statistics. Prerequisite: MAT 032 with a grade of "C" or better or equivalent MAT 175 Algebra and Trigonometry I This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction

site: MAT 101 with a grade of "C" or better or equivalent.

to trigonometry, concepts of functions, and graphs of functions. Prerequi-

MAT 176	Algebra and Trigonometry II  This course includes the following topics: advanced algebra, expo and logarithmic functions, complex numbers, trigonometric identi graphs of trigonometric functions. Additional topics may include and discrete mathematics. Prerequisite: MAT 175 with a grade of better or equivalent.	ties, and statistics
MAT 240	Analytical Geometry and Calculus III  This course includes the following topics: multivariable calculus, in vectors; partial derivatives and their applications to maximum and mum problems with and without constraints; line integrals; multipl grals in rectangular and other coordinates; and Stoke's and Green Theorems. Prerequisite: MAT 141 with a grade of "C" or better.	mini- e inte-
MAT 250	Elementary Mathematics I  This course provides students with an understanding of the meani numbers, fundamental operations of arithmetic, structure of the reber system and its subsystems, and elementary number theory. (No This course is designed for transfer to University of South Carolina bia - College of Education, Department of Instruction and Teacher tion.) Prerequisite: MAT 102 with a grade of "C" or better.	eal num- lote: - Colum-
MAT 251	Elementary Mathematics II  This course provides students with an understanding of informal gand basic concepts of algebra. (Note: This course is designed for to University of South Carolina- Columbia - College of Education, ment of Instruction and Teacher Education.) Prerequisite: MAT 25g grade of "C" or better.	transfer Depart-
MED 107	Medical Office Management This course provides a study of the principles and practices of office dures, medical records management, and management and care of property. Prerequisite: Admission to MOA program	
MED 109	Medical Business Records  This course provides instruction in record-keeping procedures util physicians' offices and other clinical facilities. Prerequisites: MED	
MED 112	MED 107, AHS 104, MAT 155, BIO 110  Medical Assisting Pharmacology  This course provides a study of principles of pharmacology, drug t and the administration of medication. Prerequisites: AHS 104, BIO MAT 155, MED 107, MED 115	
MED 115	Medical Office Lab Procedures I  This course provides a study of laboratory techniques commonly uphysicians' offices and other facilities. Prerequisite: Admission to Nagram	
MED 116	Medical Office Lab Procedures II  This course continues the study of laboratory techniques common in physicians' offices and other facilities. Prerequisites: MED 115, NAHS 104, MAT 155, BIO 110	
MED 120	Medical Assistant Emergency Preparedness  This course provide instruction on critical elements of emergency paredness in the medical office as well as community response in gency or natural disaster.	
MED 124	Medical Computer Practicum  This course provides instruction in the use of medical software for ing, billing and patient records. Prerequisites: MED 115, MED 107, 104, MAT 155, BIO 110	
MED 156	Clinical Experience I  This course provides direct experience in a physician's office or oth lected medical facilities. Prerequisites: AHS 110, AHS 181, MED 1 MED 112, MED 116, MED 124	

MET 224	Hydraulics & Pneumatics	3-0-3
	This course covers basic hydraulics and pneumatic principles and	circuits.
	System components such as pumps, compressors, piping, valves,	
	cylinders, fluid motors, accumulators and receivers are discussed.	
MGT 101	Principles of Management	3-0-3
	This course i a study of management theories, emphasizing the n	nanage-
	ment functions of planning, decision making, organizing, leading	
	trolling. Prerequisites: ENG 032, RDG 032 or placement	
MGT 110	Office Management	3-0-3
	This course is a study of various approaches to office organization	and man-
	agement, personnel selection and training, and ergonomics in the	
	office. Prerequisite: COL 107	
MGT 150	Fundamentals of Supervision	3-0-3
	This course is a study of supervisory principles and techniques requ	uired to
	effectively manage human resources in an organization. First-line	
	ment is emphasized. Prerequisites: ENG 032, RDG 032 or placeme	
	(Offered Spring Term only)	
MGT 201	Human Resource Management	3-0-3
	This is an introductory course to personnel administration function	s within a
	business organization. Major areas of study include job analysis; re	
	ment, selection and assessment of personnel; and wage, salary and	
	administration. Prerequisite: MGT 101 or MGT 150 (Offered Sprin	
	only)	9 101111
MGT 240	Management Decision Making	3-0-3
	This course is a study of various structured approaches to manager	
	sion making. Prerequisite: ACC 101, LOG 215 (Offered Spring Ter	
MGT 270	Managerial Communications	3-0-3
14101 270	This course is a study of the skills used to create a climate for effect	
	munication in the decision-making and problem-solving process.	tive com
	Prerequisites: ENG 165 and MGT 101 or MGT 150 (Offered Fall Te	rm only)
MGT 290	SCWE in Management	1-6-3
111GT 27G	This course is an application of management skills at an approved	
	site. Prerequisites: MGT 110, MGT 270, CPT 172, CPT 174, CPT 179	
	or IST 225	, 0,
MKT 101	Marketing	3-0-3
	This is an introductory course to the field of marketing with a detail	
	of the marketing concept and the processes of product development	
	ing, promotion, and marketing distribution. Prerequisites: ENG 032	
	032 or placement	_, 0
MKT 135	Customer Service Techniques	3-0-3
	This course is a study of the techniques and skills required for prov	
	tomer service excellence, including illustrations to turn customer re	
	into high standards of customer service, satisfaction, and repeat sa	
	requisite: RDG 032, MAT 032 (Offered Spring Term only)	
MLT 254	Clinical Experience IV	1-12-5
	This course provides an integrated, clinically-based rotation which	
	cognitive and technical skills in selected areas of the clinical labora	
	requisites: MLT 240, MLT 251, MLT 252 Co-requisites: MLT 241, M	
MRI 101	Introduction to MRI	1-0-1
	This course covers patient screening, safety and biological considerations of the course covers patient screening.	
	MRI terminology, and elementary imaging principles.	3. 41. 61. 67
	Prerequisite: Admission to the MRI Program.	
MRI 111	MRI Physics	5-0-5
	This course is an introduction and exploration of MRI physics,	
	instrumentation and application. Prerequisite: Admission to the M	RI
	Program	1
MRI 120	Advanced MRI Imaging	2-0-2
	This course explores more complex imaging methods and new	
	technologies in MRI. Prerequisites: MRI 101, MRI 111, MRI 130, MR	1 131
	MRI 152	101,

MRI 135	MRI Procedures of the Head & Neck This course provides an introduction of the MRI head and neck pro 7to include patient positioning, cross sectional anatomy, pathology protocols and pulse sequences. Prerequisite: Admission to the MR	/,
MRI 136	Program  MRI Procedures of the Musculoskeletal System  This course provides an introduction of the MRI musculoskeletal procedures to include patient positioning, cross sectional anatomy pathology proteonly and pulse acquires as Procedures MRI 101.	
MRI 137	pathology, protocols and pulse sequences. Prerequisite: MRI 101, I MRI Procedures of the Abdomen & Pelvis  This course provides an introduction of the MRI abdominal and pe procedures to include patient positioning, cross sectional anatomy pathology, protocols and pulse sequences. Prerequisite: MRI 101,	<b>3-0-3</b> Ivis
MRI 138	MRI 111, MRI 135, MRI 136, MRI 152  MRI Procedures of the Thorax  This course provides an introduction of the MRI thoracic procedure include patient positioning, cross sectional anatomy, pathology, prand pulse sequences. Prerequisite: MRI 101, MRI 111, MRI 135, MRI 101, MRI 111, MRI 135, MRI 101, MRI 111, MRI 135, MR	otocols
MRI 152	MRI 137, MRI 152  MRI Clinical Practicum I  This course is an introduction to the MRI department to include screening, safety, and performance of routine procedures. Prerequ	<b>0-18-6</b> isite:
MRI 162	Admission to the MRI Program  MRI Clinical Practicum II  This course is an extensive clinical experience to include advanced imaging. Prerequisites: MRI 101, MRI 111, MRI 135, MRI 136, MRI 11	
MTT 101		.55-2.0
MTT 102	Machine Tool Basics This course will provide the non-machine tool major with an overvior of the capabilities of precision machining in conventional and comnumerical controlled machine tools. The student will become family with the machine tool portion of manufacturing primarily through	puter
MTT 105	demonstrations.  Machine Tool Math Applications	3-0-3
MTT 111	This course is a study of shop math relevant to the machine tool tra Machine Tool Theory and Practice I  This course is an introduction to the basic operation of machine shapes	2-9-5
MTT 112	equipment.  Machine Tool Theory and Practice II  This course is a combination of the basic theory and operation of r shop equipment. Prerequisite: Permission of the Program Coordin	
MTT 120	Machine Tool Print Reading  This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used machine tool trades.	2-3-3
MTT 123	Machine Tool Theory II  This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Prerequisite: MTT 111	
MTT 124	Machine Tool Practice II  This course covers the practical application of the Principles in Mac Theory II.	<b>4-0-4</b> chine
MTT 125	Machine Tool Theory III  This course covers the principles involved in the machining, heat tr and grinding of complex metal parts. Prerequisite: Permission of Program Coordinator, MTT 112	
MTT 126	Machine Tool Practice III  This course covers the practical application of the principles in Mac Tool Theory III. Prerequisite: Permission of the Program Coordinat	

MTT 141	Metals and Heat Treatment	1-6-3
	This course is a study of the properties, characteristics and heat tre	eatment
NATT 440	procedures of metals. Prerequisite: MTT 112	1 - 0 0
MTT 143		1.5-2.0
NATT 14E	This course is a study of precision measuring instruments.	222
MTT 145	Machining of Metals	2-3-3
	This course covers theoretical and practical training in the physica properties of metals, their required stock removal/speeds/feeds/	
	depths of cut, and finish requirements. Prerequisite: MTT 125	ariu
MTT 171	Industrial Quality Control	2-0-2
14111 17 1	This course covers the methods and procedures of quality control.	
MTT 221	Tool & Diemaking Theory I	2-3-3
	This course covers the theory of a blanking and piercing die.	
	Prerequisite: MTT 126	
MTT 222	Tool & Diemaking Practice I	2-6-4
	This course covers the manufacture of a simple cutting die or tools	S.
	Prerequisite: MTT 126	
MTT 224	Tool & Diemaking Practice II	3-3-4
	This course covers the construction of a compound and/or progre	ssive die
	or tools. Prerequisite: Permission of the Program Coordinator	
MTT 232	Tool & Diemaking II	3-6-5
	This course includes the manufacturing and use of a compound di	e or
	tools. Prerequisite: Permission of the Program Coordinator	4.0.0
MTT 241	Jigs and Fixtures I	1-3-2
	This course includes the theory necessary to design working prints	S OT
MTT 249	simple jigs and fixtures. Prerequisite: MTT 221 Introduction to CAM	2-3-3
WIII 247	This course covers the basic commands necessary to create a sing	
	program for CNC machines using a graphics programming softwa	
MTT 250	Principles of CNC	1-6-3
	This course is an introduction to the coding used in CNC program	
MTT 251	CNC Operations	2-3-3
	This course is a study of CNC machine controls, setting tools and	machine
	limits and capabilities. Prerequisite: Permission of the Program Co	ordinator,
	MTT 250	
MTT 252	CNC Setup & Operations	3-3-4
	This course covers setup and operations. Prerequisite: Permission	of the
	Program Coordinator, MTT 251	
MTT 258	Machine Tool Cam	2-3-3
	This course is a study of computer assisted manufacturing graphic	s systems
MUS 105	needed to create CNC programs.	3-0-3
1003 103	Music Appreciation  This course is an introduction to the study of music with a focus on	
	ments of music and their relationships, the musical characteristics	
	sentative works and composers, common musical forms and genre	
	various western and non-western historical style periods, and appr	
	listening experiences. Prerequisite: RDG 032	00
NUR 101	Fundamentals of Nursing	3-9-6
	This course facilitates the development of beginning technical con	npetency
	in the application of the nursing process to assist in meeting the ne	eeds of
	selected patients of varying ages. Also included are components t	
	competence in oral communication skills. Prerequisite: Admission	to the
	ADN program.	
NUR 111	Common Health Problems	3-9-6
	This course facilitates the continued development of technical con	
	cies and the application of the nursing process to assist in meeting	
	needs of selected adults and older adult clients with common hea	
	lems. Also included are components to ensure an evolving compe both oral and written communication. Prerequisites: ENG 101, NU	
	BIO 210. PSY 201. MAT 155	IX IUI,

NUR 161	Basic Concepts of Pharmacology	2-0-2
	This course is an introductory study to pharmacotherapeutics, in	cluding
	drug classifications and clinical implications for clients. It contain	
	duction to the basic concepts of pharmacology related to drug a	
	tion. The course facilitates the use of the nursing process to ass	
	meeting the needs of patients receiving pharmacotherapy. Con	
	of developmental and cultural issues as they relate to drug thera	
NUR 201	given attention. Prerequisites: NUR 101, MAT 155. BIO 210, PSY	1-6-3
NUR 201	<b>Transition Nursing</b> This course is designed to facilitate the transition of the Licensed	
	Nurse to that of the role of the Registered Nurse. Theoretical ar	
	clinical/lab components are interwoven throughout this course.	
	process is utilized to assist in meeting the needs of patients with	
	health problems. Prerequisites: Proof of licensure to practice as	
	Practical Nurse, admission to the ADN Program, BIO 210, BIO 2	
	225, PSY 201, PSY 203, MAT 155, ENG 101, AHS 210, and a Hum	
NUR 210	Complex Health Problems	2-9-5
	This course expands application of the nursing process in meeting	
	needs of patients with complex health problems. Prerequisites: [	
	NUR 212, NUR 226, BIO 225. Prerequisites Option IV: NUR 211,	
NUR 211	Care of the Childbearing Family	2-6-4
	This course facilitates the application of the nursing process to a	
	meeting the needs of the childbearing family. Focus is on both n	
	abnormal aspects. Prerequisites: NUR 210, NUR 214. Prerequisi	tes Option
NUR 212	IV: NUR 201, NUR 214, NUR 212	2-6-4
NUR ZIZ	Nursing Care of Children This course facilitates the application of the nursing process to a	
	meeting the needs of children with acute and chronic health pro	
	Focus is on growth and development and anticipatory guidance	
	sites: NUR 111, BIO 211, PSY 203, ENG 101. Prerequisites Optio	
	201, NUR 214	
NUR 214	Mental Health Nursing	2-6-4
	This course facilitates the utilization of the nursing process to ass	
	ing the needs of patients with common mental health problems.	
	on the dynamics of human behavior ranging from normal to extr	
NUID OAF	requisites: NUR 212, NUR 226, BIO 225. Prerequisites Option IV:	
NUR 215	Management of Patient Care	1-12-5
	This course facilitates nursing care of small groups of patients ut nursing process and concepts of management. Prerequisites: NU	
	NUR 214. Prerequisites Option IV: NUR 210, NUR 211, NUR 212	JR 210,
NUR 216	Nursing Seminar	1-0-1
1401(210	An exploration of concepts related to selected nursing topics. T	
	is a seminar with a focus on pharmacology related to nursing pra	
	serves as a review of pharmacological principles and classification	
	sis will be placed on the application of knowledge and critical th	
	through the discussion of clinical scenarios related to a variety of	f commonly
	J	
	encountered disease processes in the adult. Other issues relate	d to Joint
	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication	d to Joint administra-
	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication tion will be addressed. Prerequisites: NUR 210, NUR 214. Prered	d to Joint administra-
NILID OO/	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212	d to Joint administra- quisites Op-
NUR 226	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212 Health Promotion Across the Lifespan IV	d to Joint administra- quisites Op- 0.5-1.5-1
NUR 226	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge.	d to Joint administra- quisites Op- 0.5-1.5-1 ge and clini-
NUR 226	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledgeal practice related to the use of advanced, holistic assessments	d to Joint administra-quisites Op- 0.5-1.5-1 ge and clinito restore
NUR 226	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge cal practice related to the use of advanced, holistic assessments optimal wellness for clients across the lifespan. Emphasis is place	d to Joint administra- quisites Op- 0.5-1.5-1 ge and clini- to restore sed on ac-
NUR 226	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at ion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge cal practice related to the use of advanced, holistic assessments optimal wellness for clients across the lifespan. Emphasis is place tive involvement and use of resources, risk reduction, prevention	d to Joint administra-quisites Op- 0.5-1.5-1 ge and clinito restore ed on ac-
NUR 226	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at ion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge cal practice related to the use of advanced, holistic assessments optimal wellness for clients across the lifespan. Emphasis is place tive involvement and use of resources, risk reduction, prevention tional strategies for specific communities. Prerequisites: NUR 11	d to Joint administra-quisites Op- 0.5-1.5-1 ge and clinito restore ed on ac-
NUR 226 PHI 101	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge callowed practice related to the use of advanced, holistic assessments optimal wellness for clients across the lifespan. Emphasis is placed tive involvement and use of resources, risk reduction, prevention tional strategies for specific communities. Prerequisites: NUR 11 BIO 211, ENG 101	d to Joint administra-quisites Op- 0.5-1.5-1 ge and clinito restore ed on ac-
	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge cal practice related to the use of advanced, holistic assessments optimal wellness for clients across the lifespan. Emphasis is place tive involvement and use of resources, risk reduction, prevention tional strategies for specific communities. Prerequisites: NUR 11 BIO 211, ENG 101  Introduction to Philosophy	d to Joint administra-quisites Op- 0.5-1.5-1 ge and clinito restore and education action action and education actions and education actions and actions are actions are actions actions are actions are actions actions are actions actions actions are actions action
	encountered disease processes in the adult. Other issues relate Commission National Patient Safety Goals and safe medication at tion will be addressed. Prerequisites: NUR 210, NUR 214. Prerection IV: NUR 211, NUR 212  Health Promotion Across the Lifespan IV  This course focuses on the development of theoretical knowledge callowed practice related to the use of advanced, holistic assessments optimal wellness for clients across the lifespan. Emphasis is placed tive involvement and use of resources, risk reduction, prevention tional strategies for specific communities. Prerequisites: NUR 11 BIO 211, ENG 101	d to Joint administra-quisites Op- 0.5-1.5-1 ge and clinito restore ed on ac- and educa- 1, PSY 203, 3-0-3 of philoso-

PHI 110	Ethics 3-0	
	This course is a study of the moral principles of conduct emphasizing e	ethi-
	cal problems and modes of ethical reasoning. Prerequisite: RDG 032	
PHY 201	Physics I 3-3	3-4
	This is the first in a sequence of physics courses. Topics include mechan	nics.
	wave motion, sound, heat, electromagnetism, optics, and modern phys	
	Prerequisite: MAT 110 or MAT 175	0100.
PHY 202	Physics II 3-3	2 /
1111 202	· ·· <b>y</b> -· ··	
	This is the second in a sequence of physics courses. Topics include me-	
	chanics, wave motion, sound, heat, electromagnetism, optics, and mod	dern
	physics.	
PHY 221	University Physics I 3-3	
	This is the first of a sequence of courses. The course includes a calculus	
	based treatment of the following topics: vectors, laws of motions, rotat	ion,
	vibratory and wave motion. Prerequisite: MAT 140	
PHY 222	University Physics II 3-3	3-4
	This course is a continuation of calculus-based treatment of the following	ng
	topics: thermodynamics, kinetic theory of gases, electricity and magnet	
	including electrostatics, dielectrics, electric circuits, magnetic fields, and	
	duction phenomena. Prerequisite: PHY 221 with a grade of "C" or bett	
PNR 110	Fundamentals of Nursing 3-6	
11410	This course provides an introduction to basic principles and beginning	-
	necessary to the nursing process. Concepts are integrated relating to the	
	physiological and psychosocial needs of the individual. Legal and ethic	
	roles of the practical nurse are emphasized. Prerequisite: Admission to	
	PN program. Prerequisites FLEX Option: Admission to the PN program	n,
	MAT 155, ENG 101, PSY 201, BIO 210, BIO 211	
PNR 120	Medical/Surgical Nursing I 3-6	
	This course is a beginning study utilizing the nursing process. Concepts	
	clude physiological, psychosocial, nutritional, and health and safety nee	eds
	of the adult. Clinical experiences address selected commonly occurring	9
	health problems having predictable outcomes. Prerequisite: PNR 110	
PNR 130	Medical/Surgical Nursing II 3-6	5-5
	This course is a continuation of the study of the nursing process. Conce	epts
	include the physiological, psychosocial, nutritional, and health and safe	
	needs of the adult. Clinical experiences address selected commonly oc	
	ring health problems having predictable outcomes. Prerequisites: PNR	
	MAT 155, BIO 210, ENG 101 Corequisite: PNR 182. Prerequisites FLEX	
	tion: PNR 120, Corequisite: PNR 182	ОР
PNR 140	Medical/Surgical Nursing III 3-6	5.5
11410		
	This course is a continuation of the study of the nursing process. Conce	epts
	include physiological, psychosocial and health and safety needs of the	
	adult patient. Clinical experiences address selected commonly occurring	ng
	health problems having predictable outcomes. Prerequisite: PNR 130	
	Corequisite: PNR 182	
PNR 155	Maternal and Infant Nursing 5-6	5-7
	This course is a study utilizing the nursing process, integrating pediatric	cs to
	meet the needs of the childbearing family. Clinical experiences address	s the
	care of the mother, newborn, and the care of the child with commonly	OC-
	curring illnesses. Prerequisites: BIO 211, PNR 140, PNR 182. Prerequisite	es
	FLEX Option: PNR 140 PNR 182, Corequisite: PNR 170	
PNR 170		.5-2.0
	This course is a study utilizing the nursing process. Concepts include pl	
	ological, psychosocial, nutritional, and health and safety needs of the c	
	patient. Clinical experiences address selected commonly occurring hea	
	problems having predictable outcomes. Prerequisites: BIO 211, PNR 1-	40,
	PNR 182. Corequisite: PNR 155	

PNR 182	Special Topics in PN: Pharmacology	2-0-2
TINK 102	The topic of this course includes pharmacology concepts to inclu fects of specific drugs, medication administration, and calculation dosages. Prerequisites: ENG 101 and BIO 210, PNR 120, MAT 15 Corequisites: PNR 130, PNR 140. Prerequisites FLEX Option: PNR Corequisite: PNR 130, PNR 140	ide ef- n of drug 5
PSC 201	American Government This course is a study of national governmental institutions with emon the Constitution, the functions of the executive, legislative and branches, civil liberties, and the role of the electorate. Prerequisite 032, RDG 032	judicial
PSC 215	State and Local Government This course is a study of state, county, and municipal government sincluding interrelationships between these systems and within the government. Prerequisites: ENG 032, RDG 032	
PSY 103	Human Relations This course deals with the personality factors as they relate to probadjustment. An understanding of personality dynamics and psychobases of behavior, mental health, personality development, and introduced in the sonal relations are covered. Stress is placed upon the importance of ing psychological principles and techniques to everyday life. Prefer ENG 031, RDG 031	ological terper- of apply-
PSY 201	General Psychology	3-0-3
	This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific m biological bases for behavior, perception, motivation, learning, me velopment, personality, and abnormal behavior. Prerequisites: ENC RDG 032	mory, de-
PSY 203	Human Growth and Development This course is a chronological study of the physical, cognitive and a factors affecting human growth, development, and potential. Prere PSY 201	
PSY 212	Abnormal Psychology This course is a study of the nature and development of behaviora ders, including the investigation of contemporary treatment proceanalysis of human behavior problems, and identification of the persocial skills needed to deal with these problems. Prerequisite: PSY	dures, sonal and
PTH 101	Physical Therapy Professional Preparation This course introduces the purpose, philosophy and history of phy therapy and medical/legal documentation.	2-0-2
PTH 102	Introduction to Physical Therapy This course prepares the student to provide skilled basic patient cophysical therapy setting.	<b>1-3-2</b> are in a
PTH 115	Pathology This course is a study of basic pathophysiology of the human body emphasis on management of diseases and injuries commonly seen physical therapy.	
PTH 202	Physical Therapy Modalities This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities.	3-3-4
PTH 205	Physical Therapy Functional Anatomy  This course introduces the basic concepts and principles of muscle and motion, including traditional testing procedures.	<b>3-3-4</b> es, joints,
PTH 235	Interpersonal Dynamics This course introduces the dynamics of the health professional/par relationship and includes communication and the principles of resinteraction throughout the life cycle.	
PTH 240	Therapeutic Exercises/Application This course provides the practical application of therapeutic exerc	<b>4-3-5</b> ise.

PTH 242	Orthopedic Management	3-3-4
	This course introduces basic orthopedic assessment skills and ap	plication of
DT11044	treatment techniques for the trunk and extremities.	
PTH 244	Rehabilitation	3-3-4
	This course introduces neurological principles, pathology, and sp	ecialized
PTH 266	rehabilitation techniques for pediatric and adult care.	0-18-6
FIH 200	Physical Therapy Practicum I	
	This course includes patient treatments under the direct supervis	
PTH 270	licensed physical therapist and/or a licensed physical therapist as Special Topics in Physical Therapy	3-0-3
1 111 270	This course provides opportunities for specialized study of select	
	in physical therapy.	ed topics
PTH 275	Advanced Professional Preparation	1-0-1
1 111 273	This course is the study of the skills needed to enter the profession	
	including resume writing, interviewing, professional decision make	
	preparation for the PTA National Board Examination.	arig, aria
PTH 276	Physical Therapy Practicum II	0-18-6
	This course includes a practicum experience in a clinical setting u	
	advanced skills under the supervision of a licensed physical thera	
	a licensed physical therapist assistant.	'
<b>QAT 101</b>	Introduction to Quality Assurance	3-0-3
	This course covers the fundamentals of quality control, the evolut	tion of the
	total quality system and the modern philosophy of quality. Proce	ss variabil-
	ity, fundamentals of probability and the basic concepts of control	charts are
	included.	
RAD 101	Introduction to Radiography	1-3-2
	This course provides an introduction to radiologic technology w	
	phasis on orientation to the Radiology Department, ethics and be	oasic radi-
	ation protection, and oral communication skills.	
DAD 100	Prerequisite: Admission to RAD program	4 2 2
RAD 102	Radiology Patient Care Procedures	1-3-2
	This course provides a study of the procedures and techniques us	
RAD 103	general care of the patient. Prerequisite: Admission to RAD programmed Introduction to Computed Tomography	2-0-2
KAD 103	This course is a study of the technological developments behind	
	tomography, an overview of scanner components, terminology, d	
	sition, digital imaging, image reconstruction, display and manipu	
	Current applications will be explored, including patient screening	
	utilization and administration, contrast reactions and treatment, p	
	conscious sedation and monitoring, and radiation protection. Pre	
	Admission to the CT Program	
RAD 110	Radiographic Imaging I	2-3-3
	This course provides detailed study of the parameters controlling	radiation
	quality and quantity for radiographic tube operation and image p	production.
	Prerequisites: RAD 101, RAD 102, RAD 130, RAD 152, BIO 210	
RAD 115	Radiographic Imaging II	3-0-3
	This course continues a detailed study of primary and secondary	influencing
	factors and accessory equipment related to imaging.	
	Prerequisites: BIO 211, RAD 110, RAD 130, RAD 136, RAD 165	
RAD 117	Breast Imaging Equipment and Quality Assurance	2-0-2
	This course includes theory, principles and practical application o	
	control. Tests and guidelines for an FDA certified mammography	
DAD 440	Prerequisites: Admission to Mammography Program, RAD 118, R.	
RAD 118	Seminars in Mammography	1-0-1
	This course is on selected topics/seminars in mammography.	
	Prerequisite: Admission to Mammography Program	

RAD 120	Principles of Computed Tomography This course is a study of assurance procedures, and radiation dosing computed tomography. Special applications of computer tomographe explored including interventional procedures, high speed ct scandimensional ct and multi-planar reformations. A review of special scanding features will also be covered in the course. Prerequisites: AHS 206 103, RAD 132, RAD 150	ohy will Inning, 3 canner
RAD 121	Radiographic Physics This course introduces the principles of Radiographic Physics, incoring theory and application of basic principles underlying the operarmaintenance of x-ray equipment.	
RAD 122	Prerequisites: RAD 101, RAD 110, RAD 165, BIO 211  Breast Anatomy, Physiology, and Pathology  This course is a detailed study of human breast anatomy, physiolog pathology including correlation to the radiographic appearance of anatomy and benign and malignant mammographic findings. Premote the present the property of the present	normal
RAD 123	sites: Admission to Mammography Program  Mammographic Positioning  This course is a study of all aspects of positioning the patient for all ing and diagnostic exams including the breast implant patient and mographic image evaluation. Prerequisites: Admission to Mammo Program, RAD 118, RAD 122	mam-
RAD 125	Clinical Applications in Mammography This course is a study of all aspects of clinical mammographic imagi essary to meet FDA requirements to perform mammography. The clinical documentation of clinical competency as required by the eligibility to take the advanced level examination in mammography requisites: Admission to Mammography Program	course ARRT for
RAD 130	Radiographic Procedures I This course provides an introduction to radiographic procedures. P ing of the chest, abdomen and extremities will be included. Prerequisite: Admission to the RAD program	<b>2-3-3</b> osition-
RAD 131	CT of the Head & Spine This course covers anatomy and pathology review, imaging protoco studies and film critique. Prerequisites: AHS 206, RAD 103, RAD 132	
RAD 132	150 CT of the Neck, Abdomen, and Pelvis This course covers anatomy and pathology review, imaging protoco studies and film critique. Prerequisites: RAD 103	<b>1-0-1</b> ols, case
RAD 133	CT of the Extremities This course covers anatomy and pathology review, imaging protoco studies and film critique. Prerequisites: AHS 206, RAD 103, RAD 120 131, RAD 132, RAD 150	
RAD 136	Radiographic Procedures II This course provides instruction in radiographic procedures for visition of the structures of the body. Prerequisites: RAD 130, RAD 15 BIO 210	
RAD 150	Clinical Applications I This course includes practice of hands-on clinical skills in hospital/c	<b>0-12-4</b> outpa-
RAD 152	tient environments. Prerequisites: Admission to CT Program Applied Radiography I  This course introduces the student to the clinical environment of th tal by providing basic instruction in the use of radiographic equipm routine radiographic procedures. Prerequisite: Admission to RAD p	ent and
RAD 156	Patient Factors and Imaging Procedures in Mammography This course will provide detailed instruction in patient care, anatom ology, pathology, positioning and imaging procedures of the breas lined by the American Registry of Radiologic Technologists. Prereq Admission to the Program	<b>6-0-6</b> ly, physi- t as out-

RAD 157	Mammographic Instrumentation 6-0-6 This course will provide detailed instruction of the equipment operation, quality assurance, quality control, imaging techniques and quality of Mammography as outlined by the American Registry of Radiologic Technologist. Prerequisites: Admission to the Program
RAD 160	Clinical Applications II  O-18-6 This course is a continuation of practice of hands-on clinical skills in hospital/outpatient environments. Prerequisites: AHS 206, RAD 103, RAD 132, RAD 150
RAD 165	Applied Radiography II  O-15-5  This course provides an environment which allows the student to continue to receive instruction in the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. Prerequisites: BIO 210, RAD 101, RAD 102, RAD 130, RAD 152
RAD 175	Applied Radiography III  O-15-5  This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisites: BIO 210, BIO 211, RAD 110, RAD 130, RAD 136, RAD 165
RAD 201	Radiation Biology This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisite: RAD 101, RAD 102, RAD 110, RAD 115, BIO 211
RAD 210	Radiographic Imaging 3-0-3 This course provides a detailed study of advanced methods and concepts of imaging. Prerequisites: RAD 110, RAD 115, RAD 121, RAD 175
RAD 220	Selected Imaging Topics 3-0-3 This course includes instruction in advanced topics unique to the radiological sciences. Prerequisites: RAD 115, RAD 230, RAD 258
RAD 230	Radiographic Procedures III  This course provides instruction in special radiographic procedures.  Prerequisites: RAD 121, RAD 136, RAD 175, BIO 211
RAD 235	Radiography Seminar I 1-0-1 This course provides instruction in selected areas of radiography that are unique or new to the field. Prerequisites: RAD 201, RAD 210, RAD 220, RAD 268
RAD 258	Advanced Radiography I  O-24-8  This course provides an environment for the student to function more independently while performing routine procedures in a working Radiology Department while also being more involved in advanced radiographic procedures. Prerequisites: BIO 210, BIO 211, RAD 121, RAD 136, RAD 175
RAD 268	Advanced Radiography II  This course provides an environment which allows the student to improve competence in the routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. Prerequisites: BIO 211, RAD 210, RAD 230, RAD 258
RAD 278	Advanced Radiography III  This course provides an environment which allows the student to gain self-confidence and competence necessary in routine and advanced radiographic procedures in the clinical environment. Prerequisites: BIO 210, BIO 211, RAD 201, RAD 210, RAD 220, RAD 268
RAD 280	Advanced Imaging I 2-0-2 This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession.
RDG 031	Prerequisites: AHS 206, RAD 103, RAD 132, RAD 150  Developmental Reading  This is a course designed for students who need improvement in basic reading skills. Based on assessment of student needs, instruction will include vocabulary, comprehension, and use of reference material. Placement by multiple measures criteria, including COMPASS and Accuplacer.

RDG 032	Developmental Reading  This is an intermediate course designed for students who need improvement in basic reading skills. Based on assessment of student needs, instruction will include vocabulary, comprehension, and use of reference material. Placement by multiple measures criteria, including COMPASS and
REL 101	Accuplacer and/or RDG 031.  Introduction to Religion  This course provides a study of religion - the nature of religious belief and practice. Prerequisite: RDG 032
REL 102	Introduction to Biblical Study  3-0-3  This course is an introduction to the contemporary analysis of the Bible, including its historical background, writing and transmission, its principal persons and events, and its ideas and their significance for the present.  Prerequisite: RDG 032
RES 101	Introduction to Respiratory Care  2-3-3 This course includes introductory topics pertinent to entering the Respiratory Care Profession, i.e., medical terminology, ethical and legal issues. Basic respiratory pharmacology is discussed. Prerequisite: Admission to Respiratory Program
RES 111	Pathophysiology 1-3-2 This course is a study of the general principles and analyses of normal and
RES 121	diseased states. Prerequisites: RES 101, RES 121, RES 123, BIO 210  Respiratory Skills I  This course includes a study of basic respiratory therapy procedures and their administration. Therapeutic modalities include administration of medical gases, chest physical therapy/postural drainage, and hyperinflation therapy, principles of universal precautions, and infection control practices and cardiopulmonary anatomy. Prerequisite: Admission to Respiratory Pro-
RES 123	Gram Cardiopulmonary Pathophysiology 2-3-3 This course covers cardiopulmonary physiology and related systems. The mechanics of adult and pediatric ventilation and respiratory physiology are presented for both normal and abnormal lungs. A basic introduction to ECG's and related cardiac medications is provided. Prerequisite: Admis-
RES 131	sion to Respiratory Program  Respiratory Skills II  This course i a study of selected respiratory care procedures and applications. Artificial airways are introduced as well as methods for correct interpretation and proper clinical application of arterial blood gas measurements. Also, many aspects of mechanical ventilation systems are
RES 141	explored. Prerequisites: RES 101, RES 121, RES 123, BIO 210  Respiratory Skills III  This course covers mechanical ventilation systems, pediatrics and associ-
RES 150	ated monitors. Prerequisites: RES 131, BIO 211, RES 150  Clinical Applications I  This course is the study of entry level clinical procedures in the hospital set-
RES 152	ting. Prerequisites: RES 101,RES 121, RES 123, and BIO 210  Clinical Applications II  This course includes practice of respiratory care procedures in the hospital
RES 204	setting. Prerequisites: RES 111, RES 131, RES 150, BIO 211  Neonatal/Pediactric Care  2-3-3  This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient. Prerequisite: RES 141, RES 152, BIO 211
RES 232	Respiratory Therapy Therapeutics  This course is a study of specialty areas in respiratory care, including rehabilitation. Students are instructed on in-patient and family education procedures, pathophysiology of chronic lung disease, patient assessment, and psychosocial aspects of dealing with chronic lung disease. Prerequisites: RES 204, RES 246, RES 249, RES 225, BIO 225

RES 236	Cardiopulmonary Diagnostics	2-3-3
	This course focuses on the purpose, use, and evaluation of equipn	nent/pro-
	cedures used in the diagnosis and therapeutic management of pa	
	with cardiopulmonary diseases. Prerequisites: RES 204, RES 246, F	
	RES 255, BIO 225	
RES 241	Advanced Respiratory Care Transition	0-3-1
	This course provides a comprehensive review of advanced respirat Prerequisites: RES 232, RES 236, RES 275, CPT 170, PHS 115	ory care.
RES 246	Respiratory Pharmacology	2-0-2
	This course includes a study of pharmacologic agents used in card	liopul-
	monary care. Prerequisites: RES 141, RES 152	
RES 249	Comprehensive Applications	1-3-2
	This coursed includes the integration of didactic and clinical training	
DEC 055	piratory care technology. Prerequisites: RES 141, RES 152, BIO 21	
RES 255	Clinical Practice	0-15-5
	This course includes clinical training with emphasis on Intensive Ca	
	cludes practice in all areas of patient care, with an emphasis on int	
	respiratory care and special procedures. Prerequisites: RES 141, F BIO 211	ES 132,
RES 274	Advanced Clinical Practice	0-12-4
NE3 2/4	This course includes clinical practice in advanced patient care produced to the course includes clinical practice in advanced patient care produced to the course includes clinical practice in advanced patient care produced to the course includes clinical practice.	
	Prerequisites: RES 232, RES 236, RES 255, PHS 115, CPT 170	Ledules.
RES 275	Advanced Clinical Practice	0-15-5
	This course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course includes clinical practice in advanced patient care produced in the course in the cou	
	Prerequisites: RES 204, RES 246, RES 275, CPT 170,CHM 105	
RPT 104	Introduction to Radiation and Protection, Safety and Fundamental	s 3-0-3
	This course will introduce the code of federal regulations and the	
	mentals involved in protection: time, distance and shielding, radio	
	sources, interaction with radiation matter, units and the basics of e	xposure,
	dose and personal dose.	
RPT 113	Radiation Monitoring	3-3-4
	This course is the study of the theory and operation of radiation m	
	maintenance and calibration of these systems, proper selection ar	
	various monitoring systems for evaluation of radioactive hazards, a	
RPT 125	interpretation and reporting of such evaluations utilizing scenarios	3-0-3
KF1 125	Nuclear Math and Theory This course will introduce basic nuclear concepts using mathemati	
	ing dimensional analysis, algebra, geometry and trigonometry. Ac	
	topics include nuclear reactions, half-life calibrations, conversion, a	
	dustrial and science applications of radioactive processes and asse	
RPT 206	Radiation Monitoring and Exposure	3-3-4
	This course is the study of equipment used to monitor personal ex	posure
	to ionizing radiation and methods used to minimize the amount of	
	sure received during the operation and maintenance of the plant.	
RPT 211	Research in Radiation Protection	0-3-1
	This course provides students with the skill required for researchin	
	technologies and improved detection methods in the field of radia	ation pro-
DDT 040	tection technology.	224
RPT 243	Radiological Safety and Response	3-3-4
	This course presents scenarios in which RPTs are responsible for en	
	and maintaining doses ALARA (As Low As Reasonably Achievable safety of individuals, the work environment, and the population, in	
		cluding
SOC 101	response to abnormal and emergency radiological conditions.  Introduction to Sociology	3-0-3
300 101	This course emphasizes the fundamental concepts and principles	
	ogy, including culture, socialization, interaction, social groups and	
	tion, effects of population growth on technology in society, and so	
	institutions Programisites: FNG 032 RDG 032	

SPA 101	Elementary Spanish I This course is a study of the four basic language skills: listening, spreading, and writing, including an introduction to the Spanish cult	
SPA 102	requisite: RDG 032  Elementary Spanish II  This course continues development of the basic language skills an study of the Spanish culture. Prerequisite: SPA 101 with a grade of batter.	
SPC 205	better  Public Speaking  This course is an introduction to the principles of public speaking plication of speaking skills. Prerequisite: ENG 101 with a grade of better	
TDR 101	Introduction to Truck Driving Training	4-3-5
TDR 102	This course covers the safe operation of a tractor-trailer on the op	. <b>5-1.5-4</b> en
TDR 103	highway.  Preparation for CDL Examination  This course will prepare students for the South Carolina CDL examination and driver and the south Carolina CDL examination.	<b>3-0-3</b> nination,
WLD 103	including rules, regulations, policies and driver practice.  Print Reading I  This is a basic course which includes the fundamentals of print reameaning of lines, views, dimensions, notes, specifications, and str shapes. Welding symbols and assembly drawings as used in fabric work are also covered.	uctural
WLD 106	Gas and Arc Welding This course covers the basic principles and practices of oxyacetyle welding, cutting and electric arc welding. Emphasis is placed on p	
WLD 111	fundamental position welding and safety procedures.  Arc Welding I  This course covers the safety equipment and skills used in the shirt metal arc welding process. Fillet welds are made to visual criteria	
WLD 113	positions. Arc Welding II	2-6-4
WLD 115	This course is a study of arc welding of ferrous and/or non-ferrous  Arc Welding III  This course covers the techniques used in preparation for structur	2-6-4
WLD 132	testing according to appropriate standards.  Gas Metal Arc Welding and Flux Core Arc Welding  This course covers set up and adjustment of equipment and fundament of equipment and fundament.	<b>2-6-4</b> amental
WLD 135	techniques for GMAW and FCAW on ferrous metal. <b>Gas Tungsten Arc Welding</b> This course covers the set-up and adjustment of equipment and	2-6-4
WLD 154	fundamental techniques for GTAW on ferrous and non-ferrous me <b>Pipe Fitting and Welding</b> This is a basic course in fitting and welding pipe joints, either ferrous, using standard processes.	2-6-4
WLD 225	Arc Welding Pipe I  This course covers the techniques used in shielded metal arc weld groove welds on pipe.	<b>2-6-4</b> ling of

# 2016-2017 COLLEGE PERSONNEL ORANGEBURG-CALHOUN TECHNICAL COLLEGE 2016-17 College Catalog 281

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Lee Cobb, English Program Coordinator
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Ann McGill, English Instructor
Tamara Miles-Gantt, English Instructor
Deneshia Smith, English Instructor
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Rhonda Browning, Practical Nursing Program Coordinator
Susan Chavis, Practical Nursing Instructor
Dallas Collins, Certified Nursing Assistant Instructor
Connie Goff, Associate Degree Nursing Freshman Level Program Coordinator
Donna Hendrix, Associate Degree Nursing Instructor
Sue Ellen Laino, Associate Degree Nursing Instructor
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Dana McAlhany, Associate Degree Nursing Instructor
Josephine L. Mitchell, Associate Degree Nursing Instructor
Laura Murphy, Associate Degree Nursing Instructor

Rhonda Toole, Practical Nursing Instructor

Candance Tooley, Practical Nursing Program FLEX Coordinator/LPN to ADN Program Coordinator

Connie Varn, Associate Degree Nursing Program Coordinator

Deborah Pigott, Certified Nursing Assistant Instructor

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David Odom, Graphics Engineering Program Coordinator

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Duane Reddick, Machine Tool Technology Program Coordinator

George White, Electronic Instrumentation Instructor

Johnny Wilson, Industrial Electronics/Electricity IMT Program Coordinator

Amanda Eisman, Truck Driving Program Coordinator and Instructor/ Transportation and Logistics Recruiter

Cynthia Strother, Truck Driving Instructor

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Shonese Lawhorn, Computer Technology Instructor

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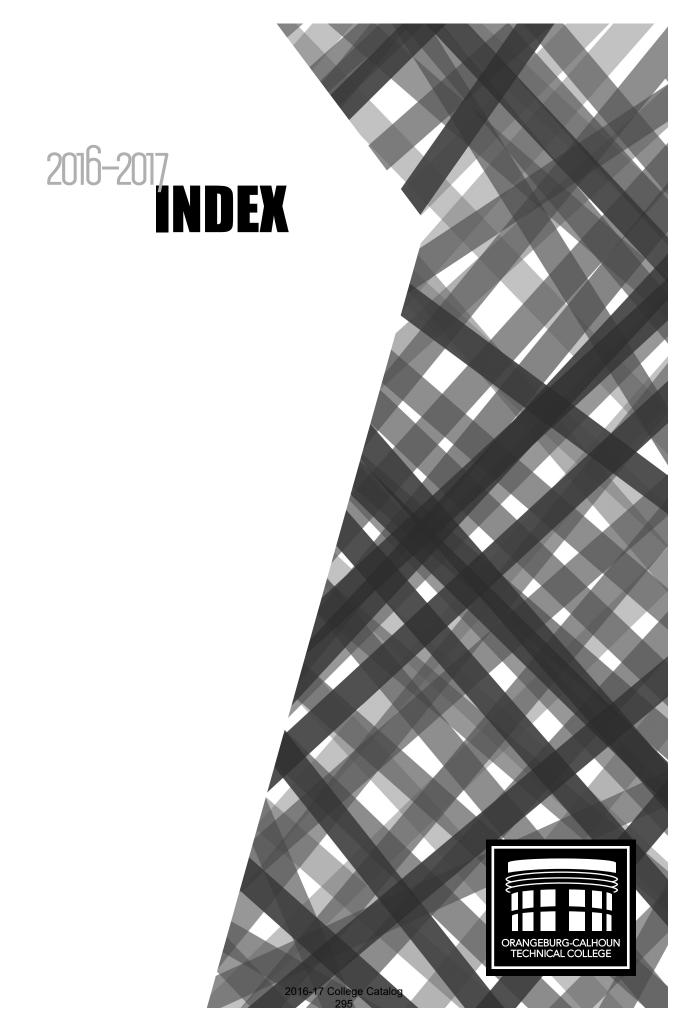


# **CAMPUS MAP**

### legend

- A. Administration/Faculty Offices
- B. ↑Library/Testing Center
- B. ↓Bookstore/Security/TRiO Faculty Offices
- C. Adult Education/Lecture 118
  Faculty Offices
- D. Classrooms 201-206
- E. Classrooms 301-308
- F. Classrooms 401-407
- G. Classrooms 503-507/Faculty Offices
- H. Classrooms 601A/601B/602
- I. Classrooms 801-806
- J. Classrooms 701-705
- K. Health Sciences Center Classrooms 117-166/Faculty Offices
- L. Classrooms 1403-1415
- M. Lecture 1512/Classrooms 1506-1517
- N. Classrooms 1602-1634
- P. Classroom 1205
- R. Roquemore Auditorium Classrooms 106-205/Faculty Offices
- S. Admissions/Financial Aid Student Records/Advising/Counseling Cashier/Café/Œtech Foundation

T. Transportation and Logistics Center Corporate Training and Economic Development Classrooms 114&115/Labs 137-201



Academic Advising	17
Academic Assessment Policy	18
Academic Calendar	12
Academic Forgiveness Policy	30
Academic Honesty/Dishonesty Policy	97
Academic Honors	34
Academic Information	11
Academic Probation	
Academic Records	
Academic Student Conduct	71
Academic Suspension	32
Add/Drop	28
Additional Instructional Hours	28
Admissions	13
Admissions Requirements for Nursing & Allied Health Applicants.	13
Advanced Placement & Credit	24
Advisory Committees	5
Alcohol/Drugs	97
Area Commissioners	292
Articulation & Transfer Opportunities	18,22
Assessment Policy	18
Assessment Retest	18
Attendance	33
Auditing Courses	28
Books	39
Bookstore	68
Business Programs	138
Campus Visits	
Campus Map	298
Campus Organizations	70
Career Development	
Change of Name or Address	
Check Policy	
COL 103 (College Skills)	
College Level Examination Program (CLEP)	
College Personnel	
Computer Technology Programs	
Computer Resorces	
Corporate Training and Economic Development	102
Counseling	
Course Changes	
Course Descriptions	
Course Placement Services	
Credit by Exemption Exam	
Credit for Non-Academic Work of Non-Traditional Students	
Cross Registration Policy	
Cyber Cafe	
Dean's List	
Debts Owed the College	
Directory Information	45

Distance Learning Services	
Electronic Communications Devices	
Emergency Situations	
Engineering and Advanced Manufacturing Programs	
English Fluency in Higher Education Act of 1991	
Entrance Requirements	13
Exemption Exam Policy	24
Experiential Learning Credit	26
Financial Aid	46
Eligibility for Aid	47
Federal College Work Study	54
How to Apply	47
Loans	52
Principles	46
Residency Requirements	37
Scholarships	
Standards of Satisfactory Progress (SAP)	49
South Carolina Education Lottery	
South Carolina Need-Based Grant	
Types of Financial Aid	
Firearms	
Foundation Board Members	
General Information	
General Technology Programs	
Grade Changes	
Grade Point Average	
Grading System	
Graduation	
Health and Medical Services	64
Health Sciences Media Center	66
Health Science Programs	
History of the College	
Human and Public Service Programs	
Institutional Mission	
International Students	
Job Placement Services	
Late Fee	
Library (Gressette Learning Resource Center)	
Life Scholarship	
Middle College/Dual Enrollment	27
Military Training Credit	24
1VIIII tai V 11 aii ii la Gi Gai t	
Nondiscrimination Policy	
Nondiscrimination Policy	227
Nondiscrimination Policy  Nursing Programs  Open Admissions	2 <b>27</b> 13
Nondiscrimination Policy  Nursing Programs  Open Admissions  Orientation	227 13 41
Nondiscrimination Policy  Nursing Programs  Open Admissions  Orientation  Phi Theta Kappa	227 13 41 35
Nondiscrimination Policy  Nursing Programs  Open Admissions  Orientation	227 13 41 35
Nondiscrimination Policy  Nursing Programs  Open Admissions  Orientation  Phi Theta Kappa  Photographs, College Use of	227 13 41 35 71

Readmissions	14
Refund Policy	38
Repeating a Course	28
Safety	
Satisfactory Academic Progress	32
Scholarships	
Sexual Violence and Harassment	
Senior Citizens Enrollment	
Services for Students with Disabilities	63
Smoking	97
Student Advisory Board	70
Student Code for the SC Technical College System	72
Student Life	69
Student and Support Services	40
Student Success Center	42
Student Grievance Procedure for SC Technical College System	83
Student IDs	68
Student Insurance	
Student Responsibilities	
Student Right-to-Know Disclosure	
Students with Disabilities	63
Substituting Courses	28
The College	65
Time Commitment	34
Transcripts	43
Transfer Credit Appeal Procedure	20
Transfer: State Policies & Procedures	21
Transfer Students	
TRiO (Student Support Services)	
Tuition and Fees	36
Vehicle Registration	
Veterans' Educational Assistance Programs	58
Weather Policy	
Who's Who Among Students in American Junior Colleges	
Withdrawal Policy	
WorkKeys	97
University Transfer Programs	110

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