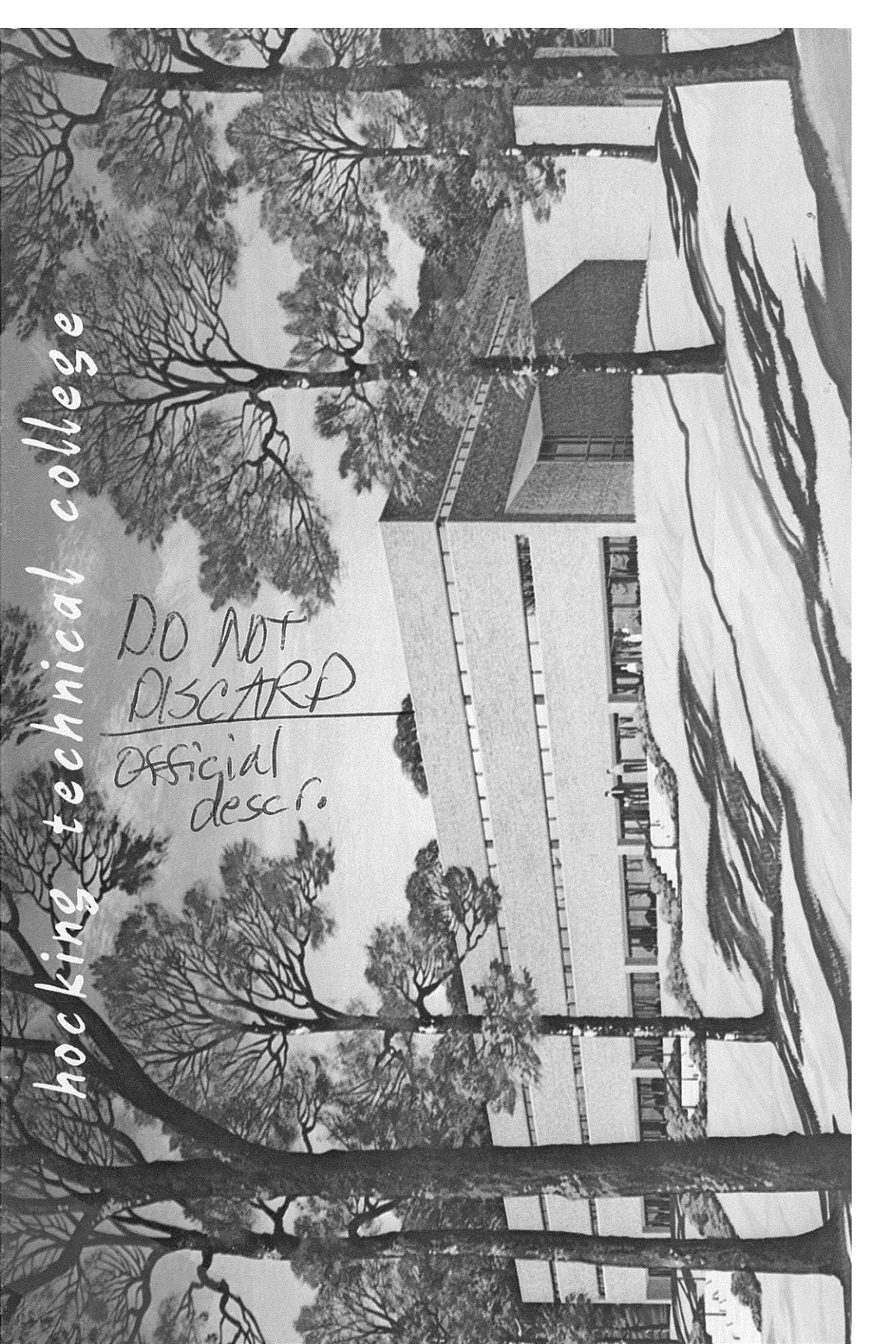


hocking technical college

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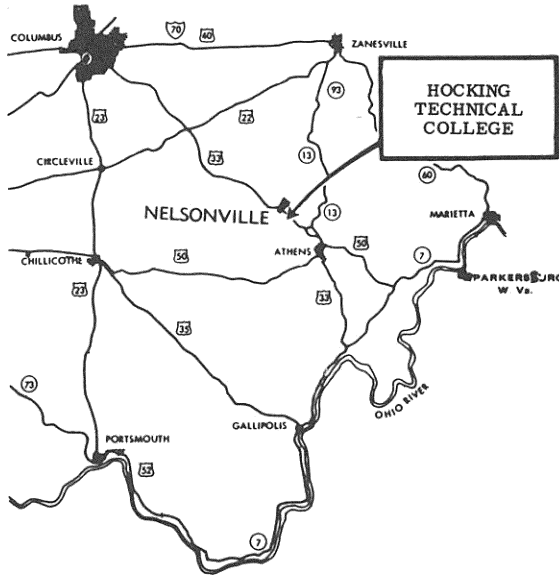
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# Office of Academic Affairs

ABOUT THE COVER . . .

Because of the rapid growth of HTC since its beginning in the fall of 1968, the college is now building its second new campus. The cover shows an artist's concept of the new campus that is scheduled for completion late in 1974.



## HOCKING TECHNICAL COLLEGE . . .

The College is located on a campus one mile southeast of Nelsonville, overlooking the Hocking River. It is accessible from northern and central Ohio via U.S. Route #33. Nelsonville is situated in the beautiful Hocking Valley, surrounded by the Wayne National Forest, and within easy driving distance of the state parks at Burr Oak, Lake Hope and Hocking Hills.

Hocking Technical College  
Rt. 1  
Nelsonville, Ohio 45764  
Phone: (614) 753-3591

# HOCKING TECHNICAL COLLEGE

*A Two Year Co-Educational  
College  
Offering  
Associate Degree  
Programs  
and  
Technical Certificates*

Chartered by the Ohio Board of Regents, 1969

Granted Candidate for Accreditation  
Status by the North Central Association  
of Secondary Schools and Colleges

July, 1973

**MEMBER:**

The American Association of  
Community and Junior Colleges  
The Ohio Organization of Technical Colleges  
Ohio College Association

## ABOUT THE COLLEGE

Hocking Technical College is a two-year, post-high school, state supported institution, located in the Hocking River Valley near Nelsonville, Ohio. H.T.C. offers Associate Degrees in over twenty different technologies — ranging from engineering to business and natural resources. The college was developed and chartered with the intent to provide career education at the Associate Degree level. This objective has guided all development and planning; in fact, all activities at Hocking Technical College are designed to aid a student in securing a job or improving himself in his current employment. Hands-on experience with laboratory equipment is stressed. Practical experience and practical application are encouraged in laboratories, theory and general classes.

In addition to these objectives, the college staff emphasizes individual approaches to the fullest possible extent. The number of students in each class and laboratory is kept low in order to insure that the learning process is student oriented.

An Associate Degree is awarded to each student who completes the two-year technical program in which he is enrolled. Government statistics show that students with Associate Degrees from technical colleges get good paying jobs and are able to advance within their specialized field.

## ITS HISTORY

Hocking Technical College (formerly Tri-County Technical Institute) opened its doors in September, 1968, with an enrollment of 250 first-year (freshmen) students in ten technical programs. These initial programs were sponsored by the Tri-County Joint Vocational School Board. The Tri-County Technical Institute District was formed in June, 1969. In September of 1969, thirteen programs were approved by the Ohio Board of Regents.

In the first full year of operation under charter from the Ohio Board of Regents, Tri-County Technical Institute had approximately 550 full-time students and 150 part-time students. Also, in 1969 two additions were built to the original building which added five laboratories and three general classrooms to the ten laboratories already in existence.

In 1972 the name of the college was officially changed from Tri-County Technical Institute to Hocking Technical College. Our mission, goals, and objectives remain the same. Programs will continue to develop and expand as employment needs dictate.



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## EDUCATIONAL OBJECTIVES OF HOCKING TECHNICAL COLLEGE

Hocking Technical College's principal objective is to provide para-professional technical education to high school graduates of all ages. Complementing the technical courses are appropriate general education courses at the associate degree level. Laboratories, staff, library facilities, etc., are maintained and updated as necessary to meet the objectives of the school as well as state and national approving agencies.

### *Specific Objectives*

1. Technical

To provide adequate technical training which will permit students to enter their chosen para-professional occupation. To provide adult training and re-training as needed by business, industry, agriculture, and individuals.

2. Academic

To furnish adequate opportunities in general and basic studies, in order to insure a balanced education.

3. Social

To encourage the social development of students through interaction with technical groups, student government, student organizations and community projects.

4. Psychological

To create an environment in which students grow in maturity and self-understanding through career education.

5. Health and Recreation

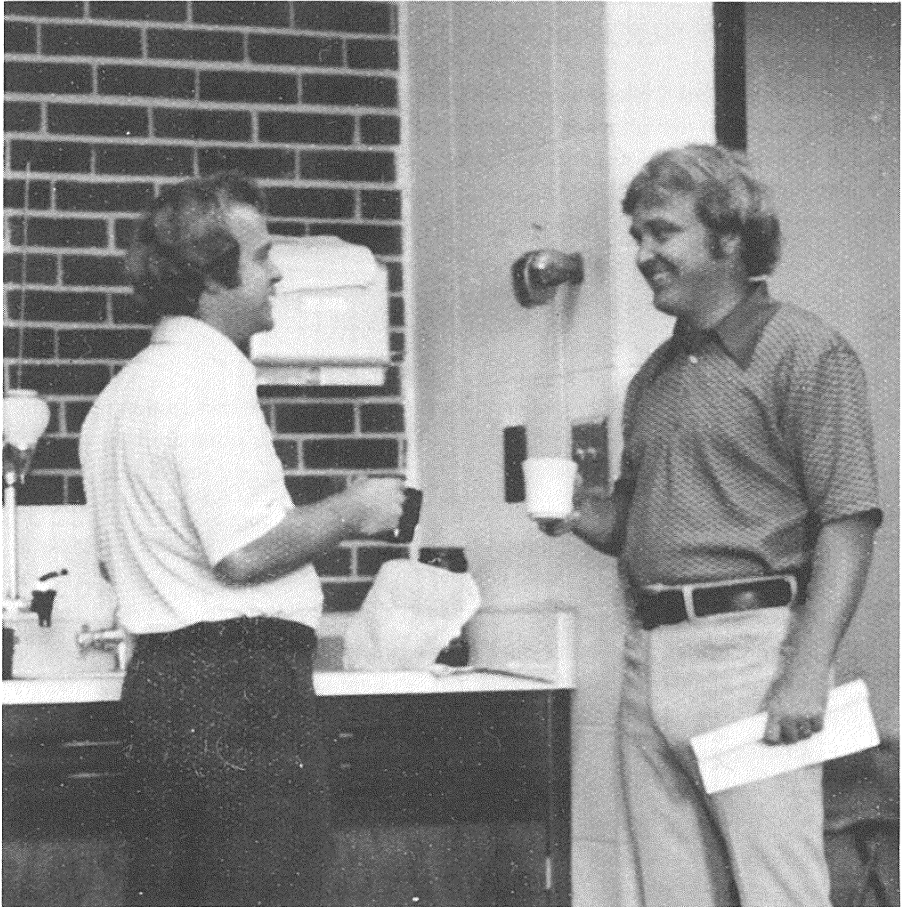
To arrange adequate health and recreational services through institutional or community facilities.

## ADMISSIONS POLICY

Hocking Technical College subscribes to an "open-admissions" policy for accepting students. Prospective students should have a high school diploma or the equivalent and an interest and aptitude in the field of training selected. Adults who lack a high school diploma or equivalency may receive permission to enroll after it has been determined that they possess the basic ability to succeed in technical courses.

At present the college does not require any admissions tests with the exception of students enrolling in the nursing programs. These students are required to take the Psychological Corporation Test for entrance to schools of nursing.

Although the American College Test and the Scholastic Aptitude Test are not required for admission, a student who has taken these tests is urged to have the scores reported to Hocking Technical College for records information.



## ADMISSION PROCEDURES

1. *Application:* The student must complete and return the formal Application for Admission. A non-refundable application fee of \$10 must accompany the application.
2. *High School Transcript:* The applicant is responsible for having a high school transcript forwarded to the college. A high school transcript request form should be completed and submitted to a high school counselor or to a high school administrative office for completion. The transcript should be sent to Hocking Technical College by the high school.
3. *College Transcript:* A college transcript is required of all applicants who have attended other colleges, universities or institutes.
4. *Interview:* An interview at the college is highly recommended. Counselors are available to any student desiring more information about technical education



or programs available at the college. The counseling office is open to visitors from 8:00 a.m. to 4:00 p.m., Monday through Friday. An appointment is suggested.

5. *Official Acceptance:* Approval of the application for admission is issued by the Admissions Office after the applicant has completed the requirements stated above. After receiving a letter of acceptance, the student indicates his understanding of the policies and regulations of the college and his intent to enroll by submitting the \$25 advance tuition deposit (non-refundable). This payment completes his admissions procedures and applies only to the beginning quarter for which the student enrolls.
6. *Medical Technologies:* Students enrolling in any of HTC's Medical programs will have other admissions procedures to follow. These are outlined in the Health Careers section of the catalog.

## PRE-TECH SUMMER PROGRAM

A student whose high school transcript reveals deficiencies in preparation necessary for technical education is recommended for the Pre-Tech Program. This program is strongly recommended to prepare for the regular fall schedule.

The Pre-Tech Program . . .

1. provides intensive courses in basic mathematics, verbal and written communications, reading, and study skills,
2. permits the student to complete a technical course, thus reducing his class load in the heavily scheduled fall quarter,
3. aids the student in becoming acquainted with college life,
4. provides for more personal contact with instructors because of smaller class sizes in this session.

## TRANSFER CREDIT

Credit earned in other institutions may be transferred to Hocking Technical College provided the course content is similar to the course for which credit is being sought, a grade of "C" or better was earned in the other course, and the following procedure is followed:

1. The student seeking credit must furnish an official transcript of the work taken.
2. A catalog course description of each course for which credit is being sought must accompany the transcript.
3. The student should apply for such transfer credit during the first quarter of attendance at Hocking Technical College.

The Dean of Students and the appropriate Department Chairman will make a determination concerning the transfer credit request.

Transfer credit appears as "CR" on Hocking Technical College transcripts, and no transfer grades are used in computing grade averages at Hocking Technical College.

## REGISTRATION

Prior to the beginning of every quarter, the student will receive, by mail, materials for registration. An early registration period is designated before the opening of each quarter and the student is urged to use this opportunity. Each quarter has one regular registration day; at this time all who have not pre-registered must register. A \$5.00 late registration fee will be charged after this day.

## WITHDRAWAL FROM SCHOOL

To withdraw from the college, add or drop a class, or change a technology, a student must secure the appropriate form from the Student Records Office and follow the directions on the form. Unless this procedure is carefully followed, the student's records will be incomplete.

Students should *never* drop out of school without completing withdrawal forms.

## STUDENT FINANCIAL AID

Financial aid for students attending Hocking Technical College is available under several different programs and from a variety of sources. The primary basis for granting aid is financial need. If you are in doubt about qualifying for assistance, we strongly suggest that you apply.

### *How to Apply for Financial Aid:*

1. Obtain and complete a Hocking Technical College Financial Aid Questionnaire. This is available from the Financial Aid Office at Hocking Technical College.
2. The Parents' Confidential Statement must be completed and filed with the College Scholarship Service.
3. The Student's Confidential Statement must be completed if you apply as an Independent Student. These forms may be obtained from your High School Counselor or Financial Aid Office at HTC.
4. Obtain application for the Ohio Instructional Grant from your High School Counselor or Financial Aid Office at HTC, complete, and mail to the Ohio Board of Regents.
5. Students in Law Enforcement may obtain a LEEP application form from the Financial Aid Office at HTC and must return the application to HTC.



### *Identification of Self-Supporting (or Independent Student):*

A student is ineligible for consideration as an Independent Student for financial aid if he:

1. has been claimed or will be claimed as an exemption for federal income tax purposes by either parent or any other person (except spouse), for the calendar year in which aid is received and the prior calendar year.
2. has received or will receive financial assistance of more than \$200, including room and board, of any kind, from one or both parents or from persons acting in *loco parentis* in the calendar year in which aid is received and the prior calendar year. A student is considered to have received more than \$200 in assistance if he has resided with his parents for four months or more.
3. A student whose parents, or others acting in *loco parentis*, have died within the period discussed above is eligible for consideration as an "Independent," even if the above tests are not met.

### *Ohio Instructional Grants:*

An Ohio student planning to enroll or already enrolled at HTC on a full-time basis may apply for an Instructional Grant. An Ohio Instructional Grant varies from \$90 to \$575, depending upon family financial circumstances. All students from families

with incomes below \$16,000 should apply. Applications can be obtained from your high school counselor or HTC Financial Aid Office.

To be eligible for an Ohio Instructional Grant, a student must . . .

1. be a resident of Ohio,
2. be enrolled as a full-time undergraduate student in an eligible Ohio institution of higher education,
3. be making "appropriate progress" toward an associate degree or a bachelor's degree,
4. not be enrolled in a course of study leading to a degree in theology, religion, or other field of preparation for a religious profession,
5. mail notarized application to the Ohio Board of Regents, Third Floor, Nitschke Building, 35 East Gay Street, Columbus, OH 43215.

### *Supplemental Educational Opportunity Grants:*

A citizen of the United States living in any state or territory of the United States, with an established need is eligible to apply for a Supplemental Educational Opportunity Grant. Grants range from \$200 to \$1,500 per year.

### *College Work-Study Program:*

Students attending HTC may apply for the College Work-Study Program in which the student may work in a part-time job with earnings to be applied toward their expenses at Hocking Tech. Application for this program is made to the Financial Aid Office at Hocking Technical College.

### *Basic Opportunity Grants:*

Students may apply for this program by completing the application for determination of expected family contribution. Grants range from \$50 to \$1,000 for Hocking Tech students. This particular grant is an entitlement grant based on family income and family contribution. All students from families with incomes below \$14,000 should apply.

### *Nursing Scholarships and Loans:*

Students enrolled in the A.D. Registered Nursing Program are eligible for Nursing Scholarships and Loans. The student may receive up to \$2,000, based on a determined need. To be eligible, you must be of "Exceptional Financial Need." Loan repayment may be cancelled by employment as an R.N. in an eligible hospital.

*Scholarships:*

Students attending Hocking Technical College are eligible for a wide variety of local, state, and national scholarship programs. Information on these programs can be obtained from high school guidance counselors.

*Law Enforcement Grants and Loans:*

Individuals enrolling in Police Science or Corrections Technologies are eligible to apply for special grants and loans. Employment in a criminal justice field after graduation will cancel the student's obligation to repay aid received under this program. Students who are presently employed by a law enforcement agency, are eligible for grants. Loans are awarded to individuals who plan to enter law enforcement.

*Guaranteed Student Loans:*

Guaranteed student loans may be obtained from local banks, savings and loan associations, or credit unions that participate in student loan programs. Students who cannot obtain a loan from a local lending institution may apply directly to Hocking Technical College for a loan.

A Parents' Confidential Statement or a Student's Financial Statement must be filed with the College Scholarship Service to determine eligibility for a subsidized loan. If you are eligible, the federal government will pay the interest up to one year after you graduate or leave school. At this time, the student starts repayment of the loan.

*G.I. Bill:*

Public Law 385, the Veterans' Readjustment Act of 1966, provides funds for the continuation of education. Veterans seeking financial aid through this bill should contact the local Veterans' Office. Students receiving Veterans' aid are also eligible for the other financial aid programs if a need exists. Please refer to the section "G.I. Bill" following this financial aid summary. Eligible veterans should contact the Veterans' Office at Hocking Technical College or their local Veterans' Office.

*Bureau of Vocational Rehabilitation (BVR):*

Approximately ten percent (10%) of the students attending HTC are receiving assistance from BVR. Contact your high school counselor, the district BVR Office or Financial Aid Officer at Hocking Technical College for information. Students who are found eligible for BVR, receive total coverage on tuition, books, and fees. Students who live away from home usually receive a living allowance to pay for room, board, and personal expenses.

*Manpower Development and Training Act (MDTA):*

Some students qualify for financial assistance under MDTA. Application for this type of aid is made through the local office of the Ohio State Employment Service, and should be made at least eight weeks before school starts.

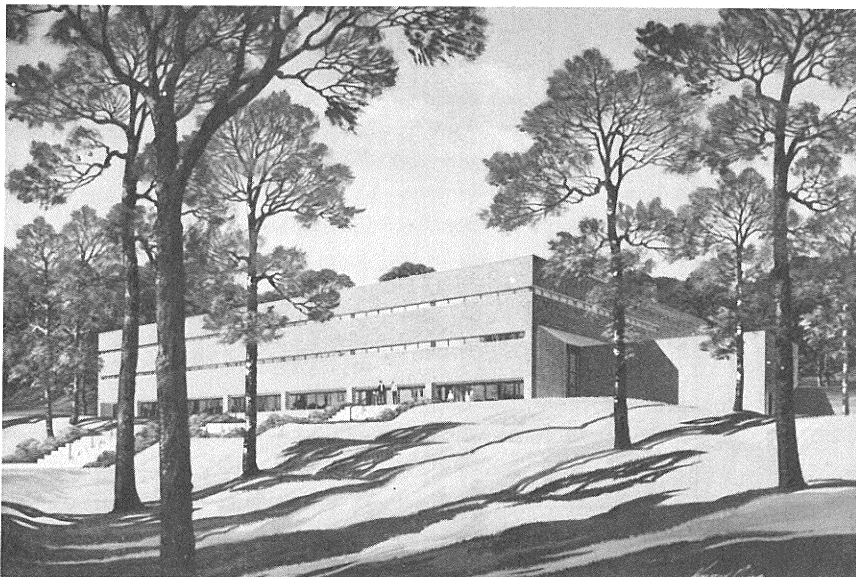
*Summary:*

All students applying for financial aid must complete a Hocking Tech Financial Aid form and a Parents' Confidential Statement. In addition, those students applying for an Ohio Instructional Grant must complete the Ohio Instructional Grant Application and the Basic Opportunity Grant application.

Since financial aid is granted on a "first come basis," it is recommended that you submit your application by early winter, in order to allow sufficient time for processing. The awarding of aid after this time will depend upon the existence of remaining funds.

Students must be accepted for admission to HTC before action will be taken on applications for financial aid.

Since few students qualify as Independent Students (self-supporting), be sure you meet the requirements for an Independent Student before you apply in this category. If you have any questions, contact your high school counselor or the Financial Aid Officer at Hocking Technical College.



## VETERANS' BENEFITS

### *G.I. Bill*

Individuals serving in the Armed Forces, discharged after January 31, 1955, are eligible for G.I. Benefits. Training is also provided for active-duty members of the Armed Forces who have served at least two years, a portion of which occurred after January 31, 1955, are eligible for educational benefits. Send photocopies of your separation papers (DD-214), your marriage certificate, birth certificates of your children to the VA Regional Office. The VA will retain whatever you send them in their offices.

The address is:

Veterans Administration Regional Office  
 Federal Office Building  
 1240 East Ninth Street  
 Cleveland, Ohio 44199

Listed below are the numbers of hours a student must carry *each quarter* to qualify for benefits.

Rate	Undergraduate	No. of Dependents and Monthly Pay Rates			
		None	One	Two	Additional Dep.
Full-time	12 or more hours	\$220	\$261	\$298	\$18
¾ time	9-11 hours	\$165	\$196	\$224	\$14
½ time	6-8 hours	\$110	\$131	\$149	\$ 9
Less than ½ time	1-5 hours	At the rate of the cost of tuition and fees, not to exceed \$220.00.			

### *Special Education Programs*

#### A. *College Prep for Veterans (1961) Pre-Tech*

1. *Eligibility* — Veterans, wives and widows
2. *Entitlement* — All courses necessary to prepare the veterans for a specific program at HTC. These courses are offered mainly during HTC's Pre-Tech program.
3. *Payment* — Same as for standard G.I. Bill, but there is no charge against the veteran's educational entitlement.

#### B. *Tutoring*

1. *Eligibility* — Veterans, wives, widows and children enrolled at HTC who are having difficulty with standard course work; students do not have to be failing.
2. *Entitlement* — Up to \$50 a month for nine months or until \$450 is consumed.

- C. *Vocational Rehabilitation* — A veteran whose disability is rated 30% or more is entitled to special counseling and to consideration for more generous education benefits. For instance:
1. Forty-eight months of entitlement.
  2. Tuition, fees and texts plus a subsistence allowance.
- D. *Workstudy* — Veterans in need may be employed by the Veterans Administration for up to 100 hours at \$2.50 an hour for Outreach, processing of paper work, and other appropriate work. Vets may be employed by HTC in VA related work.





## TUITION AND FEES

Checks and money orders should be made payable to the Treasurer, Hocking Technical College. Payment may be made by Bank Americard. Students using veterans' benefits must apply to the Veterans' Administration for a Certificate of Eligibility and Entitlement.

### *Fees\**

Application Fee (one time only).....	10.00
Registration Fee (first quarter only).....	10.00
Instructional Fee .....	150.00
(full-time load 12-18 credit hours)	
Graduation Fee.....	15.00
General Fee.....	25.00
Part-time Instructional Charge..	15.00 per quarter hour
Room and Board (approximately).....	900.00 per year
Surcharges	
Ohio residents outside Appalachian Region .....	5.00 per quarter
Students residing outside Ohio and outside the Appalachian Region .....	175.00 per quarter

## REFUNDS

Tuition refunds will be made according to Board policy, and then only for valid reasons that require the student to change his plans.

Quarter fees will be refunded according to the following schedule:

1. From the date on which the fees were paid until the first day of class — full refund less \$25 for Fall Quarter — full refund less \$10 for Winter, Spring and Summer Quarters.
2. 80% refund when withdrawal form is completed in the first week of the quarter.
3. 60% refund when withdrawal form is completed in the second week of the quarter.
4. 40% refund when withdrawal form is completed in the third week of the quarter.
5. 20% refund when withdrawal form is completed in the fourth week of the quarter.
6. No refunds after the fourth week.

Students dismissed by the College or students leaving school without following withdrawal procedures are not entitled to a refund.

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\*The College reserves the right to change any part or all of the tuition and fee schedule as need may require.



Refunds will be processed through the College fiscal office and will require approximately 30 days for payment.

Refunds due to billing errors or incomplete classes (evening division) will be processed within one week of request.

Summer fees will be refunded according to the following schedule:

1. 80% refund when withdrawal form is completed by Wednesday in the first week of the quarter.
2. 60% refund when withdrawal form is completed by Saturday in the first week of the quarter.
3. 40% refund when withdrawal form is completed by Wednesday in the second week of the quarter.
4. 20% refund when withdrawal form is completed by Saturday in the second week of the quarter.
5. No refund after the second week.

## GRADING SYSTEM

- A — Exceptional
- B — Superior
- C — Average
- D — Below Average
- N — No Credit
- I — Incomplete

- W — Withdrawal  
 X — Credit by Examination  
 K — Transfer Credit  
 T — Audit  
 S — Satisfactory  
 U — Unsatisfactory

*Quality points are used for averaging grades.*

For each credit hour of A — 4 points

For each credit hour of B — 3 points

For each credit hour of C — 2 points

For each credit hour of D — 1 point

Points are not assigned to the other grade designations and those hours are not used in computing a student's point average.

## GRADUATION REQUIREMENTS

The requirements for graduation are as follows:

1. A student must have a 2.0 overall accumulated average and a 2.0 in his major to graduate.
2. A student must have credit (passing grades) for all courses required by the technology in which he is enrolled. The course requirements for each technology are listed in this catalog in the section entitled Course Requirements.
3. A student who earns a grade average of 1.5 or less for any quarter is placed on academic probation. The student and his parents will receive official notification of academic probation. Also, the student is required to complete at least half the credit hours for which he is enrolled in a given quarter. Failure to meet this requirement can result in a reduction of the number of hours the student will be permitted to attempt.
4. The student is responsible for completion of all graduation requirements. Refer to the Student Handbook for information regarding graduation procedures. A faculty advisor is assigned to assist each student in planning his program in order to comply with graduation requirements, but the student is held accountable for knowing the graduation requirements of his technology and complying with them.

## CREDIT BY EXAMINATION

Credit may be earned for courses by passing a comprehensive examination in that particular subject matter area. Only students who exhibit advanced skills or have appropriate experience may take the examination. Veterans and graduates of vocational high schools may wish to consider this possibility for advanced standing. Applications for the examinations are made to the appropriate instructor.



Not all courses lend themselves to credit by examination. In particular, courses requiring large amounts of lab work and field experience are difficult to evaluate in one examination. Therefore, the Dean of Instruction will determine what courses are subject to credit by examination. Forms for requesting credit by exam can be obtained from the Records Office.

## ADDING OR DROPPING CLASSES

1. Obtain an add-drop sheet from the Student Records Office
2. Fill in the personal information section
3. In the change order section, fill in the course number, course name, credit hours, days and time for each class added or dropped
4. Obtain the initials of each instructor involved in the space provided.
5. Obtain the signature of a counselor in the space provided
6. Return the form to the Student Records Office

## CHANGE OF GRADE

1. Obtain a change of grade sheet from the Student Records Office
2. Fill in the personal information section
3. Have the instructor giving the grade fill in the change of grade section
4. Return the form to the Student Records Office

## CHANGE OF TECHNOLOGY

1. Obtain a technology change sheet from the Student Records Office
2. Fill in the personal information section
3. In the request to change technology section, fill in your current technology and the technology to which you wish to transfer
4. Obtain the signatures of the *department chairmen* of the technologies involved in the spaces provided
5. Obtain the signature of a counselor in the space provided
6. Return the form to the Student Records Office

## ATTENDANCE REGULATIONS

Regular attendance is required to satisfactorily complete a course. It is the student's responsibility to be punctual and in attendance for each class or laboratory meeting. Learning to be punctual and dependable is a definite part of the curriculum.

Illness or real emergencies are the only reasons for missing a class. Work can be made up only in case of such valid reasons for absences. Make-up work is the responsibility of the student and must be made up under the direction of the instructor and at his convenience.

## STUDENT CONDUCT

The College's position on conduct and dress for its students is stated in the Student Handbook. Generally speaking, the College expects students to conduct themselves in a mature and responsible manner that conveys respect for themselves and the rights of others.

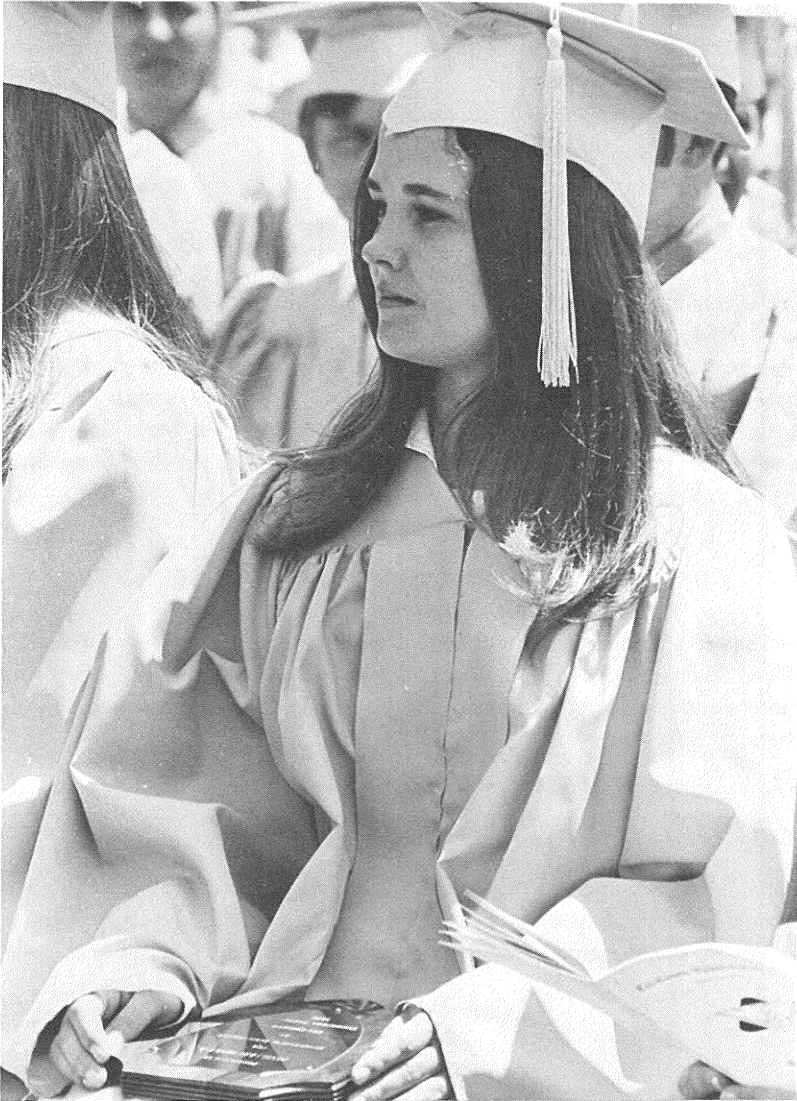
## STUDENT GOVERNMENT

The Student Government is the official voice of the student body. It is the governing body for students and insures the rights of students to officially act on matters that concern them. The Student Government has the responsibility and power to undertake

investigation of conditions and circumstances involving administration. They will be involved in entertainment and outside activities. The Student Handbook provides more detailed information about Student Government.

## STUDENT GRIEVANCES

Students have the right to register grievances and make requests of the college administration. The Student Handbook outlines the procedure for this.



## STUDENT ORGANIZATIONS

### COMPUTER SCIENCE CLUB

The Club consists of students who are working on their third quarter of computer courses. They work together to raise money for extended educational field trips. The Club also contributes to the social activities of Hocking Technical College by sponsoring dances, student-faculty basketball games, and other activities.

### OUTDOOR CLUB

The Outdoor Club was organized by students in the Recreation and Wildlife Technology. While membership is primarily composed of these students, the Club is open to all who enjoy the outdoors. The Club sponsors a variety of activities including hiking, backpacking, and the study of various facets of natural history. Films and speeches on pertinent outdoor topics are presented at the meetings.

### GAMMA GAMMA

This society is a chapter of the Tau Alpha Pi National Honor Society, and its members are those engineering students in the upper 4% of all students in their school and having a 3.50 average or above. The objectives are to provide recognition for a high standard of scholarship, to promote and encourage scholastic achievement, and to engender certain desirable qualities of personality, intellect, and character.

### FORESTRY CLUB

Membership is open to all students in the Forestry Technology. Its purposes are social and educational. The Club raises money by selling Christmas trees, fuel wood, and by planting trees for private land owners. The money is used for weekend trips to state parks in Ohio and West Virginia.

### HOTEL AND RESTAURANT MANAGEMENT CLUB

The Club was founded to provide students in the Hotel and Restaurant Management Technology with additional field trips and programs, which will help them in their chosen field. The Club sponsors many income-producing functions which are used to finance these field trips.

### AMERICAN CERAMIC SOCIETY (STUDENT BRANCH)

The main function of the Society is to disseminate scientific and technical ceramic information, primarily through the organization's publications and meetings. Student branches are formed where there are bona fide university and college students interested in the ceramic arts and sciences, and enrolled in at least ten hours per week at their schools.



### LAMBDA ALPHA EPSILON

Lambda Alpha Epsilon is a fraternity dedicated to the advancement of professional administration of Criminal Justice.

The Epsilon chapter of Hocking Technical College was the first fraternity of this nature in Ohio. Membership is open to pre-service students and in-service personnel as well as to those who have served honorably in law enforcement or related fields.

### VETS CLUB

Hocking Tech's Vets Club is open to all Veterans enrolled at this institution. The Club's major function is developing social ties and cooperation among fellow students and Vets.



## THE H.T.C. ALUMNI ASSOCIATION

The newly formed Alumni Association of Hocking Tech completed its constitution during the past academic year. Currently over 300 past graduates of the college are members in good standing. With several meetings each year, a board of directors and the annual spring social function, the foundation is already set for a continuing successful organization.

## PUBLICATIONS

The "Image" is the student newspaper of H.T.C. It is published by the Student Government for the students of the college under the direction of the Student Services Department. Interested students are encouraged to volunteer for various publication and reporting duties. In addition, the college also publishes "The Hocking Technical College Newsletter." This is a publication which presents information about the college and technical education. It is published primarily for the students of the college and the community. Articles are encouraged for inclusion in both publications.

## COUNSELING

Counseling services are provided to insure maximum results from the student's educational opportunities. Counselors are available to discuss academic, personal, and career problems. We urge all students to contact a counselor as soon as a problem arises. Early attention usually corrects problems. Counseling services can also be arranged by notifying an instructor. All instructors are available and have regular posted office hours for student conferences. Also, students will be assigned to a faculty advisor for additional counseling.

## HEALTH SERVICES

It is of paramount importance to have good health for a successful college career. Although the college does not require a physical exam of those students who are not enrolled in a nursing program, it reserves the right to order a physical examination of any student it deems necessary. The College Health Center is interested in assisting the student in maintaining good health.

The College Health Center is located in the student services area. D. R. Johnson, M.D., is the college physician. A registered nurse, currently licensed in Ohio, is on duty Monday through Friday from 8:00 A.M. until 4:00 P.M. Dr. Johnson has approved certain standing orders which the nurse may use for emergency illness and injury.

There is no charge for services rendered at the College Health Center. If treatment is necessary from a hospital or from a physician's office, there is a charge to the patient.



## LIBRARY

Hocking Technical College Library is designed primarily to serve the needs of the students and faculty of the college. The major portion of the collection deals with the technologies taught. In addition, users can find nonfiction books concerned with topics of current interest and importance as well as a good collection of fiction. Students are urged to use the library often for their career and personal goals.

## THE COLLEGE BOOKSTORE

The college Bookstore is managed and operated for the convenience of the students and staff. Most books are sold to the student at an educational discount, not at the publisher's list price. Students may save up to 25% on materials sold through the bookstore.

At the end of each quarter, students may sell textbooks back to the bookstore if instructors are planning to use the book another quarter.

## HOUSING INFORMATION

Housing at the college is available in private homes, apartments, dormitories and trailers. Room rent is approximately \$130-\$175 per quarter for private homes and trailers. In most cases, an advance deposit will be required to hold your reservation. Kitchen privileges may be offered at no extra cost. Meals in the adjacent vocational school cafeteria are available only at noon at a nominal cost.

Located within walking distance from the campus is a trailer court which offers housing to male students. At capacity, four men will room per trailer.

The college has also made arrangements with Ohio University housing and private dormitories in Athens, Ohio (twelve miles from campus). Although the cost is somewhat higher, a variety of meal plans is also available.

**IMPORTANT** — Because of the rural location of the college, it is imperative that housing arrangements be made early.

Also, housing arrangements are strictly the responsibility of the student. Any arrangements made for housing are between the student and landlord — not through the college. The college only monitors the availability of housing and provides lists of those places where residents have indicated a desire to house students.

If you have been accepted by the College and you need housing, please follow these steps:

1. Request a list of available housing from the College. Arrange to visit, select and confirm your own accommodations.
2. As soon as definite arrangements have been made, complete a Change of Address card at the U.S. Post Office, in order to receive mail at your local address.
3. For emergency purposes, be sure to register your local address and phone number in the Admissions Office. Also, notify us if you change this address at any time.
4. Please address correspondence to:

Hocking Technical College  
 Student Services (Housing)  
 Route 1  
 Nelsonville, OH 45764

## ADVISORY COMMITTEES

### *General Advisory Committees*

The Technical College District has appointed a General Advisory Committee, sometimes called a steering committee, made up of key people from a variety of lay organizations. These resource people advise the trustees and administration on such things as community feelings and needs. They help assure that the proper emphasis and attention is given to the various aspects of our educational program. They are another liaison between the school and the public the school serves. This advisory committee offers recommendations to the board of trustees and the school administration.

### *Technical Advisory Committees*

A Technical Advisory Committee has been named for each technical area or cluster of technical areas. These committees, like the General Advisory Committee are advisory only, not policy-making. These committees, made up of professional and techni-



cal people competent in their fields of specialty, work directly with administration and staff on curriculum needs, employers' viewpoints, up-to-date changes in industry, new equipment and process trends, recruitment ideas, and many more pertinent subjects. This Committee insures the College of the latest industrial and business developments by meeting several times a year for discussions and evaluation.

## COMMUNITY ORIENTED PROGRAMS

Hocking Technical College offers a variety of programs which fall into the general categories of evening classes, outreach classes, educational service programs, and seminar. These programs are a vital asset to the total educational enterprise through which the college seeks to serve the community.

Our College affirms that sincere consideration and effort will be given to meet the educational needs of any group. Through the flexibility of our programs, the community is assisted in meeting the challenges of today's society. The general programs are:

### *Evening School Program*

Each quarter a schedule of evening classes is offered at Hocking Technical College. Most of these courses carry standard college credit. However, certain courses are offered on the basis of public interest. The purpose of the evening program is to serve the community needs of: (1) acquiring skills to advance in one's present employment, (2) developing skills to change occupations, (3) gaining knowledge of one's personal interest, and (4) working towards an associate degree.

Evening technical courses provide adults with the opportunity to sample and acquire knowledge without sacrificing the security of present job and life patterns. Approximately twenty-five courses are offered each quarter. Usually a selection from several technologies is offered.

Also of interest to evening students are the certificate programs which have been developed. Each technology has a group of ten technical courses and two elective courses that comprise a certificate program. Upon completion of these ten technical courses and two elective courses, the student is certified in that technical area.

## OUT REACH PROGRAM

Hocking Technical College provides accredited technical courses within private or other state institutions. If the employees of an industrial plant are in need of technically related education, Hocking Technical College is prepared to initiate those courses on the site of that industrial plant. The major advantages of this type of program are: (1) group has common objectives, (2) individual can readily see the application of technical concepts to his own job, (3) convenience to the student, and (4) credits earned may still be applied toward a certificate or an associate degree.

## EDUCATIONAL SERVICE PROGRAM

Hocking Technical College has an organized program of special presentations. These are designed to be both enjoyable and educational. Several presentations have been developed by each technical department at the college. As a branch of this program, HTC also has an organized speaker's bureau which presents topics relating to technical education.

## SEMINAR DEVELOPMENT PROGRAM

Hocking Technical College will develop seminars for interested groups on any topic consistent with its current curriculum. Seminars have been organized from one day to two weeks duration and also on the basis of periodic meeting over an extended period of time. With the availability of a motel on the campus, ample facilities are available to meet the needs of seminar groups.

Services in seminar development, however, are not limited to our on-site facilities. Seminars can be organized at suitable sites within roughly a 50-mile radius of the institution. Seminar services include all communication with participants, arrangement of meals and lodging, scheduling of conferences and conference materials and equipment, activities, and all financial arrangements. On all the above described programs and services, contact:

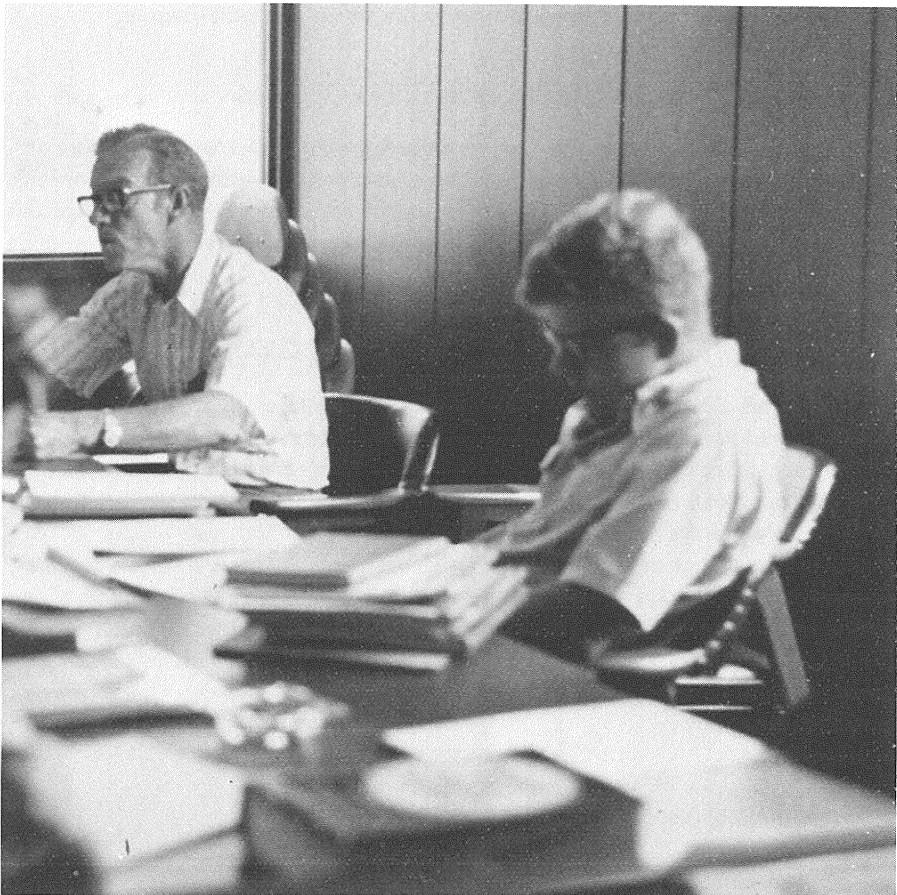
Director of Adult Continuing Education  
 Adult Continuing Education Division  
 Hocking Technical College  
 Nelsonville, Ohio 45764

## THE PLACEMENT OFFICE

The services of the Placement Office are available to students, graduating seniors, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for placement in the right job after graduation. Information pertaining to job opportunities is provided along with assistance in gathering and presenting material information to prospective employers. Assistance is also rendered by department chairmen who monitor current job openings.

Interviewing schedules and appointments with students are arranged for representatives of business and industry who visit the campus to recruit employees. Liaison is maintained between graduates and companies.



# ASSOCIATE DEGREE PROGRAMS CERTIFICATE PROGRAMS

2023-2024





# BUSINESS TECHNOLOGIES

## ACCOUNTING TECHNOLOGY

The Accounting program is designed to teach students the art of gathering, summarizing, interpreting, and reporting financial data pertaining to business.

The accounting student will learn to analyze interpreted accounting data in order to measure the operational efficiency of a business enterprise and to use the financial information for decision making.

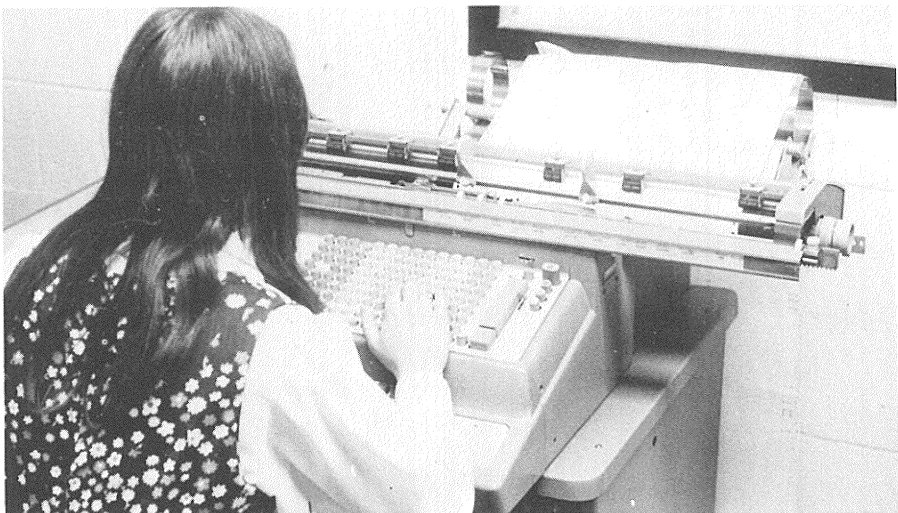
The Accounting program is specifically designed to familiarize students with the basic accounting theory, bookkeeping techniques, and management skills with specialized areas covered such as tax accounting, payroll accounting, cost accounting, retail accounting, and auditing.

### *Equipment Provided*

Accounting machines, billing machines, adding machines, electronic calculators, posting boards, and a NCR Century 100 Computer.

### *Job Opportunities*

Most entry level positions are at the junior accountant level in any of these three broad areas: private businesses, governmental agencies, and public accounting firms. Advancement is based on persistence, ability, and technical competency. Other related job opportunities are payroll clerks, accounts receivable clerks, payables clerks, accounts supervisors, etc.



**HOCKING TECHNICAL COLLEGE  
ACCOUNTING TECHNOLOGY  
CURRICULUM**

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
0060	Introduction to Sociology	G	3
1230	*Accounting I	B	4
0221	*Survey of Data	T	3
1030	Introduction to Business	T	3
1243	*Business & Accounting Machines	T	2
	Total		18
	<i>Second Quarter</i>		
1011	Communications II	G	3
1022	Math 11	B	3
1231	*Accounting II (1230)	B	4
2550	Principles of Management	T	3
1299	*Computer Concepts	T	2
0040	Economics I	B	3
	Total		18
	<i>Third Quarter</i>		
1012	Communications III	G	3
1232	*Accounting III	T	4
1236	*Automated Data Systems	T	4
2235	*Payroll Accounting	T	4
1026	Math 21	B	3
	Total		18
	<i>Summer (Optional)</i>		
1201	Internship	T	12
1200	Special Problems	T	3
	<i>Fourth Quarter</i>		
1530	*Money Markets & Institutions	T	3
0050	Introduction to Psychology	G	3
2234	*Basic Cost Accounting	T	4
2237	*Principles of Finance	T	4
2233	*Accounting IV	T	4
	Total		18
	<i>Fifth Quarter</i>		
0080	Political Science I	G	3
0075	Speech	G	3
2218	*Tax Accounting	T	4
2286	Business Organization & Management	T	3
2262	*Auditing I	T	4
	Total		17
	<i>Sixth Quarter</i>		
0219	Business Law	B	3
0041	Economics II	B	3
2295	Retail Accounting	T	3
0051	Developmental Psychology	G	3
2265	*Auditing II	T	3
	Total		15

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE ACCOUNTING TECHNOLOGY

- 0221 *Survey of Data:* This course covers the gathering, handling, and converting of data to an automated system. Various base numbering systems and logic are stressed.
- 1030 *Introduction to Business:* This course is designed to introduce to the student a wide variety of concepts, theories, and real situations that occur in the world of business. Since American business is perhaps the most complex, wide-spread, all-encompassing institution in our society, except government, only the major areas of business will be covered and none of the sections will be dealt with completely.
- 1243 *Business and Accounting Machines:* Includes exercises for the development of proficiency in the use of the ten-key adding machine and calculators, including the electronic calculator. In introduction to the use of an accounting machine. Application of basic machine skills to the solution of business and accounting problems.
- 2235 *Payroll Accounting:* Payroll is designed to acquaint students in the Accounting Technology with the principles and procedures of payroll record-keeping and accounting. The course covers all taxes, insurance programs and optional deductions and the physical process of calculating and recording these items. The course is summed-up with a practical exercise in an entire payroll system.
- 1223 *Computer Concepts:* The computer and basic principles of its operation are introduced. Various types of computers and peripheral equipment are discussed. Flowcharting and programming techniques are studied and used.
- 1232 *Accounting III:* This is an introduction to accounting with the emphasis placed upon the corporate organization. Accounting for capital stock and corporate bonds are reviewed. Manufacturing operations for the accounting viewpoint are summarized.
- 1236 *Automated Data Systems:* This course will cover basic accounting procedures handled in a Data Processing environment. Such applications as Payroll, Customer Billing and Inventory Control will be programmed to run on a data system.
- 2550 *Principles of Management:* Principles of Management deals with the first-level of supervision as a manager geared also to all supervisory positions. The managerial functions are developed and cycled — practical emphasis placed on mid-management areas, labor relations; since these areas are so critical to the operating supervisor.
- 1201 *Internship:* A student who earns internship credit will be one working in a data processing environment doing a job which requires the learning of some of the skills in his curriculum. He will be required to turn in a paper on his particular area of work and be evaluated by his supervisor.

- 1200 *Special Problems:* Any student requiring credit for a special area of interest can receive credit through special problems. A student and an instructor will define the area and establish certain requirements or courses which must be accomplished for the issuance of credit.
- 2234 *Basic Cost:* Includes basic concepts, terms, entries, records, reports, procedures, and problems. Accounting for materials, labor, and overhead.
- 2237 *Principles of Finance:* Principles of Finance is designed to acquaint the accounting student with the processes involved in financial management of business operations. Areas covered are: Financial Statement Analysis and Comparative Interpretation, Decision Analysis, and Investment Options. A thorough background in accounting is needed to successfully complete this course.
- 2233 *Accounting IV:* The first course at the intermediate level. Study of accounting theory, financial statements, inventories, cash, receivables, intangible assets, and insurance. Problem solving is emphasized.
- 2218 *Tax Accounting:* Emphasis is upon federal tax (income) for individuals — proprietorships and businesses including partnerships. Introduction to corporate taxes, the various laws and regulations covering the above, and forms necessary in filing same. Emphasis on Reform Act, 1972. Emphasis on new social security changes.
- 2286 *Business Organization and Management:* A general survey of business organizations to familiarize the student with business organizational structures and its relationship to management. Line, staff, and management by exception will be covered in detail.
- 2262 *Auditing I:* The field of auditing and public accounting — Audit objectives, standards, evidence, and procedures.
- 2265 *Auditing II:* Objectively obtaining and evaluating evidence is the essence of auditing. The types of evidence obtained and other criteria employed to evaluate evidence will be covered. Financial systems audit, management audit, operational audit, performance audit, and compliance audit will be emphasized throughout the course as to their relationships in the delegation of operating authority — from top to middle management and to specialists and others in the administrative chain of command.
- 2295 *Retail Accounting:* Emphasis will be placed upon the quantitative measurement of retail activities and particularly upon the development, interpretation, and use of internal accounting data as they apply to retail merchandising control.  
The ability to develop accounting and store records to be used effectively in the operational and merchandising areas will further be emphasized and practiced by the students. Management decision making cases will be developed in a sequential manner throughout the course.
- 2202 *Individual Studies in Accounting:* (1-5 hours, by arrangement)

## COMPUTER SCIENCE TECHNOLOGY

The Computer Science program is specifically designed to train persons to operate and program computers. Some system planning and design is introduced to help the student better understand specific business applications.

"Hands-on" experience is stressed. Most of the student's time will be spent in the laboratory situation flowcharting, coding, running, and debugging computer programs in five popular business languages. The languages offered are Cobol, Fortran, Neat/3, RRG, and PL1.

### *Job Opportunities*

Start — Computer Operator or Programmer

Advance — System Analyst, Program Analyst, System Programmer, Management

### *Equipment Provided*

Unit Record Equipment — 10 Cardpunches, 1 IBM 548 Interpreters, 3 Sorters (2 IBM 82 Sorters, 1 IBM 084 Sorters), 1 IBM 85 Collator, and 1 IBM 514 Reproducer.

NCR Century 100 Computer — 32,000 Internal Bytes of Storage, 2 Card Readers, 1 Cardpunch, 2 Integrated Disc Units with 9.2 million Bytes of Storage, 1 Console Typewriter, and 1 Line Printer.



## HOCKING TECHNICAL COLLEGE COMPUTER SCIENCE TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
<i>First Quarter</i>			
1010	Communications I	G	3
0291	*Accounting I	B	3
0220	*Introduction to Data	T	4
1223	*Computer Concepts	T	3
1270	*Program Analysis I	T	2
1030	Introduction to Business	B	3
Total			18
<i>Second Quarter</i>			
1011	Communications II	G	3
1022	Math 11	B	3
0292	*Accounting II (0291)	B	3
1226	*Programming I	T	5
1271	*Program Analysis II	T	2
Total			16
<i>Third Quarter</i>			
1012	Communications III	G	3
1026	Math 21	B	3
1227	*Programming II	T	5
1214	*Systems Analysis	T	2
0040	Economics	B	3
1225	*Documentation Technique	T	2
Total			18
<i>Summer (Optional)</i>			
1203	Internship	T	12
1202	Special Problems	T	3
<i>Fourth Quarter</i>			
0075	Speech	G	3
0060	Introduction to Sociology	G	3
2286	Business Organization & Management	T	3
2228	*Cobol I	T	5
2251	*Data Systems I	T	4
Total			18
<i>Fifth Quarter</i>			
0080	Political Science I	G	3
2229	*Cobol II	T	5
2252	*Data Systems II	T	4
2293	*Cost Accounting	T	3
Total			15
<i>Sixth Quarter</i>			
0219	Business Law	B	3
2272	*Fortran	T	5
2250	*Data Systems III	T	4
0050	Introduction to Psychology	G	3
1229	*Introduction to RPG	T	3
Total			18

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE COMPUTER SCIENCE TECHNOLOGY

- 0220 *Introduction to Data:* This course is an introduction to record maintenance utilizing a punch card system. Programming and operations of basic machines such as key punch and sorter will be stressed. Problem solving techniques will be introduced along with systems flow charting.
- 1223 *Computer Concepts:* The computer and basic principles of its operation are introduced. Various types of computers and peripheral equipment are discussed. Flowcharting and programming techniques are studied and used.
- 1270 *Program Analysis I:* A study of different forms of input-output media and their development and uses in the data processing cycle. Card formats, print formats, and disk formats will be discussed. The layout of input-output data as related to machine functions will be analyzed.
- 1226 *Programming I:* This course consists of the study of computer language which is closely related to actual machine instructions. During this quarter, particular emphasis will be placed upon the use of the input-output devices and the manipulating logic required for the creation of reports. Extensive lab time will be made available to the student for this course.
- 1271 *Program Analysis II:* An in-depth study of the logical and functional elements of programming and program documentation with emphasis on program efficiency and economy. General techniques that could be applied in any programming system will be studied. Problems and exercises will reinforce material being taught.
- 1227 *Programming II:* This is a continuation of Programming I. The student will go deeper into the use of a low level language. Programs will be written which utilize storage and retrieval of data from magnetic media. Extensive lab time will be made available for this course.
- 1214 *Systems Analysis I:* This course will attempt to take the students through a step-by-step approach to the study of business systems and the design of integrated computerized procedures to handle such systems. The students will work throughout the course with a simulated company, as a vehicle for application of the theories presented, with the goal of analyzing, redesigning, and documenting a package of interrelated systems for this company.
- 1225 *Documentation Techniques:* This will essentially be a lab course and will be so organized as to draw upon and complement material presented in the concurrent Systems Analysis I course. The students will spend the major part of class time gaining practical experience in the development of such documentation techniques as program and system flowcharts; card, printer, and file layouts; run sheets and run books.
- 1203 *Internship:* A student who earns internship credit will be one working in a data processing environment doing a job which requires the learning of some of the skills in his curriculum. He will be required to turn in a paper on his particular area of work and be evaluated by his supervisor.



- 1202 *Special Problems:* Any student requiring credit for a special area of interest can receive credit through special problems. A student and an instructor will sit down and define the area and establish certain requirements of courses which must be accomplished for the issuance of credit. For example, special programs may be required for administrative use for which the student can earn special credit.
- 2286 *Business Organization and Management:* A general survey of business organizations to familiarize the student with business organizational structures and its relationship to management. Line, staff, and management by exception will be covered in detail.
- 2228 *Cobol I:* This is the first part of a two part study of the Cobol Language (American National Standard) and its implementation into a business environment. The student will use the Cobol Language to solve problems in payroll accounting, inventory control, accounts receivable, accounts payables, cash flow, billing procedures, and many other areas. Special Cobol areas covered are table handling, file handling, and sequential accessing with sequential processing.
- 2251 *Data Systems I:* Data Systems I concerns itself about how an operating system works and what is contained in an operating system. A system approach to applications will be introduced with differences pointed out between a system approach and a program approach. Canned applications will be examined with one applied system solved with appropriate flowcharting. System flowcharting will be introduced with appropriate techniques explained.
- 2229 *Cobol II:* The second part of a two part study of the Cobol Language (American National Standard) as used in the business environment. The problem solving approach is still used with special areas covered such as manipulating variable length records on input-output devices, random accessing with sequential processing, index sequential accessing method, handling of two and three dimensional tables, and overlay processing. Lab sessions will be used to apply the above uses and methods in solving different business problems.
- 2252 *Data Systems II:* The principles of design and implementation of a computerized system for a relatively straightforward accounting application will be taught in conjunction with an on-going-case-study.
- 2293 *Cost Accounting:* Includes basic concepts, terms, entries, records, reports, procedures, and problems. Accounting for materials, labor, and overhead.
- 2272 *Fortran:* The objective of this course is to familiarize the business programmer to the programming concepts of Fortran. Many different applications, both business and scientific, will be solved. The course is not meant to make a student a Fortran programmer, but its goal is to make a business programmer proficient enough to understand its capabilities and to write a basic Fortran program.
- 2250 *Data Systems III:* The course will examine hardware systems of the major manufacturers, including full-size and miniprocessors, peripherals, and terminals. The students will be introduced to the concept of an operating system

and in particular to the NCR Century 100 operating system and the IBM DOS and OS systems, including the multiprogramming and virtual storage facilities of the latter. Teleprocessing hardware and software will be discussed. Important programming languages not offered as separate courses will also be introduced at this time. Although lab work will not be emphasized, there will be assignments to give the students practice in such areas as job control language for the IBM Operating Systems, PL/1 and RPG coding.

2200 *Individual Studies in Data Processing:* (1-5 hours, by arrangement)



## HOTEL-RESTAURANT MANAGEMENT TECHNOLOGY

The Hotel-Restaurant Management Technology is designed to equip the student with the basic communicative skills and technological background which will enable him or her to supervise a quality establishment. The student's work will include a basic study of the workings of hotels, motels, and food facilities, with a survey of other hospitality facilities included. Studies include varying organizational components, and an examination of the management processes and functions.

The student will study supervision in relationship to sales and reservations, front-desk operations, housekeeping, auditing and related areas. He or she must be able to identify and solve problems in human relations, sales, and merchandising to maintain quality service. Principles of food preparation and sanitation will be surveyed in detail.

### *Possibility of Future Employment and Advancement*

Assistant manager — chain operated motor lodge or food service.  
Apartment — housing management.  
Front office manager.  
Dining room host or hostess.  
Front desk clerk-cashier

### *Equipment Provided*

NCR or Monroe Sweda hotel posting machine.  
Hotel-Restaurant training complex.



## HOCKING TECHNICAL COLLEGE HOTEL & RESTAURANT MANAGEMENT TECHNOLOGY CURRICULUM

Course No.			Credit
<i>First Quarter</i>			
1010	Communications I	G	3
0060	Introduction to Sociology	G	3
1625	Introduction to Hospitality Industry	T	3
1635	Quality Food Preparation	T	3
1030	Introduction to Business	B	3
2670	*Hotel-Restaurant Laboratory Experience I	T	3
	Totals		18
<i>Second Quarter</i>			
1011	Communications II	G	3
0291	*Accounting I	B	3
1681	Hotel Motel Operations	T	3
1640	Regular & Modified Menu Planning	T	3
2671	*Hotel-Restaurant Laboratory Experience II	T	3
	Totals		15
<i>Third Quarter</i>			
1012	Communications III	G	3
1026	Math 21	B	3
0292	*Accounting II	B	3
1630	Purchasing for Food and Lodging Est.	T	3
1615	Food & Lodging Merchandising	T	3
2672	*Hotel-Restaurant Laboratory Experience III	T	3
	Totals		18
<i>Summer (Optional)</i>			
1690	Internship	T	12
1693	Special Problems	T	3
<i>Fourth Quarter</i>			
2286	Business Organization & Management	T	3
0040	Economics I	B	3
0050	Introduction to Psychology	G	3
2610	Food & Beverage Management	T	3
2294	Accounting for Hotel & Restaurant	T	3
2673	*Hotel-Restaurant Lab Experience IV	T	3
	Totals		18
<i>Fifth Quarter</i>			
2534	Marketing	B	3
0075	Speech	G	3
0221	*Survey of Data	T	3
2682	Hotel and Restaurant Management I	T	3
1682	Management Supervision	T	3
2674	*Hotel-Restaurant Lab Experience V	T	3
	Totals		18
<i>Sixth Quarter</i>			
0219	Business Law	B	3
0080	Political Science I	G	3
2582	Principles of Finance	B	3
2683	Hotel & Restaurant Management II	T	3
2686	Facilities Programming and Planning	T	3
2675	*Hotel-Restaurant Lab Experience VI	T	3
	Totals		18

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE HOTEL-RESTAURANT MANAGEMENT TECHNOLOGY

- 1625 *Introduction to the Hospitality Industry:* A basic study of the workings of a hotel, motel and restaurant, with survey of other hospitality facilities. Study includes its varying organizational components, and an examination of the management processes and functions.
- 1635 *Quality Food Preparation:* This course will cover the basic facts and principles of quality food preparation. Students will learn about care and operation of equipment used in quantity kitchens. Sanitary techniques in production will be studied.
- 1681 *Hotel-Motel Operations:* Students will continue principles of management of hotel-motel operating problems; basic survey of all departments in motel and restaurant management, and their relationship to each other.
- 1640 *Regular and Modified Menu Planning:* This course illustrates proper procedures in planning normal menus to have a properly balanced meal to be used in food service industries. This includes restaurants, nursing homes, and hospitals. An actual menu will be constructed.
- 1630 *Purchasing for Food and Lodging Establishments:* This course will cover basic procedures involved in purchasing food, serviceware, and textiles for the hotel-restaurant business.
- 1615 *Food and Lodging Merchandising:* The study of marketing as applied to the motel and restaurant industry. Areas to be surveyed will include the motel sales department; banquet and catering operations, and utilization of regular dining facilities. Use of different selling techniques, such as direct mail, newspaper advertising, display advertising, and public relations will be studied.
- 1690 *Internship:* The course is prepared to offer the individual student an opportunity to gain relative experience in his or her chosen field. It is intended that the participating student secure approved employment, which will be relative to his or her future employment.
- 1693 *Special Problems:* The course Special Problems is designed to enable students to pursue an area of special interest to them. The course will be held by special arrangement with the student's instructor, and should be relative to the student's current study area, and to his future employment. The course is also used as a supplement to Internship, where the seminar approach can be used.
- 2610 *Food and Beverage Management:* Course is designed to introduce the basic principles of restaurant and institutional management. All major areas of restaurant management will be surveyed, and special emphasis will be given to controlling food, beverage, and labor costs.



- 2294 *Accounting for Hotels and Restaurants:* The course is designed to equip students with the accounting process as found in the hospitality business. Areas to be surveyed will include financial statements, internal control, food and beverage control, payroll accounting, use of ratios and auditing.
- 1682 *Management Supervision:* Management Supervision is the study of basic principles of supervision and how they are adapted to motel and restaurant management. The course will also survey oral and written directions, scheduling of personnel, and handling personnel problems. Students will have an opportunity to supervise other students and employees at the Hocking Valley Motor Lodge.
- 2682 *Hotel and Restaurant Management I:* The course is designed to give the student some of the basic tools of management. Areas to be surveyed include the following: scheduling problems, purchasing problems, maintenance problems, service problems, and problems relating to motel and restaurant procedures. Policy setting will also be discussed.
- 0221 *Survey of Data:* This course covers the gathering, handling, and converting of data to an automatic system. Various base numbering systems and logic are stressed.
- 2286 *Business Organization and Management:* An integrated approach to the study of organization and management using knowledge from traditional theory, as well as newer management science. The organization is viewed as an open socio-technical system with primary substances.
- 2686 *Facilities Programming and Planning:* The study of effective use of both motel and restaurant facilities. Development of new programs in restaurant-banquet service. Survey of control factors which are used to make best use of facilities.

- 2683 *Hotel and Restaurant Management II:* A study of the principles of management. First course covers management of personnel and routing managerial duties. Developmental training surveyed.
- 2670 *Hotel-Motel Lab Experience I-VI:* These courses are designed to offer the student a valuable learning experience at Hocking Valley Motor Lodge. The courses will cover all phases of motel and restaurant operation. They will offer "hands on" practical experience which will supplement lecture material.
- 2204 *Individual Studies in Hotel/Restaurant Management* (1-5 hours, by arrangement)



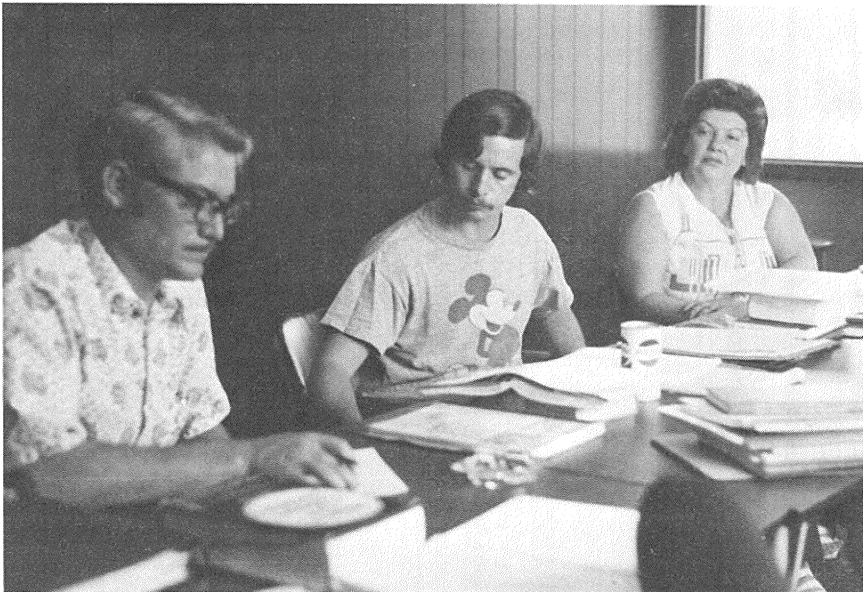
## RETAIL MARKETING MANAGEMENT TECHNOLOGY

### *Description of Technology:*

Retail Management Technology is designed to prepare persons for entry-level management positions in retail businesses. The areas of study are chosen to give the student an overall understanding of management positions and functions in all retail operations including small one-owner stores, partnerships, department stores, chain store operations, and discount stores. More than one half of the curriculum is composed of technical retailing courses with an emphasis on laboratory situations. Students spend a great deal of time actually working in local businesses of varied types.

### *Possibility of Employment:*

Job opportunities are tremendous in retail operations as managers, assistant managers, merchandisers, buyers, and salespersons, and the pay and fringe benefits are good. The graduate usually can pick from many types of operations and locations depending on career objectives and goals.





## HOCKING TECHNICAL COLLEGE RETAIL MARKETING MANAGEMENT TECHNOLOGY CURRICULUM

Course No.			Credit
<i>First Quarter</i>			
1010	Communications I	G	3
0050	Introduction to Psychology	G	3
1510	*Sales	T	3
1520	*Retailing	T	3
1030	Introduction to Business	B	3
0291	*Accounting I	B	3
	Total		18
<i>Second Quarter</i>			
1011	Communications II	G	3
1022	Math 11	B	3
2525	*Retail Buying	T	3
2550	Principles of Management	T	3
0292	*Accounting II (0291)	B	3
2236	*Payroll Records and Accounting	T	3
	Total		18
<i>Third Quarter</i>			
1012	Communications III	G	3
0221	*Survey of Data	T	3
0219	Business Law	B	3
1599	*Sales Promotion	T	3
2540	*Merchandise Accounting	T	3
1026	Math 21 (1022)	B	3
	Total		18
<i>Summer (Optional)</i>			
1590	Internship	T	12
1594	Special Problems	T	3
<i>Fourth Quarter</i>			
1530	*Money Markets & Institutions	T	3
2534	*Marketing	T	3
2263	*Advertising	T	3
0040	Economics I	B	3
2527	*Retail Law	T	3
0080	Political Science I	G	3
	Total		18
<i>Fifth Quarter</i>			
2288	*Personnel Management	T	3
2400	*Wholesaling	T	3
0075	Speech	G	3
2582	*Principles of Finance	T	3
1631	*Purchasing	T	3
	Total		15
<i>Sixth Quarter</i>			
2580	*Retail Store Operations	T	3
1242	*Business Machines	T	2
1244	*Business Seminar	T	4
0060	Introduction to Sociology	G	3
1512	*Operations Analysis	T	4
	Total		16

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE RETAIL MARKETING MANAGEMENT TECHNOLOGY

- 1510 *Sales:* This course is designed to introduce the Management student to the sales function in the Retail sphere of operations. Areas covered are: the background for selling; such as product, customer, competition analysis, and the company; the selling process covering planning, the sales presentation, handling objections and questions, and closing the sale; the differences between industrial and retail selling with emphasis on retail selling; and sales management including construction of sales forces and program planning.
- 1520 *Retailing:* This course is designed as an overview of the entire retail sphere of operation, especially from the viewpoint of management. The student will study the areas briefly, all of which are covered in depth in other retail management courses. Areas covered are: store management; including location, outfitting, and merchandise set-up, the organization; including structure of various types of operations, staffing and personnel management; merchandise management; including the buying function, inventory control, budgeting and pricing; Marketing; including Advertising, Display, Sales Promotion, Salesmanship, Services and Credit structures; and Control through Accounting.
- 2525 *Retail Buying:* This course is designed to give the student knowledge and experience in the area of buying for a retail operation. The course will concentrate on the buying function and its place within the overall organization. Areas covered are: resources, product differentiation, buying techniques, and practices, merchandising at different levels and pricing. Other areas directly associated with the buying function are covered in other courses.
- 2550 *Principles of Management:* This course is designed to acquaint the student to the overall function of management, and give the student the skills with which he can become an effective manager in a retail area. The student will study the structure of management in retail organizations looking at all levels of management, but concentrating on the lower levels where he will be first employed. The student will study the functions of a retail manager in various operations, and how these functions effect the overall operation. The student will study decision making models and theories for retail operations with an emphasis on the lower levels of management. Areas covered within this framework are: Planning, Organizing, Leadership, Controlling, and Key Area Management.
- 2236 *Payroll Records and Accounting:* This course is designed to give the student an in-depth study of payroll systems and their function in business. The students will study the rules, regulations, and laws governing payroll systems and employee records. The laboratory hours will be spent in working practical problems in payroll including record keeping, government reporting, and accounting procedure.
- 0221 *Survey of Data:* This course is designed to give the student an understanding of Electronic Data Processing Systems and their use in business. The course covers the gathering and handling of raw data, and covering this data to put

into use in an EDP System. Various based number systems are studied and logic is stressed.

- 2263 *Advertising:* This course is designed to help the student become proficient in external advertising for a retail operation. This course covers the six basic advertising areas: television, radio, newspaper, magazine, direct mail and outdoor. Most of advertising theory will be discussed in the Sales Promotion course; therefore, Advertising will concentrate on practical matters such as: budgeting, media selection, copy writing, layout and design, campaign construction and market segmentation. The lab hours will be used in class and external projects in advertising in conjunction with local businesses.
- 2540 *Merchandise Accounting:* Emphasis will be placed upon the quantitative measurement of retail activities and particularly upon the development, interpretation, and use of internal accounting data as they apply to retail merchandising.
- 1590 *Retail Management Internship:* As a program of supervised on-the-job work experience the internship familiarizes the student with retail management as it actually works. Coupled with learned principles and methods the work situation gives the student an opportunity to demonstrate his ability both to himself and others. While the student works, he will be required to accomplish various tasks as prescribed by his instructor in order to help the student maximize his opportunity. The internship enables the student to add time and experience to his work record, gain confidence in himself and orient his goals.
- 1594 *Special Problems:* Special problems confronted by the student on the job are prepared in report form to be submitted at the retail seminars held at the College four times during the internship quarter. Additional projects are required to be completed during his internship quarter. Through these projects, the student is expected to become familiar with company policies and procedures and the methods of establishing a merchandise emphasis or a merchandise department.
- 1530 *Money Markets and Institutions:* This course is designed to introduce the Management and/or Accounting student to the financial institutions in our society and the structure they form. Some major areas covered are the Federal Reserve System, Banking Institutions, Sources of Capital, Insurance Companies and the legal framework in these areas.
- 2534 *Marketing:* This course is designed to give the student knowledge of the marketing function in business. The student will study all the functions within the area such as: consumer behavior, information channels, products, types of markets, distribution and transportation, pricing, marketing strategy, and some promotion. Marketing is basically defined as getting a product to the consumer, and the laboratory hours will be used to study physical channels of distribution, gathering information from consumers (called market research), and planning marketing strategy.
- 1599 *Sales Promotion:* This course will help the student gain proficiency in internal promotion of a retail business. The course will be primarily concerned with instore display of merchandise, and promoting the store itself using few

external advertising sources. Areas covered will be: store layout and floor design, merchandise display, window dressing and display, advertisement of special sales, public relations, and inventory control. Consumer buying habits and motivation factors will be studied to determine public relation guidelines for a retail business.

- 2288 *Personnel Management:* This course is designed to acquaint the student with the principles of managing personnel both in and out of the personnel function. The personnel function includes recruiting, selection, assessment, development, evaluation, and motivation of employees. All managers work with people, so all managers are concerned with leadership, supervision, labor relations and employee motivation. Lab hours will be used to study the personnel process including forms of application, motivation methods, leadership role playing and other methods of managing personnel.
- 2400 *Wholesaling:* This course is designed as a study of the wholesaler and his function as a part of the channel of distribution. Specifically, the student will study how retailing and wholesaling effect each other from the viewpoint of the retail manager. Areas covered will be ordering methods, discount systems, shipping systems, price lines, catalog orders, legal aspects of wholesaling and consignment sales.
- 2582 *Principles of Finance:* This course is divided into two parts. The first part is a study of financial institutions such as commercial banks, savings and loan companies, credit unions and how a retail operation will use anyone of them. The second part of the course is concerned with financing of a retail operation. Areas covered are loans, extension of credit, supplier's credit, investments, pension programs and capital expenditures.
- 1631 *Purchasing:* Purchasing is defined as a management function, and is therefore essential to the curriculum of a retail manager. All items of merchandise or non-selling goods are purchased (the merchandise purchase being called buying) so the student will use purchasing principles, methods, functions, personnel systems in purchasing, EDP systems, inventory management, planning and forecasting, budgeting, and performance of the system.
- 2580 *Store Operations:* This course will provide an overall survey of operational procedures and problems encountered through day to day operations of general merchandise, mass variety merchandises, and chain stores. The management approach will be emphasized throughout the course with the use of case-problem approach.

Lectures, open discussion, external survey project reports, and visits to various merchandising establishments. Therefore, providing practical and more intangible base upon which to base the analysis and draw conclusions of the business world.

- 1242 *Business Machines:* This course is designed to acquaint the student with various mechanical and electronic devices used in retail businesses. Such items are: printing and visual display calculators, 10-key adding machines, programmed calculators, posting machines, spirit duplicators, mimeograph ma-

chines, photocopiers, transcribers, and other machines commonly found in retail businesses.

- 1244 *Business Seminar:* This course comes in the last quarter for a student and is designed as a "capstone" wherein the student will use most of the knowledge gained in the previous quarters. The student will work in a local retail operation. The lab hours will be used to try out methods, ideas, and theories in order that the student will acquire a feeling for implementing and evaluating concepts. The one hour lecture will bring all the students together to pool their ideas and experiences in order to evaluate them.
- 1512 *Operations Analysis:* The student will take this course in his last quarter using information gained in other courses to analyze various retail operations in the local business areas. The lab hours will be used to study, in depth, the daily managerial duties and functions in different retail businesses. The lecture hour will bring all the students together in order to analyze and evaluate their findings.
- 2527 *Retail Law:* This course is a study of the Uniform Commercial Code and all its applications to retailing management.
- 2203 *Individual Studies in Retail:* (1-5 hours, by arrangement)

### RETAIL MANAGEMENT PROGRAMS (As Electives)

#### *Real Estate*

- 2565 *Real Estate Principles:* A general introduction to real estate as a business and as a profession, designed to acquaint the student with the wide range of subjects necessary to the practice of real estate. Topics include: license, law, ethics, purchase agreements, escrow and title work, advertising, appraisals, sales, market trends, the role and influence of real estate in the economy, taxes and assessments. (3 hours credit)
- 2566 *Valuation of Residential Properties:* Study of those elements which affect values of residential properties. Emphasis placed on the methods of evaluating property. (3 hours credit)
- 2528 *Real Estate Law:* The legal phase of realty transactions, from the listing of the property to the closing of the escrow. A review for owners, brokers, salesmen, mortgage and escrow officers. (3 hours credit)
- 2567 *Real Estate Management:* Basic coverage of real estate management embracing the areas of leasing, maintenance, budgeting, creative market analysis, public relations, collections, office procedures, zoning, and development. Relationship of management to other specialized real estate areas. (3 hours credit)
- 2568 *Real Estate Financing:* A study of the procedures and techniques requisite to the analysis of risks involved in financing real estate property. The source of funds, lending institutions, their limits and requirements, types of mortgages including conventional, Federal Housing Administration, Veterans Administra-

tion, and construction loans. Application forms, credit evaluations, interest rates, loan costs, loan closings, and competition in the money market. (3 hours credit)

2569 *Real Estate Sales:* Deals with the current sales techniques. An approach to everyday problems in selling and sales management with particular emphasis on consumer motivation and reactions. (3 hours credit)

2570 *Real Estate Brokerage:* Study of the factors necessary for the establishment and efficient operation of a sales and brokerage office. Salesman-broker relations, terminology, listings, purchase agreements, loans, land contracts, office location, records, and procedures. (3 hours credit)

2571 *Valuation of Income Properties:* Factors which influence the value of commercial properties. Demonstrations of the methods which apply the preparation of the appraisal cost. Analysis of comparative and capitalization approaches. Problems taken from actual appraisals. (3 hours credit)





## SECRETARIAL SCIENCE TECHNOLOGY

This technology was developed to give the student the qualifications to hold a job in an executive office. The graduate will be trained to accept responsibilities and to understand the operation of a business. The training will be modern with emphasis on the continuing changes in business and the importance of keeping up to date. Skill and speed are to be developed to a professional level.

### *Possibility of Future Employment and Advancement*

Many positions are available for a well-trained, highly skilled secretary. The expanding economy for business, professional, and scientific services offers unlimited opportunities for secretaries.

Advancement in a secretarial position depends largely upon the individual's ability and initiative.

### *Equipment Provided*

- Typewriters
- Dictation and Transcribing Equipment
- Adding Machines and Calculators
- Duplicating Equipment
- Automatic Typewriter

## HOCKING TECHNICAL COLLEGE SECRETARIAL SCIENCE TECHNOLOGY CURRICULUM

Course No.			Credit
	<i>First Quarter</i>		
1010	Communications I	G	3
0040	Economics I	B	3
1030	Introduction to Business	B	3
1240	*Typewriting I	T	3
1245	*Shorthand I	T	4
1242	*Business Machines	T	2
	Total		18
	<i>Second Quarter</i>		
1011	Communications II	G	3
2283	*Records Management	T	2
0291	*Accounting I	B	3
1241	*Typewriting II	T	3
1246	*Shorthand II	T	4
1022	Math 11	B	3
	Total		18
	<i>Third Quarter</i>		
1012	Communications III	G	3
1215	*Secretarial Office Procedures	T	2
1248	*Typewriting III	T	3
0292	*Accounting II	B	3
1026	Math 21	B	3
1247	*Shorthand III	T	4
	Total		18
	<i>Summer (Optional)</i>		
1205	Internship	T	12
1204	Special Problems	T	3
	<i>Fourth Quarter</i>		
0242	*Business Machines & Duplicating	T	3
0221	*Survey of Data	T	3
2287	Personal Finance	B	3
0217	*Credit & Collections	T	3
2216	*Shorthand Dictation & Transcription	T	3
0075	Speech	G	3
	Total		18
	<i>Fifth Quarter</i>		
0060	Introduction to Sociology	G	3
0080	Political Science I	G	3
2249	*Data Procedures	T	3
2280	*Office Organization & Management	T	3
2281	*Special Problems in Transcription	T	5
	Total		17
	<i>Sixth Quarter</i>		
2282	*Secretarial Seminar	T	3
2284	*Technical Secretarial Skills	T	3
2285	*Special Typing Problems	T	3
0219	Business Law	B	3
0050	Introduction to Psychology	G	3
	Total		15

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.



## TECHNICAL COURSE DESCRIPTIONS FOR THE SECRETARIAL SCIENCE TECHNOLOGY

- 1240 *Typewriting I:* This course is planned for beginning typing students at college level. Those who have had no previous training in typing begin by learning the keyboard. This course offers a quick review of elementary typing knowledge to students with previous training and then allows them to progress, at their own rate.
- 1245 *Shorthand I:* This course is planned for the beginning shorthand student at college level. The student with no knowledge of shorthand begins by learning to construct basic shorthand outlines. Those with prior training begin beyond the lessons giving the basic principles and progress at their own rate.
- 1242 *Business Machines:* A general course planned to give the student a basic understanding of the operation of business machines, such as adding machines and calculators, commonly found in offices. Operating transcribing machines, mimeographs, and fluid duplicators is introduced to secretarial students, as is typing stencils and fluid masters.
- 2283 *Records Management:* A course giving the principles of storage, retention, transfer, and disposition of office records. Filing methods, such as alphabetic, numeric, geographic, and subject, commonly used in offices are emphasized. Systems for handling special records (card, microfilm, and noncorrespondence records) and types of filing equipment and supplies are included. Stresses the importance of keeping essential records and the cost of storing unnecessary records.
- 1241 *Typewriting II:* This course increases speed and accuracy through the use of the special drills and the Datype analyzers. Production rate of letters, tables, manuscripts, and business forms is developed. Various letter styles, table styles, and manuscript styles are taught.
- 1246 *Shorthand II:* This course further develops word and theory phrase building and increases dictation speed through the use of the wireless learning systems. Transcription of business letters from shorthand notes is introduced and developed. The material for practice and dictation is organized according to types of businesses, such as insurance, publishing, real estate, aviation, etc.
- 1215 *Secretarial Office Procedures:* A course to acquaint the student with the duties and behavior of a secretary in a modern office. Opportunities in secretarial fields and various levels of secretarial work are included. Personal qualifications and proper attitude and conduct are stressed.
- 1248 *Typewriting III:* A continuation of Typing II to improve speed and accuracy and increase skill in production of business letters, tables, forms and reports. Group II will learn medical terminology by using the transcriber.
- 1247 *Shorthand III:* This course further develops word and theory phrase building, transcription from shorthand notes, and increases dictation speed through the use of the wireless learning system.

- 1205 *Internship:* This course will provide the student with practical, on-the-job training relative to future employment.
- 1204 *Special Problems:* This course will be held by special arrangement with an instructor in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.
- 0242 *Business Machines and Duplicating:* An advanced course which reviews the use of various business machines and stresses the use of duplicating machines including the offset duplicator.
- 0221 *Survey of Data:* This course covers the gathering, handling, and converting of data to an automatic system. Various base numbering systems and logic are stressed.
- 0217 *Credit and Collections:* The fundamental principles and procedures in credit and collection are emphasized to provide a better understanding of credit principles, procedures, terminology, and job activities and responsibilities.
- 2216 *Shorthand Dictation & Transcription:* A continuation of shorthand offering more advanced training by using more difficult material, some requiring editing and revising. Office-style dictation is introduced. Use of transcribing machines is continued. Practical experience is offered through assigning students to work for faculty members.
- 2249 *Data Procedures:* This course is designed specifically for secretaries so that they might gain the necessary knowledge required when working with data processing personnel.  
Such things as vocabulary skill building, data processing standardized forms, and methods of procedure writing will be discussed. The student, as part of the course, will be required to develop and document some simple data processing procedures.
- 2280 *Office Organization and Management:* A course for prospective secretaries who may be expected to assume at least some of the duties of an office manager. Basic principles governing effective supervision, office organization, and office environment; forms of organization; organization and cost control of office services; current employment and personnel practices.
- 2281 *Special Problems in Transcription:* A continuation of shorthand dictation and transcription, with more emphasis on individual weaknesses and more difficult material. Transcribing of letters and reports on the Executive typewriter. Machine transcription of relatively difficult material.
- 2282 *Secretarial Seminar:* This course is planned for the student taking his sixth quarter. The student will receive some type of on-the-job work experience and certain topics pertaining to the secretarial field will be discussed.
- 2284 *Technical Secretarial Skills:* A course to continue the development of skills and knowledge necessary for secretarial work. Handling travel arrangements, planning and reporting meetings and conferences, maintaining transcription skill, planning and preparing graphs, and review of secretarial responsibilities for financial records are included.

- 2285 *Special Typing Problems:* A course to develop the student's ability to type difficult material. All copy is unarranged; much of it is in longhand. Following instructions, implied as well as stated, is stressed. Use of Executive typewriter for typing tables. Appropriate use of duplicating machines and automatic typewriter.
- 2201 *Individual Studies in Secretarial Science:* (1-5 hours, by arrangement)



# ENGINEERING TECHNOLOGIES

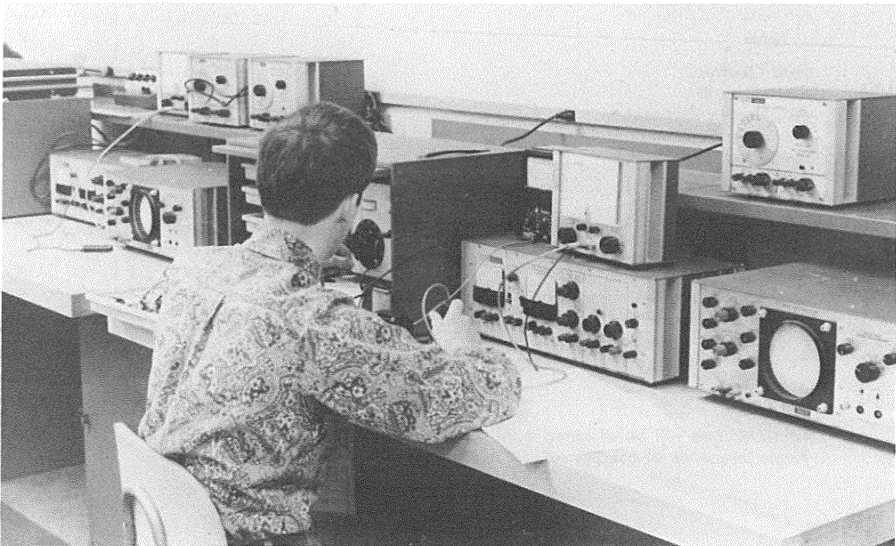
## BROADCAST ENGINEERING TECHNOLOGY

Broadcast Engineering Technology is a two-year program designed to prepare students for entrance into the technical area of broadcasting. The curriculum includes a strong technical program balanced with mathematics, social sciences, and communications courses designed to prepare the individual for positions in broadcasting and allied fields.

Opportunities for employment exist in:

- Commercial TV Stations
- Commercial Radio Stations
- Educational TV Stations
- Educational Radio Stations
- Production Studios
- Sound and Recording Companies
- CATV (Cable TV) Companies
- Government Services
- Technical Sales
- And many other allied fields

A complete electronics laboratory is provided for the student. A radio and television laboratory is furnished in conjunction with Ohio University's stations in Athens.



## HOCKING TECHNICAL COLLEGE BROADCAST ENGINEERING TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
1131	*Elements of D.C. Circuits	T	6
1020	*Slide Rule	B	1
1024	Math 12	B	5
0060	Introduction to Sociology	G	3
	Total		18
	<i>Second Quarter</i>		
1011	Communications II	G	3
1132	*A.C. Circuits	T	4
1028	Math 22	B	5
1150	*Physics I	B	3
0050	Introduction to Psychology	G	3
	Total		18
	<i>Third Quarter</i>		
1012	Communications III	G	3
1145	*Electrical Measurements	T	3
1152	*Electronics I	T	4
1032	Math 32	B	5
1151	*Physics II	B	3
	Total		18
	<i>Summer (Optional)</i>		
1109	Internship	T	12
1110	Special Problems	T	3
	<i>Fourth Quarter</i>		
2170	*Communications Systems I	T	4
2137	*Electrical Process I	T	2
2153	*Electronics II	T	4
2070	Technical Writing	G	3
2143	*Electrical Drawing	T	4
	Total		17
	<i>Fifth Quarter</i>		
2154	*Electronics III	T	5
1181	FCC License Preparation	T	2
1169	*Broadcast Equipment Maintenance I	T	3
1168	*Broadcast Equipment I	T	3
2042	Math 42	B	5
	Total		18
	<i>Sixth Quarter</i>		
1172	*Broadcast Equipment II	T	4
1173	*Broadcast Equipment Maintenance II	T	4
1165	*Broadcast Instruments & Measurements	T	4
1182	*Principles of Video Tape Recording	T	3
2287	Personal Finance	G	3
	Total		18

\*These courses will be assigned a lab time.

Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE BROADCAST ENGINEERING TECHNOLOGY

- 1131 *Elements of D.C. Circuits:* A study of electrical concepts and units; Ohm's Law; Krichhoff's Laws; circuit analysis; networks; magnetic circuits; electro-magnetics; capacitance; electronstatics.
- 1132 *A.C. Circuits:* Introduction to single phase alternating current generation; vectors and complex quantities; vector and phase relationships; capacitive and inductive reactance; impedance; single phase A.C. circuit analysis; resonance; basic transformer theory and applications.
- 1145 *Electrical Measurements:* A concentrated study of the devices used in the measurement of resistance, capacitance, inductance, current, and voltage; operation, repair and calibration of measuring instruments; mathematical analysis with extensive use of vector algebra and trigonometry.
- 1152 *Electronics I:* Introduction to electronic devices. This course will include vacuum tube and solid state device theory; half and full wave rectifiers, power supply filters, and voltage regulations.
- 1109 *Internship:* This course will provide the student with practical on-the-job training.
- 1110 *Special Problems:* This course will be held by special agreement with an instructor in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.
- 1170 *Communications Systems:* An introduction to the principle of communication systems with a study of the transmission, radiation, and reception of electromagnetic energy. Also includes transmitter receivers, antenna and transmission lines.
- 2137 *Electrical Process I:* A study of electronic manufacturing practices in which a printed circuit project will be assigned to each student, completion of which will be the student's responsibility. At the completion of the project, the student will submit a project report.
- 2153 *Electronics II:* Covers the application of tube and transistor in amplifier circuits; bias and stabilization, coupling method, classes of operation, push-pull, distortion, and feedback circuit.
- 2143 *Electrical Drawing:* Templates and symbols will be used to construct block and schematic diagrams. Also, assembly drawing of component mounting, wire cable, and printed circuit boards will be constructed.
- 2154 *Electronics III:* Includes pulse and switching circuits and their application; multivibration, shaping, and introduction to logic circuit.
- 1167 *Federal Broadcast Regulations:* This course is designed to familiarize the student with Federal Communications Commission organization, practices and procedures of commercial radio operators, marking and lighting of antenna structures, frequency allocations and general rules and regulations.

- 1169 *Broadcast Equipment Maintenance I:* This course covers the maintenance of equipment found in the typical radio station and is closely related to *Broadcast Equipment I*. Laboratory experience is provided at Ohio University's Radio Station.
- 1168 *Broadcast Equipment I:* This course covers the audio equipment found in typical AM, FM, and TV stations such as microphones, turntables, and audio distribution and switching systems.
- 1172 *Broadcast Equipment II:* This course covers equipment found in the typical television station such as cameras, film projectors, synchronizing generators, video distribution amplifiers, and switchers.
- 1173 *Broadcast Equipment Maintenance II:* This course covers the maintenance of equipment found in the typical television station, and is closely related to *Broadcast Equipment II*. Laboratory experience is provided at Ohio University's Television Station.
- 1165 *Broadcast Instruments and Measurements:* This course is concerned with the accuracy of broadcast instruments, how the instruments work, proper use, and calibration of the instrument. A special emphasis is placed on the use and calibration of the instruments and their relationship to FCC rules for broadcasting.
- 1182 *Principles of Video Tape Recording:* This course is designed to introduce the student to video tape recording techniques including helical scan recorders and quadruplex recorders.
- 1179 *Individual Studies in Broadcasting:* (1-5 hours, by arrangement)
- 1180 *F.C.C. License Preparation:* This course is a study of technical and legal data pertaining to the requirements of the Federal Communications Commission for issuance of the First Class Radiotelephone Operator's license.





## CERAMIC ENGINEERING TECHNOLOGY

This is the first two-year program in America to train men to work as technicians in the ceramic industry.

The ceramic industries are those concerned with heat processing of clays and inorganic earth minerals, turning them into useful products. Typical ceramic products are glass, porcelain enamels, abrasives, whitewares (pottery, dinnerware, sanitary ware), structural clays (brick and clay pipe), refractories (firebrick), cement, and electronic ceramics. Ceramic products are the most heat resistant, most durable, and hardest products available to man. Ceramic materials are finding ever expanding usage in aerospace, electronic, computer, and jet engine applications.

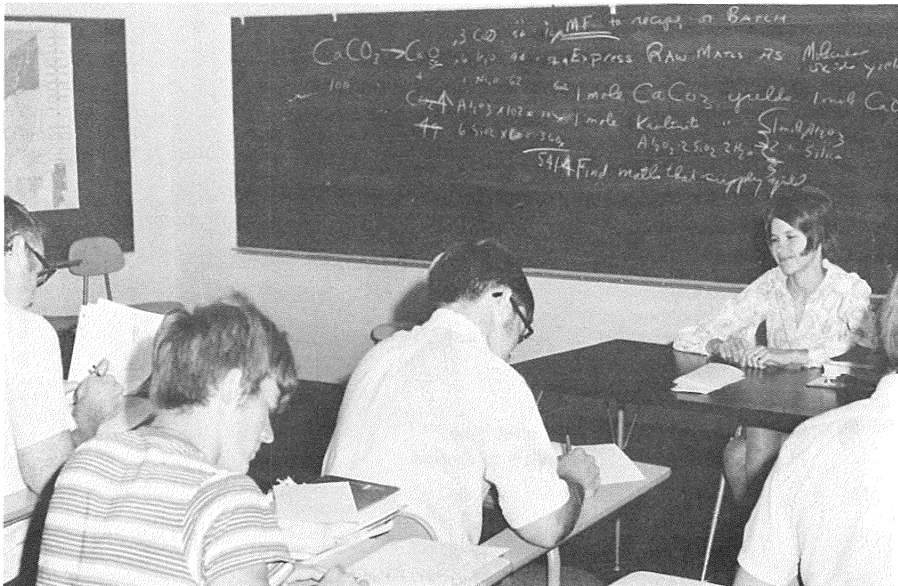
### *Possibility of Future Employment and Advancement*

Ceramic technology graduates have obtained jobs in such fields as glass, refractories, and electronic ceramics with such varied engineering related duties as quality control, production supervision, research and development, technical sales and customer service.

Geographically, past graduates have accepted positions from Virginia and Georgia to Missouri and Illinois. Starting salaries have ranged from \$600 to \$835 per month.

### *Equipment Provided*

Kilns, Glass Furnace, Burner Test Stand, Grinding, Crushing & Screening Equipment, Extrusion Machine, Isostatic Press, Tile Presses, Milling Equipment.



## HOCKING TECHNICAL COLLEGE CERAMIC ENGINEERING TECHNOLOGY CURRICULUM

Course No.			Credit
<i>First Quarter</i>			
1010	Communications I	G	3
1802	*Chemistry I	B	3
1020	*Slide Rule	B	1
1161	*Mineralogy	T	3
1140	*Engineering Drawing I	T	3
1024	Math 12	B	5
	Total		18
<i>Second Quarter</i>			
1011	Communications II	G	3
1028	Math 22	B	5
1122	*Ceramic Materials & Forming	T	4
1141	*Engineering Drawing II	T	3
1803	*Chemistry II	B	3
	Total		18
<i>Third Quarter</i>			
1012	Communications III	G	3
1032	Math 32	B	5
1123	*Ceramic Drying & Firing	T	4
1151	*Physics II	B	3
0060	Introduction to Sociology	G	3
	Total		18
<i>Summer (Optional)</i>			
1102	Internship	T	12
1101	Special Problems	T	3
<i>Fourth Quarter</i>			
2146	*Instruments & Controls I	T	3
2130	*Basic Electricity	T	4
1120	*Manufacturing Process I	T	3
2070	Technical Writing	G	3
2164	*Combustion	T	4
	Total		17
<i>Fifth Quarter</i>			
2162	*Glasses, Glazes, & Enamels	T	4
2174	*Instruments & Controls II	T	3
2193	*Statistical Quality Control	T	4
0050	Introduction to Psychology	G	3
2177	*Ceramic Automation	T	2
2190	Seminar in Industrial Problems	T	1
	Total		17
<i>Sixth Quarter</i>			
2175	*ASTM Procedures	T	3
2195	*Fortran	T	3
2136	Industrial Safety	T	2
2149	Industrial Supervision	T	3
2163	*Hydraulics & Pneumatics	T	3
2287	Personal Finance	G	3
	Total		17

\*These courses will be assigned a lab time.

Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE CERAMIC ENGINEERING TECHNOLOGY

- 1161 *Mineralogy:* An introductory course in the ceramic engineering technology curriculum. Designed to familiarize the student with geology and mineralogy terms, structures, and classifications. Laboratory work provides first-hand contact and field trips in area of study. Films are used as teaching tools.
- 1140 *Engineering Drawing I:* Basic concepts of mechanical drawing with emphasis placed on developing student's power of visualization; understanding of orthographic projection; use of instruments in making working drawing; isometric and section drawings; lettering; dimensioning; freehand sketches.
- 1122 *Ceramic Materials:* Introduction to the ceramic industries crystal structure of clays, ceramic materials, clay-water systems, deflocculation particle size reduction, screening, weighing and blending.
- 1141 *Engineering Drawing II:* A continuation of Engineering Drawing I, plus screw threads and fasteners; detail and assembly drawings; an introduction to structural and architectural drawings.
- 1123 *Ceramic Drying and Firing:* Introduces principles and practices of ceramic forming, drying and firing, including psychrometric charts and calculations.
- 1102 *Internship:* This course provides the student with on-the-job training as a result of work done for one of the ceramic industries. A special arrangement is made with an instructor in Ceramic Technology.
- 1101 *Special Problems:* This course, by special arrangement with an instructor in Ceramic Technology, will provide an opportunity for individual research in the student's major area of study.
- 2146 *Instruments and Controls I:* The study of basic devices for measuring and sensing pressure, liquid level, flow and temperature. Laboratory experiments are performed with both mechanical and electrical applications.
- 2130 *Basic Electricity:* This course is intended to introduce students to electricity and basic electronics, but will not attempt to go deeply into the subject. Laboratory experiments are featured to demonstrate learned theory and to familiarize the student with the use of test equipment.
- 1120 *Manufacturing Process I:* The first of a series of three courses designed to give the student an understanding of present-day manufacturing processes, the materials and manufacturing methods employed in cold and hot working processes. The course will include lectures, demonstrations, and practical applications of machine tools, tooling, measuring; inspection procedures, welding operations; special milling procedures and bonding practices; metal casting and foundry practices; and basic metallurgy.
- 2162 *Glasses, Glazes, Enamels:* A study of raw materials, compositions, uses, physical properties, manufacturing processes, melting and annealing, physical testing, introduction to glass ceramics.

- 2164 *Combustion:* Lecture, laboratory, and plant experiences designed to familiarize students with all the elements of combustion including fuels, combustion analysis, equipment, and control systems. Methods of heat transfer and metering of flow are also included.
- 2174 *Instruments and Controls II:* A continuation of Instruments and Controls I.
- 2193 *Statistical Quality Control:* Basic statistical quality control. Development of quality control, basic concepts and terminology, introduction to probability, the normal distribution. Process capability analysis. Pre-control and control charts. Cost aspects of quality decisions. Lab work in use of control equipment and application of lecture material to actual product conditions.
- 2177 *Ceramic Automation:* Through plant visits, reports, and discussion, the techniques of manufacturing in all types of ceramic industry are covered with emphasis upon automation and the methods accomplishing this automation.
- 2190 *Seminar in Industrial Problems:* Certain industrial problems are investigated and solutions found to these problems. Emphasis is upon areas omitted in other courses or those needing reinforcement.
- 2175 *ASTM Procedures:* Predominately a laboratory course. Lecture material seeks to deepen the students understanding of mechanical and chemical properties of ceramic materials, especially refractories, and to describe ASTM Testing Procedures. Laboratory work consists of conducting the tests and reporting results. Some testing is done in cooperating factory labs.
- 2195 *Fortran:* Fundamental principles of programming a computer using scientific language (Formula Translation) are learned and applied toward the solution of engineering problems. Students learn the basic FORTRAN language, the logic of planning the program, flow charting, and computer operation techniques.
- 2149 *Industrial Supervision:* An introductory course for a supervisory improvement and development program. Duties and responsibilities of supervisors, practical problem solving, techniques of supervision, etc.
- 2163 *Hydraulics and Pneumatics:* A study of the fundamentals of fluid flow as applied to industrial power generation, distribution, and hardware. Lab time concentrates on gaining experience with hydraulic oil and air circuits and hardware.
- 1174 *Individual Studies in Ceramics:* (1-5 hours, by arrangement)

## DRAFTING & DESIGN TECHNOLOGY

A program intended to prepare technicians as draftsmen, junior draftsmen and detail men for the manufacturing industries, or building trades. Some graduates will be required to translate ideas and sketches of engineers into drawings that will be used by those directly responsible for the manufacturing and construction of various parts or overall assemblies.

### *Possible Employment*

Positions are available as draftsmen, junior draftsmen, detailers, technical illustrators in areas of machine design, jig and fixture design and tool design.

### *Equipment Provided*

New lab, blueprinting machines, drafting and design reference materials, codes, manuals, visual-aids, enlarging equipment and lighted tracing tables.



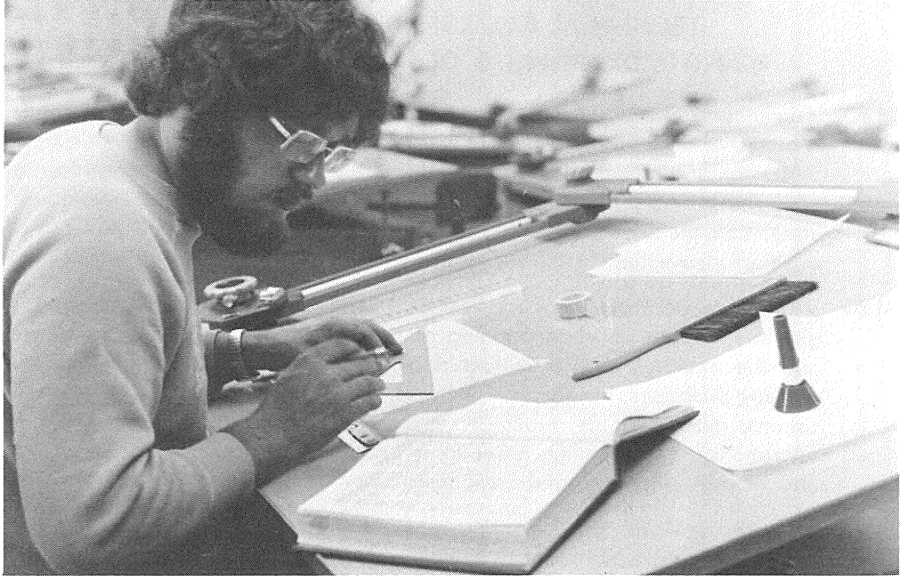
## HOCKING TECHNICAL COLLEGE DRAFTING & DESIGN TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
1140	*Engineering Drawing I	T	3
1120	*Manufacturing Process I	T	3
1020	*Slide Rule	B	1
0060	Introduction to Sociology	G	3
1024	Math 12	B	5
	Total		18
	<i>Second Quarter</i>		
1011	Communications II	G	3
1141	*Engineering Drawing II	T	3
1121	*Manufacturing Process II	T	3
1028	Math 22	B	5
1150	*Physics I	B	3
	Total		17
	<i>Third Quarter</i>		
1012	Communications III	G	3
1142	*Engineering Drawing III	T	3
1125	*Manufacturing Process III	T	3
1032	Math 32	B	5
1151	*Physics II	B	3
	Total		17
	<i>Summer (Optional)</i>		
1198	Internship	T	12
1199	Special Problems	T	3
	<i>Fourth Quarter</i>		
2110	*Graphics I	T	4
2130	*Introduction to Electricity	T	4
2114	*Architecture I	T	3
2168	Plant Layout	T	3
2195	*Fortran	T	3
	Total		17
	<i>Fifth Quarter</i>		
2070	Technical Writing	G	3
0050	Introduction to Psychology	G	3
2115	*Architecture II	T	3
2149	Industrial Supervision	T	3
2144	*Electrical Drafting	T	4
	Total		16
	<i>Sixth Quarter</i>		
2136	Industrial Safety	B	2
2536	*Materials of Industry	T	3
2187	Production I	T	3
2185	*Die Design	T	3
2287	Personal Finance	G	3
1324	*Surveying	T	3
	Total		17

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE DRAFTING & DESIGN TECHNOLOGY

- 1140 *Engineering Drawing I:* The first of a series of drafting courses, this course is aimed at the beginning student in engineering, to provide him with a basic understanding of the language and interpretation of mechanical representation. The principal objectives are: knowledge of orthographic, isometric, oblique, and pictorial sketching and drawing; representation and purpose of auxiliary projection, fasteners, machine processes, and assembly drawing.
- 1120 *Manufacturing Process I:* The first of a series of three courses designed to give the student an understanding of present-day manufacturing processes and the materials and manufacturing methods employed in cold and hot working processes. Included are lectures, demonstrations, and practical applications, machine tools, tooling, measuring, inspection procedures, welding operations, special milling procedures and bonding practices, metal casting and foundry practices, and basic metallurgy.
- 1141 *Engineering Drawing II:* Serving as a continuation of Engineering Drafting I, this course starts out with basic dimensioning and beginning working assembly drawing with progression into charts and diagrams, gearing, cams and intersections, and developments.
- 1121 *Manufacturing Process II:* A continuation of Manufacturing Process I.
- 1142 *Engineering Drawing III:* This course continues the students through the basic drafting series by covering such areas as: perspective drawing, structural drawing and piping construction. After reaching this point, an elementary work problem is provided covering as much as possible all of the previous work covered with use of catalogs stressed. This may contain any condition from his own complete design to the drawing of all components in a given item of equipment.
- 1125 *Manufacturing Process III:* A continuation of Manufacturing Process I and II.
- 1198 *Internship:* This course will provide the student with practical on-the-job training relative to the Drafting and Design field.
- 1199 *Special Problems* A course by special arrangement with an instructor of Drafting and Design, with individual study or research relative to the student's major area of study.
- 2110 *Graphics:* Students work with the various forms of data and pictorial presentations as used in industry. Techniques of presentation are developed.
- 2130 *Basic Electricity:* This course is intended to introduce students to electricity and electronics. Laboratory experiments are designed to familiarize the student with the use of test equipment.
- 2114 *Architecture I:* A study of the terms, symbols and details of an architectural set of working drawings as applied toward the design of residential building.
- 2168 *Plant Layout:* Theory and practice of industrial layout for optimum economic production and handling of goods; selection and arrangement of equipment;



basic packaging and materials protection methods; location and arrangement of departments and service centers; and materials handling and transportation facilities.

- 2195 *Fortran*: Fundamental principles of programming a computer, using scientific language (Formula Translation), are learned and applied toward the solution of engineering problems. Students learn the basic Fortran language, the logic of planning the program, flow charting, and computer operation techniques.
- 2115 *Architecture II*: A study of the design and construction of commercial and industrial buildings. The student applies building codes, tabulated manufacturers design data and working drawing knowledge to the design of structural systems as used in commercial buildings. Students work on designs consisting of reinforced concrete, prestressed concrete structural members, structural steel members and curtain-wall systems.
- 2144 *Electrical Drafting*: This course is designed to give students an understanding of electrical drawings and schematics. Drawings will cover basic electrical circuits, symbols and equipment.
- 2149 *Industrial Supervision*: An introductory course for a supervisory improvement and development program. Duties and responsibilities of supervisors, practical problem solving, techniques of supervision, etc.





- 2336 *Materials of Industry:* A study of natural materials, ceramic materials, cements and concrete, steel, and organic materials including plastics and rubber. Emphasis is upon the physical properties and the usefulness of each material for specific applications.
- 2187 *Production I:* Introduction to Production Control and Production Methods. Production control concepts and objectives are covered for various types of control systems. Cost and inventory systems are also covered. Operation analysis approach and procedures conclude the course.
- 2185 *Die Design:* An introduction to the design of dies used in blanking, piercing, and trimming, of various materials currently used in industry. Attention is given to the manufacturers' catalog and data material for selection of material and equipment.
- 1324 *Surveying:* Use of surveyors equipment and basic exercises dealing with typical surveying problems.
- 1178 *Individual Studies in Drafting and Design:* (1-5 hours, by arrangement)

## ELECTRONIC ENGINEERING TECHNOLOGY

Electronics is a diversified field of technology that touches nearly every type of industrial, commercial and military activity. An electronic technician may be employed in one of many areas, such as communications, computer, industrial electronics and instrumentation.

This diversity is reflected in a curriculum that includes a strong base in physics and mathematics as well as extensive coverage in electronic theory.

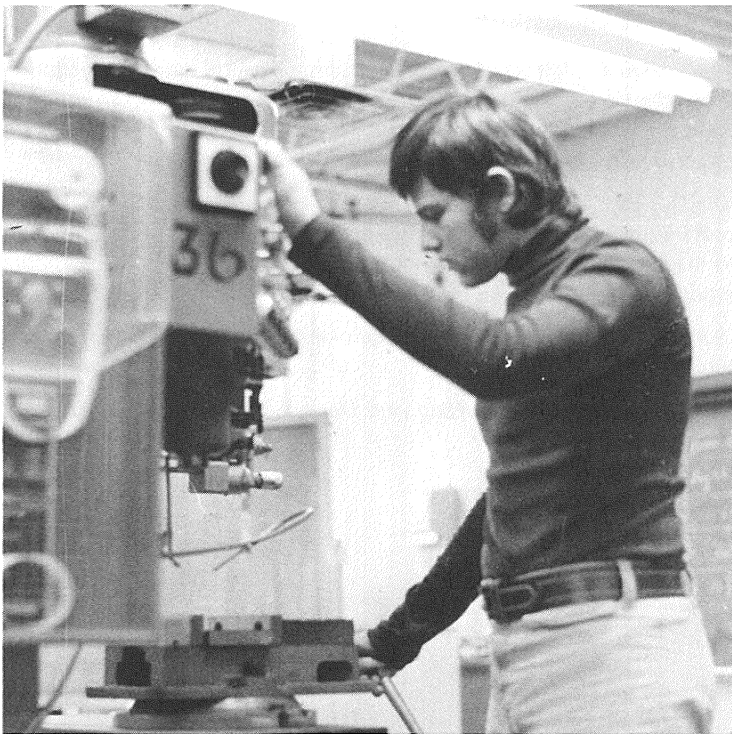
### *Possibility of Future Employment and Advancement*

There are many career opportunities available to the trained technician in the electronic and related field.

A technician may aid in research and design. He may work in production, testing, sales, customer service, or other applied areas involving many types of electronic equipment.

### *Equipment Provided*

Laboratory equipment available to the student is comparable to that used in industry. All necessary testing equipment required for laboratory experimentation such as function generators, oscilloscopes, meters and power supplies are provided for use and familiarization. Equipment is also available for study in specialized areas such as microwaves, digital logic and communications.



## HOCKING TECHNICAL COLLEGE ELECTRONIC ENGINEERING TECHNOLOGY CURRICULUM

Course No.			Credit
	<i>First Quarter</i>		
1010	Communications I	G	3
1131	*Elements of D.C. Circuits	T	6
1140	*Engineering Drawing I	T	3
1020	*Slide Rule	B	1
1024	Math 12	B	5
	Total		18
	<i>Second Quarter</i>		
1011	Communications II	G	3
1132	*A.C. Circuits	T	4
1028	Math 22	B	5
1150	*Physics I	B	3
0060	Introduction to Psychology	G	3
	Total		18
	<i>Third Quarter</i>		
1012	Communications III	G	3
1145	*Electrical Measurements	T	3
1152	*Electronics I	T	4
1032	Math 32	B	5
1151	*Physics II	B	3
	Total		18
	<i>Summer (Optional)</i>		
1108	Internship	T	12
1107	Special Problems	T	3
	<i>Fourth Quarter</i>		
2137	*Electrical Process I	T	2
2153	*Electronics II	T	4
2146	*Instrumentation & Control I	T	3
2143	*Electrical Drawing	T	4
2170	*Communication Systems I	T	4
	Total		17
	<i>Fifth Quarter</i>		
2195	*Fortran	T	3
2154	*Electronics III	T	5
2138	*Electrical Process II	T	2
2070	Technical Writing	G	3
2042	Math 42	B	5
	Total		18
	<i>Sixth Quarter</i>		
0060	Introduction to Sociology	G	3
2287	Personal Finance	G	3
2139	*Digital Logic	T	4
2147	*Communication Systems II	T	4
2127	*Microwave Theory	T	4
	Total		18

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE ELECTRONIC ENGINEERING TECHNOLOGY

- 1131 *Elements of D. C. Circuits:* This course starts with the basic fundamentals of electricity. The student will learn to apply the electrical and physical laws to electrical components and circuits.  
During laboratory sessions, the student will be connecting various components according to diagrams and learning proper use of test equipment such as power supplies, VOM, VTVM, and oscilloscopes.
- 1140 *Engineering Drawing I:* The first of a series of drafting courses, this course is aimed at the beginning student in engineering, to provide him with a basic understanding of the language and interpretation of mechanical representation. The principal objectives are: knowledge of orthographic, isometric, oblique, and pictorial sketching and drawing; representation and purpose of auxiliary projection, fasteners, machine processes, and assembly drawing.
- 1132 *A. C. Circuits:* A study of concepts pertinent to alternating currents and voltages. Introduces the student to phase relations, reactance, and power in series and parallel connected loads. Investigates resonance and resonant circuits, coupled circuits, transformers, and polyphase systems.
- 1145 *Electrical Measurements:* To study design, use of and limitations of ammeters, voltmeters, and ohmmeters; also vom's, VTVM's bridges, counters, and oscilloscopes.
- 1152 *Electronics I:* This course is devoted primarily to the very important fundamental of active device. Two terminal devices are introduced in theory and application. Transistors and their circuit configurations are considered along with proper biasing and stabilization techniques. A brief description of vacuum tube types is also presented.
- 1108 *Internship:* This course will provide the student with practical on-the-job training relative to training opportunities and future employment.
- 1107 *Special Problems:* This course will be held by special arrangement with an instruction in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.
- 2137 *Electrical Process I:* This course continues on with the knowledge found in engineering drawing by involving the student in sheet metal layout, methods of reproductions, graph plotting, charts, basic descriptive geometry symbol drawing.
- 2153 *Electronics II;* Electronics II advances the DC operation of active devices and investigates circuit response with a sinusoidal AC input applied. The field effect transistor is studied. This is followed by a discussion of the effects of frequency on single and multistage systems.
- 2146 *Instrumentation and Control I:* Study of the art and science of measuring pressure, level, flow, temperature and humidity with the use of test equipment.

- 2143 *Electronic Drawing:* Templates and symbols will be used to construct block and schematic diagrams. Also, assembly drawing of component mounting. Wire diagrams, cables assembly, and printed circuit boards will be constructed.
- 2170 *Communications Systems I:* An introduction to the principles of communication systems with a study of transmission, radiation, and reception of electromagnetic energy.
- 2154 *Electronics III:* Electronics III covers the operation of power transistors in amplifier circuits. A comprehensive treatment is given the popular linear integrated circuit units, the differential and operational amplifier. Feedback and oscillator circuits are covered along with voltage and current regulators and a catch-all of a number of PNP devices.
- 2138 *Electrical Process II:* A follow-up of Processes I except the student may select a project of his interest. He will build and test his assembly and submit a complete report.
- 2195 *Fortran:* Fundamental principles of programming a computer using scientific language (Formula Translation) are learned and applied toward the solution of engineering problems. Students learn the basic Fortran language, the logic of planning the program, flow charting, and computer operation techniques.
- 2139 *Digital Logic:* The material in this course is devoted to a study of the important area of digital logic electronics. Multivibrators and basic pulse shaping circuits are covered. Logic gates with emphasis on digital integrated circuits are discussed in depth.
- 2149 *Communication Systems II:* Modulation concepts are advanced and amplitude, frequency, and phase modulation systems and circuits are considered. The reception and characteristics of frequency modulation and FM receiver circuits are studied in detail. Single sideband techniques are introduced.
- 2127 *Microwave Theory:* To become familiar with the microwave frequency range, and some of the uses of microwaves. Test equipment such as attenuators, frequency meters, couplers, tuners, detectors, slotted line and loads will be used in lab experiments.
- 1175 *Individual Studies in Electronics:* (1-5 hours, by arrangement)

## HEAT PROCESSING TECHNOLOGY

The Heat Processing program at Hocking Tech is designed to train individuals to supervise, start up, operate, maintain, and troubleshoot the equipment and controls associated with heat processing, heat recovery, and energy-producing industries using solid, liquid, gaseous, and nuclear fuels. The program will emphasize techniques of energy conservation in industry.

### *Possible Employment:*

Graduates will find employment with industries utilizing heat generating equipment such as:

Industrial ovens, melting furnaces, ceramic kilns, heat-treating furnaces, induction heating machine, atmosphere generators, heat exchangers, combustion equipment, and controlling instrumentation.

These positions may be in research and development, manufacturing, design, sales or installation.

### *Equipment at School:*

Located at the school, the following equipment is available for student training:

- A complete design facility
- A complete machine shop
- A metallurgy lab
- A hydraulics lab
- Various heat-treating furnaces — gas and electric
- Natural gas — oxygen fired research furnace
- Burner test stand — oil and gas fired
- Large gas fired automatic shuttle car
- Ceramic kiln

## HOCKING TECHNICAL COLLEGE HEAT PROCESSING TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
<i>First Quarter</i>			
1010	Communications I	G	3
1024	Math 12	B	5
1140	*Engineering Drawing I	T	3
1113	*Orientation to Heat Processing	T	3
1802	*Chemistry I	B	3
1020	*Slide Rule	B	1
	Total		18
<i>Second Quarter</i>			
1011	Communications II	G	3
1028	Math 22 (1024)	B	5
1141	*Engineering Drawing II	T	3
1150	*Physics I	B	3
1803	*Chemistry II (1082)	B	3
	Total		17
<i>Third Quarter</i>			
1012	Communications III	G	3
1032	Math 32 (1028)	B	5
1133	*Introduction to Heat Processing	T	4
1151	*Physics II	B	3
2163	*Hydraulics & Pneumatics	T	3
	Total		18
<i>Summer (Optional)</i>			
1114	Internship	T	12
1115	Special Problems	T	3
<i>Fourth Quarter</i>			
2146	*Instruments & Controls I	T	3
2130	*Introduction to Electricity	T	4
1134	*Fuel Properties	T	4
1135	*Heat Transfer	T	3
0050	Introduction to Psychology	G	3
	Total		17
<i>Fifth Quarter</i>			
2174	*Instruments & Controls II	T	3
2070	Technical Writing	G	3
1136	*Fluid Flow	T	3
1137	*Fuel Burning Systems	T	4
1138	*Heat Processing Calculations	T	3
1139	Special Heat Sources	T	2
	Total		18
<i>Sixth Quarter</i>			
2195	*Fortran	T	3
0060	Introduction to Sociology	G	3
1111	*Heat Processing Applications	T	4
1112	Seminar in Combustion Problems	T	1
2287	Personal Finance	G	3
2155	*Metallurgy	T	3
	Total		17

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

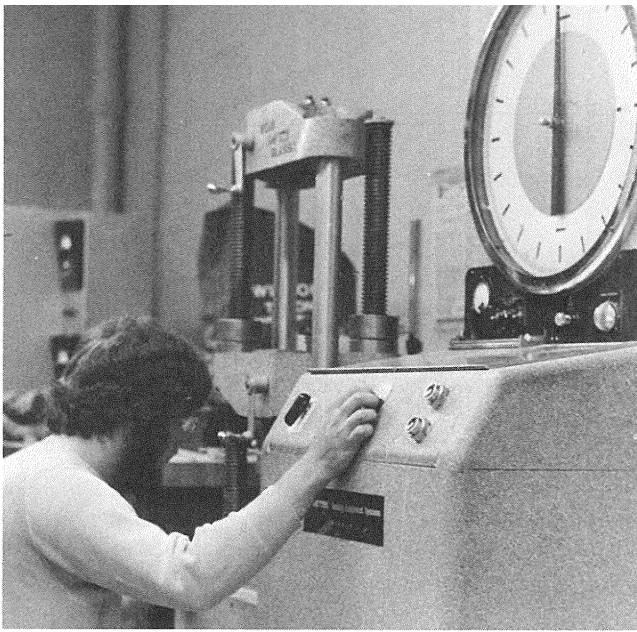
## TECHNICAL COURSE DESCRIPTIONS FOR THE HEAT PROCESSING TECHNOLOGY

- 1140 *Engineering Drawing I:* The first of a series of drafting courses, this course is aimed at the beginning student in engineering, to provide him with a basic understanding of the language and interpretation of mechanical representation. The principal objectives are: knowledge of orthographic, isometric, oblique, and pictorial sketching and drawing; representation and purpose of auxiliary projection, fasteners, machine processes, and assembly drawing.
- 1113 *Orientation to Heat Processing:* A first-quarter course designed to familiarize the student with the various segments of the heat processing industry and elementary concepts and principles of combustion processes. Included are visits to heat processing related industries, viewing of films, demonstration of equipment, metering problems, and class lecture.
- 1141 *Engineering Drawing II:* A continuation of Engineering Drawing I, including screw threads and fasteners; detail and assembly drawings; introduction to structural, architectural, and pipe drawings.
- 1133 *Introduction to Heat Processing:* An introductory course designed to give an overview of the many technical processes and equipment types that are found in the industries utilizing heat.
- 2163 *Hydraulics and Pneumatics:* A study of the fundamentals of fluid flow as applied to industrial power generation, distribution, and hardware. Laboratory stresses use of air and hydraulic circuits and hardware.
- 2146 *Instruments and Controls:* Study of the art and science of measuring pressure, level, flow, temperature and humidity with the use of test equipment.
- 2130 *Introduction to Electricity:* Introduces fundamentals of electricity and electronics. Laboratory experiments are designed to demonstrate learning theory and to familiarize the student with the use of test equipment.
- 1134 *Fuel Properties:* Building upon the student's background in chemistry, Fuel Properties includes a detailed study of the chemical and physical properties of all practical solid, liquid, and gaseous fossil fuels.
- 1135 *Heat Transfer:* The study and application of the three modes of heat transfer: conduction, convection, and radiation. The student investigates ways of enhancing or controlling heat in industrial facilities or processes.
- 2174 *Instruments and Controls II:* A continuation of Instruments and Controls I.
- 1136 *Fluid Flow:* Fluid Flow includes the principles involved in the movement of liquids and gases in pipes, ducts, fans, stacks, orifices, nozzles, venture tubes, and furnaces.
- 1137 *Fuel Burning Systems:* A study of the burning systems will include design principles and operation of burners, heaters, ovens, furnaces, and kilns.



- 1138 *Heat Processing Calculations:* This course will provide the student the opportunity to familiarize himself with the many types of calculations encountered in the heat processing industry.
- 1139 *Special Heat Sources:* This course includes a study of the properties of nuclear fuels, their availability and handling, and the principles of nuclear fission; geothermal energy, and solar energy.
- 2195 *Fortran:* Fundamental principles of programming a computer using scientific language (Formula Translation) are learned and applied toward the solution of engineering problems. Students learn the basic Fortran language, the logic of planning the program, flow charting, and computer operation techniques.
- 1111 *Heat Processing Applications:* A continuation of Fuel Burning Systems, this course provides opportunity to combine training from all previous courses and to apply that training to the many industrial processes and their control.
- 1112 *Seminar in Combustion Problems:* This course provides opportunity for independent investigation into current combustion related problems.
- 2155 *Metallurgy:* The study of the basic principles of metallurgy as applied to the heat treating of steel. The student investigates equilibrium diagrams, plastic deformation, recrystallization and grain growth, mechanics of heat treating, solid state phase changes, and laboratory testing procedures.
- 1114 *Internship:* This course will provide the student with practical on-the-job training in the Heat Processing field.
- 1115 *Special Problems:* A course by special arrangement with an instructor in Heat Processing, with individual study and research relative to the student's major area of study.
- 1180 *Individual Studies in Heat Processing:* (1-5 hours, by arrangement)





## MECHANICAL ENGINEERING TECHNOLOGY

A specialized area of engineering with emphasis on mathematics, drafting, machine design and engineering mechanics. The technician will assist an engineer in the area of sketching, drafting, design, problem solution, and laboratory data acquisition. He may assist in planning and production supervision and the testing of mechanical systems.

### *Possibility of Future Employment and Advancement:*

The trained mechanical technician may be called upon to assist in any number of problems in the mechanical design or laboratory areas. He may assist the engineer in sketching, rough layouts, and the design and development of equipment and components. He may also assist in determining design changes and cost and trouble shooting machinery, in problems involving dynamometers, gages, stresses, friction and vibration. He may also be called upon to design, assemble, and test prototype hardware in the research and development laboratories.

### *Equipment Provided:*

- Complete Design Lab
- Complete Metallurgical Lab
- Universal Testing Machine, 60,000 pounds capacity
- Complete Hydraulic and Pneumatic Test Sets
- Numerical Control Milling Machine

**HOCKING TECHNICAL COLLEGE  
MECHANICAL ENGINEERING TECHNOLOGY  
CURRICULUM**

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
0060	Introduction to Sociology	G	3
1142	*Engineering Drawing I	T	3
1120	*Manufacturing Process I	T	3
1020	*Slide Rule	B	1
1024	Math 12	B	5
	Total		18
	<i>Second Quarter</i>		
1011	Communications II	G	3
1141	*Engineering Drawing II	T	3
1121	*Manufacturing Process II	T	3
1028	Math 22	B	5
1150	*Physics I	B	3
	Total		17
	<i>Third Quarter</i>		
1012	Communications III	G	3
1125	*Manufacturing Process III	T	3
1143	*Engineering Drawing III	T	3
1032	Math 32	B	5
1151	*Physics II	B	3
	Total		17
	<i>Summer (Optional)</i>		
1106	Internship	T	12
1105	Special Problems	T	3
	<i>Fourth Quarter</i>		
2195	*Fortran	T	3
2130	*Introduction to Electricity	T	4
2164	*Combustion	T	4
2165	Engineering Mechanics I	T	5
2136	Industrial Safety	B	2
	Total		18
	<i>Fifth Quarter</i>		
2166	Engineering Mechanics II	T	5
2070	Technical Writing	G	3
2159	*Strength of Materials	T	4
2181	*Tool Design	T	3
2167	Mechanical Engineering Seminar	T	2
	Total		17
	<i>Sixth Quarter</i>		
0050	Introduction to Psychology	G	3
2287	Personal Finance	G	3
2182	*Machine Design	T	5
2155	*Metallurgy	T	3
2163	*Hydraulics & Pneumatics	T	3
	Totals		17

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE MECHANICAL ENGINEERING TECHNOLOGY

- 1140 *Engineering Drawing I:* The first of a series of drafting courses, this course is aimed at the beginning student in engineering, to provide him with a basic understanding of the language and interpretation of mechanical representation. The principal objectives are: knowledge of orthographic, isometric oblique, and pictorial sketching and drawing; representation and purpose of auxiliary projection, fasteners, machine processes, and assembly drawing.
- 1120 *Manufacturing Process I:* This course is to develop an understanding of the principles and practices of basic manufacturing processes. The technician requires a clear understanding of these principles if he is to succeed in either designing functionally sound industrial equipment or directing others as to possible economic solutions in designs.
- Instruction in this course shall center around the various manufacturing processes in use; therefore, no attempt should be made in providing skills relative to machine operation. Demonstration and visual aids shall be utilized as much as possible to point out the operations possible, the machines available and the skills necessary for production.
- 1141 *Engineering Drawing II:* A continuation of Engineering Drawing I, plus screw threads and fasteners, detail and assembly drawings, introduction to structural, architectural, and pipe drawings.
- 1121 *Manufacturing Process II;* Continuing from Manufacturing Processes I, this course enters into the complex methods of manufacturing involving holding devices and flat surfacing.
- 1125 *Manufacturing Process III:* A continuation of Manufacturing Process II.
- 1143 *Engineering Drawing III:* Engineering Drawing II continued.
- 1106 *Internship:* This course will provide the student with practical on-the-job training relative to the mechanical engineering field.
- 1105 *Special Problems:* A course of special arrangement with an instructor of Mechanical Engineering. Individual study or research relative to the student's major area of study.
- 2195 *Fortran:* Fundamental principles of programming a computer using scientific language (Formula Translation) are learned and applied toward the solution of engineering problems. Students learn the basic Fortran language, the logic of planning the program, flow charting, and computer operation techniques.
- 2130 *Basic Electricity:* A practical course in electricity for non-electrical technologies. Basic principles of electricity are covered along with a discussion of electrical equipment commonly used in industrial situations.

- 2164 *Combustion:* This course includes lecture, laboratory, and plant experiences designed to familiarize students with the elements of combustion, including fuels, combustion analysis, equipment, and control systems. Methods of heat transfer and metering of flow are also covered.
- 2165 *Engineering Mechanics I:* The analytical and graphical study of forces, moments and couples. The determination of resultants and equilibrium of all types of force systems.
- 2166 *Engineering Mechanics II:* An analytical and graphical study of the motion of machine members. Friction, mass, Newton's laws of motion, the equation of motion, plus rotation and plane motion will be applied to the solution of problems. Development of particle kinetics by means of the equation of motion prepares the student for the analysis of machine members.
- 2159 *Strength of Materials:* Study is made of the internal stresses and deformation of elastic bodies resulting from external forces. Emphasis is given to the analysis of the simple and combined stresses and properties of materials to meet the functional requirements in design. Strength of machine members and such elements as joints, beams, shafts, and columns are determined.
- 2181 *Tool Design:* Introduction to the design of machine tools. Investigation of criteria for the design and manufacture of cutting tools, punches and dies, jigs and fixtures, weldments and gages. Students apply drafting knowledge towards the production of detailed tooling drawings.
- 2182 *Machine Design:* Introduction to the design of machine mechanisms. Investigation of design criteria for fasteners, springs, shafts, couplings, clutches, brakes, bearings, gears, cams, and power transmissions. The student applies knowledge obtained in previous courses and present study toward the design of a major machine project. Lab work is spent on the student's design project.
- 2155 *Metallurgy:* The study of the basic principles of metallurgy as applied to the heat treating of steel. The student investigates equilibrium diagrams, plastic deformation, recrystallization and grain growth mechanics of heat treating, solid state phase changes, and laboratory testing procedures.
- In the lab the student will learn to section, mount, etch and photograph metal samples; along with running hardness tests and performing various heat treats.
- 2163 *Hydraulics and Pneumatics:* A study of the fundamentals of fluid flow as applied to industrial power generation, distribution, and hardware. Lab time concentrates on gaining experience with hydraulic circuits and hardware.
- 2166 *Mechanical Engineering Seminar:* Students will be assigned problems in the area of particular interest, to conduct individual investigations. Seminars will be held periodically to discuss the problems and the steps industry is taking to meet the problems.
- 1176 *Individual Studies in Mechanical Engineering:* (1-5 hours, by arrangement)



# HEALTH CAREERS

## HEALTH CAREERS

Practical Nursing

Nursing Technology (Registered Nursing)

Medical Office Assistant

Medical Record

Health Core

In an effort to meet the need for trained personnel in the area of health services both in Southeastern Ohio and in the nation, Hocking Technical College offers two-year Associate Degree programs in Nursing Technology, Medical Assistant Technology, and Medical Records Technology. A one year diploma program in Practical Nursing is offered through the Southeastern Ohio School of Practical Nursing, a division of the College. These areas comprise the Health Careers. Several other two year health-related technologies are now in the planning stage, and will be offered through the Health Careers in the future.

## ADMISSION

Application and admission procedures for programs in the Health Careers vary somewhat from the general policies of the College.

*Medical Office Assistant Technology*

*Medical Record Technology*

The procedures are the same as those for the college with the additional requirement that a physical and dental examination report must be submitted after acceptance, prior to enrollment. A personal interview may be requested.

### *Nursing Technology (Registered Nursing)*

The applicant should complete and return the application, and arrange to have a high school transcript and a transcript of any previous college work sent to Hocking Technical College. If the applicant holds a G.E.D. certificate, a copy should be sent with the application. (If the G.E.D. was obtained in a state other than Ohio, the scores must equal or exceed the passing scores established by the State of Ohio. If in doubt, the applicant should contact the Health Careers counselor at Hocking Technical College for clarification.)

A pre-entrance examination is required of all applicants. This examination is given at the college several times a year. Information concerning time and dates will be sent to the applicant.

Applicants who obtain satisfactory scores on the pre-entrance examination will be scheduled for a personal interview. Those who have completed all previous steps in the process will be considered for admission on the basis of previous school records





or G.E.D. scores, pre-entrance examination scores, references, and interview. Since this is a rather lengthy procedure, applicants are urged to begin the process well in advance of the class in which they wish to enroll.

Physical and dental examination reports are required after acceptance, prior to enrollment. Applicants who have been accepted then follow registration procedures as outlined on page 8.

### *Practical Nursing*

The procedure for applying for admission to the Practical Nursing program is the same as that for the Associate Degree program.

## TRANSFER OF CREDIT FROM PRACTICAL NURSING TO ASSOCIATE DEGREE PROGRAM

A licensed practical nurse who is a graduate of an approved school of practical nursing may receive transfer credit for course work done in the practical nursing program. This credit may be applied toward an Associate Degree in Nursing Technology. Each candidate's record must be assessed individually to determine how much credit will be transferred.

A licensed practical nurse who wishes to apply for such credit should obtain a regular Hocking Technical College application, and should specify "Nursing Technology" as the field desired. The applicant should be careful to fill in the proper spaces to indicate that he or she is presently a licensed practical nurse, and to specify the school of practical nursing from which he/she graduated.

## NURSING PROGRAMS

Hocking Technical College provides both a one-year program in Practical Nursing (offered through the Southeastern Ohio School of Practical Nursing), and a two-year program in Nursing Technology, which leads to an Associate Degree. Graduates of the Nursing Technology program are eligible to take the State Board examination for licensure as a Registered Nurse.

The programs have been developed in such a way that a graduate of a Practical Nursing Program may obtain credit toward an Associate Degree in Nursing Technology on the basis of his or her work in the Practical Nursing Program. The amount of credit granted depends on an assessment of the individual's record. Up to a maximum of four quarters of college work can be transferred to the Nursing Technology Associate Degree Program.

A student may, of course, elect to enter the Nursing Technology program directly in the first quarter, rather than going through Practical Nursing.

Both programs combine nursing theory with planned clinical experience and are designed to prepare competent practitioners at their respective levels.

There is no specific pattern of high school courses required for admission to either program; however, candidates will find that a background in biology, the social sciences, basic mathematics, and in reading and writing skills will be helpful.

All applicants must be high school graduates or hold a G.E.D. certificate valid in Ohio. Applicants are required to take a pre-entrance examination, submit three references, and have a personal interview. A physical and dental examination is required after acceptance.



HOCKING TECHNICAL COLLEGE  
 NURSING TECHNOLOGY  
 CURRICULUM

<i>Course No.</i>			<i>Credit</i>
<i>First Quarter</i>			
0400	*Nursing I	T	10
0451	*Physiological Science I	B	4
0404	Nursing Dynamics I (Seminar)	T	1
0050	Introduction to Psychology	G	3
	Total		18
<i>Second Quarter</i>			
0405	*Nursing II	T	9
0452	*Physiological Science II	B	4
0409	*Nursing Dynamics II (Seminar)	T	1
0051	Developmental Psychology	G	3
	Total		17
<i>Third Quarter</i>			
0425	*Nursing III	T	9
0453	*Physiological Science III	B	4
0415	*Nursing Dynamics III (Seminar)	T	1
0062	Sociology of Family Living	G	3
	Total		17
<i>Fourth Quarter</i>			
0416	*Nursing IV	T	10
0454	*Physiological Science IV	B	4
0355	*Nursing Dynamics IV (Seminar)	T	1
0445	Community Health	B	3
	Total		18
<i>Fifth Quarter</i>			
0430	*Nursing V	T	9
0052	Abnormal Psychology	G	3
1010	Communications I	G	3
0040	Economics I	G	3
	Total		18
<i>Sixth Quarter</i>			
0440	*Nursing VI	T	6
1011	Communications II	G	3
0041	Economics II	G	3
0080	Political Science I	G	3
0075	Speech	G	3
	Total		18
<i>Seventh Quarter</i>			
0450	*Nursing VII	T	8
0469	Health Trends & Issues	B	3
1012	Communications III	G	3
0081	Political Science II	G	3
0059	Psychology, Its Applications	G	1
	Total		18

\*These courses will be assigned a lab time.  
 Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR NURSING TECHNOLOGY

- 0400 *Nursing I:* The course content concerns the principles of basic techniques and the use of equipment essential for meeting the nursing needs of the ambulatory and mildly ill patient. Clinical lab is an integral part of this course and will provide the student with the opportunity to care for ambulatory and mildly ill patients and to apply principles related to basic nursing care, psychology, and the physiological sciences.
- 0404 *Nursing Dynamics I (Seminar):* Student faculty seminars with emphasis on student involvement. The course is directed toward demonstrating the inter relationship of classroom and clinical areas of the curriculum. The course also allows students the opportunity to investigate areas of special interest within the field of nursing.
- 0405 *Nursing II:* The course content concerns selected medical-surgical conditions and the techniques essential for providing nursing care to patients with these conditions. Pharmacology related to selected medical-surgical conditions is included. Normal nutrition and its relationships to nursing is included. Clinical lab is an integral part of the course and will provide the students with the opportunity to care for patients with selected medical-surgical conditions and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychosocial sciences.
- 0409 *Nursing Dynamics II (Seminar):* A continuation of Nursing Dynamics I.
- 0425 *Nursing III:* A continuation of Nursing II.
- 0415 *Nursing Dynamics III (Seminar):* A continuation of Nursing Dynamics II.
- 0416 *Nursing IV:* The course contains comprehensive nursing care of children at various age levels within the framework of the family and community. Course content also includes comprehensive nursing care of the maternity patient within the framework of the family and community. Pharmacology and nutrition related to mothers and children are included. Clinical lab is an integral part of this course and will provide the student with the opportunity to care for and observe maternity patient and healthy and ill children and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychosocial sciences.
- 0355 *Nursing Dynamics IV (Seminar):* A continuation of Nursing Dynamics III.
- 0430 *Nursing V:* The course content concerns the concepts, principles and techniques essential for providing nursing care for individuals with more complex medical-surgical problems. Nutrition and pharmacology related to patients with complex medical-surgical problems is included. Clinical lab will provide the student with the opportunity to care for patients with complex medical-surgical problems and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychosocial sciences.
- 0440 *Nursing VI:* The course content concerns the principles of the practice of nursing care of patients with psychological and/or emotional problems. Phar-

macology related to patients with psychological and/or emotional problems is included. Clinical lab will provide the student with the opportunity to observe, relate to, care for patients with psychological and/or emotional problems and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychosocial sciences.

- 0450 *Nursing VII:* The course content includes an in depth study of nursing care planning, implementation of nursing care plans, and evaluation of nursing care plans for individual patients and groups of patients. Content also includes investigation of various methods of organizing patient care and an analysis of the technical nurse's role in each. Clinical lab is an integral part of the course and will provide the student with the opportunity to provide total care for groups of patients and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychosocial sciences.

PRACTICAL NURSING  
SOUTHEASTERN OHIO SCHOOL OF PRACTICAL NURSING  
A one-year program for high school graduates —

DESCRIPTION

A one-year program, based on four quarters of eleven weeks each, plus a four-week interim quarter, the Practical Nursing Program is approved by the Board of Nursing Education of the State of Ohio, and has been developed to prepare the student to perform nursing services, in the care of the sick, in rehabilitation, and in the prevention of illness, under the direction of a licensed physician or registered nurse. Such preparation includes nursing theory and planned clinical experiences in a variety of health agency settings. Upon the satisfactory completion of the program, the student will be eligible to take the Ohio examination to become a Licensed Practical Nurse.

PRACTICAL NURSING CURRICULUM

*1st QUARTER;*

- Principles Nsg. Tech. I.
- Nursing Dynamics I
- Nursing Care Ed. I
- Physiological Sc. I
- Social Science I

*2nd QUARTER:*

- Principles Nsg. Tech. II
- Nursing Dynamics II
- Nursing Care Ed. II
- Physiological Sc. II
- Social Science II

\* \* \* \* \*

*INTERIM QUARTER*

*4 Weeks*

- Nursing Care Education
- Nursing Dynamics

\* \* \* \* \*

*3rd QUARTER:*

- Principles Nsg. Tech. III
- Nursing Dynamics III
- Nursing I
- Nursing Care Ed. III
- Physiological Science III
- Social Science III

*4th QUARTER:*

- Principles Nsg. Tech. IV
- Nursing Dynamics IV
- Nursing II
- Nursing Care Ed. IV
- Physiological Science IV
- Social Science IV
- Individual Studies in P.N.

\* \* \* \* \*

## TECHNICAL COURSE DESCRIPTIONS FOR PRACTICAL NURSING

- 0355 *Nursing Dynamics IV:* A student-faculty seminar designed to provide students with the opportunity of sharing and exploring experiences emerging from the actual nurse-patient encounter. Abdella's "Twenty-One Nursing Problems" will be utilized as the point of departure for the discussions. All areas of the curriculum, including ethical and legal consideration, will be related accordingly.
- 0356 *Nursing Care Experience I:* Learning relevant nursing in a clinical or classroom laboratory setting by implementing principles of nursing techniques, social sciences, and physiological sciences. Focus is on the beginning assessment of patient needs and nursing intervention in relation to comfort and safety.
- 0357 *Nursing Care Experience II:* Learning relevant nursing in a clinical or classroom laboratory setting by implementing principles of nursing techniques, social sciences, and physiological sciences. Focus is on assessment of patient needs and nursing intervention as it relates to vital life functions including some follow-up through community field experience and active participation in and with community sources.
- 0404 *Nursing Dynamics I:* A student-faculty seminar designed to provide students with the opportunity of sharing and exploring experiences emerging from the actual nurse-patient encounter. Abdella's "Twenty-One Nursing Problems" will be utilized as the point of departure for the discussions. All areas of the curriculum, including ethical and legal consideration, will be related accordingly.
- 0409 *Nursing Dynamics II:* A student-faculty seminar designed to provide students with the opportunity of sharing and exploring experiences emerging from the actual nurse-patient encounter. Abdella's "Twenty-One Nursing Problems" will be utilized as the point of departure for the discussions. All areas of the curriculum, including ethical and legal consideration, will be related accordingly.
- 0410 *Principles of Nursing Techniques III:* Content is directed toward learning the principles of techniques and the use of the tools essential for providing care for individuals experiencing normal and abnormal obstetrical conditions, for the care of the well child and for individuals of all ages with medical-surgical conditions.
- 0411 *Nursing Care Experience III — OB:* Learning relevant nursing in a clinical laboratory setting by implementing principles of nursing techniques, social science and physiological sciences. Focus is directed toward the care of individuals experiencing a normal or abnormal maternal condition.
- 0415 *Nursing Dynamics III:* A student-faculty seminar designed to provide students with the opportunity of sharing and exploring experiences emerging from the actual nurse-patient encounter. Abdella's "Twenty-One Nursing Problems" will be utilized as the point of departure for the discussions. All

areas of the curriculum, including ethical and legal consideration, will be related accordingly.

- 0418 *Nursing Care Experience IV — Ped.:* Learning relevant nursing in a clinical laboratory setting by implementing principles of nursing techniques, social sciences, and physiological sciences. Focus is directed toward the care of the well child and of individuals of all ages with medical-surgical conditions.
- 0426 *Principles of Nursing Techniques IV:* Content is directed toward learning the principles of techniques and the use of the tools essential for providing care for the well child and for individuals of all ages with medical-surgical conditions.
- 0439 *Nursing Care Experience IV — Med.-Surg.-Peds.:* Learning relevant nursing in a clinical laboratory setting by implementing principles of nursing techniques, social sciences, and physiological sciences. Focus is directed toward the care of the well child and of individuals of all ages with medical-surgical conditions.
- 0435 *Developmental Psychology:* Content of the course is directed to the physical and psycho-social development of the individual of all ages and the ill and the dying individual.
- 0436 *Principles of Nursing Techniques I:* An introduction to the principles of techniques and to the use of tools essential for providing fundamental physical, socio-psychological, and spiritual care of patients.
- 0437 *Principles of Nursing Techniques II:* Content focus is on the principles of techniques and to the use of tools essential for providing care for vital life functions. An introduction is given to the principles of techniques and to the use of tools essential for optimum health standards, available to the nurse and the patient within the community.
- 0438 *Nursing Care Experience V:* Experiencing relevant nursing in a clinical setting by implementing principles of techniques, social science and physiological sciences. Focus is directed toward the care of aged and/or chronically ill individuals in units specifically designed for care of the aged and chronically ill.



## MEDICAL OFFICE ASSISTANT TECHNOLOGY

The Medical Assistant Technology is designed to prepare a student to manage all phases of a medical office and also to assist a physician in a clinic, hospital, or private office. Part of the student's training involves gaining first-hand experience by spending several hours per week in a doctor's office or related health care agency. Medical Assistants enjoy a very versatile and adaptable career with a wide range of job opportunities available.

### *Job Opportunities*

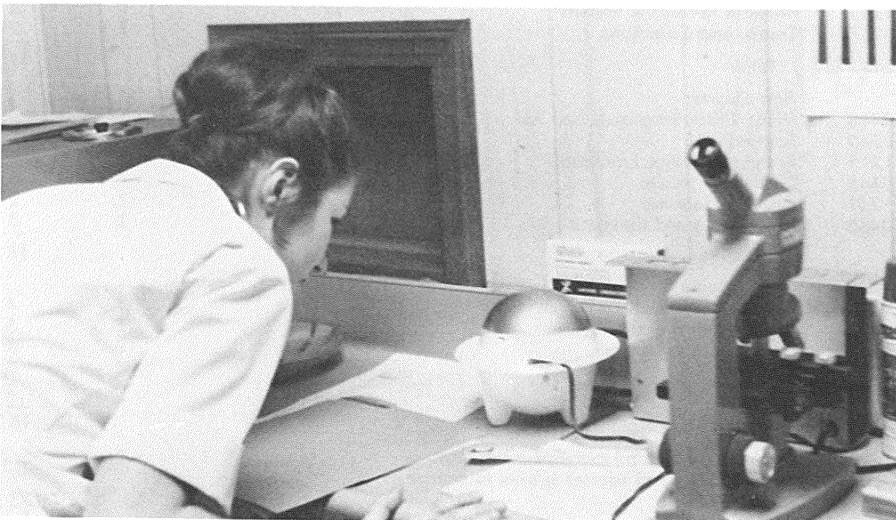
Doctor's Offices  
Pharmaceutical Companies  
Clinics  
Hospitals  
Insurance Companies  
Public Health Agencies  
Medical Publishing Companies

### *Equipment Provided*

*Anatomy & Physiology Lab* — microscopes, scales, PH indicator

*Medical Assistant Lab* — examination table, office desk, transcriber

*Medical Laboratory Equipment* — centrifuge, incubator, hematocrit centrifuge, auto-clave



## HOCKING TECHNICAL COLLEGE MEDICAL OFFICE ASSISTANT TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
0471	Medical Terminology	T	2
0472	Ethics	T	2
0451	*Physiological Science I	B	4
0417	Medical Assistant Orientation	T	1
1240	*Typing I	T	3
0050	Introduction to Psychology	G	3
	Total		<u>18</u>
	<i>Second Quarter</i>		
1011	Communications II	G	3
0452	*Physiological Science II	B	4
1241	*Typing II	T	3
0481	*Medical Assistant I	T	2
1026	Math 21	B	3
0479	Nutrition	B	3
	Total		<u>18</u>
	<i>Third Quarter</i>		
1012	Communications III	G	3
1248	*Typing III	T	3
0453	*Physiological Science III	B	4
0482	*Medical Assistant II	T	3
0051	Developmental Psychology	G	3
	Total		<u>16</u>
	<i>Summer (Optional)</i>		
0480	Internship	T	12
0468	Special Problems	T	3
	<i>Fourth Quarter</i>		
0062	Sociology of Family Living	G	3
0476	*Pharmacology	T	3
0483	*Medical Assistant III	T	3
0080	Political Science I	G	3
2283	*Financial Records & Reports	T	3
0217	*Credits and Collections	T	3
	Total		<u>18</u>
	<i>Fifth Quarter</i>		
0484	*Minor Office Surgery & First Aid	T	4
0040	Economics I	G	3
1215	*Secretarial Office Procedures	T	2
0445	Community Health	T	3
1242	*Business Machines	T	2
0486	Interviewing and Counseling	T	3
	Total		<u>17</u>
	<i>Sixth Quarter</i>		
0485	*Emergency Medical Treatment	T	4
0475	*Medical Lab Procedures	T	5
0477	Medical Legal Aspects	T	3
0291	*Accounting I	T	3
0075	Speech	G	3
	Total		<u>18</u>

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE MEDICAL OFFICE ASSISTANT TECHNOLOGY

- 0471 *Medical Terminology:* A study of vocabulary and terms used by medical personnel. Includes spelling and usage of medical terms and measurement systems.
- 0472 *Ethics:* Emphasis on the development of professional attitudes and responsible behavior.
- 0417 *Medical Assistant Orientation:* An introduction to the realm of the medical office assistant. Includes the function of the medical office assistant and his/her relationship to a variety of people in numerous health and non-health settings.
- 1240 *Typing I:* This course is planned for beginning typing students at college level. Those who have had no previous training in typing begin by learning the keyboard. The course offers a quick review of elementary typing knowledge to students with previous training, and then allows them to progress, as much as possible, at their own rate.
- 1241 *Typing II:* A continuation of Typing I, to improve speed and accuracy and increase skill in production of business letters, tables, forms and reports.
- 0481 *Medical Assistant I:* This course concerns the principles of basic techniques and the use of equipment essential for meeting the health needs of the ambulatory and mildly ill patient in the physician's office or clinic. Responsibilities of assisting in the examination room will be included. Clinical lab experience will be used to provide observation and practice in the medical assistant's role in the physician's office and in community health facilities. A continuation of Medical Terminology.
- 1248 *Typing III:* This course stresses typing of numbers and symbols. It increases speed by intensive practice in preparing statistical tables and accounting problems.
- 0482 *Medical Assistant II:* A continuation of Medical Assistant I with emphasis on assisting the physician with treatments, and an introduction to diagnostic procedures used in the physician's office or clinic. Medical terminology is included. Clinical lab experience will be provided.
- 0476 *Pharmacology:* This course is concerned with the principles and techniques of routing laboratory procedures performed in a physician's office or clinic. Laboratory experience provides the students with the opportunity of relating instructions to practice.
- 0483 *Medical Assistant III:* The principles of maternal and child health, with emphasis on related techniques commonly used in the physician's office or clinic. Continuation of medical terminology. Clinical lab experience will be used to provide observation and practice.
- 2283 *Financial Records and Reports:* A course giving the various filing procedures commonly used in business and industry, such as alphabetic, numeric Kardex,



and geographic systems. Methods of handling financial records and reports are included.

- 0217 *Credits and Collections:* An analytical study of credit risk, credit control, and management of collections.
- 0484 *Minor Office Surgery and First Aid:* This course emphasizes the principles and techniques involved in minor surgery and first aid procedures encountered in a physician's office or clinic. Clinical lab experience will be included. Continuation of medical terminology.
- 1215 *Secretarial Office Procedure:* A course to acquaint the student with the duties and behavior of a secretary in a modern office. Appropriate conduct and dress are included.
- 0445 *Community Health:* Course content is directed toward the community and its relevance to health and to the individual.
- 1242 *Business Machines and Duplicating:* An advanced course which gives the special applications of various business machines, and stresses the use of duplicating machines including the offset duplicator.
- 0486 *Counseling and Interviewing:* This course will introduce the medical assistant student to the principles and techniques involved in meaningful interviewing and counseling. Included will be the purposes of interviewing and counseling and an opportunity to practice the techniques in the classroom.
- 0485 *Emergency Medical Treatment:* A continuation of Minor Office Surgery and First Aid. Instruction will be given to provide the student with basic knowledge in providing preliminary emergency medical care until the physician arrives.

Included will be artificial resuscitation, fracture splinting, and care of the patient in shock. Selected clinical experiences will be provided.

- 0475 *Medical Lab Procedures:* A study of the theory, principles, and techniques of routing laboratory procedures performed in a physician's office or clinic. Laboratory experience provides the students with the opportunity of relating instruction to practice.
- 0477 *Medical Legal Aspects:* An introduction to the medical assistant's role in the legal aspects of a physician's clinic or office. Included will be malpractice, contracts, medical jurisprudence.
- 1230 *Accounting I:* This is an introductory course in accounting. It includes basic accounting terms, principles, records, entries, procedures, and reports. The complete accounting cycle is covered. This includes adjustments and end-of-period procedures. Specialized records and procedures for handling frequently recurring transactions are included.
- 0503 *Individual Studies in Medical Assistant:* (1-5 hours, by arrangement)
- 0468 *Special Problems:* Special Medical Assistant problems confronted by the students are reported on and submitted to the coordinator for evaluation.
- 0480 *Internship:* This course will provide the student with practical on-the-job training for future employment.

## MEDICAL RECORD TECHNOLOGY

A program designed to produce trained persons who can fill responsible positions in working with vital information needed by patients, health team members, hospitals, insurance companies and community health service agencies. The student receives extensive preparation in the medical record procedures and processes, medical terminology, standards, special medical record skills and basic organizational skills.

Learning opportunities are provided for in the classroom, simulated medical record laboratory in the college and in the clinical agencies.

### *Possibilities for Future Employment and Advancement*

The need for prepared workers in this health career is critical and will continue to be so for at least another decade. Job opportunities are available in hospitals, clinics, insurance companies, government health agencies, and other community health agencies.

### *Equipment provided.*

- Filing and coding systems
- Microfilming equipment
- Transcription and typing systems
- Duplicating equipment

*Office of Academic Affairs*

HOCKING TECHNICAL COLLEGE  
 MEDICAL RECORD TECHNOLOGY  
 CURRICULUM

<i>Course No.</i>			<i>Credit</i>
<i>First Quarter</i>			
1010	Communications I	G	3
0471	Medical Terminology	T	3
1240	*Typing I	T	3
0451	*Physiological Science I	B	4
0457	Medical Record Orientation	T	2
0050	Introduction to Psychology	G	3
	Totals		18
<i>Second Quarter</i>			
1011	Communications II	G	3
1241	*Typing II	T	3
0452	*Physiological Science II	B	4
1026	Math 21	B	3
0461	*Medical Records I	T	3
	Totals		16
<i>Third Quarter</i>			
1012	Communications III	G	3
1248	*Typing III	T	3
0453	*Physiological Science III	B	4
0462	*Medical Records II	T	5
0051	Developmental Psychology	G	3
	Totals		18
<i>Summer (Optional)</i>			
0478	Internship	T	12
0466	Special Problems	T	3
<i>Fourth Quarter</i>			
0463	*Medical Records III	T	5
0221	*Survey of Data	T	3
0080	Political Science I	G	3
0062	Sociology of Family Living	B	3
0495	*Transcription I	T	4
	Totals		18
<i>Fifth Quarter</i>			
0464	*Medical Records IV	T	5
1242	*Business Machines	T	2
2249	Data Procedures	T	3
0445	*Community Health	B	3
0496	*Transcription II	T	4
	Totals		17
<i>Sixth Quarter</i>			
0465	*Medical Records V	T	5
0291	*Accounting I	T	3
0075	Speech	G	3
0040	Economics I	G	3
2283	*Financial Records & Reports	T	3
	Totals		17

\*These courses will be assigned a lab time.  
 Note: Sequence of courses subject to change.

## MEDICAL RECORD TECHNOLOGY

- 1240 *Typing I:* This course is planned for beginning typing students at college level. Those who have had no previous training in typing begin by learning the keyboard. The course offers a quick review of elementary typing knowledge to students with previous training and then allows them to progress, as much as possible, at their own rate.
- 1241 *Typing II:* A continuation of Typing I to improve speed and accuracy and increase speed in production of business letters, tables, forms and reports.
- 1248 *Typing III:* This course stresses typing of numbers and symbols. It increases speed by intensive practice in preparing statistical tables and accounting problems.
- 0471 *Medical Terminology I:* A study of vocabulary and terms used by medical personnel. Includes spelling and usage of medical terms and measurement systems.
- 0457 *Medical Records Orientation:* Introduction to the role and responsibility of the Medical Record Technician as she relates to the health team and the work environment. Includes professional attitudes and responsible behavior.
- 1242 *Business Machines:* A general survey of office machines, including adding, calculating, transcribing and duplicating, this course develops a working knowledge of their basic operations.
- 0461 *Medical Records I:* Introduction to record keeping in a hospital setting; sources of information for medical records; methodology used to secure information for records; and practice in completing medical record forms.
- 0462 *Medical Records II:* A study of the uses of records by various hospital personnel; standard nomenclature of diseases and operations, and the basic indices such as disease, operation, patient, physician and the purpose. Actual performance of such duties as admitting procedures and filing in an institutional setting.
- 0463 *Medical Records III:* A study of medical record procedures, including statistical and medical legal aspects of records, cataloging of all information on a patient, including laboratory findings, x-ray operations, doctor's orders and proper reports; and assembling and analyzing charts.
- 0464 *Medical Records IV:* A study of the procedures for preparing index cards, chart folders, daily census, birth and death certificates; preparation of records for referral to hospital record-keeping committee; indexing diagnostic reports, indexing patient monthly and annual reports as reviewed and practiced.
- 0465 *Medical Records V:* A study of medical records and reports and their legal aspects. Includes principles of law applied to health field; the use of records as evidence, release of information, subpoena, testimony, settlement of claims, legal consent. Research and statistical procedures will be reviewed and practiced. Abstracting and transcribing case histories will be required.



- 0495 *Transcription I:* Medical transcription is introduced by using the transcriber and the medical belts. Spelling of and definition of new medical terms will be stressed plus continuous typing from the transcriber.
- 0496 *Transcription II:* A continuation of Machine Transcription I to improve their medical vocabulary and to increase their skill in typing from the transcriber. Medical formats will be followed in typing the different selections.
- 0221 *Survey of Data:* This course covers the gathering, handling, and converting of data to an automatic system. Various base numbering systems and logic are stressed.
- 2282 *Financial Records and Reports:* A course giving the various filing procedures commonly used in business and industry, such as alphabetic, subject, numeric, Kardex and geographic systems. Methods of handling financial records and reports are included.
- 2249 *Data Procedures:* This course is designed specifically for individuals so that they might gain the necessary knowledge required when working with data processing personnel.
- Such things as vocabulary skill building, data processing standardized forms, and methods of procedure writing will be discussed. The student, as part of the course, will be required to develop and document some simple data processing procedures.
- 0291 *Accounting I:* This is an introductory course in accounting. It includes basic accounting terms, principles, records, entries, procedures, and reports. The complete accounting cycle is covered. This includes adjustments and end-of-period procedures. Specialized records and procedures for handling frequently recurring transactions are included.
- 0502 *Individual Studies in Medical Records:* (1-5 hours, by arrangement)
- 0466 *Special Problems:* Special medical record problems confronted by the students are reported on and submitted to the coordinator for evaluation.
- 0478 *Internship:* This course will provide the student with practical on-the-job training, relative to future employment.

## HEALTH CORE

The Health Core is designed to meet the needs of individuals desiring a health career, but who upon entry into the educational setting have not selected a specific area. The Health Core provides the individual with a number of basic and general studies courses required by and common to all of the health programs. In addition to this basic technical knowledge and skills are provided through instructional and laboratory experiences relating to the different health disciplines such as medical record, medical assistant, and nursing. Should the student wish to obtain an associate degree in a health career or other technology within the College, then all credits shall be applied toward this end.

A high school diploma or G.E.D. may be waived prior to entry to the Health Core. Should the student elect to pursue an associate degree in a specific health technology then it will be necessary that he/she obtain the G.E.D. prior to the second level of a specific program. It is mandatory that a person have a high school diploma or G.E.D. in order to enter the Nursing Technology or Practical Nurse program.

### *Possible Employment*

Should the student elect not to continue with his/her education, then he/she may enter the labor force with a minimum number of marketable knowledge and skill. Job opportunities are available in health agencies such as hospitals, nursing homes, clinics, etc., as laboratory assistants, ward clerks, nurse aides, orderlies, and aides and assistants of various kinds.

### *Equipment Provided*

Simulated hospital areas with equipment pertaining to nursing, medical record departments, clinics and offices.

HOCKING TECHNICAL COLLEGE  
HEALTH CORE  
CURRICULUM

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
0451	*Physiological Science I	B	4
1010	Communications I	G	3
0471	Medical Terminology I	T	2
0472	Medical Assistant Ethics	T	2
1240	*Typing I	T	3
0050	Introduction to Psychology	G	3
	Total		17
	<i>Second Quarter</i>		
0452	*Physiological Science II	B	4
1011	Communications II	G	3
0476	*Pharmacology	T	3
0479	Nutrition	B	3
0489	*Introduction to Medical Records and Medical Assistant Technology	T	5
	Total		18
	<i>Third Quarter</i>		
0453	*Physiological Science III	B	4
1012	Communications III	G	3
0400	*Nursing I	T	8
0469	Health Trends & Issues	G	3
	Total		18

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

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## TECHNICAL COURSE DESCRIPTIONS HEALTH CORE

- 0472 *Medical Assistant Ethics:* An introduction to the medical assistant's role in medical ethics with emphasis on the development of professional attitudes and responsible behavior.
- 0471 *Medical Terminology I;* Vocabulary and terms used by medical personnel. Usage and spelling of medical terms.
- 0476 *Pharmacology:* This course is concerned with the principles and techniques utilized in administering medications. Emphasis is placed on the understanding of principles and underlying the use of drugs, as well as the necessary, safe, and efficient techniques used in administering all medications.
- 0489 *Introduction to Medical Assistant and Medical Record Technology:* A course designed to introduce the layman to the role and responsibility of the medical assistant technician and the medical record technician. Basic skills and related laboratory experiences are also provided within the course.
- 1240 *Typing I:* This course is planned for beginning typing students at college level. Those who have had no previous training in typing begin by learning the keyboard. The course offers a quick review of elementary typing knowledge to students with previous training and then allows them to progress, as much as possible, at their own rate.
- 0400 *Nursing I:* The course content concerns the principles of basic techniques and the use of equipment essential for meeting the nursing needs of the ambulatory and the mildly ill patient. Clinical lab is an integral part of this course and will provide the students with the opportunity to obtain skill in the use of equipment and in implementing the principles of basic nursing techniques, psychology and the physiological sciences.
- 0504 *Individual Studies in Health Core:* (1-5 hours, by arrangement)

# NATURAL RESOURCE TECHNOLOGIES

## ENVIRONMENTAL TECHNOLOGY

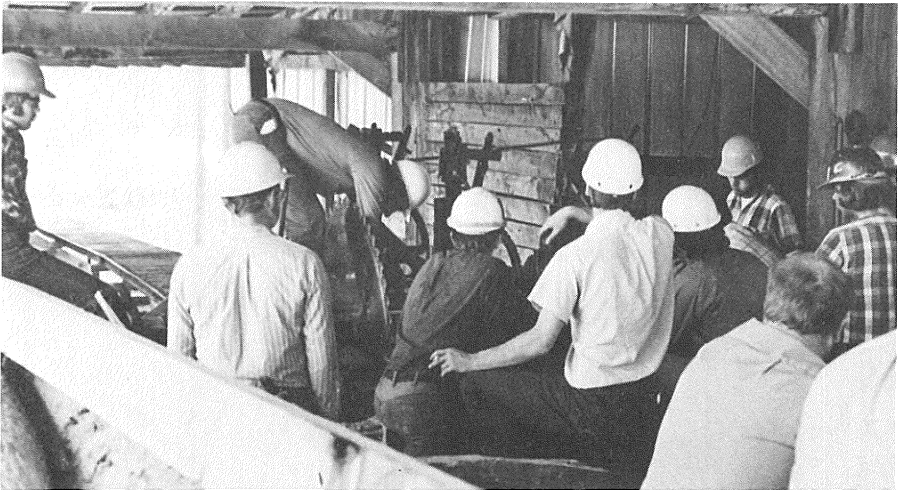
There is an increasing need for personnel trained in the application of sanitary control measures to man's environment. The Environmental Health Technician will be responsible for conducting inspectional and investigational activity, reporting on environmental conditions for professional health and management personnel. In many instances he will be called upon to assist in the education of the community in which he works to increase its understanding of what the environmental problems are and what practical solutions are available.

### *Possibility of Future Employment and Advancement*

The Environmental Health Technician is a new job classification that will provide mid-management opportunities with federal, state and local health agencies. Other areas of opportunity should be voluntary health agencies such as the Tuberculosis and Respiratory Disease Association, industry that has waste treatment services, and municipal water and sewage treatment plants. Because of its newness, the field is open for advancement as the individual can develop.

### *Equipment Provided*

- Chemistry Lab
- Biology Lab
- Bacteriology Lab
- Library
- Audio Visual Aids
- Water Testing Equipment
- Practical Equipment



HOCKING TECHNICAL COLLEGE  
 ENVIRONMENTAL TECHNOLOGY  
 CURRICULUM

<i>Course No.</i>			<i>Credit</i>
<i>First Quarter</i>			
1010	Communications I	G	3
2825	*Introduction to Natural Science	B	5
1831	*Community Health Administration	T	3
1850	Public Health Law	T	2
1806	*Environmental Health I	T	5
	Total		18
<i>Second Quarter</i>			
1011	Communications II	G	3
1385	*Agronomy	B	3
1826	*Introduction to Physical Science	B	3
2801	*Drawing & Blueprint Reading	B	3
1816	*Environmental Health II	T	5
	Total		17
<i>Third Quarter</i>			
1012	Communications III	G	3
1022	Math 11	B	3
1802	*Chemistry I	B	4
1870	Occupational Safety	T	3
1821	*Environmental Engineering I	T	5
	Total		18
<i>Summer (Optional)</i>			
1891	Internship	T	12
1890	Special Problems	T	3
<i>Fourth Quarter</i>			
1810	*Environmental Problems	T	2
0075	Speech	G	3
0040	Economics I	G	3
0080	Political Science I	G	3
0354	*Entomology	T	2
2836	*Public Health I	T	5
	Total		18
<i>Fifth Quarter</i>			
0060	Introduction to Sociology	G	3
2381	*Ecology	T	4
2840	*Bacteriology	T	4
2837	*Environmental Engineering II	T	5
	Total		16
<i>Sixth Quarter</i>			
1880	Seminar	T	3
2851	Epidemiology	T	4
2861	*Sanitation Lab Procedures	T	3
2856	*Public Health II	T	5
	Total		15

\*These courses will be assigned a lab time.  
 Note: Sequence of courses subject to change.

TECHNICAL COURSE DESCRIPTIONS  
FOR THE ENVIRONMENTAL TECHNOLOGY

- 1831 *Community Health Administration:* A study of the history of public health, the areas of responsibility now covered by public health agencies, and the approach to new public health areas. The needs and the effects on the public by the local, state, national, and volunteer agencies are discussed. Also discussed is the role of the individual sanitarian and his responsibility in the above.
- 1850 *Public Health Law:* A general survey course in the fundamentals of public health law. Legal terms as they apply to public health are studied. Case studies are used to illustrate the relationship of public health problems and their legal complications. An in-depth study of the Ohio Revised Code and the Ohio Sanitary Code will be conducted.
- 1806 *Environmental Health I:* A general survey course in environment health including basic principles in water contact, air contact, etc. The course includes many field trips to various facilities to observe various control principles in actual use.
- 1816 *Environmental Health II:* An in-depth study of food protection including local, state and federal regulations concerning food protection, food processing, and food service operations. Emphasis is placed on sanitation procedures in restaurants and vending machines. A case study of epidemiological procedures is utilized to depict the collection and assimilation of data in food poisoning outbreaks.
- 1870 *Occupational Safety:* A study of an area on which little has been done by public health personnel. This is a concentrated study of causes, effects, and prevention of injuries and deaths in food service areas, industrial operations, recreational and school environments, and other related areas.
- 1821 *Environmental Engineering I:* A partial study of air, water, and solid waste pollution problems and their causes, effects, and prevention methods. Labs include practical application of air, water, sewage, and solid waste management inspection and control.
- 1810 *Environmental Problems:* A course of study in which students are to choose a specific area and do some field work, text research, and submit a term paper on that subject.
- 0354 *Entomology:* This course is an introduction to the study of insects. Anatomy and major orders of insects are discussed in lecture sessions. In laboratory sessions, field collection is emphasized with identification of those insects collected.
- 2836 *Public Health I:* A comprehensive study of requirements and standards of shelter, space, individual home sewage development, and the development of home water supplies. It includes a study of plumbing, electrical, heating, and lighting requirements.



- 2381 *Ecology*: A course of study designed to prevent the problems of over-population, depletion of natural resources, and the relationship between the two problems. It will involve the student in a study of a specific geographic area to list the needs and the demands of the population and sources of material to meet them.
- 2840 *Bacteriology*: The study of the principles of bacteriology Lab procedures will develop experience in collection, isolation, culturing, staining, and identification of various microorganisms.
- 2837 *Environmental Engineering II*: A program of study of the commonly encountered pests and their eradication. This course will identify various types of rodents, insects, and other pests such as pigeons. Emphasis will be placed on methods of control and the necessary safety precautions necessary when handling various chemicals. Also stressed are the safety precautions necessary when handling infected vectors.
- 1880 *Seminar*: The presentation of lectures by various public health officials to include duties, responsibilities, and manpower needs of their agencies. Also discussed will be various public health control measures as applied by selected voluntary health agencies.
- 2851 *Epidemiology*: Epidemiology is the study of communicable diseases of man with emphasis on identification, frequency, distribution, control, and prevention of diseases endemic to this general geographic area.
- 2861 *Sanitation Lab Procedures*: Overview course designed to refresh the student on the proper or acceptable methods of collecting various kinds of water samples, of inspection of various agencies and operations, and of the collection of animal heads for rabies evaluation, etc.
- 2856 *Public Health II*: A study of the sanitation problems of such areas as camps, schools, mobile home parks, and swimming pools. Also studied are actions necessary to plan, develop, maintain, inspect, and license these areas as well as the actions necessary to correct and remove the problems.
- 3203 *Individual Studies in Environmental*: (1-5 hours, by arrangement)
- 1891 *Internship*: This course will provide the student with practical on-the-job training relative to training opportunities and future employment.
- 1890 *Special Problems*: This course will be held by special arrangement with an instructor in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.

## FORESTRY TECHNOLOGY

The Program provides technical training for "the scientific management of forests and forest lands." The primary course content emphasizes forestry and the biological sciences. Approximately 50% of the training involves field trips or experiences.

### *Possibility of Future Employment and Advancement*

1. Ranger in state forests and state parks
2. Forestry nursery foreman and assistant superintendent
3. Division and district fire warden
4. Logging or sawmill supervisor
5. Land manager for private and industrial owners
6. Assistant in specialized research with state or federal agencies
7. Industrial timber cruiser, log scaler, concentration yard manager, survey crew chief, land specialist, pulpwood and log buyer.

### *Equipment Provided*

Specialized equipment in forest mensuration. Equipment for aerial photo interpretation, timber harvesting, and surveying.



HOCKING TECHNICAL COLLEGE  
FORESTRY TECHNOLOGY  
CURRICULUM

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
0320	*Introduction to Forestry	T	3
1330	*Botany	B	3
1022	Math II	B	3
1335	*Dendrology	T	4
	Total		16
	<i>Second Quarter</i>		
1011	Communications II	G	3
0321	*Photo Interpretation	T	3
1322	*Fire Control & Forest Protection	T	3
0318	*Technical Drawing	T	3
1385	*Agronomy	B	3
1029	Math 23	B	3
	Total		18
	<i>Third Quarter</i>		
1012	Communications III	G	3
1323	*Reforestation	T	4
1324	*Surveying	T	3
1357	*Forestry Measurement	T	5
0354	Entomology	B	3
	Total		18
	<i>Summer (Optional)</i>		
1390	Internship	T	12
1391	Special Problems	T	3
	<i>Fourth Quarter</i>		
0060	Introduction to Sociology	G	3
2360	*Forestry Mensuration	T	5
2365	*Timber Harvesting	T	4
0040	Economics I	G	3
0075	Speech	G	3
	Total		18
	<i>Fifth Quarter</i>		
2398	*Introduction to Wildlife	T	3
2550	Principles of Management	G	3
2318	*Applied Silviculture	B	5
2320	*Machine Maintenance	B	3
2317	Orientation to Employment	T	1
	Total		15
	<i>Sixth Quarter</i>		
2319	*Forestry Management	T	5
2315	*Forestry Products Utilization	T	5
2314	*Lumber Grading Marketing	T	5
2070	Technical Writing	G	3
	Total		18

\*These courses will be assigned a lab time.

Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE FORESTRY TECHNOLOGY

- 0320 *Introduction to Forestry:* Introduction to the basic concepts of Forestry as practiced in North America since 1600. How forestry evolved will be covered.
- 1335 *Dendrology:* Identification of trees native to Ohio with emphasis on those of commercial value. Important commercial species in the United States, not native to Ohio will be covered in lectures.
- 0321 *Photo Interpretation:* This course is designed to acquaint the student with the use of vertical aerial photographs and associated maps in the field of vegetative analysis and mapping.
- 1322 *Fire Control and Forest Protection:* The first part of the course covers fire control practices and principles throughout the U.S. Detection, prevention, presuppression and suppression are the main topics under consideration. The second portion of the course involves disease problems that are of economic significance in the U.S. and Canada.
- 0318 *Technical Drawing:* Lettering, making orthographic projections and proper dimensioning of drawings. Proper use of drafting equipment. Construction of graphs and charts. Map reading.
- 1323 *Reforestation:* The mechanics of seeding and planting, forest nursery practices, planting methods, site preparation, reforestation of spoil banks, spacing, mixtures, conversion planting and the use of species selection guides.

Laboratory work is a combination of "hands on" planting projects on private land and an evaluation of past planting on strip mined land and old fields. Site preparation methods will be both analyzed and performed by students. The use of the solo mist blower, tree injector, filling, girdling and poisoning will be carried out. A trip to a state forest nursery to observe cone extraction and nursery planting techniques and procedures is an essential part of the program.

- 1324 *Survey I:* An elementary course in surveying, including the fundamentals of plane surveying and the use and care of equipment. The theory of measurements, solutions of triangles, angles, bearings, and azimuths. Proficiency in the use of the following instruments by completing assigned field exercises: staff and box compass, abney level, engineers and surveyors tapes, Philadelphia rod, engineers transit and level. Field work consists of two four-hour lab periods per week.

Special problems applicable to industrial, forestry and recreational surveys and mapping are included.

Students are responsible for keeping neat and accurate field notebooks which are graded weekly.

- 1357 *Forestry Measurement:* Introduction of basic forest measurement techniques and the instruments used in obtaining the measurements. Instruction on compiling data obtained from measurements.
- 1390 *Internship:* This course will provide the student with practical on-the-job training for training opportunities and future employment.
- 1391 *Special Problems:* Courses will be held by special arrangement with an instructor in the student's particular technology. It will provide an opportunity for individual research relative to the student's major area of study.
- 2365 *Timber Harvesting:* To acquaint the student with modern timber harvesting techniques and principles. Emphasis is placed on safety and efficient timber sale layout and design with respect to good site preservation. Various influences on production costs are explored.
- 2398 *Introduction to Wildlife:* A review of the theory and techniques of wildlife management with emphasis on forest game. Laboratory and field work includes habitat evaluation, habitat management planning, application of habitat management, censusing, aging and sexing wildlife and waterfowl identification.
- 2317 *Orientation to Employment:* Designed to orient the student to the various fields of employment that are available to the graduating technician. Forest organizations at the private and various governmental levels are examined. A survey of the various kinds of occupations is made and the demands and opportunities are stressed. Guest lecturers are invited to participate.
- 2319 *Forestry Management:* The organization management and regulation of forest properties for multiple use benefits. The economic aspect of management involves the production of a continuous stream of goods and services based on the capabilities of the land. The course involves the welding together of the knowledge gained in dendrology, protection agronomy, marketing, economics, reforestation, wildlife management, and silviculture.
- 2315 *Forestry Products Utilization:* The course includes the discussion of the utilization of hardwood and softwood logs and pulpwood, and recent advances in the field of waste reduction. Emphasis is placed on hardwood saw log conversion into lumber products.
- 2314 *Lumber Grading and Marketing:* Lumber grading is a course covering the basic principles of hardwood grading. Log yields in grades and marketing principles of hardwood lumber are also considered. Softwood grades and marketing are covered only in lecture.
- 2360 *Forestry Mensuration:* Includes cruising, estimating and mapping of standing timber; construction of local volume tables and collection of data for studies of growth; field problems in timber estimating by the interpretation of aerial photographs. An area will be assigned to be estimated and mapped. A complete report is made for the area which includes topographic and type maps, road and logging plans. Students need to know what log rules there are and how to use them. Also included are the basic techniques of log and pulpwood scaling, tree measurement, form class and volume determination;



the measurement of the volume of all forms of forest products, both after cutting and while still in the log, the tree or the stand, and the measurement of the growth of trees and stands of timber in terms of these products.

Methods of taking measurements by direct and indirect systems are covered as are volume computations, type mapping, and graphic presentations.

**2320** *Machine Maintenance:* This course covers basic concepts in the care and minor repair of trucks, tractors and other mechanical powered equipment such as chain saws, mowers and stationary engines. The ability to recognize problems in mechanical malfunction pertaining to carboration, ignition, gears, bearings, shafts, clutches, brakes, transmissions, belts, and hydraulic lines. The use of air jacks, oxygen acetylene and electric welders, and various mechanics hand tools.

**3201** *Individual Studies in Forestry:* (1-5 hours, by arrangement)

## RECREATION AND WILDLIFE TECHNOLOGY

A field-oriented program designed to provide the student with the necessary background and skills to fill the positions of labor foreman, park ranger, park manager, wildlife area manager, game production foreman, game protector, or assistant naturalist. The technician spends considerable time outdoors and carries out the policies and programs as set forth by the particular supervisory staff.

### *Possibility of Future Employment and Advancement*

Because of the large numbers of park and recreation areas, most employment opportunities are in this field. Employment is about 95% with public agencies. The construction of recreational areas is still increasing and employment opportunities will continue to rise. Excellent opportunities are available with the Ohio Department of Natural Resources, metropolitan park systems, conservancy districts, and certain local and federal agencies.

### *Equipment Provided*

Buses are provided for most field trips, but in certain cases students must furnish their own transportation. Audio-visual aids, lab equipment, field glasses, and some camping equipment is provided by the school. Certain small inexpensive items are purchased by the student.



## HOCKING TECHNICAL COLLEGE RECREATION & WILDLIFE TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
1340	*Introduction to Recreation	T	3
1331	*Field Biology I	B	3
1330	*Botany	B	3
1022	Math II	B	3
0319	*Technical Drawing	T	2
	Total		<u>17</u>
	<i>Second Quarter</i>		
1011	Communications II	G	3
1301	*Ohio Trees	T	3
1355	*Zoology	B	3
1380	*North American Wildlife I	T	2
1302	*Cartography	T	3
1029	Math 23	B	3
	Total		<u>17</u>
	<i>Third Quarter</i>		
1012	Communications III	G	3
0334	*Geology	B	3
1332	*Field Biology II	B	3
1386	*North American Wildlife II	T	2
1307	*Environmental Problems	B	3
1324	*Surveying	T	2
	Total		<u>16</u>
	<i>Summer (Optional)</i>		
1390	Internship	T	12
1392	Special Problems	T	3
	<i>Fourth Quarter</i>		
2361	*Maintenance of Recreation Areas I	T	3
2381	*Problems in Ecology	T	3
0056	History	G	3
0320	*Introduction to Forestry	T	3
2398	*Introduction to Wildlife Management	T	3
2382	Recreation Management Seminar	T	3
	Total		<u>18</u>
	<i>Fifth Quarter</i>		
0040	Economics I	G	3
2362	*Maintenance of Recreation Areas II	T	3
2356	*Soils	T	3
0075	Speech	G	3
1354	*Fish Management	T	2
	Total		<u>14</u>
	<i>Sixth Quarter</i>		
2303	*Management of Recreation Areas	T	3
2306	*RE-Nature Interpretation	T	3
2305	*Recreation & Wildlife Plantings	T	3
2399	*WE-Wildlife Management	T	3
2308	*Ornithology	B	3
2304	Investigation	T	3
1350	*Archaeology	G	3
	Total		<u>18</u>

\*These courses will be assigned a lab time.

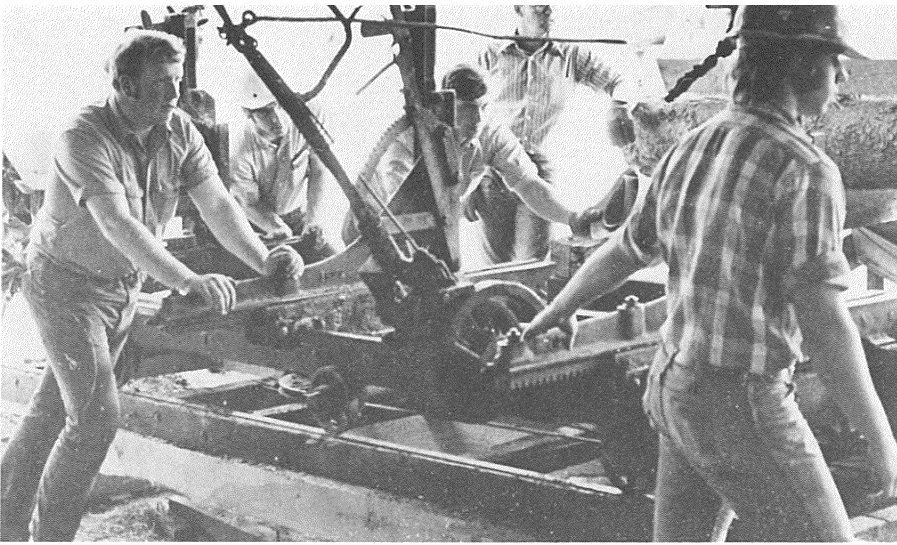
Note: Sequence of courses subject to change.



## TECHNICAL COURSE DESCRIPTIONS FOR THE RECREATION & WILDLIFE TECHNOLOGY

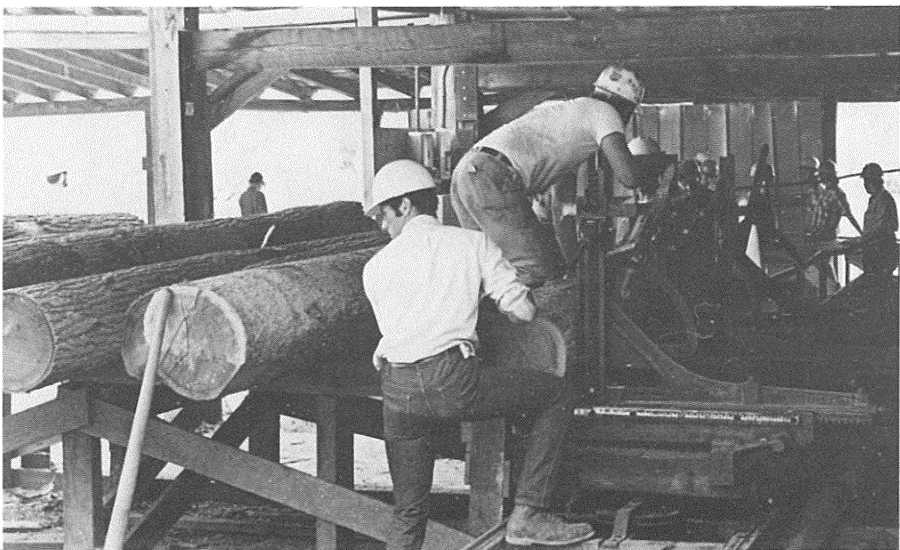
- 1340 *Introduction to Recreation:* A study of the recreation movement in the U.S. including its history and future.
- 0319 *Technical Drawing:* A course designed to study the field research, drafting techniques and reproduction methods required to process a development plan from the idea stage to the finished presentation drawing.
- 1301 *Ohio Trees:* Field and laboratory identification of Ohio trees in the winter condition by sight and by using plant keys. Bud, twig, fruit, bark, growth habits, and habitat will be considered. Lectures will emphasize identification characters, habitat, and commercial and aesthetic values of each species.
- 1380 *North American Wildlife I:* A study of the life history, habitat and distribution of Ohio game birds and animals. Lab work includes sexing and aging techniques, census work, track casting, winter bird identification, food analysis, study skin preparation and small mammal identification.
- 1302 *Cartography:* The interpretation of aerial photographs and topographic maps. Identification of cover types and physiographic features is emphasized by studying a variety of known locations. Includes study of maps, symbols and lettering.
- 1386 *North American Wildlife II:* This course is a survey of the big game animals occurring primarily in the more remote areas of North America. Some locally occurring wildlife species not included in N.A.W.I. are also included. It also provides an opportunity to do wildlife census work.
- 1324 *Surveying:* Use of surveyors equipment and basic exercises dealing with typical surveying problems.
- 2361 *Maintenance of Recreation Areas I:* An introduction to problems, tools, equipment and techniques of maintenance of Recreation Areas.
- 2381 *Problems in Ecology:* A thorough study of local plant communities, succession, and forest types. Major North American vegetational types and the ecology of Ohio is also included. Lab and field work includes an analysis of vegetation types in various communities by the use of plot surveys and line transects.
- 0320 *Introduction to Forestry:* A study of the history of forest management in Ohio and the United States, and the structure of state and federal forest agencies. Forest resources and their relationship to recreation and wildlife management will be discussed.
- 2398 *Introduction to Wildlife Management:* This is an introductory course in wildlife management. The class work provides a background of theory in wildlife population dynamics. The laboratory work is to provide the student with the current techniques of habitat manipulation.

- 2382 *Recreation Management Seminar:* Outside speakers and staff will discuss the programs, problems, policies, and job opportunities of various conservation and resource oriented agencies.
- 2362 *Maintenance of Recreation Areas II:* A continuation of Maintenance I. Additional work relative to equipment and techniques required for maintenance of recreation areas.
- 2356 *Soils:* Soils emphasizes two major areas of study. The first segment includes a study of the physical and chemical properties of soils, while the second includes a practical application of these same properties.
- 1354 *Fish Management:* This course is designed to acquaint the student with the theories and techniques of fisheries management. Emphasis is placed on the management of natural and artificial lakes and ponds.
- 2303 *RE — Management of Recreation Areas:* A study of various methods of area management including duties of recreation and wildlife managers. This course includes office procedures, public relations, work schedules, correspondence, and budgets.
- 2306 *RE — Nature Interpretation:* Pertains to the interpretive and informative approach of relating to the public by speaking, writing, and conducting field trips. Trail layout and design, self-guiding trails, and public and private conservation agencies in Ohio are included.
- 2305 *Recreation and Wildlife Plantings:* This course covers the role of native and exotic plants in wildlife management and park landscaping. Includes identification, cultural practices, grafting techniques, aesthetic values, pests, and pest control.
- 2399 *WE — Wildlife Management:* Includes principles and field application of wildlife surveys; habitat improvement procedures and management planning for game and non-game species.
- 2304 *Investigation:* This course covers state and federal laws in criminal investigations, and the rights of the individual.
- 3202 *Individual Studies in Recreation & Wildlife:* (1-5 hours, by arrangement)
- 1382 *Internship:* A summer internship program is operated when job positions with public agencies are available. Students pay a tuition fee and are graded on their work. Periodic checks by the staff are made with the student and manager of the work area. Students receive valuable work experience and credit for certain second year courses.
- 1391 *Special Problems:* Students may elect to take special problems in a particular field of interest upon approval of the instructor. The problem is planned jointly by student and instructor, and weekly discussions are scheduled to check progress.
- 1303 *Using Nature's Resources for Fun and Profit:* This course, which is designed for the sportsman of Southeastern Ohio, will provide an in-depth look at the utilization of nature's products for both fun and profit. Areas which will be emphasized include use of edible wild plants, collection and uses of medicinal



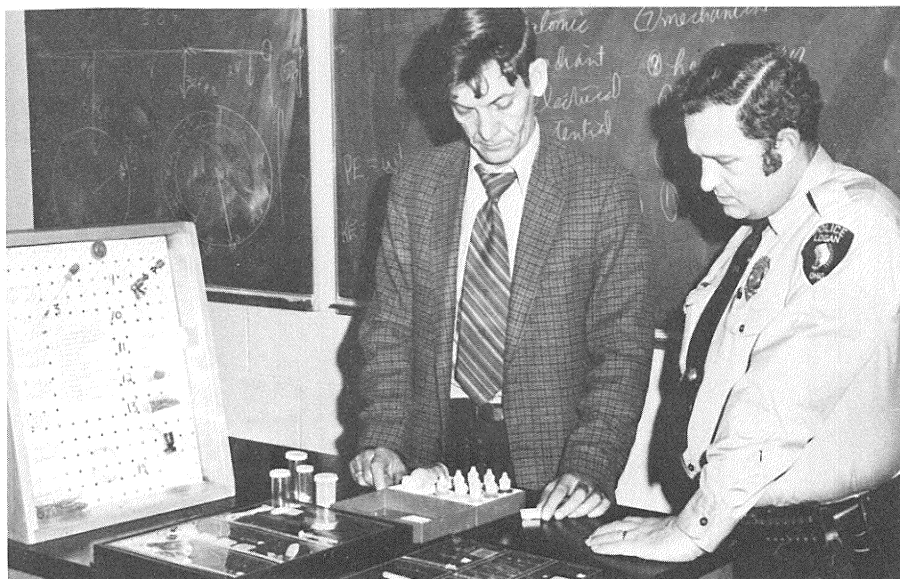
plants, wine and wine making, trapping methods, and wild game preparation.  
(3 hours credit, elective)

**2302 *Backpacking & Hiking:*** An in-depth study of backpacking and hiking techniques for the beginner or expert. Included are sections on selection of equipment, cooking, camping techniques, wilderness, travel, emergencies, etc. (2 hours credit, elective)





# **PUBLIC SERVICE TECHNOLOGIES**



## CORRECTION TECHNOLOGY

The program is directed toward developing professional techniques.

This is a two-year college level program designed to insure the proper balance of basic science, liberal studies, and technical training with field and laboratory experience that will prepare the student for employment in government, juvenile or adult correctional agencies.

Students will gain an understanding of the causes of deviant behavior within modern society. Specially designed courses will deal with the problems of correctional law, the prevention, identification, and correction of deviant behavior. In addition, students will study both community and institutionally based corrections program.

### *Possible Employment*

Corrections officer, youth leader, parole officer (adult), probation officer, detention home, group home, halfway house, and drug center.

## HOCKING TECHNICAL COLLEGE CORRECTION TECHNOLOGY CURRICULUM

<i>Course No.</i>			<i>Credit</i>
<i>First Quarter</i>			
1010	Communications I	G	3
0050	Introduction to Psychology	G	3
1760	*Introduction to Correction	T	3
2770	*Juvenile Delinquency	T	3
1762	*Probation & Parole	T	5
	Totals		17
<i>Second Quarter</i>			
1011	Communications II	G	3
0051	Developmental Psychology	G	3
0060	Introduction to Sociology	G	3
0080	Political Science I	G	3
1761	*Criminology	B	3
	Totals		15
<i>Third Quarter</i>			
1012	Communications III	G	3
0063	*Urban Sociology	B	3
0052	Abnormal Psychology	B	3
0053	*Correctional Psychology	B	5
1785	*Interpersonal Relations	T	4
	Totals		18
<i>Summer (Optional)</i>			
1763	Internship	T	12
1765	Special Problems	T	3
<i>Fourth Quarter</i>			
2769	*Correctional Law	T	5
1790	*Group Work Techniques	T	3
1773	*Observation Techniques	T	3
2070	Technical Writing	G	3
1781	*Counseling & Interviewing I	T	3
	Totals		17
<i>Fifth Quarter</i>			
1776	*Correctional Case Evaluation	T	5
1782	*Counseling & Interviewing II	T	3
2771	*Correctional Programs	T	4
2772	*Community Programs	T	5
	Totals		17
<i>Sixth Quarter</i>			
1780	*Principles of Leadership	B	4
2777	*Research Appreciation	T	5
1766	*Special Problems in Criminal Justice	T	3
2747	*Corrections Seminar	T	4
	Totals		16

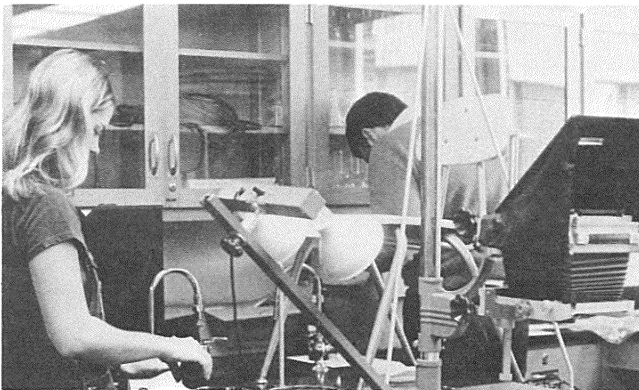
\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE CORRECTION TECHNOLOGY

- 1760 *Introduction to Correction:* This course will allow a person an opportunity to study the history of corrections, concepts of treatment versus punitive measures, and to have an understanding of the objectives of corrections.
- 2770 *Juvenile Delinquency:* Nature and extent of delinquency; competing explanatory theories; prevention, control, and treatment programs.
- 1762 *Probation and Parole:* Topics covered include: history and development, role in the Criminal Justice System, current programs, legal considerations, detention process, social investigations, use of community resources, role of the officer in treatment. Class work will be augmented by group and individual field trips and projects.
- 1785 *Interpersonal Relations:* The study of interpersonal relations as they affect attitudes, values, personality and behavior; theories of motivation and perception as related to social processes.
- 2769 *Correctional Law:* This course will allow the student to have an understanding of constitutional, criminal, and correctional law. He will study how interaction of these laws control our human behavior.
- 1790 *Group Work Techniques:* Study of theories and procedures of using group influence to modify attitudes and behavior; taught by group method. Practice in transactional analysis, guided group interaction and reality therapy.
- 1773 *Observation Techniques:* The observation, recording, interpretation and reporting of behavior, especially non-verbal. A study of the importance of observation as it affects diagnosis, treatment and custody.
- 1781 *Counseling and Interviewing I:* Overview of theories and approaches to counseling covering spectrum from nondirective to directive approaches. Special emphasis on counseling the involuntary client in correctional settings.
- 1782 *Counseling and Interviewing II:* Practicum in counseling and interviewing in correctional settings. Emphasis on relationship-building with the involuntary client, special nature of counseling in a correctional setting and methods of self-evaluation of counseling effectiveness.
- 1776 *Correctional Case Evaluation:* This course will allow a student to first select a certain type of criminal case. Then he will have an opportunity to meet with the individual who is connected with the case and develop a program, along with his supervisor, which would provide an opportunity for rehabilitation.
- 2771 *Correctional Programs:* This will deal with all of the programs which the correction field uses in its systems — treatment, social services, prerelease, religion, discipline, visitation, education, etc.

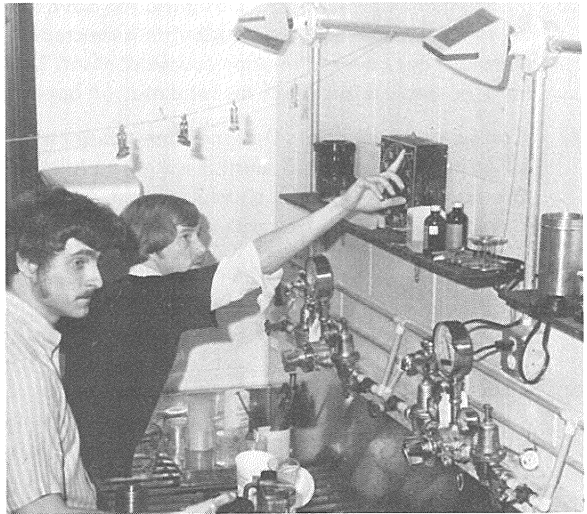


- 2772 *Community Programs:* This course will explore the programs which could bring together the institution and the community, so each would be able to identify its role and understand how, by uniting forces, the rehabilitation process would be expedited.
- 2777 *Research Appreciation:* The student will select a research project in relation to correction. He will develop the project and explore the various methods of research that would be associated with the project.
- 1766 *Special Problems in Criminal Justice:* Designed to give advanced students academic flexibility. Students will select a topic or problem area in which they are interested for in-depth study. Activities may include library research, agency placement, program development (i.e. volunteer services), Action research, etc. Student and instructor make joint selection of topic such as: alcoholic offender, selection for community treatment, family therapy, etc.
- 1786 *Readings in Corrections:* Designed for advanced students, but need not all be taken in one quarter. Student is expected to be exposed to corrections literature not covered in prior course content. Term papers and oral presentations in small groups will be required. (4 hours credit, by arrangement)
- 2747 *Corrections Seminar:* Designed for advanced students, but need not all be taken in one quarter. Student is expected to be exposed to corrections literature not covered in prior course content. Term papers and oral presentations in small groups will be required.
- 2702 *Individual Studies in Corrections:* (1-5 hours, by arrangement)
- 1763 *Internship:* This course will provide the student with practical on-the-job training relative to training opportunities and future employment.
- 1765 *Special Problems:* This course will be held by special arrangement with an instructor in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.



## POLICE ADMINISTRATION TECHNOLOGY

Hocking Technical College's objective will be to educate and train professionals in the field of Police Administration. An accelerated professional tempo in the police services has necessitated the training of qualified personnel to function in a leadership capacity.



**HOCKING TECHNICAL COLLEGE  
POLICE ADMINISTRATION TECHNOLOGY  
CURRICULUM**

<i>Course No.</i>			<i>Credit</i>
	<i>First Quarter</i>		
1010	Communications I	G	3
1713	*Basic Photography	T	3
1712	*Introduction to Law Enforcement	T	4
2791	Public Administration	T	3
2752	Criminal Evidence	T	4
	Totals		17
	<i>Second Quarter</i>		
1011	Communications II	G	3
0050	Introduction to Psychology	G	3
1720	Criminal Law I	B	3
1717	*Advanced Photography	T	2
2792	*Public Finance	T	3
2799	*Police Administration I	B	3
	Totals		17
	<i>Third Quarter</i>		
1012	Communications III	G	3
2789	*Police Administration II	B	3
1721	*Criminal Law II	B	3
1299	Computer Concepts	T	2
1714	*Typing & Business Machines	T	2
0051	Developmental Psychology	G	3
	Totals		16
	<i>Summer (Optional)</i>		
1702	Internship	T	12
1701	Special Problems	T	3
	<i>Fourth Quarter</i>		
2790	*Police Administration III	B	3
0060	Introduction to Sociology	B	3
0052	Abnormal Psychology	B	3
2925	*Supervision & Leadership	B	4
1224	*Computers in Law Enforcement	T	5
	Totals		18
	<i>Fifth Quarter</i>		
2793	*Police Administration IV	T	3
2070	Technical Writing	G	3
2795	*Police Administration Research I	T	3
0058	Psychology, Its Applications	G	2
2753	*Traffic Control	T	4
	Totals		15
	<i>Sixth Quarter</i>		
2794	*Police Administration V	T	3
2796	*Police Administration Research II	T	3
2755	*Laws of Arrest, Search, & Seizure	T	3
2781	*Grantsmanship	T	3
0080	Political Science I	G	3
	Totals		15

\*These courses will be assigned a lab time.  
Note: Sequence of courses subject to change.

TECHNICAL COURSE DESCRIPTIONS  
FOR THE POLICE ADMINISTRATION TECHNOLOGY

- 1712 *Introduction to Law Enforcement:* This course acquaints the student with federal, state, and local law enforcement agencies and allied agencies, such as narcotics, health and liquor control department and bureau of prisons, motor vehicle and others.
- 1713 *Basic Police Photography:* The student will receive a thorough working knowledge of the photographic process from this course.
- 1717 *Advanced Police Photography:* Goals of this course are: to provide the student with knowledge of the ways in which photography can record various kinds of evidence using the latest materials and techniques; to provide the student with knowledge of the proper preparation of photographs for evidence in court and court testimony by the photographer.
- 2791 *Public Administration:* A basic examination of the internal operating characteristics of the public organization in our diversified society. Specific emphasis on managerial principles as they are applied within, and influenced by, our governmental structure.
- 1714 *Typing and Business Machines:* The course is a study of the touch system of typewriting with emphasis on accuracy rather than speed, and report and form typewriting techniques. Introduction to business machines is also included.
- 2792 *Public Finance:* Analysis of the various forms of taxation: shifting and incidence of taxation, public borrowing, non-tax revenues, public expenditures, the effects of government revenue and expenditure on a law enforcement agency.
- 1702 *Internship:* This course will provide the student with practical on-the-job training relative to training opportunities and future employment.
- 1701 *Special Problems:* This course will be held by special arrangement with an instructor in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.
- 1299 *Computer Concepts I:* This is an introduction to data processing with concentration on applications in law enforcement technology.
- 2752 *Criminal Evidence:* Goals of this course are: to provide the student with a working knowledge of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court; to provide the student with an appreciation of the importance of proper preservation and collection of evidence; to provide the student with an understanding of the need to cooperate with prosecuting officials in the gathering of and presentation of evidence, including the recommended legal guidelines in obtaining oral and written confessions.
- 2793 *Police Administration IV:* History of traffic control; traffic law; investigation of traffic accidents; the police role in education, engineering, recording and enforcement; instruction on chemical intoxication and related tests. Upon

successful completion of the course, each student will receive a certificate issued by the Ohio Department of Health.

- 1224 *Computers in Law Enforcement:* This course covers computer controlled personnel assignments. Crime areas are given computer rating from input data and patrol and support staff assigned. Input will be used for many types of reports.
- 2794 *Police Administration V:* Evaluation of evidence and proof with regard to kind, degree, admissibility, competence and weight; court decisions studied as they relate to force, search, seizure and other legal aspects of evidence.
- 2795 *Police Administration Research I:* Student research and discussions on selected subject areas; visits to police agencies for observation of practical applications; review of all work covered in the police curriculum. Prerequisite: satisfactory completion of 18 credit hours of courses in Police Science and Administration.
- 2781 *Grantsmanship:* Analysis of the various forms and types of grants available for law enforcement agencies. Develop an innovative and comprehensive program which could be funded. Write and submit proposal to the Law Enforcement Planning Agency.
- 2753 *Traffic Control:* This course will enable the student to handle traffic situations from reports to incidents, and acquire an understanding of the problems of traffic control. The most frequently used sections of the uniform vehicle code will also be covered.
- 2796 *Police Administration Reserch II:* Continuation of Police Administration Research I.
- 2755 *Laws of Arrest, Search and Seizure:* This course covers the historical review of the laws of arrest, search, and seizure and requires the student to develop practical demonstrations utilizing the rules of the laws of arrest, search, and seizure.
- 2701 *Individual Studies in Police Administration:* (1-5 hours, by arrangement)

## POLICE SCIENCE TECHNOLOGY

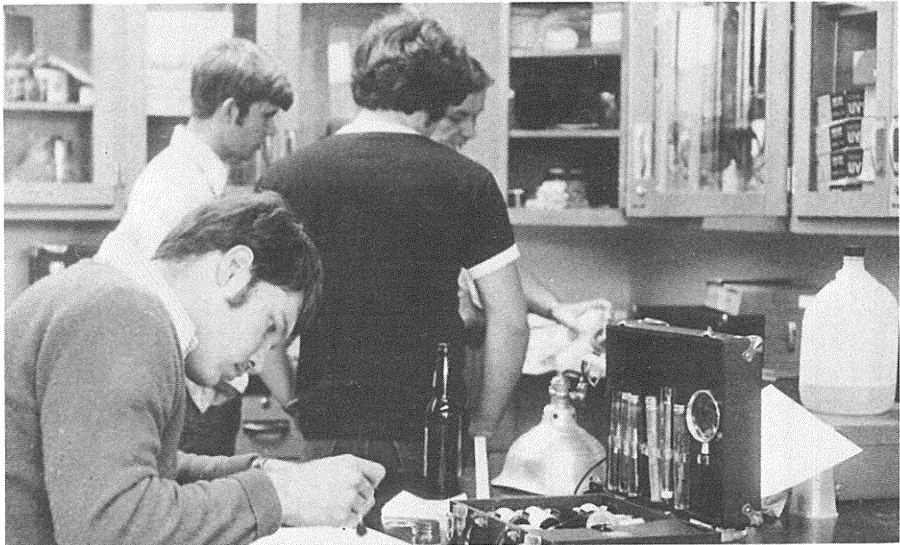
This is a program designed to provide the students with the skills and knowledge of law enforcement enabling them to meet the demands of our complex society. The training is directed toward developing a professional technician and a citizen.

### *Possibility of Future Employment and Advancement*

- Local:** Local police and sheriff's departments.
- State:** State police, highway patrol, crime control commission, fish and wild-life agencies, narcotics bureaus, crime laboratories, and more than 200 other state agencies in the U.S.
- Federal:** Central Intelligence Agency, U.S. Secret Service, Internal Revenue Service, Border Patrol, Military Police, Office of Naval Intelligence, and over fifty other agencies concerned with some aspect of law enforcement.
- Private:** Plant protection and industrial security, insurance investigator, retail store security, private police, airline, bus, railroad security, private investigation.

### *Equipment Provided*

- Photo lab and equipment
- Crime lab and equipment



## HOCKING TECHNICAL COLLEGE POLICE SCIENCE TECHNOLOGY CURRICULUM

*Course No.*

<i>First Quarter</i>			
1712	*Introduction to Law Enforcement	T	4
1751	*Introduction to Investigation	T	5
1826	Physical Science I	B	3
1713	*Basic Photography	T	3
2735	*Juvenile Procedures	T	3
Total			18
<i>Second Quarter</i>			
2740	*Patrol Procedures	T	2
0050	Introduction to Psychology	G	3
1720	Criminal Law I	B	3
1827	Physical Science II	B	3
1717	*Advanced Police Photography	T	3
0060	Introduction to Sociology	G	3
Total			17
<i>Third Quarter</i>			
1721	*Criminal Law II	B	3
1802	*Chemistry I	B	3
0052	Abnormal Psychology	G	3
2730	*Criminalistics I	T	3
2756	*Intermediate Investigation	T	3
0080	Political Science I	G	3
Total			18
<i>Summer (Optional)</i>			
1702	Internship	T	12
1701	Special Problems	T	3
<i>Fourth Quarter</i>			
1010	Communications I	G	3
1299	*Computer Concepts	T	2
2752	*Criminal Evidence	T	4
2731	*Criminalistics II	T	3
2799	*Police Administration I	T	3
0054	Group Interaction	B	3
Total			18
<i>Fifth Quarter</i>			
1011	Communications II	G	3
2925	*Supervision & Leadership	B	4
2732	*Criminalistics III	T	5
0059	Psychology, Its Applications	B	2
2789	*Police Administration II	T	3
Total			17
<i>Sixth Quarter</i>			
1012	Communications III	G	3
2753	*Traffic Control	T	4
2754	*Accident Investigation	T	3
2755	*Laws of Arrest, Search & Seizure	T	3
2797	*Police Community Relations	T	3
1714	*Typing & Business Machines	T	2
Total			18

\*These courses will be assigned a lab time.

Note: Sequence of courses subject to change.

## TECHNICAL COURSE DESCRIPTIONS FOR THE POLICE SCIENCE TECHNOLOGY

- 1712 *Introduction to Law Enforcement:* This course acquaints the student with federal, state and local law enforcement agencies and allied agencies, such as narcotics, health and liquor control department and bureaus of prisons, motor vehicle and others.
- 1713 *Basic Photography:* This course is designed to teach the fundamentals of photography; how to handle a camera with ease, how to expose and process film correctly and produce satisfactory prints by contact or enlargement. It will also provide information on planning a darkroom.
- 1717 *Advanced Police Photography:* Goals of this course are: to provide the student with knowledge of the ways in which photography can record various kinds of evidence using the latest materials and techniques; to provide the student with knowledge of the proper preparation of photographs for evidence in court and court testimony by the photographer.
- 1751 *Introduction to Investigation:* This course will provide the student with the more important fundamentals of criminal investigation, the initial contact, the preliminary investigation, primary phase, and follow-up.
- 1714 *Typing and Business Machines:* The course is a study of the touch system of typewriting with emphasis on accuracy rather than speed, and report and form typewriting techniques. Introduction to business machines is also included.
- 2756 *Intermediate Investigation:* A study of proper interviewing procedures and practices, constitutional limitations on interrogations, legal interrogation procedures and practices are included in this course.
- 1702 *Internship:* This course will provide the student with practical on-the-job training relative to training opportunities and future employment.
- 1701 *Special Problems:* This course will be held by special arrangement with an instructor in the student's particular technology. It will provide an opportunity for individual research in the student's major area of study.
- 1299 *Computer Concepts:* This course is an introduction to record maintenance utilizing a punch card system. Programming and operations of basic machines such as key punch and sorter will be stressed. Problem solving techniques will be introduced along with systems flow charting.
- 2752 *Criminal Evidence:* Goals of this course are: to provide the student with a working knowledge of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court; to provide the student with an appreciation of the importance of proper preservation and collection of evidence; to provide the student with an understanding of the need to cooperate with prosecuting officials in the gathering of and presentation of evidence, including the recommended legal guidelines in obtaining oral and written confessions.

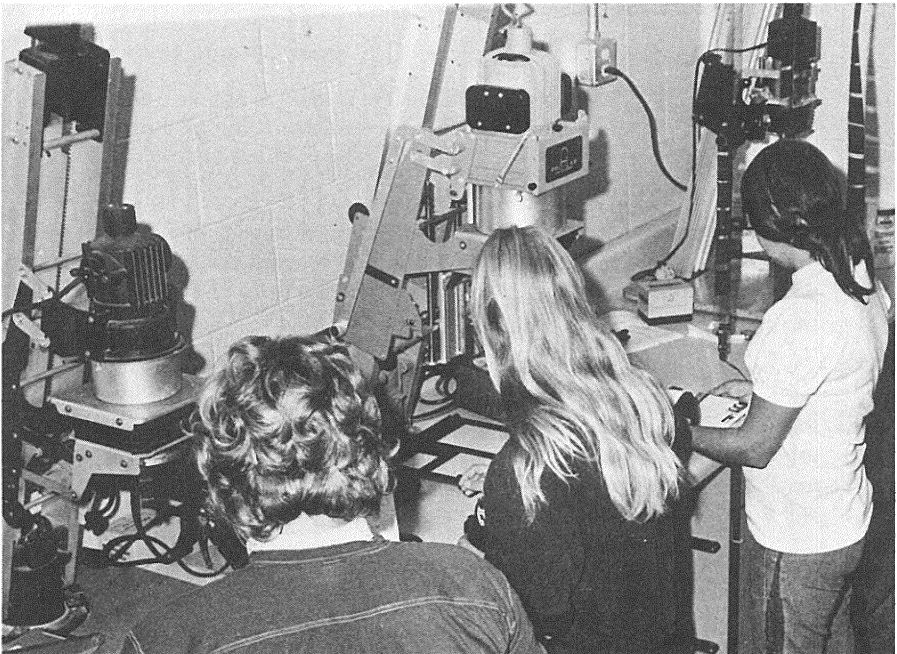


- 2730 *Criminalistics I:* This course seeks to provide the student with knowledge of the importance of application of scientific methods of investigation; to provide the student with practical experience in recognizing, gathering, preserving, evaluating, and processing evidence in the laboratory; to educate the student in the physical technologies used in processing criminal evidence in the police laboratory.
- 2731 *Criminalistics II:* This course will provide the student with knowledge of the importance of application of scientific methods of investigation; with practical experience in recognizing, gathering, preserving, evaluating and processing evidence in the laboratory; and to educate the student in the physical technologies used in processing criminal evidence in the police laboratory.
- 2732 *Criminalistics III:* The study of identification of fingerprints, identification of firearms and bullets, documents and tool marks, and preparation for court presentation are included in this course.
- 2735 *Juvenile Procedures I:* This course will provide the student with knowledge of the problems encountered in the control of juvenile delinquency, and acceptable techniques in processing detained juveniles in conformance with the law.
- 2799 *Police Administration I:* This is a study of the basic problems of police administration, organizational concepts and principles.
- 2740 *Patrol Procedures:* This course is designed to educate the student in the fundamental duties of the police officer on the street. The student will learn the procedure and guidelines to follow in answering all types of calls the police officer will face on the street. Patrol Procedures will prepare the student psychologically for a dynamic society.
- 2700 *Individual Studies in Police Science:* (1-5 hours, by arrangement)
- 2753 *Traffic Control:* This course will enable the student to handle traffic situations from reports to incidents, and acquire an understanding of the problems of traffic control. The most frequently used sections of the uniform vehicle code will be covered.
- 2755 *Laws of Arrest, Search and Seizure:* This course covers the historical review of the laws of arrest, search, and seizure and requires the student to develop practical demonstrations utilizing the rules of the laws of arrest, search, and seizure.
- 2797 *Police-Community Relations:* This course will analyze the relationship the police have with the communities they serve. Consideration will be given to the role of the police in a democratic society; the importance of the current urban crisis affecting criminal justice; programs aimed at improving the relationship of the police with the community; and what impact these programs will have on future police-community relationships.

The course will explore the area of public relations and expose the student to varied writings in this field and the field of police-community relations. The course is designed to provide the serious student with a basic knowledge of past and present proven public relations and police-community relations tech-

niques, current factors in the urban crisis affecting the criminal justice system, and potential goals toward which the criminal justice system can move.

- 2754 *Accident Investigation:* Enable personnel with police traffic services responsibilities to acquire knowledge and skill requisite to successful performance of duty and responsibility when conducting motor vehicle traffic accident investigations.



## CERTIFICATE PROGRAMS

Hocking Technical College offers thirteen certificate programs. Each certificate program is designed to prepare students to work at a specific cluster of jobs within an occupational field. The make-up of these programs varies, both in the number of courses and in the number of credit hours. The requirements of the job have determined the certificate program's make-up. *When compared to an associate degree, the certificate program is much more narrowly defined to afford students the opportunity to get job knowledge of a basic nature.* Yet, by completing the certificate program and earning a certificate, the student does have evidence that he possesses competencies that would qualify him for specific jobs. The fact that job knowledge can be acquired with a minimum of time investment is perhaps the program's most attractive feature.

All courses contained in a certificate program are applicable toward an associate degree. If the student who earns a certificate should later decide to broaden his knowledge in his chosen field, he already has a good start on an associate degree. The earning of the associate degree would then serve to widen the student job opportunities by increasing his knowledge.

## AVAILABLE CERTIFICATE PROGRAMS

COMPUTER SCIENCE

SECRETARIAL SCIENCE (with shorthand)

SECRETARIAL SCIENCE (without shorthand)

BROADCASTING

ELECTRONICS

MOTEL MANAGEMENT

BUSINESS OPERATIONS

RETAILING

BUSINESS MANAGEMENT

DRAFTING & DESIGN

HOTEL-RESTAURANT

MANAGEMENT

BOOKKEEPER CERTIFICATE IN ACCOUNTING

Further information about pursuing any of the above programs should be directed to:

Division of Adult and Continuing Education

HOCKING TECHNICAL COLLEGE

Route 1

Nelsonville, OH 45764

# **GENERAL COURSE DESCRIPTIONS**

THE DEVELOPMENTAL READING LABORATORY

## **BASIC COURSE DESCRIPTIONS**

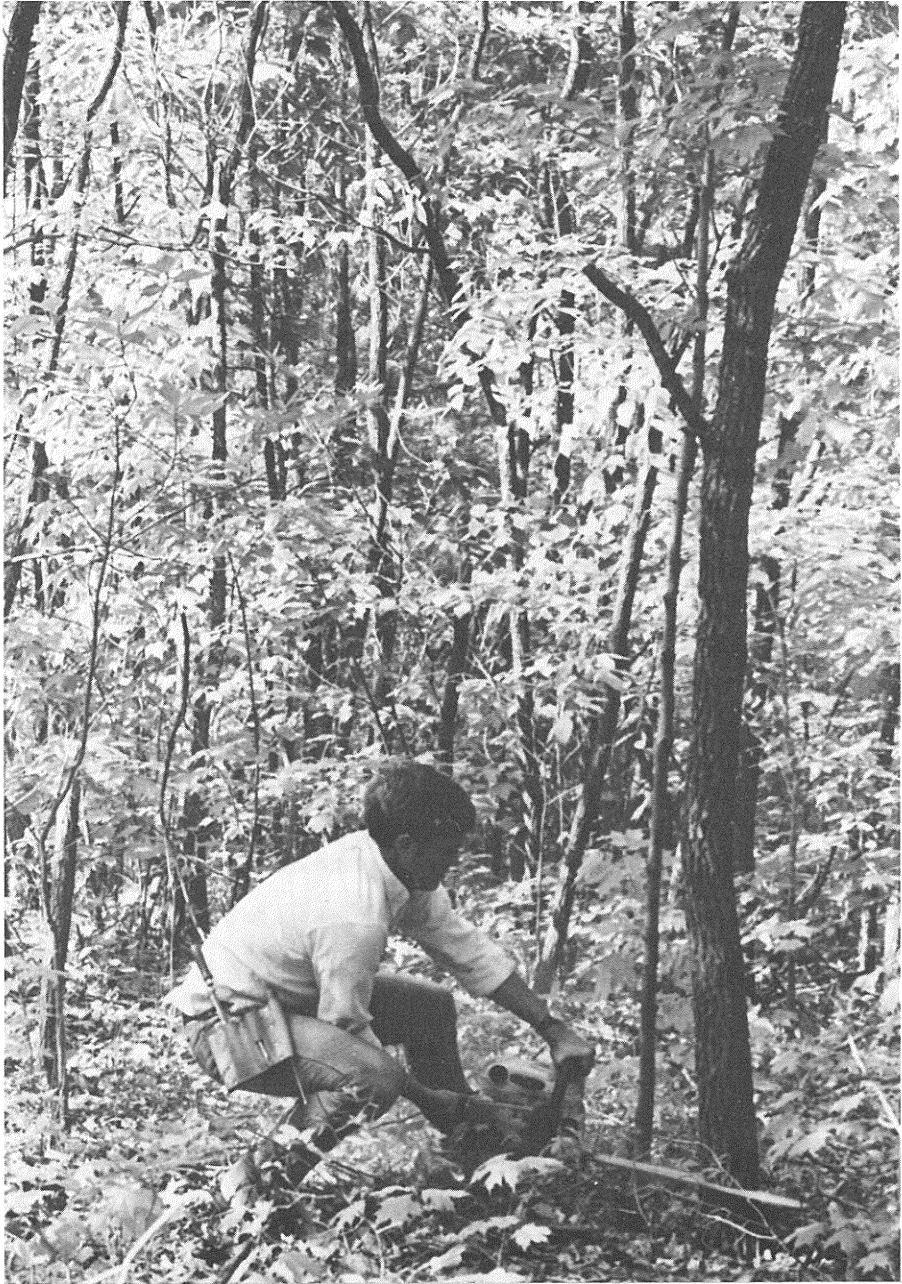
## COURSE DESCRIPTIONS FOR GENERAL STUDIES

- 1010 *Communications I:* This course is intended as a development of grammar and mechanical skills through examination of basic problem areas and short writing assignments.
- 1011 *Communications II:* This course is a continuation of Communications 1010 with emphasis on expository writing.
- 1012 *Communications III:* This course continues the study of expository writing with written reports and job-oriented correspondences.
- 2060 *Issues and Problems:* This course is intended to develop the ability to read with critical understanding and write with clarity through the use of current material of a controversial nature.
- 2070 *Technical Writing:* A study of various methods of organizing and presenting written data. Emphasis upon developing clear, precise, objective thinking and writing as demonstrated through a series of written reports.
- 0075 *Speech:* The objective of this course is effective speaking for technical personnel. Emphasis is given to the expression of ideas at meetings, group discussions, and informal speaking engagements with stress on proper support of ideas and observations through research.
- 0040 *Economics I:* This is the first course of a two-quarter sequence. It is organized to present the concepts basic to an understanding of business economics with an emphasis on macroeconomics. It covers such areas as economic growth, production, unemployment, the price level and public policy question.
- 0041 *Economics II:* This is a continuation of the introductory course in economics. While Economics I conveyed an overview of the macroaspects of the field, the emphasis in Economics II will be on microeconomics, or the more detailed aspects of the field. Such essential areas as money, credit, competition, monopoly, wages, labor-management relations, business cycles, prices, and government controls and regulations, as well as the interrelation of the American economic system with other systems will be emphasized.
- 0443 *Sociology of Family Living:* An analysis of marriage and family structures in the United States, including roles and responsibilities of family members. There will be discussion of the changes that take place as the family moves through the early, middle, and later years of its existence. Consideration will be given to the changing role of the family in the United States, and there will be some comparative study of families of other nations.
- 0053 *Correctional Psychology:* A study of various psychological approaches and treatment modalities applied to Corrections. Major approaches and treatment modalities applied to Corrections. Major approaches studied are: behavior modification, I-level, Quay system, reality therapy, transactional analysis and psychoanalytic.

- 2779 *Group Interaction*: A three credit course, the purpose of which is to introduce students to the complexities of interpersonal relationships. The prerequisite is Introduction to Psychology. Students will meet as a group on a regular basis in order to exchange ideas about themselves and others. The aim of the course is for students to gain a greater understanding of themselves, to increase their sensitivity to others, and to facilitate communications.
- 0435 *Developmental Psychology*: Content of the course is directed to the physical and psycho-social development of the individual of all ages and the ill and the dying individual.
- 0061 *Sociology of Collective Behavior*: The study of spontaneous group behavior. Attention given to such social phenomena as panic, fads, crazes, and to groups from short-lived crowds to enduring social movements. The course will investigate the questions: who participates in collective behavior and why?
- 0060 *Introduction to Sociology*: This course introduces the student to study of human society and social behavior. Such things as culture, deviance, bureaucracy, values and social processes will be discussed.
- 0050 *Introduction to Psychology*: This course is a survey of the background, development, and current thinking in the scientific study of behavior. The course will cover the physiological and social basis of behavior and the scientific methodologies employed by psychologists.
- 0051 *Abnormal Psychology*: An overview of the identification, diagnosis, and treatment of mental illness and social deviance in our society. Includes discussion of community mental health concepts and applications.
- 0058 *Psychology, Its Applications*: A practical course designed to assist the student in applying previously learned psychological principles to the specific technology in which he is enrolled, utilizing a case study and "hands on" type of experience.
- 0080 *Political Science I*: This is an introductory course. The objective of the course is to provide the fundamentals of the operation of the American political system. A special emphasis will be given to such core aspects as conflict and consensus parties, elections, groups, and the economy, as they relate to national, state and local politics.
- 0081 *Political Science II*: An introductory course in state and local government.
- 0056 *History*: History of Ohio from earliest inhabitants to the present industrialized state is covered.
- 1350 *Archaeology*: This course includes a survey of prehistoric cultures that inhabited Ohio and how they differed from each other. Field trips to prehistoric sites and museums are included in course work.
- 9906 *Comparative Religion*: This course is a survey of some of the world's major religions. Attention is given to the leaders and the historical origins of Judaism, Islam, Buddhism, and Christianity. Particular emphasis is placed upon the

comparison of the teachings of these religions with respect to the nature of man, the nature of God, and the purpose and meaning of life.

9010 *Individual Studies in General Studies:* (1-5 hours, by arrangement)





## THE DEVELOPMENTAL READING LABORATORY PROGRAM

This is an individualized program designed to concentrate on the student's weaknesses while reinforcing the strengths as determined by various diagnostic techniques. Areas covered include comprehension, word recognition skills, spelling, vocabulary, reading rate.

Although offered for credit (though not for graduation) the program has no fee charged for the three (3) hours credit.

### COURSE OBJECTIVES:

1. To determine in what areas a student is proficient and in what areas the student needs help.
2. To provide the student with the skills he needs in order to read efficiently.

### COURSE DESCRIPTIONS FOR BASIC STUDIES

- 1020 *Math 02 (Engineering Emphasis):* Use of the slide rule as a tool for facilitating calculations. Theory of the slide rule. Reading the scales, uses of specific scales. Multiplication and division, squares and square roots, cubes and cube roots, trigonometric functions, log scales, chain operations, time-saving operations.
- 1022 *Math 11 (Fundamental):* A study of basic mathematics starting with whole numbers, fractions, and decimals and their applications (word problems). Also included in this first course of mathematics will be percentages, the metric and English system of measurement, and ratios and proportions.
- 1014 *Math 12 (Engineering Emphasis):* First course in the engineering math sequence. Review of algebraic concepts and operations and linear equations. Introduction to the concept of functions, graphing of functions. Solutions of systems of linear equations by algebraic methods and by determinants and factoring. Solution of quadratic equations by factoring and by the quadratic formula. Trigonometric functions as applied to right triangles, trigonometric functions by any angle.
- 1026 *Math 21 (Business Emphasis):* Applies the fundamental operations of arithmetic and algebra to such topics as: markup, cost, selling price, trade discounts, depreciations, interest, cash discounts, business earning distribution, financial statements, payrolls, taxes, investments, securities, and insurance. Statistics, graphic representation, and the metric system are also considered as they apply to the business world.

- 1028 *Math 22 (Engineering Emphasis):* Second course in engineering math sequence. Vectors, law of cosines. Examination of the parameters that affect graphs of the trigonometric functions. Further examination of exponents and radicals. Logarithms, theory and use. Higher order equations and systems of equations.
- 1029 *Math 23 (Natural Resource Emphasis):* A study of mathematics starting with a general review of arithmetic as found in word problems. The computation and uses of squares, cubes, square roots and compound numbers follows. Next, units of measure of length, area, volume and weight as found in everyday working situations will be studied. The introduction of positive and negative numbers as well as zero and one, will be followed by hydraulics and gradients (plotting of x and y coordinates). The course will conclude with a study of logarithms and the wedge prism.
- 1032 *Math 32 (Engineering Emphasis):* Determinants and matrices, direct, inverse, and joint proportionality, arithmetic and geometric progressions, advanced trigonometry, analytic geometry, and statistics.
- 2042 *Math 42 (Engineering Emphasis):* Differential and Integral calculus with emphasis on problems and applications rather than on theory.
- 1150 *Physics I:* A study of composition and resolution of forces; Newton's laws of force and motion; accelerated motion, circular and simple harmonic motion; molecular forces in liquids and solids.
- 1151 *Physics II:* This course includes wave motion and vibration; sound and hearing; combination of sound waves; propagation of light by wave motion; mirrors and lenses, reflection, refraction, absorption and dispersion of light diffraction and interference; and optical instruments.
- 2801 *Drawing and Blueprint Reading:* A comprehensive study of the fundamentals of drawing, having as the objective the understanding of the basic principles and the development of skill in their application. Students will be given the background they need to interpret blueprints and to evaluate them.
- 1826 *Physical Science I:* An introduction to the principles of mechanics, heat, light and sound. Laboratory work is for practical application.
- 1827 *Physical Science II:* An introduction to principles of magnetism, electricity and atomic structure. Lab work is included.
- 1802 *Chemistry I:* An introduction to inorganic chemicals, as it relates to atomic structures; oxidation; solids, liquids; acids and salts.
- 1803 *Chemistry II:* A study of chemical stoichiometry, liquids and solids, solutions, chemical reactions, organic chemistry and nuclear chemistry.

- 2925 *Supervision and Leadership*: This course will help officers evaluate their own understanding of human relations and pinpoint areas of strength and weakness in relation to leadership skills. Included is how to understand the drives that motivate man in his work, how to praise, etc.
- 2825 *Introduction to Natural Science*: A study of the biological sciences to provide a foundation for subsequent studies. Emphasis will be on field and lab identification of plants and animals, and the physiology and morphology of both.
- 1385 *Agronomy*: A course designed to study the formation of soils, their chemical and physical composition, and their role in various public health problems. These problems include erosion control, leaching of human wastes, building foundation, and evapo-transportation as an aid to leaching and drainage of soils to remove mosquito problems.
- 2308 *Orinthology*: A field study course of resident summer birds in the area. Habitats and nesting habits will be discussed and studied in the field and classroom.
- 2318 *Applied Silviculture*: An introductory course in applied silviculture, studying the influence of biological laws on forest culture. The subject matter deals with the science of producing and tending the forest, the nature of forest trees and stands, their growth, reproduction, environment, composition, and various responses.  
This course considers the various treatments to maintain and increase forest production, in line with economic objectives. As much practical experience as possible is given students under field conditions, to develop leadership qualities and abilities.
- 1331 *Field Biology I*: This is the first of three courses in field biology and is designed to introduce the student to fundamental concepts of ecology. Special emphasis is placed on the ecology of old field sites and streams. Included is the identification of insects, birds, shrubs, fruits, and aquatic organisms in relation to their environment. The most important aspect of the course is the study of living organisms in their natural habitats.
- 1332 *Field Biology II*: This is continuation of Field Biology I with emphasis on plant and animal communities and the interaction between communities. Students are to select a particular field of interest and spend their labs working on these projects. The projects include the study of aquatic life, reptiles and amphibians, birds, general ecology; wildlife, wildflowers and shrubs of particular value to wildlife, etc. Ecological relationships are stressed in each study. A written report of the results of the study is required.
- 1330 *Botany*: A course which covers the basic aspects of the plant kingdom such as the history of botany, taxonomy, the plant kingdom, mitosis, meiosis, anatomy, cytology, and physiology.
- 1355 *Zoology*: This is a brief survey of the entire animal kingdom. Emphasis is placed on taxonomy, morphology, and systems in the various phyla of animals.

- 0334 *Geology*: An introduction to physical and historical geology with lab and field work that emphasizes the identification of rocks and minerals and interpretation of physiographic features. The last third of the course covers the geology of Ohio.
- 1307 *Environmental Problems*: This course includes a review of current national and local problems in air pollution, water pollution, population growth, rubbish disposal, and habitat destruction. Field trips will pinpoint local problems and possible solutions. Testing and sampling techniques will be emphasized in the lab and field.
- 0451 *Physiological Science I*: An integrated approach to the basic sciences as they relate to the structure and function of the human body. The course focuses on the organization of the human body, the integumentary system, the musculoskeletal system, and principles of microbiology.
- 0452 *Physiological Science II*: An integrated approach to the basic sciences as they relate to the structure and function of the human body. Focuses on the respiratory and cardiovascular systems, principles of inorganic chemistry and electrolyte balance. This course also includes one hour a week of nutrition, as one aspect of physiological science. This nutrition segment relates to nursing care and normal nutrition.
- 0453 *Physiological Science III*: An integrated approach to the basic sciences as they relate to the structure and functions of the human body. Focuses on organic chemistry, the digestive system, the endocrine system and the nervous system.
- 0454 *Physiological Science IV*: An integrated approach to the basic sciences as they relate to the structure and function of the human body. The course focuses on the special sense, the genito-urinary systems, and the physiology of pregnancy.
- 0455 *Physiological Science V*: A study of the structure and function of the human body. Students learn how one body system depends upon another and how these systems are organized in a living organism.

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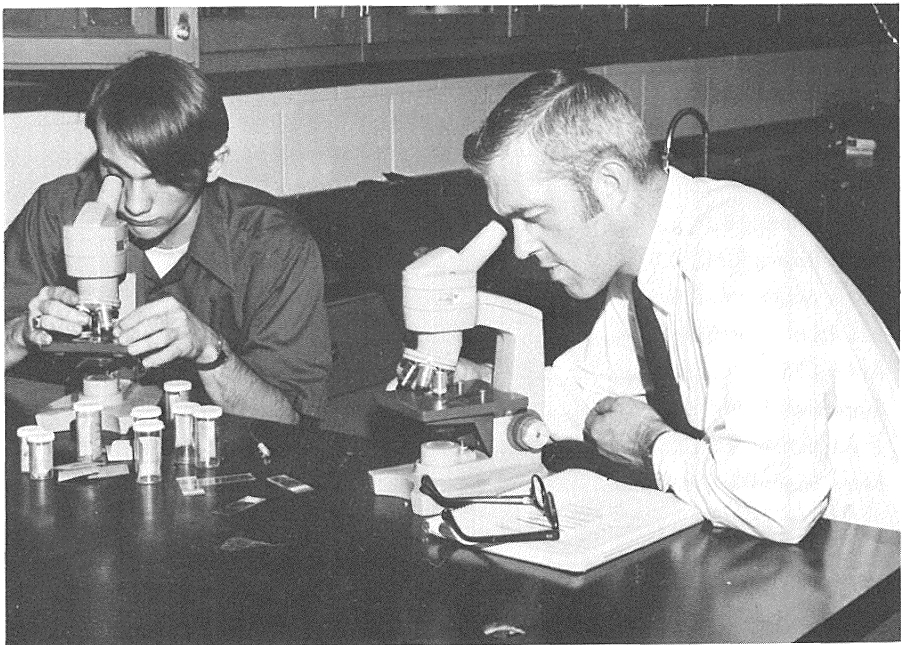
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**HOCKING TECHNICAL COLLEGE  
TIMBER HARVESTING SPECIALIST PROGRAM  
FALL QUARTER 1974**

The Timber Harvesting Specialist Program covers all phases of timber extraction from timber sale layout and design to delivery of the product to the primary manufacturer. The student will be enrolled as a full-time student, and a portion of the credits earned may be applicable to the Associate Degree Program in the Forestry Technology. This program runs approximately thirty-six (36) weeks (three quarters).

The graduate specialist will possess the knowledge and skills necessary to enter the modern harvesting operation at a supervisory level in a large corporate forest products enterprise or as a proprietor of his own business.

The following curriculum will be followed:

*First Session — 10 weeks*

<i>Courses</i>	<i>Contact Hours</i>
A. Evaluation of Timber	14
B. Principles of Business Management I	6
C. Diesel, Gasoline and Small Engine Maintenance and Repair	8
Total	28

*Second Session — 10 weeks*

A. Timber Acquisition & Timber Sale Contracts	8
B. Hydraulic and Mechanical Systems Maintenance and Repair	8
C. Principles of Business Management II	6
D. Safety	3
Total	25

*Third Session — 6 weeks*

A. Timber Sale Layout & Design	12
B. Welding	16
Total	28

*Fourth Session — 10 weeks*

A. Timber Harvesting Skills	25
Total	25

## EMERGENCY MEDICAL TECHNOLOGY

A program designed to educate and train Emergency Medical Technicians for three levels of functioning. An EMT is a person prepared to provide relatively immediate primary care to persons experiencing health crises. The curriculum is designed to provide three levels of practitioners. Each level enables the practitioner to expand the scope and depth of his job performance.

Level I offers courses dealing with basic general skills and knowledge required by the EMT. The technical courses are comparable to the Ohio Dept. of Education Technical and Vocational Basic Emergency Medical Technology.

Level II deals in depth with the physiological sciences and complexities of emergency medical conditions and care. Management courses are introduced. Successful completion of this level yields a high-skill EMT primary-care giver.

Level III provides the students with the various continued aspects of emergency care in clinical settings and also with the different facets of emergency medical service, organization and management. Completion of this level leads to the associate degree and enables the graduate to perform not only as a high-skilled practitioner, but also to assume duties and responsibilities for leadership and management in an emergency medical service, organization and operation.

### *Possibilities for Future Employment and Advancement*

A new and rapidly growing service and discipline throughout the nation. Opportunities available in governmental and privately-owned emergency services, hospitals, industry and related fire, police and forest and recreation services.

### *Equipment Provided*

Emergency ambulance vehicle, radio communications and telemeter, and extrication equipment.

## EMERGENCY MEDICAL TECHNOLOGY CURRICULUM PLAN

	<i>Inst.</i>	<i>Lab.</i>	<i>Cr.</i>	
<i>Quarter I</i>				
Intro to E.M. Cond. & Tech	3	5	4	T
Phy. Sc. Overview	3	0	3	B
Orient., Ethic & Leg	3	3	4	T
Comm I	3	0	3	G
Math 13	3	0	3	B
	<hr/>	<hr/>	<hr/>	
	15	8	17	
<i>Quarter II</i>				
Comm II	3	0	3	G
Phy. Sc. I	3	3	4	B
E.M. Cond. I	3	0	3	T
E.M. Tech I	3	9	6	T
Elect. Comm. System & Defen. Dr.	2	2	2	B
	<hr/>	<hr/>	<hr/>	
	14	14	18	
<i>Quarter III</i>				
Comm III	3	0	3	G
Physio. Sc. II	3	3	4	B
E.M. Cond. II	3	0	3	T
E. M. Tech. II	3	8	5	T
Rescue & Repelling	2	3	3	T
	<hr/>	<hr/>	<hr/>	
	14	14	18	
<i>Quarter IV</i>				
Physio. III	3	3	4	B
Pharmacology	3	3	4	T
Aspects of Gen. Hosp.	3	6	5	T
E.R., ICU & CCU Care				
Soc. I	3	0	3	G
	<hr/>	<hr/>	<hr/>	
	12	12	16	
<i>Quarter V</i>				
Physio. IV	3	3	4	B
Pub. Admin.	3	2	3	T
Aspects of OR, Rec Room, OB, Peds, Mental Health	3	6	5	T
Psy. Care				
Psych I	3	0	3	G
Cartography	3	0	3	T
	<hr/>	<hr/>	<hr/>	
	15	11	18	
<i>Quarter VI</i>				
Log and Person Mgt.	3	5	4	T
Pol. Sc. I	3	0	3	G
Speech	3	0	3	G
Psych II	3	0	3	G
Princ. Mgt.	3	6	5	T
	<hr/>	<hr/>	<hr/>	
	15	11	18	





**HOCKING TECHNICAL COLLEGE**  
**Rt. 1 Nelsonville, Ohio**  
**45764**