Academic Year 2011 - 2012
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If, after review of this catalog, you have further questions or wish to make specific inquiries about our programs or admissions, please contact us :

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www.octech.edu

Accreditation

Orangeburg-Calhoun Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Orangeburg-Calhoun Technical College.

Member
American Association of Community Colleges

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I am excited about my coming years as president of OCtech. With some of our most recent accomplishments, we are continuing to serve as a visionary leader in our region and the state. Our designation as the training center for FESTO industrial products in North America positions us as a cutting edge leader in industrial technology. In addition, we are continually offering new programs on campus including a health physics program in conjunction with SCSU. Our online offerings continue to increase with many programs like criminal justice and radiation technology held completely online. I invite you to take advantage of all that the college offers to enhance your educational experiences.

The faculty and staff at OCtech are dedicated to the success of our students and are committed to providing quality programs and services to everyone. It is our goal to prepare students for the workforce of the future. We will provide you with the knowledge and skills that you will need in your chosen career. As the world of work continues to change, we pledge to offer you the skills that you will need for advancement. We are proud of the technology and innovative techniques utilized by our faculty and of the technology that is available to you.

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

Walt A. Tobin

Dr. Walt A. Tobin

Orangeburg-Calhoun Technical College is a member of the American Association of Community Colleges and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) 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 Education Core

Each associate degree and diploma curriculum includes a core of general education courses that either meet or exceed the criteria of the SACS. 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.

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

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

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

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

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

Charles P. Weber

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

Upon recommendation by the Orangeburg-Calhoun Area Technical Education Commission and approved by the State Board for Technical and Comprehensive Education, the Center's name was changed in May 1974 to Orangeburg-

Calhoun Technical College. The purpose of this change was to more accurately reflect the College's post-secondary education mission. The director's title was changed to that of president at the same time.

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

Ben Wetenhall addresses audience at the 1978 dedication

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

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

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

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

educational opportunities to the community.
In 2001, the College developed a comprehensive five-year strategic plan to continue to move the College forward in educating and training the community. This plan was reviewed and updated yearly. The second five-year plan was developed in 2007 through a cooperative effort of faculty, staff, students, and the community.

OCtech broke ground for a 37,000 square foot, $5.2 million Student and Community Life Building in 2002 and cut the ribbon on its new Student and Community Life Center in 2003. Student Services, Continuing Education, Planning, Development and Research offices, as well as the president's office are housed in this building.

Orangeburg-Calhoun Technical College completed extensive renovations to both the Gressette and the Williams buildings in 2004. The Math and Science Center was formally opened in December 2006 with needed laboratories, classrooms, lecture halls and a 400 seat auditorium.

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

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

Continuing to grow, the College opened the Orangeburg-Calhoun Technical College QuickJobs Development Center in the summer of 2010.

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

The mission of Orangeburg-Calhoun Technical College (OCtech) is to provide quality and affordable comprehensive education programs that will have a positive social and economic impact on the lives of the citizens of Orangeburg and Calhoun Counties, and the state of South Carolina.

Orangeburg-Calhoun Technical College is an associate degree-awarding two-year public institution. As an open admissions institution, we serve students with diverse backgrounds and ability levels from a primarily rural region, enrolling approximately 2,900 – 3,300 credit students and 3,000 non-credit students annually. Orangeburg-Calhoun Technical College values the quality and effectiveness of our programs, promoting ethical standards in all aspects of the College's operation. We seek the success of each student in an environment that provides opportunity for lifelong learning in a complex, global society.

The College serves our community and our students in accordance with the following purposes:

- Meeting the community's need for a literate and technically-competent work force by:

  (a) Offering associate degree, diploma and certificate programs in post-secondary, occupational and technical education in the following areas: Arts and Sciences, Business, Computer Technology, Health Sciences, Nursing, Public Service, and Industrial and Engineering Technology.

  (b) Providing students with the knowledge, skills and attitudes in areas of oral and written communication, problem-solving, use of cutting-edge technology, and development of interpersonal skills through quality classroom delivery systems, innovative teaching methodologies, and multiple assessment measures for workplace competencies or for transfer to other institutions of higher learning.

- Addressing the continuing education needs of individuals and employees for developing or upgrading skills and knowledge by providing specialized, directed courses that compliment both personal interests and job advancement.

- Fostering student success by providing comprehensive student support services and learning experiences, including developmental studies, to help students identify and achieve specific personal, and academic objectives.

- Promoting access to educational opportunity by providing the means for overcoming economic, academic, and other barriers.

- Employing a systematic process of planning, implementing, and evaluating to ensure that educational and administrative activities are appropriate and effective to meet the needs of the students, the College, and the community.

- Projecting a positive public image as an important and unique part of higher education by maintaining effective partnerships, expanding financial resources, and disseminating accurate and effective public information.

- Implementing relevant continuing education training programs that promote social and economic development through analyzing the strengths and needs of the community, and of new and existing businesses and industries.

- Providing high quality facilities, equipment, and technology to support the College's programs and services.

Approved by the Orangeburg-Calhoun Area Technical Education Commission
January 28, 1998
Revised on November 19, 2003

BELIEFS:

Orangeburg-Calhoun Technical College pursues its mission through the following beliefs:

We believe in:

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

VISION:

Orangeburg-Calhoun Technical College will be the leader in providing education and training programs that prepare the region for the expanding global community.

OCtech

Orangeburg-Calhoun Technical College

Academic Information

Orangeburg-Calhoun Technical College
2011-12 Academic Calendar

Fall 2011

August 8	Fall Conference (No Classes)
August 9	Registration
August 15	Classes Begin
August 15 – 19	Advising Center Open for Late Registration & Schedule Changes
August 19	Last Day to Adjust Schedule
September 5	College Closed
October 13	Faculty/Staff Meeting - 3:30 p.m. – R Auditorium
October 17 – 21	Fall Break (No classes) Faculty Non-Work Days
October 24 – 28	Student Evaluation of Instruction
November 8	Optional Faculty Work Days (No Classes)
November 7 - 21	SPRING Advisement & Registration (Current and New Students)
November 23	Faculty Holiday (No Classes)
November 24-25	College Closed - Thanksgiving Holidays
November 28 –	December 14 Advising Center Open for New Student Registration and Current Student Schedule Changes Only
December 12, 13, 14	Examinations
December 15	Grades due 9:00 a.m. (No Classes)

December 19 – December 30 Christmas Holidays – College Closed

2012 SPRING SEMESTER

January 3	Registration
January 9	Classes Begin
January 9-13	Advising Center Open for Late Registration & Schedule Changes
January 13	Last Day to Adjust Schedule
January 16	Optional Faculty Work Day (No Classes)
March 12 – 16	Spring Break (No Classes) Faculty Non-Work Days
April 9 – April 19	SUMMER Advisement & Registration (Current and New Students)
April 9 – 13	Student Evaluation of Instruction
April 23 – May 3	Advising Center Open for New Student & Current Student Schedule Changes Only
May 1, 2, 3	Examinations
May 4	Grades Due 9:00 a.m. (No Classes)
May 8	Graduation 7:00 p.m.

2012 SUMMER SESSION

May 7	Summer Session Begins (No Classes)
May 9	Registration
May 14	Classes Begin
May 14 – 18	Advising Center Open for Late Registration & Schedule Changes
May 18	Last Day to Adjust Schedule
July 2, 3, 5	Optional Faculty Work Days (No Classes)
July 4	College Closed
July 9 – 13	Student Evaluation of Instruction
July 9 – 20	FALL Advisement & Registration (Current and New Students)
July 16 – August 2	Advising Center Open for New Student Registration & Current Student Schedule Changes Only
July 23, 24, 25	Examinations
July 26	Grades Due 9:00 a.m. (No Classes)

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.

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 score to be admitted to specific Associate Degree and Diploma Programs. Applicants who do not possess minimum reading competencies for selected programs may require further assessment or referral to other community agencies prior to enrollment at OCtech.

Special Admissions Requirements for Nursing & Allied Health Program Applicants

Nursing and Allied Health programs have special admissions requirements. Admisisons requirements may be obtained by attending a Nursing/Health Sciences Information Sessions. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or on line 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.

Applicants to the Nursing/Health Science programs must be a U.S. citizen for one year at the time of application.

Admissions Procedures

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

(1) Complete an application form which can be obtained from the Admissions Office or apply online at www.octech.edu. Applicants are required to submit the pulished application fee at the time of application to the college. Applications will not be processed until the application fee is paid in full. The application fee is non refundable.
(2) Take the college placement test designed to aid counselors and advisors in determining the best course of study for each student. SAT or ACT scores may also be presented in lieu of the college placement test.
(3) Request high school and all colleges attended to forward an official transcript of all academic work attempted. Applicants who possess a GED should submit official GED scores.
(4) Complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov.
(5) Register for classes during the scheduled registration period.
(6) Each curriculum has established admissions criteria. The applicant should apprise him/herself of these through contact with a member of the Admissions staff.
(7) Students will receive notification of acceptance by the Admissions Office.

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 more than three consecutive semesters must re-apply to the College through the Admissions Office and re-enter under the admission criteria in effect at the time of application for re-entry. Applicants who desire re-admissions must submit the required application fee at the time of application to the college. Applications will not be processed until the application fee is paid in full.
(2) Any student who has been suspended for academic reasons must refer to the guidelines under the Academic Suspension Policy to re-apply.

Senior Citizens Enrollment

Senior citizens 60 years old or over, who are not employed full time, may enroll in courses free of charge on a space available basis during the established late registration period each term. The College will waive the tuition cost, but all other charges relating to the cost of taking the course (books, supplies) will be the responsibility of the senior citizen.

The late registration period is published each term; however, in classes with high demand, the late registration 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 late registration 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.

International Students

Orangeburg-Calhoun Technical College is authorized by the United States Immigration and Naturalization Service (INS) to enroll nonimmigrant 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:

- Complete an admissions application along with a $50 application fee.
- 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

- 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.
- 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.
- Score report from Scholastic Aptitude Test (SAT) or OCtech's Placement Test.
- 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.

Academic 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) Students can meet with a faculty advisor who will be available each semester to help plan a program of courses and will generally be the major source of contact. Some courses are offered only once a year. Faculty advisors can inform students of these if applicable.

(2) If a 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 faculty advisor FIRST.

(3) An advisor will usually be able to take care of any problems. If the student advisor cannot help, the student will be referred to the appropriate personnel. Admissions counselors are available to assist students and their advisors in the Student Services Office. Counselors are available Monday-Friday. Students are urged to make an appointment with a counselor to explore career options and discuss academic choices. Confidentiality is assured at all times.

Change of Name or 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. with current information 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.

Course Placement Services

OCtech has adopted The American College Testing Program's COMPASS to help students succeed in their educational goals. The Skills Assessment scores are used to place students in designated entry-level courses or in educational programs designed to upgrade academic skills. The ACT/COMPASS is offered at no cost to applicants seeking admission, and it is given at various times each week during the semester. Additional sessions may be scheduled prior to registration if the demand warrants.

All part- and full-time day and evening curriculum students must take the COMPASS. Exceptions are Career Development students and those taking Continuing Education or Community Interest courses. For additional information, contact the Testing Center in Building B, second floor.

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. 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) Non-high school graduates who are at least 18 years old .

(2) Applicants who provide acceptable SAT or ACT scores. Each curriculum of study has designated minimum SAT and ACT scores which are required for course placement.

(3) Applicants for designated certificate programs.

(4) Career Development applicants. Candidates who are applying for admission to take up to, but not more than, 18 credit hours and who are not pursuing a degree or diploma, may be admitted as Career Development students to take specific courses in a technology. Career Development applicants must participate in placement testing if they wish to enroll in University Transfer English and mathematics curriculum courses.

(5) 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 within five years prior to the date of application, or possess SAT or ACT scores.

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 or course choice will be advised to enroll and successfully complete selected prerequisite courses prior to admission to the curriculum declared at the time of application. Those who desire a retest will be assessed a testing fee.

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 appropriate documentation to the Admissions Office.

The following is a partial listing of senior institutions that have accepted credits from Orangeburg-Calhoun Technical College: Charleston Southern University, The Citadel, Claflin University, Clemson University, Coastal Carolina University, Coker College, College of Charleston, Columbia College, Erskine 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, Voorhees College, Winthrop University, and Southern Methodist College.

Two + Two Articulation Agreements Between OCtech and Claflin University

Students who complete an Associate in Business Degree with a major in Accounting at OCtech can receive 60-semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with a concentration in Accounting at Claflin University.

Students who complete an Associate in Business Degree with a major in General Business at OCtech can receive 57-semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with concentrations in Management or Marketing at Claflin University.

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

(1) Undergraduate students may participate:
   a. if they are in good standing at their home institution, and
   b. if they have paid full-time tuition and fees at their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus),
   c. if after declaring full-time status at their home institution, may register for not more than one (1) free course per semester per institution at the other participating CHEC member institutions.
   d. provided the course at the host institution is not offered concurrently at the home institution (i.e. not offered at a reasonably scheduled time),
   e. if they meet the prerequisite requirements of the host institution,
   f. if the required approvals are obtained, and
   g. if they are legal residents of South Carolina. Out-of-state students who desire to enroll must pay the difference between the in-state and out-of-state fees.

(2) Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.

(3) Special fees, such as laboratory and book fees, must be paid to the host institution and are not covered under the cross-registration policy.

(4) All courses taken at the host campus will be transcripted, sent to and recorded by the home institution. The grades will be included by the home institution in academic calculations.

(5) Any exception to these policies must be approved in writing by the Vice President for Academic Affairs of both the home and the host institutions.

Cross Registration is available during Fall and Spring semesters only.

Tech Prep 2 + 2 Articulation

TECH PREP curriculum links high school and two-year curricula by providing the background and skills required for rewarding careers. The Technical Advanced Placement (TAP) is a special component of the program, which enables qualified high school students to earn college credit at Orangeburg-Calhoun Technical College and advanced standing in college majors. Students who successfully complete approved secondary courses as outlined in the TAP Manual may be eligible for exemption credit for corresponding college course competencies.

Course competencies may be articulated within ONE YEAR of graduation from high school. For further details contact the Office of the Registrar or any Academic Program Director.

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 completed at all post-secondary institutions attended must be filed with the Registrar together with the application for admission. When official transcripts are received at Orangeburg-Calhoun Technical College, the Registrar will review the transcript and award appropriate transfer credit based on the following procedure:

(1) The college transfer guide and college catalog are used as resources to determine parallel coursework completed at other post-secondary 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 Transfer Credit Review Committee.

(4) Applicants may transfer as much as 75% of the program requirementss, but must complete 25% of their coursework at OCtech. In addition, the student must enroll at Octech for the last two semesters of course work in a two year program, and one semester of course work in a one-year program 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.
The student is notified, in writing, of coursework that has been accepted for transfer credit. This letter is mailed from the Registrar's Office prior to the end of the term in which the official transcript was received.

Transfer Credit Appeal Procedure

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

Admissions Criteria, Course Grades, GPA's, Validations

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

A. The institution's definition of a transfer student.

B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Information about course equivalencies and transfer agreements.

E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

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

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

Statewide Transfer Blocks
The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. 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 in calculating academic degree credits.

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

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

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

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

Transfer Officers
Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:
•Provide information and other appropriate support for students considering transfer and recent transfers.
•Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
•Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
•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 institutional and Commission on Higher Education's websites for further information regarding transfer.

Advanced Placement and Credit

Students who score a "3" or better on the College Board Advanced Placement (AP) Examinations may receive advanced placement credit.

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

Advanced credit is awarded for AP examinations; however, credit may or may not be applied to all degree requirements of the College. Specific information on advanced placement 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

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

1. Military Training Credit

Orangeburg-Calhoun Technical College 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.

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 award 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 Orangeburg-Calhoun Technical College the opportunity to receive credit based on experiential learning.

1. 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.

2. ADVANCED STANDING INITIATED

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

A. Determine that the student meets the "Eligibility" criteria.
B. Assist the student in selecting a specific course within the student's curriculum that best matches the student's experience.
C. 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.

3. REQUIRED DOCUMENTATION

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

A. A copy of the curriculum description sheet with the applicable course designated.
B. A copy of the catalog page wherein the course description is contained.
C. 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.
D. 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; or any legitimate source of documentation as may be verified and accepted by the Program Coordinator.
E. Completed Experiential Learning application form.

4. 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.

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

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

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

Since Orangeburg-Calhoun Technical College 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 the last two semesters of coursework at Orangeburg-Calhoun Technical College. Students enrolled in a one-year diploma or certificate program are required to complete the final semester of coursework at Orangeburg-Calhoun Technical College.

Dual Enrollment

The Dual Enrollment program allows high school juniors and seniors who qualify to get a head start on their college careers by enrolling in college-level courses at OCtech during the fall, spring, and summer terms. Dual Enrollment students may enroll in university transfer and technical courses offered through the Arts and Sciences program at 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 a high school junior or be classified as a senior by the secondary school he/she attends;
(2) The student must be granted permission by his/her principal and guidance counselor to attend classes at OCtech;
(3) The student must meet all admission criteria for the course(s) he/she desires to take;
(4) The student will be considered a student of Orangeburg-Calhoun Technical College while enrolled in the course(s);
(5) The College will work closely with the student, his/her secondary school, and counselor to obtain the maximum benefit from this experience. The establishment of this opportunity is to minimize geographic, financial and scholastic barriers to post-secondary programs and services offered by OCtech.

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 some limitations for students who pay from courses with federal student aid funds.

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. The Federal Pell Grant program prohibit students who receive financial aid to use federal funds to repeat a course more than one time to earn a better grade.

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

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

Withdrawal Policy

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

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

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

Prompt and regular class attendance is expected of all students. A decision to stop attending classes at Orangeburg-Calhoun Technical College 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 Student and Community Life Center.

Step 2: Complete the top portion of the Add/Drop form (name, curriculum, social security number, student status, and date).

Step 3: Complete each section that applies to you.

Step 4: Obtain signatures from the instructors who teach each class that you are dropping or adding.
Step: 5: Obtain the signature of your advisor or member of the student services counseling staff.
Step 6: Return the completed Add/Drop form to the Student Records Office. You have not completed the Add/Drop procedures until you return your Add/Drop form to the Student Records Office.

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

Academic Forgiveness Policy

Orangeburg-Calhoun Technical College 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 Orangeburg-Calhoun Technical College 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.
(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 a Student Services counselor 30 days prior to 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 re-applying to specific programs of study.

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 earned. 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

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	Withdrawn Failing	"WF" is used in GPA calculations; earns no credit hours; carries grade points for each hour attempted. (When student retakes a course taken in the semester system, the WF" is negated and the higher grade is used in GPA calculations.)

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

Grade Changes

Any discrepancies or questions concerning grades, credits, grade points, etc. must be brought to the attention of the Registrar and corrected 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.

Academic Probation

Academic standards of progress for curriculum programs are based on the following criteria:

Semester Credit Hours Attempted	Semester or Cumulative Minimum GPA
18-35	1.5
36-50	1.8
over 50	2.0

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

Probation I Status (First Time Probation)

1. A student who has been placed on Probation I will be assigned to a member of the student services staff. The staff member will serve as the student's academic advisor until he/she meets the required standards for academic progress.
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 student services advisor. If the student fails to meet with the assigned student services 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 presents evidence of advisement by the assigned faculty advisor. Student Services staff will remove the restriction so the student may register once required advisement has been verified.

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

An academic suspension list will be forwarded to appropriate college faculty 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 a member of the admissions staff prior to re-admission to the college.

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

Probation III Status (third probation) after Suspension I

1. A student who is placed on Probation III may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until the student presents evidence of advisement by the Program Coordinator to the Student Services staff. Once verified, Student Services Staff will remove the restriction so the student may register for classes.

Probation IV Status (fourth probation) after Suspension I

1. 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 the student presents evidence of advisement by the Program Coordinator to the Student Services staff. Once verified, Student Services Staff will remove the restriction so the student may register for classes.

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 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 a re-admissions committee to return to the college.

Attendance

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

Students must not accumulate more absences than double the number of times a class meets per week. For example, if the class meets three times a week, the student must not be absent more than six times during the semester. If excessive absences are taken, the student will be administratively withdrawn. Extenuating circumstances may be taken into consideration by the instructor.

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

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

Online Course Attendance Policy

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

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

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

(1) By the act of enrollment:
   a. The student is responsible for all course work.
   b. The student is obligated to punctually attend all classes and laboratory sessions.

(2) Any student who abuses attendance or is remiss in academic performance may be withdrawn.

Time Commitment

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

Academic Honors

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

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

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

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

*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 and August graduation ceremonies. 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 in associate degree or university transfer courses; have maintained a cumulative grade point average equivalent to, but not less than 3.5; have established academic excellence as judged by the faculty; and possess recognized qualities of citizenship.

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

Graduation

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

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

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

All students must complete the last semester of coursework at Orangeburg-Calhoun Technical College prior to graduation. Students may appeal the completion of remaining course requirements to the Vice President for Academic Affairs if required courses are not offered at the College within the last term(s) of enrollment.

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

Tuition & Fees

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

Residency Requirements

County and/or state residency shall be based upon the student's permanent address. In the case where the student's permanent address is different from the current address, the student must present evidence that the current address change is of a permanent nature. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Acceptable types of evidence include vehicle registration, driver's license, South Carolina income tax return, home purchase documentation, and other forms of evidence that may be indicative of permanent residency as determined by the College Registrar. 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 of Student Services.

Tuition

Full-Time Tuition	In-County*	Out-of-County	Out-of-State
(12 credit hours or more per semester)	$1,704.00	$2,112.00	$3,084.00
**Registration Fee	$25.00	$25.00	$25.00

* Orangeburg and Calhoun Counties

NOTE: A $15.00 Application Processing Fee is due upon notification of acceptance to the College. This fee is assessed for new students and for those students returning to the College who have remained out of school for more than three academic terms. This fee is non-refundable.

Part-Time Tuition
For students taking less than 12 semester credit hours, the tuition is:

In-County Residents	$142.00 per credit hour
Out-of-County Residents	$176.00 per credit hour
Out-of-State Residents	$257.00 per credit hour

****Registration Fee**
A non-refundable registration fee of $25.00 is due each semester.

Late Fee
The late registration fee will be $25.00.

NOTE: Tuition may be subject to change during an academic year. Consult the most current semester course schedule for applicable tuition. All tuition figures include $5.00 technology fee per credit hour.

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.

Career Training and 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 Continuing Education Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

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

Course Cancellation Refund Policy

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

Books

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

Check Policy

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

Debts Owed the College

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

OCtech

Orangeburg-Calhoun Technical College

Student & Support Services

Orientation

All new students participate in an informative orientation program prior to the beginning of their first semester. During this "get acquainted" period, students are welcomed to the College by the faculty and staff. College services, policies and facilities are explained and students are informed of their responsibilities.

College Skills (COL 103)

College Skills (COL 103) is a 3.0 semester credit hour course intended to help students to be more successful in college. It will consist of eight classes for 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, and time management. COL 103 will no longer be listed on the curriculum displays as a required course.

This course will be taught as any other regular curriculum course and follow the same academic criteria.

Students recommended to take College Skills (COL 103) are:

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

Students who may be exempted are:

- Students with successful previous college work.
- Students who have been out of college less than five years.

The student's academic advisor will make the final recommendation for exemption/enrollment. The advisor is expected to enroll the student if there is any indication of need. Previous grades and ASSET/COMPASS placement scores may be a factor, but will not be the deciding factor.

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 Transitional Education Program (STEP)

Funded by the Department of Education Student Support Services Trio Grant, the purpose of the Student Transitional Education Program (STEP) is to provide academic support services that are designed to enhance academic performance, increase retention and graduation rates, and facilitate transference to a four year college. Such services include academic tutoring, counseling, career guidance, cultural enrichment activities, and grant aid assistance.

Career Planning Services

Career Planning Services are available to anyone who is undecided about his/her career path. This is a free service for current students and potential students. A Career Assessment Inventory can be administered to identify potential career opportunities. Vital information about the current job market, outlook for a paticular career, and salary trends can be obtained through this service. Students may visit the Center for Student Services, or call for assistance at (803) 535-1373 or toll free at 800-813-6519 ext.1373.

Job Placement Services

Job Placement Services are available to current OCtech students who have completed at least one semester and alumni of OCtech who have graduated within the past three years. This a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Job Placement Services in the Student Services area or call for assistance at (803) 874-2445 or toll free at 800-813-6519. Current job listings can be found on the College's website.

Career Development

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

Transcripts

The College Registrar maintains a transcript for each student's academic record. This shows courses taken and credits earned by the student while attending Orangeburg-Calhoun Technical College and is updated accordingly each semester. All transcript requests must be made in writing. Student transcripts are processed twice per week (except during peak times such as end of term, registration, etc.) upon receipt of a written request and payment of a $5.00 processing fee for each transcript issued. Transcripts may be requested in the Center for Student Services.

All debts owed to the College must be paid before a student transcript is released from Orangeburg-Calhoun Technical College. Transcript requests will be processed within 15 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 of 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 of Student Services will notify the student of the time and location where the records may be inspected.

Orangeburg-Calhoun Technical College 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.

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

1. To college officials who have a legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff or faculty position; an Area Commission member; a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney. A college official has a legitimate educational interest if the official is: performing a task that is specified in his or her

position description or contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial.

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

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

Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current OCtech students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Vice President of Student Services or Admissions Office at Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling (803) 536-0311 or 1-800-813-6519 (within SC). Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the OCtech Security Office, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling (803) 535-1393 or 1-800-813-6519 ext. 1393 (within SC).

Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, Orangeburg-Calhoun Technical College 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 cancel awards at any time because of change in financial or academic status.

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

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

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

Eligibility for Aid

Eligibility requirements for each type of aid may vary from year to year. For information on the most recent eligibility requirements, methods for determining individual student eligibility and calculating award amounts, contact the Financial Aid Office. Specific eligibility requirements are established by the US Education Department 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 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.

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 and loans at OCtech. Apply online at www.fafsa.ed.gov.
3. If OCtech's school code (006815) is listed on your FAFSA, the Financial Aid Office will receive a copy of your student aid report electronically. The Financial Aid Office will use the student aid report to determine your eligibility for the Pell Grant and all campus based aid.
4. If you are eligible for financial aid, you will receive an award letter from OCtech stating the amount of aid. This letter and any required documents must be signed and returned to the Financial Aid Office within ten days after you receive the correspondence.

Financial Aid Office Hours:
Monday, Tuesday, Wednesday and Thursday
8:00 a.m. - 6:30 p.m.

Financial Aid Application Deadlines

Term	Deadline
Fall	July 1
Spring	November 1
Summer	April 1

**To be considered for campus-based aid, your student aid report must be in the Financial Aid Office before July 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.

Standards of Satisfactory Academic Progress

The Financial Aid Office must monitor satisfactory academic progress for all students receiving federal and state financial aid to ensure that they are making progress toward completion of their programs of study in a reasonable period of time. There are two standards that must be measured: a qualitative (GPA) standard and a quantitative (hours attempted).

Qualitative Standards

Semester Credit Hours Attempted	Semester or Cumulative GPA
18-35	1.5
36-50	1.8
Over 50	2.0

Students who fail to achieve the GPA listed above will be placed on Academic and Financial Aid Probation.

Quantitative Standards
Students will have 150% of the published time to complete their curriculum. For example if a student is registered in the Accounting Degree program which consists of 69 hours, that student will have 104 hours to complete that program. All courses that a student registers for counts towards the 150% a student can use, including courses that a student receive grades of W, WF, WP, I, or CF. Students who register but do not officially withdraw from classes may have those classes included in the 150% calculation. To avoid this, students who do not plan to attend classes should officially withdraw from the applicable courses in the student records office.

Students must also complete 67% of the hours they register for each semester. Completed courses are courses with a grade of A, B, C, D.

Students who fail to complete their curriculum in 150% of the published length or who fail to complete 67% of the courses registered for each semester will be placed on Financial Aid probation for 1 semester.

Financial Aid Probation I
Students who are placed on Financial Aid Probation 1 must register for at least 6 hours must obtain a 2.0 semester or cumulative GPA and must complete 100% of the courses registered for. A student who fails to meet these stipulations while on Financial Aid Probation will be put on FA probation II for the next semester

Students will be notified that the Financial Aid office has placed them on probation. A student is still eligible to receive financial aid during the probationary period.

Financial Aid Probation II
Students who do not meet the stipulations of FA probation I will be placed on FA probation II. Under FA probation II Students must register for at least 6 hours and again complete 100% of the courses they register for. Completed courses for student under FA probation II are ones where a grade of A, B, or C is received. Failure to meet the stipulations of FA probation II will result in the student being placed on FA suspension I.

Students will be notified that the Financial Aid office has placed them on probation. A student is still eligible to receive financial aid during the probationary period.

Financial Aid Suspension I
Students who fail to meet the stipulations of FA probation II will be placed on FA suspension I for one semester. During this time period the student will be able to attend the college, but is not eligible to receive Federal or State Financial Aid.

Students will be notified in writing that the Financial Aid office has placed them on FA suspension I, and which semester they will regain eligibility for Federal or State Financial Aid.

Probation III (Probation after Suspension I)
Upon completion of 1 semester without Federal or State Financial Aid, a student will regain eligibility for Financial Aid, but will be placed on Probation III. During Financial Aid Probation III a student is eligible for Federal or State Financial Aid, but must register for at least 6 hours, complete 100% of the courses registered for and have obtained a 2.0 semester and cumulative GPA. Failure to meet these stipulations will result in suspension II status from the Financial Aid Program at Orangeburg Calhoun Technical College.

Financial Aid Suspension II
Students who fail to meet the stipulations of FA Probation III will be place on Financial Aid Suspension II for 3 semesters. During this period the student will be able to attend the college, but is not eligible to receive Federal or State Financial Aid.

Students will be notified in writing that the Financial Aid office has placed them on FA suspension II, and which semester they will regain eligibility for Federal or State Financial Aid.

Probation III (Probation after Suspension II)
Upon completion of 3 semesters without Federal or State Financial Aid, a student will regain eligibility for Financial Aid, but will be placed on Probation III. During Financial Aid Probation III a student is eligible for Federal or State Financial Aid, but must register for at least 6 hours, complete 100% of the courses registered for and have obtained a 2.0 semesters and cumulative GPA. Failure to meet these stipulations will result in an additional suspension II status from the Financial Aid Program at Orangeburg Calhoun Technical College.

Appeal Process for Financial Aid Suspension
Students who have extenuating circumstances that contributed to the failure to meet satisfactory academic standards of progress will be given an opportunity to appeal for reinstatement of financial aid. The Appeal Team will be composed of the Financial Aid Director and the student's faculty advisor. The Satisfactory Academic Progress Appeal form must be completed and submitted with the required attached documentation to:

Financial Aid Appeal Review Team
Financial Aid Director
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, South Carolina 29118-8299

Students should allow two weeks for the committee to meet after all documentation has been submitted. If the Appeal Team determines that justifiable evidence of extenuating circumstances exists, the student may receive financial aid for additional semesters and must adhere to the Financial Aid Contract established by the Review Team. At this point the student will be on Probation III in which the student must complete 100% of all course work with a grade of A, B, or C. The student will be notified of the financial aid appeal team's decision. The decision of the Financial Aid Appeal Team is final and may not be appealed.

Return of Title IV Funds Policy
Orangeburg-Calhoun Technical College recalculates Federal financial aid eligibility for students who withdraw from the College prior to completing 60% of the term in accordance with the Return of Title IV Federal Funds regulations. The recalculation is based on the percent of earned aid for the term. The percent earned is determined by the number of calendar days completed divided by the number of calendar days in the term.

When Federal aid is unearned, students may owe an additional balance beyond what has been captured during the refund process. If an additional balance is owed, students will be billed by the Business Office. Additionally, a student may need to repay Title IV funds that they receive over direct costs. If so, another bill will be mailed, and students will be given the opportunity to respond. Should students fail to respond, repay, or enter into an agreement to repay, the amount owed will be referred to the Department of Education for collection.

Federal financial aid includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Stafford Loans, Academic Competitiveness Grant, and Federal PLUS Loans.

The student's withdrawal date is defined as the actual date the student began the withdrawal process or the student's last date of recorded attendance.
The debt from a financial aid recalculation must be paid in full before you are 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 a national database. This will prohibit the student from receiving federal or state Financial Aid at any other college of 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.

The same policy will apply to students who receive all or any combination of Fs, WFs, WPs, or Ws as a result of non-attendance.

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.

Types of Aid

Grants

Federal Pell Grant

A Federal Pell Grant is a need-based grant for individuals not holding a bachelor's degree. This program is sponsored by the federal government. Grants range from $400 to $4,050 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

South Carolina Need-Based Grant

The SCNBG is an award given to students who have at least a 2.0 GPA, are enrolled for at least 6 credit hours and are residents of South Carolina.

Employment

Federal College Workstudy

Federal College Workstudy 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.

Loans

Federal Stafford Loan

The Federal Stafford Student Loan is a low, variable-interest loan made to students by a lender such as a bank, credit union, or savings and loan association to help pay expenses related to attending a college or university. All students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility for interest benefits (subsidized and unsubsidized). 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 the necessary loan application.

After a student graduates, leaves school, or drops below half-time enrollment status, there is a six-month grace period before repayment begins. A student has up to ten (10) years to repay a student loan with at least a $50.00 minimum monthly payment. The interest rate is variable and is adjusted each July 1. The interest rate is specified in the Notice of Loan Guarantee, which all borrowers receive when a loan is approved.

Deadlines for applying for student loans:

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

Scholarships

Life Scholarship

The Legislative Incentives for Future Excellence (LIFE) Scholarship is an annual full-tuition scholarship that is awarded to students who meet the following criteria and attend the college on a full-time basis during the fall and spring terms:

- Must be a resident of South Carolina.
- Must possess a 3.0 cumulative grade point average (GPA) on a 4.0 scale at the time of high school graduation for entering freshmen.
- Must have no felony, alcohol or drug convictions.
- Must owe no refund or be in default on State or Federal Aid.
- Must be a full-time student in an approved curriculum of study.
- Must possess a cumulative GPA of 3.0 and 30 earned credit hours in all previous College coursework.
- Must be a graduate of a South Carolina high school.

Students who are enrolled in a one-year program of study may only receive the LIFE Scholarship for one year. Students who are enrolled in a two-year program of study may only receive the scholarship for two years. 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 the Financial Aid Office.

South Carolina Education Lottery Scholarship

South Carolina Lottery Tuition Assistance is available to students attending Orangeburg-Calhoun Technical College 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.

Orangeburg-Calhoun Technical College Foundation Scholarships

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

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

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

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.

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.

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.

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.

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

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

South Carolina Bank & Trust Scholarship
Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students from low-to-moderate income families within Orangeburg, Calhoun, and Bamberg counties. Candidates should maintain a 2.75 GPA in order to keep the scholarship.

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.

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.

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 for the second semester. The student must uphold the honor of this scholarship at all times.

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

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

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.

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.

Emerson Process Management Scholarship
Scholarship will be used to assist needy, worthy individuals to further their education and training at Orangeburg-Calhoun Technical College for no longer than one year. The award can be used for tuition, books, and/ or required supplies. Preference will be given to students enrolled in the Industrial Technology Program. Students must maintain a 2.5 cumulative GPA. Grades will be reviewed at the end of each academic term.

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.

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. Super Sod will invite and expect the recipient to attend the Super Sod Christmas Party (usually the 2nd Thursday in December) so employees can meet the recipient.

Sudhir and Hema Patel Hospitality Scholarship
Scholarship will be awarded for one academic year. Special consideration will be given to those candidates with a demonstrated financial need. Preference will be given to students enrolled in the Business program. The scholarship is to be used for tuition, books, or supplies. Candidates must maintain a 3.0 cumulative GPA. Grades will be reviewed at the end of each academic term.
All scholarships are subject to prior funding before awards are made.

Datatel Scholars Foundation

The Datatel Scholars Foundation offers four scholarship opportunities to students attending Datatel Client Institutions. OCtech is a client institution. Information on how to apply is available in the Financial Aid Office.

Angelfire Scholarship
For students who are Vietnam Veterans or spouses/children of Vietnam Veterans, during the 1964 - 1975 time frame or refugees from Cambodia, Laos, or Vietnam. Application information may obtained from the Financial Aid Office.
Russ Griffith Memorial Scholarship
For students who have returned to school after a five-year or more absence. Application information may obtained from the Financial Aid Office.
Nancy Goodhue Lynch Scholarship
For undergraduate students majoring in an Information Technology program. The criteria include academic merit, personal motivation, and achievements including employment and extracurricular activities. Scholarships are open to undergraduate and graduate students who are enrolled in at least six credit hours (part-time). Application information may obtained from the Financial Aid Office.
Datatel Scholars Foundation Scholarship
For any undergraduate student enrolled in at least six credit hours.

Other Scholarships

Dick Horne Foundation Scholarship
The Dick Horne Foundation provides partial and full scholarships for students in any curriculum program. These scholarships include tuition, fees and books. Applications can be obtained in the Financial Aid Office.

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.

Orangeburg-Calhoun Technical College Tuition Scholarships to Local High School Graduates for Enrollment in High Demand Careers.

Students entering eligible programs of study who have enrolled in dual enrollment courses at OCtech and those who have completed relevant high school Career and Technology programs will receive priority consideration for scholarship funds. Scholarships are available for the normal length of study specified for each program as outlined in the OCtech catalog. Summer funds are only available for programs that require summer enrollment. Scholarships are listed on the following page.

Technology

Eligible programs of study include: Electronics Engineering Technology, Computer Electronics, Electronic Instrumentation, Industrial Electronics Technology, Machine Tool Technology, Automotive Technology, Industrial Maintenance Technology, Welding, and Computer Aided Design.

Students are required to : **1.** Possess a minimum 2.25 cumulative grade point average at the conclusion of the junior year in high school.; **2.** Complete a scholarship Application and submit COMPASS Placement scores or equivalent SAT or ACT scores; **3.** Complete the Federal Application for Student Aid and Lottery Tuition Assistance. **Any remaining tuition not paid by federal and state student aid will be paid with student scholarship funds.** Students who require minimal remediation in one or more basic subject areas may be eligible by mandatory enrollment and successful completion of a basic skills enhancement program during the summer prior to fall enrollment.

Teacher Education - University Transfer

10 competitive merit scholarships are available: Eligible programs of study include: Associate in Arts/Early Childhood Education, Associate in Arts/Elementary Education, and Associate in Arts/Mid-Level Education

- USC Columbia, SCSU, Claflin and College of Charleston

Students are required to : **1.** Possess a minimum 2.25 cumulative grade point average at the conclusion of the junior year in high school.; **2.** Complete a scholarship Application and submit COMPASS Placement scores or equivalent SAT or ACT scores that qualify the student for placement in college level classes; **3.** Complete the Federal Application for Student Aid and Lottery Tuition Assistance. **Any remaining tuition not paid by federal and state student aid will be paid with student scholarship funds.**

University of South Carolina at Columbia Bridge Program

20 Scholarships available: Eligible programs of study include: Associate of Arts and Associate of Science (University Transfer).

Students are required to : **1.** Possess a minimum 2.25 cumulative grade point average at the conclusion of the junior year in high school.; **2.** Enroll in OCtech to USC Bridge Program based on recommendation from the admissions office at the University of South Carolina at Columbia; **3.** Complete a scholarship Application and submit COMPASS Placement scores or equivalent SAT or ACT scores that qualify the student for placement in college level classes; **4.** Complete the Federal Application for Student Aid and Lottery Tuition Assistance. **Any remaining tuition not paid by federal and state student aid will be paid with student scholarship funds.**

For More Information: Mike Hammond - 535.1267

Clemson University Agriculture Bridge Program

Eligible program of study: Associate of Science with a concentration in Sustainable Agriculture.

Students are required to : **1.** Possess a minimum 2.25 cumulative grade point average at the conclusion of the junior year in high school.; **2.** Enroll in OCtech to Clemson Agriculture Bridge Program based on a commitment to enroll in Agriculture at Clemson University; **3.** Complete a scholarship Application and submit COMPASS Placement scores or equivalent SAT or ACT scores that qualify the student for placement in college level classes; **4.** Complete the Federal Application for Student Aid and Lottery Tuition Assistance. **Any remaining tuition not paid by federal and state student aid will be paid with student scholarship funds.**

U.S. DEPARTMENT OF VETERANS' AFFAIRS EDUCATIONAL BENEFITS

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

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

EDUCATIONAL PROGRAMS FOR VETERANS/DEPENDENTS AND ACTIVE DUTY AND RESERVE PERSONNEL

Montgomery G.I. Bill (Chapter 30): This program provides 36 months of full-time education benefits to a veteran or serviceperson in return for $100 per month contribution for 12 months; the military provides matching funds based on length of enlistment.

Vocational Rehabilitation (Chapter 31): This program pays tuition, fees, textbooks, supplies and equipment plus a monthly subsistence allowance to veterans with a compensable service-connected disability resulting in employment disability as determined by the VA. You must apply within 12 years of VA notification of disability compensation. Generally, benefits are payable up to 48 months for undergraduate training. Application should be made through the VA Regional Office, Vocational Rehabilitation Department.

VEAP (Chapter 32): Veterans who first entered on active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by March 31, 1987. The maximum contribution for each participant is $2,700. Department of Defense funds equal to twice the contribution are added to the veteran's account. Veterans have ten years from the date of release from active duty to use VEAP benefits.

Dependents Educational Assistance (Chapter 35): This program provides educational benefits to spouses who have not remarried and children of a veteran with a permanent and total service-connected disability; a veteran who died while permanently and totally service-connected disabled; or a veteran who died during military service or as a

result of a service-connected disability. A child must use the benefit between the ages of 18 to 26.
Restored Entitlement Program for Survivors: Under the provisions of Section 156, Public Law 97-377, benefits are payable to certain survivors of members or former members of the armed forces who died while on active duty prior to August 13, 1981, or died from a disability incurred or aggravated by active duty prior to August 13, 1981. Benefits also may be payable to eligible parents who have in their care a child who has reached age 16, but not 18. Benefits also may be payable to unmarried children who have reached 18, but not 22, and are full-time students.

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

Montgomery G.I. Bill - Selected Reserve (Chapter 1606): This program provides up to 36 months of educational benefits to members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corp and Coast Guard Reserves, the Army National Guard, and the Air Guard. The Reserve components decide who are eligible for the program and provide documentation of eligibility. The VA makes the payments for training to the student.

(Chapter 1607):
1. Reservists called to active duty on or after 9/11/01 under Title 10 for contingency operations for at least 90 consecutive days or more. National Guard members are eligible if called under Section 502 (f), title 32 USC and serve same period.
2. Entitlement is 36 months of full time benefits.
3. Pays percentage of MGIB based on length of active duty service. Same programs as MGIB.
4. No delimiting if member continues to participate in reserves.

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

How to Apply for Veterans' Benefits

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

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

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

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

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

Grading Procedure for Veterans' and Eligible Persons
The law prohibits payment of VA benefits for a course from which the student withdraws, or for a course that the student completes, but receives a grade for the course which will not be used in computing requirements for graduation "AU", "NC" or "CF".

In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.

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

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

Refund for Veterans and Eligible Persons
The college refund policy also applies to students receiving veterans' benefits.

Distance Learning Services

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

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

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

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 on the College's website (www.octech.edu), as well as in the semester brochure that is inserted in local newspapers three times a year and also available in the Student Services Center in the Student and Community Life Center. Applications may also be requested

by telephone or mail.

A student who is enrolled at Orangeburg-Calhoun Technical College 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.

Assessment
Distance education courses require an assessment of a student's academic skills. OCtech utilizes the American College Testing Program's COMPASS Test for course placement. OCtech will also accept SAT, ACT and ASSET scores in lieu of COMPASS scores.
Placement testing sessions are conducted daily at OCtech. The College will also schedule assessment sessions at other non-standard times to meet the needs of distance education students. Contact the Admissions Office for scheduling information.

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 or by telephone.

Orientation
Distance education students are invited and encouraged to participate in OCtech's orientation program. Orientation programs are conducted for new students at the beginning of each new term. Individual sessions may be scheduled for students with special needs that prohibit their participation in the regularly scheduled orientation program.

The College also utilizes a web orientation program where students may view the orientation program at home. Students who wish to participate by use of the video may contact the OCtech Student Services Division.

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 Student and Community Life Center, Monday through Thursday, from 8:00 a.m. until 6:30 p.m. and on Friday from 8:00 a.m. until 1:30 p.m. Students may make an appointment with a counselor by calling 803.536.1224 or (toll free) 1.800.813.6519. Distance Education students may access all student services through OCtech's website (www.octech.edu).

Job Placement Assistance
Job Placement Services are available to distance education students in the Student and Community Life Center. Students may visit the campus, or call for assistance at 803.535.1373 or toll free at 800. 813.6519 ext. 1373. Distance Education students may

access all student services through OCtech's website (www.octech.edu).

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.

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

English Fluency in Higher Education Act of 1991

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

Services for Students with Disabilities

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

Students who have a documented learning disability or a documented disability that interferes with cognitive performance and who require special accommodations should also contact the Coordinator for Students with Disabilities. Students must reveal their documented disability and the need for special accommodations. Students should note that the request for special accommodations must occur at least (30 days) prior to the commencement of the semester for which accommodations are needed; failure to

do so may result in a delay in accommodational services.

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 the Student Services Division (EXT. 1222) and the Office of the Chief Business Officer (EXT. 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 535-1336.

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 the Business Office and

the Student Services Office.

Student Insurance

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

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

Health and Medical Services

The Regional Medical Center of Orangeburg and Calhoun Counties (TRMC) 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.

OCtech

Orangeburg-Calhoun Technical College

The College

Academic Support and Accountability

The Office of Academic Support and Accountability (ASA) is an extension of the Office for Academic Affairs. Research and analysis of academic programs and divisions for institutional effectiveness are conducted by ASA. 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.

New faculty orientation into the College and the instructional system is provided as well as resources in curriculum development and evaluation, classroom techniques and management. Resources include print, visual and individual resources.

School-to-Work activities and the Tech Prep Initiative of 2 + 2 articulation is facilitated through ASA. The Office also serves as a Regional/National Competency-Based Education Resource.

Library Services

The OCtech Library is located on the second floor of the Gressette Learning Resource Center. Students and faculty have access to books, periodicals, newspapers, audiovisual resources, the Internet, and a variety of online databases as well as a variety of electronic book collections. The Library offers individual as well as group instruction and assistance as needed or requested by faculty and students.

Health Sciences Media Center

The Health Sciences Media Center is located in the Health Sciences Building. It houses health-oriented audiovisual resources, including videos, filmstrips, computer-aided instruction and simulated clinical experience. Equipment and resources are available for individual or group use. Yearly orientations are conducted for classes that will be using the Media Center heavily during the academic year.

HOURS/ASSISTANCE

LIBRARY HOURS:	Monday - Thursday	7:30 a.m. - 7:00 pm.
	Friday	7:30 a.m. - 1:30 p.m.
MEDIA CENTER HOURS:		
	Monday - Tuesday	8:00 a.m. - 8:30 p.m.
	Wednesday - Thursday	7:30 a.m. - 8:30 p.m.
	Friday	Closed

Trained staff in each facility offer assistance as needed.

Online catalog

The Library's online catalog, UNICORN, provides access to books and audiovisual materials by author, title, subject or keyword searches. The catalog is available both on campus in the Library and the Health Sciences Media Center and remotely via the College's public website (www.octech.edu).

Electronic Resources

The OCtech Library provides access to a number of full-text periodical databases, which are accessible on campus and remotely through the Library's public web page. Remote access requires username/password information, which are available on Campus Cruiser.

The Library also provides access to electronic book collections. Students may establish an account on campus and then access the collections from any computer with Internet access. eBooks provide an alternative format of research material that supplements and strengthens the book collection in the Library. Features include browsing books, checking out books, searching text, and dictionary support. Printing/copying from eBooks may be done on a limited basis in accordance with copyright law.

Netbooks (Laptops)

The Library has a collection of Netbooks that are available for checkout in the library only. These may be checked out by anyone with a vailid student of communtity bor rower ID. The Netbooks can be used to access the Internet or to use Microsoft Office products such as Word, Excel, and Powerpoint. All Netbook users must sign an agreement form that details the conditions of use.

Interlibrary Loans

Cooperative agreements with Claflin University and South Carolina State University permit OCtech students to check out materials from their libraries. Students must have a current student ID and must check out materials during hours established by the individual institutions. Circulation policies in effect at the individual institutions govern length of checkout, overdue fines, renewals, and lost materials.

Searches for materials in other libraries may also be conducted via the Library's affiliation with OCLC, a global library cooperative. OCLC searches require at least two weeks for processing.

PASCAL Delivers

PASCAL Delivers allows students and faculty to borrow books and other media from two and four-year colleges and universities in South Carolina. PASCAL Delivers can be accessed via the online catalog, UNICORN, or by accessing www.pascalcat.org. A current student ID is required,

County Libraries

Students who wish to check out materials from area county libraries must obtain a library card from the individual libraries. Some libraries charge a minimal fee for out-of-county residents. Check with each library to ascertain specific requirements.

Additional Services

A photocopier is available in the Library; copies are $.10/page. Copyright laws must be observed when making copies.

Laminations can be produced. The cost of lamination varies according to the size of the document. The Library requires 48 hours to complete requests for laminations.

Study rooms are available and provide a space for group work. Each room is equipped with a TV and VCR.

Access

As part of a state-aided institution, the OCtech Library is available to all residents of the service area. Some restrictions apply to services offered, to materials available for loan and to access to some electronic resources. Distance Learning students have full access to Library materials and services. In compliance with the Americans with Disabilities Act, accommodations to serve students with disabilities are available.

Bookstore

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

Cyber Cafe

The Cyber Cafe is located in the main lobby of the Student and Community Life Center and is open during all regular school hours. Drink and snack machines are located in the Canteen. There is also a grill in the Canteen which serves sandwiches and daily specials. Computers with Internet access are available for use.

The Tourville Learning Lab

Open to both students and people of the community, the lab provides access to computer use, computer instructional software, and tutoring. The operational hours are:

Monday-Thursday (8:00 a.m. - 7:00 p.m.); Friday (8:00 a.m-1:30 p.m.); Saturday (8:30 a.m.-12:00 p.m.) Location: Student and Community Life Center.

Student ID's

Every registered student at OCtech must have a student ID and is required to wear or have it on their person while on the College's campus. To obtain an ID, individuals must bring the following with them to The Library:

- Driver's license or some form of picture ID
- Printed student schedule for the current semester

Student IDs must be validated each semester. IDs are validated in The Library. The fol-

lowing items are needed for ID validation:

- OCtech ID
- Student schedule for current semester

Lost IDs must be replaced. Replacement cost is $15.

IDs are replaced without cost under the following guidelines:

- Name change has occurred
- Broken ID is brought to The Library
- Student has not attended OCtech for 3 consecutive semesters or 1 academic school year

IDs are used as library cards and are required to check out books, use Reserve materials and inter-library loan services. IDs may also be used at various retail, restaurant and entertainment outlets for discounts.

Student Life

Student Advisory Board

The Student Advisory Board (SAB) consists of representatives nominated and elected by students. The SAB consists of three officers: president, vice president, and secretary. One elected representative from each curriculum, and the presidents from registered clubs and honor societies on campus serve as advisory board members. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

Campus Organizations

These organizations are recognized by the Student Services Division:

(1) Student Advisory Board
(3) Phi Theta Kappa
(4) Society of Future Radiologic Technologists
(5) The Organization of Associate Degree Student Nurses
(6) Future Practical Nurses' Club
(7) OCtech Association for the Education of Young Children
(8) International Association for Administrative Professionals
(9) The International Club
(10) Students in Free Enterprise

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 Student and Community Life Center.

Inclement Weather Policy

If ice, snow or other inclement weather conditions force the closing of the College, public announcements will be made 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 Student and Community Life Center.

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 of Student Services.

Academic Student Conduct

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

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

The Student Code for the South Carolina Technical College System

GENERAL PROVISIONS

I. Principles

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

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

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems
The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.
In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

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

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

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, Vice President of 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 a person taking any course(s) offered by the College.
G "Instructor" means any person employed by the College to conduct classes.
H. "Staff" means any person employed by the College for reasons other than conducting classes.
I. "SGA" means Student Government Association of the College.
J. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
L. "Suspension" means a temporary separation of the College and student under specified conditions.
M. "Expulsion" means permanent separation of the College and student.

STUDENT CODE

I. General Rights of Students

A. Nondiscrimination-- There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. Freedom of Speech and Assembly-- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner, 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.
Students desiring to conduct an assembly must submit a request to the President,or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

C. Freedom of the Press-- In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection Against Unreasonable Searches and Seizures-- Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance-- Students should be represented on campus committees that have the following duties:
    1. To propose policy that affects student activities and conduct.
    2. To make policy decisions on such matters.
    3. To implement policy.

F. Classroom Behavior-- Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

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

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result

in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading-- Instructors will follow the announced standards in evaluating and grading students.

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

H. Privacy-- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records
   1. General
      The Student Records Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans' affairs.
   2. Confidentiality of Records
      Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
      a) To instructors and administrators for legitimate educational purposes.
      b) To accrediting organizations to carry out their functions.
      c) To appropriate parties to protect the health and safety of students or other individuals in emergencies with the under standing that only information essential to the emergency situation will be released.
      d) The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
      e) If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.
   3. Disciplinary Records
      Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

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

II. Student Government and Student Organizations

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

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

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

III. Proscribed Conduct

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

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

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

the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.
   1. Cheating on tests is defined to include the following:
      a) Copying from another student's test or answer sheet.
      b) Using materials or equipment during a test not authorized by the person giving the test.
      c) Collaborating with any other person during a test without permission.
      d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
      e) Bribing or coercing any other person to obtain tests or information about tests.
      f) Substituting for another student, or permitting any other person to substitute for oneself.
      g) Cooperating or aiding in any of the above.
   2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
   3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
   4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
   1. Forgery, alteration, or misuse of college documents, records, or identification cards.
   2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:
   1. Physical or verbal abuse inflicted on another person.
   2. Severe emotional distress inflicted upon another person.
   3. Theft, destruction, damage, or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any College approved activity.
   4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual

harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for his/her safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:
   1. Destruction, theft, damages, or misuse of College property occurring on or off campus.
   2. Unauthorized entry upon the property of the College after closing hours.
   3. Unauthorized presence in any college facility after hours.
   4. Unauthorized possession or use of a key to any college facility or other property.
   5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
   6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
   7. Possession, use, or distribution on campus of any beverage containing alcohol.
   8. Violation of institutional policies while on campus or off campus when participating in a college-sponsored activity.
   9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
   10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. ADMINISTRATIVE SUSPENSION

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the College pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the

student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. ACADEMIC MISCONDUCT

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
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) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
   b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
   c) Assign a failing grade for the course.
   d) Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.
5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Office, or designee, will hear the appeal, this letter must also contain the following information:
   a) A restatement of the charges
   b) The time, place, and location of the meeting
   c) A list of witnesses that may be called
   d) A list of the student's procedural rights. These procedural rights are presented in of the Student Code and Grievance Policy, Section V. A. 1.e.

6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
   a) Accept the decision and the sanction imposed by the instructor
   b) Accept the instructor's decision but impose a less severe sanction
   c) Overturn the instructor's decision
7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President`s Office within five working days.
8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision cannot be appealed further.
   a) Accept the decision and the sanction imposed
   b) Accept the decision but impose a less severe sanction
   c) Overturn the decision
   d) Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV. D and section V.

C. STUDENT MISCONDUCT

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
   a) Drop the charges.
   b) Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
   c) Refer the student to a college office or community agency for services.
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and

approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. THE STUDENT APPEALS COMMITTEE

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

1. Membership of the Committee shall be composed of the following:
   a) Three faculty members appointed by the Chief Instructional Officer and approved by the President.
   b) Three student members appointed by the appropriate student governing body and approved by the President.
   c) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
   d) The Chief Student Services Officer serves as an ex-officio, nonvoting member of the Committee.
   e) The chair shall be appointed by the President from among the membership of the Committee. An ex-officio member of the Committee may not serve as the chair of the Committee.
2. Functions of the Committee are described as follows:
   a) To hear an appeal from a student charged with an infraction that may result in disciplinary action.
   b) To hand down a decision based only on evidence introduced at the hearing.
   c) To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
      (1) Academic Misconduct
         (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
         (b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
         (c) Assign a failing grade for the course.
         (d) Require the student to withdraw from the course.
      (2) Student Misconduct
         (a) A written reprimand.
         (b) An obligation to make restitution or reimbursement.
         (c) A suspension or termination of particular student privileges.
         (d) Disciplinary probation.

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

V. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
   a) A restatement of the charge or charges.
   b) The time and place of the hearing.
   c) A list of all witnesses who might be called to testify.
   d) The names of Committee members.
   e) A statement of the student's basic procedural rights. These rights follow:
      (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
      (2) The right to produce witnesses on one's behalf.
      (3) The right to request, in writing, that the President disqualify any member of the Committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
      (4) The right to present evidence. The Committee may determine as to what evidence is admissible.
      (5) The right to know the identity of the person(s) bringing the charge(s).
      (6) The right to hear witnesses on behalf of the person bringing the charges.
      (7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
      (8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
   a) The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.

b) Counsels for the student and the College.
c) A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
d) Witnesses who shall:
(1) Give testimony singularly and in the absence of other witnesses.
(2) Leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.
8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the Committee's decision and a summary of the rationale for the decision.

C. Appeal to the President
When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Student Grievance Procedure

It is the policy of OCtech to provide all students with means by which to aid and seek resolution to any problem affecting their enrollment. The primary objective of a grievance procedure is to maintain good student relations. Further, it is essential that the student be given adequate opportunity to bring valid complaints and problems to the attention of the College, with the assurance that the student will receive a sympathetic hearing and fair treatment.

In implementing a grievance policy, the College emphasizes the importance of rectifying any problems before utilizing the grievance policy. However, the College realizes that all problems cannot be corrected without a grievance policy. The following outlines the procedure to be followed:

The Student Grievance Procedure for the SC Technical College System

I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.

B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. 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 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 Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
F. "Student" means a person taking any course(s) offered by the College.
G. "Instructor" means any person employed by the College to conduct classes.
H. "Staff" means any person employed by the College for reasons other than con ducting classes.
I. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.

III. PROCEDURES

A. First Step
The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. Second Step
If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. Third Step
If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Officer shall immediately notify the President who shall ensure that the Committee is organized in a manner consis

tent with Section IV. A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within ten instructional week days of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

IV. THE STUDENT GRIEVANCE COMMITTEE

A. The Student Grievance Committee shall be composed of the following:
   1. Three students recommended by the governing body of the student body.
   2. Two faculty members recommended by the Chief Instructional Officer.
   3. One Student Services staff member recommended by the Chief Student Services Officer.
   4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
   5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the committee.

   The President must approve all recommended members.

B. Purpose and Function of Grievance Committee
   1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
   2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

   1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
      a) a brief description of the complaint, including the name of the person filing the complaint;

b) the date, time, and location of the meeting; and
c) the name of any person who might be called as a witness.

2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the Committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. HEARING PROCEDURES

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. Incase of a tie, the Chairperson shall vote and thus break the tie.
7. The Chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

Academic Honesty/Dishonesty

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

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

Alcohol/Drugs

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

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

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

Smoking

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

Although the rights of smokers, as well as non-smokers are of concern, the College will prohibit smoking on campus effective January 1, 2007. Every effort will be made to enforce the policy with courtesy and respect. However, violation of the South Carolina Clean Indoor Air Act is a misdemeanor punishable by fine. Smoking elsewhere on campus is also punishable by fines or other disciplinary actions as established.

Firearms

Firearms are prohibited on any portion of the campus. The only exception applies to law enforcement personnel. Possession of a firearm on the College grounds is a felony punishable by a fine of up to $5000 and/or five years' imprisonment and possible expulsion from the College.

Electronic Communications Devices

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

Computer Security

All directories, files, data programs, mail, etc. located on the college-owned microcomputer systems are the property of OCtech. The use of college computing resources to produce data, programs, reports, etc. for personal gain is prohibited. Students who illegally access computer files or otherwise abuse computing resources and privileges will be subject to discipline under college guidelines and will be subject, as well, to appropriate civil or criminal action.

Guidelines for Network and Software Resources

These guidelines govern the use of computing facilities at OCtech and apply to all students, faculty, and staff. Facilities include any terminal, computer, printer, network component or related resource provided by the College for use on campus, at home or from any other location.

Authorized Access

(1) Do not interfere with the operation of the College's computer facilities by circumventing security measures.

(2) Do not represent yourself as anyone else in e-mail correspondence or web documents or imply that you represent the College.

(3) If you have been assigned an account, you are responsible for all activity from your account. Do not give your password to anyone else or try to discover another user's password.

(4) Do not interfere with the work of others.

Privacy & Harassment

Harassment is not tolerated in any form. Be advised that electronic mail is not a secure means of communication. Every attempt will be made to protect the privacy of users, but this privacy is not guaranteed. The College gives full support to investigations of messages described as obscene, harassing, threatening, or defamatory. The College reserves the right to determine if messages meet this criteria.

Reasonable Use of Resources

College resources should be used with respect for others. Network access and Internet access are shared and should not be monopolized or used for personal or private gain. They exist solely for the purpose of facilitating the exchange of information in furthering education.

Commercial use and profit-making ventures are not permitted. Junk mail, spamming, chain letters, and sales pitches are not permitted. Plagiarism standards also apply to electronic media; do not copy without permission or misrepresent other's ideas, images or words as your own. Respect College equipment.

Copying Software
Unauthorized or unlicensed copying of computer programs by students, faculty or staff is prohibited. Do not distribute software copied without permission.

Reporting Violations
Please report any violations to your instructor, supervisor or Information Technology Services (foleyg@octech.edu). For example:

(1) If you suspect your account has been compromised, or you feel you have been violated by others.
(2) If you discover others doing harm to equipment or the College network and services.

Consequences
Abuse of College computing systems, services and inappropriate electronic actions by faculty, staff, and students can result in the loss of computing privileges, initiation of legal action by the College and /or appropriate disciplinary action.

OCtech

Orangeburg-Calhoun Technical College

Career Training & Development

General Information

Whether a person wants to start a new career, advance in a current career, or just learn something new, the Career Training and Development division is the place to look. Orangeburg-Calhoun Technical College's Career Training and Development Division 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 (truck driving) 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

Career Training and 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) 535-1236 or 1-800-813-6519, ext. 1236. You may also visit our website - 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 Career Training and Development Division now offers a series of training programs based on nationally-recognized business and industry standards.

The National Center for Construction Education & Research (NCCER)

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 Career Training and 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 or Accredited Training and Education Facility (ATEF). The National Registry assures portability of students' training accomplishments by providing documentation via transcripts, certificates and wallet cards. The one-millionth transcript was recorded in May 2001.

Leadership, Supervisory, and Workplace Skills

Leadership, Supervisory Development, and Customer Service Training are important segments of the Career Training and 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.

Healthcare Skills Certification

National Certification is available for graduates of our EMT (Emergency Medical Technicians), Phlebotomy Technician, Pharmacy Technician, and Certified Nursing Assistant graduates.

Work Keys® Job Profiling and Skills Analysis

The Career Training and Development Division offers Work Keys® Job Profiling Skills Analysis, Skills Assessments and Skills Training using the Key Train™ system to area business and industry. Work Keys® 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 Work Keys® 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) 535-1236 for more information.

Registration Information

Admission — There are no requirements to attend most non-credit Career Training and Development courses for adults. You may not need a high school or GED for most courses; however, some experience may be necessary. Check course description for details. Some Healthcare courses require a high school diploma or GED or additional documentation.

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

BY MAIL
Complete the registration and mail to:
Career Training and Development Division
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118

BY TELEPHONE
Call (803) 535-1236 or 1-800-813-6519, ext. 1236 (within SC) and ask for the Career Training and Development Division. Be sure to have your Visa or MasterCard number ready.

BY FAX
Companies may FAX letters of authorization or purchase requisitions for registration to (803) 535-1238.

IN PERSON
Come by the Career Training and Development Office, located in the Student and Community Life Center, Monday through Thursday 8:00am to 6:30pm and on Fridays from 8:00am until 1:30pm.

Course Schedules & Classroom Assignments

The Career Training and Development Division offers courses during the College's fall, spring and summer semesters. If you would like to be added to our mailing list to receive information on course offerings, please call (803) 535-1236. Courses not meeting the minimum enrollment will be cancelled two weeks in advance of the course starting date. You will be notified by mail and/or phone if a course has "made" and the location, if possible, where the course will be held. You will also be notified if a course has been cancelled. Classroom space is not always immediately available for many Career Training and Development courses. If you do not know the classroom assignments for your course, please call the Career Training and Development Office at (803) 535-1236.

Fees

Fees for Career Training and 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 Continuing Education Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

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

Senior Citizen Policy

Any legal resident of SC, age 60 and older, can attend some* Career Training and Development classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment and you may not be employed full-time (SC LAW 59-111-320). Please remember, popular classes fill up quickly; therefore, to guarantee your place in the class, you 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 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.

OCtech

Orangeburg-Calhoun Technical College

Programs of Study

Programs of Study

UNIVERSITY TRANSFER
- Associate in Arts - University Transfer
- Associate in Science - University Transfer
- Associate in Arts - Early Childhood Education
- Associate in Arts - Elementary Education
- Associate in Arts - Middle Level Education
- Associate in Science - Soils and Sustainable Crops
- Associate in Science - Associate Degree Nursing Preparatory Program
- Associate in Science - Licensed Practical Nursing Preparatory Program
- Associate in Science - Medical Office Assisting Preparatory Program
- Associate in Science - Radiologic Technology Preparatory Program
- Associate in Science - Respiratory Care Preparatory Program
- Certificate in General Studies
- Certificate in Sustainable Agriculture
- General Studies - Bridge Program to SC State
- General Studing - Bridge Program to USC

BUSINESS
- Associate in Applied Science - Accounting
- Associate in Applied Science - Administrative Office Technology
- Associate in Applied Science - General Business
- Diploma in Applied Science - Administrative Support
- Certificate in Basic Accounting
- Certificate in Pre-Business
- Certificate in Small Business Management

COMPUTER TECHNOLOGY
- Associate in Applied Science -Programming
- Associate in Applied Science - Information Technology
- Associate in Applied Science - PC Support Specialist
- Certificate in Database and Programming
- Certificate in Internetworking - CISCO
- Certificate in Microcomputer Applications
- Certificate in Network Engineering- MCSE
- Certificate in Network Specialist
- Certificate in Office Productivity Code - MCAS
- Certificate in Webmaster

ELECTRONICS ENGINEERING TECHNOLOGY
- Associate in Applied Science - Specialization in Computer Electronics
- Associate in Applied Science - Specialization in Electronic Instrumentation

HEALTH SCIENCE
- Associate in Applied Science - Associate Degree Nursing
- Associate in Applied Science - Radiologic Technology
- Associate in Applied Science - Respiratory Therapy
- Diploma - Applied Science in Practical Nursing
- Diploma in Applied Science - Medical Office Assistant
- Certificate in Computed Tomography
- Certificate Health Science in Electrocardiography/Cardiac Monitoring
- Certificate in Health Careers Preparation
- Certificate in Magnetic Resonance Imaging
- Certificate in Mammography
- Certificate in Patient Care Technician
- Certificate in Health Science in Nursing Assistant
- Certificate in Health Science in Phlebotomy
- Certificate in Health Science in Pre-Health Information Management
- Certificate in Health Science Major in Pre-Dental Hygiene
- Certificate in Health Science in Pre-Occupational Therapy Assistant
- Certificate in Health Science in Pre-Physical Therapy Assistant
- Certificate in General Radiologic Technology

HUMAN AND PUBLIC SERVICE
- Associate in Applied Science - Criminal Justice
- Associate in Applied Science - Paralegal/Legal Assistant
- Associate in Applied Science - Early Care and Education
- Diploma in Applied Science - Early Childhood Development
- Certificate in Early Childhood Development
- Certificate in Forensics
- Certificate in Security

INDUSTRIAL AND TECHNOLOGY
- Associate in Applied Science - Automotive Technology
- Associate in Applied Science - Industrial Electronics Technology
- Associate in Applied Science -Machine Tool Technology
- Certificate in Computer Aided Design I
- Certificate in Computer Aided Design II
- Certificate in Computer Aided Design III
- Certificate in Principles of CAD, CAM and Solid State Devices
- Certificate in Advanced Automotive Systems Repair
- Certificate in Basic Diesel Maintenance
- Certificate in Electrical Systems Repair
- Certificate in Engine and Brake Repair
- Certificate in Ignition and Fuel Systems Repair
- Certificate in Basic Industrial Maintenance
- Certificate in Suspension and Transmission Repair
- Certificate in Automated Manufacturing I
- Certificate in Automated Manufacturing II
- Certificate in Production Operator
- Certificat in Industrial Maintenance:
  - Mechanical and Electrical I
  - Mechanical and Electrical II
  - Health Physics I
  - Health Physics II
- Certificates in Mechatronics - I, II, III
- Certificates in Power Plant Technology - I, II, III
- Certificate in Basic Welding
- Certificate in Intermediate Welding
- Certificate in Advanced Welding
- Certificate in Welding Fundamentals

GENERAL TECHNOLOGY
- Associate in Applied Science - Mechatronics Technology
- Associate in Applied Science - Power Plant Technology
- Associate in Applied Science - Industrial Maintenance
- Associate in Applied Science - Welding

OCtech

Orangeburg-Calhoun Technical College

University Transfer

ASSOCIATE IN ARTS
60 SEMESTER HOURS

Students enrolled in either Associate in Arts or Associate in Science (also called the University Transfer Program) courses usually 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. In addition, these courses will apply toward public school teacher recertification requirements.

The Associate in Arts degree emphasizes a concentration of courses in the social and behavioral sciences, humanities and the arts.

The Associate in Science degree emphasizes a concentration of courses in mathematics and science.

Because OCtech specializes first and foremost in the needs of first- and second-year college students, its faculty is able to provide educational instruction on a more individual basis than larger four-year institutions. And since most colleges require the same core curriculum of courses in math, English and science, the University Transfer program provides an alternative to large classrooms by offering these courses in an environment where classes are small and students have the opportunity to work one-on-one with their instructors.

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 234
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, SOC 205

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 234, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, PSC 201, PSC 215, PHI 101, PHI 110, REL 102

Electives 6 HOURS
ART 101, ACC 101, ACC 102, BIO 210, BIO 211, BIO 225, BIO 240, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHY 221, PHY 222, PSC 201, PSC 215, PHI 101, PHI 110, PSY 203, REL 101, REL 102, SOC 205, SPA 101, SPA 102

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.

ASSOCIATE IN SCIENCE
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102 , SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234
History: 6 credit hours must be selected from the following: HIS 101, HIS 102, HIS 201, HIS 202

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence): BIO 101, BIO 102, CHM 110, CHM 111, PHY 221, PHY 222
Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, SOC 101, ECO 210, PSC 201, SOC 205

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 110, CHM 111, CHM 211, CHM 212, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
ART 101, ACC 101, ACC 102, BIO 210,
BIO 211, BIO 225, BIO 240, CHM 211, CHM 212,
COL 103, ECO 210, ECO 211, ENG 201, ENG 202,
ENG 205, ENG 206, ENG 208, ENG 209, ENG 234,
FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201,
HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, REL 101, REL 102, SPA 101, SPA 102, SOC 205

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.

Students enrolled in this program work closely with their faculty advisors and counselors in determining their educational goals and choosing courses that will provide the foundation they need to make a smooth transition to another college or university. An important part of the development of a student's program of study at OCtech is for him/her to first consult the college/university to which he/she plans to transfer to insure that courses taken at OCtech meet that institution's requirements for the four-year degree he/she plans to pursue.

Through its Dual Enrollment program, the University Transfer program offers college credit courses to high school juniors and seniors who meet the specified requirements and want to get a head start on their college career. A special brochure outlining the details of the Dual Credit program is available through the OCtech University Transfer Coordinator's Office.

*COL 103 (College Skills) is recommended for new students.

ASSOCIATE IN ARTS
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 **or**			
CHM 110	College Chemistry 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 **or**			
CHM 111	College Chemistry II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
		12.0	3.0	13.0
FALL II				
ECO 210	Macroeconomics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	English Elective	3.0	0.0	3.0
	Math/Science ELECTIVE	4.0	0.0	4.0
		16.0	0.0	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
	English Elective	3.0	0.0	3.0
	ELECTIVE	3.0	0.0	3.0
		15.0	0.0	15.0

Electives must be chosen from the following:
ACC 101, ACC 102, ART 101, BIO 210, BIO 211, BIO 225, BIO 240, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PHI 101, PHI 110, REL 101, REL 102, SPA 101, SPA 102, SOC 205

ASSOCIATE IN SCIENCE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG101	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
MAT110	College Algebra	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
ENG102	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	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
	English 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 Elective	3.0	0.0	3.0
	ELECTIVE	3.0	0.0	3.0
		12.0	0.0	12.0

Electives must be chosen from the following:
ACC 101, ACC 102, ART 101, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, REL 101, REL 102, SPA 101, SPA 102, SOC 205

ASSOCIATE IN ARTS - TEACHER TRANSFER
65-66 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 three areas of concentration: **early childhood, elementary, or mid-level.**

Students in this program have guaranteed transfer credit to the Colleges of Education at either the University of South Carolina or the College of Charleston. They may also take advantage of preferential advising in the first two years, education courses in the first two years, test preparation and financial assistance for the PRAXIS I, learning community activities on both the Orangeburg-Calhoun Technical College and university campuses, and financial aid opportunities for both Orangeburg-Calhoun Technical College and university courses.

ASSOCIATE IN ARTS - EARLY CHILDHOOD EDUCATION CONCENTRATION

62 HOURS

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

CORE CURRICULUM 35 HOURS Communications:
ENG 101, ENG 102, SPC 205
Humanities/Fine Arts:
ART 101 or MUS 105
Natural Sciences/Math:
Mathematics: MAT 120, MAT 130
Science: BIO 101, BIO 102 or CHM 111, CHM 110,
Social/Behavioral Sciences: HIS 201 or HIS 202, HIS 112, PSC 201
MAJOR REQUIREMENTS
(Education Courses) 27 HOURS
COL 250, EDU 203, EDU 204, EDU 205, EDU 230, EDU 241, MAT 250, MAT 251
TOTAL COURSE OF STUDY 62 HOURS

SEMESTER CURRICULUM MODEL

		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
HIS 201	American History: Discovery - 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
BIO 101	Biological Science I	3.0	3.0	4.0
		15.0	6.0	17.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
EDU 220	Foundations in Early Childhood Education	3.0	0.0	3.0
COL 250	Information Literacy	3.0	0.0	3.0
SPA 102	Elementary Spahish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		18.0	6.0	20.0
FALL II				
ART 101	Art History and Appreciation **or**			
MUS 105	Music Appreciation	3.0	0.0	3.0
CHM 110	College Chemistry I **or**			
PHY 201	Physics I **or**			
PHS 115	Intergrated Science	3.0	3.0	4.0
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
EDU 230	Schools in Communities	3.0	3.0	4.0
ECD 102	Growth and Development	3.0	3.0	4.0
		15.0	9.0	18.0
SPRING II				
HIS 112	Non-Western Civilization	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	3.0	0.0	3.0
ECD 251	Practicum in Infant and Toddler	3.0	3.0	4.0
		12.0	3.0	13.0

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

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

CORE CURRICULUM 22 HOURS
Communications:
English 101, English 102
Humanities/Fine Arts
Art 101
Natural Sciences/Math Science:
BIO 101
Mathematics:
MAT 120, Mat 130
Social/Behavioral Sciences:
HIS 201 or HIS 202
MAJOR REQUIREMENTS 10 HOURS
(Education Courses)
ECD 270, ENG 207, EDU 241

SEMESTER CURRICULUM MODEL

Fall		Class	Lab	Credit
ENG 101	English Composition I	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
HIS 201	American History: Discovery – 1877 OR	3.0	0.0	3.0
HIS 202	American History: 1877 to Present			
ART 101	Art History and Appreciation	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
		15.0	3.0	16.0
SPRING				
ENG 102	English Composition II	3.0	0.0	3.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
ECD 270	Foundations in Early Care and Education	3.0	0.0	3.0
ENG 207	Literature for Children	3.0	0.0	3.0
EDU 241	Learners and Diversity	3.0	3.0	4.0
		15.0	3.0	16.0

ASSOCIATE IN ARTS - ELEMENTARY EDUCATION CONCENTRATION

65-66 HOURS

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

CORE CURRICULUM 44 HOURS Communications:
ENG 101, ENG 102, SPC 205
Humanities/Fine Arts:
MUS 105 or ART 101
Natural Sciences/Math:
Mathematics: MAT 120, MAT 130
Science: BIO 101, CHM 110, BIO 102 or CHM 111
Social/Behavioral Sciences: HIS 201 or HIS 202, ECO 210 or ECO 211, PSC 201, SOC 101, PSY 201
MAJOR REQUIREMENTS
(Education Courses) 20 HOURS
MAT 250, MAT 251, COL 250, EDU 201, EDU 230, EDU 241
TOTAL COURSE OF STUDY 65 HOURS

SEMESTER CURRICULUM MODEL

		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
HIS 201	American History: Discovery - 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
MUS 105	Music Appreciation **or**			
ART 101	Art History and Appreciation	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
		15.0	3.0	16.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
ECO 210	Macroeconomics **or**			
ECO 211	Microeconomics	3.0	0.0	3.0
COL 250	Information Literacy	3.0	0.0	3.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		15.0	3.0	16.0
FALL II				
PSC 201	American Government	3.0	0.0	3.0
CHM 110	College Chemistry I	3.0	3.0	4.0
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
EDU 230	Schools in Communities	3.0	3.0	4.0
SOC 101	Introduction to Sociology	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
PSY 201	General Psychology	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	3.0	0.0	3.0
CHM 111	College Chemistry II **or**			
BIO 102	Biological Science II	3.0	3.0	4.0
		15.0	3.0	16.0

ASSOCIATE IN ARTS - MID-LEVEL EDUCATION CONCENTRATION

65-66 HOURS

Students in the mid-level education concentration area wish to teach in middle or high school. Please note that these areas will ultimately require specialization in a subject area. Student pursuing certification in math or any of the sciences should take the B.S. route. Students pursuing certification in history, English, or foreign languages should take the B.A. route.

CORE CURRICULUM 54 HOURS Communications:
ENG 101, ENG 102, ENG 205 OR 206, SPC 205
Foreign Language:
SPA 101, SPA 102
Natural Sciences/Math:
Mathematics: MAT 120, MAT 130
Science: BIO 101, BIO 210, BIO 211, CHM 110
Social/Behavioral Sciences: ECO 210 or ECO 211, HIS 201 or HIS 202, PSC 201, HIS 112
MAJOR REQUIREMENTS
(Education Courses) 11 HOURS
EDU 201, EDU 230, EDU 241
TOTAL COURSE OF STUDY 65 HOURS

SEMESTER CURRICULUM MODEL

		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
HIS 201	American History: Discovery - 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
BIO 101	Biological Science I	3.0	3.0	4.0
		15.0	6.0	17.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
SPC 205	Public Speaking	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
		12.0	9.0	15.0
FALL II				
PSC 201	American Government	3.0	0.0	3.0
PHY 201	Physics I	3.0	3.0	4.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
EDU 230	Schools in Communities	3.0	3.0	4.0
ECO 210	Macroeconomics **or**			
ECO 211	Microeconomics	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
ART 101	Art History and Appreciation	3.0	0.0	3.0
(B.A. English)				
ENG 205	English Literature I	3.0	3.0	3.0
*** ***	Elective			
_	Elective			
(B.A. Social Sciences)				
HIS 201	American History: Discovery - 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
*** ***	Elective			
_	Elective			
(B.S. Science)				
CHM 110	College Chemistry I	3.0	3.0	4.0
*** ***	Elective			
_	Elective			
(B.S. Math)				
MAT 140	Analytical Geometry and Calculus I	4.0	0.0	4.0
MAT 141	Analytical Geometry and Calculus II	4.0	0.0	4.0
*** ***	Elective			
(B.S. Social Sciences)				
HIS 201	American History: Discovery - 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
*** ***	Elective			
_	Elective			

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 of 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	**32-33 HOURS**
Communications:	
ENG 101, ENG 102, SPC 205	
Humanities/Fine Arts (choose one)::	
ART 101 or MUS 105	
Literature:	
ENG 201, ENG 202, ENG 205, or ENG 206	
Natural Sciences/Math:	
Mathematics (choose one):: MAT 130 or MAT 140	
Science: BIO 101 and BIO 102	
Social/Behavioral Sciences: HIS 201 or HIS 202, PSY 201	
MAJOR REQUIREMENTS	**32 HOURS**
AGR 201, AGR 202, AGR 204, AGR 205, AGR 206, CHM 110, CHM 111, CHM 211	
Directed Elective - choose one:	**4 HOURS**
MAT 141, AGR 203 or CHM 212	
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.

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 I				
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
MUS 105	Music Appreciation	3.0	0.0	3.0
		15.0	6.0	17.0
SUMMER				
CHM 211	Organic Chemistry I	3.0	3.0	4.0
	Directed Elective*	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	8.0/12.0
FALL II				
MAT 130 **	Elementary Calculus **OR**	3.0	0.0	3.0
MAT 140	Analytical Geometry and Calculus I	4.0	0.0	4.0
AGR 205	Integrated Pest Management	3.0	0.0	3.0
	Directed Elective* **OR**	3.0	3.0	4.0
	Literature Req.	3.0	0.0	3.0
		12.0/13.0	0.0/3.0	12.0/14.0
SPRING II				
HIS 201	American History: Discovery to 1877 **OR**			
HIS 202	American History: 1877 to the Present	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
AGR 202	Introduction to Soils	3.0	3.0	4.0
MAT 141**	Analytical Geometry and Calculus II	4.0	0.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0/16.0	3.0	13.0/17.0

*Directed Electives (See advisor): AGR 203 Introduction to Animal Science (SUMMER) OR CHM 211 Organic Chemistry II (FALL)
**Take MAT 130 or MAT 140 and 141.

ASSOCIATE IN SCIENCE
ASSOCIATE DEGREE NURSING PREPARATORY PROGRAM
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234
History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 225, BIO 240, CHM 105
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
AHS 104, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

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.

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

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

ASSOCIATE IN SCIENCE
ASSOCIATE DEGREE NURSING PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

	Class	Lab	Credit
FALL I			
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	15.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	12.0	0.0	15.0

Electives must be chosen from the following:
**AHS 104, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
LICENSED PRACTICAL NURSING PREPARATORY PROGRAM
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234
History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 240, CHM 105
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
AHS 104, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

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.

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

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

ASSOCIATE IN SCIENCE
LICENSED PRACTICAL NURSING PREPARATORY PROGRAM
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 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	15.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	12.0	0.0	15.0

Electives must be chosen from the following:
**AHS 104, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
MEDICAL OFFICE ASSISTING PREPARATORY PROGRAM
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102 , ENG 155

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234
History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 225, BIO 240, CHM 105
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
AHS 104, AOT 112, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102, SPC 205

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.

The Associate in Science –Medical Office Assisting Preparatory Program prepares students to enter the Medical Office Assisting Program at OCtech, or four year institutions. This degree assists students in preparing for careers in the allied health profession and strengthens the academic skills of students seeking admission to the Medical Office Assisting Program. Students earn general education credits in preparation for admission to the Medical Office Assisting Program or can transfer these credits to a four year institution of their choice.

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

ASSOCIATE IN SCIENCE
MEDICAL OFFICE ASSISTING PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
**ENG 155 Communications I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG101 English Composition I	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	15.0	6.0	14.0
SPRING II			
ENG 102 English Composition II	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	12.0	0.0	15.0

Electives must be chosen from the following:
**AHS 104, AOT 112, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102, SPC 205.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104, AOT 112, ENG 155, and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
RADIOLOGIC TECHNOLOGY PREPARATORY PROGRAM
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234
History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 102, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence):
BIO 210, BIO 211
Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 225, BIO 240, CHM 105
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
AHS 104, AOT 112, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102, SPC 205

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.

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

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

ASSOCIATE IN SCIENCE
RADIOLOGIC TECHNOLOGY PREPARATORY PROGRAM
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 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 102 Intermediate Algebra	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	15.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	12.0	0.0	15.0

Electives must be chosen from the following:
**AHS 104, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 102 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
RESPIRATORY CARE PREPARATORY PROGRAM
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234
History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 225, CHM 105, 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
AHS 104, AOT 112, ART 101, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

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.

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

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

ASSOCIATE IN SCIENCE
RESPIRATORY CARE PREPARATORY PROGRAM
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 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 101 Beginning Algebra	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	15.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	12.0	0.0	15.0

Electives must be chosen from the following:
**AHS 104, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 101 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

SUSTAINABLE AGRICULTURE CERTIFICATE
30 SEMESTER HOURS

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

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
AGR 203	Introduction to Animal Science	3.0	3.0	4.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
AGR 202	Soils	3.0	3.0	4.0
AGR 205	Pest Management	3.0	0.0	3.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
MGT 101	Principles of Management	3.0	0.0	3.0
ACC 101	Accounting Principles I	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
		27.0	9.0	30.0

GENERAL STUDIES CERTIFICATE
30 SEMESTER HOURS

OCtech's primary function is to provide programs and services that help its students succeed educationally. In order to insure that students are placed in courses that are best suited to their individual abilities and needs, an assessment program has been developed as an aid to evaluate their educational capabilities. The results of the assessment, which is offered at no cost to applicants seeking admission to OCtech, are used to place students in designated entry-level courses, or in educational programs designed to upgrade their academic skills to better prepare them for college-level work.

The purpose of the General Studies certificate program is to provide a general education background for students who want to improve their academic skills and enhance their ability for success as they further their education. Students are urged to consult with their academic advisor or counselor regarding a plan of study.

CORE CURRICULUM 18 HOURS
Communications:
ENG 101, ENG 102
Humanities/Fine Arts:
History: 3 credit hours must be selected from the following: HIS 101, HIS 102, HIS 201, HIS 202
Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 101, MAT 102, MAT 110
Social/Behavioral Sciences: 6 credit hours must be selected from the following:
PSY 201, SOC 101, ECO 210, PSC 201
MAJOR REQUIREMENTS 12 HOURS
Must be selected from the following (courses selected should not be used to fulfill the general education requirements listed above):
ART 101, BIO 101, CHM 110, COL 103, CPT 101, ECD 101, ECD 102, ECD 103, ECD 105, ECD 107, ECD 131, ECD 132, ECD 133, ECD 135, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 234, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 215, MAT 102, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHY 221, PHY 222, REL 101, REL 102, PSC 201, PHI 110, PSY 201, PSY 203, SPA 101, SPA 102, SOC 101, SOC 205

TOTAL COURSE OF STUDY 30 HOURS

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG 101	English Composition	3.0	0.0	3.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
	ELECTIVE*	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ENG 102	English Composition I	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
	ELECTIVES*	6.0	0.0	6.0
		15.0	0.0	15.0

* Electives may be chosen from the list below:
BIO 101, CHM 110, COL 103, CPT 101, ECD 101, ECD 102, ECD 103, ECD 105, ECD 107, ECD 131, ECD 132, ECD 133, ECD 135, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 207, ENG 234, HIS 101, HIS 102, HIS 112, HIS 115, HIS 202, HSS 215, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, PHI 101, PHI 110, PSC 201, PSY 203, REL 101, REL 102, SPA 101, SPA 102, SOC 101

OCtech

Orangeburg-Calhoun Technical College

Business

ASSOCIATE DEGREE IN APPLIED SCIENCE
MAJOR IN ACCOUNTING
69 SEMESTER HOURS

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

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

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

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

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

CORE CURRICULUM 15 HOURS

Communications:
*ENG 101 or ENG 155, ENG 165

Humanities/Fine Arts (Choose one):
*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 234, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102

Social/Behavioral Sciences (Choose one):
ECO 201, ECO 207 *ECO 210, or *ECO 211

Natural Sciences/Math:
MAT 101 or *MAT 110

MAJOR REQUIREMENTS 51 HOURS
ACC 101, ACC 102, ACC 124, ACC 150, ACC 201, ACC 202, ACC 240, ACC 275, BAF 101,BUS 101, BUS 140, BUS 220, CPT 170, CPT 174, LEG 121, MGT 101, MGT 270

Directed Elective: 3 HOURS
ACC 230, ACC 265, BUS 176, CPT 172, ECO 207, ECO 210*, ECO 211*, LEG 122, LEG 135, MGT 110, MGT 150, MGT 201, MGT 240, MKT 101

TOTAL COURSE OF STUDY 69 HOURS

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

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

Students who complete an Associate in Applied Science with a major in Accounting can receive semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with a concentration in Accounting at Claflin University. (See Advisor)

ACCOUNTING DEGREE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MAT 101	Beginning Algebra (MAT 110 transfer)	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
BUS 101	Introduction to Business **or**			
BUS 175	International Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts **or**			
ECO 207	International Economics	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheet	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ACC 201	Intermediate Accounting I	3.0	0.0	3.0
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
BUS 220	Business Ethics	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
ACC 202	Intermediate Accounting II	3.0	0.0	3.0
ACC 275	Special Topics in Accounting	2.0	3.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
***	Directed Elective*	3.0	0.0	3.0
		11.0	3.0	12.0

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

ASSOCIATE DEGREE IN APPLIED SCIENCE
MAJOR IN GENERAL BUSINESS
69 SEMESTER HOURS

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

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

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

CORE CURRICULUM 15 HOURS
Communications:
*ENG 101 or ENG 155, ENG 165
Humanities (Choose one):
*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 234, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102
Social/Behavioral Sciences (Choose one):
ECO 201, *ECO 210, or *ECO 211
Natural Sciences/Math:
MAT 101
MAJOR REQUIREMENTS 51 HOURS
ACC 101, ACC 124, ACC 150, ACC 240, BAF 101, BUS 101, BUS 110, BUS 140, BUS 268, CPT 170, CPT 174, LEG 121, MGT 101, MGT 201, MGT 240, MGT 270, MKT 101, MKT 120, MKT 265
DIRECTED ELECTIVE: 3 HOURS
ACC 102, BUS 176, BUS 220, CPT 172, ECO 210*, ECO 211*, IST 225, LEG 122, LEG 135, MGT 150

TOTAL COURSE OF STUDY 69 HOURS

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

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

Students who complete an Associate in Applied Science with a major in General Business can receive semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with a concentration in Management or Marketing at Claflin University. (See Advisor)

GENERAL BUSINESS DEGREE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BAF 101	Personal Finance	3.0	0.0	3.0
BUS 101	Introduction to Business **or**			
BUS 175	International Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MGT 101	Principles of Management	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 170	Microcomputer Applications	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
MKT 101	Marketing **or**			
BUS 176	International Marketing	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts (Transfer ECO 210 or 211) **or**			
ECO 207	International Economics	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
		9.0	0.0	9.0
FALL II				
***	ACC Elective*	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
MGT 240	Management Decision Making	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
MKT 265	Retail Strategies and Applications	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
BUS 110	Entrepreneurship	3.0	0.0	3.0
BUS 268	Special Projects in Business	2.0	3.0	3.0
MGT 201	Human Resource Management	3.0	0.0	3.0
MKT 135	Customer Service	3.0	0.0	3.0
***	Directed Elective**	3.0	0.0	3.0
		14.0	3.0	15.0

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

ASSOCIATE DEGREE IN APPLIED SCIENCE
MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY
66 SEMESTER HOURS

The Administrative Office Technology program focuses on office management skills as well as on software applications, such as word processing, spreadsheets, presentations, desktop publishing, and data base management, which are essential to many employers. Because employees must be tactful in their dealings with many different people, employers also look for good interpersonal skills.

Administrative professionals use computers and software to create presentations, reports, correspondence, and other documents typically found in an office. Specific duties vary with title and experience.

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 Association of Collegiate Business Schools and Programs (ACBSP).

CORE CURRICULUM 15 HOURS

Communications/Fine Arts:
*ENG 101 or ENG 155, ENG 165

Humanities (Choose one):
*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, *ENG 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, *ECO 211, PSY 103, *PSY 201, *SOC 101

Natural Sciences/Math:
*MAT 110 or MAT 155

MAJOR REQUIREMENTS 48 HOURS
ACC 111 or*ACC 101, AOT 105, AOT 110, AOT 143, AOT 210, AOT 270, BUS 101, BUS 140, *CPT 170, CPT 172, CPT 174, CPT 179, CPT 295 or AOT 265, IST 225 or AOT 267, MGT 110 or MGT 150, MKT 135

DIRECTIVE ELECTIVE 3 HOURS
*LEG 121 or *SPA 101

TOTAL COURSE OF STUDY 66 HOURS

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

ADMINISTRATIVE OFFICE TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
AOT 105	Keyboarding	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
ENG 155	Communications I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 111	Accounting Concepts or	3.0	0.0	3.0
ACC 101	Accounting Principles I (Transfer)			
AOT 110	Document Formatting	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
AOT 143	Office Systems & Procedures	3.0	0.0	3.0
CPT 172	Microcomputer Databases	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
AOT 210	Document Production	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
IST 225	Internet Communications	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING II				
AOT 270	Scwe in Administrative Office Technology (Graduating Term Only)	1.0	6.0	3.0
CPT 295	Desktop Publishing Applications	3.0	0.0	3.0
ECO 201	Economic Concepts	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
		10.0	6.0	12.0

DIPLOMA IN APPLIED SCIENCE
MAJOR IN ADMINISTRATIVE SUPPORT
42 SEMESTER HOURS

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

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

CORE CURRICULUM 9 HOURS
Communications:
*ENG 101 or ENG 155, ENG 165
Natural Sciences/Math:
*MAT 110 or MAT 155
MAJOR REQUIREMENTS 33 HOURS
ACC 111 or*ACC 101, AOT 105, AOT 110, AOT 143, BUS 101, CPT 170, CPT 172, CPT 174, CPT 179, MKT 135

TOTAL COURSE OF STUDY 42 HOURS

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

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

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
AOT 105	Keyboarding	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
ENG 155	Communications I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
		15.0	0.0	1.5
SPRING I				
ACC 111	Accounting Concepts **or**	3.0	0.0	3.0
ACC 101	Accounting Principles I (Transfer)			
AOT 110	Document Formatting	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
AOT 143	Office Systems & Procedures	3.0	0.0	3.0
CPT 172	Microcomputer Databases	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		12.0	0.0	12.0

BASIC ACCOUNTING CERTIFICATE
27 SEMESTER HOURS

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

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

BASIC ACCOUNTING CERTIFICATE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
ACC 101	Accounting Principles I	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
		9.0	0.0	9.0
SPRING				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		9.0	0.0	9.0
SUMMER				
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" required in all courses.

SMALL BUSINESS MANAGEMENT CERTIFICATE
30 SEMESTER HOURS

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

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

Many of the these courses may be applied to the Associate Degree in General Business.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
		6.0	0.0	6.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
		6.0	0.0	6.0
SUMMER				
ACC 240	Computerized Accounting	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		6.0	0.0	6.0
FALL II				
LEG 121	Business Law I	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
		6.0	0.0	6.0
SPRING II				
ACC 124	Individual Tax Procedures **or**			
ACC 150	Payroll Accounting	3.0	0.0	3.0
BUS 110	Entrepreneurship	3.0	0.0	3.0
		6.0	0.0	6.0

Minimum grade of "C" required in all courses.

PRE-BUSINESS CERTIFICATE
15 SEMESTER HOURS

To improve retention in the General Business and Accounting curricula, it is recommend that all students wishing to enter the AAP.GBS or AAP.ACC curriculum first complete a pre-business certificate. The certificate is a 15 credit hour program of core courses in the business and accounting programs that give the student a chance to decide what path they would like to take in business. The purpose of the pre-business certificate is to increase the student's probability of succes in the chosen program of study.

PRE-BUSINESS CERTIFICATE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
BAF 101	Personal Finance	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		15.0	0.0	15.0

OCtech

Orangeburg-Calhoun Technical College

Computer, Engineering & Industrial Technology

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN COMPUTER TECHNOLOGY
75 SEMESTER HOURS

The mission of the Computer Technology program is to fulfill the community's need for a competent workforce and economic growth by providing instruction in programming, information technology and PC support. The program prepares students in the areas of planning, design and implementation of computer programs in many different languages and microcomputer systems hardware, applications and connectivity.

Students opting to concentrate their studies in the Computer Programming area receive instruction in the concepts, principles and techniques of software production with both procedural and object-oriented programming languages such as Visual BASIC, C++, and JAVA. In addition, students are required to take courses in web design that include topics such as HTML, ASP, and JavaScript. Career opportunities in this area include the positions of computer programmer and Internet webmaster.

A concentration on software applications (word processing, spreadsheets, database), local area networks, microcomputer repair and information processing is the focus of the PC Support area. Graduates with this specialization are employed as PC Support Specialists or Help Desk Technicians who provide technical support for hardware and software and provide assistance and advice to computer users. They must also be able to anticipate problems and take preventive action as well as be able to solve problems that occur during operations.

The area of Information Technology involves the study of local and wide-area networking, network management, and Internet/intranet management. Career opportunities in this area include Internet webmaster and network administrator.

CORE CURRICULUM 18 HOURS
Communications:
*ENG 101, ENG 102, SPC 205
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, MUS 105, PHI 101, PHI 110, REL 101 or REL 102
Social/Behavioral Sciences (choose one):
ECO 201, *ECO 210, *ECO 211
Natural Sciences/Math (choose one):
MAT 101, *MAT 110
CORE REQUIREMENTS 24 HOURS
BUS 140, CPT 101, CPT 170, CPT 236, CPT 237, IST 245, IST 252, IST 290
DIRECTED ELECTIVES 33 HOURS
**Directed electives for CPT majors should be chosen from within the same area of concentration.*
PROGRAMMING
CPT 172, CPT 212, CPT 213, CPT 244, CPT 232, CPT 233, CPT 239, IST 226, IST 237, IST 272, Choose one: ARV 110, ARV 210, CPT 283, IST 238, or IST 239
PC SUPPORT SPECIALIST
CPT 172, CPT 174, CPT 179, CPT 209, CPT 210, CPT 247, CPT 268, CPT 295, IST 201, IST 202, IST 226
INFORMATION TECHNOLOGY
CPT 209, CPT 210, CPT 247, CPT 268, IST 201, IST 202, IST 221, IST 260, IST 270, IST 273, IST 291

TOTAL COURSE OF STUDY 75 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Minimum grade of "C" required in all courses.

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

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

COMPUTER TECHNOLOGY - INFORMATION TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 101	Introduction to Computers	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 236	Introduction to Java Programming	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 237	Advanced Java Programming	3.0	0.0	3.0
**	Humanities Elective **	3.0	0.0	3.0
ECO 201	Economic Concepts	3.0	0.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
SPC 205	Public Speaking	3.0	0.0	3.0
IST 201	Internetworking Concepts	3.0	0.0	3.0
IST 252	LAN Systems Manager	3.0	0.0	3.0
IST 260	Network Design	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
CPT 268	Computer End User Support	3.0	0.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 202	Cisco Router Configuration	3.0	0.0	3.0
IST 270	Client/Server Systems	3.0	0.0	3.0
CPT 247	Unix Operating Systems	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
CPT 210	Computer Resource Management	3.0	0.0	3.0
IST 221	Adv Data Communications	3.0	0.0	3.0
IST 273	Adv Client/Server Developmental Tools	3.0	0.0	3.0
IST 290	Special Topics in Info Technology	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	3.0	0.0	3.0
		15.0	0.0	15.0

(IST 290 is a capstone course and should be taken during the last or next to last semester.)
Minimum grade of "C" is required in all courses.
**(ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.)

COMPUTER TECHNOLOGY - PC SUPPORT SPECIALIST
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 101	Introduction to Computers	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 236	Introduction to Java Programming	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 237	Advanced Java Programming	3.0	0.0	3.0
**	Humanities Elective**	3.0	0.0	3.0
ECO 201	Economic Concepts	3.0	0.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
SPC 205	Public Speaking	3.0	0.0	3.0
IST 201	Internetworking Concepts	3.0	0.0	3.0
IST 252	LAN Systems Manager	3.0	0.0	3.0
CPT 172	Microcomputer Database	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ENG 102	English Composition II	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheet	3.0	0.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
IST 202	CISCO Router Configuration	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
CPT 210	Computer Resource Management	3.0	0.0	3.0
CPT 295	Desktop Publishing Applications	3.0	0.0	3.0
CPT 247	UNIX Operating Systems	3.0	0.0	3.0
CPT 268	Computer End User Support	3.0	0.0	3.0
IST 290	Special Topics in Information Technology	3.0	0.0	3.0
		15.0	0.0	15.0

(IST 290 is a capstone course and should be taken during the last or next to last semester.)
Minimum grade of "C" is required in all courses.

***(ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.)*

COMPUTER TECHNOLOGY - PROGRAMMING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 101	Introduction to Computers	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 236	Introduction to Java Programming	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 237	Advanced Java Programming	3.0	0.0	3.0
**	Humanities Elective**	3.0	0.0	3.0
ECO 201	Economic Concepts	3.0	0.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
SPC 205	Public Speaking	3.0	0.0	3.0
CPT 172	Microcomputer Database	3.0	0.0	3.0
IST 252	LAN Systems Manager	3.0	0.0	3.0
		9.0	0.0	9.0
FALL II				
CPT 244	Data Structures	3.0	0.0	3.0
CPT 212	Visual Basic Programming	3.0	0.0	3.0
CPT 232	C++ Programming I	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
***	Directed Elective	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
CPT 239	Active Server Pages	3.0	0.0	3.0
CPT 233	C++ Programming II	3.0	0.0	3.0
CPT 213	Advanced Visual Basic Programming	3.0	0.0	3.0
IST 290	Special Topics in Information Technology	3.0	0.0	3.0
IST 272	Relational Database	3.0	0.0	3.0
IST 237	Intermediate Web Design	3.0	0.0	3.0
		18.0	0.0	18.0

(IST 290 is a capstone course and should be taken during the last or next to last semester.)
Minimum grade of "C" is required in all courses.

***(ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.)*

****(ARV 110, ARV 210, CPT 283, IST 238, IST 239)*

CERTIFICATE IN INTERNETWORKING
18 SEMESTER HOURS

This certificate will provide students with in-depth training in the configuration and use of CISCO Routers and switching. Upon completion students should be able to sit for and pass the Certified CISCO Networking Associate (CCNA) exam.

INTERNETWORKING CERTIFICATE

		Class	Lab	Credit
CPT 101	Introduction to Computers	3.0	0.0	3.0
IST 245	Local Area Networking	3.0	0.0	3.0
IST 201	CISCO Networking Concepts	3.0	0.0	3.0
IST 202	CISCO Router Configuration	3.0	0.0	3.0
IST 203	Advanced CISCO Router Configuration **or**	3.0	0.0	3.0
IST 291	Network Security I			
IST 204	CISCO Troubleshooting **or**			
CPT 268	User End Support	3.0	0.0	3.0
		18.0	0.0	18.0

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

CERTIFICATE IN MICROCOMPUTER APPLICATIONS
24 SEMESTER HOURS

The importance of the microcomputer in business operations is greater today than ever before. As telecommunications technology improves, many organizations will take advantage of computer networks that allow more data to be transmitted electronically. This certificate is designed to help those who are already in the workforce update their computer software skills.

SEMESTER CURRICULUM MODEL

FALL I		Class	Lab	Credit
CPT 101	Introduction to Computers	3.0	0.0	3.0
AOT 105	Keyboarding	3.0	0.0	3.0
		6.0	0.0	6.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
IST 225	Internet Communications	3.0	0.0	3.0
AOT 110	Document Formatting	3.0	0.0	3.0
		9.0	0.0	9.0
SUMMER				
CPT 172	Microcomputer Database	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" required in all courses.

NETWORK ENGINEERING CERTIFICATE
21 SEMESTER HOURS

This certificate program provides in-depth training in networking technology using Microsoft products and will assist in preparing the student to sit for the MCSE examinations. This certificate can be completed all online or as a combination of traditional and online classes. This program cannot be completed with evening classes.

Course		Class	Lab	Credit
IST 245	Local Area Networks	3.0	0.0	3.0
IST 252	LAN System Manager	3.0	0.0	3.0
IST 260	Network Design	3.0	0.0	3.0
IST 270	Client/Server Systems	3.0	0.0	3.0
IST 273	Advanced Client/Server Developement Tools	3.0	0.0	3.0
IST 221	Advanced Data Communications	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	3.0	0.0	3.0
		21.0	0.0	21.0

Minimum grade of "C" required in all courses.

COMPUTER TECHNOLOGY
COMPUTER NETWORK SPECIALIST CERTIFICATE
27 SEMESTER HOURS

Upon completion of this certificate students will be able to repair personal computers and troubleshoot basic network operations.

FALL		Class	Lab	Credit
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 245	Local Area Networking	3.0	0.0	3.0
IST 252	LAN Systems (XP Operating System)	3.0	0.0	3.0
SPRING				
CPT 210	Computer Resource Management	3.0	0.0	3.0
CPT 268	End User Support	3.0	0.0	3.0
IST 291	Network Security I	3.0	0.0	3.0
SUMMER				
IST 292	Network Security II	3.0	0.0	3.0
CPT 247	UNIX Operating System	3.0	0.0	3.0
IST 265	Designing a Windows Directory Services Infrastructure	3.0	0.0	3.0
		27.0	0.0	27.0

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

OFFICE PRODUCTIVITY CERTIFICATE - (MCAS CERTIFICATION)
18 SEMESTER HOURS

Upon completion of the courses in the Office Productivity Certificate program, the student will be prepared to take the national exams offered as part of the *Microsoft Certified Application Specialist (MCAS) Program* to validate proficiency in the use of specific products in the 2007 Microsoft Office system and in Windows Vista. MCAS cadidates can be certified in Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, Microsoft Office Access 2007, and Windows Vista.

Course		Class	Lab	Credit
AOT 105	Keyboarding **or**	3.0	0.0	3.0
CPT 101	Introduction to Computers			
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CPT 172	Microcomputer Database	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
CPT 295	Desktop Publishing Applications	3.0	0.0	3.0
		18.0	0.0	18.0

DATABASE CERTIFICATE
18 SEMESTER HOURS

Oracle Academy students will gain database design, SQL, and project management skills that are applicable to a variety of technical job roles. At the end of Database Programming with SQL, students can earn the opportunity to sit for the Intro to Oracle 9i: SQL certification exam. For students seeking professional certification, the courses map to Oracle Certified Associate (OCA) content. This is the first part of the Oracle Certified Associate degree, an industry-recognized certification. At the end of Database Programming with PLSQL, students can complete this certification.

Course		Class	Lab	Credit
CPT 101	Introduction to Computers	3.0	0.0	3.0
CPT 200	Database Design I	3.0	0.0	3.0
CPT 201	Database Design II	3.0	0.0	3.0
CPT 202	SQL Programming I	3.0	0.0	3.0
CPT 203	SQL Programming II	3.0	3.0	3.0
**	Approved Elective	3.0	0.0	3.0
		18.0	0.0	18.0

** CPT 170, CPT 172, IST 272

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

WEBMASTER CERTIFICATE
25 SEMESTER HOURS

The Webmaster Certificate program is designed to prepare graduates to work in positions as Webmasters, web developers and web server administrators. This certificate provides a breadth of knowledge from the fundamentals of HTML to advanced topics in JavaScript, ASP, Dreamweaver and Flash. Courses are geared toward building successful and attractive sites and, at the same time, managing and updating sites effectively.

Individuals graduating from this program may be employed in a wide range of companies which are interested in using the Internet to market and/or sell their products or services. A graduate may also be employed by a consulting firm, which provides web design, development, administration and maintenance as contracted service to businesses and industries.

This certificate can be completed online or in a combination of traditional and online classes.

Semester I		Class	Lab	Credit
IST 106	Websites and Home Page	1.0	0.0	1.0
CPT 163	Introduction to Multimedia for Web Pages	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
IST 238	Advanced Tools for Website Design	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
Semester II				
CPT 263	Advanced Multimedia for Web Pages	3.0	0.0	3.0
CPT 283	PHP Programming I **or**	3.0	0.0	3.0
IST 239	Datum and Javascript			
IST 237	Intermediate Website Design	3.0	0.0	3.0
CPT 239	Active Server Pages	3.0	0.0	3.0
		25.0	0.0	25.0

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

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN AUTOMOTIVE TECHNOLOGY
76 SEMESTER HOURS

Did you know that more computer technology is required to run an automobile today than some of the early spaceships? A new car has between 10 to 15 onboard computers, operating everything from the engine to the radio. As a result, a good understanding of electronics and strong analytical reasoning skills have become essential in diagnosing and repairing today's automobiles. The growing complexity and sophistication of automotive technology necessitates that today's new cars be serviced by skilled workers, contributing to the demand for highly trained automotive service technicians. OCtech's Automotive Technology program provides intensive career preparation through a combination of classroom instruction and hands-on practice. The program's course requirements are frequently reviewed to maintain currency with the changing technology and equipment.

CORE CURRICULUM 18 HOURS

Communications:
ENG 160

Humanities/Fine Arts (choose two):
HSS 101*, PHI 101, HIS 101, HSS 105

Social/Behavioral Science:
PSY 103

Natural Science/Math:
MAT 155 or MAT 175

Computer Technology:
CPT 170*, CPT 101

COURSE REQUIREMENTS 55 HOURS
AUT 101, AUT 132, AUT 112, AUT 103, AUT 115, AUT 135, AUT 151, AUT 147, AUT 221, AUT 241, AUT 146, AUT 231, AUT 247, AUT 262, AUT 157, EET 101

ELECTIVE – 3 HOURS
(The Department Head must approve elective.)

TOTAL COURSE OF STUDY 76 HOURS

* Preferred course

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 courses 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 quality maintenance, and diagnosis and repair of electronic and computer systems.

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.

The Orangeburg-Calhoun Technical College Automotive Technology Program is accredited by the National Institute for Automotive Service Excellence.

AUTOMOTIVE TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
COL 103	College Skills*	3.0	0.0	3.0
MAT 155	Comtemporary Mathematics (**or** MAT 175)	3.0	0.0	3.0
AUT 101	Engine Fundamentals	1.0	6.0	3.0
AUT 132	Automotive Electricity	2.0	6.0	4.0
AUT 112	Braking Systems	2.0	6.0	4.0
EET 101	Basic Electronics	1.0	3.0	2.0
		12.0	21.0	19.0
SPRING I				
HSS 105	Technology and Culture	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
AUT 103	Engine Reconditioning	2.0	6.0	4.0
AUT 135	Ignition Systems	1.0	6.0	3.0
AUT 231	Automotive Electronics	2.0	6.0	4.0
		11.0	18.0	17.0
SUMMER				
AUT 147	Fuel Systems	3.0	3.0	4.0
AUT 115	Manual Drive Train/Axle	1.0	6.0	3.0
AUT 221	Suspension & Steering Diagnosis	2.0	3.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		9.0	12.0	13.0
FALL II				
HSS 101	Introduction to Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
AUT 146	Emission Controls	2.0	3.0	3.0
AUT 247	Electronic Fuel Systems	2.0	6.0	4.0
AUT 241	Automotive Air Conditioning	2.0	6.0	4.0
		9.0	15.0	14.0
SPRING II				
AUT 151	Automotive Transmissions/ Transaxles	1.0	6.0	3.0
AUT 262	Advanced Diagnosis & Repair	1.0	9.0	4.0
AUT 157	Shop Management & Supervision	3.0	0.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		11.0	15.0	16.0

*Optional

ADVANCED AUTOMOTIVE SYSTEMS REPAIR CERTIFICATE
ELECTRICAL SYSTEMS REPAIR CERTIFICATE
ENGINE AND BRAKE REPAIR CERTIFICATE
IGNITION AND FUEL SYSTEMS REPAIR CERTIFICATE
SUSPENSION AND TRANSMISSION REPAIR CERTIFICATE

These certificates in automotive repair are offered in the evenings and give the student who is seeking an associate degree in automotive technology a means to take courses and earn certificates that can be used to fulfill the requirements for the associate degree.The certificates also offer a student who is working in the automotive field a means to upgrade his/her skills. NOTE: Course prerequisites must be met.

ADVANCED AUTOMOTIVE SYSTEMS REPAIR CERTIFICATE		Class	Lab	Credit
AUT 241	Automotive Air Conditioning	2.0	6.0	4.0
AUT 146	Emission Controls	2.0	3.0	3.0
AUT 262	Advanced Diagnosis and Repair	1.0	9.0	4.0
		5.0	18.0	11.0
ELECTRICAL SYSTEMS REPAIR CERTIFICATE				
AUT 132	Automotive Electricity	2.0	6.0	4.0
AUT 231	Automotive Electronics	2.0	6.0	4.0
		4.0	12.0	8.0
ENGINE AND BRAKE REPAIR CERTIFICATE				
AUT 101	Engine Fundamentals	1.0	6.0	3.0
AUT 103	Engine Reconditioning	2.0	6.0	4.0
AUT 112	Brakes	2.0	6.0	4.0
		5.0	18.0	11.0
IGNITION AND FUEL SYSTEMS REPAIR CERTIFICATE				
AUT 135	Ignition Systems	1.0	6.0	3.0
AUT 147	Fuel Systems	3.0	3.0	4.0
AUT 247	Electronic Fuel Systems	2.0	6.0	4.0
		6.0	15.0	11.0
SUSPENSION AND TRANSMISSION REPAIR CERTIFICATE				
AUT 115	Manual Transmissions/Transaxles	1.0	6.0	3.0
AUT 151	Automatic Transmissions	1.0	6.0	3.0
AUT 221	Suspension and Steering Diagnosis	2.0	3.0	3.0
		4.0	15.0	9.0

A student must earn a grade of "C" or higher in all certificate courses for the certificate to be awarded.

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 electrical systems used on today's diesel equipment.

Job opportunities for students with this certificate include servicing heavy equipment; construction, industrial, farm and over the road 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 107	Diesel Equipment Service and Diagnosis	2.0	3.0	3.0
DHM 151	Diesel Drive Trains	3.0	3.0	4.0
DHM 173	Electrical Systems I	2.0	3.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		12.0	12.0	16.0

ASSOCIATE IN APPLIED SCIENCE IN ENGINEERING TECHNOLOGY
MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY
SPECIALIZATION IN COMPUTER ELECTRONICS
79 SEMESTER HOURS

Forty-three percent of all engineering technicians employed today are electronics engineering technicians, making this field the largest branch of engineering.

Electronics engineering technicians help design, develop, test, and manufacture electrical and electronic equipment such as radios, radar, sonar, television, industrial and medical measuring or control devices, navigational equipment, and computers. They may work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment. Electronics Engineering Technology is also applied to a wide variety of systems, such as communications and process controls.

The specialization in Computer Electronics prepares technicians to install, program, operate, maintain, service, and diagnose computers with operational problems arising from mechanical or electrical malfunctions in either individual units or systems.

Electronics engineers primarily use the principles and theories of science, engineering, and mathematics to solve technical problems; 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 complements the theory taught in classroom lectures in this program. 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 a team of engineers and other technicians.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101*, ENG 102*, ENG 160

Humanities/Fine Arts (Choose one):

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

Social/Behavioral Science (choose one):

PSY 201, PSY 103

Natural Sciences/Math:

PHY 201, PHY 202 MAT 110, MAT 111, MAT 175, MAT 176

COURSE REQUIREMENTS 56 HOURS

CPT 176, CPT 209, CPT 210, EET 102, EET 111, EET 112, EET 131, EET 141, EET 145,

EET 227, EET 235, EET 255, EET 251, EGR 112, EGR 130, EGT 152, EIT 110, IST 245.

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 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 for electronics engineering technicians are expected to continue to grow. Increasing demand for more sophisticated electrical and electronic products, as well as the expansion of these products and systems into all areas of industry and manufacturing processes, will be instrumental to the strong growth in this specialty area.

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)

ASSOCIATE IN APPLIED SCIENCE IN ENGINEERING TECHNOLOGY
MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY
SPECIALIZATION IN COMPUTER ELECTRONICS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EET 111	DC Circuits	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
		10.0	9.0	13.0
SPRING I				
EET 112	AC Circuits	3.0	3.0	4.0
EET 131	Active Devices	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
		14.0	12.0	18.0
SUMMER				
EET 141	Electronic Circuits	3.0	3.0	4.0
EET 145	Digital Circuits or	3.0	3.0	4.0
EET 140	Digital Electronics* and	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory	0.0	3.0	1.0
PHY 202	Physics II**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
		11.0	12.0	15.0
FALL II				
CPT 176	Microcomputer Operating Systems	3.0	0.0	3.0
EET 227	Electrical Machinery	2.0	3.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
EET 251	Microprocessor Fundamentals	2.0	3.0	3.0
EET 235	Programmable Controllers	3.0	0.0	3.0
		16.0	6.0	18.0
SPRING II				
CPT 210	Computer Resource Management	3.0	0.0	3.0
EET 255	Advanced Microcomputers	2.0	3.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
		14.0	3.0	15.0

*Project Lead the Way Course
**Transfer Course
***Includes oral component

ASSOCIATE IN APPLIED SCIENCE IN ENGINEERING TECHNOLOGY
MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY
SPECIALIZATION IN COMPUTER ELECTRONICS
SEMESTER CURRICULUM MODEL
(University Transfer)

		Class	Lab	Credit
FALL I				
EET 111	DC Circuits	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
		10.0	9.0	13.0
SPRING I				
EET 112	AC Circuits	3.0	3.0	4.0
EET 131	Active Devices	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
		14.0	12.0	18.0
SUMMER				
EET 141	Electronic Circuits	3.0	3.0	4.0
EET 145	Digital Circuits or	3.0	3.0	4.0
EET 140	Digital Electronics* and	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory	0.0	3.0	1.0
PHY 202	Physics II** (or PHY 222)**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
		11.0	12.0	15.0
FALL II				
CPT 176	Microcomputer Operating Systems	3.0	0.0	3.0
EET 227	Electrical Machinery	2.0	3.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
EET 251	Microprocessor Fundamentals	2.0	3.0	3.0
EET 235	Programmable Controllers	3.0	0.0	3.0
		16.0	6.0	18.0
SPRING II				
CPT 210	Computer Resource Management	3.0	0.0	3.0
EET 255	Advanced Microcomputers	2.0	3.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
PSY 201	General Psychology**	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		14.0	3.0	15.0

*Project Lead the Way Course
**Transfer Course
***Includes an oral 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.

ASSOCIATE IN APPLIED SCIENCE IN ENGINEERING TECHNOLOGY
MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY
SPECIALIZATION IN ELECTRONIC INSTRUMENTATION
81 SEMESTER HOURS

According to a recent employment outlook guide, the need for industry to modernize, install laborsaving equipment, and replace old systems with those featuring the latest technologies assures a continuing need for Electronic Instrumentation Technicians.

Electronic Instrumentation Technicians test, certify, install, repair, inspect, maintain, and assist in developing complex instruments that measure and record changes in industrial environments. The process-controlled systems operated by these technicians are central to the operation of such facilities as chemical plants, canneries, food processing plants, air and pollution control agencies, petroleum refineries, and power plants.

Other job responsibilities include recording and analyzing the effects of varying conditions, whether actual or simulated. These include vibration, temperature, humidity, pressure, differential pressure, liquid flow and level, altitude, acceleration, pH, conductivity, stress, and chemical makeup. Good communication skills, both written and oral, and the ability to prepare graphs and written reports will be necessary to accomplish these tasks.

Electronic Instrumentation Technicians select, install, calibrate, and check out telemetering and recording instruments and circuits. Using engineering data and considering the limitations of the equipment being tested, they develop specifications for nonstandard apparatus and equipment. They may also make sketches and build or modify jibs, fixtures, instruments, and related apparatus as well as verify the acceptability of devices that have been fabricated by craft workers or other technical personnel. In addition, technicians troubleshoot, repair and perform preventive maintenance on test apparatus and peripheral equipment.
It is easy to see why Electronic Instrumentation Technicians must understand and be able to apply electronics theory in their daily work activities; therefore, high school students interested in the field should take courses in mathematics and general physics.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101*, ENG 102*, ENG 160

Humanities/Fine Arts :

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

Social/Behavioral Science (choose one):

PSY 103, PSY 201

Natural Sciences/Math:

PHY 201, PHY 202, MAT 110, MAT 111,

MAT 175, MAT 176

COURSE REQUIREMENTS 58 HOURS

EET 102, EET 111, EET 112, EET 131, EET 145, EET 141, EET 227, EET 235, EGR 112, EGR 130, EIT 110, EIT 211, EIT 212, EIT 215, EIT 220, EIT 242, EIT 244, EGT 152

TOTAL COURSE OF STUDY 81 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options. Students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

OCtech is the only technical college in South Carolina that offers an associate degree in this field of engineering technology. The EIT curriculum has a co-op program established with South Carolina Electric & Gas and BP-Amoco in Charleston, SC. Students who co-op during Spring II will register for course EIT 240, Supervised Work Experience, and will receive credit for EIT 220, and EIT 242.

Students planning to attend a four-year institution after graduation should consult with their advisors early in the program concerning transfer courses.

- **Program Educational Objectives**

Our mission statement leads to the following program objectives that are also consistent with our industry identified program outcomes. Graduates of the OCtech Electronics Engineering Technology program will:

- Identify and solve problems in electronics engineering technology industry across a wide range of application areas. (Technical Expertise)
- Emerge as successful and professional workers who work and communicate successfully in industry teams across the service area and beyond. (Professionalism, Teamwork, and Leadership)
- Enhance the economic well being of the community through technical expertise, critical thinking, and teamwork. (Economic Impact)
- Adapt to new and emerging technologies to keep current with electronics engineering technology practice. (Continuing Education)

ASSOCIATE IN APPLIED SCIENCE IN ENGINEERING TECHNOLOGY
MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY
SPECIALIZATION IN ELECTRONIC INSTRUMENTATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EET 102	Introduction to Data Acquisition	1.0	0.0	1.0
EET 111	DC Circuits	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
		11.0	9.0	14.0
SPRING I				
EET 112	AC Circuits	3.0	3.0	4.0
EET 131	Active Devices	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
		14.0	12.0	18.0
SUMMER				
EET 141	Electronic Circuits	3.0	3.0	4.0
EET 145	Digital Circuits or	3.0	3.0	4.0
EET 140	Digital Electronics* and	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory	0.0	3.0	1.0
PHY 202	Physics II**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
		11.0	12.0	15.0
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 Procedure	2.0	0.0	2.0
EET 235	Programmable Controllers	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		16.0	9.0	19.0
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
		10.0	15.0	15.0
SPRING II	**(Co-Op Option)**			
EIT 240	Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

*Project Lead the Way Course
**Transfer Course
***Includes an oral 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.

ASSOCIATE IN APPLIED SCIENCE IN ENGINEERING TECHNOLOGY
MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY
SPECIALIZATION IN ELECTRONIC INSTRUMENTATION
SEMESTER CURRICULUM MODEL
(University Transfer)

		Class	Lab	Credit
FALL I				
EET 102	Introduction to Data Acquisition	1.0	0.0	1.0
EET 111	DC Circuits	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
		11.0	9.0	14.0
SPRING I				
EET 112	AC Circuits	3.0	3.0	4.0
EET 131	Active Devices	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
		14.0	12.0	18.0
SUMMER				
EET 141	Electronic Circuits	3.0	3.0	4.0
EET 145	Digital Circuits or	3.0	3.0	4.0
EET 140	Digital Electronics* and	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory	0.0	3.0	1.0
PHY 202	Physics II** (or PHY 222)**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
		11.0	12.0	15.0
FALL II				
EET 227	Electrical Machinery	2.0	3.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
EIT 211	Introduction to Electronic Instrumentation I	3.0	6.0	5.0
EIT 215	Fundamental Industrial Instrumentation Procedure	2.0	0.0	2.0
EET 235	Programmable Controllers	3.0	0.0	3.0
PSY 201	General Psychology**	3.0	0.0	3.0
		16.0	9.0	19.0
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
		10.0	15.0	15.0
SPRING II	**(Co-Op Option)**			
EIT 240	Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

*Project Lead the Way Course
**Transfer Course
***Includes an oral 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.

ASSOCIATE IN APPLIED SCIENCE IN INDUSTRIAL ELECTRONICS TECHNOLOGY
MAJOR IN INDUSTRIAL ELECTRONICS TECHNOLOGY
SEMESTER CURRICULUM MODEL
81 SEMESTER HOURS

When production workers encounter problems with the machines they operate, they call Industrial Electronics Technicians. The IET's work is important not only because an idle machine will delay production, but also because a machine that is not properly repaired and maintained may damage the final product or injure the operator.

Industrial Electronics Technicians install and repair industrial controls and medical diagnostic and communications equipment. Some technicians set up and service electronic equipment, which controls machines and production processes in factories where they often coordinate their efforts with workers installing mechanical or electromechanical components. As plants retool and invest in new equipment to boost productivity and improve product quality, they increasingly rely on IETs to properly situate and install the machinery. Preventive maintenance and accurate record keeping is an important part of the IET's job. Industrial Electronics Technicians strive to anticipate trouble and service equipment before factory production is interrupted.

CORE CURRICULUM 15 HOURS

Communications:

ENG 160

Humanities/Fine Arts (choose 2):

HIS 101, HSS 101, HSS 105, PHI 101, PSI 101

Social/Behavioral Sciences:

PSY 103

Natural Sciences/Math (choose one):

MAT 155, MAT 175

COURSE REQUIREMENTS 66 HOURS

CIM, 131, EEM 117, EEM 118, EEM 121,

EEM 131, EEM 140, EEM 145, EEM 160, EEM 165, EEM 215, EEM 221, EEM 230, EEM 235, EEM 252, EET 261, EET 273, IMT 131, ‡EGR 112, EEM 251, ELT 208, ELT 218, MTT 250

TOTAL COURSE OF STUDY 81 HOURS

‡ These courses prepare students in basic computer applications.

* Preferred course

OCtech's IET program provides the student with a well-rounded educational background in preparation for employment in this field. Courses in basic electronics, electrical wiring and controls, electrical codes and regulations, Circuit Design Software (CDS), and computer operation are taught early in the student's course of study. Later preparation includes the study of digital and microprocessor-based systems, programmable controls, motor drive systems, power systems, fluid power, troubleshooting, and robotics. Additional technical courses are offered to further develop the student's knowledge and skills base. Hands-on experience is provided in most technical courses, allowing students the opportunity to gain practical experience and to further emphasize concepts presented in the classroom. Classes in oral and written communications, mathematics and interpersonal skills are considered important to the graduate's success and are also part of the required curriculum.

ASSOCIATE IN APPLIED SCIENCE IN INDUSTRIAL ELECTRONICS TECHNOLOGY
MAJOR IN INDUSTRIAL ELECTRONICS TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
EEM 121	Electrical Measurements	2.0	3.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	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 140	National Electric Code	3.0	0.0	3.0
EEM 165	Residential/Commercial Wiring	3.0	3.0	4.0
PSY 103	Human Relations	3.0	0.0	3.0
HSS 101	Introduction to Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
		15.0	6.0	17.0
SUMMER				
EEM 131	Solid State Devices	3.0	3.0	4.0
EEM 230	Digital Electronics (or EET 140* and EET 143)	3.0	3.0	4.0
EEM 160	Industrial Instrumentation	3.0	0.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		14.0	9.0	17.0
FALL II				
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EGR 112	Engineering Programming	3.0	0.0	3.0
ELT 218	Operational Amplifiers	2.0	3.0	3.0
		11.0	12.0	15.0
SPRING II				
EEM 221	DC/AC Drives	2.0	3.0	3.0
EEM 235	Power Systems	2.0	3.0	3.0
EET 261	Electronic Troubleshooting	1.0	3.0	2.0
EET 273	Electronics Senior Project	0.0	3.0	1.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
CIM 131	Computer Integrated Manufacturing* (or MTT 250)	1.0	6.0	3.0
		8.0	21.0	15.0

*Project Lead the Way Course

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN MACHINE TOOL TECHNOLOGY
80 SEMESTER HOURS

Precision measurement is a very important part of any machining operation. And because tools and dies must meet strict specifications — precision to one ten-thousandth of an inch is common — the work of individuals in the machine tool field requires a high degree of patience and attention to detail. It is also essential that these professionals be mechanically inclined, able to work independently, and are capable of doing work that requires concentration and physical effort.

Machine Tool Technicians produce precision parts using machine tools such as lathes, drill presses, and milling machines. They are able to set up and operate a wide variety of machine tools and have a thorough understanding of the working properties of metals such as steel, cast iron, aluminum, and brass. Using their skill with machine tools and their knowledge of metals, Machine Tool Technicians plan and carry out the operations needed to make machined products that meet precise specifications.

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 HRS

MTT 105, MTT 111, MTT 112, MTT 120, MTT 123, MTT 125, MTT 126, MTT 171, MTT 221, MTT 222, MTT 224, MTT 232, MTT 241, MTT 249, ‡MTT 250, ‡MTT 251, ‡MTT 252, MTT 258

‡EGT 152

TOTAL COURSE OF STUDY 80 HOURS

‡ These courses prepare students in basic computer applications.

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.

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN MACHINE TOOL TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
COL 103	College Skills *	3.0	0.0	3.0
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
		13.0	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
		12.0	18.0	18.0

*Optional

** 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 251	CNC Operations	2.0	3.0	3.0
		9.0	21.0	16.0

MACHINE TOOL TECHNOLOGY
CERTIFICATE IN PRINCIPLES OF CAD, CAM, AND SOLID STATE DEVICES
19 SEMESTER HOURS

This certificate is designed to cover intermediate skills in Computer Aided Design, Computer Aided Machining, and Electronics. Job opportunities include CNC Setup Technician, CNC Operator, Basic Computer Aided Design Technician, and Maintenance Technician.

Summer		Class	Lab	Credit
EEM 230	Digital Electronics (or EET 140* and EET143)	3.0	3.0	4.0
MTT 250	Principles of CNC (or CIM 130*)	1.0	6.0	3.0
MTT 258	Machine Tool CAM	2.0	3.0	3.0
EEM 251	Programmable Controllers	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
EGT 251	Principles of CAD	2.0	3.0	3.0
		14.0	15.0	19.0

*Project Lead the Way course

MACHINE TOOL TECHNOLOGY
AUTOMATED MANUFACTURING CERTIFICATE I
25 SEMESTER HOURS

This certificate is designed to introduce the student to a basic entry-level knowledge of Machining, Electronics, and Computer Aided Drafting. Job opportunities include entry-level Machine Technician, and entry-level Maintenance Technician.

Fall I		Class	Lab	Credit
MTT 111	Machine Tool Theory and Practice I	2.0	9.0	5.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
EGT 151	Introduction to CAD	2.0	3.0	3.0
		7.0	15.0	12.0
Spring I				
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		10.0	9.0	13.0

*Project Lead the Way Course

MACHINE TOOL TECHNOLOGY
AUTOMATED MANUFACTURING CERTIFICATE II
29 SEMESTER HOURS

This certificate is designed to prepare students for careers in advanced Computer Numerical Control, Computer Aided Design and Robotics. Students gain wide range of Automated Manufacturing skills. Job opportunities include CNC Operator, Machine Setup Technician, Computer Aided Design Technician, and Automated Machine Repair Technician.

Fall II		Class	Lab	Credit
EEM 252	Programmable Controllers Applications	2.0	3.0	3.0
MTT 251	CNC Operations	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
IMT 131	Hydraulics & Pneumatics	3.0	3.0	4.0
		12.0	12.0	16.0
Spring II				
ELT 208	Introduction to Robotics	2.0	3.0	3.0
MTT 252	CNC Setup & Operations	3.0	3.0	4.0
EGT 172	Electronic Drafting	2.0	0.0	2.0
HSS 105	Technology and Society	3.0	0.0	3.0
EET 261	Electronic Trouble Shooting	1.0	3.0	2.0
		11.0	9.0	14.0

An Associate in General Technology degree option is available for Automated Manufacturing.

CERTIFICATE IN COMPUTER AIDED DESIGN I (CAD I)
19 SEMESTER HOURS

This program is designed to introduce the student to basic entry-level drafting and level I of Computer Aided Design. Topics include basic layout on board and how to generate two-dimensional engineering drawings.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements.

SEMESTER CURRICULUM MODEL

FALL I		Class	Lab	Credit
EGT 110	Mechanical Drafting	1.0	9.0	4.0
EGT 151	Introduction to CAD	2.0	3.0	3.0
EGT 152	Fundamentals of CAD**	2.0	3.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 175	Algebra and Trigonometry I or			
MAT 110	College Algebra*	3.0	0.0	3.0
EGR 130	Engineering Technology Applications and Programming**	2.0	3.0	3.0
		13.0	18.0	19.0

*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.
**Project Lead the Way
Minimum grade of "C" required for all courses.

CERTIFICATE IN COMPUTER AIDED DESIGN II (CAD II)
17 SEMESTER HOURS

This program is designed for students desiring advanced computer aided design skills to generate drawings. Topics include three-dimensional feature based modeling and how to generate multi-layouts.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements. Completion of Computer Aided Design I Certificate (or a determination of your experience and capabilities, made by an advisor) is required for admission into this program.

SEMESTER CURRICULUM MODEL

SPRING		Class	Lab	Credit
EGT 220	Structural & Piping Applications	2.0	6.0	4.0
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0
EGT 251	Principles of CAD	2.0	3.0	3.0
EGT 265	CAD/CAM Applications	2.0	3.0	3.0
PHY 201	Physics I or			
AET 101	Advanced Civil CAD (CEA 1)**	3.0	3.0	4.0
		11.0	18.0	17.0

**Project Lead the Way

CERTIFICATE IN COMPUTER AIDED DESIGN III (CAD III)
16 SEMESTER HOURS

This program is designed for students desiring advanced 2-D and 3-D modeling computer aided design skills to generate drawings. Topics include architectural drawing, electronic drafting, and advanced CAD.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements. Completion of Computer Aided Design I Certificate (or a determination of your experience and capabilities, made by an advisor) is required for admission into this program.

SEMESTER CURRICULUM MODEL

Summer

		Class	Lab	Credit
EGT 225	Architectural Drawing Applications	2.0	6.0	4.0
EGT 252	Advanced CAD	2.0	3.0	3.0
EGT 258	Applications of CAD	2.0	3.0	3.0
EGT 172	Electronic Drafting	2.0	0.0	2.0
PHY 202	Physics II or			
EGT 259	Advanced Architectural CAD	3.0	3.0	4.0
		11.0	15.0	16.0

INDUSTRIAL MAINTENANCE TECHNOLOGY
BASIC INDUSTRIAL MAINTENANCE CERTIFICATE
16 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanical Apprentice, Manufacturing Plant Maintenance Apprentice, Construction Site Equipment Maintenance Apprentice, and Construction Electrical Apprentice.

Fall		Class	Lab	Credit
IMT 229	Introduction to Process Control (NCCER)	3.0	0.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 217	Industrial Lubrication (NCCER)	3.0	0.0	3.0
IMT 210	Basic Industrial Skills I (NCCER)	3.0	0.0	3.0
IMT 211	Basic Industrial Skills II (NCCER)	3.0	0.0	3.0
		15.0	3.0	16.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM
INDUSTRIAL MAINTENANCE: MECHANICAL AND ELECTRICAL CERTIFICATE I
29 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		Class	Lab	Credit
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 170	Statistical Process Control	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		15.0	3.0	16.0
Summer				
IMT 227	Alignment Theory (NCCER)	3.0	0.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
IMT 219	Maintenance Welding (NCCER)	3.0	0.0	3.0
EEM 230	Digital Electronics (or EET 140 and EET 143**)	3.0	3.0	4.0
		11.0	6.0	13.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

** Project Lead the Way Course

INDUSTRIAL MAINTENANCE TECHNOLOGY
INDUSTRIAL MAINTENANCE MECHANICAL AND ELECTRICAL CERTIFICATE II
27 SEMESTER HOURS

This certificate is designed to prepare student for employment as entry-level, senior-level, or advanced-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanic, Manufacturing Plant mechanic, Construction Site Equipment Mechanic, Construction Electrician, Plant Quality Assurance Technician, Preventative Maintenance Technician, and Precision Leveling and Alignment Technician.

Fall		Class	Lab	Credit
IMT 214	Industrial Wiring (NCCER)	3.0	0.0	3.0
IMT 215	Electrical Grounding (NCCER)	3.0	0.0	3.0
IMT 218	OxyFuel Cutting and Brazing (NCCER)	3.0	0.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
		11.0	3.0	12.0
Spring				
IMT 232	Hydraulic Troubleshooting (NCCER)	3.0	0.0	3.0
IMT 230	Reliability Centered Maintenance (NCCER)	3.0	0.0	3.0
IMT 221	Electrical Motor Maintenance (NCCER)	3.0	0.0	3.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
PSY103	Human Relations	3.0	0.0	3.0
		14.0	3.0	15.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

An Associate Degree in General Technology degree option is available for Industrial Maintenance Technology.

HEALTH PHYSICS CERTIFICATE I
21 CREDITS

This program is designed to introduce students to the basic entry lever skills that are required for someone pursuing a career in radiation protection or health physics. The certificate provides the opportunity for persons already employed in an engineering or technology position to expand their employment opportunities and for students enrolled in technology programs at the College to add additional credentials. For admission, students should meet the general requirements of the Associate of Science in Engineering Technology degree along with completion of a drug screening and background check. Students completing the certificate will be in a position to take the basic examinations for certification in the field.

		Class	Lab	Credit
RPT 104	Intro to Radiation and Protection, Safety and Fundamentals	3.0	0.0	3.0
RPT 206	Radiation Monitoring and Exposure Control	3.0	3.0	4.0
PHY 201	Physics I (or PHY 221)	3.0	3.0	4.0
PHY 202	Physics II (or PHY 222)	3.0	3.0	4.0
RPT 125	Nuclear Math and Theory	3.0	0.0	3.0
RPT 223	Radiation Dosimetry	2.0	3.0	3.0
		17.0	12.0	21.0

HEALTH PHYSICS CERTIFICATE II
16 CREDITS

This program covers more advanced topics in radiation protection and health physics including radiochemistry. Admission to this program would require completion of Certificate I or a combination of industrial and academic equivalent to Certificate I. Students completing the program would be in a position to take the advanced examinations for certification in the field.

		Class	Lab	Credit
RPT 243	Radiological Safety and Response	3.0	3.0	4.0
RPT 207	Contamination Control and Incident Prevention	2.0	3.0	3.0
RPT 253	Radiation Protection I	3.0	0.0	3.0
RPT 290	Radiation Protection Technology Internship	0.0	9.0	3.0
RPT 233	Radioactive Materials and Handling	3.0	0.0	3.0
		11.0	15.0	16.0

MECHATRONICS CERTIFICATE I
18 CREDITS

This certificate is designed to prepare students for employment as entry-level Industrial Maintenance Technicians, with cross-over to Electrical and Instrumentation Technicians. Job opportunities for students with this certificate include Process and Manufacturing Plant Mechanic and Electrical Apprentice, and Construction Site Mechanic.

Summer		Class	Lab	Credit
EET 101	Basic Electronics	1.0	2.0	2.0
IMT 210	Basic Industrial Skills I (NCCER)	3.0	0.0	3.0
IMT 211	Basic Industrial Skills II (NCCER)	3.0	0.0	3.0
		7.0	2.0	8.0
Fall				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 229	Introduction to Process Control (NCCER)	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
		9.0	6.0	11.0

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.

MECHATRONICS CERTIFICATE II
24 CREDITS

This certificate is designed to prepare students for employment as entry-level, intermediate-level, or higher-level Industrial Maintenance Technicians, with cross-over to Electrical and Instrumentation Technicians. Job opportunities for student with this certificate include Process Plant Mechanic, Manufacturing Plant Mechanic, Construction site Equipment Mechanic, and Construction Electrician.

Spring		Class	Lab	Credits
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
IMT 170	Statistical Process Control	3.0	0.0	3.0
		12.0	3.0	13.0
Summer				
EEM 131	Solid State Devices	3.0	3.0	4.0
EET 140	Digital Electronics** **And**	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory **Or**	0.0	3.0	1.0
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
		8.0	9.0	11.0

** Project Lead the Way Course

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.

MECHATRONICS CERTIFICATE III
23 CREDITS

This certificate is designed to prepare students for employment as entry-level, senior-level, or advanced-level Industrial Maintenance Technicians, with cross-over to Electrical and Instrumentation Technicians. Job opportunities for students with this certificate include Process Plant Mechanic, Manufacturing Plant Mechanic, Construction Site Equipment Mechanic, Construction Electrician, Plant Quality Assurance Technician, Preventive Maintenance Technician, and Precision Leveling and Alignment Technician.

Fall		Class	Lab	Credit
EEM 252	Programmable Controller Applications	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
		6.0	9.0	9.0
Spring				
IMT 232	Hydraulic Trouble Shooting (NCCER)	3.0	0.0	3.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance (NCCER)	3.0	0.0	3.0
EET 261	Electronic Trouble Shooting	1.0	3.0	2.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
		11.0	9.0	14.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

An Associate Degree in General Technology degree option is available for Mechatronics Technology.

CERTIFICATE IN POWER PLANT TECHNOLOGY I
16 CREDITS

This certificate is designed to prepare students for employment as entry-level Utility Power Plant Maintenance Technicians. Job opportunities for students with this certificate include Hydro-Power Plant Maintenance Apprentice, Fossil-Fuel Power Plant Maintenance Apprentice, Nuclear Power Plant Maintenance Apprentice, and Power Plant Operator Apprentice.

2nd Semester – Fall – 16 credits		Class	Lab	Credit
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
IMT 229	Introduction to Process Control	3.0	0.0	3.0
MAT 155	Contemporary Math (or MAT 175)	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
		15.0	6.0	17.0

Students completing the Power Plant Basic 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.

CERTIFICATE IN POWER PLANT TECHNOLOGY II
27 CREDITS

This certificate is designed to prepare students for employment as entry-level, intermediate-level, or higher-level Utility Power Plant Maintenance Technicians or Power Plant Operator Assistants. Job opportunities for students with this certificate include Hydro-Power Plant Maintenance Technician, Fossil-Fuel Power Plant Maintenance Technician, Nuclear Power Plant Maintenance Technician, and Power Plant Operator Assistant.

Spring		Class	Lab	Credit
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		12.0	3.0	13.0
Summer				
EEM 131	Solid State Devices	3.0	3.0	4.0
EET 140	Digital Electronics** **And**	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory **Or**	0.0	3.0	1.0
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
EGT 152	Fundamentals of CAD**	2.0	3.0	3.0
		10.0	12.0	14.0

Students completing the Power Plant Basic 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.

** Project Lead the Way Course

Note: Students completing this certificate are also eligible for the Certificate in Mechatronics I with the addition of IMT 170: Statistical Process Control.

CERTIFICATE IN POWER PLANT TECHNOLOGY III
24 CREDITS

This certificate is designed to prepare students for employment as entry-level, senior-level, or advanced-level Utility Power Plant Maintenance Technicians. Job opportunities for student with this certificate include Hydro-Power Plant Maintenance Technician, Fossil-Fuel Power Plant Maintenance Technician, Nuclear Power Plant Maintenance Technician, and Power Plant Operator.

Fall			Class	Lab	Credit
EEM 252	Programmable Controller Applications		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
IMT 151	Piping Systems		3.0	0.0	3.0
			9.0	9.0	12.0
Spring					
EEM 235	Power Systems		2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance (NCCER)		3.0	0.0	3.0
EEM 221	DC/AC Drives		2.0	3.0	3.0
EET 261	Electronic Trouble Shooting		3.0	0.0	3.0
			10.0	6.0	12.0

Students completing the Power Plant Basic Certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.
An Associate Degree in General Technology degree option is available for Power Plant Technology.

BASIC WELDING CERTIFICATE

Using the modular formatted (NCCER) curriculum, students complete all NCCER Level I modules and may earn their national NCCER Level I credential. The curriculum includes blueprint reading, welding safety, oxyfuel cutting, and gas and arc welding. Students complete Level I NCCER modules in the SMAW welding process, including Beads and Fillet Welds, Open V--Groove Welds, and Open-Root Pipe Welds. This course is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops and maintenance welding, and it provides basic skills that will ultimately be needed for construction pipe welding and welding on nuclear power jobsites.

Note: To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.
Required items include:
•Saftey Glasses
•Welding Gloves
•Welding Hood (with #10 of #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended0
•8" high Steel Toe Boots

		Class	Lab	Credit
IMT 210	Basic Industrial Skills I	3.0	0.0	3.0
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	3.0	3.0	4.0
WLD 113	Arc Welding II	3.0	3.0	4.0
WLD 115	Arc Welding III	2.0	6.0	4.0
		13.0	18.0	19.0

INTERMEDIATE WELDING CERTIFICATE

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:
•Saftey Glasses
•Welding Gloves
•Welding Hood (with #10 of #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended0
•8" high Steel Toe Boots

		Class	Lab	Credit
IMT 211	Basic Industrial Skills II	3.0	0.0	3.0
WLD 103	Print Reading I	1.0	0.0	1.0
WLD 132	Inert Gas Welding – Ferrous	1.0	9.0	4.0
WLD 135	Inert Gas Welding – Aluminum	2.0	6.0	4.0
WLD 225	Arc Welding Pipe I	3.0	3.0	4.0
		10.0	18.0	16.0

ADVANCED WELDING CERTIFICATE

Using the modular formatted (NCCER) curriculum, students complete all required NCCER Level III modules and all Level II and Level III NCCER electives. They may earn their national NCCER Level III credential. The curriculum prepares students in plate, mild steel pipe, and stainless pipe welding using the GMAW and the GTAW welding techniques. The curriculum includes fabrication welding and qualification welding courses which are not NCCER based, but which provide additional professional growth opportunities. This certificate is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops and maintenance welding, 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:
•Saftey Glasses
•Welding Gloves
•Welding Hood (with #10 of #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended0
•8" high Steel Toe Boots

		Class	Lab	Credit
WLD 136	Advanced Inert Gas Welding	1.0	3.0	2.0
WLD 150	Specialized Welding	2.0	6.0	4.0
WLD 154	Pipe Fitting and Welding	2.0	6.0	4.0
WLD 160	Fabrication Welding	1.0	6.0	3.0
WLD 170	Qualification Welding	2.0	6.0	4.0
		8.0	27.0	17.0

WELDING FUNDAMENTALS CERTIFICATE
(Not intended for students who seek NCCER level certification)

This certificate provides a sound introduction to welding processes. Although the curriculum uses the modular formatted (NCCER) curriculum, students complete NCCER modules across two levels of NCCER and are not required to complete all NCCER Level I modules. The curriculum includes blueprint reading, welding safety, oxyfuel cutting, and gas and arc welding. Students complete modules in the SMAW, FCAW, and GMAW welding processes. This certificate is taught to national welding codes and prepares students for testing and certification for entry level employment at local metal fabrication shops and maintenance welding.

Note: To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.
Required items include:
•Saftey Glasses
•Welding Gloves
•Welding Hood (with #10 of #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended0
•8" high Steel Toe Boots

		Class	Lab	Credit
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	3.0	3.0	4.0
WLD 113	Arc Welding II	3.0	3.0	4.0
WLD 115	Arc Welding III	2.0	6.0	4.0
WLD 103	Print Reading I	1.0	0.0	1.0
WLD 132	Inert Gas Welding – Ferrous	1.0	9.0	4.0
		12.0	27.0	21.0

OCtech

Orangeburg-Calhoun Technical College

General Technology

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN 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 28 semester hour credits in a single content area from an approved degree, diploma, or technical education certificate program. The secondary technical specialty consists of 12 semester hour credits from another technical area. The student may use a minimum of 5 more semester hour credits to develop a third technical specialty or to enhance the primary and secondary technical specialties as approved by their advisors. Colleges may also develop technical specialty offerings based upon local business/industry needs.

Students work with their advisors to develop a specific contract for the courses they will take under the Associate in Applied Science Degree. The student's advisor and the Vice-President for Academic Affairs must approve this contract. To receive financial assistance, veterans must also have prior approval of their programs by a VA counselor.

OCtech

Orangeburg-Calhoun Technical College

Health Sciences

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN 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 Ultrasound, Magnetic Resonance Imaging (MRI), Nuclear Medicine, and Computed Tomography (CT) are growing rapidly.

The mission of the Orangeburg-Calhoun Technical College Department of Radiologic Technology is to provide a comprehensive education in the science of radiography that will allow graduates to deliver efficient healthcare and contribute to the life of the communities of interest.

The OCtech Department of Radiologic Technology serves its communities of interest and its students. The program goals are:

1. The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.
2. The student will demonstrate academic and technical competence as an entry level radiographer.
3. The student will communicate effectively in the classroom and clinical setting.
4. The student will demonstrate professional attitudes, behavior and ethics in the clinical and classroom environment as well as participate in professional development activities.

CORE CURRICULUM 20 HOURS Communications:
ENG 101*
Humanities/Fine Arts (Choose one):
Humanities Elective
Social/Behavioral Sciences:
*PSY 201
Natural Sciences/Math:
*BIO 210,*BIO 211, MAT 102
COURSE REQUIREMENTS 73 HOURS
**RAD 101, RAD 102, RAD 110,RAD 115, RAD 121, RAD 130, RAD 136, RAD 152, RAD 165, RAD 175, **RAD 201, RAD 210, **RAD 220, **RAD 230, RAD 235, RAD 258, RAD 268, RAD 278, CPT 170, **AHS 145

TOTAL COURSE OF STUDY 93 HOURS

* Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

** Speech component included.

Minimum of 80% competency required in all RAD courses.

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

Radiographers produce x-ray films (radiographs) of the human body for use in diagnosing medical problems.They interact with patients by explaining procedures and various positioning techniques necessary to produce quality images of bony and soft tissue structures. An extensive knowledge of radiography equipment is essential to produce radiographs of the appropriate density, detail and contrast.

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,

of the hospital in which radiographic procedures are performed, such as in the Emergency Room, Surgery, ICU, 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.

Graduates of the program are eligible to take 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.

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

OCtech's Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone number: (312) 704-5300; e-mail address: mail@jrcert.org or www.jrcert.org

With additional education, Radiologic Technology can be a stepping stone for careers in the related allied health professions, such as Radiation Therapy, Nuclear Medicine, Ultrasound, Education, Management, Special Procedures, Computed Tomography, and Magnetic Resonance Imaging.

Classes begin in the fall semester only. Admission to the Radiologic Technology program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admisisons requirements may be obtained by attending a Health Information Programs Session.. All applicants are required to attend a session as part of the admissions process. A listing of scheduled seminars can be obtained from the Admissions Office or online at http://www.octech.edu. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only as part of the admissions process.

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 experience.

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	3.0	0.0	3.0
PHI 110	Ethics	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

Minimum of 80% competency required in all Radiology courses.
Minimum grade of "C" is required in all related courses.

*Speech component included.

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN RESPIRATORY CARE TECHNOLOGY
84 SEMESTER HOURS

Respiratory Therapists have more exciting career opportunities than ever before. The growing need for respiratory therapists are due to advances in technology and expanding medical practices. Individuals who graduate from the Advanced Level Respiratory Care Program will become an important member of the health care team and work closely with physicians for positive patient outcomes. Therapists are involved with crucial aspects of patient care such as attending high risk pregnancies and C-Sections and must respond to all life threatening hospital medical emergencies.

Therapists must be able to work with diverse groups of patients, from infants to adults, performing procedures such as arterial blood gas analysis, intubation and technologically advanced ventilator management. Therapists also play a vital role in patient education in the areas of cardiac and pulmonary rehabilitation. Students who are accepted into the program will be required to travel to hospital affiliates for clinical practice after their first semester. Clinical practice rotations include physician's rounds and exposure to all aspects of respiratory care.

The mission of the Respiratory Care Technology Program is to provide the advanced training and skills needed to demonstrate strong analytical and technical skills in a variety of health care settings. All Respiratory Care Practitioners are Licensed by the State of South Carolina after successful completion of board examinations. Therapist's board credentials include: Certified Respiratory Therapists(CRT) and Registered Respiratory Therapists (RRT).

CORE CURRICULUM 31 HOURS
Communications:
*ENG 101
Humanities/Fine Arts:
Humanities Elective
Behavioral/Social Science:
*PSY 201
Natural Sciences/Math:
*BIO 210, BIO 211, PHS 115, BIO 225, MAT 101
OTHER REQUIRED COURSES
CPT 170
COURSE REQUIREMENTS 53 HOURS
RES 101, RES 121, RES 123, RES 111, RES 131, RES 141, RES 150, RES 152,, RES 245, RES 249, RES 253, RES 232, RES 236, RES 205, RES 255, RES 274, RES 241

TOTAL COURSE OF STUDY 84 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Minimum of an 80% competency is required in all RES classes.

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

Career opportunities for graduates may include: Intensive Care Therapist, Neonatal Therapist, Cardiac Catheterization Technician, Flight Team Transport Therapist, Pulmonary Function Technologist, Polysomnography(Sleep) Technologist, or General Floor Therapist.

Upon graduation, the student is eligible to take the Respiratory Care Entry Level Exam administered by the National Board for Respiratory Care to be followed by the Registry Exam. OCtech's Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX, 76021-4244; Telephone: (817) 283-2835; www.coarc.com

Admission to the Respiratory Care Technology program is based upon successful completion of placement tests and proof of high school diploma or GED. Admisisons requirements may be obtained by attending a Health Information Programs Session. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at http://www.octech.edu on the Health Sciences page.

Special Note: Proof of current CPR certification before entering RES clinical education centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out of town travel will be required for selected clinical experiences and seminars. Students will be required to have a Criminal Background Check and Drug Screening through facilities specified by the College only as part of the admissions process.

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

RESPIRATORY CARE TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credits
FALL I				
RES 101	Introduction to Resp. Care	2.0	3.0	3.0
RES 121	Respiratory Skills I	3.0	3.0	4.0
RES 123	Cardiopulmonary Physiology	2.0	3.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
		13.0	12.0	17.0
SPRING I				
RES 111	Pathophysiology	1.0	3.0	2.0
RES 131	Respiratory Skills II	3.0	3.0	4.0
RES 150	Clinical Applications I	0.0	12.0	4.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
		10.0	21.0	17.0
SUMMER I				
RES 141	Respiratory Skills III	2.0	3.0	3.0
RES 152	Clinical Applications II	0.0	9.0	3.0
ENG 101	English Composition	3.0	0.0	3.0
		5.0	12.0	9.0
FALL II				
RES 232	Respiratory Therapy Therapeutics	2.0	0.0	2.0
RES 246	Respiratory Pharmacology	2.0	0.0	2.0
RES 249	Comprehensive Applications	1.0	3.0	2.0
RES 253	Adv. Clin. Practice Studies I	0.0	18.0	6.0
BIO 225	Microbiology	3.0	3.0	4.0
		8.0	24.0	16.0
SPRING II				
RES 205	Neonatal Resp. Care	1.0	3.0	2.0
RES 236	Cardiopulmonary Diagnostics	2.0	3.0	3.0
RES 255	Clinical Practice	0.0	15.0	5.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
PHS 115	Integrated Science	3.0	3.0	4.0
		9.0	24.0	17.0
SUMMER II				
RES 241	Adv. Resp. Care Transition	0.0	3.0	1.0
RES 274	Adv. Clinical Practice	0.0	12.0	4.0
*****	Humanities Elective	3.0	0.0	3.0
		3.0	15.0	8.0

Minimum of an 80% competency is required in all RES courses.
A minimum grade of "C"is required in all related courses.
Recommended additional course AHS 104.
* Approved substitutions may apply.

DIPLOMA IN APPLIED SCIENCE
MAJOR IN MEDICAL OFFICE ASSISTING
40 SEMESTER HOURS

The Medical Office Assisting (MOA) 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 trained to work in ambulatory settings, such as physician's offices, clinics, and group practices, performing administrative and clinical procedures.

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.

CORE CURRICULUM 12 HOURS
Communications:
ENG 155
Social/Behavioral Sciences:
PSY 201
Natural Sciences/Math:
MAT 155, BIO 110
COURSE REQUIREMENTS 28 HOURS
AHS 110, MED 107, MED 109, MED 112, MED 115, MED 116, MED 124, MED 156,

TOTAL COURSE OF STUDY 40 HOURS

A minimum competency of 80% is required in all MOA courses. A minimum grade of "C" is required in all related courses.

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

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 MOA 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. MOA graduates can pursue nursing, medical laboratory technology, radiologic technology, respiratory care technology, word processing, medical transcription, or office systems technology careers.

The Medical Office Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756; Telephone: (727) 210-2350

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.

Admission to the MOA program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admisisons requirements may be obtained by attending a Nursing/Health Science enrollment seminar. 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 http://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 MOA goes to clinicals.

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 will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only as part of the admissions process.

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.

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.

The Commission on Allied Health Education Programs certified the Diploma Medical Assistant Program and judged it to be in compliance with the nationally established standards on April 14, 2005. This Reaccreditation is good for eight years until 2013.

MEDICAL OFFICE ASSISTING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
ENG 155	Communications I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
MED 115	Medical Office Lab Procedures I	3.0	3.0	4.0
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
MED 107	Medical Office Management	3.0	3.0	4.0
		15.0	6.0	17.0
SPRING				
MED 116	Medical Office Lab Procedures II	3.0	3.0	4.0
AHS 110	Patient Care Procedures	1.0	3.0	2.0
PSY 201	General Psychology	3.0	0.0	3.0
MED 109	Medical Business Records	3.0	0.0	3.0
MED 124	Medical Computer Practicum	3.0	0.0	3.0
		13.0	6.0	15.0
SUMMER				
MED 156	Clinical Experience I *	0.0	18.0	6.0
MED 112	Medical Assisting Pharmacology	1.0	3.0	2.0
		1.0	21.0	8.0

A minimum competency of 80% is required in all MOA courses.
A minimum grade of "C" is required in all related courses.
***Students should have previous college credit for courses AHS 104 and AOT 105 or AOT 112 before entering the Medical Assisting Program. These courses must be completed within five years of entering the program.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN ELECTROCARDIOGRAPHY/CARDIAC MONITORING
25 SEMESTER HOURS

Cardiology technicians obtain electrocardiograms (ECG) through the operation of sophisticated equipment to help physicians and other health care practitioners diagnose and treat patients with heart problems. To administer a "basic" ECG, which traces electrical impulses transmitted by the heart, technicians attach electrodes to the patient's chest, arms and legs, then manipulate switches on the ECG machine to obtain a reading. The test is done before most kinds of surgery or part of a routine physical examination. ECG technicians must be reliable and able to follow detailed instructions. A pleasant, relaxed manner for putting patients at ease is an asset.

The Certificate in Electrocardiography/Cardiac Monitoring prepares students for entry-level positions as cardiology technicians in hospital cardiology departments as well as cardiologists' offices, cardiac rehabilitation centers and ambulatory surgery centers. Employment of cardiology technicians is expected to grow faster than the average of other occupations. This growth is expected to occur as a result of our aging population and the higher incidence of heart problems in older people. Students may enter the two-semester ECG program at the beginning of the fall or spring semester.

Admission to the ECG curriculum is based on the successful completion of required placement tests. Validation of current immunizations is required upon admission to the curriculum. Proof of CPR (infant, child, adult and AED-BLS for healthcare providers) is required prior to clinical experience. Out of town travel may be required for clinical experience. Students will be required to have a Criminal Background Check and Drug Screening through facilities specified by the College only as part of the admissions process.

The Electrocardiology program is approved by the National Health Career Association. Graduates of the program are eligible to take the certification exam for certified EKG Technicians (CET) given by the National Health Career Association.
7500 W. 160 St., Stilwell, KS 66085
Telephone: 1-800-499-9092

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
AHS 145	Electrocardiography	1.0	3.0	2.0
BIO 110	General Anatomy & Physiology	3.0	0.0	3.0
AOT 112	Medical Document Formatting	3.0	0.0	3.0
		9.5	4.5	11.0
SPRING				
AHS 165	Electrocardiography Applications *	0.0	15.0	5.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
ENG 155	Communications I	3.0	0.0	3.0
		9.0	15.0	14.0

*Speech component included.
COL 103, College Skills, is recommended for new students.
A minimum competency of 80% is required in all ECG courses.
A minimum grade of "C" is required in all related courses.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN COMPUTED TOMOGRAPHY CURRICULUM
22 SEMESTER HOURS

Computed Tomography is an advanced level specialty imaging procedure. CT uses an xray tube and detector assembly to produce a cross-sectional image of the body part being scanned. This modality can be used for diagnostic testing, radiation therapy treatment planning, and forensic science investigation.

The program is designed to include both online and clinical applications to prepare students to produce images for diagnostic, treatment planning, and investigative purposes. The certificate courses are sequenced so the registered radiographer can take the twenty-two credit hour courses and obtain knowledge of basic computed tomography and clinical applications. Upon completion of the program the student will be prepared to sit for the ARRT advanced registry in computed tomography. The didactic courses will be taught online and whenever possible, clinical sites near the student's location will be used for the competency-based clinical applications courses.

The Computed Tomography program begins in the fall semester only. Students will be required to have a Criminal Background Check and Drug Screening as part of the admissions process. Proof of current CPR certification is required before entering the CT clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in radiography, nuclear medicine, or radiation therapy. Applicants registered and in good standing with the Nuclear Medicine Technology Certification Board (NMTCB) are also eligible. New registry eligible radiography graduate acceptance is contingent upon passing the ARRT Radiography exam within one month of graduation.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
*RAD 103	Introduction to Computed Tomography	2.0	0.0	2.0
*AHS 206	Cross-Sectional Anatomy for Medical Imaging	2.0	0.0	2.0
*RAD 131	CT of the Head & Spine	1.0	0.0	1.0
RAD 150	Clinical Applications I	0.0	12.0	4.0
		5.0	12.0	9.0
SPRING				
*RAD 120	Principles of Computed Tomography	3.0	0.0	3.0
*RAD 132	CT of the Neck, Abdomen, and Pelvis	1.0	0.0	1.0
*RAD 133	CT of the Extremities	1.0	0.0	1.0
RAD 160	Clinical Applications II	0.0	18.0	6.0
*RAD 280	Advanced Imaging I	2.0	0.0	2.0
		7.0	18.0	13.0

*Denotes courses which will be offered online.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN MAGNETIC RESONANCE IMAGING
23 SEMESTER HOURS

Magnetic Resonance Imaging is an advanced level specialty imaging procedure. MRI uses the interaction of magnetic fields and radio waves with tissues to produce a cross-sectional image of the body parts being scanned. The growth of Magnetic Resonance Imaging has expanded and it is used sometimes to complement computed tomography scans. This modality can be used to provide anatomic and physiologic information without the use of ionizing radiation.

The program is designed to include both online and clinical applications to prepare students to produce images for diagnostic purposes. The certificate courses are sequenced so the registered radiographer can take the twenty-three credit hour courses and obtain knowledge of basic magnetic resonance imaging and clinical applications. Upon completion of the program the student will be prepared to sit for the ARRT advanced registry in magnetic resonance imaging. The didactic courses will be taught online and whenever possible, clinical sites near the student's location will be used for the competency-based clinical applications courses.

The MRI program begins in the fall semester only. Students will be required to have a Criminal Background Check and Drug Screening as part of the admissions process. Proof of current CPR certification is required before entering the MRI clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in radiography, nuclear medicine, or radiation therapy. New registry eligible radiography graduate acceptance is contingent upon passing the ARRT Radiography exam within one month of graduation.

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 MR 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

*Denotes courses which will be offered online.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN MAMMOGRAPHY
9 SEMESTER HOURS

Mammography is an advanced level specialty imaging procedure. It deals with the use of radiographs for diagnostic and screening purposes for the detection of breast cancer. The growth of Mammography over the last decade can be attributed to the ability to detect the unsuspected breast mass with quality screening mammograms.

The program is designed to include both online and clinical applications to prepare students to use xrays to produce mammograms for diagnostic and screening purposes. The certificate courses are sequenced so the registered radiographer can take the nine credit hour courses and obtain knowledge of basic mammography and clinical applications. The didactic courses will be taught online and whenever possible, clinical sites near the student's location will be used for the competency-based clinical applications course.

The Mammography program begins in the fall and spring semesters. Students will be required to have a Criminal Background Check and Drug Screen as part of the admissions process. Proof of current CPR certification is 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 radiography graduate acceptance is contingent upon passing the ARRT Radiography exam within one month of graduation.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
*RAD 118	Seminar in Mammography	1.0	0.0	1.0
*RAD 122	Breast Anatomy, Physiology, and Pathology	1.0	0.0	1.0
*RAD 123	Mammography Positioning	1.0	0.0	1.0
*RAD 117	Breast Imaging Equipment & Quality Assurance	2.0	0.0	2.0
RAD 125	Clinical Applications in Mammography	0.0	12.0	4.0
		5.0	12.0	9.0

*Denotes courses which will be offered online.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN PRE-HEALTH INFORMATION MANAGEMENT
32 SEMESTER HOURS

Health care is a business, albeit a special one. Like every other business, it needs good management to keep running smoothly, especially during times of change.

Health information managers use office and management skills to assemble and maintain complete and accurate patient hospital reports as well as review records and code all patient data into computers. They are employed in a variety of health care facilities such as acute care, ambulatory care, long-term care, industrial clinics, health care agencies, and insurance companies.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
SPRING				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		11.5	1.5	12.0
SUMMER				
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.0	3.0	10.0
FALL				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		9.0	3.0	10.0

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

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN GENERAL TECHNOLOGY
SPECIALIZATION IN PATIENT CARE TECHNICIAN
37 SEMESTER HOURS

The Patient Care Technician certificate prepares students to enter other programs at OCtech, as well as health career programs at four-year institutions or medical schools or to enter the workforce as Patient Care Technicians.

Students obtain general credits toward a future degree program, as well as marketable job skills. Students will gain knowledge and skills to function as beginning-level staff in a variety of structured healthcare settings such as hospitals, clinics, long-term care facilities, and physicians' offices.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
To be taken the 1st 8 weeks of the semester				
AHS 106	CPR & First Aid	1.0	0.0	1.0
AHS 163	Long Term Care	4.4	1.8	5.0
To be taken the 2nd 8 weeks of the semester				
	CNA State Board Certification Exam	0.0	0.0	0.0
To be taken the full 16 weeks of the semester				
ENG 101	English Composition I	3.0	0.0	3.0
BIO 110	General Anatomy & Physiology or	3.0	3.0	4.0
BIO 112	Basic Anatomy & Physiology	3.0	3.0	4.0
		11.4	4.8	13.0
SPRING				
To be taken the 1st 8 weeks of the semester				
AHS 143	Phlebotomy Skills	5.0	1.0	6.0
To be taken the 2nd 8 weeks of the semester				
	Phlebotomy National Certification Exam	0.0	0.0	0.0
To be taken the full 16 weeks of the semester				
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
BIO 112	Basic Anatomy & Physiology or	3.0	3.0	4.0
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
		11.0	4.0	13.0
SUMMER				
AHS 145	Electrocardiography	1.0	3.0	2.0
AHS 166	ECG in a Clinical Setting	0.0	6.0	2.0
BIO 210	Anatomy & Physiology I or	3.0	3.0	4.0
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
		6.5	13.5	11.0

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN PRE-DENTAL HYGIENE
37 SEMESTER HOURS

Dental hygienists clean teeth by removing calculus, stains and plaque and provide other preventive dental care, such as taking dental x-rays and applying cavity preventive agents such as fluoride, pit and fissure sealants. In addition to examining patients' teeth and gums and recording their findings, they teach patients how to practice good oral hygiene.

An increase in the need for dental hygienists is expected to continue in response to the growing demand for dental care and the greater substitution of hygienists for services previously performed by dentists.

The Pre-Dental Hygiene certificate curriculum is Phase I of the two-phase Dental Hygiene program and consists of 37 hours of general education courses required for the Dental Hygiene curriculum.

Students who complete the Pre-Dental Hygiene certificate curriculum with a 2.5 GPA and "C" or above on all science and math courses may make application for the Pre-Dental Hygiene certificate (science and math courses must not be completed more than three years prior to completion of the certificate curriculum). Upon receiving the certificate, the student is eligible for Phase II of the Dental Hygiene program. Phase II of the Dental Hygiene program begins each fall. The student's date of entry into Phase II is based upon the date of acceptance into Phase I. Students must be continuously enrolled to maintain their entry date. Students accepted into Phase II of the Dental Hygiene program will be expected to act as clients for classmates to practice all new skills, including infiltration anesthesia injections.

PRE-DENTAL HYGIENE CERTIFICATE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.0	3.0	10.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
CHM 105	General, Organic & Biochemistry	3.0	3.0	4.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		12.0	6.0	14.0
SUMMER				
SOC 101	Introduction to Sociology	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
BIO 225	Microbiology	3.0	3.0	4.0
	Humanities Elective	3.0	0.0	3.0
		12.0	3.0	13.0

COL 103, College Skills, is recommended for new students.
A minimum grade of "C" is required in all courses.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN PRE-OCCUPATIONAL THERAPY ASSISTANT
29 SEMESTER HOURS

Occupational therapy assistants, under the supervision of an occupational therapist, work with individuals who have conditions that are mentally, physically, developmentally, or emotionally disabling, and help them develop, recover, and maintain daily living and working skills. They not only help clients improve their basic motor functions and reasoning abilities, but also help them learn to compensate for a permanent loss of function. In effect, their goal is to help clients have independent, productive, and satisfying lives.

Occupational therapy assistants need patience and strong interpersonal skills to inspire trust and respect from their clients. Ingenuity and imagination in adapting activities to individual needs are assets.

Employment opportunities are expected to increase faster than the average of all occupations due to the anticipated growth in demand for rehabilitation and long-term care services.

The certificate in Pre-Occupational Therapy Assistant prepares students to enter the Occupational Therapy Assistant associate degree curriculum at Trident Technical College through an articulation agreement between the colleges.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		12.0	3.0	13.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
MAT 120	Probability & Statistics	3.0	0.0	3.0
PSY 203	Human Growth & Development	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		15.0	3.0	16.0

COL 103, College Skills, is recommended for new students.
A minimum grade of "C" is required in all courses.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN PRE-PHYSICAL THERAPIST ASSISTANT
29-35 SEMESTER HOURS

Physical therapist assistants perform therapy procedures and related tasks selected and delegated by a supervising physical therapist. They assist the physical therapist in providing services to patients that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities.

Treatment procedures performed by physical therapist assistants may involve exercises, massages, electrical stimulation, paraffin baths, hot/cold packs, traction, and ultrasound. They also record the patient's progress during treatment and report the outcome of each treatment to the physical therapist. Other duties may include some clerical tasks such as ordering depleted supplies, maintaining patient records, and filling out insurance forms. The extent to which an assistant performs clerical tasks depends on the size and location of the facility.

This certificate program prepares students to enter the Physical Therapist Assistant associate degree curriculum at Greenville or Trident Technical College through an articulation agreement between the colleges.

PRE-PHYSICAL THERAPIST ASSISTANT
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		11.5	1.5	12.0
SPRING				
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.0	3.0	10.0
SUMMER				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
MAT 110	College Algebra	3.0	0.0	3.0
PSY 203	Human Growth & Development *	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	3.0	13.0

**Only required for Greenville Technical College*

COL 103, College Skills, is recommended for new students.
A minimum grade of "C" is required in all courses.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN GENERAL RADIOLOGIC TECHNOLOGY
40 SEMESTER HOURS

General radiologic technologists produce x-ray films (radiographs) of the human body for use in diagnosing medical problems. They interact with patients by explaining procedures and various positioning techniques necessary to produce quality images of bony and soft tissue structures. Extensive knowledge of radiography equipment is necessary to produce quality radiographs.

Students in OCtech's General Radiologic Technology program receive a technological education consisting of classroom and clinical experience. Students get "hands on" experience by assisting the radiographer with various radiographic exams. With additional education, graduates may complete the associate degree in Radiologic Technology.

Classes begin in the Fall semester only. Admission to the General Radiologic Technology program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admisisons requirements may be obtained by attending a Health Information Programs Session. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at http://www.octech.edu. Students will be required to have a Criminal Background Check and Drug Screening through facilities specified by the College only as part of the admissions process.

Proof of current CPR certification before entering radiology 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 experience.

CERTIFICATE GENERAL RADIOLOGIC TECHNOLOGY
Semester Curriculum Model

		Class	Lab	Credit
FALL				
RAD 101	Introduction to Radiography*	1.0	3.0	2.0
RAD 102	Rad. Patient Care Procedures	1.0	3.0	2.0
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
RAD 130	Radiographic Procedures I	2.0	3.0	3.0
RAD 152	Applied Radiography I	0.0	6.0	2.0
		7.0	18.0	13.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
RAD 165	Applied Radiography II	0.0	5.0	5.0
RAD 136	Radiographic Procedures II	2.0	3.0	3.0
RAD 110	Radiographic Imaging I	2.0	3.0	3.0
		7.0	14.0	15.0
SUMMER				
RAD 115	Radiographic Imaging II	3.0	0.0	3.0
RAD 175	Applied Radiography III	0.0	15.0	5.0
RAD 121	Radiography Physics	3.0	3.0	4.0
		6.0	18.0	12.0

*Speech component included.
Minimum of 80% competency required in all Radiology courses.
A minimum grade of "C" is required in all related courses.

OCtech

Orangeburg-Calhoun Technical College

Human and Public Service

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN CRIMINAL JUSTICE
66 SEMESTER HOURS

The Associate in **Applied Science**, Major in Criminal Justice curriculum does not set admission requirements beyond the college's general requirements. Prospective students are advised that the South Carolina Criminal Justice Academy and the South Carolina Division of Training and Continuing Education do set minimum standards for employment. These minimum standards are for law enforcement officers, corrections officers, youth services officers, probation and parole officers, and others. All criminal justice agencies are free to set their entry-level standards higher than the minimums established by the academy. Existing minimum standards may include age, citizenship, health and physical faculties, education, background screening, and freedom from felony and/or serious misdemeanor convictions. Additionally, aptitude, civil service, polygraph, drug testing, and psychological testing may be required.

Students seeking admission to the Associate in Public Service, Major in Criminal Justice curriculum should review their background to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Program Coordinator at Orangeburg-Calhoun Technical College for assistance. Upon entry into the Associate in Public Service, Major in Criminal Justice, students must sign a statement indicating that they understand that standards for employment are based on strict professional standards and that a review of their background is their responsibility and not that of the college.

CORE CURRICULUM 15 HOURS
Communications:
ENG 101, SPC 205, or ENG 155, ENG 165
Humanities/Fine Arts:
HIS 202 *
Social/Behavioral Sciences:
PSY 201*
Natural Sciences/Math (choose one):
MAT 101, MAT 102 ,MAT 110, Any College Transfer Math Course*
COURSE REQUIREMENTS 45 HOURS
CPT 101 or CPT 170, CRJ 101, CRJ 102, CRJ 110, CRJ 120, CRJ 125, CRJ 130, CRJ 145, CRJ 202, CRJ 210, CRJ 220, CRJ 222, CRJ 224, CRJ 230, CRJ 236, CRJ 238, CRJ 240, CRJ 242, CRJ 244, CRJ 246, CRJ 250, LEG 121, LEG 122, LEG 135, LEG 231, PSC 201*, PSC 215*, SOC 101*
ELECTIVES 6 HOURS
Select any two courses above the 100 level which carry a minimum of 3 credit hours each. It is suggested that students planning to transfer to a four-year institution select courses approved for transfer.
TOTAL COURSE OF STUDY 66 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to prerequisites.

CRIMINAL JUSTICE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
ENG 101	English Composition I * ***or***			
ENG 155	Communications I	3.0	0.0	3.0
HIS 202	American History: 1877 to the Present *	3.0	0.0	3.0
PSY 201	General Psychology *	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CRJ 125	Criminology	3.0	0.0	3.0
SPC 205	Public Speaking* ***or***			
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 110	College Algebra*	3.0	0.0	3.0
PSC 201	American Government *	3.0	0.0	3.0
	Approved Elective	3.0	0.0	3.0
		18.0	0.0	18.0
FALL II				
CRJ 102	Introduction to Security	3.0	0.0	3.0
CRJ 110	Police Patrol	3.0	0.0	3.0
CRJ 145	Juvenile Delinquency	3.0	0.0	3.0
CRJ 220	The Judicial Process ***or***	3.0	0.0	3.0
CRJ 236	Criminal Evidence			
PSC 215	State and Local Government*	3.0	0.0	3.0
SOC 101	Introduction to Sociology*	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
LEG 121	Business Law I	3.0	0.0	3.0
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 230	Criminal Investigations I	3.0	0.0	3.0
CRJ 242	Correctional Systems	3.0	0.0	3.0
		15.0	0.0	15.0

COL 103 or IDS 101 is recommended for new students.

**University Transfer Courses – Admissions standards are more stringent. Check with your academic advisor.*

SECURITY CERTIFICATE PROGRAM
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 102	Introduction to Security	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
ENG 155	Communications I **or**			
ENG 101	English Composition I*	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 230	Criminal Investigations I	3.0	0.0	3.0
CRJ 238	Industrial and Retail Security	3.0	3.0	3.0
CRJ 222	Ethics in Criminal Justice	3.0	0.0	3.0
		15.0	0.0	15.0

*****_Students should consult with their advisors prior to enrolling in these classes as appropriate placement scores or prerequisites may be required for program entrance._

COL 103 or IDS 101 is recommended for new students.

FORENSICS CERTIFICATE PROGRAM
28 SEMESTER HOURS

Physical evidence plays an important role in both the investigation and prosecution of criminal cases. Advances in science have revolutionized the way criminal justice agencies investigate incidents, analyze evidence and identify possible suspects. This process begins with the efficient location and collection of physical evidence at the crime scene. This initial step in the investigative process may be carried out by a number of criminal justice professionals.

Many departments employ crime scene technicians who are specifically trained in the proper collection and preservation of various forms of physical evidence. These specialized officers are called to crime scenes as needed. However, it is often the patrolman who is the first person to come into contact with vital evidence once a crime has been committed. As a result, it has become increasingly important that even entry level personnel have some familiarity with the basic principles of evidence preservation.

OCtech's Forensic Certificate Program is designed to educate students in the basic scientific and legal principles which affect physical evidence as well as familiarize them with evidence collection techniques currently used by criminal justice agencies. A certificate in Forensics would be useful for those already working in law enforcement or those students who are interested in forensics or evidence collection as a career.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
BIO110	Introduction to Anatomy/Physiology	3.0	0.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
CRJ 230	Criminal Investigation	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 202	Criminalistics	3.0	0.0	3.0
CHM 105	General, Organic and Biochemistry	3.0	3.0	4.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
SPC 205	Public Speaking*	3.0	0.0	3.0
		12.0	3.0	13.0

*Students should consult with their advisor prior to enrolling in this class as appropriate placement scores or prerequisites may be required.

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN PARALEGAL/LEGAL ASSISTANT
69 SEMESTER HOURS

By definition, paralegals (also called legal assistants) work directly under the supervision of an attorney. Paralegals do not provide legal services directly to the public except as permitted by law.

Generally, paralegals assist attorneys in performing background works, such as research to identify the appropriate laws, judicial decisions, legal articles, and other material used to determine if a client has a good case. In addition to litigation, paralegals may also work in areas such as bankruptcy, corporate law , and real estate.

Individuals interested in a career in this field must be able to handle legal problems logically and communicate, both orally and in writing, their findings and opinions. Because paralegals often work with the public, they must be courteous and uphold the high ethical standards expected of the legal profession. They also must have a clear understanding of legal terminology, good research and investigative skills, and stay abreast of new developments in the laws that affect their area of practice. As computers are playing an increasingly larger role in legal research and litigation support, familiarity with their operation and applications is vital.

All of the paralegal courses are taught by licensed attorneys.

CORE CURRICULUM 18 HOURS
Communications:
ENG 101*, ENG 102 *,SPC 205*
Humanities/Fine Arts (choose one):
HIS 101*, HIS 102*, HIS 115*, HIS 201*, HIS 202*, HSS 101, PHI 101*, PHI 110, REL 101*, REL102 *
Social/Behavioral Sciences:
(choose one)
ECO 210*, PSY 201*, SOC 101*, SOC 205*
Natural Sciences/Math (choose one):
MAT 101, MAT 102, MAT 110*, Any College Transfer Math Course
COURSE REQUIREMENTS 45 HOURS
CPT 101 or CPT 170, CRJ 120, LEG 120, LEG 121, LEG 122, LEG 132, LEG 135, LEG 201, LEG 212, LEG 213, LEG 214, LEG 224, LEG 230, LEG 231, LEG 232, LEG 233, LEG 234, LEG 240, LEG 242,AOT 165 or CPT 179, PSC 201* or PSC 215*
ELECTIVES 6 HOURS
Select any two courses above the 100 level which carry a minimum of 3 credit hours each. It is suggested that students who plan to transfer to a four-year institution select courses approved for transfer.
TOTAL COURSE OF STUDY 69 HOURS

* Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to prerequisites.

PARALEGAL/LEGAL ASSISTANT
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
AOT 105	Keyboarding	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
ENG 101	English Composition I *	3.0	0.0	3.0
LEG 132	Legal Bibliography	3.0	0.0	3.0
LEG 135	Introduction to Law and Ethics	3.0	0.0	3.0
********	Humanities/Fine Arts Requirement	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 102	English Composition II *	3.0	0.0	3.0
LEG 120	Torts	3.0	0.0	3.0
LEG 230	Legal Writing	3.0	0.0	3.0
LEG 213	Family Law	3.0	0.0	3.0
*******	Social/Behavioral Science Requirement	3.0	0.0	3.0
		18.0	0.0	18.0
FALL II				
LEG 122	Business Law II ***or***			
LEG 212	Workers' Compensation	3.0	0.0	3.0
LEG 214	Property Law	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra (University Transfer course)	3.0	0.0	3.0
PSC 215	State and Local Government*	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
LEG 201	Civil Litigation I	3.0	0.0	3.0
LEG 232	Law Office Management	3.0	0.0	3.0
LEG 233	Wills, Trusts, and Probate	3.0	0.0	3.0
SPC 205	Public Speaking*	3.0	0.0	3.0
*******	Elective	3.0	0.0	3.0
		15.0	0.0	15.0

A grade point average of 2.0 is required for successful completion of the program. A minimum grade of "C" is required in all LEG and ENG courses. Please note that basic typing skills are required for successful completion of the program.

COL 103 or IDS 101 is recommended for new students.

**University Transfer Courses – Admissions standards are more stringent. Check with your academic advisor.*

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN EARLY CARE AND EDUCATION
***66-67 SEMESTER HOURS**

The Early Care and Education program is designed for students who wish to pursue a career in Early Childhood Education. The Associate Degree is organized with standards from the National Association for the Education of Young Children (NAEYC). This program is offered in three separate concentrations: occupational, arts/science, and business.

The Occupational Concentration is designed for those students planning to teach in an early childhood development center, a Headstart program, or to work as a teacher's aide in public schools. The Arts/Science Concentration is designed for those students who plan to transfer to a four-year institution and pursue a baccalaureate degree, while the Business Concentration is designed for those students who plan to start their own child development center as a business. Obtaining the degree will increase the early childhood teacher's skills and knowledge about caring for infants and toddlers. The degree also will give professionals an edge in their jobs and will help make them leaders in the field.

This program offers students a basic understanding of the needs of young children and the training to implement quality preschool programming. Students also learn growth and development principles, teaching methods, safety and first aid, discipline techniques, developmentally-appropriate curriculum methods, exceptionality and early intervention techniques for promoting effective family/program partnerships, and principles of ethics and leadership in early care and education. Career-ladder title of graduates for HeadStart and DSS purposes is Early Childhood Lead Teacher.

CORE CURRICULUM 15 HOURS
Communications:
ENG 101**, ENG 102 ** or ENG 165,
Humanities/Fine Arts (Choose one):
MUS 105, ART 101, HSS 101
Social/Behavioral Sciences:
PSY 201 **
Natural Sciences/Math:
Choose one: MAT 101, MAT 110**
COURSE REQUIREMENTS 42 HOURS
CPT 101 or CPT 170, ECD 101, ECD 102, ECD 105, ECD 107, ECD 108, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203, ECD 201, ECD 237, ECD 243
SECONDARY SPECIALTY ELECTIVES 9-10 HOURS
ACC 101, BIO 101 or 110**, CHM 110**, , LEG 121, MGT 101, MGT 150, SOC 101**, SPC 205, PSY 201

TOTAL COURSE OF STUDY 66-67 HOURS

*Semester hours vary according to the secondary specialty concentration chosen.

**Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to pre-requisites.

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

The associate degree does not lead to teacher certification and is not a part of the transfer block.

Special Admissions Requirements

- Meet the specific program requirements outlined for admissions
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

EARLY CARE & EDUCATION/ARTS/SCIENCE CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		17.0	3.0	18.0
SPRING I				
CPT 170	Microcomputer Applications **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		16.5	4.5	18.0
FALL II				
BIO 101	Biological Sciences I **or**			
BIO 110	General Anatomy and Physiology **or**	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 102	English Composition II	3.0	0.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra (University Transfer course)	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		14.5	4.5	16.0
SPRING II				
ECD 108	Family and Community Relations	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	1.0	6.0	3.0
MUS 105	Music Appreciation **or**			
ART 101	Art History and Appreciation	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
		12.5	7.5	15.0

COL 103 is recommended for new students.

EARLY CARE & EDUCATION/BUSINESS CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
ENG 101	English Composition I*	3.0	0.0	3.0
		17.0	3.0	18.0
SPRING I				
CPT 170	Microcomputer Applications **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
HSS 101	Introduction to Humanities **or**			
ART 101	Art History and Appreciation* **or**			
MUS 105	Music Appreciation*	3.0	0.0	3.0
		16.5	4.5	18.0
FALL II				
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MGT 101	Principles of Management **or**			
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
PSY 201	General Psychology*	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING II				
ECD 108	Family and Community Relations	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	1.0	6.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra*	3.0	0.0	3.0
ACC 101	Accounting Principles I	3.0	0.0	3.0
		12.5	7.5	15.0

COL 103 is recommended for new students.

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

EARLY CARE & EDUCATION/OCCUPATIONAL CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
ENG 101	English Composition I*	3.0	0.0	3.0
		17.0	3.0	18.0
SPRING I				
CPT 170	Microcomputer Applications **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
***	Elective *	3.0	0.0	3.0
		16.5	4.5	18.0
FALL II				
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra*	3.0	0.0	3.0
PSY 201	General Psychology*	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING II				
ECD 108	Family and Community Relations	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	1.0	6.0	3.0
HSS 101	Introduction to Humanities			
ART 101	Art History and Appreciation* **or**			
MUS 105	Music Appreciation*	3.0	0.0	3.0
****	Elective	3.0	0.0	3.0
		12.5	7.5	15.0

COL 103 is recommended for new students.

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

DIPLOMA IN APPLIED SCIENCE
EARLY CHILDHOOD DEVELOPMENT
45 SEMESTER HOURS

The Early Childhood Development diploma program offers students a basic understanding of the needs of young children. The diploma is organized with standards from the National Association for the Education of Young Children (NAEYC). Students are trained to implement quality pre-school programming. They also learn growth and development principles, teaching methods, health, safety and nutrition, discipline techniques, developmentally-appropriate curriculum methods, and exceptionality and early intervention techniques for promoting effective family/program partnerships.

Graduates of this program are qualified for employment in child development centers, nursery schools, and as teachers' aides in private schools. This program also is an excellent resource for child development teachers and administrators who want to upgrade their job skills and parents who want to learn more about the development of young children.

Special Admissions Requirements

- Meet the specific program requirements outlined for admissions.
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

CORE CURRICULUM 9 HOURS

Communications (choose one):
ENG 155, ENG 101*
Social/Behavioral Sciences (choose one):
PSY 103, PSY 201*
Natural Sciences/Math (choose one):
MAT 101, MAT 155 , MAT 110*

COURSE REQUIREMENTS 36 HOURS
ECD 101, ECD 102, ECD 105, ECD 107, ECD 108, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203, ECD 237, ECD 243

TOTAL COURSE OF STUDY 45 HOURS

*Recommended choices for students who expect to continue their education at a 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.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 135	Health, Safety and Nutrition	3.0	0.0	3.0
		16.5	4.5	18.0
SPRING				
ECD 203	Growth and Development II	2.5	1.5	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 108	Family and Community Relations	2.5	1.5	3.0
ECD 133	Science & Math Concepts	2.5	1.5	3.0
ECD 237	Methods and Materials	2.5	1.5	3.0
		13.0	6.0	15.0
SUMMER				
ECD 243	Supervised Field Experience I	1.0	6.0	3.0
ENG 155	Communications I ***or***			
ENG 101	English Composition I*	3.0	0.0	3.0
MAT 155	Contemporary Math ***or***			
MAT 101	Beginning Algebra ***or***			
MAT 110	College Algebra*	3.0	0.0	3.0
PSY 103	Human Relations ***or***			
PSY 201	General Psychology*	3.0	0.0	3.0
		10.0	6.0	12.0

COL 103 is recommended for new students.
University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE
27 SEMESTER HOURS

The Early Childhood Development Certificate program prepares students for employment in educational programs for young children such as child development centers and nursery schools. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC).

Students obtain a basic understanding of the needs of young children and are trained to implement quality pre-school programming. They also learn growth and development principles, teaching methods, health, safety and nutrition, discipline techniques, and exceptionality and early intervention techniques for working with parents.

Special Admissions Requirements

- Meet the specific program requirements outlined in admissions requirements.
- Completed physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
		14.0	3.0	15.0
SPRING				
ECD 203	Growth and Development II	2.5	1.5	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
		10.5	4.5	12.0

COL 103 is recommended for new students.

OCtech

Orangeburg-Calhoun Technical College

Nursing

ASSOCIATE IN APPLIED SCIENCE
MAJOR IN 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 doctors during treatments and examinations; administer medications; and help in convalescence and rehabilitation.

Nurses should be caring and exhibit a spirit of inquiry with 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 difficult curriculum are the components of integrity, caring, work ethic, and self-discipline.

The overall purpose of the Associate Degree 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 in health promotion and risk education.

CORE CURRICULUM 30 HOURS
Communications:
*ENG 101
Humanities/Fine Arts: (Choose one as an elective)
*ENG 205, *ENG 206, *HIS 101,
*HSS 101,*PHI 101, *PHI 110,*REL 102
Social/Behavioral Sciences:
*PSY 201, PSY 203
Natural Science/Math:
*AHS 210, *BIO 210, *BIO 211, *BIO 225, MAT 155
COURSE REQUIREMENTS 38 HOURS
‡NUR 101 , **‡NUR 111, NUR 161, ‡NUR 210, ‡NUR 211,‡NUR 212, **‡NUR 214, **‡NUR 215,NUR 216, **NUR 226

TOTAL COURSE OF STUDY 68 HOURS

CPR certification must be current at all times during enrollment in NUR courses.

* University transfer level courses

**Communication/Speech component incl.

‡ These courses prepare students in basic computer applications.

A complete list of approved electives is available through the department head.

An 80% competency is required for NUR courses.

The ADN program has additional admission criteria. Admisison requirements may be obtained by attending a Helath Information Program (HIP) session. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu. Students are enrolled in the nursing program in the fall. Due to demand, applicants are encouraged to apply early.

OCtech's ADN program is NLNAC accredited by the National League of Nursing Accrediting Commission (NLNAC), Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326;
Phone: 404-974-5000; Fax: 404-975-5020; web site: www.nlnac.org

Graduates of the Associate Degree Nursing program are eligible to take the National Council Licensing Examination for Registered Nurses.

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.

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 State Board of Nursing Examination (NCLEX-RN).

An admission physical validating physical and mental health status necessary for the nursing profession, CPR certification, a comprehensive first aid course; and a copy of the student's birth certificate and social security card are required.

Out-of-town travel for selected clinical experiences will be required.

Latex Allergies
If you have latex allergies, it is recommended that you consult your Health care provider for assistance with your decision about pursuing a career in nursing.

Transfer
Acceptance of transfer nursing credits into the ADN curriculum will be at the discretion of the Registrar.

Articulation to BSN and Higher Degrees
There are many articulation opportunities available for ADN graduates. Interested students should make inquiries to the Nursing department of these colleges for transcript review.

MAJOR IN ASSOCIATE DEGREE NURSING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
NUR 101	Fundamentals of Nursing ‡*	3.0	9.0	6.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
MAT 155	Contemporary Math	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		12.0	12.0	16.0
SPRING I				
NUR 111	Common Health Problems ‡*	3.0	9.0	6.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
NUR 161	Basic Concepts of Pharmacoloy	2.0	0.0	2.0
		14.0	12.0	18.0
SUMMER				
NUR 212	Nursing Care of Children ‡	2.0	6.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
NUR 226	Health Promotion Across the Lifespan	0.5	1.5	1.0
		5.5	10.5	9.0
FALL II				
NUR 210	Complex Health Problems ‡	2.0	9.0	5.0
NUR 214	Mental Health Nursing*	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		7.0	15.0	12.0
SPRING II				
NUR 211	Care of the Childbearing Family ‡	2.0	6.0	4.0
NUR 215	Management of Patient Care ‡*	1.0	12.0	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
	Humanities Elective	3.0	0.0	3.0
		7.0	18.0	13.0

Students may enroll in required electives at any time during the program if scheduling permits.

CPR certification must be current at all times during enrollment in NUR courses.

**Communication/Speech component included.*
‡These courses prepare students in basic computer applications.

Minimum grade of "C" required in all general education courses.80% competency required in all nursing courses.

ARTICULATION

Licensed Practical Nurses, PN graduates, and persons with identified military credentials may obtain advanced credit.

LPN TO ASSOCIATE DEGREE OPTIONS

There are several educational tracks available for the Licensed Practical Nurse. The selection of a track should be based on the individual's self-assessment. This should include consideration of work experience, time since graduation, and networking with LPNs who have recently completed an Associate Degree Program.

After self-assessment, the LPN may select one of the following options:

Option I: Generic
The LPN may enter the generic route and complete the program as published in two years. Students who select Option I must meet the progression requirements as published. Students unsuccessful in this option, may not elect Option II or Option III at a later date, but must apply for readmission as a competing freshman.

Option II: Exemption
The Licensed Practical Nurse may apply for an exemption of NUR 101 (Fundamentals of Nursing). The exemption process is implemented after the student has met admission criteria and been accepted into the Associate Degree Nursing Program. Proof of current licensure must be submitted. Progression requirements regarding related courses must be met as published. If unsuccessful, the student must utilize Option I when reapplying for the following year.

Option III: Transition
The LPN may seek advanced placement into the Associate Degree Nursing Program. Credit for 15 semester hours (NUR 101, NUR 111, NUR 161, NUR 226) will be conferred based on the following:
1) Admission to the Program,
2) Successful completion of NUR 201 (Transition Nursing), and
3) Successful completion of required previous college credit. Content in NUR 201 is program specific.

Transition Nursing (NUR 201) will be taught in the Spring Semester. Students must obtain an 80% competency to progress. Upon successful completion of NUR 201 and its co-requisites, the student will enter at the senior level in the summer. Progression requirements regarding related courses must be met as published. Students may attempt NUR 201 only one time. If unsuccessful, the student must utilize Option I when reapplying for the following year.

Advanced Placement Requirements
Licensed Practical Nurses seeking advanced placement into the Associate Degree Nursing Program must meet the following criteria and the admission requirements of the Associate Degree Nursing Program as published:
- Provide proof of graduation from a NLNAC Accredited Program by the submission of transcripts. Graduates from a Non-NLNAC Accredited Program will be required to have individual validation and meet established criteria for non-accredited programs prior to acceptance into the program.
- Provide proof of current, active licensure to practice as a Licensed Practical Nurse.
- Acceptance into the Associate Degree Nursing Program.
- Complete all required courses and Psychology 201* successfully before beginning nursing courses.
- Attend the first day of NUR 101 to receive information on uniforms and lab experiences.

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.

*Required courses (see Curriculum Display).

LPN TO ASSOCIATE DEGREE

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy and Physiology 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
PSY 203	Human Growth and Development*	3.0	0.0	3.0
		12.0	3.0	13.0
SPRING				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
NUR 201	Transition Nursing	1.0	6.0	3.0
		4.0	9.0	7.0
SUMMER				
NUR 212	Nursing Care of Children ‡	2.0	6.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
		5.0	9.0	8.0
FALL II				
NUR 210	Complex Health Problems ‡	2.0	9.0	5.0
NUR 214	Mental Health Nursing **	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		7.0	15.0	12.0
SPRING II				
NUR 211	Care of Childbearing Family ‡	2.0	6.0	4.0
NUR 215	Management of Patient Care ‡**	1.0	12.0	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
	Humanities Elective	3.0	0.0	3.0
		7.0	18.0	13.0

TOTAL CURRICULUM HOURS	53.0
Advanced Placement Credit	15.0
TOTAL HOURS	68.0

*PSY 201 General Psychology is a prerequisite course.
**Communication/Speech component included.
‡These courses prepare students in basic computer applications.

DIPLOMA IN APPLIED SCIENCE
MAJOR IN PRACTICAL NURSING
48 SEMESTER HOURS

The Licensed Practical Nurse (LPN) plays a vital role in the health team concept and must have a sound background in basic health sciences and technical skills. Practical nursing is the basic level of nursing that applies principles of therapeutic, rehabilitative, and preventive care for people of all ages and cultures in various stages of dependency. The LPN practices nursing with the guidance of a registered nurse or physician in a variety of health care settings.

At OCtech, practical nursing students are given a knowledge base through courses and content that includes preparation in general academics, nursing theory and practice, and biophysical and social sciences. Classroom study includes basic nursing concepts and patient-care related subjects, including anatomy, physiology, medical/surgical nursing, pediatrics, obstetrics, gerontology, nursing management, mental health concepts, pharmacology, and nutrition. Students receive their clinical experience in hospitals, long-term care facilities, clinics, physicians' offices, and other community agencies. There is also a focus on computer use in nursing courses. Throughout this curriculum, components, such as caring, integrity, responsibility, and dedication are emphasized. It is the student's responsibility to contribute a mature attitude, possess high ethical standards and a willingness to work.

CORE CURRICULUM 17 HOURS
Communications:
ENG 101*
Social/Behavioral Sciences:
PSY 201*
Natural Sciences/Math:
*BIO 210 ***and*** *BIO 211, MAT 155
COURSE REQUIREMENTS 31 HRS
‡PNR 110, ‡PNR 120, ‡PNR 130, ‡PNR 140, ‡PNR 155, ‡PNR 170, ‡PNR 182

TOTAL COURSE OF STUDY 48 HOURS

‡These courses prepare students in basic computer applications.

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

An 80% competency is required for all PNR courses.
*University transfer level course

The Practical Nursing program at OCtech has full accreditation by the National League for Nursing Accrediting Commission, Inc. (NLNAC, Inc.), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; Telephone: (404) 975-5000; FAX: (404) 975-5020; website: www.nlnac.org. The program is also approved by the State Board of Nursing for South Carolina. Upon completion of the twelve-month program, graduates are eligible to take the National Council Licensure Examination for Practical Nurses. Upon successful completion of this examination, the graduate will be designated as a Licensed Practical Nurse (LPN).

Qualified applicants will be selected for admission to the Practical Nursing program based on a competitive rating scale. The Admissions Office will provide specific program information and additional admission requirements. Students are enrolled in the Practical Nursing program in the fall semester only.

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.

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 of taking the National Council Licensing Examination for Practical Nurses unless this matter is first cleared with the State Board of Nursing for South Carolina. Any student who feels he/she may be affected by this requirement should contact the State Board of Nursing to clarify his/her position. The Board of Nursing interviews each applicant individually to determine eligibility.

DISCLAIMER: This information is subject to change as new directives are received.

An admission physical validating physical and mental health status necessary for the nursing profession, CPR certification, a first aid course, a copy of the student's birth certificate, a copy of name change document if applicable, and a copy of the student's social security card are required.

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.

MAJOR IN PRACTICAL NURSING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy and Physiology	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
PNR 110	Fundamentals of Nursing‡	3.0	6.0	5.0
PNR 120	Medical-Surgical Nursing I‡	3.0	6.0	5.0
		15.0	15.0	20.0
SPRING				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PNR 130	Medical-Surgical Nursing II‡	3.0	6.0	5.0
PNR 140	Medical-Surgical Nursing III‡	3.0	6.0	5.0
PNR 182	Special Topics in PN: Pharmacology‡	2.0	0.0	2.0
		11.0	15.0	16.0
SUMMER				
PNR 155	Maternal/Infant/Child Nursing‡	5.0	6.0	7.0
PNR 170	Nursing of the Older Adult‡	1.5	1.5	2.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.5	7.5	12.0

‡ These courses prepare students in basic computer applications.
An 80% competency is required for all PNR courses.

CERTIFICATE IN HEALTH SCIENCE
MAJOR IN NURSING ASSISTANT
8 SEMESTER HOURS

Nursing assistants, under the supervision of nursing and medical staffs, provide personal care and emotional support to elderly and/or acutely ill patients confined to hospitals, short-term intermediate facilities, and long-term care institutions. They take temperatures, pulse, respiration, and blood pressure as well as observe patients' physical, mental and emotional conditions, and report any changes to the nursing or medical staff. Assistants also answer patients' call bells, deliver messages, serve meals, make beds, and help patients eat.

Nursing assistants employed in health care facilities are often the principal caregivers, having far more contact with patients than other members of the staff. They should be healthy, tactful, patient, understanding, dependable, and have a desire to help people. They should also be able to work as part of a team, have good communication skills, and be willing to perform repetitive, routine tasks. Nursing assistants may become employed in hospitals, in private duty, in assisted-living facilities, hospices, home health areas, or nursing homes.

The nursing assistant curriculum covers body mechanics, nutrition, anatomy and physiology, infection control, communication skills, and personal care skills. Graduates of this program are eligible to take the Competency Exam for state certification as a Certified Nursing Assistant. An 80% competency is required in all core courses.

CRIMINAL RECORD CHECK

All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of or pled no contest to, including, but not limited to, child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment or misappropriation of property, are not permitted to work as direct caregivers. More stringent requirements are often enforced by individual clinical agencies. Students who have convictions as described above will not be allowed to attend clinical agencies. Clinical agencies reserve the right to deny privileges for convictions other than stated. Based on this information, students should be aware of the consequences of a positive criminal record check, which may include dismissal from the program. Students who are impacted by this constraint should consider career counseling.

A copy of the student's Social Security number verification is required to be on file.

DISCLAIMER: This information is subject to change as new directives are received.

Latex Allergies

Health care providers with Latex sensitivity must be aware that latex sensitivity increases with each additional exposure and there will be exposure to latex in various forms in the lab and hospital environment. If you have latex allergies, it is recommended that you consult your Health care provider regarding this medical condition for assistance with your decision about whether pursuing a career in nursing is the appropriate choice for you considering this allergy.

SEMESTER CURRICULUM MODEL

(FALL or SPRING)		**Class**	**Lab**	**Credit**
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.0
AHS 148	Special Topics in Geriatric Care	2.0	0.0	2.0
AHS 163	Long Term Care	4.4	1.8	5.0
		7.4	1.8	8.0

OCtech

Orangeburg-Calhoun Technical College

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:

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 03 Corequisite: BIO 100	

Alphacode indicates the discipline to which the course is assigned.
Course Number indicates the course within that discipline.
Title indicates the name of the course.
Class Hours are the part of the class time each week designated for classroom instruction through presentations.
Lab Hours refer to hands-on testing, experimenting or practicing time incorporated into the class.
Credit Hours are the credits earned upon successful completion of the course.
Course Description is a brief explanation of course content. The course syllabus, available when attending class, will more fully explain the content.
Prerequisite indicates the knowledge, skills or class needed before beginning this class. In most cases, prerequisites concern instruction offered at the College. The department offering that course should be consulted if there is uncertainty about the prerequisite knowledge or skills.
Co-requisite is a course that should be taken at the same time.

ACC 100 **Basic Accounting** **3-0-3**
This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, and trial balances. (Non-degree credit)

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.

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 111 **Accounting Concepts** **3-0-3**
This course is a study of the priniciples of basic accounting functions (collecting, recording, analysing, and reporting information).

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: BUS 140, ACC 101

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. Prerequisite: ACC 101 or AOT 137

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. Prerequisite: ACC 102

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 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. Prerequisites: ACC 101 and AOT 105

ACC 265 **Not-For-Profit Accounting** **3-0-3**
This course introduces the special accounting need for municipalities, counties, state, the Federal Government, Governmental agencies, and other not-for-profit organizations. Prerequisite: ACC 102

ACC 275 **Special Topics in Accounting** **3-0-3**
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving. Prerequisite: ACC 102

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.

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.

AGR 203 **Introduction to Animal Science** **3-3-4**
This course covers a survey of animal industries and their role 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.

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.

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.

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.

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

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: Admission to program & AHS 104, ENG 155, MAT 155, MED 107, MED 115, AOT 105, or AOT 112, BIO 110

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 031

AHS 145 **Plhlebotomy Skills** **5-1-6**
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

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. Prerequisite: Admission to ECG program

AHS 148 **Special Topics in Geriatric Care** **2-0-2**
This course includes a study of selected topics associated with geriatric care including oxygen needs, dementia, and wound care.

AHS 151 **Health Care Procedures I** **2-9-5**
This course includes a study of fundamental health skills related to the patient/client in all of life's stages. Prerequisite: Admission to program

AHS 152 **Health Care Procedures II** **1-15-6**
This course provides concurrent coordinated clinical experiences that assist the student to master advanced patient/client care skills. Prerequisite: AHS 151

AHS 153 **Concepts of Geriatric Care** **4-0-4**
This course includes a study of developmental theory, modern concepts of aging and geriatric health care concepts. Prerequisite: Admission to program

AHS 163 **Long Tem Care** **4.4-1.8-5**
This course emphasizes the basic skills needed to care for residents in the long-tem care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

AHS 165 **ECG Applications** **0-15-5**
This course provides ECG/Cardiac Monitoring students practice in various clinical settings. Prerequisites: AHS 145, BIO 110, AHS 104, AOT 105, or AOT 112

AHS 206 **Cross-Sectional Anatomy for Medical Imaging** **2-0-2**
This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.
Prerequisite: Admission to CT program

AHS 210 **Nutrition for Health Care Professionals** **3-0-3**
This course focuses on aspects of both normal and clinical nutrition, 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. Prerequisite: BIO 211. Corequisite: NUR 101 or NUR 210, NUR 214

AOT 105 **Keyboarding** **3-0-3**
This course focuses on the mastery of touch keyboarding.

AOT 110 **Document Formatting** **3-0-3**
This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies. Prerequisite: AOT 105

AOT 112 **Medical Document Formatting** **3-0-3**
This course covers terminology unique to the medical office. Emphasis is on increasing speed, improving accuaracy, and developing formatting skills.

AOT 143 **Office Systems and Procedures** **3-0-3**
This course emphasizes procedures and applications used in the office environment. Corequisite: AOT 110

AOT 210 **Document Production** **3-0-3**
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Prerequisite: AOT 110

AOT 270 **SCWE in Administrative Office Technology** **1-6-3**
This course integrates office skills within an approved work site related to administrative office technology. (Graduating Term Only.) Prerequisites: AOT 110, AOT 143, AOT 210, CPT 174, CPT 172, CPT 179, IST 225

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.

ARV 110 **Computer Graphics I** **3-0-3**
This course is a study of computer-assisted graphic design using Adobe Photoshop, the benchmark of digital imaging excellence. It delivers a new level of power, precision and control, as well as exciting new features and next-generation enhancements in graphic design. Prerequisite: CPT 101 with a grade of "C" or better.

AUT 101 **Engine Fundamentals** **1-6-3**
This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders and valve arrangements, lubrications, fuel, exhaust, and cooling systems are also included.

AUT 103 **Engine Reconditioning** **2-6-4**
This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly, and operation of unit. Prerequisite: AUT 101

AUT 112 **Braking Systems** **2-6-4**
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 115 **Manual Drive Train/Axle** **1-6-3**
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.

AUT 132 **Automotive Electricity** **2-6-4**
This course is a study of electricity as used in automotive applications. This course includes DC & AC principles and their various uses in the automobile. The relationship between Ohm's law and actual automotive circuits is demonstrated.

AUT 135 **Ignition Systems** **1-6-3**
A study of both primary and secondary electronic ignition systems including distributors, ignition systems, theory of operation and diagnostic techniques, and application of diagnostics using the oscilloscope and other appropriate test equipment. Prerequisite: AUT 132

AUT 146 **Emission Controls** **2-3-3**
This course is a study of the various automotive emission systems currently in use with emphasis placed on the importance of proper system operations, and the effects of on engine performance. Prerequisites: AUT 132, AUT 135, AUT 147

AUT 147 **Fuel Systems** **3-3-4**
This course is a study in basic fuel delivery systems including types of fuel, fuel pumps, principles of carburetion, computer-controlled carburetor operation and service, and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

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.

AUT 157 **Shop Management and Supervision** **3-0-3**
This course covers shop management and supervision skills, including shop morale, quality control, and customer relations.

AUT 160 **Introduction to Automotive Technology** **0-3-1**
This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.

AUT 221 **Suspension and Steering Diagnosis** **2-3-3**
This course covers the diagnostic and repair of front and rear suspension using suspension diagnostic charts, shop manuals and alignment equipment.

AUT 231 **Automotive Electronics** **2-6-4**
This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 132

AUT 241 **Air Conditioning** **2-6-4**
This course is the 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 247 **Electronic Fuel Systems** **2-6-4**
This course includes the study of other fuel systems components and how computers control fuel delivery. Prerequisites: AUT 132, AUT 135, AUT 147, AUT 146

AUT 262 **Advanced Automotive Diagnosis and Repair** **1-9-4**
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: All AUT courses

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

BCT 123 **Architectural Drafting** **1-6-3**
This course is an introduction to the principles of architectural planning and design with an emphasis on residential and light construction. Prerequisite: CET 120

BCT 221 **Construction Building Code** **2-3-3**
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

BIO 101 **Biological Science I** **3-3-4**
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, natural selection, evolution, and ecology.

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 031

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: BIO 110 with a grade of "C" or better or Biology Placement Test.

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 112 with a grade of "C" or better or Biology Placement Test

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.

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 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: BIO 102 or BIO 211

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.

BTN 142 **Issues in Biomanufacturing** **1-0-1**
This course is an introduction to the manufacturing aspects of biotechnical engineering with focus on career exploration and the skills needed to serve as a techniciain in the biotechnology industry. The major focus is to expose students to all aspects of biotechnology as it relates to engineering.

BTN 242 **Introduction to Biomanufactuting** **3-0-3**
This is a senior project course with emphasis on instrumentation and process control for biomanufacturing. Diverse fields of biotechnology, biomedical engineering, and agricultural and environmental engineering are addressed.

BUS 101 **Introduction to Business** **3-0-3**
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Prerequisites: RDG 032, MAT 032

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 170, LEG 121, MGT 101 or MGT 150, and MKT 101
Corequisites: ACC 124 or ACC 150 or ACC 240

BUS 115 **Introduction to Entrepreneurship** **3-0-3**
This course is an introduction to the concept of entrepreneurship and the exploration of traditional and nontraditional business ventures.
Students will identify their entrepreneurship type, and brainstorm personal interests, goals, and talents for the development of a business idea.

BUS 116 **Business Opportunity Analysis** **3-0-3**
This course introduces the research process as it relates to business development. Students will examine effective research strategies, and explore major electronic and print resources that are available to research a business idea.

BUS 120 **Business Plan** **3-0-3**
This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea, develop a marketing plan, prepare financial projections, and, identify and evaluate potential funding sources for their business.

BUS 140 **Business Mathematics** **3-0-3**
This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds, and other accepted business practices. Prerequisites: RDG 032, MAT 032

BUS 175 **International Business** **3-0-3**
This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual. Prerequisites: ENG 032, RDG 032

BUS 176 **International Marketing** **3-0-3**
This course includes the study of economic, political, legal and cultural environments affecting international marketing, how to adapt the marketing mix to foreign markets, and how a company or product evaluates opportunities in international marketing. Prerequisites: ENG 032, RDG 032

BUS 220 **Business Ethics** **3-0-3**
This course includes the exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise. Major focus of this course is the need to protect the public who is the major stakeholder in each ethical decision.

BUS 268 **Special Projects in Business** **2-3-3**
This course includes research, reporting, and special activities for successful employment in the business world. Prerequisites: ACC 101, BAF 101, BUS 101, BUS 140, CPT 174, LEG 121, MGT 240, MGT 270, MKT 101
Corequisite: MGT 201

CET 105 **Surveying I** **2-3-3**
This course includes surveying theory and practice, care and use of instruments, and traversing procedures and computation of closure.
Co-requisite: MAT 170

CET 120 **Construction Materials** **2-3-3**
This course includes a study of basic materials used in construction including research of building product specifications.

CET 130 **Contracts and Engineering Law** **3-0-3**
This course covers a study of basic engineering law; owner, engineer contractor relations and responsibilities; contracts, bidding procedure, and specification interpretations. Prerequisite: None

CET 210 **Strength of Materials** **3-0-3**
This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains.
Prerequisites: MAT 170 or equivalent, EGR 190

CET 245 **Cost Estimating** **2-3-3**
This course includes a study of project cost and scheduling through the use of proven construction estimating techniques.
Prerequisites: CET 120, MAT 170

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: 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: 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 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 **College Orientation** **1-0-1**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Particular emphasis will include Campus Cruiser, Web Advisor and Basic Technology Terminology.

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 250 **Information Literacy** **3-0-3**
This course introduces students to a wide range of print and electronic information resources and literacy skills basic to success in their academic work, their career, and in life long learning. This course transfers to either the USC or College of Charleston College of Education. Prerequisite: ENG 032 or appropriate score, RDG 032 or appropriate score

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 163 **Introduction to 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.

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: R-score or CPT 111 or CPT 236 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: AOT 105 with a grade of "C" or better or keyboarding experience.

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. Prerequisites: CPT 170 and BUS 140 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 101 with a grade of "C" or better.

CPT 201 **Database Design II** 3-0-3
This course includes the transformation of a conceptual data 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 201 with a grade of "C" or better.

CPT 203 **SQL Programming II** 3-0-3
This course focuses on advanced SQL programming by creating constraints, views, indexes, synonyms, and/or data security by creating SQL projects. Prerequisite: CPT 202 with a grade of "C" or better.

CPT 209 **Computer Systems Management** 3-0-3
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.
Prerequisites: CPT 101 with a grade of "C" or better

CPT 210 **Computer Resource Management** 3-0-3
This course examines the interaction of people, systems, and communications. Strategic management issues unique to information technology are discussed. Prerequisite: CPT 209 with a grade of "C" or better

CPT 212 **Visual Basic Programming** 3-0-3
This course focuses on menu-driven systems, interactive program design, subroutines, file conversions, and file creation and maintenance using advanced techniques for basic programming.
Prerequisite: CPT 237 with a grade of "C" or better.

CPT 213 **Advanced Visual Basic Programming** 3-0-3
This course is a study of the object-oriented features of Visual Basic and their use in accessing databases. It includes classes, collections, and Web access. Prerequisite: CPT 212 with a grade of "C" or better.

CPT 232 **C++ Programming I** **3-0-3**
This introductory course in C++ programming emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings.
Prerequisite: CPT 237 with a grade of "C" or better.

CPT 233 **C++ Programming II** **3-0-3**
This course introduces object-oriented design techniques using C++. Topics include classes, overloading operators, inheritance, and virtual functions. Prerequisite: CPT 232 with a grade of "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.

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 239 **Active Server Pages** **3-0-3**
This course is a study of active server pages (asp) programming to build, implement, and execute ASP scripts. It examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases. Prerequisites: IST 226 and (CPT 167or CPT 236 or CPT 111) with a grade of "C" or better.

CPT 244 **Data Structures** **3-0-3**
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Prerequisite: CPT 237 with a grade of "C" or better.

CPT 247 **UNIX Operating Systems** **3-0-3**
This course is the study of UNIX commands, including the VI editor, file structure and shell programming. Prerequisite: CPT 101 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.

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 with a "C" or better.

CPT 283 PHP Programming I 3-0-3
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages. Prerequisites: IST 226 and (CPT 167, CPT 236 or CPT 111) with a grade of "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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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.

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. Prerequisites: CRJ 115 or LEG 231

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. Prerequisites: ENG 032, RDG 032

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: CRJ 101, LEG 231, CRJ 230

CRJ 210 **The Juvenile and the Law** 3-0-3
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from an historical and modern perspective. 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 115 or LEG 231

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 between 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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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 or LEG 231

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

CRJ 250 **Criminal Justice Internship I** **0-9-3**
This course includes practical experience in a criminal justice or private security setting. Prerequisite: 51 curriculum hours completed, specified 2.5 GPA, and permission of the program coordinator.

DHM 105 **Diesel Engines I** **2-3-3**
This course covers the basic study of diesel engine design and operating principles.

DHM 107 **Diesel Equipment Service & Diagnosis** **2-3-3**
This course is a study of heavy vehicle systems with emphasis on preventative maintenance, problem diagnosis, and repair procedures.

DHM 151 **Diesel Drive Trains** **3-3-4**
This course is the study of the theory and repair of drive train systems.

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. Prerequisites: ENG 032, RDG 032

ECD 105 **Guidance - Classroom Management** **2.5-1.5-3**
This course is an overview of developmentally appropriate effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course. Special admissions requirements. Prerequisites: ENG 032, RDG 032

ECD 107 **Exceptional Child** **3-0-3**
This course includes an overview of special needs of children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children. Prerequisites: ENG 032, RDG 032

ECD 108 **Family and Community Relations** **2.5-1.5-3**
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. Prerequisites: ENG 032, RDG 032

ECD 131 **Language Arts** **3-0-3**
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading, and pre-writing skills through planning, implementation and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation and presentation of children's literature are included. Prerequisites: ENG 032, RDG 032

ECD 132 **Creative Experiences** **2.5-1.5-3**
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement and evaluate instructional activities. Prerequisites: ENG 032, RDG 032

ECD 133 **Science and Math Concepts** **2.5-1.5-3**
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials. Prerequisites: ENG 032, RDG 032

ECD 135 **Health, Safety and Nutrition** **3-0-3**
This course covers a review of the health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course. Prerequisites: ENG 032, RDG 032

ECD 201 **Principles of Ethics and Leadership in Early Care & Education** **3-0-3**
This course includes an overview of historical views on leadership in early care and education. Emphasis is on current trends and issues. This course also includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored.
Prerequisites: ENG 032, RDG 032

ECD 203 **Growth and Development II** **2.5-1.5-3**
This course is an in-depth study of pre-school children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisite: ECD 102

ECD 237 **Methods and Materials** **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. Prerequisite: 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

ECO 100 **Consumer Economics** **2-0-2**
This course is a study of consumer decision making and personal money management. Topics may include budgeting, investing, and solving problems encountered in the market place. Prerequisite: RDG 032

ECO 101 **Basic Economics** **3-0-3**
This course is a study of comparative economic systems, forms of business organizations, business operation, and wage and price determination. Prerequisite: RDG 032

ECO 201 **Economic Concepts** **3-0-3**
This course is a study of micro- and macro-economic concepts and selected economic problems. Prerequisites: RDG 032, MAT 032

ECO 207 **International Economics** **3-0-3**
This course is a study of topics in international economics including the causes and consequences of economic development, international trade, and emerging global ecenomic systems. Prerequisites: RDG 032, MAT 032

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, MAT 032

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, MAT 032

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: CPT 101 or CPT 170

EDU 203 **Inquiry Into Early Childhood Education** **3-0-3**
This course is a study of the roles, programs, history, and cultural trends in early childhood education. Prerequisite: ENG 032, RDG 032

EDU 204 **The Young Child: Development, Care, and Education (Birth to 3 years)** **3-3-4**
This course provides students with a basic understanding of infant & toddler development and care from an ecological perspective. Assessment of children in various settings is emphasized. Students are required to participate in a practicum in infant & toddler development Prerequisite: ENG 032, RDG 032

EDU 205 **Play and Early Learning** **3-0-3**
This course provides students with a basic understanding of theory and practice related to children's play and early learning in family, community, and educational settings. Prerequisite: ENG 032, RDG 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

EDU 241 **Learners and Diversity** **3-3-4**
This course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Prerequisite: ENG 032, RDG 032

EEM 115 **DC Circuits** **3-3-4**
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, OHM's law, Kirchhoff's voltage and current laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested. Prerequisite: None.

EEM 116 **AC Circuits** **3-3-4**
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors, and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. Prerequisite EEM 115 or equivalent

EEM 117 **AC/DC Circuits I** **3-3-4**
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are contructed 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. Prequisite: EEM 117 or EEM 115 and MAT 155

EEM 121 **Electrical Measurements** **2-3-3**
This course covers the basic principles of electrical measuring instruments and how they are used in industries. Co-requisite: EEM 117

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 118 or EEM 116

EEM 160 **Industrial Instrumentation** **3-0-3**
This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications.

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 EEM 115

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 118 or EEM 116

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 118 or EEM 116 and EEM 215

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 118 or EEM 116

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 118 or EEM 116

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 interfacing, data manipulation, and report generation are covered. Programmable controller projects are constructed, operated, and tested. Prerequisite: EEM 251

EET 101 **Basic Electronics** **1-3-2**
This course is a survey of electrical systems, electronics and measurement methods for non-electronic engineering technology students. Circuits are constructed and tested.

EET 102 **Introduction to Data Aquisition** **1-0-1**
This course is the study of the basics of acquiring test and measurement data from equipment through the use of specialized computer software and instrumentation hardware, including transducers, analog/digital converters, and data logging.

EET 111 **DC Circuits** **3-3-4**
This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 112 **AC Circuits** **3-3-4**
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits, powerfactor, resonance, and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments. Prerequisite: EET 111

EET 131 **Active Devices** **3-3-4**
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed and tested.

EET 140 **Digital Electronics** **3-0-3**
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.

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 131

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.

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 131

EET 210 **Digital Integrated Circuits** **3-3-4**
This course includes the study of various digital integrated circuits with emphasis on programmable logic devices. Circuits are modeled, constructed and tested. Prerequisite: EET 145

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 112, EET 141, EET 145 or equivalent

EET 235 **Programmable Controllers** **3-0-3**
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.

EET 251 **Microprocessor Fundamentals** **3-3-4**
This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, and interfacing with operating systems, applications in control, data acquisition, and data reduction and analysis. Programs are written and tested. Prerequisite: EET 145 or equivalent

EET 255 **Advanced Microprocessors** **2-3-3**
This course is a study of advanced microprocessor and controllers, and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed, and control programs are written and tested. Prerequisites: EET 141, EET 251

EET 261 **Electronic Troubleshooting** **1-3-2**
This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment. Prerequisites: EEM 131 and EEM 251

EET 273 **Electronics Senior Project** **0-3-1**
This course includes the construction and testing of an instructor-approved project. Instructor's discretion. Prerequisites: EEM 131 and EEM 251

EGR 101 **Introduction to Engineering Technology** **1-0-1**
This course is an introduction to computers and reporting formats.

EGR 102 **Introduction to Industrial/Engineering Careers** **1-0-1**
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each.

EGR 103 **Preparation for Engineering Technology** **2-0-2**
This course covers the opportunities available and basic skills needed for careers in engineering technology. Topics of study include concepts and terminologies used in engineering technology, use of scientific calculators, problem solving techniques, and system of measurements.

EGR 104 Engineering Technology Foundations 2-3-3
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

EGR 106 Science and Technology I 3-3-4
This course will cover the relationship of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal systems.

EGR 107 **Science and Technology II** **3-3-4**
This course will cover the relationship of the technical applications and measurements of energy, power, transducers, and optics to the underlying physical concept in mechanical, electrical, fluid, and thermal systems. Prerequisite: EGR 106

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**
This course will introduce Visual Basic, Auto Cad, and NI LabView. Utilization of these applications will be used 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 tehcnology problems.

EGR 175 **Manufacturing Processes** **3-0-3**
This course includes the processes, alternatives, and operations in the manufacturing environment.

EGR 190 **Statics** **3-0-3**
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion. Prerequisite: MAT 170

EGT 106 **Print Reading and Sketching** **2-3-3**
This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations.

EGT 110 **Engineering Graphics I** **1-9-4**
This is an introductory course in engineering graphics science, which includes beginning drawing techniques and development of skills to produce basic technical drawings.

EGT 115 **Engineering Graphics II** **2-6-4**
This course in engineering graphics science includes additional drawing techniques for industrial applications to produce working drawings. Prerequisite: EGT 110

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. Prerequisite: EGT 110

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. Prerequisite: EGT 151

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. Prerequisite: EGT 151

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 250 **CAD Applications** **1-3-2**
This course covers advance topics such as creating 3-D Wire-Frame constructions, using shading techniques, creating user coordinate systems. and computer animations. Prerequisite: EGT 151

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. Prerequisite: EGT 152

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 260 **CAD Symbols Creations** **1-3-2**
This course is an advance CAD course, including the creations and use of CAD symbols. Corequisite: EGT 151

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, EET 131, PHY 201

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

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 127 **Optoelectronics** **3-0-3**
This course covers optoelectronic concepts, including the characteristics of light, light-emitting, and light-reactive devices, fiber-optics and associated circuitry.

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 251

ELT 218 **Operational Amplifiers** **2-3-3**
This course covers the use, operation and parameters of modern operational amplifiers and linear integrated circuits. Prerequisite: EEM 131

ENG 031 **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 level. Subject-verb agreement, irregular verb forms, and pronoun agreement are strongly emphasized. Editing sentence fragments and run-on sentences are reviewed. Placement by ASSET or COMPASS scores.

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. Prerequisite: ENG 031 or equivalent with a grade of "C" or better

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 with a grade of "B" or better; or ENG 155 or equivalent 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. Prerequisite: ENG 032 or equivalent 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.

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.

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 234 **Survey in Minority Literature** **3-0-3**
A critical study of minority writings examined from historical, social, and psychological points of view. 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.

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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.

HSS 105 Technology and Culture **3-0-3**
This course provides a study of the the history and impact of technological design and change on cultural values, society, and the individual.

IMT 131 Hyrdraulics and Pneumatics **3-3-4**
This course covers the basic technology and principles of hyrdaulics and pneumatics.

IMT 151 Piping Systems **3-0-3**
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

IMT 170 Statistical Process Control **3-0-3**
This course is a study of the concepts and charts used in quality control.

IMT 210 Basic Industrial Skills I 3-0-3
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 3-0-3
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 214 Industrial Wiring 3-0-3
This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application.

IMT 215 Electrical Grounding 3-0-3
This course is the study of electrical grounding, boxes and fittings, cable tray, and conductor terminations and splices.

IMT 217 Industrial Lubricants 3-0-3
This course is the study of industrial lubricants and bearings.

IMT 218 OxyFuel Cutting and Brazing 3-0-3
This course is the study of copper and plastic piping practices, ferrous metal piping practices, piping systems, and OxyFuel cutting in an industrial setting.

IMT 219 Maintenance Welding 3-0-3
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 3-0-3
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 3-0-3
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 227 Conventional Alignment and Maintaining Valves 3-0-3
This course is the study of conventional alignment, and maintaining valves. Students will learn how to explain types of misalignment; and how to identify, remove, and install various types of valves.

IMT 229 Introduction to Process Control 3-0-3
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 3-0-3
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 3-0-3
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.

IMT 235 Precision Measuring 3-0-3
This course is designed to teach students how to use precision measuring tools. Students will learn the basic principles of fiber optic technology and the operational considerations for a fiber optic system.

IST 106 **Web Sites and Home Pages** **1-0-1**
This course is a guide to planning and designing a Web site including HTML fundamentals, adding graphics and images, and creating links to related subjects.

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.

IST 203 **Advanced CISCO Router Configuration** **3-0-3**
This course is a study of configuring CISCO routers.
Prerequisite: IST 202 with a grade of "C" or better.

IST 204 **CISCO Troubleshooting** **3-0-3**
This course is a study of troubleshooting network problems.
Prerequisite: IST 203 with a grade of "C" or better.

IST 221 **Advanced Data Communications** **3-0-3**
This course is a study of the structure of the telecommunications industry. Topics include the components, services and features of the most popular voice communications systems. Prerequisite: IST 245 with a grade of "C" or better.

IST 225 **Internet Communications** **3-0-3**
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. Prerequisite: CPT 170 or CPT 101 with a grade of "C" or better.

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.

IST 229 **Internet Firewall Management** **3-0-3**
This course is a study of network security. Course topics include how to implement, administer, and troubleshoot a firewall solution to control information access at the intranet-to-Internet border.
Prerequisite: IST 245 with a grade of "C" or better.

IST 237 **Intermediate Website Design** **3-0-3**
This course is a study of server-side (CGI, Dynamic HTML) and client-side (JavaScript) dynamic Web design, including the incorporation of database applications and content into Web pages. Prerequisites: IST 226 and CPT 236 (recommended) with a grade of "C" or better.

IST 238 **Advanced Tools for Website Design** **3-0-3**
This course is a study of an advanced (4th generation) Web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and Web project management. Prerequisite: IST 226 with a grade of "C" or better.

IST 239 **Datum and Javascript** **3-0-3**
This course includes concepts and skills for developing dynamic functionality and interactivity for web sites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames, and arrays. Prerequisites: IST 226 and (CPT 167or CPT 236 or CPT 111) with a grade of "C" or better.

IST 245 **Local Area Networks** **3-0-3**
This course is a study of the methods used to interconnect computers, terminals, word processors, facsimile, and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches. Prerequisite: EET 112 or CPT 101or EGR 112 with a grade of "C" or better.

IST 252 **LAN System Manager** **3-0-3**
This course covers the fundamental skills needed to effectively manage a local area network from introductory to advanced. Prerequisite: IST 245 with a grade of "C" or better.

IST 260 **Network Design** **3-0-3**
This course is a study of the processes and techniques required to 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 with a grade of "C" or better.

IST 265 **Designing a Windows Directory Service Infrastructure** **3-0-3**
This course a is a study of directory services infrastructure design including design of a domain structure, tree and forest structures, organizational unit structure, and other related topics. Prerequisite: CPT 101 with a "C" or better.

IST 270 **Client/Server Systems** **3-0-3**
This course emphasizes the use of case tools coupled with client tools to allow RAD and prototyping of client applications. Networking and server concepts will be explored. Case studies of existing client/server systems will be used to examine the various phases of client/server applications. Prerequisite: IST 245 with a grade of "C" or better.

IST 272 **Relational Database** **3-0-3**
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Prerequisite: CPT 172 and (CPT 111 or CPT 236) with a grade of "C" or better.

IST 273 **Advanced Client/Server Development Tools** **3-0-3**
This course provides extensive practical experience with commercially-available client/server tools. Prerequisite: IST 245 with a grade of "C" or better.

IST 290 **Special Topics in Information Sciences** **3-0-3**
This course covers special topics in information sciences technologies. This is a capstone course and should be taken in the student's last or next to last semester. Prerequisites: CPT 237 and ENG 102 with a grade of "C" or better.

IST 291 Fundamentals of Network Security I 3-0-3
This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security. Prerequisite: IST 245 with a "C" or better.

IST 292 Fundamentals of Network Security II 3-0-3
This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls. Prerequisite: IST 291 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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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: LEG 121

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: LEG 135

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

LEG 212 **Workers' Compensation** 3-0-3
This course is a study of the history of workers' compensation case laws, statutes, regulations and procedures in handling claims. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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. Prerequisites: ENG 032, RDG 032

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: 51 curriculum hours completed, specified 2.5 GPA and permission of the program coordinator.

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 125 **Transportation Logistics** **3-0-3**
This course is the study of the role that various modes of transportation play in products and services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, and understand environmental and economic impact.

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.

LOG 240 **Purchasing Logistics** **3-0-3**
This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles. Prequisite: BUS 140

MAT 031 **Developmental Mathematics Basics** **3-0-3**
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations and whole numbers, fractions, decimals and percents. Application skills are emphasized.

MAT 032 **Developmental Math** **3-0-3**
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. MAT 031 with a grade of "C" or better or equivelant

MAT 101 **Beginning Algebra** **3-0-3**
This course includes the study of rational number and their applications, operations with algebraic expressions, linear equations and applications, linear inequalitites, graphs of linear equations, operations with exponents and plynomials, and factoring. Prerequisite: MAT 032 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; quadratice expressions, equations, functions and graphs; and rational and radical expressions and functions. Prerequisite: MAT 101 with a grade of "C" or better or equivalent

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, conic sections, sequences, and series. 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 test hypothesis for large and small samples, types I and II errors, linear regression and correlation. Prerequisite: MAT 102 with a grade of "C" or better or equivalent

MAT 130 **Elementary Calculus** **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 of operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of funtions. Prequisite: 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, trigonmetric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics. Prequisite: MAT 175 with a grade of "C" or better or equivalent.

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 subsytems, and elementary numbers theory. (Note: This course is designed for transfer to University of South Carolina- Columbia - College of Education, Department of Instruction and Teacher Education.) Prerequisite: MAT 110 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.) Prerequisite: MAT 250 with a grade of "C" or better.

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. Prerequisite: Admission to MOA program, AHS 104, AOT 105 or AOT 112

MED 109 **Medical Business Records** **3-0-3**
This course provides instruction in record-keeping procedures utilized in physicians' offices and other clinical facilities. Prerequisites: MED 115, MED 107, AHS104, ENG 155, MAT 155, AOT 105, or AOT 112, BIO 110

MED 112 **Medical Assisting Pharmacology** **1-3-2**
This course provides a study of principles of pharmacology, drug therapy and the administration of medication. Prerequisites: AHS 110, MED 109, MED 116, MED 124, 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. Prerequisite: Admission to MOA program, AHS 104, AOT 105 or AOT 112

MED 116 **Medical Office Lab Procedures II** **3-3-4**
This course continues the study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisites: MED 115, MED 107, AHS 104, ENG 155, MAT 155, AOT 105, or AOT 112 , BIO 110

MED 124 **Medical Computer Practicum** **3-0-3**
This course provides instruction in the use of medical software for accounting, billing and patient records. Prerequisites: MED 115, MED 107, AHS 104, ENG 155, MAT 155, AOT 105, or AOT 112 , BIO 110

MED 156 **Clinical Experience I** **0-18-6**
This course provides direct experience in a physician's office or other selected medical facilities. Prerequisites: MED 116, AHS 110, PSY 201, MED 109, MED 124

MET 224 **Hydraulics & Pneumatics** **3-0-3**
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

MGT 101 **Principles of Management** **3-0-3**
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Prerequisites: ENG 032, RDG 032

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. Prerequisite: AOT 105

MGT 150 **Fundamentals of Supervision** **3-0-3**
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. Prerequisites: ENG 032, RDG 032

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 or MGT 150

MGT 240 **Management Decision Making** **3-0-3**
This course is a study of various structured approaches to managerial decision making. Prerequisite: BUS 101 and MGT 101 or MGT 150

MGT 270 **Managerial Communications** **3-0-3**
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process. Prerequisites: ENG 165 and MGT 101 or MGT 150

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, RDG 032

MKT 120 **Sales Principles** **3-0-3**
This course is a study of the personal selling process with special emphasis on determining customer needs, and developing effective communications and presentation skills. Prerequisite or corequisite: MKT 101

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. Prerequisite: MKT 101

MKT 265 **Retail Strategies and Applications** **3-0-3**
This course is a study of applications and management of business strategies in the retailing industry, including business planning, site selection, merchandise management, pricing strategies, promotions strategies, store organization and layout. Prerequisites: ACC 101, BUS 140, MKT 101

MLT 254 **Clinical Experience IV** **1-12-5**
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisites: MLT 240, MLT 251, MLT 252 Co-requisites: MLT 241, MLT 253

MRI 101 Introduction to MRI 1-0-1
This course covers patient screening, safety and biological considerations, MR 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 130, MRI 131, MRI 152

MRI 130 **Head and Neck Case Studies** **1-0-1**
This course is an exploration of the magnetic resonance imaging techniques of the head and neck to include patient positioning, anatomy and pathology to meet requirements for detailing routine clinical histories. Prerequisites: Admission to MRI program

MRI 131 **Musculoskelatal Case Studies** **1-0-1**
This course is an exploration of the magnetic resonance imaging techniques of the muscles and bones to include patient positioning, anatomy and pathology to meet requirements for detailing routine clinical histories. Prerequisites: Admission to MRI program

MRI 132 **Cardiac and Vascular Case Studies** **1-0-1**
This course is an exploration of the magnetic resonance imaging techniques of the heart and blood conducting vessels to include patient positioning, anatomy and pathology to meet requirements for detailing routine clinical histories. Prerequisites: MRI 101, MRI 111, MRI 130, MRI 131, MRI 152

MRI 133 **Abdomen and Pelvis Case Studies** **1-0-1**
This course is an exploration of the magnetic resonance imaging techniques of the abdomen and pelvis to include patient positioning, anatomy and pathology to meet requirements for detailing routine clinical histories. Prerequisites: MRI 101, MRI 111, MRI 130, MRI 131, 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.

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.

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.

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 130, MRI 131, MRI 152

MTT 101 **Introduction to Machine Tool** **1.5-.5-2.0**
This course covers the basics in measuring tools, layout tools, bench tools, and basic operations of lathes, mills, and drill presses.

MTT 102 **Machine Tool Basics** **2-3-3**
This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of manufacturing primarily through demonstrations.

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 124 **Machine Tool Practice II** **4-0-4**
This course covers the practical application of the Principles in Machine Theory II.

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 141 **Metals and Heat Treatment** **1-6-3**
This course is a study of the properties, characteristics and heat treatment procedures of metals. Prerequisite: MTT 112

MTT 143 **Precision Measurements** **1.5-1.5-2.0**
This course is a study of precision measuring instruments.

MTT 145 **Machining of Metals** **2-3-3**
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/ and depths of cut, and finish requirements. Prerequisite: MTT 125

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** **1-6-3**
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.

NUR 101 **Fundamentals of Nursing** **3-9-6**
This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Also included are components to ensure competence in oral communication skills. Prerequisite: Admission to the ADN program.

NUR 111 **Common Health Problems** **3-9-6**
This course facilitates the continued development of technical 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. Prerequisites: NUR 101, BIO 210, PSY 201, MAT 155 Corequisite: NUR 161

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: NUR 101, MAT 155. BIO 210, PSY 201, Corequisite: NUR 111

NUR 201 **Transition Nursing** **1-6-3**
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 Li-

NUR 210 **Complex Health Problems** **2-9-5**
This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites: ENG 101, NUR 212, NUR 226, BIO 225

NUR 211 **Care of the Childbearing Family** **2-6-4**
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects. Prerequisites: NUR 210, NUR 214. Corequisite: NUR 216

NUR 212 **Nursing Care of Children** **2-6-4**
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. Prerequisites: NUR 111, BIO 211, PSY 203, ENG 101

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: ENG 101, NUR 212, NUR 226, BIO 225

NUR 215 **Management of Patient Care** **1-12-5**
This course facilitates nursing care of small groups of patients utilizing the nursing process and concepts of management. Prerequisites: NUR 210, NUR 214. Corequisite: NUR 216

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. Prerequisites: NUR 210, NUR 214

NUR 226 **Health Promotion Across the Lifespan IV** **0.5-1.5-1**
This course focuses on the development of theoretical knowledge and clinical practice related to the use of advanced, holistic assessments to restore optimal wellness for clients across the lifespan. Emphasis is placed on active involvement and use of resources, risk reduction, prevention and educational strategies for specific communities. Prerequisites: NUR 111, PSY 203, BIO 211, ENG 101

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.

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.

PHS 115 **Integrated Science** **3-3-4**
This course contains topics taken from general chemistry and general physics. Prerequisite: MAT 101 or equivalent

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 110 or MAT 175

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** **3-6-5**
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** **3-6-5**
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: 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. Prerequisites: PNR 120, MAT 155, BIO 210, ENG 101 Corequisite: PNR 182

PNR 140 **Medical/Surgical Nursing III** **3-6-5**
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 130 Corequisite: PNR 182

PNR 155 **Maternal and Infant Nursing** **5-6-7**
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: PNR 140, PNR 182, BIO 211, ENG 101

PNR 170 **Nursing of the Older Adult** **1.5-1.5-2.0**
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: PNR 140, PNR 182, BIO 211, ENG 101

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: PNR 120, MAT 155 Corequisites: PNR 130, PNR 140

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: ENG 032, RDG 032

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: ENG 032, RDG 032

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: ENG 031, RDG 031

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, RDG 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

PSY 230 **Interviewing Techniques** **3-0-3**
This course develops skills necessary for interviewers and interviewees in various organizational settings. Prerequisite: PSY 201

QAT 101 **Introduction to Quality Assurance** **3-0-3**
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

RAD 101 **Introduction to Radiography** **1-3-2**
This course provides an introduction to radiologic technology 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 diagnostic imaging patient. Prerequisite: Admission to RAD program

RAD 103 **Introduction to Computed Tomography** **2-0-2**
This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection. Prerequisite: Admission to the CT Program

RAD 110 **Radiographic Imaging I** **2-3-3**
This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. Prerequisites: RAD 101, RAD 102, RAD 130, RAD 152, BIO 210

RAD 115 **Radiographic Imaging II** **3-0-3**
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisites: BIO 211, RAD 110, RAD 130, RAD 136, RAD 165

RAD 117 **Breast Imaging Equipment and Quality Assurance** **2-0-2**
This course includes theory, principles and practical application of quality control. Tests and guidelines for an FDA certified mammography facility. Prerequisites: Admission to Mammography Program

RAD 118 **Seminars in Mammography** **1-0-1**
This course is on selected topics/seminars in mammography.
Prerequisite: Admission to Mammography Program

RAD 120 **Principles of Computed Tomography** **3-0-3**
This course is a study of assurance procedures, and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed ct scanning, 3 dimensional ct and multiplanar reformations. A review of special scanner features will also be covered in the course. Prerequisites: AHS 206, RAD 103, RAD 131, RAD 150

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 101, RAD 110, RAD 165, BIO 211

RAD 122 **Breast Anatomy, Physiology, and Pathology** **1-0-1**
This course is a detailed study of human breast anatomy, physiology and pathology including correlation to the radiographic appearance of normal anatomy and benign and malignant mammographic findings. Prerequisites: Admission to Mammography Program

RAD 123 **Mammographic Positioning** **1-0-1**
This course is a study of all aspects of positioning the patient for all screening and diagnostic exams including the breast implant patient and mammographic image evaluation. Prerequisites: Admission to Mammography Program

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 131 **CT of the Head & Spine** **1-0-1**
This course covers anatomy and pathology review, imaging protocols, case studies and film critique. Prerequisites: AHS 206, RAD 103

RAD 132 **CT of the Neck, Abdomen, and Pelvis** **1-0-1**
This course covers anatomy and pathology review, imaging protocols, case studies and film critique. Prerequisites: AHS 206, RAD 103, RAD 120, RAD 131, RAD 150

RAD 133 **CT of the Extremities** **1-0-1**
This course covers anatomy and pathology review, imaging protocols, case studies and film critique. Prerequisites: AHS 206, RAD 103, RAD 120,RAD 131, RAD 132, RAD 150

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 130, RAD 152,
BIO 210

RAD 150 **Clinical Applications I** **0-12-4**
This course includes practice of hands-on clinical skills in hospital/outpatient environments. Prerequisites: Admission to CT Program

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 radiograghic procedures. Prerequisite: Admission to RAD program

RAD 160 Clinical Applications II 0-18-6
This course is a continuation of practice of hands-on clinical skills in hospital/outpatient environments. Prerequisites: AHS 206, RAD 103, RAD 131, RAD 150

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: RAD 101, RAD 102, RAD 152, BIO 210, RAD 130

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: RAD 110, RAD 130, RAD 165, BIO 211, RAD 136

RAD 201 **Radiation Biology** **2-0-2**
This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum. Prerequisites: RAD 101, RAD 102, RAD 110, RAD 115, BIO 211

RAD 210 **Radiographic Imaging III** **3-0-3**
This course provides a detailed study of advanced methods and concepts of imaging. Prerequisites: RAD 110, RAD 115, RAD 121, RAD 175

RAD 220 **Selected Imaging Topics** **3-0-3**
This course includes instruction in advanced topics unique to the radiological sciences. Prerequisites: RAD 115, RAD 230, RAD 258

RAD 230 **Radiographic Procedures III** **2-3-3**
This course provides instruction in special radiographic procedures. Prerequisites: RAD 121, RAD 136, RAD 175, BIO 211

RAD 235 **Radiography Seminar I** **1-0-1**
This course provides instruction in selected areas of radiography that are unique or new to the field. Prerequisites: RAD 201, RAD 210, RAD 220, RAD 268

RAD 258 **Advanced Radiography I** **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: BIO 211, RAD 121, RAD 136, 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: BIO 211, RAD 210, RAD 230, RAD 258

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: BIO 211, RAD 201, RAD 210, RAD 220, RAD 258, RAD 268

RAD 280 Advanced Imaging I 2-0-2
This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession. Prerequisites: AHS 206, RAD 103, RAD 131, RAD 150

RDG 031 **Developmental Reading** **3-0-3**
This is a course designed for students who need improvement in basic reading skills. Based on assessment of student needs, instruction will include vocabulary, comprehension, and use of reference material. Placement by ASSET or COMPASS scores.

RDG 032 **Developmental Reading** **3-0-3**
This is an intermediate course designed for students who need improvement in basic reading skills. Based on assessment of student needs, instruction will include vocabulary, comprehension, and use of reference material. Placement by ASSET or COMPASS scores and/or RDG 031.

REL 101 **Introduction to Religion** **3-0-3**
This course provides a study of religion - the nature of religious belief and practice.

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.

RES 101 **Introduction to Respiratory Care** **2-3-3**
This course includes introductory topics pertinent to entering the Respiratory Care Profession, i.e., medical terminology, ethical and legal issues. Basic respiratory pharmacology is discussed. Prerequisite: Admission to Respiratory Program

RES 111 **Pathophysiology** **1-3-2**
This course is a study of the general principles and analyses of normal and diseased states. Prerequisites: RES 101, RES 121, RES 123, BIO 210

RES 121 **Respiratory Skills I** **3-3-4**
This course includes a study of basic respiratory therapy procedures and their administration. Therapeutic modalities include administration of medical gases, chest physical therapy/postural drainage, and hyperinflation therapy, principles of universal precautions, and infection control practices and cardiopulmonary anatomy. Prerequisite: Admission to Respiratory Program

RES 123 **Cardiopulmonary Pathophysiology** **2-3-3**
This course covers cardiopulmonary physiology and related systems. The mechanics of adult and pediatric ventilation and respiratory physiology are presented for both normal and abnormal lungs. A basic introduction to ECG's and related cardiac medications is provided. Prerequisite: Admission to Respiratory Program

RES 131 **Respiratory Skills II** **3-3-4**
This course is a study of selected respiratory care procedures and applications. Artificial airways are introduced as well as methods for correct interpretation and proper clinical application of arterial blood gas measurements. Also, many aspects of mechanical ventilation systems are explored. Prerequisites: RES 101, RES 121, RES 123, BIO 210

RES 141 **Respiratory Skills III** **2-3-3**
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisites: RES 131, BIO 211, RES 150

RES 150 **Clinical Applications I** **0-12-4**
This course is the study of entry level clinical procedures in the hospital setting. Prerequisites: RES 101,RES 121, RES 123, and BIO 210

RES 152 **Clinical Applications II** **0-9-3**
This course includes practice of respiratory care procedures in the hospital setting. Prerequisites: RES 111, RES 131, RES 150, BIO 211

RES 205 **Neonatal Respiratory Care** **1-3-2**
This course focuses on cardio-pulmonary physiology, pathology, and management of the newborn patient. Prerequisites: RES 232, RES 246, RES 249, RES 253, BIO 225

RES 232 **Respiratory Therapy Therapeutics** **2-0-2**
This course is a study of specialty areas in respiratory care, including rehabilitation. Students are instructed on in-patient and family education procedures, pathophysiology of chronic lung disease, patient assessment, and psychosocial aspects of dealing with chronic lung disease. Prerequisites: RES 141 and RES 152, BIO 211

RES 236 **Cardiopulmonary Diagnostics** **2-3-3**
This course focuses on the purpose, use, and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary diseases. Prerequisites: RES 232, RES 246, RES 249, RES 253, BIO 225

RES 241 **Advanced Respiratory Care Transition** **0-3-1**
This course provides a comprehensive review of advanced respiratory care. Prerequisites: RES 205, RES 236, RES 255, CPT 170, PHS 115

RES 246 **Respiratory Pharmacology** **2-0-2**
This course includes a study of pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 141, RES 152, BIO 211

RES 249 **Comprehensive Applications** **1-3-2**
This coursed includes the integration of didactic and clinical training in respiratory care technology. Prerequisites: RES 141, RES 152, BIO 211

RES 253 **Advanced Clinical Practice Studies I** **0-18-6**
This course includes clinical instructions in advanced patient care practice. Prerequisites: RES 141, RES 152, BIO 211

RES 255 **Clinical Practice** **0-15-5**
This course includes clinical training with emphasis on Intensive Care. It includes practice in all areas of patient care, with an emphasis on intensive respiratory care and special procedures. Prerequisites: RES 232, RES 246, RES 249, RES 253, BIO 225

RES 274 **Advanced Clinical Practice** **0-12-4**
This course includes clinical practice in advanced patient care procedures. Prerequisites: RES 205, RES 236, RES 255, PHS 115, CPT 170

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. Prerequisites: ENG 032, RDG 032

SOC 205 **Social Problems** **3-0-3**
This course is a survey of current social problems in America, stressing the importance of social change and value conflicts as they influence definitions, supposed etiology and possible solutions to these problems. Prerequisite: SOC 101

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.

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

WLD 102 **Introduction to Welding** **1-3-2**
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

WLD 103 **Print Reading I** **1-0-1**
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.

WLD 113 **Arc Welding II** **3-3-4**
This course is a study of arc welding of ferrous and/or non-ferrous metals.

WLD 115 **Arc Welding III** **2-6-4**
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

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 136	**Advanced Inert Gas Welding** This course covers the techniques for all positions of welding ferrous and non-ferrous metals.	**1-3-2**
WLD 150	**Specialized Welding** This course covers flux core and gas metal arc welding.	**2-6-4**
WLD 154	**Pipe Fitting and Welding** This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.	**3-3-4**
WLD 160	Fabrication Welding This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.	1-6-3
WLD 170	Qualification Welding This course covers the procedures and practices used in taking welder qualification tests.	2-6-4
WLD 225	Arc Welding Pipe I This course covers the techniques used in shielded metal arc welding of groove welds on pipe.	3-3-4

OCtech

Orangeburg-Calhoun Technical College

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