



WORKFORCE DEVELOPMENT

Continuing education



OCtech

Orangeburg-Calhoun Technical College

Welcome

to Workforce Development

at Orangeburg-Calhoun Technical College.

Our Continuing Education division is your gateway to opportunity.



FAST TRACK TO A BETTER JOB

Workforce Development courses are designed with today's job market in mind. In just weeks – not years – you'll gain the hands-on skills and certifications needed for high-demand, better-paying jobs in healthcare, skilled trades, manufacturing, technology and more. Our training is aligned with employer needs, helping you move directly from the classroom to the workforce.



CUSTOM TRAINING THAT WORKS

OCtech partners with local businesses and industries to provide customized training solutions that meet your workforce needs. Whether you're onboarding new employees, upskilling your current team or launching new initiatives, we can design and deliver training that fits your goals – on-site, on campus or online.



YOUR PATHWAY TO A DEGREE

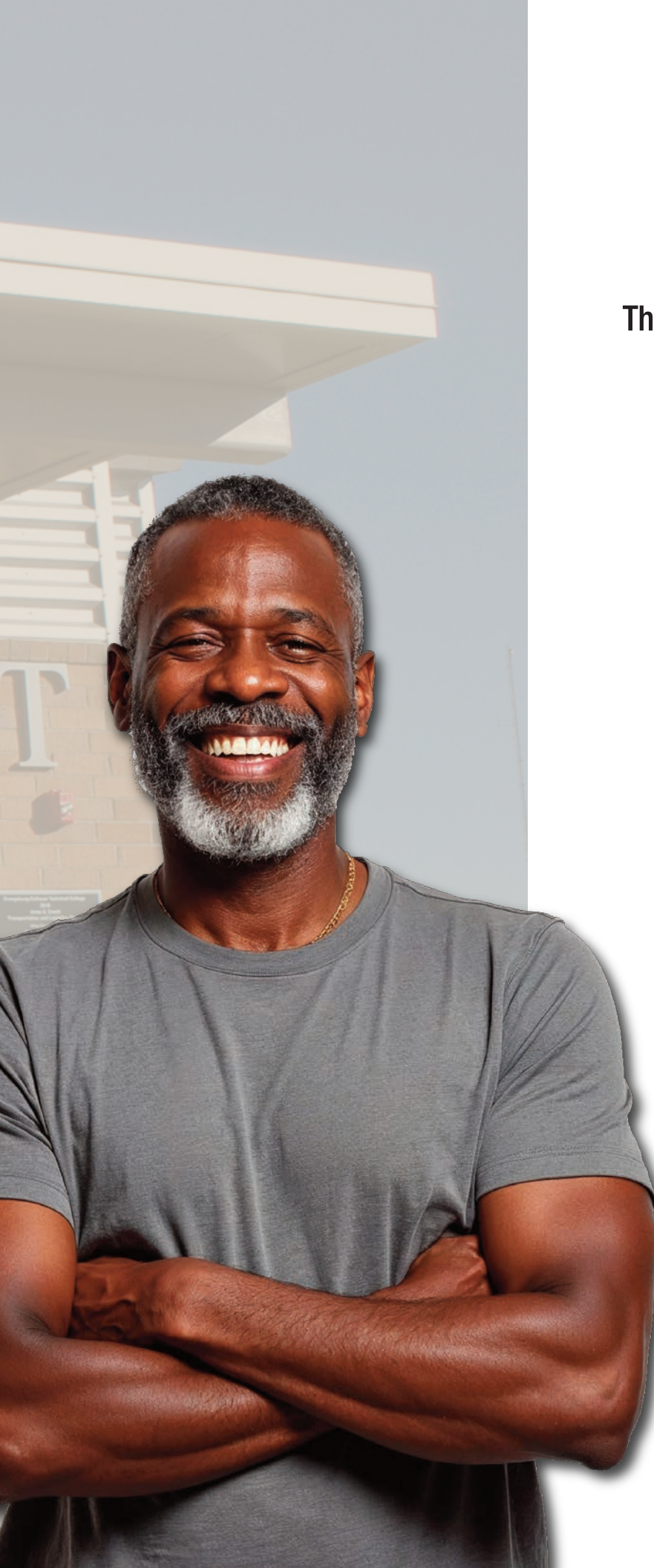
Many students use Workforce Development as a stepping stone. Short-term training can be the first step toward earning a certificate, diploma or associate degree. Our team will guide you through the process and help you build a long-term career path that fits your life.

WHY YOU SHOULD CHOOSE US

- short-term, high-impact training
- day, evening and online options
- no lengthy admissions process – just register and go!
- custom training for employers
- pathways from non-credit to credit programs

Whether you're an individual ready to move forward or an employer ready to invest in your team, OCtech's Workforce Development is here to help you grow.

fast. affordable. career-focused. employer-connected.



**COST SHOULD
NEVER BE A
BARRIER TO
OPPORTUNITY**

**That's why we offer financial
assistance to help cover
the cost of Workforce
Development programs.**

Eligible students may qualify for support through SC WINS, WIOA, employer sponsorships or other funding sources. Our team is here to guide you through the process – from application to approval – so you can focus on building your future.

**Receive up to
\$5,000 per year
for tuition, fees
and course
expenses
not covered
by other
scholarships
or grants.**

**NO-COST ELIGIBILITY
AT LEAST 18 YEARS OLD
A RESIDENT OF SC
PROOF OF RESIDENCY
NO FAFSA REQUIRED**



SCHOLARSHIP ASSISTANCE



be job-ready in weeks
**INDUSTRIAL
TRAINING**

Industrial Training

Looking for a fast track to a high-demand, high-paying career? Our industrial training programs prepare you for success in today's skilled trades and manufacturing industries.

WE OFFER

Basic Diesel Maintenance
Basic/Industrial Electrician
Certified Manufacturing Operator (NCCER)
Certified Production Technician (MSSC)
Computer Numerical Control (CNC) Machine Operator Basics
Electrical Lineman
Forklift Training
Heating, Ventilation and Air Conditioning (HVAC) Fundamentals
Heavy Equipment Operator
Modular-Based Advanced Manufacturing Training
Plumbing Technician
Programmable Logic Controllers (PLC)
Welding Fundamentals

WHY YOU SHOULD CHOOSE US

- short-term programs that lead to long-term careers
- industry-recognized certifications
- small class sizes and hands-on learning
- affordable training with financial assistance available
- a clear path to earn a certificate or associate degree

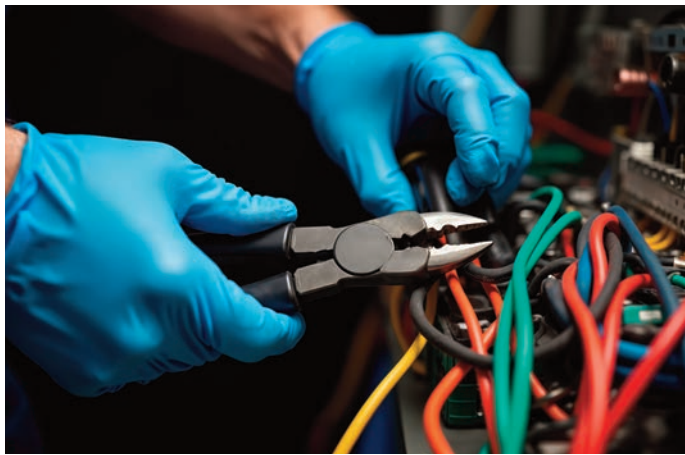
Whether you're just getting started or looking to switch careers, our industrial training programs can open the door to better job opportunities and a brighter future.



BASIC DIESEL MAINTENANCE

Diesel Mechanics could earn \$25.21/hour

This Automotive Service Excellence (ASE)-aligned program introduces students to the fundamental maintenance procedures necessary for servicing diesel engines and related vehicle systems. Designed for individuals pursuing entry-level employment in the diesel technology field, the course covers essential topics such as engine oil and filter changes, cooling system service, fuel and air system maintenance, battery inspection, brake checks and basic diagnostic procedures. Emphasis is placed on workplace safety, the use of industry-standard tools and adherence to manufacturer service intervals. Instruction follows ASE Education Foundation standards, ensuring students are trained to meet current industry expectations for quality and performance. Through hands-on lab experience and classroom instruction, students will develop practical skills to support routine maintenance in commercial trucking, heavy equipment and fleet service operations.



BASIC/INDUSTRIAL ELECTRICIAN

Electrical Maintenance Technicians could earn \$33.15/hour

This program provides foundational training for individuals seeking to begin a career in the electrical trade. Students will learn the basic principles of electricity, including electrical theory, circuit design, wiring methods, safety practices, and the proper use of tools and equipment. The curriculum covers residential and light commercial electrical systems, the National Electrical Code (NEC), blueprint reading, and installation of electrical components such as outlets, switches and lighting fixtures. Hands-on lab exercises reinforce theoretical concepts and develop practical skills in wiring and troubleshooting. Upon completion, students will be prepared for entry-level employment or further training in an electrical apprenticeship or certification program.



CERTIFIED MANUFACTURING OPERATOR (NCCER)

Assembly Technicians could earn \$20.36/hour

This program is designed to prepare individuals for entry-level positions in modern manufacturing environments by providing the essential knowledge and hands-on skills required of a certified manufacturing operator. Students will learn the fundamentals of manufacturing processes, safety procedures, quality control, equipment operation and workplace communication. The curriculum emphasizes lean manufacturing principles, measurement and inspection techniques, basic maintenance, and an introduction to automation and production systems. Training is aligned with National Center for Construction Education and Research (NCCER) standards, ensuring instruction follows nationally recognized competencies in industrial and manufacturing operations. Through a combination of classroom instruction and practical lab exercises, students will gain real-world experience in operating manufacturing equipment and following standard operating procedures. Upon successful completion, students will be eligible to receive NCCER credentials and industry-recognized certification, preparing them for employment in manufacturing facilities, production plants and related industrial settings.



CERTIFIED PRODUCTION TECHNICIAN (MSSC)

Assembly Technicians could earn \$20.36/hour

This program is designed to prepare individuals for careers in advanced manufacturing by equipping them with the core competencies required for production-related roles. This comprehensive program covers essential topics such as safety practices, quality control, manufacturing processes and production, and maintenance awareness. Students will develop both technical and soft skills needed to operate efficiently in a high-performance manufacturing environment. The curriculum aligns with Manufacturing Skill Standards Council (MSSC) guidelines. Upon successful completion of each module, students will have the opportunity to earn nationally recognized certified production technician certifications. The course includes a blend of classroom instruction, hands-on training and assessments to ensure readiness for the modern manufacturing workforce.



COMPUTER NUMERICAL CONTROL (CNC) MACHINE OPERATOR BASICS

CNC Machine Operators could earn \$23.96/hour

This program introduces students to the fundamental skills and knowledge required to operate computer numerical control machines in a manufacturing environment. Students will learn the basics of CNC machining, including machine setup, tool selection, blueprint reading, and interpretation of G-code and M-code programming. Emphasis is placed on safety procedures, quality control, and precision measurement using tools such as calipers and micrometers. Through hands-on training and classroom instruction, students will gain experience operating CNC mills and lathes, loading materials, monitoring production runs and inspecting finished parts. This course prepares students for entry-level positions as CNC machine operators, and provides a strong foundation for advanced training in CNC programming and machining.



ELECTRICAL LINEMAN

Electrical Linemen could earn \$36.06/hour

This program prepares students for entry-level employment in the electric utility industry as apprentice line workers. This intensive, hands-on program provides the knowledge and practical skills needed to safely construct, maintain and repair overhead and underground electrical power lines. Key areas of instruction include electrical theory, power transmission and distribution systems, pole climbing, rigging, equipment operation, safety protocols and the use of personal protective equipment. Students will also receive training in first aid, CPR and OSHA safety standards. Through a combination of classroom instruction and field exercises, students will gain real-world experience in energized and de-energized work environments. Graduates will be prepared to pursue employment with utility companies, electrical contractors and co-ops, and may qualify for additional credentials such as a commercial driver's license or NCCER certification.



FORKLIFT TRAINING

Forklift Operators could earn \$20.08/hour

This program is designed to provide comprehensive training in the safe and efficient operation of forklifts in compliance with Occupational Safety and Health Administration (OSHA) standards. Students will learn the principles of forklift operation, including load handling, equipment inspection, workplace safety and hazard recognition. The course covers various types of powered industrial trucks, with hands-on instruction in maneuvering, stacking and unstacking materials in both warehouse and outdoor environments. Emphasis is placed on accident prevention, proper maintenance procedures and understanding equipment limitations. Upon successful completion of written and practical evaluations, students will receive OSHA-compliant forklift operator certification, qualifying them for employment in manufacturing, distribution, logistics and construction settings. All students who successfully complete the course will receive a certification card on the last night of class.



HEATING, VENTILATION AND AIR CONDITIONING (HVAC) FUNDAMENTALS

HVAC Technicians could earn \$26.57/hour

This program is a thorough introduction on how HVAC systems control temperature, air quality and air circulation in a conditioned space. It provides an overview of safe work practices with electrical systems. Students will explore the process of installing, troubleshooting and maintaining air conditioning, heating and heat pump systems. Students that enroll in this course will earn an Environmental Protection Agency (EPA) certification.



HEAVY EQUIPMENT OPERATOR

Equipment Operators could earn \$21.77/hour

This program is designed to prepare students for moving, excavating and grading earth, erecting structures, and performing other tasks required for building and infrastructure projects using equipment like excavators, bulldozers, loaders, graders, cranes and other heavy machinery. Students learn to operate large machinery on construction and engineering sites, perform basic repairs and equipment upkeep, and develop problem-solving and communication skills. They leave ready to work in various settings, from construction and logging to agriculture, industry, land development, landfills, recycling and more.



MODULAR-BASED ADVANCED MANUFACTURING TRAINING

Assembly Technicians could earn \$23.96/hour

This modular training program is designed for individuals seeking to enhance their skills in high-demand areas of advanced manufacturing. Participants can enroll in one or more modules, allowing for flexible, stackable learning pathways that align with industry needs. Modules include Programmable Logic Controllers, Electronic Instrumentation, Motor Controls, Industrial Safety and Process Control Systems. Through a combination of hands-on lab activities and classroom instruction, students will gain practical experience in system integration, troubleshooting and automation technology used in modern manufacturing environments. Each module is aligned with industry-recognized standards and may lead to certification opportunities or serve as a pathway to further technical training.



PLUMBING TECHNICIAN

Plumber's Helpers could earn \$18.34/hour

This program is designed to prepare individuals for entry-level employment in the plumbing trade. Participants will learn the fundamental skills and knowledge necessary to install, maintain, and repair plumbing systems in residential, commercial and industrial settings. The course covers essential topics such as plumbing safety, pipefitting techniques, water supply systems, drainage systems, fixture installation, blueprint reading and basic plumbing codes. Hands-on lab exercises provide students with practical experience in working with piping materials, tools and equipment commonly used in the field. Emphasis is placed on troubleshooting, problem-solving and following industry best practices to ensure quality workmanship and compliance with plumbing standards. Upon successful completion, participants will be prepared to pursue entry-level plumbing positions and may qualify for apprenticeship opportunities. This training also serves as a strong foundation for those seeking to advance in the skilled trades or pursue plumbing licensure in the future.



PROGRAMMABLE LOGIC CONTROLLERS (PLC)

Automation Technicians could earn \$29.54/hour

This program provides an in-depth introduction to programmable logic controllers, with a focus on their role in industrial automation and control systems. Students will learn the fundamental principles of PLC operation, including hardware components, input/output systems, ladder logic programming and troubleshooting techniques. The course emphasizes hands-on experience with PLC programming software and simulation tools, enabling students to design, write and test programs for real-world manufacturing and process control applications. Topics include logic gates, timers, counters, memory functions and basic communication protocols. By the end of the course, students will be able to configure, program and maintain PLC systems commonly used in industrial settings such as manufacturing plants, utilities and automated production lines.



WELDING FUNDAMENTALS

Welders could earn \$23.61/hour

This program introduces students to the fundamental principles and practices of welding, providing the knowledge and hands-on experience needed for entry-level positions in the welding industry. Students will learn a variety of welding processes, including shielded metal arc welding (SMAW), gas metal arc welding (GMAW/MIG), gas tungsten arc welding (GTAW/TIG) and flux-cored arc welding (FCAW). Instruction includes safety procedures, blueprint reading, welding symbols, metal identification, joint design, and the proper use of welding tools and equipment. The course emphasizes skill development through practical exercises on mild steel, stainless steel and aluminum. Upon completion, students will be prepared to take industry-recognized certification tests and pursue employment in construction, manufacturing, fabrication and related fields.

1-2-3 DAY PLC TECHNICIAN TRAINING COURSE

1 ONE-DAY COURSE INTRODUCTION TO PLC

COURSE TOPICS:
PLC Hardware Components

2 TWO-DAY COURSE BASIC PLC HARDWARE

COURSE TOPICS:
PLC Hardware Components
PLC Installation Practices and Hardware I/O Installation

3 THREE-DAY COURSES BASIC PLC PROGRAMMING

OPTION 1: **RSLOGIX 5 OR 500 PLATFORMS**
OPTION 2: **STUDIO 5000 PLATFORM**

COURSE TOPICS:
RSLinx Software and PLC Communication
with Programming Devices
Memory and Project Organization
Bit-Level Programming
Timer Instruction Programming
Counter Instruction Programming
Data Manipulation Instruction Programming

*get to know
your instructor*

NATHAN RAULERSON



is a highly skilled professional with extensive experience in electrical and instrumentation technology. He has a strong background in teaching and hands-on application, particularly in PLC programming,

process control and electrical systems. He has taught various classes at OCtech, covering topics such as electrical circuits, PLCs and computer graphical programming. His professional experience includes roles as a controls engineer at REI Automation and Mark Anthony Brewing and E&I technician at International Paper. At these companies, he worked with Allen Bradley PLCs, HMI hardware and software, as well as other automation systems, and gained extensive experience with various PLCs, AC/DC drives and robotics. He has a proven track record in programming, troubleshooting and maintaining complex control systems.





driving opportunity
**TRANSPORTATION
AND LOGISTICS**

Transportation and Logistics

Our cutting-edge training in transportation and logistics – two of the fastest-growing sectors in the region and beyond – are designed to get you moving quickly toward high-demand, high-wage careers on the road or in the air.

WE OFFER

Commercial Driver's License (CDL)
Drone Technology

WHY YOU SHOULD CHOOSE US

- fast, focused training with industry-recognized credentials
- hands-on learning with experienced instructors
- preparation for state and federal certifications
- strong ties to employers actively hiring graduate



DRONE TECHNOLOGY

Remote Sensing Technicians could earn \$28.91/hour

OCtech, in partnership with AINautics, offers cutting-edge Drone Technology training designed to prepare students for careers in the rapidly growing field of unmanned aerial systems. This comprehensive program provides hands-on instruction in drone operation, safety protocols, aerial data collection, mission planning and federal aviation regulations. Students will gain practical experience flying drones, capturing imagery and analyzing data for applications in industries such as agriculture, construction, public safety and environmental monitoring. The course also prepares students for the Federal Aviation Administration (FAA) Part 107 Remote Pilot Certification exam. Through this innovative partnership, participants will receive high-quality training aligned with industry standards and emerging technology trends.



PROFESSIONAL TRUCK DRIVING

Truck Drivers could earn \$24.91/hour

OCtech partners with Ancora Education to provide commercial driver's license (CDL) training to our students. Complete training for one of the most in-demand careers in as little as four weeks! Ancora's Class A CDL program provides you with training to inspect and operate tractor-trailers, and assume driver responsibilities on the road and at pick-up/delivery points. Key topics include vehicle inspections, defensive driving, range maneuvers, motor carrier safety regulations, trip planning, cargo handling, size and weight laws, general maintenance procedures and accident prevention.

Whether you're ready to hit the highway or launch a career in unmanned aviation, our programs can help you get there quickly, affordably and with purpose.



Healthcare

Step into a career that changes lives – starting with your own. Our short-term healthcare programs prepare you for high-demand roles across hospitals, clinics, long-term care facilities and physician offices.

WE OFFER

Cardiopulmonary Resuscitation (CPR)
Certified Nursing Assistant (CNA)
Electrocardiography (ECG)
Emergency Medical Technician (EMT)
Phlebotomy

WHAT YOU SHOULD CHOOSE US

- accelerated, affordable pathways – start earning sooner
- state-of-the-art simulation labs and small class sizes
- clinical partnerships that often lead directly to job offers
- stackable credentials – progress from entry-level certificates to diplomas, associate degrees or even nursing programs

Many graduates continue into OCtech's credit programs in Practical Nursing, Associate Degree Nursing or allied health specialties. Your Workforce Development certificate is the first quick step on a lifelong healthcare career path.

your community needs you
HEALTHCARE



CARDIOPULMONARY RESUSCITATION (CPR)

[Ambulance Drivers could earn \\$16.51/hour](#)

This program provides a comprehensive study of the principles and practices of CPR. Students will gain the knowledge and skills necessary to recognize cardiac and respiratory emergencies and to respond effectively using CPR techniques. Emphasis is placed on proper procedures for performing CPR on adults, children and infants, as well as the use of automated external defibrillators (AEDs). The course also includes instruction on basic first aid, airway management, and the legal and ethical considerations of providing emergency care. Upon successful completion, students may earn certification in CPR and AED use in accordance with American Heart Association or American Red Cross guidelines.



CERTIFIED NURSING ASSISTANT (CNA)

[Certified Nursing Assistants could earn \\$17.49/hour](#)

This program is designed to prepare students for certification and employment as certified nursing assistants in healthcare settings such as hospitals, nursing homes, assisted living facilities and home health. The program covers essential topics including basic nursing skills, personal care, infection control, vital signs monitoring, patient safety, communication and residents' rights. Emphasis is placed on providing compassionate, person-centered care while maintaining the dignity and well-being of patients. The curriculum combines classroom instruction with supervised clinical practice, allowing students to apply their skills in real-world healthcare environments. Upon successful completion of the course, students will be eligible to take the state certification exam to become a CNA.



ELECTROCARDIOGRAPHY (ECG)

[Electrocardiogram Technicians could earn \\$30.43/hour](#)

This program provides students with the foundational knowledge and practical skills necessary to perform electrocardiograms (ECGs/EKGs) in various healthcare settings, including hospitals, physician offices, outpatient clinics and diagnostic laboratories. Emphasis is placed on understanding cardiac anatomy and physiology, the electrical conduction system of the heart and the proper placement of ECG leads to obtain accurate readings. Students will learn to operate ECG equipment, identify common artifacts, and perform standard 12-lead ECGs in compliance with clinical protocols and safety standards. The course also introduces basic interpretation of ECG tracings, including recognition of normal sinus rhythm and common arrhythmias. Upon completion, students will be prepared to assist healthcare providers in diagnosing and monitoring cardiac conditions using ECG technology.



EMERGENCY MEDICAL TECHNICIAN (EMT)

[Emergency Medical Technicians could earn \\$18.59/hour](#)

This program prepares students to become emergency medical technicians, providing the foundational knowledge and hands-on skills necessary to deliver life-saving care in emergency situations. Aligned with the National Registry of Emergency Medical Technicians (NREMT) guidelines and state of South Carolina requirements, the course covers topics such as patient assessment, airway management, trauma care, medical emergencies, CPR and the use of AEDs. Students will participate in classroom instruction, lab simulations, and supervised clinical experiences in pre-hospital and hospital settings. Emphasis is placed on rapid decision-making, effective communication and professionalism in high-pressure environments. Upon successful completion, students will be eligible to sit for the NREMT certification exam and pursue licensure as an EMT in South Carolina.



PHLEBOTOMY

[Phlebotomists could earn \\$18.51/hour](#)

This program is designed to prepare students for entry-level employment as phlebotomy technicians in hospitals, laboratories, physician offices and other healthcare settings. Students will learn the theoretical knowledge and practical skills necessary to safely and effectively collect blood specimens for diagnostic testing. Topics include medical terminology, anatomy and physiology of the circulatory system, infection control, venipuncture and capillary collection techniques, specimen handling and patient interaction. Emphasis is placed on safety procedures, proper labeling, quality assurance and professionalism in clinical environments. The course includes both classroom instruction and hands-on practice in laboratory and clinical settings. Upon successful completion, students may be eligible to sit for a national certification exam in phlebotomy.



certificates with purpose

COMPUTER TECHNOLOGY

Computer Technology

Launch a career in one of today's most in-demand industries. Whether you're starting fresh or advancing in your current role, our fast-track training in computer technology equips you with the skills employers are actively looking for. Our programs blend hands-on instruction with real-world applications to ensure you're not just learning tech – you're using it. From troubleshooting networks to protecting sensitive data, you'll build a resume of job-ready skills in just a matter of weeks.

WE OFFER

Comptia Certification Training
Cybersecurity Fundamentals
Google Career Certificates
Microsoft Excel
Microsoft Word

WHY YOU SHOULD CHOOSE US

- short-term certifications aligned with industry standards
- experienced instructors with real-world expertise
- training that prepares you for CompTIA, Microsoft and other certifications
- pathways to credit programs in Computer Technology, Cybersecurity and more

Our computer technology programs are stackable and transferable, meaning you can start with a certification and continue into a degree program when you're ready without losing momentum.



COMPTIA CERTIFICATION TRAINING

[Computer Technicians could earn \\$24.28/hour](#)

This program prepares students for industry-recognized Computing Technology Industry Association (CompTIA) certification exams, equipping them with the knowledge and practical skills required for careers in information technology. Depending on the certification track — CompTIA A+, Network+ or Security+ — students will learn core information technology (IT) concepts such as hardware and software troubleshooting, networking fundamentals, cybersecurity principles, system administration and best practices in IT support. The curriculum combines instructor-led lessons with hands-on labs and practice exams to reinforce key competencies and simulate real-world scenarios. Designed to meet the needs of entry-level and advancing IT professionals, this training aligns with current industry standards and prepares students to earn credentials that are widely valued by employers in the tech sector.



CYBERSECURITY FUNDAMENTALS

[Information Security Analysts could earn \\$60.05/hour](#)

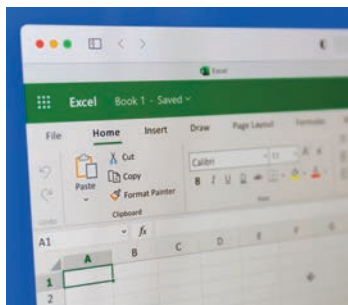
This program provides an introduction to the essential principles and practices of cybersecurity, preparing students for entry-level roles in the information security field. Students will explore key topics including network security, threat detection and mitigation, risk management, cryptography, and cybersecurity laws and ethics. The course emphasizes hands-on learning through simulations, real-world scenarios and security tools to help students understand how to protect systems, data and networks from cyber threats. Designed for beginners, this course serves as a strong foundation for further study or certification paths such as CompTIA Security+, and supports career preparation for roles such as security analyst, systems administrator or IT support specialist with a cybersecurity focus.



GOOGLE CAREER CERTIFICATES

[IT Support Specialists could earn \\$24.28/hour](#)

This program offers students the opportunity to earn industry-recognized Google Career Certificates that prepare them for high-demand, entry-level roles in fields such as IT support, data analytics, project management, user experience (UX) design, and digital marketing and e-commerce. Designed by Google and delivered through an accessible online format, the program combines foundational knowledge with hands-on projects to build job-ready skills — no prior experience or degree required. Students will gain real-world training through video lectures, readings, assessments and applied learning labs. Upon successful completion, students will receive a Google Career Certificate and gain access to career resources and a consortium of employers actively hiring for roles in their field of study.



MICROSOFT EXCEL

[Office Clerks could earn \\$20.97/hour](#)

This program offers hands-on training in Microsoft Excel, focusing on the essential skills needed to create, organize and analyze data using spreadsheets. Students will learn how to enter and format data, use formulas and functions, create charts and graphs, and manage workbooks efficiently. The course also introduces data sorting, filtering, conditional formatting and basic data analysis tools such as PivotTables. Emphasis is placed on practical applications for business, finance and administrative tasks. Whether for personal productivity or workplace proficiency, this course prepares students to use Excel effectively to support decision-making and increase efficiency.



MICROSOFT WORD

[Office Clerks could earn \\$20.97/hour](#)

This program provides comprehensive training in Microsoft Word, equipping students with the skills needed to create, edit, format and manage professional documents. Students will learn how to navigate the Word interface, apply formatting styles, use templates, insert tables and graphics, and manage page layouts. The course also covers advanced features such as mail merge, collaboration tools, headers and footers, and document review functions. Emphasis is placed on producing polished business and academic documents efficiently and accurately. Whether for personal, academic or workplace use, this course prepares students to confidently use Microsoft Word as a powerful word-processing tool.



Learning just for you
**COMMUNITY
ENRICHMENT**

Community Enrichment

Enrich your life and explore your passions. Our community enrichment programs are designed to help you grow, create and connect – whether you're picking up a new hobby, building a skill for everyday life or exploring something you've always wanted to try.

WE OFFER

Defensive Driving
Law School for Non-Lawyers
Personal Computer (PC) for Seniors
Real Estate License Training

WHY YOU SHOULD CHOOSE US

- explore new hobbies or rediscover old ones
- learn alongside others in a relaxed, welcoming setting
- enhance your personal and professional life
- stay mentally active and engaged in your community

Discover the joy of learning,
just for you. Join us at OCtech and
see where your curiosity leads you.



DEFENSIVE DRIVING

The National Safety Council's 8-Hour Defensive Driving Course is an accredited point-reduction program that is listed by name under SC Code 56-1-770. This defensive driving course is designed to improve driving skills, promote safe driving habits and reduce the risk of motor vehicle accidents. Approved by the South Carolina Department of Motor Vehicles, the course covers key topics such as state traffic laws, the effects of alcohol and drugs on driving, managing hazardous road conditions and techniques for preventing collisions. Participants will learn how to anticipate and respond to potential hazards through defensive driving strategies and risk-reduction techniques. Successful completion of this course may qualify eligible drivers for point reduction on their driving record, ticket dismissal or insurance premium discounts, depending on individual circumstances and court approval. The course is suitable for both new and experienced drivers seeking to enhance their safety on the road.



LAW SCHOOL FOR NON-LAWYERS

This program is designed to provide South Carolina residents with a foundational understanding of the legal system and how it affects their everyday lives. Through engaging instruction from licensed attorneys, participants will explore key areas of the law, including criminal and civil law, family law, real estate, estate planning, consumer protection and the structure of the court system. No prior legal knowledge is required. Whether you're interested in understanding your rights, supporting your community or simply curious about how the law works, this course will demystify complex legal concepts using real-world examples and accessible language. Participants will gain practical insights into legal procedures, the roles of legal professionals and how to navigate common legal issues.



PERSONAL COMPUTER (PC) FOR SENIORS

This program is designed specifically for older adults who want to become more comfortable and confident using a personal computer. In a supportive, easy-to-follow environment, students will learn the fundamental skills needed to operate a PC, including understanding hardware components, navigating the Windows operating system, using a keyboard and mouse, managing files and folders, and safely browsing the internet. The course also introduces common applications such as email, word processing and video calling to help participants stay connected with family, friends and the world around them. No prior computer experience is required — just a willingness to learn at a comfortable pace with patient, step-by-step instruction.



REAL ESTATE LICENSE TRAINING

OCtech, in partnership with Fortune Academy, now offers comprehensive real estate pre-licensing training designed to prepare individuals for a successful career in real estate. This program meets the 60-hour requirement set by the South Carolina Real Estate Commission and covers key topics including real estate law, contracts, property ownership, financing, agency relationships and ethics. Students will benefit from expert instruction, practical knowledge and test preparation to help them pass the South Carolina real estate licensing exam. This flexible training is ideal for individuals seeking to begin or transition into a career in residential or commercial real estate.



Customized Training

Apprenticeships • Workforce Solutions

empower your employees
**BUILD YOUR
WORKFORCE**

OCtech is your strategic partner in developing a skilled, job-ready workforce. Whether you're hiring new employees or looking to advance your current team, our Workforce Development System offers flexible, results-driven training solutions to meet your needs.

BASIC EMPLOYABILITY SKILLS TRAINING

Prepare new or future hires with foundational workplace skills — communication, professionalism, teamwork and more.

INCUMBENT WORKER UPSKILLING

Enhance the productivity and expertise of your current employees with advanced and refresher training.

APPRENTICESHIP PROGRAMS

Combine classroom learning with hands-on experience to build your workforce from the ground up.

CUSTOMIZABLE TRAINING SOLUTIONS

We design training specific to your business — delivered on-site or on our campus.

INDUSTRY-RECOGNIZED CERTIFICATIONS

We provide credentials in manufacturing, healthcare, logistics, IT and more to help your team grow and succeed.

ONE-DAY TRAINING ELECTRICAL AND INSTRUMENTATION



This one-day training is designed for companies seeking to enhance the skills of their employees in the areas of industrial electricity and instrumentation. Participants will gain hands-on experience and practical knowledge essential for maintaining, troubleshooting and operating modern electrical and control systems used in manufacturing and industrial environments. Courses can be customized to meet the specific needs of your company or industry. Participants will receive a certificate of completion and leave with valuable insights they can apply immediately in the workplace.

COURSE OPTIONS:

- Advanced Controls
- Alternating Current
- Cable Tray
- Circuit Breakers and Fuses
- Clean, Purge, Test Tubing and Piping Systems
- Conductor Selection and Calculations
- Conductor Terminations and Splices
- Conductors and Cables
- Control Systems and Fundamental Concepts
- Control Valves, Actuators and Positioners
- Controllers
- Craft Related Mathematics
- Detectors, Secondary Elements, Transducers and Transmitters
- Distribution Equipment
- E&I Drawings
- E&I Test Equipment
- Electric Lighting
- Electrical Systems for Instrumentation
- Electrical Theory
- Fasteners and Anchors
- Gaskets and Packing
- Gaskets, O-Rings and Packing
- Grounding and Bonding
- Grounding and Shielding of Instrumentation Wiring
- Hazardous Locations
- Heat Tracing and Freeze Protection
- Hydraulic Controls
- Industrial Safety for E&I Technicians
- Inspect, Handle and Store Instrumentation Materials
- Instrument Air Filters, Regulators and Dryers
- Instrument Calibration and Configuration
- Instrument Drawings and Documents I
- Instrument Drawings and Documents II
- Instrumentation Electrical Circuitry
- Instrumentation Safety Practices
- Layout/Installation of Tubing and Piping Systems
- Lubricants, Sealants and Cleaners
- Lubrication
- Managing Electrical Hazards
- Medium Voltage Terminations/Splices
- Motor Controls
- Motor-Operated Valves
- Motors: Theory and Application
- Overcurrent Protection
- Pneumatic Controls
- Power Plant Electrical Systems
- Practical Application of Lighting
- Preventive and Predictive Maintenance
- Process Control Theory
- Programmable Logical Controllers
- Proving, Commissioning and Troubleshooting a Loop
- Specialty Transformers
- Standby and Emergency Systems
- Switches and Photoelectric Devices
- Switchgear and Breaker Maintenance
- Temperature, Pressure, Level and Flow
- Temporary Grounding
- Test Equipment
- Transformer Application
- Tubing

Our NCCER-certified training programs provide the skills needed to succeed in high-demand industries like construction, utilities and manufacturing.

SAFER JOB SITES

Standardized safety modules reduce incidents and OSHA violations, lowering insurance costs.

RELIABLE CREDENTIALS

NCCER's nationally recognized certifications let you verify skills instantly.

FASTER ONBOARDING

New hires complete core competencies quickly, reaching full productivity sooner.

UPSKILLING AND RETENTION

Structured, stackable pathways give existing employees clear advancement, reducing turnover.

CUSTOM FIT

Training can be delivered on-site, on our campus or in a hybrid format – days, evenings or weekends.

BOTTOM-LINE ROI

Better-trained crews mean fewer reworks, tighter schedules and higher customer satisfaction.

elevate your workforce
**EMPLOYEE
TRAINING**

NCCER TRAINING

This course offers industry-recognized training through the National Center for Construction Education and Research (NCCER), providing students with the foundational knowledge and hands-on skills required for success in various trades. Students begin with the NCCER Core Curriculum, covering essential topics such as safety, construction math, tools and blueprint reading. Upon completion, participants progress into specialized craft areas such as electrical, welding, plumbing, HVAC or carpentry, depending on the training pathway offered. All instruction follows NCCER's nationally standardized curriculum and includes both classroom and lab-based learning. Successful students receive NCCER credentials and are entered into the NCCER National Registry, making them visible to employers across the construction and industrial sectors. OCtech offers proven training by an NCCER Accredited Training and Education Facility (ATEF), making it the most convenient, reliable and cost-effective training available locally. We can also design courses specific to your company and conduct training at your worksite if requested.

NCCER CORE CURRICULUM

This course provides the foundational knowledge and skills required for success in all NCCER craft training programs by introducing students to essential concepts in the construction and industrial trades. Topics include basic safety, construction math, hand and power tools, blueprints, communication skills, employability skills and an introduction to material handling. The course combines classroom instruction with hands-on practice to ensure students understand both the theory and application of core industry competencies. Successful completion of this course is a prerequisite for all Level 1 NCCER craft training programs and includes entry into the NCCER National Registry.





OSHA™ 10-HOUR GENERAL INDUSTRY

The OSHA 10-Hour Safety Training course provides entry-level workers with essential knowledge of occupational safety and health standards. Designed for those in general industry or construction, this course covers key topics such as hazard recognition, personal protective equipment, fall protection, electrical safety, machine guarding and workers' rights under OSHA. Training emphasizes accident prevention and safe work practices to reduce jobsite risks. Upon successful completion, participants receive an official OSHA 10-Hour card, demonstrating their foundational understanding of workplace safety requirements. The course is completely online, but is monitored by our safety instructor.



OSHA™ 30-HOUR GENERAL INDUSTRY

The OSHA 30-Hour Safety Training course offers comprehensive instruction for supervisors, managers and workers with safety responsibilities. This advanced training covers a wide range of workplace hazards and OSHA compliance standards, including hazard communication, fall protection, electrical safety, confined spaces, emergency action planning and recordkeeping requirements. Emphasis is placed on identifying, controlling and preventing hazards to ensure a safe and healthy work environment. Participants will receive an official OSHA 30-Hour card upon successful completion, verifying their in-depth knowledge of occupational safety practices. The course is completely online, but is monitored by our safety instructor.





elevate your workforce
**EMPLOYEE
TRAINING**

SUPERVISORY SKILLS

Is your company facing turnover, low morale or business growth? Today's workplace presents many challenges for supervisors at all levels. OCtech offers a customizable program that fits the specific needs for yourself or your company. This course is designed to equip new and aspiring supervisors with the essential skills needed to lead teams effectively and manage day-to-day operations in a variety of workplace settings. Topics include leadership styles, communication techniques, conflict resolution, performance management, employee motivation, time management and delegation. Participants will also learn how to navigate workplace challenges, foster team collaboration and support organizational goals. Through interactive discussions, real-world scenarios and practical tools, this training helps individuals build confidence in their supervisory role and lays the foundation for continued leadership development. It's ideal for frontline supervisors, team leads and those preparing to transition into management roles. We can modify or mix and match to create a custom program just for you! Units can be taken in any order, and take all 25 modules for a Supervisory Certificate. This program can be taught at your worksite or on the OCtech campus.

UNIT 1: FINDING THE SUPERVISOR WITHIN

Module One – Introduction to Supervision
Module Two – Understanding Personality Types
Module Three – Working in an Ethical Manner
Module Four – Getting Things Done Under Pressure
Module Five – Accepting Personal Responsibility

UNIT 2: COMMUNICATING FOR IMPACT

Module One – Essential Communication Skills I
Module Two – Essential Communication Skills II
Module Three – Conflict Resolution
Module Four – Coaching and Counseling I
Module Five – Coaching and Counseling II

UNIT 3: DEVELOPING & RETAINING TALENT

Module One – Getting Off on the Right Foot
Module Two – Defining Performance Expectations
Module Three – Conflict Resolution
Module Four – Motivating to Excel
Module Five – Managing Teams & Work Groups

UNIT 4: MANAGING THE PROCESS

Module One – Setting Goals & Objectives
Module Two – Planning for Results
Module Three – Analyzing & Solving Problems
Module Four – Making Solid Decisions
Module Five – Leading in a Changing Environment

UNIT 5: LEADING FOR DESIRED RESULTS

Module One – Core Leadership Skills
Module Two – The Challenge of Leadership
Module Three – Productive Partnerships
Module Four – Effective Delegation
Module Five – Valuing Diversity



control your
**CAREER
PATH**

OCtech has partnered with CareerStep to help people like you train for a rewarding new career in:

- Behavioral and Psychiatric Health Technician
- Certified Healthcare Documentation Specialist
- Computer Technician
- Dental Assistant
- Healthcare IT Professional
- Hemodialysis Technician
- Medical Administrative Assistant
- Medical Billing
- Medical Coding and Billing Professional
- Medical Laboratory Assistant
- Medical Office Manager
- Medical Record Specialist
- Medical Scribe
- Medical Transcription Editor
- Mental Health Technician
- Nutrition and Personal Trainer
- Pharmacy Technician
- Physical Therapy Aide
- Sterile Processing Technician
- Veterinary Assistant

Ready to dive in? Call 877.225.7151
or email apinfo@careerstep.com today!

OCtech also partners with ed2go to provide a wide variety of personal interest and professional skills courses that you can take from home. These foundational courses will help you gain new personal and professional skills. Learn the basics of a profession, explore a new career path or expand your skills with these 100% online courses. Our informative, fun, convenient, affordable and highly interactive courses focus on creating supportive communities for learners.

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Construction and Trades
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Discover – and get
training supplies

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