

5.1.6.1. OFTC Credit Hours Procedure

Definitions

Online - Online courses are taught through web-based instruction, with 100% of the required contact hours taking place online. All course content, activities, and interaction occur through distance education. Students are required to complete at least one proctored event at a scheduled time during the semester.

Traditional - Refers to courses that are taught in a face-to-face format, whether through lectures, labs, or a combination of both.

Hybrid - Hybrid courses are taught partially through distance education and partially in a traditional, face-to-face setting. Hybrid courses are divided into two categories:

- K1 - Hybrid courses in which the majority (50% or more) of the course content, activities, and interactions occur through distance education. K1 courses will have scheduled face-to-face meetings to comprise less than half of the required contact hours.
- K2 - Hybrid courses in which the minority (less than 50%) of the course content, activities, and interactions occur through distance education. K2 courses will have scheduled face-to-face meetings to comprise more than half of the required contact hours.

Blackboard- Blackboard is the learning management system used by Oconee Fall Line Technical College for the development, adoption, and implementation of online courses.

Procedure

General Program Standard 02-02-06 is directed by the Technical College System of Georgia (TCSG) State Board Policy IV.D., Institutional, General Program & Program Specific Standards. In accordance with federal requirements, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. Following General Program Standard 02-02-06, Oconee Fall Line Technical College differentiates between lecture-based instruction and lab-based instruction in its definition of a semester credit hour.

Specific definitions are as follows:

- A standard semester credit hour is defined as 750 minutes of lecture-based instruction in one term or one contact hour to one credit hour.
- Demonstration labs (Lab 2) are defined as instruction which emphasizes teacher assisted learning activities. One semester credit hour for demonstration labs equals 1500 minutes or two contact hours of instruction.
- Practical labs (Lab 3) are defined as instruction which emphasizes structured activities and requires application and practice of occupational competencies. One semester credit hour for practical labs equals 2250 minutes or three contact hours of instruction.

- All courses, regardless of the mode of instructional delivery, will follow these credit hour standards.

Lab is any learning activity that is not specifically designated as lecture. Activities can include, but are not limited to, demonstration, practicum, internship, or clinical (see definitions below).

- Demonstration – This lab consists of teacher-assisted learning activities, normally requiring some out-of-class preparation by the student and may require out-of-class practice assignments.
- Practicum – Instruction emphasizes structured activities requiring application and practice of occupational competencies. Normally, only limited out-of-class preparation by the student and no out-of-class practice assignments are required.
- Internship or Clinical – instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. Normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments. Clinical is normally associated with health sciences technology related programs.
- Distance-learning or hybrid - Course credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for a traditional class. Distance learning courses may be comprised of a combination of lecture and laboratory activities.

Distance Education Courses

Before an instructor can offer a course online or as hybrid K1 for the first time, the course must be approved via the Distance Education Course Approval Process found in the OFTC Online Faculty Handbook.

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