

## 5.1.6.1. OFTC Credit Hours Procedure

### Definitions

On Campus - These courses are taught primarily in the classroom or lab with 50 percent or less of instruction online. On campus courses may include lectures, labs, internships, clinical and other in-person instructional modalities.

Blended - These courses are distance learning courses with the majority of the course content, activities, and interactions occurring online (greater than 50% but less than 100%) but may require students to come to campus for specific labs, assignments, activities, or events.

Online Synchronous - These courses are taught fully online synchronously with course content, activities, and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events.

Online Asynchronous - These courses are taught fully online asynchronously with course content, activities, and interactions occurring entirely online. This delivery method does not require students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Online asynchronous courses may require proctored events.

Blackboard Ultra- Blackboard Ultra 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 5.1.2., 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.
- Lab 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.
- Other Lab 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. 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 blended 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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