

# Continuing Education Division

## General Information

### Continuing Education Admissions

Requirements for admission to the various courses in Continuing Education (Personal Interest, Occupational Advancement, Community Service) depend on the nature of the course involved. Generally, the student enrolls in the selected course by completing general information and paying fees. Information on these courses may be obtained by contacting the Office of Continuing Education at the College. For further information check the continuing education section of this catalog.

## Registration

Students may register at the first class meeting or come to the Office of Continuing Education at the College. By telephoning the office at (803) 793-5153, a student may request a mail-in registration form.

## Fees

The registration fee for each course depends on the nature of the course. All checks should be made payable to Denmark Technical College.

## Books and Supplies

The cost of textbooks and supplies for most courses is included in the registration fee. Most books and some supplies are normally available at the Bookstore on campus.

## Continuing Education Program

The Continuing Education Division is committed to the instructional development and support of the institution. The Continuing Education program strives to meet the continuing community needs and interests. It endeavors to enhance the educational and economic advancement, personal fulfillment or enrichment, and general social effectiveness of the society it serves.

The Continuing Education program consists of any courses, or organized groupings of courses, structured to meet specific occupational or professional needs offered for a specified number of class meetings for which no institutional credit toward a diploma or degree is awarded. Courses offered in this program are specially planned, designed, and conducted for the purpose of:

1. Maintaining and/or improving professional competence;
2. Advancing vocational/occupational growth; and
3. Preparing/upgrading for career-changing demands and adjustments.

Continuing Education Units (CEUs) are awarded on the basis of 10 student contact hours equaling one Continuing Education Unit. Certificates of completion are awarded for specific educational activities which do not meet standards for CEU awards.

## Programs in Continuing Education

### Occupational Upgrading

Continuing Education courses, seminars or workshops are offered to the general public for professional, technical, occupational, and vocational skills development or improvement that meet the Occupational Upgrading criteria and/or requirements for CEU classification.

### Industrial Training

This is a customized program of instruction requested by an industry, trade or professional organization. Training is conducted for a specific group of employees, using unique instructional objectives, at the request of a business, industrial or organizational representative. Programs included in this category must meet the requirements of Occupational Upgrading.

### ReadySC

ReadySC is operated under the management of the Economic

Development Division of the State Technical and Comprehensive Education System on a statewide

basis in cooperation with the College. These services ensure industry of trained employees necessary for plant start-up. Special training is also available to existing industries which are expanding plant operations in the College's service area. Each program is individually designed to meet the manpower needs of the company. Training is coordinated with the South Carolina Employment Security Commission.

### Seminars and Workshops

Short-term training is designed to develop, reinforce, or refine knowledge, skills, and/or attitudes.

### Community Service and Personal Interest

Courses are scheduled as a service to the tri-county area of Denmark Technical College – Allendale, Bamberg, and Barnwell counties. Non-credit courses of interest to the public are offered and then are taught when the required enrollment level is reached. The courses are self-supporting.

### WorkKeys

The WorkKeys system is an advanced, computerized system of job analysis designed to meet the needs of the individuals who want to work, employers who want qualified employees, and educators and trainers who want to help learners become qualified employees. As WorkKeys Service Center licensed by ACT, Denmark Technical College will provide unique and special access to all services of the WorkKeys system including job profiling (analysis), assessment, instructional support, reporting services and job placement/matching.



The WorkKeys system currently includes eight workplace skills: Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each skill is described by a skill scale. The same skill scale is the basis of the system and its four components:

The assessments measure the skills of the individual; profiling measures the level of skill required for a particular job or occupation; instructional support provides structure for teaching the skills; and reports and research serve as the communication links between examiners, employers, and educators.

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions. By providing employers with a common metric for evaluating the jobs they need to staff, and people who want to work, WorkKeys facilitates fair and useful hiring strategies.



# Nursing



## Admission Procedure

The application process for the Practical Nursing (PN) Program is as follows:

- Apply to Denmark Technical College
- Take college placement tests
  - Minimum scores for the PN Program application must be met.
- Attend a Nursing Information Session
- Apply to the PN Program
- Take the Kaplan Entrance Test
  - Must score 60% or higher
- Arrange for a criminal background check through DTC
  - (Fee paid to the DTC Cashier)
- Take a drug screening
- 2 Step PPD (TB)

Admission to the PN Program has additional admission requirements due to the limited availability of admission slots. Program admission is academically competitive with admission decisions based on the applicant's academic preparation, assessment results, clear drug screening and clear criminal background check. The clinical facilities require several screenings prior to approval for student eligibility for participation in clinical experiences. One is the criminal background check, provided by SLED for South Carolina residents and by the FBI for non-South Carolina residents and drug screening. Clinical facilities may refuse student participation in clinical experiences if screenings reveal unclear reports. Students must be able to attend all clinical experiences during the academic year to complete course and program requirements.

Selected program applicants are admitted once per year in the fall semester. After acceptance into the PN Program, students are required to attend a Practical Nursing Orientation Session and provide required current medical information.

## Progression Procedure

The Practical Nursing curriculum is divided into general education and nursing courses. To be eligible to graduate from the program a student must meet the following criteria:

1. Make a minimum grade of "C" on all nursing courses, courses that have a PNR prefix. Any student that fails to meet the minimum grade requirement of "C" or above will not be able to progress in the program. The student will receive notification by the Nursing faculty immediately that he/she will not be able to enroll in the next semester in the nursing courses. The student may proceed in the general education courses if desired. The student will be informed of their options for readmission if desired.
2. Make a minimum grade of "C" on all co-requisite general education courses. General education courses are those that have an ENG, BIO, MAT or PSY prefix. A student that does not meet the minimum grade requirement of "C" or above in a co-requisite course will not be allowed to progress in the nursing program. This includes any grade of D, F, W, or WF.

Examples:

- Must achieve a grade of "C" or above in PNR 110 to progress to PNR 120.
- Must achieve a grade of "C" or above in PNR 120,

BIO 210, ENG 101, and MAT 155 to progress to PNR 122 and PNR 130.

- Must achieve a grade of “C” or above in PNR 130 to progress to PNR 140.
- Must achieve a grade of “C” or above in PNR 140, PNR 122, and BIO 211 to progress to PNR 165 and PNR 170.
- Must achieve a grade of “C” or above in PSY 201, PNR 165 and PNR 170 to graduate from the PN program.

3. Have a minimum GPA of 2.5 and completed all PN program curriculum courses, both nursing and co-requisite general education courses, with a “C” or better to be considered for graduation from the program.
4. An overall grade of Satisfactory is required on the lab/clinical component of the course. A grade of “Satisfactory” or “Unsatisfactory” will be based on mastery of stated lab/clinical competencies as outlined on the evaluation form. The student will be evaluated and a rating of “Satisfactory” must be achieved. A student who achieves a theory grade of 80% or above but has an “Unsatisfactory” rating on the lab/clinical component fails the course and will be withdrawn from the program. A student who achieves a “Satisfactory” rating on a lab/clinical component and achieves a theory grade of less than 80% fails the course and will be withdrawn from the program.
5. Academic Dismissal: The student may be academically dismissed at any time by:
  - a. Earning a grade of less than a “C” in a required nursing course or required general education course.
  - b. Not maintaining a GPA of 2.5.

Students should refer to Student Code and Grievance Procedure found in the Denmark Technical College Academic Catalog and Student Handbook

6. Nursing courses are offered in sequence and the program requires three consecutive semesters of coursework for completion.
7. Should a criminal background check disclose an adverse report resulting in not being able to participate in clinical experiences, the student will be withdrawn from the program.
8. A student who does not have a “C” average in any course at midterm is encouraged to discuss their situation with their advisor.
9. Students who withdraw prior to midterm will receive a grade of W. Students who withdraw after midterm with a “C” or better receive a grade of W. Students who withdraw after midterm without a grade of “C” or better will receive a WF.

## Grading Scale for Nursing Courses

The grading scale for all nursing courses is as follows:

Grade	Average (GPA)
A 93-100	4.0

B 85-92	3.0
C 80-84	2.0
D 75-79	1.0
F 74 & below	0.0

The nursing grading scale is more stringent than other DTC courses. Nursing students are held to a higher standard of success and competency due to the critical component for safe nursing practice. As a result, the nursing grading scale is elevated to a level more consistent with expectations on the NCLEX-PN licensure exam.

## Nursing Graduates Procedure

Practical Nursing (PN) graduates are eligible to apply to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN). An endorsement of completion will be sent to the SC State Board of Nursing by the Dean of Nursing for eligible students that meet all endorsement criteria. In order to meet graduation requirements of the Practical Nursing Program, a student must do the following:

- Have a minimum overall GPA of 2.0 with a “C” or better in all courses in the curriculum.
- Show safe and adequate nursing practice on all clinical evaluations.
- File a DTC graduation application.
- Complete applications to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN).
- Obtain fingerprinting background check.
- Mail in a passport picture, copy of Driver’s License, Social Security Card, birth certificate and letter of endorsement from Dean of Nursing.

\*\*Any student that has a prior conviction of a crime (excluding minor traffic violations) or a drug or alcohol abuse problem could make the student ineligible to take the NCLEX-PN. Early notification to the South Carolina State Board of Nursing is suggested. See the Dean of Nursing for questions regarding the NCLEX-PN.

## Practical Nurse Licensure Examination

Upon graduation from an approved nursing program, the National Council Licensure Examination for the Practical Nurse (NCLEX-PN) is required for licensure as a licensed practical nurse as required by the South Carolina Board of Nursing and the National Council of State Boards of Nursing. Please go to the South Carolina Board of Nursing website for current information regarding requirements for licensure at: <http://www.llr.state.sc.us.POL/NURSING/>.

## Practical Nursing Program Readmission Procedure

1. Student may only apply for readmission into the Practical Nursing Program one time.
2. A Request to Re-Enter Form must be completed and submitted to the Dean of Nursing at the beginning of the course

- prior to the desired readmission date. Forms may be picked up from the Nursing Division.
- All nursing courses must be completed within a 2-year period beginning at the first admission into the program. The 2-year period is the academic year when the student was unsuccessful and the immediately following academic year (example: In 2016-2017 the student was unsuccessful; the student must apply for readmission into the 2017-2018 academic year). Readmission candidates not able to complete the program the following academic year must reapply to the program as a new student and begin with PNR 110 Fundamentals of Nursing and progress through the entire program schedule of classes.
  - Readmission is based on space availability and eligibility. Currently progressing students have priority in enrollment in nursing courses.
  - If more students are seeking readmission than can be accommodated, the date the student completed all requirements for readmission will be the deciding factor in the order in which available space is awarded.
  - To be eligible for readmission, the student is required to meet current admission criteria into the nursing program.
  - The student must submit an application to the Enrollment Services office for readmission into the college the semester prior to requested readmission.
  - The student must follow PN application process as outlined in the nursing readmission application packet.
  - A student requesting readmission into the nursing program is required to submit updated criminal background check and updated drug screen results.
  - The student must submit current CPR and First Aid cards and updated medical form, including current PPD (TB test) and immunizations.
  - A dropped, withdrawn or failed course must be successfully completed before the student can progress to the next nursing course(s).
  - A student who makes a D, F, or WF in a nursing course on the first attempt, must make a "C", 80 or above, on the second attempt. No required nursing course may be attempted more than twice in order to earn a "C". If the student fails to earn a "C" on the second attempt, he/she will not be eligible for future readmission into the nursing program.

