

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 3-1-102.1

PAGE: 1 of 3

TITLE: NON-CREDIT PROGRAMS: DEFINITION OF TERMS

POLICY

REFERENCE NUMBER: 3-1-102

DIVISION OF

RESPONSIBILITY: ACADEMIC AFFAIRS

DATE OF LAST REVISION: August 26, 1981

I. CONTINUING EDUCATION

A broad generic term for non-credit learning experiences specifically planned, designed, and conducted for the purpose of:

- maintaining and/or improving professional competence
- vocational growth
- occupational growth
- adjustments to meet changing career demands (preparing individuals for new careers by personal preference or as caused by individual or technological obsolescence)

Continuing Education is characterized by its ability to plan and initiate new programs to meet immediate and changing educational needs or to reorganize current programs quickly. Major emphasis should be placed on flexibility.

A. INDUSTRIAL TRAINING

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 3-1-102.1

PAGE: 2 of 3

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.

B. OCCUPATIONAL TRAINING

Courses offered to the general public to provide individual professional, technical, occupational, or vocational skills for the purpose of achievement or improvement of existing skills to a higher level of competence. Seminars offered that meet occupational upgrading needs which have a target population course outline, qualified instructor, or any other requirement for Continuing Education Unit (CEU) designation.

C. APPRENTICESHIP TRAINING

Prescribed occupational, technical, or professional skills training via a combination of supervised on-the-job training and related classroom instruction. Such training is prescribed by the union, association, government agency, or industry standards and is contractually conducted.

II. ADULT EDUCATION

A broad generic term for instruction designed to meet the basic skills needs of adults who are beyond the age of compulsory school attendance and who have either completed or interrupted their formal education.

Adult education programs are usually designed and conducted around those basic and specific skills most needed for the participants to function more adequately as a member of society.

In South Carolina, adult education has been defined legislatively as the education of adults leading to basic literacy or high school attainment (degree or equivalency). Students enrolled in this program do not have an immediate diploma or degree objective.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 3-1-102.1

PAGE: 3 of 3

III. COMMUNITY SERVICE PROGRAMS

A. PERSONAL ENRICHMENT

Courses and activities provided on self-paying basis, which respond to personal interest of individuals within the community to enhance civic and cultural affairs.

B. SEMINARS, WORKSHOPS, INSTITUTES, SYMPOSIA

Short-term training based on assessed or perceived needs or interests designed to develop, reinforce, or refine knowledge, skills, and/or attitudes. These are not structured to meet the SACS criteria.