



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

OTA 108

Professional Development

Effective Term

Fall 2027

Part I: Course Information

EFFECTIVE TERM: Fall 2026

COURSE PREFIX: OTA 108

CONTACT HOURS: 1

COURSE TITLE: Professional Development

CREDIT HOURS: 1

RATIONALE FOR THE COURSE:

This course will prepare students for the NBCOT certification exam by completing a licensure preparatory course, preparing a study plan, and completing practice examinations.

COURSE DESCRIPTION:

This course introduces the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, life-long learning opportunities and preparation for the NBCOT certification examination.

PREREQUISITES/CO-REQUISITES:

Prerequisites: ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120), credit or minimal grade of "C"

REQUIRED MATERIALS:

None – Course materials will be provided by the instructor.

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System “The Student Code” (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college’s educational mission. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under “Student Rights and Responsibilities” card then select “Student Code of Conduct” or the “Student Catalog and Handbook.”

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

On completion of this course, the students will be able to:		ACOTE Standards
1	Analyze the content, structure, and requirements of the NBCOT COTA examination and apply effective examination-preparation and test-taking strategies.	B.4.5 B.2.9
2	Evaluate personal knowledge, strengths, areas for improvement, and examination readiness using self-assessment and performance data from NBCOT-related examination-preparation activities.	B.2.9 B.4.5
3	Develop, implement, evaluate, and revise an individualized plan for NBCOT examination preparation and transition to professional practice using identified learning needs, performance data, and appropriate preparation resources.	B.2.9 B.4.5
4	Demonstrate readiness for entry into professional practice by completing and explaining the requirements for NBCOT certification and South Carolina occupational therapy licensure.	B.4.5 B.2.9

Student Learning Outcomes Per Module:

At the end of each module, students will be able to:		CLO(s)	ACOTE Standards
OTKE Pre-Fieldwork Level II Exam 8:00am – 12:30pm			
Saturday, Sept 12, 2026	1	Apply professional reasoning and test-taking strategies when completing NBCOT-style three- and four-option single-response multiple-choice items and six-option multi-select items on the COTA Pre-Level II OTKE.	CLO 1 B.4.5 B.2.9
	2	Analyze individual COTA Pre-Level II OTKE performance at the task and overall examination levels to identify patterns of performance.	CLO 2 B.2.9 B.4.5
	3	Evaluate personal strengths and areas for improvement by relating COTA Pre-Level II OTKE performance to the NBCOT examination content outline.	CLO 2 CLO 3 B.2.9 B.4.5

	4	Revise and prioritize an individualized NBCOT examination preparation plan based on COTA Pre-Level II OTKE performance data and identified content-area needs.	CLO 3	B.2.9 B.4.5
TherapyEd COTA Licensure Preparatory Course 7:30am – 5:00pm				
Saturday, Oct 3, 2026	1	Analyze NBCOT-style examination questions by identifying relevant information, interpreting the clinical situation, and determining the best response from available answer choices.	CLO 1	B.4.5 B.2.9
	2	Apply effective test-taking and examination-management strategies while responding to NBCOT-style questions under simulated examination conditions.	CLO 2	B.4.5 B.2.9
	3	Evaluate performance on NBCOT-style practice questions to identify individual content strengths, knowledge gaps, and patterns that require additional preparation.	CLO 2 CLO3	B.2.9 B.4.5
	4	Develop and revise an individualized NBCOT examination preparation plan using identified learning needs, appropriate study resources, and strategies gained through the TherapyEd OTA Exam Prep course.	CLO 3	B.2.9 B.4.5
OTKE Post-Fieldwork Level II Exam 8:00am – 12:30pm				
Saturday, Nov 8, 2026	1	Apply integrated occupational therapy knowledge and examination strategies when responding to NBCOT-style single-response multiple-choice and multi-select items on the COTA Post-Fieldwork OTKE.	CLO 1	B.4.5 B.2.9
	2	Analyze individual COTA Post-Fieldwork OTKE performance at the task and overall examination levels to determine patterns of performance and readiness for the NBCOT examination.	CLO 2	B.2.9 B.4.5
	3	Evaluate personal strengths and remaining areas for improvement by relating COTA Post-Fieldwork OTKE performance to the NBCOT examination content outline and expected entry-level practice knowledge.	CLO 2 CLO 3	B.2.9 B.4.5
	4	Revise and prioritize the individualized NBCOT examination preparation plan based on COTA Post-Fieldwork OTKE results, identified knowledge gaps, and current examination readiness.	CLO 3	B.2.9 B.4.5
NBCOT COTA Practice Exam				
Saturday, Dec 5, 2026	1	Apply occupational therapy knowledge, professional reasoning, and examination strategies when completing a 110-item NBCOT COTA practice test containing three-option and four-option multiple-choice questions and six-option multi-select questions.	CLO 1	B.4.5 B.2.9
	2	Analyze the NBCOT practice test feedback report, including the scaled score, to determine current examination performance and patterns of strength and weakness.	CLO 2	B.2.9 B.4.5
	3	Evaluate personal readiness for the NBCOT COTA examination by relating the practice test scaled score and feedback results to identified content strengths and areas requiring further preparation.	CLO 2 CLO 3	B.2.9 B.4.5
	4	Revise and prioritize an individualized NBCOT examination preparation plan based on the practice test scaled score, feedback report, identified content gaps, and remaining preparation needs.	CLO 3	B.2.9 B.4.5
	5	Demonstrate professional readiness for national certification by accurately completing the NBCOT COTA examination application process and explaining applicable eligibility and credentialing requirements.	CLO 4	B.4.5 B.2.9
	6	Demonstrate professional readiness for state licensure by accurately completing the South Carolina Board of Occupational Therapy licensure application process and explaining applicable requirements for initial OTA licensure.	CLO 4	B.4.5 B.2.9

Grading per Practice Exam Categories*:

	COTA Pre-Level II OTKE & COTA Post-Level II OTKE	COTA Practice Exam 3
10	Meets or exceeds all the following: Overall Score: national mean ($\geq 59\%$), Domain 1: Collaborate & Gather Information ($\geq 64\%$), Domain 2: Select & Implement Interventions ($\geq 59\%$), and Domain 3: Uphold Professional Standards & Responsibilities ($\geq 70\%$)	Meets or exceeds all the following: Overall Score: NBCOT (≥ 450) Domain 1: Collaborate & Gather Information ($\geq 55\%$) Domain 2: Select & Implement Interventions ($\geq 56\%$) Domain 3: Uphold Professional Standards & Responsibilities ($\geq 66\%$)
9.0	Meets or exceeds 3 of the following: Overall Score: national mean ($\geq 59\%$), Domain 1: Collaborate & Gather Information ($\geq 64\%$), Domain 2: Select & Implement Interventions ($\geq 59\%$), and Domain 3: Uphold Professional Standards & Responsibilities ($\geq 70\%$)	Meets or exceeds 3 of the following: Overall Score: NBCOT (≥ 450) Domain 1: Collaborate & Gather Information ($\geq 55\%$) Domain 2: Select & Implement Interventions ($\geq 56\%$) Domain 3: Uphold Professional Standards & Responsibilities ($\geq 66\%$)
8.0	Meets or exceeds 2 of the following: Overall Score: national mean ($\geq 59\%$), Domain 1: Collaborate & Gather Information ($\geq 64\%$), Domain 2: Select & Implement Interventions ($\geq 59\%$), and Domain 3: Uphold Professional Standards & Responsibilities ($\geq 70\%$)	Meets or exceeds 2 of the following: Overall Score: NBCOT (≥ 450) Domain 1: Collaborate & Gather Information ($\geq 55\%$) Domain 2: Select & Implement Interventions ($\geq 56\%$) Domain 3: Uphold Professional Standards & Responsibilities ($\geq 66\%$)
7.5	Meets or exceeds 1 of the following: Overall Score: national mean ($\geq 59\%$), Domain 1: Collaborate & Gather Information ($\geq 64\%$), Domain 2: Select & Implement Interventions ($\geq 59\%$), and Domain 3: Uphold Professional Standards & Responsibilities ($\geq 70\%$)	Meets or exceeds 1 of the following: Overall Score: NBCOT (≥ 450) Domain 1: Collaborate & Gather Information ($\geq 55\%$) Domain 2: Select & Implement Interventions ($\geq 56\%$) Domain 3: Uphold Professional Standards & Responsibilities ($\geq 66\%$)
7.0	Overall Score: national mean ($\geq 59\%$), Domain 1: Collaborate & Gather Information ($\geq 64\%$), Domain 2: Select & Implement Interventions ($\geq 59\%$), and Domain 3: Uphold Professional Standards & Responsibilities ($\geq 70\%$)	Does not meet any of the following: Overall Score: NBCOT (≥ 450) Domain 1: Collaborate & Gather Information ($\geq 55\%$) Domain 2: Select & Implement Interventions ($\geq 56\%$) Domain 3: Uphold Professional Standards & Responsibilities ($\geq 66\%$)

Overall Exam Score Grading*:

10/10	Meets or exceeds the national average (59%) on 2 OTKE exams <u>and</u> Meets/exceeds the global average (300) on COTA Practice Exam 3
9/10	Meets or exceeds the national average (59%) on 1 OTKE exam <u>and</u> Meets/exceeds the global average (300) on COTA Practice Exam 3 <u>or</u> Meets/exceeds the national average (59%) on 2 OTKE exams and Meets/exceeds 290 on COTA Practice Exam 3.
8/10	Meets or exceeds the national average (59%) on 1 OTKE exam <u>and</u> Meets/exceeds the 290 on COTA Practice Exam 3 <u>or</u> Meets/exceeds the national average (59%) on 2 OTKE exams.
7.5/10	Meets or exceeds the national average (59%) on 1 OTKE exam <u>or</u> Meets/exceeds the 290 on COTA Practice Exam 3

- * Any student who does not meet at least one of the requirements below will receive an incomplete "I" for the course, be required to complete remediation as assigned by the course instructor and must demonstrate requirements on a minimum of one practice exam provided in the NBCOT Study Pack: COTA Practice Exam 1, OTA Practice Exam 2 or the Full Practice Exam

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts listed below.

EVALUATION*

Practice Exams	70%
Overall Exam Score	20%
Self-Assessments	10%
	100%

GRADING SYSTEM:

A = 90% - 100%
B = 80% - 89%
C = 75% - 79%
D = 69% - 74%
F = below 68%

Part IV: Attendance

Occupational Therapy Assistant Program Classroom Attendance Policy:

An absence is defined as missing greater than 10 minutes of classroom time or leaving class early with more than 10 minutes remaining.

Students are expected to attend on all scheduled dates. Absences for extenuating circumstances will be addressed on an individual basis by the course instructor.

Tardy Policy:

Students are expected to be on time for class and to stay for the entire session. A tardy is defined as missing up to 10 minutes of classroom time. Two tardies will be counted as one class absence.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll.

Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).