Orangeburg-Calhoun Technical College

Academic Year 2021-2022
Volume LIII

ACCREDITATION

Orangeburg-Calhoun Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Orangeburg-Calhoun Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

MEMBER

American Association of Community Colleges

MISSION STATMENT

The mission of OCtech is to provide relevant training and education in a diverse, flexible, and inclusive 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, April 20, 2021

VISION

Engage. Empower. Transform.

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.

Academic Calendar

2021 FALL SEMESTER

August 2 – Deadline for students to register & pay tuition in full to avoid late fee
August 3 – Late Registration Begins & Late Fees Apply
August 16 -20 – Late Registration & Schedule Changes
August 16 – October 7- AUGUST MINI SESSION I CLASSES BEGIN/END
August 16 – December 14 - FALL FULL SEMESTER CLASSES BEGIN/END
September 6 – Labor Day/NO CLASSES
September 13 – December 14 SEPTEMBER MINI SESSION CLASSES BEGIN/END
October 11 & 12 – FALL BREAK – OPTIONAL FACULTY WORK DAYS – (NO CLASSES)
October 12 – DEADLINE OCTOBER MINI SESSION tuition deadline
October 13 – December 15 OCTOBER MINI SESSION II CLASSES BEGIN/END
October 18 – Registration for SPRING 2021 classes begins for new & current students.
October 29 – DEADLINE NOVEMBER MINI SESSION tuition deadline
November 1 – December 14 - NOVEMBER MINI SESSION CLASSES BEGIN/END
November 16 – Graduation Applications Due
November 24 - 27 – COLLEGE CLOSED – THANKSGIVING HOLIDAYS
December 3 – DEADLINE DECEMBER INTERNET MINI SESSION – tuition due
December 6 – January 7, 2022 DECEMBER INTERNET MINI SESSION CLASSES BEGIN/END
December 6 – DEADLINE SPRING 2022 SEMESTER – tuition due
December 7 – Late Registration Begins & Late Fees Apply for SPRING 2022
December 8, 9, 13 & 14 – EXAMS
December 14 - Graduation Ceremonies
December 20–31 - COLLEGE CLOSED – WINTER HOLIDAYS – (NO CLASSES)

2022 SPRING SEMESTER

January 3 – 7 Late registration for new & current students continues on campus. Late fees apply.
January 5 - SPRING 2022 FULL & MINI SESSION tuition due
January 5 - SPRING STUDENT ORIENTATION & PROGRAM EXPLORATION
January 10 - 14 - Late Registration & Schedule Changes
January 7 - SPRING STUDENT ORIENTATION & PROGRAM EXPLORATION
January 10 – March 3 - JANUARY MINI I SESSION CLASSES BEGIN/END
January 10 – May 5 - SPRING FULL SEMESTER CLASSES BEGIN/END
January 17 - Martin Luther King Day - (NO CLASSES)
February 4 – DEADLINE FEBRUARY MINI SESSION tuition due
February 7 – May 5 FEBRUARY MINI SESSION CLASSES BEGIN/END
March 3 - Graduation Applications Due
March 7 – 10 - Spring Break - (NO CLASSES)
March 11 - DEADLINE MARCH MINI SESSION tuition due
March 14 - Registration for SUMMER/FALL 2022 classes begins for new & current students.
March 14 – May 5 - MARCH MINI II SESSION CLASSES BEGIN/END
April 1 – DEADLINE APRIL MINI SESSION – tuition due
April 4 – May 5 - APRIL MINI SESSION CLASSES BEGIN/END
May 2 - DEADLINE SUMMER SEMESTER tuition due
May 3-5 -EXAMS
May 10 - Graduation 7:00 p.m.

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President's Message

WE'LL CHANGE YOUR LIFE.

Orangeburg-Calhoun Technical College has a history of preparing students for good jobs and great careers. Our track record is proof. Consider this:

- **90% job placement rate**
  Most graduates leave OCtech and go directly into the workforce.
- **Top-rated Nursing+Health Science programs**
  Our graduates consistently earn higher-than-average pass rates on licensure exams.
- **Easy transfer to four-year colleges**
  Start here and go anywhere! More than 80 courses transfer to schools statewide.

Add the fact that our students leave OCtech with little to no debt, and it's easy to see why we're the best choice!

Our smaller class sizes, committed faculty and staff, and on-campus and online student support helps students reach all of their academic and career goals – and discover new ones they didn't know they had.

While last year was a challenge on many levels, we faced those challenges head on and turned them into unique opportunities to continue engaging, empowering and transforming our students into successful graduates who help lead our community toward a brighter future.

OCtech provides a safe, flexible and affordable place for you to begin or earn your college degree close to home. We are taking every precaution possible to ensure the safety and security of our students, faculty and staff, and continue to monitor and adjust our learning and work environment as needed while maintaining a standard of excellence in education.

Whether you are a working adult attempting to advance in your career, a traditional college student looking for a quality higher education experience, a high schooler starting college early or a member of the community hoping to learn something new, OCtech has a place just for you. We are committed to giving you the knowledge and skills you need to succeed.

We look forward to seeing you on campus soon!

Walter A. Tobin

Dr. Walt Tobin
President, Orangeburg-Calhoun Technical College

AREA COMMISSIONERS

John F. Shuler, Chair

Leroy Morant

David Rickenbaker

Jacqueline S. Shaw

Katie Hane

Lawrence L. Weathers

Dr. Margaret Felder Wilson

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

The history of technical education in Orangeburg and Calhoun counties began years before Orangeburg-Calhoun Technical College opened in 1968. Prior to that, many citizens were concerned about the future of Orangeburg and Calhoun counties and felt the need to take action to ensure their growth.

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

Then-Gov. 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 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 Oct. 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 Sept. 16, 1968, Orangeburg-Calhoun Technical Education Center registered its first students, becoming the 11th South Carolina center in operation. During the official dedication ceremony held May 16, 1969, the late Sen. Marshall B. Williams stated that this new education facility "represents the dreams and work of many people in the area."

An important milestone in the development of how the college is recognized today was marked on Dec. 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 changed to that of president at the same time.

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 – began. 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 Sen. L. Marion Gressette of St. Matthews, and the Williams Administration Building in honor of Sen. Marshall B. Williams of Orangeburg.

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

College History

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 connected 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 previously unavailable to their respective communities. By 1998, OCtech began optimizing use of its new technology by pioneering a program that offered college credit courses on the internet. In taking this bold new step, OCtech opened up limitless educational opportunities to the community.

In 2001, the college developed a comprehensive five-year strategic plan to continue to move 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. A fourth strategic plan has been developed and approved for 2017-2022.

OCtech broke ground for its 37,000-square-foot, $5.2 million Student and Community Life Center in 2002 and cut the ribbon in 2003. Student Services, Development and Marketing, and 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 Williams buildings in 2004. The Math and Science Center formally opened in December 2006 with needed laboratories, classrooms, lecture halls and a 400-seat auditorium.

OCtech reached another milestone in August 2009 by enrolling a record 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, truck driver training and logistics programs.

In late summer 2017, the college broke ground on a new $12.5 million Nursing building. This 32,822-square-foot facility will be a driving force in the continued economic development of Orangeburg and Calhoun counties. The building officially opened for classes in spring 2020. In May 2021, the Area Commission voted to name the building for Frank and Pearl Tourville. The late Frank Tourville is the founder of Zeus Industrial Products.

The college celebrated its 50th anniversary during the 2018-2019 academic year. Special events were held throughout the year to commemorate a half-century of transforming the lives of students and their families.

Located strategically in the Global Logistics Triangle of I-26, I-95 and U.S. 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 its mission by providing opportunities and services for the citizens of Orangeburg and Calhoun counties.

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 *Goal: 3000 students*
Fall 2020 –2,257 – (CERS/Opening Data)
Spring 2021 –2,057 – (CERS Opening Data)
Summer 2021 –1,171 (Opening Data)

2. Placement *Goal: Maintain current placement performance; minimum criteria 80% (State Technical College System performance funding goal.)*
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 2019-20 was 94.13%. This data was reported from July 1, 2018 - June 30, 2019.

3. Licensure *Goal: Exceed state or national average, whichever is higher; minimum criteria 80% (State Technical College System performance funding goal.)*
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, 2020, and March 31, 2021.
For the 2020-21 year, the professional exam licensure rate for first-time examinees for all OCtech programs was 84% (unofficial).
Nursing program licensure results are as follows:

- Associate Degree Nursing NCLEX - 88.71%
- Licensed Practical Nursing NCLEX – 89.71%

4. Credentials *Goal: Increase the number of both credentials and unduplicated credentials (graduates) by 3%.*
There were 467 OCtech credentials awarded to 422 graduates from July 1, 2020-June 30, 2021.

5. Persistence *Goal: 72% (State Technical College System performance funding goal.)*
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 2020-21 was 71%.

6. Retention *Goal: 53% (state average)*
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 2019 to Fall 2020 was 52.4%.

7. Completion
Goal: Improve a minimum of 2% each year in order to meet or exceed the national average.
The National Student Clearinghouse 6-year completion rate is our preferred option to track success with SACSCOC.
Fall 2014 Entering Cohort: 39.27%

8. Student Learning Outcome Achievement
Program Student Learning Outcomes (2019-20) - 88.87%
General Education Outcomes assessed in Program SLOs (2019-20) - 92.04%
General Education Outcomes assessed in General Education Courses (2019-20) - 74.52%

National Measures Results: WorkKeys National Career Readiness Credential (NCRC)
In 2019-20, 50 participating graduates earned 5 Platinum, 17 Gold, 21 Silver, and 7 Bronze NCRC Certificates.

Admissions

Admissions

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:

1. 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.

General Admissions Procedures
To be accepted as a student at OCtech, an applicant must complete the following requirements or meet other multiple measures as published:

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.

Admissions

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 found at www.octech.edu.

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.

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:

1. 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.

Senior Citizens and 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 no 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. The New Student Academic Advisor will engage in life/career exploration to make sure that the student is in the correct program.

3. The New Student Academic Advisor will discuss program/degree requirements, placement based on SAT/ACT/Transfer credit/placement test results or multiple measures, and create a first semester educational plan, and offer additional test preparation options.
4. The New Student Academic Advisor will explain the advising process.
5. The New Student Academic Advisor will discuss next steps, including Orientation and OCtech Self service and Desire2Learn (D2L) and registration.
6. A New Student Academic 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. Students are urged to make an appointment with a New Student Academic Advisor to explore career options and discuss academic choices. Confidentiality is assured at all times.

Students will be assigned a faculty advisor who then 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.

Course Placement Services
OCtech has adopted The College Board's Accuplacer Next Generation test to help students succeed in their educational goals for students who do not meet published multiple measures. The Accuplacer Next Generation scores are used to place students in designated entry-level courses or in educational programs designed to upgrade academic skills. The Accuplacer Next Generation is administered on an appointment 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 the test was taken.

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 Next Generation. If the Career Development student is seeking to take transfer courses, then they will be required to take the Accuplacer Next Generation 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 Next Generation Testing Centers within the College's service area. 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 and are not pursuing a degree or diploma, may be admitted as Career Development students to

take specific courses in a technology. and take up to, but not more than, 18 credit hours. 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 post-secondary 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 Next Generation 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 during fall and spring semesters 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.
3. 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 Associate Vice President for Academic Affairs 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 Academic Affairs
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

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.

Admissions

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 www.sctrac.org

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.

Admissions

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.

1. 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:

Admissions

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 Student Success Center 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:

1. 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 Student Success 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.
3. 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 Program Coordinator 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 Program Coordinator will facilitate submission of documentation to the appropriate Dean.

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 completed documentation and application, and, if appropriate, will sign the application form.
3. The Dean will then forward to the VP of Academic Affairs for final approval.
4. The completed application form with all signatures will be sent to the College Registrar for credit to be awarded.
5. The bound packet, if requested, will be returned to the student.

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.

Early College
The Early 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. Early 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 the principal or guidance counselor and the parent/legal guardian 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.

Academic Information

Academic Information

Attendance

On Campus Course Attendance Policy

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 departments whose programs are certified by outside agencies may have more strict attendance requirements. The attendance policy for the summer session or for courses for other than semester length may vary. The attendance requirements for each course will be described in the course syllabus.

Each individual instructor will establish a class attendance policy within departmental guidelines. This policy will be outlined on the course syllabus made available to students on the first day of class and is available online.

Three tardies shall be considered an absence. If a student is more than ten (10) minutes tardy, he or she may be considered absent. If a student leaves more than ten (10) minutes prior to class dismissal, he or she may be considered absent.

If excessive absences are taken, the student maybe administratively withdrawn. Extenuating circumstances or the student's performance in class may be taken into consideration by the instructor.

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.

Online (Internet) Course Attendance Policy

All online (internet) courses will have the following attendance statement in their course syllabus/outline:

Students are expected to engage in the online course at least one to two times per week. "Engagement" is defined as both signing in and completing assigned work. If a student signs into the course but does not complete any assigned work, the student will be in danger of being removed from the course. Record-keeping for attendance purposes will begin on the first day the class meets. Attendance for online courses is taken using Course Access in the Desire to Learn (D2L) Class Progress tool and by the student completing required work.

If a student must be out of the online course for a week or longer, it is the 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. If excessive absences are taken, the student may be administratively withdrawn with a grade of "W", "WP", or "WF" depending on the student's last date of attendance. Extenuating circumstances may be taken into consideration by the instructor.

Academic Information

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

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.

Technology Requirements

All OCtech programs require a computer in order to complete coursework. On-campus and hybrid classes require a laptop computer. Students may purchase a laptop computer from the OCtech Bookstore or provide their own. Students may use financial aid or scholarship funds for laptops purchased from the bookstore. Students are also encouraged to purchase a support package, extended warranties and/or accidental coverage for their device.

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.

Academic Information

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.

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.

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.

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.

Academic Information

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 for full-term classes, beginning the first day of class each term, during which courses may be added to a student's schedule, provided the course is not closed and the student meets course pre-requisite requirements. During the same period, courses may be dropped without penalty. For mini-term classes a student must be registered before the start date of the mini-term class, but has two days beginning with the first day of the class to drop without 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 full-term classes during the first five calendar days of the term and the first two calendar days for mini-terms 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."

Academic Information

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 or on D2L.
Step 2: Complete the top portion of the Add/Drop form (name, curriculum, student ID#, 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.

Academic Forgiveness Policy for Returning Students

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 re-admission 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 before the end of the Add/Drop period in the desired semester of enrollment.
3. 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.

Grading System

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

A	Excellent	4 grade points for each credit hour earned
B	Above Average	3 grade points for each credit hour earned
C	Average	2 grade points for each credit hour earned
D	Below Average	1 grade point for each credit hour earned
F	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:

I	Incomplete	No credits or grade points. Defaults to "F" after one semester if requirements are not met.
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.
E	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.
SC	Satisfactory Completion	Earns credits. No grade points.
WF	Withdraw 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.

Academic Information

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:

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

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

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.

Mid-Term Grades
It is the practice of OCtech to record mid-term grades to better advise and counsel students. Mid-term grades will be available in SELF SERVICE.

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 Ill.

Probation Ill Status (Third Probation) after Suspension I
A student who is placed on Probation Ill 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.

Academic Honors

Students with grades of I or W at the end of the term are ineligible for 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.

Academic Information

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.

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

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.

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 3.25; 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.

Academic Information

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.

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 through the College website.

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).
2. 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.

Academic Information

Directory Information

Directory information such as name, address, email address, telephone number, email address, 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).

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, tutoring, and financial aid are available and accessible to students enrolled in Internet courses at the College. OCtech provides distance education in four ways:

1. OCtech credit internet courses.
2. Continuing Education courses offered via the internet.
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.

Student support services are available to students who are enrolled in OCtech 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.

Academic Information

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.

Student Success Center
The Student Success Center provides resources and services to support the academic excellence of all students, including online students. Services include tutoring, peer-assisted study sessions and workshops. Hours for the Center are Monday - Thursday, 8:00 am to 5:00 pm and Friday 8:00 am to 1:30 pm. Online students may access services by scheduling a virtual appointment. Please call 803.535.1376 or email success@octech.edu. All services are provided free of charge and are available in person or online.

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 Self service.

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.

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 Career Services
Career 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 Career Services in Student Services. Students may also inquire about Career Services by calling 803.535.1278 or sending an email through the Career Services page on the website.

Distance Learning Student Identity Verification
Each distance education course requires a minimum of one proctored assignment/examination in order to validate student identity. Students may use the online proctoring provided by the College or they may use the OCtech Testing Center.

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 Free Application for Federal Student Aid (FAFSA) and maintain the same Satisfactory Academic Progress standards 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.

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.

Student Services

Student Services

Student IDs

Every registered student at OCtech must have a valid student ID and is required to have it on their person at all times while on the College's campus. There is no fee for the first student ID. IDs must be used to conduct campus related business.

1. **NEW ID:** To obtain an ID, students should bring a driver's license or other picture ID to Student Services.

2. **Replacement ID's:** The cost to replace a lost ID is $15.00. Students pay at the Cashier's Desk in Building S and bring the receipt to Student Services to get a replacement ID.

3. **Replacement ID without cost:** IDs are replaced at no cost under the following guidelines
   - Name change
   - Broken ID (pieces must be brought to Student Services)
   - Student has not attended OCtech for 3 consecutive semesters or 1 academic school year

College Skills (COL 101 and COL 103)

College Orientation (COL 101) is a 3.0 semester credit hour course available for Associate of Arts students. The course includes selected topics such as career planning, study skill, stress management, tutoring, group guidance and other subjects to facilitate student success.

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).
4. All students taking a developmental education 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.

Student Services

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.

TRiO Student Support Services

TRIO Student Support Services (SSS) is an academic success program funded by the United States Department of Education. TRIO Student Support Services provides academic support services that are designed to enhance academic performance, increase retention, graduation rate, and facilitate transfer to a four-year college or university. Such services include academic tutoring, counseling, career guidance, and cultural enrichment activities.

Student Success Center

The Student Success Center provides resources and services that support academic excellence and workforce readiness.

Services provided through the center include tutoring, peer assisted study sessions, and workshops. A learning styles assessment is available for students that would like to improve studying techniques. All services provided through the center are free for students and can be accessed both online and in person.

Drop-in hours for the center are Monday-Thursday 8:00am-5:00pm and Friday 8:00am-1:30pm. Tutoring times may vary from drop-in hours, based on current course offerings. The tutoring schedule is posted on the Student Success Center's website and in the center. Appointments can be made by contacting the center. The Student Success Center is located in the Library on the second floor of building B. For more information or to schedule an appointment please call 803.535.1376 or e-mail success@octech.edu.

No fees are charged for these services.

Career Services

Career Services are available to current OCtech students and alumni of OCtech who have graduated within the past three years. This is a free service and includes resume, cover letter and interviewing assistance. Students may visit Career Services in the Student Services. Students may also inquire about Career Services by calling 803.535.1224 or sending an email through the Career Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

Student Services

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.

Library Services

The OCtech Library's goal is to provide resources, services, and information in support of the personal, academic, and professional goals of students, faculty, and staff at OCtech. The Library's resources are accessible both on and off campus, through OCtech's website and D2L. Library resources include electronic databases, print and electronic books, DVDs, PASCAL Delivers, magazines, journals and newspapers, workshops, study space, computers and streaming content.

The Student Success Center is also located within the library, providing tutoring and academic support to students.

Resources and services provided by the Library include but are not limited to the following:

Online Catalog
Accessible from the Library's homepage, the online catalog provides a means to search for books, ebooks, newspapers, magazines, journals, and videos.
Electronic books are accessible from our online catalog by limiting search results to ebooks or by accessing links that lead directly to ebook databases. Like all of the Library's other library databases, ebooks are available both on and off campus (off-campus use requires signing in with a current OCtech ID number).

Also available through the library's online catalog are research databases, Libguides, PASCAL Delivers, individual library accounts and the ability to renew items that have been checked out.

eBOOKS (electronic books)
The library provides access to ebooks through an online catalog search or through links to ebook databases. Ebooks can be accessed by choosing the "ebrary" or "ebook collection" icon after searching the online catalog, or by choosing an ebook database from the alphabetical list of databases. All ebooks are full text and are available both on and off campus (off-campus use requires signing in with a current OCtech ID number).

PASCAL DELIVERS
PASCAL (Partnership Among South Carolina Academic Libraries) is a consortium of all South Carolina academic libraries, offering cost effective options for print and electronic resources. PASCAL Delivers is a free resource enabling students, faculty and staff of South Carolina colleges and universities to search for and request books from academic libraries in South Carolina. This resource is available through the library's online catalog or it can be accessed directly from the library's homepage. Borrowed material generally arrives within three to four days and can be checked out for 4 weeks.

Student Services

Electronic Databases
The Library provides access to electronic databases covering a wide range of subject areas and formats, including articles, videos, primary sources, and ebooks. Databases are provided through a combination of agreements with DISCUS (Digital Information for South Carolina Users) and PASCAL (Partnership Among South Carolina Academic Libraries) or are purchased directly by OCtech. Library databases are available both on and off campus to current OCtech students, faculty, and staff through the library's website (off-campus use requires signing in with a current OCtech ID number).

Laptops
OCtech students, faculty and staff can check laptops out for a limited time. All laptops have wireless internet access and the Microsoft Office suite. Laptops can be checked out for two weeks with one additional renewal of two weeks.

Library Instruction
The Library staff provides information literacy sessions to classes based on specific assignments. The goal of these sessions is to help students learn how to access library resources and how to apply them to their assignments. Information literacy sessions are scheduled by faculty and a lesson plan is developed cooperatively between the faculty member and the library instructor. Students may also participate in an online library orientation using the LibGuide process below. A link to the LibGuides is available 24 hours a day via D2L and the Library webpage.

LibGuides
Available through the Library's website, LibGuides provide information and resources for specific courses, classes or assignments. Content in LibGuides can include databases, videos, links to web content, documents, and any other content relevant to students' educational careers. A LibGuide is also available to orient students on how to use library resources. LibGuides are available on and off campus through the Library's website.

Printing, Copying, and Scanning
The library has a multifunction printer that serves as a copier, printer, and scanner. Copies and printed pages are $.10/page. There is no cost for scanning, but all scanned documents must be saved to individual flash drives.

The library also has the ability to laminate letter to poster size documents (cost varies according to size).

Computers
The library has 32 general use computers with internet access and software required for OCtech students.

A computer lab is also available that is open to students, faculty, and staff on a first come first served basis. Reservations for computer lab use can be made by instructors for their classes. If all computers or study rooms are in use, students can use the computer lab's computers or as a quiet space.

Study Rooms
Five study rooms are available for students, faculty, and staff to use on a first come first served basis. Study rooms can seat up to 6 people at one time.

Student Services

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

Contacting the Library
In addition to the Library's published hours of operation, the library can be reached through D2L or the Library's website. Methods of contact include email, phone, chat and ZOOM. Hours of virtual operation and availability are also posted on the website.

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 on the door of the bookstore.

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.

Student 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
- Gaming Club
- Student Veteran's Association
- Craft 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.

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.

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/Tobacco Policy

It is the policy of Orangeburg-Calhoun Technical College to provide a healthy working and learning environment for students, faculty, staff and visitors. For the purposes of this policy, "tobacco" refers to any and all tobacco products, whether inhaled or ingested, as well as electronic cigarettes.

The use of tobacco products shall be prohibited on all College owned, operated, occupied,controlled or leased property. College property includes, but is not limited to, buildings,

parking lots, sidewalks, and other outdoor passageways, green spaces and common areas, as well as College vehicles and personal vehicles while on College property. The policy applies to everyone on campus including students, staff, faculty, contractors, vendors and visitors.

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.

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 Police 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.
7. 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 Police, 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.

Student Services

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.

Mobile Devices

Before entering any OCtech building or classroom, all students, staff and visitors are required to use the silent mode on all electronic devices (cellular phones, tablets, 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
      b. 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.
   2. 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 sufficient 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.

Tuition & Financial Aid

Tuition and Financial Aid

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

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.

Full-Time Tuition and Technology Fees (12 semester credit hours)*

- In-County Residents (Orangeburg and Calhoun Counties) - $2340 (additional hours over 12 credit hours - $195 per credit hour)
- Out-of-County Residents - $2832 (additional hours over 12 credit hours - $236 per credit hour)
- Out-of-State Residents - $3720 (additional hours over 12 credit hours - $310 per credit hour)

Tuition and Financial Aid

Part-Time Tuition and Technology Fees (Less than 12 semester credit hours)*
- In-County Residents - $195 per credit hour
- Out-of-County Residents - $236 per credit hour
- Out-of-State Residents - $310 per credit hour

Registration Fee*
A non-refundable registration fee of $25 is due each semester.

Lab Fee*
Some courses may be subject to a $25 lab fee.

Enrollment Fee*
A non-refundable enrollment fee of $60 will be charged to new students and returning students who have not been enrolled at OCtech for three or more semesters.

Late Fee
The late registration fee will be $50.

Online Testing Fee
Online courses are subject to a $20 testing fee.

Inclusive Access Fees*
Certain courses at OCtech are Inclusive Access courses. With these courses, the student is charged a course fee in addition to tuition that covers most, if not all of the required textbooks and access fees for the course. This fee covers only the digital components. If a student who is enrolled in the Inclusive Access program would like a print version of the same item, the print version can be purchased in the college bookstore, from the publisher, or possibly a third-party (if available).

Students wishing to opt out of the program must select the "Opt-Out" option in the course content section of D2L. Students MUST have the items covered with all Inclusive Access starting the first day of classes in order to take the course. Please note, simply having a printed copy of the book being used in the course does not give access to the required digital components.

Students that drop an Inclusive Access course prior to the end of published add/drop period, will automatically be refunded the charge. Students dropping courses after the published add/drop period, to include administrative or student initiated withdrawals will be charged the Inclusive Access fee and not be eligible to receive a refund of the course fee.

*Tuition and fees are subject to change.

Tuition Payment Plan

To help ease the burden of paying for college, OCtech offers a tuition payment plan for current term balances greater than $200. This is a payment plan and not a loan. There are no interest or finance charges and there is no credit check.

Before enrolling in a payment plan, students are encouraged to complete a FAFSA and meet with a financial aid counselor to learn about all financial aid they may be eligible to receive.

Using the payment plan, tuition can be paid in installments. A down payment along with a $35 fee, must be paid to enroll in the program. Only tuition, related fees and program specific fees can be calculated in the payment plan. Books cannot be included.

New enrollees must attend an information session either online or in-person before enrolling in a payment plan.

Tuition and Financial Aid

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.

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.

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.

Tuition and Financial Aid

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.
2. Financial aid from OCtech should be viewed only as supplementary to the efforts of the student and/or the family.
3. 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 adjust any award at any time because of changes in financial or academic status, changes of academic program, and/or citizenship 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.studentaid.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 the program of study for graduation purposes only. Courses taken outside of the program of study are not eligible for aid.

Tuition and Financial 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. 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.

Students without a High School Diploma
The Consolidated and Further Continuing Appropriations Act of 2015 (Pub. L. 113-235) was enacted on December 16, 2014. The new law changed section 484(d) of the Higher Education Act of 1965, as amended (HEA), to allow a student who does not have a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a homeschool setting, to be eligible for Title IV, HEA student assistance (Title IV aid) through ability to benefit (ATB) alternatives, but only if the student is enrolled in an "eligible career pathway program" as defined in section 484(d)(2) of the HEA.

A student may be eligible if he or she meets one of the following Ability to Benefit (ATB) alternatives:

- Passes an independently administered Department of Education approved ATB test.
- Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.
- Completes a State process approved by the Secretary of Education. Note: To date, no State process has ever been submitted for the Secretary's approval.

A student who meets one of the above alternatives may use that alternative to establish his or her Title IV eligibility, if the student enrolls in an eligible career pathway program as defined in section 484(d)(2) of the HEA.

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.

Tuition and Financial Aid

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.
2. 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.studentaid.gov.
3. If OCtech's school code (006815) is listed on the FAFSA, the Financial Aid Office will receive a copy of the student aid report electronically. The Financial Aid Office will use the student aid report to determine eligibility for the Pell Grant, student loans, and all campus-based aid.
4. If eligible for financial aid, an email informing the student to review the financial aid offer letter via their Self Service account. Please contact the Financial Aid Office with any questions.

Financial Aid Office Hours:
Monday, Tuesday, Wednesday and Thursday: 8:00am - 6:00pm
Friday: 8:00am - 1:30pm

Financial Aid Priority Deadlines

Term	Deadline:
Fall	July 15
Spring	November 15
Summer	April 15

To be considered for campus-based aid, the student aid report must be in the Financial Aid Office before May 1, each year.

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 between Students and the Financial Aid Office
The Financial Aid Office uses the student OCtech email account as the primary means of communication. Students must review their email and announcements regularly through D2L to ensure they have the latest information about their financial aid status.

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 x 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 notified of their status via their OCtech email. The email notification will provide instructions on how to appeal their Financial Aid Suspension and the deadline for submitting their appeal.

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 regularly monitor his/her status for Satisfactory Academic Progress via their Self Service Financial Aid Self-Service Account to ensure they are aware of their financial aid SAP status at all times. 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 and Military Tuition Assistance (TA)

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:

$$\frac{\text{Number of days attended in the semester}}{\text{Total number of days in the semester (less any scheduled breaks of 5 days or more)}}$$

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 and Military Tuition Assistance must be returned to the U.S. Department of Defense (DOD) 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

Unearned military tuition assistance funds are returned on a proportional basis through at least the 60% portion of the term regardless of the reason for the withdrawal (service-related or otherwise). Any unearned TA funds will be returned directly to the Department of Defense, not to the service member. The return of the unearned aid applies to the TA portion only and is calculated subsequently to calculating the return of federal financial aid to the U.S. Department of Education.

For example: if a student received $250 TA and earned 10% ($25) of the TA funds that was scheduled to be disbursed, the unearned funds 90% ($225) would be returned to the Department of Defense.

Once a student has attended at least 60% of the period for which Federal Financial Aid and/or TA funds were approved, the student is considered to have earned 100% of the funds.

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.

Tuition and Financial Aid

Types of Aid

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.

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.

Tuition and 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 Request Form, a Master Promissory Note (MPN) and Entrance Loan Counseling session.

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 at www.studentaid.gov.

Deadlines for applying for student loans:

- November 15 Fall term
- April 15 Spring term
- July 15 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 credits 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 LTA 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).

South Carolina Workforce & Industrial Needs Scholarship (SC WINS)
South Carolina WINS is a statewide technical college scholarship program designed to address workforce shortages in South Carolina. The scholarship supplements Lottery Tuition Assistance to help cover any tuition and mandatory fees left after applying all other scholarships or grants. Students who desire to apply for SC WINS 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 per semester and must be legal residents of the state of South Carolina. In addition, students must be receiving a Lottery Tuition Assistance (LTA) Scholarship for the current academic year and majoring in a critical workforce area or receiving LTA for the current academic year and meet the USDA income eligibility guidelines for free and reduced-price meals.

Recipients may receive up to $65 per credit hour up to $2,500 per year total after applying all other scholarships or grants. The scholarship may cover the cost of tuition and mandatory fees. There is also a book allowance of up to $300 per year.
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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.

Arnold and Carolyn Bates Endowed Scholarship
Awarded in the fall semester for one academic year. Preference is given to Patient Care Technician students.

Associate Degree Nursing Scholarship
Scholarship will be awarded in the fall semester for one academic year to an associate degree nursing student. Students must reapply each year for the scholarship. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

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. Grades will be reviewed at the end of the fall 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 and must maintain a 3.0 GPA each semester. Grades will be reviewed at the end of each academic term.

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 and to students with a C+ to B grade average. Students must maintain a 2.5 cumulative GPA in order to keep scholarship. Grades will be reviewed at the end of the fall semester.

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. Students must maintain a 2.75 GPA in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

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. Students must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

Cypress Creek Renewables
Scholarship will be awarded in the fall semester for one academic year The scholarship can be used for tuition, required books or required supplies, and other costs associated with attending college. Scholarship recipients must be from the Bowman area or graduates of Bowman-Bethune High School. Special consideration will be given to those candidates with a demonstrated financial need. Candidates must maintain a 2.5 cumulative GPA. Grades will be reviewed at the end of the fall semester.

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. Candidates should maintain a 2.75 GPA in order to keep the scholarship.

Edisto District Boy Scout Scholarship
Scholarship shall be awarded to a scout from Orangeburg, Calhoun or Bamberg County with preference given to a scout who has attained the rank of Eagle. Students must reapply each year for the scholarship. (Contact Foundation office at 803-535-1246 or blanchardmr@octech.edu for application.)

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. Candidates must maintain a 2.5 cumulative GPA. Grades will be reviewed at the end of each academic term.

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. Students must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

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 his or her education as a full-time student at OCtech or Bamberg County firefighters or spouses of Bamberg County Firefighters who plan to further his or her 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/or required supplies. (Contact Foundation office at 803-535-1246 or blanchardmr@octech.edu for application.)

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. Recipient must maintain a 2.75 cumulative GPA.

Goldstein's on Russell Street Scholarship
Scholarship will be awarded in the fall semester for one academic year. Recipient must have completed thirty or more credit hours by the start of the fall semester of the year in which the scholarship is awarded. Preference will be given to a graduate of Lake Marion High School.

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. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

Joseph J. Miller Scholarship
The Joseph J. Miller Foundation funds up to three scholarships for 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 Funded Scholarship
Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

OCtech Foundation Scholarship
Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

NBCU Academy Scholarship- Separate application required.
Scholarship available to students who wish to peruse a career in Mass Communications. Funds may be used for tuition assistance, internship stipends, personal equipment or fieldwork expenses. Please see the Foundation office or contact blanchardmr@octech.edu for NBCU Academy Scholarship application.

St. Matthews Garden Club Scholarship
Scholarship will be awarded to a student pursuing a degree in Soils and Sustainable Crops. Preference will be given to a student from Calhoun County. The scholarship is to be used for tuition or books. Students must have a minimum 2.75 GPA to be considered for the scholarship.

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.

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. Candidates must maintain a 2.5 cumulative GPA. Grades will be reviewed at the end of each academic term.

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. Recipient must maintain a "B" average. The student must uphold the honor of this scholarship at all times.

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. Candidates must maintain a 2.75 cumulative GPA. Grades will be reviewed at the end of each academic term.

Marcia Wood Endowed Scholarship
Scholarship will be awarded in the fall semester for one academic year. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship. Grades will be reviewed at the end of the fall semester.

All Foundation 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, 31, 32, 33, 34, 35 and Title 10, U. S. code, Chapter 1606 and 1607. 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.

In accordance with Title 38 US Code 3679 subsection (e), OCtech adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9111 G.I. Bill@ (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

- However, to qualify for this provision, such students may be required to:
- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

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 - Active Duty (MGIB-AD) (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 Readiness and Employment (VR&E) (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. Benefit entitlement is for 1 to 36 months depending on the number of monthly contributions. 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 for the Post-9/11 GI Bill.

Survivors' and 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.

Montgomery G.I. Bill Selected Reserve (MGIB) (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.

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.

Section 702 In-state Tuition and Fee Rates
Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), allows covered individuals under the Post-9/11 GI Bill, Montgomery GI Bill and the Fry Scholarship who live in the state to be charged in-state tuition and fees if the following criteria are met beginning after July 1, 2015.
- A Veteran who lives in South Carolina (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- An individual using transferred benefits who lives in South Carolina (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

- An individual using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in South Carolina (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

A person described above will retain covered individual status as long as he/she remains continuously enrolled (other than during regularly scheduled breaks between terms) at OCtech.

The in-state tuition provisions in Section 702 do not apply to those on active duty or to students using transferred Post-9/11 GI Bill benefits from a Servicemember still on active duty.

Tutorial Assistance for VA
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' Affairs Office located in Student Services.

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.

Student Code

Student Code

The Student Code of Conduct

I. Purpose
The Student Code 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, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through OCtech procedure 4.049.02 if the accused is another student or OCtech procedure 8.004.01 if the accused is a college employee. 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".

II. Principles
OCtech students are members of both the community 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 a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems
The college will first seek to solve problems through internal review procedures. 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 two 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.

IV. Definitions

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

A. "College" means any college in the South Carolina Technical College System.
B. "President" means the chief executive officer of the college.
C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
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 an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
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 the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
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. "Instructional Days" means any weekday (M-F) in which classes are in session.
M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
N. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

Student Code

I. Student Rights

A. Freedom from Discrimination--There shall be no discrimination in any respect by the college against a student or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.
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 developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are 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.

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. Freedom from 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. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

F. Right to Know Academic and Grading Standards--Instructors will develop, distribute, explain, and follow the standards that will 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 conduct.

G. Right to 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.

H. Right to Confidentiality of Student Records--All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (I) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

I. Right to 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.

II. 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. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

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" is defined as 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.

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 in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. Falsification of Information and other Acts Intended to Deceive
Falsification of information and other acts intended to deceive include, but are not limited to the following:
1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community
Actions which endanger students and the college community include, but are not limited to the following:
1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing, using, or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through OCtech procedure 4.049.02 if the accused is another student or OCtech procedure 8.004.01 if the accused is a college employee.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others
Infringement of rights of others is defined to include, but is not limited to the following:
1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal , or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions 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. Cases of alleged acts of sexual harassment will be adjudicated through OCtech procedure 4.049.02 if the accused is another student or OCtech procedure 8.004.01 if the accused is a college employee.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or 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.
4. 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, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, 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.

5. 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.

F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored activity or event.
4. Violating any South Carolina and/or federal laws while on campus or off campus.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under OCtech procedure 4.049.02 if the accused is another student or OCtech procedure 8.004.01 if the accused is a college employee. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process is as follows:

1. When the Chief Student Services Officer, or designee, becomes aware of a situation which may warrant interim suspension, the Chief Student Services Officer, or designee, will consult with the President, or President's designee, to confirm the imposition of interim suspension. This consultation includes providing the President, or President's designee, with the nature of the alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two instructional days.
2. The Chief Student Services Officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within two (2) instructional days of receiving the information from the President, or designee.

The notification 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 discuss the matter with the student. 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.
   f. Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.
3. If the student is found responsible for the academic misconduct, within five (5) instructional days of the meeting with the student, the instructor, or designee, 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 notification 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 (7) instructional days of the date of the Chief Academic Officer's notification.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send an approved method of notification to the student's address of record. The notification must contain the following information:
   a. a restatement of the charge(s);
   b. the time, place, and location of the appeal;
   c. a list of witnesses that may be called; and
   d. a list of the student's basic procedural rights. These rights follow:
      1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. 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 present evidence and notice that the Chief Academic Officer, or

designee, may determine what evidence is admissible.
4) The right to know the identity of the person(s) bringing the charge(s).
5) The right to hear witnesses on behalf of the person bringing the charges.
6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
7) The right to appeal the decision of the Chief Academic Officer to the President.

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.

Within two (2) instructional days of the meeting with the student, the Chief Academic Officer, or designee, will notify the student of the decision through an approved method of notification. The notification must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional days of the receipt of the Chief Academic Officer's decision.

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:
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 Hearing Committee to be re-heard. The decision of the hearing committee is final.

The President's decision is final and cannot be appealed further.

C. Student Misconduct

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional days after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation
Within seven (7) instructional days after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as

alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

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. Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
c. 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.
d. 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.
e. Loss of Privileges-- Suspension or termination of particular student privileges.
f. 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.
g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus 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.
h. Any combination of the above.

Within five (5) instructional days of the preliminary investigation, the Chief Student Services Officer, or designee, will send an approved method of notification to the student. This notification will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This notification must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than five (5) instructional days after receiving the decision unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee
   a. The Hearing Committee shall be composed of the following:
      1) Two faculty members appointed by the Chief Academic Officer and approved by the President.
      2) Two student members appointed by the appropriate student governing body and approved by the President.

3) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
4) The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.

b. The Hearing Committee shall perform the following functions:
1) Hear cases of alleged violations of the Code of Student Conduct.
2) Insure that the student's procedural rights are met.
3) Make decisions based only on evidence and information presented at the hearing.
4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
i. Academic Misconduct Sanctions
a) Refer to Student Code; IV. Disciplinary Procedures; B.Academic Misconduct; Section 2
ii. Student Misconduct Sanctions
a) Refer to Student Code; IV. Disciplinary Procedures; C. Student Misconduct; Section 1

c. Hearing Committee Procedures
1) The Chief Student Services Officer, 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.
2) At least seven (7) instructional days before the date set for the Hearing meeting, the Chief Student Services Officer, or designee, shall send an approved method of notification to the student's address of record. The notification 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) A list of all witnesses who might be called to testify.
f) A statement of the student's procedural rights. These rights follow:
i. 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.
ii. The right to present witnesses on one's behalf.
iii. The right to know the names of any witnesses who may be called to testify at the hearing.
iv. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
v. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
vi. The right to know the identity of the person(s) bringing the charge(s).
vii. The right to hear witnesses on behalf of the person bringing the charges.

viii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
ix. The right to a fair and impartial decision.
x. The right to appeal the Hearing Committee's decision.

3) On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
4) The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings
1) The Chair shall be appointed by the College's President from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.
2) Committee hearings shall be closed to all persons except the student ("Student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the Student and the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
3) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but the Student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student.
4) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
5) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
6) The Chair of the Committee will send an approved method of notification to the Student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the Student of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within seven (7) instructional days of the date on which the Hearing Committee made its decision. 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 (10) instructional days 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's decision regarding disciplinary actions under the Student Code 4.049.03 is not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

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 a college 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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; 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, FRAPE grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the 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 and Anti-Harassment (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. "Instructional Days" means any weekday (M-F) in which classes are in session.
H. Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
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.
L. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. 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. Where applicable, 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. 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 or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law 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.
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 OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment(Procedure number 8.004.01)

B. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgment to the student no later than two (2) instructional days after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College:

   The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

   As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

   The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, 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.
2. When the complaint is against the President of a College:

   The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, 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 an ad hoc committee.

The President of the South Carolina Technical College System 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) When the complaint is against anyone other than the President of a College:
      1) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint, and include a statement describing why the supervisor's response was unsatisfactory.
      2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, 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.
      3) Within two (2) instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. 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.
   b) When the complaint is against the President of a College:
      1) The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint, and include a statement describing why the Executive Vice President's response was unsatisfactory.
      2) If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the Executive Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Executive Vice President may allow the hearing to take place.
      3) Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three

person ad hoc committee from within the System to hear the student's complaint. 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. When the complaint is against anyone other than the President of a College:
   1) Student Grievance Committee- The College President must approve all recommended members. The committee shall be composed of the following:
      a) Two students recommended by the governing body of the student body;
      b) One faculty members recommended by the Chief Academic Officer;
      c) One Student Services staff member recommended by the Chief Student Services Officer;
      d) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson;
      e) The Chief Student Services Officer, or designee, who serves as an ex- officio, nonvoting member of the committee.
   2) 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.
   3) The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. 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 (10) instructional days of the date of the previously scheduled hearing.

b. When the complaint is against the President of a College:
   1) Ad hoc committee- The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three person ad hoc committee from within the System to hear the student's complaint.
   2) The President of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the President at that college. The President 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.
   3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc 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 (10) instructional days of the date of the previously scheduled hearing.

3. Hearing Procedures

a. When the complaint is against anyone other than the President of a College:
   1) The Chief Student Services Officer, or designee, shall send an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:
      a) a brief description of the complaint, including the name of the person filing the complaint;
      b) the date, time, and location of the hearing;
      c) the name of any person who might be called as a witness.
      d) a list of the student's procedural rights. These rights follow:
         i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer, or designee.
         ii. 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.
         iii. 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 counsel.
         iv. 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 Committee, the student filing the complaint, and the employee(s) named in the complaint.
   2) At least ten (10) instructional days 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.
   3) Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
   4) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The Student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the Student or employee(s).
   5) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
   6) After the portion of the hearing concludes in which all pertinent information has

been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.

7) The Chair of the Committee will send an approved method of notification to the Student and employee's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

IV. Appeal Process

A. When the complaint is against anyone other than the President of a College:

If either party 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 (10) instructional days of the Committee's decision. The written appeal musti nclude a statement indicating why the person was not satisfied with the Committee's decision. The College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

B. When the complaint is against the President of a College:

If either party is not satisfied with the ad hoc committee's decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days 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 (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. 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.

I. Procedural Overview

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Orangeburg Calhoun Technical College (OCtech) is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college's Title IX coordinator.

The Student Code of Conduct (Procedure 4.049.01) 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. The Student Code for Addressing Alleged Acts of Sexual Harassment (Procedure 4.049.02) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

A. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);

B. The alleged activity occurred within a college's education program or activity; and

C. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code of Conduct (Procedure4.049.01). The Non-Discrimination, Anti-Harassment, and Sexual Misconduct procedure (Procedure 8.012.01) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education

program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The College encourages the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, the college may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' website.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. The College is prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

II. Definitions

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

A. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.
B. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.
C. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.
D. An "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
E. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.
F. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
G. "College" means Orangeburg Calhoun Technical College (OCtech).
H. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
I. "Consent" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by

words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

J. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

K. A "Decision-Maker" is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

L. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

M. "Education Program or Activity" includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.

N. "Exculpatory Evidence" is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.

O. "Fondling" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

P. "Formal Complaint" means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.

Q. "Incest" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).

R. "Inculpatory Evidence" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.

S. "Instructional Days" means any weekday (M-F) in which classes are in session.

T. "Instructor" means any person employed by the college to conduct classes.

U. An "Investigator" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

V. "Official with Authority" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.

W. "Preponderance of the Evidence" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.

X. A "Report" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.

Y. "Rape" is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Z. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

AA. "Retaliation" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

BB. "Sexual Assault" is defined as rape, fondling, incest, and statutory rape as defined herein.

CC. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.

DD. "Staff" means any person employed by the college for reasons other than conducting classes.

EE. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; "reasonable person" means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

FF. "Statutory rape" is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)

GG. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

HH. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling,

extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

II. A "Third-Party Reporter" is an individual who files a complaint on behalf of another individual alleging violation of this policy.

JJ. A "Title IX Coordinator" is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

III. Receipt of Reports and Formal Complaints

A. Reports

A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

B. Formal Complaints

A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

IV. Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal

and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

V. Sexual Harassment Grievance Process

The sexual harassment grievance must be reported in a timely manner to ensure that investigations can be accurate and thorough. The grievance should be filed no later than 60 days after the incident occurred.

A. Notice of Allegations
Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;
2. The conduct allegedly constituting sexual harassment;
3. The date and location of the alleged incident;
4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;
5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
7. Notice that the parties may have an advisor of their choice.

Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

B. Dismissal of a Formal Complaint
The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code of Conduct (Procedure 4.049.01) if it violates a college's student code of conduct.

The college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

D. Investigation

1. Investigative Process
   Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed.

   The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

2. Review of Evidence
   Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3. Investigative Report
   The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

   Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

E. Hearings

The College's sexual harassment grievance process provides for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Should a party or witness refuse to participate in cross-examination, either in whole or by refusing to answer certain questions during cross-examination, no statements provided by the party or witness may be used in reaching a determination. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

F. Determinations

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;
2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
    a. Disciplinary sanctions for the respondent
    b. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;
2. New evidence not available at the time of the determination that could affect the outcome; or
3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be

necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

VI. Informal Resolution

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

The College does not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, the college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

A. The College does not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and

B. The parties receive a written notice that includes the following:
    1. The allegations;
    2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
    3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
    4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
    5. Signature blocks for the parties' voluntary, written consent 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 the formal grievance process. 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 any subsequent formal proceedings.

VII. Sanctions

Following an investigation of allegations presented before the decision-maker, 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 procedure 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 procedure. 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 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. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
H. Any combination of the above.

VIII. Recordkeeping

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.
B. Any appeal and its result.
C. Any informal resolution and its result.
D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

IX. Confidentiality and Privacy

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

X. Amnesty for Drug and Alcohol Possession and Consumption Violations

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

Corporate Training & Economic Development

Corporate Training & 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

Corporate Training & Economic Development

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.

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.

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

Programs of Study

UNIVERSITY TRANSFER/ARTS AND SCIENCES

ASSOCIATE IN ARTS

- Associate in Arts
- Associate in Arts Early College Model
    - General Studies Certificate
- Business Administration Transfer (Citadel)
- Hospitality Management Transfer (USC Beaufort)
- Criminal Justice Transfer (Citadel, USC Upstate)
- Teacher Education Transfer - Early Childhood Education Concentration
- Teacher Education Transfer - Elementary Education Concentration
- Teacher Education Transfer - Mid-Level Education Concentration (Bachelor of Arts)
- Teacher Education Transfer - Mid-Level Education Concentration (Bachelor of Science)
- Teacher Education Transfer - Early Childhood Education One-Year Transfer Model

ASSOCIATE IN SCIENCE

- Associate in Science
- Associate in Science Early College Model
- Agriculture Education (Clemson University)
- Soils and Sustainable Crops (Clemson University)
- Food Science (Clemson University)
- Registered Nurse to Bachelor of Science in Nursing (USC Upstate)
- Associate in Science to Bachelor of Science in Healthcare Studies (Medical University of SC)

META-MAJORS: ARTS AND SCIENCES

- Generic Engineering University Transfer
- Health Sciences and Nursing Careers
- Health Sciences and Nursing University Transfer

ADVANCED MANUFACTURING

ASSOCIATE IN APPLIED SCIENCE

- Industrial Electronics Technology
    - Basic Electrician Certificate
    - Industrial Electrician Certificate
    - Basic Industrial Maintenance Certificate
    - Industrial Maintenance - Mechanical and Electrical Certificate I
- Machine Tool Technology
    - Production Operator Certificate
- Mechatronics Technology
    - Mechatronics I - Fundamentals Certificate
    - Mechatronics II - Automated Controls Certificate
    - Mechatronics III - Advanced Automated Systems Certificate

ASSOCIATE OF APPLIED SCIENCE IN GENERAL TECHNOLOGY
- Welding/Industrial Maintenance
  - Basic Welding Certificate
  - Intermediate Welding Certificate

META-MAJOR
- Advanced Manufacturing Careers: Industrial Electronics (IET) Options & Mechatronics

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BUSINESS

ASSOCIATE IN APPLIED SCIENCE
- Administrative Office Technology
  - Administrative Support Diploma
- Business Administration - Accounting
  - Basic Accounting Certificate
- Business Administration - Enterprise Management
  - Logistics Certificate

ASSOCIATE OF APPLIED SCIENCE IN GENERAL TECHNOLOGY
- Agri-Business
  - Sustainable Agriculture Certificate

META-MAJOR
- Business Careers

COMPUTER TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE
- Computer Technology - Programming
  - Database Certificate
- Computer Technology - Network Security and Information Assurance
  - Internetworking Certificate
  - Network Engineering Certificate
  - Network Specialist Certificate

CRIMINAL JUSTICE

ASSOCIATE IN APPLIED SCIENCE
- Criminal Justice
  - Pre-Police Academy Certificate
  - Forensics Certificate
  - Security Certificate
- Criminal Justice (USC Upstate Transfer Model)

Programs of Study

EARLY CHILDHOOD EDUCATION

ASSOCIATE IN APPLIED SCIENCE

- Early Care and Education - (Fall Start)
- Early Care and Education - (Spring Start)

DIPLOMA IN APPLIED SCIENCE

- Early Childhood Development

CERTIFICATES

- Early Childhood Development Certificate

ENGINEERING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

- Electronics Engineering Technology
    - Electronic Instrumentation (Fall Start)
    - Electronic Instrumentation (Spring Start)
    - Electronic Instrumentation (University Transfer)
        - Health Physics I: Radiation Protection Certificate
    - Engineering Technology Programming
    - Engineering Technology Programming (University Transfer)

- Engineering Design Technology
    - Computer Aided Design I Certificate
    - Computer Aided Design II Certificate

META-MAJOR

- Engineering Technologies and Electrical Engineering Transfer (SC State University)

HEALTH SCIENCE

ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY

- Nursing Preparation and Clinical Studies
- Healthcare Preparation and Clinical Studies

ASSOCIATE IN APPLIED SCIENCE

- Physical Therapist Assistant
- Radiologic Technology

ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY

- Criminal Justice/Emergency Services
- Medical Assisting/Phlebotomy
- Patient Care Technology/Phlebotomy
    - Patient Care Technician Certificate

DIPLOMA IN APPLIED SCIENCE

- Medical Assisting

CERTIFICATES
- Emergency Medical Technician
- Magnetic Resonance Imaging (Requires Radiologic Technology Degree/Registry)
- Mammography (Requires Radiologic Technology Degree/Registry)

NURSING

ASSOCIATE IN APPLIED SCIENCE
- Associate Degree Nursing
- Associate Degree Nursing: Transition Option
- Associate Degree Nursing: FLEX Option

DIPLOMA IN APPLIED SCIENCE
- Practical Nursing
- Practical Nursing: FLEX Option

CERTIFICATES
- Certified Nursing Assistant

TRANSPORTATION AND LOGISTICS

ASSOCIATE IN APPLIED SCIENCE
- Automotive Technology

CERTIFICATES
- Basic Diesel Maintenance
- Professional Truck Driving
- Undercar Specialist

Arts & Science/ University Transfer

Arts & Science/University Transfer

ASSOCIATE OF ARTS/ASSOCIATE IN SCIENCE
60 SEMESTER HOURS

If you are planning to transfer to a four-year 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 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. Alternatively, if you are more interested in math or science courses (STEM – Science, Technology, Engineering, Mathematics), such as calculus, biology or chemistry, you should enroll in the Associate in Science degree.

There are many benefits 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 institutions. Our classes are smaller and provide opportunities for you to work one-on-one with your instructors. Additionally, the University Transfer programs offer the same courses that are typically required by four-year institutions 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.

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 101, BIO 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 101*, 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*, IDS 154*, 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
**Course 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.

Arts & Science/University Transfer

Not only will you have access to a supportive faculty at OCtech, but you will also have a faculty advisor and other counselors who will assist you in determining your educational goals and choose the right courses in order for you to 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 an Early 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 Early College, contact the OCtech University Transfer Coordinator's Office.

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 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**
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 101, BIO 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 101*, 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*, IDS 154*, 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; PLTW transfer courses (EGR 130, EGT 152, EET 140, AET 101)
**Course 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.

Bachelor Degree Completion:

OCtech has approved articulation agreements with:
- The University of South Carolina
- The Citadel
- Clemson University
- College of Charleston
- Medical University of South Carolina
- South Carolina State University
- USC Upstate
- *And all SC public colleges and universities, as well as most private institutions.*

ASSOCIATE IN ARTS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I **or** CHM 110	3.0	3.0	4.0
COL 101	Skills for Life-long Learning	1.0	0.0	1.0
ENG 101	English Composition I	3.0	0.0	3.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
		13.0	3.0	14.0
SPRING I				
BIO 102	Biological Science II **or** CHM 111	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
		15.0	3.0	16.0
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	3.0/4.0	0.0	3.0/4.0
		15.0/16.0	0.0	15.0/16.0
SPRING II				
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	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		15.0	0.0	15.0

Arts & Science/University Transfer

SUGGESTED ASSOCIATE IN ARTS
SEMESTER CURRICULUM MODEL FOR EARLY COLLEGE
62-66 SEMESTER HOURS

		Class	Lab	Credit
FALL I				
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 (or CHM 110 College Chemistry I)	3.0	3.0	4.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**3.0**	**16.0**
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II (or CHM 111 College Chemistry II)	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
CPT 101	Introduction to Computers (or CPT 170)	3.0	0.0	3.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**3.0**	**16.0**
FALL II				
ECO 210	Macroeconomics (or ECO 211)	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
	Literature, Humanities/Fine Arts,Social Science Elective	3.0	0.0	3.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**0.0**	**15.0**
SPRING II				
HIS 202	American History: 1877-Present	3.0	0.0	3.0
	Literature, Humanities/Fine Arts,Social Science Elective	3.0	0.0	3.0
	Literature, Humanities/Fine Arts, Social Science Elective	3.0	0.0	3.0
	Literature, Humanities/ Fine Arts, Social Science Elective	3.0	0.0	3.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**0.0**	**15.0**

Required General Education: 31 hours
•9 hours in Communication (Written or Oral) and Literature: (ENG 101, ENG 102, and SPC 205)
•12 Hours in Communication, Humanities/Fine Arts and Social Sciences with at least 3 SHC drawn from Humanities/Fine Arts and at least 3 SCH from Social/Behavioral Sciences: (SOC 101, HIS 201, HIS 202, PSY 201)
•7 hours in Math and Science Hours: (Math 110 and BIO 101)
•3 Hours in Computer Technology: (CPT 101 or CPT 170)

Required Hours for Concentration: 15 Hours *(ECO 210 or 211 and choose 12 additional hours from the following suggested courses in Communication, Humanities, Fine Arts, or Social /Behavioral Sciences: (ART 101, ENG 201, 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 101, HIS 102, HIS 115, PSC 201, PSY 203, PSY 212, REL 101, SPA 101, SPA 102)* **Note: Some courses may earn 4 SHC.**

Other Hours Required Hours for Graduation: 16-18 Hours *(BIO 102 and choose 12-14 hours from any other* Transfer Elective or from any Early College Pathway Elective** not used above) *: (ART 101, ENG 201, 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 101, HIS 102, HIS 115, PSC 201, PSY 203, PSY 212, REL 101, SPA 101, SPA 102, MAT 120, MAT 130, MAT 140, MAT 141, CHM 110, BIO 126 (transfers only to MUSC), BIO 210, BIO 211, BIO 225, CHM 105 (transfers only to USC Upstate, Claflin, and SC State), CHM, 111, CHM 112, CHM 211, CHM 212, PHY 201, PHY 202, PHY 221 or PHY 222; COL 103; IDS 101; IDS-154; COL-101; COL-120).* **Note: Some courses may earn 4 SHC.**

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	6.0	0.0	6.0
	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.

*Directed Electives: 6 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.

+Open Electives: 6 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.

ASSOCIATE IN SCIENCE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
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	3.0	0.0	3.0
		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	3.0	0.0	3.0
		15.0	3.0	16.0
FALL II				
ECO 210	Macroeconomics (**or** ECO 211)	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	3.0	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	3.0/4.0
***	Math/Science Elective	3.0	0.0/3.0	3.0/4.0
		12.0	0.0/6.0	12.0/14.0

Arts & Science/University Transfer

SUGGESTED ASSOCIATE IN SCIENCE
SEMESTER CURRICULUM MODEL FOR EARLY COLLEGE
61-66 SEMESTER HOURS

		Class	Lab	Credit
FALL I				
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 (or CHM 110 College Chemistry I)	3.0	3.0	4.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**3.0**	**16.0**
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II (or CHM 111 College Chemistry II)	3.0	3.0	4.0
MAT 110	College Algebra	3.0	0.0	3.0
CPT 101	Introduction to Computers (or CPT 170)	3.0	0.0	3.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**3.0**	**16.0**
FALL II				
ECO 210	Macroeconomics (or ECO 211 or HIS 202)	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
	Natural Sciences Elective	3.0	3.0	4.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		15.0	**3.0**	**16.0**
SPRING II				
	Natural Sciences Elective	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
	Math or Natural Science Elective	3.0	0.0/3.0	3.0/4.0
	Transfer Elective or Early College Pathway Elective	3.0	0.0	3.0
		12.0	**3.0/6.0**	**13.0/14.0**

Required General Education: 35 hours

•9 hours in Communication (Written or Oral) and Literature: (ENG 101, ENG 102, and SPC 205)

•12 Hours in Communication, Humanities/Fine Arts and Social Sciences with at least 3 SHC drawn from Humanities/Fine Arts and at least 3 SCH from Social/Behavioral Sciences: (SOC 101, HIS 201, PSY 201, and ECO 210 or ECO 211 or HIS 202)

•11 hours in Math and Science Hours: (Math 110 and BIO 101. BIO 102)

•3 Hours in Computer Technology: (CPT 101 or CPT 170)

Required Hours for Concentration: 14-15 Hours *(MAT 120 and choose 11-12 additional hours from the following suggested courses in Math and/or Natural Sciences: MAT 130, MAT 140, MAT 141, BIO 126 (transfers only to MUSC), BIO 210, BIO 211, BIO 225, CHM 105 (transfers only to USC Upstate, Clalfin, and SC State), CHM, 111, CHM 112, CHM 211, CHM 212, PHY 201, PHY 202, PHY 221 or PHY 222).* **Note: Some courses may earn 4 SHC.**

Other Hours Required Hours for Graduation: 12-16 Hours *(Choose 12-16 hours from any other* Transfer Elective or from any Early College Pathway Elective** not used above) *: (ART 210, ECO 210, ECO 211, ENG 201, 202, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 236, HIS 101, HIS 102, HIS 115, HIS 202, PSC 201, PSY 203, PSY 212, REL 101, SPA 101, SPA 102, MAT 120, MAT 130, MAT 140, MAT 141, BIO 126 (transfers only to MUSC), BIO 210, BIO 211, BIO 225, CHM 105 (transfers only to USC Upstate, Claflin, and SC State), CHM, 111, CHM 112, CHM 211, or CHM 212, PHY 201, PHY 202, PHY 221 or PHY 222; COL 103; IDS 101; IDS-154; COL-101; COL-120).* **Note: Some courses may earn 4 SHC.**

ASSOCIATE IN ARTS
BUSINESS ADMINISTRATION TRANSFER PROGRAM - THE CITADEL
61 SEMESTER HOURS

The Associate in Arts in Business Administration program is designed for students who wish to transfer to the bachelors in Business Administration Program at The Citadel.

CORE CURRICULUM 43 HOURS
Communications: ENG 101, ENG 102, SPC 205
Computer Technology: CPT 101
Foreign Language (choose one): SPA 101, FRE 101
Humanities (choose one): ART 101, MUS 105, PHI 101, PHI 110, REL 101
History (choose two): HIS 101, HIS 102, HIS 201, HIS 202
Literature (choose one): ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209
Mathematics (choose one): MAT 110, MAT 111, MAT 120, MAT 130
Social/Behavioral Sciences: ECO 210, ECO 211, PSY 201

BUSINESS ADMINISTRATIVE LOWER DIVISION ELECTIVES 18 HOURS
Accounting: ACC 101, ACC 102
Students will complete a minimum of 11 semester credit hours in Business Administration, not including ACC 101 and ACC 102.

TOTAL COURSE OF STUDY 61 HOURS

Students must work closely with their Business faculty advisor if they plan to complete this program.

ASSOCIATE IN ARTS
BUSINESS ADMINISTRATION TRANSFER PROGRAM - THE CITADEL
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG 101	English Composition I	3.0	0.0	3.0
SPA 101	Elementary Spanish I (**or** FRE 101)	3.0	3.0	4.0
***	Humanities Elective (ART 101, PHI 101, PHI 110, or REL 101)	3.0	0.0	3.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
ACC 101	Accounting Principles I	3.0	3.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		15.0	3.0	15.0
FALL II				
ACC 102	Accounting Principles II	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECO 210	Macroeconomics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
	Literature Elective	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
ECO 211	Microeconomics	3.0	0.0	3.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		15.0	0.0	15.0

ASSOCIATE IN ARTS
HOSPITALITY MANAGEMENT TRANSFER PROGRAM - USC BEAUFORT
64 SEMESTER HOURS

The Associate in Arts program with an emphasis in Hospitality Management is designed for students to either transfer specific courses or a complete associate degree to the University of South Carolina Beaufort to count toward a bachelor's in Hospitality Management degree.

CORE CURRICULUM **44 HOURS**
Communications: ENG 101, ENG 102, and SPC 205
Humanities/Fine Arts: MUS 105 or ART 101
Mathematics: MAT 120 and MAT 110 or higher
Science (choose two): BIO 101, BIO 102, CHM 110, CHM 111, PHY 201 or PHY 202
Social/Behavioral Sciences: PSY 201, SOC 101, ECO 210, and one History Class to be selected from the following: HIS 101, HIS 102, HIS 201 OR HIS 202
Computer Technology: CPT 101
Literature: ENG 208 or ENG 209

COURSE REQUIREMENTS: **20 HOURS**
Take the following:
SPA 101, SPA 102, ACC 101, ACC 102, MGT 101, MKT 101

ASSOCIATE IN ARTS
HOSPITALITY MANAGEMENT TRANSFER PROGRAM - USC BEAUFORT
SEMESTER CURRICULUM MODEL
64 SEMESTER HOURS

		Class	Lab	Credit
FALL I				
ENG 101	English Composition I	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
MGT 101	Principles of Management	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
		12.0	3.0	16.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
ART 101	Art History and Appreciation **or**	3.0	0.0	3.0
MUS 105	Music Appreciation			
CPT 101	Introduction to Computer	3.0	0.0	3.0
PHY 201	Physics I	3.0	3.0	4.0
		15.0	3.0	16.0
FALL II				
SPC 205	Public Speaking	3.0	0.0	3.0
ENG 208	World Literature I **or**	3.0	0.0	3.0
ENG 209	World Literature II			
ECO 210	Macroeconomics **or**	3.0	0.0	3.0
ECO 211	Microeconomics			
ACC 101	Accounting Principles I	3.0	0.0	3.0
SPA 101	Elementary Spanish	3.0	0.0	4.0
		15.0	3.0	16.0
SPRING II				
ACC 102	Accounting Principles II	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
***	History Requirement (HIS 101, HIS 102, HIS 201 or HIS 202)	3.0	0.0	3.0
		15.0	3.0	16.0

ASSOCIATE IN ARTS
CRIMINAL JUSTICE TRANSFER PROGRAM - THE CITADEL
66 SEMESTER HOURS

The Associate in Arts in Criminal Justice program is designed for students who wish to transfer to the bachelors in Criminal Justice Program at The Citadel.

CORE CURRICULUM **48 HOURS**
Communications: ENG 101, ENG 102, SPC 205
Computer Technology: CPT 101
Foreign Language (choose one): SPA 101, FRE 101
Humanities (choose one): ART 101, MUS 105, PHI 101, PHI 110, REL 101
History (choose two): HIS 101, HIS 102, HIS 201, HIS 202
Literature: ENG 206
Mathematics (choose two): MAT 110, MAT 111, MAT 120
Natural Sciences (choose two): BIO 101, BIO 102, CHM 110, CHM 111, PHY 201, PHY 202
Social/Behavioral Sciences: SOC 101 and PSY 201 (or PSC 201)

CRJ LOWER DIVISION ELECTIVES: **18 HOURS**
CRJ 101, CRJ 120, CRJ 125, CRJ 130, CRJ 210, CRJ 242

TOTAL COURSE OF STUDY **66 HOURS**

Students must work closely with their faculty advisor in Criminal Justice to ensure successful completion of this program.

ASSOCIATE IN ARTS
CRIMINAL JUSTICE TRANSFER PROGRAM - THE CITADEL
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
ENG 101	English Composition I	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	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
BIO 102	Biological Science II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
PSY 201	General Psychology (**or** PSC 201)	3.0	0.0	3.0
SPA 101	Elementary Spanish	3.0	3.0	4.0
		15.0	6.0	17.0
FALL II				
***	Humanities Elective (ART 101, MUS 105, PHI 101 or PHI 110 or REL 101)	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
CRJ 120	Constitutional Law	3.0	0.0	3.0
ENG 206	English Literature II	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CRJ 125	Criminology	3.0	0.0	3.0
CRJ 130	Police Administration	3.0	0.0	3.0
CRJ 220	The Judicial Process	3.0	0.0	3.0
CRJ 242	Correctional Systems	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		18.0	0.0	18.0

Arts & Science/University Transfer

ASSOCIATE IN ARTS - TEACHER TRANSFER
66 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 the following areas of concentration:

- Early Childhood Education (grades Pre-K-3)
- Elementary Education (grades 2-6)
- Mid-level Education (grades 5-8)

Additional transfer options are also available for students interested in Physical Education (grades Pre-K-12) and secondary education (English, science, social studies or math in grades 9-12). Ask your advisor for more information.

Students in this program have guaranteed transfer credit to the University of South Carolina, South Carolina State University or Claflin 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-Calhoun Technical College and university campuses, and financial aid opportunities for both OCtech and university courses.

Bachelor Degree Completion in Teacher Transfer:

OCtech has approved articulation agreements with:

- The University of South Carolina
- Claflin University
- South Carolina State University
- USC's Palmetto College

Arts & Science/University Transfer

ASSOCIATE IN ARTS
EARLY CHILDHOOD
EDUCATION CONCENTRATION
66 HOURS

Students in the Early Childhood Education Concentration wish to teach pre-kindergarten to third grade.

•Eight 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.

•Curriculum models represent the articulation agreements with the University of South Carolina. See your advisor for plans applicable to the other transfer institutions.

CORE CURRICULUM **40 HOURS**
Communications:
ENG 101, ENG 102, SPC 205
Foreign Language:
SPA 101, SPA 102
History: HIS 101, HIS 102, HIS 201 or HIS 202
Humanities/Fine Arts:
ART 101 or MUS 105
Mathematics: MAT 110, MAT 120
Science: BIO 101, CHM 105
Social Science: PSC 201

MAJOR REQUIREMENTS
(Education Courses) **26 HOURS**
CPT 101, ECD 105, ECD 270 or EDU 201, EDU 230, EDU 241, ENG 207, MAT 250, MAT 251

TOTAL COURSE OF STUDY **66 HOURS**

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
ECD 105	Guidance-Classroom Management	2.5	1.5	3.0
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
		14.5	10.5	18.0
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	3.0	3.0	4.0
		15.0	6.0	17.0
FALL II				
ART 101	Art History and Appreciation	3.0	0.0	3.0
ECD 270	Foundations in Early Childhood Education (or EDU 201)	3.0	0.0	3.0
HIS 201	American History: Discovery to 1877	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	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
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	3.0	0.0	3.0
PSC 201	American Government	3.0	0.0	3.0
		15.0	3.0	16.0

ASSOCIATE IN ARTS
ELEMENTARY EDUCATION CONCENTRATION
66 HOURS

Students in the Elementary Education Concentration area wish to teach grades 2-6.

CORE CURRICULUM	**49 HOURS**
Communications: ENG 101, ENG 102, SPC 205	
Foreign Language: SPA 101, SPA 102	
Humanities/Fine Arts: ART 101 or MUS 105, PSC 201	
Mathematics: MAT 110, MAT 120	
Science: BIO 101, CHM 105	
Economics: ECO 210 or ECO 211	
History: HIS 201 or HIS 202	
MAJOR REQUIREMENTS	
(Education Courses)	**23 HOURS**
CPT 101, MAT 250, MAT 251, ENG 207	
EDU 201, EDU 230, EDU 241	
TOTAL COURSE OF STUDY	**66 HOURS**

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
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	3.0	0.0	3.0
		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	3.0	3.0	4.0
		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	3.0	3.0	4.0
		15.0	3.0	16.0

Arts & Science/University Transfer

ASSOCIATE IN ARTS -
MID-LEVEL EDUCATION
CONCENTRATION
60 HOURS

Students in the Mid-level Education Concentration area wish to teach GRADES 5-8. Please note that these areas will ultimately require specialization in a subject area. Students pursuing certification in history, Social Studies English or foreign languages should select the Bachelor of Arts transfer program. Students pursuing certification in math or any of the sciences should select the Bachelor of Science transfer program.

CORE CURRICULUM **46 HOURS**
Communications: ENG 101, ENG 102, SPC 205
Foreign Language: SPA 101, SPA 102
Mathematics: MAT 110, MAT 120
Science: BIO 101, CHM 105
History: HIS 101, HIS 102, HIS 201, HIS 202, PSC 201
MAJOR REQUIREMENTS
(Education Courses) **20 HOURS**
CPT 101, EDU 201, EDU 230, EDU 241, ENG 207, ENG 236
TOTAL COURSE OF STUDY **66 HOURS**

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

		Class	Lab	Credit
FALL I				
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
BIO 101	Biological Science I	3.0	3.0	4.0
		12.0	9.0	15.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		12.0	6.0	14.0
FALL II				
MAT 110	College Algebra	3.0	0.0	3.0
PSC 201	American Government	3.0	0.0	3.0
CHM 105	General Chemistry	3.0	3.0	4.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
HIS 201	American History: Discovery – 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING II				
EDU 201	Classroom Inquiry with Technology	3.0	0.0	3.0
ART 101	Art History and Appreciation	3.0	0.0	3.0
ENG 205	English Literature I	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
HIS 101	Western Civilization (**or** HIS 102)	3.0	0.0	3.0
		15.0	0.0	15.0

Arts & Science/University Transfer

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

CORE CURRICULUM **46 HOURS**
Communications: ENG 101, ENG 102, SPC 205
Foreign Language: SPA 101, SPA 102
Humanities: ART 101 or MUS 105
Mathematics: MAT 110, MAT 120, MAT 130
Science: BIO 101, BIO 112, CHM 105
History: (choose one) HIS 101, HIS 102, HIS 201, HIS 202
Social Science: PSC 201
MAJOR REQUIREMENTS
(Education Courses) **19 HOURS**
EDU 201, EDU 230, EDU 241
Math for Specialization: MAT 140 and MAT 141
Physical Science for Specialization: (choose two)
PHY 201, PHY 202, CHM 110, CHM 111
TOTAL COURSE OF STUDY **66 HOURS**

		Class	Lab	Credit
FALL I				
ENG 101	English Composition I	3.0	0.0	3.0
EDU 230	Schools and Communities	3.0	3.0	4.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
BIO 101	Biological Science I	3.0	3.0	4.0
MAT 110	College Algebra	3.0	0.0	3.0
		15.0	9.0	18.0
SPRING I				
MAT 120	Probability and Statistics	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II	3.0	3.0	4.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		15.0	9.0	18.0
FALL II				
PSC 201	American Government	3.0	0.0	3.0
CHM 105	General Chemistry	3.0	3.0	4.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
HIS 201	American History : Discovery – 1877	3.0	0.0	3.0
MAT 140	Math concentration or			
PSY 201	Physics I science concentration	4.0/3.0	0.0/3.0	4.0
		16.0/15.0	3.0/6.0	17.0
SPRING II				
EDU 201	Classroom Inquiry with Technology	3.0	0.0	3.0
ART 101	Art History and Appreciation	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 141	Math concentration **or**			
PHY 202	Physics II Science concentration	4.0/3.0	0.0/3.0	4.0
		13.0/12.0	3.0	13.0

Arts & Science/University Transfer

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

Students in the Early Childhood Education Concentration area wish to teach pre-kindergarten or kindergarten.

CORE CURRICULUM 22 HOURS
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

SEMESTER CURRICULUM MODEL

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

Bachelor Degree Completion:

OCtech has approved articulation agreements with:
- The University of South Carolina
- Claflin University
- South Carolina State University
- College of Charleston

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

Arts & Science/University Transfer

ASSOCIATE IN SCIENCE
AGRICULTURAL EDUCATION TRANSFER PROGRAM
65 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:

CORE CURRICULUM 36 HOURS
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 and MAT 130
Science: BIO 101, BIO 102, and PHY 201
Social/Behavioral Sciences: HIS 201 or HIS 202
MAJOR REQUIREMENTS 29 HOURS
AGR 201, AGR 202, AGR 203, AGR 204, AGR 206, AGR 211, CHM 110, CHM 111

TOTAL COURSE OF STUDY 65 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 of 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 necessary in all courses applied toward a bachelor's degree.
e. The student must achieve the minimum score on the PRAXIS I (NTE) and forward the scores to Clemson University.

Bachelor Degree Completion:

OCtech has an approved articulation agreement with Clemson University - Bachelor of Science degree in Agricultural Education.

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE IN SCIENCE
AGRICULTURAL EDUCATION TRANSFER PROGRAM
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING 1				
BIO 102	Biological Science II	3.0	3.0	4.0
CHM 111	College Chemistry II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
		15.0	6.0	17.0
SUMMER				
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
AGR 203	Introduction to Animal Science	3.0	4.0	4.0
		6.0	6.0	8.0
FALL II				
MAT 120	Probability and Statistics	3.0	0.0	3.0
AGR 211	Applied Agricultural Calculations	3.0	0.0	3.0
HIS 201	American History: Discovery to 1877	3.0	0.0	3.0
ENG 201	American Literature I	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING II				
AGR 202	Introduction to Soils	3.0	3.0	4.0
MUS 105	Music Appreciation	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
PHY 201	Physics I	3.0	3.0	4.0
		12.0	6.0	14.0

Students testing into developmental level courses must take COL 103.

Arts & Science/University Transfer

ASSOCIATE IN SCIENCE
SOILS AND SUSTAINABLE CROPS TRANSFER PROGRAM
64-65 SEMESTER HOURS*

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 review of credentials, with junior standing at 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.

CORE CURRICULUM	**32 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 130	
Science: BIO 101 and BIO 102	
Social/Behavioral Sciences: ECO 211 and HIS 201 or HIS 202	
MAJOR REQUIREMENTS	**29 HOURS**
AGR 201, AGR 202, AGR 204, AGR 205, AGR 206, CHM 110, CHM 111, CHM 210	
Directed Elective (choose one):	**3-4 HOURS**
COL 103 or AGR 203	
TOTAL COURSE OF STUDY	**64-65 HOURS**

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.

Bachelor Degree Completion:

OCtech has an approved articulation agreement with Clemson University - Bachelor of Science degree in Soils and Sustainable Crops.

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

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

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING 1				
BIO 102	Biological Science II	3.0	3.0	4.0
CHM 111	College Chemistry II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
		12.0	6.0	14.0
SUMMER				
CHM 210	Introduction to Organic Chemistry	3.0	3.0	4.0
	Directed Elective*	3.0	0.0/3.0	3.0/4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0/9.0	6.0/9.0	11.0/12.0
FALL II				
MAT 130	Elementary Calculus	3.0	0.0	3.0
AGR 205	Integrated Pest Management	3.0	0.0	3.0
MUS 105	Music Appreciation	3.0	0.0	3.0
ENG 201	American Literature I	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING II				
HIS 201	American History: Discovery to 1877	3.0	0.0	3.0
ECO 211	Microeconomics	3.0	0.0	3.0
AGR 202	Introduction to Soils	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	3.0	13.0

*Directed Electives: AGR 203 Introduction to Animal Science (SUMMER) OR COL 103

Arts & Science/University 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. 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 and ECO 211	
Major Requirements	**20 HOURS**
BIO 225, CHM 110, CHM 111, CHM 210, PHY 201	
Directed Elective:	**6 HOURS**
Choose any two course of 3 credit hours or more.	
TOTAL COURSE OF STUDY	**61 HOURS**

Bachelor Degree Completion:

OCtech has an approved articulation agreement with Clemson University - Bachelor of Science Degree in Food Science.

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE IN SCIENCE
FOOD SCIENCE AND NUTRITION PROGRAM
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING 1				
BIO 102	Biological Science II	3.0	3.0	4.0
CHM 111	College Chemistry II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
PSY 201	Introduction to Psychology	3.0	0.0	3.0
		12.0	6.0	14.0
SUMMER				
CHM 210	Introduction to Organic Chemistry	3.0	3.0	4.0
		3.0	3.0	4.0
FALL II				
MUS 105	Music Appreciation	3.0	0.0	3.0
BIO 225	Microbiology	3.0	3.0	4.0
SPC 205	Speech Communication	3.0	0.0	3.0
ENG 201	American Literature I	3.0	0.0	3.0
	Directed Elective	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING II				
ECO 211	Microeconomics	3.0	0.0	3.0
MAT 120	Statistics	3.0	0.0	3.0
PHY 201	Physics I	3.0	3.0	4.0
	Directed Elective	3.0	0.0	3.0
		12.0	3.0	13.0

Arts & Science/University Transfer

ASSOCIATE IN SCIENCE
REGISTERED NURSE TO BACHELOR IN SCIENCE NURSING
TRANSFER PROGRAM - USC UPSTATE
64 SEMESTER HOURS

The Associate in Science in Nursing USC Upstate Transfer program is designed for ADN students to transfer to the University of South Carolina Upstate to pursue a Bachelors of Science in Nursing.

Options are also available for students who plan to transfer to other four-year institutions. Please consult your advisor.

CORE CURRICULUM **50 HOURS**
Communications: ENG 101, ENG 102, SPC 205
Computer Technology: CPT 101 or CPT 170
Foreign Language (choose one): SPA 101, FRE 101
Humanities (choose one): ART 101, MUS 105
History (choose one): HIS 201, HIS 202
Mathematics: MAT 110, MAT 120
Natural Sciences: BIO 210, BIO 211, BIO 225, CHM 105
Social/Behavioral Sciences: PSY 201, PSY 203

GENERAL EDUCATION
DIRECTED ELECTIVES **14 HOURS**
BIO 101, BIO 102, PHI 101, SOC 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202

TOTAL COURSE OF STUDY **64 HOURS**

Students enrolling in the RN to BSN USC Upstate program should be planning to attend this institution upon completion of the OCtech Associate Degree Nursing program (ADN).

Students must work closely their Nursing faculty advisor to ensure successful completion of this program.

ASSOCIATE IN SCIENCE
REGISTERED NURSE TO BACHELOR IN SCIENCE NURSING
TRANSFER PROGRAM - USC UPSTATE
SEMESTER CURRICULUM MODEL

FALL I		Class	Lab	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 201	American History: Discover to 1877 **or** HIS 202	3.0	0.0	3.0
MAT 110	College Algebra	3.0	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
MAT 120	Probability and Statistics	3.0	0.0	3.0
CHM 105	General, Organic, and Biochemistry	3.0	3.0	4.0
		15.0	6.0	17.0
FALL II				
ART 101	Art History & Appreciation (**or** MUS 105)	3.0	0.0	3.0
SPA 101	Elementary Spanish (**or** FRE 101)	3.0	3.0	4.0
CPT 101	Introduction to Computers **or** CPT170	3.0	0.0	3.0
BIO 225	Microbiology	3.0	3.0	4.0
		12.0	6.0	14.0
SPRING II				
BIO 101	Biological Science I	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
***	General Education Elective	3.0	0.0	3.0
***	General Education Elective	3.0	0.0	3.0
***	Science Elective	3.0	4.0	4.0
		15.0	6.0	17.0

Students must complete the Associate in Applied Science in Nursing at OCtech in order to complete transfer. Nursing credits will be transferred to USC Upstate. Students must work closely with their faculty advisor to complete this program.

Arts & Science/University Transfer

ASSOCIATE IN SCIENCE/UNIVERSITY TRANSFER PATHWAY
DESIGNED FOR COMPETITIVE ENTRANCE INTO THE MUSC BACHELOR OF SCIENCE IN HEALTHCARE STUDIES PROGRAM
(MUSC/SC TECHNICAL COLLEGE SYSTEM AGREEMENT)
60-61 SEMESTER HOURS

The Associate in Science/University Transfer Pathway is designed for competitive entrance into the Medical University of South Carolina (MUSC) Bachelor of Science in Healthcare Studies program. The Bachelor of Science in Healthcare Studies program is a new online undergraduate program in the College of Health Professions at the Medical University of South Carolina. Students who earn an Associate of Science degree or those with 60 general education college credits are eligible to apply to the program and prepare for employment in a health promotion field, such as community health worker or community advocate, health educator, health coach, worksite wellness coordinator and patient advocate. Students completing the MUSC Bachelor in Health Studies Program may apply to enter programs at MUSC with a broader perspective of health, such as Occupational Therapy, Physical Therapy, Physician Assistant Studies, Public Health, Health Administration and Cardiovascular Perfusionist.

The OCtech Associate in Science MUSC Pathway graduate should have a cumulative admission grade point average (GPA) of 3.0 or higher. A grade of "C" or better is necessary in each course required by the Associate in Science degree pathway in order to transfer. A designated OCtech advisor responsible for the MUSC Healthcare Studies pathway will work with students under this agreement regarding a recommended degree completion plan.

CORE CURRICULUM 42 Hours

Communications: ENG 101, ENG 102, and SPC 205
Humanities/Fine Arts:
Literature: 3 Credit hours must be selected from the following: ENG 201, ENG 202, ENG 205 or ENG 206
Music/Art: 3 Credit hours must be selected from the following: MUS 105, ART 101
History: 3 credit hours must be selected from the following: HIS 201, HIS 202
Natural Sciences/Math:
Mathematics: **3 credit hours** – MAT 120
Science: BIO 101, CHM 110, CHM 111
Social/Behavioral Sciences: 9 Credit hours must be selected from the following: PSY 201, PSY 203, SOC 101, ECO 211

COURSE REQUIREMENTS: 18/19 Hours

Courses must be selected from the following: *BIO 210, *BIO 211, BIO 126, AHS 104, *BIO 225, PHY 201, PHY 202, CHM 211, MAT 130, ECO 211, BIO 102

*Required unless course substitution is approved by advisor.

Students who intend to apply to the MUSC Healthcare Studies program and subsequently intend to apply to one of the MUSC graduate programs upon graduation should also consult the appropriate MUSC program or college advising center for information to customize their program of study. The MUSC Healthcare Studies pathway may be customized to meet general education courses specified as prerequisites for transfer into competitive master's degree programs in accordance with the MUSC and the South Carolina Technical College System Transfer Agreement (see the OCtech Transfer web page for the specific general education course listing for articulation pathways into additional master's degree programs, such as Health Informatics, Pharmacy, College of Medicine/MD or College of Dental Medicine/DIDO) It is recommended that students begin exploring Pathway options for graduate programs as early as possible during pursuit of the AS degree at OCtech.

ASSOCIATE IN SCIENCE/UNIVERSITY TRANSFER PATHWAY
MUSC BACHELOR OF SCIENCE IN HEALTHCARE STUDIES PROGRAM
SEMESTER CURRICULUM MODEL

		CLASS	LAB	CREDIT
SEMESTER I				
ENG 101	English Composition I	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry	3.0	3.0	4.0
MAT 120	Probability & Statistics	3.0	0.0	3.0
		12.0	6.0	14.0
SEMESTER II				
ENG 102	English Composition II	3.0	0.0	3.0
CHM 111	College Chemistry II	3.0	3.0	4.0
BIO 126*	Career Options for Health Professions (**or** BIO 102 **or** PHY 201)	3.0	0.0/3.0	3.0/4.0
PSY 201	General Psychology	3.0	0.0	3.0
		12.0	3.0/6.0	13.0/14.0
SEMESTER III				
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
		5.5	4.5	7.0
SEMESTER IV				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
ART 101	Art Appreciation (**or** MUS 105)	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	3.0	13.0
SEMESTER V				
BIO 225	Microbiology (**or** PHY 201)	3.0	3.0	4.0
PSY 203	Human Growth & Development	3.0	0.0	3.0
HIS***	History (HIS 201 **or** HIS 202)	3.0	0.0	3.0
LIT***	Literature (ENG 201, ENG 202, ENG 205 **or** ENG 206)	3.0	0.0	3.0
		12.0	3.0	13.0

*This suggested elective transfers only into MUSC's Bachelor of Science in Healthcare Studies.

Course substitution is permitted (as determined by the OCtech-designated MUSC advisor) to meet specified prerequisites for competitive master's degree programs in accordance with the South Carolina Technical College System Transfer Agreement (see the OCtech Transfer webpage for the specific general education course prerequisites for these current articulation pathways: **Health Administration, Health Informatics, Public Health, Occupational Therapy, Physical Therapy, Physician Assistant, Cardiovascular Perfusionist, Pharmacy, College of Medicine /MD, College of Dental Medicine/DMD**).

PREREQUISITE COURSE PLANNING RESOURCES FOR THE MUSC BACHELOR OF SCIENCE IN HEALTHCARE STUDIES PATHWAY AND MUSC'S GRADUATE PROGRAMS

Below are the graduate programs at MUSC for which you may take prerequisites at OCtech. If you are interested in eventually applying to a graduate program after graduating from the Bachelor of Science in Healthcare Studies program, it is important to take specific prerequisite courses while completing your general education requirements because these courses are not offered at MUSC. Please check MUSC's website for updates to course prerequisites, as they are subject to change: **http://academicdepartments.musc.edu/chp/academic_programs/**

GRADUATE PROGRAMS AT MUSC

Master in Public Health
Master in Health Administration
Master of Science in Health Informatics
Master of Science in Occupational Therapy
Doctor of Physical Therapy
Master of Science in Physician Assistant Studies
Master of Science in Cardiovascular Perfusion
College of Medicine (MD)
College of Dental Medicine (DMD)
College of Pharmacy (PharmD)

Meta-Majors - University Transfer

GENERIC ENGINEERING UNIVERSITY TRANSFER META-MAJOR

Students using the Generic Engineering University Transfer Meta-Major are enrolled in the Associate in Science degree program while deciding upon their specific transfer option. These students may work toward transferring to a school of engineering after the first year, or they may choose to enter an Engineering Technology Associate in Applied Science degree at OCtech.

CURRICULUM MODEL

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
EGR 130*	Engineering Technology Applications and Programming	3.0	Fall, Spring	EET, EDT
EGT 152^	Fundamentals of CAD	3.0	Fall, Spring	EET, EDT
EET 140**	Digital Electronics (or EET 145)	3.0	Summer	EET
GENERAL EDUCATION COURSES				
MAT 140*	Analytical Geometry and Calculus I	3.0	Fall, Spring, Summer	EET, EDT
CHM 110*	College Chemistry I	4.0	Fall	
CHM 111^	College Chemistry II	4.0	Spring	
ENG 101*	English Composition I	3.0	Fall, Spring, Summer	EET, EDT
ENG 102^	English Composition II	3.0	Fall, Spring, Summer	EET, EDT
HIS 101*	Western Civilization (to 1689)	3.0	Fall	EET, EDT
PHY 221^	University Physics I	4.0	Spring	EET, EDT

* Semester 1 suggested
^ Semester 2 suggested
** Semester 3 suggested

Students should consult with their advisors to review current requirements at the university school of engineering to which they plan to transfer.

Meta-Majors - University Transfer

HEALTH SCIENCE AND NURSING CAREERS META-MAJORS

A meta-major is a collection of related courses within an academic division or career area. Students who are undecided on a specific major may find a meta-major useful. The intent of selecting a meta-major is to help students choose a major/degree based on their interests, knowledge, skills and abilities. A meta-major also allows students to explore within a career or academic area while still maximizing their choice of courses.

OCtech has two meta-majors for Health Sciences and Nursing preparation:

- **HEALTH SCIENCE AND NURSING CAREERS META-MAJOR**
- **HEALTH SCIENCE AND NURSING UNIVERSITY TRANSFER META-MAJOR**

Students using the Health Science and Nursing meta-majors are enrolled in the Associate in Science degree program while deciding upon their specific competitive-entry program. Students who plan to follow their Health Science or Nursing degree by eventually enrolling in a baccalaureate program should select the Health Science and Nursing University Transfer Meta-Major. Students whose career plans do not include a baccalaureate should select the Health Science and Nursing Careers Meta-Major. The courses listed in the chart below are used not only in the Associate in Science degree, but are also used in Health Science and Nursing Associate in Applied Science degree programs, as well as diploma and certificate programs. Students interested in the Health Science and Nursing Careers or University Transfer meta-majors should inform their advisors of their interest area and follow the course list below during their first two semesters at OCtech.

HEALTH SCIENCE AND NURSING CAREERS META-MAJOR

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
ENG 101*	English Composition I	3.0	ALL	All Nursing and HS Programs
ENG 155	Communications I	3.0	ALL	Medical Assisting, Patient Care Technician only
ENG 160	Technical Communications	3.0	ALL	Certified Nursing Assistant only
PSY 201*	General Psychology	3.0	ALL	All Nursing and HS Programs
PSY 203^	Human Growth and Development	3.0	ALL	Physical Therapist Assistant,
BIO 117	Basic Anatomy and Physiology I	3.0	ALL	Medical Assisting, Patient Care Technician only
BIO 118	Basic Anatomy and Physiology II	3.0	ALL	Medical Assisting, Patient Care Technician only
BIO 210*	Anatomy and Physiology I	4.0	ALL	All Nursing and HS Programs (BIO 210/211 by substitution in Medical Assisting and Patient Care Technician)

Meta-Majors - University Transfer

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
BIO 211^	Anatomy and Physiology II	4.0	ALL	All Nursing and HS Programs (BIO 210/211 by substitution in Medical Assisting and Patient Care Technician)
AHS 210^	Nutrition for Healthcare Professionals	3.0	Fall, Spring	Associate Degree Nursing
MAT 155	Contemporary Mathematics or higher	3.0	ALL	Medical Assisting, and Patient Care Technician
MAT 101	Beginning Algebra or higher	3.0	ALL	LPN Nursing, Medical Assisting, and Patient Care Technician
MAT 102*	Elementary Algebra	3.0	ALL	All Nursing and Health Science Programs
	Humanities Elective*	3.0	ALL	All Nursing and Health Science Associate Degree Programs
CPT 170	Microcomputer Applications or CPT 101^	3.0	ALL	Radiologic Technology, Respiratory Care, Patient Care Technician and Physical Therapist Technology
SPC 205	Public Speaking	3.0	ALL	Physical Therapist Assistant only
AHS 104	Medical Vocabulary/Anatomy	3.0	ALL	Medical Assisting, Patient Care Technician, and Physical Therapist Assistant
AHS 106^	Cardiopulmonary Resuscitation	1.0	ALL	All Nursing and Health Science Programs
AHS 163^	Long Term Care	5.0	ALL	Certified Nursing Assistant and Patient Care Technician (this elective certification earns extra points for entry into all competitive admission programs)

* Semester 1 suggested
^ Semester 2 suggested

Meta-Majors - University Transfer

HEALTH SCIENCE AND NURSING UNIVERSITY TRANSFER META-MAJOR

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
ENG 101*	English Composition I	3.0	ALL	All Nursing and HSU Programs All SC Public and Most Private Colleges and Universities
PSY 201*	General Psychology	3.0	ALL	All Nursing and HSU Programs All SC Public and Most Private Colleges and Universities
PSY 203^	Human Growth and Development	3.0	ALL	Physical Therapist Assistant, All SC Public and Most Private Colleges and Universities
BIO 210*	Anatomy and Physiology I	4.0	ALL	All Nursing and HSU Programs (BIO 210/211 by substitution in Medical Assisting and Patient Care Technician) All SC Public and Most Private Colleges and Universities
BIO 211^	Anatomy and Physiology II	4.0	ALL	All Nursing and HSU Programs (BIO 210/211 by Substitution in Medical Assisting and Patient Care Technician) All SC Public and Most Private Colleges and Universities
MAT 110*	College Algebra or higher	3.0	ALL	All Nursing and Health Science Programs; all SC Public and Most Private Colleges and Universities
MAT 120*	Probability and Statistics or higher	3.0	ALL	All Nursing and Health Science Programs; all SC Public and Most Private Colleges and Universities
HIS 201	American History: 1877 to Discovery	3.0	ALL	All Nursing and Health Science Associate Degree Programs All SC Public and Most Private Colleges and Universities

Meta-Majors - University Transfer

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
CPT 170	Microcomputer Applications **or** CPT 101^	3.0	ALL	Radiologic Technology, Patient Care Technician and Physical Therapist Technology All SC Public and Most Private Colleges and Universities
CHM 105	General, Organic, and Biochemistry	4.0	Fall, Spring	USC-Upstate (RN to BSN Program)
SPC 205	Public Speaking	3.0	ALL	Physical Therapist Assistant only All SC Public Colleges and Most Private SC Colleges
AHS 106^**	Cardiopulmonary Resuscitation	1.0	ALL	All Nursing and Health Science Programs This course does not transfer,but the certification earns extra points for entry into all competitive admission programs.
AHS 163^**	Long Term Care	5.0	ALL	Certified Nursing Assistant and Patient Care Technician (this elective certification earns extra points for entry into all competitive admission programs)

* Semester 1 suggested
^ Semester 2 suggested

** AHS 106 and AHS 163 do not transfer, but students will earn a Certified Nursing Assistant Certification.

Advanced Manufacturing Technologies

Advanced Manufacturing Technologies

ASSOCIATE DEGREE IN APPLIED SCIENCE
INDUSTRIAL ELECTRONICS TECHNOLOGY
76 SEMESTER HOURS

When production workers encounter problems with the machines they operate, they call industrial technicians. Industrial technicians install, replace and repair equipment in industrial settings. Students in these options are prepared for industrial maintenance and industrial technician positions.

Industrial electronics technicians set up and service the electronic equipment that controls machines and production processes in industries. 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 industrial control systems and machinery. Preventive maintenance on such equipment as digital and microprocessor-based systems, programmable controls, motor drive systems, power systems and robotics is important and necessary to prevent production delays.

Industrial maintenance technicians are expected to troubleshoot malfunctions and perform preventive maintenance and emergency fixes on structures, equipment and facilities, and may do some carpentry and electrical work. Maintenance technicians are responsible for ensuring quality and safe production by guaranteeing smooth operation of equipment, including motors, pneumatic tools, conveyor systems and production machines as outlined in operations manuals, manufacturer's instructions and sketches.

CORE CURRICULUM 15 HOURS

Communications:

ENG 160

Humanities/Fine Arts (choose one):

HIS 101, HSS 101, HSS 105, PHI 101

Social/Behavioral Sciences (choose one):

ECO 101, ECO 201, ECO 210, ECO 211,

PSY 103, PSY 201, SOC 101

Natural Sciences/Math:

MAT 101, MAT 102 or higher

COURSE REQUIREMENTS 61 HOURS

EEM 117, EEM 118, EEM 165,
EEM 230, EEM 251, IDS 112, IMT 131, IMT 210, IMT 211,IMT 223, IMT 230, IMT 232, EEM 131, EEM 140, EEM 145, EEM 221, EEM 235, EEM 252

TOTAL COURSE OF STUDY: 76 HOURS

‡ These courses prepare students in basic electrical and electronics or mechanical applications.

* minimum grade of "C" required in all courses

Students in OCtech's IET and IMT programs receive a well-rounded education. Hands-on experience in technical courses gives students practical knowledge and further emphasizes concepts presented in the classroom. Classes in oral and written communications, computer skills, mathematics and interpersonal skills are also part of the required curriculum.

Further Opportunities:

OCtech has approved articulation agreements with:
- Columbia College
- USC's Palmetto College

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
INDUSTRIAL ELECTRONICS TECHNOLOGY
SEMESTER CURRICULUM MODEL (76 SEMESTER HOURS)

		Class	Lab	Credit
FALL I				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
MAT 101	Beginning Algebra or higher	3.0	0.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
		14.0	9.0	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
IMT 211	Basic Industrial Skills II	2.0	3.0	3.0
MAT 102	Intermediate Algebra or higher	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		14.0	9.0	17.0
Summer I				
EEM 131	Solid State Devices	3.0	3.0	4.0
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		11.0	9.0	14.0
Fall II				
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
IMT 223	Packing and Seals	2.0	3.0	3.0
EEM 140	National Electric Code	3.0	0.0	3.0
		11.0	12.0	15.0
Spring II				
EEM 235	Power Systems	2.0	3.0	3.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
IMT 232	Hydraulic Troubleshooting	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	2.0	3.0	3.0
IDS 112	Employability Skills	1.0	0.0	1.0
		9.0	12.0	13.0

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		CLASS	LAB	CREDIT
EEM 117	AC/DC Circuits I (**or** EET 113)	3.0	3.0	4.0
MAT 101	Beginning Algebra (**or** higher)	3.0	0.0	3.0
		6.0	3.0	7.0
SPRING I				
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
EEM 165	Residential and Commercial Wiring	3.0	3.0	4.0
MAT 102	Intermediate Algebra (**or** higher)	3.0	0.0	3.0
		9.0	6.0	11.0

*Federal Gainful Employment Project

INDUSTRIAL ELECTRICIAN CERTIFICATE*
16 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	CREDIT
EEM 230	Digital Electronics (**or** EET 145; **or** EET 140* and EET 143)	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
		5.0	6.0	7.0
FALL				
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 140	National Electrical Code	3.0	0.0	3.0
		7.0	6.0	9.0

*Federal Gainful Employment Project

Advanced Manufacturing Technologies

BASIC INDUSTRIAL MAINTENANCE CERTIFICATE*
17 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		Class	Lab	Credit
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
MAT 101	Beginning Algebra or higher	3.0	0.0	3.0
		11.0	9.0	14.0
Spring				
IMT 211	Basic Industrial Skills II	2.0	3.0	3.0
		2.0	3.0	3.0

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*
24 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.

SPRING I		Class	Lab	Credit
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
MAT 102	Intermediate Algebra or higher	3.0	0.0	3.0
EEM 165	Residential/Commercial Wiring	3.0	3.0	4.0
		9.0	6.0	11.0
SUMMER				
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
		5.0	6.0	7.0
FALL				
IMT 223	Packing and Seals	2.0	3.0	3.0
SPRING II				
IMT 230	Reliability Centered Maintenance	2.0	3.0	3.0

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.

Advanced Manufacturing Technologies

ASSOCIATE DEGREE IN APPLIED SCIENCE
MACHINE TOOL TECHNOLOGY
81 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.

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 66 HOURS

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, IDS 112

TOTAL COURSE OF STUDY 81 HOURS

‡ These courses prepare students in basic computer applications.

* Preferred course

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. 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.

Advanced Manufacturing Technologies

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Columbia College
- South Carolina State University
- USC's Palmetto College

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
MACHINE TOOL TECHNOLOGY
SEMESTER CURRICULUM MODEL
81 SEMESTER HOURS

		Class	Lab	Credit
FALL I				
MTT 120	Machine Tool Print Reading	2.0	3.0	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
		12.0	18.0	16.0
SPRING I				
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	2.0	3.0	3.0
		10.0	15.0	15.0
SUMMER				
HSS 101	Introduction to Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
MTT 126	Machine Tool Practice III	1.0	9.0	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
		10.0	18.0	16.0
FALL II				
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	2.0
		11.0	12.0	15.0
SPRING II				
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	3.0	3.0	4.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		13.0	18.0	19.0

* Students can earn the Lean Six Sigma Yellow Belt. ** 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.

		Class	Lab	Credit
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 250	Principles of CNC	1.0	6.0	3.0
		8.0	24.0	16.0

*Federal Gainful Employment Project

Advanced Manufacturing Technologies

ASSOCIATE DEGREE IN APPLIED SCIENCE
MECHATRONICS TECHNOLOGY
71 SEMESTER HOURS

Combining electronic, mechanical, robotics and information system technologies, Mechatronics Technology provides the graduate with the skill set needed for today's automated manufacturing facilities. These skills will align with current needs of manufacturers, as well as align with one or more industrial standards/certifications. Instruction covers hydraulics and pneumatics, robotics and automated controls, programmable controllers, process control and mechanical applications. The student will receive practical hands-on experience and computer simulation on automated assembly line processes.

Mechatronics Technology students train on state-of-the art equipment, including control systems, electronic systems, computers and mechanical systems that integrate product design and automated manufacturing processes. The program includes internships and outreach activities designed to provide real-world experiences for students.

It also features a high school dual-credit Mechatronics pathway, an associate degree and certificates, and Industrial Engineering Technology transfer options to South Carolina State University.

CORE CURRICULUM 15 HOURS

Communications (choose one):

ENG 160, ENG 101*, ENG 102*

Social/Behavioral Science (choose one):

PSY 103, PSY 201*

Humanities/Fine Arts (choose one):

HSS 101, HIS 101*, HIS 102*, HIS 201*, HIS 202*

Natural Science/Math (choose one):

MAT 101 and MAT 102, or MAT 110* and MAT 111*, or MAT 140* and MAT 141*, or MAT 175 and MAT 176

COURSE REQUIREMENTS 56 HOURS

AMT 105, AMT 205, EEM 145, EEM 215, EEM 221, EEM 251, EEM 252, EEM 271, EEM 274, EET 113, EET 141, EET 145, IMT 131, IMT 170, AMT 155 or IMT 210, AMT 160 or IMT 211, and EGR 112 or CWE 113, IDS 112

TOTAL COURSE OF STUDY 71 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.

Advanced Manufacturing Technologies

ASSOCIATE DEGREE IN APPLIED SCIENCE
MECHATRONICS
SEMESTER CURRICULUM MODEL
71 HOURS

		Class	Lab	Credit
FALL I				
EET 113	Electrical Circuits I (**or** EEM 117 and EEM 118)	3.0	3.0	4.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
IMT 210	Basic Industrial Skills I (or AMT 155* or NCCER Core Certification)	2.0	3.0	3.0
MAT 101	Beginning Algebra (**or** higher)	3.0	0.0	3.0
		11.0	9.0	14.0
SPRING I				
AMT 105	Robotics and Automated Controls I	2.0	3.0	3.0
EET 141	Electronics Circuits	3.0	3.0	4.0
IMT 211	Basic Industrial Skills II (**or** AMT 160* **or** NCCER Core Certification)	2.0	3.0	3.0
MAT 102	Intermediate Algebra (**or** higher)	3.0	0.0	3.0
		10.0	9.0	13.0
SUMMER I				
EET 145	Digital Circuits (**or** EET 140 and EET 143; **or** EEM 230)	3.0	3.0	4.0
IMT 170	Statistical Process Control	2.0	3.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		10.0	9.0	13.0
FALL II				
AMT 205	Robotics and Automated Controls II	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 252	Programmable Controllers Applications	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
		11.0	12.0	15.0
SPRING II				
EEM 271	Sensors and System Interfacing	1.0	3.0	2.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
EEM 274	Technical/System Troubleshooting	3.0	3.0	4.0
EGR 112	Engineering Programming (**or** CWE 113 Cooperative Work Experience)	2.0 (0.0	3.0 15.0	3.0 3.0)
PSY 103	Human Relation	3.0	0.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		12.0/10.0	12.0/24.0	16.0

* MSSC Certification

MECHATRONICS I - FUNDAMENTALS*
20 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	Lab	Credit
IMT 210	Basic Industrial Skills I (or AMT 155* or NCCER Core Certification)	2.0	3.0	3.0
EET 113	Electrical Circuits I	3.0	3.0	4.0
MAT 101	Beginning Algebra (**or** higher)	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
		11.0	9.0	14.0
SPRING I				
AMT 105	Robotics and Automated Controls I	2.0	3.0	3.0
IMT 211	Basic Industrial Skills II (**or** AMT 160* **or** NCCER Core Certification)	2.0	3.0	3.0
		4.0	6.0	6.0

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.

*Federal Gainful Employment Project

MECHATRONICS II - AUTOMATED CONTROLS*
20 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 I		Class	Lab	Credits
EET 141	Electronics Circuits	3.0	3.0	4.0
MAT 102	Intermediate Algebra (**or** higher)	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		8.0	6.0	10.0
SUMMER				
EET 145	Digital Circuits (**or** EET 140 and EET 143; **or** EEM 230)	3.0	3.0	4.0
IMT 170	Statistical Process Control	2.0	3.0	3.0
EEM 251	Programmable Controls	2.0	3.0	3.0
		7.0	9.0	10.0

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.

*Federal Gainful Employment Project

MECHATRONICS III - ADVANCED AUTOMATED SYSTEMS
21 SEMESTER HOURS

FALL II		Class	Lab	Credits
AMT 205	Robotics and Automated Controls II	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
		8.0	12.0	12.0
SPRING II				
EEM 221	DC/AC Drives	2.0	3.0	3.0
EEM 271	Sensors and System Interfacing	1.0	3.0	2.0
EEM 274	Technical/System Troubleshooting	3.0	3.0	4.0
		6.0	9.0	9.0

Advanced Manufacturing Technologies

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	**3 HOURS**
HUMANITIES/FINE ARTS: HSS 101, HSS 105	**6 HOURS**
SOCIAL/BEHAVIORAL SCIENCES: PSY 103	**3 HOURS**
NATURAL SCIENCES/MATH: MAT 155 or higher	**3 HOURS**
PRIMARY TECHNICAL SPECIALTY REQUIREMENTS: WLD 101, WLD 103, WLD 106, WLD 111, WLD 115, WLD 118, WLD 120, WLD 121, WLD 132, WLD 222, WLD 135,	**35 HOURS**
SECONDARY TECHNICAL SPECIALTY REQUIREMENTS: IDS 112, IMT 131, IMT 210, IMT 211, IMT 223	**14 HOURS**
TOTAL COURSE OF STUDY:	**64 HOURS**

		Class	Lab	Credit
FALL I				
IMT 210	Basic Industrial Skills I	3.0	3.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
WLD 101	Cutting Processes	0.5	1.5	1.0
WLD 106	Gas and Arc Welding	2.0	6.0	4.0
		13.5	16.5	14.0
SPRING I				
IMT 211	Basic Industrial Skills II	2.0	3.0	3.0
PSY 103	Human Relationships	3.0	0.0	3.0
WLD 111	Arc Welding I	2.0	6.0	4.0
WLD 118	Gas Metal Arc Welding Ferrous I	2.0	6.0	4.0
		9.0	15.0	14.0
SUMMER				
HSS 105	Technology and Culture	3.0	0.0	3.0
WLD 103	Print Reading I	0.5	1.5	1.0
WLD 115	Arc Welding III	2.0	6.0	4.0
WLD 120	Flux Cored Arc Welding I	2.0	6.0	4.0
		7.5	13.5	12.0
FALL II				
ENG 160	Technical Communications	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
WLD 121	Flux Cored Arc Welding II	0.5	1.5	1.0
WLD 132	Inert Gas Welding-Ferrous	2.0	6.0	4.0
		8.5	10.5	12.0
SPRING II				
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
IMT 223	Packing and Seals	2.0	3.0	3.0
WLD 135	Inert Gas Welding - Aluminum	2.0	6.0	4.0
WLD 222	Advanced Fabrication Welding	2.0	6.0	4.0
		7.0	15.0	12.0

For more information on General Technology degrees, see page 263.

BASIC WELDING CERTIFICATE*
20 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 and Open V-Groove Welds. This certificate is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops, maintenance welding, and structural steel and specialized welding processes.

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	Lab	Credit
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
WLD 101	Cutting Processes	0.5	1.5	1.0
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
		4.5	10.5	8.0
SPRING				
WLD 111	Arc Welding I	2.0	6.0	4.0
WLD 118	Gas Metal Arc Welding Ferrous I	2.0	6.0	4.0
		4.0	12.0	8.0
SUMMER				
WLD 115	Arc Welding III	2.0	6.0	4.0

*Federal Gainful Employment Project

INTERMEDIATE WELDING CERTIFICATE*
21 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 recommended)
- 8" high Steel Toe Boots

		Class	Lab	Credit
SUMMER				
WLD 103	Print Reading I	0.5	1.5	1.0
WLD 120	Flux Cored Arc Welding I	2.0	6.0	4.0
		2.5	7.5	5.0
FALL				
WLD 121	Flux Cored Arc Welding II	0.5	1.5	1.0
WLD 132	Inert Gas Welding – Ferrous	2.0	6.0	4.0
		2.5	7.5	5.0
SPRING				
IMT 211	Basic Industrial Skills II	2.0	3.0	3.0
WLD 135	Inert Gas Welding – Aluminum	2.0	6.0	4.0
WLD 222	Advanced Fabrication Welding	2.0	6.0	4.0
		4.5	13.5	11.0

*Federal Gainful Employment Project

Advanced Manufacturing Technologies

OCtech ADVANCED MANUFACTURING CAREERS META-MAJOR

A Meta-Major is a collection of related courses within an academic division or career area. Students who are undecided on a specific major may find a Meta-Major useful. The intent of selecting a Meta-Major is to help students choose a major/degree based on their interests, knowledge, skills, and abilities. A Meta-Major also allows students to explore within a career or academic area while still maximizing their choice of courses.

Students using the Advanced Manufacturing Careers Meta-Major are enrolled in the Associate of Applied Science in either Mechatronics or Industrial Electronics degree options while deciding upon their specific major. The chart below shows the courses that make up Advanced Manufacturing Careers Meta-Major. These courses are used in either Mechatronics, Industrial Electronics, or Industrial Electronics Electrical/Mechanical degree programs. Students taking Meta-Major courses may explore the Advanced Manufacturing Career options while ensuring that their earned credits will count toward a degree. Students interested in the Advanced Manufacturing Careers Meta-Major should inform their advisors of their interest area and follow the course list below during their first two semesters at OCtech.

ADVANCED MANUFACTURING CAREERS META-MAJOR: INDUSTRIAL ELECTRONICS (IET) OPTIONS & MECHATRONICS**

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
IMT 210	Basic Industrial Skills I	3.0	Fall	IET (AMT 155* substitution); Mechatronics
IMT 211	Basic Industrial Skills II	3.0	Spring	IET (AMT 160^ substitution); Mechatronics
EET 113*	Electrical Circuits I	4.0	Fall, Spring	Mechatronics; All EET programs (Substitute for EEM 118 for all IET)
IMT 131*	Hydraulics and Pneumatics	4.0	Fall	Mechatronics; IET
EET 141^	Electronic Circuits	4.0	Spring, Summer	Mechatronics; All EET programs; IET (Substitution of EEM 131)
EGR 112^	Engineering Programming	3.0	Spring	EET and Mechatronics (Substitute for CPT 170 for all IET)

ADVANCED MANUFACTURING CAREERS META-MAJOR (CONTINUED):

GENERAL EDUCATION COURSES

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
MAT 101*	Beginning Algebra	3.0	All	IET; Mechatronics
MAT 102^I	Intermediate Algebra	3.0	All	IET; Mechatronics
ENG 160^	Technical Communications	3.0	All	IET, All EET, and Mechatronics Programs
PSY 103	Human Relations	3.0	All	IET, All EET, and Mechatronics Programs
HSS 101	Introduction to Humanities	3.0	All	IET, All EET, and Mechatronics Programs
MAT 175	Algebra & Trig. I **or**			
MAT 110	College Algebra	3.0	Fall, Spring	EET (Substitute for MAT 101 for IET and Mech.)
MAT 176	Algebra & Trig. II or			
MAT 111	College Trig.	3.0	Spring, Summer	EET (Substitute for MAT 102 for IET and Mech.)

* Semester 1 suggested

^ Semester 2 suggested

**These hours may also be transferred into Electronics Engineering Technology (EET) programs. Please see your advisor.

Business

Business

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

CORE CURRICULUM 15 HOURS
Communications/Fine Arts:
*ENG 101, ENG 165 or *SPC 025
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 210, *ECO 211,
Natural Sciences/Math:
MAT 103 or *MAT 110 or MAT 155
MAJOR REQUIREMENTS 48 HOURS
*ACC 101, BUS 101, COL 107, CPT 119, *CPT 170, CPT 172, CPT 179, CPT 295 or IST 225, MGT 101, MGT 110, MGT 206, MGT 220, MGT 245, MGT 290, MKT 135, LOG 110
DIRECTIVE ELECTIVE 3 HOURS
ACC 102, ACC 150, ACC 240, LEG 122, LOG 111, LOG 112, LOG 113, LOG 114, LOG 235, MGT 201, SPA 101

TOTAL COURSE OF STUDY 66 HOURS

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 Administrative Office Technology program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

ASSOCIATE DEGREE IN APPLIED SCIENCE
ADMINISTRATIVE OFFICE TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 101	Introduction to Business	3.0	0.0	3.0
COL 107	Computer Literacy	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
CPT 119	Computing and Online Learning Fundamentals	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (**or** higher)	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER I				
CPT 172	Microcomputer Databases	3.0	0.0	3.0
ECO 201	Economics Concepts (**or** ECO 210 or ECO 211)	3.0	0.0	3.0
ENG 165	Professional Communications (**or** SPC 205)	3.0	0.0	3.0
MGT 110	Office Management	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
LOG 110	Introduction to Logistics	3.0	0.0	3.0
MGT 220	Operations Management I	3.0	0.0	3.0
****	Directed Elective	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING II				
CPT 295	Desktop Publishing Applications **or**			
IST 225	Internet Communications	3.0	0.0	3.0
MGT 245	Decision Support Systems	3.0	0.0	3.0
MGT 290	SCWE in Management	1.0	6.0	3.0
***	Humanities Elective	3.0	0.0	3.0
		10.0	6.0	12.0

A minimum grade of "C" is required in all courses.

Business

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.

Administrative Support courses can be applied to the Associate Degree in Administrative Office Technology.

CORE CURRICULUM 9 HOURS
Communications:
*ENG 101 , ENG 165 or *SPC 205
Natural Sciences/Math:
MAT 103 or *MAT 110 or MAT 155
MAJOR REQUIREMENTS 30 HOURS
*ACC 101, BUS 101, COL 107, CPT 119, CPT 170, CPT 172, CPT 179, MGT 110, MKT 135, MGT 206
DIRECTED ELECTIVE 3 HOURS
ACC 102, ACC 124, ACC 150, ACC 240, LOG 110, LOG 111,

TOTAL COURSE OF STUDY 42 HOURS

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

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 101	Introduction to Business	3.0	0.0	3.0
COL 107	Computer Literacy	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (**or** higher)	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
CPT 119	Computing and Online Learning Fundamentals	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
****	Directed Elective	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER I				
CPT 172	Microcomputer Databases	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
ENG 165	Professional Communications (**or** SPC 205)	3.0	0.0	3.0
MGT 110	Office Management	3.0	0.0	3.0
		12.0	0.0	12.0

A minimum grade of "C" is required in all courses.

*Federal Gainful Employment Project

Business

ASSOCIATE DEGREE IN APPLIED SCIENCE
BUSINESS ADMINISTRATION
69 SEMESTER HOURS

In today's highly competitive job market, an education that prepares students for work is more important than ever. The Business Administration curriculum is designed to be relevant to today's working world. Students are prepared to fill entry-level positions in industry, restaurants, retail stores and service companies.

The Business Administration 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 Business Administration 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 Business Administration program, you will:

- explore fundamental business, management, and accounting principles.
- learn to apply problem-solving strategies to real-life scenarios.
- analyze the strengths, weaknesses, opportunities and threats faced by companies today.
- implement basic financial planning techniques.
- learn the tools and techniques used in business operations that help owners or managers enhance their companies.

CORE CURRICULUM 15 HOURS
Communications:
*ENG 101, ENG 165 or *SPC 205
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 103 or *MAT 110 or higher

CORE REQUIREMENTS 34 HOURS
ACC 101, ACC 102, BAF 101, BUS 101, CPT 170, LEG 122, MGT 101, MGT 206, MGT 245, MGT 290, MKT 135

ACCOUNTING REQUIREMENTS 21 HOURS
ACC 116, ACC 201, ACC 202, ACC 124, ACC 150, ACC 230, ACC 240

ENTERPRISE MANAGEMENT REQUIREMENTS 21 HOURS
LOG 215, MGT 120, MGT 201, MGT 215, MGT 220, MGT 221, MKT 101

TOTAL COURSE OF STUDY 69 HOURS

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

After completing selected business and management courses, students can specialize in either Accounting or Enterprise Management.

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 Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Business

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Coastal Carolina University (Enterprise Management)
- Columbia College (Accounting or Enterprise Management)
- The Citadel (Enterprise Management)
- Claflin University (Enterprise Management)
- South Carolina State University (Enterprise Management)
- USC's Palmetto College (Enterprise Management)

See SC TRAC or the OCtech website for more information.

ASSOCIATE DEGREE IN APPLIED SCIENCE
BUSINESS ADMINISTRATION: ACCOUNTING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BAF 101	Personal Finance	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
MGT 101	Principles of Management (or MGT 120)	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
LEG 122	Business Law II	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
SPC 205	Public Speaking (**or** ENG 165)	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER I				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 116	Practical Accounting Applications I	3.0	0.0	3.0
ECO 201	Economic Concepts (or ECO 211)	3.0	0.0	3.0
MAT 103	Quantitative Reasoning	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 201	Intermediate Accounting I	3.0	0.0	3.0
ACC 230	Cost Accounting I	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
PHI 110	Ethics	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
ACC 202	Intermediate Accounting II	3.0	0.0	3.0
MGT 245	Decision Support Systems	3.0	0.0	3.0
MGT 290	SCWE in Management	1.0	6.0	3.0
		10.0	6.0	12.0

Minimum grade of "C" required in all courses.

BASIC ACCOUNTING CERTIFICATE*
27 SEMESTER HOURS

For students who do not have the time to complete an Associate Degree, 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 Business Administration: Accounting.

BASIC ACCOUNTING CERTIFICATE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING				
ACC 101	Accounting Principles I	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		9.0	0.0	9.0
SUMMER				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 116	Practical Accounting Applications I	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
		9.0	0.0	9.0
FALL				
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 230	Cost Accounting I	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" required in all courses.

*Federal Gainful Employment Project

ASSOCIATE DEGREE IN APPLIED SCIENCE
BUSINESS ADMINISTRATION: ENTERPRISE MANAGEMENT
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BAF 101	Personal Finance	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
LEG 122	Business Law II	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER I				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ECO 201	Economic Concepts (or ECO 211)	3.0	0.0	3.0
MAT 103	Quantitative Reasoning	3.0	0.0	3.0
MGT 120	Small Business Management	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ENG 165	Professional Communications (or SPC 205)	3.0	0.0	3.0
****	Humanities Elective	3.0	0.0	3.0
LOG 215	Supply Chain Management	3.0	0.0	3.0
MGT 215	Project Management	3.0	0.0	3.0
MGT 220	Operations Management I	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
MGT 201	Human Resource Management	3.0	0.0	3.0
MGT 221	Operations Management II	3.0	0.0	3.0
MGT 245	Decision Support Systems	3.0	0.0	3.0
MGT 290	SCWE in Management	1.0	6.0	3.0
		10.0	6.0	12.0

Minimum grade of "C" required in all courses.

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.

According to the Council of Supply Chain Management, in 2017, spending on logistic services was $1.5 trillion representing 8.9% of Gross Domestic Product (GDP).

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
CPT 170	Microcomputer Applications	3.0	0.0	3.0
LOG 110	Introduction to Logistics	3.0	0.0	3.0
LOG 111	Warehouse and Distribution Center Operations	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING I				
****	Directed Elective	3.0	0.0	3.0
LOG 113	Material Handling Technology	3.0	0.0	3.0
LOG 235	Traffic Management	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
		12.0	0.0	12.0

***Directed Elective (Choose one)
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 Program

Business

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 sustainability 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 in a Secondary Technical Specialty in Business 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 business skills that will allow them opportunities to expand employment options.

CORE CURRICULUM 19 HOURS
Communications: ENG 101, 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 or higher
Science: BIO 101
Computer Technology: CPT 170

PRIMARY Technical Specialty Requirements: 31 HOURS
AGR 201, AGR 202, AGR 203, AGR 204, AGR 205, AGR 206, AGR 211, AGR 214 or BAF 101, BIO 102
Secondary Technical Specialty Requirements: 15 HOURS
ACC 101, BUS 101, ECO 201, MGT 101, MKT 101
TOTAL COURSE OF STUDY 65 HOURS

Bachelor Degree Completion:

OCtech has an approved articulation agreement with Clemson University - Bachelor of Science Degree in Soils and Sustainable Crops.

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

Note: For details on General Technology degrees, see page 263.

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALTY: AGRICULTURE
SECONDARY TECHNICAL SPECIALTY: BUSINESS
65 SEMESTER HOURS

FALL I		**CLASS**	**LAB**	**CREDIT**
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
AGR 211	Agricultural Calculations	3.0	0.0	3.0
BIO 101	Biological Science I	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
		15.0	3.0	16.0
SPRING I				
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
BIO 102	Biological Science II	3.0	3.0	4.0
BUS 101	Introduction to Business	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
		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
ECO 201	Economics Concepts	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
	Humanities 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	SCWE in Sustainable Agriculture I	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
		12.0	3.0	13.0

SUSTAINABLE AGRICULTURE CERTIFICATE*
33 SEMESTER HOURS

As a leading industry in South Carolina, agriculture is vital to all areas of the state, especially the rural areas. Many current and future producers could benefit from an increase understanding of agriculture practices to improve the substantiality 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

		Class	Lab	Credit
FALL				
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
AGR 205	Pest Management	3.0	0.0	3.0
AGR 211	Agricultural Calculations	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING				
ACC 101	Accounting Principles I	3.0	0.0	3.0
AGR 202	Soils	3.0	3.0	4.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
		12.0	0.0	13.0
SUMMER				
AGR 203	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

Also see Associate in Applied Science in General Technology - Agriculture/Business.

*Federal Gainful Employment Program

Business

OCtech BUSINESS CAREERS META-MAJOR

A Meta-Major is a collection of related courses within an academic division or career area. Students who are undecided on a specific major may find a Meta-Major useful. The intent of selecting a Meta-Major is to help students choose a major/degree based on their interests, knowledge, skills, and abilities. A Meta-Major also allows students to explore within a career or academic area while still maximizing their choice of courses.

Students using the Business Careers Meta-Major are enrolled in the Associate of Applied Science in Business Administration degree while deciding upon their specific major. The chart shows the courses that make up the Business Career Meta-Major. These courses are used not only in Business Administration, but also in the Accounting and Administrative Office Technology degree programs. Students interested in the Business Careers Meta-Major should inform their advisors of their interest area and follow the course list below during their first two semesters at OCtech.

BUSINESS CAREERS META-MAJOR

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
ACC 101^	Accounting Principles I	3.0	All	All Business Programs
BUS 101*	Introduction to Business	3.0	All	All Business Programs
CPT 170*	Microcomputer Applications	3.0	All	All Business Programs
LEG 122^	Business Law II	3.0	Spring	All Business Programs
MGT 101*	Principles of Management	3.0	All	All Business Programs

GENERAL EDUCATION COURSES

ECO 211	Microeconomics **or**		All	
ECO 210^	Macroeconomics	3.0	Fall, Spring	All Business Programs
ENG 101*	English Composition I	3.0	All	All Business Programs
MAT 120	Probability and Statistics or			
MAT 110*	College Algebra	3.0	All	All Business Programs
SPC 205^	Public Speaking	3.0	All	All Business Programs
Humanities Elective^		3.0	All	All Business Programs

* Semester 1 suggested
^ Semester 2 suggested

Computer Technology

Computer Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
MAJOR IN COMPUTER TECHNOLOGY
69/72 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, mobile applications, network security, information technology and data assurance. The program prepares students in comprehensive current and cutting-edge educational programs, in order to cultivate knowledge planning, design and implementation of computer networks, cloud computing, systems analysis, database management, mobile-applications design and high-level object-oriented programs. In an age of technology where various devices such as manufacturing equipment, automobiles and even basic home appliances have access to the internet the need to properly understand, configure, design and maintain those devices are of the upmost importance.

Students opting to concentrate their studies in the Computer Programming (69 credit hours) area learn the concepts, principles and techniques of software production with both procedural and high-level object-oriented programming languages such as Python, JAVA and Database Fundamentals. Students are also required to take courses in web design that include topics such as HTML and ASP. Career opportunities in this area include the positions of Database Specialist, Computer Programmer and Site Administrator.

The area of Network Security and Information Assurance Technology (72 credit hours) involves a broad study of the foundations of; cloud computing, network management, network security and assessing security risks and vulnerabilities, in order to develop plans to minimize those threats. Career paths in this area include Computer Security Specialist, System Administrator, Systems Analyst, Information Systems Specialist, IT Support Technician, Project Managers, and Network Administrator.

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 33 HOURS
CPT 104, CPT 114, CPT 167, CPT 170, CPT 200, CPT 264, CPT 268, CPT 275, IST 166, IST 190, IST 257
PROGRAMMING REQUIREMENTS 21 HOURS
CPT 201, CPT 202, CPT 203, CPT 236, CPT 237, IST 226, IST 235
NETWORK SECURITY REQUIREMENTS 24 HOURS
CPE 250, IST 115, IST 201, IST 202, IST 198, IST 293, IST 260, IST 294

TOTAL COURSE OF STUDY 69/72 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.

The Computer Technology field calls for the ability to work with abstract concepts and to perform exacting technical analyses. It is recommended that students entering this program have a strong analytical and math background.

OCtech's Computer Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Computer Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
COMPUTER TECHNOLOGY - PROGRAMMING
SEMESTER CURRICULUM MODEL
69 CREDIT HOURS

		Class	Lab	Credit
FALL I				
MAT 101	Beginning Algebra (or higher)	3.0	0.0	3.0
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 114	Computers and Programming	3.0	0.0	3.0
CPT 200	Database Design I	3.0	0.0	3.0
CPT 202	SQL Programming I	3.0	0.0	3.0
IST 166	Network Fundamentals	3.0	0.0	3.0
IST 190	Linux Essentials	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER I				
CPT 201	Database Design II	3.0	0.0	3.0
CPT 203	SQL Programming II	3.0	0.0	3.0
CPT 236	Introduction to JAVA Programming	3.0	0.0	3.0
IST 257	LAN Server Technologies	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
CPT 237	Advanced JAVA Programming	3.0	0.0	3.0
ECO 201	Economic Concepts (or ECO 210; or ECO 211)	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
IST 235	Handheld Computer Programming	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CPT 264	Systems and Procedures	3.0	0.0	3.0
CPT 268	Computer End-User Support	3.0	0.0	3.0
CPT 275	Computer Technology Senior Project	3.0	0.0	3.0
***	Humanities Elective	3.0	0.0	3.0
		12.0	0.0	12.0

Bachelor Degree Completion:

OCtech has an approved articulation agreement with:

- Columbia College
- USC's Palmetto College
- University of South Carolina Upstate

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

DATABASE AND PROGRAMMING CERTIFICATE (CERTIPORT)
18 SEMESTER HOURS

Database and Programming 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 MTA- Microsoft Technology Associate Exam 98-364 Database Fundamentals exam. For students seeking professional certification, the courses map to Microsoft Technology Associate (MTA) content. This is the first part of the Certiport Certified Associate degree, an industry-recognized certification. At the end of Database Programming with PLSQL, students can complete this certification.

		Class	Lab	Credit
FALL I				
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
		6.0	0.0	6.0
SPRING I				
CPT 200	Database Design I	3.0	0.0	3.0
CPT 202	SQL Programming I	3.0	0.0	3.0
		6.0	0.0	6.0
SUMMER				
CPT 201	Database Design II	3.0	0.0	3.0
CPT 203	SQL Programming II	3.0	0.0	3.0
		6.0	0.0	6.0

** CPT 167, CPT 236

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

Computer Technology

Bachelor Degree Completion:

OCtech has an approved articulation agreement with:
- Columbia College
- USC's Palmetto College
- University of South Carolina Upstate

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
COMPUTER TECHNOLOGY - NETWORK SECURITY
AND INFORMATION ASSURANCE
SEMESTER CURRICULUM MODEL
72 CREDIT HOURS

		Class	Lab	Credit
FALL I				
MAT 101	Beginning Algebra (or higher)	3.0	0.0	3.0
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 114	Computers in Programming	3.0	0.0	3.0
CPT 202	SQL Programming I	3.0	0.0	3.0
IST 115	Human Aspects in Cybersecurity	3.0	0.0	3.0
IST 166	Network Fundamentals	3.0	0.0	3.0
IST 190	LINUX Essentials	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER I				
IST 201	CISCO Internetworking Concepts	3.0	0.0	3.0
IST 257	LAN Network Server Technologies	3.0	0.0	3.0
IST 260	Network Design	3.0	0.0	3.0
IST 293	IT and Data Assurance	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ECO 201	Economic Concepts (or ECO 210 or 211)	3.0	0.0	3.0
CPE 250	A+ Certification Prep	3.0	0.0	3.0
IST 202	CISCO Router Configuration	3.0	0.0	3.0
IST 294	IT and Data Assurance II	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CPT 264	Systems and Procedures	3.0	0.0	3.0
CPT 268	Computer End-User Support	3.0	0.0	3.0
CPT 275	Computer Technology Senior Project	3.0	0.0	3.0
IST 198	Cloud Essentials	3.0	0.0	3.0
***	Humanities Elective	3.0	0.0	3.0
		15.0	0.0	15.0

CERTIFICATE IN INTERNETWORKING*
21 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 the CCENT (100-105 ICDN1 Interconnecting CISCO Networking Devices, Part I) for entry-level network support positions or CCNA (100-105 ICDN1 Interconnecting CISCO Networking Devices Part I and 100-105 ICND2) exams.

		Class	Lab	Credit
FALL				
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
SPRING I				
IST 166	Network Fundamentals	3.0	0.0	3.0
IST 115	Human Aspects in Cybersecurity	3.0	0.0	3.0
		6.0	0.0	6.0
SUMMER I				
IST 201	CISCO Internetworking Concepts	3.0	0.0	3.0
IST 293	IT and Data Assurance I	3.0	0.0	3.0
		6.0	0.0	6.0
FALL II				
IST 202	CISCO Router Configuration	3.0	0.0	3.0
SPRING II				
CPT 268	Computer End-User Support	3.0	0.0	3.0
		3.0	0.0	3.0

Minimum grade of "C" is required in all courses.

*Federal Gainful Employment Project

Computer Technology

NETWORK ENGINEERING CERTIFICATE*
18 SEMESTER HOURS

This certificate program provides in-depth training in networking and server administration technology using Microsoft and various networking products and will assist in preparing the student to sit for the Microsoft Server, Network+and Security+ examinations. This certificate can completed online or with traditional and online classes. This program cannot be completed with evening classes only.

		Class	Lab	Credit
FALL				
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
		6.0	0.0	6.0
SPRING I				
IST 166	Network Fundamentals	3.0	0.0	3.0
SUMMER I				
IST 201	CISCO Internetworking Concepts	3.0	0.0	3.0
IST 257	LAN Network Server Technologies	3.0	0.0	3.0
IST 293	IT and Data Assurance I	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" is required in all courses.

*Federal Gainful Employment Project

Computer Technology

COMPUTER NETWORK SPECIALIST CERTIFICATE*
27 SEMESTER HOURS

This program provides entry-level training in computer troubleshooting/repair, network security and systems analysis and design. This certificate can be completed online or as a combination of traditional and online classes. This program cannot be completed with evening classes only. Students will have the opportunity to earn the Network+, A+, and Security+ industry certifications.

		Class	Lab	Credit
SPRING I				
IST 166	Network Fundamentals	3.0	0.0	3.0
IST 190	LINUX Essentials	3.0	0.0	3.0
IST 115	Human Aspects in Cybersecurity	3.0	0.0	3.0
		9.0	0.0	9.0
SUMMER I				
IST 293	IT and Data Assurance I	3.0	0.0	3.0
IST 201	CISCO Internetworking Concepts	3.0	0.0	3.0
		6.0	0.0	6.0
FALL				
IST 294	IT and Data Assurance II	3.0	0.0	3.0
CPE 250	A+ Certification Prep	3.0	0.0	3.0
		6.0	0.0	6.0
SPRING II				
IST 198	Cloud Essentials	3.0	0.0	3.0
CPT 268	Computer End User Support	3.0	0.0	3.0
		6.0	0.0	6.0

Minimum grade of "C" is required in all courses.

*Federal Gainful Employment Project

Criminal Justice

Criminal Justice

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 18 HOURS

Communications:
Student must successfully complete either ENG 160 and ENG 165 or ENG 101, ENG 102, and SPC 205 or ENG 101 and ENG 165. If the student plans to transfer to a 4-year program then the recommendation is to take the ENG 101, ENG 102, and SPC 205 combination.

Humanities/Fine Arts:
Choose one: ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HIS 101, HIS 102, HIS 201, HIS 202, HIS 115, HEC 103, HEC 104, HEC 105, HEC 106, HEC 108, HEC 109, HEC 112, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, OR REL 102;

Social/Behavioral Sciences:
Student must successfully compete PSY 201 and SOC 101.

Natural Sciences/Math (choose one):
Student must successfully complete MAT 101 or any higher-level Math course. These courses include: MAT 102, MAT 103, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 170, MAT 178, or MAT 179

MAJOR COURSES: 21 HOURS
Student must successfully complete CRJ 101, CRJ 110, CRJ 115, CRJ 125, CRJ 224, CRJ 236, CRJ 242

DEPARTMENTAL ELECTIVES: 27 HOURS
Students must complete 27 credit hours from the following list of courses: CPT 170, CRJ 102, CRJ 120, CRJ 130, CRJ 145, CRJ 202, CRJ 204, CRJ 220, CRJ 222, CRJ 230, CRJ 238, CRJ 240, CRJ 244, CRJ 246, CRJ 250, CRJ 275, CRJ 281, CRJ 282, CRJ 283, CRJ 284, LEG 121, PSC 201, PSC 215, SPA 101, or SPA 102.

It is suggested that students planning to transfer to a four-year institution select courses approved for transfer.

TOTAL COURSE OF STUDY 66 HOURS

Criminal Justice

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Columbia College
- The Citadel
- Claflin University
- South Carolina State University
- The University of South Carolina
- USC's Palmetto College
- USC Upstate

ASSOCIATE DEGREE IN APPLIED SCIENCE
CRIMINAL JUSTICE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
CRJ 102	Introduction to Security	3.0	0.0	3.0
CRJ 115	Criminal Law I	3.0	0.0	3.0
ENG 101	English Composition I* **or** ENG 160	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CRJ 125	Criminology	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	0.0	3.0
ENG 165	Professional Communications **or** SPC 205 Public Speaking*	3.0	0.0	3.0
***	Humanities/Fine Arts Requirement (HIS 202*)	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
SOC 101	Introduction to Sociology	3.0	0.0	3.0
CRJ 130	Police Administration	3.0	0.0	3.0
		6.0	0.0	6.0
FALL II				
CRJ 110	Police Patrol	3.0	0.0	3.0
CRJ 145	Juvenile Delinquency	3.0	0.0	3.0
CRJ 202	Criminalistics	3.0	0.0	3.0
CRJ 222	Ethics in Criminal Justice	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CRJ 120	Constitutional Law **or**			
CRJ 275	Criminal Inv, Traffic Stop, and Enforcement	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
CRJ 242	Correctional System	3.0	0.0	3.0
***	Math (MAT 101 or MAT 110)	3.0	0.0	3.0
		15.0	0.0	15.0

PRE-POLICE ACADEMY CERTIFICATE *
12 SEMESTER HOURS

The Police Pre-Academy Training (PPAT) certification is for individuals who seek to become employed as a law enforcement officer in South Carolina and become Class-1 Certified Law Enforcement Officers (LEO) through the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) pursuant to South Carolina Code of Laws Chapter 23. This program will be an option to begin the certification process as a law enforcement officer in South Carolina. Students entering the program are required to must be a U.S. citizen; must be a high school graduate (or have an equivalency); must successfully pass a criminal background check; and must be at least 20 years of age.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
CRJ 281	Police Science I	3.0	0.0	3.0
CRJ 282	Police Science II	3.0	0.0	3.0
CRJ 283	Police Science III	3.0	0.0	3.0
CRJ 284	Police Science IV	3.0	0.0	3.0
		12.0	0.0	12.0

Criminal Justice

FORENSICS CERTIFICATE *
27 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		Class	Lab	Credit
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
CRJ 115	Criminal Law I	3.0	0.0	3.0
CRJ 202	Criminalistics	3.0	0.0	3.0
ENG 160	Technical Communications **or** ENG 101	3.0	0.0	3.0
PSY 201	Introduction to Psychology	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 204	Advanced Crime Scene and Investigative Photo	3.0	0.0	3.0
CRJ 230	Criminal Investigation I	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
ENG 165	Professional Communications (or SPC 205)	3.0	3.0	3.0
		12.0	3.0	12.0

*Federal Gainful Employment Program

Criminal Justice

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		Class	Lab	Credit
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
CRJ 115	Criminal Law I	3.0	0.0	3.0
CRJ 102	Introduction to Security	3.0	0.0	3.0
CRJ 222	Ethics in Criminal Justice **or** LEG 135	3.0	0.0	3.0
ENG 160	Technical Communications **or** ENG 101	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 236	Criminal Evidence	3.0	0.0	3.0
CRJ 238	Industrial and Retail Security	3.0	3.0	3.0
		15.0	0.0	15.0

*Federal Gainful Employment Program

Criminal Justice

ASSOCIATE DEGREE IN APPLIED SCIENCE
CRIMINAL JUSTICE UNIVERSITY TRANSFER PROGRAM - USC UPSTATE
SEMESTER CURRICULUM MODEL - 72 SEMESTER HOURS

The Associate in Applied Science in Criminal Justice USC Upstate program provides students with a well-rounded study of the criminal justice system, focusing on the legal issues and fundamental concepts and principles associated with law enforcement, the courts, corrections, and juvenile justice. The program is designed to transfer, specifically to the Bachelor's degree program at USC Upstate.

CORE CURRICULUM **19 HOURS**
Communications: ENG 101, ENG 102, SPC 205
Humanities/Fine Arts (choose one): HIS 202, ART 101 or MUS 105
Natural Sciences (choose one): BIO 101, CHM 105 or CHM 110
Math: MAT 110

COURSE REQUIREMENTS **53 HOURS**
CPT 170, CRJ 101, CRJ 102, CRJ 115, CRJ 120, CRJ 125, CRJ 145, CRJ 224, CRJ 236, CRJ 242, LEG 121, PSC 201, PSC 215, PSY 201, SPA 101, SPA 102, SOC 101

TOTAL COURSE OF STUDY **72 HOURS**

		Class	Lab	Credit
FALL I				
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
CRJ 115	Criminal Law	3.0	0.0	3.0
ENG 101	English Composition 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	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CRJ 125	Criminology	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
PSC 201	American Government	3.0	0.0	3.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
		15.0	3.0	16.0
SUMMER				
BIO 101	Biological Science I (**or** CHM 105 **or** CHM 110)	3.0	3.0	4.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
		9.0	3.0	10.0
FALL II				
CRJ 102	Introduction to Security	3.0	0.0	3.0
CRJ 145	Juvenile Delinquency	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
PSC 215	State and Local Government	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
		15.0	3.0	16.0
SPRING II				
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 242	Correctional Systems	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	0.0	15.0

Early Care and Education

Early Care and Education

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE AND EDUCATION
68 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).

Students pursuing the Associate Degree in Applied Science in Early Care and Education are encouraged to transfer to a four-year institution to obtain a Baccalaureate Degree if they plan to teach in a K-12 environment. Early Care and Education students may also pursue careers as a paraprofessional in management, operations or instruction in a commercial daycare setting.

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, 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.

CORE CURRICULUM 19 HOURS
Communications:
ENG 101 and SPC 205
Humanities/Fine Arts (Choose one):
MUS 105 or ART 101
Social/Behavioral Sciences:
PSY 201
Natural Sciences/Math:
MAT 101 (or MAT 110 or MAT 120) and BIO 101 (or BIO 210 or BIO 117 or CHM 105 or CHM 110)
COURSE REQUIREMENTS 49 HOURS
COL 103, 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, IDS 112, MGT 101

TOTAL COURSE OF STUDY 68 HOURS

A grade point average of 2.0 is required to fulfill program requirements for graduation.

This Associate Degree does not lead to teacher certification unless the student completes the Baccalaureate Degree.

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, when applicable.

Early Care and Education

Bachelor Degree Completion:

OCtech has an approved articulation agreement with Columbia College, Claflin University and South Carolina State University.

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE & EDUCATION (FALL START - 68 HOURS)
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
COL 103	College Skills	3.0	0.0	3.0
CPT 101*	Introduction to Computers (or CPT 170*)	3.0	0.0	3.0
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 131	Language Arts	2.5	1.5	3.0
ENG 101*	English Composition I	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING I				
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
MAT 101	Beginning Algebra (or MAT 110* or MAT 120*)	3.0	0.0	3.0
MUS 105*	Music Appreciation (or ART 101*)	3.0	0.0	3.0
PSY 201*	General Psychology	3.0	0.0	3.0
		14.0	3.0	15.0
SUMMER I				
ECD 105	Guidance - Classroom Management	3.0	0.0	3.0
ECD 108	Family and Community Relations	3.0	0.0	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
		11.5	1.5	12.0
FALL II				
BIO 101*	Biological Sciences I (or BIO 210* or BIO 117 or CHM 105 or CHM 110*)	3.0	3.0	4.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 237	Methods and Materials	2.5	1.5	3.0
MGT 101	Principles of Management (or MGT 150)	3.0	0.0	3.0
		11.0	6.0	13.0
SPRING II				
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0	0.0	3.0
ECD 107	Exceptional Child	2.5	1.5	3.0
ECD 243	Supervised Field Experience I	2.0	4.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
SPC 205*	Public Speaking	3.0	0.0	3.0
		11.5	5.5	13.0

**Statewide University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.*

Early Care and Education

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE & EDUCATION
(SPRING START - 68 HOURS)
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING I				
COL 103	College Skills	3.0	0.0	3.0
CPT 101*	Introduction to Computers (or CPT 170*)	3.0	0.0	3.0
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 203	Growth and Development II	2.5	1.5	3.0
		14.0	3.0	15.0
SUMMER I				
ECD 105	Guidance - Classroom Management	3.0	0.0	3.0
ECD 108	Family and Community Relations	3.0	0.0	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
PSY 201*	General Psychology	3.0	0.0	3.0
		14.5	1.5	15.0
FALL I				
BIO 101*	Biological Sciences I (or BIO 210* or BIO 117 or CHM 105 or CHM 110*)	3.0	3.0	4.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 101*	English Composition I	3.0	0.0	3.0
		11.0	6.0	13.0
SPRING II				
ECD 107	Exceptional Child	2.5	1.5	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0	0.0	3.0
ECD 243	Supervised Field Experience I	2.0	4.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
MAT 101	Beginning Algebra (or MAT 110* or MAT 120*)	3.0	0.0	3.0
		11.5	5.5	13.0
SUMMER II				
ECD 131	Language Arts	2.5	1.5	3.0
MGT 101	Principles of Management (or MGT 150)	3.0	0.0	3.0
MUS 105*	Music Appreciation (or ART 101*)	3.0	0.0	3.0
SPC 205*	Public Speaking	3.0	0.0	3.0
		11.5	1.5	12.0

**Statewide University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.*

Early Care and Education

DIPLOMA IN APPLIED SCIENCE
EARLY CARE AND EDUCATION
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, and developmentally-appropriate curriculum methods 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.

CORE CURRICULUM 9 HOURS
Communications:
ENG 101*
Social/Behavioral Sciences:
PSY 201*
Natural Sciences/Math (choose one):
MAT 101, MAT 110 or MAT 120*

COURSE REQUIREMENTS 36 HOURS
COL 103, CPT 101 or CPT 170, ECD 101, ECD 102, ECD 105, ECD 108, ECD 131, ECD 133, ECD 135, ECD 203, MUS 105 or ART 101, Directed Elective

TOTAL COURSE OF STUDY 45 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.

Special Admissions Requirements
- Meet the specific program requirements outlined for admissions.
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory background check, when applicable.

Early Care and Education

DIPLOMA IN APPLIED SCIENCE
EARLY CARE AND EDUCATION **
45 SEMESTER HOURS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
COL 103	College Skills	3.0	0.0	3.0
CPT 101	Introduction to Computers (or CPT 170*)	3.0	0.0	3.0
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 131	Language Arts	2.5	1.5	3.0
ENG 101*	English Composition I	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING I				
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
***	Directed Elective	3.0	0.0	3.0
MAT 101	Beginning Algebra (or MAT 110* or MAT 120*)	3.0	0.0	3.0
MUS 105*	Music Appreciation (or ART 101*)	3.0	0.0	3.0
PSY 201*	General Psychology	3.0	0.0	3.0
		17.0	3.0	18.0
SUMMER I				
ECD 105	Guidance - Classroom Management	3.0	0.0	3.0
ECD 108	Family and Community Relations	3.0	0.0	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
		11.5	1.5	12.0

**Statewide University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.*

**Federal Gainful Employment Program

Early Care and Education

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE**
30 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 and discipline techniques.

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, when applicable.

SEMESTER CURRICULUM MODEL

FALL I		Class	Lab	Credit
COL 103	College Skills	3.0	0.0	3.0
CPT 101	Introduction to Computers (or CPT 170*)	3.0	0.0	3.0
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 131	Language Arts	2.5	1.5	3.0
ENG 101*	English Composition I	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING I				
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
***	Directed Elective	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
MUS 105*	Music Appreciation (or ART 101*)	3.0	0.0	3.0
		14.0	3.0	15.0

**Statewide University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.*

**Federal Gainful Employment Program

Engineering Technology

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC INSTRUMENTATION
76 or 79 SEMESTER HOURS

Electronic Instrumentation Technicians configure, program, calibrate, install and troubleshoot instruments that measure and control processes in automated and industrial environments. The process controlled systems maintained by these technicians are central to such production facilities as chemical plants, power plants, automotive and tire manufacturing, and many other automated control applications.

Other job responsibilities for these technicians include maintaining precision measuring instruments that record and control varying operating conditions. These conditions include vibration, temperature, humidity, pressure, flow, level, acceleration, pH, conductivity, and chemical makeup. Electronic Instrumentation Technicians select, install, and calibrate these instruments. In addition to these tasks, technicians also work with electrical and motor control systems. Technicians are also required to work with a variety of process control systems that require specialized programming, such as PLCs to optimize automatic and efficient operation.

Teamwork is very important in a career for an Instrumentation Technician. Good communication skills, both written and oral, are essential in the role of a Technician. Electronic Instrumentation Technicians must understand and apply electronic and electrical theory in their daily work activities; therefore, high school students interested in this field should take courses in mathematics and general physics.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101* and SPC 205 or ENG 160

Humanities/Fine Arts (choose one):

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 and

MAT 111, or MAT 175 and MAT 176

COURSE REQUIREMENTS 53 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, IDS 112

TOTAL COURSE OF STUDY 76 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 pre-requisites 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 multiple industry partners such as Dominion Energy and International Paper. Students who co-op during their Spring II semester 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.

Engineering Technology

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

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Columbia College
- South Carolina State University
- USC's Palmetto College

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC INSTRUMENTATION
(FALL START - 76 SEMESTER HOURS)
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EGR 108	Engineering Ethics	3.0	0.0	3.0
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
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I**	3.0	3.0	4.0
MAT 176	Algebra and Trigonometry II	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		11.0	9.0	14.0
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 103	Human Relations	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EET 227	Electrical Machinery	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
EIT 211	Introduction to Electronic Instrumentation I	3.0	6.0	5.0
EIT 215	Fundamental Industrial Instrumentation Procedures	2.0	0.0	2.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	12.0	16.0
SPRING II				
EIT 212	Introduction to Electronic Instrumentation II	3.0	6.0	5.0
EIT 220	Control Principles	2.0	3.0	3.0
EIT 242	Senior Project in Electronic Instrumentation	0.0	3.0	1.0
EIT 244	Computers and PLC's in Instrumentation	2.0	3.0	3.0
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		11.0	15.0	16.0
SPRING II	**(Co-Op Option)**			
EIT 240	Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.
*Project Lead the Way course **Transfer course ***Includes communications component
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.

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY- ELECTRONIC INSTRUMENTATION
(SPRING START - 76 SEMESTER HOURS)
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING I				
EGR 108	Engineering Ethics	3.0	0.0	3.0
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
PHY 201	Physics I **	3.0	3.0	4.0
		14.0	9.0	17.0
SUMMER I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 202	Physics II **	3.0	3.0	4.0
EET 145	Digital Circuits +	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
		11.0	12.0	15.0
FALL I				
EET 227	Electrical Machinery	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
EIT 211	Introduction to Electronic Instrumentation I	3.0	6.0	5.0
EIT 215	Fundamental Industrial Instrumentation Procedures	2.0	0.0	2.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	12.0	16.0
SPRING II				
EIT 212	Introduction to Electronic Instrumentation II	3.0	6.0	5.0
EIT 220	Control Principles	2.0	3.0	3.0
EIT 242	Senior Project in Electronic Instrumentation	0.0	3.0	1.0
MAT 176	Algebra and Trigonometry II	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		10.0	15.0	15.0
SUMMER II				
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
EIT 244	Computers and PLC's in Instrumentation	2.0	3.0	3.0
EGT 152	Fundamentals of CAD *	2.0	3.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		11.0	6.0	13.0

+ EET 140 Digital Electronics and EET 143 Digital Electronics Lab can be taken instead of EET 145.
*Project Lead the Way course
**Transfer course
***Includes communications component

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.

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY - ELECTRONIC INSTRUMENTATION
SEMESTER CURRICULUM MODEL
(UNIVERSITY TRANSFER - 79 SEMESTER HOURS)

		Class	Lab	Credit
FALL I				
EGR 108	Engineering Ethics	3.0	0.0	3.0
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 110	College Algebra **	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I** (or PHY 221)	3.0	3.0	4.0
MAT 111	College Trigonometry **	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		14.0	9.0	17.0
SUMMER				
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II** (or PHY 222)	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 201	General Psychology**	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EET 227	Electrical Machinery	2.0	3.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
EIT 211	Introduction to Electronic Instrumentation I	3.0	6.0	5.0
EIT 215	Fundamental Industrial Instrumentation Procedures	2.0	0.0	2.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	12.0	16.0
SPRING II				
EIT 212	Introduction to Electronic Instrumentation II	3.0	6.0	5.0
EIT 220	Control Principles	2.0	3.0	3.0
EIT 242	Senior Project in Electronic Instrumentation	0.0	3.0	1.0
EIT 244	Computers and PLC's in Instrumentation	2.0	3.0	3.0
	Humanities Elective	3.0	0.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		11.0	15.0	16.0
SPRING II	**(Co-Op Option)**			
EIT 240	Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145
*Project Lead the Way course **Transfer course ***Includes communications component
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.

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY -
ENGINEERING TECHNOLOGY PROGRAMMING
77 or 80 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 important since engineering technicians are often part of an engineering team.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101* and SPC 205 or 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 and MAT 111, or MAT 175 and MAT 176

COURSE REQUIREMENTS 54 HOURS

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 211, EIT 215, EIT 244, IDS 112

TOTAL COURSE OF STUDY 77/80 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.

Students who choose to take ENG 101 and ENG 102 must also take ENG 165 or SPC 205.

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.

Engineering Technology

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

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Columbia College
- South Carolina State University
- USC's Palmetto College

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY -
ENGINEERING TECHNOLOGY PROGRAMMING
SEMESTER CURRICULUM MODEL (77 HOURS)

		Class	Lab	Credit
FALL I				
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	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I**	3.0	3.0	4.0
MAT 176	Algebra and Trigonometry II	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		11.0	9.0	14.0
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 103	Human Relations	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EIT 211	Introduction to Electrical Instrumentation I	3.0	6.0	5.0
EET 227	Electrical Machinery	2.0	3.0	3.0
EIT 215	Fundamental Industrial Instrumentation Procedures	2.0	0.0	2.0
ENG 160	Technical Communications	3.0	0.0	3.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	12.0	16.0
SPRING II				
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
EGR 120	Engineering Computer Applications	2.0	3.0	3.0
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		13.0	12.0	17.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.
*Project Lead the Way course
**Transfer course
***Includes communications component

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.

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING TECHNOLOGY -
ENGINEERING TECHNOLOGY PROGRAMMING
SEMESTER CURRICULUM MODEL
(UNIVERSITY TRANSFER - 80 SEMESTER HOURS)

		Class	Lab	Credit
FALL I				
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 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
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I**	3.0	3.0	4.0
MAT 111	College Trigonometry**	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
	Humanities Elective	3.0	0.0	3.0
		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**	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EIT 211	Introduction to Electrical Instrumentation I	3.0	6.0	5.0
EET 227	Electrical Machinery	2.0	3.0	3.0
EIT 215	Fundamental Industrial Instrumentation Procedures	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
		12.0	12.0	16.0
SPRING II				
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
EGR 120	Engineering Computer Applications	2.0	3.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		13.0	12.0	17.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.
*Project Lead the Way course **Transfer course ***Includes communications component

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.

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.

		Class	Lab	Credit
EGR 112	Engineering Programming	2.0	3.0	3.0
EGR 130	Engineering Technology Applications and Programming	2.0	3.0	3.0
RPT 104	Introduction to Radiation and Protection, Safety and Fundamentals	3.0	0.0	3.0
RPT 113	Radiation Monitoring	3.0	3.0	4.0
RPT 125	Nuclear Math and Theory	3.0	0.0	3.0
		13.0	9.0	16.0

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ENGINEERING DESIGN TECHNOLOGY
79 SEMESTER HOURS

The nature and purpose of the Engineering Design Technology (EDT) program at OCtech is to prepare graduates with demonstrated professional competence in converting engineering products, ideas, and solutions into 2D CAD drawings and 3D CAD parametric drawing models. Students produce 3D prototypes, allowing them to experience the capabilities of the manufacturing process.

Specific skills mastered by Engineering Design Technology majors include the production of mechanical, architectural, electrical and civil drawings and the selection and design of architectural and mechanical systems, including plumbing, piping, and process equipment. The program covers piping layouts, piping and instrumentation diagrams, process pipe drafting, building information modeling, surveying, and 3-D residential design. Instruction includes 2-D commercial building design, 3-D plant layout, electronic schematics and 3-D commercial building design. In addition, the program utilizes internship agreements to give students on-the-job training while attending classes. This provides students with a higher success rate when they enter the workforce.

The goal of the Engineering Design Technology program is to prepare professional entry-level CAD technicians to apply technical skills while creating working drawings and models from a variety of software applications. Graduates of the Engineering Design Technology program may work with engineering and with designers in a wide variety of disciplines, such as Building Information Modeling (BIM), piping design, machine tool design, and architectural design.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101* and SPC 205 or ENG 160

Humanities/Fine Arts :

HIS 101*, HSS 101, HSS 105, PHI 101*

Social/Behavioral Science (choose one):

PSY 103, PSY 201*

Natural Sciences/Math:

PHY 201, PHY 202,MAT 101 and MAT 175, or MAT 110* and MAT 111*, or MAT 140* and MAT 141* or MAT 175 and MAT 176

COURSE REQUIREMENTS 53 HOURS

AET 101**, EGR 130**, EGR 194, EGT 110, EGT 115, EGT 151, EGT 152**, EGT 172, EGT 220, EGT 225, EGT 245, EGT 251,

EGT 252, EGT 258, EGT 259, EGT 265, IDS 112

ELECTIVES: 3 HOURS

CIM 131** or MTT 250

TOTAL COURSE OF STUDY 79 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.

**Project Lead The Way course

The Engineering Design Technology program is suitable for anyone desiring to enter the advanced manufacturing workforce or upgrade skills to improve earning capacity. The program offers flexible schedules and hybrid classes that are convenient for working individuals. Completion of the program will prepare students to become a design draftsman, tool designer, research assistant, engineering assistant, detailer, or a mechanical draftsman.

Engineering Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
ENGINEERING DESIGN TECHNOLOGY
79 SEMESTER HOURS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit	
FALL I					
EGT 152*	Fundamentals of CAD	2.0	3.0	3.0	
EGT 110	Engineering Graphics I	3.0	3.0	4.0	
EGT 151	Introduction to CAD	2.0	3.0	3.0	
AET 101*	Building Systems I	2.0	3.0	3.0	
MAT 101	Beginning Algebra (or higher)	3.0	0.0	3.0	
		12.0	12.0	16.0	
SPRING I					
EGT 115	Engineering Graphics II	3.0	3.0	4.0	
MAT 175	Algebra & Trigonometry I (**or** MAT 102)	3.0	0.0	3.0	
EGR 130*	Eng. Tech Applications and Program	2.0	3.0	3.0	
PHY 201	Physics I	3.0	3.0	4.0	
EGT 252	Advanced CAD	2.0	3.0	3.0	
		13.0	12.0	17.0	
SUMMER I					
EGT 220	Structural and Piping Applications	2.0	6.0	4.0	
EGT 259	Advanced Arch CAD	2.0	3.0	3.0	
CIM 131*	Computer Integrated Manufacturing **or**	2.0	3.0	3.0	
	(MTT 250 Principles of CNC	1.0	6.0	3.0)	
PHY 202	Physics 2	3.0	3.0	4.0	
EGT 172	Electronic Drafting	2.0	0.0	2.0	
		11.0	15.0	16.0	**or**
		(10.0	18.0	16.0)	
FALL II					
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	
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0	
EGT 258	Applications of CAD	2.0	3.0	3.0	
		11.0	12.0	15.0	
SPRING II					
EGT 225	Architectural Drawing Applications	2.0	6.0	4.0	
PSY 103	Human Relations	3.0	0.0	3.0	
HSS 105	Technology and Culture **or**				
HSS 101	Introduction to Humanities	3.0	0.0	3.0	
EGR 194	Statics and Strength of Materials	3.0	3.0	4.0	
IDS 112	Employability Skills for Careers	1.0	0.0	1.0	
		12.0	9.0	15.0	

*Project Lead the Way course

Engineering Technology

CERTIFICATE IN COMPUTER AIDED DESIGN I (CAD I)*
17 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

		Class	Lab	Credit
FALL				
EGT 152*	Fundamentals of CAD	2.0	3.0	3.0
EGT 110	Engineering Graphics I	3.0	3.0	4.0
EGT 151	Introduction to CAD	2.0	3.0	3.0
AET 101*	Building Systems I	2.0	3.0	3.0
		9.0	12.0	13.0
SPRING I				
EGT 115	Engineering Graphics II	3.0	3.0	4.0
		3.0	3.0	4.0

*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.
*Federal Gainful Employment Project

CERTIFICATE IN COMPUTER AIDED DESIGN II (CAD II)*
18 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, 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

		Class	Lab	Credit
SUMMER I				
EGT 220	Structural and Piping Applications	2.0	6.0	4.0
EGT 259	Advanced Arch CAD	2.0	3.0	3.0
EGT 172	Electronic Drafting	2.0	0.0	2.0
		6.0	9.0	9.0
FALL II				
EGT 251	Principles of CAD	2.0	3.0	3.0
EGT 265	CAD/CAM Applications	2.0	3.0	3.0
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0
		6.0	9.0	9.0

*Federal Gainful Employment Project

Engineering Technology

OCtech ENGINEERING SC STATE UNIVERSITY TRANSFER META-MAJOR

A Meta-Major is a collection of related courses within an academic division or career area. Students who are undecided on a specific major may find a Meta-Major useful. The intent of selecting a Meta-Major is to help students choose a major/degree based on their interests, knowledge, skills, and abilities. A Meta-Major also allows students to explore within a career or academic area while still maximizing their choice of courses.

Students who plan to transfer to SC State University to continue their education should use **the Engineering Technologies and Electrical Engineering Transfer (SC State University) Meta-Major and are enrolled in the Associate of Applied Science in Electronics Engineering Technology (EET) at OCtech.** Many of the courses listed in the charts below are used not only in the Associate of Science degree, but also in the Associate of Applied Science in Electronics Engineering Technology (EET) and Engineering Design Technology (EDT) degrees at OCtech. Students interested in the Engineering University Transfer Meta-Majors should inform their advisors of their interest area and follow the course lists below during their first semesters at OCtech.

ENGINEERING TECHNOLOGIES AND ELECTRICAL ENGINEERING TRANSFER (SC STATE UNIVERSITY) META-MAJOR

COURSE		HOURS	SEMESTERS	OCtech PROGRAMS
EGR 130*	Engineering Technology Applications and Programming	3.0	Fall, Spring	EET, EDT
EGR 112^	Engineering Programming	3.0	Spring	EET
EET 145**	Digital Circuits (or EET 140 & EET 141)	3.0	Summer	EET
EET 141^	Electronic Circuits	4.0	Spring, Summer	EET
EIT 110**	Principles of Instrumentation	3.0	Summer	EET
	GENERAL EDUCATION COURSES			
MAT 110	College Algebra or			
MAT 175*	Algebra & Trig. I	3.0	Fall	EET, EDT
MAT 111	College Trig. **or**			
MAT 176^	Algebra & Trig. II	3.0	Spring	EET, EDT
ENG 101*	English Composition I	3.0	All	EET, EDT
ENG 102^	English Composition II	3.0	All	EET, EDT
ENG 160*	Technical Communications **or**			
SPC 205	Public Speaking	3.0	All	EET, EDT
CHM 110	College Chemistry I	4.0	Fall	
HIS 101	Western Civilization (to 1689) **or**			
HIS 102	Western Civilization (Post 1689)	3.0	Fall, Spring	EET, EDT
PSY 201*	General Psychology	3.0	All	EET, EDT
PHY 201^	Physics I	4.0	Spring	EET, EDT
PHY 202	Physics II	4.0	Summer	EET, EDT
PHY 221^	University Physics I	4.0	Spring	EET, EDT
PHY 222	University Physics II	4.0	Summer	EET, EDT

* Semester 1 ^ Semester 2 ** Semester 3

Health Science

Health Science

ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY
NURSING PREPARATION AND CLINICAL STUDIES
PRIMARY TECHNICAL SPECIALTY: PATIENT CARE TECHNICIAN
SECONDARY TECHNICAL SPECIALTY: BIOLOGY
73-74 SEMESTER HOURS

The Associate in Applied Science in General Technology Nursing Preparation and Clinical Studies program prepares students to enter the Associate in Applied Science in Nursing or the Licensed Practical Nursing diploma program. Students will complete general education classes while earning certifications to help increase opportunities to enter the workforce. The curriculum provides classroom, clinical and laboratory experience for students preparing to apply to competitive entry programs here at Orangeburg-Calhoun Technical College. This degree is not designed for transfer to a four-year institution.

The primary specialty for this degree is Patient Care Technician, which includes the following certifications: Certified Nursing Assistant, Phlebotomy Technician, and Electrocardiography or Dialysis Technician. Students will gain a secondary specialty in Biology, providing an opportunity to set a strong foundation in anatomy, physiology and microbiology. Students in this program also have the opportunity to complete electives in allied health, natural sciences, social sciences and humanities.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 21-22 HOURS

Communications:
ENG 101**, SPC 205

Humanities/Fine Arts (choose one):
HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 101, HSS 105, PHI 101, PHI 110, ART 101, MUS 105, REL 101

Mathematics: MAT 101 and MAT 102 (or higher) or MAT-105

Natural Science: BIO 118* or higher (cannot be used to satisfy primary specialty)

Social/Behavioral Sciences:
PSY 201

PRIMARY SPECIALTY 28-29 HOURS
AHS 163 (or AHS 149 and AHS 155), AHS 106, AHS 141 and AHS 144 (or MGT 101, MGT 110 AND MKT 135), AHS 145 and AHS 166 (or AHS 222 and AHS 223), BIO 117* or higher, CPT 101 or CPT 170, PSY 203

SECONDARY SPECIALTY 12 HOURS
BIO 210**, BIO 211**, BIO 225**

ELECTIVES: 12 HOURS
AHS 104, AHS 119 (or BIO 126), AHS 140, AHS 210 (or BIO 240), ART 101 or MUS 105, BIO 101, BIO 102, CHM 105, CHM 110**, COL 101*, COL 103*, ENG 102**, IDS 112, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 73-74 HOURS

*These courses do not transfer.
** 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 advisor in regard to pre-requisites prior to enrolling in these courses.

NOTE: BIO 117/118 satisfies requirements in Medical Assisting and specific certificate programs.

ASSOCIATE IN SCIENCE
NURSING PREPARATION AND CLINICAL STUDIES
SEMESTER CURRICULUM MODEL

FALL I				
BIO 117	Basic Anatomy & Physiology I (or higher)	3.0	3.0	4.0
MAT 105	Introduction to College Algebra	5.0	0.0	5.0
ENG 101	English Composition	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
		16.5	4.5	18.0
SPRING I				
AHS 106	CPR & First Aid	1.0	0.0	1.0
AHS 163	Long Term Care (or AHS 149 and AHS 155)	2.0	9.0	5.0
BIO 118	Basic Anatomy & Physiology II (or higher)	3.0	3.0	4.0
AHS 210	Nutrition for Health Professionals (or BIO 240)	3.0	0.0	3.0
		9.0	12.0	13.0
SUMMER				
AHS 140	Therapeutics for Health	3.0	0.0	3.0
AHS 119	Health Careers (or BIO 126)	3.0	0.0	3.0
BIO 210	Anatomy & Physiology I (or Directed Elective)	3.0	3.0	4.0
		9.0	3.0	10.0
FALL II				
AHS 141	Phlebotomy for the Health Care Provider (or MGT 101)	1.0	6.0	3.0
AHS 144	Phlebotomy Practicum (or MGT 110 and MKT 135)	0.0	15.0	5.0
BIO 211	Anatomy & Physiology II (or Directed elective)	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
		7.0	24.0	15.0
SPRING II				
AHS 145	Electrocardiography (or AHS 222)	1.0	3.0	2.0
AHS 166	ECG in a Clinical Setting (or AHS 223)	0.0	6.0	2.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
CPT 170	Microcomputer Applications (or CPT 101)	3.0	0.0	3.0
BIO 225	Microbiology (or Directed Elective)	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		13.0	12.0	17.0

For more information on General Technology Degrees, see page 263.

Health Science

ASSOCIATE DEGREE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY
HEALTHCARE PREPARATION & CLINICAL STUDIES
PRIMARY TECHNICAL SPECIALTY: PATIENT CARE TECHNICIAN
SECONDARY TECHNICAL SPECIALTY: ALLIED HEALTH
73-74 SEMESTER HOURS

The Associate in Applied Science in General Technology Healthcare Preparation and Clinical Studies program prepares students to enter the Associate in Applied Science in Radiologic Technology, the Associate in Applied Science in Physical Therapist Assistant, or the Medical Assisting diploma program. Students will complete general education classes while earning certifications to help increase opportunities to enter the workforce. The curriculum provides classroom, clinical and laboratory experience for students preparing to apply to competitive entry programs here at Orangeburg-Calhoun Technical College. This degree is not designed for transfer to a four-year institution.

The primary specialty for this degree is Patient Care Technician, which includes the following certifications: Certified Nursing Assistant, Phlebotomy Technician, and Electrocardiography or Dialysis Technician. Students will gain a secondary specialty in Allied Health, providing an opportunity to gain knowledge in medical terminology, health careers, nutrition and therapeutics. Students in this program will complete electives in natural sciences, social sciences and humanities.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 21-22 HOURS

Communications:
ENG 101**, SPC 205

Humanities/Fine Arts (choose one):
HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 101, HSS 105, PHI 101, PHI 110, ART 101, MUS 105, REL 101

Mathematics: MAT 101 and MAT 102 (or higher) or MAT-105

Natural Science: BIO 118* or higher (cannot be used to satisfy primary specialty)

Social/Behavioral Sciences:
PSY 201

PRIMARY SPECIALTY 28-29 HOURS
AHS 163 (or AHS 149 and AHS 155), AHS 106, AHS 141 and AHS 144 (or MGT 101, MGT 110 AND MKT 135), AHS 145 and AHS 166 (or AHS 222 and AHS 223), BIO 117* or higher, CPT 101 or CPT 170, PSY 203

SECONDARY SPECIALTY 12 HOURS
AHS 104, AHS 119 (or BIO 126), AHS 140, AHS 210 (or BIO 240)

ELECTIVES: 12 HOURS
ART 101 or MUS 105, BIO 101, BIO 102, BIO 210**, BIO 211**, BIO 225**, CHM 105, CHM 110**, COL 101*, COL 103*, ENG 102**, IDS 112, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 73-74 HOURS

*These courses do not transfer.
** 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 advisor in regard to pre-requisites prior to enrolling in these courses.

Health Science

ASSOCIATE IN SCIENCE
HEALTHCARE PREPARATION AND CLINICAL STUDIES
SEMESTER CURRICULUM MODEL

FALL I				
BIO 117	Basic Anatomy & Physiology I (or higher)	3.0	3.0	4.0
MAT 105	Introduction to College Algebra	5.0	0.0	5.0
ENG 101	English Composition	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
		16.5	4.5	18.0
SPRING I				
AHS 106	CPR & First Aid	1.0	0.0	1.0
AHS 163	Long Term Care (or AHS 149 and AHS 155)	2.0	9.0	5.0
BIO 118	Basic Anatomy & Physiology II (or higher)	3.0	3.0	4.0
AHS 210	Nutrition for Health Professionals (or BIO 240)	3.0	0.0	3.0
		9.0	12.0	13.0
SUMMER				
AHS 140	Therapeutics for Health	3.0	0.0	3.0
AHS 119	Health Careers (or BIO 126)	3.0	0.0	3.0
BIO 210	Anatomy & Physiology I (or Directed Elective)	3.0	3.0	4.0
		9.0	3.0	10.0
FALL II				
AHS 141	Phlebotomy for the Health Care Provider (or MGT 101)	1.0	6.0	3.0
AHS 144	Phlebotomy Practicum (or MGT 110 and MKT 135)	0.0	15.0	5.0
BIO 211	Anatomy & Physiology II (or Directed elective)	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
		7.0	24.0	15.0
SPRING II				
AHS 145	Electrocardiography (or AHS 222)	1.0	3.0	2.0
AHS 166	ECG in a Clinical Setting (or AHS 223)	0.0	6.0	2.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		13.0	9.0	16.0

For more information on General Technology Degrees, see page 263.

Health Science

ASSOCIATE DEGREE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT
78 SEMESTER HOURS

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, sub-acute facilities, home health care, education or research centers, school systems, hospices, corporate or industrial health 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 206, PTH 226, PTH 235, 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 Program (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-two (max.) students are selected for enrollment in the Physical Therapist Assistant Program each summer.

Health Science

A Criminal Background Check, drug screen, physical, immunization record, proof of First-Aid training, and CPR certification through the American Heart Association will be required before 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 Therapist Assistant 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 for the promotion of health and wellness.

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 Therapist Assistance Examination.

The Physical Therapist Assistant Program (PTA) at Orangeburg Calhoun Technical College (OCtech) is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the PTA Program at OCtech directly, please call Program Coordinator, Lynn Fralix, at 803-535-1305 or email fralixlw@octech.edu.

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Columbia College
- Coastal Carolina University
- Medical University of South Carolina

ASSOCIATE DEGREE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
CPT 170	Microcomputer Application **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	3.0	16.0
SUMMER I				
PTH 205	Physical Therapy Functional Anatomy	3.0	3.0	4.0
PTH 101	Physical Therapy Professional Preparation	2.0	0.0	2.0
PTH 102	Introduction to Physical Therapy*	1.0	3.0	2.0
PTH 206	Therapeutic Procedures	1.0	3.0	2.0
		7.0	9.0	10.0
FALL II				
PTH 202	Physical Therapy Modalities	3.0	3.0	4.0
PTH 226	Therapeutic Exercises	2.0	3.0	3.0
PTH 235	Interpersonal Dynamics*	2.0	0.0	2.0
PTH 115	Pathology for Physical Therapist Assistants*	3.0	0.0	3.0
PTH 266	Physical Therapy Practicum I	0.0	18.0	6.0
		10.0	24.0	18.0
SPRING II				
PTH 275	Advanced Professional Preparation*	1.0	0.0	1.0
PTH 270	Special Topics in Physical Therapy	3.0	0.0	3.0
PTH 242	Orthopedic Management	3.0	3.0	4.0
PTH 244	Rehabilitation	3.0	3.0	4.0
PTH 276	Physical Therapy Practicum II	0.0	18.0	6.0
		10.0	24.0	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.

*Communication/Speech component included.

Health Science

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 23 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:
CPT 101 or CPT 170
COURSE REQUIREMENTS 70 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, 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.

Health Science

The program goals are:
Goal 1: The student will apply critical thinking skills.
Goal 2: The student will demonstrate clinical competency.
Goal 3: The student will demonstrate the ability to communicate effectively.

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 website: 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 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.

Health Science

Bachelor Degree Completion:

OCtech has approved articulation agreements with:

- Columbia College
- Coastal Carolina University
- Medical University of South Carolina

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
RADIOLOGIC TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
RAD 101	Introduction to Radiography *	1.0	3.0	2.0
RAD 102	Radiology Patient Care Procedures	1.0	3.0	2.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
RAD 152	Applied Radiography I	0.0	6.0	2.0
RAD 130	Radiographic Procedures I	2.0	3.0	3.0
		10.0	18.0	16.0
SPRING I				
ENG 101	English Composition I	3.0	0.0	3.0
BIO 211	Anatomy and 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	2.0	3.0	3.0
		10.0	24.0	18.0
SUMMER I				
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	3.0	3.0	4.0
		6.0	18.0	12.0
FALL II				
RAD 230	Radiographic Procedures III	2.0	3.0	3.0
RAD 258	Advanced Radiography I	0.0	24.0	8.0
RAD 210	Radiographic Imaging III	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		8.0	27.0	17.0
SPRING II				
RAD 201	Radiation Biology	2.0	0.0	2.0
RAD 220	Selected Imaging Topics	3.0	0.0	3.0
RAD 268	Advanced Radiography II	0.0	24.0	8.0
CPT 170	Microcomputer Applications (or CPT 101)	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		11.0	24.0	19.0
SUMMER II				
RAD 278	Advanced Radiography III	4.0	12.0	8.0
RAD 235	Radiography Seminar I	1.0	0.0	1.0
AHS 145	Electrocardiography	1.0	3.0	2.0
		6.0	15.0	11.0

**Speech component included.*

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 Post-Primary 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 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. (Details are provided in the acceptance packet.)

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 director 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 U.S. Bureau of Labor, Magnetic Resonance Imaging Technologists is projected to grow 7%% from 2019 to 2029, faster than the average for all occupations. The median annual wage for MRI technologists was $68,730 in South Carolina.
(Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Radiologic and MRI Technologists, (visited February 15, 2021).

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
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

SPRING				
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	15.0	5.0
		8.0	15.0	13.0

All courses will be offered online. The Clinical Practicum will take place at an approved site local to the student.

**Communication component included.

*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 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 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 Post-Primary 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 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 sit for the American Registry of Radiologic Technologists (ARRT) Mammography exam. This program accepts a limited number of students.

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 director in order to be considered for acceptance.

If you are considering becoming a mammography technologist, 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 technologists, according to the U.S. Bureau of Labor Statistics (www.bls.gov). The BLS predicts that, overall, the employment of Mammographers, will grow by approximately 9% during 2014-2024.

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CERTIFICATE IN MAMMOGRAPHY
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
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

All courses will be offered online. Clinical Applications (RAD 125) will take place at an approved site local to the student.
** Communication component included.

Health Science

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY SPECIALTY: FIRE SCIENCE/EMERGENCY MEDICAL TECHNICIAN
SECONDARY SPECIALTY: CRIMINAL JUSTICE
63 SEMESTER HOURS

CORE CURRICULUM **28 HOURS**
Communications: ENG 101, SPC 205
Humanities/Fine Arts (Choose one): Humanities Elective
Social/Behavioral Sciences: PSY 201, HSS 101
Natural Sciences: BIO 117 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.

Bachelor Degree Completion:

OCtech has an approved articulation agreement with:
- USC's Palmetto College
- Columbia College

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY SPECIALTY: FIRE SCIENCE/EMERGENCY MEDICAL TECHNICIAN
SECONDARY SPECIALTY: CRIMINAL JUSTICE
63 SEMESTER HOURS

		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 117	Basic Anatomy and Physiology I **or**			
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
EMS 105	Emergency Medical Care I	2.0	6.0	4.0
		10.5	10.5	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
		11.0	12.0	15.0
FALL II				
ENG 101	English Composition	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
CPT 101	Introduction to Computers **or**	3.0	0.0	3.0
CPT 170	Microcomputer Applications	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
SPRING II				
CRJ 224	Police Community Relations	3.0	0.0	3.0
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

Students must complete the equivalent of 10 semester credit hours of South Carolina Fire Academy (SCFA), or National Fire Academy

For more information on General Technology Degrees, see page 263.

Health Science

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: MEDICAL ASSISTING
SECONDARY TECHNICAL SPECIALITY: PHLEBOTOMY
61 SEMESTER HOURS

CORE CURRICULUM: 16 HOURS
Communications: ENG 160 or higher
Humanities/Fine Arts: (Choose one): HIS 101, HIS 102, HIS 201, HIS 202, HSS 101, HSS 105, PHI 101, PHI 110, REL 101, ART 101, or MUS 105
Social/Behavioral Sciences: PSY-201
Natural Sciences: (Choose one): BIO 117, BIO 118, or BIO 210
Math: MAT 155 or higher
COURSE REQUIREMENTS: 45 HOURS
(Primary Technical Specialty) MED 107, AHS 104, AHS 110, MED 115, MED 105, MED 112, MED 156, CPT 170, IDS 112
(Secondary Technical Specialty) AHS 106, AHS 136, AHS 140, AHS 141, AHS 144,

		Class	Lab	Credit
SUMMER I				
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.0
AHS 141	Phlebotomy for the Health Care Provider	1.0	6.0	3.0
AHS 144	Phlebotomy Practicum	0.0	15.0	5.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		5.0	21.0	12.0
FALL I				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
ENG 160 (or higher)	Technical Communications	3.0	0.0	3.0
MED 105	Medical Assisting Office Skills I	3.0	6.0	5.0
MED 107	Medical Office Management	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
		14.5	10.5	18.0
SPRING I				
AHS 136	Essentials of A&P	2.0	3.0	3.0
MED 115	Medical Office Lab Procedures I	3.0	3.0	4.0
AHS 110	Patient Care Procedures	1.0	3.0	2.0
MAT 155 (or higher)	Contemporary Mathematics	3.0	0.0	3.0
MED 112	Medical Assisting Pharmacology	2.0	0.0	2.0
		11.0	9.0	15.0
SUMMER II				
MED 156	Clinical Experience I	1.0	15.0	6.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
******	Humanities (HSS-101 or HSS-105)	3.0	0.0	3.0
BIO 117	Basic Anatomy and Physiology I (or higher)	3.0	3.0	4.0
AHS 140	Therapeutics for Health	2.0	3.0	3.0
		10.0	21.0	17.0

For more information on General Technology Degrees, see page 263.

Health Science

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: PATIENT CARE TECHNICIAN
SECONDARY TECHNICAL SPECIALITY: PHLEBOTOMY
62/64 SEMESTER HOURS

CORE CURRICULUM **19 HOURS**
Communications:
*ENG 101, SPC 205
Humanities/Fine Arts (Choose one):
HIS 101, HSS 101, HSS 105, PHI 101
Social/Behavioral Sciences:
*PSY 201
Math:
MAT 155 or higher
Science:
BIO 117 or higher

PRIMARY SPECIALITY **28 HOURS**
**AHS 104, AHS 119 (or AHS 180, AHS 145 (or AHS 222), AHS 163 (or AHS 149 and AHS 155), AHS 166 (or AHS 223), BIO 118 or higher, COL 103, CPT 101 or CPT 170, PSY 203
SECONDARY SPECIALTY **12 HOURS**
AHS 106, AHS 140, AHS 141, AHS 144
DIRECTED ELECTIVE
choose two: AHS 210 (or BIO 240), BIO 126, BIO 210 or higher, IDS 112
TOTAL COURSE OF STUDY **60/62 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. ENG 155 will also be accepted to satisfy the ENG 101 requirement.

**Minimum of 80% competency required in all AHS courses.

Bachelor Degree Completion:

OCtech has an approved articulation agreement with:
- USC's Palmetto College
- Columbia College

Health Science

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: PATIENT CARE TECHNICIAN
SECONDARY TECHNICAL SPECIALITY: PHLEBOTOMY
62/64 SEMESTER HOURS

		Class	Lab	Credit
SEMESTER 1				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
AHS 106	CPR & First Aid	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
COL 103	College Skills	3.0	0.0	3.0
		8.5	10.5	12.0
SEMESTER 2				
AHS 141	Phlebotomy for the Health Care Provider	1.0	6.0	3.0
AHS 144	Phlebotomy Practicum	0.0	15.0	5.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or higher)	3.0	0.0	3.0
		7.0	21.0	14.0
SEMESTER 3				
AHS 119	Health Careers **or** AHS 140 **or** AHS 180	3.0	0.0	3.0
BIO 117	Basic Anatomy & Physiology I	3.0	3.0	4.0
ENG 101	English Composition	3.0	0.0	3.0
		9.0	3.0	10.0
SEMESTER 4				
BIO 118	Basic Anatomy & Physiology II	3.0	3.0	4.0
AHS 145	Electrocardiography **or**			
AHS 222	Introduction to Dialysis Technician	1.0/2.0	3.0/0.0	2.0
AHS 166	ECG in a Clinical Setting **or**			
AHS 223	Dialysis Technician Practicum	0.0/2.0	6.0	2.0/4.0
PSY 201	General Psychology	3.0	0.0	3.0
		7.0/10.0	9.0/12.0	11.0/13.0
SEMESTER 5				
AHS 210	Nutrition for Healthcare Professionals **or** BIO 240	3.0	0.0	3.0
CPT 170	Microcomputer Applications **or** CPT 101	3.0	0.0	3.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
***	Directed Elective	3.0	0.0	3.0
		15.0	3.0	15.0

Students must have successfully completed AHS 141 and 144 prior to taking AHS 222 and 223.

For more information on General Technology Degrees, see page 263.

Health Science

CERTIFICATE IN PATIENT CARE TECHNICIAN (PCT)*
37/39 SEMESTER HOURS

Patient care technicians are multi-skilled healthcare providers, with training in basic patient care, blood collection, and electrocardiography or hemodialysis. 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. Students may choose courses leading to national certification in Electrocardiography (ECG) or courses that qualify them to sit for the Clinical Hemodialysis Technician (CHT) Certification.

The PCT curriculum consists of a three semester course load, including nursing assistant, phlebotomy, and electrocardiography or hemodialysis. 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. Dialysis technician training will introduce the everyday care of the dialysis patient, graft access, and the operation of dialysis machines. 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		Class	Lab	Credit
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
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
ENG 101	English Composition I	3.0	0.0	3.0
		8.5	10.5	12.0
Semester 2				
AHS 141	Phlebotomy for the Health Care Provider	1.0	6.0	3.0
AHS 144	Phlebotomy Practicum	0.0	15.0	5.0
PSY 201	General Psychology	3.0	0.0	3.0
		4.0	21.0	11.0
Semester 3				
AHS 145	Electrocardiography **or**			
AHS 222	Introduction to Dialysis Technician	1.0/2.0	3.0/0.0	2.0
AHS 166	ECG in a Clinical Setting **or**			
AHS 223	Dialysis Technician Practicum	0.0/2.0	6.0	2.0/4.0
BIO 117	Basic Anatomy & Physiology I	3.0	3.0	4.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or higher)	3.0	0.0	3.0
		10.0/12.0	12.0/9.0	14.0/16.0

*Federal Gainful Employment Program
Students must have successfully completed AHS 141 and 144 prior to taking AHS 222 and 223.

Health Science

DIPLOMA IN APPLIED SCIENCE
MEDICAL ASSISTING*
51-52 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.

CORE CURRICULUM 12 HOURS
Communications: ENG 160
Computer Technology: CPT 170
Social/Behavioral Sciences: PSY 201
Natural Sciences/Math: MAT 155
COURSE REQUIREMENTS 39 HOURS
AHS 104, AHS 106, AHS 110, AHS 136 (or BIO 117 or higher), AHS 141, AHS 144, CPT 170, IDS 112, MED 105, MED 107, MED 112, MED 115, MED 156

TOTAL COURSE OF STUDY 51-52 HOURS

COL 103, College Skills, is recommended for new students.

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, 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.

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.

Health Science

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 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) (www.maerb.org). CAAHEP, 9355 113th St. North, Suite 7709, Seminole, FL 33775 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.

MEDICAL ASSISTING*
SEMESTER CURRICULUM MODEL

PHASE 1		**Class**	**Lab**	**Credit**
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.0
AHS 141	Phlebotomy for the Health Care Provider	1.0	6.0	3.0
AHS 144	Phlebotomy Practicum	0.0	15.0	5.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		5.0	21.0	12.0
PHASE 2				
FALL				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
ENG 160 (or higher)	Technical Communications	3.0	0.0	3.0
MED 105	Medical Assisting Office Skills I	3.0	6.0	5.0
MED 107	Medical Office Management	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
		14.5	10.5	18.0
SPRING				
AHS 136	Essentials of A&P (BIO 117 or higher)	2.0	3.0	3.0
MAT 155 (or higher)	Contemporary Mathematics	3.0	0.0	3.0
MED 115	Medical Office Lab Procedures I	3.0	3.0	4.0
AHS 110	Patient Care Procedures	1.0	3.0	2.0
MED 112	Medical Assisting Pharmacology	2.0	0.0	2.0
		11.0	9.0	14.0
SUMMER				
MED 156	Clinical Experience I	1.0	15.0	6.0
IDS 112	Employability Skills for Careers	1.0	0.0	1.0
		2.0	15.0	7.0

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN*
16 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	1.0
AHS 104	Medical Vocabulary/Anatomy	3.0	0.0	3.0
EMS 105	Emergency Medical Care I	2.0	6.0	4.0
		6.0	6.0	8.0
Spring				
ENG 160	Technical Communications	3.0	0.0	3.0
EMS 106	Emergency Medical Care II	2.0	6.0	4.0
EMS 208	EMS Field Internship	0.0	3.0	1.0
		5.0	9.0	8.0

*Federal Gainful Employment Program

Nursing

Nursing

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 health. 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 orders precisely, and determine when consultation is required. Threaded throughout this very rigorous curriculum are the components of integrity, caring, work ethic, and self-discipline.

CORE CURRICULUM 27 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 101
Social/Behavioral Sciences:
*PSY 201
Natural Science/Math:
AHS 210 (or BIO 240), *BIO 210, *BIO 211, *BIO 225, MAT 102 or higher
COURSE REQUIREMENTS 41 HOURS
NUR 109 , NUR 111, NUR 131, NUR 134, NUR 140, NUR 144, NUR 161, NUR 206, NUR 210, NUR 214, NUR 215, NUR 216, NUR 220

TOTAL COURSE OF STUDY 68 HOURS

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 curriculum to prepare the graduate to function as a patient advocate, and a member of an inter-professional team.

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 ADN program experiences 95-100% job placement annually. The Nursing 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 and spring. Admission criteria is competitive, and students are admitted accordingly. Weighted admissions criteria is used in the selection of students for entry into the ADN program. Current weighted admission criteria are listed on the OCtech ADN webpage.

Unique Aspects of the ADN Program
Weighted admission criteria is used in the selection of students for entry into the ADN program. Current weighted admission criteria are listed on the OCtech ADN webpage. Students must maintain an 80% ("B") average or higher in all Nursing courses in order to progress through the

program. Students must also meet the Core Performance Standards for the didactic and clinical environment regarding physical demands and communication skills.

OCtech's ADN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, 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 and drug screen 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.

In addition to a background check and drug screen, 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

Note: CPR 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 general education credits into the ADN curriculum will be at the discretion of the Registrar. Non-OCtech nursing courses can not be transferred into the program.

Bachelor Degree Completion:

OCtech has approved RN to BSN articulation agreements. Please contact the RN to BSN program coordinator for more information.

Nursing

ASSOCIATE DEGREE IN APPLIED SCIENCE

ASSOCIATE DEGREE NURSING

FALL ADMISSION

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
NUR 134	Beginning Nursing Skills	3.5	4.5	5.0
NUR 131	Introduction to Pharmacology	1.0	0.0	1.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
MAT 102	Intermediate Algebra	3.0	0.0	3 .0
PSY 201	General Psychology	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		16.5	7.5	9.0
SPRING I				
NUR 109	Clinical Application I	1.0	0.0	1.0
NUR 111	Common Health Problems	6.0	0.0	6.0
NUR 206	Clinical Skills Application	0.0	6.0	2.0
NUR 161	Basic Concepts of Pharmacology	2.0	0.0	2.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
		12.0	9.0	15.0
SUMMER				
NUR 220	Family Centered Nursing	5.0	6.0	7.0
NUR 144	Pharmacological Therapies II	1.0	0.0	1.0
NUR 140	IV Therapy	0.5	1.5	1.0
BIO 225	Microbiology	3.0	3.0	4.0
		9.5	10.5	13.0
FALL II				
NUR 210	Complex Health Problems	2.5	7.5	5.0
NUR 214	Mental Health Nursing	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		7.0	14.0	12.0
SPRING II				
NUR 215	Management of Patient Care	2.5	7.5	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
Humanities		3.0	0.0	3.0
		6.5	7.5	9.0

- Students may enroll in required electives at any time during the program if scheduling permits.
- CPR and required immunization certification must be current at all times during enrollment in NUR courses.
- All NUR courses have a communication/speech component included and all courses prepare students in basic computer applications.
- Minimum grade of 70% (“C”) required in all general education courses. 80% (“B”) competency is required in all nursing courses.

Nursing

ASSOCIATE DEGREE IN APPLIED SCIENCE

ASSOCIATE DEGREE NURSING

SPRING ADMISSION

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING I				
NUR 134	Beginning Nursing Skills	3.5	4.5	5.0
NUR 131	Introduction to Pharmacology	1.0	0.0	1.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
MAT 102	Intermediate Algebra	3.0	0.0	3 .0
PSY 201	General Psychology	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		16.5	7.5	9.0
SUMMER I				
NUR 109	Clinical Application I	1.0	0.0	1.0
NUR 111	Common Health Problems	6.0	0.0	6.0
NUR 206	Clinical Skills Application	0.0	6.0	2.0
NUR 161	Basic Concepts of Pharmacology	2.0	0.0	2.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
		12.0	9.0	15.0
FALL I				
NUR 220	Family Centered Nursing	5.0	6.0	7.0
NUR 144	Pharmacological Therapies II	1.0	0.0	1.0
NUR 140	IV Therapy	0.5	1.5	1.0
BIO 225	Microbiology	3.0	3.0	4.0
		9.5	10.5	13.0
SPRING II				
NUR 210	Complex Health Problems	2.5	7.5	5.0
NUR 214	Mental Health Nursing	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		7.0	14.0	12.0
SUMMER II				
NUR 215	Management of Patient Care	2.5	7.5	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
Humanities		3.0	0.0	3.0
		6.5	7.5	9.0

- Students may enroll in required electives at any time during the program if scheduling permits.
- CPR certification and required immunization must be current at all times during enrollment in NUR courses.
- All NUR courses have a communication/speech component included and all courses prepare students in basic computer applications.
- Minimum grade of 70% ("C") required in all general education courses. 80% ("B") competency is required in all nursing courses.

Nursing

LICENSED PRACTICAL NURSING (LPN) TO ASSOCIATE DEGREE NURSING (ADN) OPTIONS

ARTICULATION

Licensed Practical Nurses may obtain advanced credit.

LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE OPTIONS

There are several educational opportunities available for the Licensed Practical Nurse (LPN). The selection of an option should be based on the individual's self-assessment and after consultation with the Nursing Program Coordinator and/or the Dean of Health Science and Nursing. This should include consideration of work experience and networking with LPNs who have recently completed an Associate Degree Program.

The LPN may enter the generic route through the competitive admission process and complete the program as published in two years. Students must meet the progression requirements as published. The Licensed Practical Nurse (LPN) may apply for exemption of NUR 134 (Beginning Nursing Skills) and NUR 131 (Introduction to Pharmacology) through the Nursing Program Coordinator. 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.

Nursing Transition Option

The LPN may seek advanced placement into the Associate Degree in Applied Science Nursing Program. Students must meet the same criteria as the generic ADN program. Credit for 15 semester hours (NUR 134, NUR 111, NUR 161, NUR 206) 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.

Students must obtain an 80% ("B") competency and satisfactory clinical performance to progress. Progression requirements regarding general education courses must be met as published. Students may attempt NUR 201 only two times. If unsuccessful on the second attempt, the student must reapply through the generic ADN program.

Flex Option

The LPN may seek advanced placement into the Associate Degree in Applied Science Nursing Program. Credit for 15 semester hours (NUR 134, NUR 111, NUR 161, NUR 206) 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 apply to program entry.

Transition Nursing (NUR 201) will be taught as a hybrid class with online lectures and on-site labs and clinicals. Students must obtain an 80% ("B") competency and satisfactory clinical performance to progress. Students may attempt NUR 201 only two times. If unsuccessful on the second attempt, the student must reapply through the generic ADN program.

Nursing

Advanced Placement Requirements for Transition and Flex options
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 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 selected accordingly.

Bachelor Degree Completion:

OCtech has approved RN to BSN articulation agreements. Please contact the RN to BSN program coordinator for more information.

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.

ADN TRANSITION OPTION
LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING				
NUR 201	Transition Nursing	2.0	3.0	3.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		14.0	6.0	16.0
SUMMER				
NUR 220	Family Centered Nursing	5.0	6.0	7.0
NUR 144	Pharmacological Therapies II	1.0	0.0	1.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
		9.0	9.0	12.0
FALL				
NUR 210	Complex Health Problems	2.5	7.5	5.0
NUR 214	Mental Health Nursing	2.0	6.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
		7.0	18.0	13.0
SPRING II				
NUR 215	Management of Patient Care	2.5	7.5	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
******	Humanities Elective	3.0	0.0	3.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		9.5	7.5	12.0
	Total Curriculum Hours	**53.0**		
	Advanced Placement credit	**15.0**		
	Total Program Hour	**68**		

ADN FLEX OPTION
LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING				
NUR 201	Transition Nursing (Hybrid)	2.0	3.0	3.0
NUR 214	Mental Health Nursing (Hybrid)	2.0	6.0	4.0
		4.0	9.0	7.0
SUMMER				
NUR 220	Family Centered Nursing	5.0	6.0	7.0
NUR 144	Pharmacological Therapies II	1.0	0.0	1.0
		6.0	6.0	8.0
FALL II				
NUR 210	Complex Health Problems	2.5	7.5	5.0
NUR 215	Management of Patient Care	2.5	7.5	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
		5.5	16.5	11.0

General Education Requirements	**27.0**
Advanced Placement credit	**15.0**
Total Program Hour	**68.0**

Bachelor Degree Completion:

OCtech has approved RN to BSN articulation agreements. Please contact the RN to BSN program coordinator for more information.

Nursing

DIPLOMA IN APPLIED SCIENCE
PRACTICAL NURSING*
45 SEMESTER HOURS

The Practical Nurse (PN) 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. PN 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 PN practices nursing with the guidance of a registered nurse or physician in a variety of health care settings.

CORE CURRICULUM 17 HOURS
Communications:
ENG 101*
Social/Behavioral Sciences:
PSY 201*
Natural Sciences/Math:
*BIO 210 ***and*** *BIO 211, MAT 101 (or higher)
COURSE REQUIREMENTS 28 HOURS
PNR 110, PNR 120, PNR 121, PNR 130, PNR 155, PNR 170, PNR 182

TOTAL COURSE OF STUDY 45 HOURS

*University transfer level course

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 management, mental health concepts, pharmacology, and nutrition.

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 PN program uses extensive technology including computers, Simulation Lab, ATI and other recording software.

Unique Aspects of the PN Program
Admission is competitive with enrollment in the fall semester only. Weighted admission criteria is used in the selection of students for entry into the PN program. Current weighted admission criteria are listed on the OCtech PN webpage. Students must also meet the Core Performance Standards for the didactic clinical environment regarding physical demand and communication skills. Students must maintain an 80% ("B") or higher in all Nursing courses in order to progress through the program.

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) and CPR. 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. Drug testing is required upon admission and as required by clinical agencies.

Students with allergies, such as betadine and latex, 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), 3390 Peachtree Road NE, Suite 1400, 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).

PRACTICAL NURSING
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
BIO 210	Anatomy and Physiology	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 101	Beginning Algebra (or higher)	3.0	0.0	3.0
PNR 110	Fundamentals of Nursing	3.5	4.5	5.0
PNR 121	Fundamentals of Pharmacology	2.0	0.0	2.0
		14.5	7.5	17.0
SPRING				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PNR 120	Medical-Surgical Nursing I (First 8 weeks)	3.5	4.5	5.0
PNR 130	Medical-Surgical Nursing II (Second 8 weeks)	3.0	6.0	5.0
PNR 182	Special Topics in PN: Pharmacology (online)	2.0	0.0	2.0
		11.5	13.5	15.0
SUMMER				
PNR 155	Maternal/Infant/Child Nursing	5.0	6.0	7.0
PNR 170	Nursing of the Older Adult (Hybrid)	1.5	1.5	2.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.5	7.5	12.0

•An 80% ("B") competency is required for all PNR courses.
•CPR certification and immunizations must be current at all times during enrollment in PNR courses.
•All PNR courses have a communication/speech component included and all courses prepare students in basic computer applications.
• A minimum grade of 70% ("C") is required in all General Education courses.

**Federal Gainful Employment Program*

PRACTICAL NURSING
FLEX OPTION SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
PNR 110	Fundamentals of Nursing	3.5	4.5	5.0
PNR 121	Fundamentals of Pharmacology	2.0	0.0	2.0
		5.5	4.5	7.0
SPRING				
PNR 120	Medical-Surgical Nursing I (First 8 weeks)	3.5	4.5	5.0
PNR 130	Medical-Surgical Nursing II (Second 8 weeks)	3.0	6.0	5.0
PNR 182	Special Topics in PN: Pharmacology (Online)	2.0	0.0	2.0
		8.5	10.5	12.0
SUMMER				
PNR 155	Maternal/Infant/Child Nursing	5.0	6.0	7.0
PNR 170	Nursing of the Older Adult (Hybrid)	1.5	1.5	2.0
		6.5	7.5	9.0

•*An 80% ("B") competency is required for all PNR courses.*
•*CPR certification and immunizations must be current at all times during enrollment in PNR courses.*
•All PNR courses have a communication/speech component included and all courses prepare students in basic computer applications.
• A minimum grade of 70% ("C") is required in all General Education courses.

**Federal Gainful Employment Program*

Nursing

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 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% ("B") 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 SPRING)		Class	Lab	Credit
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	3.0	0.0	3.0
		6.0	9.0	9.0

Transportation and Logistics

Transportation and Logistics

ASSOCIATE DEGREE IN APPLIED SCIENCE
AUTOMOTIVE TECHNOLOGY
70 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 higher

COURSE REQUIREMENTS 56 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, AUT 268 or AUT 270, AUT 275

TOTAL COURSE OF STUDY 70 HOURS

* Preferred course
**Minimum grade of "C" required for all courses.

OCtech's Automotive Technology is a five semester program with mini-sessions taught each semester. 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 ASE Education Foundation.

Transportation and Logistics

Bachelor Degree Completion:

OCtech has approved articulation agreements in Organizational Leadership with:

- Columbia College
- USC's Palmetto College

See SC TRAC or the OCtech website for more information.
www.octech.edu/admissions/transfer-from-OCtech

ASSOCIATE DEGREE IN APPLIED SCIENCE
AUTOMOTIVE TECHNOLOGY
SEMESTER CURRICULUM MODEL

Fall I		Class	Lab	Credit
MAT 155	Contemporary Mathematics (or higher)	3.0	0.0	3.0
AUT 124	Steering, Suspension & Alignment	2.0	6.0	4.0
AUT 111	Automotive Brakes (or AUT 112)	1.0	6.0	3.0
AUT 159	Tools, Equipment & Reference Manuals	2.0	3.0	3.0
AUT 161	Introduction to Automotive Maintenance	1.0	0.0	1.0
		9.0	15.0	14.0
SPRING I				
HSS 105	Technology & Culture	3.0	0.0	3.0
AUT 102	Engine Repair	2.0	6.0	4.0
AUT 222	Four Wheel Alignment	1.0	3.0	2.0
AUT 211	Advanced Brakes	1.0	6.0	3.0
AUT 131	Electrical Systems (or AUT 132)	1.0	6.0	3.0
		8.0	21.0	15.0
SUMMER				
PSY 103	Human Relations	3.0	0.0	3.0
AUT 145	Engine Performance	1.0	6.0	3.0
AUT 241	Automotive Air Conditioning	2.0	6.0	4.0
AUT 231	Automotive Electronics	3.0	3.0	4.0
		9.0	15.0	14.0
FALL II				
HSS 101	Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
AUT 151	Automotive Transmissions/Transaxles	1.0	6.0	3.0
AUT 245	Advanced Engine Performance	2.0	9.0	5.0
AUT 275	Alternate Technology Vehicles	2.0	3.0	3.0
		8.0	18.0	14.0
SPRING II				
ENG 160	Technical Communications	3.0	0.0	3.0
AUT 115	Manual Transmissions/Transaxles	2.0	3.0	3.0
AUT 262	Advanced Diagnosis & Repair	2.0	6.0	4.0
AUT 268	Special Topics in Automotive **or**	2.0	3.0	3.0
AUT 270	SCWE in Automotive Technology	0.0	20.0	4.0
		7.0/9.0	12.0/26.0	13.0

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.

		Class	Lab	Credit
DHM 105	Diesel Engines I	2.0	3.0	3.0
DHM 108	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)	3.0	0.0	3.0
		11.0	15.0	16.0

*Federal Gainful Employment Project

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		**Class**	**Lab**	**Credit**
AUT 161	Introduction to Automotive Maintenance	1.0	0.0	1.0
AUT 111	Automotive Brakes	1.0	6.0	3.0
AUT 124	Steering, Suspension & Alignment	2.0	6.0	4.0
		4.0	12.0	8.0
SPRING				
AUT 159	Tools, Equipment & Reference Manuals	2.0	3.0	3.0
AUT 222	Four Wheel Alignment	1.0	3.0	2.0
AUT 211	Advanced Brakes	1.0	6.0	3.0
		4.0	12.0	8.0

*Federal Gainful Employment Project

Transportation and Logistics

PROFESSIONAL TRUCK DRIVING TRAINING CERTIFICATE
16 CREDIT HOURS

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. Entry into the program is competitive, and may require additional documentation for consideration. Both federal and state financial aid is available to qualified students.

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 for students as a commercial motor vehicle license carrier. Students also learn the basics of the business of Truck Driving.

Students are required to sign a program contract, which includes the wearing of appropriate safety-related apparel. The following items are not provided and must be purchased by the student.

- 1 safety vest
- 1 log book ruler
- Shoes with closed heels and toes, preferably boots or sneakers.

Entrance Requirements

- Current Copy of your South Carolina Driver's License
- Current official 10 year driver record acquired by OCtech
- Workkeys assessment scores less than 5 years old from date of enrollment
- 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
- Completion of TDR 101 is a requirement prior to attending TDR 102 and TDR 103

Course		Class	Lab	Credit
TDR 101	Introduction to Truck Driving Training	5.0	0.0	5.0
TDR 102	Fundamentals of Truck Driver Training	3.0	3.0	4.0
TDR 103	Preparation for CDL Examination	2.5	1.5	3.0
TDR 104	Electronic Logging	1.0	0.0	1.0
TDR 105	The Business of Truck Driving	3.0	0.0	3.0
		14.5	4.5	16.0

Transportation and Logistics

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.

According to the Council of Supply Chain Management, in 2017, spending on logistic services was $1.5 trillion representing 8.9% of Gross Domestic Product (GDP).

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
CPT 170	Microcomputer Applications	3.0	0.0	3.0
LOG 110	Introduction to Logistics	3.0	0.0	3.0
LOG 111	Warehouse and Distribution Center Operations	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING I				
****	Directed Elective	3.0	0.0	3.0
LOG 113	Material Handling Technology	3.0	0.0	3.0
LOG 235	Traffic Management	3.0	0.0	3.0
MGT 206	Management Spreadsheets	3.0	0.0	3.0
		12.0	0.0	12.0

***Directed Elective (Choose one)
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 Program

General Technology

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
60-84 SEMESTER HOURS

The General Technology major allows students to select coursework for becoming multi-skilled 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 21 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.

Course Descriptions

Course Descriptions

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 starting a small business, including forms of ownership and management. Prerequisites: ACC 101, BUS 101, BUS 140, CPT 174, LEG 121, MGT 101 or MGT 150, 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.

Course Descriptions

ACC 101 Accounting Principles I **3-0-3**
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements.
Prerequisite: RDG 032 or RWR 032 and MAT 032 with a grade of "C" or better.

ACC 102 Accounting Principles II **3-0-3**
This course emphasizes managerial accounting theory and procedures in basic accounting, cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite: ACC 101

ACC 116 Practical Accounting Applications I **3-0-3**
This course is a study of the principles of adjusting entries, correction of accounting errors, and payroll in accounting practice.

ACC 124 Individual Tax Procedures **3-0-3**
This course is a study of the income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. Prerequisite: MAT 032

ACC 150 Payroll Accounting **3-0-3**
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records. Corequisite: ACC 101

ACC 201 Intermediate Accounting I **3-0-3**
This course explores fundamental processes of accounting theory, including a thorough working knowledge and understanding of the preparation of financial statements.
Pre-requisite: ACC 102, CPT 170

ACC 202 Intermediate Accounting II **3-0-3**
In this course, accounting principles and concepts are applied to account evaluation and income determination, including special problems particular to corporations and analysis of financial reports. Prerequisite: ACC 201

ACC 230 Cost Accounting I **3-0-3**
This course is a study of the accounting principles involved in job order cost systems. Process costing and budgeting will be covered. Prerequisite: ACC 102

ACC 240 Computerized Accounting **3-0-3**
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents. Prerequisite: ACC 101

AET 101 Building Systems I **2-3-3**
This course will enable the student to understand the basics of parametric building information, modeling fundamentals and create residential architectural drawing sets.

AGR 201 Introduction to Sustainable Agriculture **3-0-3**
This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability, and social and economic equity. It will evaluate management and technological approaches and policies that influence agricultural practices. Prerequisite: RDG 032 or RWR 032

AGR 202 Soils **3-3-4**
This course introduces land resources, soil formation, classification and mineralogy, and focuses on basic chemical and physical properties of soil. Soil microorganisms, plant nutrients, and fertilization are discussed along with applications of soil properties in relation to plant growth. Prerequisite: RDG 032 or RWR 032

Course Descriptions

AGR 203 Introduction to Animal Science 3-3-4
This course covers a survey of animal industries and their roles and importance to man and society from past to present. Lab will examine the basic principles in the handling of livestock and techniques of farm animal production.Prerequisite: RDG 032 or RWR 032

AGR 204 Introduction to Plant Sciences 3-0-3
This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the U.S. Prerequisite: RDG 032 or RWR 032

AGR 205 Integrated Pest Management 3-0-3
Students will study major pests (weeds, insects, and disease) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies. Prerequisite: RDG 032 or RWR 032

AGR 206 Basic Farm Maintenance 3-3-4
This course is a study of practical techniques for basic maintenance and repair in an agricultural environment. Students will learn applications and uses of hand tools, basic metal work and machinery maintenance. Prerequisite: RDG 032 or RWR 032

AGR 211 Applied Agriculture Calculations 3-0-3
This course is a study of basic mathematical applications in crop and livestock production, agribusiness and financial management. Mastery of these concepts will assist students in understanding the importance of such applications in the agricultural industry. Prerequisite: MAT 032

AGR 214 SCWE in Sustainable Agriculture I 0-15-3
This course is an introductory supervised comprehensive work experience in the sustainable agriculture industry. Students will be matched with farms/industries that meet their mutual interests and will work under the supervision of the instructor/employer.

AHS 104 Medical Vocabulary/Anatomy 2.5-1.5-3
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

AHS 106 Cardiopulmonary Resuscitation 1-0-1
This course is a study of the principles of cardiopulmonary resuscitation.

AHS 110 Patient Care Procedures 1-3-2
This course provides a study of the procedures and techniques used in the general care of the patient. Prerequisites: AHS 104, ENG 160, MED 105, MED 107, PSY 201

AHS 119 Health Careers 3-0-3
This course provides information on various health careers to include job responsibility and personal and education requirements as well as an overview of the health care system with its unique nomenclature and delivery of care. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

AHS 136 Essentials of Anatomy and Physiology 2-3-3
This course provides basic anatomical concepts related to each body system for entry-level health care practitioners. Prerequisites: AHS 104, ENG 160, MED 105, MED 107, PSY 201

Course Descriptions

AHS 139 Principles of Expanded Patient Care 2-3-3
This course is a study of a broad range of concepts and applications related to patient care, including concepts needed to develop EKG skills.

AHS 140 Therapeutics for Health 2.5-1.5-3
This course provides a basic study of therapeutic agents applicable to health science and nursing professions.

AHS 141 Phlebotomy for the Health Care Provider 1-6-3
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

AHS 144 Phlebotomy Practicum 0-15-5
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices. Prerequisite: ENG 032, RDG 032 or RWR 032 with a grade of "C" or better.

AHS 145 Electrocardiography 1-3-2
This course provides the basic skills necessary to perform ECG's in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECG's.

AHS 149 Health Care Skills I 0-9-3
This course includes basic skills needed to care for residents in a long term care setting.

AHS 155 Special Topics in Health Care 3-0-3
This course emphasizes specialized job-related education in health care.

AHS 163 Long Term Care 2-9-5
This course emphasizes the basic skills needed to care for residents in the long term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

AHS 166 ECG in a Clinical Setting 0-6-2
This course provides an opportunity to perform ECG's in a hospital, physician's office or other health care setting.

AHS 180 Health Careers Preparation 3-0-3
This course includes selected topics such as study skills, test taking skills, critical thinking, problem solving, ethics, health careers test preparation, and other topics to promote success in the health care field. Prerequisite: RDG-032

AHS 210 Nutrition for Health Care Professionals 3-0-3
This course focuses on aspects of both normal and clinical nutrition, including topics related to the essential principles of nutrition, assessment of nutritional status, weight control, life-cycle nutrition, health promotion/maintenance, disease prevention and diet therapy. Emphasis is placed on the role of the health care professional and the complexities of nutrition. Prerequisites: ENG 032 , ENG 155 or RWR 032

AHS 222 Introduction to Dialysis Technician 2-0-2
This course covers the basics of renal failure and renal replacement therapies, including hemodialysis. Prerequisite: AHS 144

AHS 223 Dialysis Technician Practicum 2-6-4
This course covers the basics of renal failure and renal replacement therapies. Topics include the role of dialysis technicians in the everyday care of the dialysis patient, phlebotomy, and the operation of dialysis machines. Prerequisite: AHS 144

Course Descriptions

AMT 105 Robotics and Automated Control I 2-3-3
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

AMT 155 Principles of Maintenance 2-3-3
This course prepares students for the maintenance assessment leading to the Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT). Students are equipped with the skills to ensure that manufacturing system maintenance processes fulfill customer and business requirements.

AMT 160 Principles of Quality and Continuous Improvement 3-2-3
This course prepares students for an assessment leading to Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT). Students will be equipped with the skills to ensure the production and manufacturing systems meet quality system requirements as defined by business/customers. Prerequisite: AMT 155

AMT 205 Robotics and Automated Control II 2-3-3
This course covers installation, testing, troubleshooting, and repairing of automated systems. Prerequisites: AMT 105 or EGR 130

ART 101 Art History and Appreciation 3-0-3
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: AUT 159 and AUT 161

AUT 111 Brakes 1-6-3
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

AUT 112 Brakes 1-6-4
This course covers hydro-boost and vacuum power brakes, as well as master cylinders and caliper rebuilding.

AUT 115 Manual Drive Train/Axle 2-3-3
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. Prerequisite: AUT 159 and AUT 161 with a grade of "C" or better

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 132 Automotive Electricity 2-6-4
This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

AUT 145 Engine Performance 1-6-3
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.

Course Descriptions

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 replacement procedures. Prerequisite: AUT 159 and AUT 161 with a grade of "C" or better

AUT 159 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 brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111 with a grade of "C" or better

AUT 222 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 with a grade of "C" or better

AUT 231 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 with a grade of "C" or better

AUT 241 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.

AUT 245 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 with a grade of "C" or better

AUT 262 Advanced Automotive Diagnosis and Repair 2-6-4
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tools and digital multimeter operation. Prerequisites: AUT 245 with a grade of "C" or better

AUT 268 Special Topics in Automotive 2-3-3
This course covers special subject matter, new technology, new testing equipment, and diagnostic routines. Prerequisite: AUT 275 with a grade of "C" or better

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 Instructor

AUT 275 Alternate Technology Vehicles 2-3-3
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course. Prerequisite: AUT 231

Course Descriptions

BAF 101 Personal Finance 3-0-3
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, and retirement planning. Prerequisite: RDG 032, RWR 032 and MAT 031 with a grade of "C" or better.

BIO 101 Biological Science I 3-3-4
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, natural selection, evolution, and ecology. Prerequisite: RDG 032, RWR 032 with a grade of "C" or better.

BIO 102 Biological Science II 3-3-4
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prerequisite: BIO 101 with a grade of "C" or better.

BIO 110 General Anatomy and Physiology 3-0-3
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

BIO 112 Basic Anatomy and Physiology 3-3-4
This course is a basic integrated study of the structure and function of the human body. Prerequisite: RDG 032 or RWR 032 and BIO 110, RDG 032 or RWR 032 with a grade of "C" or better.

BIO 117 Basic Anatomy and Physiology I 3-3-4
This is the first in a sequence of courses, including basic integrated study of the structure and function of the human body. Levels of human body organization up to all eleven organ systems are studied within the completion of the sequence. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

BIO 118 Basic Anatomy and Physiology II 3-3-4
This is the second in a sequence of two courses, including basic integrated study of the structure and function of the human body. Levels of human body organization up to all eleven organ systems are studied within the completion of the sequence. Prerequisite: BIO 110, BIO 112, or BIO 117

BIO 126 Career Options for Health Professionals 2-3-3
This course is designed for students interested in a healthcare-related career. Students will study how social determinants of health contribute to health inequities and assess research evidence presented in health science. Skills that promote academic and clinical success are emphasized. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better

BIO 210 Anatomy and Physiology I 3-3-4
This is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 102, BIO 112, or BIO 118 with a grade of "C" or better.

BIO 211 Anatomy and Physiology II 3-3-4
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 with a grade of "C" or better.

Course Descriptions

BIO 225 Microbiology 3-3-4
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. Prerequisite: BIO 102 or BIO 211 with a grade of "C" or better or 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: ENG 032, ENG 155, or RWR 032

BTN 101 Introduction to Biotechnical Engineering 3-0-3
This 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.

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 or RWR 032 and MAT 032

CHM 105 General, Organic and Biochemistry 3-3-4
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry, and biochemistry. Prerequisite: RWR 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 topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Prerequisite: RWR 032 and MAT 102 or equivalent

CHM 111 College Chemistry II 3-3-4
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics and electrochemistry. Prerequisite: CHM 110 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 nomenclature, classes of organic compounds, and chemistry of functional groups. Prerequisite: CHM 111

CHM 211 Organic Chemistry I 3-3-4
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. Prerequisite: MAT 102 and CHM 111 with a grade of "C" or better

CHM 212 Organic Chemistry II 3-3-4
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. Prerequisite: CHM 211 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 101 Skills for Life-Long Learning 1-0-1
This course is a study of critical thinking, reading, and writing skills, quantitative reasoning, technology competency, oral communication and career exploration.

Course Descriptions

COL 103 College Skills **3-0-3**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 105 Freshman Seminar **3-0-3**
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. This course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. Prerequisite: Admission to the Presidential Scholars Program

COL 106 Skills for College Success **1-0-1**
This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus.

COL 107 Computer Literacy Skills for College Success **3-0-3**
This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop or improve basic keyboarding and to use the computer for self-paced computer-based and web-based instruction and communication.

COL 109 Advanced Academic Study Skills **1-0-1**
The course is designed to develop advanced study skills for enhanced contextual readings in an academic setting. Co-Req: BIO-117

COL 120 STEM College and Career Readiness **3-0-3**
This course builds skills and habits of mind for college and work success. Students will accomplish academic and job tasks using problem-solving and teamwork, apply personal responsibility, use learning strategies, explore STEM careers, and earn a skill award appropriate for entry-level work

COL 205 Leadership Seminar **3-0-3**
This course is a study of the foundational skills needed to assume leadership roles in academic, professional, and personal settings. Topics include information literacy, financial literacy, stress and conflict management, critical thinking, and employability skills. A portfolio will be completed.

CPE 250 A+ Certification Prep **3-0-3**
This course includes preparation for the a+ national certification examination for computer repair technicians. Prerequisite: CPT 101 or CPT 104 with a "C" or better.Scholars Program.

CPT 101 Introduction to Computers **3-0-3**
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

CPT 104 Introduction to Information Technology **3-0-3**
This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.

CPT 119 Computing and Online Learning Fundamentals **3-0-3**
This course is a study of fundamental computing and online learning tools. Emphasis is placed on PC operation, use of peripherals, file management, and proper computer terminology. Topics will also include an introduction to basic office management software and Internet resources. Prerequisite: COL 107 or keyboarding experience.

CPT 167 Introduction to Programming Logic 3-0-3
This course introduces foundation concepts in structured programming. Problem solving and algorithm development through pseudocode and flowcharting is emphasized. Solutions are developed using the basic control structures of sequence, decision, and iteration. Prerequisite: RWR 032 with a grade of "C" or better.

CPT 170 Microcomputer Applications 3-0-3
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CPT 172 Microcomputer Database 3-0-3
This course introduces microcomputer database concepts, including generating reports from a data base, creating, maintaining, and modifying 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 microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Prerequisite: CPT 170 with a grade of "C" or better.

CPT 179 Microcomputer Word Processing 3-0-3
This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. Prerequisites: CPT 170 with a grade of "C" or better

CPT 200 Database Design I 3-0-3
This course introduces the concepts of entities, attributes, and relationships to create data models that represent the "ideal database system" by generating ER Diagrams, Business rules, and Normalization. Prerequisite: CPT 104 with a grade of "C" or better.

CPT 201 Database Design II 3-0-3
This course includes the transformation of a conceptual data modal into a logical database model by mapping the ER Model into the Software Development Life Cycle (SDLC) to create a Database. Prerequisite: CPT 200 with a grade of "C" or better.

CPT 202 SQL Programming I 3-0-3
This course is an introduction to writing basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from a database. Prerequisite: CPT 167 with a grade of "C" or better.

CPT 203 SQL Programming II 3-0-3
This course focuses on advanced SQL programming by creating constraints, views, indexes, synonyms, and/or data security by creating SQL projects. Prerequisite: CPT 202 with a grade of "C" or better.

CPT 114 Computers and Programming 3-0-3
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language. Prerequisite: CPT 167 with a "C" or better.

CPT 236 Introduction to Java Programming 3-0-3
This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets. Prerequisite: CPT 167

CPT 237 Advanced Java Programming 3-0-3
This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the javabean component model, network programming, and server-side programming. Prerequisite: CPT 236 with a "C" or better.

CPT 263 Advanced Multimedia for Web Pages 3-0-3
This course is a study of the development and editing of graphics, audio and video elements to be used in the design and implementation of effective web pages. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CPT 264 Systems and Procedures 3-0-3
This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 101 or CPT 104 with a "C" or better.

CPT 268 Computer End User Support 3-0-3
This course is a study of end-user support of computer based technologies. Topics include end-user support functions, developing training modules to include strategies to provide ongoing technical assistance. Emphasis is on solving problems with analysis, troubleshooting and end-user interaction. Prerequisite: CPT 170, CPT 101 or CPT 104 with a "C" or better.

CPT 275 Computer Technology Senior Project 3-0-3
This course includes the design, development, testing, and implementation of an instructor approved project. Prerequisite: IST 245, CPT 114 and ENG 101 with a "C" or better.

CPT 295 Desktop Publishing Applications 3-0-3
This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. Prerequisites: 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 responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 102 Introduction to Security 3-0-3
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets, as well as administrative, legal, and technical problems of loss prevention and control will be analyzed. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 110 Police Patrol 3-0-3
This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventative patrol. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 115 Criminal Law I 3-3-3
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

Course Descriptions

CRJ 120 Constitutional Law 3-0-3
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined. Prerequisite: CRJ 115

CRJ 125 Criminology 3-0-3
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to 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 management of law enforcement agencies. Prerequisite: CRJ 101

CRJ 145 Juvenile Delinquency 3-0-3
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 202 Criminalistics 3-0-3
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics, and clandestine operations. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 204 Advanced Crime Scene and Investigative Photo 3-0-3
This course is the study of advanced photography procedures and methodologies used i the documentation of crime scenes and forensic evidence to encompass the use of forensic light sources, digital imaging and the preparation and presentation of courtroom exhibits. Prerequisite: CRJ 101

CRJ 220 The Judicial Process 3-0-3
This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice. Prerequisite: CRJ 101, CRJ 102, CRJ 110, CRJ 125, CRJ 145, CRJ 202, CRJ 236, CRJ 238, and CRJ 244

CRJ 222 Ethics in Criminal Justice 3-0-3
This course is a study of ethics and how it applies to the criminal justice profession. Multifaceted ethical dilemmas including situations from policing, corrections, probation, security, and law are studied and analyzed with a focus on real world solutions. Problem solving skills are taught. Prerequisites: ENG 032, RDG 032

CRJ 224 Police Community Relations 3-0-3
This course is a study of the importance of two-way communication be-tween the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 230 Criminal Investigations I 3-0-3
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 236 Criminal Evidence 3-0-3
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite: CRJ 115

CRJ 238 Industrial and Retail Security 3-0-3
This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft, and industrial espionage. The proper use of security hardware such as alarm systems, CCTV, and fencing are also studied in the course. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 240 Correctional Treatment 3-0-3
This course is a study of the methods of classification and categorization of inmates. Consideration is given to various treatment plans and methods of rehabilitation programs. Particular emphasis is placed on the practicalities and limitations of treatment and rehabilitation of offenders in an institutional setting. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 242 Correctional Systems 3-0-3
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 244 Probation, Pardon and Parole 3-0-3
This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

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 and practitioners because of such elements as timeliness, local concern, legalistics, and other dynamic factors of such issues. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

CRJ 250 Criminal Justice Internship I 0-9-3
This course includes practical experience in a criminal justice or private security setting. Prerequisite: Prerequisite: CRJ 101, CRJ 102, CRJ 110, CRJ 125, CRJ 145, CRJ 202, CRJ 220, CRJ 236, CRJ 238, and CRJ 244

CRJ 275 Criminal Investigation, Public Service, and Traffic Enforcement 3-0-3
This course is a comprehensive study of patrol officer duties and the use of a variety of police tools. Topics include public service and presentation, radio and electronic communications, constitutional law report writing, traffic and criminal investigations, and enforcement. This course will enhance more hands-on training.

CRJ 281 Police Science I 3-0-3
This course includes the following topics: Introduction to Criminal Law, Courts, Crimes and Procedures, First Amendment, Basic Patrol Operations, Child Abuse, Traffic Law, Strategies of Arrest, Mentally Ill, and Sexual Assault.

CRJ 282 Police Science II 3-0-3
This course includes the following topics: Domestic Violence, Juvenile Procedures, Victimology, Harassment and Stalking, and Gang Recognition.

CRJ 283 Police Science III 3-0-3
This course includes the following topics: Prejudice and Personality, Report Writing, Interviewing, Vulnerable Adults, Officer Survival, Drug Enforcement, Crime Scene and Physical Evidence, and Hazardous Materials.

CRJ 284 Police Science IV **3-0-3**
This course includes the following topics: Basic Collision Investigation, Uniform Traffic Ticket, Basic Collision Reporting, Vehicle Tactics, and Mind Armor.

CWE 113 Cooperative Work Experience **0-15-3**
This course includes cooperative work experience in an approved setting.

DHM 105 Diesel Engines I **2-3-3**
This course covers the basic study of diesel engine design and operating principles.

DHM 108 Diesel Engine Tune-Up **1-3-2**
This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

DHM 121 Introduction to Diagnostic Testing **1-3-2**
This course is an introduction to basic theory and practical application of diagnostic testing equipment in troubleshooting procedures. Content includes the study of diagnostic software and generic diagnostic readers 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 pumps, governors,

DHM 173 Electrical Systems I **2-3-3**
This course is the study of basic electrical theory as applied to truck & 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 curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and 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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

ECD 108 Family and Community Relations **3-0-3**
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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Prerequisite: ENG 032 and RDG 032 or RWR 032 with a grade of "C" or better.

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. Co-requisite: ECD 102

ECD 237 Methods and Materials **2.5-1.5-3**
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. Co-requisite: ECD 132

ECD 243 Supervised Field Experience I **1-6-3**
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.

Course Descriptions

ECO 201 Economic Concepts
This course is a study of micro- and macro-economic concepts and selected economic problems. Prerequisites: RDG 032 or RWR 032, and MAT 031 or MAT 032 with grade of "C" or better.

ECO 210 Macroeconomics **3-0-3**
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 or RWR 032 and MAT 032 with grade of "C" or better.

ECO 211 Microeconomics **3-0-3**
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 or RWR 032 and MAT 032 with grade of "C" or better.

EDU 201 Classroom Inquiry with Technology **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: RDG 032 or RWR 032

EDU 230 Schools in Communities **3-3-4**
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 or RWR 032 with a grade of "C" or better.

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 or RWR 032 with a grade of "C" or better.

EEM 117 AC/DC Circuits I **3-3-4**
This course is a study of direct and alternating theory, Ohm's law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC Circuits II **3-3-4**
This course is a continuation of the direct and alternating current theory to include circuit analysis using mathematics and verified electrical measurements. Prerequisite: EEM 117 or EET 115 and MAT 155

EEM 131 Solid State Devices **3-3-4**
This course is a study of semiconductor theory and common solid state devices. Circuits are constructed and tested. Prerequisite: EEM 118 or EEM 116

EEM 140 National Electrical Code **3-0-3**
This course is a study of the national electrical code and is based on the latest codes as published by the national fire protection association (NFPA).

EEM 145 Control Circuits **2-3-3**
This course covers the principles and applications of component circuits and methods of motor control. Prerequisite: EEM 113 or EEM 116 or EEM 118

EEM 165 Residential/Commercial Wiring **3-3-4**
This course is a study of wiring methods and practices used in residential and commercial applications. Prerequisite: EEM 117 or EET 113

Course Descriptions

EEM 166 Commercial/Industrial Wiring **3-3-4**
This course is a study of wiring methods and practices in commercial and industrial applications.

EEM 215 DC/AC Machines **2-3-3**
This course is a study of applications, operations, and construction of DC and AC machines. Prerequisite: EEM 113 or EEM 116 or EEM 118

EEM 221 DC/AC Drives **2-3-3**
This course covers the principles of operation and application of DC drives and AC drives. Prerequisite: EEM 215 and EEM 116 or EEM 118

EEM 230 Digital Electronics **3-3-4**
This course is a study of the logic, mathematics, components and circuits utilized in digital equipment. This course includes the function and operation of digital integrated circuit devices. Prerequisite: EEM 113 or EEM 116 or EEM 118

EEM 231 Digital Circuits I **3-0-3**
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

EEM 235 Power Systems **2-3-3**
This course is a study of the design, operation, and installation of power distribution applications. Load analysis, rate and power economics are covered. Prerequisite: EEM 116 or EEM 118

EEM 251 Programmable Controllers **2-3-3**
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output 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. Topics such as inter-facing, data manipulation, and report generation are covered. Programmable controller projects are constructed, operated, and tested. Prerequisite: EEM 251. Corequisite: EEM 145

EEM 271 Sensors and System Interfacing **1-3-2**
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. Prerequisite: EEM 251

EEM 274 Technical/Systems Troubleshooting **3-3-4**
This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems. Prerequisite: EEM 251

EEM 275 Technical Troubleshooting **2-3-3**
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

EET 113 Electrical Circuits I **3-3-4**
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's law, Kirchhoff's laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 140 Digital Electronics **2-3-3**
This course is a study of the fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using simulation software and electronic instruments.

Course Descriptions

EET 141 Electronic Circuits 3-3-4
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing, and troubleshooting. Prerequisite: EET 113

EET 143 Digital Electronics Laboratory 0-3-1
This course provides an in-depth study of advanced digital electronics which include memory elements, flip-flops, synchronous and asynchronous counters, programmable logic arrays, read-only memories, eproms, and analog/digital conversion. The course also provides an introduction to microprocessors. Prerequisite: successful completion of Project Lead the Way Digital Electronics EET 140

EET 145 Digital Circuits 3-3-4
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters, and registers. Circuits are modeled, constructed and tested. Prerequisite: EET 113

EET 227 Electrical Machinery 2-3-3
This course is a study of AC and DC electromechanical energy conversion devices, theory, applications, and control. Devices are tested and verified using electrical instruments. Prerequisites: EET 113, EET 141, EET 145 or equivalent

EET 235 Programmable Controllers 2-3-3
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

EET 236 PLC Systems Programming 2-3-3
This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications. Prerequisite: EET 235

EGR 108 Engineering Ethics 3-0-3
Topics include the professional, ethical, and social responsibilities of the engineer and technologist, the impact of ethics and knowledge of contemporary professional, societal and global issues (including respect for diversity) in the field of engineering and engineering technology.

EGR 112 Engineering Programming 2-3-3
This course covers interactive computing and the basic concepts of programming.

EGR 120 Engineering Computer Applications 2-3-3
The course includes the utilization of applications software to solve engineering technology problems. Prerequisite: EGR 112

EGR 130 Engineering Technology Applications and Programming 2-3-3
This course covers the development and use of computer programs to solve engineering technology problems.

EGR 194 Statics and Strength of Materials 3-3-4
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisite: MAT 175

EGR 236 Automated Control Systems 3-3-4
This course is a study of feedback control systems, methods of compensation, and problem solving techniques. Prerequisites: EIT 110, EET 235

Course Descriptions

EGT 110 Engineering Graphics I **3-3-4**
This is an introductory course in engineering graphics science, which includes beginning drawing techniques and development of skills to produce basic technical drawings. Prerequisites: MAT 031, MAT 032, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 170 OR MAT 178

EGT 115 Engineering Graphics II **3-3-4**
This course in engineering graphics science includes additional drawing techniques for industrial applications.

EGT 151 Introduction to CAD **2-3-3**
This course includes instruction in operating a computer-aided drafting system. The student will interact with a CAD station to produce technical drawings.

EGT 152 Fundamentals of CAD **2-3-3**
This course includes a related series of problems and exercises designed to give the student an understanding of the computer graphics station as a drafting tool.

EGT 172 Electronic Drafting **2-0-2**
This course provides familiarization with a system to create electronic schematics and wiring diagrams.

EGT 220 Structural and Piping Applications **2-6-4**
This is an advanced drawing course on structural steel and process piping applications.

EGT 225 Architectural Drawing Applications **2-6-4**
This is an advanced drawing course for architectural applications.

EGT 245 Principles of Parametric CAD **2-3-3**
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

EGT 251 Principles of CAD **2-3-3**
This course includes the additional use of CAD software for production of technical drawings and related documentation.

EGT 252 Advanced CAD **2-3-3**
This course covers advanced concepts of CAD software and applications.

EGT 258 Applications of CAD **2-3-3**
This course is the study of the use of CAD within the different drafting and design fields. Students will complete CAD projects for various fields which may include architectural, civil, mechanical, HVAC, and electrical.

EGT 259 Advanced Architectural CAD **2-3-3**
This course will enable the student to understand the basics of Parametric Building Information Modeling Fundamentals and create Commercial Architectural drawing sets.

EGT 265 CAD/CAM Applications **2-3-3**
This course includes applications using CAD/CAM routines.

EIT 110 Principles of Instrumentation **2-3-3**
This course is a study of various types of instruments and gauges used by industrial facilities. Basic principles of pneumatic, electronic, and mechanically operated devices are covered. Prerequisites: EET 112 or EET 113

EIT 211 Introduction to Electronic Instrumentation I **3-6-5**
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 instruments will be stressed. Prerequisite: EIT 110

Course Descriptions

EIT 212 Introduction to Electronic Instrumentation II 3-6-5
This course is a study of more complex control schemes. The fundamentals 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 2-0-2
This course is a study in industrial safety, standard operating procedures, industrial shop procedures and practices, and I.S.A. symbology and standards. Prerequisite: EIT 110

EIT 220 Control Principles 2-3-3
This course is a study of the static and dynamic conditions of process control loops. Step-analysis method of finding time constants and frequency response analysis will be presented. Prerequisite: EIT 211

EIT 240 Supervised Work Experience 0-40-8
This course is a supervised on-the-job training, for pay, in an approved business, service firm or industrial facility. Students will gain valuable work experience. Through hands-on experience, students will have the opportunity to put into practices both theory and application principles required in their classroom studies. Prerequisite: Successful completion of four semesters in the EET/EIT curriculum with a minimum 3.0 GPA

EIT 242 Senior Project 0-3-1
In this course, an instructor-approved project is constructed and tested. Prerequisite: EIT 211

EIT 244 Computers and PLC's in Instrumentation 2-3-3
This course covers interfacing pneumatic and electronic process control instrumentation with computers and programmable logic controllers by using various transducers. Programming and installation will be stressed. Prerequisites: EIT 211, EET 235

ELT 208 Introduction to Robotics 2-3-3
This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, methods of controlling robots, and interfacing. Prerequisites: EEM 230 and EEM 251

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 relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

EMS 106 Emergency Medical Care II 2-6-4
This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients. Prerequisite: EMS 105

EMS 208 EMS Field Internship I 0-3-1
This course provides field experience and hands-on training in applying theory to practice in the pre-hospital environment. Students will be given the opportunity to apply knowledge gained in the classroom during emergency medical care situations. Prerequisite: EMS 105

ENG 032 Developmental English **3-0-3**
This course is intended for students who need assistance in basic writing. Based on an assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Compositions progress from the paragraph level, to the mini-essay, and then to the full essay. Correct pronoun usage and subject-verb agreement in subordinate constructions are emphasized. Irregular verb forms and editing for sentence fragments and run-on sentences are reviewed.

ENG 101 English Composition I **3-0-3**
This is a university transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisites: ENG 032 , ENG 155 or RWR 032 with a grade of "C" or better.

ENG 102 English Composition II **3-0-3**
This is a university transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included. Prerequisite: ENG 101 with a grade of "C" or better

ENG 155 Communications I **3-0-3**
This course introduces the principles of expository writing through practice and development of communication skills. Prerequisites: ENG 032 , ENG 101 or RWR 032 with a grade of "C" or better.

ENG 160 Technical Communications **3-0-3**
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports, including oral presentations. Prerequisites: ENG 032 , ENG 101, ENG 155 or RWR 032 with a grade of "C" or better.

ENG 165 Professional Communications **3-0-3**
This course develops practical, written, and oral professional communication skills. Prerequisite: ENG 155 or ENG 101 with a grade of "C" or better

ENG 201 American Literature I **3-0-3**
A study of American literature from the colonial period to the Civil War. Prerequisite: ENG 102 with a grade of "C" or better

ENG 202 American Literature II **3-0-3**
A study of American literature from the Civil War to the present. Prerequisite: ENG 102 with a grade of "C" or better

ENG 205 English Literature I **3-0-3**
This is a college transfer course in which the following topics are presented: the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods. Prerequisite: ENG 102 with a grade of "C" or better

ENG 206 English Literature II **3-0-3**
This is a college transfer course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods. Prerequisite: ENG 102 with a grade of "C" or better

ENG 207 Literature for Children **3-0-3**
This course provides an introduction to children's literature in America through an examination of picture books and novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing and illustration, and assessing concerns in the field.

Course Descriptions

ENG 208 World Literature I **3-0-3**
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Works studied are selected from various cultures throughout the world. Prerequisite: ENG 102 with a grade of "C" or better

ENG 209 World Literature II **3-0-3**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Works studied are selected from various cultures throughout the world. Prerequisite: ENG 102 with a grade of "C" or better

ENG 236 African American Literature **3-0-3**
This course is a critical study of African American literature examined from historical, social, and psychological perspectives. Prerequisite: ENG 102 with a grade of "C" or better

FRE 101 Elementary French I **3-3-4**
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

FRE 102 Elementary French II **3-3-4**
This course continues the development of basic language skills and includes a study of French culture. It stresses the grammar and vocabulary necessary for fundamental communications skills. Prerequisite: FRE 101 with a grade of "C" or better

HIS 101 Western Civilization to 1689 **3-0-3**
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

HIS 102 Western Civilization Post 1689 **3-0-3**
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

HIS 112 Non-Western Civilizations 1500 to Present **3-0-3**
This course is an introductory history course to give students an understanding of the political, economic, social, and cultural developments and achievements of non-Western Civilization. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

HIS 115 African-American History **3-0-3**
This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals and groups. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

HIS 201 American History: Discovery to 1877 **3-0-3**
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

HIS 202 American History: 1877 to the Present **3-0-3**
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

HSS 101 Introduction to Humanities **3-0-3**
This course includes an introduction to themes in, critical approaches to, and major contributions in the humanities.

Course Descriptions

HSS 105 Technology and Culture 3-0-3
This course provides a study of the history and impact of technological design and change on cultural values, society, and the individual.

IDS 101 Human Thought and Learning 3-0-3
This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, time management, learning theory and cognitive awareness.

IDS 103 Critical Thinking 3-0-3
This course is an introduction to the difference between valid and invalid reasoning. The students will learn the skills necessary both to distinguish the sound from the unsound argument and to improve their own ability to think critically.

IDS 112 Employability Skills for Careers 1-0-1
This course develops employability skills including resume writing, interviewing, presentation delivery and soft skills.

IDS 154 Negotiating The Workplace 1-0-1
This course examines the conceptual framework, knowledge, and specific skills needed to enter and thrive in the modern American workplace. Topics include: employer expectations and requirements; job information; presentation skills; "organizational savvy"; workplace etiquette; interviewing for promotions and employment, and career ladders.

IDS 251 Honors Colloquium – Social Sciences 1-0-1
The colloquium will include readings, lectures and group discussion and may include service learning projects in social sciences. Students are expected to participate in class activities while developing leadership and teambuilding skills. Topics and content will vary by semester.

IDS 255 Honors Colloquium – Interdisciplinary 1-0-1
The colloquium will include readings, lectures and group discussion and may include service learning projects in multiple disciplines. Students are expected to participate in class activities while developing leadership and teambuilding skills. Topics and content will vary by semester.

IMT 131 Hydraulics and Pneumatics 3-3-4
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 170 Statistical Process Control 2-3-3
This course is a study of the concepts and charts used in quality control.

IMT 210 Basic Industrial Skills I 2-3-3
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications.

IMT 211 Basic Industrial Skills II 2-3-3
This course is designed to give students an introduction to power tools, blueprints, and rigging. Students will learn basic communication and employability skills as related to industrial applications.

IMT 219 Maintenance Welding 2-3-3
This course is designed to teach students the principles of basic welding safety, SMAW equipment and setup, electrodes and selection.

IMT 221 Electrical Motor Maintenance 2-3-3
This course is the study of motor maintenance and installing couplings. Students will learn how to properly store motors and generators and install and remove couplings.

IMT 223 Packing and Seals 2-3-3
This course is designed to help students to identify various types of gaskets and packing. Students will learn how to install mechanical seals and pumps, and explain the principles of hydraulics and compressor operation.

IMT 229 Introduction to Process Control 2-3-3
This course is the study of programmable logic controllers, high-voltage terminations/splices, vibration analysis, and commercial heating and cooling systems. Students will learn how to inspect and test high voltage splices and explain causes of vibration.

IMT 230 Reliability Centered Maintenance 2-3-3
This course is the study of methods of preventive and predictive maintenance, and performing reverse alignment. Students will learn how to perform reverse dial indicator alignments, using a graphical alignment chart.

IMT 232 Hydraulic Troubleshooting 2-3-3
This course is designed to teach students how to troubleshoot and repair hydraulic equipment and gearboxes. Students will learn how to inspect hydraulic and pneumatic system equipment, and install and maintain gearboxes.

IST 115 Human Aspects in Cybersecurity 3-0-3
This course studies the human aspect of cybersecurity and the motivation behind cybercrimes. Topics include ethics, laws, policies, and psychology as it applies to cybersecurity. Prerequisite: CPT 104 or CPT 101.

IST 166 Network Fundamentals 3-0-3
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams. Prerequisite: CPT 101 or CPT 104 with a "C" or better.

IST 190 LINUX Essentials 3-0-3
This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. Prerequisite: CPT 101 or CPT 104 with a "C" or better.

IST 198 Cloud Essentials 3-0-3
This course is a study of cloud computing as a framework for providing network access to shared computing resources including storage, network, server and virtualization infrastructures. Prerequisite: IST 245 with a "C" or better.

IST 201 CISCO Internetworking Concepts 3-0-3
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, STAR topology, IP addressing, and network standards. Prerequisite: IST 245 with a grade of "C" or better.

IST 202 CISCO Router Configuration 3-0-3
This course is a study of LANS, WANS, OSI models, ETHERNET, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. Prerequisite: IST 201 with a grade of "C" or better.

Course Descriptions

IST 115 Human Aspects in Cybersecurity 3-0-3
This course studies the human aspect of cybersecurity and the motivation behind cybercrimes. Topics include ethics, laws, policies, and psychology as it applies to cybersecurity. Prerequisite: CPT 104 or CPT 101.

IST 226 Internet Programming 3-0-3
This course is a study of how to design and program pages and applications on the World Wide Web using tools such as HTML, JAVA and VRML. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

IST 235 Handheld Computer Programming 3-0-3
This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations.

IST 257 LAN Network Server Technologies 3-0-3
This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, print services, remote access, fault tolerance, backup and recovery. Prerequisite: CPT 101 or CPT 104 with a "C" or better.

IST 260 Network Design 3-0-3
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network --combining creativity, rigorous discipline, analysis, and synthesis while emphasizing the solution in terms of cost and performance. Prerequisite: CPT 101 or CPT 104 with a grade of "C" or better.

IST 293 IT and Data Assurance I 3-0-3
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams. Prerequisite: CPT 101 or CPT 104 with a "C" or better.

IST 294 IT and Data Assurance II 3-0-3
This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. Prerequisite: IST 293 with a "C" or better.

LEG 120 Torts 3-0-3
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 121 Business Law I 3-0-3
This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 122 Business Law II **3-0-3**
This course is an in-depth study of the uniform commercial code with special emphasis on the essentials of Article 3, commercial paper and Article 9, secured transactions. Business partnerships and corporations are studied. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 132 Legal Bibliography **3-0-3**
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 135 Introduction to Law and Ethics **3-0-3**
This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and law of society. Emphasis is on ethics and the role of the paralegal in the legal system. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 201 Civil Litigation I **3-0-3**
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 213 Family Law **3-0-3**
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 214 Property Law **3-0-3**
This course includes an overview of property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 230 Legal Writing **3-0-3**
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. Prerequisites: LEG 132, ENG 101

LEG 231 Criminal Law **3-0-3**
This course includes a study of the definition and classification of criminal offenses, criminal responsibility and legal procedures in a criminal prosecution. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 232 Law Office Management **3-0-3**
This course is a study of the basic principles of office management including administrative procedures, client relations, and office operation procedures. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 233 Wills, Trusts and Probate **3-0-3**
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of execution using testamentary and intervivos trusts and probate administration. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

LEG 242 Law Practice Workshop **0-9-3**
This course provides the student the opportunity to apply substantive knowledge in a practical situation as a paralegal. Prerequisites: LEG 120, LEG 121, LEG 122, LEG 132, LEG 135, LEG 230, LEG 214, LEG 231

LOG 110 Introduction to Logistics **3-0-3**
This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.

LOG 111 Warehouse and Distribution Center Operations **3-0-3**
This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging.

LOG 112 Automated Storage and Retrieval Systems **3-0-3**
This course examines Automated Storage and Retrieval Systems. The student will study the benefits of AS/RS and AS/RS design, be able to recognize the various AS/RS systems, and apply the learned knowledge to troubleshoot and maintain these systems. Prerequisite: LOG 110

LOG 113 Material Handling Technology **3-0-3**
This course is a study of the various material handling technologies that are found in warehouses and distribution centers. The course will examine manual and automated equipment. Prerequisite: LOG 110

LOG 114 GPS and GIS Applications in TDL **3-0-3**
This course examines GPS (Global Positioning System)/GIS (Geographic Information System) and its role in TDL (Transportation, Distribution, and Logistics). The student will understand how GPS/GIS systems work, how they are used in TDL, and how to maintain and troubleshoot these systems. Prerequisite: LOG 110

LOG 215 Supply Chain Management **3-0-3**
This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.
Prerequisite: BUS 101, CPT 174, and MGT 101 or MGT 206

LOG 235 Traffic Management **3-0-3**
This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs. Prerequisite: LOG 110

MAT 031 Developmental Mathematics Basics **3-0-3**
This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

MAT 032 Developmental Math **3-0-3**
This course includes the study of integers, rational numbers, percents, basic statistics, measurements, geometry, and basic algebra concepts. Application skills are emphasized. Application skills are emphasized. MAT 031 with a grade of "C" or better or equivalent

MAT 100 Introductory College Math **5-0-5**
This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Non-degree credit.

MAT 101 Beginning Algebra **3-0-3**
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, MAT 155, or MAT 170 with a grade of "C" or better or equivalent

MAT 102 Intermediate Algebra **3-0-3**
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 103 Quantitative Reasoning **3-0-3**
This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interests.

MAT 105 Introduction to College Algebra **5-0-5**
This course includes mathematical methods, problem solving, operations with real numbers, variable expressions, polynomials, factoring, solving simple fractional, linear, and quadratic equations and inequalities, graphing, systems of equations and functions.

MAT 110 College Algebra **3-0-3**
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 College Trigonometry **3-0-3**
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 Probability and Statistics **3-0-3**
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, MAT 110, MAT 130, or MAT 140 with a grade of "C" or better or equivalent

MAT 130 Elementary Calculus **3-0-3**
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 **4-0-4**
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 **4-0-4**
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 **3-0-3**
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 **3-0-3**
This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry, concepts of functions, and graphs of functions. Prerequisite: MAT 101 with a grade of "C" or better or equivalent.

MAT 176 Algebra and Trigonometry II **3-0-3**
This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics. Prerequisite: MAT 175 with a grade of "C" or better or equivalent.

MAT 240 Analytical Geometry and Calculus III **4-0-4**
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stoke's and Green's Theorems. Prerequisite: MAT 141 with a grade of "C" or better.

MAT 250 Elementary Mathematics I **3-0-3**
This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system and its subsystems, and elementary number theory. (Note: This course is designed for transfer to University of South Carolina- Columbia - College of Education, Department of Instruction and Teacher Education, South Carolina State University, and Claflin University.) Prerequisite: MAT 102 with a grade of "C" or better.

MAT 251 Elementary Mathematics II **3-0-3**
This course provides students with an understanding of informal geometry and basic concepts of algebra. (Note: This course is designed for transfer to University of South Carolina- Columbia - College of Education, Department of Instruction and Teacher Education, South Carolina State University, and Claflin University.) Prerequisite: MAT 250 with a grade of "C" or better.

MED 105 Medical Assisting Office Skills I **3.0-6.0-5.0**
This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use. Prerequisites: Admission to the Medical Assisting program, AHS 106, AHS 141, AHS 144, CPT 170

MED 107 Medical Office Management **3-3-4**
This course provides a study of the principles and practices of office procedures, medical records management, and management and care of office property. Prerequisites: Admission to the Medical Assisting program, AHS 106, AHS 141, AHS 144, CPT 170

MED 112 Medical Assisting Pharmacology **2-0-2**
This course provides a study of principles of pharmacology, drug therapy and the administration of medication. Prerequisites: AHS 104, ENG 160, MED 105, MED 107, PSY 201

MED 115 Medical Office Lab Procedures I **3-3-4**
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisites: AHS 104, ENG 160, MED 105, MED 107, PSY 201

MED 156 Clinical Experience I **0-18-6**
This course provides direct experience in a physician's office or other selected medical facilities. Prerequisites: AHS 110, AHS 136, MAT 155, MED 112, MED 115

Course Descriptions

MGT 101 Principles of Management **3-0-3**
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Prerequisites: ENG 032 and RDG 032 or RWR 032 with grade of "C" or better.

MGT 110 Office Management **3-0-3**
This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office. Prerequisites: ENG 032 and RDG 032 or RWR 032 with grade of "C" or better.

MGT 120 Small Business Management **3-0-3**
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business. Prerequisites: ENG 032 and RDG 032 or RWR 032 with grade of "C" or better.

MGT 201 Human Resource Management **3-0-3**
This is an introductory course to personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration. Prerequisite: MGT 101

MGT 206 Management Spreadsheets **3-0-3**
This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data. Prerequisite: CPT 170

MGT 215 Project Management **3-0-3**
This course is the study of integrated project management. Emphasis is on the methods and software used in managing projects, including project scope, planning, scheduling, budgeting, and control and evaluation to achieve project objectives. Microsoft Project will be used. Prerequisites: BUS 101, MGT 101, MGT 206 or CPT 174

MGT 220 Operations Management I **3-0-3**
This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses. Microsoft Excel and ERP systems will be used. Prerequisites: BUS 101, MGT 101, MGT 206 or CPT 174

MGT 221 Operations Management II **3-0-3**
This course is a continuation of the concepts of operations management and focuses on the strategic importance of the supply chain activities, such as management of inventory, materials, scheduling, lean production, and operations techniques. Microsoft Excel and ERP systems will be used. Prerequisite: MGT 220

MGT 245 Decision Support Systems **3-0-3**
This course emphasizes the use of software applications and systems to support business and organizational decision-making activities. Microsoft Excel and ERP systems will be used. Prerequisites: BUS 101, MGT 101, MGT 206 or CPT 174

MGT 290 SCWE in Management **1-6-3**
This course is an application of management skills at an approved business site. Prerequisites: ENG 165 or SPC 205, MGT 110 (AOT), MGT 206, MGT 220 or ACC 201 or CPT 295 or IST 225

MKT 101 Marketing **3-0-3**
This is an introductory course to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Prerequisites: ENG 032 and RDG 032 or RWR 032 with grade of "C" or better.

Course Descriptions

MKT 135 Customer Service Techniques **3-0-3**
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales. Prerequisites: ENG 032 and RDG 032 or RWR 032 with grade of "C" or better.

MRI 101 Introduction to MRI **1-0-1**
This course covers patient screening, safety and biological considerations, MRI terminology, and elementary imaging principles. 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 MRI Program

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 135, MRI 136, MRI 152

MRI 135 MRI Procedures of the Head & Neck **3-0-3**
This course provides an introduction of the MRI head and neck procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisite: Admission to the MRI Program

MRI 136 MRI Procedures of the Musculoskeletal System **3-0-3**
This course provides an introduction of the MRI musculoskeletal procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences.

MRI 137 MRI Procedures of the Abdomen & Pelvis **3-0-3**
This course provides an introduction of the MRI abdominal and pelvis procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisite: MRI 101, MRI 111, MRI 135, MRI 136, MRI 152

MRI 138 MRI Procedures of the Thorax **3-0-3**
This course provides an introduction of the MRI thoracic procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisites: MRI 101, MRI 111, MRI 135, MRI 136, MRI 152

MRI 152 MRI Clinical Practicum I **0-18-6**
This course is an introduction to the MRI department to include screening, safety, and performance of routine procedures. Prerequisite: Admission to the MRI Program

MRI 162 MRI Clinical Practicum II **0-15-5**
This course is an extensive clinical experience to include advanced imaging. Prerequisites: MRI 101, MRI 111, MRI 135, MRI 136, MRI 152

MTT 105 Machine Tool Math Applications **3-0-3**
This course is a study of shop math relevant to the machine tool trade.

MTT 111 Machine Tool Theory and Practice I **2-9-5**
This course is an introduction to the basic operation of machine shop equipment.

MTT 112 Machine Tool Theory and Practice II **3-6-5**
This course is a combination of the basic theory and operation of machine shop equipment. Prerequisite: Permission of the Program Coordinator

MTT 120 Machine Tool Print Reading **2-3-3**
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in machine tool trades.

MTT 123 Machine Tool Theory II **1-6-3**
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 125 Machine Tool Theory III **1-6-3**
This course covers the principles involved in the machining, heat treating and grinding of complex metal parts. Prerequisite: Permission of the Program Coordinator, MTT 112

MTT 126 Machine Tool Practice III **1-9-4**
This course covers the practical application of the principles in Machine Tool Theory III. Prerequisite: Permission of the Program Coordinator

MTT 171 Industrial Quality Control **2-0-2**
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. Prerequisite: MTT 126

MTT 224 Tool & Diemaking Practice II **3-3-4**
This course covers the construction of a compound and/or progressive 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 die or tools. Prerequisite: Permission of the Program Coordinator

MTT 241 Jigs and Fixtures I **1-3-2**
This course includes the theory necessary to design working prints of simple jigs and fixtures. Prerequisite: MTT 221

MTT 249 Introduction to CAM **2-3-3**
This course covers the basic commands necessary to create a single part program for CNC machines using a graphics programming software.

MTT 250 Principles of CNC **1-6-3**
This course is an introduction to the coding used in CNC programming.

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 Coordinator, 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 graphics systems needed to create CNC programs.

MUS 105 Music Appreciation **3-0-3**
This course is an introduction to the study of music with a focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. Prerequisite: RDG 032

NUR 109 Clinical Applications I **1-0-1**
This course provides practice and performance of basic patient skills to assist in meeting the needs of selected patients of varying ages. Prerequisite: Admission to the ADN program, Corequisite: NUR 111

Course Descriptions

NUR 111 Common Health Problems 6-0-6
This course facilitates the continued development of technical competencies and the application of the nursing process to assist in meeting the needs of selected adults and older adult clients with common health problems. Also included are components to ensure an evolving competence in both oral and written communication. Prerequisite: Admission to the ADN program, NUR 134, Corequisite: NUR 109 and NUR 206

NUR 131 Introduction to Pharmacology 1-0-1
This course is a study of drug calculations and basic concepts of pharmacology. Prerequisite: Admission to the ADN program, Corequisite: NUR 134

NUR 134 Beginning Nursing Skills 3.5-4.5-5
This course is a study of beginning nursing skills. The course prepares the student to assist in patient care and function as an efficient member of the nursing team. Prerequisite: Admission to the ADN program. Corequisite: NUR 131

NUR 140 IV Therapy 0.5-1.5-1
This course is a study of the principles and practices of intravenous therapy. Emphasis is placed on venipuncture techniques, complications, fluid balance, and the responsibilities of a licensed nurse. Prerequisites: NUR 111, NUR 206

NUR 144 Pharmacological Therapies II 1-0-1
This course offers an advanced study of the role of the nurse in the safe and effective administration of medications. Prerequisites: Admission to the ADN program, NUR 111or NUR 201

NUR 161 Basic Concepts of Pharmacology 2-0-2
This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients. It contains an introduction to the basic concepts of pharmacology related to drug administration. The course facilitates the use of the nursing process to assist in meeting the needs of patients receiving pharmacotherapy. Consideration of developmental and cultural issues as they relate to drug therapy will be given attention. Prerequisites: Admission to the ADN program, NUR 134

NUR 201 Transition Nursing 2-3-3
This course is designed to facilitate the transition of the Licensed Practical Nurse to that of the role of the Registered Nurse. Theoretical and clinical/lab components are interwoven throughout this course. The nursing process is utilized to assist in meeting the needs of patients with common health problems. Prerequisites: Proof of licensure to practice as a Licensed Practical Nurse, admission to the ADN Transition or FLEX Program.

NUR 206 Clinical Skills Applications 0-6-2
This course involves the application of knowledge, skills, and abilities in a clinical setting. Prerequisite: Admission to the ADN program, Corequisite: NUR 111

NUR 210 Complex Health Problems 2.5-7.5-5
This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites (ADN): Admission to the ADN program, NUR 111, NUR 140, NUR 206, BIO 225; Prerequisite (ADN Transition or FLEX Program): NUR 201

NUR 214 Mental Health Nursing 2-6-4
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Prerequisites: Admission to the ADN program, BIO 225, NUR 111, NUR 206, NUR 201

NUR 215 Management of Patient Care **2.5 - 7.5 - 5**
This course facilitates nursing care of small groups of patients utilizing the nursing process and concepts of management. Prerequisites: Admission to the ADN program

NUR 216 Nursing Seminar **1-0-1**
An exploration of concepts related to selected nursing topics. This course is a seminar with a focus on pharmacology related to nursing practice. It serves as a review of pharmacological principles and classifications. Emphasis will be placed on the application of knowledge and critical thinking through the discussion of clinical scenarios related to a variety of commonly encountered disease processes in the adult. Other issues related to Joint Commission National Patient Safety Goals and safe medication administration will be addressed. Semester of program completion. Requires Nursing Program Coordinator approval.

NUR 220 Family Centered Nursing **5-6-7**
This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum. Prerequisites: Admission to the ADN program, NUR 111, NUR 201, NUR 206

PHI 101 Introduction to Philosophy **3-0-3**
This course includes a topical survey of the three main branches of philosophy – Epistemology, Metaphysics, and Ethics – and the contemporary questions related to these fields. Prerequisite: RDG 032

PHI 110 Ethics **3-0-3**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prerequisite: RDG 032

PHY 201 Physics I **3-3-4**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Prerequisite: MAT 101 or higher

PHY 202 Physics II **3-3-4**
This is the second in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Prerequisite: PHY 201 with a grade of "C" or better.

PHY 221 University Physics I **3-3-4**
This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motions, rotation, vibratory and wave motion. Prerequisite: MAT 140

PHY 222 University Physics II **3-3-4**
This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. Prerequisite: PHY 221 with a grade of "C" or better.

PNR 110 Fundamentals of Nursing **3.5-4.5-5**
This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisite: Admission to the PN program.

PNR 120 Medical/Surgical Nursing I **3.5-4.5-5**
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: Admission to the PN program, BIO 210, ENG 101, MAT 101, PNR 110,

PNR 121 Fundamentals of Pharmacology **2-0-2**
This course is an introduction to basic concepts of pharmacology. Dosage calculations, medication administration, and common drug classifications are among the concepts explored. Prerequisite: Admission to the PN program, Corequisite: PNR 110

PNR 130 Medical/Surgical Nursing II **3-6-5**
This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: Admission to the PN program, PNR 120, MAT 101, BIO 210, ENG 101 Corequisite: PNR 182

PNR 155 Maternal and Infant Nursing **6-3-7**
This course is a study utilizing the nursing process, integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. Prerequisites: Admission to the PN program, BIO 211, PNR 130, PNR 182 Corequisite: PNR 170

PNR 170 Nursing of the Older Adult **1.5-1.5-2**
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: BIO 211, PNR 130, PNR 182. Corequisite: PNR 155.

PNR 182 Special Topics in PN: Pharmacology **2-0-2**
The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration, and calculation of drug dosages. Prerequisites: Admission to the PN program, PNR 110, MAT 101, BIO 210, ENG 101 Corequisites: PNR 130, PNR 120.

PSC 201 American Government **3-0-3**
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties, and the role of the electorate. Prerequisites: RDG 032 or RWR 032 with grade of "C" or better.

PSC 215 State and Local Government **3-0-3**
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. Prerequisites: RDG 032 or RWR 032 with grade of "C" or better.

PSY 103 Human Relations **3-0-3**
This course deals with the personality factors as they relate to problems of adjustment. An understanding of personality dynamics and psychological bases of behavior, mental health, personality development, and interpersonal relations are covered. Stress is placed upon the importance of applying psychological principles and techniques to everyday life. Prerequisites: RDG 032 or ENG 032 or RWR 032

Course Descriptions

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 method, biological bases for behavior, perception, motivation, learning, memory, development, personality, and abnormal behavior. Prerequisites: ENG 032 and RDG 032 or RWR 032

PSY 203 Human Growth and Development 3-0-3
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development, and potential. Prerequisite: PSY 201

PSY 212 Abnormal Psychology 3-0-3
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201

PTH 101 Physical Therapy Professional Preparation 2-0-2
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation. Prerequisites: entry into program

PTH 102 Introduction to Physical Therapy 1-3-2
This course prepares the student to provide skilled basic patient care in a physical therapy setting. Prerequisites: entry into program

PTH 115 Pathology 3-0-3
This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy. Prerequisites: PTH 101, PTH 102, PTH 205, PTH 206

PTH 202 Physical Therapy Modalities 3-3-4
his course introduces patient care techniques and patient preparation for the implementation and use of therapeutic modalities to include superficial hot/cold agents, deep heating agents, biofeedback, electrical stimulation, mechanical and light. Prerequisites: PTH 101, PTH 102, PTH 205, PTH 206

PTH 205 Physical Therapy Functional Anatomy 3-3-4
This course introduces the basic concepts and principles of muscles, joints, and motion, including traditional testing procedures. Prerequisite: entry into program

PTH 206 Therapeutic Procedures 1-3-2
This course introduces the rationale and skills for patient therapeutic procedures, including basic exercises, gait training and other skills necessary to patient treatment. Prerequisite: entry into program

PTH 226 Therapeutic Exercises 2-3-3
This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs. Prerequisite: PTH 101, PTH 102, PTH 205, PTH 206

PTH 235 Interpersonal Dynamics 2-0-2
This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of respectful interaction throughout the life cycle. Prerequisite: PTH 101, PTH 102, PTH 205, PTH 206

PTH 242 Orthopedic Management 3-3-4
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities. Prerequisite: PTH 266

PTH 244 Rehabilitation 3-3-4
This course introduces neurological principles, pathology, and specialized rehabilitation techniques for pediatric and adult care. Prerequisite: PTH 266

PTH 266 Physical Therapy Practicum I 0-18-6
This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant. Prerequisite: PTH 202, PTH 235, PTH 226, PTH 115

PTH 270 Special Topics in Physical Therapy 3-0-3
This course provides opportunities for specialized study of selected topics in physical therapy. Prerequisite: PTH 266

PTH 275 Advanced Professional Preparation 1-0-1
This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination. Prerequisite: PTH 266

PTH 276 Physical Therapy Practicum II 0-18-6
This course includes a practicum experience in a clinical setting using advanced skills under the supervision of a licensed physical therapist and/or a licensed physical therapist assistant. Prerequisite: PTH 242, PTH 244, PTH 270, PTH 275

RAD 101 Introduction to Radiography 1-3-2
This course provides an introduction to radiologic technology with emphasis on orientation to the Radiology Department, ethics and basic radiation protection, and oral communication skills. Prerequisite: Admission to RAD program

RAD 102 Radiology Patient Care Procedures 1-3-2
This course provides a study of the procedures and techniques used in the general care of the patient. Prerequisite: Admission to RAD 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 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 136, RAD 165

RAD 121 Radiographic Physics 3-3-4
This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment. Prerequisites: RAD 110, RAD 136,RAD 165, BIO 211

RAD 125 Clinical Applications in Mammography 0-12-4
This course is a study of all aspects of clinical mammographic imaging necessary to meet FDA requirements to perform mammography. The course includes documentation of clinical competency as required by the ARRT for eligibility to take the advanced level examination in Mammography. Prerequisites: Admission to Mammography Program

RAD 130 Radiographic Procedures I 2-3-3
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities will be included. Prerequisite: Admission to the RAD program

RAD 136 Radiographic Procedures II 2-3-3
This course provides instruction in radiographic procedures for visualization of the structures of the body. Prerequisites: RAD 101, RAD 102, RAD 130, RAD 152, BIO 210

Course Descriptions

RAD 152 Applied Radiography I **0-6-2**
This course introduces the student to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures. Prerequisite: Admission to RAD program

RAD 156 Patient Factors and Imaging Procedures in Mammography **6-0-6**
This course will provide detailed instruction in patient care, anatomy, physiology, pathology, positioning and imaging procedures of the breast as outlined by the American Registry of Radiologic Technologists. Prerequisites: Admission to the Program

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 Technologists. Prerequisites: Admission to the Program

RAD 165 Applied Radiography II **0-15-5**
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 **0-15-5**
This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisites: BIO 211, RAD 110, RAD 136, RAD 165

RAD 201 Radiation Biology **2-0-2**
This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisite: RAD 210, RAD 230, RAD 258

RAD 210 Radiographic Imaging **3-0-3**
This course provides a detailed study of advanced methods and concepts of imaging. Prerequisites: 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 210, RAD 230, RAD 258

RAD 230 Radiographic Procedures III **2-3-3**
This course provides instruction in special radiographic procedures. Prerequisites: RAD 115, RAD 121, RAD 175

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 220, RAD 268

RAD 258 Advanced Radiography I **0-24-8**
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: RAD 121, RAD 115, RAD 175

RAD 268 Advanced Radiography II **0-24-8**
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: RAD 230, RAD 258, RAD 210

Course Descriptions

RAD 278 Advanced Radiography III 4-12-8
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: RAD 201, RAD 220, RAD 268

REL 101 Introduction to Religion 3-0-3
This course provides a study of religion - the nature of religious belief and practice. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

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 or RWR 032 with a grade of "C" or better.

RPT 104 Introduction to Radiation and Protection, Safety and Fundamentals 3-0-3
This course will introduce the code of federal regulations and the fundamentals involved in protection: time, distance and shielding, radioactive sources, interaction with radiation matter, units and the basics of exposure, dose and personal dose.

RPT 113 Radiation Monitoring 3-3-4
This course is the study of the theory and operation of radiation monitors, maintenance and calibration of these systems, proper selection and use of various monitoring systems for evaluation of radioactive hazards, and the interpretation and reporting of such evaluations utilizing scenarios.

RPT 125 Nuclear Math and Theory 3-0-3
This course will introduce basic nuclear concepts using mathematics including dimensional analysis, algebra, geometry and trigonometry. Additional topics include nuclear reactions, half-life calibrations, conversion, and industrial and science applications of radioactive processes and assessment.

RPT 206 Radiation Monitoring and Exposure 3-3-4
This course is the study of equipment used to monitor personal exposure to ionizing radiation and methods used to minimize the amount of exposure 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 researching new technologies and improved detection methods in the field of radiation protection technology.

RPT 243 Radiological Safety and Response 3-3-4
This course presents scenarios in which RPTs are responsible for ensuring and maintaining doses ALARA (As Low As Reasonably Achievable) for the safety of individuals, the work environment, and the population, including response to abnormal and emergency radiological conditions.

RWR 032 Integrated Developmental Reading and Developmental English 3-0-3
This course is intended for students who need assistance in basic reading and writing. Reading topics include locating main idea, recognizing details, patterns of organization, and reading critically. Writing topics include compositions ranging from the paragraph, to the mini-essay, to the full essay in which students demonstrate control of mechanics, word usage, and sentence structure.

SOC 101 Introduction to Sociology 3-0-3
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth on technology in society, and social institutions. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

Course Descriptions

SPA 101 Elementary Spanish I **3-3-4**
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture. Prerequisite: RDG 032 or RWR 032 with a grade of "C" or better.

SPA 102 Elementary Spanish II **3-3-4**
This course continues development of the basic language skills and the study of the Spanish culture. Prerequisite: SPA 101 with a grade of "C" or better

SPC 205 Public Speaking **3-0-3**
This course is an introduction to the principles of public speaking with application of speaking skills. Prerequisite: ENG 101 with a grade of "C" of better

TDR 101 Introduction to Truck Driving Training **5-0-5**
This course is an introduction to truck driver training.

TDR 102 Fundamentals of Truck Driver Training **3-3-4**
This course covers the safe operation of a tractor-trailer on the open highway. Student must have obtained a Class A CDL permit.

TDR 103 Preparation for CDL Examination **2.5-1.5-3**
This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies and driver practice.

TDR 104 Electronic Logging **1-0-1**
This course is an introduction to the use of computer-based software to record hours of service as required by the Federal Motor Carrier Safety Administration (FMCSA) of the Department of Transportation (DOT).

TDR 105 The Business of Truck Driving **3-0-3**
This course is an introduction to the business aspects of truck driving as well as personal life skills, health effects, and customer service.

WLD 101 Cutting Processes **0.5-1.5-1**
This course covers the fundamentals of cutting processes commonly used in the welding industry.

WLD 103 Print Reading I **0.5-1.5-1**
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 106 Gas and Arc Welding **2-6-4**
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 111 Arc Welding I **2-6-4**
This course covers the safety equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions. Prerequisite: WLD 106

WLD 115 Arc Welding III **2-6-4**
This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Prerequisite: WLD 111

WLD 118 Gas Metal Arc Welding Ferrous I **2-6-4**
This course covers the equipment set-up and fundamental techniques for gas metal arc welding on ferrous materials.

Course Descriptions

WLD 120 Flux Cored Arc Welding I **2-6-4**
This course covers the equipment set-up and fundamental techniques for flux cored arc welding. Prerequisite: WLD 118

WLD 121 Flux Cored Arc Welding II **0.5-1.5-1**
This course covers the techniques used in preparation for flux cored arc welding qualification. Prerequisite: WLD 120

WLD 132 Inert Gas Welding Ferrous **2-6-4**
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 135 Inert Gas Welding of Aluminum **2-6-4**
This course covers the set-up and adjustment of equipment and fundamental techniques of welding aluminum.

WLD 154 Pipe Fitting and Welding **2-6-4**
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. Prerequisite: WLD 111 and WLD 132

WLD 222 Advanced Fabrication Welding **2-6-4**
This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment. Prerequisite: WLD 118

WLD 240 Robotic Welding and Manufacturing **2-6-4**
This course covers robotic welding systems, safety, operations and applications.

College Personnel

College Personnel

PRESIDENT'S OFFICE

Dr. Walter Tobin, President
Cindy Garrick, Administrative Assistant to President

ACADEMIC AFFAIRS

Williette Waring Berry, Vice President for Academic Affairs
Vacant, Administrative Assistant
Richard Murphy, Assistant VP for Academic Affairs
Beverly Isgett, Administrative Assistant
Deborah Cooper-Davis, Middle School Director
Leah Jones, Director of SACSCOC and Accountability
Jean Rickenbaker, Regional Career Specialist

ACADEMIC SUPPORT/ INSTITUTIONAL EFFECTIVENESS

Dr. Cleveland Wilson, Jr., Director of Academic Support, Institutional Research and Accountability
Connie Hoffman, Data Coordinator
Katia Simmons, Systems Programmer Developer II
Angela Williams, Systems Programmer Developer II

ARTS AND HUMANITIES AND ONLINE COLLEGE

Melissa Plummer, Dean
April Johnson, Administrative Assistant
Betty Benns, English Instructor
Lee Cobb, English Program Coordinator
Dr. Gary Light, English Instructor
Dr. Tamara Miles, English Instructor, Presidential Scholars Program Coordinator. Phi Theta Kappa
Deneshia Smith, English Instructor, Assistant Dean of Arts & Sciences; Accountability
Anthony Williams, Speech Instructor

HISTORY
Ashton Cobb, Instructor

PSYCHOLOGY
Dr. Debbie Gideon, Social Science Program Coordinator
Crystal Mallner, Instructor, Assistant Dean Online College

MATHEMATICS
Wendy Alsup, Math Instructor
Tyshawn Colter, Math Instructor
Debra Johnsen, Mathematics Program Coordinator
Sam Shuler, Math Instructor
Tresa Milligan Muller, Math Instructor

BIOLOGY
Chris McElroy, Biology Instructor
Mary Pittman, Biology Lab Sciences Program Coordinator
Keith Yates, Biology Instructor
Angela Bunch, Biology Instructor

College Personnel

BUSINESS, EDUCATION, COMPUTER TECHNOLOGY AND PUBLIC SERVICE

Billy Ethridge, Dean, Criminal Justice Program Coordinator
Beverly Isgett, Administrative Assistant

BUSINESS AND ACCOUNTING
Debra Jones, Business Program Coordinator
E. Jakki Corley, Business Instructor
Dr. Kathleen Dooley, Accounting Instructor

COMPUTER TECHNOLOGY
Ardelia Coward, Computer Technology Instructor, Programming Coordinator
Latrice Singletary, Computer Technology Program Coordinator

EARLY CHILDHOOD DEVELOPMENT
Babs Hughes, Early Childhood Education Program Coordinator and Instructor
Vacant, Early Childhood Education Instructor

CRIMINAL JUSTICE
Lori Bravo, Criminal Justice Instructor
Tim Thomas, Criminal Justice Instructor

ENGINEERING AND ADVANCED MANUFACTURING TECHNOLOGIES

Stephanie Phillips, Dean, and Electronics and Engineering and Physics Instructor
Deborah England, Administrative Specialist
Patrick Chavis, Machine Tool Technology Program Coordinator
Henry Fanning, Industrial Electronics and IMT Program Coordinator
Macky Gray, Mechatronics Instructor and Program Coordinator
Fred Hutto, Electronic Instrumentation Program Coordinator
Sherisse Jackson, IMT/EET Instructor
LaMont Kennedy, Truck Driving Program Coordinator and Instructor
Kevin Kneece, Automotive Program Coordinator
Ralph Morgan, Automotive Instructor
Michael Morris, Machine Tool Technology Program Coordinator
David Odom, Graphics Engineering Program Coordinator
Douglas Richardson, IMT Instructor
Cynthia Strother, Truck Driving Instructor
Stephanie Thompson, Instructor, Apprenticeship Liaison
Waylon Ulmer, Welding Program Coordinator

HEALTH SCIENCES AND NURSING

Candance Tooley, Dean
Vicki Hutto, Administrative Specialist
Esther Fogle, Administrative Specialist

HEALTH SCIENCES
Frances W. Andrews, Radiologic Technology Program Coordinator
Chaka McGee, Medical Assisting Program Coordinator
Lynn Fralix, Physical Therapy Assistant Program Coordinator
Regina Marsh, Physical Therapy Assistant Instructor
Tiffany Stokes, Radiologic Technology Clinical Coordinator
Amy Westbury, Radiologic Technology Instructor

College Personnel

NURSING
Dawn Bjorge, Nursing Instructor
Lecia Bonaparte, Nursing Instructor
Johnna Patrick, Nursing Instructor
Natalie Farrar, Nursing Instructor
Susan Chavis, Nursing Program Coordinator (ADN and PN Options)
Kimberly Headden, Flex Nursing Instructor
Meredith Hair, Nursing Instructor
Donna Hendrix, Nursing Instructor
Dana McAlhany, Nursing Instructor
Melanie Kittrell, Nursing Instructor
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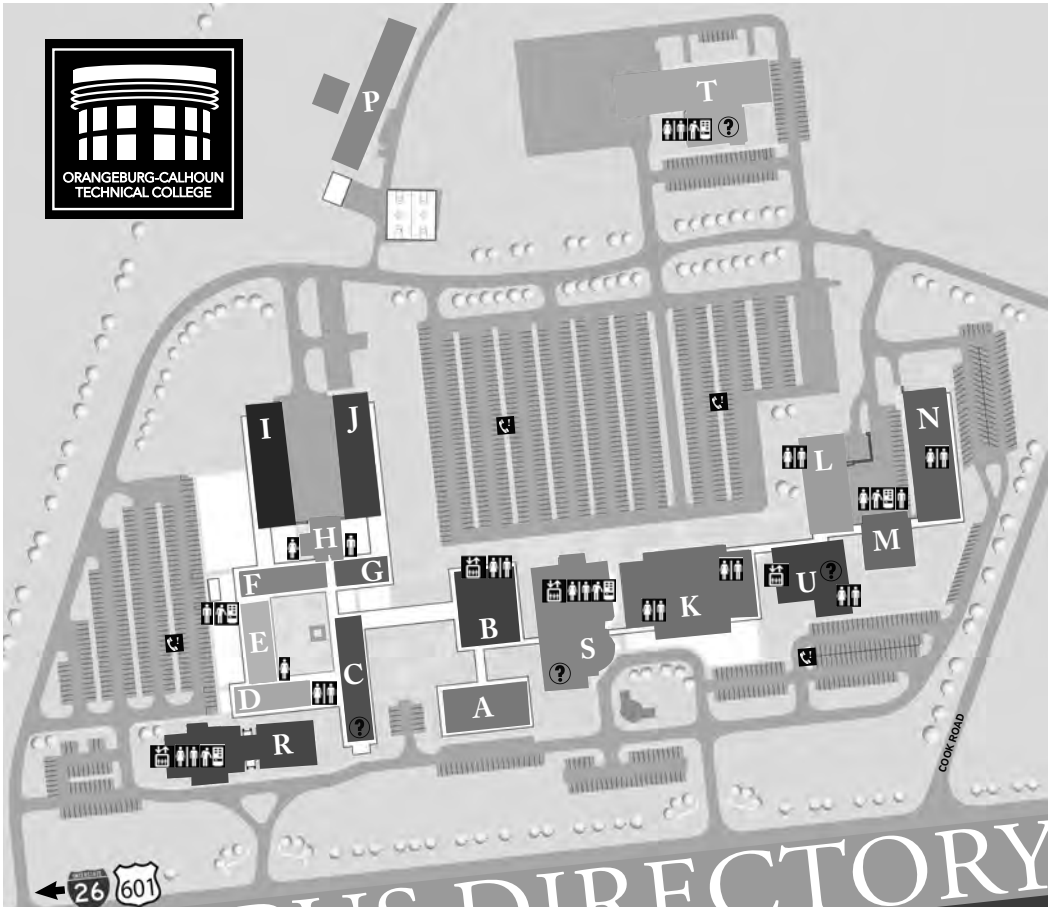
Campus Map



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RESTROOMS

ELEVATOR

VENDING

INFORMATION

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- **B** Faculty Offices
- **C** Lecture 118/Faculty Offices
- **D** 201-206
- **E** 301-308
- **F** 401-407
- **G** 503-507
- **H** 601-602
- **I** 801-806/Faculty Offices
- **J** 701-705/Faculty Offices
- **K** 117-166/Faculty Offices
- **L** 1403-1415/Faculty Offices
- **M** 1506-1517/Lecture 1512
- **N** 1602-1634/Faculty Offices
- **P** 1205/Greenhouse
- **R** 106-205/Faculty Offices
- **S** Math Lab
- **T** 114-201/Faculty Offices
- **U** Nursing

A
- Academic Affairs
- Business Office
- Human Resources

B
- Bookstore
- Library/Student Success Center
- Security
- Testing Center
- TRiO

C
- Adult Education

R
- Auditorium
- English Writing Lab

S
- Admissions
- Advising
- Café
- Cashier
- Counseling
- Financial Aid
- Foundation
- Math Lab
- President's Office
- Student Records
- University Transfer Center

T
- Corporate Training & Economic Development