
Red Carpet
Keep for files
HOCKING
TECHNICAL
COLLEGE
NELSONVILLE, OHIO
DRAFTING and DE
MEDICAL ASSISTANT
ACCOUNTING
COMPUTER SCIENCE
ENVIRONMENTAL
HEALTH
SECRETARIAL SCIENCE
FORESTRY
CORRECTIONS
HOTEL/RESTAURANT
RECREATION and
WILDLIFE
NURSING
HEAT PROCE
ELECTRONICS
MECHANICAL
CERAM
POLICE
RETAILIN

HOCKING

TECHNICAL COLLEGE

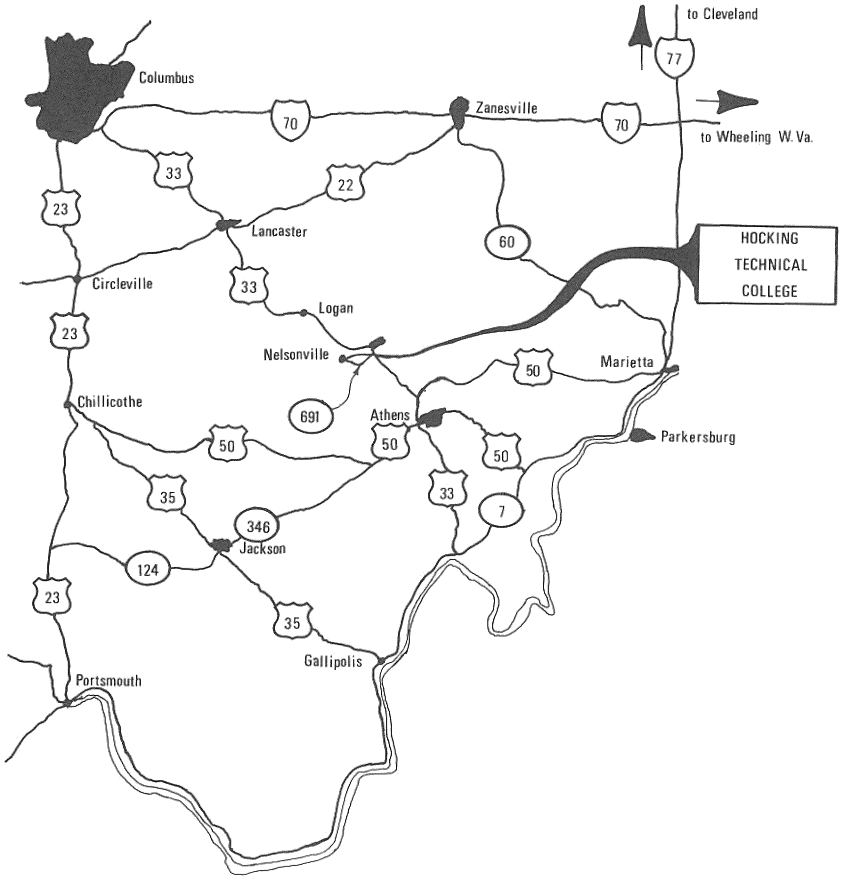
A Two-Year College Offering
Associate Degree and Technical Certificate
Programs in 24 Technologies

Chartered by the Ohio Board of Regents, 1969

Accredited by the
North Central Association of Colleges and Schools

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

HOCKING TECHNICAL COLLEGE . . .



. . . is located in Athens County on a 252-acre campus overlooking the Hocking River, one mile southeast of Nelsonville. It is accessible from central and northern Ohio via U.S. Route 33 and from eastern and northern Ohio via I-77. It is situated in the verdant Hocking Valley, is surrounded by the Wayne National Forest, and is within easy driving distance of the state parks at Burr Oak, Lake Hope, and Hocking Hills.

Nelsonville, Ohio 45764
(614) 753-3591

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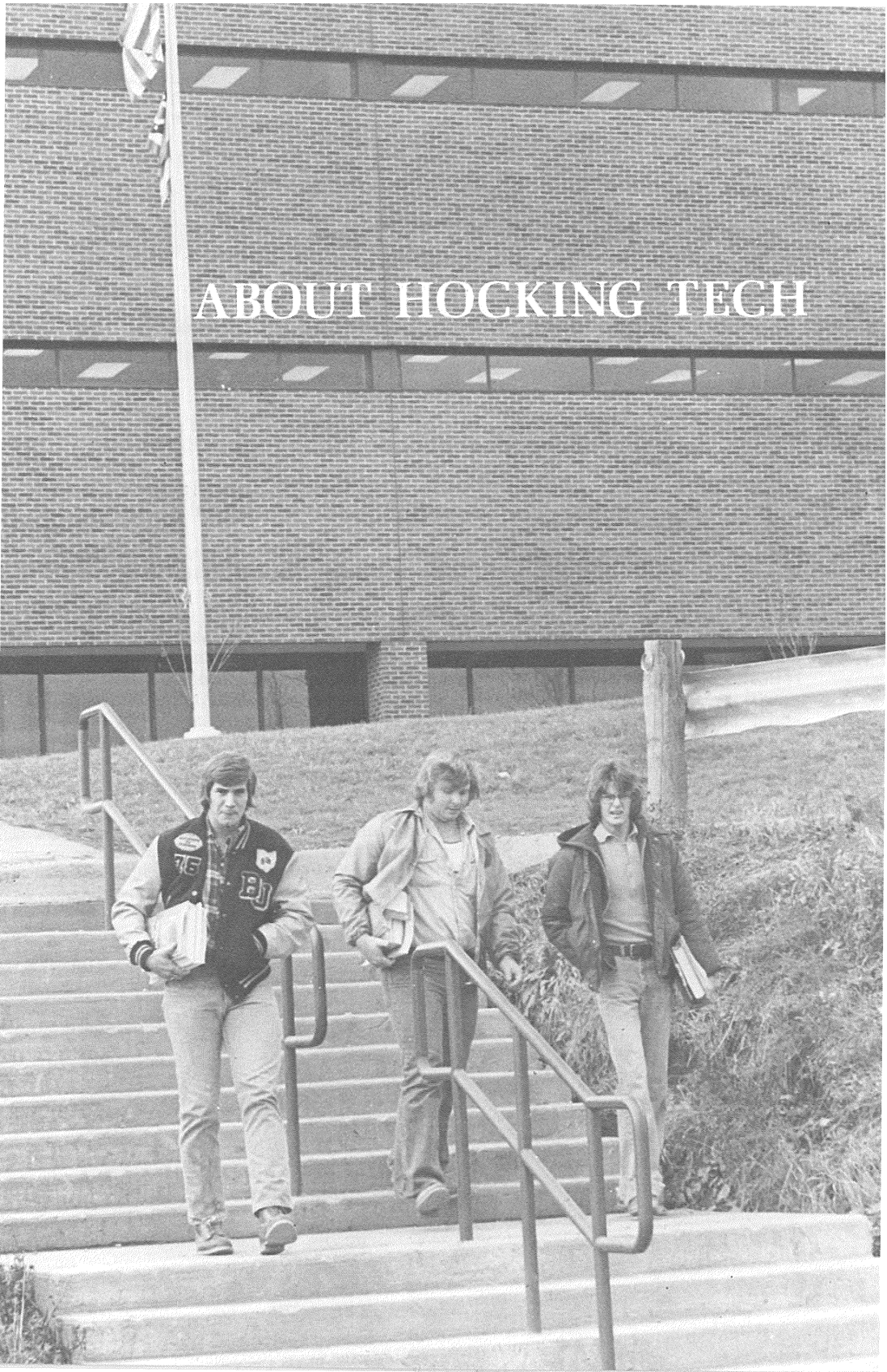
ABOUT HOCKING TECH





THE COLLEGE

Hocking Technical College, located in Southeastern Ohio's Hocking River Valley near Nelsonville, is a state-supported institution offering post-high school education in more than twenty technical areas. Two-year programs leading to the associate degree and several certificate programs are offered in the fields of business, engineering, health, natural resources, and public service.

Hocking Tech was founded on a concept of career education, a concept which continues to guide the development of established programs and the initiation of new technologies.

The principal objective of the college is to provide para-professional technical education, complemented by appropriate general education courses, to high school graduates of all ages. Students obtain both theoretical knowledge and practical experience through well-equipped laboratories which provide up-to-date, "hands-on" experience. The laboratories, staff, library facilities, etc., are maintained and updated as necessary to meet the objectives of the school as well as the requirements of state and national approving agencies.

ITS CHARACTER

As the first technical college in Appalachia, Hocking Tech initiated a new concept of education in Southeastern Ohio. It pioneered several technical programs in the region, consulting with industry and public institutions to determine and meet the region's technical manpower and educational needs.



Several of Hocking Tech's technologies, as a result, were the first two-year programs of their kind either in Ohio and in the country, and several remain unique. The Hocking Tech Ceramic, Recreation and Wildlife, and Corrections technologies were firsts in the United States, and its Forestry, Broadcast Engineering, Environmental Health, and Emergency Medical technologies were the first of their kind in Ohio.

Because of the number of unique technical programs offered at Hocking Tech, its student body is made up of people of all ages, backgrounds, geographic origins and interests. While many are from the original tri-county (Athens, Hocking, and Perry) district, the majority of Hocking Tech students now come from outside the local area. Hocking Tech students come from 77 of Ohio's 88 counties, as well as seven other states and several foreign countries. Although the majority of students enter directly from high school, a considerable portion enroll at an older age; the average age of Hocking Tech students is 23. Three-fourths of the students are day students and more than one-third are women.



ITS CAMPUS AND FACILITIES

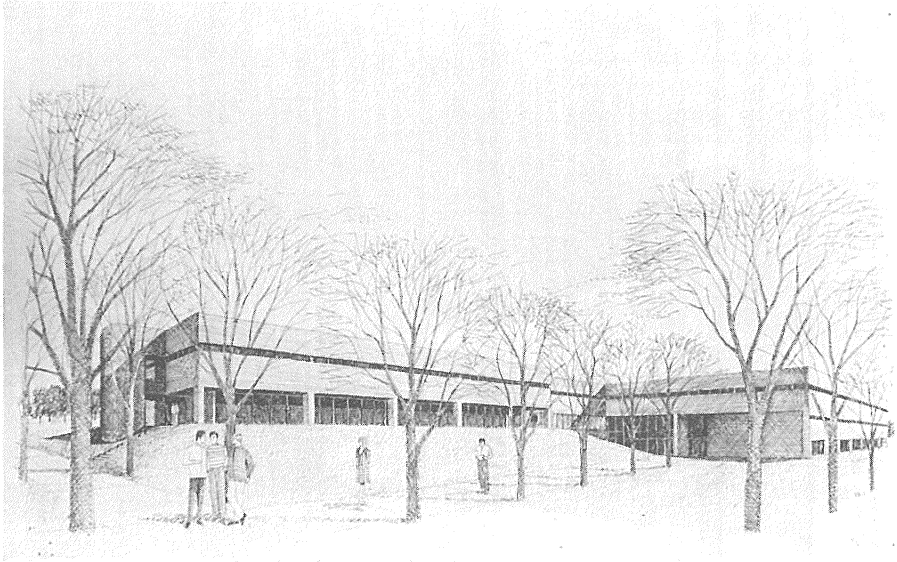
Hocking Tech opened in September, 1968, with 250 first-year students and 12 technical programs. It was known as Tri-County Technical Institute. The next year it was chartered by the Ohio Board of Regents and in 1972 its name was changed to Hocking Technical College.

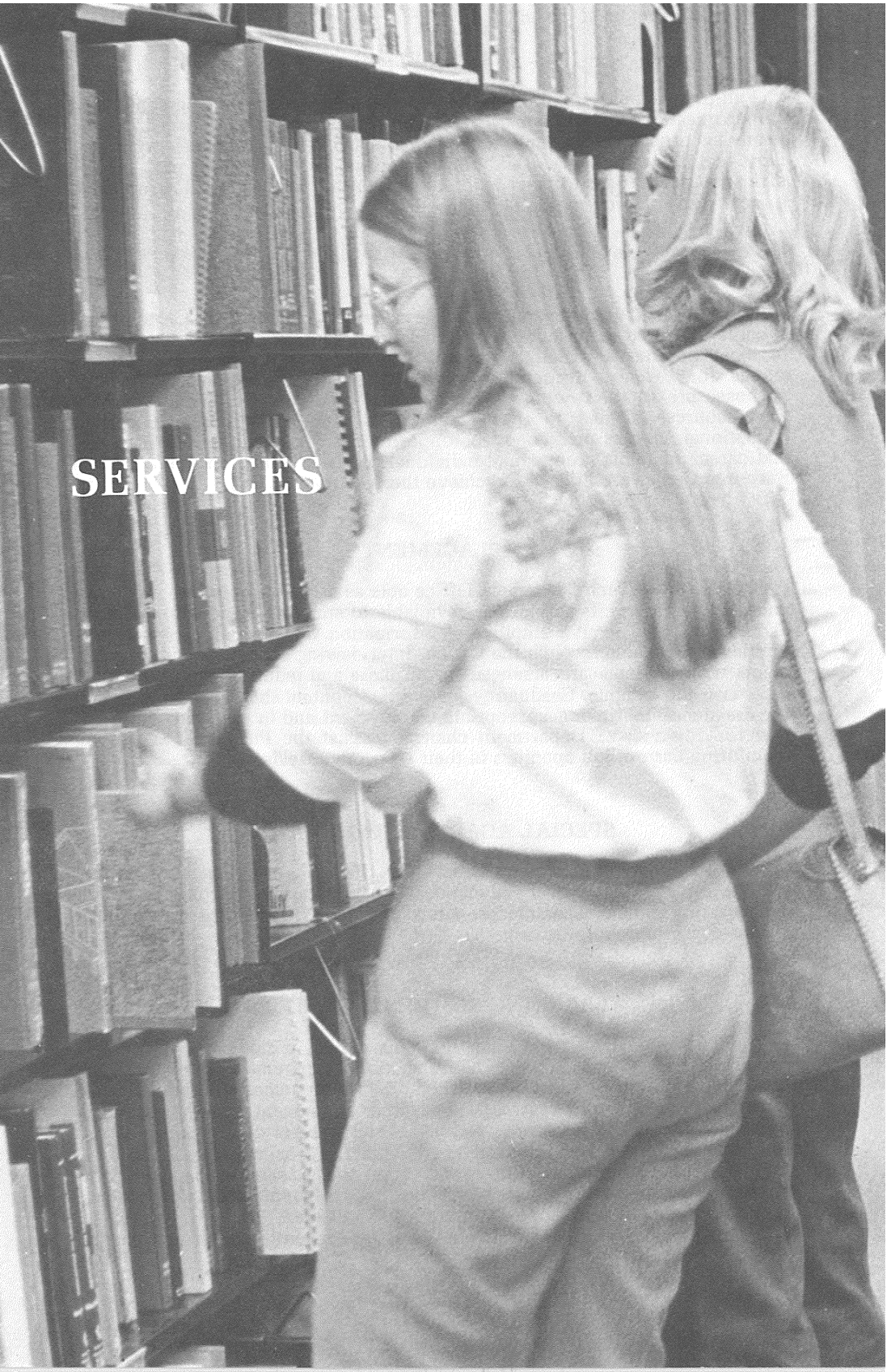
By 1975, the College had grown to more than 1,700 students and a new campus was built two miles from its original site. Its present 250-acre campus beside the Hocking River includes the three-story main building which has eleven classrooms, seventeen laboratories, a library, student lounges, short-order food service, lecture hall, and administrative offices. Adjacent to the main building is an auxiliary laboratory building which houses engineering and forestry laboratories.

Additional instructional facilities include the Hocking Valley Motor Lodge which is operated by the College and is near the campus. It provides on-the-job training for Hotel-Restaurant Technology students who operate the facility. Natural Resources students, through special arrangement with the Sunday Creek Coal Company, use 750 acres of company land for a variety of instructional purposes, in addition to the wooded campus land and regional state and national parks in the area.

Through cooperative arrangements, facilities of area businesses, industries, hospitals, clinics and law enforcement agencies are used for internships and practical experience as part of the curriculae of the various technologies.

To meet the needs of the still-growing institution, three additional buildings are being constructed in 1976 and 1977. A two-story addition to the main building will include additional classroom and laboratory facilities, as well as a more extensive media center. A natural resources building is under construction to provide a repair lab for small engines, a fire simulator room, and nature interpretation and wildlife labs. The student recreation center under construction will include a game and refreshment center and a court for basketball, volleyball and badminton.




SERVICES

COUNSELING

Full-time counselors are available to discuss academic, personal, and career questions or problems and to aid students in making decisions and resolving problems. Students are encouraged to use the services whenever they feel the need to. In addition to counselors, instructors post regular office hours in order to meet with students. Also, each student is assigned a faculty advisor for additional counseling.

GROW

In addition to regular counseling services, Hocking Tech has established a career-oriented counseling and information service designed specifically to meet the needs of adult women. The name of the program, GROW, stands for "Goals, Resources, and Opportunities for Women." GROW's purposes are to assist women to define their own goals, to make available the resources needed to reach their goals, and to identify and explore educational, career, and volunteer opportunities. Workshops, seminars, life and career planning groups, and individual counseling through the Women's Resource Center are utilized to achieve these purposes.

PLACEMENT

The Hocking Tech Placement Office acts as a liaison between graduates and employers and its services are available to students, graduating seniors, alumni, and prospective employers. Information on job and career opportunities is available through the Office. Interviewing schedules and appointments with students are arranged for business and industry representatives who visit the campus. Graduating seniors may contact the Placement Office for assistance in finding appropriate employment and in preparing information for interviews. Department chairmen assist the Placement Office by monitoring current job openings in their respective fields.

SPECIAL ACADEMIC PROGRAMS

The Developmental Reading Laboratory, Peer Tutoring, and PACE (Personally Accelerated Career Education) are individualized programs which enhance the regular academic programs at Hocking Tech. For descriptions of these programs, refer to page 83.

LEARNING RESOURCE CENTER

The Learning Resource Center contains books, periodicals, and audio-visual materials which support the instructional programs at Hocking Tech.

Materials in the collection reflect both the technical and general academic missions of the College as well as topics of current interest. Included in the collection are reference, technical, and general materials which are important to the informed technician. Students are encouraged to become familiar with information sources in order to be capable, beyond their student years, of keeping abreast of technical developments as they occur. Books for personal reading pleasure are also available.

A professional staff is available to assist students and to provide in-

struction in basic library skills as well as more advanced research. The Center's facilities include table areas and 50 carrels for private study and use of audio-visual equipment.

BOOKSTORE

The College's bookstore is managed and operated for the convenience of the students and staff. Most books are sold at an educational discount, not at the publisher's list price, and students may save up to 25 percent on materials. At the end of each quarter, students may sell textbooks back to the bookstore if instructors are planning to use the same text another quarter.

HOUSING INFORMATION

As a two-year college, Hocking Tech does not provide housing for students. However, a dormitory housing 150 students has been constructed on the campus by a private developer who also operates it. Information regarding that housing and other facilities in Nelsonville or Athens, such as private homes, apartments, and Ohio University dormitories, is available through the Admissions Office.

Housing costs for students range from approximately $180 to $295 per quarter. In most cases, an advance deposit is required to hold a reservation. Kitchen privileges may be offered with some facilities at no extra cost. In other arrangements, a variety of meal plans may be available for somewhat higher cost.

Students are urged to make their housing arrangements early because of the rural location of the College and the limited facilities available. Students are reminded that housing arrangements are strictly the responsibility of the student and are between the landlord and the student, not through the College. The College provides a list of available possibilities only as a convenience to the student.

HEALTH SERVICES

The College's Health Center is located in the Health Careers area on the second floor and is staffed by a registered nurse from 8 a.m. to 4 p.m. Monday through Friday. The College physician has approved certain standing orders which the nurse may use for emergency illness or injury. There is no charge for services provided at the Health Center. If treatment is necessary at a hospital or physician's office, however, the patient is responsible for the fee.

Although the College does not require a physical examination other than for students enrolled in the nursing programs, it reserves the right to require a physical examination of any student it deems necessary.

Information and forms regarding the student health insurance program are available at the Health Center.

CAMPUS PUBLICATIONS

"The Friday Thing" is a weekly student newspaper which keeps the Hocking Tech community informed about campus concerns and local events. "Riverwind" is the College's literary magazine, a quarterly pub-

lication of student poetry, prose and fiction. Students working on either publication may earn academic credit in Communications for the planning, creative writing, interviewing, and reporting involved in producing them.

ACTIVITIES/SPORTS

The College provides an athletic program which includes intramural flag football, volleyball, basketball, and softball, as well as periodic instruction or activities in such sports as tennis and karate. Hocking Tech students are also eligible for reduced or free admission rates on selected movies at the Nelsonville movie theater and for some sports events at Ohio University. A full-time director of student activities coordinates such activities.

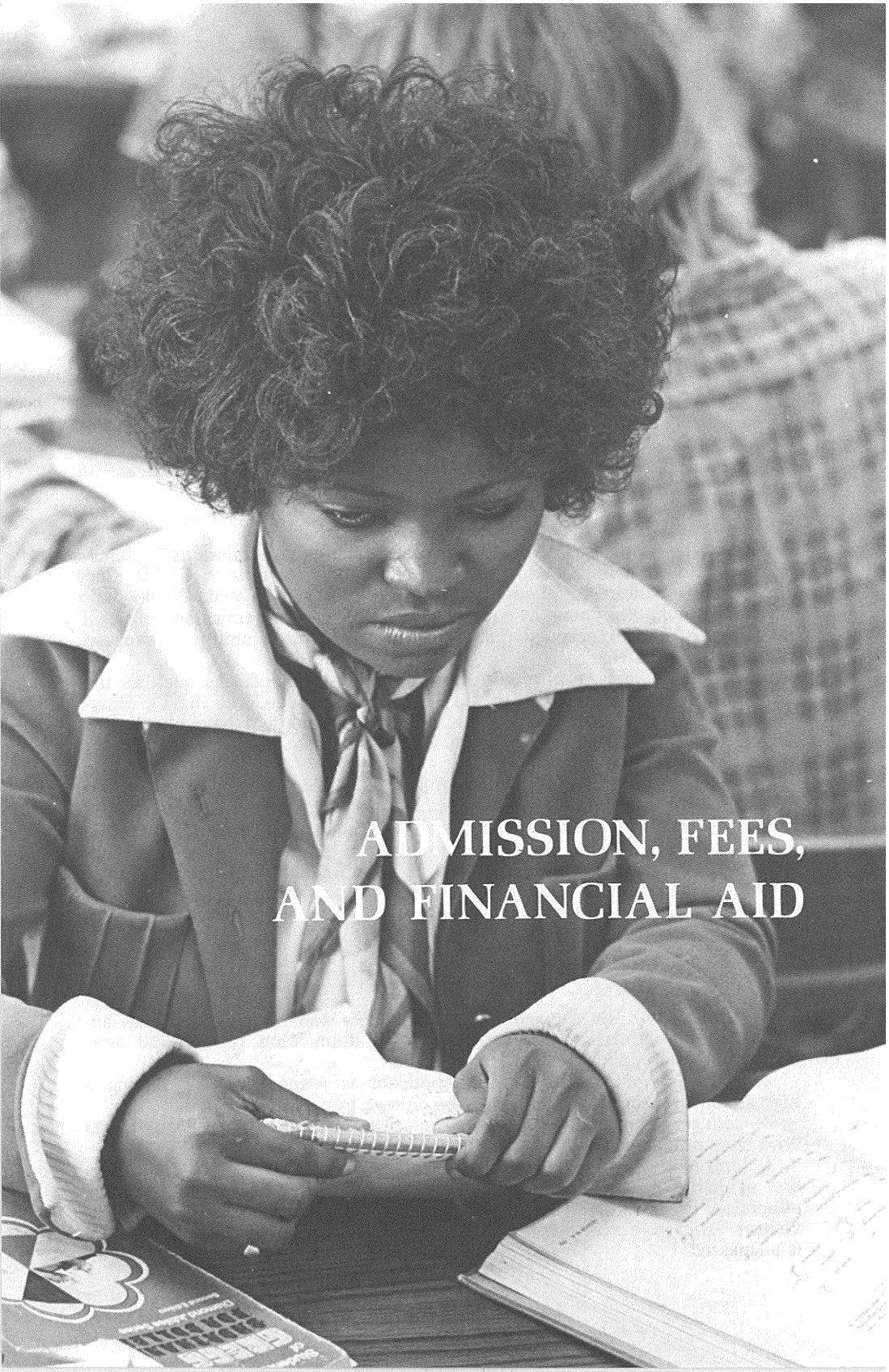
ORGANIZATIONS

Student Government The Hocking Tech Student Government is a duly constituted organization which represents the student body. Annual elections are held to select representatives from each technology and, from them, a slate of officers. Details concerning Student Government can be found in the Student Handbook.

Technology Clubs Students in several technologies have formed clubs which sponsor fund raising projects, usually related to the technology, to provide experience and to help finance extra field trips. Among the clubs are the Computer Science Club, Outdoor Club (formed by Recreation and Wildlife students but open to all), Retail Management Club, Forestry Club, and the Hotel-Restaurant Management Club. There is a chapter of Lambda Alpha Epsilon, a criminal justice administration fraternity which is open to law enforcement students and people who work in the law enforcement field. Also, Ceramic Engineering Technology students are eligible to join the Hocking Tech student branch of the American Ceramic Society.

Vets Club The Vets Club is a social organization open to all veterans enrolled at Hocking Tech.

HTC Alumni Association The Hocking Tech Alumni Association includes the more than 1,500 graduates of the College as well as members of the College's administration, faculty, and Board of Trustees. An elected board of officers directs and plans its activities which include reunions and a newsletter.



ADMISSION, FEES, AND FINANCIAL AID



ADMISSIONS POLICY

Hocking Technical College maintains an "open admissions" policy. Prospective students should have a high school diploma or G.E.D. Certificate and an interest and aptitude in the technology 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 a technical program.

The College does not require pre-admission examinations such as the American College Test (ACT) or the Scholastic Aptitude Test (SAT). However, an individual who has taken one or both should have the scores reported to the College, as they are valuable for counseling purposes and records information.

An exception to the foregoing policy exists in the case of applicants who wish to enter the practical or registered nursing programs. These applicants must take the Psychological Corporation Entrance Examination for Schools of Nursing and obtain satisfactory scores in order to be admitted. It should also be noted that the high school diploma or G.E.D. Certificate requirement cannot be waived for the nursing programs due to Ohio State Board of Nursing regulations.

ADMISSIONS PROCEDURE

1. *Application* The applicant 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 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 recommended. Counselors are available to any student desiring more information about technical education or Hocking Tech programs. The Admissions Office is open to visitors from 8 a.m. to 5 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 previous steps. After receiving a letter of acceptance, the student indicates understanding of College policies and regulations and intent to enroll by submitting a non-refundable $25 advance tuition deposit. This payment applies only to the beginning quarter for which the student has requested enrollment.

6. *Health Careers Technologies* Students enrolling in any of the Health Career Technologies have additional admissions procedures to follow which are outlined in the Health Careers section of the catalog.

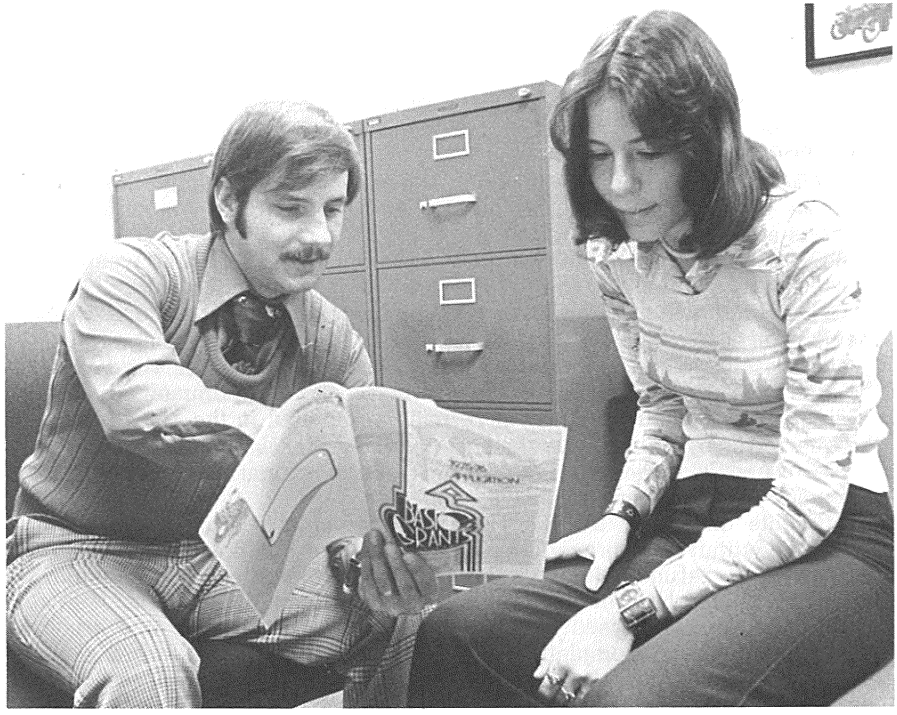
PRE-TECH SUMMER PROGRAM

The Pre-Tech Summer Program, available each summer, offers an opportunity for in-coming students to increase their chances of success in the technology of their choice. It is designed particularly for students whose academic background may not have provided adequate preparation for college level work.

The program provides intensive courses in basic mathematics, verbal and written communications, reading, and study skills. It also permits the early completion of a technical course, thus reducing class load in the heavily scheduled fall quarter.

Other benefits are that it facilitates adjustment to college life and allows for more personal contact with instructors because of small class size.

Pre-Tech will be recommended, and in some cases required, for those applicants whose high school transcripts indicate a probable need, and they will be notified in the acceptance letter. The program is also open to any student who feels that the Pre-Tech Program would be of benefit.



FEES

Instructional Fees

Full-time, 12 to 18 credits	$175.00	
General	$30.00	
Total full-time instructional fee		$205.00 per quarter
Surcharge, Students residing outside Ohio and outside Appalachian Region		$205.00 per quarter
Part-time, 1 to 11 credits		$16.50 per credit

Related Fees

Application	$10.00 one time only
Registration	$10.00 first quarter only
Graduation	$15.00
Books (approximately)	$55.00 per quarter
Room and Board (approximately)	$1,400.00 per school year

The above fees are subject to change. Checks and money orders should be made payable to Hocking Technical College and directed to the attention of the Vice President for Finances. Payment may also be made by Bank-Americard. Students using veterans' benefits must apply to the Veterans' Administration for a Certificate of Eligibility and Entitlement. This can be done through the Hocking Tech Veterans' Coordinator's office.

Residence Policy

Because Hocking Tech is supported by the taxpayers of Ohio, out-of-state students (except residents of the Appalachian region) must pay the tuition surcharge. A student's residence is determined at the time of enrollment, according to the residence policy of the Ohio Board of Regents. Requests for information about the policy or changing one's legal residence should be addressed to the Records Office.

REFUNDS

Tuition refunds are made only for valid reasons that require the student to change plans. The refunds are made according to Board policy and the following schedule:

100% refund from date on which the fees were paid until the first day of class, less $25 for the fall quarter and less $10 for winter and spring quarters and summer sessions.

80% refund when withdrawal form is completed in the first week of the quarter or by Wednesday in the first week of a summer session.

60% refund when withdrawal form is completed in the second week of the quarter or by Saturday in the first week of a summer session.

40% refund when withdrawal form is completed in the third week of the quarter or by Wednesday in the second week of a summer session.

20% refund when withdrawal form is completed in the fourth week of the quarter or by Saturday in the second week of a summer session.

No refund is made after the fourth week of a quarter or after the second week of a summer session.

Students dismissed by the College or students leaving school without following withdrawal procedures outlined in the student handbook are not entitled to a refund. Students are reminded that the regular withdrawal procedure should be followed whether a refund is involved or not.

Refunds are processed through the College fiscal office and are made within 30 days of completion of the withdrawal form. Refunds due to billing errors or incomplete classes (evening division) are processed within one week of request.

FINANCIAL AID

More than half of all Hocking Tech students receive some form of financial aid which is available in a variety of forms, including grants, loans, scholarships, work-study arrangements, veterans aid, and social security.

Most aid requires completion of several forms, including the Hocking Technical College Financial Aid Questionnaire and the Parents' Confidential Statement. The Student's Financial Statement is required for those applying as self-supporting or independent students. Specific grant or loan programs frequently require extra forms, such as the Ohio Instructional Grant or the Basic Educational Opportunity Grant.

Information and application forms for the various grants and loans can be obtained from the Hocking Technical College Financial Aid Office and from other agencies, such as local Veterans Assistance offices, high school counselors, or district Bureau of Vocational Rehabilitation offices.

Students must be accepted for admission to Hocking Tech before action can be taken on applications for financial aid. Because financial aid is granted on a "first-come" basis, students are urged to submit their applications by early spring in order to allow sufficient time for processing.

Following is a list of some of the forms of aid available. Students with any kind of financial need are urged to contact the Financial Aid Office to determine eligibility for any programs and process the appropriate forms.

Ohio Instructional Grants An Ohio student planning to enroll or already enrolled at Hocking Tech on a full time basis is eligible to apply for an Instructional Grant which ranges from $150 to $525, depending on family financial circumstances. Any student whose family's income is less than $17,000 may be eligible.

Basic Educational Opportunity Grants Any student is eligible to apply for one of these grants which range from $226 to $1,012 for Hocking Tech students, depending on family income.

Supplemental Educational Opportunity Grants A citizen of the United States with an established need is eligible to apply for a Supplemental Educational Opportunity Grant which may range from $200 to $1,500 per year.

College Work-Study Hocking Tech students may apply for the college work-study program in which participants cover some or all of their college expenses through earnings from a part-time job.

Nursing Loans Students enrolled in the Nursing Technology (Registered Nursing) are eligible for nursing loans up to $2,000, depending on need. Loan repayment may be cancelled by employment as a registered nurse in an eligible hospital.

Law Enforcement Grants Students enrolled in the Police Science, Corrections, or Police Administration technologies and who are also employed by a law enforcement agency are eligible to apply for special grants. Continued employment in a criminal justice capacity after graduation will cancel the student's obligation to repay aid received under these programs.

Scholarships Hocking Technical College students 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. Special scholarships are also available through the college for students in nursing, business or ceramic engineering technologies.

A. P. Green Refractories Company Ceramic Scholarship The A. P. Green Refractories Company provides a $600 scholarship to a student enrolled in the Hocking Tech Ceramic Engineering Technology. Selection is based on high school achievement, interest in the ceramic technology, and recommendations of a counselor or high school principal. Applicants should contact the Financial Aid Office and submit American College Test (ACT) scores.

Guaranteed Student Loans Guaranteed student loans of up to $2,000, depending on family income, may be obtained from local banks, savings and loan associations, or credit unions that participate in student loan programs. Hocking Tech students who cannot obtain a loan from a local lending institution may apply directly to the Financial Aid Office for a loan. A subsidized loan, under which the federal government will pay the interest on the loan while the student is in school and for up to one year after the student leaves school, is available to students whose adjusted family income is $15,000 or less.

Short Term Loans Short term loans are available through the Financial Aid Office to Hocking Tech students needing immediate assistance for an educational expense. Loans range up to $50, depending on the purpose, and are repaid within 30 days with no interest charge.

Bureau of Vocational Rehabilitation (BVR) About ten percent of Hocking Tech students receive BVR assistance, which includes total coverage for books, tuition, and fees. Also, students who live away from home usually receive a living allowance to pay for room, board, and personal expenses.

Comprehensive Employment Training ACT (CETA) Some students qualify for assistance under CETA. Application is made through the local Ohio State Employment Service office and should be made at least six weeks before the student plans to enter school.

Veterans' Benefits Hocking Tech has a full-time veterans' coordinator to assist students who are veterans. Individuals serving in the Armed Forces, discharged after July 1, 1966, may be eligible for G. I. benefits. Assistance is based on the academic load the veteran is taking and the number of dependents. For a full explanation of the benefits, contact the Hocking Tech Veterans' Coordinator or a local Veterans' Office. Students receiving veterans' benefits are also eligible for other financial aid programs if the need exists.

In addition to financial aid, two special education programs, Pre-Tech for Veterans and Veterans' Tutoring, are available at Hocking Tech. Veterans and some of their dependents are eligible for the Pre-Tech program which is available in any course which is necessary to prepare the veteran for a specific HTC program. The tutoring program is for veterans and eligible dependents enrolled at Hocking Tech who are having difficulty with standard course work.

Veterans who change their status (attendance or hours of credit) must notify the VA Coordinator immediately so the Veterans' Administration may be notified.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POLICE I
SEC. B
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POLICE I
SEC. C-1
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POLICE I
SEC. C-2
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POLICE II
SEC. A
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CLOSED
12/13/75
POLICIES
AND PROCEDURES
12/2/75

Hocking Technical College operates on a year-round basis with three quarters, fall, winter, and spring, and two six-week summer sessions.

GRADING SYSTEM

The following system is used in evaluating student achievement:

Achievement	Grade	Points
Excellent	A	4
Good	B	3
Average	C	2
Below Average	D	1
No Credit	NC	0

The following grades are not computed in the cumulative average:

Satisfactory	S
Unsatisfactory	U
Incomplete	I
PACE Course in Progress	PR
Credit by Exam	CR
Transfer Credit	T
Audit	AU
Advanced Standing	No Symbol Used

ACADEMIC PROBATION AND DISMISSAL

Students earning less than a 1.5 grade point average in any quarter will be placed on academic probation for the following quarter. If a student is on academic probation for two consecutive quarters and has not earned the required grade point average, the student will be subject to academic dismissal. Students will be subject to academic dismissal if their cumulative grade point average falls below .75 at any time after completing 20 hours.

GRADUATION REQUIREMENTS

The requirements for graduation in an associate degree program 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 student's technology. The course requirements for each technology are listed with the curriculae in this catalog.
3. The student is responsible for completion of all course requirements for graduation. Each student is assigned a faculty advisor to assist in planning the student's academic program, but the student is held accountable for knowing the graduation requirements and complying with them.
4. Grades will not be released and a student will not be permitted to graduate if the student has any outstanding financial obligations to the College.
5. Refer to the Student Handbook for information regarding graduation procedures.

TRANSFER CREDIT

Academic credit earned in other institutions may be transferred to Hocking Tech, provided the course content is similar to the course for which credit is being sought and a grade of "C" or better was earned in the other course.

An official transcript and catalog course description for each course for which credit is being sought must be submitted; also, application for

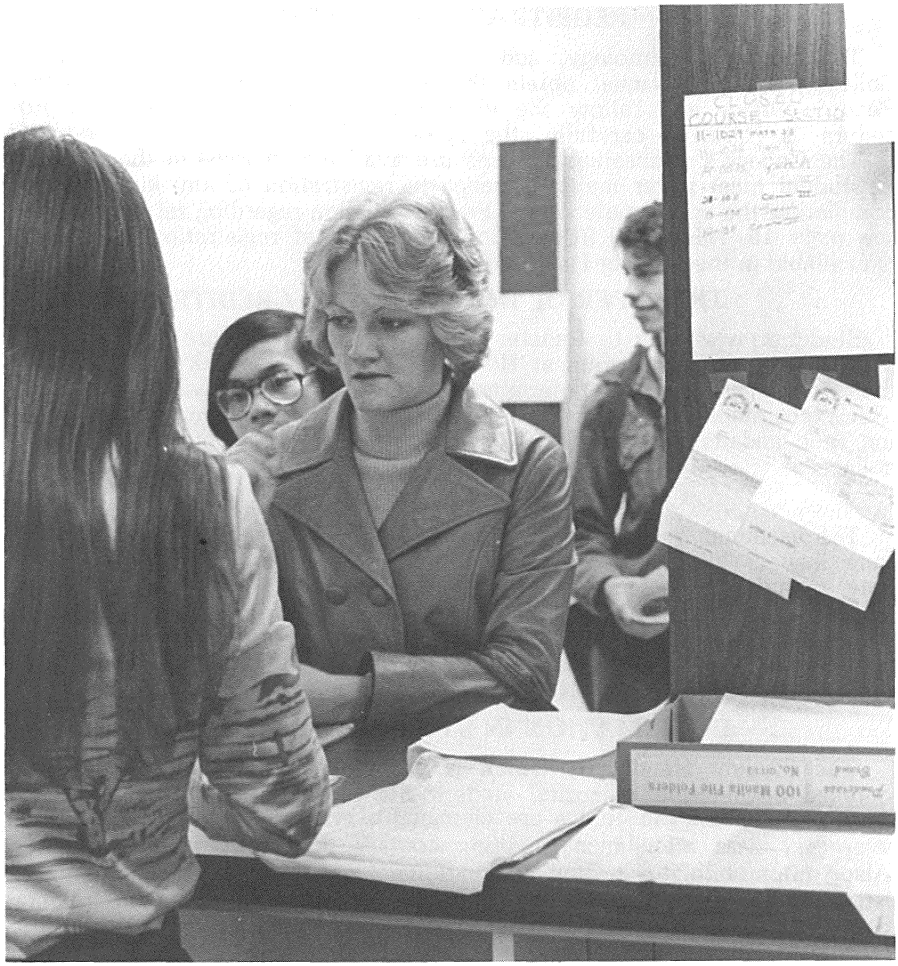
such transfer credit should be made during the first quarter of attendance at Hocking Tech. A counselor and the appropriate department director will make a determination concerning the transfer credit request. To initiate the process, the student should see one of the counselors.

Transfer credit appears as "CR" on Hocking Tech transcripts, but no transfer grades are used in computing Hocking Tech grade averages.

CREDIT BY EXAMINATION

Students may earn credit for some courses by taking and passing a comprehensive examination in that particular subject area. Courses requiring large amounts of lab work and field experience are difficult to evaluate in one examination and do not lend themselves to credit by examination.

Only students who exhibit advanced skills or have appropriate experience are eligible to attempt credit by examination. Veterans and graduates of vocational high schools may wish to consider this possibility for advanced standing. Applications for examinations may be obtained from the Records Office and should be submitted to the appropriate instructor.



CREDIT BY ADVANCED STANDING

Advanced standing may be granted to some students whose education, military, or employment experience warrants it. Forms for advanced standing may be obtained from the Records Office and submitted to the appropriate department director for consideration.

CLASS ATTENDANCE

Due to the technical nature of Hocking Tech coursework, laboratory and field procedures must be experienced first hand. Therefore, regular class attendance is required in each course and it is the student's responsibility to be punctual.

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. The first day of each quarter is registration day; at this time all who have not pre-registered must register. A $5 late registration fee will be charged after this day.

REGISTRATION CHANGES

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

The College's counseling services are available to assist in the process. A student must never make a change in registration of any kind without completing the appropriate forms. For information regarding refund of fees, see page 16. Additional information on change of registration procedures is available in the Student Handbook.

TRANSFER OF HOCKING TECH CREDITS

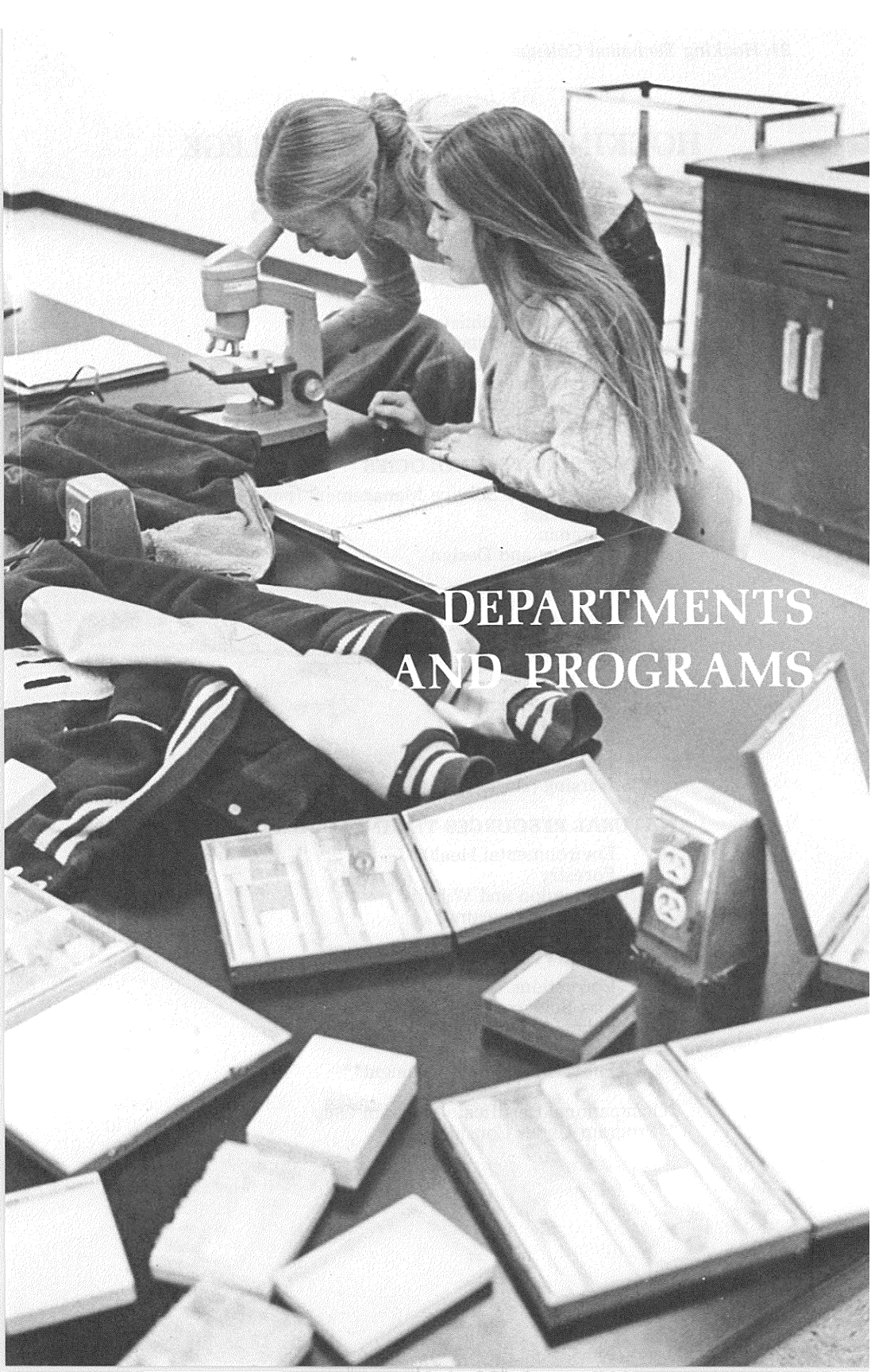
Students who plan to transfer to another college before or after completing a two-year program at Hocking Tech should check carefully with the second institution to determine what transfer credit will be awarded. The exact amount of credit will depend on the program pursued at Hocking Tech and its compatibility with the type of program entered at another college.

PRIVACY OF RECORDS

The academic records of students are held in strict confidence. Students may inspect their records. Only upon written permission of the student may records or transcripts be released to a third party. The College releases student names, addresses, and phone numbers as part of "directory information" unless a student requests in writing that this information not be released. Further information and procedures regarding student records are outlined in the Student Handbook.

INFORMATION IN STUDENT HANDBOOK

The Student Handbook, which is distributed to all students, contains detailed information regarding student life and academic procedures and services. Among the topics are changing a grade, computing grade point averages, class attendance, auditing courses, and requesting transcripts. Also, automobile registration and parking, identification, the campus ministry, student grievances, and expectations regarding student conduct. Students are urged to read the Handbook and consult it when questions arise concerning proper procedures.



DEPARTMENTS AND PROGRAMS

HOCKING TECHNICAL COLLEGE

ACADEMIC PROGRAMS

BUSINESS TECHNOLOGIES

Accounting
Business Administration **
Computer Science
Financial Management
Hotel/Restaurant Management
Retail Marketing Management
Secretarial Science

ENGINEERING TECHNOLOGIES

Automotive Service Management (page 144)
Broadcast
Ceramic
Drafting and Design
Electronic
Heat Processing
Mechanical

HEALTH CAREER TECHNOLOGIES

Health Core*
Medical Records
Medical Assistant
Emergency Medical
Practical Nursing*
Nursing (Registered Nursing)

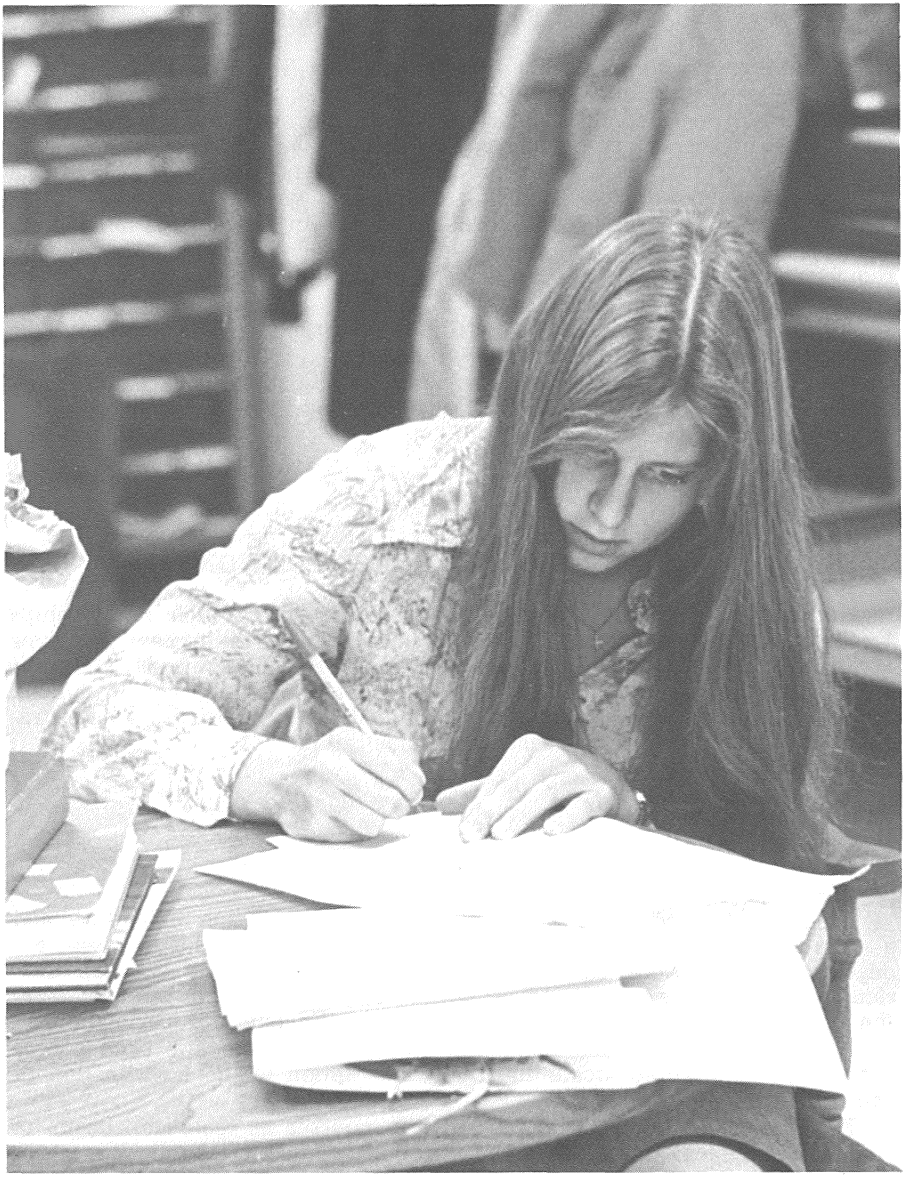
NATURAL RESOURCES TECHNOLOGIES

Environmental Health
Forestry
Recreation and Wildlife
Timber Harvesting*

PUBLIC SERVICE TECHNOLOGIES

Corrections
Fire Science (page 148)
Police Administration
Police Science
Public Service Management**

*Occupational Certificate Program Only
**Program Under Consideration



ASSOCIATE DEGREE PROGRAMS

Hocking Technical College offers associate degree programs in 22 technologies. Three more are expected to be approved for fall, 1976, and another three are in the developmental stage. Further information on proposed programs may be obtained from the Admissions Office. The associate degree programs generally require six quarters (two years) to complete, but in some cases students may accelerate or adjust their programs through special arrangements with their respective departments.

CERTIFICATE PROGRAMS

In addition to the associate degree, Hocking Technical College offers certificate programs in each of the technologies. Certificates, which are more narrowly defined than the associate degree and generally take from one to four quarters to complete, may be earned two different ways.

One way is to earn a technical certificate by taking only the technical courses (designated as "T" in the curriculum) in any one technology.

The second way is through enrolling in one of the occupational certificate programs. These programs have been developed to meet certain job requirements and to prepare students to work at a specific cluster of jobs within an occupational field.

All courses contained in the certificate programs are applicable to the associate degree for the particular technology. If students who earn a certificate later decide to broaden their qualifications and employment options within their chosen fields, they already have the foundation for an associate degree.

PROGRAMS UNDER CONSIDERATION

Hocking Tech is continually assessing its programs and their relationships to the technological needs of the community. As a result, new programs are constantly being developed in anticipation of changing needs. Currently under consideration, or about to be implemented, are programs in mining, automotive service management, occupational safety, business administration, fire science, and public service administration.

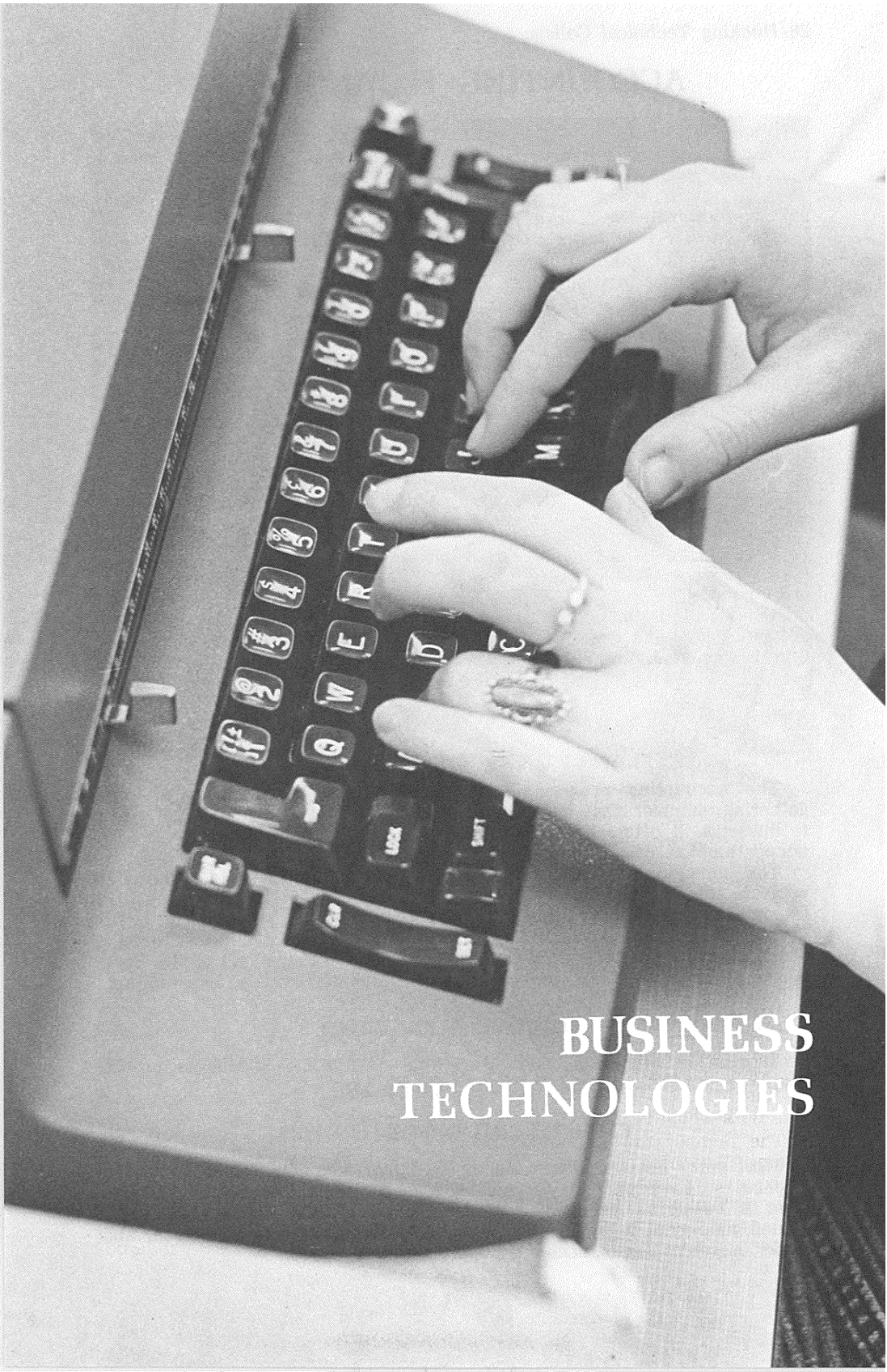
EXPLANATION OF CURRICULUM GUIDES

The following section provides brief descriptions of each technology and a quarter-by-quarter curriculum guide for each technology's associate degree program. (Note: Sequence of courses are subject to change). Curriculum listings for certificate programs are available upon request from the Admissions Office or the Adult/Continuing Education Department.

The curriculum guides include a four-digit number for each course which can be used to locate the course description in the next section of the catalog.

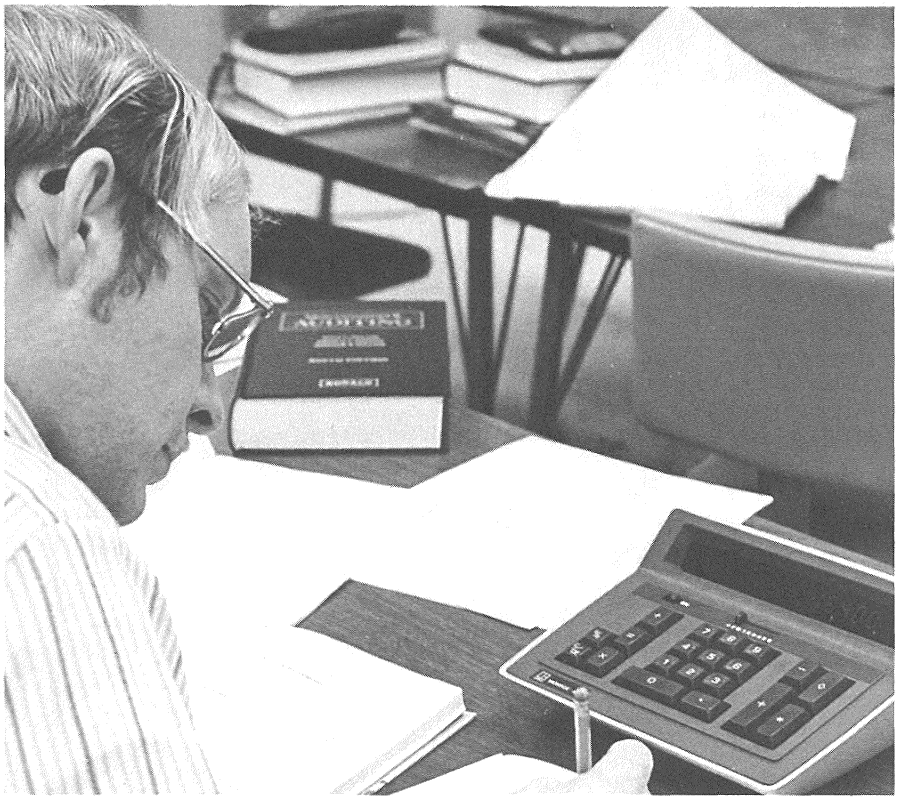
The designations T, B, and G identify courses as technical, basic, or general. Technical courses are those which are directly applicable to the particular technology and to employment needs within the business or industry. Basic courses are those which are supportive to an understanding of the technical courses but which are not immediately applicable to the requirements for employment in that area. General courses tend to be in the humanities and social sciences and provide students with a broader base with which to understand themselves and society.

The number of credits awarded for each course is listed in the final column. A certain number of credits in each course category (T, G, or B) is required to complete the associate degree. The requirements vary with each technology. The Ohio Board of Regents has established minimum and maximum program standards within which Hocking Tech, through its personnel and advisory committees, has established its own standards.



BUSINESS TECHNOLOGIES

ACCOUNTING TECHNOLOGY



The accounting program is designed to teach students the skills of gathering, summarizing, interpreting, and reporting financial data pertaining to business. It offers both the associate degree in applied business and an occupational certificate in bookkeeping.

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

The Hocking Tech accounting program familiarizes students with basic accounting theory, bookkeeping techniques, and management skills. Specialized areas include tax, payroll, cost and retail accounting, and auditing.

EQUIPMENT PROVIDED

Accounting, billing and adding machines, electronic calculators, posting boards, and an IBM System/3 Model 10 computer.

EMPLOYMENT OPPORTUNITIES

Most entry level positions are at the junior accountant level in private businesses, governmental agencies, or public accounting firms. Advancement is based on persistence, ability, and technical competence. Other related employment opportunities are payroll clerks, accounts receivable clerks, payables clerks, accounts supervisors, etc.

ACCOUNTING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0060	Introduction to Sociology	G	3
1230	*Accounting I	B	4
0221	*Survey of Data	T	3
1030	Introduction to Business	B	3
1243	*Business & Accounting Machines	T	2
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1022	Math 11	B	3
1231	*Accounting II (prerequisite 1230)	B	4
1299	*Computer Concepts	T	2
2550	Principles of Management	T	3
0040	Economics I	B	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1232	*Accounting III (prerequisite 1231)	T	4
1236	*Automated Data Systems	T	4
1026	Math 21	B	3
2235	*Payroll Accounting	T	4
	Totals		18
	Summer (Optional)		
1201	Internship	T	12
1200	Special Problems	T	3
	Fourth Quarter		
0050	Introduction to Psychology	G	3
2234	*Basic Cost Accounting	T	4
2237	*Principles of Finance	T	4
2233	*Accounting IV (prerequisite 1232)	T	4
2218	*Tax Accounting I	T	3
	Totals		18
	Fifth Quarter		
0080	Political Science I	G	3
2219	*Tax Accounting II	T	4
2262	*Auditing I	T	4
2261	Advanced Cost Accounting	T	3
2260	*Accounting V (prerequisite 2233)	T	4
	Totals		18
	Sixth Quarter		
0219	Business Law	B	3
2295	*Retail Accounting	T	3
0051	Developmental Psychology	G	3
1714	*Typing & Business Machines	T	2
0075	Speech	G	3
2264	*Funds Accounting	T	3
	Totals		17

*These courses will be assigned a lab time.

COMPUTER SCIENCE TECHNOLOGY

The computer science program is designed to train people to operate and program computers. Some system planning and design is introduced to help the student better understand specific business applications. The program offers an operator's occupational certificate, as well as the associate degree in applied business.

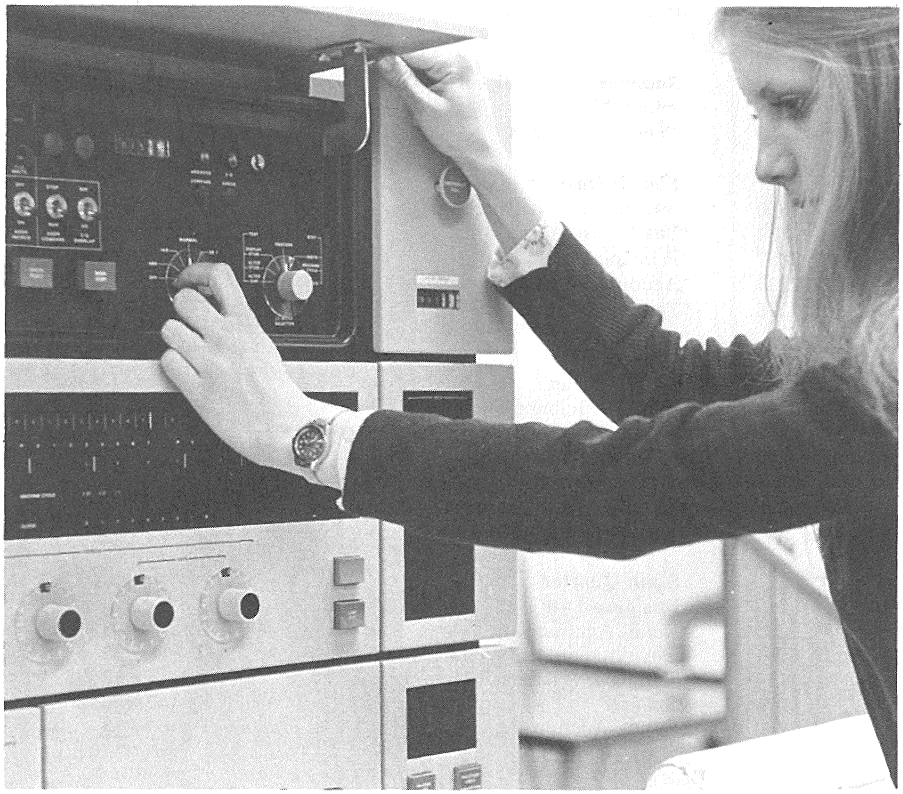
"Hands-on" experience is stressed in both programs. Most of the student's time is spent in the laboratory, flowcharting, coding, running and de-bugging computer programs in four popular business languages. The languages offered are Cobol, fortran, RPG, and basic assembler.

EQUIPMENT PROVIDED

Unit record equipment: 10 cardpunches, an IBM 548 interpreter, two IBM 82 sorters, one IBM 084 sorter, one IBM 85 collator, and one IBM 514 recorder. Also, an IBM System/3 Model 10 Computer with one cardpunch, two integrated disc units with 10 million bytes of storage, one console typewriter, one line printer, and a cathode ray tube (CRT) terminal unit.

EMPLOYMENT OPPORTUNITIES

Computer operator or programmer, systems analyst, program analyst, systems programmer, management.

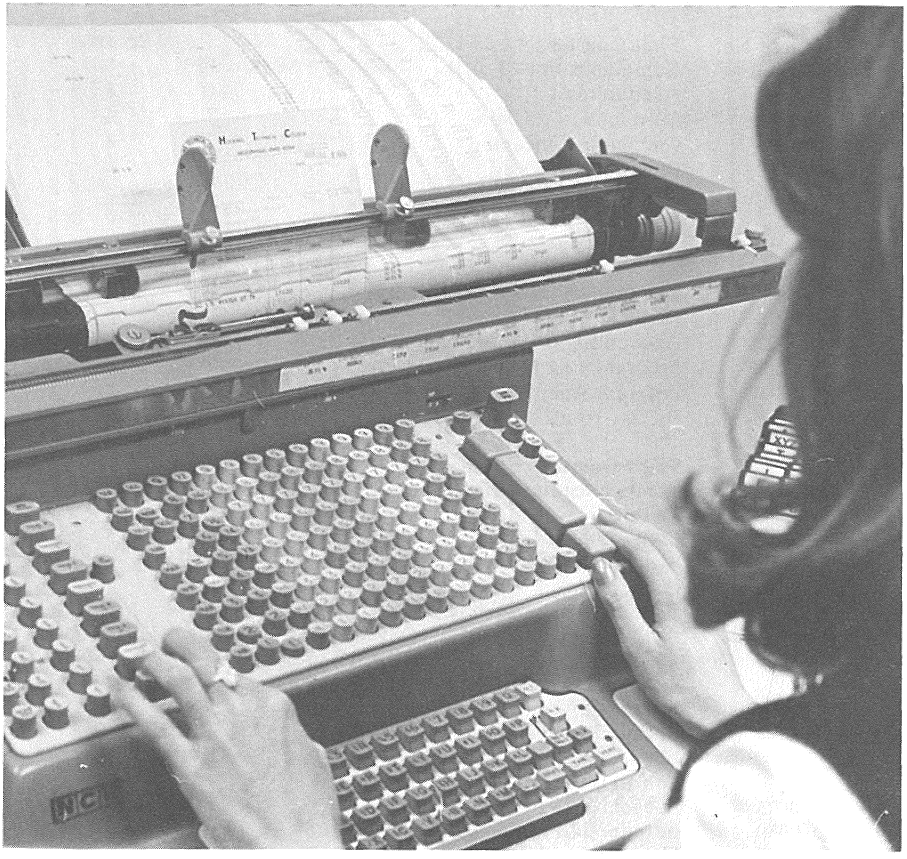


COMPUTER SCIENCE TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	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
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1022	Math 11	B	3
0292	*Accounting II (prerequisite 0291)	B	3
1226	*Programming I	T	5
1271	*Program Analysis II	T	2
	Totals		16
	Third Quarter		
1011/12	Communications III or IV	G	3
1026	Math 21	B	3
1227	*Programming II	T	5
1214	*Systems Analysis	T	2
0040	Economics I	B	3
1225	*Documentation Techniques	T	2
	Totals		18
	Summer (Optional)		
1203	Internship	T	12
1202	Special Problems	T	3
	Fourth Quarter		
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
	Totals		18
	Fifth Quarter		
0080	Political Science I	G	3
2229	*Cobol II	T	5
2252	*Data Systems II	T	4
2293	*Cost Accounting	T	3
	Totals		15
	Sixth Quarter		
0219	Business Law	B	3
2272	*Fortran	T	5
2250	*Data Systems III	T	4
0050	Introduction to Psychology	G	3
1228	*Basic Assembler Language	T	3
	Total		18

*These courses will be assigned a lab time.

FINANCIAL MANAGEMENT TECHNOLOGY



Financial Management is a two-year associate degree program leading to employment in the banking field.

Courses, approved by the Southeastern Ohio Chapter of the American Institute of Banking, meet the in-service training needs of banks and their employees. All courses are applicable to the American Institute of Banking Certificate.

EQUIPMENT PROVIDED

Accounting, billing and adding machines, electronic calculators, data communication terminal, and an IBM System/3 Model 10 computer.

EMPLOYMENT OPPORTUNITIES

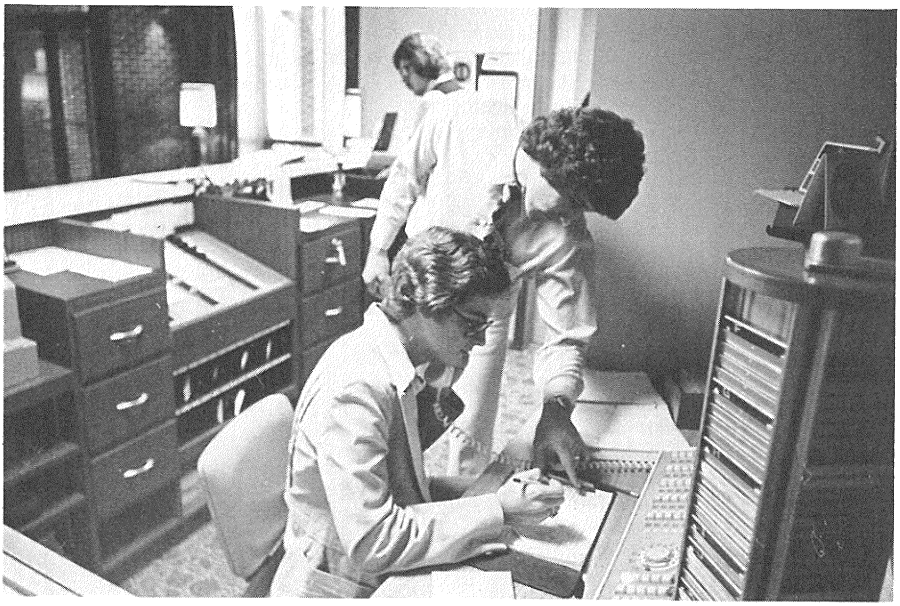
Loan officer, trust officer, branch manager, teller, bookkeeper, loan teller, accounting clerk.

FINANCIAL MANAGEMENT TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
2411	*Principles of Banking Operations	T	4
2404	*Bank Public Relations & Marketing	T	3
1242	*Business Machines	T	2
1030	Introduction to Business	B	3
1223	*Computer Concepts	B	3
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1236	*Automated Data Systems	T	4
2409	*Installment Credit	T	3
2550	*Principles of Management	T	3
1022	Math 11	B	3
	Totals		16
	Third Quarter		
1011/12	Communications III or IV	G	3
2407	*Credit Administration	T	4
2288	*Personnel Management	T	3
2408	*Home Mortgage Lending	T	3
1026	Math 21	B	3
	Totals		16
	Summer (Optional)		
1690	Internship	T	12
1693	Special Problems	T	3
	Fourth Quarter		
2410	*Money and Banking	T	3
2405	*Banking Investments	T	3
2582	*Principles of Finance	T	3
0291	*Accounting I	B	3
0040	Economics I	G	3
0080	Political Science I	G	3
	Totals		18
	Fifth Quarter		
2401	*Agricultural Finance	T	3
2403	*Bank Management	T	4
0292	*Accounting II (prerequisite 0291)	B	3
0041	Economics II	G	3
0050	Introduction to Psychology	G	3
	Totals		16
	Sixth Quarter		
2406	*Business Administration Practicum	T	4
2402	*Analyzing Financial Statements	T	4
2534	*Marketing	T	3
0219	Business Law	B	3
0075	Speech	G	3
	Totals		17

*These courses will be assigned a lab time.

HOTEL-RESTAURANT MANAGEMENT TECHNOLOGY



The Hotel-Restaurant Technology is designed to equip the student with basic communicative skills and technological background necessary to supervise a quality establishment. The program offers both the occupational certificate and the associate degree in applied business.

The programs include study of the workings of hotels, motels, and food facilities and a survey of other hospitality facilities. The curriculum also includes organizational components and an examination of the management processes and functions. The student studies supervision in relation to sales and reservations, front desk operations, housekeeping, auditing, personnel, and related areas. Principles of food preparation and sanitation are surveyed in detail.

EQUIPMENT PROVIDED

NCR Class 5 and 4200 posting machines.

Hocking Valley Motor Lodge, located one mile from the main Hocking Tech campus is the basic training facility for the Hotel-Restaurant Management students. It has 38 sleeping units, a large dining room which seats 160, an indoor swimming pool, and banquet rooms accommodating up to 300 persons. Students learn all phases of its operations, including waiting tables in the dining room, front desk operations, and serving as resident managers during the lab experience portion of the program.

EMPLOYMENT OPPORTUNITIES

Assistant manager of chain-operated motor lodge or food service, apartment-housing management, front office manager, dining room host or hostess, front desk clerk-cashier, banquet manager, restaurant manager, sales representative or manager, kitchen production supervisor.

HOTEL-RESTAURANT MANAGEMENT TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0060	Introduction to Sociology	G	3
1625	Introduction to Hospitality Industry	T	2
1635	Quality Food Preparation	T	2
1030	Introduction to Business	B	3
2670	*Hotel-Restaurant Lab Experience I	T	5
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
0291	*Accounting I	B	3
1681	Hotel-Motel Operations	T	2
1640	Regular & Modified Menu Planning	T	2
2671	*Hotel-Restaurant Lab Experience II	T	5
1022	Math 11	B	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1026	Math 21	B	3
0292	*Accounting II (prerequisite 0291)	B	3
1630	Purchasing for Food & Lodging Est.	T	2
1615	Food & Lodging Merchandising	T	2
2672	*Hotel-Restaurant Lab Experience III	T	5
	Totals		18
	Summer (Optional)		
1690	Internship	T	12
1693	Special Problems	T	3
	Fourth Quarter		
0040	Economics I	B	3
0050	Introduction to Psychology	G	3
2610	Food & Beverage Management	T	2
2294	Accounting for Hotel & Restaurant	T	2
2673	*Hotel-Restaurant Lab Experience IV	T	5
2550	Principles of Management	T	3
	Totals		18
	Fifth Quarter		
2534	Marketing	B	3
0075	Speech	G	3
0221	*Survey of Data	T	3
2682	Hotel & Restaurant Management I	T	2
1682	Management Supervision	T	2
2674	*Hotel-Restaurant Lab Experience V	T	5
	Totals		18
	Sixth Quarter		
0219	Business Law	B	3
0080	Political Science I	G	3
2582	Principles of Finance	B	3
2683	Hotel & Restaurant Management II	T	2
2686	Facilities Programming & Planning	T	2
2675	*Hotel-Restaurant Lab Experience VI	T	5
	Totals		18

*These courses will be assigned a lab time.

RETAIL MARKETING MANAGEMENT TECHNOLOGY

The Retail Marketing Management Technology prepares students for entry-level management positions in retail businesses. It offers an associate degree in applied business and occupational certificates in business management, business operations and retailing.

The areas of study cover management positions and functions in retail operations such as small one-owner stores, partnerships, department stores, chain store operations, and discount stores. More than half of the curriculum is composed of technical retailing courses with an emphasis on practical application. Students spend a great deal of time actually working in a variety of local businesses.

EMPLOYMENT OPPORTUNITIES

Job opportunities in retail operations include positions as managers, assistant managers, merchandisers, buyers, and salespersons. The graduate usually can choose from many types of operations and locations depending on career objectives.



RETAIL MARKETING MANAGEMENT TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0050	Introduction to Psychology	G	3
1520	*Retailing	T	3
1030	Introduction to Business	B	3
0291	*Accounting I	B	3
0221	*Survey of Data	T	3
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1022	Math 11	B	3
2550	Principles of Management	T	3
0292	*Accounting II (prerequisite 0291)	B	3
1299	*Computer Concepts	T	2
2534	*Marketing	T	3
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
0218	Business Law (Retail)	B	3
1599	*Sales Promotion	T	3
1026	Math 21 (prerequisite 1022)	B	3
1237	*Automated Data Systems	T	3
9901	*Managerial Accounting I	T	3
	Totals		18
	Summer (Optional)		
1590	Internship	T	12
1594	Special Problems	T	3
	Fourth Quarter		
2263	*Advertising	T	3
0040	Economics I	B	3
2527	*Retail Law	T	3
0080	Political Science I	G	3
2288	Personnel Management	T	3
9902	*Managerial Accounting II (prereq. 9901)	T	3
	Totals		18
	Fifth Quarter		
2400	*Wholesaling (opt. Real Estate Prin. & Prac.)	T	3
1510	*Sales	T	3
0075	Speech	G	3
2525	*Retail Buying	T	3
2295	*Retail Accounting	T	3
	Totals		15
	Sixth Quarter		
2580	*Retail Store Operations	T	4
1244	*Business Practicum	T	4
0060	Introduction to Sociology	G	3
1512	*Operations Analysis	T	4
2287	Personal Finance	B	3
	Totals		18

*These courses will be assigned a lab time.

SECRETARIAL SCIENCE TECHNOLOGY



The Hocking Tech Secretarial Science Technology offers three options, each leading to an associate degree in applied business. The three options are general, legal and medical. Also available are two certificate programs, one with shorthand, the other without.

Students choose their option after the first year of study. The training in each option is up-to-date, with emphasis on terminology, the continuing changes in the fields, and the importance of keeping current. Skill and speed are developed to a professional level and students are prepared for a wide range of opportunities in their appropriate fields.

EQUIPMENT PROVIDED

Typewriters, dictation and transcribing equipment, adding machines and calculators, duplicating equipment, automatic typewriter, IBM Mag-Card automatic typewriter, photo copy equipment.

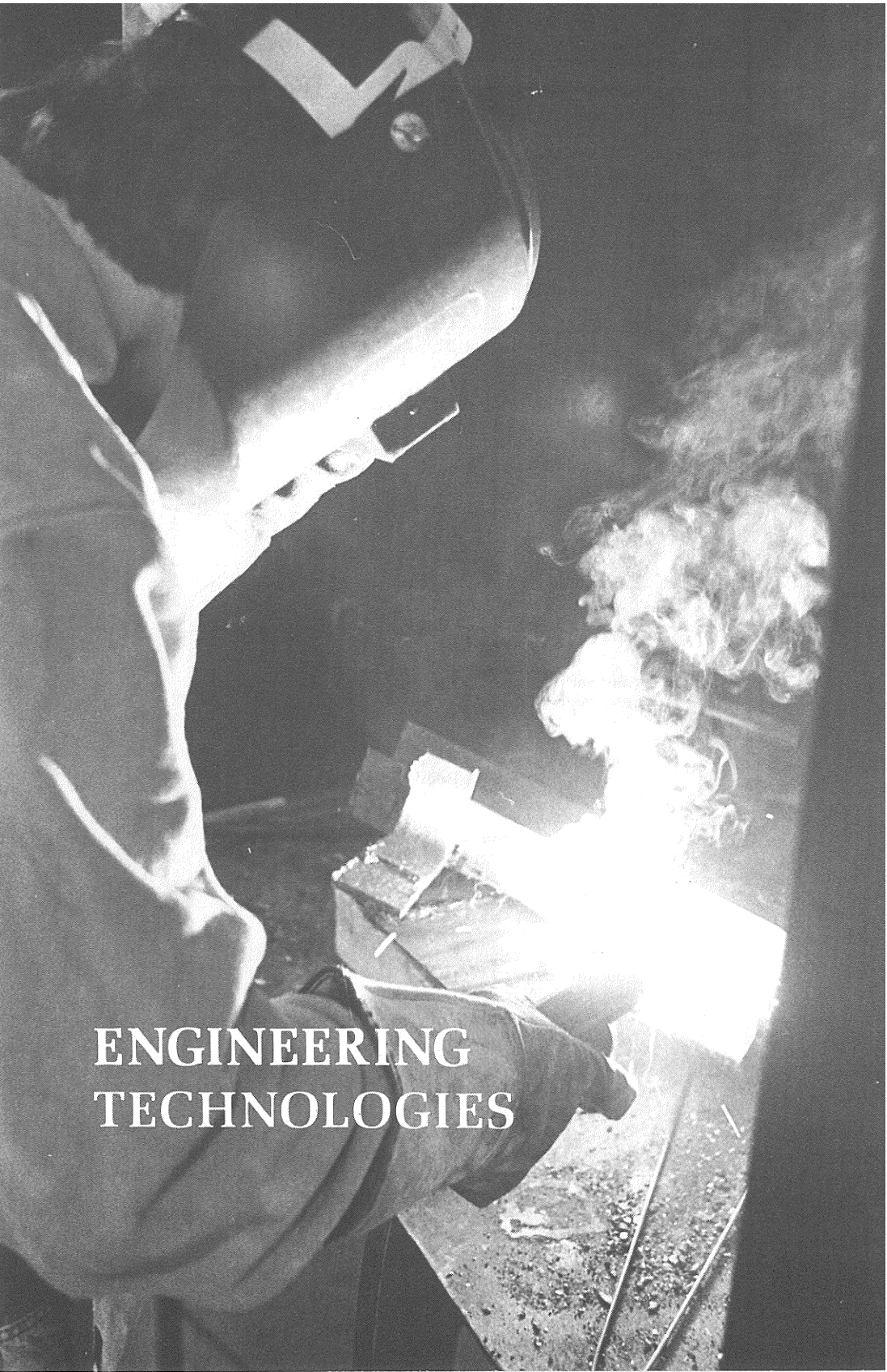
EMPLOYMENT OPPORTUNITIES

The expanding requirements of business, professional, governmental, and scientific services offer a wide variety of opportunities for secretaries.

SECRETARIAL SCIENCE TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0040	Economics I	B	3
1030	Introduction to Business	B	3
1240	*Typing I	T	3
1245	*Shorthand I	T	4
1242	*Business Machines	T	2
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
2283	*Records Management	T	2
0291	*Accounting I	B	3
1241	*Typing II (prerequisite 1240)	T	3
1246	*Shorthand II (prerequisite 1245)	T	4
1022	Math 11	B	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1215	*Secretarial Office Procedures	T	2
1248	*Typing III (prerequisite 1241)	T	3
0292	*Accounting II (prerequisite 0291)	B	3
1026	Math 21	B	3
1247	*Shorthand III (prerequisite 1246)	T	4
	Totals		18
	Summer (Optional)		
1205	Internship	T	12
1204	Special Problems	T	3
	Fourth Quarter		
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
	Totals		18
	Fifth Quarter		
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
	Totals		17
	Sixth Quarter		
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
	Totals		15

*These courses will be assigned a lab time.



ENGINEERING TECHNOLOGIES

BROADCAST ENGINEERING TECHNOLOGY



Broadcast Engineering Technology offers both occupational certificate and associate degree programs designed to prepare students for employment in the technical area of broadcasting and allied fields. The curriculum is a technical program balanced with mathematics, social sciences, and communications courses.

EQUIPMENT PROVIDED

A complete electronics lab is available to the broadcast engineering students.

EMPLOYMENT OPPORTUNITIES

Commercial and educational radio and television stations, production studios, sound and recording companies, cable television companies, government services, technical sales, and allied fields.

BROADCAST ENGINEERING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
1131	*Elements of D.C. Circuits	T	6
1020	*Slide Rule	B	1
1024	Math 12	B	5
2143	*Electronic Drawing	T	3
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1132	*A.C. Circuits	T	4
1028	Math 22	B	5
1150	*Physics I	B	3
1152	*Electronics I	T	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1145	*Electrical Measurements	T	3
2153	*Electronics II	T	4
1032	Math 32	B	5
1151	*Physics II	B	3
	Totals		18
	Summer (Optional)		
1109	Internship	T	12
1110	Special Problems	T	3
	Fourth Quarter		
2169	*Communications Systems	T	5
1168	*B.C. Equipment I	T	2
2154	*Electronics III	T	5
2070	Technical Writing	G	3
0060	Introduction to Sociology	G	3
	Totals		18
	Fifth Quarter		
1164	*Seminar in B.C.	T	2
2156	*Electronics IV	T	4
0050	Introduction to Psychology	G	3
1163	*T.V. Systems	T	4
2042	Math 42	B	5
	Totals		18
	Sixth Quarter		
1160	*Color T.V. Transmission	T	3
1166	*Broadcast Equipment Maintenance	T	4
1165	*Broadcast Instruments & Measurements	T	3
2157	*Electronics V	T	4
2287	Personal Finance	G	3
	Totals		17

*These courses will be assigned a lab time.

CERAMIC ENGINEERING TECHNOLOGY



Hocking Tech's Ceramic Engineering Technology program is the first two-year associate degree program in America to train people to work as technicians in the ceramic industry.

Ceramic industries are those concerned with heat processing of clays and inorganic earth minerals. 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. Because 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, and computer industries.

EQUIPMENT PROVIDED

Four kilns, glass furnace, two burner test stands, grinding, crushing, and screening equipment, three extrusion machines, isostatic press, tile presses, milling equipment, ram hydraulic press for whitewares and refractories production, five dryers including rack car and humidity, three glass container test devices, scales and balances, filter press, sub-sieve particle analysis equipment. Also, modern thermal analysis equipment including automatic recording dilatometer, thermal gradient furnace, DTA/TGA apparatus, and ABAR melting furnace with microscope. Petographic and metallurgical microscopes are provided for each student.

EMPLOYMENT OPPORTUNITIES

Hocking Tech ceramic graduates have obtained jobs in all the fields of ceramics with such engineering-related duties as quality control, production supervision, management research and development, technical sales, and customer service. Geographically, HTC ceramic graduates have accepted positions in eleven states from Michigan to Georgia and Colorado to New Jersey.



CERAMIC ENGINEERING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	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
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1028	Math 22	B	5
1122	*Ceramic Materials & Forming	T	4
1141	*Engineering Drawing II	T	3
1803	*Chemistry II	B	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1032	Math 32	B	5
1123	*Ceramic Drying & Firing	T	4
1151	*Physics II	B	3
2161	*Combustion I	T	3
	Totals		18
	Summer (Optional)		
1102	Internship	T	12
1101	Special Problems	T	3
	Fourth Quarter		
2146	*Instruments & Controls I	T	3
2130	*Introduction to Electricity	T	4
0075	Speech	G	3
2070	Technical Writing	G	3
2164	*Combustion II	T	4
	Totals		17
	Fifth Quarter		
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
	Totals		17
	Sixth Quarter		
2175	*ASTM Procedures	T	4
2195	*Fortran	T	3
2136	Industrial Safety	T	2
2149	Industrial Supervision	T	3
2163	*Hydraulics & Pneumatics	T	3
2287	Personal Finance	G	3
	Totals		18

*These courses will be assigned a lab time.

DRAFTING AND DESIGN TECHNOLOGY



The Hocking Tech drafting and design program offers an associate degree in applied science and an occupational certificate. Both are intended to prepare technicians as draftsmen, junior draftsmen and detailers for employment in manufacturing industries or building trades. Some graduates are called upon to translate ideas and sketches of engineers into drawings that are used by those directly responsible for the manufacturing and construction of various parts or overall assemblies.

EQUIPMENT PROVIDED

Up-to-date laboratory, blueprinting machines, drafting and design reference materials, codes, manuals, visual aids, enlarging equipment, and lighted tracing tables.

EMPLOYMENT OPPORTUNITIES

Opportunities include positions as draftsmen, junior draftsmen, detailers, technical illustrators in areas of machine design, jig and fixture design, and tool design.

DRAFTING & DESIGN TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	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
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1141	*Engineering Drawing II	T	3
1121	*Manufacturing Process II	T	3
1028	Math 22	B	5
1150	*Physics I	B	3
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
1142	*Engineering Drawing III	T	3
1125	*Manufacturing Process III	T	3
1032	Math 32	B	5
1151	*Physics II	B	3
	Totals		17
	Summer (Optional)		
1198	Internship	T	12
1199	Special Problems	T	3
	Fourth Quarter		
2110	*Graphics	T	4
2130	*Introduction to Electricity	T	4
2114	*Architecture I	T	3
2113	*Advanced Drafting	T	3
2195	*Fortran	T	3
	Totals		17
	Fifth Quarter		
2070	Technical Writing	G	3
0050	Introduction to Psychology	G	3
2115	*Architecture II	T	3
2149	Industrial Supervision	T	3
2144	*Electrical Drawing	T	4
	Totals		16
	Sixth Quarter		
2136	Industrial Safety	T	2
2045	*Descriptive Geometry	T	3
2163	*Hydraulics & Pneumatics	T	3
2184	*Die Design	T	3
2287	Personal Finance	G	3
1324	*Surveying	T	3
	Totals		17

*These courses will be assigned a lab time.

ELECTRONIC ENGINEERING TECHNOLOGY

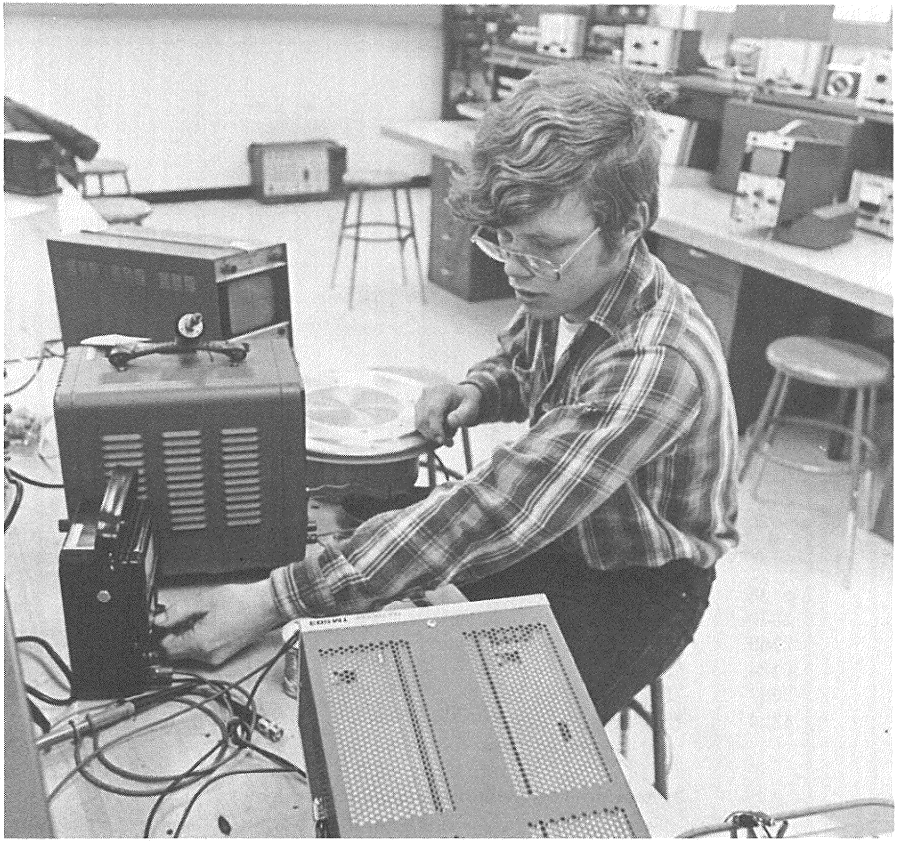
Electronics is a diversified field that touches nearly every type of industrial, commercial, and military activity. This diversity is reflected in the Hocking Tech electronics curriculum which includes a strong base in physics and mathematics as well as extensive coverage of electronic theory, leading to an associate degree in applied science. An occupational certificate program is also available.

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.

EMPLOYMENT OPPORTUNITIES

An electronic engineering technician may aid in research and design in such fields as communications, computer, industrial electronics, and instrumentation. Work may include production, testing, sales, customer service, or other areas involving many types of electronic equipment.

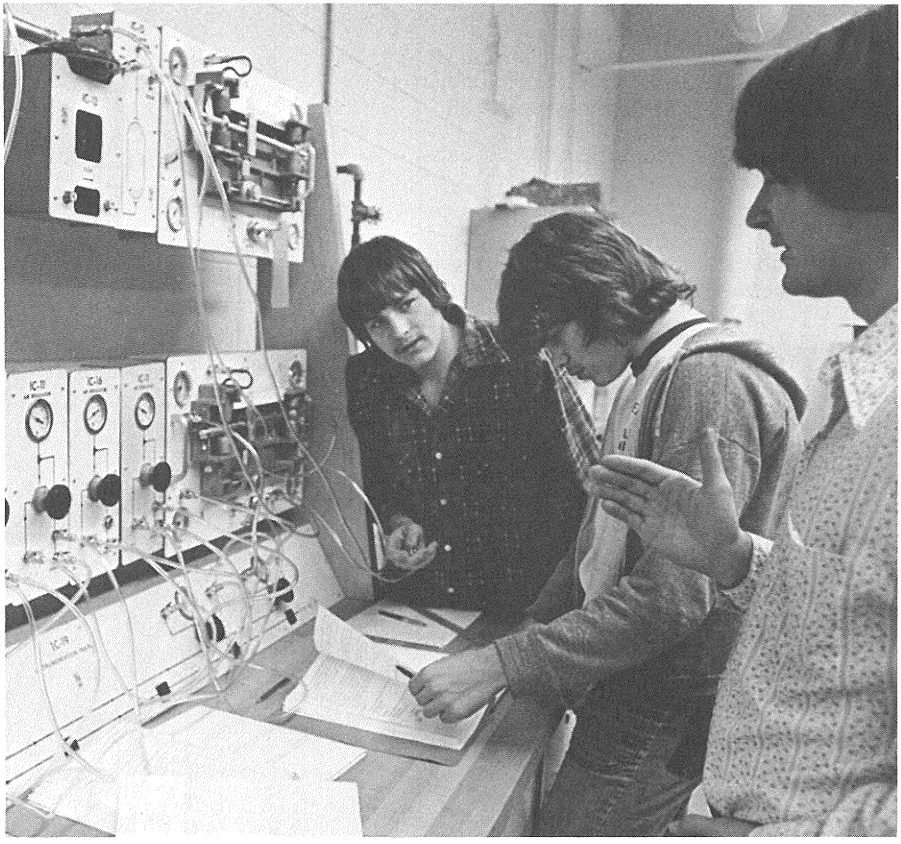


ELECTRONIC ENGINEERING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	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
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1132	*A.C. Circuits	T	4
1028	Math 22	B	5
1150	*Physics I	B	3
1152	*Electronics I	T	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1145	*Electrical Measurements	T	3
2153	*Electronics II	T	4
1032	Math 32	B	5
1151	*Physics II	B	3
	Totals		18
	Summer (Optional)		
1108	Internship	T	12
1107	Special Problems	T	3
	Fourth Quarter		
2137	*Electrical Process I	T	2
2154	*Electronics III	T	5
2070	Technical Writing	G	3
2143	*Electronic Drawing	T	3
2169	*Communications Systems	T	5
	Totals		18
	Fifth Quarter		
2195	*Fortran	T	3
2156	*Electronics IV	T	4
2174	*Instruments & Controls II	T	3
0050	Introduction to Psychology	G	3
2042	Math 42	B	5
	Totals		18
	Sixth Quarter		
0060	Introduction to Sociology	G	3
2287	Personal Finance	G	3
2157	*Electronics V	T	4
2138	*Electrical Process II	T	3
2127	*Microwave Theory	T	4
	Totals		17

*These courses will be assigned a lab time.

HEAT PROCESSING TECHNOLOGY



The heat processing associate degree program at Hocking Tech trains students 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 emphasizes techniques of energy conservation in industry.

EQUIPMENT PROVIDED

A complete design facility and machine shop; metallurgy and hydraulics laboratories; natural gas-oxygen fired research furnace; burner test stands, both oil and gas fired; large gas fired automatic car bottom furnace; various ceramic kilns; air moving test station; industrial control and instrumentation lab.

EMPLOYMENT OPPORTUNITIES

Graduates find opportunities with industries utilizing heat generating equipment such as industrial ovens, melting furnaces, ceramic kilns, heat-treating furnaces, induction heating machines, atmosphere generators, heat exchangers, combustion equipment, and controlling instrumentation. Positions may be in research and development, manufacturing, design, sales, or installation.

HEAT PROCESSING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
1024	Math 12	B	5
1140	*Engineering Drawing I	T	3
1120	*Manufacturing Process I	T	3
1802	*Chemistry I	B	3
1020	*Slide Rule	B	1
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1028	Math 22	B	5
1141	*Engineering Drawing II	T	3
1150	*Physics I	B	3
1803	*Chemistry II	B	3
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
1032	Math 32	B	5
1133	*Introduction to Heat Processing	T	4
1151	*Physics II	B	3
2163	*Hydraulics & Pneumatics	T	3
	Totals		18
	Summer (Optional)		
1114	Internship	T	12
1115	Special Problems	T	3
	Fourth Quarter		
2146	*Instruments & Controls I	T	3
2130	*Introduction to Electricity	T	4
1134	*Fuel Properties & Combustion Analysis	T	4
1135	*Heat Transfer	T	3
0050	Introduction to Psychology	G	3
	Totals		17
	Fifth Quarter		
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
	Totals		18
	Sixth Quarter		
2195	*Fortran	T	3
0060	Introduction to Sociology	G	3
1111	*Heat Processing Applications	T	4
1112	Seminar in Combustion Problems	T	2
2287	Personal Finance	G	3
2155	*Metallurgy	T	3
	Totals		18

*These courses will be assigned a lab time.

MECHANICAL ENGINEERING TECHNOLOGY

The Hocking Tech Mechanical Engineering Technology is a specialized program of engineering with emphasis on mathematics, drafting, machine design and engineering mechanics. It leads to an associate degree in applied science. The technician assists an engineer in sketching, drafting, design, problem solution, and laboratory data acquisition. The technician may also assist in planning and production supervision and the testing of mechanical systems.

EQUIPMENT PROVIDED

Complete design and metallurgical laboratories, 60,000-pound capacity Universal Testing Machine, complete hydraulic and pneumatic test sets, numerical control milling machine, complete machine shop, and air moving test station.

EMPLOYMENT OPPORTUNITIES

The mechanical technician may assist in any number of problems in the mechanical design or laboratory areas, including sketching, rough layouts, and the design and development of equipment and components. Responsibilities may also include assisting in determining design changes and cost and trouble shooting machinery; in solving problems involving dynamometers, gages, stresses, friction and vibration; in designing, assembling, and test prototyping hardware in research and development laboratories.



MECHANICAL ENGINEERING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0060	Introduction to Sociology	G	3
1140	*Engineering Drawing I	T	3
1120	*Manufacturing Process I	T	3
1020	*Slide Rule	B	1
1024	Math 12	B	5
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1141	*Engineering Drawing II	T	3
1121	*Manufacturing Process II	T	3
1028	Math 22	B	5
1150	*Physics I	B	3
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
1125	*Manufacturing Process III	T	3
1142	*Engineering Drawing III	T	3
1032	Math 32	B	5
1151	*Physics II	B	3
	Totals		17
	Summer (Optional)		
1106	Internship	T	12
1105	Special Problems	T	3
	Fourth Quarter		
2195	*Fortran	T	3
2130	*Introduction to Electricity	T	4
1135	*Heat Transfer	T	3
2165	*Engineering Mechanics I	T	5
2136	Industrial Safety	T	2
	Totals		17
	Fifth Quarter		
2166	*Engineering Mechanics II	T	5
2070	Technical Writing	G	3
2159	*Strength of Materials	T	4
2181	*Tool Design	T	3
1136	*Fluid Flow	T	3
	Totals		18
	Sixth Quarter		
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.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HEALTH CORE



The Health Core is a flexible, individualized certificate program designed to meet the needs of persons who have an interest in the general area of health careers but who have not yet selected a specific field.

The student may choose from among a number of basic and general courses common to all of the Health Career disciplines. The Health Core provides both basic knowledge and beginning technical skills through instructional and laboratory experiences, and gives the student an opportunity to make an informed career choice.

Those who choose to enter one of the health technologies may transfer credit earned in the Health Core to the program of their choice. On the other hand, individuals who do not choose to continue their education may enter the labor force with marketable knowledge and skills.

In either case, knowledge gained in the fields of nutrition, anatomy and physiology, medical terminology, nursing, etc., will assist individuals in creating a healthier, more satisfying life for themselves and their families, and in becoming responsible and intelligent citizens.

ADMISSION

Since the Health Core program is tailored to meet the needs and interests of each individual, persons considering enrolling should make an appointment with the Health Careers counselor to explore its possibilities and to plan a tentative program before applying. Admission procedures are the same as those for the college. However, if the student later chooses to enter one of the nursing programs, a high school diploma or the G.E.D. certificate as well as the nursing pre-entrance examination would be required at that time.

EMPLOYMENT OPPORTUNITIES

Job opportunities are available in hospitals, nursing homes, clinics, etc., as laboratory assistants, ward clerks, nurse aides, orderlies, and support personnel of various types.

MEDICAL RECORDS TECHNOLOGY

The Hocking Tech Medical Records Technology is a six-quarter program leading to an associate degree in applied science. The student is trained in medical records procedures, medical terminology, and basic technical skills vital to the operation of a medical records department.

The medical records technician is involved in the collection and analysis of health data. The medical records technician may perform duties necessary for planning, directing, and controlling the activities of the department, and may assist in medical research and the development of equipment and services.

ADMISSION

Admission procedures are the same as those for the college, with the additional requirement that physical and dental examination reports must be submitted prior to enrollment. Also, a personal interview may be requested.

EQUIPMENT PROVIDED

Learning opportunities are provided in the classroom, a simulated medical records area at the college, and in the medical records departments of area clinical agencies.

EMPLOYMENT OPPORTUNITIES

Graduates of the program may be employed in hospitals, clinics, insurance companies, government health agencies, and other community health agencies.



MEDICAL RECORDS TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0457	Medical Record Orientation	T	2
0498	Medical Terminology I	T	3
1240	*Typing I	B	3
0570	*The Human Organism	B	3
0050	Introduction to Psychology	G	3
	Totals		17
	Second Quarter		
1010/11	Communications II or III	G	3
0461	*Medical Records I	T	3
0499	Medical Terminology II	T	2
1241	*Typing II	B	3
0492	*Anatomy & Physiology I	B	3
1022	Math 11	B	3
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
0462	*Medical Records II	T	3
1248	*Typing III	B	3
0322	*Directed Practice I	T	5
0493	*Anatomy & Physiology II	B	3
	Totals		17
	Summer (Optional)		
0466	Special Problems	T	3
0478	Internship	T	12
	Fourth Quarter		
0463	*Medical Records III	T	3
0495	*Transcription I	T	4
0323	*Directed Practice II	T	5
0221	*Survey of Data	B	3
0219	Business Law	B	3
	Totals		18
	Fifth Quarter		
0464	*Medical Records IV	T	3
0496	*Transcription II	T	4
0324	*Directed Practice III	T	5
1242	*Business Machines	B	2
2283	*Records Management	T	2
	Totals		16
	Sixth Quarter		
0465	Medical Records V	T	3
2550	Principles of Management	B	3
0325	Medical Records Seminar	T	3
0469	Health Trends & Issues	B	3
2070	Technical Writing	G	3
0054	Group Interaction	G	3
	Totals		18

*These courses will be assigned a lab time.

MEDICAL ASSISTANT TECHNOLOGY

The Medical Assistant Technology is a two-year (18 months) program leading to an associate degree in applied science.

A medical assistant is a person trained to assist a physician in a private office, clinic, or other health care facility in terms of both administrative and clinical duties. Administrative duties include typing, routine correspondence, medical records, billing, collections, making appointments, and scheduling of hospital admissions and surgery. Clinical duties include preparing patients for examination, taking vital signs, performing routine laboratory tests, sterilizing instruments, running an EKG, injections, and providing emergency medical care.

ADMISSION

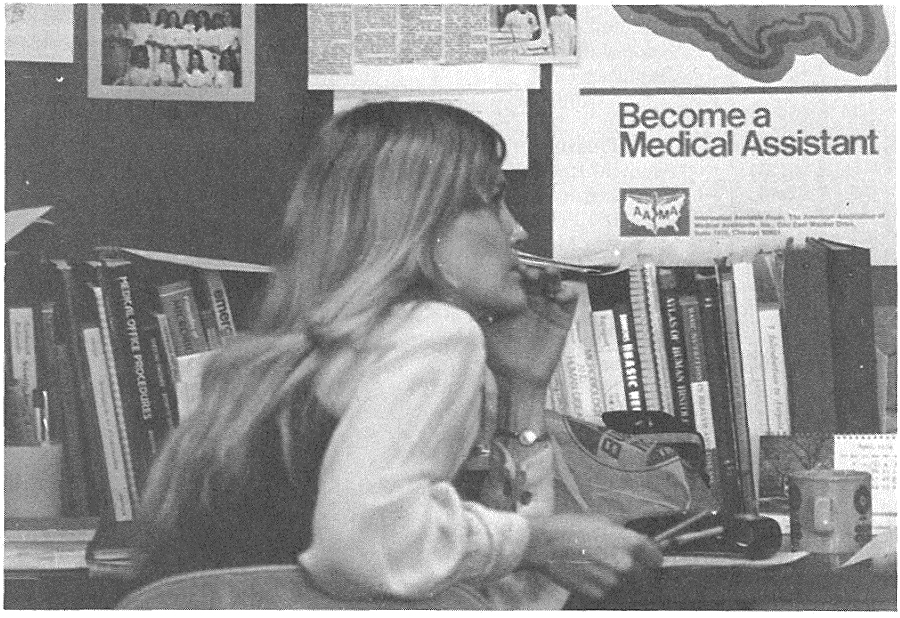
Admission procedures are the same as those for the college with the additional requirement that physical and dental examination reports must be submitted prior to enrollment. Also, a personal interview may be requested.

FACILITIES PROVIDED

Medical assisting students gain practical experience by spending a portion of their training in a physician's office or local health care facility. A simulated office area at the college provides additional training. It includes a reception area, examination and treatment tables, and medical laboratory equipment.

EMPLOYMENT OPPORTUNITIES

Though primarily trained to assist in the physician's private office, the medical assistant can also find opportunities for employment in family health care centers, health insurance companies, hospitals, and drug and pharmaceutical companies.

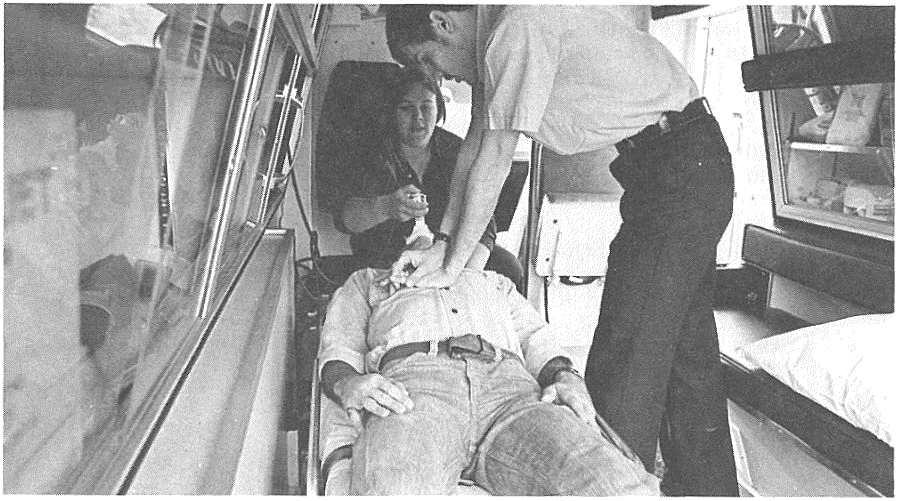


MEDICAL ASSISTANT TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0498	Medical Terminology	T	3
0570	*The Human Organism	B	3
0417	Medical Assistant Orientation	T	2
1240	*Typing I	B	3
0050	Introduction to Psychology	G	3
	Totals		17
	Second Quarter		
1010/11	Communications II or III	G	3
0492	*Anatomy & Physiology I	B	3
1241	*Typing II	B	3
0481	*Medical Assistant I	T	2
1027	Math 14	B	3
0479	Nutrition	B	3
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
0572	*Medical Transcription	T	3
0493	*Anatomy & Physiology II	B	3
0482	*Medical Assistant II	T	3
0051	Developmental Psychology	G	3
0418	Medical Ethics & Law	T	2
	Totals		17
	Summer (Optional)		
0468	Special Problems	T	3
0480	Internship	T	12
	Fourth Quarter		
0062	Sociology of Family Living	G	3
0476	*Pharmacology	T	3
0483	*Medical Assistant III	T	4
0075	Speech	G	3
1242	*Business Machines	G	2
0291	*Accounting I	B	3
	Totals		18
	Fifth Quarter		
0470	*Medical Assistant IV	T	5
0052	Abnormal Psychology	G	3
0445	Community Health	B	3
0571	*Medical Records & Reports	T	4
0486	Interviewing & Counseling Techniques	T	3
	Totals		18
	Sixth Quarter		
0485	*Emergency Medical Treatment	T	4
0475	*Medical Lab Procedures	T	5
0550	*Externship	T	3
0473	*Medical Office Procedures	G	3
	Totals		15

*These courses will be assigned a lab time.

EMERGENCY MEDICAL TECHNOLOGY



The Emergency Medical Technology is designed to train persons to provide immediate primary care to people experiencing health crises. The curriculum includes training for three levels of practitioners including two certificate programs and the associate degree in applied science.

A Level I certificate is awarded after one-quarter's study of basic EMT skills. The technical courses are comparable to the Ohio Department of Education Technical and Vocational Basic Emergency Medical Technology.

A Level II certificate, a one-year program, deals with the physiological sciences and advanced level EMT skills. Emergency coronary care is emphasized in laboratory situations. Rescue squad experience and hospital orientation are also included.

Level III provides advanced emergency care training in clinical settings. Also, various facets of emergency medical service, organization, and management are covered. Graduates at this level receive an associate degree in applied science and are qualified to perform not only as skilled practitioners but as leaders and managers in emergency medical organizations.

ADMISSION

Admission procedures are the same as those for the college with the additional requirement that physical and dental examination reports must be submitted prior to enrollment. A personal interview may be requested.

EQUIPMENT PROVIDED

Emergency ambulance vehicle and laboratory equipment for radio communications, extrication, advanced life support, rappelling, and rescue field classes.

EMPLOYMENT OPPORTUNITIES

Emergency medical technology is a new and growing service and discipline throughout the nation. Opportunities are available in governmental and privately owned emergency services, hospitals, industry and related fire, police, forest, and recreation services.

EMERGENCY MEDICAL TECHNOLOGY CURRICULUM

Course No.	**First Quarter** (Completion of Qtr. 1 = Level I)		Credits
1009/10	Communications I or II	G	3
0521	*Introduction to Emergency Conditions & Techniques	T	5
0520	*EMT Orientation, Legalities & Ethics	T	4
0570	*The Human Organism	B	3
1027	Math 14	B	3
	Totals		18
	Second Quarter		
1010/11	Communications II or III	B	3
0491	Emergency Medical Conditions I	T	3
0490	*Emergency Medical Techniques I	T	5
0492	*Anatomy & Physiology I	B	3
0523	*Electrical Communications Systems & Defensive Driving	T	2
0535	*Rescue Squad Experience	T	2
	Totals		18
	Third Quarter (Completion of Qtr. 3 = Level II)		
1011/12	Communications III or IV	G	3
0528	Emergency Medical Conditions II	T	3
0529	*Emergency Medical Techniques II	T	5
0493	*Anatomy & Physiology II	B	3
0530	*Rescue & Rappelling	T	3
	Totals		17
	Fourth Quarter		
0533	*Clinical Aspects I	T	5
0494	*Anatomy & Physiology III	B	3
2550	Principles of Management	B	3
0537	*Pharmacology	T	4
	**Individually Scheduled		2-3
	Totals		17-18
	Fifth Quarter		
0534	*Clinical Aspects II	T	5
0540	*Anatomy & Physiology IV	B	3
0538	*Public Administration	T	3
0050	Introduction to Psychology	G	3
0539	Cartography	T	3
	Totals		17
	Sixth Quarter (Completion of Qtr. 6 = Level III)		
0536	*Water Rescue & Safety	T	4
0052	Abnormal Psychology	G	3
	**Individually Scheduled		8-9
	Totals		15-16

**The following courses will be individually scheduled usually during the fourth or sixth quarter to complete a balanced curriculum.

0532	*Management Lab	T	2
0060	Introduction to Sociology	G	3
0075	Speech	G	3
0080/81	Political Science I or II	G	3

*These courses will be assigned a lab time.

PRACTICAL NURSING

Southeastern Ohio School of Practical Nursing

Hocking Tech's Southeastern Ohio School of Practical Nursing program is a one-year (four quarters) program approved by the Ohio State Board of Nursing Education and Nurse Registration. It has been developed to prepare the student to perform nursing services under the direction of a licensed physician or registered nurse.

The program includes nursing theory and planned clinical experience in a variety of health agency settings. Upon completion of the program, the student is eligible to take the Ohio State Board of Nursing Education and Nurse Registration examination for certification as a Licensed Practical Nurse.

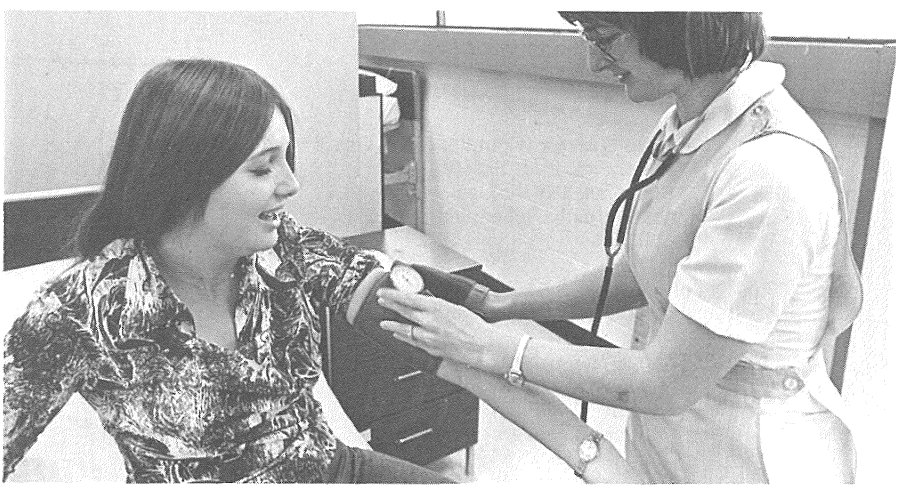
ADMISSION

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 the 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 Tech for clarification.)

A pre-entrance written 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 are scheduled for a personal interview.

Those who have completed the admission procedures are 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 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 but prior to enrollment. Applicants who have been accepted then follow registration procedures as outlined on page 22.



PRACTICAL NURSING CURRICULUM

Course No.	First Quarter		Credits
0427	*Principles of Nursing Techniques I	T	7
0404	Nursing Dynamics I	T	2
0356	*Nursing Care Experience I	T	5
0402	Physiological Science I	B	2
0050	Introduction to Psychology	G	3
0358	Nutrition I	T	1
	Totals		20
	Second Quarter		
0409	Nursing Dynamics II	T	2
0407	Physiological Science II	B	2
0051	Developmental Psychology	G	3
0359	Nutrition II	T	1
	First 6 Weeks		
0437	*Principles of Nursing Techniques II	T	3
0357	*Nursing Care Experience II (Geriatrics — Clinical)	T	3
	Second 6 Weeks		
0441	*Practical Nursing I (Maternal & Child Care)	T	5
0411	*Nursing Care Experience III (Obstetrics — Clinical)	T	3
	Totals		22
	Third Quarter		
0410	*Principles of Nursing Techniques III	T	2
0442	Practical Nursing II (Med.-Surg.-Peds.)	T	7
0439	*Nursing Care Experience IV (Med.-Surg.-Peds. — Clinical)	T	5
0415	Nursing Dynamics III	T	2
0413	Physiological Science III	B	2
0062	Sociology of Family Living	G	3
0360	Nutrition III	T	1
	Totals		22
	Fourth Quarter		
0426	*Principles of Nursing Techniques IV	T	2
0355	Nursing Dynamics IV	T	2
0444	Practical Nursing III (Med.-Surg.-Peds.)	T	7
0438	*Nursing Care Experience V (Med.-Surg.-Peds. — Clinical)	T	5
0420	Physiological Science IV	B	2
0445	Community Health	B	3
0361	Nutrition IV	T	1
	Totals		22

*These courses will be assigned a lab time.

NURSING TECHNOLOGY

(Registered Nursing)

The Nursing Technology is a two-year (21 months) program leading to an associate degree in applied science. Graduates of the program are eligible to take the Ohio State Board of Nursing Education and Nurse Registration examination for licensure as a Registered Nurse.

The Hocking Tech program offers nursing theory and clinical experience in five area hospitals. The curriculum includes basic courses such as anatomy, physiology, first aid, and health trends and issues. National League for Nursing and other comprehensive examinations are required for all second-year students.

ADMISSION

Admission requirements for the registered nursing program are the same as those for the Practical Nursing Technology which are outlined on page 62.

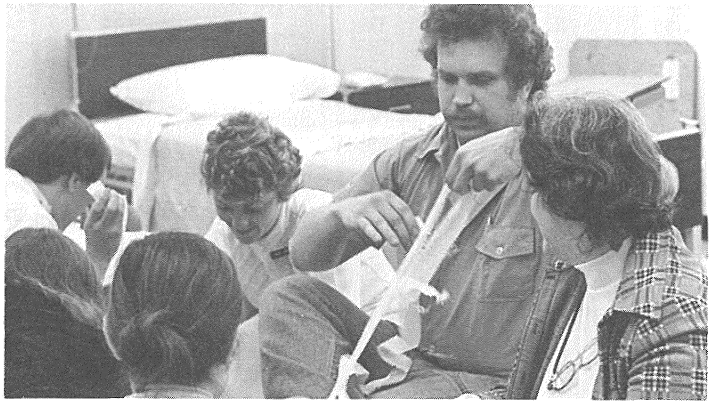
ADVANCED PLACEMENT

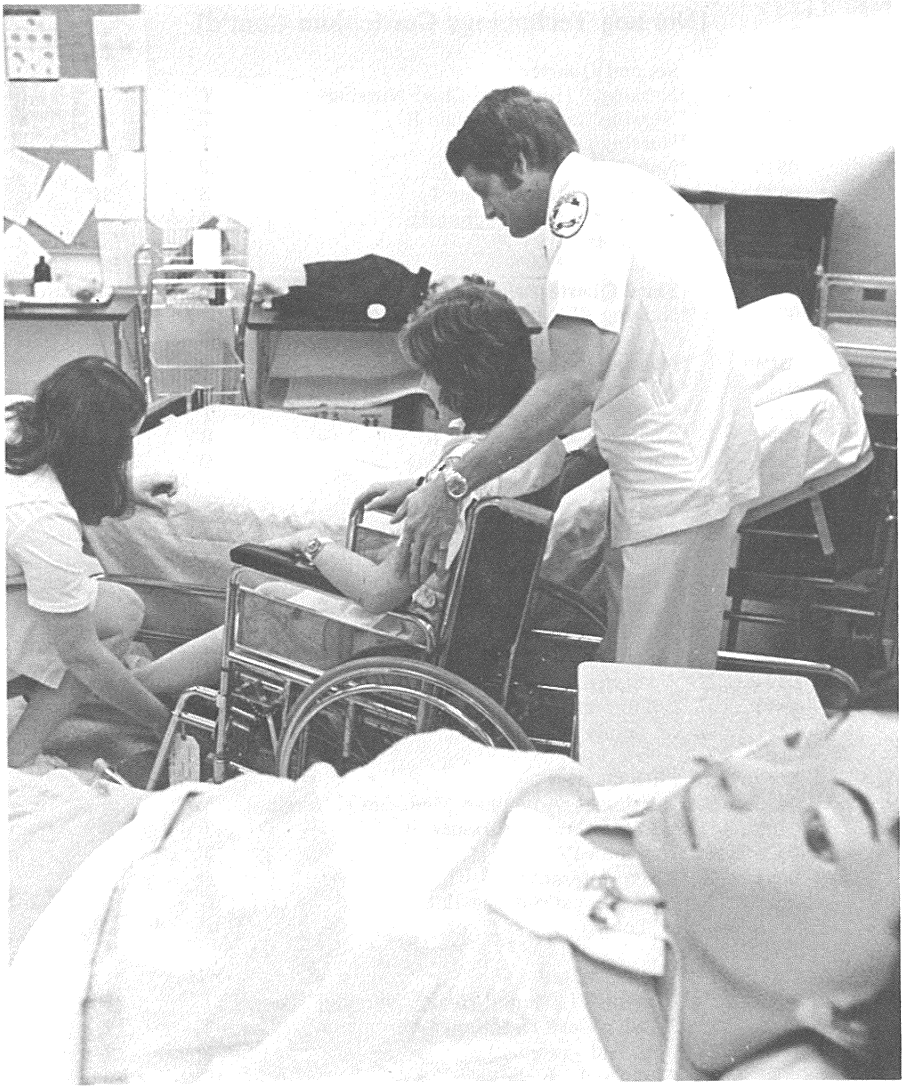
A unique feature of the Hocking Tech Nursing Technology is the open curriculum program under which students with previous health education or experience receive credit for their knowledge or skills and construct individual curriculae based on that credit.

A licensed practical nurse who is a graduate of an approved school of practical nursing may receive transfer credit for previous course work. An LPN who wishes to apply for such credit should obtain a regular Hocking Tech application and should specify "Nursing Technology" as the field desired. The applicant should be careful to note that he or she is presently an LPN, and to identify the school of practical nursing from which he or she graduated. References should include one each from the school of practical nursing, the most recent and immediate clinical supervisor, and a personal reference.

Upon admission to the program, LPN's are given preliminary credit on the basis of their practical nursing program grades. Credit and placement are finalized upon completion of three required enrichment courses (medical-surgical, obstetric-pediatric, and physiological science).

Applicants who are or have been military medical aides or students in nursing, practical nursing, medical assistant, or other health areas should inquire about receiving advanced placement.





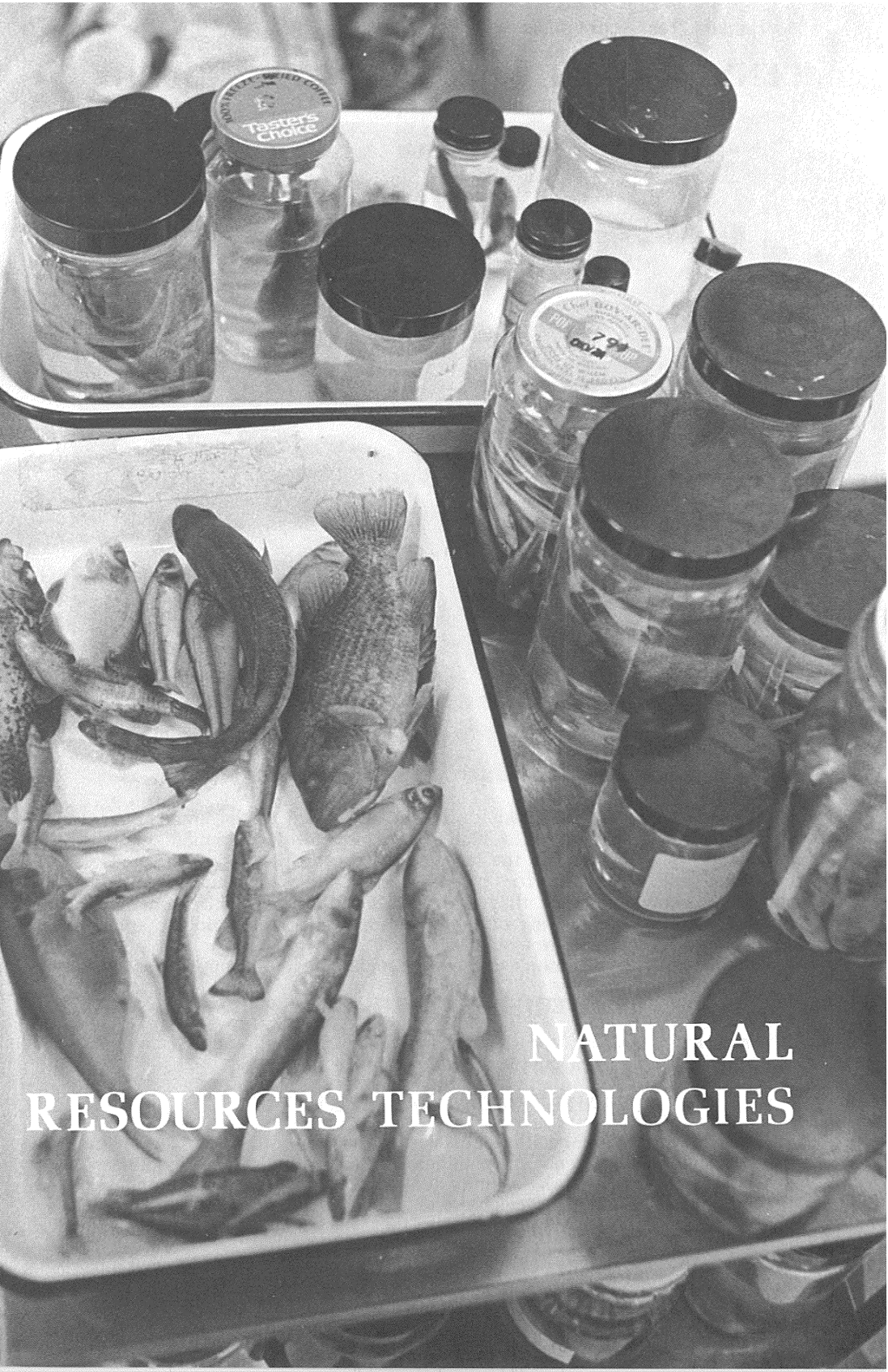
NURSING TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
0400	*Nursing I (Fundamentals of Nursing)	T	6
0101	*Nursing Care Experience I	T	3
0510	*Nursing Dynamics I	T	1
1027	Math 14	B	3
0570	*The Human Organism	B	3
0050	Introduction to Psychology	G	3
	Totals		19

(Nursing Technology Curriculum Cont'd)

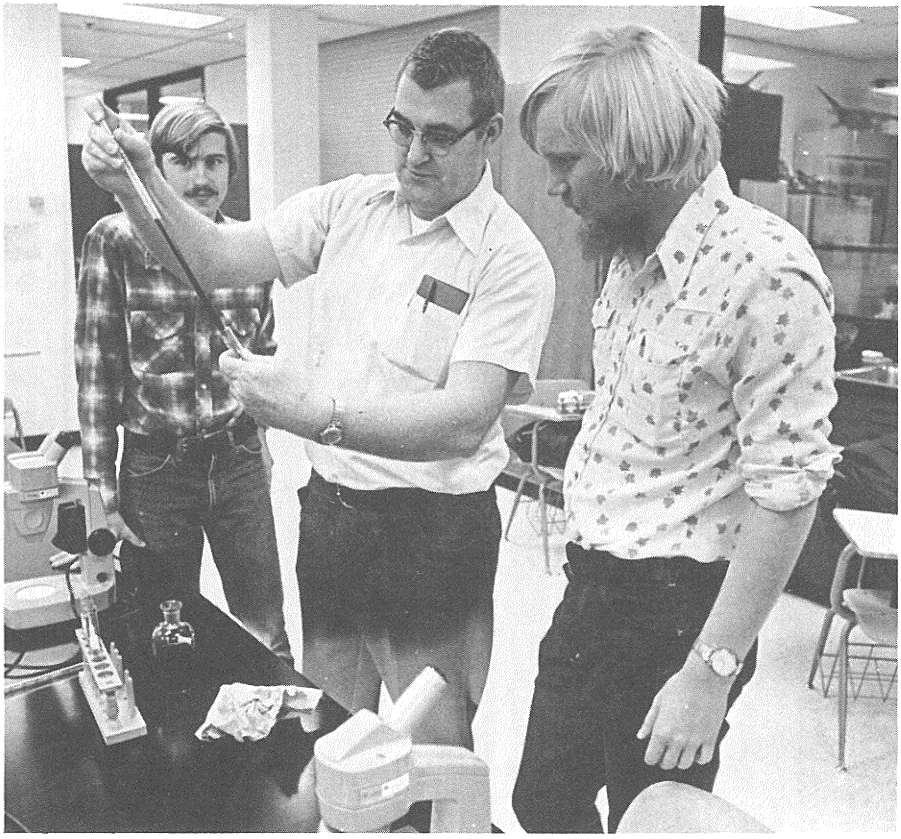
	Second Quarter		
0405	*Nursing II (Maternal-Child Nursing)	T	7
0102	*Nursing Care Experience II	T	3
0511	*Nursing Dynamics II	T	1
0516	*Nutrition I	T	1
0492	*Anatomy & Physiology I	B	3
0051	Developmental Psychology	G	3
	Totals		18
	Third Quarter		
0425	*Nursing III (Medical-Surgical Nursing of the Adult and Child)	T	7
0103	*Nursing Care Experience III	T	3
0512	*Nursing Dynamics III	T	1
0517	*Nutrition II	T	1
0493	*Anatomy & Physiology II	B	3
0062	Sociology of Family Living	G	3
	Totals		18
	Fourth Quarter		
0416	*Nursing IV (Medical-Surgical Nursing of the Adult and Child)	T	6
0104	*Nursing Care Experience IV	T	4
0513	*Nursing Dynamics IV	T	1
0518	*Nutrition III	T	1
0494	*Anatomy & Physiology III	B	3
0445	Community Health	B	3
	Totals		18
	Fifth Quarter		
0430	*Nursing V (Advanced Med.-Surg. Nursing)	T	6
0105	*Nursing Care Experience V	T	4
0519	*Nutrition IV	T	1
0054	Group Interaction	G	3
1009/10	Communications I or II	G	3
	Totals		17
	Sixth Quarter		
0440	*Nursing VI (Mental Health Nursing)	T	5
0106	*Nursing Care Experience VI	T	2
0508	*First Aid	B	1
0052	Abnormal Psychology	G	3
0075	Speech	G	3
1010/11	Communications II or III	G	3
	Totals		17
	Seventh Quarter		
0450	*Nursing VII (Nsg. Care of Groups of Patients)	T	5
0107	*Nursing Care Experience VII	T	4
0469	Health Trends & Issues	B	3
0509	Nursing Dynamics V	T	2
0059	Psychology, Its Applications	G	1
1011/12	Communications III or IV	G	3
	Totals		18

*These courses will be assigned a lab time.



NATURAL RESOURCES TECHNOLOGIES

ENVIRONMENTAL HEALTH TECHNOLOGY



There is an increasing need for personnel trained in the application of sanitary control measures to man's environment. Environmental health technicians are responsible for inspecting, investigating, and reporting on environmental conditions for professional health and management personnel. In many instances, they assist in the education of the community to increase its understanding of what the environmental problems are and what practical solutions are available.

Graduates of the program receive an associate degree in applied science.

EQUIPMENT PROVIDED

Chemistry, biology and bacteriology labs, library, audio-visual aids, water testing equipment, and practical equipment.

EMPLOYMENT OPPORTUNITIES

The environmental health technician is a new job classification that provides mid-management opportunities with federal, state, and local health agencies. Other areas of opportunity are voluntary health agencies, 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 develops.

ENVIRONMENTAL HEALTH TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	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
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
1385	*Agronomy	B	3
1826	*Physical Science	B	3
2801	*Drawing & Blueprint Reading	B	3
1816	*Environmental Health II	T	5
	Totals		17
	Third Quarter		
1011/12	Communications III or IV	G	3
1022	Math 11	B	3
1802	*Chemistry I	B	3
1870	Occupational Safety	T	3
1821	*Environmental Engineering I	T	5
	Totals		17
	Summer (Optional)		
1891	Internship	T	12
1890	Special Problems	T	3
	Fourth Quarter		
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
	Totals		18
	Fifth Quarter		
0060	Introduction to Sociology	G	3
1805	*Ecology	T	4
2840	*Bacteriology	T	4
2837	*Environmental Engineering II	T	5
	Totals		16
	Sixth Quarter		
1880	Seminar	T	3
2851	Epidemiology	T	4
2861	*Sanitation Lab Procedures	T	3
2856	*Public Health II	T	5
	Totals		15

*These courses will be assigned a lab time.

FORESTRY TECHNOLOGY

The Hocking Tech forestry program provides training in forest inventory and management techniques. The student becomes familiar with reforestation, identification of trees, cultural techniques, harvesting procedures, forest protection, and utilization of the forest resource. Upon completion of the program, the graduate receives an associate degree in applied science.

EQUIPMENT PROVIDED

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

EMPLOYMENT OPPORTUNITIES

Most of the job opportunities for forestry graduates are with large paper companies and sawmill operators. Some graduates have obtained positions with state and federal forestry service agencies, but such openings are limited. Positions include inventory of forest reserves, logger or logging supervisor, industrial timber cruiser, log scaler, or yard manager, timber or log buyer, and lumber of log grader.

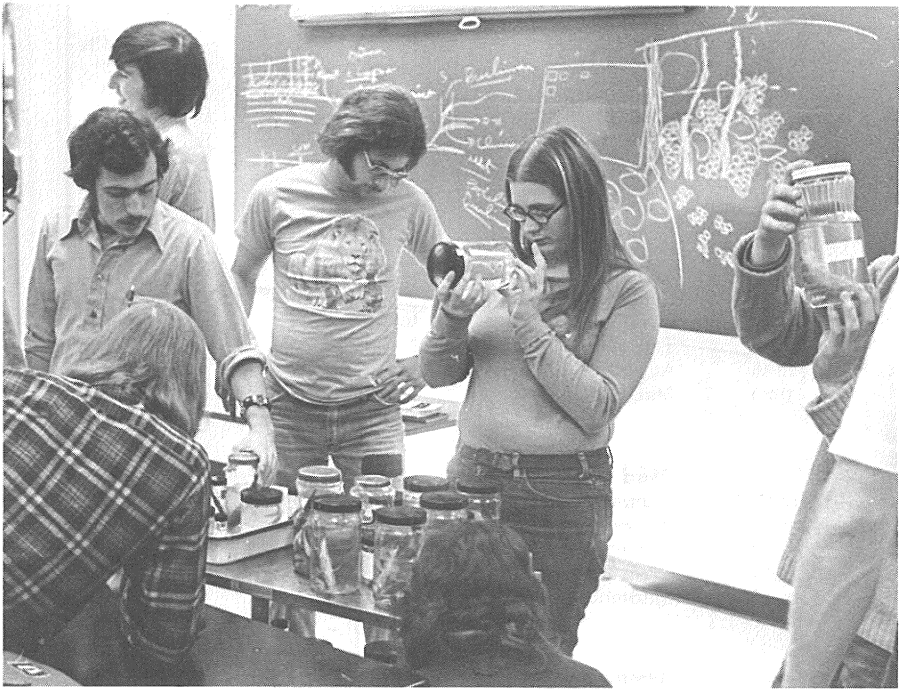


FORESTRY TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0320	*Introduction to Forestry	T	3
1330	*Botany	B	3
1025	Math 13	B	3
1335	*Dendrology	T	4
	Totals		16
	Second Quarter		
1010/11	Communications II or III	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
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
1323	*Reforestation	T	4
1324	*Surveying	T	3
1357	*Forest Measurements	T	5
2313	*Entomology	B	3
	Totals		18
	Summer (Optional)		
1390	Internship	T	12
1391	Special Problems	T	3
	Fourth Quarter		
0060	Introduction to Sociology	G	3
2360	*Forest Mensuration	T	5
2365	*Timber Harvesting	T	4
0040	Economics I	G	3
0075	Speech	G	3
	Totals		18
	Fifth Quarter		
2398	*Introduction to Wildlife Mgt.	T	3
2550	Principles of Management	G	3
2318	*Applied Silviculture	B	5
2320	*Machine Maintenance	B	3
2317	Orientation to Employment	T	2
	Totals		16
	Sixth Quarter		
2319	*Forest Management	T	5
2315	*Forest Products Utilization	T	5
2314	*Lumber Grading & Marketing	T	5
2070	Technical Writing	G	3
	Totals		18

*These courses will be assigned a lab time.

RECREATION AND WILDLIFE TECHNOLOGY



The Hocking Tech Recreation and Wildlife Technology is a field-oriented, associate degree program designed to provide training for such positions as labor foreman, park ranger, park manager, wildlife area manager, game production foreman, game protector, or assistant naturalist.

NATURAL RESOURCES ENFORCEMENT OPTION

Students interested in park ranger, game protector, or other enforcement positions may select the enforcement option at the beginning of their second quarter. The program also leads to an associate degree in applied science.

The enforcement option curriculum is based on the Recreation and Wildlife Technology curriculum except that seven enforcement-related courses are substituted for several R and W courses. For a list of specific courses, contact the Admissions Office or a Natural Resources instructor.

EQUIPMENT PROVIDED

Buses are provided for most field trips, but in certain cases students must provide their own transportation. Audio-visual aids, lab equipment, field glasses and some camping equipment are provided by the school.

EMPLOYMENT OPPORTUNITIES

About 95 per cent of employment in recreation and wildlife is with public agencies. HTC graduates are working with the Ohio Division of Wildlife, Ohio Division of Parks and Recreation, and various metropolitan, federal, or other states' park districts.

RECREATION & WILDLIFE TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
1340	*Introduction to Recreation	T	3
1331	*Field Biology I	B	3
1330	*Botany	B	3
1025	Math 13	B	3
0319	*Technical Drawing	T	2
	Totals		17
	Second Quarter		
1010/11	Communications II or III	G	3
1301	*Ohio Trees	T	3
1355	*Zoology	B	3
1305	*Game Animals of East Central U.S.	T	3
1302	*Cartography	T	3
1029	Math 23	B	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
0334	*Geology	B	3
1332	*Field Biology II	B	3
1308	*Wildlife Investigational Techniques	T	3
1307	*Environmental Problems	B	3
1325	*Surveying	T	2
	Totals		17
	Summer (Optional)		
1382	Internship	T	12
1392	Special Problems	T	3
	Fourth Quarter		
2361	*Maintenance of Recreation Areas I	T	3
2381	*Problems in Ecology	T	3
0056	Ohio History	G	3
0320	*Introduction to Forestry	T	3
2382	Recreation Management Seminar	T	2
1304	*Special Problems — Fish Collecting	T	1
2398	*Introduction to Wildlife Management	T	3
	Totals		18
	Fifth Quarter		
0040	Economics I	G	3
2362	*Maintenance of Recreation Areas II	T	3
1346	Investigations	T	3
0075	Speech	G	3
1354	*Fish Management	T	3
2316	Orientation to Employment	T	1
	Totals		16
	Sixth Quarter		
2303	*Management of Recreation Areas	T	3
2306	*RE-Nature Interpretation/or		
2399	* WE-Wildlife Management	T	4
1306	*Park Landscaping	T	3
2308	*Ornithology	B	3
1350	*Archaeology	G	3
	Totals		16

*These courses will be assigned a lab time.

TIMBER HARVESTING SPECIALIST PROGRAM

The mechanization of the logging industry has prompted many changes in timber harvesting. Successful loggers must be skilled in business management and equipment operation and maintenance.

The Hocking Tech Timber Harvesting Specialist Program is a 36-week certificate program which covers all phases of timber extraction from timber sale layout and design to delivery of the product to the primary manufacturer.

A portion of the credits earned in the program may be applied to the forestry associate degree in applied science program, should the student later decide to earn the advanced degree.

EQUIPMENT PROVIDED

Skidder, knuckleboom loader, forklift, bulldozer, chainsaws, and logging truck. As part of the program, students are responsible for both maintenance and repair of the equipment.

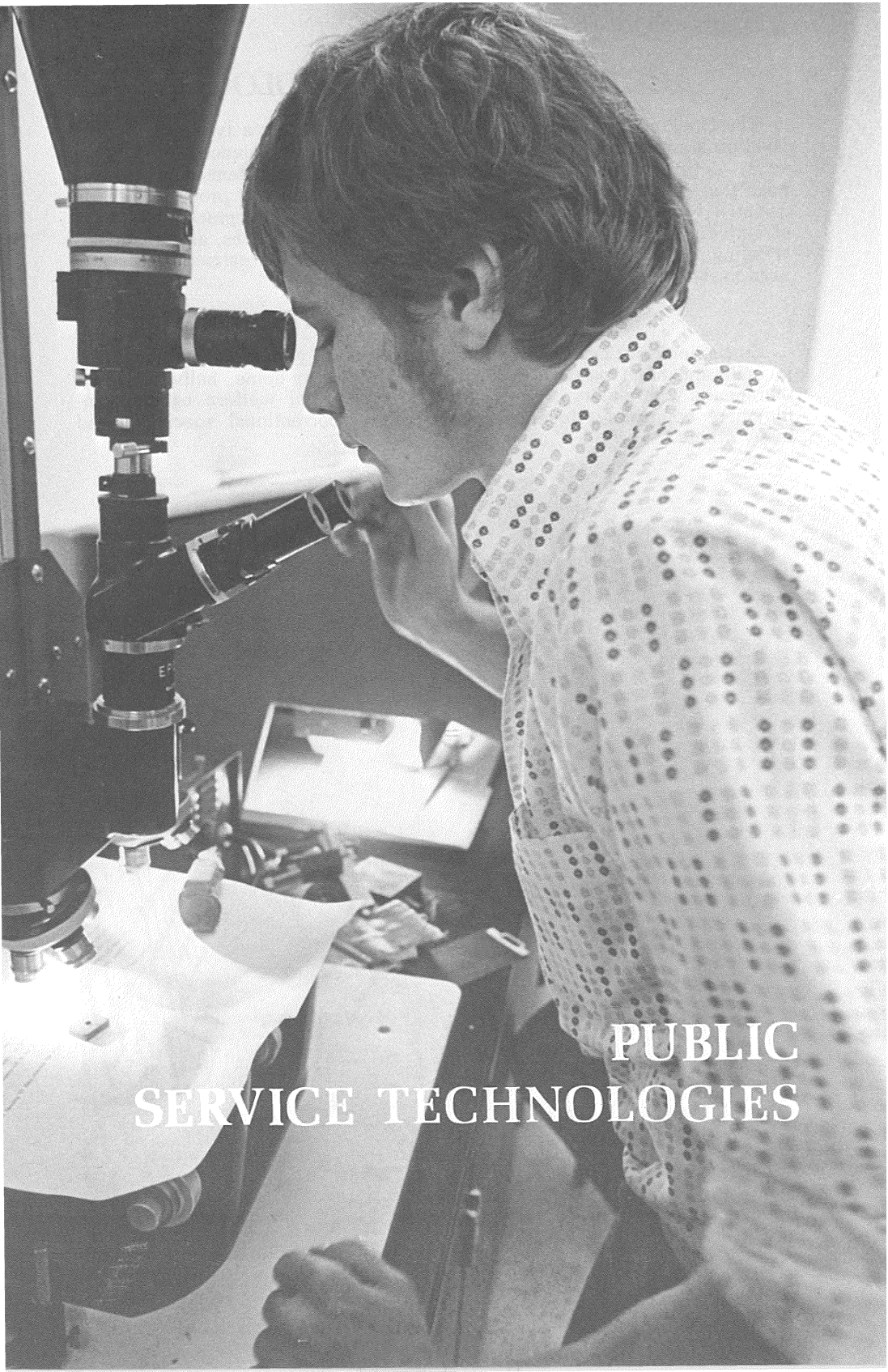
EMPLOYMENT OPPORTUNITIES

Career opportunities include self-employment in the harvesting industry or working in the harvesting operations of a large wood-using industry.

TIMBER HARVESTING SPECIALIST PROGRAM CURRICULUM (36 Weeks)

Course No.			Credits
	First Session (12 Weeks)		
2324	*Evaluation of Timber	T	6
2322	Principles of Business Management I	B	4
2323	*Diesel, Gasoline & Small Engine Maintenance & Repair	T	4
2332	*Equipment Operation I	B	2
	Totals		16
	Second Session (12 Weeks)		
2325	*Timber Acquisition & Timber Sale Contracts	T	4
2326	*Hydraulic & Mechanical Systems Maintenance & Repair	T	4
2328	Principles of Business Management II	B	4
2330	Safety	B	3
2333	*Equipment Operation II	B	2
	Totals		17
	Third Session (6 Weeks)		
2329	*Timber Sale Layout & Design	T	4
2331	*Welding	B	4
2334	*Equipment Operation III	B	2
	Totals		10
	Fourth Session (6 Weeks)		
2327	*Timber Harvesting Skills	T	10

*These courses will be assigned a lab time.



PUBLIC SERVICE TECHNOLOGIES

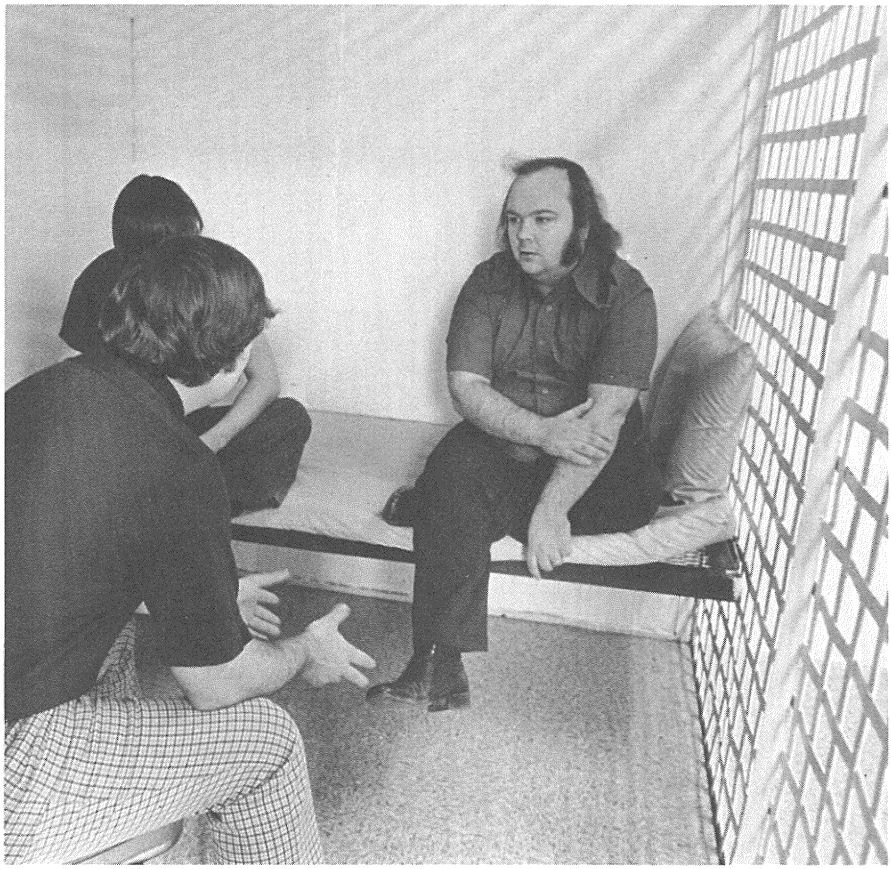
CORRECTIONS TECHNOLOGY

The Hocking Tech Corrections Technology features a two-year, college level program leading to an associate degree in applied science.

By definition, corrections deals with behavioral problems and the premise that people can and do change. The Hocking Tech program is skill-oriented with emphasis on counseling. The student gains practical skills in effectively helping people change and reorganize their lives, and an understanding of the causes of deviant behavior and the treatments currently used in the field of corrections.

EMPLOYMENT OPPORTUNITIES

Corrections officer, corrections investigator, youth leader/counselor, juvenile and adult parole or probation officer, group home, halfway house, therapeutic community, reintegration center, social welfare agency, employment counseling, juvenile police officer, correctional specialist, and many others.



CORRECTIONS TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
0050	Introduction to Psychology	G	3
1727	*Introduction to Criminal Justice	T	3
1777	*Juvenile Delinquency	T	4
1734	*Non-Institutional Corrections	T	5
	Totals		18
	Second Quarter		
1010/11	Communications II or III	G	3
0052	Abnormal Psychology	B	3
0060	Introduction to Sociology	G	3
0080	Political Science I	G	3
1761	*Criminology	B	3
1774	*Social Deviance	B	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
0063	*Urban Sociology	B	3
0066	Psychology of Personality	B	3
0053	*Correctional Psychology	B	5
1785	*Interpersonal Relations	T	4
	Totals		18
	Summer (Optional)		
1763	Internship	T	12
1765	Special Problems	T	3
	Fourth Quarter		
2769	*Correctional Law	T	5
1790	*Group Work Techniques	T	3
1773	*Observation Techniques	T	3
2755	Laws of Arrest, Search, & Seizure	B	3
1728	*Interviewing Techniques	T	3
	Totals		17
	Fifth Quarter		
1730	Case Analysis	T	3
1729	*Approaches to Counseling	T	3
1733	*Institutional Corrections	T	5
1732	*Diversion in Criminal Justice	T	4
1735	Psychology of Adolescence	B	3
	Totals		18
	Sixth Quarter		
2925	*Supervision & Leadership	B	4
2777	*Research Appreciation	T	5
1766	*Special Problems in Criminal Justice	T	3
2781	*Grantsmanship	T	3
	Totals		15

*These courses will be assigned a lab time.

POLICE ADMINISTRATION TECHNOLOGY

The Hocking Tech Police Administration Technology is designed to prepare persons for middle and upper management positions in law enforcement agencies. The curriculum emphasizes skills in management of human resources and an understanding of basic administrative principles. It leads to an associate degree in applied science.

The program is designed primarily to prepare in-service officers for advancement to managerial positions. Applicants to the program who are not already serving in a law enforcement agency are considered for admission on an individual basis only and, in addition to the regular Hocking Tech admissions procedures, are asked to have an interview with a police administration instructor.



POLICE ADMINISTRATION TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1009/10	Communications I or II	G	3
1704	*Introduction to Law Enforcement & Criminal Justice	T	3
0060	Introduction to Sociology	G	3
0080	Political Science I	G	3
1026	Math 21	B	3
1714	*Typing & Business Machines	B	2
	Totals		17
	Second Quarter		
1010/11	Communications II or III	G	3
0050	Introduction to Psychology	G	3
0291	*Accounting I	B	3
0040	Economics I	B	3
2799	*Police Administration I	T	3
1716	*Police Operations	T	3
	Totals		18
	Third Quarter		
1011/12	Communications III or IV	G	3
0051	Developmental Psychology	G	3
0292	*Accounting II	B	3
2789	*Police Administration II	T	3
1715	*Police Personnel Management	T	3
0041	Economics II	B	3
	Totals		18
	Summer (Optional)		
1702	Internship	T	12
1701	Special Problems	T	3
	Fourth Quarter		
2925	*Supervision and Leadership	T	4
1299	*Computer Concepts	T	2
2790	*Police Administration III	T	3
1752	*Research Appreciation	T	5
1232	*Accounting III	B	4
	Totals		18
	Fifth Quarter		
2792	Public Finance	T	3
1224	*Computers in Law Enforcement	T	5
0052	Abnormal Psychology	G	3
0075	Speech	G	3
2795	*Police Administration Research I	T	3
	Totals		17
	Sixth Quarter		
2797	*Police-Community Relations	T	3
0067	Psychology of Management	T	3
2791	Public Administration	T	3
2796	*Police Administration Research II	T	3
2781	*Grantsmanship	T	3
1706	Seminar in Law Enforcement and the Administration of Justice	T	3
	Totals		18

*These courses will be assigned a lab time.

POLICE SCIENCE TECHNOLOGY



The Hocking Tech Police Science Technology is designed to train students in law enforcement skills and knowledge, enabling them to meet the complex demands of society. The program offers an associate degree in applied science.

EQUIPMENT PROVIDED

Photo lab and equipment, Southeastern Ohio Regional Crime Lab and evidence collection van.

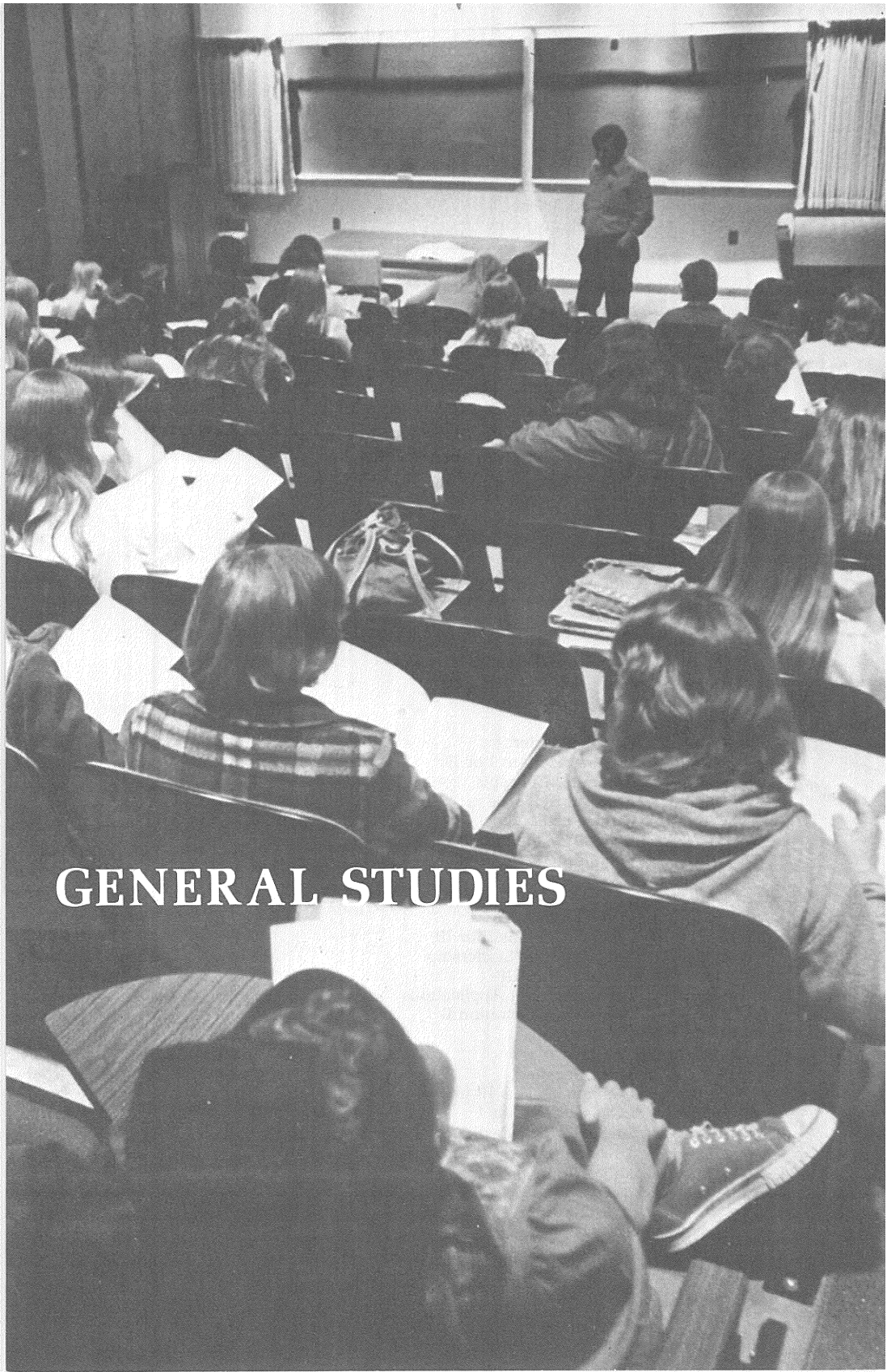
EMPLOYMENT OPPORTUNITIES

Local police and sheriff's departments, state police, highway patrol, crime control commissions, fish and wildlife agencies, narcotics bureaus, crime laboratories, CIA, U.S. Secret Service, IRS, border patrol, military police, and more than 250 other state and federal agencies dealing in law enforcement. Also, opportunities exist with private concerns such as plant protection and industrial security, insurance investigation, retail store security, private police, airline, bus, and railroad security, and private investigation.

POLICE SCIENCE TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credits
1712	*Introduction to Law Enforcement	T	4
1751	*Introduction to Investigation	T	5
1826	Physical Science I	B	3
1713	*Basic Photography	T	3
1714	*Typing & Business Machines	T	2
	Totals		17
	Second Quarter		
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 Photography	T	3
0060	Introduction to Sociology	G	3
	Totals		17
	Third Quarter		
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
	Totals		18
	Summer (Optional)		
1702	Internship	T	12
1701	Special Problems	T	3
	Fourth Quarter		
1009/10	Communications I or II	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
	Totals		18
	Fifth Quarter		
1010/11	Communications II or III	G	3
2925	*Supervision & Leadership	B	4
2732	*Criminalistics III	T	5
0059	Psychology, Its Applications	B	2
2789	*Police Administration II	T	3
	Totals		17
	Sixth Quarter		
1011/12	Communications III or IV	G	3
1719	*Crime Prevention	T	3
2754	*Accident Investigation	T	3
2755	*Laws of Arrest, Search, & Seizure	T	3
2797	*Police Community Relations	T	3
2735	*Juvenile Procedures	T	3
	Totals		18

*These courses will be assigned a lab time.



GENERAL STUDIES

GENERAL STUDIES

The General Studies Department offers required and elective courses which complement the associate degree programs, but it does not offer a degree of its own.

The courses include basic skills and general knowledge which are both supportive to the acquiring and understanding of technical skills and necessary for personal growth and informed and responsible citizenship.

The courses are in the areas of behavioral and social sciences, mathematics, communications, and history.

The General Studies Department also offers developmental courses for students with academic weaknesses in mathematics, writing, and reading. As part of the developmental program, the department's reading lab and writing workshop provide individualized and self-paced instruction, personal help from instructors, and appropriate visual aids.

The General Studies Department also coordinates the Peer Tutoring Program, the weekly campus newsletter, and the literary magazine.

DEVELOPMENTAL READING PROGRAM

The Developmental Reading Program provides assistance to students who wish to refine their reading skills and become more efficient readers, as well as to those who need to improve their reading skills.

Through various diagnostic techniques, reading weaknesses and strengths are identified and an individualized program for reading improvement is devised for each student in the program. Developmental Reading Lab equipment, including a controlled reader, tape cassettes and players, skimmer-scanners, and an Aud-X, are used to develop such reading skills as comprehension, word recognition, spelling, vocabulary, and speed.

PACE

Personally Accelerated Career Education, PACE, is a unique program which has been developed for the convenience of the Hocking Tech student. Under PACE, a student can enroll any day the college is in session, proceed through a program of study at his or her own rate, and enter the job market upon completion of the program at any time of the year.

All courses in the PACE program follow a similar format which includes five forms of guidelines: course objectives, procedures of study, course information, project guide, and evaluation.

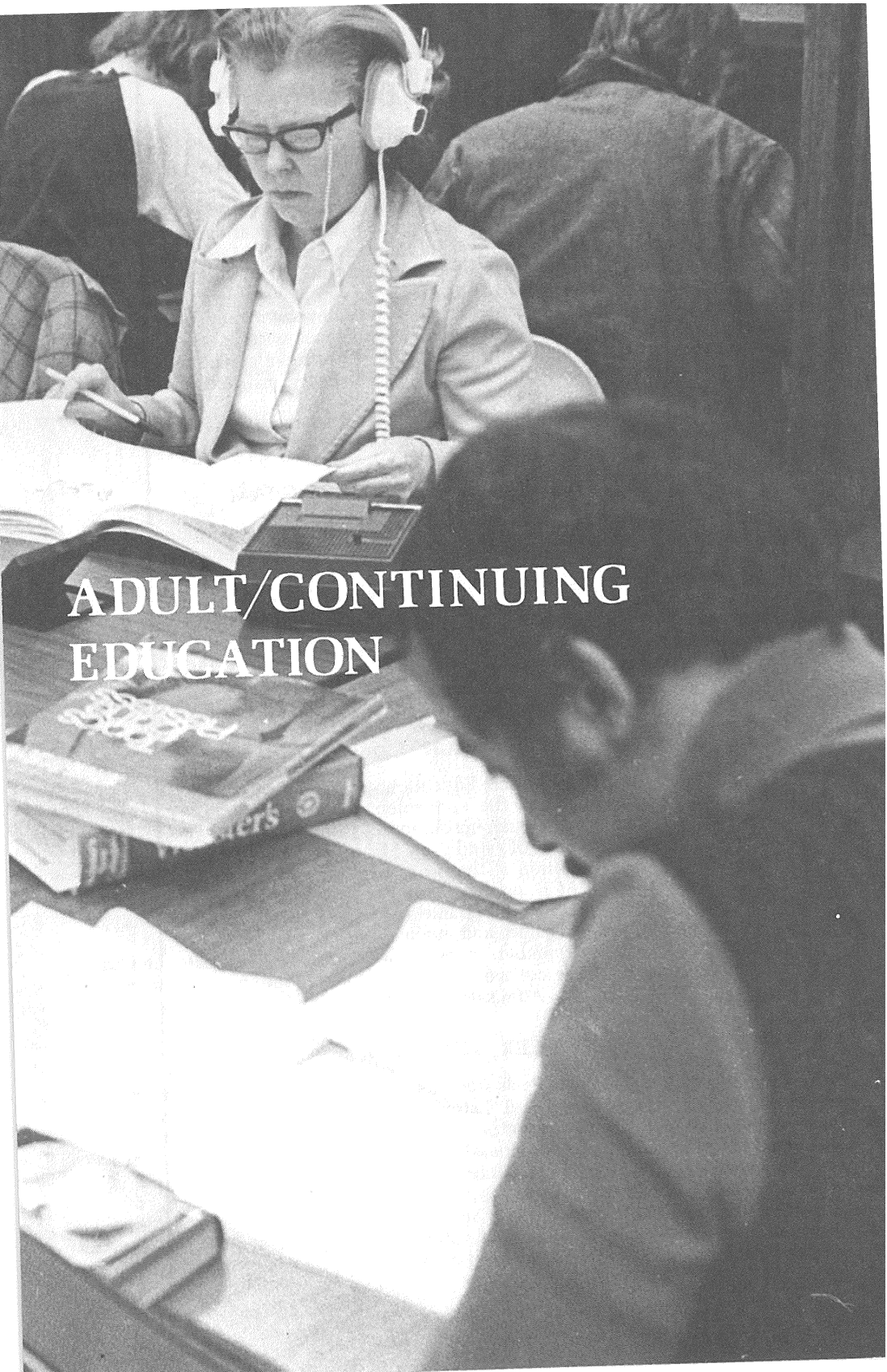
PACE programs are available in most General Studies courses and in technologies throughout the college. For information about specific courses, students should contact the Admissions Office or the department involved.

PEER TUTORING

Peer Tutoring is Hocking Tech students tutoring Hocking Tech students.

In one program, Supplemental Tutoring, work-study students who have been certified by their instructors in their respective technologies are available at no charge to any Hocking Tech student who wishes to have extra instruction. The tutors maintain regular hours and are available in such areas as recreation and wildlife, forestry, business, and math courses.

The Veterans' Tutoring Program is another aspect of the same resource in which veterans receive additional tutoring if they wish it. This program is available in almost all Hocking Tech courses.



ADULT/CONTINUING EDUCATION

ADULT/CONTINUING EDUCATION

Hocking Technical College offers a variety of programs which can aid adults who are seeking to change their career choices or expand their options. In addition to the regular associate degree and certificate programs, which are available to all interested members of the community, the Adult/Continuing Education Department offers evening classes, outreach classes, and special seminar programs.

The programs are flexible and can be adjusted to meet the educational needs of the community in general and the needs of specific groups or individuals. For further information about any of these programs, contact the director of adult/continuing education.

EVENING CLASSES

Evening technical courses make it possible for adults to sample programs and acquire new skills without disrupting their current life patterns or employment situations. The purposes of the program are to provide opportunities to acquire skills to advance in one's present employment, develop skills to change occupations, gain knowledge in an area of personal interest, and work toward an associate degree.

A selection of courses from several technologies is offered each quarter. Most of the evening courses offer standard college credit. Some courses, however, are offered in response to public interest and may not offer credit.

Of special interest to evening students may be the technical certificate programs offered in each technology which may be earned by completing ten technical courses and two elective courses for the particular technology. Several technologies also offer occupational certificates which are more advanced than the technical certificate, but not as advanced as the associate degree. See page 24 for a complete listing of Hocking Tech degree programs and page 26 for an explanation of the certificate and associate degree programs.

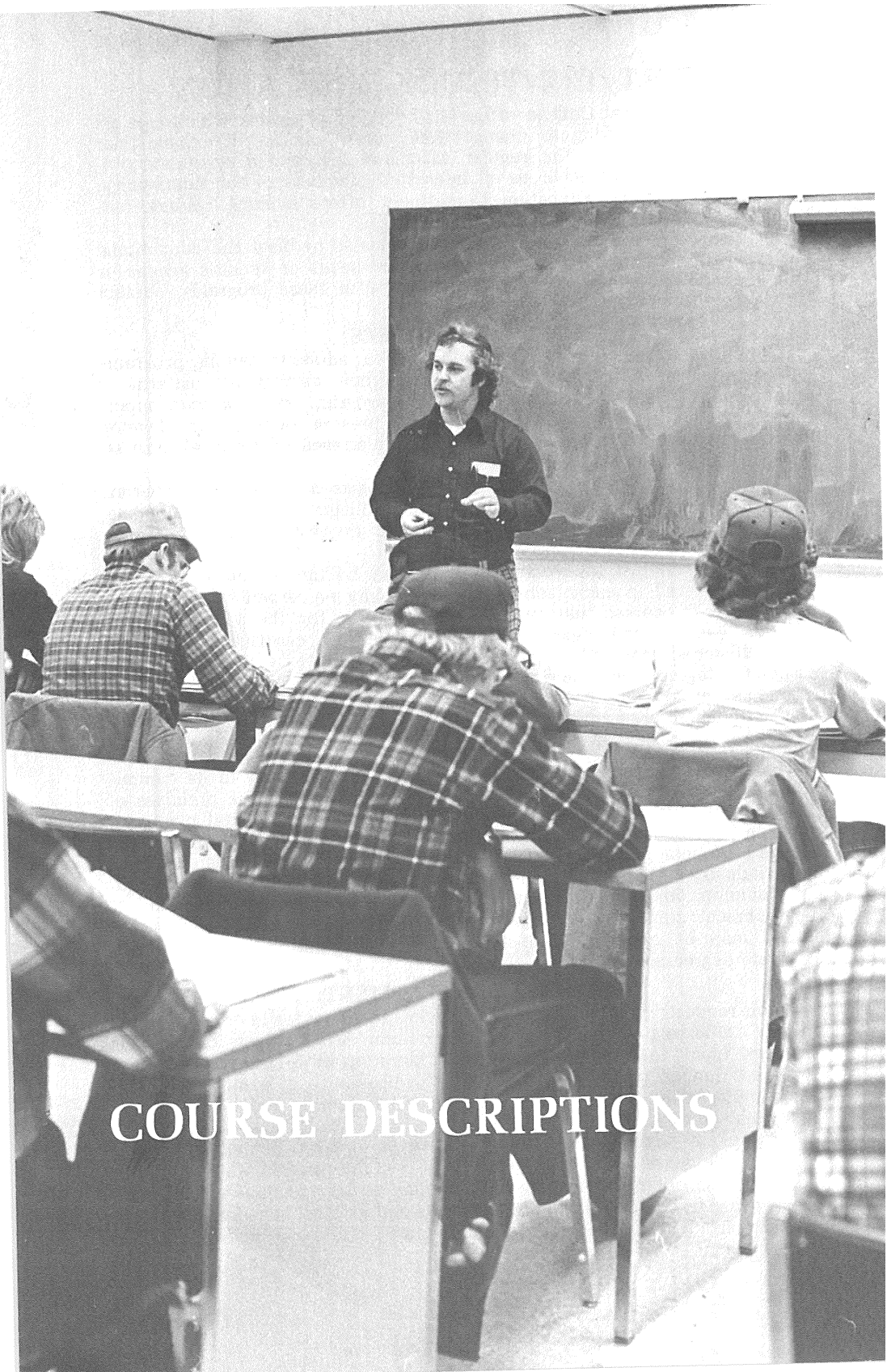
OUTREACH

Hocking Tech does not limit its educational programs to its campus facilities. Accredited technical courses are also offered on the premises of private or government institutions. If employees of an industrial plant, for example, are in need of technical training which is related to one of the college's technologies, the college is able to offer the appropriate courses at the industry's facilities. Advantages of such a program are that the group has common objectives, the individual can readily see the application of the technical concepts, it is convenient to the student, and the credits earned may be applied, in most cases, to a Hocking Tech certificate or associate degree program.

SEMINAR DEVELOPMENT

Upon request, Hocking Tech can develop seminars for interested groups on any topic related to its current curriculum. Arrangements can include seminars from one day to two weeks' duration or a series of meetings over an extended period of time. With the proximity of a motel on campus, ample facilities are available to meet the meeting and lodging needs of seminar groups.

Services in seminar development, however, are not limited to campus facilities. Seminars can be organized at suitable sites within a 50-mile radius of the college. The college's seminar services include communications with participants, arranging of meals and lodging, scheduling of conferences, arranging for conference materials and equipment, and all financial arrangements.



COURSE DESCRIPTIONS

0040 Economics I A study of the basic concepts of business economics with an emphasis on macroeconomics. Such areas as economic growth, production, unemployment, the price level, and public policy questions are covered. (3 credits)

0041 Economics II A study of microeconomics, the more detailed aspects of the field. Such 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 are covered. (3 credits)

0050 Introduction to Psychology A survey of the background, development, and current thinking in the scientific study of behavior. Included are physiological and social bases of behavior and scientific methodologies employed by psychologists. (3 credits)

0051 Developmental Psychology A study of the physical and psycho-social development of the individual at all ages and the ill and dying. (3 credits)

0052 Abnormal Psychology An overview of the identification, diagnosis, and treatment of mental illness and social deviance. Includes discussion of community mental health concepts and their applications. (3 credits)

0053 Correctional Psychology A study of various psychological approaches and treatment modalities applied to corrections. Major approaches studied are: behavior modification, I-level, Quay system, reality therapy, transactional analysis, and psychoanalysis. (5 credits)

0054 Group Interaction An introduction to the complexities of interpersonal relationships. A prerequisite is Introduction to Psychology (0050). Students meet as a group to exchange ideas about themselves and others, in order to gain a greater understanding of themselves, to increase their sensitivity to others, and to facilitate communications. (3 credits)

0056 Ohio History History of Ohio from earliest inhabitants to the present industrialized state. (3 credits)

0059 Psychology, Its Applications A course to apply previously learned psychological principles to the specific technology in which the student is enrolled, utilizing case studies. (1-3 credits)

0060 Introduction to Sociology A study of human society and social behavior. Such concepts as culture, deviance, bureaucracy, values, and social processes are discussed. (3 credits)

0062 Sociology of Family Living An analysis of marriage and family structures in the United States, including roles and responsibilities of family members. The changing role of the family in the United States and comparative study of families of other nations are also covered. (3 credits)

0063 Urban Sociology An overview of the concepts of urbanization, including demography, mortality, fertility, mobility, and technology. Emphasis is on experiential team learning. (3 credits)

0064 Fundamentals of Behavior Modification An introduction to the elementary principles of behavior modification and applications of these principles to changing behavior in various life situations. (2 credits)

0065 Industrial Psychology A study of the tools and techniques used in personnel operations. (3 credits)

0066 Psychology of Personality A study of theories of personality relevant to normal and deviant human behavior. Biological, sociological, and psychometric perspectives are presented for each stage of human development from the prenatal period through senescence. (5 credits)

0067 Psychology of Management A study of the interrelationship between input and output controls in management related areas. (3 credits)

0075 Speech A course in effective speaking for technical personnel. Emphasis is on the expression of ideas at meetings, group discussions, and informal speaking engagements. Proper support of ideas and observations through research is stressed. (3 credits)

0080 Political Science I An introductory course in the fundamentals of the American political system. Core aspects such as conflict and consensus parties, elections, groups, and the economy are considered in their relationship to national, state, and local politics. (3 credits)

0081 Political Science II An introductory course in state and local governments. (3 credits)

0101 Nursing Care Experience I Clinical experience in medical-surgical and geriatric settings in which the student cares for ambulatory and mildly ill patients and applies principles related to basic nursing care, psychology, and anatomy and physiology. (3 credits)

0102 Nursing Care Experience II Continuation of Nursing Care Experience I (0101). (3 credits)

0103/0104 Nursing Care Experience III and IV Clinical experience in medical-surgical, obstetric, and pediatric settings. Home visits to maternity and pediatric patients are conducted and observations in related areas (operating room, x-ray, pediatrician's office, Lamaze classes, etc.) are included. (3-4 credits)

0105 Nursing Care Experience V Clinical experience in medical-surgical units, operating room, recovery room, intensive care, and emergency room. Emphasis is on providing care of patients with complex medical-surgical conditions. Medication experience and experience performing intermediate and advanced skills are included. (4 credits)

0106 Nursing Care Experience VI Clinical experience in mental health settings. The student observes, relates to, and cares for patients with psychological and/or emotional problems. (2 credits)

0107 Nursing Care Experience VII Clinical experience in a medical-surgical setting. Emphasis is on nursing process, organization, delivery, and evaluation of care for groups of patients. (4 credits)

0217 Credit and Collections A study of the fundamental principles and procedures in credit and collection, including terminology, job activities, and responsibilities. (3 credits)

0218 Business Law (Retail) A study of concepts and principles relating to the operation of a retail institution, including contracts, negotiable instru-

ments, bailments, agency, sales and title, torts, and general law. (3 credits)

0219 Business Law A basic course in the fundamentals of business law particularly as they relate to contracts. (3 credits)

0220 Introduction to Data An introduction to record maintenance utilizing a punch card system. Programming and operations of basic machines such as key punch and sorter are stressed. Problem solving techniques are introduced along with systems flow charting. (4 credits)

0221 Survey of Data A study of electronic data processing systems and their use in business. The course covers the gathering and handling of raw data, and converting this data for use in an EDP System. Various based number systems are studied and logic is stressed. (3 credits)

0242 Business Machines and Duplicating An advanced course reviewing the use of various business machines. Duplicating machines, including the offset duplicator, are stressed. (3 credits)

0291 Accounting I Basic accounting principles including the use of records and data in the preparation of financial reports, and initial financial planning are covered. (3 credits)

0292 Accounting II A continuation of Accounting I (0291), the course covers depreciation, inventory analysis, types of merchandise accounting, taxes, notes and loans, and financial statement analysis. (3 credits)

0318 Technical Drawing A course in lettering, making orthographic projections and proper dimensioning of drawings; proper use of drafting equipment, construction of graphs and charts, and map reading. (3 credits)

0319 Technical Drawing A study of field research, drafting techniques and reproduction methods required to process a development plan from the idea stage to the finished presentation drawing. (2 credits)

0320 Introduction to Forestry Introduction to basic concepts of forestry as practiced in North America since 1600. (3 credits)

0321 Photo Interpretation A study of the use of vertical aerial photographs and associated maps in the field of vegetative analysis and mapping. (3 credits)

0322 Directed Practice I Includes practical, on-site experience in admitting procedures, secretarial practice, discharge analysis, and medical record department procedures. (5 credits)

0323 Directed Practice II Practical experience in coding and abstracting or indexing with further development of discharge procedures and medical record department procedures. (5 credits)

0324 Directed Practice III Practical experience in statistics, legal aspects of medical records, transcription, physician assistance, and further development of secretarial procedures. (5 credits)

0325 Medical Records Seminar Discussion of current developments in medical records with analysis of directed practice experiences and review of specialized medical records as in nursing homes and long term care institutions. (3 credits)

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. Ohio geology is emphasized. (3 credits)

0354 Entomology An introduction to the study of insects. Anatomy and major orders of insects are discussed in lecture sessions. Field collection and identification of insects collected are covered in laboratory sessions. (2 credits)

0355 Nursing Dynamics IV Part four of Nursing Dyanmics I (0404). (2 credits)

0356 Nursing Care Experience I Application of principles of nursing techniques, social sciences and physiological sciences in a clinical setting. Focus is on assessment of patient needs and nursing practice in relation to comfort and safety. (5 credits)

0357 Nursing Care Experience II Application of principles of nursing technique, social sciences and physiological sciences. Focus is on maternity nursing care and the care of the aged and chronically ill in units designed for these patients. (3 credits)

0358 Nutrition I A study of normal nutrition and its role in the maintenance of health. Nutrients and their functions are discussed in terms of adult needs. Cultural food patterns are investigated. Laboratory application includes the planning and preparation of a United Nations Smorgasboard Luncheon. Clinical experience includes observing operation of a dietary department within a hospital and identifying services provided by that department. (1 credit)

0359 Nutrition II A study of nutritional needs during specific periods within the lifespan: pregnancy, infancy, childhood, and the geriatric years. Also included are discussions of routine hospital diets and digestion, absorption, and metabolism. During clinical experience, the student assists a patient on a regular or soft diet to choose foods which assure adequate intake of nutrients. (1 credit)

0360 Nutrition III A study of diet therapy in the treatment of disorders of the cardiovascular, gastro-intestinal, genito-urinary, musculo-skeletal, and nervous systems. During clinical experience, the student teaches elementary school children to choose foods which provide the nutrients they need. (1 credit)

0361 Nutrition IV A study of diet therapy utilized in the treatment of disorders of the glandular system, weight control, and current topics in the scope of nutrition. During clinical experience the student teaches a diabetic to utilize exchange lists to provide variety. Laboratory experience involves planning one day's menu for a group of adults on a limited budget, preparing these meals, and eating them. (1 credit)

0400 Nursing I (Fundamentals of Nursing) A study of the principles and basic techniques of caring for the ambulatory and mildly ill patient. School laboratory experience is an integral part of the course. (6 credits)

0402 Physiological Science I A course in the structure and function of the normal human body, the interrelatedness of bodily systems, and relevant

microbiology. Emphasis is on the integumentary and muscular-skeletal system. (2 credits)

0404 Nursing Dynamics I Student-faculty seminars to discuss clinical experiences, particularly nurse-patient encounters. All areas of the curriculum, including ethical and legal considerations, are related. (2 credits)

0405 Nursing II (Maternal-Child Nursing) A study of the nursing care of the maternity and pediatric patients within the frameworks of the family and the community. Introductory pharmacology is incorporated. School laboratory experience is an integral part of the course and provides opportunity to practice intermediate nursing skills. (7 credits)

0407 Physiological Science II A continuation of Physiological Science I (0402) with emphasis on the gastro-intestinal, cardio-vascular, and respiratory systems. Prerequisite: Physiological Science I. (2 credits)

0409 Nursing Dynamics II A continuation of Nursing Dynamics I (0404). (2 credits)

0410 Principles of Nursing Techniques III Nursing techniques and their use in providing medical and surgical care for persons of all ages. (2 credits)

0411 Nursing Care Experience III A continuation of Nursing Care Experience II (0357). (3 credits)

0413 Physiological Science III A continuation of Physiological Science II (0407) with focus on the genito-urinary, endocrine, and nervous systems. Prerequisites: Physiological Science I, II. (2 credits)



0415 Nursing Dynamics III Part three of Nursing Dynamics I (0404). (2 credits)

0416 Nursing IV (Medical-Surgical Nursing of the Adult and Child) A continuation of Nursing III (0425). (6 credits)

0417 Medical Assistant Orientation An introduction to the function of the medical assistant and his/her relationships with people in health and non-health settings. (2 credits)

0418 Medical Ethics and Law A study of professional attitude and responsible behavior, including medical-legal problems and related topics. (2 credits)

0420 Physiological Science IV A course in the structure and function of the normal human body, the interrelatedness of systems, and relevant microbiology. Focus is on the reproductive system as it relates to maternal care, and communicable diseases as they relate to child care. Prerequisites: Physiological Science I, II, III. (2 credits)

0425 Nursing III (Medical-Surgical Nursing of the Adult and Child) A study of selected medical-surgical conditions and techniques for providing nursing care to patients with these conditions. Related pharmacology is included. School laboratory experience is an integral part of the course. (7 credits)

0426 Principles of Nursing Techniques IV A continuation of Principles of Nursing Techniques III (0410). (2 credits)

0427 Principles of Nursing Techniques I An introduction to basic nursing techniques and their use in providing physical and socio-psychological care. (7 credits)

0430 Nursing V (Advanced Medical-Surgical Nursing) A study of the concepts, principles, and techniques of providing nursing care for individuals with complex medical-surgical problems. Related pharmacology is included. School laboratory experience is an integral part of the course. (6 credits)

0431 Medical-Surgical Nursing Enrichment A review and assessment of the student's knowledge of medical-surgical nursing. (3 credits)

0435 Supervised Clinical Experience This course is designed to assist the new nursing graduate in making the transition from student nurse to graduate nurse. The graduate nurse cares for small groups of patients (4-6) and coordinates patient care for larger groups of patients (16-20). (5 credits)

0437 Principles of Nursing Techniques II Advanced nursing techniques and their use in geriatric and obstetrical cases. (3 credits)

0438/0439 Nursing Care Experience V and IV Application of principles of nursing techniques, social science, nutrition, and physiological science in a clinical setting. Focus is on the care of the well child and the medical-surgical nursing care of individuals of all ages. (5 credits)

0440 Nursing VI (Mental Health Nursing) A study of the principles of nursing care of patients with psychological and/or emotional problems. Related pharmacology is included. Laboratory experience includes case

presentations, role playing, group discussion, and use of audiovisual aides to perfect communication skills. (5 credits)

0441 Practical Nursing I A study of the care of the obstetrical patient with normal and abnormal conditions and the care of the well newborn and the newborn with disease conditions. (5 credits)

0422/0444 Practical Nursing II and III A study of the care of the well child and of medical-surgical conditions of persons of all ages and the relevant nursing care. (7 credits)

0445 Community Health A study of the community and its relevance to health and the individual. (3 credits)

0448 Physical Rehabilitation Principles A course in the practical applications of physical rehabilitation principles, including practices in carrying out the passive, active-assisted, and active ranges of motion exercises. (3 credits)

0449 Obstetric-Pediatric Enrichment A review of obstetric and pediatric nursing and assessment of the student's knowledge in these areas. (3 credits)

0450 Nursing VII (Nursing Care of Groups of Patients) A study of nursing process related to individual patients and groups of patients. Includes methods organizing patient care, an analysis of the technical nurse's role in each method, and management and communication skills. Concepts of providing nursing care for individuals with selected complex medical-surgical conditions are also studied. (5 credits)

0457 Medical Record Orientation Introduction to the role and responsibility of the medical records technician as he/she relates to the health team and the work environment. Includes professional attitudes and responsible behavior. (2 credits)

0459 Physiological Science Enrichment A review and assessment of the student's knowledge of physiological science. (3 credits)

0461 Medical Records I A study of medical record keeping, filing systems, quantitative analysis, admitting procedures, insurance reports and response to requests for medical information. (3 credits)

0462 Medical Records II The study of the basic indicies such as disease, operation, patient, and physician. The course includes development of coding procedures using SNDO, ICDA-8 and H-ICDA and completion of computer abstracts. (3 credits)

0463 Medical Records III A study of the statistical aspects of medical records including daily and monthly census and precentages with analysis of computer reports; preparation and discussion of statistical data for medical care evaluation studies, and completion of birth and death certificates and registers. (3 credits)

0464 Medical Records IV A study of medical records and reports and their legal aspects. Includes principles of law which apply to the health field, use of records as evidence, release of information, subpoena, testimony, settlement of claims, legal consent.

0465 Medical Records V Organization of a medical records department and development of job descriptions, procedures and evaluations, floor plans, flow charts, and interviewing techniques. Planning equipment budgets, personnel scheduling, and disaster and fire drill procedures are also covered. (3 credits)

0466 Special Problems Individual study or research relating to the student's major area of study is arranged with a medical records instructor. (3 credits)

0468 Special Problems Individual study or research relating to the student's major area of study is arranged with a medical assistant instructor. (3 credits)

0469 Health Trends and Issues A study of prevalent trends and issues in the health field and their effects on health disciplines. (3 credits)

0470 Medical Assistant IV A study of the concepts, principles and techniques used in dealing with common diseases. Emphasis is on the prevention and care of infectious diseases. The student develops skill in implementing and assisting with various diagnostic tests, such as the electrocardiograph and x-rays through related lab and clinical experience. (5 credits)

0473 Medical Office Procedures A course in the duties and behavior of a secretary in a modern office. Appropriate conduct and dress are covered. (3 credits)

0475 Medical Lab Procedures A study of basic laboratory procedures. Emphasis is on learning principles, techniques and skills in the areas of hematology, venipuncture, blood banking, urinalysis, microbiology, and immunology. The student performs basic procedures in a laboratory setting. (5 credits)

0476 Pharmacology A study of the principles and techniques of administering medications, including classification of drugs, action, dosage, and side effects. (3 credits)

0478 Internship On-the-job training in a medical records office through special arrangement with an instructor of medical records. (12 credits)

0479 Nutrition An introduction to nutritional concepts, including the function, food sources, and effects of deficiency of the essential nutrients. Emphasis is on dietary care for various age groups and guidelines for the most widely used modified diets such as the diabetic, sodium-restricted, and weight control diets. (3 credits)

0480 Internship On-the-job training relating to future employment as a medical assistant through special arrangement with a medical assistant instructor. (12 credits)

0481 Medical Assistant I An introduction to the basic theory of clinical skills performed in a doctor's office. Emphasis is on techniques employed in a general physical examination such as good practices of medical asepsis, vital signs, positioning and draping, and methods of examination. Related clinical skills are practiced and evaluated in a laboratory setting. (2 credits)

0482 Medical Assistant II A continuation of Medical Assistant I (0481),

covering procedures involving the genitourinary system, tissue healing, bandaging, personal hygiene, and sterilization. Related clinical skills are practiced and evaluated in a laboratory setting. (3 credits)

0483 Medical Assistant III A study of procedures performed in a physician's office in relation to gynecology, obstetrics and pediatrics. Clinical skills are practiced and evaluated in a laboratory setting. (4 credits)

0485 Emergency Medical Treatment A study of basic principles and techniques applicable to the management of emergency illnesses and injuries. Focus is on specific classes of emergency illnesses and injuries. Students study patient assessment, immediate treatment, and safe transportation. (4 credits)

0486 Interviewing and Counseling This course is designed to prepare students to deal with patients' emotional reactions to illness, old age and death. Through classroom practice, group discussion and patient contact in the clinical area, students develop skills which lead to a supportive and empathetic relationship with a patient in a physician's office. Basic interviewing techniques involved in gathering a reliable and accurate medical history are also covered. (3 credits)

0490 Emergency Medical Techniques I A lecture and laboratory course in techniques necessary to treat the conditions covered in Conditions I (0491). It includes naso-gastric suction, water-sealed chest drainage, tracheostomy care, subcutaneous and intra-muscular injections, and associated techniques. The nursing laboratory and ambulance are used as laboratory study areas. (5 credits)

0491 Emergency Medical Conditions I A study of the range of emergencies, and patho-physiology and treatment capabilities expected of an advanced EMT. Taught in the same quarter as Emergency Medical Techniques I (0490). (3 credits)

0492 Anatomy and Physiology I A study of the endocrine, reproductive, excretory, digestive and skeletal systems with emphasis on physiology. Basic principles from the natural sciences, as related to human physiology, are also covered. Laboratory experience is utilized to demonstrate physiological principles and to dissect appropriate specimens. (3 credits)

0493 Anatomy and Physiology II A study of the articular, muscular, respiratory, circulatory, lymphatic, nervous, and special sensory systems with emphasis on physiology. Laboratory experience is utilized to demonstrate physiological principles and to dissect appropriate specimens. (3 credits)

0494 Anatomy and Physiology III A study of fluids, electrolytes, embryology, and basic human pathophysiology with emphasis on EMT and nursing applications. Laboratory experience demonstrates principles and techniques covered in lecture. (3 credits)

0495 Transcription I Medical transcription is introduced through use of the transcriber and the medical belts. Spelling and defining of new medical terms are stressed. (4 credits)

0496 Transcription II A continuation of Transcription I (0495) to improve medical vocabulary and increase skill in typing from the transcriber. Medical formats are followed in typing the different selections. (4 credits)



0497 Systems Analysis An introduction to business data processing systems. The course covers basic accounting systems, both manual and automated, including outputs, inputs, file, processing, and controls. Students are assigned a project involving analysis and documentation of various real-life systems at Hocking Technical College. (3 credits)

0498 Medical Terminology I A study of basic medical vocabulary, spelling, and pronunciation. Practice in prefixes, suffixes, and root words is an integral part of this course. (3 credits)

0499 Medical Terminology II A continuation of Medical Terminology I (0498). (3 credits)

0500 Individual Studies in Nursing 1-5 credits, by arrangement.

0501 Individual Studies in Practical Nursing 1-5 credits, by arrangement.

0502 Individual Studies in Medical Assistant 1-5 credits, by arrangement.

0503 Individual Studies in Medical Records 1-5 credits, by arrangement.

0504 Individual Studies in Health Core 1-5 credits, by arrangement.

0505 Individual Studies in Emergency Medical 1-5 credits, by arrangement.

0508 First Aid A course in first aid practices which qualifies students for a Red Cross certificate in basic first aid. (1 credit)

0509 Nursing Dynamics V Student-faculty seminar focusing on nursing history, the Nurse Practice Act, legislation, legal and ethical aspects, professionalism, and professional journals. (2 credits)

0510-13 Nursing Dynamics I, II, III, IV Student-faculty seminars focusing on concepts related to interpersonal relationships, communication (verbal and nonverbal), and mental health. Students also investigate areas of special interest within the field of nursing. (1 credit)

0514 Better Nutrition for Your Money A study of nutritional needs and economical but nourishing menus. (1-2 credits)

0515 Essentials of Home Nursing A study of basic nursing skills most frequently needed in the home including care of the sick, elements of child care, and coping with emergency situations. (1-2 credits)

0516 Nutrition I A study of nutrition as it relates to health care. Cultural food patterns are investigated. During clinical experience the student observes methods by which institutions provide food services. (1 credit)

0517 Nutrition II A study of nutritional needs at specific periods within the lifespan, including menu planning and food economics. In lab, the student works up a diet history on a patient and teaches healthful food habits to children and to pregnant, nursing, and post-partum women. (1 credit)

0518 Nutrition III Classroom discussions cover digestion, absorption, and metabolism of foods, and introduce the student to concepts of diet therapy. Appropriate diet therapy in disorders of specific body systems is included. During clinical experience the student assists a patient on a routine hospital diet to select foods which meet nutritional needs. (1 credit)

0519 Nutrition IV Classroom topics cover the role of nutrition within the community, food hygiene, and legislation. Iatrogenic malnutrition and the nutritional needs of persons with disorders of the glandular system are discussed. In lab the student assists a diabetic in understanding diet and in meeting nutritional needs. (1 credit)

0520 Emergency Medical Technology Orientation, Legalities and Ethics An introduction to the duties, responsibilities, and job opportunities for the EMT. Emphasis is on legal and ethical responsibilities of the EMT and the EMT's relationship with the patient, the community and the personnel with whom he or she works. (4 credits)

0521 Introduction to Emergency Medical Conditions and Techniques A study of conditions encountered in emergency situations. The student learns to recognize symptoms and apply treatment for stabilization of the patient. Formal classes and situational mock-ups are used to teach assessment and treatment techniques. (5 credits)

0523 Electrical Communications Systems and Defensive Driving Instruction and practice cover the use, regulations, limitations, and maintenance of communications systems (including radio, telephone, walkie-talkie, and tape recorders). Also covers principles and practice of defensive driving, particularly for ambulances operating under emergency conditions. (2 credits)

0528 Emergency Medical Conditions II An intensive study of emergency

coronary care, including artery disease, myocardial infarction, angina pectoris and congestive heart failure. This course deals primarily with the pathophysiology, symptomatology, and emergency treatment of these conditions. (3 credits)

0529 Emergency Medical Techniques II A laboratory-oriented course dealing with techniques of treating coronary conditions, including I.V. administration, interpretation of EKG strips, esophageal obturation, rotating tourniquet application, theory and mannequin practice of defibrillation, and associated techniques. Ambulance is used for simulation; clinical observation in area hospitals is arranged. (5 credits)

0530 Rescue and Rappelling A study of the principles of extrication and patient handling. Laboratory experience and simulations offer experience with light rescue equipment appropriate for a variety of crisis situations. Transportation of the injured is also included. (3 credits)

0531 Basic First Aid A training course in administering first aid techniques and understanding safety practices. (2 credits)

0532 Management Lab A course in skill development, record-keeping, personnel management techniques, and observational techniques used by an EMT supervisor or instructor. (2 credits)

0533 Clinical Aspects I Area hospital clinical facilities are used for procedural experience. Emphasis is on patient and family centered care as it relates to the total emergency situation within the hospital. Students rotate through various departments for their experience. (5 credits)

0534 Clinical Aspects II A continuation of Clinical Aspects I (0533). (5 credits)

0535 Rescue Squad Experience Diverse practical experience riding with rescue vehicle squads and assisting with procedures within the scope of basic EMT training. Students are under supervision of squad members with whom they ride; times and locations are arranged on an individual basis. (2 credits)

0536 Water Rescue and Safety Principles and practice of water rescue techniques are taught in the class and field. Setting up safe waterfront programs is also covered. (4 credits)

0537 Pharmacology A basic study of drug classification. Actions and dosages of specific drugs relating to emergency care are studied in detail and drug interactions are stressed. Medical treatment for drug reactions and discussion of drug abuse is included. (4 credits)

0538 Public Administration A study of the organization of governmental services and the cooperative role of various facilities. (3 credits)

0539 Cartography This course teaches the reading of maps used in the course of EMT work, including highway, city and rural road maps, and topographic maps. It incorporates practical experience with the ambulance in situational laboratory set-ups. (3 credits)

0540 Anatomy and Physiology IV Advanced pathophysiology of the body systems useful in emergency care of the sick and injured. Laboratory experience involves animal demonstration. (3 credits)

0550 Externship On-the-job training relating to future employment as a medical assistant. (3 credits)

0570 The Human Organism Introduction to human anatomy and physiology. The body is systematically broken down from the body as a whole to systems, organs, and the cell. The integumentary system is studied in depth. Emphasis is on anatomy and terminology. (3 credits)

0571 Medical Records and Reports A course covering the various filing procedures used in business and industry, such as alphabetic, numeric, Kardex, and geographic systems. Methods of handling medical records and reports are included. (4 credits)

0572 Medical Transcription A course in transcribing medical histories and reports. (3 credits)

1008 Interpersonal Communications A study of the concepts employed in effective interpersonal communications. (3 credits)

1009 Communications I A non-graded course to develop organizational techniques, methods of proofreading, and vocabulary through short writing assignments. An individualized review of grammar problems is included. Proficiency shown in these skills may lead to a non-credit waiver of this course. In addition to regular classes, two hours per week must be scheduled in the Reading Lab. (3 credits)

1010 Communications II This course is designed to develop writing skills through medium-length writing assignments. It concentrates on five areas: 1) organizing and unifying sentences, paragraphs, and essays; 2) studying methods of development for different communications purposes; 3) dealing in writing with the ideas of others; 4) supporting and defending one's own ideas in writing; and 5) using the library and other resource materials. (3 credits)

1011/1012 Communications III and IV These courses provide the student with a range of course options relating to the communications process. Speech or technical writing, unless otherwise required in a student's curriculum, may be taken as a Communications III or IV option. Among other options are journalism, literature, business correspondence, science fiction, group discussion, mass media, social issues, interpersonal communications, and examination of technical areas from a humanistic point of view. (3 credits)

1020 Math 02 (Slide Rule) A course in the use of the slide rule and calculator as tools for facilitating calculations. (1 credit)

1022 Math 11 First course in business math, this course is a study of percentages, simple and compound interest, bank discounts, pricing, and buying. Also covered are employee compensation and financial statement analysis. (3 credits)

1024 Math 12 First course in the engineering math sequence, this course is a study of basic algebraic concepts, operations, and linear equations. Also included are: trigonometric functions as applied to right triangles, and the solution of two unknowns, both algebraically and graphically. (5 credits)

1025 Math 13 First course in natural resources mathematics, this course covers percentages, the metric and English systems of measurement, ratios and proportion, basic algebra, and square roots. (3 credits)

1026 Math 21 Second course in business math, this course includes compound interest and compound discount, annuities, sinking funds, consumer

credit, insurance, stocks, bonds, some statistics, and metric conversions. (3 credits)

1027 Math 14 A study of basic mathematics for medicine and pharmacology. (3 credits)

1028 Math 22 Second course in engineering math sequence. Factoring, fractions, fractional equations, general graphing, quadratic equations, equations involving quadratics, and vectors are included. (5 credits)

1029 Math 23 This course builds on basic concepts covered in Math 13 (1025) as applied to the mathematics of geometry and trigonometry. (3 credits)

1030 Introduction to Business A broad study of the concepts, theories, and situations that occur in the world of business. (3 credits)

1032 Math 32 Operations with radical and fractional exponents, logarithms, statistics, and probability. (5 credits)

1101 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor in the ceramic engineering technology. (3 credits)

1102 Internship On-the-job training in a ceramic industry through special arrangement with an instructor in the ceramic engineering technology. (12 credits)

1105 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of mechanical engineering technology. (3 credits)

1106 Internship On-the-job training in industry through special arrangement with an instructor of mechanical engineering technology. (12 credits)

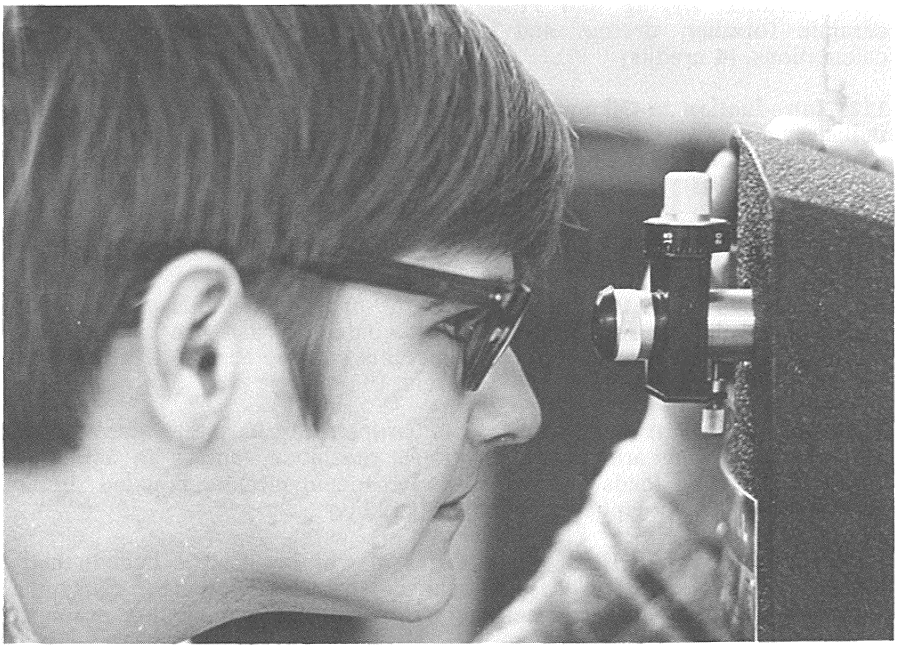
1107 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of electronic engineering technology. (3 credits)

1108 Internship On-the-job training in the electronics field through special arrangement with an instructor of electronic engineering technology. (12 credits)

1109 Internship On-the-job training in a radio or television broadcast station through special arrangement with an instructor of broadcast engineering technology. (12 credits)

1110 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of broadcast engineering technology. (3 credits)

1111 Heat Processing Applications A study of heating and furnace systems. The course covers factors influencing the design of a furnace system such as the heating source, load characteristics, economy, safety, construction and operator convenience. Laboratory time is spent touring industrial facilities to view these systems in operation. In the design lab, lecture information is applied to furnace design problems. (4 credits)



1112 Seminar in Combustion Problems Discussion of various topics not covered in previous heat processing courses such as metric conversion, vacuum furnace technology, atmosphere gas generation, boiler technology, etc. (2 credits)

1114 Internship On-the-job training in a heat industry through special arrangement with an instructor of heat processing. (12 credits)

1115 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of heat processing. (3 credits)

1120 Manufacturing Process I A study of various manufacturing processes in use. Demonstration and visual aids are utilized as much as possible, to point out the machines available, and the skills necessary for production. (3 credits)

1121 Manufacturing Process II Continuation of Manufacturing Process I (1120) covering machining of metals by conventional chip forming processes. Inspection equipment and principles of measurements in connection with the manufacturing processes are included. (3 credits)

1122 Ceramic Materials & Forming Introduction to the ceramic industries, crystal structure of clays, ceramic materials, clay-water systems, deflocculation particle size reduction, screening, weighing; and blending. (4 credits)

1123 Ceramic Drying and Firing Introduces principles and practices of ceramic forming, drying, and firing, including psycrometric charts and calculations. (4 credits)

1124 Introduction to Oil and Gas Well Drilling An orientation to the drilling industry, covering the equipment, personnel, and technology needed to drill a well and the principles of cable-tool and rotary drilling (including offshore). (2 credits)

1125 Manufacturing Process III Continuation of Manufacturing Process II (1121). (3 credits)

1131 Elements of D.C. Circuits A study of fundamentals of electricity, including insulators, resistors, capacitors, inductors and use of test equipment. Circuits are analyzed by use of Ohm's Law, Kirchhuff's Law, Thevenin's Theorem, and Norton's Theorem. (6 credits)

1132 A.C. Circuits A study of concepts pertinent to alternating currents and voltages. Included are phase relations, reactance, power in series and parallel connected loads, resonance and resonant circuits, coupled circuits, transformers, and polyphase systems. (4 credits)

1133 Introduction to Heat Processing An overview of the heat industry, including visits to heat processing related industries, viewing of films, and study of firing of burners, metering problems, and combustion problems. (4 credits)

1134 Fuel Properties and Combustion Analysis A study of the composition and properties of fossil fuels commonly encountered in combustion. Fuel gas analysis as it relates to control of the proper use of fuels is covered in both lecture and laboratory hours. (4 credits)

1135 Heat Transfer An introduction to topics of heat transfer as found in industry and a study of the three modes of transfer, conduction, convection, and radiation, as applied to practical industrial problems. (3 credits)

1136 Fluid Flow A study and application of the principles involved in the movement of liquid and gases in pipes, ducts, fans, stacks, orifices, venturies, nozzles, and furnace systems. (3 credits)

1137 Fuel Burning Systems A study of design and operating principles of combustion hardware as found on heat producing systems such as kilns, furnaces, and ovens. (4 credits)

1138 Heat Processing Calculations A study of the types of calculations encountered in the heat processing industry, such as performing an energy balance on industrial systems, calculating fuel savings, and reducing heat losses. (3 credits)

1139 Special Heat Sources A study of energy sources and utilization particularly the technology of present and projected energy and fuel conversion processes. To achieve a comprehensive view, topics include properties, availability, preparation and handling of nuclear fuels, solar energy, geothermal energy, and fossil fuel-to-fuel conversions (coal gasification, coal liquification). (2 credits)

1140 Engineering Drawing I The first of a series of drafting courses, prin-

ciple units of study are: an introduction to the language of drawing, the use and care of drafting instruments, lettering, geometric construction, sketching, multiview drawing, and dimensioning. (3 credits)

1141 Engineering Drawing II Continuation of Engineering Drawing I (1140). Principle units of study are: sectioning, auxiliary views, working drawings, oblique, isometric, and developments and intersections. (3 credits)

1142 Engineering Drawing III Continuation of Engineering Drawing II (1141). Introduces such topics as: gears, cams, threads, fasteners, springs, topographic drawing, charts, graphs, and diagrams. (3 credits)

1145 Electrical Measurements A study of design, use of, and limitations of ammeters, voltmeters, and ohmmeters; also vom's, VTVM's bridges, counters, and oscilloscopes. (3 credits)

1150 Physics I A study of composition and revolution of forces; Newton's laws of force and motion; accelerated motion, circular and simple harmonic motion; molecular forces in liquids and solids. (3 credits)

1151 Physics II This course covers 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. (3 credits)

1152 Electronics I This course is devoted primarily to the fundamental of active device. Two terminal devices are studied 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. (3 credits)

1160 Color T.V. Transmission This course deals extensively with the NTSC (National Television Systems Committee) color system. It covers the physiological and electronic aspects of color, color encoding and decoding, transmission primaries, and color receivers. (3 credits)

1161 Mineralogy An introductory course covering geology and mineralogy terms, structures, and classifications. Laboratory work and field trips provide first-hand contact. (3 credits)

1163 T.V. Systems This course examines equipment found in the typical television station such as cameras, film projectors, synchronizing generators, video distribution amplifiers, and switchers. (4 credits)

1164 Seminar in Broadcasting Course covers current trends in broadcasting and introduces the student to broadcast facilities in the area with guided tours of radio and television stations. (2 credits)

1165 Broadcast Instruments and Measurements This course is in broadcast instruments, how the instruments work, their accuracy, and proper use and calibration, particularly in relationship to FCC rules for broadcasting. (3 credits)

1166 Broadcast Equipment Maintenance This course covers the maintenance of equipment found in typical radio and television broadcast stations. (4 credits)

1168 Broadcast Equipment I A study of audio equipment found in typical AM, FM, and TV stations such as microphones, turntables, and audio distribution and switching systems. (2 credits)

1174 Individual Studies in Ceramic Engineering Technology 1-5 credits, by arrangement.

1175 Individual Studies in Electronic Engineering Technology 1-5 credits, by arrangement.

1176 Individual Studies in Mechanical Engineering Technology 1-5 credits, by arrangement.

1178 Individual Studies in Drafting and Design 1-5 credits, by arrangement.

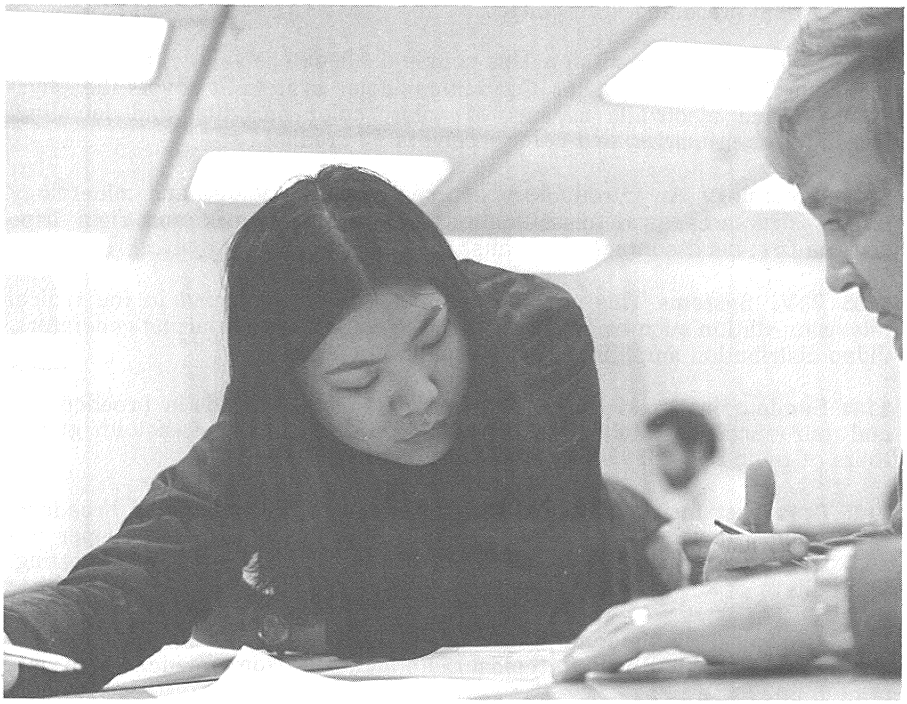
1179 Individual Studies in Broadcast Engineering Technology 1-5 credits, by arrangement.

1180 Individual Studies in Heat Processing 1-5 credits, by arrangement.

1198 Internship On-the-job training in the drafting and design field through special arrangement with an instructor of drafting and design. (12 credits)

1199 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of drafting and design. (3 credits)

1200 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of accounting. (3 credits)



1201 Internship Work experience in an accounting office using skills learned in the classroom. A final paper summarizing the experience is required. (12 credits)

1202 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of computer science. (3 credits)

1203 Internship Work experience in a data processing environment practicing skills learned in the classroom. A final paper summarizing the experience is required. (12 credits)

1204 Special Problems Individual study or research relating to the student's major area of study is arranged with a secretarial science instructor. (3 credits)

1205 Internship On-the-job training in an office through special arrangement with an instructor of secretarial science. (12 credits)

1206 Internship On-the-job training through special arrangement with an instructor of financial management. (12 credits)

1207 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of financial management. (3 credits)

1214 Systems Analysis I A study of business systems and the design of integrated computerized procedures to handle such systems. The student works with a simulated company to analyze, redesign, and document a package of interrelated systems for the company. (2 credits)

1215 Secretarial Office Procedures A course covering duties and behavior of a secretary in a modern office. Opportunities in secretarial fields and various levels of secretarial work are included. (2 credits)

1223 Computer Concepts The computer and basic principles of its operation are introduced. Various types of computers and related equipment are discussed. Flowcharting and programming techniques are studied and used. (3 credits)

1224 Computers in Law Enforcement This course covers computer controlled personnel assignments. Crime areas are given computer rating from input data and students are given patrol and staff assignments. (5 credits)

1225 Documentation Techniques A lab course organized to draw upon and complement material presented in concurrent Systems Analysis I (1214). It offers practical experience in the development of such documentation techniques as program and system flowcharts; card, printer, and file layouts; run sheets and run books. (2 credits)

1226 Programming I A study of computer language which is closely related to actual machine instructions. Emphasis is on the use of the input-output devices and the manipulating logic required for the creation of reports. Extensive lab time is included. (5 credits)

1227 Programming II Continuation of Programming I (1226). Programs are

written which utilize storage and retrieval of data from magnetic media. Extensive lab time is included in this course. (5 credits)

1228 Basic Assembler Language Introduction to assembler language coding with lab exercises on the computer system. (3 credits)

1230 Accounting I An introduction to the nature of business accounting with emphasis on basic accounting principles and procedures. (4 credits)

1231 Accounting II A continuation of Accounting I (1230). Factors to be considered are the recognition of revenue, allocation of costs, an overview of owner's equity, and comprehension of the annual report. (4 credits)

1232 Accounting III An introduction to accounting with an emphasis on the corporate organization including accounting methods for capital stock and corporate bonds and manufacturing operations from the accounting viewpoint. (4 credits)

1236 Automated Data Systems This course covers basic accounting procedures encountered in a data processing environment. Such applications as payroll, customer billing and inventory control are programmed to run on a data system. (4 credits)

1237 Automated Data Systems A study of basic accounting and retailing procedures handled in a data processing environment. Teleprocessing systems and standard payroll, receivables and inventory control applications are covered. (3 credits)

1240 Typing I This course is planned for beginning typing students at college level. It is also a quick review of elementary typing knowledge for students with previous training which allows them to progress at their own rate. (3 credits)

1241 Typing II This course increases speed and accuracy through the use of special drills and Diatype analyzers. Production rate of letters, tables, manuscripts, and business forms is developed. Various letter styles, table styles, and manuscript styles are taught. (3 credits)

1242 Business Machines An overview of various mechanical and electronic devices used in businesses. Items include: printing and visual display calculators, 10-key adding machines, programmed calculators, spirit duplicators, mimeograph machines, photocopiers, transcribers, and other machines commonly found in businesses. (2 credits)

1243 Business and Accounting Machines Includes exercises to develop proficiency in the use of the ten-key adding machine and calculators, an introduction to the use of an accounting machine, and application of basic machine skills to business and accounting problems. (2 credits)

1244 Business Practicum A combination of on-the-job experience, lab, and seminar in the student's final quarter. The student works in a local retail operation, evaluates concepts in the lab and pools experiences and ideas with other students in seminar sessions. (4 credits)

1245 Shorthand I Beginning shorthand at the college level. The student with no knowledge of shorthand learns to construct basic shorthand outlines. Those with prior training begin beyond the lessons giving the basic principles and progress at their own rate. (4 credits)

1246 Shorthand II This course develops word and theory phrase building and increases dictation speed through use of wireless learning systems. Transcription of business letters from shorthand notes is introduced and developed. Material for practice and dictation is organized according to types of businesses, such as insurance, publishing, real estate, aviation, etc. (4 credits)

1247 Shorthand III This course further develops word and theory phrase building, and transcription from shorthand notes, and increases dictation speed through use of the wireless learning system. (4 credits)

1248 Typing III A continuation of Typing II (1241) to improve speed and accuracy and increase skill in production of business letters, tables, forms, and reports. Group II learns medical terminology by using the transcriber. (3 credits)

1270 Program Analysis I A study of input-output media forms and their development and uses in the data processing cycle. Card, print, and disk formats are discussed. The layout of input-output data as related to machine functions are analyzed. (2 credits)

1271 Program Analysis II A 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 are studied. (2 credits)

1299 Computer Concepts The computer and basic principles of its operation are introduced. Various types of computers and peripheral equipment are discussed and flowcharting and programming techniques are studied and used. (2 credits)

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 are considered. Lectures emphasize identification characters, habitat, and commercial and aesthetic values of each species. A twig collection and report are required. (3 credits)

1302 Cartography The interpretation of aerial photographs and topographic maps. Identification of cover types and physiographic features is emphasized. Course includes study of maps, symbols, and lettering. (3 credits)

1304 Special Problems—Fish Collecting A study of the major families of fish through collecting fish in a variety of habitats and preserving specimens for identification practice during the winter quarter. (1 credit)

1305 Game Animals of East Central U.S. 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. (3 credits)

1306 Park Landscaping A study of the horticultural requirements associated with operation of park and wildlife. Included are investigations involving soils (physical properties, environmental profiles, testing, and capabilities), fertilizing, liming, seeding, transplanting large trees and shrubs, grafting, pruning, pesticides and their control, and lawn establishment. (3 credits)

1307 Environmental Problems A study of the human influence on environment. Emphasis is on air, water, land, noise, and population. Field trips supplement lecture and lab work. (3 credits)

1308 Wildlife Investigational Techniques A study of techniques used to evaluate wild game populations including auditory surveys, trapping, habital evaluation investigations, photographic techniques, project planning and reporting, use of wildlife literature, preservation of biological materials, and improvement of field habits and methods. (3 credits)

1322 Fire Control and Forest Protection A study of the need for forest fire control and disease control and demonstrate effective controls of each. (3 credits)

1323 Reforestation A study of the concepts and practices of reforesting vacant land by planting and seeding. Forest tree genetics, nursery practices, planting techniques, site preparation, and proper matching of tree species to the site are the primary topics considered. Field work deals with practice in hand planting, cleaning existing plantations, a visit to the Zanesville State Nursery, and observing reforestation projects. (4 credits)

1324 Surveying Use of surveyor's equipment and basic exercises dealing with typical surveying problems for the forestry student. Extra field problems are presented. (3 credits)

1325 Surveying Use of surveyor's equipment and basic exercises dealing with typical surveying problems for the receation and wildlife student. (2 credits)

1330 Botany A lecture and laboratory course covering basic aspects of the plant kingdom such as the history of botany, taxonomy, mitosis, meiosis, anatomy, cytology, and physiology. (3 credits)

1331 Field Biology I Field and laboratory identification of the woody plants of Ohio. Included are identification and discussion of major plant communities in Ohio and an introduction to ecological principles and terminology. (3 credits)

1332 Field Biology II This course covers identification of the spring flowering plants, life histories, habitat requirements and field identification of reptiles, aquatic, insects, and amphibians. Also included is an introduction to fresh water ecology such as types of lakes, rivers, etc., and the type of animal habitat associated with the various classifications of $H_2 0$. (3 credits)

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, are covered in lectures. (4 credits)

1340 Introduction to Recreation An introduction to various types of recreation areas and the problems involved in their management and maintenance. The history of the recreation movement in the United States and major recreation problems are also presented. Field trips to a variety of public and private recreation areas are included in the course. (3 credits)

1341 Introduction to Criminal Justice and Natural Resource Enforcement Historical overview of the origins, etiology and present and future move-

ments in natural resource enforcement. Includes a survey of the criminal justice system, process, and laws governing natural resources and enforcement personnel and agencies. (3 credits)

1342 Search, Rescue, Survival and Medical Self-Help Rappeling, dragging, searching for lost persons, rescue operations and survival techniques are examined and tested in realistic situations. Techniques and equipment used in land, air, and water search and rescue are studied as well as types of operations, organization, leadership and participation. Basic first aid and medical self-help techniques are applied to hypothetical situations. Upon completion of the course the student receives a Basic First Aid Certificate from the American Red Cross. (4 credits)

1343 Watercraft Safety and Enforcement A course in basic seamanship and watercraft safety as well as watercraft laws and enforcement techniques. Upon completion of the course the student receives a Certificate of Watercraft Safety Instruction from the Ohio Division of Watercraft and a Certificate in Advanced Law Enforcement Training. (5 credits)

1344 Criminal Law I A study of the elements of constitutional law relating to law enforcement. Utilizing the Constitution and pertinent Supreme Court rulings, the course analyzes the principles of criminal law, civil liberties and natural resource law, and their effects on law enforcement procedures. (3 credits)

1345 Criminal Law II Continuation of Criminal Law I (1344), this course examines rules and types of evidence, gathering of facts effectively and legally, and presentation of evidence in admissable form in a court of law. The study of criminal laws and court decisions affecting and pertaining to search and seizure, and related topics are also covered. (3 credits)



1346 Investigations Fundamentals of investigation including theory of investigation, procedure at crime scenes, interviewing, etc., are studied through survey of the field of forensic sciences and utilization of the crime laboratory in investigation. Physical evidence collection, identification, preservation, transportation, chain of custody, crime laboratory capabilities and limitation, examination of physical evidence within resources of the investigator, and demonstrations of laboratory criminalistics are also examined and studied. (3 credits)

1347 Environmental Enforcement Problems A study of specific problems in natural resource enforcement related to air, water, forestry, wildlife, reclamation, etc. Individual as well as corporate violations are studied. Students apply enforcement skills to specific investigations of environmental laws. (3 credits)

1350 Archaeology 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. (3 credits)

1354 Fish Management A study of the theories and techniques of fisheries management, particularly natural and artificial lakes and ponds. (3 credits)

1355 Zoology A survey of the entire animal kingdom with emphasis on taxonomy, morphology, and systems in the various phyla of animals. (3 credits)

1357 Forest Measurements Introduction of basic forest measurement techniques and the instruments. Instruction in compiling data obtained from measurements is included. (5 credits)

1382 Internship A summer internship program is offered when 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. (12 credits)

1384 Western Game Animals A study of the life histories, habitats, and distribution of Western game animals, including bears, wolves, cats, grouse and quail. (3 credits)

1385 Agronomy An introductory course in soil science covering basic concepts of soil formation, the relationships between soils and vegetation types, composition, and basic conservation practices. The majority of the field work deals with soil sampling and soil testing. (3 credits)

1390 Internship On-the-job training through special arrangement with a forestry instructor. (12 credits)

1391 Special Problems Individual study or research relating to the student's major area of study is arranged with a forestry instructor. (3 credits)

1392 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of recreation and wildlife. (3 credits)

1510 Sales An introduction to retail sales. Areas covered are: the background for selling such as product, customer, and competition analysis; the

selling process, including planning the sales presentation, handling objections and questions, and closing the sale; the differences between industrial and retail selling; and sales management, including construction of sales forces and program planning. (3 credits)

1512 Operations Analysis The student takes this course in the final quarter and analyzes various retail operations in the local business area. Lab hours are used to study the daily managerial duties and functions in different retail businesses. Students analyze and evaluate their findings in seminar. (4 credits)

1520 Retailing A study of retail operations especially from the viewpoint of management. 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. (3 credits)

1590 Internship On-the-job work training through special arrangement with an instructor of retail marketing management. (12 credits)

1594 Special Problems Special problems confronted by the student on the job are prepared in report form to be submitted at the retail seminars scheduled four times during the internship quarter. Additional projects are required through which the student becomes familiar with company policies and procedures and the methods of establishing a merchandise emphasis or a merchandise department. (3 credits)

1599 Sales Promotion A course in in-store display of merchandise and promotion of the store. Areas covered are: 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 are studied to determine public relations guidelines for a retail business. (3 credits)

1615 Food and Lodging Merchandising A study of marketing as applied to the motel and restaurant industry. Areas to be surveyed include the motel sales department, banquet and catering operations, and utilization of regular dining facilities. Different selling techniques such as direct mail, newspaper advertising, display advertising, and public relations are studied. (2 credits)

1625 Introduction to Hospitality Industry A study of the basic workings of a hotel, motel, and restaurant, with survey of other hospitality facilities. Study includes organizational components and management processes and functions. (2 credits)

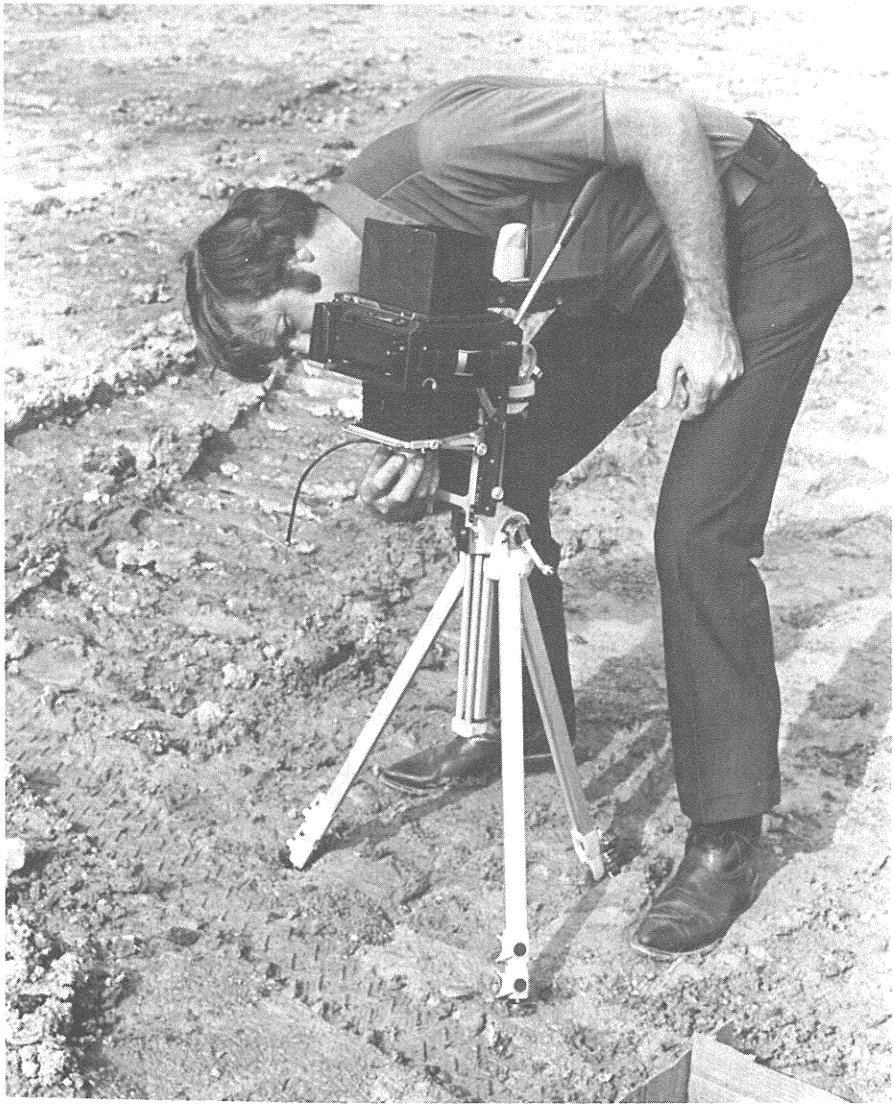
1630 Purchasing for Food and Lodging Establishments A study of basic procedures involved in purchasing food, serviceware, and textiles for the hotel-restaurant business. (2 credits)

1635 Quality Food Preparation The basic facts and principles of quality food preparation are covered. Students learn about care and operation of equipment used in quantity kitchens. Sanitary techniques in production are also studied. (2 credits)

1640 Regular and Modified Menu Planning A study of procedures in planning normal menus for balanced meals in food service industries, including restaurants. Special menus of nursing homes and hospitals are also covered. Actual menus are constructed. (2 credits)

1681 Hotel-Motel Operations A study of principles of management of hotel-motel operating problems and a survey of all departments in motel and restaurant management and their relationship to each other. (2 credits)

1682 Management Supervision A study of principles of supervision and how they are adapted to motel and restaurant management. The course



surveys oral and written directions, scheduling of personnel, and handling personnel problems. Students have an opportunity to supervise other students and employees at the Hocking Valley Motor Lodge. (2 credits)

1690 Internship On-the-job training in a hotel-restaurant facility through special arrangement with a hotel-restaurant instructor. (12 credits)

1693 Special Problems Individual study or research relating to the student's major area of study is arranged with a hotel-restaurant management instructor. The course can also be used as a supplement to Internship (1690). (3 credits)

1701 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of police science.(3 credits)

1702 Internship On-the-job training relating to training in police science. (12 credits)

1703 Violence and Civil Disorder An analysis of violence in America with emphasis on historical events and ideologies that bring about or slacken violence. Special emphasis is on the implications of contemporary disorders for the administration of the justice system in the United States. (3 credits)

1704 Introduction to Law Enforcement and Criminal Justice An overview of the criminal justice system, the role and functions of the police, the courts, and the correctional system. (3 credits)

1706 Seminar in Law Enforcement and the Administration of Justice Identification and analysis of current issues and problems in law enforcement and the administration of criminal justice. (3 credits)

1712 Introduction to Law Enforcement An overview of federal, state, and local law enforcement agencies and allied agencies, such as narcotics, health and liquor control department and bureaus of prisons, motor vehicle. (4 credits)

1713 Basic Photography The fundamentals of photography: how to handle a camera, how to expose and process film and produce satisfactory prints by contact or enlargement, and planning a darkroom. (3 credits)

1714 Typing and Business Machines Designed for beginning typing students at the college level, the course includes work on the following business machines: photo copy machine, ten-key adding machines, full keyboard adding machine, rotary calculator, and electronic calculator. (2 credits)

1715 Police Personnel Management A study of the personnel function including employee selection, evaluation and promotion, labor relations and employee organizations. (3 credits)

1716 Police Operations A study of principles of organization and administration as applied to specialized operational services. Includes patrol, criminal investigation, intelligence, vice, juvenile, traffic, public relations, conflict management, crisis intervention, and other ancillary services. (3 credits)

1717 Advanced Photography A study of the latest photographic materials and techniques for recording evidence and proper preparation of photographs for use as evidence in court. (3 credits)

1718 The Victims of Crime A study of the intentional and unintentional behavior of victims of offenses and other relationships to criminal acts. Specific topics include protection of home and children, sexual assaults, and preventive measures. (1-2 credits)

1719 Crime Prevention Crime prevention techniques with an emphasis on public education for crime reduction are covered. (3 credits)

1720 Criminal Law I An introduction to criminal law and its development and growth. Elements of the major offenses are studied. (3 credits)

1721 Criminal Law II A continuation of Criminal Law I (1720) with emphasis on Ohio criminal laws, their enforcement, and the impact of recent court decisions. (3 credits)

1726 Dispatcher Training A course to develop communication skills, cognitive processes, and relaying abilities of police dispatchers. Analyses of dispatch operation variables and legal implications of FCC regulations are included. (3 credits)

1727 Introduction to Criminal Justice An overview of the functioning of the criminal justice system, including legal concepts. (3 credits)

1728 Interviewing Techniques This is a course to develop the skills necessary in the gathering of subjective and objective information. The student sees himself or herself in the role as an interviewer via videotape. (3 credits)

1729 Approaches to Counseling A study of therapeutic approaches to counseling, both individual and group. The student learns counseling techniques in addition to theory. (3 credits)

1730 Case Analysis A course in interpretation of case file materials. (3 credits)

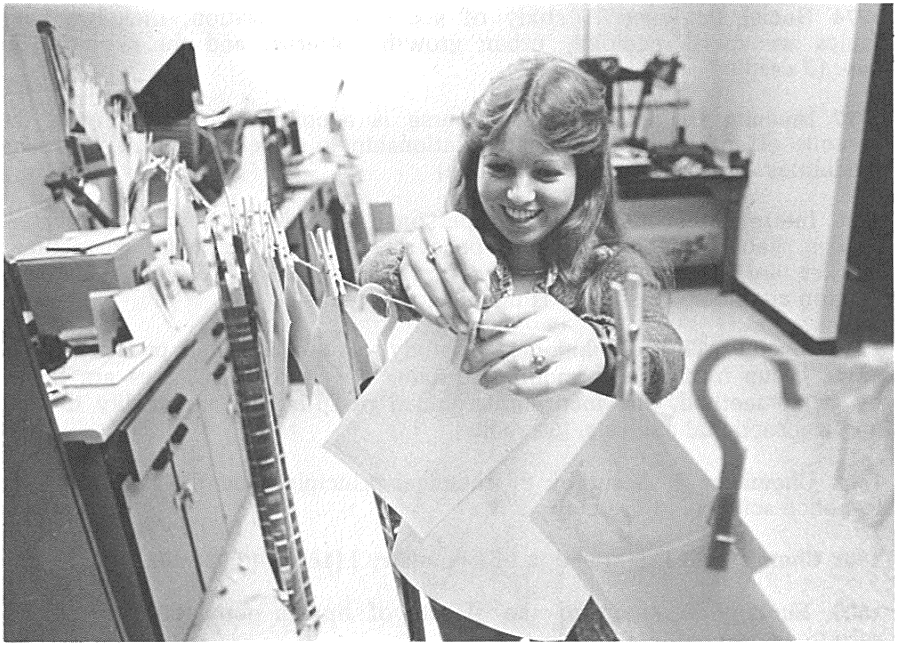
1732 Diversion in Criminal Justice A study of the separate and cooperative roles of the community and the institution and a consideration of their programs and goals in expediting the rehabilitation process. (4 credits)

1733 Institutional Corrections A study of programs in institutional settings including, treatment, social services, prerelease, religion, discipline, education, visitation, etc. (5 credits)

1734 Non-Institutional Corrections Topics include: brief history and development of the criminal justice system, legal considerations, detention processes, community treatment programs, social investigations, use of community resources, and the role of the probation and parole officer in community service and supervision of offenders. Classwork is supplemented by field trips and special projects. (5 credits)

1735 Psychology of Adolescence A study of the various problems and conflicts the adolescent faces in adjusting to adulthood. (3 credits)

1751 Introduction to Investigation A study of the fundamentals of criminal



investigation, including initial contact, preliminary investigation, primary phase, and follow-up. (5 credits)

1752 Research Appreciation A study of techniques used in management research, including collecting, measuring, analyzing and presenting data, and survey of statistical methods. The student develops a research proposal in an area of criminal justice administration. (5 credits)

1761 Criminology An historical approach to the religious, medical-biological, psychological/psychiatric, and sociological theories of criminal behavior. (3 credits)

1763 Internship On-the-job training in the field of corrections through special arrangement with an instructor of corrections. (12 credits)

1765 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of corrections. (3 credits)

1766 Special Problems in Criminal Justice Individual study or research relating to the student's major area of study is arranged with an instructor of corrections. (3 credits)

1772 Social Seminar A multi-media drug abuse education course designed to deal with the problems of and attitudes toward drug abuse and drug abuse prevention. (2 credits)

1773 Observation Techniques A study of observation, recording, interpretation, and reporting of behavior, both verbal and non-verbal, the course stresses the importance of observation as it affects diagnosis, treatment, custody and the rehabilitation process of offenders. (3 credits)

1774 Social Deviance A study of social disorganization, including such topics as social ecology, urban growth patterns, and the evolution of law. (3 credits)

1777 Juvenile Delinquency This course is a comprehensive study of the juvenile offender and his or her relationship to society. Current treatment modalities are also covered. (4 credits)

1785 Interpersonal Relations Interpersonal relations as they affect the attitudes, values, personality and behavior of the community correctional worker are studied. An overview of the theories of motivation and perception as related to society is included. (4 credits)

1790 Group Work Techniques A study of theories and procedures for using group influence to modify attitudes and behavior. Classes are taught by group method, and incorporate guided group interaction, reality therapy and transactional analysis. (3 credits)

1802 Chemistry I A survey of chemical principles and their relationships to police science. (3 credits)

1803 Chemistry II Continuation of Chemistry I (1802). (3 credits)

1805 Ecology A study of the effects of human population on national resources. (4 credits)

1806 Environmental Health I A survey of basic principles in water contact, air contact, and solid waste problems. The course includes field trips to see both good and bad practices of various community health services. (5 credits)

1810 Environmental Problems An independent study in which the student chooses a specific area of the environment on which to do field work and or text research and submit a term paper on that subject. (2 credits)

1816 Environmental Health II An in-depth study of food protection including local, state, and federal regulations concerning food protection, processing, and service operations. Epidemiological procedures in the collection and assimilation of data in food poisoning outbreaks are studied. (5 credits)

1821 Environmental Engineering I Air, water, and solid waste pollution problems and their causes, effects, and prevention are studied. Labs include practical application of air, water, and solid waste management, inspection, and control. (5 credits)

1826 Physical Science I A survey of mathematical principles, physics, mechanics, and properties of matter. (3 credits)

1827 Physical Science II Continuation of Physical Science I (1826). (3 credits)

1831 Community Health Administration A study of the history of public health, the areas of responsibility now covered by public health agencies, various volunteer health services, and new public health areas. (3 credits)

1850 Public Health Law A survey of the Ohio Revised Code and the Ohio

Sanitation Code using case studies and related experiences to illustrate the relationship of public health problems and their legal problems. (2 credits)

1870 Occupational Safety A study of Ohio safety codes and accepted safety practices and procedures pertaining to employees and employers. (3 credits)

1880 Seminar A series of lectures by public health officials covering duties, responsibilities, and manpower needs of their agencies. Public health control measures as applied by selected voluntary health agencies are also discussed. (3 credits)

1890 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of environmental health. (3 credits)

1891 Internship On-the-job training in the environmental health field through special arrangement with an instructor of environmental health. (12 credits)

2042 Math 42 Differential and integral calculus with emphasis on problems and applications rather than theory. (5 credits)

2045 Descriptive Geometry A course in graphical solutions to problems relating to points, lines, planes, and solids. Units of study are: space measurements and visualization, first auxiliary views and measurements, line definition and description, second auxiliary views, plane definition and description, perpendiculars, skew lines, and solids. (3 credits)

2070 Technical Writing A study of methods of organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written reports. (3 credits)

2110 Graphics Students work with various forms of data and pictorial presentations as used in industry. Techniques of presentation are developed. (4 credits)

2111 Blueprint An introductory course in the reading and understanding of blueprints in such fields as gas, electric, and resistant welding; plumbing, architecture, and electricity. (3 credits)

2113 Advanced Drafting This course covers technical drafting representations as applied to industrial products and processes. Units of study are: dimensioning and tolerancing, detail production drawing, welding drawings, electrical drawing, piping drawing, and structural drawing. (3 credits)

2114 Architecture I A study of the architectural terms, symbols, and details of a set of working drawings as applied to the design of residential buildings. (3 credits)

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. (3 credits)

2127 Microwave Theory Microwave frequency range, and some uses of microwaves are studied. Test equipment such as attenuators, frequency meters, couplers, tuners, detectors, slotted line and loads are used in lab experiments. (4 credits)

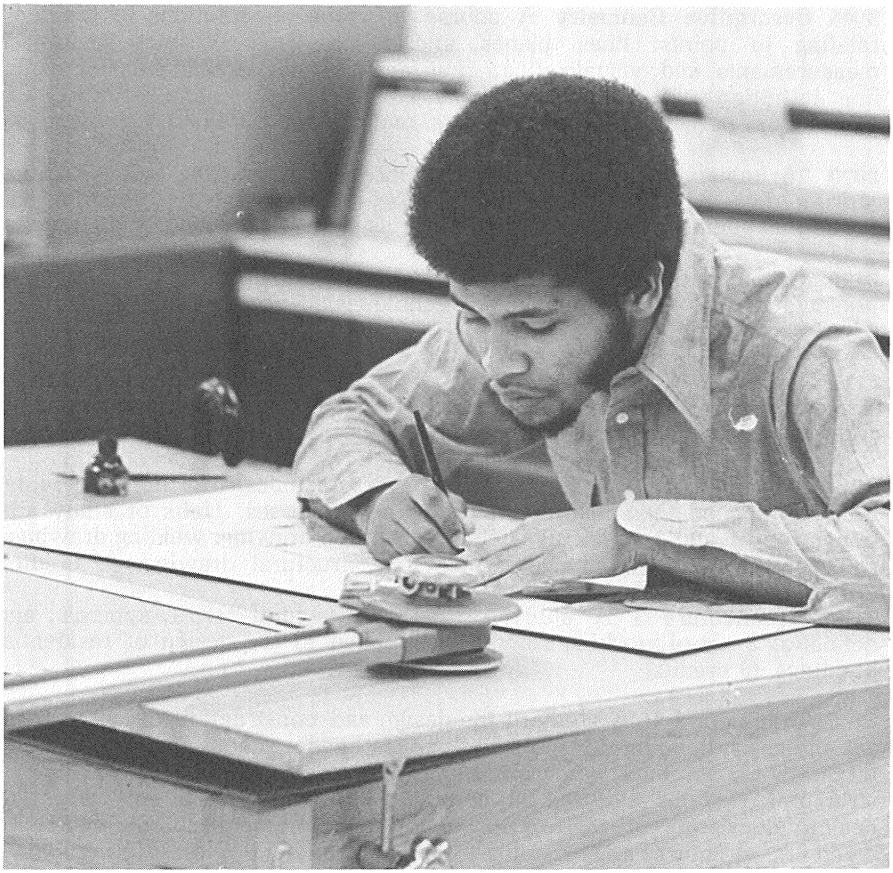
2130 Introduction to Electricity A practical course in electricity for non-electrical technologies. Principles of electricity are covered along with electrical equipment commonly used in industrial situations. (4 credits)

2136 Industrial Safety A course in Ohio safety codes and accepted safety practices and procedures pertaining to the employees and employers. (2 credits)

2137 Electrical Process I A study of electronic manufacturing practices. A printed circuit project is assigned to each student and a report is submitted at the completion of the project. (2 credits)

2138 Electrical Process II A follow-up of Electrical Process I (2137) in which the student selects an assembly project, builds and tests it, and submits a complete report. (3 credits)

2140 Electronic Devices and Circuits A course in the theory and practical



application of discrete and integrated circuits and circuit techniques as used in solid state electronic control systems. (3 credits)

2143 Electronic Drawing Templates and symbols are used to construct block and schematic diagrams. Also, assembly drawing of component mounting, wire diagrams, cables assembly, and printed circuit boards are covered. (3 credits)

2144 Electrical Drawing A study of electrical drawing standards, graphic symbols, diagram layouts and parts identification through construction of orthographic and symbolic drawings. (4 credits)

2146 Instruments and Controls I A study of measuring and sensing devices relating to temperature and flow rates. Emphasis is on practical laboratory experience. (3 credits)

2148 Industrial Photography A study of camera and darkroom techniques for documenting and upgrading industrial safety programs. (3 credits)

2149 Industrial Supervision Working relationships among personnel involved in production areas of manufacturing are studied, including qualifications and characteristics expected for various positions. Case studies provide examples of typical positions and responsibilities of persons in the industrial setting. (3 credits)

2150 Electrical Fundamentals I An introduction to basic electrical principles, including basic atomic theory, conductors, electrical circuits and diagrams, magnetism, and meters. (3 credits)

2151 Electrical Fundamentals II A continuation of Electrical Fundamentals I (2150), the course covers industrial equipment and practices including DC and AC motors and methods of motor control, AC theory, transformers and power wiring methods. (3 credits)

2153 Electronics II Electronics II covers the DC operation of active devices and investigates circuit response with a sinusoidal AC input applied. The field effect transistor and the effects of frequency on single and multi-stage systems are also studied. (4 credits)

2154 Electronics III Electronics III covers the operation of power transistors in amplifier circuits. Comprehensive study is made of popular linear integrated circuit units, and the differential and operational amplifier. Feedback and oscillator circuits are covered along with voltage and current regulators and a number of PNPN devices. (5 credits)

2155 Metallurgy A study of basic principles of metallurgy as applied to 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 learns to section, mount, etch, and photograph metal samples, run hardness tests and perform various heat treats. (3 credits)

2156 Electronics IV Basic and applied fundamentals of logic circuit theory are presented from a mathematic (Boolean Algebra) approach. Logic problems are analyzed and methods of minimizing expression are laboratory verified. Multivibrators and counter circuits are studied and an overview of integrated circuit logic devices are discussed in depth. (4 credits)

2157 Electronics V This course is designed to integrate previous information on logic circuits and devices and expand it into theory and practical experience in operation, programming, and repair of digital computers. The course is lab oriented and uses the Digiac 3060 and CT-10 computers. (4 credits)

2159 Strength of Materials A study of the internal stresses and deformation of elastic bodies resulting from external forces. Emphasis is on analysis of simple and combined stresses and properties of materials in meeting the functional requirements of design. Strength of machine members and such elements as joints, beams, shafts, and columns are determined. (4 credits)

2161 Combustion I An introductory course consisting of lecture, laboratory, and plant experience covering elements of combustion, fuels, metering, combustion analysis, and heat transfer methods. (3 credits)

2162 Glasses, Glazes, and Enamels A study of raw materials, compositions, uses, physical properties, manufacturing processes, melting and annealing, physical testing, and introduction to glass ceramics. (4 credits)

2163 Hydraulics and Pneumatics A study of the fundamentals of fluid flow as applied to industrial power generation, distribution, and hardward. Lab time offers experience with hydraulic circuits and hardware. (3 credits)

2164 Combustion II A continuation of Combustion I (2161) covering fuel burning systems, burners, controls, piping, and use of the kilns and furnaces to produce products. (4 credits)

2165 Engineering Mechanics I An analytical and graphical study of forces, moments and couples, and the determination of resultants and equilibrium of all types of force systems. (5 credits)

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 are applied to the solution of problems. Development of particle kinetics through the equation of motion prepares the student for analysis of machine members. (5 credits)

2169 Communications Systems An introduction to the principles of communications systems with a study of transmission, radiation, and reception of electromagnetic energy. Modulation concepts are studied and applied to amplitude and frequency modulated transmitters and receivers. (5 credits)

2174 Instruments and Controls II A study of principles of control and feedback including proportional, reset and rote action controllers and various recording devices. (3 credits)

2175 ASTM Procedures A laboratory and lecture course in mechanical and chemical properties of ceramic materials, especially refractories, and ASTM testing procedures. Laboratory work consists of conducting the tests and reporting results. Some testing is done in cooperating industry labs. (4 credits)

2177 Ceramic Automation Through plant visits, reports, and discussion, manufacturing techniques in all phases of the ceramic industry are covered. Emphasis is on automation and the methods accomplishing automation. (2 credits)

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 gauges. Students apply drafting knowledge to the production of detailed tooling drawings. (3 credits)

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. In the laboratory, the student applies knowledge obtained in previous courses and present study to the design of a major machine project. (5 credits)

2184 Die Design An introduction to the design and calculation of dies used in blanking, piercing, and trimming of various materials used in industry. (3 credits)

2190 Seminar in Industrial Problems Through lectures, guest speakers, and individual research, industrial problems are presented to and by the student for analysis and discussion. (1 credit)

2193 Statistical Quality Control Basic course in development of quality control, concepts and terminology, introduction to probability, the normal distribution, process capability analysis, pre-control and control charts, and cost aspects of quality decisions. Includes lab work in use of control equipment and application of lecture material to actual product conditions. (4 credits)

2195 Fortran Fundamental principles of programming a computer using scientific language (Formula Translation) are studied and applied to engineering problems. Students study the basic language, the logic of planning the program, flow charting, and computer operation techniques. (3 credits)

2200 Individual Studies in Computer Science 1-5 credits, by arrangement.

2201 Individual Studies in Secretarial Science 1-5 credits, by arrangement.

2202 Individual Studies in Accounting 1-5 credits, by arrangement.

2203 Individual Studies in Retail Marketing Management 1-5 credits, by arrangement.

2204 Individual Studies in Hotel-Restaurant Management 1-5 credits, by arrangement.

2216 Shorthand Dictation and Transcription Advanced shorthand training using more difficult material, some requiring editing and revising. Office-style dictation is introduced. Use of transcribing machines is continued. Students gain practical experience by working for faculty members. (3 credits)

2218 Tax Accounting I Emphasis is on federal tax (income) for individuals, proprietorships and businesses including partnerships. Includes an introduction to corporate taxes, the various laws and regulations covering them and forms necessary in filing the taxes. Emphasis is on Reform Act, 1972, and new social security changes. (3 credits)

2219 Tax Accounting II An in-depth study of tax rules and concepts from a corporate management point of view. Family tax planning is also covered. (4 credits)

2228 Cobol I This is the first part of a two-part study of the Cobol Language (American National Standard) and its implementation in a business environment. The student uses the Cobol Language to solve problems in payroll accounting, inventory control, accounts receivable, accounts payable, cash flow, billing procedures, and many other areas. Special Cobol areas covered are table handling, file handling, and sequential accessing with sequential processing. (5 credits)

2229 Cobol II Continuation of Cobol I (2228). Course includes 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 are used to solve business problems by applying classroom knowledge. (5 credits)

2233 Accounting IV An intermediate level study of accounting theory, financial statements, inventories, cash receivables, intangible assets, and insurance. Problem solving is emphasized. (4 credits)

2234 Basic Cost Accounting Includes basic concepts, terms, entries, records, reports, procedures, and problems for accounting of such items as materials, labor, and overhead. (4 credits)

2235 Payroll Accounting A study of the principles and procedures of payroll record keeping and accounting. The course covers taxes, insurance programs, and optional deductions, and the physical process of calculating and recording these items. The course concludes with a practical exercise in an entire payroll system. (4 credits)

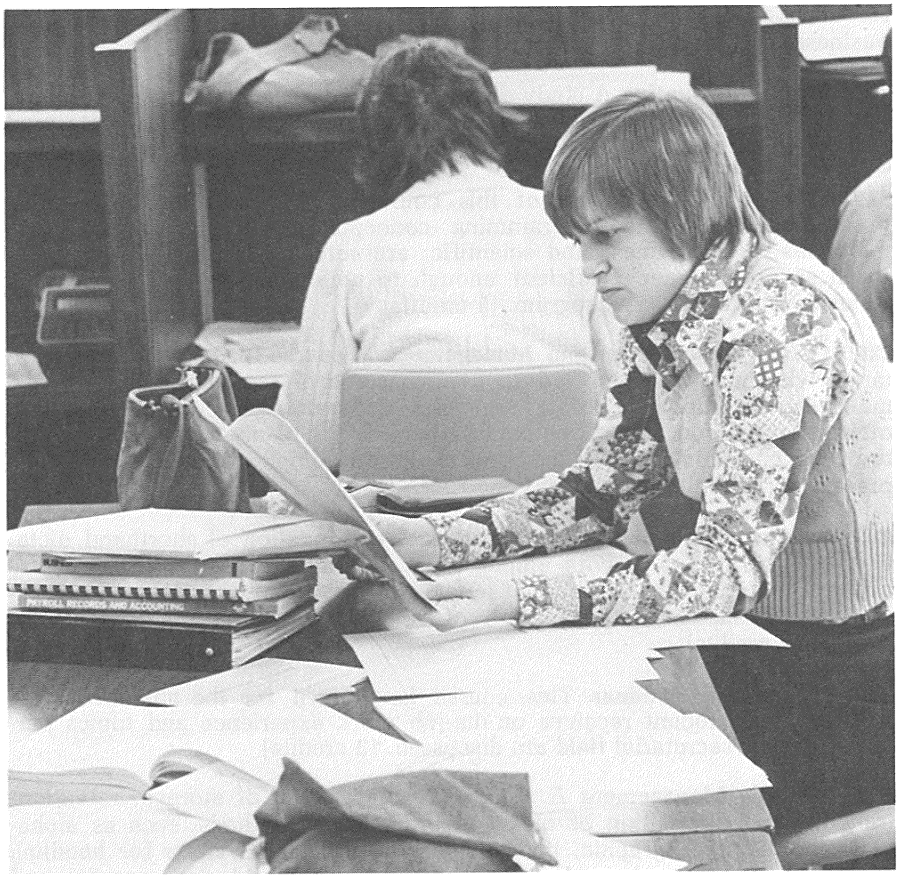
2237 Principles of Finance Covers processes involved in financial management of business operations. Areas covered are: financial statement analysis and comparative interpretation, decision analysis, and investment options. Prerequisites: Accounting I and II. (4 credits)

2249 Data Procedures This course presents information necessary for working with data processing personnel. Included are vocabulary skill building, data processing standardized forms, and methods of procedure writing. The student is required to develop and document simple data processing procedures. (3 credits)

2250 Data Systems III An examination of hardware systems of the major manufacturers, including full-size miniprocessors, peripherals, and terminals. The concept of an operating system is introduced, particularly the IBM System/3 operating systems and the IBM DOS and OS systems, including the multiprogramming and virtual storage facilities of the latter. Teleprocessing hardware and software are discussed. Important programming languages not offered as separate courses are also introduced. Although lab work is not emphasized, students practice in such areas as job control language for the IBM Operating Systems, PL/1 and RPG coding. (4 credits)

2251 Data Systems I A study of how an operating data system works and what is contained in it. A system approach to applications is introduced and contrasted with a program approach. Canned applications are examined and system flowcharting is introduced. (4 credits)

2252 Data Systems II The principles of design and implementation of a



computerized system for a relatively straightforward accounting application are taught in conjunction with an on-going case study. (4 credits)

2260 Accounting V Advanced financial accounting theory and principles. Emphasis is on in-depth comprehension of corporate financial statements. (4 credits)

2261 Advanced Cost Accounting An expansion of principles covered in Basic Cost Accounting (2234). Process, standard, and direct costing are introduced and budget control and manufacturing cost standards complete the course. (3 credits)

2262 Auditing I A study of the field of auditing and public accounting including audit objectives, standards, evidence, and procedures. (4 credits)

2263 Advertising A study of external advertising for a retail operation covering the six basic advertising areas: television, radio, newspaper, magazine, direct mail, and outdoor. Advertising theory is discussed in Sales Promotion (1599); therefore, Advertising concentrates on practical matters such as budgeting, media selection, copy writing, layout and design, campaign construction, and market segmentation. Lab hours are used

for class and external projects in advertising in conjunction with local businesses. (3 credits)

2264 Funds Accounting A study of fundamentals of accounting for the nonprofit field, the course covers all levels of government—local, state, and federal. (3 credits)

2272 Fortran The objective of this course is to familiarize the business programmer with the programming concepts of Fortran. Different applications, both business and scientific, are solved. The goal is to make a business programmer proficient enough to understand its capabilities and to write a basic Fortran program. (5 credits)

2280 Office Organization and Management A course for prospective secretaries who may be expected to assume some of the duties of an office manager. Included are 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. (3 credits)

2281 Special Problems in Transcription A continuation of shorthand dictation and transcription, with emphasis on individual weaknesses and more difficult material. Transcribing of letters and reports on the Executive typewriter and machine transcription of relatively difficult material are included. (5 credits)

2282 Secretarial Seminar This course is planned for the student's sixth quarter. The student receives on-the-job work experience and topics pertaining to the secretarial field are discussed. (3 credits)

2283 Records Management A study of the principles of storage, retention, transfer, and disposition of office records. Filing methods, such as alphabetic, numeric, geographic, and subject, are covered. Systems for handling special records (cards, microfilm, and noncorrespondence records) and types of filing equipment and supplies are included. The importance of keeping essential records and the cost of storing unnecessary records are stressed. (2 credits)

2284 Technical Secretarial Skills A course to continue the development of secretarial skills and knowledge. 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. (3 credits)

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, and appropriate use of duplicating machines and automatic typewriter are part of the course. (3 credits)

2286 Business Organization and Management A survey of business organizational structures and their relationships to management. Line, staff, and management by exception are covered in detail. (3 credits)

2287 Personal Finance A study of the principles of managing everyday finances such as real estate, loans, credit insurance, and investments. (3 credits)

2288 Personnel Management A study of the principles of managing personnel both in an out of the personnel function, including recruiting, selection, assessment, development, evaluation, and motivation of employees. Lab hours are used to study the personnel process including forms of application, motivation methods, leadership role playing, and other methods of managing personnel. (3 credits)

2293 Cost Accounting Includes basic concepts, terms, entries, records, reports, procedures, and problems for accounting of such items as materials, labor, and overhead. (3 credits)

2294 Accounting for Hotels and Restaurants A course in the accounting process as found in the hospitality business. Areas surveyed include financial statements, internal control, food and beverage control, payroll accounting, use of ratios, and auditing. (2 credits)

2295 Retail Accounting Quantitative measurement of retail activities, particularly the development, interpretation and use of internal accounting data as they apply to retail merchandising control, are studied. Students develop accounting and store records and management decision-making cases are examined throughout the course. (3 credits)

2301 Waterfowl Management Management and the life histories of important species are covered in this basic waterfowl course. Discussion covers flyways, production and wintering areas, and major refuges. (2 credits)

2302 Backpacking A study of backpacking and hiking techniques including selection of equipment, cooking, camping techniques, wilderness travel, emergencies, etc. (2 credits)

2303 Management of Recreation Areas A study of various methods of recreation area management including the duties of personnel, planning, development, and the operation of forest recreation areas. (3 credits)

2306 Nature Interpretation A study of relating to the public by speaking, writing, and conducting field trips. Trail lay-out and design, the planning of self-guided trails and self-guided auto tours are included. (4 credits)

2307 Using Nature's Resources for Fun and Profit A sportsman's course in the use of nature's products, including use of edible wild plants, collection and uses of medicinal plants, wine and wine making, trapping methods, and wild game preparation. (2 credits)

2308 Ornithology A field study of local birds, including both migrants and residents. Habitat requirements, nesting habits, general behavioral patterns, and anatomical characteristics are studied in the field and classroom. (3 credits)

2313 Entomology A study of insects having an economic impact on forest and shade trees in the Eastern United States. Insect morphology, life cycles, identification, and control are stressed. An insect collection is optional. (3 credits)

2314 Lumber Grading and Marketing The basic principles of hardwood grading, log yields in grades, and marketing principles of hardwood lumber

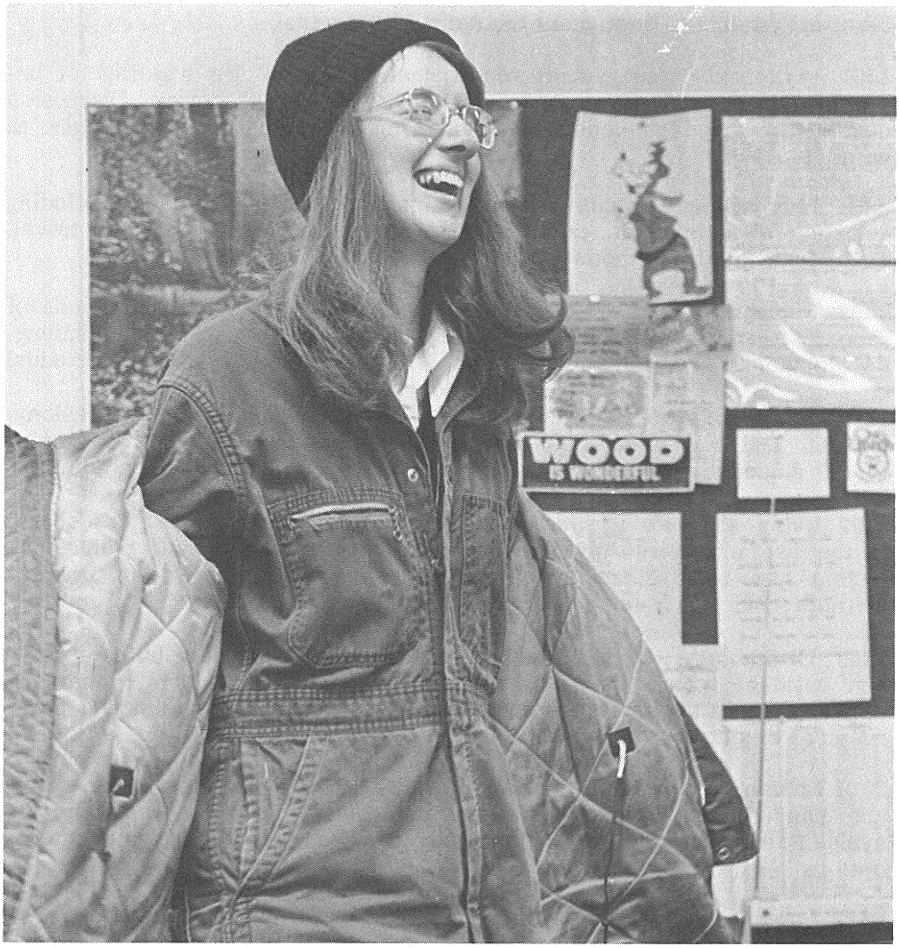
are considered. Softwood grades and marketing are covered only in lecture. (5 credits)

2315 Forest Products Utilization A course in the utilization of hardwood and softwood logs and pulpwood, and recent advances in the field of waste reduction. Conversion of hardwood saw log into lumber products is emphasized. (5 credits)

2316 Orientation to Employment Designed to orient the student to the various fields of employment available in recreation and wildlife. (1 credit)

2317 Orientation to Employment The first portion of the course deals with developing a resume, writing cover letters and handling interviews for employment in forestry. The last portion is on developing supervisory ability, decision making, and human relations. (2 credits)

2318 Applied Silviculture The study of silvicultural methods used in the major forest types of North America, through movies, slides, and field trips. (5 credits)



2319 Forest Managment A wrap-up course which draws on material covered in previous courses. Even-aged management of upland central hardwoods, forest regulations by area control, and site-species relationships are considered. Labs include marking cruising for prescription, computing of marking tallies, visiting with area timber management foresters, and preparing a management plan. (5 credits)

2320 Machine Maintenance Basic concepts in the care and minor repair of trucks, tractors, and other 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 is developed. The use of air jacks, oxygen acetylene and electric welders, and various mechanics hand tools is learned. (3 credits)

2322 Principles of Business Management I A course in the basic records keeping systems commonly encountered in small businesses. (4 credits)

2323 Diesel, Gasoline and Small Engine Maintenance and Repair A course in the routine maintenance and light repair of internal combustion engines and the maintenance and repair of chain saws. (4 credits)

2324 Evaluation of Timber A course in determining the quality and quantity of the resource in order to determine price or stumpage value. Timber markets and forestry practices are also covered. (6 credits)

2325 Timber Acquisition and Timber Sale Contracts A course in ownership, timber location and preparation, and administration of timber sale contracts. (4 credits)

2326 Hydraulic and Mechanical Systems Maintenance and Repair A course in the routine maintenance and light repair of hydraulic and mechanical systems. (4 credits)

2327 Timber Harvesting Skills A course in the mechanics of timber and pulpwood extraction and utilization. (10 credits)

2328 Principles of Business Management II A course in the principles of operating a small business. (4 credits)

2329 Timber Sale Layout and Design A course in the mechanics of laying out a harvesting operation for efficient utilization of equipment in keeping with modern conservation practices. (4 credits)

2330 Safety A course in emergency first aid procedures, fire prevention, fire fighting, and industrial worker safety. (3 credits)

2331 Welding A course in the principles of joining and cutting metals using gas and electric welding apparatus. (4 credits)

2332 Equipment Operation I Operation and maintenance of chainsaws and hand tools used in the logging industry. (2 credits)

2333 Equipment Operation II Operation and maintenance of the crawler tractor, farm tractor with forklift, and log truck. (2 credits)

2334 Equipment Operation III Operation and maintenance of rubber tired skidder and knuckleboom loader. (2 credits)

2335 Chain Saw Operation and Maintenance A basic course in the use and maintenance of the chainsaw, including safety. (2 credits)

2360 Forest Mensuration A study of the techniques and equipment used in determining quality and quantity of forest products. (5 credits)

2361 Maintenance of Recreation Areas I An introduction to the tools and equipment commonly used in the maintenance of recreation areas. (3 credits)

2362 Maintenance of Recreation Areas II Continuation of Maintenance I (2361) with emphasis on maintenance of recreation area facilities. When possible this course is conducted at nearby recreation areas. (3 credits)

2365 Timber Harvesting A study of modern timber harvesting techniques and principles with an emphasis on safety and efficient timber sale layout and design with respect to good site preservation. Various influences on production costs are explored. (4 credits)

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. Lab and field work include analysis of vegetation types in various communities by the use of plot surveys and line transects. (3 credits)

2382 Recreation Management Seminar Speakers from a variety of agencies concerned with the management of natural resources participate in these seminars. Agencies' objectives and responsibilities; agencies' place in the governmental structure; methods of funding; numbers, types and educational requirements of employees, and job opportunities and methods of applying for positions are covered. (2 credits)

2398 Introduction to Wildlife Management A study of the theory and techniques of wildlife management with emphasis on forest game and wildlife population dynamics. Laboratory and field work include habitat evaluation, habitat management planning, application of habitat management, censusing, aging, and sexing wildlife and waterfowl identification. (3 credits)

2399 Wildlife Management Covers principles and field application of wildlife surveys, habitat improvement procedures, and management planning for game and nongame species. (4 credits)

2400 Wholesaling A study of the wholesaler and his function as a part of the channel of distribution, including how retailing and wholesaling affect each other. Other areas covered include ordering methods, discount systems, shipping systems, price lines, catalog orders, legal aspects of wholesaling, and consignment sales. (3 credits)

2401 Agricultural Finance Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather than an examination of land and labor resources,

which are more closely aligned with agricultural production. (3 credits)

2402 Analyzing Financial Statements Basic accounting principles are reviewed and the characteristics of financial statements are studied and analyzed. (4 credits)

2403 Bank Management An examination of new trends in the philosophy and practice of bank management. (4 credits)

2404 Bank Public Relations and Marketing An overview of public relations, both internal and external. (3 credits)

2405 Bank Investments This course covers the nature of primary reserves and loanable funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, and shows the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. (3 credits)

2406 Business Administration Practicum A combination of on-the-job experience, lab, and seminar in the student's final quarter. The student works in a local retail operation, evaluates concepts in the lab, and pools experiences and ideas with other students in seminar sessions. (4 credits)

2407 Credit Administration A discussion of factors influencing and determining loan policy at the executive level. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed. (4 credits)

2408 Home Mortgage Lending The development of a sound mortgage portfolio is studied from the viewpoint of the mortgage loan officer including a picture of the mortgage market, the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and the obligations of the mortgage loan officer in overall portfolio management. (3 credits)

2409 Installment Credit The techniques of installment lending are presented with emphasis on establishing credit, obtaining and checking information, servicing the loan, and collecting amounts due. Other topics are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 credits)

2410 Money and Banking A study of the practical aspects of money and banking and basic monetary theory. Such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange are studied, showing their affects on yield curves and the structuring of portfolios. (3 credits)

2411 Principles of Banking Operations A descriptive presentation of bank functions for a broad (and operational) perspective. (4 credits)

2525 Retail Buying A study of the buying function and its place within the overall retail 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. (3 credits)

2527 Retail Law A study of the Uniform Commercial Code and its applications to retailing management. (3 credits)

2528 Real Estate Law The legal aspects of realty transactions, from the listing of the property to the closing of the escrow, a review for owners, brokers, salesmen, and mortgage and escrow officers. (3 credits)

2534 Marketing Aspects of the marketing function in business are studied including consumer behavior, information channels, products, types of markets, distribution and transportation, pricing, marketing strategy, and some promotion. Laboratory hours are used to study physical channels of distribution, market research, and planning marketing strategy. (3 credits)

2550 Principles of Management Supervisory positions are studied and managerial functions are developed and cycled with emphasis on mid-management areas and labor relations. (3 credits)

2565 Real Estate Principles An introduction to real estate as a business and profession. 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 credits)

2566 Valuation of Residential Properties Study of elements which affect values of residential properties with an emphasis on methods of evaluating property. (3 credits)

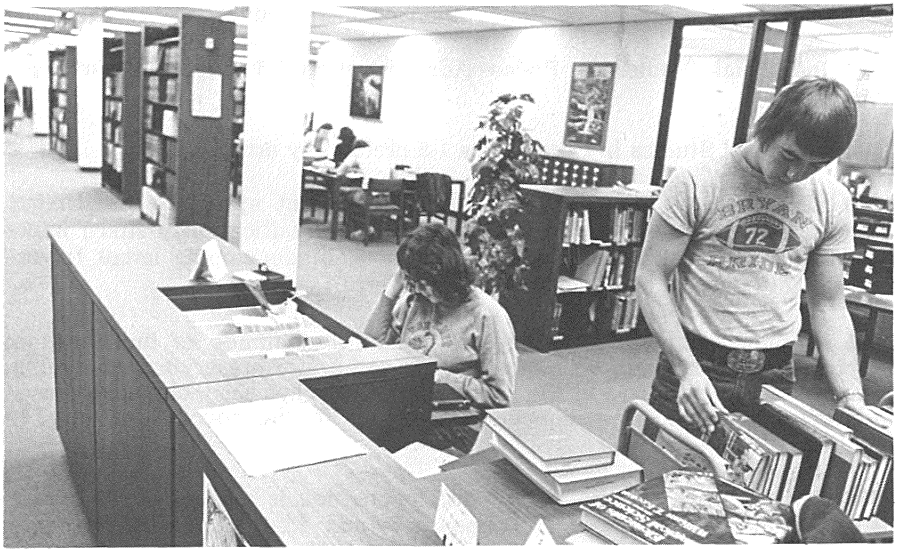
2567 Real Estate Management A study of real estate management including the areas of leasing, maintenance, budgeting, creative market analysis, public relations, collections, office procedures, zoning, and development. (3 credits)

2568 Real Estate Financing A study of the procedures and techniques used in analyzing risks involved in financing real estate property. Topics include the source of funds; lending institutions, their limits and requirements; types of mortgages including conventional, Federal Housing Administration, Veterans Administration, and construction loans; application forms; credit evaluations; interest rates; loan costs; loan closings; and competition in the money market. (3 credits)

2569 Real Estate Sales Dealing with current sales techniques, the course is an approach to everyday problems in selling and sales management with emphasis on consumer motivation and reactions. (3 credits)

2570 Real Estate Brokerage Study of efficient operation of a sales and brokerage office including salesman-broker relations, terminology, listings, purchase agreements, loans, land contracts, office location, records, and procedures. (3 credits)

2571 Valuation of Income Properties A study of factors which influence the value of commercial properties including demonstrations of the methods used to determine the appraisal cost, and analysis of comparative and capitalization approaches. (3 credits)



2580 Retail Store Operations A survey of procedures and problems in day-to-day operations of general merchandise, mass variety, and chain stores. The course includes lectures, discussion, external survey projects, and visits to merchandising establishments. (4 credits)

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 retail operations use them. The second part covers financing of a retail operation including loans, extension of credit, suppliers credit, investments, pension programs, and capital expenditures. (3 credits)

2610 Food and Beverage Management An introduction to the basic principles of restaurant and institutional management. Major areas of restaurant management are surveyed with emphasis on controlling food, beverage, and labor costs. (2 credits)

2670-75 Hotel Restaurant Experience I-VI All phases of motel and restaurant operation are covered through hands-on experience at the Hocking Valley Motor Lodge which supplements lecture material. (5 credits)

2682 Hotel and Restaurant Management I Management areas surveyed include scheduling, purchasing, maintenance, service, and problems relating to motel and restaurant procedures. Policy setting is also discussed. (2 credits)

2683 Hotel and Restaurant Management II This course covers management of personnel and routine managerial duties. Developmental training is surveyed. (2 credits)

2686 Facilities Programming and Planning A study of the effective use of motel and restaurant facilities including development of new programs in restaurant-banquet service and survey of control factors which are used to make best use of facilities. (2 credits)

2700 Individual Studies in Police Science 1-5 credits, by arrangement.

2701 Individual Studies in Police Administration 1-5 credits, by arrangement.

2702 Individual Studies in Corrections 1-5 credits, by arrangement.

2730 Criminalistics I A study of the fingerprint system in the United States, the basis of the Henry System of Classification, pattern interpretation and identification, and the methods of developing latent fingerprints with powders and chemicals. (3 credits)

2731 Criminalistics II A survey of scientific methods of investigation. Practical experience includes recognizing, gathering, preserving, evaluating, and processing evidence in the laboratory. The physical technologies used in processing criminal evidence are covered in the police laboratory. (3 credits)

2732 Criminalistics III The use of instrumentation is studied in the police laboratory. Use of the microscope, hair and fiber identification, body fluids, and drugs are covered. (5 credits)

2734 Jail Management A study of jail-related problems including the effects of Supreme Court decisions on local jails and a consideration of the effects the future will have on present jail systems. (3 credits)

2735 Juvenile Procedures A study of problems encountered in the control of juvenile delinquency and legally acceptable techniques in processing detained juveniles. (3 credits)

2740 Patrol Procedures A study of the duties of the police officer on the street including the procedures and guidelines answering all types of calls. (2 credits)

2752 Criminal Evidence A study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court; proper preservation and collection of evidence; and the recommended legal guidelines in obtaining oral and written confessions. (4 credits)

2754 Accident Investigation A study of police traffic service responsibilities and motor vehicle traffic accident investigations are studied. (3 credits)

2755 Laws of Arrest, Search and Seizure An historical review of the laws of arrest, search, and seizure. The student develops practical demonstrations utilizing those laws. (3 credits)

2756 Intermediate Investigation A study of interviewing procedures and practices and constitutional limitations on interrogations. (3 credits)

2769 Correctional Law A study of constitutional law for workers in the field of criminal justice, this course covers cases and their applications to the first, fourth, fifth, sixth, eighth, and fourteenth amendments to the U.S. Constitution. (5 credits)

2777 Research Appreciation The student learns how to structure a comprehensive research project, carry it out, and analyze the results. (5 credits)

2781 Grantsmanship Analysis of the various forms of grants available for law enforcement agencies. Students develop an innovative and comprehensive program which could be funded and write and submit a proposal to Law Enforcement Planning Agency. (3 credits)

2789 Police Administration II The administration of staff functions such as budgeting, records, personnel services and planning are examined. (3 credits)

2790 Police Administration III A study of modern management strategies and practices. Areas such as management by objectives, organizational development, and systems theories are covered. (3 credits)

2791 Public Administration An examination of the internal operating characteristics of the public organization. Emphasis is on managerial principles as they are applied within, and influenced by, governmental structure. (3 credits)

2792 Public Finance Analysis of the various forms of taxation including shifting and incidence of taxation, public borrowing, non-tax revenues, public expenditures, and the effects of government revenue and expenditure on a law enforcement agency. (3 credits)

2795 Police Administration Research I Student research and discussion on selected subject areas, plus visits to police agencies for observation of practical applications, and review of all work covered in the police curriculum. Prerequisite: 18 credits in Police Science and Administration. (3 credits)

2796 Police Administration Research II Continuation of Police Administration Research I (2795). (3 credits)

2797 Police-Community Relations The role of the police in a democratic society, the affect of urban crisis on criminal justice, programs aimed at improving the relationship of the police with the community, and the impact past, present and future programs on police-community relationships are studied. (3 credits)

2799 Police Administration I Introduction to principles of organization and management. The structure and function of organizational units are studied. (3 credits)

2801 Drawing and Blueprint Reading The first of a series of drafting courses. Principal units of study are: an introduction to the language of drawing, the use and care of drafting instruments, lettering, geometric construction, sketching, multiview drawing, dimensioning, blueprints, typical layout of camper mobile home parks, and ONSDE projections. (3 credits)

2825 Introduction to Natural Science A survey of the plant and animal kingdoms, stressing the response to stimuli of the various organisms within each one's environment. (5 credits)

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. (5 credits)

2837 Environmental Engineering II A study of commonly encountered

pests and their eradication. Various types of rodents, insects, and other pests such as pigeons are identified. Emphasis is on methods of control and the safety precautions necessary when handling various chemicals and infected vectors. (5 credits)

2840 Bacteriology A study of the principles of bacteriology. Lab procedures provide experience in collection, isolation, culturing, staining, and identification of various microorganisms. (4 credits)

2851 Epidemiology A study of communicable human diseases with emphasis on identification, frequency, distribution, control, and prevention of diseases endemic to this geographic area. (4 credits)

2856 Public Health II A study of public institutions such as camps, swimming pools, schools, and mobile home parks from the standpoints of design, construction maintenance, and sanitation. (5 credits)

2861 Sanitation Lab Procedures A review of methods of sample collection, specimen preservation, and laboratory procedures necessary to achieve accurate results. (3 credits)

2925 Supervision and Leadership This course helps students evaluate their own understanding of human relations and evaluate areas of strength and weakness in relation to leadership skills. Included is a consideration of motivation. (4 credits)

3201 Individual Studies in Forestry 1-5 credits, by arrangement.

3202 Individual Studies in Recreation and Wildlife 1-5 credits, by arrangement.

3203 Individual Studies in Environmental Health 1-5 credits, by arrangement.

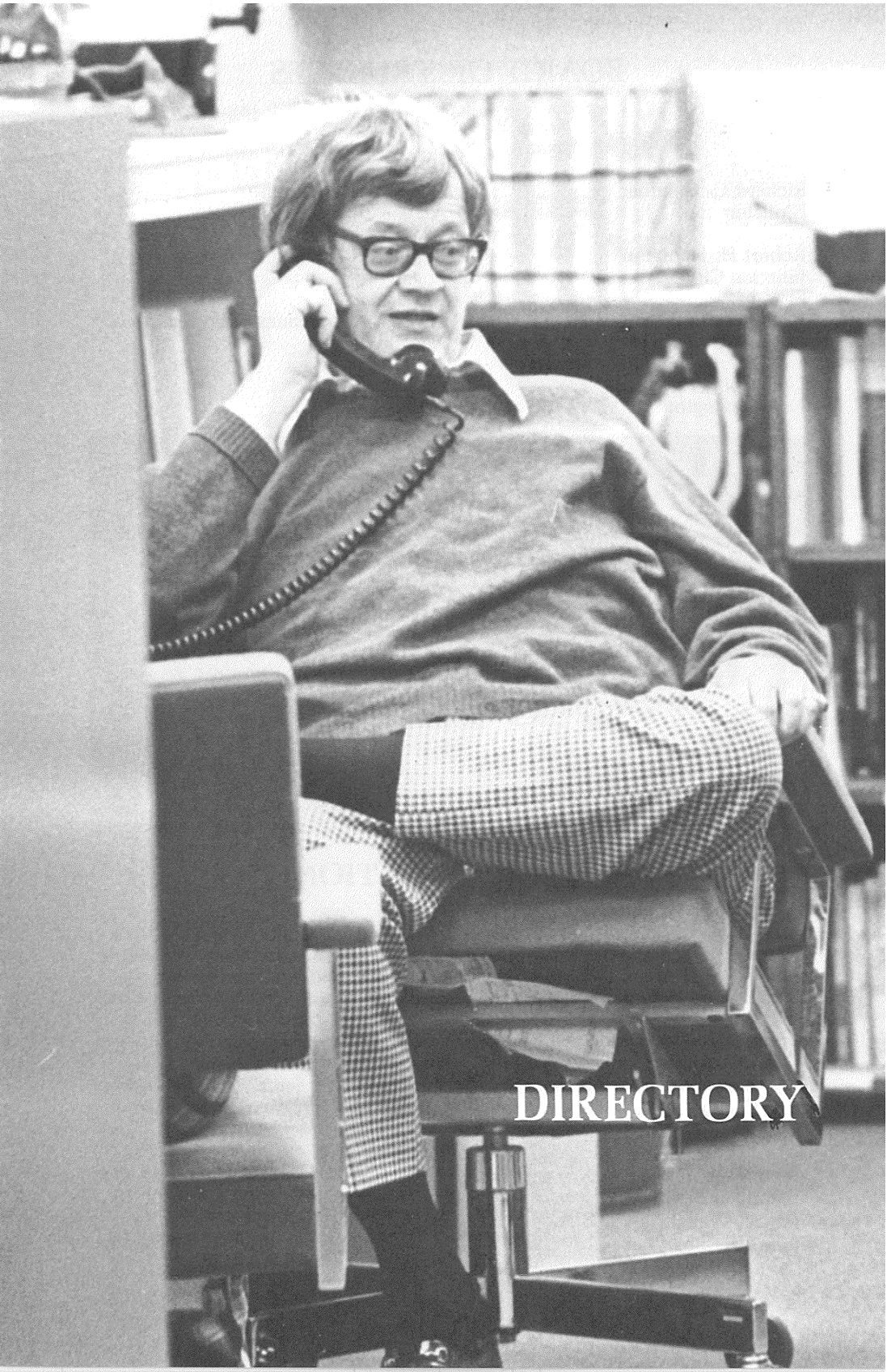
3331 Night Field Biology An outdoor field course introducing animals often heard but seldom seen at night, such as frogs, toads, salamanders, night birds, and aquatic insect life. Spring wildflowers are also studied. (1 credit)

9389 Taxidermy I A study of methods used to produce specimens that are exact replicas of the living animals. Emphasis is on birds and tanning. (2 credits)

9392 Taxidermy II A continuation of Taxidermy I (9389) with an emphasis on fish. (2 credits)

9901 Managerial Accounting I A study of payroll systems and their function in business. The student studies the rules, regulations, and laws governing payroll systems and employee records. Laboratory hours are spent in working practical problems in payroll including record keeping, government reporting, and accounting procedures. (3 credits)

9902 Managerial Accounting II Emphasis is on the quantitative measurement of retail activities, particularily upon the development, interpretation, and use of internal accounting data as they apply to retail merchandising. (3 credits)



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John F. Yates, B. S.	Department Director, Public Service

ADMINISTRATIVE AND SPECIAL SERVICES PERSONNEL

James Bowser, M.Ed.	Director, Admissions
Gary L. Boyer	Veterans' Coordinator
Kathé T. Cairns, B.A.	Director, Public Information
James Fletcher, M.Ed.	Admissions Counselor
Margaret Wilkinson	Placement Officer
J. William Hill, B.G.S.	Director, Financial Aid
Joan Klimko, M.Ed.	Counselor, Director, Women's Resource Center
Margy L. Kramer, M.Ed., M.A.L.S.	Director, Learning Resources
John F. Locker, M.Ed.	Counselor
José D. Torres, Ph.D.	Director, Institutional Research
Maxine C. Wolfe	Administrative Assistant to the President

STAFF

Rosemary Arnold, A.A.B.	Secretary, V.P. for Administrative Services
Joan Bartow	Secretary
Bunnie R. Begley, A.A.B.	Bookstore Manager
Terry J. Begley, B.G.S.	Records Coordinator
Pamela Blumensheid, B.A.	Learning Resources Technician
Theresa Brandt, B.S.	Secretary, Vice President for Special Services
Joyce Cagg	Bookstore Clerk
Brenda Carney, A.A.B.	Records Control Clerk
Carolyn Carter, A.A.B.	Secretary, General Studies/Public Service
Virginia Carter	Secretary, Health Careers/Business
Kathryn S. Cone, A.A.B.	Secretary/Receptionist
Granville Crow	Maintenance Supervisor
Cynthia Dillinger	Secretary/Receptionist
Karen Erskin	Secretary, Crime Lab
Margaret A. Fanelli, B.A.	Computer Programmer
Karon L. Fick	Secretary, Engineering
Linda Gossman	Cashier
Bradford Graves, A.A.S.	Custodian
Martha N. Graves	Accounts Clerk
Sharon Griffith, A.A.B.	Secretary, Natural Resources
John Hicks, A.A.S.	Security Officer
Jeanne M. Hill, A.A.B.	Secretary, Vice President for Student Services
Mary K. Hutchison	Secretary/Receptionist, Student Services
Wayne R. Johnson	Custodian
Charlotte Lambert, A.A.B.	Assistant to the Vice President for Finances
Jane Leach	Cashier
Helen Ledford, R.N.	Director, Health Center
Judy Matheny	Custodian
Judith McCombs	Administrative Assistant to the Director, Women's Resource Center

Linda Monk	Secretary, Health Careers
Sharon Perry, A.A.B.	Admissions Technician
Jeanne Reardon	Secretary, Learning Resources
Ann L. Schoonover	Secretary, Adult/Continuing Education
Jacqueline Shaw, A.A.S.	Secretary, Health Careers
Arthur L. Traugh	Warehouse Supervisor
William E. Traugh	Custodian
R. Mark Wildman, A.A.S.	Director, Student Activities
Susan Wildman	Records Clerk
Karen Wolfe	Secretary

INSTRUCTIONAL STAFF

BUSINESS DEPARTMENT

JAY W. WAUGH JR. (1968), Department Director; B.B.A., Ohio University; industrial experience, 1 year.

DAVID K. BONEWIT (1970), Instructor, Hotel/Restaurant Management; B.B.A., Ohio University.

CORRINE M. BROWN (1975), Instructor, Computer Science; B.B.A., M.B.A., Ohio University.

WILFRED C. BURGIE (1973), Instructor, Hotel/Restaurant Management; B.S., Pennsylvania State University; hotel manager, 16 years.

JOAN BYERS CONNOR (1968), Instructor, Secretarial Science; B.S., University of Pittsburgh; office experience, 5 years; previous teaching, 7 years.

LEIF E. HATLESTAD (1973), Instructor, Accounting; B.S., Miami University; accountant, 9 years; additional industrial experience, 6 years.

JAMES A. HUMPHREY (1975), Instructor, Accounting; B.S., Franklin University; previous teaching, 5 years; accountant, 1 year.

DUANE W. MOODY (1969), Instructor, Computer Science; A.A.B., Mountain State College; previous teaching, 6 years.

DOROTHY H. POLING (1971), Instructor, Secretarial Science; B.S., Ohio University; previous teaching, 3 years.

WILLIAM J. ROTHMAN (1972), Instructor, Retail Marketing Management; B.A., Ohio State University; office and retail experience, 7 years.

CATHERINE A. WEBB (1975), Instructor, Retail Marketing Management; B.A., Purdue University; retail buyer, 6 years.

ENGINEERING DEPARTMENT

INGRAHAM SMITH (1968), Department Director; B.S., California State College; previous teaching, 6 years; project engineer, 3 years.

STEPHEN S. LUKASIK (1969), Coordinator/Instructor, Heat Processing, Mechanical; B.S., M.S., University of Toledo; industrial research and development, 5 years.

ROY MAGLE (1968), Instructor, Electronics; A.S.S., Capitol Radio Engineering Institute; electronics technician, 14 years.

WALTER R. NEWLON (1968), Instructor, Electronics; B.S., Indiana Insti-

tute of Technology; design engineer, 10 years.

JOE D. PIERCE (1974), Instructor, Drafting and Design; B.S., M.Ed., Ohio University; previous teaching, 8 years; administration, 5 years.

ROBERT J. SUGAR (1974), Instructor, Physics/Chemistry, Instrumentation; B.S., Kent State University; M.S., Ohio University.

PHILIP H. SWINDELL (1975), Program Director, Oil Well Servicing and Maintenance; B.S., Ohio University.

GRANVILLE BEN TURNER (1975), Instructor, Oil Well Maintenance; supervisory positions in oil industry, 34 years.

ROBERT C. WEEDY, P.E. (1969), Instructor, Ceramic; B.S., Ohio State University; 15 years' experience in industry including positions as quality control manager; development, plant, and project engineer; assistant plant manager, and general kiln superintendent.

FRED M. WORLEY (1973), Instructor, Broadcasting; B.A., M.A., Eastern Kentucky University; commercial and educational television engineering, 5 years.

GENERAL STUDIES DEPARTMENT

BONNIE PRINCE (1972), Department Director; B.A., M.A., Ohio University.

BRUCE J. ABORN (1974), Instructor; B.S., Ohio State University; M.S., California Institute of Technology.

MARY OBERLIN BLACK (1968), Instructor; B.A., Ohio Wesleyan University.

JEANNE N. BURGIE (1973), Instructor; B.S., East Stroudsburg State Teachers College; M.A., West Virginia University.

RICHARD A. COLLINS (1971), Instructor; B.S., M.A., Ohio University.

ELAINE V. DABELKO (1975), Instructor; B.A., Mount Union College; M.A., Ohio University.

K. DEAN EDWARDS (1972), Instructor/Educational Consultant; B.S., M. ED., Ohio University.

MICHAEL A. KELLEY (1971), Instructor; B.A., Western Kentucky University; M.A., Ohio University.

JOSH F. LANCASTER (1974), Instructor; B.A., DePauw University; M.A., Ohio University.

FLORENCE P. McGEOCH (1973), Instructor; B.A., Hope College; M.Ed., Ohio University.

SARA E. OREMUS (1974), Instructor; B.A., Wittenberg University.

VALERIE S. PEROTTI (1975), Instructor; B.A., Holy Family College; M.A., Duquesne University.

SPENCER S. STEENROD (1974), Instructor; B.F.A., M.A., Ohio University.

JOSÉ D. TORRES (1971), Instructor; B.A., University of Puerto Rico; M.P.A., Maxwell School of Citizenship and Public Affairs, Syracuse University; D.L., University of Notre Dame; Ph.D., Ohio State University.

CANDACE S. VANCKO (1974), Instructor; B.A., M.A., Pennsylvania State University.

JAMES R. WOLFE (1969), Instructor; B.S., M.Ed., Ohio University.

HEALTH CAREERS DEPARTMENT

JUDITH A. MAXSON (1971), Department Director/Coordinator, Nursing; R.N., B.S., M.S., Ohio State University; nursing experience, 2 years; previous teaching, 1 year.

DONALD T. ALLEN (1972), Instructor, Physiological Science; B.S., Ohio University; U.S. Navy hospital corpsman, 4 years.

ROSAMOND ANDERSON (1968), Instructor, Nutrition; B.S., Ohio University; dietary experience, 8 years.

KATHY BONEWIT (1973), Coordinator/Instructor, Medical Assistant; B.S., Ohio University, C.M.A.-C.; medical assistant, 1 year.

ZELMA L. COLEMAN (1973), Instructor, Practical Nursing; R.N., Good Samaritan School of Nursing, Zanesville; nursing experience, 20 years.

LAURA CRAVEN (1975), Instructor, Nursing; R.N., B.S., University of Cincinnati; nursing experience, 2 years.

SUZANNE CROCI (1973), Instructor, Nursing; R.N., Good Samaritan School of Nursing, Zanesville; B.S., M.S., Ohio State University; nursing experience, 2 years; previous teaching, 5 years.

MARLENE DONOVAN (1975), Instructor, Practical Nursing, R.N., Camden Clark Hospital School of Nursing, Parkersburg, W.Va.; nursing experience, 12 years; previous teaching, 3 years.

NADINE I. GOEBEL (1969), Instructor, Nursing; R.N., Holzer Hospital School of Nursing, Gallipolis; nursing experience, 15 years.

MARGARET S. HUBBLE (1968), Instructor, Practical Nursing; R.N., B.S., Ohio State University; nursing experience, 3 years; previous teaching, 2 years.

MIRIAM LINEBERGER (1972), Instructor, Practical Nursing; R.N., Lancaster Fairfield Hospital School of Nursing; nursing experience, 21 years.

JOAN R. McFARLAND (1973), Instructor, Nursing; R.N., St. Luke's Hospital School of Nursing, Cleveland; B.S., Ohio University; B.S.N., Ohio State University; M.Ed., Ohio University; nursing experience, 6 years; project director, nursing education study, 1 year; previous teaching, 3 years.

PATRICIA A. METZGER (1969), Instructor, Practical Nursing; R.N., Lancaster Fairfield Hospital School of Nursing; nursing experience, 17 years.

MARTHA J. MILLER (1972), Instructor, Physiological Science; B.A., Mount Holyoke College; M.A.T., Yale University; previous teaching, 4 years.

H. JANE MONG (1971), Instructor, Nursing; R.N., Oil City (Pa.) Hospital School of Nursing; nursing experience, 5 years.

JOHN N. PETERS (1975), Instructor, Emergency Medical; Vocational Certificate, Ohio State University; previous teaching, 8 years, including Director of Training, Southeastern Ohio Emergency Medical Service.

JANE L. POWHIDA (1975), Instructor, Nursing; R.N., St. Peter's School

of Nursing, Albany, N.Y.; B.S., Boston College; nursing experience, 8 years.

SUSAN RATIGAN (1975), Coordinator/Instructor, Medical Records; B.A., Mt. St. Joseph College; R.R.A., U.S. Public Health Service Hospital, Baltimore, Md.; director, medical records departments, 5 years; previous teaching, 2 years.

DORIS ROWE (1973), Coordinator/Instructor, Emergency Medical; R.N., St. Mary's Hospital School of Nursing, Wausau, Wis.; B.S., University of Minnesota; nursing experience, 7 years.

ELIZABETH S. SHUMAKER (1972), Coordinator/Instructor, Practical Nursing; R.N., City Hospital School of Nursing, Akron; B.S., Ohio State University; nursing experience, 3 years; previous teaching, 2 years.

JOYCE D. SMITH (1972), Instructor, Practical Nursing; R.N., Washington (Pa.) Hospital School of Nursing; nursing experience, 12 years.

SARAH A. SWARO (1974), Instructor, Practical Nursing; R.N., A.A.S., Ohio University; nursing experience, 14 years.

RITA S. TROXEL (1974), Instructor, Nursing; R.N., Methodist Hospital School of Nursing, Indianapolis, Ind.; B.S., Indiana University; M.A., Ohio State University; nursing experience, 10 years; previous teaching, 13 years.

EMILY W. TURNER (1975), Instructor, Nursing/Medical Assistant; R.N., B.S., Ohio State University; nursing experience, 16 years; previous teaching, 3 years.

CHARLES A. VAUGHAN (1974), Instructor, Nursing; L.P.N., Southeastern Ohio School of Practical Nursing; R.N., A.A.S., Hocking Technical College; nursing experience, 6 years.

NATURAL RESOURCES DEPARTMENT

WILLIAM B. PRICE (1968), Department Director; B.S., Ohio State University; M.S., Ohio University; experience including positions as state game manager, chief naturalist, regional recreation supervisor, botany instructor, 19 years.

RONALD D. BLACK (1973), Instructor, Recreation and Wildlife; A.A., Long Beach City College; B.S., Humboldt State College; experience as park superintendent, naturalist, and recreation specialist, 6 years.

JAMES K. CADNUM (1974), Instructor, Forestry; B.S., Michigan State University; government and commercial forestry, 6 years.

LARRY M. COON (1975), Instructor, Environmental Health; B.S., Ohio University; Athens City-County Department of Health, 1 year; Ohio Department of Health, 5 years.

DAVID L. EMBREE SR. (1972), Instructor, Forestry; Ohio Division of Forestry, including management of all state forest field operations, 14 years.

DAVID M. ENTERLINE (1968), Instructor, Recreation and Wildlife; B.S., Marietta College; M.S., Ohio University; naturalist, instructor, 4 years.

KAREN A. ENTERLINE (1971), Instructor, Environmental Health; M.T. (A.S.C.P.), Washington Hospital Center School of Medical Technology; B.S., Marietta College; medical technician, 3 years.

BRADFORD L. HARTER (1968), Instructor, Forestry; B.S., Ohio University.

PAUL W. JAKUBOWSKI (1974), Instructor/Technician, Recreation and Wildlife; game and fish production management, 10 years.

J. DAVID MINGUS (1970), Coordinator/Instructor, Environmental Health; B.S., Ohio University; state and county sanitarian, 5 years.

HUGH W. MORTON (1969), Instructor, Forestry; B.S., Michigan State University; state forestry, 3 years.

WILLIAM E. PERINE (1969), Instructor, Recreation and Wildlife; B.S., Ohio University.

CAROL A. PRICE (1975), Technician; A.A.S., Hocking Technical College.

MARK E. PUHL (1974), Technician; A.A.S., Hocking Technical College.

ALAN E. TALBOTT (1969), Instructor, Recreation and Wildlife; B.S., Ohio University; Ohio Division of Wildlife biologist, 13 years.

DON L. THOMPSON (1970), Technician; A.A.S., Hocking Technical College.

RUSSELL K. TIPPETT (1975), Instructor, Natural Resources Enforcement Option; experience as wildlife enforcement agent, game protector, deputy sheriff, 11 years.

PETER R. WOYAR (1974), Instructor, Timber Harvesting; B.A., Marietta College; B.S., University of Michigan; previous teaching, 2 years; forestry experience, 4 years.

PUBLIC SERVICE DEPARTMENT

JOHN F. YATES (1969), Department Director; B.S., Ohio University; Ohio Youth Commission, assistant director, 8 years; deputy sheriff, 8 years; parole officer, 2 years; special investigator, 2 years; air police, 4 years.

LEWIS H. BROWN (1971), Coordinator/Instructor, Police Science; A.A.S., Hocking Technical College; experience as reserve and regular police officer, special deputy, and investigator, 17 years.

DARYL L. CULLISON (1974), Coordinator/Instructor, Police Administration; A.A.S., Hocking Technical College; B.S., University of Cincinnati; police officer, 6 years.

CHERYL L. DENTON (1975), Instructor, Corrections; B.S., Ohio State University; experience as probation and parole officer, security guard, 5 years.

RICHARD E. FAST (1975), Technician, Southeastern Ohio Regional Crime Laboratory; A.A.S., Hocking Technical College.

WALTER H. MILLS (1969), Instructor, Police Science; Director, Southeastern Ohio Regional Crime Laboratory; B.S., New York State College of Ceramics, Alfred University; research engineer, 8 years.

GLENN A. PARRISH (1971), Instructor, Police Science; police experience, 15 years.

OLAF E. RANKIS (1974), Coordinator/Instructor, Corrections; B.S., Heidelberg College; M.S., Xavier University; Ohio Parole Authority officer, analyst, 6 years; youth work, 1 year.

ADVISORY COMMITTEES

General Advisory Committee

Key people from a variety of lay organizations in the Perry, Hocking, and Athens County region have been appointed to the Hocking Tech General Advisory Committee. These resource people advise the Board of Trustees and administration on community feelings and needs, and help assure that the emphasis is appropriate in the various aspects of the Hocking Tech educational program.

Technical Advisory Committees

A Technical Advisory Committee has been named for each technical area or cluster of technical areas. Made up of professional and technical people competent in their respective fields, the committees consult directly with instruction staff members on curriculum needs, employers' viewpoints, changes in industry, new equipment and process trends, recruitment ideas, and other pertinent subjects.

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY

The Hocking Tech Automotive Service Management Technology is a two-year associate degree program designed to prepare students for responsible positions as automotive technicians.

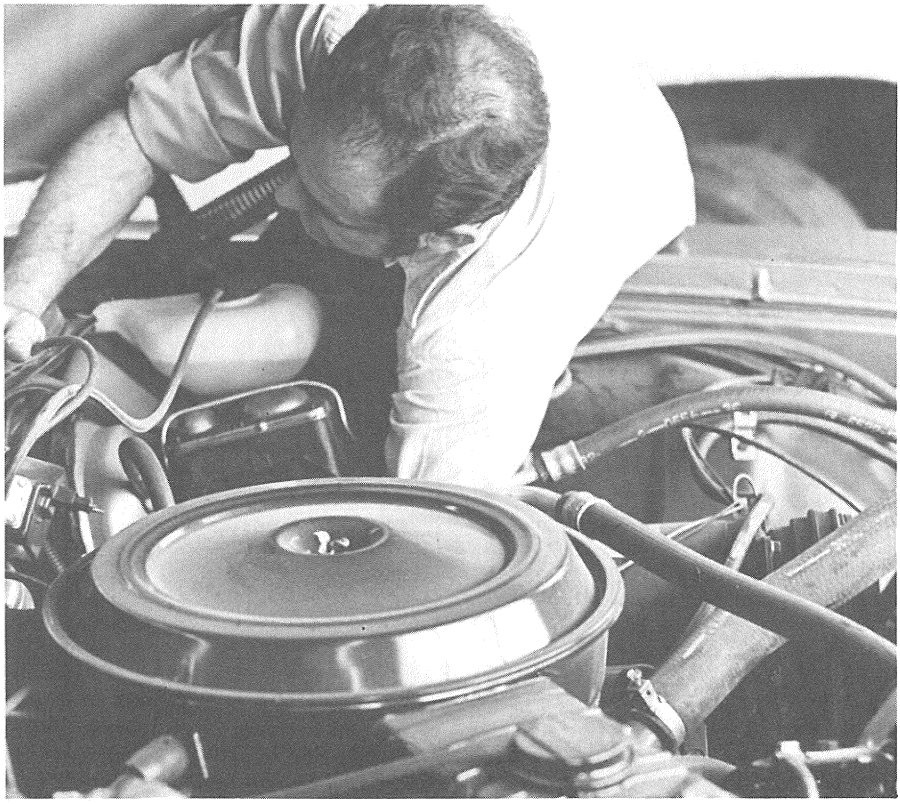
There is a strong regional need for qualified automotive technicians who are knowledgeable in both the mechanical and business aspects of automotive service. The HTC curriculum, which is a technical program balanced with mathematics, social sciences, and communications, is designed to prepare the student for positions in automotive service management and its allied fields.

EQUIPMENT PROVIDED

Students receive hands-on experience in the fully-equipped, up-to-date automotive lab and in the HTC office machines lab.

EMPLOYMENT OPPORTUNITIES

Graduates of the Automotive Service Management Technology can fill a variety of positions which need personnel knowledgeable in both the technical and business aspects of the field. Such positions, many of them with auto dealerships, include service manager, shop foreman, sales representative, parts manager and service station manager.



AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credit
1009/10	Communications I or II	G	3
2080	*Automotive Technology Survey	T	4
1024	Math 12	B	4
0050	Introduction to Psychology	G	3
2087	*Internal Combustion Engines	T	4
	TOTALS		18
	Second Quarter		
1010/11	Communications II or III	G	3
1026	Math 21	B	3
1826	*Physical Science I	B	3
2086	*Carburetion & Fuel Systems	T	3
2090	*Service Orientation	T	3
2534	Marketing	B	3
	TOTALS		18
	Third Quarter		
2070	Technical Writing	G	3
2163	*Hydraulics & Pneumatics	T	3
1827	*Physical Science II	B	3
2083	*Automotive Electricity	T	4
2084	*Automotive Ignition Systems	T	4
	TOTALS		17
	Summer (Optional)		
2091	Internship	T	12
2092	Special Problems	T	3
	Fourth Quarter		
1030	Introduction to Business	B	3
0291	*Accounting I	B	3
1599	*Sales Promotion	T	3
1140	*Engineering Drawing I	T	3
2082	*Automotive Chassis Units	T	4
	TOTALS		16
	Fifth Quarter		
0219	Business Law	T	3
0060	Introduction to Sociology	G	3
2085	*Automotive Transmissions	T	4
1141	*Engineering Drawing II	T	3
2089	*Petroleum Products	T	4
	TOTALS		17
	Sixth Quarter		
2550	Principles of Management	T	3
0040	Economics I	G	3
2081	*Automotive Air Conditioning	T	4
2088	*Performance Testing	T	4
0075	Speech	G	3
	TOTALS		17

*These courses will be assigned a lab time.

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY COURSE DESCRIPTIONS

2080 Automotive Technology Survey An orientation to the entire automotive industry and review of mass transportation problems. Includes talks by industry representatives and field trips to nearby service agencies, fuel storage depots, and warehouses. (4 credits)

2081 Automotive Air Conditioning A study of heating and cooling requirements, design and construction of heating, cooling, and air flow systems, operation and maintenance of systems, troubleshooting and repair. (4 credits)

2082 Automotive Chassis Units Course covers design, construction, operation, and maintenance of various chassis units; steering units, including power steering systems, suspension systems, wheel alignment, braking systems, including power units, clutching systems, axles, etc. Field trips are featured. (3 credits)

2083 Automotive Electricity A study of basic AC and DC electricity as fundamentals of automotive electricity. Covers magnetism, induction, construction and use of meter, various lighting and charging circuits and accessories. Also, operating principles and construction of batteries, generators, cranking motors, regulators, relays and solenoids. (4 credits)

2084 Automotive Ignition Systems A study of design, principles of operation, and construction of automotive ignition systems. Units studied are mechanical systems, including coils, distributors, condensers, advance mechanisms, and contact points; electronic systems; ignition timing, wiring and malfunctions; maintenance and troubleshooting. (4 credits)

2085 Automotive Transmissions A course in the operation, construction, and maintenance of selective sliding transmission, overdrive transmission, fluid couplings, and torque converters. Includes study of gears, gearing, fluid flow and power, drive lines, differentials, etc. Also, principles of operation, construction, maintenance, repair, and troubleshooting of the various makes of automotive transmissions. (3 credits)

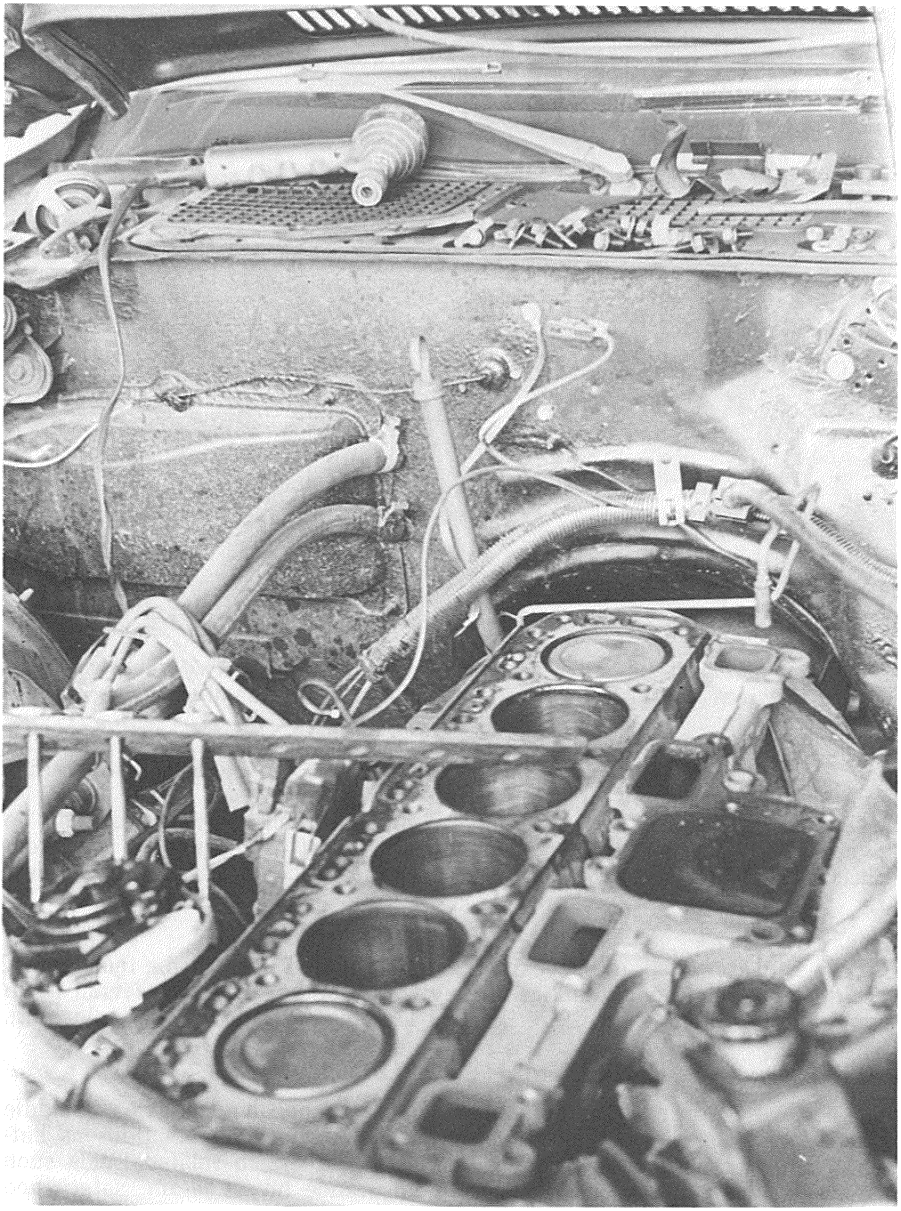
2086 Carburetion and Fuel Systems A study of types of fuels and air-fuel ratios, construction operations and maintenance of fuel pumps, carburetion and fuel injection systems, fuel distribution systems, manifolds, and related items. (3 credits)

2087 Internal Combustion Engines Introduction to the design, operation, troubleshooting, and service procedures of modern internal combustion engines. Covers two- and four-stroke cycle operation principles, compression ratio, piston displacement, operating clearances and tolerances, valve timing, horsepower and torque development adjustments, and service. (4 credits)

2088 Performance Testing Study and application of principles of diagnosing, locating, and correcting troubles in internal combustion engine operation, including use of newest testing equipment. (4 credits)

2089 Petroleum Products Study of the history and present state of the petroleum industry, and analysis of the various grades and use of fuels. Features laboratory testing of petroleum products and their application to the different components of modern motor vehicles. (4 credits)

2090 Service Orientation Introduction to the safe and proper uses of equipment and tools in servicing brake drums, disc brakes, tapping and drilling operations, lubricating procedures, welding, and other general automotive service needs. (3 credits)





The Hocking Tech Fire Science Technology is a two-year associate degree program geared to both pre-service and in-service students.

Designed to serve locally the increasing needs of the area's fire service agencies, the program covers basic as well as sophisticated fire fighting and prevention techniques, with special emphasis on communication skills and the human relations aspects of work in fire agencies.

Experienced firefighters who have completed their basic training may be given credit for that training and have that part of the program waived. Class times are arranged to accommodate in-service firefighters' schedules.

EQUIPMENT PROVIDED

The necessary laboratory experience is provided through the facilities of fire departments in communities in the vicinity of the College, as well as in conjunction with the Ohio Fire Science Training Academy in Reynoldsburg.

EMPLOYMENT OPPORTUNITIES

The Fire Science Technology provides comprehensive training for middle management, supervisory positions and can lead to such positions as battalion chief, captain, and chief, as well as to careers in related fields such as fire inspection, building inspection, insurance investigation, safety and hazard inspection and fire prevention.

FIRE SCIENCE TECHNOLOGY CURRICULUM

Course No.	First Quarter		Credit
1009/10	Communications I or II	G	3
0050	Introduction to Psychology	G	3
0492	*Anatomy & Physiology I	B	3
2737	*Introduction to Fire Protection	T	5
1022	Math 11	B	3
	TOTALS		17
	Second Quarter		
1010/11	Communications II or III	G	3
0060	Introduction to Sociology	G	3
0052	Abnormal Psychology	G	3
1802	*Chemistry	B	3
1902	*Building Construction	T	4
1916	*History of Fire Protection	T	2
	TOTALS		18
	Third Quarter		
1011/12	Communications III or IV	G	3
0040	Economics I	G	3
1826	*Physical Science I	B	3
2736	*Chemistry of Hazardous Materials	T	5
1909	*Fire Hydraulics	T	4
	TOTALS		18
	Summer (Optional)		
1917	Internship	T	12
1918	Special Problems	T	3
	Fourth Quarter		
2792	Public Finance	B	3
1910	*Fire Prevention Practices	T	4
1901	*Fire Investigation Methods	T	4
1905	*Administration of Fire Department	T	3
1915	*Emergency Rescue Operations	T	4
	TOTALS		18
	Fifth Quarter		
2791	Public Administration	B	3
1785	*Interpersonal Relations	G	4
2925	*Supervision & Leadership	B	4
1906	Fire Fighting Command I	T	3
1912	Fire Protection Systems	T	3
1900	*Fire Insurance	T	2
	TOTALS		19
	Sixth Quarter		
1907	*Fire Fighting Command II	T	3
1908	*Fire Fighting Tactics	T	5
1904	Industrial Fire Protection	T	2
1913	Personnel Training Methods	T	3
1914	Special Fire Fighting Problems	T	2
1911	Fire Protection Seminar	T	3
	TOTALS		18

*These courses will be assigned a lab time.

FIRE SCIENCE TECHNOLOGY
COURSE DESCRIPTIONS

1900 Fire Insurance A study of the history and principles of fire insurance and the principles and practices of inspection for the purpose of determining premium rates. (3 credits)

1901 Fire Investigation Methods A study of the principles of fire investigation including recognition, preservation, collection, and presentation of arson evidence. Topics include arson laws, interrogation of witnesses, application of photography, preparation of reports, adjustment of insured losses and estimation of loss due to fire, smoke, and water. (3 credits)

1902 Building Construction An introduction to present building construction practices and local and state building codes and laws as related to fire protection. Particular emphasis is on contents of concealed space, location of ventilation equipment, and plumbing and electrical cut-offs. Relationships between construction materials and fire damage are made. (3 credits)

1904 Industrial Fire Protection A study of the organization and operation of in-plant fire companies: purchase of supplies and equipment, special fire fighting tactics, training of personnel, and relations with the municipal fire department. (2 credits)

1905 Administration of Fire Department A study of the contemporary fire protection agency, its functions, structure, and operational techniques. Topics include principles of organization, staffing, budgeting, controlling, coordinating, planning, research in fire protection, and the development and maintenance of cooperation between fire and police departments. (3 credits)

1906 Fire Fighting Command I Course covers group operations and command strategy at the company officer level, the training of the company to operate as a team and methods of implementing plans developed at the chief level. (3 credits)

1907 Fire Fighting Command II A study of group operations and command strategy at the chief officer level, including preplanning of fire fighting operations, employment of personnel, equipment, and mutual and outside aid. Specific tactical problems are analyzed. (3 credits)

1908 Fire Fighting Tactics Techniques and procedures of fire fighting with emphasis on the role of the individual fireman. Methods of extinguishing fires, life saving procedures, special fire fighting equipment, salvage, prevention of rekindling, and overhauling are covered. Experienced fire fighters who have graduated from a fire department academy, may receive credit for this course upon recommendation of their local fire department. (5 credits)

1909 Fire Hydraulics An introduction to hydraulic theory. Drafting of water, velocity, and discharge, friction loss, engine and nozzle pressure, fire streams and pressure losses in flowing hydrants are studied. Flow and pump testing are included as well as a study of water distribution systems. (4 credits)

1910 Fire Prevention Practices A study of buildings and other structures with emphasis on fire protection procedures and practices. Fire ratings of materials are covered. Inspection practices, explosive flammable storage, codes, and fire ordinances are discussed. (4 credits)

1911 Fire Protection Seminar Discussions of particular problems related to the fire fighting services. Students do research and report on areas of special interest. Authorities are invited to present special interest programs. (3 credits)

1912 Fire Protection Systems The design and operation of fire protection systems, including water distribution, direction, alarm and watchman services, and protection systems for special hazards. Carbon dioxide, dry chemical foam and water spray systems are studied in detail. Standpipes and sprinkler systems and methods of re-establishment after use are covered. Fire protection engineers will serve as guest lecturers. (3 credits)

1913 Personnel Training Methods Methods of instruction, application of audio visual equipment, testing and evaluation, and preparation of materials are introduced. Special emphasis is placed on planning an organizational training program and evaluating it. (3 credits)

1914 Special Fire Fighting Problems A study of methods of fighting aircraft and marine fires and fires in industrial processes involving unknown hazardous materials. (2 credits)

1915 Emergency Rescue Operations A course in advanced first aid and emergency rescue operations including the heavy rescue unit. Includes use of special tools and rigging; study and practice of rescue operations on water, highways, and industrial locations; relationships of the fire department and civil defense, auxiliary, and volunteer units. (4 credits)

1916 History of Fire Protection Fire protection methods from early civilization through organization of fire departments. Reference is made to notable fires of history, their cause, course, damage, and results. (2 credits)

2736 Chemistry of Hazardous Materials An analysis of chemical reaction as a causative agent of fire. Topics include redox reactions, reaction rates, toxic compounds, hazardous combinations of chemicals; hazards of radioactive materials, poisonous gases and LP gases; methods of transportation of hazardous materials, ICC regulations and markings. (3 credits)

2737 Introduction to Fire Protection Survey of fire protection: the role, history, development and organization of the fire service. Other topics include fire equipment, communications, records, insurance rating systems, and the law as it pertains to the fire service. (3 credits)

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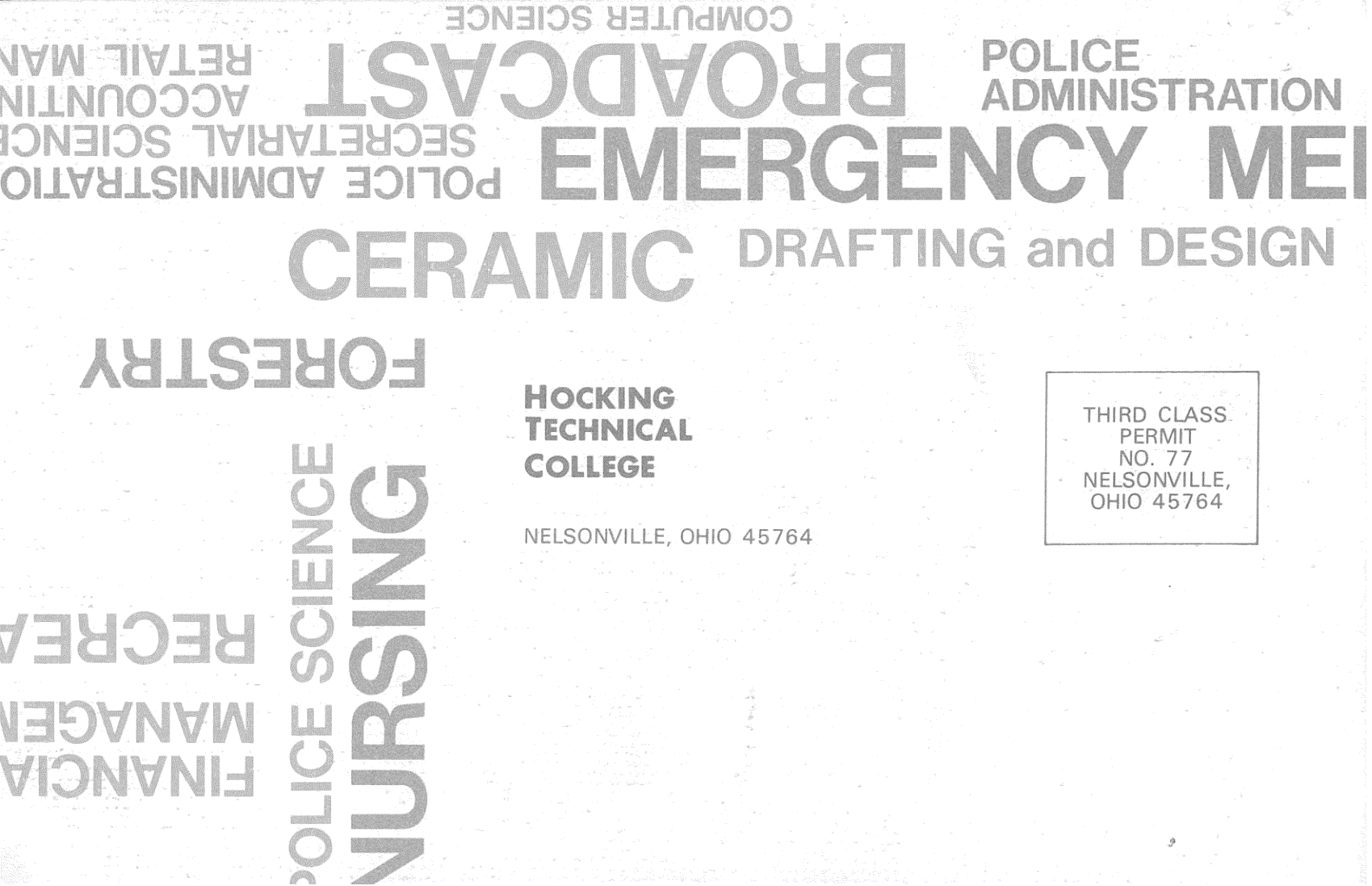

HOCKING TECHNICAL COLLEGE

NELSONVILLE, OHIO 45764

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