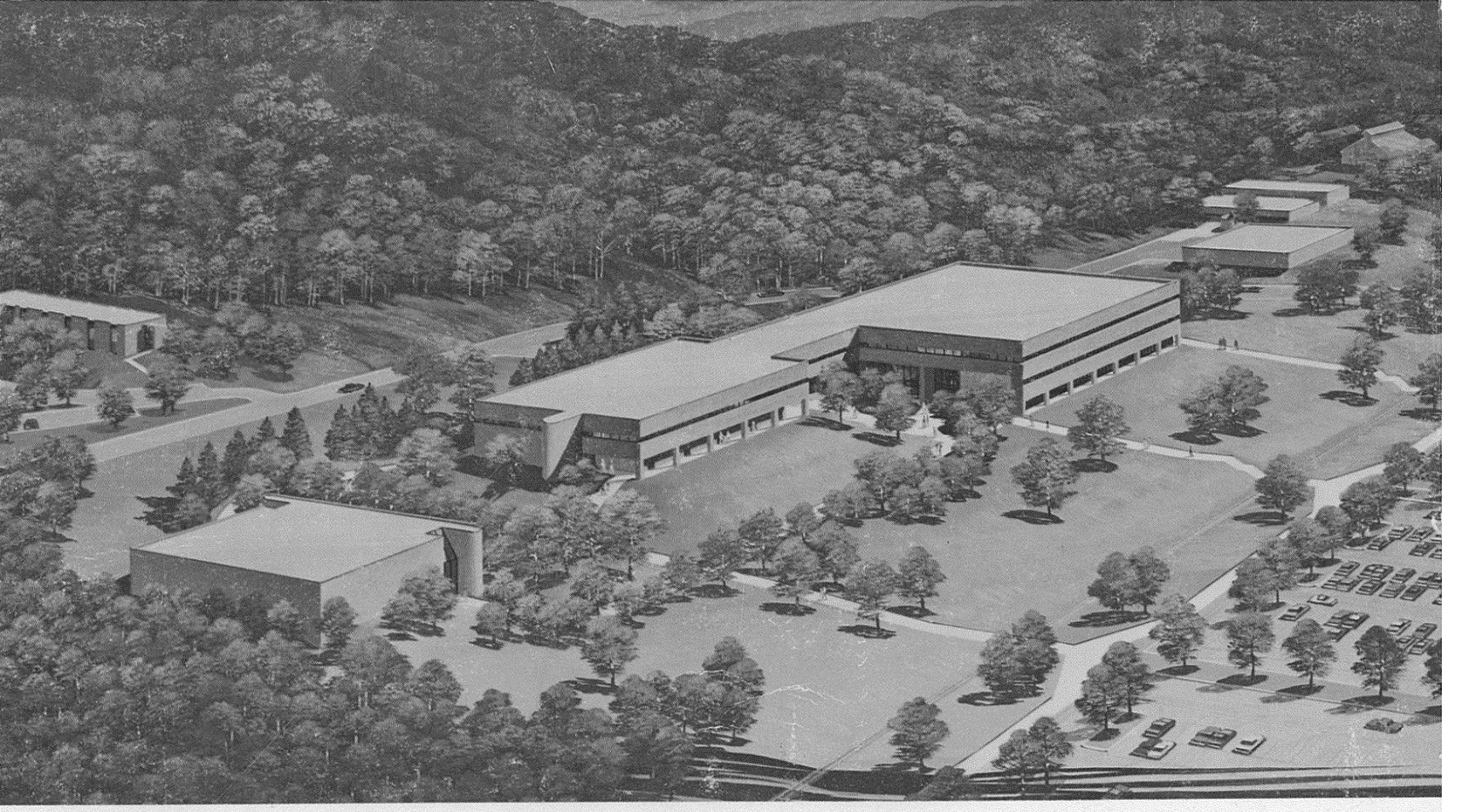
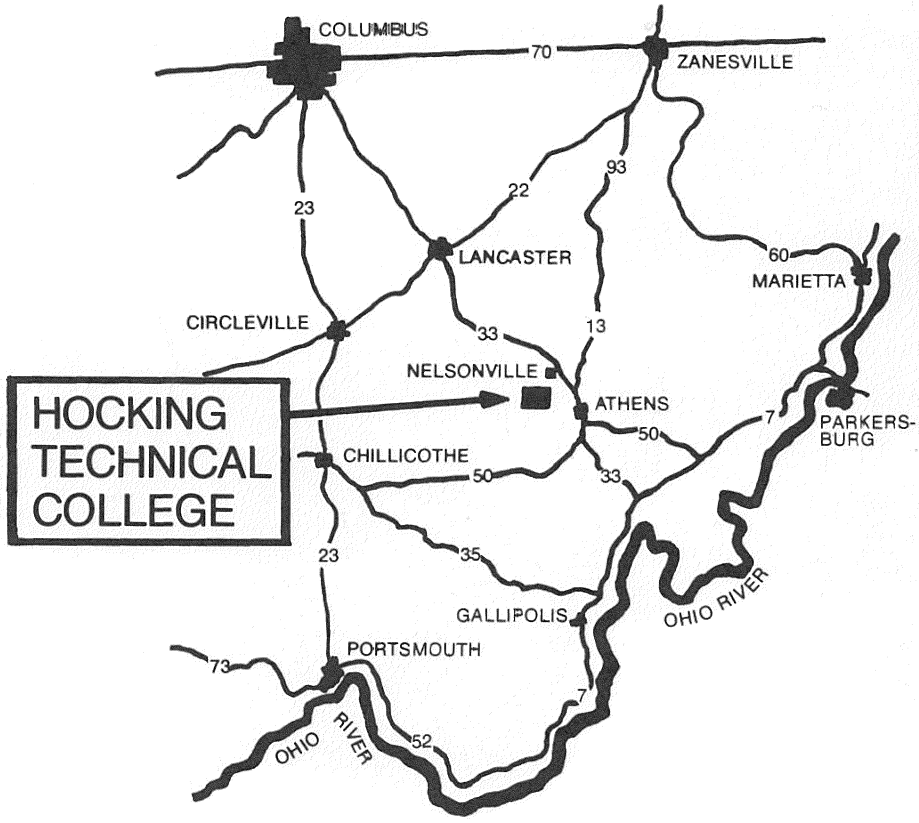


HOCKING TECHNICAL COLLEGE NELSONVILLE, OHIO

About the cover.....

Hocking Technical College, now only 10 years old, outgrew its original quarters and moved to its present campus in 1975. The College has continued to grow, and in the fall of 1977, three new buildings were completed. The artist's drawing on the cover shows how the campus looks today.



Hocking Tech's 250 acre campus is nestled in the Hocking Hills, one mile southeast of Nelsonville, a community of 5500 people in Athens County. It is accessible from central and northern Ohio via U.S. Route 33 and from eastern and northern Ohio via I-77.

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

HOCKING TECHNICAL COLLEGE

A Two-Year College Offering
Associate Degree and Technical Certificates
in 29 Programs

Chartered by the Ohio Board of Regents, 1969

Accredited by the
North Central Association of Secondary Schools and Colleges

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

Hocking Technical College
Academic Programs

Business Technologies

- Accounting
- Business Management
- Travel & Tourism
- Computer Science
- Financial Management
- Hotel/Restaurant Management
- Retail Marketing Management
- Secretarial Science

Engineering Technologies

- Automotive Service Management
- Broadcast
- Ceramic
- Drafting and Design
- Electronic
- Heat Processing

Health Career Technologies

- Health Core*
- Health Care Review Coordination
- Medical Record
- Medical Assistant
- Emergency Medical
- Nursing Career Ladder

Natural Resources Technologies

- Agricultural Production
- Environmental Health
- Forestry
- Recreation and Wildlife
- Timber Harvesting*

Public Service Technologies

- Corrections
- Fire Science
- Police Administration
- Police Science
- Security and Protective Services

*Occupational Certificate Program Only

Programs and curricula at Hocking Technical College are reviewed periodically to meet the needs of business and industry. Consequently, curricula and programs listed in this catalogue are subject to change.

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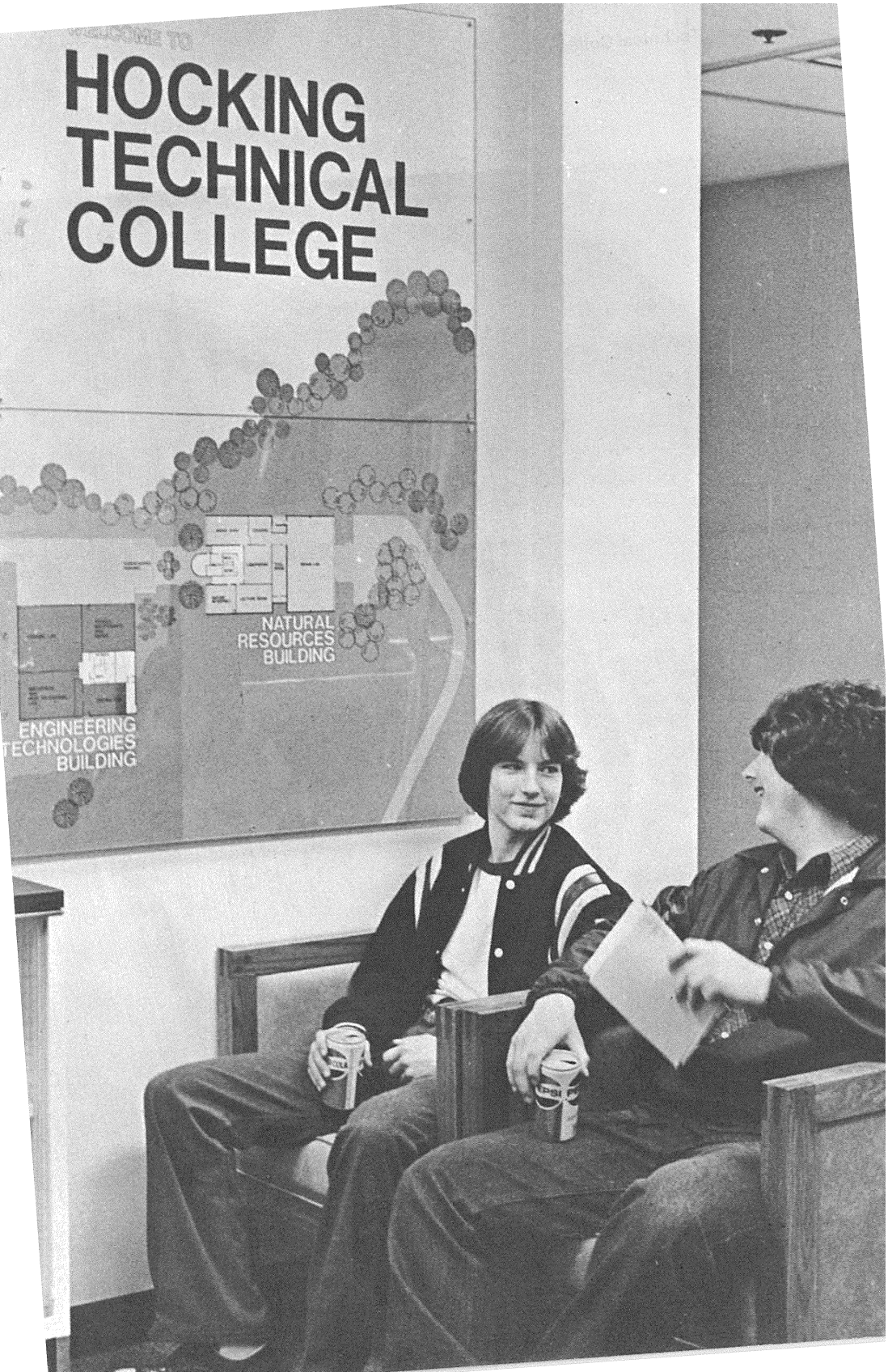

HOCKING
TECHNICAL
COLLEGE
NATURAL
RESOURCES
BUILDING
ENGINEERING
TECHNOLOGIES
BUILDING

Hocking Tech.... A Breath of Fresh Air.... Both in Location and Education

Located in scenic Southeastern Ohio, Hocking Tech is surrounded by state parks and forests. Its 250 acre campus occupies former farm land, and the setting is still a rural one.

You can go swimming, boating, hiking and fishing at Lake Hope, Hocking Hills, Stroud's Run, Burr Oak and Lake Logan. These state parks are within easy driving distance of the campus.

Hocking Tech is where you "learn by doing." Of course, there are some lectures and "book work," but, for the most part, you will prepare for your future career by actually doing the job.

For example, those in health careers work in hospitals, doctor's offices and clinics.

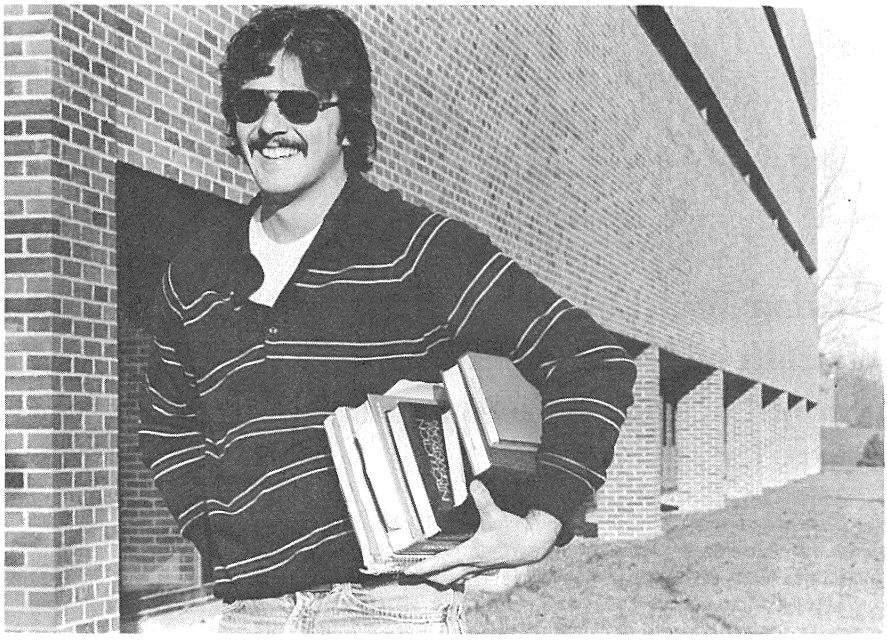
If you are in natural resources, you may be working in the state parks, helping blaze trails and laying out new picnic areas. Forestry students run their own logging operations, selling pulpwood to area paper companies and saw logs to sawmills. They earn money to repair and maintain the equipment that they use—from the log skidder to chain saws, and an ultramodern hydraulic sawmill.

Business students work in local retail stores, banks and offices. The College has its own motel, the Hocking Valley Motor Lodge, and the students in the Hotel/Restaurant Management Technology help run it, learning every phase of its operation.

Some of our campus police are students in public service programs. Others work in law enforcement agencies throughout the region, and fire science students may receive practical experience with area fire departments.

Engineering students use modern labs right on campus that contain kilns and other equipment needed to prepare them for jobs in industry.

The following pages will tell you all about us.



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 over 30 programs. 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 the requirements of state and national approving agencies.

ITS CHARACTER

Several of Hocking Tech's technologies were the first two-year programs of their kind either in Ohio or in the nation, and some remain unique. The Hocking Tech Ceramic technology was a first in the United States, and its Forestry, Broadcast Engineering, Travel and Tourism, Environmental Health and Emergency Medical technologies were firsts in Ohio. The Heat Processing technology is the only one of its kind in the world!

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 most of Ohio's 88 counties, as well as several other states and 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 are day students, and more than 40% are women.

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.

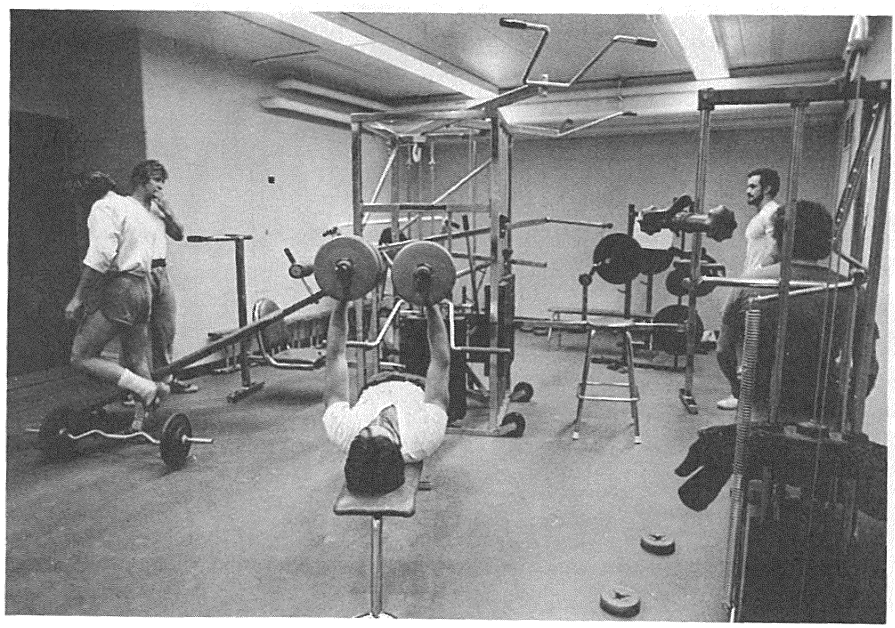
By 1975, the College had grown to more than 1700 students, and a new campus was built two miles from its original site. Its present 250 acre campus beside the Hocking River includes the original three-story main building which has 11 classrooms, 17 laboratories, a library, student lounges, short-order food service, lecture hall and administrative offices.

Adjacent to the main building is an auxiliary building which houses laboratories for the Ceramic, Heat Processing and Automotive Service Management technologies.

To meet the need of the still-growing institution, three additional buildings were opened in the Fall, 1977. A two-story addition to the main building includes a broadcasting studio, hospital emergency room for training Emergency Medical students, and a fully equipped kitchen for Hotel/Restaurant Management students.

The natural resources building provides a lab for repairing equipment, and nature interpretation and wildlife labs. The sawmill completed in early 1980 is the campus' newest addition.

The recreation center includes two courts for basketball, volleyball and badminton. The gymnasium also has an area for weightlifting. On the mezzanine are game tables, pinball, billiards and ping pong, as well as a refreshment center. There are two lighted tennis courts near the main entrance to the building. Tennis courts, cross country ski track, as well as a trap shooting area are recent additions.



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

Natural Resources students, through special arrangements with the Sunday Creek Coal Company, use 750 acres of company land adjoining the campus for a variety of instructional purposes, in addition to the wooded campus land and state and national parks in the area.

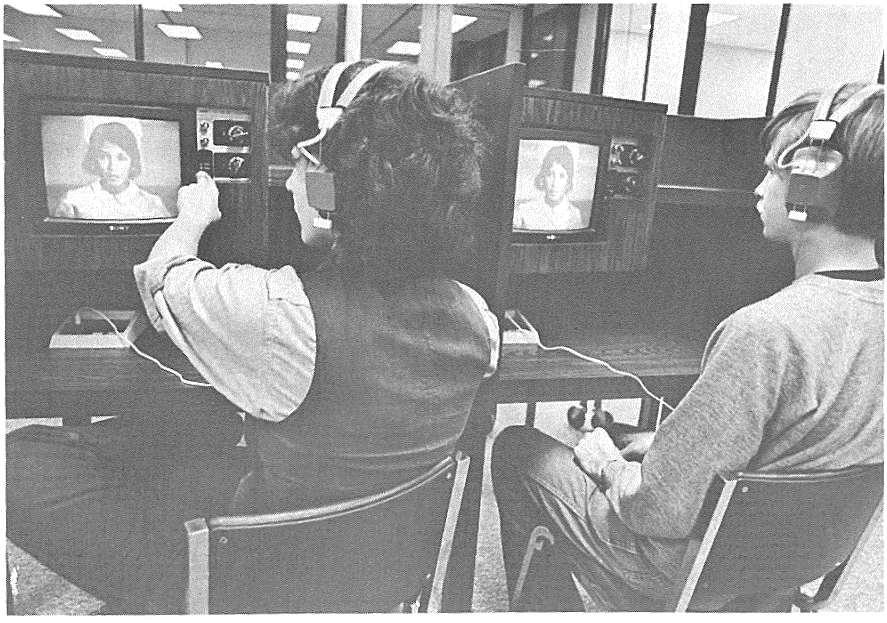
HOCKING VALLEY MOTOR LODGE

Hocking Technical College owns and operates the Hocking Valley Motor Lodge as a training facility for students in the Hotel/Restaurant Management Technology and Culinary Arts Technology. It provides on-the-job training for the students who learn all aspects of operating a motel and restaurant—from housekeeping and waiting on tables to menu planning, meal preparation, front desk operations and serving as resident managers.

The million-dollar facility, located one mile from the main campus, has 38 guest rooms, a dining room which seats 160, an indoor swimming pool, and banquet rooms accommodating up to 300 persons.

INSTRUCTIONAL MEDIA CENTER

Among the new facilities that became available when the new buildings were completed is the Instructional Media Center. Offering a host of services to both students and faculty, it consists of three major areas—the Autotutorial Center Multi-Media Classroom and Media Preparation Room.



AUTOTUTORIAL CENTER

The area is so named because it provides a wide variety of audio-visual aids which students can use for study on their own.

There are 30 study carrels equipped for videotape, slide, filmstrip, 8mm film, 16mm film and audiotape viewing and listening.

Individual typing rooms are available for typing class assignments. There are also seminar rooms for small group television, film viewing and previewing.

A master control console can distribute up to six videotape programs to six of the carrels and four seminar rooms within the center. This makes it possible for an entire class to view a tape, or for classmates to work on projects or assignments together.

MULTI-MEDIA CLASSROOM

Seating up to 100 people, the multi-media classroom offers all types of instructional media aids. It has a rear screen projection system with a built-in remote control panel that allows an instructor to operate it from any point in the room. The unit contains a 16mm motion picture projector, overhead transparency and slide projectors, videotape recorder and projector. The system allows the use of all the media for a presentation, with the instructor switching from one to another with the touch of a button.

MEDIA PREPARATION ROOM

In this section of the Instructional Media Center, instructors can develop their own audiovisual materials that are especially designed for students in their particular technologies. They can produce videotapes, slide/tape programs, filmstrips, overhead transparencies and prints.

BOOKSTORE

The College's bookstore is managed and operated for the convenience of the students and staff. Books and supplies are sold at cost and there is no mark-up on any item in the stock. 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, Lang Hall, has been built on the campus by a private developer who also operates it. Information regarding the dorm and other housing in Nelsonville or Athens, such as private homes, apartments, and Ohio University dormitories, is available through the College Housing Office.

Housing costs for students range from approximately $190 to $350 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 the College. The College provides a list of available possibilities only as a convenience to the student.

LIBRARY

The Library contains books, periodicals and trade journals that relate to all technologies and programs offered at the college.

Materials in the collection include 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.

The professional staff will assist students and provide instruction in basic library skills as well as more advanced research. The Library's facilities include table areas and 50 carrels for private study.

CENTER FOR ALTERNATIVE EDUCATION

The Center for Alternative Education offers innovative instructional programs and course designs at the College. Students' different learning styles and special needs have been recognized by the college's development of optional versions of some courses. Programs are also offered to enhance the personal skills needed for employment and participation in the community.

Among the offerings provided by the Center are PACE, Portfolio Development, Service Learning, Self Directed Learning, and telecourses. Students are encouraged to explore their individual needs and interests with the Center staff.

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 competency-based format. That is, all the tasks necessary for successful performance have been identified, and the student is expected to demonstrate skill in each of the tasks.

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.

PORTFOLIO DEVELOPMENT

Students who have experience that is similar to the skills and knowledge of courses in their curriculum can prepare a portfolio that documents these skills, request credit for the appropriate courses, and be awarded credit toward their degree. CAE provides Communication courses for students to write their portfolios and the process for evaluation of their prior learning to occur.

SERVICE LEARNING

Through this program, students gain valuable experience and insight concerning the needs of community people and the agencies that assist them. Students volunteer in hospitals, schools, juvenile courts, community action agencies, health education centers, nursing homes, and the like. One credit is granted when a student completes his or her service project.

SELF-DIRECTED LEARNING

This program enables students to practice special skills needed on the job such as problem solving, independent learning, making contacts, managing their time, and communicating with other professionals. Guided by their instructors, students contact professionals in their technology, gather technical information independently, solve realistic employment-related problems, and present information to others in their technology.

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. The counseling staff is located in the Counseling Center, room 234, near the main student lounge. Students are encouraged to meet the counseling staff and utilize the services whenever the need arises. Also, each student is assigned a faculty advisor.

In addition to individual counseling, the staff is involved in educational programming for students through special courses and seminars. Career assessment and counseling is also available to assist students in career planning.

PLACEMENT

Hocking Tech's Placement Services provides a liaison between graduates and employers, and are available to students, graduating seniors, alumni, and prospective employers. Information on job and career opportunities is available through the Service. Interviewing schedules and appointments with students are arranged for business and industry representatives who visit the campus. Graduating seniors may contact their respective department for assistance in finding appropriate employment and in preparing information for interviews. Department directors coordinate placement services by monitoring current job openings in their respective fields.

HEALTH SERVICES

The College's Health Center is located in the Health Careers area on the second floor of the main building 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 health 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.

ROTC

Basic military science courses are offered at the College through the Ohio University Reserve Officer Training Corps (ROTC) detachment. Open to men and women, the ROTC program of instruction stresses techniques of organizing, leading and motivating others. The ROTC program also sponsors activities such as backpacking, skydiving and orienteering. No military obligation is incurred and full scholarships are available to highly qualified students.

COMMUNITY HEALTH EDUCATION CENTER

Also available to students are the services of the Community Health Education Center. A registered nurse, who is the Center's director, offers free consultation with diabetics on any problem related to diabetes. Similar assistance is available for persons with hypertension, arthritis or heart disease. The Center is located in the health careers area on the second floor of the main building.

CAMPUS PUBLICATIONS

A weekly student newspaper keeps the Hocking Tech community informed about campus concerns and local events. "Riverwind" is the College's literary magazine, a quarterly publication 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

The College provides an activities 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 events.

ORGANIZATIONS

STUDENT SENATE — The Hocking Tech Student Senate represents the student body. Annual elections are held to select representatives and from them, a slate of officers. Student Senate sponsors activities throughout the year such as dances, concerts and trips to professional sports events.

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.

HTC ALUMNI ASSOCIATION— The Hocking Tech Alumni Association includes the more than 2500 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.

INTERNATIONAL CLUB — The Hocking Tech International Club was formed to give students the opportunity to meet and learn from persons of many different cultures. Programs are planned to promote an international and educational exchange between students.

ADMISSION, FEES AND FINANCIAL AID

ADMISSIONS POLICY

HTC believes that each individual should have the opportunity to achieve their highest potential to contribute to their own advancement and to the progress of society. To achieve this policy, HTC follows a practice of "Open Admissions;" however, certain technologies require additional criteria for admission. As long as there is space available in a given program, qualified students with a high school diploma or equivalent are admitted on a first-come-first-served basis. Individuals lacking a high school diploma or equivalent may be admitted on a probationary basis after it has been determined that they have the interest and basic ability to pursue a technical program.

HTC does not discriminate in admissions on the basis of race, religion, national origin, sex, handicap, or disadvantaged status of a candidate. HTC adheres to the following policy of affirmative action:

a) That no policies or practices may discriminate against members of groups subject to discrimination.
b) That compensatory education should be available to such persons when there is reason to believe that undeveloped potential can be realized by providing it, and,
c) That special financial assistance and counseling should be provided when needed.

The Admissions Director will make the final decision in the admission of all students.

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.
7. **Natural Resources Technologies** Students enrolling in any of the Natural Resources Technologies have additional procedures to follow. They are outlined in the Natural Resources section of the catalog.

INTERNATIONAL STUDENT ADMISSIONS

Applications should be made six months prior to the quarter the student seeks to enter the College in order to insure the processing of an F-1 Visa. The following must be submitted before the application can be considered for admission and an I-20 Form be issued:

1. **Application** The applicant must submit a completed application form along with a non-refundable $10 application fee.
2. **Transcripts** Official credentials must be received from all secondary schools, colleges, or universities which the student has attended, including subjects and grades. If credentials are not in English, an official translation must be secured.
3. **English Language Proficiency** Results of the Test of English as a Foreign Language (TOEFL) or the Michigan Test of English as a Foreign Language must be sent to the College.
4. **Financial Statement** Students must submit a financial statement certifying that financial resources are available for education and support while studying at the College.

FEES*

Instructional Fees	
Full time, 12 to 18 credits	$200
General	$33
Total full-time instructional, instate or Appalachian Region	$233.00 per quarter
Part-time, 1 to 11 credits	$20.00 per credit hour
Total full-time instructional, students residing outside Ohio or Appalachian Region	$466.00 per quarter
Part-time, 1 to 11 credits	$40.00 per credit hour
Total full-time instructional, non U.S. citizen	$566.00 per quarter
Part-time, 1 to 11 credits	$40.00 per credit hour
(Each part-time international student must pay a $50.00 surcharge, per quarter)	
Related Fees	
Application	$10.00 one time only
Graduation	$15.00
Books (approximately)	$65.00 per quarter
Room and Board (approximately)	$1,750.00 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 Cashier's office. 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.

* Fees subject to change without notice

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 Saturday in the first week of a summer session.

60% refund when withdrawal form is completed in the second week of the quarter or by Wednesday 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

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

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.

Funds received under the Basic Educational Opportunity Grant, the Supplemental Educational Opportunity Grant, the College Work-Study, or the guaranteed student loan programs must be used solely for educational expenses.

Students must repay any portion of payments which cannot reasonably be attributed to educational expenses. This amount is based on criteria set by the U.S. Commissioner of Education.

ACADEMIC PROGRESS

Students must maintain satisfactory academic progress to be entitled to financial assistance. They must receive at least a 1.5 grade average during a quarter, and must be progressing toward the 2.0 accumulative average required for graduation.

HOW DO I APPLY?

1. Complete the Hocking Technical College financial aid questionnaire which may be obtained at the financial aid office.
2. Another application known as the Financial Aid Form (FAF) must be completed and filed with College Scholarship Service. This must be mailed to the CSS, Box 2700, Princeton, N.J. 08540.
3. Applications for the Ohio Instructional Grant may be obtained from high school counselors or from Hocking Tech's financial aid office. Complete the form, have it notarized, and mail it to the Ohio Board of Regents, Student Assistance Office, 30 E. Broad Street, Columbus, Ohio 43215.
4. Students who want to apply for the Basic Grant must complete the Basic Grant Application or the Financial Aid Form. The information will be submitted to the Basic Grant program in Iowa City, Iowa. Those eligible to receive the aid will be notified by the U.S. Office of Education.

WHAT IS AVAILABLE?

Following is a list of some of the forms of aid available. Full details and application blanks may be obtained at the financial aid office.

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 $645, depending on family financial circumstances. Any student whose family's income is less than $20,000 may be eligible.

Basic Educational Opportunity Grants Any student is eligible to apply for one of these grants which range from $176 to $1038 for Hocking Tech students, depending on family income.

CAMPUS BASED PROGRAMS

The following programs are awarded by Hocking Technical College based on individual needs. Consideration is given to amounts received from the Basic Educational Opportunity Grant and the Ohio Instructional Grant.

To be considered, a student must complete a Hocking Tech financial questionnaire, college work-study application and the FAF.

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.

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.

EARN AND LEARN PROGRAM Hocking Technical College's Earn and Learn Program provides financial support for those who would not otherwise qualify for financial aid. The Earn and Learn Program is a part-time student employment system through the College. Applications may be obtained from the Office of Student Financial Aid.

OTHER PROGRAMS

Bureau of Vocational Rehabilitation (BVR) About ten percent of Hocking Tech students receive assistance through BVR. It is available to individuals having disabilities or handicaps. Those who are found eligible receive total coverage on tuition, books and fees. Many who live away from home also receive a living allowance to help pay for room, board and personal expenses. Information may be obtained through a high school counselor or district BVR office.

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.

Guaranteed Student Loans Guaranteed student loans may be obtained from local banks, savings and loan associations or credit unions that participate in student loan programs. A Financial Aid Form must be filed with the College Scholarship Service if your adjusted family income is $25,000 or above to determine if you are eligible for a subsidized loan. If you are eligible, the federal government will pay the interest up to one year after graduation or leaving school. At this time, the student starts repayment of the loan.

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.

The Ohio National Guard Tuition Assistance Program will pay the tuition of enlisted National Guard men and women who attend H.T.C. If you are not in the guard you can enlist and receive these Educational benefits. Contact Hocking Technical College or your local Ohio National Guard unit for more information.

Veterans Benefits (G.I. Bill) Benefits are available to veterans who have served on active duty in the Armed Forces for a continuous period of 181 days or more. A veteran must collect benefits within 10 years from his release from active duty. A Veterans Coordinator is available on campus to advise students in all areas of G.I. Bill payment problems, VA loans, insurance, pensions, etc. All enrolled veterans should notify the Record's office of any changes in course load, address, or number of dependents.

SCHOLARSHIPS

In addition to local, state and federal scholarship programs, special scholarships have been donated by various industries, businesses and private citizens. They are usually designated for students in specific technologies, such as nursing, heat processing or ceramic engineering.

SCHOLARSHIP APPLICATION

Along with the application form, a student must submit a high school transcript, two personal reccommendations, ACT or SAT scores, and a narrative describing why he or she has selected a particular program of study, educational and career goals, awards won and extra-curricular activities.

Selection is based on scholastic achievement, ACT or SAT scores, personal recommendations and the narrative provided with the application. All students with a 3.0 or better grade point average are encouraged to apply. Further information concerning the following scholarships, as well as others available, may be obtained from the financial aid office.

Linda Caswell Berry Memorial Scholarship Students enrolled in the A.D. Registered Nursing Program are eligible to apply for the Linda Caswell Berry Memorial Scholarship. This scholarship, which ranges from $700 to $1000, was created as a memorial to Linda Caswell Berry, a graduate of the R.N. charter class of 1974. Selection will be based on contribution to the nursing profession, academic achievement and financial need.

A.P. Green Refractories Scholarship The A.P. Green Refractories Co. provides a $600 scholarship to a student enrolled in the Ceramic Technology.

Pittsburgh Commercial Heat Treating Scholarship This $500 scholarship from the Pittsburgh Commercial Heat Treating Co. of Pittsburgh, Pa., goes to a student in the Heat Processing Technology.

FIRE Scholarship The Foundation in Refractories Education offers two scholarships for $500 for students enrolled in the Ceramic Technology.

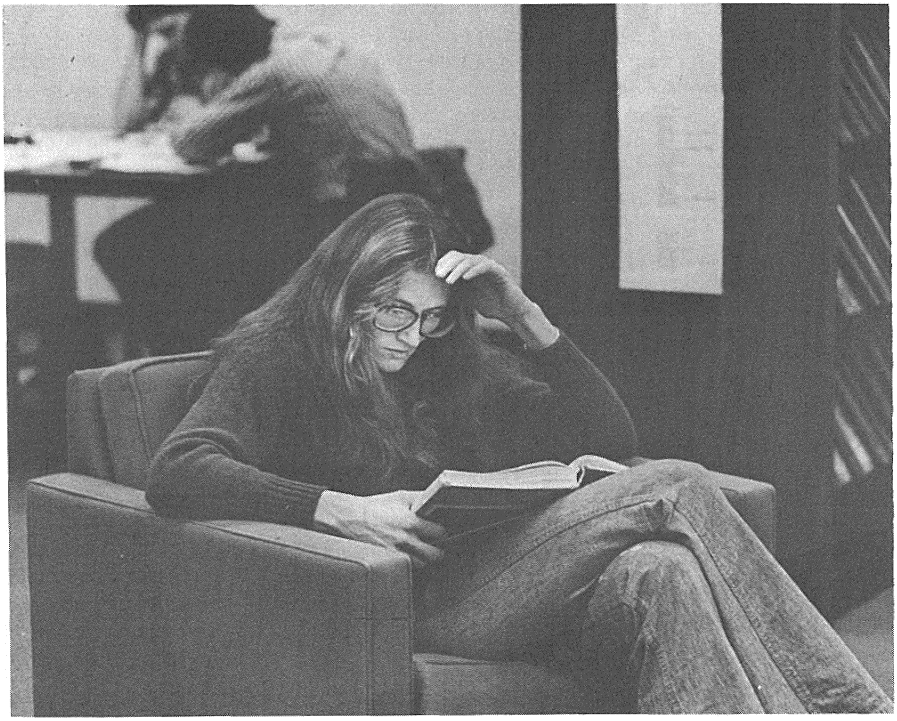
Van Campbell Memorial Scholarship Sponsored by the Ohio Brass Company, the Van Campbell Memorial Scholarship provides two $500 scholarships for students in the Ceramic Technology. Preference is given to students from the Barberton, Ohio, and Newell, W.Va. areas.

Ludowici-Celadon Scholarship The Ludowici-Celadon Corporation of New Lexington, Ohio, a C.S.C. Corporation of Chicago, sponsors this $500 scholarship for a student enrolled in the Ceramic Technology.

Allied Mineral Products Scholarship Ceramic Technology students also may apply for this $600 scholarship sponsored by The Allied Mineral Products, Inc., of Columbus, Ohio.

North American Refractories Scholarship The North American Refractories Co. of Cleveland, Ohio, provides a $500 scholarship for a student enrolled in the Ceramic Technology.

Sunbeam Corporation Scholarship This $600 scholarship for a student in the Heat Processing Technology is offered by the Sunbeam Corporation of Meadville, Pa.



Aerobraze Corporation Scholarship The Aerobraze Corporation of Cleveland, Ohio, provides a $500 scholarship for a Heat Processing Technology student.

Ipsen Industries Scholarship This $600 scholarship, made available by Ipsen Industries of Rockford, Ill., is for a student in the Heat Processing Technology.

Metal Treating Institute Scholarship The Metal Treating Institute, Inc., offers a $500 scholarship for a student enrolled in the Heat Processing Technology.

The First National Bank Scholarship The First National Bank of Nelsonville, Ohio, sponsors a $300 scholarship for students in any program at Hocking Tech. It is restricted to Nelsonville area students.

People's Bank Scholarship The Peoples Bank of Nelsonville, Ohio, offers $500 to Nelsonville area students to study in the Hocking Tech program of their choice.

HTC Presidential Award Hocking Tech president, Dr. John J. Light, created a $500 scholarship in 1976. All students are eligible to apply with selection being based on high academic performance and excellence.

Eldon F. Dailey Scholarship Ester Dailey of Athens, Ohio, created this scholarship in memory of her husband, Eldon F. Dailey. Any Athens County resident is eligible to apply for this $300 award.

Athens County Medical Society Scholarship The Athens County Medical Society is sponsoring a $300 per year scholarship for an Athens County resident enrolled in the Licensed Practical Nursing Program at Hocking Technical College.

POLICIES AND PROCEDURES

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 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
Walk-out	WO	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	CE
Transfer Credit	T
Audit	AU
Advanced Standing	CA
Credit Life Long Learning	CL
Not Reported By Instructor	NR

ACADEMIC PROBATION AND DISMISSAL

Students earning less than a 1.5 grade point average attempting more than 5 credits 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.

Students may be subject to disciplinary dismissal in certain instances as outlined in the student handbook. Students will be placed on academic probation when their cumulative point average falls below the following levels:

Credits Attempted	Minimum Cumulative G.P.A.
12-30 inclusive	1.50
31-44 inclusive	1.60
45-74 inclusive	1.75
75 or more	2.00

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 curriculum 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 a particular course. Specific courses are designated in advance by the departments. Students who want to know if Credit by Examination is available for specific courses should confer with the director of the department of the particular technology. 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. A minimal fee is required before the test for Credit by Examination can be administered.

CREDIT BY ADVANCED STANDING

Credit by Advanced Standing may be granted for any course where a student can demonstrate and document having learned the content through formal instruction which does not represent transferrable college credit. Examples are first aid training sessions and management workshops. Documentation of the learning by copies of the certificates and transcripts should accompany the request for advanced standing. A student should contact the director of the department administering his/her technology concerning a request for advanced standing. No fee is required.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Students who come to the college with skills and knowledge that they have gained through experience on the job, through community work, in the military, or through personal development may prepare a portfolio to document this learning. They may request that there learning be evaluated and credit awarded, when appropriate, for courses in their curriculum. Communications credit is received for preparing the portfolio.

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, and at this time, all who have not pre-registered must register. A $5 late registration fee may be charged after this day.

REGISTRATION CHANGES

To change a technology, add or drop a class, 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.

A student planning to withdraw from school should complete the formal withdrawal procedure. Doing this will prevent the recording of failure grades on the student's official transcript for courses in progress. To initiate formal withdrawa., obtain a withdrawal form from the Counseling Office and follow the procedures outlined on the form.

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 18. Additional information on change of registration procedures is available in the Student Handbook.

INFORMATION IN STUDENT HANDBOOK

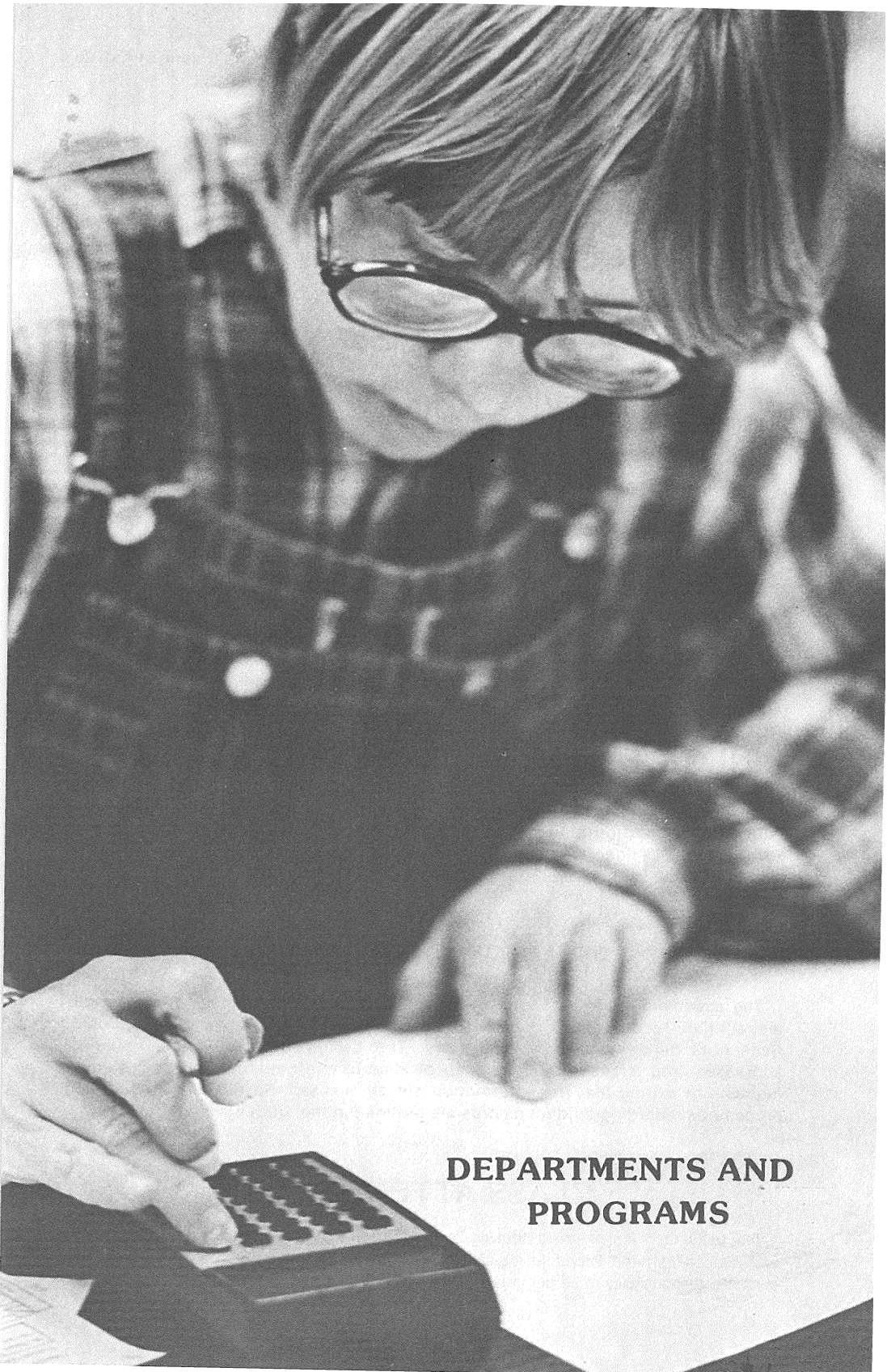
The Student Handbook, which is distributed to all students, contains detailed information regarding student life, administrative policies, academic procedures and services. Students are urged to read the Handbook and consult it when questions arise concerning proper procedures.

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.

CLASS ATTENDANCE

Due to the technical nature of Hocking Tech courses, 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.



DEPARTMENTS AND PROGRAMS

ASSOCIATE DEGREE PROGRAMS

Hocking Technical College offers associate degree programs in 28 technologies. They 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.

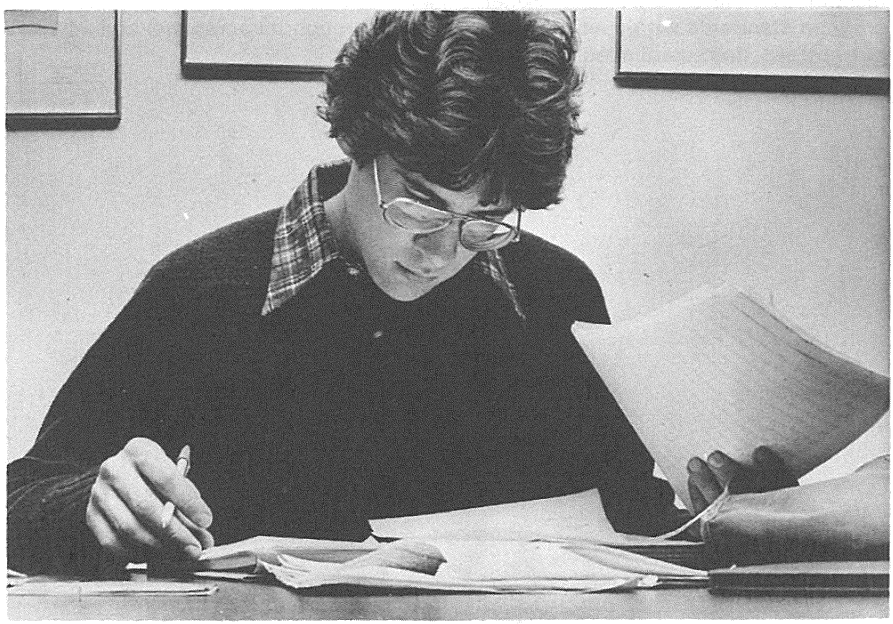
CERTIFICATE PROGRAMS

In addition to the associate degrees, Hocking Technical College offers certificate programs in many technologies. Certificate programs consist of two broad categories—the STEP Certificate Program and the Technical Certificate Program. The purpose of the STEP Certificate Program is to provide a means by which an individual may acquire a fund of knowledge and skills that will have direct applicability either to entry-level employment or other planned personal growth. STEP certificates are available in many areas including EMT-A, EMT-P, Nurse Aide/Orderly, Industrial and Retail Security, Arborculture Training, Tree Maintenance, Accounts Payable/Receivable Clerk, Cost Clerk, Timber Harvesting, Sawyer and Lumber Grading.

A one-year Technical Certificate, which is a more comprehensive program, is granted upon the successful completion of a prescribed sequence of courses within a given technology in which the certificate is offered. The total number of quarter hours required is at least fifty percent of the number required for the associate degree in that technology, and 27-33 quarter hours must be in technical courses. Some areas in which Technical Certificates are available are Practical Nursing, Accounting, and Automotive.

OBTAINING A SECOND ASSOCIATE DEGREE

To obtain a second associate degree, a student must have credit for all the technical courses in that degree program, and must also have whatever basic or general courses are determined necessary by the administrator of that technical program.



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 course is subject to change). 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 of the curriculum guide. A certain number of credits in each 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

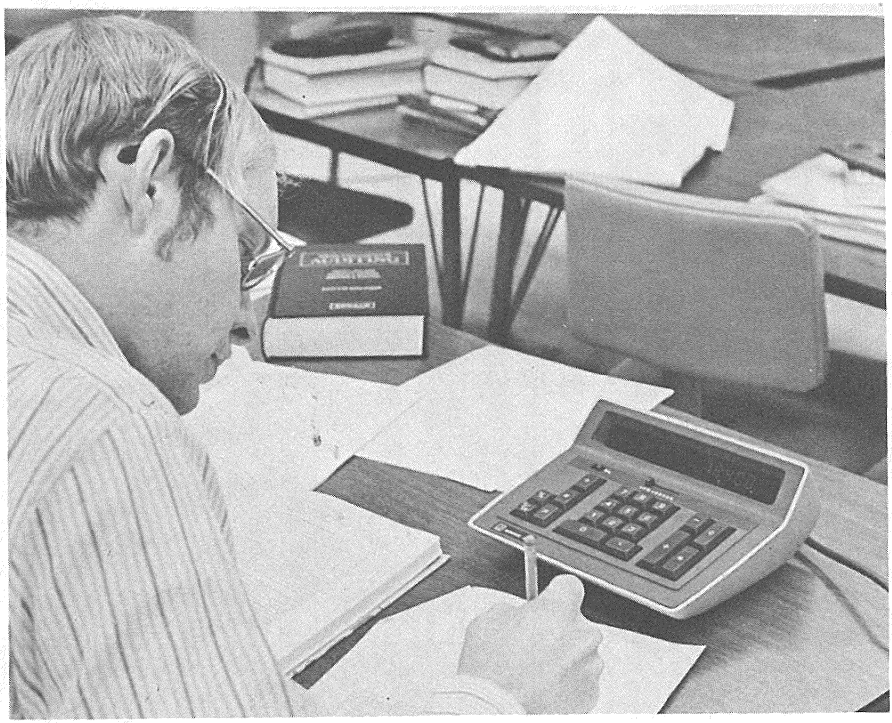
The accounting program is designed to teach students the skills of gathering, summarizing, interpreting and reporting financial data pertaining to business. It offers both the associate degree in applied business and an occupational certificate in bookkeeping.

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. Certain courses within the accounting curriculum are on the PACE option.

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		CREDIT
2235	Payroll Accounting	T	3
1243	Business and Accounting Machines	T	2
0221	Survey of Data	T	3
1230	Accounting I	B	4
1522	Principles of Business Management I	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
2218	Tax Accounting I	T	3
1234	Data Applications	T	2
1523	Principles of Business Management II (Prerequisite 1522)	T	3
1231	Accounting II (Prerequisite 1230)	B	4
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
2219	Tax Accounting II	T	4
1236	Automated Data Systems	T	4
1232	Accounting III (Prerequisite 1231)	T	4
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1201	Internship	T	12
1200	Special Problems	T	3
	FOURTH QUARTER		
2264	Funds Accounting	T	4
2237	Principles of Finance	T	4
2233	Accounting IV (Prerequiste 1232)	T	4
0046	Interacting with Government and Politics	G	3
0050	Introduction to Psychology	G	3
	TOTALS		18
	FIFTH QUARTER		
2234	Basic Cost Accounting	T	4
2260	Accounting V (Prerequisite 2233)	T	4
0042	Economics Issues and Problems	B	3
0051	Developmental Psychology	G	3
0075	Speech	G	3
	TOTALS		17
	SIXTH QUARTER		
2261	Advanced Cost Accounting	T	3
2262	Auditing I	T	4
1698	Basic Elements of Typing I	T	2
0219	Business Law	B	3
0016	Applied Human Relations	G	3
	TOTALS		15

NOTE: Curriculum subject to change as the College deems necessary.

BUSINESS MANAGEMENT TECHNOLOGY

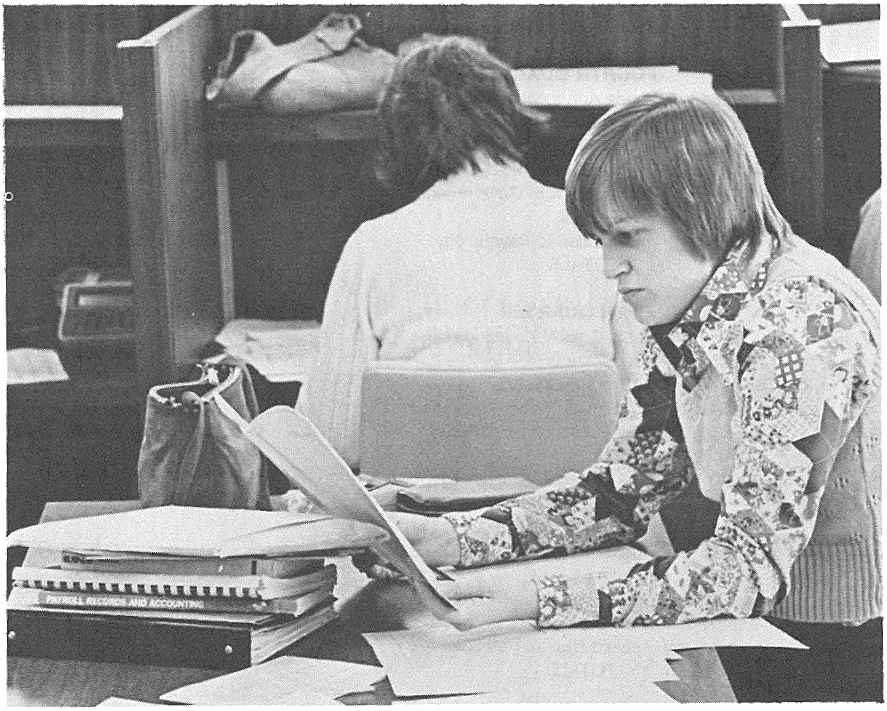
The Business Management Technology prepares students for positions in the retailing, wholesaling and manufacturing phases of business. It offers an associate degree in applied business. Certificate programs are being developed in specific interest areas.

The program is designed for present business owners, persons employed in a business and the student beginning a new career. Merchandising, law, finance, economics and marketing courses provide a solid background in many areas of management.

As an integral part of the program, students can earn credit working in a job position related to their individual career goals.

EMPLOYMENT OPPORTUNITIES

Graduates find job opportunities ranging from entry level management trainee programs to upper management positions depending on their prior experience. Demand is high for managers in all aspects of retailing, wholesaling and manufacturing.



BUSINESS MANAGEMENT TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1522	Principles of Business Management I	T	3
0221	Survey of Data	T	3
1510	Sales I	T	3
0291	Accounting I	B	3
0050	Introduction to Psychology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1523	Principles of Business Management II	T	3
2534	Marketing I	T	3
2582	Principles of Finance	B	3
0292	Accounting II	B	3
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
9901	Managerial Accounting I	T	3
1237	Automated Data Systems	T	3
1524	Principles of Business Management III	T	3
1265	Industrial Marketing	T	3
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1266	Internship	T	12
1257	Special Problems	T	3
	FOURTH QUARTER		
2410	Money and Banking	T	3
2288	Personnel Management	T	3
1259	Retail Management	T	3
1267	Labor-Management Relations	T	3
0218	Business Law	B	3
0046	Interacting with Government and Politics	G	3
	TOTALS		18
	FIFTH QUARTER		
1263	Financial Statement Analysis	T	3
2234	Basic Cost Accounting	T	4
1260	Advanced Business Law	T	3
1258	Self-Directed Learning in Management	T	2
0042	Economic Issues and Problems	B	3
0075	Speech	G	3
	TOTALS		18
	SIXTH QUARTER		
1269	Purchasing Management	T	3
1244	Business Seminar	T	4
1262	Corporate Finance	T	4
1261	Case Studies in Management	T	4
1264	Human Relations in Business	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

TRAVEL AND TOURISM

A career in the exciting travel industry awaits graduates of this new two-year program in travel and tourism management. The curriculum includes a variety of courses from world geography and travel agency management to travel promotion. You'll learn how to plan and market tours, reservation procedures, ticketing, and other travel related jobs. The first of its kind in the state, HTC's travel and tourism major was designed to fill a need for trained persons in regional travel agencies.

EMPLOYMENT OPPORTUNITIES

Job opportunities for the graduate exist with tourist facilities, airlines, Amtrak, travel agencies, motorcoach tours, chambers of commerce, tourist trade associations and state and federal tourism offices.

TRAVEL AND TOURISM CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1531	Introduction to Travel Industry I	T	3
1625	Introduction to Hospitality Industry	T	2
1522	Principles of Business Management I	T	3
0291	Accounting I	B	3
1009/1010	Communications I/II	G	3
1022/1026	Math 11/21	B	3
	TOTALS		17
	SECOND QUARTER		
0221	Survey of Data	T	3
1523	Principles of Business Management II	T	3
1532	Introduction to Travel Industry II	T	3
1698	Basic Elements of Typing	B	2
0531	Standard First Aid	B	2
0407	Cardiopulmonary Resuscitation	B	1
1010/1011	Communications II/III	G	3
	TOTALS		17
	THIRD QUARTER		
1524	Principles of Business Management III	T	3
1538	World Geography	B	3
1234	Data Applications	B	2
0218	Business Law	B	3
0050	Introduction to Psychology	G	3
1011/1012	Communications III/IV	G	3
	TOTALS		17
	SUMMER (OPTIONAL)		
	Internship	T	12
	Special Problems	T	3
	FOURTH QUARTER		
1535	Tour Guides and Services	T	3
1536	Tourism Promotion and Management	T	3
1510	Sales I	T	3
1728	Interviewing Techniques	T	3
2534	Marketing I	T	3
0051	Developmental Psychology	G	3
	TOTALS		18
	FIFTH QUARTER		
1533	Passenger Traffic Management	T	3
1534	Special Problems in Travel Management	T	3
2263	Advertising	T	3
1258	Self-Directed Learning in Management	T	2
0445	Community Health	B	3
0075	Speech	G	3
	TOTALS		17
	SIXTH QUARTER		
1537	Travel Industry Seminar	T	3
1261	Case Studies in Management	T	4
2288	Personnel Management	T	3
1242	Business Machines	B	2
0046	Interacting with Government and Politics	G	3
0060	Introduction to Sociology	G	3
	TOTAL		18

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.

EMPLOYMENT OPPORTUNITIES

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

COMPUTER SCIENCE TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
0220	Introduction to Data	T	4
1270	Program Analysis I	T	2
1223	Computer Concepts	T	3
0291	Accounting I	B	3
1522	Principles of Business Management I	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
2228	Cobol I	T	5
1271	Program Analysis II	T	2
0292	Accounting II (Prerequisite 0291)	B	3
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		16
	THIRD QUARTER		
2229	Cobol II	T	5
1214	Systems Analysis I	T	2
1225	Documentation Techniques	T	2
0042	Economics Issues and Problems	B	3
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER OPTIONAL		
1203	Internship	T	12
1202	Special Problems	T	3
	FOURTH QUARTER		
2251	Data Systems I	T	4
1226	Programming I	T	5
1523	Principles of Business Management II (Prerequisite 1522)	T	3
1523	Principles of Business Management II	T	3
0016	Applied Human Relations	G	3
0075	Speech	G	3
	TOTALS		18
	FIFTH QUARTER		
2252	Data Systems II	T	4
1227	Programming II	T	5
2293	Costing Accounting	T	3
0046	Interacting with Government and Politics	G	3
	TOTALS		15
	SIXTH QUARTER		
2250	Data Systems III	T	4
1228	Basic Assembler Language	T	3
2272	Fortran	T	5
0219	Business Law	B	3
0050	Introduction to Psychology	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

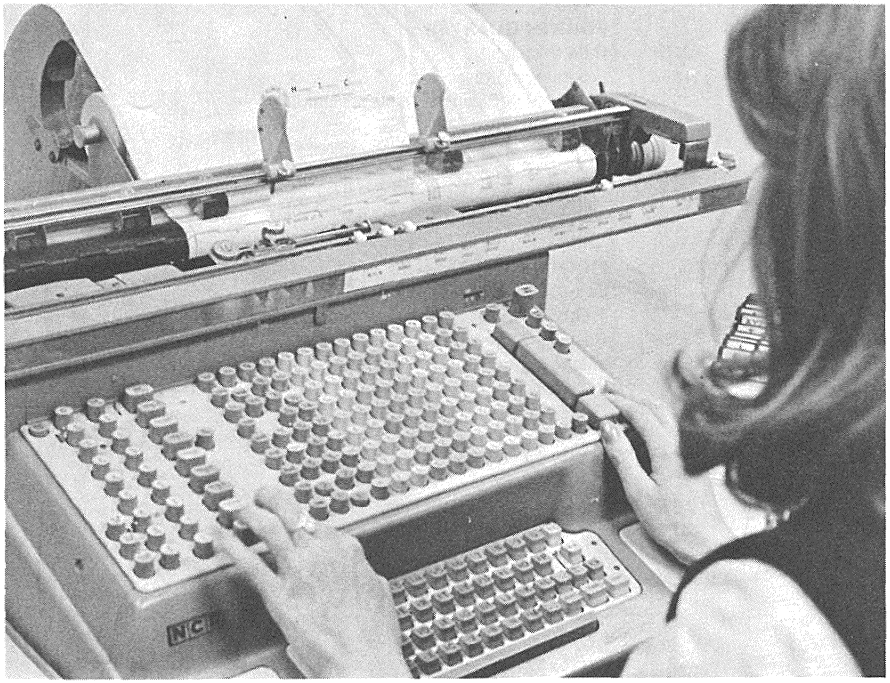
FINANCIAL MANAGEMENT TECHNOLOGY

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 bank and their employees. All courses are applicable to the American Institute of Banking Certificate.

EMPLOYMENT OPPORTUNITIES

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



FINANCIAL MANAGEMENT TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
2411	Principles of Bank Operations	T	4
2404	Marketing for Bankers	T	3
1233	Computer Concepts	B	3
1698	Basic Elements of Typing I	B	2
1522	Principles of Business Management I	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1236	Automated Data Systems	T	4
2409	Installment Credit	T	3
2412	Trust Functions and Services OR	T	3
2415	Bank Cards		
1523	Principles of Business Management II (Prerequisite 1522)	T	3
2417	Introduction to Calculators and Adding Machines	T	1
1010/1011	Communications II/III	G	3
	TOTALS		17
	THIRD QUARTER		
2407	Credit Administration	T	3
2408	Home Mortgage Lending	T	3
2416	Negotiable Instruments and Payments Mechanism	T	3
2288	Personnel Management	T	3
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1206	Internship		12
1207	Special Problems		3
	FOURTH QUARTER		
2410	Money and Banking OR	T	3
2585	Federal Reserve System		
2405	Banking Investments	T	3
0291	Accounting I	B	3
2287	Personal Finance	B	3
0042	Economics Issues and Problems	B	3
0046	Interacting with Government and Politics	G	3
	TOTALS		18
	FIFTH QUARTER		
2414	Savings and Time Deposits in Banking	T	3
2413	Law and Banking	T	3
2401	Agricultural Finance	T	3
0292	Accounting II (Prerequisite 0291)	B	3
0045	Economics and Related Systems	G	3
0050	Introduction to Psychology	G	3
	TOTALS		18
	SIXTH QUARTER		
2403	Federal Regulation of Banking	T	3
2402	Analyzing Financial Statements	T	4
2584	Management of Commercial Bank Funds	T	3
0219	Business Law	B	3
0075	Speech	G	3
	TOTALS		16

NOTE: Curriculum subject to change as the College deems necessary.

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.

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		CREDIT
2670	Hotel-Restaurant Laboratory Experience I	T	5
1635	Quality Food Preparation	T	2
2684	Dining Room Service	T	2
1522	Principles of Business Management I	B	3
0016	Applied Human Relations	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
2671	Hotel-Restaurant Laboratory Experience II	T	5
1628	Front Office Procedures	T	2
1640	*Regular and Modified Menu Planning OR	T	2
1626	*Safety and Sanitation		
0291	Accounting I	B	3
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
2672	Hotel-Restaurant Laboratory Experience III	T	5
1630	Purchasing for Food and Lodging Establishments	T	2
1615	*Food and Lodging Merchandising OR	T	2
1627	*Supervisory Housekeeping		
0292	Accounting II (Prerequisite 0291)	B	3
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1690	Internship	T	12
1693	Special Problems	T	3
	FOURTH QUARTER		
2673	Hotel-Restaurant Laboratory Experience IV	T	5
2294	Accounting for Hotel and Restaurant	T	2
2610	Food and Beverage Management	T	2
1523	Principles of Business Management II (Prerequisite 1522)	T	3
0221	Survey of Data	T	3
2534	Marketing I	B	3
	TOTALS		18

	FIFTH QUARTER		
2674	Hotel-Restaurant Laboratory Experience V	T	5
1682	Management Supervision	T	2
1636	*Hotel and Restaurant Law OR	T	2
1641	*Advanced Food Preparation		
0075	Speech	G	3
0050	Introduction to Psychology	G	3
	TOTALS		15
	SIXTH QUARTER		
2675	Hotel-Restaurant Lab Experience VI	T	5
2682	Hotel and Restaurant Management I	T	2
2686	*Facilities Programming and Planning OR	T	2
1637	*Food and Beverage Cost Control		
2287	Personal Finance	B	3
0219	Business Law	B	3
0042	Economics Issues and Problems	G	3
	TOTALS		18

*Where asterisks are indicated, one course of the two offered must be selected.

NOTE: Curriculum subject to change as the College deems necessary.

HOTEL RESTAURANT MANAGEMENT CULINARY ARTS MAJOR

The Culinary Arts major prepares students for careers as professional chefs. Students will study under an executive chef at the Hocking Valley Motor Lodge, a motel owned and operated by Hocking Tech as a training facility. Additional hands-on experience is gained in the college's kitchen-laboratory. Courses include instruction in managing the business aspects of a restaurant in addition to food preparation.

EMPLOYMENT OPPORTUNITIES

Employment opportunities for the professional chef exist with quality restaurants, hotels/motels offering fine dining and private clubs with dining establishments.

HOTEL—RESTAURANT MANAGEMENT CULINARY ARTS CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1624	Intermediate Food Preparation	T	5
1614	Introduction to Culinary Arts	T	4
1618	Baking and Classical Pastries	T	5
1617	Alcoholic Beverages and Wines	T	4
	TOTALS		18
	SECOND QUARTER		
1522	Principles of Business Management I	B	3
1022/1026	Math 11/21	B	3
0016	Applied Human Relations	G	3
0050	Introduction to Psychology	G	3
0075	Speech	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	THIRD QUARTER		
1611	Professional Food Preparation	T	5
1622	Executive Food Purchasing	T	4
1610	Professional Meat Cutting	T	5
1613	Professional Baking and Classical Pastry	T	4
	TOTALS		18
	SUMMER (OPTIONAL)		
1613	Intership	T	12
1604	Special Problems	T	3

	FOURTH QUARTER		
1640	Regular and Modified Menu Planning	T	2
1682	Management Supervision	T	2
0291	Accounting I	B	3
1523	Principles of Business Management II	B	3
1026/1031	Math 21/31	B	3
1010/1011	Communications II/III	G	3
	TOTALS		16
	FIFTH QUARTER		
2684	Dining Room Service	T	2
1626	Safety and Sanitation	T	2
2610	Food and Beverage Management	T	2
1636	Hotel and Restaurant Law	T	2
2674	Hotel-Restaurant Laboratory Experience V	T	5
	TOTALS		13
	SIXTH QUARTER		
2686	Facilities Programming and Planning	T	2
1619	Banquet Organization	T	4
0219	Business Law	B	3
0292	Accounting II	B	3
0042	Economics Issues and Problems	G	3
1011/1012	Communications III/IV	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

CULINARY ARTS
SUMMER TECHNICAL BLOCK MODULES

SUMMER SESSION I

Module I — BAKING & PASTRIES #1618

Week 1 — Yeast Dough Products
Week 2 — Pies, Cakes, Icings
Week 3 — Pastries

Module 2 — PROFESSIONAL MEAT CUTTING #1610

Week 4 — Beef
Week 5 — Variety Meats

Module 3 — GARDE MANGER #1623

Week 6 — Garnishes, Fruits & Vegetables, Melon Carving

SUMMER SESSION II

Module 3, (continued) — GARDE MANGER #162

Week 7 — Hors d'oeuvres and Canapes
Week 8 — Aspic & Chaudfroid
Week 9 — Pates & Galantines
Week 10 — Ice & Tallow

Module 4 — MGT/CHEF CERTIFICATION

Week 11 — Supervisory Development
Week 12 — Sanitation & Safety

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 retailing program is designed to give a person an overview of retailing and the basic principles of how a retail enterprise operates. The objective of the program is that a student will understand the entire operation and be able to operate within that framework. This "total concept" plan will enable the graduate to function in any entry-level retail position whether it be in sales, merchandising, or sales support position.

The business management program is set up for the person who already has some experience in retailing and wishes to re-train for a management position. A manager must not only have knowledge of business operations, but must learn to manage people, make decisions, work out problems, initiate change and follow through on daily procedures. This curriculum is designed to train interested people along that line. Businesses need managers, so the job opportunities are many and varied.

The business operations program is designed for a person who desires to understand what goes on "behind the scenes" in a retail store. There is much more to retailing than selling items over a counter, and the program concerns itself with those areas. Wholesaling, marketing, accounting, purchasing and other functions take place before an item is sold—these are part of the operations in a retail business.

Study covers 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		CREDIT
0221	Survey of Data	T	3
1510	Sales I	T	3
0291	Accounting I	B	3
1522	Principles of Business Management I	B	3
0050	Introduction to Psychology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
2534	Marketing I	T	3
1234	Data Applications	T	2
1523	Principles of Business Management II (Prerequisite 1522)	T	3
0292	Accounting II (Prerequisite 0291)	B	3
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		17
	THIRD QUARTER		
9901	Managerial Accounting I	T	3
1237	Automated Data Systems	T	3
1520	Retailing I	T	3
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		15
	SUMMER (OPTIONAL)		
1590	Internship	T	12
1594	Special Problems	T	3
	FOURTH QUARTER		
9902	Managerial Accounting II (Prerequisite 9901)	T	3
2288	Personnel Management	T	3
2582	Principles of Finance	T	3
1599	Sales Promotion	T	3
0218	Business Law	B	3
0046	Interacting with Government and Politics	G	3
	TOTALS		18
	FIFTH QUARTER		
2525	Retail Buying I	T	3
2527	Retail Law	T	3
2263	Advertising	T	3
0042	Economics Issues and Problems	B	3
0075	Speech	G	3
	TOTALS		15
	SIXTH QUARTER		
2580	Retail Store Operations	T	4
1244	Business Seminar	T	4
1512	Operations Analysis	T	4
2287	Personal Finance	T	3
0016	Applied Human Relations	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

SECRETARIAL SCIENCE TECHNOLOGY

The Hocking Tech Secretarial Science Technology offers four options, each leading to an associate degree in applied business. The four options are executive, legal, general and medical.

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.

Also available are two certificate programs, one with shorthand, the other without.

The certificate program with shorthand is designed to train or aid the student to become a proficient typist and stenographer. An extensive period of time will be spent developing the student's typing and shorthand speeds, as well as producing mailable transcripts. A knowledge of adding machines, calculators, spirit duplicator, and transcriber will be acquired. An introduction to accounting and filing will be given, and some basic general office procedures will be discussed.

The certificate program without shorthand is designed to train or aid the student to become a proficient typist and general office employee. Students will develop their typing speeds, learn the basic accounting procedures and gain a knowledge of adding machines, calculators, spirit duplicator and transcriber.

Both certificate programs include an introduction to filing and basic general office procedures.

EMPLOYMENT OPPORTUNITIES

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

SECRETARIAL SCIENCE TECHNOLOGY CURRICULUM

Executive Secretarial Option

COURSE NO.	FIRST QUARTER		CREDIT
1240	Typing I	T	3
1245	Shorthand I	T	4
1242	Business Machines	T	2
0221	Survey of Data	T	3
2287	Personal Finance	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1241	Typing II (Prerequisite 1240)	T	3
1215	Secretarial Office Procedures I (Prerequisite 1240)	T	2
1246	Shorthand II (Prerequisite 1245)	T	4
2249	Data Procedures (Prerequisite 0221)	T	3
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1248	Typing III (Prerequisite 1241)	T	3
1216	Secretarial Office Procedures II (Prerequisite 1215)	T	3
1247	Shorthand III (Prerequisite 1246)	T	4
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		16
	SUMMER (OPTIONAL)		
1205	Internship	T	12
1204	Special Problems	T	3
	FOURTH QUARTER		
0242	Business Machines and Duplicating (Prerequisite 1248)	T	3
2280	Office Organization and Management (Prerequisite 1216)	T	3
2216	Shorthand Dictation and Transcription (Prerequisite 1247)	T	3
1522	Principles of Business Management I	B	3
0291	Accounting I	B	3
0219	Business Law	B	3
	TOTALS		18
	FIFTH QUARTER		
2283	Records Management	T	2
2281	Special Problems in Transcription (Prerequisite 2216)	T	5
2213	IBM Memory Typewriter	T	1
0292	Accounting II (Prerequisite 0291)	B	3
0046	Interacting with Government and Politics	G	3
0075	Speech	G	
	TOTALS		17

	SIXTH QUARTER		
2282	Secretarial Seminar - 6th Qtr. Standing	T	1
2210	Externship - 6th Qtr. Standing	T	5
2285	Special Typing Problems (Prerequisite 1248)	T	3
0016	Applied Human Relations	G	3
0050	Introduction to Psychology	G	3
	TOTALS		15

SECRETARIAL SCIENCE TECHNOLOGY CURRICULUM

Legal Secretarial Option

COURSE NO.	FIRST QUARTER		CREDIT
1240	Typing I	T	3
1245	Shorthand I	T	4
1242	Business Machines	T	2
0221	Survey of Data	T	3
2287	Personal Finance	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1241	Typing II (Prerequisite 1240)	T	3
1215	Secretarial Office Procedures I (Prerequisite 1240)	T	2
1246	Shorthand II (Prerequisite 1245)	T	4
2283	Records Management	T	2
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		17
	THIRD QUARTER		
1248	Typing III (Prerequisite 1241)	T	3
1216	Secretarial Office Procedures II (Prerequisite 1215)	T	3
1247	Shorthand III (Prerequisite 1246)	T	4
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		16
	SUMMER (OPTIONAL)		
1205	Internship	T	12
1204	Special Problems	T	3

	FOURTH QUARTER		
0242	Business Machines and Duplicating (Prerequisite 1248)	T	3
2280	Office Organization and Management (Prerequisite 1216)	T	3
2216	Shorthand Dictation and Transcription (Prerequisite 1247)	T	3
1522	Principles of Business Management I	B	3
0291	Accounting I	B	3
0219	Business Law	B	3
	TOTALS		18
	FIFTH QUARTER		
2215	Legal Terminology and Typing (Prerequisite 1248)	T	3
2281	Special Problems in Transcription (Prerequisite 2216)	T	5
2213	IBM Memory Typewriter	T	1
0292	Accounting II (Prerequisite 0291)	B	3
0046	Interacting with Government and Politics	G	3
0075	Speech	G	3
	TOTALS		18
	SIXTH QUARTER		
2282	Secretarial Seminar - 6th Qtr. Standing	T	1
2210	Externship - 6th Qtr. Standing	T	5
2285	Special Typing Problems (Prerequisite 1248)	T	3
2214	Legal Machine Transcription (Prerequisite 2215)	T	3
0016	Applied Human Relations	G	3
0050	Introduction to Psychology	G	3
	TOTALS		18

SECRETARIAL SCIENCE TECHNOLOGY CURRICULUM

Medical Secretarial Option

COURSE NO.	FIRST QUARTER		CREDIT
1240	Typing I	T	3
1245	Shorthand I	T	4
1242	Business Machines	T	2
0221	Survey of Data	T	3
2287	Personal Finance	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1241	Typing II (Prerequisite 1240)	T	3
1215	Secretarial Office Procedures I (Prerequisite 1240)	T	2
1246	Shorthand II (Prerequisite 1245)	T	4
2283	Records Management	T	2
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		17

	THIRD QUARTER		
1248	Typing III (Prerequisite 1241)	T	3
0473	Medical Office Procedures I (Prerequisite 1215)	T	3
1247	Shorthand III (Prerequisite 1246)	T	4
1026-1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		16
	SUMMER (OPTIONAL)		
1205	Internship	T	12
1204	Special Problems	T	3
	FOURTH QUARTER		
0498	Medical Terminology I	T	3
2280	Office Organization and Management (Prerequisite 0473)	T	3
2216	Shorthand Dictation and Transcription (Prerequisite 1247)	T	3
0242	Business Machines and Duplicating (Prerequisite 1248)	B	3
0291	Accounting I	B	3
1522	Principles of Business Management I	B	3
	TOTALS		18
	FIFTH QUARTER		
0499	Medical Terminology II (Prerequisite 0498)	T	2
2281	Special Problems in Transcription (Prerequisite 2216)	T	5
2213	IBM Memory Typewriter	T	1
0292	Accounting II (Prerequisite 0291)	B	3
0046	Interacting with Government and Politics	G	3
0075	Speech	G	3
	TOTALS		17
	SIXTH QUARTER		
2282	Secretarial Seminar - 6th Qtr. Standing	T	1
2210	Externship - 6th Qtr. Standing	T	5
2285	Special Typing Problems (Prerequisite 1248)	T	3
0016	Applied Human Relations	G	3
0050	Introduction to Psychology	G	3
0495	Medical Transcription (Prerequisite 0498)	T	3
	TOTALS		18

SECRETARIAL SCIENCE TECHNOLOGY CURRICULUM
General Secretarial Option

COURSE NO.	FIRST QUARTER		CREDIT
1240	Typing I	T	3
1245/1299	Shorthand I OR Computer Concepts	T	4/2
1242	Business Machines	T	2
0221	Survey of Data	T	3
2287	Personal Finance	B	3
1009/1010	Communications I/II	G	3
	TOTALS		18/16
	SECOND QUARTER		
1241	Typing II (Prerequisite 1240)	T	3
1215	Secretarial Office Procedures I (Prerequisite 1240)	T	2
2534	Marketing I	T	3
2249	Data Procedures (Prerequisite 0221)	T	3
1022/1026	Math 11/21	B	3
1010/1011	Communications II/III	G	3
	TOTALS		17
	THIRD QUARTER		
1248	Typing III (Prerequisite 1241)	T	3
1216	Secretarial Office Procedures II (Prerequisite 1215)	T	3
1214	Systems Analysis (Prerequisite 2249)	T	2
2213	IBM Memory Typewriter	T	1
1026/1031	Math 21/31	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		15
	SUMMER (OPTIONAL)		
1205	Internship	T	12
1204	Special Problems	T	3
	FOURTH QUARTER		
0242	Business Machines and Duplicating (Prerequisite 1248)	T	3
2280	Office Organization and Management (Prerequisite 1216)	T	3
2278	Machine Transcription I (Prerequisite 1248)	T	3
1522	Principles of Business Management I	B	3
0291	Accounting I	B	3
0219	Business Law	B	3
	TOTALS		18

	FIFTH QUARTER		
2283	Records Management	T	2
2279	Machine Transcription II (Prerequisite 2278)	T	4
0292	Accounting II (Prerequisite 0291)	B	3
0023	Spelling Skills	G	1
0025	Vocabulary Skills	G	1
0046	Interacting with Government and Politics	G	3
0075	Speech	G	3
	TOTALS		17
	SIXTH QUARTER		
2282	Secretarial Seminar - 6th Qtr. Standing	T	1
2210	Externship - 6th Qtr. Standing	T	5
2285	Special Typing Problems (Prerequisite 1248)	T	3
0016	Applied Human Relations	G	3
0050	Introduction to Psychology	G	3
	TOTALS		15

INSTRUCTIONAL STAFF
BUSINESS DEPARTMENT

DAVID V. AIKEN (1979), Instructor, Business; B.B.A., Ohio University.

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THOMAS E. LYNCH (1979), Instructor, Accounting; B.S., Youngstown State University; teaching experience, 4 years.

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MARC NEWMAN (1977), Instructor, Accounting, B.A., M.B.A., Ohio University; financial analyst, 1 year.

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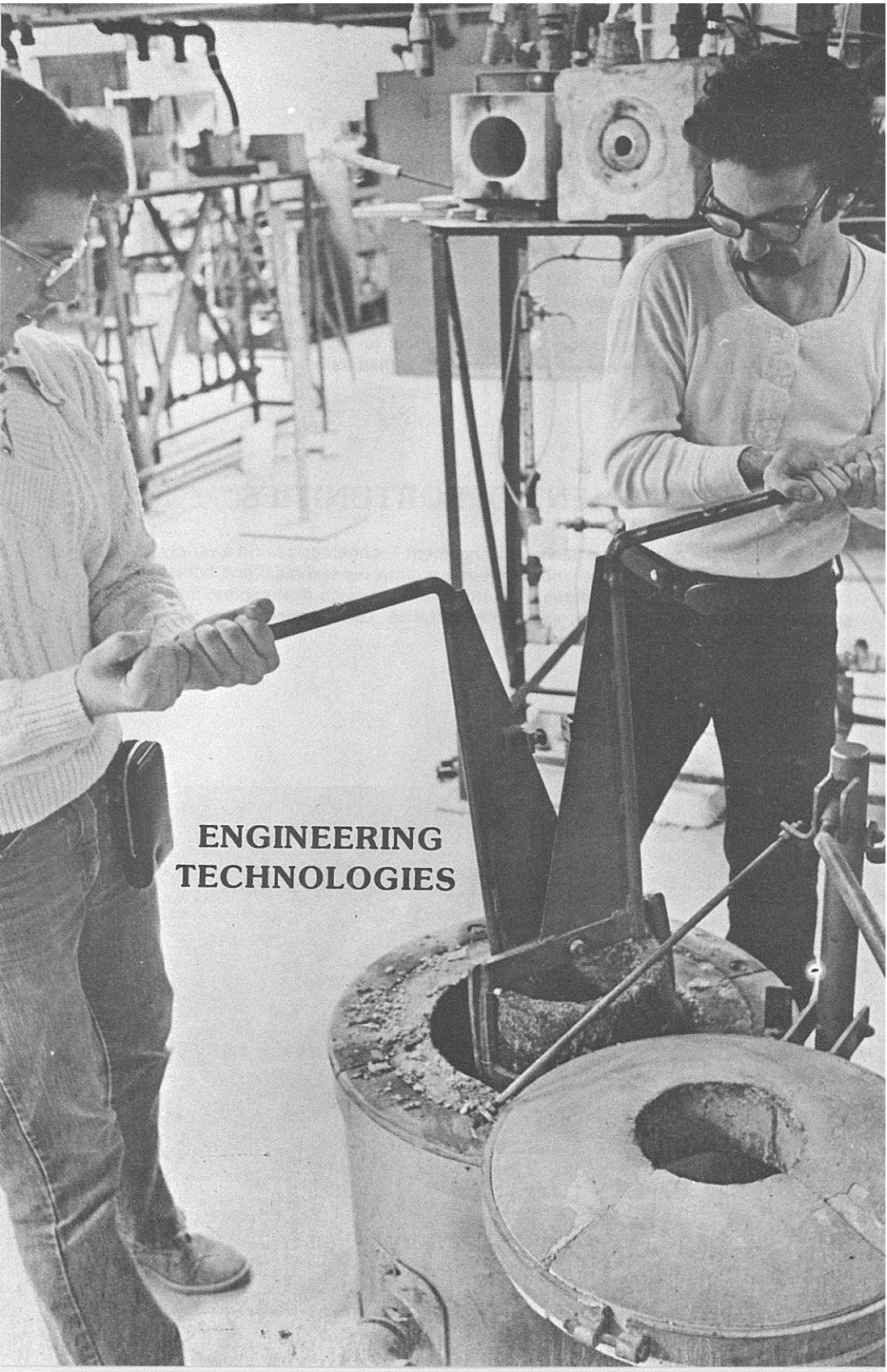
DOROTHY H. POLING (1971), Instructor, Secretarial Science; B.S., M. Ed., Ohio University; office experience, 2 years, previous teaching, 3 years.

WILLIAM J. ROTHMAN (1973), Instructor, Coordinator, Retail Marketing Management; B.A., Ohio State University; M. Ed., Ohio University; office and retail experience, 7 years.

JOSEPH STRANGIS (1979), Executive Chef, Culinary Arts; A.S., Community College Allegheny County; B.S., Florida International University; chef experience, 10 years.


ENGINEERING
TECHNOLOGIES

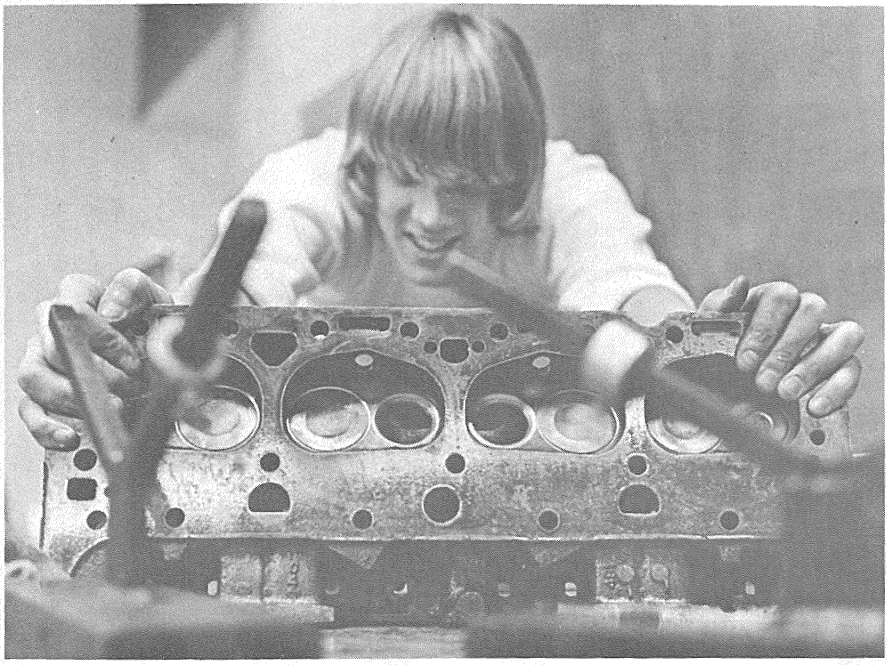
AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY

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.

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
2072	Automotive Service Orientation	T	4
2087	Internal Combustion Engines	T	6
1021	Math 15 (Math for Automotive Technicians)	B	4
1009/1010	Communications I/II	G	3
	TOTALS		17
	SECOND QUARTER		
2086	Carburetion and Fuel Systems	T	3
2071	Automotive Diesel Engines	T	3
2534	Marketing I	B	3
1826	Physical Science I	B	3
1020	Math 25 (Math for Automotive Technicians)	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
2081	Automotive Air Conditioning	T	4
2083	Automotive Electricity	T	4
2287	Personal Finance	G	3
0075	Speech	G	3
0050	Introduction to Psychology	G	3
	TOTALS		17
	SUMMER (OPTIONAL)		
2091	Internship	T	12
2092	Special Problems	T	3
	FOURTH QUARTER		
2084	Automotive Ignition Systems	T	4
2082	Automotive Chassis I	T	4
0221	Survey of Data	B	3
0291	Accounting I	B	3
1522	Principles of Business Management I	B	3
	TOTALS		17
	FIFTH QUARTER		
2085	Automotive Transmissions I	T	4
2094	Automotive Chassis II	T	4
1140	Engineering Drawing I	T	3
1523	Principles of Business Management II	B	3
2070	Technical Writing	G	3
	TOTALS		17
	SIXTH QUARTER		
2095	Automotive Transmissions II	T	4
2149	Industrial Supervision	T	3
2088	Performance Testing	T	5
1870	Occupational Safety	T	3
0042	Economics Issues and Problems	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

BROADCAST TECHNOLOGY

Broadcast Engineering Technology offers an associate degree program designed to prepare students for employment in the Broadcast communications area.

"Hands-on" experience is stressed in the program that provides its own television and radio broadcast control room and television production studio.

Courses in electronics, instrumentation, digital circuits, and equipment maintenance provide skills in the technical aspect of broadcasting. Emphasis is also placed on passing the examination for the Federal Communications Commission First-Class license.

Hocking Technical College and Ashland College offer a joint four-year program for students interested in combining radio-television production and engineering.

EMPLOYMENT OPPORTUNITIES

Career opportunities for the Broadcast Engineering Technician exist in:

- Commercial television stations
- Commercial radio stations
- Public and educational broadcasting
- Cable T.V. companies
- Technical sales and distribution
- Instructional media
- Business and industrial media

BROADCAST ENGINEERING TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
2143	Electronic Drawing	T	3
1131	Elements of D.C. Circuits	T	6
2171	Math 03	B	2
1024	Math 12	B	4
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1152	Electronics I	T	3
1132	A.C. Circuits	T	4
1150	Physics I	B	3
1028	Math 22	B	5
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
2153	Electronics II	T	4
1145	Electrical Measurements	T	3
1151	Physics II	B	3
1032	Math 32	B	5
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1109	Internship	T	12
1110	Special Problems	T	3
	FOURTH QUARTER		
2154	Electronics III	T	5
1168	Broadcast Equipment	T	2
2169	Communications Systems	T	.5
0060	Introduction to Sociology	G	3
2070	Technical Writing	G	3
	TOTALS		18
	FIFTH QUARTER		
2156	Electronics IV	T	4
1164	B.C. Seminar	T	2
1163	T.V. Systems	T	4
2042	Math 42	B	5
0050	Introduction to Psychology	G	3
	TOTALS		18
	SIXTH QUARTER		
2157	Electronics V	T	4
1166	Broadcast Equipment Maintenance	T	4
1165	Broadcast Instruments and Measurements	T	3
1160	Color T.V. Transmission	T	4
2287	Personal Finance	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

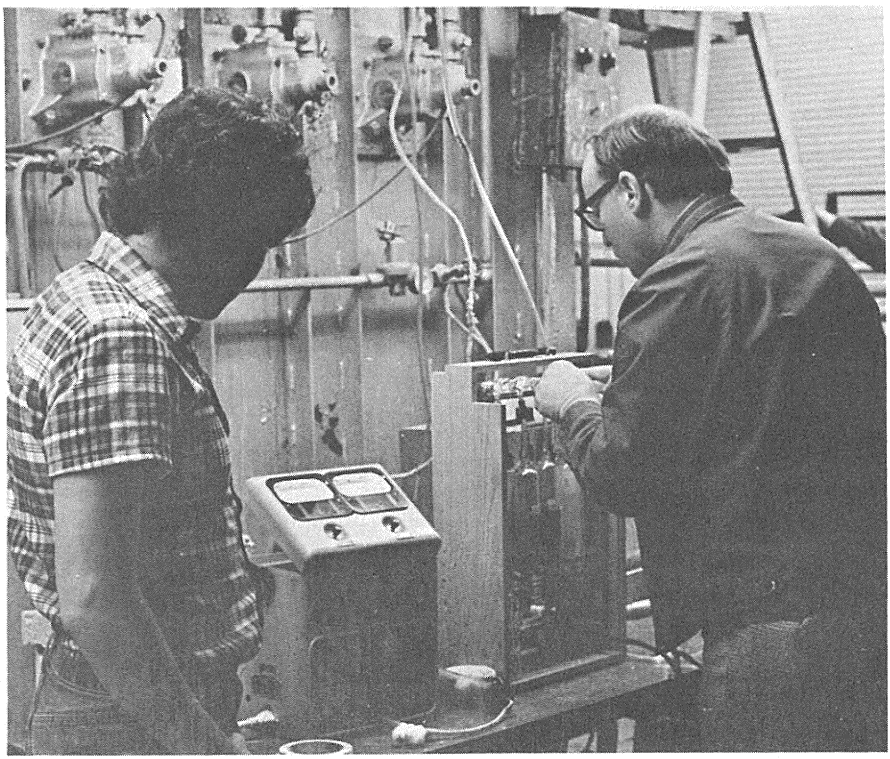
CERAMIC TECHNOLOGY

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.

EMPLOYMENT OPPORTUNITIES

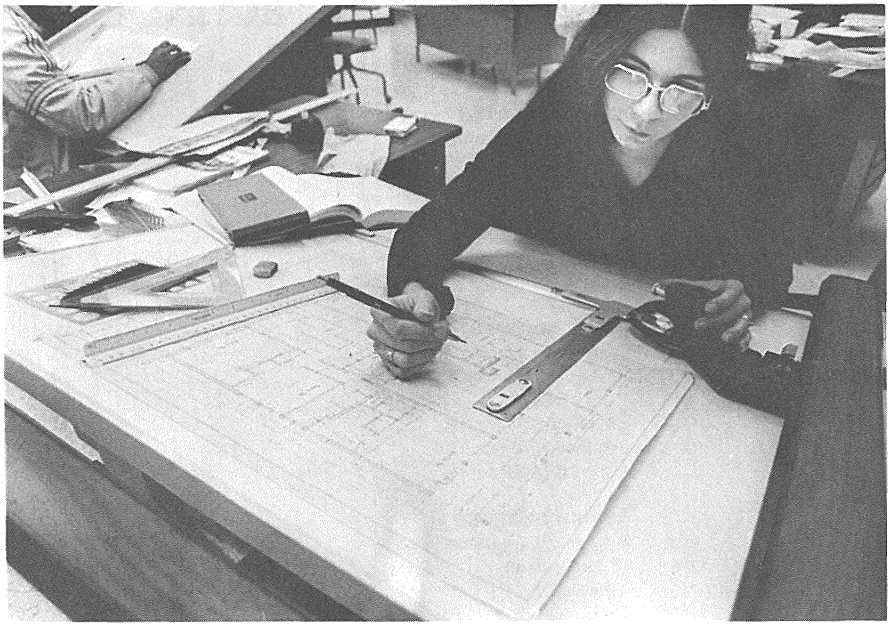
Hocking Tech ceramic graduates have obtained jobs in all the fields of ceramics with such engineering-related duties as quality control, production supervision, management, research and development, technical sales and customer service. Geographically, HTC ceramic graduates have accepted positions in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



CERAMIC ENGINEERING TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1140	Engineering Drawing I	T	3
1161	Mineralogy	T	3
1802	Chemistry I	B	3
2171	Math 03	B	2
1024	Math 12	B	4
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1141	Engineering Drawing II	T	3
1122	Ceramic Materials and Forming	T	4
1803	Chemistry II	B	3
1028	Math 22	B	5
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1123	Ceramic Drying and Firing	T	4
2161	Combustion I	T	3
1151	Physics II	B	3
1032	Math 32	B	5
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1102	Internship	T	12
1001	Special Problems	T	3
	FOURTH QUARTER		
2130	Introduction to Electricity	T	4
2164	Combustion II	T	4
2179	Glasses	T	2
2070	Technical Writing	G	3
0075	Speech	G	3
	TOTALS		16
	FIFTH QUARTER		
2149	Industrial Supervision	T	3
2146	Instruments and Controls I	T	3
2193	Statistical Quality Control	T	4
2178	Glazes and Enamels	T	2
2192	Digital Control Systems	T	3
2177	Ceramic Automation	T	3
	TOTALS		18
	SIXTH QUARTER		
2175	ASTM Procedures	T	4
1130	Technical Laboratory	T	3
2190	Seminar in Industrial Problems	T	2
2163	Hydraulics and Pneumatics	T	3
2287	Personal Finance	G	3
0050	Introduction to Psychology	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.



DRAFTING AND DESIGN TECHNOLOGY

The Hocking Tech drafting and design program offers an associate degree in applied sciences or 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.

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		CREDIT
1140	Engineering Drawing I	T	3
1120	Manufacturing Process I	T	3
2171	Math 03	B	2
1024	Math 12	B	4
0060	Introduction to Sociology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1141	Engineering Drawing II	T	3
1121	Manufacturing Process II	T	3
1150	Physics I	B	3
1028	Math 22	B	5
1010/1011	Communications II/III	G	3
	TOTALS		17
	THIRD QUARTER		
1142	Engineering Drawing III	T	3
1125	Manufacturing Process III	T	3
1151	Physics II	B	3
1032	Math 32	B	5
1011/1012	Communications III/IV	G	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	4
2149	Industrial Supervision	T	3
2045	Descriptive Geometry	T	3
	TOTALS		18
	FIFTH QUARTER		
2144	Electrical Drawing	T	4
2113	Advanced Drafting	T	4
2115	Architecture II	T	4
2070	Technical Writing	G	3
0050	Introduction to Psychology	G	3
	TOTALS		18
	SIXTH QUARTER		
1870	Occupational Safety	T	3
2163	Hydraulics and Pneumatics	T	3
2184	Die Design	T	3
2195	Fortran	T	3
1325	Surveying	T	2
2287	Personal Finance	G	3
	TOTALS		17

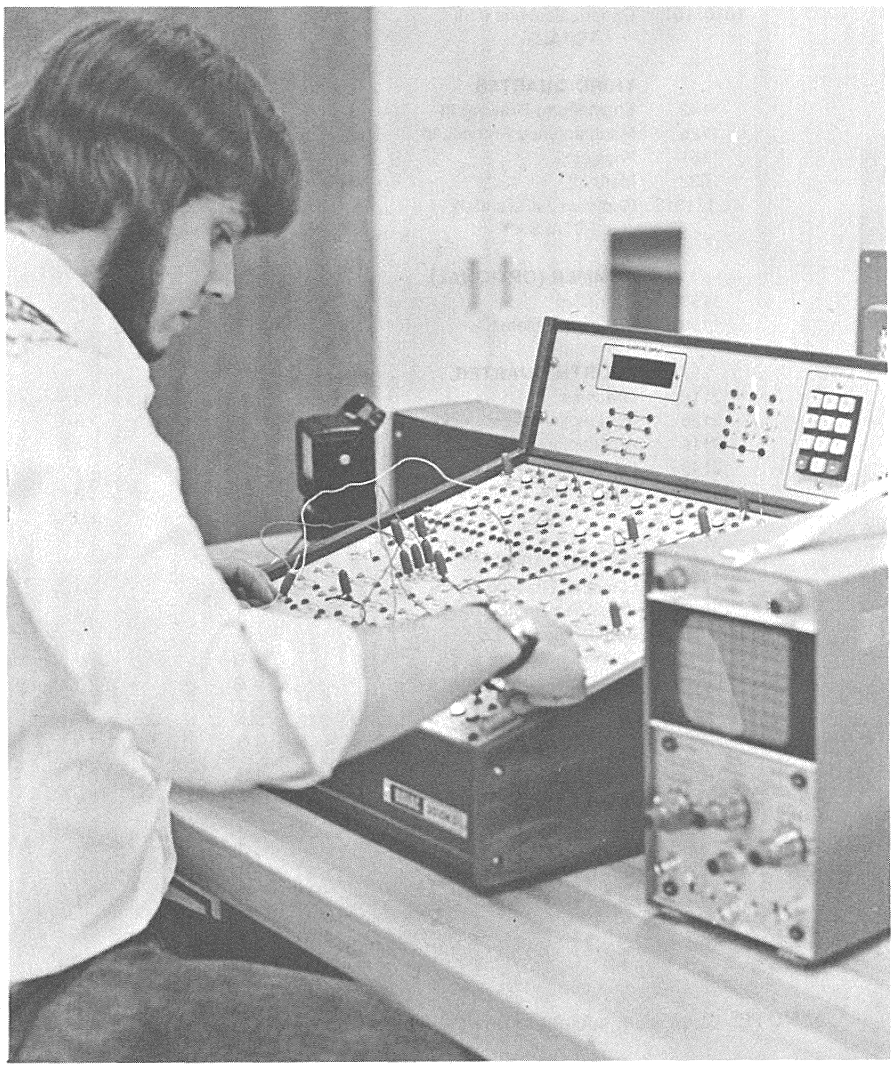
NOTE: Curriculum subject to change as the College deems necessary.

ELECTRONIC 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.

EMPLOYMENT OPPORTUNITIES

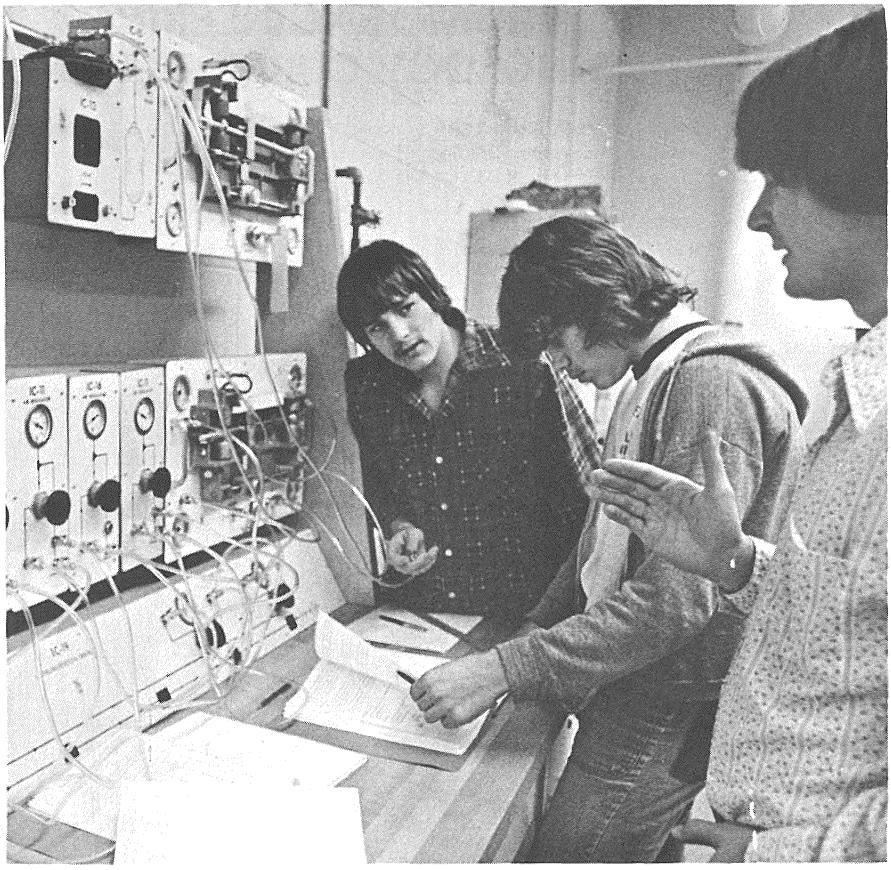
An electronic engineering technician may aid in research and design in such fields as communications, computer, industrial electronics and instrumentation. Work may include production, testing, sales, customer service, or other areas involving many types of electronic equipment.



ELECTRONIC ENGINEERING TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1140	Engineering Drawing I	T	3
1131	Elements of D.C. Circuits	T	6
2171	Math 03	B	2
1024	Math 12	B	4
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1152	Electronics I	T	3
1132	A.C. Circuits	T	4
1150	Physics I	B	3
1028	Math 22	B	5
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
2153	Electronics II	T	4
1145	Electrical Measurements	T	3
1151	Physics II	B	3
1032	Math 32	B	5
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1108	Internship	T	12
1107	Special Problems	T	3
	FOURTH QUARTER		
2154	Electronics III	T	5
2137	Electrical Process I	T	2
2146	Instruments and Controls I	T	3
2169	Communications Systems	T	5
2070	Technical Writing	G	3
	TOTALS		18
	FIFTH QUARTER		
2156	Electronics IV	T	4
2143	Electronic Drawing	T	3
2195	Fortran	T	3
2042	Math 42	B	5
0050	Introduction to Psychology	G	3
	TOTALS		18
	SIXTH QUARTER		
2157	Electronics V	T	4
2138	Electrical Process II	T	3
2127	Microwave Theory	T	4
2287	Personal Finance	G	3
0060	Introduction to Sociology	G	3
	TOTALS		17

NOTE: Curriculum subject to change as the College deems necessary.



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, metal treating, heat recovery and energy-producing industries using solid, liquid, gaseous and nuclear fuels. The program emphasizes techniques of energy conservation in industry.

EMPLOYMENT OPPORTUNITIES

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

HEAT PROCESSING TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1120	Manufacturing Process I	T	3
1159	Combustion and Burner Operation	T	4
1155	Vacuum Furnace	T	2
2171	Math 03	B	2
1024	Math 12	B	4
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1140	Engineering Drawing I	T	3
1153	Heat Treating I	T	4
1150	Physics I	B	3
1028	Math 22	B	5
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1141	Engineering Drawing II	T	3
2130	Introduction to Electricity	T	4
1151	Physics II	B	3
1032	Math 32	B	5
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1114	Internship	T	12
1115	Special Problems	T	3
	FOURTH QUARTER		
2146	Instruments and Controls I	T	3
1134	Fuel Properties	T	4
1135	Heat Transfer	T	3
1156	Furnace Electrics	T	3
1147	Furnace Atmosphere Preparation	T	2
2070	Technical Writing	G	3
	TOTALS		18
	FIFTH QUARTER		
2192	Digital Control Systems	T	3
1137	Fuel Burning Systems	T	4
1154	Heat Treating II	T	3
1111	Industrial Furnace Design	T	4
0016	Applied Human Relations	G	3
	TOTALS		17
	SIXTH QUARTER		
1130	Technical Laboratory	T	3
1138	Heat Processing Calculations	T	3
1158	Metal Quality Control	T	3
1157	Furnace Maintenance	T	3
2287	Personal Finance	G	3
0050	Introduction to Psychology	G	3
	TOTALS		18

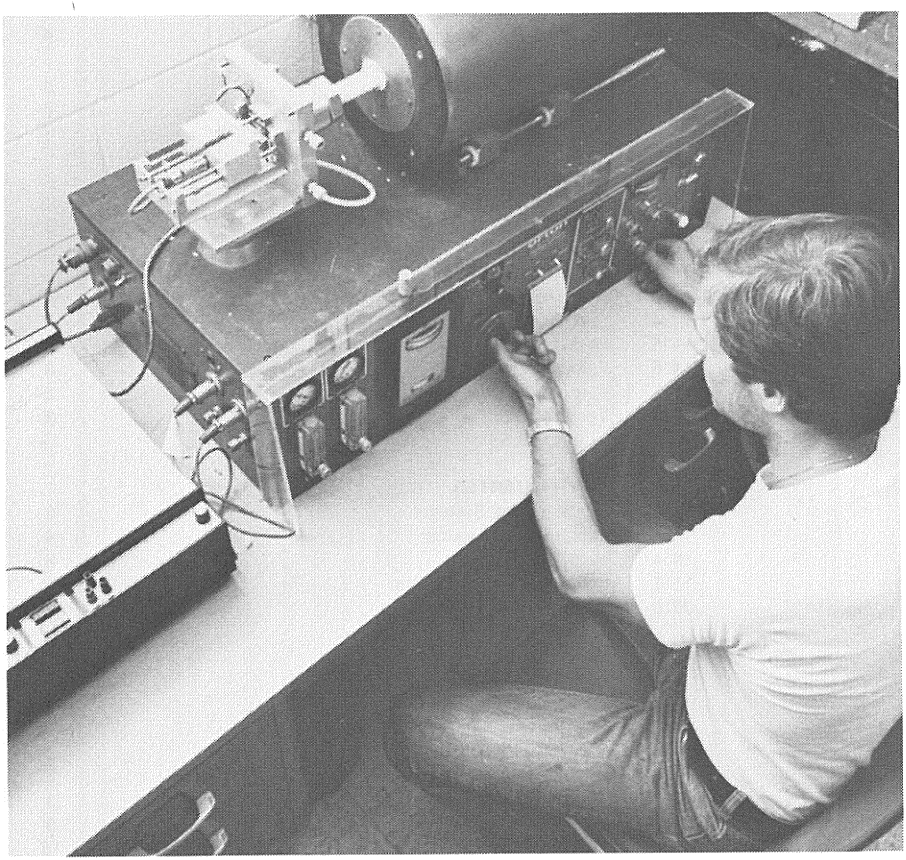
NOTE: Curriculum subject to change as the College deems necessary.

CERAMIC TECHNICAL AND TESTING LABORATORY

PRECISION ANALYSIS OF CERAMIC MATERIALS

This unit is located in the Technical Laboratory of the Engineering Department at the college. Precision equipment such as Thermal Gradient Furnaces, Electron Microscopes, Carbon Determinators, and Fuel Calorimeters are being used to provide precision analysis and evaluation of materials for industry.

The use of industrial testing projects requested by ceramic companies allows the college to expose the students to a first hand experience in accurate data accumulation, analysis and evaluation of problems. This work is performed under close faculty advisement and consultation.



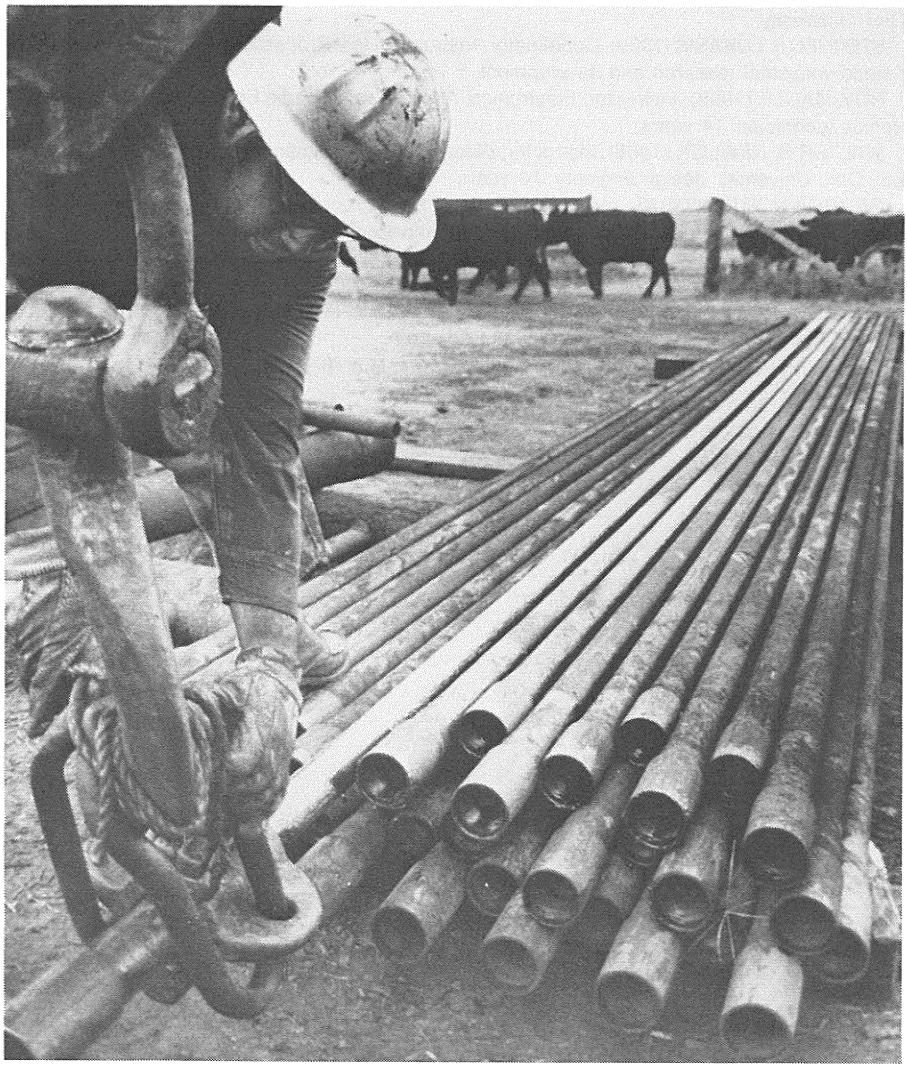
Pictured is a student working with a precision Dilatometer used to determine thermal expansion characteristics of ceramic materials.

OIL WELL SERVICING AND MAINTENANCE PROGRAM

Designed to provide practical skill and related knowledge that will enable the successful program participant to obtain employment as a pumper, drilling rig helper, oil and gas well maintenance shop helper, and related employment in the oil and gas well industry, the oil well servicing and maintenance program is 12 weeks in length. A new class enrolls each quarter.

The program covers such topics as legal aspects of leasing and surveys; procedures for acquiring state permits; basic geology related to the formation of oil and gas wells; cable tool drilling; rotary drilling; production and pumping units; basic welding; small engine repair; and industrial safety.

The present program has been developed with the assistance of the Comprehensive Employment and Training Act Program of the state of Ohio. Disadvantaged and unemployed individuals may seek admission to the program by qualifying with the Ohio Job Services in their local community.



INSTRUCTIONAL STAFF
ENGINEERING DEPARTMENT

INGRAHAM SMITH (1968), Department Director; B.S. California State College; M. Ed., Ohio University; previous teaching, 6 years; project engineer, 3 years.

DAVID BARGER (1979), Instructor, Drafting and Design; B.S., Ohio University.

THOMAS DRUMM (1979), Instructor, Automotive Service Management; experience in the automotive field, 28 years.

ROBERT J. HAWKINS (1978), Instructor, Ceramic; B.S. Alfred University, New York; experience in upper management and ceramic product manufacturing, 28 years.

LINDELL R. HOLTZMEIER (1977), Instructor, Chemistry, Physics, Instrumentation and Control; B.S., Ph.D., Purdue University; previous teaching, 7 years; industrial research, 6 years.

JERROLD L. HUTTON (1977), Coordinator/Instructor, Automotive Service Management; B.S., Weber State College, Ogden, Utah; experience as mechanic; previous teaching, 1 year.

RONALD L. LANNING (1979), Instructor, Electronics; A.D., Hocking Technical College; B.S., Ohio University.

STEPHEN S. LUKASIK (1969), Coordinator/Instructor, Heat Processing; B.S., M.S., University of Toledo; industrial research and development, 5 years.

ROY MAGLE (1968), Instructor, Electronics; A.A.S., Capitol Radio Engineering Institute; electronics technician, 14 years.

WALTER R. NEWLON (1968), Instructor, Electronics; B.S., Indiana Institute of Technology; M. Ed., Ohio University; design engineer, 10 years.

GEORGE NORTON (1978), Instructor, Ceramic, Heat Processing; B.S., Alfred University, New York; industrial and manufacturing management experience, 22 years.

JOE D. PIERCE (1974), Instructor, Drafting and Design; B.S., M. Ed., Ohio University; previous teaching, 8 years; administration, 5 years.

JOSEPH F. SHONEBARGER (1976), Instructor, Ceramic; B.S., M.S., Ph.D., Ohio State University; 27 years experience in engineering and research.

RONALD WALSMITH, Director of Oil Well Program, M.A., 6 years.

HEALTH CAREER TECHNOLOGIES

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.

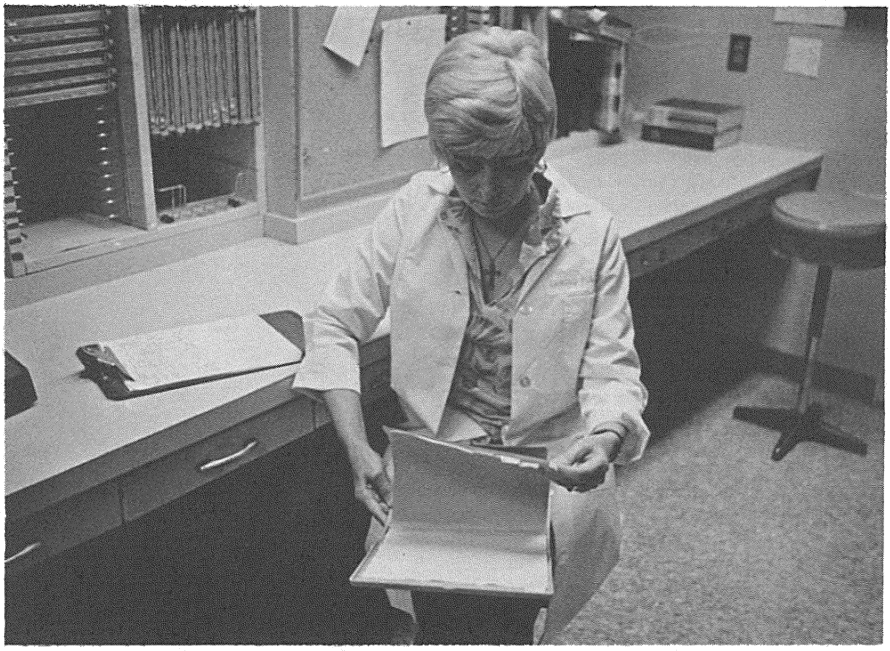
In either case, knowledge gained in the fields of nutrition, anatomy and physiology, medical terminology, nursing, etc., will assist individuals in creating a healthier, more satisfying life for themselves and their families, and in becoming responsible and intelligent citizens.

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 Director 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.



HEALTH CARE REVIEW COORDINATION TECHNOLOGY

The Health Care Review Coordination Technology at Hocking Tech is the first associate degree program in Ohio to train persons to use physician-developed criteria to justify hospital admissions, assign an appropriate length of stay, and plan post-hospital care.

The course of study offers educational options for the recent high school graduate, the returning allied health professional or the adult learner interested in job re-orientation.

Health care review is an evolving occupation and course development and curriculum are highly adaptable to the changing needs of health institutions.

An optional one-year curriculum is available for students who have completed a two-year associate degree program in registered nursing, medical assistant or medical records or a one-year diploma program in practical nursing.

ADMISSIONS

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

EMPLOYMENT OPPORTUNITIES

Employment opportunities for the health care review coordinator exist in hospitals, nursing homes, Professional Standards Review Organizations, state health care review agencies and insurance companies.

HEALTH CARE REVIEW CURRICULUM

COURSE NO.	FIRST QUARTER		
0333	Orientation to Health Agencies	T	3
0498	Medical Terminology I	T	3
0570	The Human Organism	B	3
1240	Typing I	G	3
	Office Practices	B	2
0071	Interpersonal Relationships	G	3
0407	Cardiopulmonary Resuscitation	B	1
	TOTALS		18
	SECOND QUARTER		
0461	Health Records & Procedures	T	5
0499	Medical Terminology II	T	2
0492	Anatomy & Physiology I	B	3
1241	Typing II	G	3
0341	Law, Confidentiality and Medical Ethics	T	3
0327	Medical Record Office Procedures	B	2
	TOTALS		18
	THIRD QUARTER		
0342	Coding & Abstracting	T	3
0495	Medical Transcription	T	3
0336	Health Care Review Directed Practice I	T	2
0493	Anatomy and Physiology II	B	3
0016	Applied Human Relations	G	3
0028	Fundamentals of Math	G	3
	TOTALS		17
	FOURTH QUARTER		
0343	Health Statistics & Medical Audits	T	3
0330	Medical Transcription Supervision	T	3
0453	Basic Pathology	B	2
0445	Community Health	T	3
0337	Health Care Review Directed Practice II	T	2
1009/1010	Communications I/II	G	3
0362	Nutrition (Nutrients)	T	1
	TOTALS		17
	FIFTH QUARTER		
0465	Personnel Supervision	T	3
0221	Survey of Data	B	3
0338	Health Care Review Directed Practice III	T	2
1010/1011	Communications II/III	G	3
0050	Introduction to Psychology	G	3
0030	Job Search Techniques	G	1
0437	Pharmacology-Drug Classification I & II	B	2
	TOTALS		17
	SIXTH QUARTER		
0340	Health Care Review Seminar	T	2
0503	Individual Studies in MR/HCR	T	1
	Health Care Review Directed Practice IV	T	2
2070	Technical Writing	G	3
0052	Abnormal Psychology	G	3
0475	Medical Lab Procedures	B	4
0335	Fundamentals of Hospital Patient Care	T	2
	TOTALS		17

NOTE: Curriculum subject to change as the College deems necessary.

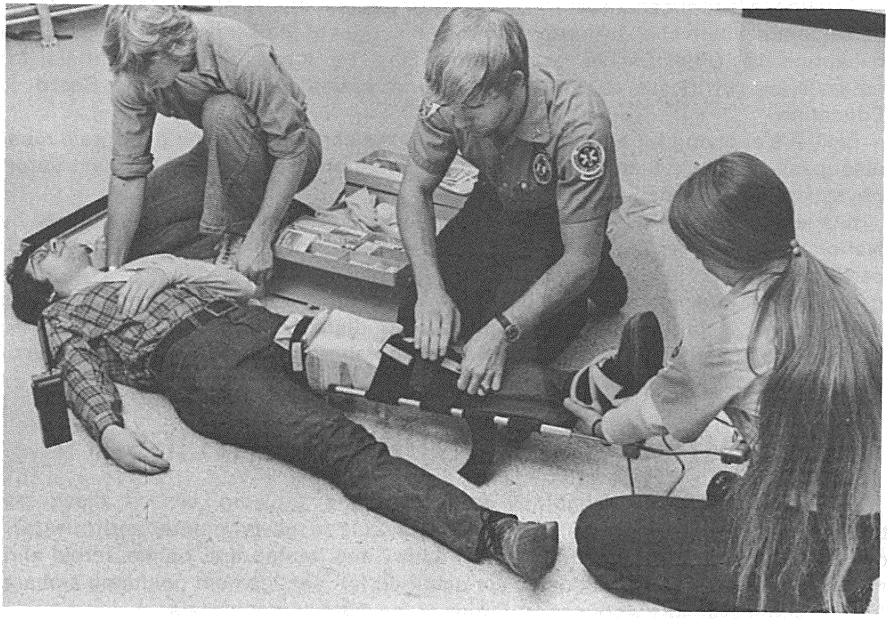
EMERGENCY MEDICAL TECHNOLOGY

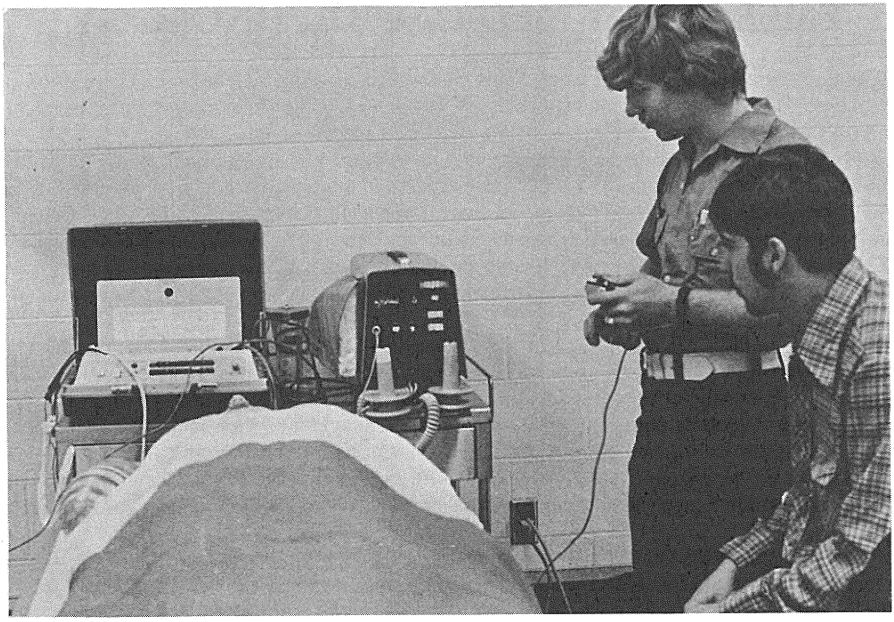
The Emergency Medical Technology trains students to provide emergency care to persons in situations requiring immediate medical attention. The program offers four levels of skills, including three certificate programs and the associate degree in applied science.

A Phase I certificate is awarded upon satisfactory completion of one quarter's study. The technical courses are comparable to the Ohio Department of Education Trade and Industrial Basic Emergency Medical Technician instruction. Upon completion of the Ohio Department of Education material, the student is eligible to take the examination for certification as an EMT-Ambulance (basic level). A number of courses on related medical subjects also are offered as electives. The program is accredited by the State Department of Education, Division of Vocational Education, Trade and Industrial Service No. 4-005-007-D.

A Phase II certificate is awarded upon satisfactory completion of courses required to become an Ohio paramedic. This may be accomplished during the second and third quarters and includes courses in physiology, advanced EMT skills and emergency conditions with an emphasis on coronary care. Students practice skills learned in the classroom through rescue squad experience, hospital clinical training and the intensive use of the laboratory emergency room. This level is accredited by the Ohio Board of Regents EMT-P Accreditation No. 5-3-002. After three quarters of study, the student also meets objectives outlined by the U.S. Department of Transportation (DOT).

Phase III includes additional emergency care training and clinical experiences. Various facets of management, organization and medical service delivery are stressed. Upon successful completion of the program, an associate degree is awarded. Graduates at this level are qualified to perform as emergency room technicians, as well as leaders and managers in emergency medical services.





ADMISSION

Admission procedures are the same as those for the college with the following additional requirements. A physical examination report must be submitted prior to enrollment. Ohio state law requires that the applicant be 18, submit proof of high school or GED equivalency, have a valid driver's license and sign a statement indicating he/she is not addicted to controlled substances. A personal interview may be requested.

The Phase II applicant must meet all Phase I requirements plus hold Ohio EMT-A certification which shall be current for the remainder of the school year enrolled. An exception to Ohio EMT-A certification may be made while credentials for equivalency certificate as EMT-A are being evaluated by the State Board of Education.

EMT-A's applying for advanced standing in the paramedic training program must also pass a pre-test and have a recommendation from an EMT-A instructor, physician or EMS/hospital supervisor.

It is recommended that the EMT-A applying for advanced standing be certified by National Registry for Emergency Medical Technician or have made application for certification.

A personal interview with one of the EMT-P instructors is required, unless such an interview is personally impossible due to distance from the college. If no interview is possible prior to acceptance, acceptance is provisional upon results of an interview during the first week of attendance.

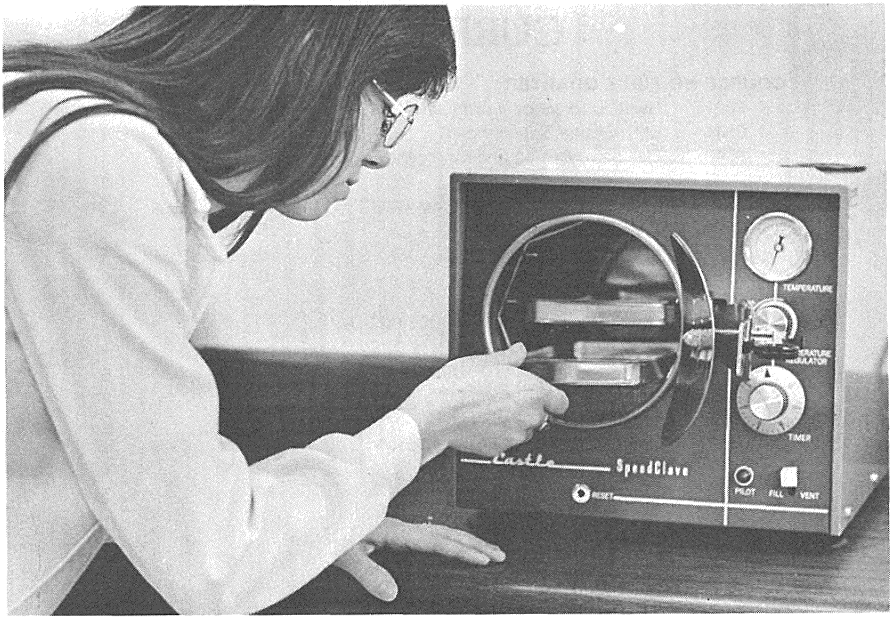
EMPLOYMENT OPPORTUNITIES

Emergency medical technology is a new and growing service discipline throughout the nation. Opportunities are available in governmental and privately owned emergency services, hospitals, industry and related fire, police, forest and recreation services. A.D. graduates are qualified for management positions and are finding some available work opportunities at the management levels.

EMERGENCY MEDICAL TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
0521	Basic Emergency Victim Care*	T	5
0541	EMT Clinical Experience I*	T	1
0542	Defensive Driving and Emergency Vehicle Operation	T	1
0520	Orientation to Emergency Services**	T	3
0570	The Human Organism	B	3
0437	Pharmacology (Math)	B	1
0498	Medical Terminology I	B	3
	TOTALS		17
	*Certificate Ohio EMT-A (4-005-007-D)		
	SECOND QUARTER		
0533	EMT Conditions and Techniques I**	T	6
0549	EMT Clinical Experience II**	T	2
0535	Rescue Squad Experience**	T	2
0518	Emergency Service Communication Skills**	T	1
0492	Anatomy and Physiology I	B	3
	TOTALS		14
	THIRD QUARTER		
0534	EMT Conditions and Techniques II**	T	6
0548	EMT Clinical Experience III**	T	2
0526	Rappelling**	T	1
0529	Victim Rescue**	T	1
0493	Anatomy and Physiology II	B	3
0050	Introduction to Psychology	G	3
	TOTALS		16
	**Certificate Ohio EMT-P (5-3-002) Certificate Department of Transportation EMT-P		
	FOURTH QUARTER		
0545	Advanced Emergency Conditions I	T	3
0544	EMT Clinical Experience IV	T	3
0453	Basic Pathology	B	2
0114	Fluid and Electrolytes	B	1
2550	Principles of Management	B	3
0052	Abnormal Psychology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	FIFTH QUARTER		
0465	Personnel Supervision	T	3
0519	EMT Clinical Experience V	T	1
0538	Public Administration, Relations, Education	B	3
0539	Cartography	T	3
0532	Management Laboratory	T	1
0454	Pathophysiology	B	3
0030	Job Search Techniques	G	1
1010/1011	Communications II/III	G	3
	TOTALS		18
	SIXTH QUARTER		
	Seminar in Emergency Services	T	1
0537	EMT Clinical Experience VI	T	3
0536	Water Rescue and Safety	T	2
0362	Nutrition (Nutrients)	T	1
0075	Speech	G	3
0060	Introduction to Sociology	G	3
2070	Technical Writing	G	3
	TOTALS		16

NOTE: Curriculum subject to change as the College deems necessary.



MEDICAL ASSISTANT TECHNOLOGY

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

A medical assistant is a person qualified to handle both the clinical and administrative responsibilities in a physician's private office.

Clinical responsibilities include taking vital signs, assisting the doctor with examinations and treatments, giving injections, running an electrocardiograph, sterilizing instruments and supplies, performing medical laboratory tests and giving emergency first-aid. Administrative responsibilities include receiving patients, scheduling appointments, handling the telephone, typing medical histories, bookkeeping, filing and completing health insurance forms.

The medical assistant program is accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants. Graduates of the program are eligible to take the AAMA national certification examination to become Certified Medical Assistants.

ADMISSION

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

EMPLOYMENT OPPORTUNITIES

Employment opportunities for medical assistants are available in physician's offices, clinics, health insurance companies and other health care facilities.

MEDICAL ASSISTANT TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
0498	Medical Terminology I	T	3
0481	Medical Assistant I	T	3
0570	The Human Organism	B	3
1240	Typing I	B	3
0050	Introduction to Psychology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
0499	Medical Terminology II	T	2
0482	Medical Assistant II	T	3
0492	Anatomy and Physiology I	B	3
0362	Nutrition (Nutrients, Life Span, Economics, Diet Therapy I)	B	4
1241	Typing II	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
0473	Medical Office Procedures I	T	3
0483	Medical Assistant III	T	4
0418	Medical Ethics and Law	T	2
0493	Anatomy and Physiology II	B	3
0075	Speech	G	3
0051	Developmental Psychology	G	3
	TOTALS		18
	FOURTH QUARTER		
0472	Medical Office Procedures II	T	2
0470	Medical Assistant IV	T	5
0550	Externship	T	2
0437	Pharmacology (Introduction and Administration, Drug Classification I and II)	T	3
0291	Accounting I	T	3
0437	Pharmacology (Math)	B	1
	TOTALS		16
	FIFTH QUARTER		
0522	Advanced First Aid	T	3
0550	Externship	T	2
0551	Financial Records and Reports	T	4
0486	Interviewing and Patient Interaction	T	3
0062	Sociology of Family Living	G	3
0052	Abnormal Psychology	G	3
	TOTALS		18
	SIXTH QUARTER		
0475	Medical Lab Procedures	T	5
0550	Externship	T	2
0495	Medical Transcription	T	3
0445	Community Health	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		16

NOTE: Curriculum subject to change as the College deems necessary.

MEDICAL RECORD TECHNOLOGY

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

The medical record technician is involved in the collection and analysis of health data. Technicians 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. The Medical Record Technology is accredited by the AMA Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Graduates of this program are eligible to take the AMRA national examination to become Accredited Record Technicians.

ADMISSIONS

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

ADVANCED PLACEMENT

Students with competency in any areas of the medical record technology curriculum are encouraged to take a comprehensive examination in the appropriate

subject area and receive credit by examination. Competency may be gained through experience and/or previous classroom training acquired in high school or any other institution. Courses particularly suited to this arrangement are the typing and math courses, but, with the appropriate background, medical record and medical terminology courses could also be challenged. Applications for examinations may be obtained from the Records Office and should be submitted to the appropriate instructor. Students electing this option need to further collaborate with their advisor to construct individual curriculum based on that credit.

EMPLOYMENT OPPORTUNITIES

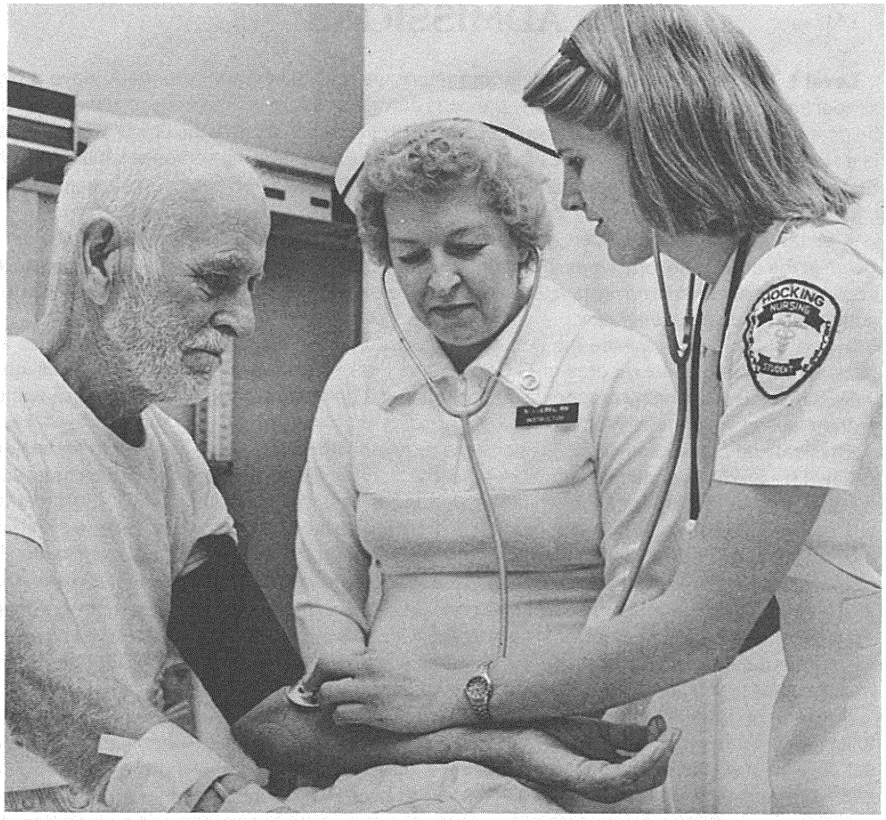
Graduates of the program may be employed in hospitals, clinics, insurance companies, government health agencies and other community health agencies.

MEDICAL RECORD TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		
0457	MR Orientation	T	3
0498	Medical Terminology I	T	3
0570	The Human Organism	B	3
1240	Typing I	G	3
	Office Practices	B	2
0071	Interpersonal Relationships	G	3
0407	Cardiopulmonary Resuscitation	B	1
	TOTALS		18
	SECOND QUARTER		
0461	Health Records & Procedures	T	5
0499	Medical Terminology II	T	2
0492	Anatomy & Physiology I	B	3
1241	Typing II	G	3
0464	Medical Records & Law	T	3
0327	Medical Record Office Procedures	B	2
	TOTALS		18
	THIRD QUARTER		
0342	Coding & Abstracting	T	3
0495	Medical Transcription	T	3
0322	Medical Record Clinical Experience I	T	2
0493	Anatomy and Physiology II	B	3
0016	Applied Human Relations	G	3
0028	Fundamentals of Math	G	3
	TOTALS		17

	FOURTH QUARTER		
0343	Health Statistics & Medical Audits	T	3
0330	Medical Transcription Supervision	T	3
0453	Basic Pathology	B	2
0445	Community Health	T	3
0323	Medical Record Clinical Experience II	T	3
1009/1010	Communications I/II	G	3
0362	Nutrition (Nutrients)	T	1
	TOTALS		18
	FIFTH QUARTER		
0465	Personnel Supervision	T	3
0221	Survey of Data	B	3
0324	Medical Record Clinical Experience III	T	3
1010/1011	Communications II/III	G	3
0050	Introduction to Psychology	G	3
0030	Job Search Techniques	G	1
0437	Pharmacology-Drug Classification I & II	B	2
	TOTALS		18
	SIXTH QUARTER		
0325	Medical Record Seminar	T	2
0503	Individual Studies in MR/HCR	T	1
0329	Medical Record Clinical Experience IV	T	3
2070	Technical Writing	G	3
0052	Abnormal Psychology	G	3
	TOTALS		12

NOTE: Curriculum subject to change as the College deems necessary.



NURSING TECHNOLOGY CAREER LADDER PROGRAM

The Hocking Tech Career Ladder Program in Nursing Technology gives students the unique opportunity to enter and exit at different levels of skill according to their capabilities and educational backgrounds.

Upon successful completion of the first quarter of the nursing program, students receive a certificate signifying they have mastered the skills of a nurse aide/orderly.

The second exit point is at the end of the fourth quarter or Level I. These four quarters provide the training required to be a Practical Nurse. Students successfully completing Level I requirements receive a Diploma in Practical Nursing and are eligible to take the state board examination for certification as a Licensed Practical Nurse.

Students meeting additional academic requirements may enter Level II of the nursing program which leads to an associate degree in applied science. National League for Nursing examinations are required to complete this level. Graduates are eligible to take the state board examination for licensure as a Registered Nurse.

The Career Ladder Program offers nursing theory and clinical experiences in area hospitals and health facilities within a 60-mile radius of the College. The curriculum includes basic courses such as anatomy, physiology and first aid as well as pharmacology, nutrition and nursing dynamics. The Nursing Technology is approved by the Ohio State Board of Nursing Education and Nurse Registration.

ADMISSIONS

Level I The applicant must 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 Admissions Director at Hocking Tech for clarification.)

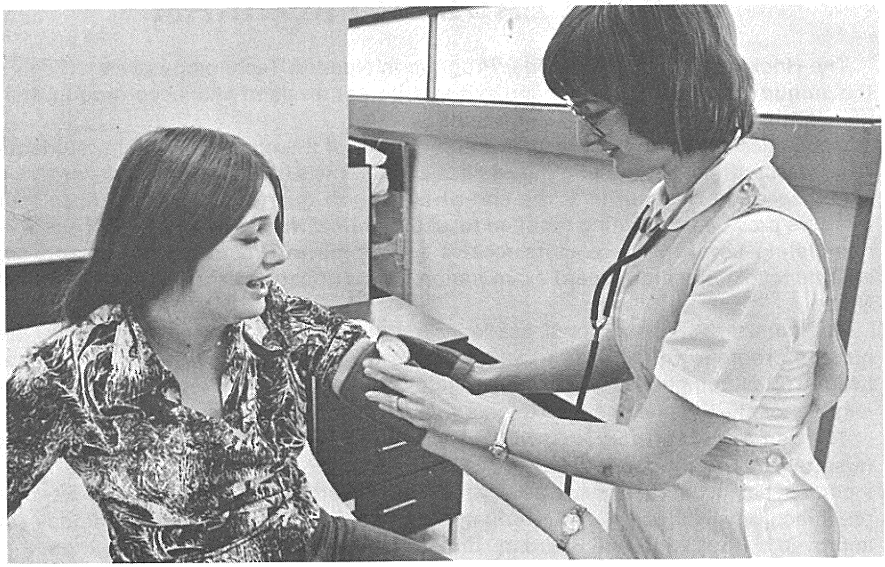
A Level I pre-entrance written examination is required of all applicants. This examination is given at the college several times a year. Information concerning time and dates will be sent to the applicant. Applicants who obtain satisfactory scores on the pre-entrance examination are scheduled for a group 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 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.

Level II - Students continuing from Level I of the Hocking Tech Nursing Technology must submit a letter of intent to continue while enrolled in Level I; complete the Level II pre-entrance written examination; obtain a recommendation from the Level I nursing faculty; provide a medical examination report; and submit proof that they are scheduled to sit for the board examination for practical nursing. Preference will be given to those students who exit for three months experience in a Medical/Surgical area. In order to be considered for enrollment in the Level II Program as a continuing student, the student must be enrolled within 18 months after graduation from the Level I Program. Level I HTC grads who fail to enroll within the 18 month period will be considered as any other practical nurse applying for the Level II Program.

For Licensed Practical Nurses from approved schools applying for admission to Level II, the following are required: completed application form and payment of $10 application fee; high school and practical nursing school transcripts; completion of the Level II pre-entrance written examination; completion of one-year of work with at least three months experience on a Medical/Surgical unit; a written reference from the applicant's immediate supervisor; and a report from the medical examination. Prior to enrollment in Level II, LPNs must successfully complete the nursing enrichment program.



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 an individual curriculum based on that credit.

Applicants with previous education (LPN or RN) or experience (aide, orderly, corpsman) may receive credit through advanced placement, credit by examination or transfer credit. Licensed Practical Nurses from approved schools may enter Level II of the program through a special enrichment quarter (see Level II admission procedures for LPNs.)

NURSING TECHNOLOGY CURRICULUM CAREER LADDER PROGRAM

COURSE NO.	FIRST QUARTER		CREDIT
0118	Nursing Fundamentals/Geriatrics*	T	5
0117	Nursing Clinical Experience I - Fundamentals/Geriatrics*	T	2
0437	Pharmacology (Math)	T	1
0510	Nursing Dynamics I*	T	1
0362	Nutrition (Nutrients)	T	1
0570	The Human Organism	B	3
0050	Introduction to Psychology	G	3
	TOTALS		16
	*Certificate of competency - Nurse aide/orderly		
	SECOND QUARTER		
0414	Nursing Fundamentals/Obstetrics	T	6
0119	Nursing Clinical Experience II - Fundamentals/Obstetrics	T	2
0437	Pharmacology (Introduction and Administration)	T	1
0511	Nursing Dynamics II	T	1
0362	Nutrition (Life Span)	T	1
0492	Anatomy and Physiology I	B	3
0531	Standard First Aid	B	2
0407	Cardiopulmonary Resuscitation	B	2
	TOTALS		17
	THIRD QUARTER		
0408	Medical/Surgical Nursing of the Adult and Child I	T	6
0111	Nursing Clinical Experience III Medical/Surgical/Pediatrics	T	2
0437	Pharmacology (Drug Classification I)	T	1
0512	Nursing Dynamics III	T	1
0362	Nutrition (Diet Therapy I)	T	1
0493	Anatomy and Physiology II	B	3
0051	Developmental Psychology	G	3
	TOTALS		17

	FOURTH QUARTER		
0409	Medical/Surgical Nursing of the Adult and Child II	T	6
0112	Nursing Clinical Experience IV - Medical/Surgical/Pediatrics	T	2
0437	Pharmacology (Drug Classification II)	T	1
0513	Nursing Dynamics IV	T	1
0362	Nutrition (Economics)	T	1
0453	Basic Pathology	B	2
0114	Fluids and Electrolytes	B	1
0052	Abnormal Psychology	G	3
	TOTALS		17
	Diploma-Practical Nursing		
	FIFTH QUARTER		
0440	Mental Health Nursing	T	5
0105	Nursing Clinical Experience V - Psych/Mental Health	T	2
0115	Career Transition PN to RN	T	1
0454	Pathophysiology	B	3
0062	Sociology of Family Living	G	3
1009/1010	Communications I/II	G	3
	TOTALS		17
	SIXTH QUARTER		
0430	Advanced Medical/Surgical Nursing	T	5
0106	Nursing Clinical Experience VI - Advanced Medical/Surgical	T	2
0437	Pharmacology (Drug Classification III)	T	1
0362	Nutrition (Diet Therapy II)	T	1
1010/1011	Communications II/III	G	3
0030	Job Search Techniques	G	1
	TOTALS		13
	SEVENTH QUARTER		
0450	Nursing Care of Groups of Patients	T	4
0107	Nursing Clinical Experience VII - Nursing Care of Groups of Patients	T	2
0449	Obstetric/Pediatric Enrichment	T	1
0509	Nursing Dynamics V	T	1
0445	Community Health	B	3
0075	Speech	G	3
	TOTALS		14
	Associate Degree in Applied Science in Nursing		

NOTE: Curriculum subject to change as the College deems necessary.

HEALTH CAREERS INSTRUCTIONAL STAFF

JUDITH A. MAXSON (1971), Department Director, R.N., B.S., M.S., Ohio State University; nursing experience, 2 years; previous teaching, 1 year.

ROSAMOND ANDERSON (1968), Instructor, Nutrition; B.S., M.Ed., Ohio University; dietary experience, 12 years.

LYNN D. BLOSSER (1980), Instructor, Nursing; R.N., Grant Hospital School of Nursing; nursing experience, 6 years.

KATHY BONEWIT (1973), Coordinator/Instructor, Medical Assistant; B.S., Ohio University; CMA-C; medical assistant experience, 1 year.

BARBARA A. BYRD (1979), Instructor, Nursing; R.N., Bellevue Hospital School of Nursing; B.S., Central State University; B.S.N., New York University; nursing experience, 9 years; previous teaching, 9 years.

ELLEN GENE COLEMAN (1978), Instructor, Nursing; R.N., Mt. Carmel School of Nursing; B.A., Ohio Dominican College; nursing experience, 6 years.

ZELMA L. COLEMAN (1973), Instructor, Nursing; R.N., Good Samaritan School of Nursing; nursing experience, 20 years.

KATHRYN DANSKY (1977), Instructor, Nursing; R.N., Johns Hopkins Hospital School of Nursing; B.S., Ohio University; hospital and community nursing, 11 years.

MARLENE DONOVAN (1975), Instructor, Medical Assistant; R.N., Camden Clark Hospital School of Nursing; B.S.N., Ohio University; nursing experience, 12 years; previous teaching, 3 years.

JOAN GLOCKNER (1976), Instructor, Nursing; R.N., Christ Hospital School of Nursing; B.S.N., M.Ed., Ohio University; industrial and hospital nursing experience, 15 years.

NADINE I. GOEBEL (1969), Coordinator, Nursing Level II; R.N., Holzer Hospital School of Nursing; B.S.N., M.Ed., Ohio University; nursing experience, 15 years.

LINDA HERBERTH (1980), Instructor, Nursing; R.N., B.S.N., Kent State University; nursing experience, 3½ years; previous teaching, 2½ years.

DAWN HOLTZMEIER (1977), Instructor, Anatomy & Physiology; B.S., Ohio University; M.S., Purdue University, professional experience, 2 years; previous teaching, 7 years.

FLORA M. HEWITT (1979), Nursing Lab; A.D., Hocking Technical College; nursing experience, 6 years.

MARGARET HUBBLE (1968), Coordinator, Nursing Level I; R.N., B.S.N., Ohio State University; M.Ed., Ohio University; nursing experience, 5 years.

CINDI LEVERING (1980), Instructor, Nursing; R.N., Ohio State University Hospital School of Nursing; R.S.N., Ohio State University; nursing experience, 2 years.

MIRIAM LINEBERGER (1972), Instructor, Nursing; R.N., Lancaster-Fairfield Hospital School of Nursing; nursing experience, 18 years.

JUDITH McCOMBS (1972), Instructor, Emergency Medical; R.N., Hocking Technical College; EMT-P; office nurse, 7 years; nursing admissions counselor, 2 years.

VIOLA A. MARKS (1977), Instructor, Nursing; R.N., Hartford Hospital School of Nursing; B.S., University of Connecticut; nursing experience, 27 years; previous teaching, 3 years.

MARTHA MILLER (1972), Instructor, Anatomy & Physiology; B.A., Mount Holyoke College; M.A.T., Yale University; previous teaching 4 years.

ALANA G. MOSLEY (1979), Instructor, Nursing; R.N., Kettering College of Medical Arts; nursing experience, 10 years.

JANIS A. PERRY (1979), Instructor, Medical Record; A.R.T., Hocking Technical College; professional experience, 6 months.

JOHN N. PETERS (1975), Instructor, Emergency Medical; Vocational Certificate, Ohio State University; EMS experience, 2 years; park ranger, safety officer, 3 years; previous teaching, 12 years.

YVONNE POMPEI (1976), Instructor, Nursing; R.N., Royal Victoria Infirmary, Newcastle, England; B.S.N., Ohio University; nursing experience, 5 years.

JANE L. POWHIDA (1975), Instructor, Nursing; R.N., St. Peter's School of Nursing, Albany, N.Y., B.S. Boston College; nursing experience, 12 years.

JAMES W. SCHULZ (1978), Coordinator/Instructor, Emergency Medical; R.N., Hocking Technical College; EMT-P; EMS experience, 5 years; nursing experience, 1 year.

ELIZABETH S. SHUMAKER (1972), Instructor, Nursing; R.N., City Hospital School of Nursing, Akron; B.S.N., Ohio State University; nursing experience, 3 years; previous teaching, 2 years.

EDNA D. TACKETT (1979), Instructor, Nursing; R.N., Good Samaritan Hospital; nursing experience, 22 years.

LINDA ANN TAYLOR (1978), Instructor, Nursing; R.N., B.S.N., Capital University, Columbus; nursing experience, 8 years; previous teaching, 1 year.

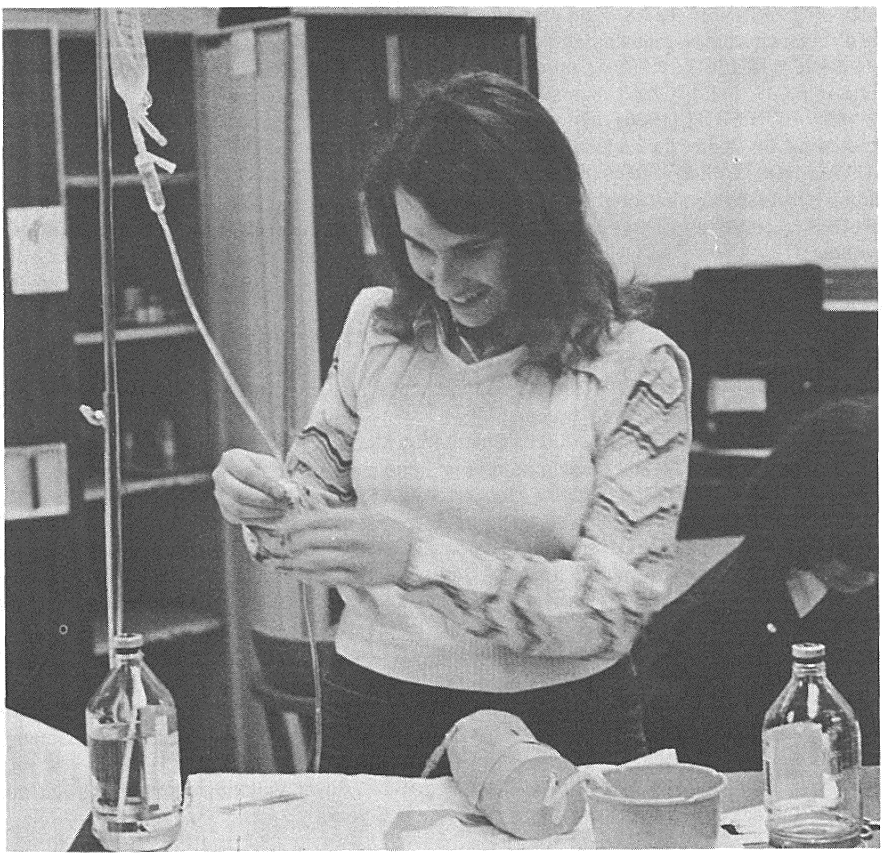
RITA S. TROXEL (1974), Instructor, Nursing; R.N., Methodist Hospital School of Nursing, Indianapolis, Indiana; B.S., Indiana University; M.A., Ohio State University; nursing experience, 10 years; previous teaching, 1 year.

PATRICIA A. VAN SCHOYCK (1978), Instructor, Nursing; R.N., Mt. Carmel School of Nursing; nursing experience, 6 years; previous teaching, 1 year.

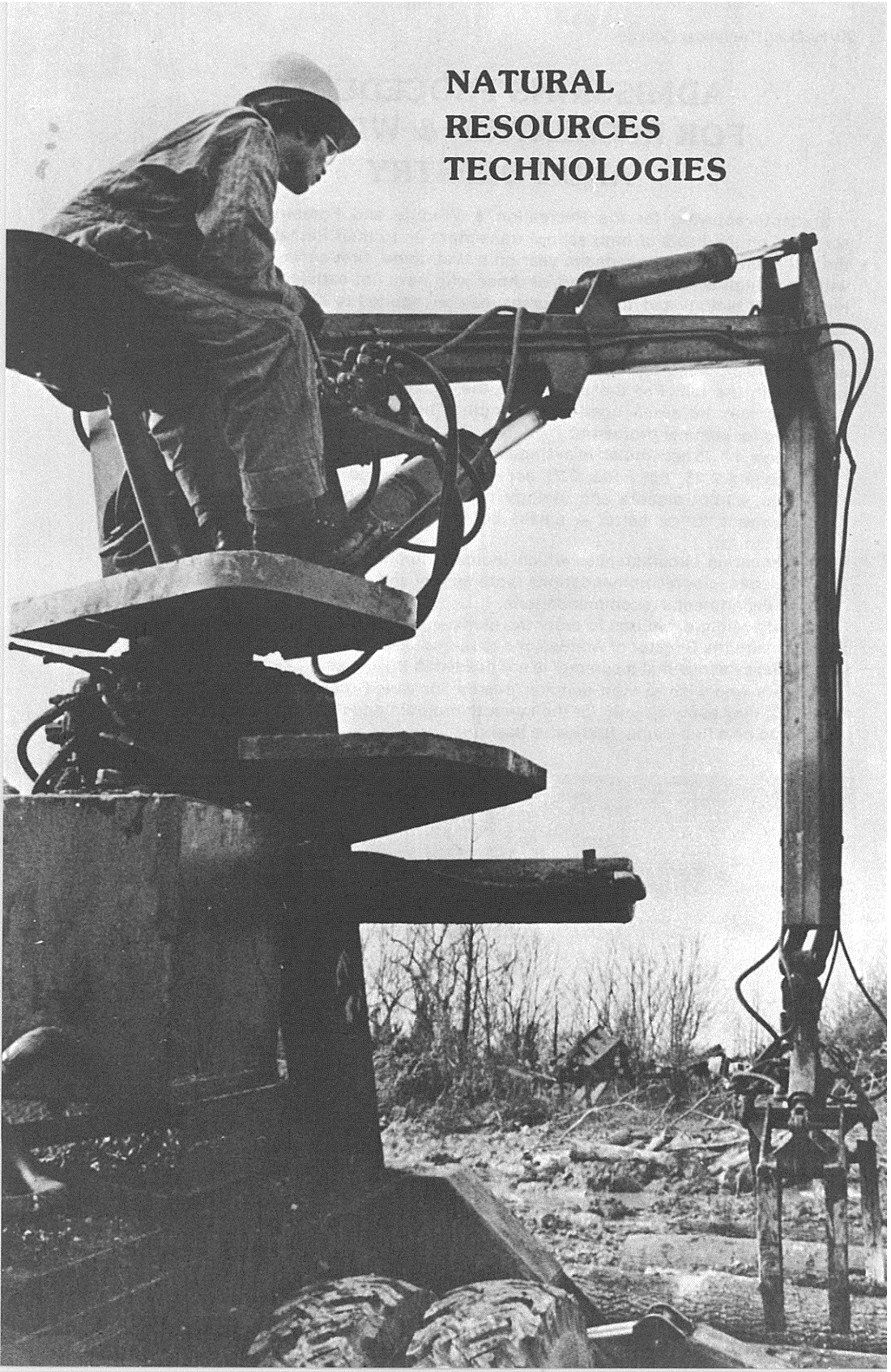
DOROTHY VAN VOORHIS (1979), Instructor, Nursing; R.N., Hocking Technical College; nursing experience, 4 years.

MARIANNE WEISS (1977), Instructor, Nursing; R.N., St. Joseph's Hospital School of Nursing, Carbondale, Pa.; nursing experience, 9 years.

MARCIA WILLEY (1979), Instructor, Nursing; R.N., Grant Hospital School of Nursing; nursing experience, 4½ years.



NATURAL RESOURCES TECHNOLOGIES



ADMISSIONS PROCEDURES FOR RECREATION & WILDLIFE AND FORESTRY

Students applying for the Recreation & Wildlife and Forestry programs are screened on the basis of high school transcripts as to their formal acceptance for the fall quarter of each academic year on a first-come, first-serve basis. Students with poor high school grades and/or those who have not satisfactorily completed high school biology and algebra courses may be required to attend classes for the summer quarter prior to the fall in which they planned to attend the college. Students who are required to come to the summer quarter must maintain a record of satisfactory progress during the summer quarter in order to continue in their chosen program in the fall. For these students the Recreation & Wildlife and Forestry programs may be seven quarters in length. The following criteria are used in screening for summer programs:

1) Below a 2.25 accumulative average in his high school program.
2) Above a 2.25, but under 2.75 accumulative average and have not attempted high school algebra and biology or attempted these courses and did not receive a "C" or better — unless commensurate courses are shown on the transcript.
3) Extenuating circumstances which indicate summer placement is advisable, i.e., counselor recommendations (both school and agency) personal interview and departmental recommendations.

Students who are required to enter the summer program may request a personal interview with the Director of Admissions to re-evaluate their placement if they have substantial evidence that a summer is not needed in their case.

Students who wish to start summer quarter for varied reasons, not necessarily academic, may apply directly for the summer program and their application will be considered on a first-come, first-serve basis.

AGRICULTURAL PRODUCTION TECHNOLOGY

The agricultural production program is designed for students interested in a career in general farming or agricultural production and for full-time farmers who wish to learn to operate their business more profitably. Offered through the Southeastern Ohio Technical Education Consortium (SEOTEC), the two-year agricultural production program leads to an associate degree in applied science. A certificate program is also offered in general agriculture.

Students may enroll in general and basic courses at Hocking Tech. Technical courses are offered at several technical colleges, the Belle Valley Area Extension Center and the Ohio Agricultural Research and Development Center.

EMPLOYMENT OPPORTUNITIES

Employment possibilities for the graduate exist in many areas of farming and agricultural business.

AGRICULTURAL PRODUCTION TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1407	Agricultural Technician Orientation	T	2
1406	Introduction to Soil Science and Plant Nutrition	B	3
1804	Chemistry (Environmental)	B	3
1024	Math 12	B	4
0075	Speech	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1408	Introduction to Dairy Cattle Production	T	3
1393	Introduction to Animal Science	T	3
1808	Chemistry II (Environmental)	B	3
1330	Botany	B	3
1010/1011	Communications II/III	G	3
	TOTALS		15
	THIRD QUARTER		
1405	Forage Crop Production II	T	3
1404	Field Crop Production	T	3
1026	Math 21	B	3
0060	Introduction to Sociology	G	3
1011/1012	Communications III/IV	G	3
	TOTALS		15

	FOURTH QUARTER		
1409	Occupational Internship	T	6
1411	Seminar	T	3
	TOTALS		9

After Fourth Quarter, eligible for Certificate in Applied Science: General Agriculture

	FIFTH QUARTER		
1403	Animal Nutrition	T	3
1402	Beef Production	T	3
1401	Agricultural Shop Mechanics	T	3
1400	Principles of Farm Management	T	3
1331	Field Biology I	B	3
	TOTALS		15
	SIXTH QUARTER		
1394	Sheep and Swine Production	T	4
1399	Principles of Agricultural Mechanics	T	5
1398	Business II for Agricultural Technicians	T	5
0042	Economic Issues and Problems	G	3
	TOTALS		17
	SEVENTH QUARTER		
1397	Tractors and Farm Field Machinery	T	5
1395	Marketing of Agricultural Products	T	3
1396	Farmstead Systems for Storage and Processing of Agronomic Crops	T	4
1410	Practicum in Agriculture	T	3
0041	Interacting with Government and Politics	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

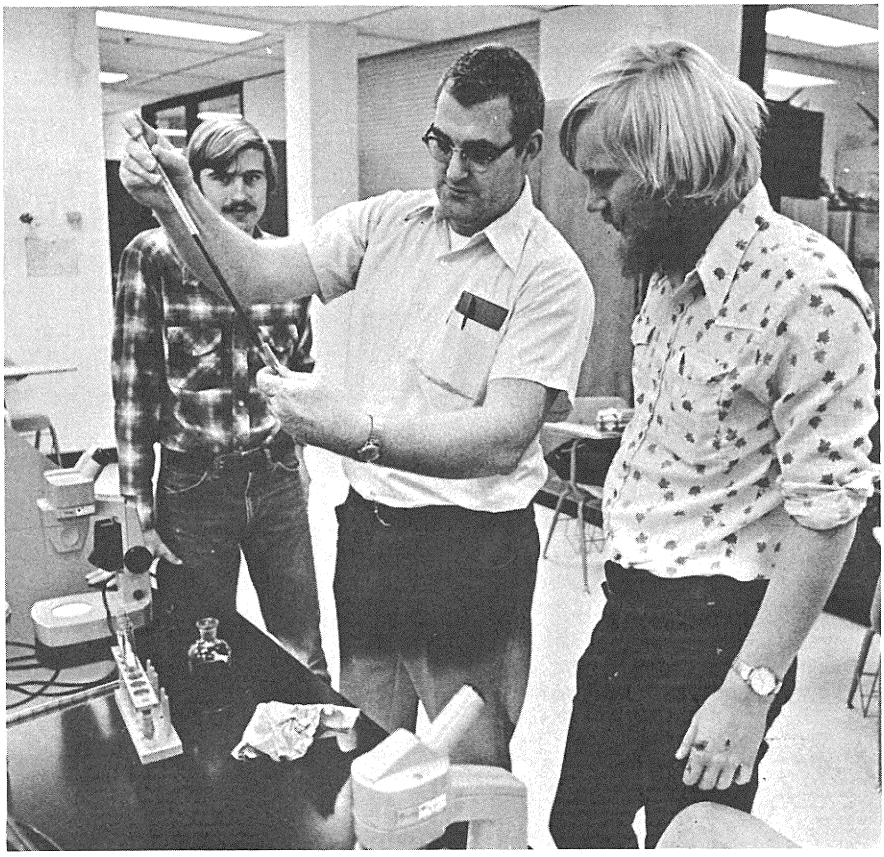
ENVIRONMENTAL HEALTH TECHNOLOGY

There is an increasing need for personnel trained in the application of sanitary control measures to man's environment. Environmental health technicians inspect, investigate and report on environmental conditions in the areas of public health and industrial hygiene and safety. In many instances, they assist in the education of the community to increase its understanding of existing environmental problems and practical solutions.

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

EMPLOYMENT OPPORTUNITIES

Job opportunities for the environmental health technician exist with federal, state and local health departments; Environmental Protection Agency; waste water and water treatment facilities; pest control companies, insurance companies and a variety of industries.



ENVIRONMENTAL HEALTH TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1814	Environmental Health Enforcement	T	5
2357	Safety, First Aid, and CPR	T	4
1804	Chemistry (Environmental)	B	3
1330	Botany	B	3
1034	Math 33	G	3
	TOTALS		18
	SECOND QUARTER		
1817	Industrial Hygiene	T	5
1355	Zoology	B	3
1808	Chemistry II (Environmental)	B	3
0042	Economic Issues and Problems	G	3
1009/1010	Communications I/II	G	3
	TOTALS		17
	THIRD QUARTER		
1821	Air/Water/Solid Waste Problems	T	5
1813	Environmental and Safety Law	T	3
1826	Physical Science I	B	3
0075	Speech	G	3
1010/1011	Communications II/III	G	3
	TOTALS		17
	SUMMER (OPTIONAL)		
1891	Internship	T	12
3203	Individual Studies	T	1-5
	FOURTH QUARTER		
0354	Entomology	T	2
1313	Health Education Techniques	T	2
1815	Semi-Public Water and Waste Water Treatment	T	4
1820	Basic Industrial Fire Protection	T	3
0015	Environmental/Industrial Psychology	G	3
1011/1012	Communications III/IV	G	3
	TOTALS		17
	FIFTH QUARTER		
2317	Orientation to Employment	T	2
2840	Bacteriology	T	4
1818	Occupational Safety Equipment/ Environmental Surveillance	T	5
2801	Drawing and Blueprint Reading	B	3
0046	Interacting with Government and Politics	G	3
	TOTALS		17
	SIXTH QUARTER		
2851	Epidemiology	T	4
2837	Vector Control	T	5
1386	Instructors Course-Respiratory and Circulation Emergencies	T	2
1812	Safety for Supervisors	B	4
2070	Technical Writing	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

FORESTRY TECHNOLOGY

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

Certificate programs in sawmill operation training and lumber grading are currently being developed in the Forestry Technology. Sawmill operation will emphasize training in the technical skills of a sawyer and lumber grading will train persons for entry-level positions in hardwood lumber inspection. A circular sawmill being built at Hocking Tech will enable students to study modern milling operations on campus.

EMPLOYMENT OPPORTUNITIES

Most of the job opportunities for forestry graduates are with larger 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 or rig grader.

FORESTRY TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
0320	Introduction to Forestry	T	3
1335	Dendrology	T	4
1385	Agronomy	B	3
1025	Math 13	B	3
1009/1010	Communications I/II	G	3
	TOTALS		16
	SECOND QUARTER		
0321	Photo Interpretation (Prerequisite 1025)	T	3
1322	Fire Control and Forest Protection	T	3
0318	Technical Drawing	T	3
1330	Botany	B	3
1029	Math 23	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1323	Reforestation	T	4
1357	Forest Measurements (Prerequisite 1029)	T	5
2321	Forest Entomology	B	3
0060	Introduction to Sociology	G	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1390	Internship	T	12
1391	Special Problems	T	3
	FOURTH QUARTER		
1324	Surveying (Prerequisite 1029)	T	3
2360	Forest Mensuration (Prerequisite 1335, 1357, 0321)	T	5
2365	Timber Harvesting	T	4
2070	Technical Writing	G	3
1522	Principles of Business Management I	G	3
	TOTALS		18
	FIFTH QUARTER		
2398	Introduction to Wildlife Management (Prerequisite 0320, 2360)	T	3
2316	Orientation to Employment	T	1
2318	Applied Silviculture (Prerequisite 2360)	B	5
2320	Machine Maintenance	B	3
1523	Principles of Business Management II (Prerequisite 1522)	G	3
0016	Applied Human Relations	G	3
	TOTALS		18
	SIXTH QUARTER		
2319	Forest Management (Prerequisite 2318)	T	5
2315	Forest Products Utilization (Prerequisite 0320)	T	5
2314	Lumber Grading, Marketing (Prerequisite 2360)	T	5
0075	Speech	G	3
	TOTALS		18

*Admission of a student to a class who cannot satisfy the prerequistite shall be at the discretion of the instructor.

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.

For those students interested in specific areas of employment, optional courses are available in enforcement, nature interpretation, wildlife management and fish management.

EMPLOYMENT OPPORTUNITIES

About 95 percent 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 state's park districts.

RECREATION AND WILDLIFE TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
2361	Recreation Area Equipment	T	3
0319	Technical Drawing	T	2
1331	Field Biology I	B	3
1330	Botany	B	3
1025	Math 13	B	3
1009/1010	Communications I/II	G	3
	TOTALS		17
	SECOND QUARTER		
1301	Ohio Trees	T	3
1305	Game Animals of East Central United States	T	3
1302	Cartography	T	3
1355	Zoology	B	3
1029	Math 23	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1308	Wildlife Investigation Techniques	T	2
1307	Environmental Problems	T	3
1325	Surveying	T	2
2383	Watercraft Operation and Maintenance	T	1
1332	Field Biology II	B	3
0334	Geology	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		17
	SUMMER (OPTIONAL)		
1382	Internship	T	12
1392	Special Problems	T	3
	FOURTH QUARTER		
2381	Problems in Ecology	T	3
0320	Introduction to Forestry	T	3
2398	Introduction to Wildlife Management	T	3
2382	Recreation Management Seminar	T	1
1304	Special Problems-Fish Management	T	2
2356	Soils	B	3
1350	Archaeology	G	3
	TOTALS		18
	FIFTH QUARTER		
2303	Management of Recreation Areas	T	3
1346	Investigations	T	3
1354	Fish Management I	T	3
0531	Standard First Aid	B	2
0407	Cardiopulmonary Resuscitation	B	1
0075	Speech	G	3
0042	Economics Issues and Problems	G	3
	TOTALS		18
	SIXTH QUARTERS		
2362	Student Practicum	T	3
2306	Nature Interpretation OR		
2399	Wildlife Management OR	T	4
1358	Fish Management		
1306	Park Landscaping	T	3
2308	Ornithology	B	3
0069	Appalachian Ohio Culture	G	3
	TOTALS		16

NATURAL RESOURCES ENFORCEMENT CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
2361	Recreation Area Equipment	T	3
0319	Technical Drawing	T	2
1331	Field Biology I	B	3
1330	Botany	B	3
1025	Math 13	B	3
1009/1010	Communications I/II	G	3
	TOTALS		17
	SECOND QUARTER		
1301	Ohio Trees	T	3
1305	Game Animals of East Central United States	T	3
1302	Cartography	T	3
1355	Zoology	B	3
0060	Introduction to Sociology	G	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1308	Wildlife Investigational Techniques	T	2
1344	Natural Resources Criminal Law I	T	4
1343	Watercraft Safety	T	3
1332	Field Biology II	B	3
0334	Geology	B	3
1011/1012	Communications III/IV (Interpersonal)	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1382	Internship	T	12
1392	Special Problems	T	3
	FOURTH QUARTER		
2381	Problems in Ecology	T	3
1307	Environmental Problems	T	3
0320	Introduction to Forestry	T	3
1347	Environmental Enforcement Problems	T	2
2398	Introduction to Wildlife Management	T	3
2382	Recreation Management Seminar	T	1
1346	Investigations	T	3
	TOTALS		18
	FIFTH QUARTER		
1354	Fish Management I	T	3
2303	Management of Recreation Areas	T	3
1345	Natural Resources Criminal Law II	B	3
1728	Interviewing Techniques	G	3
0075	Speech	G	3
0016	Applied Human Relations	G	3
	TOTALS		18
	SIXTH QUARTER		
2362	Student Practicum	T	3
1306	Park Landscaping	T	3
2356	Soils	T	3
1342	Search, Rescue, and Survival	B	4
2308	Ornithology	B	3
	TOTALS		16

NOTE: Curriculum subject to change as the College deems necessary.

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.

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 (36 weeks)

COURSE NO.	FIRST SESSION (12 Weeks)		CREDIT
2324	Evaluation of Timber	T	6
2323	Diesel, Gasoline and Small Engine Maintenance and Repair	T	4
2332	Equipment Operation I	B	2
1522	Principles of Business Management I	B	3
	TOTALS		15
	SECOND SESSION (12 Weeks)		
2325	Timber Acquisition and Timber Sale Contracts	T	4
2326	Hydraulic and Mechanical Systems Maintenance and Repair	T	4
2333	Equipment Operation II	B	2
2357	Safety, First Aid, and C.P.R.	B	4
1523	Principles of Business Management II	B	3
	TOTALS		17
	THIRD SESSION (12 Weeks)		
2329	Timber Sale Layout and Design	T	4
2336	Production Analysis	T	4
2327	Timber Harvesting Skills	T	4
2334	Equipment Operation III	B	2
2331	Welding	B	2
	TOTALS		16

INSTRUCTIONAL STAFF
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.

ANDREW L. BARBER (1980), Technician; B.S., Ohio State University; teaching experience, 9 years.

JOHN BRANNER (1979), Instructor, Recreation & Wildlife; B.A., Purdue University; B.S., Ohio University; Civil Engineer Surveyor, 4 years.

LARRY M. COON, (1975), Instructor, Environmental Health; B.S., Ohio University; Athens City-County Health Department, 1 year; Ohio Department of Health, 5 years.

BEVERLY COOPER (1979), Technician; A.D., Hocking Technical College.

RENE F. ELISAR (1980), Instructor, Forestry, New York State Ranger School, B.S., New York State College of Forestry.

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 PERINE (1969), Instructor, Recreation and Wildlife; B.S., Ohio University; associate planner-recreation, 5 years.

ROBERT PLACIER (1980), Instructor, Sawmill Training.

CAROL A. PRICE (1975), Technician; A.A.S., Hocking Technical College; B.G.S., Ohio University.

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; previous teaching, 1 year.

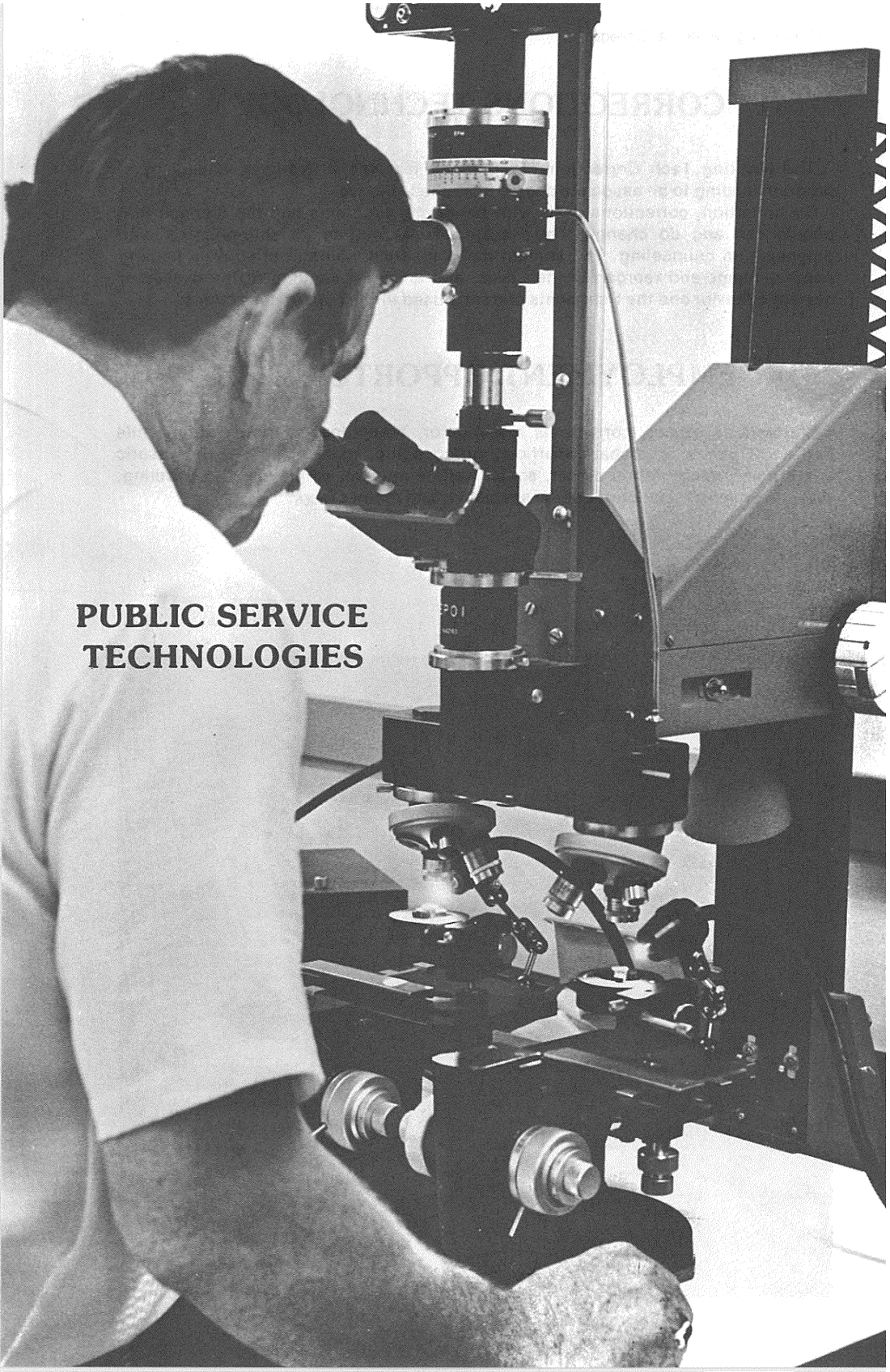
DON L. THOMPSON (1970), Technician; A.A.S., Hocking Technical College.

RUSSELL K. TIPPETT (1975), Instructor, Natural Resources Enforcement Option; experience as wildlife enforcement agent, game protection, deputy sheriff, 11 years.

PETER R. WOYAR (1974), Instructor, Timber Harvesting; B.A., Marietta College; B.S., University of Michigan; forestry experience, 4 years; previous teaching, 2 years.

STEVEN T. YARSA (1976), Instructor, Recreation and Wildlife; A.A., Hocking Technical College; B.S., Kent State University; M.S., Ohio State University; Ohio Division of Wildlife, 3 years.

DAVID S. ZIEGLER (1978), Instructor, Recreation and Wildlife; B.A., Ohio State University geologist and park technician, 2 years; previous teaching, 2 years.



PUBLIC SERVICE TECHNOLOGIES

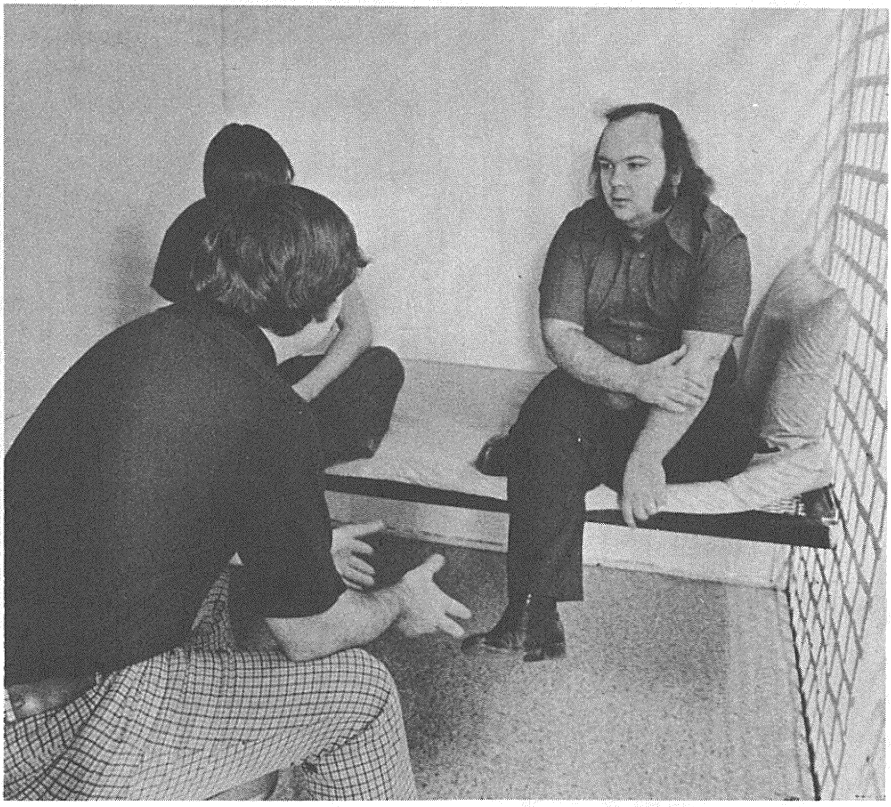
CORRECTIONS TECHNOLOGY

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		CREDIT
1727	Introduction to Criminal Justice	T	3
1733	Institutional Corrections	T	4
0071	Interpersonal Relationship	B	3
1009/1010	Communications I/II	G	3
1761	Criminology	T	3
	TOTALS		16
	SECOND QUARTER		
1734	Noninstitutional Corrections	T	3
0060	Introduction to Sociology	G	3
1720	Criminal Law I	B	3
0050	Introduction to Psychology	G	3
1010/1011	Communications II/III	G	3
1768	Drug Abuse	T	3
	TOTALS		18
	THIRD QUARTER		
1777	Juvenile Deliquency	T	4
0016	Applied Human Relations	B	3
0052	Abnormal Psychology	B	3
1721	Criminal Law II	B	3
1696	Basic Elements of Typing	B	2
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
2770	Practicum	T	2
1765	Special Problems	T	3
	FOURTH QUARTER		
2769	Correctional Law	T	5
0053	Correctional Psychology	B	5
1728	Interviewing Techniques	T	4
1773	Observation Techniques	T	1
0046	Interacting with Government and Politics	G	3
	TOTALS		18
	FIFTH QUARTER		
2070	Technical Writing	G	3
1729	Approaches to Counseling	T	3
1790	Group Work Techniques	T	3
0051	Developmental Psychology	G	3
0030	Job Search Techniques	G	1
2770	Practicum		2
	TOTALS		15
	SIXTH QUARTER		
2777	Research Appreciation	B	3
2765	Critical Issues in Criminal Justice	T	3
0062	Sociology of Family Living	G	3
2771	Counseling Techniques	T	3
1730	Case Analysis	T	4
2770	Practicum		2
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

FIRE SCIENCE TECHNOLOGY

The Hocking Technical College Fire Science Technology offers an associate degree in applied science. This program offers an excellent opportunity for pre-service students to step into the fire service or into fire related private industry jobs.

The Fire Science Technology is a career curriculum for technical and semi-professional fire prevention and control personnel. The program options will prepare students to perform various specific technical jobs both in and out of the fire service. Also, the curriculum includes non-technical areas of learning and will prepare students for mid-management positions in government and private industry.

EMPLOYMENT OPPORTUNITIES

U.S. Government fire and safety positions and investigative positions, local fire departments, claims adjusters, fire and arson investigators, and fire inspectors for insurance companies. Also, many other opportunities exist with private concerns such as plant fire safety and plant fire brigades.

FIRE SCIENCE TECHNOLOGY CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
2737	Introduction to Fire Protection	T	4
1916	History of Fire Protection	T	2
1909	Fire Hydraulics	T	3
1921	Fire Department Operations and Extinguishment	T	3
0060	Introduction to Sociology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	SECOND QUARTER		
1912	Fire Protection Systems	T	3
1919	Rural Fire Fighting	T	3
1907	Advanced Fire Command	T	3
1826	Physical Science I	B	3
1025	Math 13	B	3
1010/1011	Communications II/III	G	3
	TOTALS		18
	THIRD QUARTER		
1905	Administration of the Modern Fire Department	T	3
1910	Fire Prevention Practices	T	4
1904	Industrial Fire Protection	T	2
1713	Basic Photography	T	2
1906	Fire Investigation Photography	T	1
0042	Economics Issues and Problems	G	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1911	Fire Protection Seminar	T	1-3
1917	Internship	T	12
	FOURTH QUARTER		
1913	Personnel Training Methods	T	3
1900	Understanding Fire Insurance	T	2
1902	Building Construction	T	4
0541	EMT Clinical Experience I	B	1
0521	Basic Emergency Victim Care	B	5
0050	Introduction to Psychology	G	3
	TOTALS		18
	FIFTH QUARTER		
1901	Fire Investigation Methods	T	5
2925	Supervision and Leadership	T	4
2791	Public Administration	B	3
2792	Public Finance	B	3
0071	Interpersonal Relationships	G	3
	TOTALS		18
	SIXTH QUARTER		
1920	Recent Developments of Firefighting	T	2
1914	Unusual Fire Fighting Problems	T	2
1923	Fire Service P.R. and Public Education	T	2
1915	Emergency Rescue Operations	T	4
2736	Understanding Hazardous Materials	T	5
1922	Fire Protection Chemistry	B	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

ASSOCIATE OF TECHNICAL STUDIES IN FIRE AND EMERGENCY SERVICES

The Associate of Technical Studies in Fire and Emergency Services offers an excellent opportunity for students to enter the Public Service Area. The Fire Service Credo—"Saving Life and Property"—points up the Fire Service's historical emphasis on the importance of lifesaving. Rescue activities were first introduced as part of the Fire Services in the early 1900's and by the middle of this century, Rescue had become an essential part of the modern fire service. The Hocking Technical College program offers a combination of training and experience in the Fire Service and Emergency Medical Service. Program options will prepare students to perform various specific technical jobs for the firefighter and emergency medical technician. Four levels of skills including three certificate programs are offered. Phase I, II, and III are listed under Emergency Medical Technician Technology. Phase IV involves Fire Service Training which includes firefighting skills and knowledge. Various facets of management, organization and supervision are stressed.

EMPLOYMENT OPPORTUNITIES

Opportunities are available in governmental and privately owned emergency services, hospitals, industry and related fire, police, and recreation services. Job opportunities are also in the areas of investigative positions, claims adjusters, fire and arson investigators, and fire inspectors for insurance companies.

ASSOCIATE OF TECHNICAL STUDIES IN FIRE AND EMERGENCY SERVICES

COURSE NO.	FIRST QUARTER		CREDIT
0521	Basic Emergency Victim Care*	T	5
0541	EMT Clinical Experience I*	T	1
0542	Defensive Driving and Emergency Vehicle Operation	T	1
0520	Orientation to Emergency Services**	T	3
0570	The Human Organism	B	3
0437	Pharmacology (Math)	B	1
0498	Medical Terminology I	B	3
	TOTALS		17
	*Certificate Ohio EMT-A (4-005-007-D)		
	SECOND QUARTER		
0533	EMT Conditions and Techniques I**	T	6
0549	EMT Clinical Experience II**	T	2
0535	Rescue Squad Experience**	T	2
0518	Emergency Service Communication Skills**	T	1
0492	Anatomy and Physiology I	B	3
	TOTALS		14
	THIRD QUARTER		
0534	EMT Conditions and Techniques II**	T	6
0548	EMT Clinical Experience III**	T	2
0526	Rappelling**	T	1
0529	Victim Rescue**	T	1
0493	Anatomy and Physiology II	B	3
0050	Introduction to Psychology	G	3
	TOTALS		16
	**Certificate Ohio EMT-P (5-3-002) Certificate Department of Transportation EMT-P		
	FOURTH QUARTER		
1910	Fire Prevention Practices	T	3
1909	Fire Chemistry, Physics and Hydraulics	T	3
1907	Advanced Fire Command	T	3
2550	Principles of Management	B	3
0052	Abnormal Psychology	G	3
1009/1010	Communications I/II	G	3
	TOTALS		18
	FIFTH QUARTER		
0465	Personnel Supervision	T	3
2736	Understanding Hazardous Materials	T	3
1902	Building Construction Methods	B	2
0538	Public Administration, Relations, Education	B	3
0539	Cartography	T	3
0030	Job Search Techniques	G	1
1010/1011	Communications II/III	G	3
	TOTALS		18
	SIXTH QUARTER		
0517	Seminar in Emergency Services	T	1
1901	Fire Investigation Methods	T	3
1919	Rural Fire Fighting	T	3
0536	Water Rescue and Safety	T	2
0075	Speech	G	3
0060	Introduction to Sociology	G	3
2070	Technical Writing	G	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

POLICE SCIENCE TECHNOLOGY

The Police Science Technology is designed to prepare the student to enter the exciting and rewarding field of law enforcement. The challenges facing modern law enforcement agencies require that today's police officier be a highly educated and trained professional. The police science program offers a two-year associate degree in applied science.

The curriculum has been constructed to provide the student with a balance of technical and human relations skills vital to the effective law enforcement officer.

EMPLOYMENT OPPORTUNITIES

Local police and sheriff's departments, state police, highway patrol, crime control commissions, fish and wildlife agencies, narcotics bureaus, crime laboratories, 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		CREDIT
1712	Introduction to Law Enforcement	T	4
1751	Introduction to Investigation	T	5
1713	Basic Photography	T	2
1698	Basic Elements of Typing I	T	2
1009/1010	Communications I/II	G	3
	TOTALS		16
	SECOND QUARTER		
2740	Patrol Procedures	T	2
1717	Police Photography I	T	3
0527/0407	Standard First Aid, Multi-Media & Cardiopulmonary Resuscitation	B	1/1
1720	Criminal Law I	B	3
0050	Introduction to Psychology	G	3
1010/1011	Communications II/III	G	3
1703	Police Communications Operations	T	2
	TOTALS		18
	THIRD QUARTER		
2735	Juvenile Procedures	T	3
2730	Criminalistics I	T	3
2925	Supervision & Leadership	B	3
1721	Criminal Law II	B	3
1826	Physical Science I	B	3
1011/1012	Communications III/IV	G	3
	TOTALS		18
	SUMMER (OPTIONAL)		
1702	Internship	T	12
1701	Special Problems	T	3
	FOURTH QUARTER		
2765	Critical Issue in Criminal Justice	T	3
2731	Criminalistics II	T	3
1745	Report Writing	B	2
1802	Chemistry I	B	3
0052	Abnormal Psychology	G	3
0071	Interpersonal Relationships	G	3
	TOTALS		17
	FIFTH QUARTER		
2755	Laws of Arrest, Search and Seizure	T	3
2732	Criminalistics III	T	5
2799	Police Administration I	T	3
0059	Psychology, Its Applications	B	3
1704	Police Community Relations and Crime Prevention	T	3
0030	Job Search Techniques	G	1
	TOTALS		18
	SIXTH QUARTER		
2756	Intermediate Investigations	T	3
2752	Criminal Evidence	T	3
1768	Drug & Alcohol Abuse	T	3
2754	Accident Investigation	T	3
0060	Introduction to Sociology	G	3
1761	Criminology	B	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

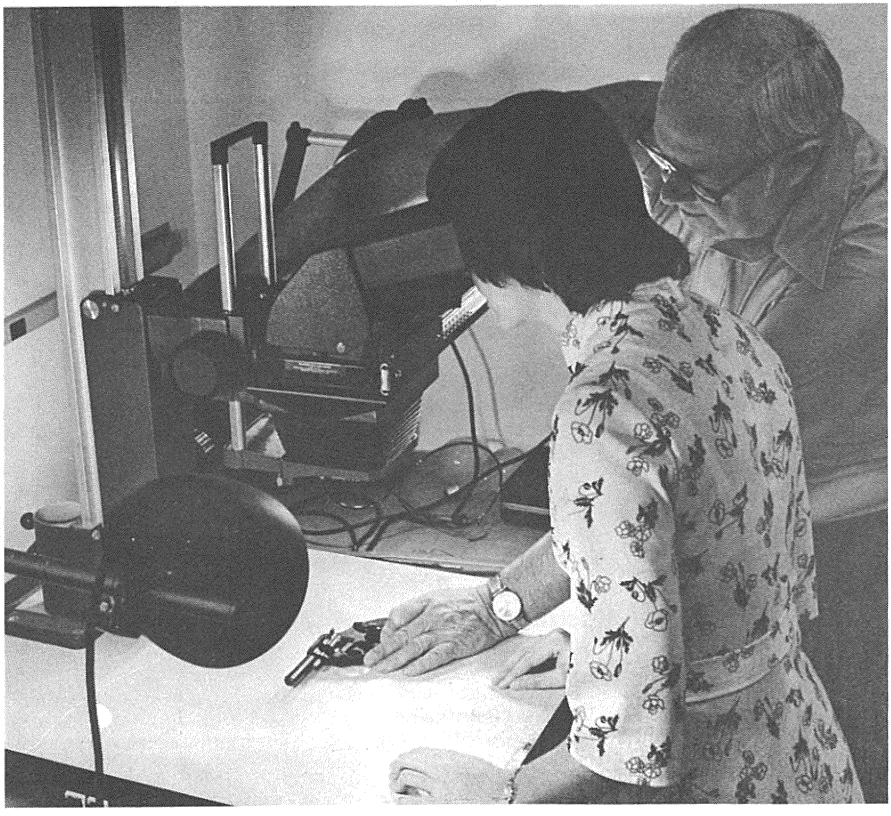
SECURITY AND PROTECTIVE SERVICES TECHNOLOGY

Since crimes such as shoplifting, burglary and vandalism are on the rise, businesses and industries are hiring increasing numbers of private security officers to protect their property.

Hocking Tech's Security and Protective Services Technology is designed to meet the need for properly trained private security officers. This two-year program leads to an associate degree in applied science.

EMPLOYMENT OPPORTUNITIES

Graduates will find jobs in private and court investigations, retail security, campus police, and security positions in business, industry and hospitals.



SECURITY AND PROTECTIVE SERVICES CURRICULUM

COURSE NO.	FIRST QUARTER		CREDIT
1009/1010	Communications I/II	G	3
1743	Introduction to Security	B	2
0050	Introduction to Psychology	G	3
1751	Introduction to Investigation	T	3
1744	Introduction to Criminal and Civil Law	B	3
1522	Principles of Business Management I	B	4
	TOTALS		18
	SECOND QUARTER		
1010/1011	Communications II/III	G	3
1787	Social Change	G	3
0052	Abnormal Psychology	G	3
1523	Principles of Business Management II	T	4
1746	Physical Security	T	2
2925	Supervision and Leadership	T	3
	TOTALS		18
	THIRD QUARTER		
1011/1012	Communications III/IV	G	3
1299	Computer Concepts	T	2
0059	Psychology, Its Applications	B	3
1747	Retail Security	T	3
2750	Interrogation and Interviewing	T	3
2752	Criminal Evidence	T	4
	TOTALS		18
	FOURTH QUARTER		
0054	Group Interaction	G	3
0522	Advanced First Aid	B	3
2145	Industrial Security	T	3
1779	Emergency Techniques	T	3
1749	Security Administration	T	3
1750	Civil Rights and Civil Liberties	T	3
	TOTALS		18
	FIFTH QUARTER		
1753	Introduction to Fire Protection and Safety	B	4
1711	White Collar and Commercial Crime	T	3
1755	Security Intelligence	T	3
1756	Crowd Control	T	2
1757	Security Research	T	3
1758	Bank Security	T	3
	TOTALS		18
	SIXTH QUARTER		
1759	Photography for Security Personnel	B	3
1760	Defense Investigation	T	3
1770	Labor Management	T	3
1771	Planning for Effectiveness	T	3
1776	Management by Objectives	T	3
1742	Current Security Problems	T	3
	TOTALS		18

NOTE: Curriculum subject to change as the College deems necessary.

PUBLIC SERVICE INSTRUCTIONAL STAFF

DARYL L. CULLISON (1974), Coordinator/Instructor, Public Service; A.A.S., Hocking Technical College; B.S., University of Cincinnati; police officer, 7 years.

LEWIS H. BROWN (1971), Instructor, Police Science; A.A.S., Hocking Technical College; B.S., Ohio University; experience as reserve and regular police officer, special duty and investigator, 17 years.

GERALD J. HORVATH (1979), Instructor, Corrections; A.B. and M.A. Engineering, Ohio University; previous teaching, 7 years; experience as educational administrator in adult prison, 3 years.

WAYNE G. KERNS (1978), Instructor, Corrections; B.A., M.A., Ph.D., Ohio State University; previous teaching, 6 years; experience as guidance counselor, probation officer, social worker, 5 years.

GENERAL STUDIES

GENERAL STUDIES

The General Studies Department offers required and elective courses which complement the associate degree programs, and provides several campus-wide services, though it offers no degree of its own.

General Studies courses are supportive to the acquiring and understanding of technical skills and are valuable for personal growth and informed and responsible citizenship.

The major academic areas covered by General Studies courses include communications skills, mathematics, and the behavioral and social sciences. Communications courses involve both job-related skills and the humanistic exploration of topics such as the public media, the future, ecological issues and technology, through writing, public speaking, reading, panel discussions and presentations.

Several mathematical course sequences are available, each featuring mathematics skills applicable to specific technical areas. In the social and behavioral sciences, students gain an understanding of individuals, groups and social systems, through many offerings in the areas of psychology, sociology, political science, economics, archaeology and history.

The department also offers developmental courses and a variety of mini-courses for students with academic weaknesses in mathematics, writing and reading. Diagnostic testing of students is used in the assessment of these weaknesses and in determining the appropriate types of assistance.

GENERAL STUDIES LABS

A wide offering of methods for learning mathematics, reading and writing is available in the Math Lab, Learning Skills and Communications Skills Lab. Each of these labs has individualized and self-instructional materials, visual aids and equipment, plus personalized help from instructors.

New instructional formats enable these labs to offer streamlined courses, diagnostic testing and intensive review of basic skills, self-paced instruction, and a variety of resource materials to accommodate the needs of each student.

Departing from the traditional classroom design, these labs provide the setting for informal interaction between students and instructors, and "drop-in" hours when students can seek the special help they need.

READING PROGRAM

The 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. Reading Lab equipment, including a controlled reader, tape cassettes and player, skimmer-scanners and a Aud-X, are used to develop such reading skills as comprehension, word recognition, spelling, vocabulary and speed.

PEER TUTORING

Peer Tutoring is a free service which brings Hocking Tech students together to help each other understand and review course work. The General Studies Department coordinates this program.

Tutors are selected from well qualified students who have previously earned a high grade in the subject to be tutored and whose interpersonal skills are recognized by their instructors. They must go through a brief orientation to the tutoring process. They are paid by funds provided through the Work Study program, the Veterans' Administration, or other special funds.

Students who feel they need academic help in a specific course, and those recommended for tutoring by their advisor or counselor, are referred to the Peer Tutoring coordinator. They are then linked with a tutor and are given tutoring in a specific subject, free of charge, usually on a one-to-one basis, for either a brief or an extended period of time. Students are encouraged to take advantage of this service.

CAMPUS-WIDE PROJECTS

General Studies offers the opportunity for students to participate in several programs which serve the entire college and the community.

Two campus publications, a weekly newsletter and a quarterly creative writing magazine, are produced by students in Communications classes. Students may also earn credit in the Oral History Project in which local people are interviewed about earlier times in the region, and their recorded interviews are preserved in the college's library and forestry museum.

General Studies has several courses available on PACE, the college's self-paced instructional format which enables students to enroll any day and work on courses at a rate suitable for themselves.

The college's Peer Tutoring Program, a free academic service for all Hocking Tech students, is operated through the General Studies department. SOS sessions (Support Our Students) for acquiring effective study techniques are offered quarterly. Also available are a number of informal sessions for learning crafts, music, practical skills and other non-academic subjects.

Films and speakers on topics of academic and general interest are regularly offered and are open to the public. Projects to interact with and serve the public frequently become part of a student's work in General Studies courses.

GENERAL STUDIES ACADEMIC OFFERINGS

Depending upon his technology, a student will take a minimum of 21 credits and often more in General Studies courses listed in his technical curriculum. Occasionally, mini-courses in communications skill areas, developmental courses to review basic skills, and General Studies elective courses on subjects of special interest, may also be taken.

A summary of General Studies courses follows. Most of these are also listed in the technical curricula. Where the curricula indicate that one of two courses will satisfy a requirement, diagnostic testing is used to determine which of the courses a student takes. Full descriptions of these courses appear at the end of the catalog.

GENERAL STUDIES

Number	Course Title	Credit
	Communications	
0021	Employment Correspondence	1
0023	Spelling Skills	1
0024	Study Skills	1
0025	Vocabulary Skills	1
0030	Job Search Techniques	1
0057	Oral History Project	3
0070	College Learning	1
0075	Speech	3
0079	Effective Speaking for People in Leadership Positions	3
1009	Communications I (Writing Skills)	3
1010	Communications II (Composition Skills)	3
1011	Communications III (a variety of options)	3
1012	Communications IV (a variety of options)	3
2070	Technical Writing	3
9010	News Writing	1
9010	Newspaper Preparation	1
9010	Creative Writing	1
9910	Developmental Reading	3
9916	Efficient Reading	1
	Mathematics	
0001	Basic Math	3
0028	Fundamentals of Mathematics	3
1020	Math 25 (Automotive Technicians)	3
1021	Math 15 (Automotive Technicians)	4
1022	Math 11 (Basic Business Math)	3
1024	Math 12 (Introductory Algebra)	4
1025	Math 13 (Introductory Natural Resources Math)	3
1026	Math 21 (Introductory Business Math)	3
1028	Math 22 (Intermediate Algebra)	5
1029	Math 23 (Intermediate Natural Resources Math)	3
1031	Math 31 (Intermediate Business Math)	3
1032	Math 32 (Advanced Algebra)	5
1034	Math 33 (Environmental Health Math)	3
2042	Math 42 (Calculus)	5
2096	Math for Automotive Technicians	4
2171	Math 03 (Engineering Trigonometry)	2
	Social Sciences	
0015	Environmental/Industrial Psychology	3
0016	Applied Human Relations	3
0012	Sociology Modules	1-2
0013	Economics Modules	1-2
0030	Job Search Techniques	1
0042	Economics Issues and Problems	3
0045	Economics and Related Systems	3
0046	Interacting with Government and Politics	3
0050	Introduction to Psychology	3
0051	Developmental Psychology	3
0052	Abnormal Psychology	3
0053	Correctional Psychology	5
0056	Ohio Prospectives	3
0058	Psychology Modules	1-2
0059	Psychology, Its Applications	1-3
0060	Introduction to Sociology	3
0062	Sociology of Family Living	3
0063	Urban Sociology	3
0071	Interpersonal Relationships	3

0066	Psychology of Personality	3
0069	Appalachian Ohio Culture	3
0074	Student Leadership Seminar	1
0326	Interpersonal Relationships	3
1350	Archaeology	3
1735	Psychology of Adolescence	3

INSTRUCTIONAL STAFF

GENERAL STUDIES DEPARTMENT

JOSH F. LANCASTER (1974), Department Director; B.A., DePauw University; M.A., Ph.D., Ohio University.

MARY OBERLIN BLACK (1968), Instructor, Communications; B.A., Ohio Wesleyan University; M.Ed., Ohio University; office experience, 5 years; previous teaching, 1 year.

JEANNE N. BURGIE (1973), Instructor, Speech, Reading; B.S., East Stroudsburg State College; M.A., West Virginia University; Coordinator, Peer Tutoring Program and SOS Program; previous teaching, 6 years.

RICHARD A. COLLINS (1971), Instructor, Mathematics; B.S., M.Ed., Ohio University; business experience, 6 years.

ELAINE V. DABELKO (1975), Instructor, Communications; B.A., Mount Union College; M.A., Ohio University; previous teaching, 2 years.

CYNTHIA A. HOLDERBY (1975), Instructor, Communications; B.A., Marshall University; M.A., Ohio University.

LINDA C. HUNT (1979), Instructor, Communications; B.A., Hunter College, New York; Ph.D. M.A., University of California, previous teaching, 12 years.

WILLIAM LAMBERT (1979), Instructor, Mathematics; B.S., Ohio State University; previous teaching, 19 years.

ANNABELLE MATHIS (1979), Instructor, Communications; A.B., M.A., Marshal University; previous teaching, 11 years.

FLORENCE P. McGEOCH (1973), Instructor, Reading, Communications; B.A., Hope College; M.Ed., Ohio University.

SARA E. OREMUS (1974), Instructor, Sociology, B.A., Wittenberg University; M.A., Ohio University.

VALERIE S. PEROTTI (1975), Instructor, Communications; B.A., Holy Family College; M.A., Duquesne University; previous teaching, 8 years.

CHARLES E. RICH (1979), Instructor, Psychology; B.A., Anderson College; M.S., Ohio University, Ph.D. Ohio University.

SPENCER S. STEENROD (1974), Instructor, Speech, Communications, B.F.A., M.A., Ohio University.

JOSE D. TORRES (1971), Instructor, Economics, Political Science; 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.

WILLIAM TOTH (1979), Instructor, Communications, B.A., M.A., California State University, previous teaching, 7 years.

CANDACE S. VANCKO (1974), Instructor, Speech, Communications; B.A., M.A., Pennsylvania State University; previous teaching, 2 years.

MARC WAYNER (1975), Instructor, Psychology, Sociology; B.A., M.Ed., Ph.D. Ohio University.

JAMES R. WOLFE (1969), Instructor, Mathematics; B.A., M.Ed., Ph.D., Ohio University.

PACE GENERAL STUDIES

MELINDA ROSS-HARRINGTON (1978), Coordinator, PACE; B.S., Ohio State University; M.A., Ohio State University.

JAMES SMOLKO (1979), Instructor, PACE Mathematics; B.A., Akron University; M.S., Cleveland State University.

CLAUDETTE C. STEVENS (1979), Instructor, PACE Communications; B.S., State University of New York at Geneseo; M.Ed., Ohio University.

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.

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 a college-owned motel on campus, ample facilities are available to fulfill 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.

COMMUNITY SERVICES

The college offers a variety of programs and services to the communities in the surrounding area.

FUN, whose initials stand for the Free University of Nelsonville, offers area residents and students alike an opportunity to take courses free of charge. Hocking Tech instructors, as well as local residents, donate their time to teach classes in subjects in which they have a special interest. Courses include such hobbies as macrame, photography, tennis, archery and antiques. The offerings vary from one quarter to another.

The Community Health Education Center offers free counseling to persons who have health problems related to diabetes, hypertension, heart disease or arthritis. Screening programs and information series are also conducted throughout Hocking, Athens, Vinton and Perry counties.

The Southeastern Ohio Regional Crime Laboratory, located at the college, provides technical assistance and lab services for law enforcement agencies in 12 counties in the region. The Lab gathers physical evidence from crime scenes with a van that is fully equipped for evidence collection. It is then taken to the Hocking Tech Lab to be analyzed. The Crime Lab's services also include crime scene investigation, analysis of materials and drugs, evidence preparation and presentation in court proceedings.

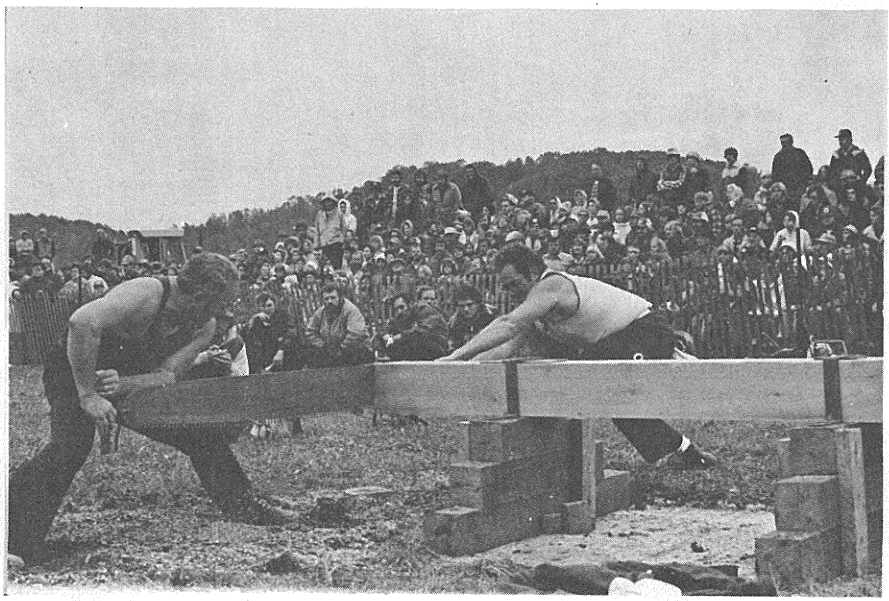
Service Projects—Hocking Tech students are encouraged to contribute up to 20 hours per quarter to assist with various community projects. These vary depending on circumstances and what is needed. In the past, law enforcement students have helped a local law enforcement agency search for a missing person. When residents ran out of fuel during a harsh winter, forestry students skidded dead and fallen trees out of the Wayne National Forest to provide them with firewood.

Other students are working in Big Brother programs and juvenile court, tutoring, and helping out at day-care centers and nursing homes.

The Ohio-Hocking Forestry Museum is a growing new project. The museum's director is collecting history and relics related to the forestry industry of Ohio and the Hocking Valley. These will be housed in structures to be built on Hocking Tech's campus. A 150-year-old log house is being restored as an initial exhibit. The museum will also include a walking tour along a marked nature trail, and oral histories consisting of interviews that Hocking Tech students have taped with retired Ohio foresters.

Paul Bunyan Show—Hocking Tech has been selected as the permanent site for this annual festival. As the largest forestry exposition in Ohio, it brings exhibitors from all over the nation to the campus to display the most up-to-date timber harvesting and sawmill equipment.

The show also features lumberjack contests in which professionals from the U.S. and Canada demonstrate traditional skills in sawing and chopping competitions. Students have their own contests on the opening day of the show. This three-day long event is held early in October.



Crosscut Saw Competition—Paul Bunyan Show

COURSE DESCRIPTIONS

0001 Basic Math This course is primarily designed to develop the student's basic mathematical skills. Included in this development will be: addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Introduction and manipulation of percentages will also be included. Whenever possible, the use of word problems will be stressed. (3 credits)

0012 Sociology Modules Through modules that represent specific topics and projects in sociology, students will gain an introductory understanding of the relationship between sociology and their personal and professional lives. Topics will be selected according to the needs and interest of the group of students in the course. (1-2 credits)

0013 Economics Modules Through modules that represent specific topics and projects in economics, students will gain an introductory understanding of the relationship between economics and their personal and professional lives. Topics and activities will be selected according to the needs and interests of the group of students in the course. (1-2 credits)

0015 Environmental/Industrial Psychology A course dealing with the effects of the environment, both natural and man-made, on human behavior and theories and uses of psychology related to the business/industrial settings. (3 credits)

0016 Applied Human Relations Interpersonal processes as they apply to both personal and work situations are studied. Topics covered include type of communication, feedback, constructive confrontation, stress, leadership and assertiveness. (3 credits)

0017 The Individual and the Workplace This PACE course is designed to provide psychological information about the student's interaction with the self and others and to help the student apply this information to his/her personal and work life. (3 credits)

0021 Employment Correspondence Students will learn methods of preparation for employment application, including letters of application, data sheets, follow-up letters and job interviews. (1 credit)

0022 Issues Seminar After research on a topic common to all the students in the class, the students will participate in several seminar sessions and will produce a research paper. (1 credit)

0023 Spelling Skills This mini-course is designed to identify and remediate individual spelling weaknesses. (1 credit)

0024 Study Skills This course is designed to provide the necessary instruction in the use of study skills so that the student will be able to use his time more effectively. (1 credit)

0025 Vocabulary Skills The recognition and usage of words is to be increased in this highly individualized course. Pre- and post-tests will be used to show each student his level of achievement. (1 credit)

0028 Fundamentals of Mathematics This course will teach fundamental mathematical principles and operations, and apply them to the student's technical field. (3 credits)

0030 Job Search Techniques A topical seminar designed to familiarize the student with the processes involved in securing employment. The student will become acquainted with placement services provided by the college and other agencies guest speakers, films, panel discussions and associated readings will provide optimum opportunity for the student to conceptualize the job-hunting/securing process. (1 credit)

0042 Economics Issues and Problems This course is an introduction to the major principles and issues of American economics. Topics include measuring the economy, income distribution, unemployment, inflation, profit, taxes and current economic issues and trends affecting the student's technical field. Direct experiences such as field trips, simulation activities, guest speakers and interviews, and a field project will acquaint the student with economic processes. (3 credits)

0043 House Design This course will present the necessary design factors that will enable the student to evaluate house designs based on individual family criteria. The development of the evaluation procedure begins with the introduction to family criteria, and progresses through evaluation factors for presentation plans, construction blueprints and actual structures through house tours. (3 credits)

0044 Hospital Safety A study of safety practices and procedures relating to employees in hospitals and nursing homes. (2 credits)

0045 Economics and Related Systems This course is a study of the more detailed aspects of micro-economics. 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)

0046 Interacting with Government and Politics This is an introductory course in the fundamentals of the American political system and how individuals interact with local, state and federal levels of government. Topics include U.S. regional differences, legal settings and courts, finances, executive and legislative powers, and current legislation and issues affecting the student's technical field. Direct experiences such as field trips, attendance at local meetings, guest speakers and interviews, and a field project will acquaint the student with governmental processes. (3 credits)

0050 Introduction to Psychology This course is a survey of the current thinking, research and theorizing on human behavior, including physiological, social and learned bases for behavior. (3 credits)

0051 Developmental Psychology Developmental Psychology is the study of the physical, emotional, social and intellectual development of an individual from conception to death. Emphasis will be on the normal growth and development of the individual with some discussion of genetic and environmental factors that can cause developmental abnormalities in individuals. (3 credits)

0052 Abnormal Psychology This course is an overview of the characteristics of emotional disturbances, mental illnesses, and related social deviance in the United States. This will include the mild stressful situations, as well as severely disrupting breakdowns. Discussion will include the identification, diagnosis, and treatment of mental disturbances, and concepts of community mental health programs. (3 credits)

0053 Correctional Psychology This course introduces the paraprofessional correctional trainee to the psychological assessment, classification, and treatment methods used in institutional and community facilities in the United States. (5 credits)

0055 Ohio Forestry History The history of the forestry industry and early forestry practices in Ohio will be studied. Students will explore various methods of documenting and displaying historical information, and will use one of these methods to prepare a project on local members of the community, artifacts, and historical data, for use in a local museum. (3 credits)

0057 Oral History Project Students will participate in an on-going project in which the history of the southeastern Ohio region will be studied through contact with local members of the community. Students will record interviews with local people and explore various methods of documenting and displaying the information and materials gathered. (3 credits)

0058 Psychology Modules Through modules that represent specific topics and projects in psychology, students will gain an introductory understanding of the field of psychology. (1-2 credits)

0059 Psychology, Its Application This is a course designed to help the student apply previously learned psychological principles to his/her specific technology, using a case study, discussion approach. (1-3 credits)

0060 Introduction to Sociology This course is 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 This course is designed to examine marriage and family as social institutions, emphasizing the family as the basic social institution in our society. Focus of the course will be cultural comparison of various family and marriage forms, mate selection processes, family composition and roles, life cycles of the family, and future of family and marriage in our society. (3 credits)

0063 Urban Sociology This course is an overview of urbanization and the problems created by it in our society. Stress will be put on the historical development and the recent emergence of the city as the dominant feature of modern social life. Demographic and ecological patterns and the social organization or urban regions will be emphasized. (3 credits)

0066 Psychology of Personality This course is 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. (3 credits)

0068 Service Learning Through participation in community service programs, students will develop a broader social awareness and gain a wider understanding of the needs of the community. (1 credit)

0069 Appalachian Ohio Culture This course will explore the historical and social influences that have shaped Appalachian culture, particularly in the Ohio Appalachian region. Emphasis will be on the history of the Ohio Appalachian region, the various ethnic migrations and social groupings in the area, and the culture as expressed through regional arts and crafts, music, religion, and various significant industries in the area such as farming, coal mining, forestry, state parks and ceramics. Students will have an opportunity to explore the history and cultural influence of their own technology in the region. (3 credits)

0070 College Learning This course is designed to familiarize students with practical techniques for personal growth and improvement of learning techniques, and will include an assessment of the student's learning style, reading skills, and career goals. Instruction will be given in learning and study skills, using college resources, preparing for and taking tests and preparing outside assignments. (1 credit)

0071 Interpersonal Relationships A discussion class designed to encourage students to develop their interpersonal skills. This course includes the fundamentals of interpersonal skills and discussions of current controversies in our society. (3 credits)

0074 Student Senate Leadership Seminar The Seminar is designed to enable student leaders to function more effectively in student organizations. Instruction is provided in the fundamentals of leadership and basic procedures necessary to effectively manage small group interaction appropriate for student organizations. Students are given practical experience through role playing in structured exercises. Enrollment must be approved by Student Senate. (1 credit)

0075 Speech This is 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)

0079 Effective Speaking for People in Leadership Positions A course in effective speaking for people in leadership positions. 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)

0083 Leadership and Management I An introductory course to principles of leadership, including psychological, physiological and sociological factors affecting human behavior and proven techniques of military leadership. (2 credits)

0084 Leadership and Management II This course is designed to provide an understanding of the relationship of individual differences, group dynamics, and impact of leader's behavior on the leadership process. (2 credits)

0085 Advanced Map Reading Advanced map reading/land navigation and aerial photograph interpretation techniques as applied to military maps and aerial photographs, including practical exercises in field situations and additional development of orienteering skill. (2 credits)

0086 Basic Map Reading and Orienteering Fundamental map reading and orienteering techniques with emphasis on development of land navigation skills through practical field exercises. (2 credits)

0087 Basic Army ROTC Summer Camp A six-week summer training camp that qualifies students for direct entry into advanced ROTC course. Designed to prepare students for junior and senior level military science courses, the camp includes instruction in basic military skills such as rifle marksmanship, small unit tactics, survival, orienteering, rappeling, first aid and physical conditioning. (2 credits)

0088 Methods of Military Instruction Educational psychology and practical application of techniques in planning and presenting instruction with emphasis on military methods. (2 credits)

0089 Introduction of Military Science An overview of military science curriculum, role of the Army officer commissioning, and military career programs. Student will take Army physical test and fire small-bore military rifle. (2 credits)

0091 Orientation to Broadcast Media This course explains the social effects of broadcasting and includes topics such as communicative and legal processes created by broadcast media, media of the future, the design and techniques of programming and production, and human and technical components of broadcast systems. Included will be directed experience in the college's broadcast studio, field trips, and class projects. (3 credits)

0110 Nursing Dynamics Enrichment A student-faculty seminar 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)

0111 Nursing Clinical Experience III (Medical/Surgical) The course consists of supervised clinical experience in medical-surgical areas. Observation experiences in CCU and Surgery are included. All experiences correlate with Medical-Surgical Nursing of the Adult and Child I. Nursing Clinical Experience I and II are prerequisites. (2 credits)

0112 Nursing Clinical Experience IV (Medical/Surgical/Pediatrics) This course provides the student the opportunity for a supervised clinical experience on a pediatric unit and on an adult medical/surgical unit. Nursing Clincial Experience I, II and III are prerequisite. (2 credits)

0113 Drugs Classification Classification of drugs and analysis of drug usage is discussed. (1 credit)

0114 Fluid and Electrolytes An introduction to the basic life needs of the cell. Emphasis is placed on the maintenance of homestases through fluid and electrolyte and acid-base balance. Pertinent concepts of biological chemistry will be applied to explain the normal chemical environment of the cell. (1 credit)

0115 Career Transition - PN to RN A student-faculty seminar focusing on the role change from practical nurse to registered nurse. The seminar includes a brief history of associate degree nursing, the nursing program objectives and competencies, roles as a student, graduate, and registered nurse, and job opportunities. (1 credit)

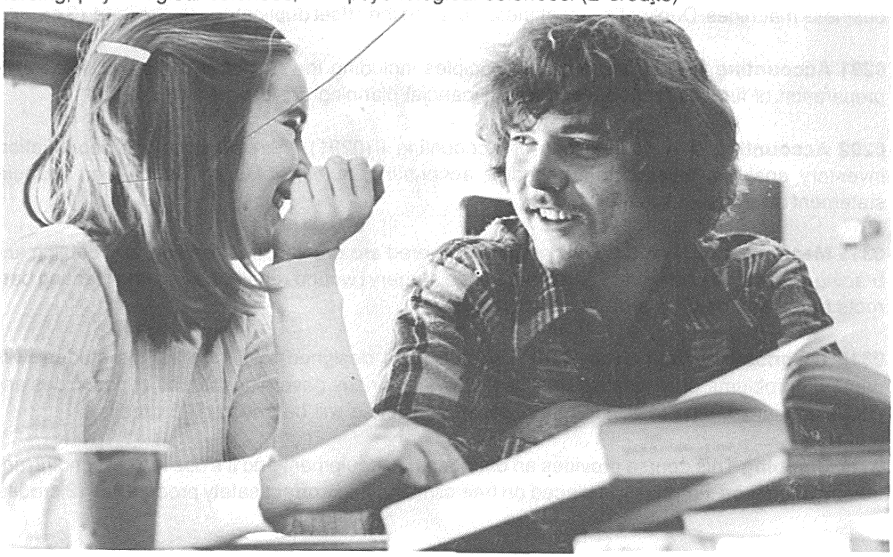
0116 Special Problems in Nursing Individual study or research related to the student's major area of study is arranged with a nursing instructor. (3 credits)

0117 Nursing Clinical Experience I - Fundamentals/Geriatrics This course provides the opportunity for the student to use principles of gerontology, basic patient assessment, nursing techniques and related courses to provide care for geriatric patients and patients with medical/surgical conditions. (2 credits)

0118 Nursing Fundamentals/Geriatrics Course content includes introduction to the principles and practice of basic nursing techniques, gerontology, and basic patient assessment. The laboratory component is an intergral part of this course and is correlated with the theory learned. (5 credits)

0119 Nursing Clinical Experience II - Fundamentals/Obstetrics This course provides the opportunity for the student to utilize principles related to the care of obstetric patients and newborns, principles of selected nursing techniques and related courses to provide care for patients on an obstetric unit and medical/surgical unit. Nursing Clinical Experience I is a prerequisite. (2 credits)

0120 Nursing Clinical Experience V - Psych/Mental Health Clinical practice will provide students with the opportunity to observe, relate to and care for patients with psychological and/or emotional problems and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychological sciences. (2 credits)



0121 Nursing Clincal Experience VI - Advanced Medical-Surgical The course provides clinical experience in medical-surgical units, operating room, recovery room, and intensive care. Emphasis is placed on providing care to patients with complex, medical-surgical conditions. Medication experience and experiences performing intermediate and advanced skills are provided. The student applies principles related to basic nursing, medical-surgical nursing, nutrition, psychological sciences, anatomy and physiology and pharmacology. (2 credits)

0122 Nursing Clinical Experience VII - Care of Groups of Patients The course provides clinical experience in the medical-surgical setting. Emphasis is on the nursing process, organization of care, delivery of care and evaluation of care for individuals and groups of patients. The student applies principles related to nursing, nutrition, psychosocial sciences, and anatomy and physiology. (2 credits)

0210 Obstetrical/Pediatric Health Care Health care needs of obstetric patients are studied with emphasis on hospital care needs. (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 instruments, 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 The use of computer equipment from data entry to the operation of the CPU is covered. Unit record equipment and key diskette are both utilized. Operation of the school's computer system is discussed. Extensive hands-on experience allows the students to practice the operation of the equipment. (4 credits)

0221 Survey of Data This course is a study of basic terminology and data entry procedures. Basic problem solving techniques are discussed. The student receives hands-on experience with the data entry equipment and the school's computer system. (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)

0315 Mechanics of Tree Care Major topics covered are pruning, tree feeding, and cabling and bracing; ice, storm and lightening damage; tree surgery (wound repair); balling and planting bare roots trees, and moving large trees. (4 credits)

0316 Diagnostic Urban Tree Care The course is designed to familiarize the student with common problems of diagnostic tree care. Laws and rules governing the use of pesticides and necessary information to acquire an applicator's license will be covered. (3 credits)

0317 Climbing This course provides an orientation to equipment and it's use in tree climbing and tree maintenance. Emphasis is placed on tree climbing and correct safety procedures. (2 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 Medical Record Clinical Experience I Includes practical, On-site experience in admitting procedures, secretarial practice, discharge analysis and medical record department procedures. (2 credits)

0323 Medical Record Clinical Experience II Includes practical on-site experience in discharge procedures and secretarial practice. (4 credits)

0324 Medical Record Clinical Experience III Practical experience in statistics, legal aspects of medical records, medical transcriptions, physician assistance and further development of medical record proficiencies. (2 credits)

0325 Medical Record 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)

0327 Medical Record Office Procedure A course to acquaint the student with the secretarial duties of being a medical record technician. Telephone and written communications, completion of insurance forms, and scheduling are discussed. Personal qualifications, appropriate attitudes and conduct are stressed. (3 credits)

0328 Filing Equipment and Procedures A study of the principles of storage, retention, transfer and disposition of office records. Systems for handling special records. Types and uses of filing equipment and supplies are included as well as safety precautions and equipment comparison costs. (2 credits)

0329 Medical Record Clinical Experience IV Includes practical on-site experience in statistics. Medical transcription, supervision, answering a subpoena and physician assistance in Medical Record department. (4 credits)

0330 Medical Transcription Supervision A continuation of the medical transcription course to improve the medical vocabulary and increase the transcription skills, with emphasis on techniques of supervising medical transcription. (3 credits)

0331 Medical/Surgical Hospital Care of the Child/Adult The health care needs of the patient with serious/critical medical-surgical diagnoses, in relation to hospital and specialized patient care facilities, is studied. (5 credits)

0333 Orientation to Health Agencies A introduction to the organization of hospitals and department functions. Identification and history of the role of the health care review coordinator in a hospital and PSRO setting and discussion of hospitals-agency relationships. (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 physiologic features. Ohio geology is emphasized. (3 credits)

0335 Fundamentals of Hospital Patient Care A study of the basic principles and techniques necessary to care for the semi-ambulatory, diagnostic and mildly ill patient. Emhpasis is on basic health care needs of any hospital patient. (4 credits)

0336 Health Care Review Directed Practice I Hospital experience encoding diagnoses in assigning lengths of stay, including experience in justifying admissions and concurrent reviews. (2 credits)

0337 Health Care Review Directed Practice II Hospital experience in maintaining health care review statistics. Additional experience is gained in justifying admission and concurrent reviews. (2 credits)

0338 Health Care Clinical Internship On-the-job training is received through 200 hours training in Professional Standards Review Organizations to develop goals and methodology. (5 credits)

0339 Health Care Review Enrichment A review of nutritional standards for the hospitalized patient with emphasis on special dietary therapy to meet specific disease conditions. The course includes an overview of medical terminology, a discussion of the role of the health care review coordinator, and a review of anatomy and physiology. (6 credits)

0340 Health Care Review Seminar A discussion of the clinical experience of the students with analysis of the various procedures. (1 credit)

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)

0341 The Law, Confidentiality, and Medical Ethics A discussion of the health care review coordinator's role in Professional Standards Review Organizations and hospitals including a study of professional attitudes, responible behavior and medical-legal problems. (2 credits)

0342 Coding and Abstracting This course covers the basic hospital indices with development of coding procedures emphasizing ICD-9-CM and completion of computer abstracts. (3 credits)

0343 Health Statistics and Medical Audits A study of appropriate health statistical reports with interpretation of computer reports. The medical audit system with practice in extracting data using developed criteria and displaying data is presented. (3 credits)

0344 Health Care Review Procedures Theory and lab practices of procedures utilized in Health Care Review are presented. Admission, concurrent and discharge reviews are emphasized. (5 credits)

0362 Nutrition A five module course with one credit hour per module. Modules cover the following areas: I - Nutrients; II - Nutrition in the Lifespan; III - Diet Therapy I; IV - Food Economics; and V - Diet Therapy II. Modules I and II are prerequisite for Module III. Modules I, II and III are prerequisite for Module V. (5 credits)

0407 Cardiopulmonary Resuscitation A practical course in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies. Certificate issued upon completion. (1 credit)

0408 Medical/Surgical Nursing of the Adult and Child I This course focuses on common medical-surgical conditions of both children and adults, and principles and practice of related nursing techniques. The laboratory component of the course is correlated with the theory. Nursing Fundamentals/Geriatrics and Nursing Fundamentals/Obstetrics are prerequisites. (6 credits)

0409 Medical/Surgical Nursing of the Adult and Child II This course focuses on the care of the well child, selected medical/surgical conditions of both children and adults and the principles and practice of related nursing techniques. The laboratory component of the course correlates with the theory. Nursing Fundamentals/Geriatrics, Nursing Fundamentals/Obstetrics and Medical/Surgical Nursing of the Adult and Child I are prerequisites. (6 credits)

0414 Nursing Fundamentals/Obstetrics The course content includes the principles and practice of nursing techniques essential for assisting with diagnostic procedures and performing selected therapeutic procedures; the care of the patient with normal and abnormal obstetrical conditions; and the care of the well newborn and the newborn with medical or surgical conditions. Nursing Fundamentals/Geriatrics is a prerequisite. (6 credits)

0417 Introductory Concepts of Gerontology This course will be divided into four units. Course content will cover concepts of basic gerontology and will offer practical methods of dealing with specific problems which are associated with aging. (1-4 credits)

0418 Medical Ethics and Law An introduction to the Medical Assistant's role in the ethical and legal aspects in a physician's office. (2 credits)

0419 Crisis Intervention for Helping Professionals This course will concentrate on specific listening and crisis intervention skills necessary to handle people in stress. Workshop material will include lectures on crisis intervention techniques and role-play practice of possible crisis situations. Since the course is designed for helping professionals, specific role-play examples will be drawn from nursing, EMT, and police working situations. (1 credit)

0420 Child Health Care This course promotes understanding of factors that contribute to optimal health/wellness during childhood. It will also enable participants to differentiate between common health problems and potential medical problems. (1-2 credits)

0421 How to Cope with Stress This course is designed to promote understanding of the causes, effects, and methods of counteracting stress. (1 credit)

0430 Advanced Medical/Surgical Nursing The course content concerns the concepts, principles and techniques essential for providing nursing care for individuals with more complex medical-surgical problems. Pharmacology related to patients with complex medical-surgical problems is included. School laboratory experience will provide the student the opportunity to practice and demonstrate techniques necessary in the care of patients with complex medical-surgical problems. All specified requirements of theory, lab, and clinical must be met in order to complete the course. Completion of Level I Nursing courses or Nursing Enrichment courses and Mental Health Nursing are prerequisites. Pathophysiology is also a prerequisite of Advanced Medical-Surgical Nursing. (5 credits)

0432 OB Enrichment Content is focused on review and enrichment of the student's knowledge of obstetric nursing. (no credit)

0433 Peds Enrichment Content is focused on review and enrichment of the student's knowledge of pediatric nursing. (no credit)

0434 Pharmacology Enrichment This course is a review and enrichment of the student's knowledge in pharmacology. Assessment of the student's knowledge in this area will also be completed. (2 credits)

0435 Supervised Clinical Experience A course designed to assist the new nursing graduate in making the transition from the role of student nurse to the role of graduate nurse. The course will provide an opportunity for the graduate nurse to increase skill in the implementation of patient care. The graduate nurse will give patient care to small groups (4-6) and manage patient care of larger groups (16-20). All experience will be supervised by an instructor. (5 credits)

0437 Pharmacology A six module course exploring drug classifications, actions, side effects, implications, interactions and patient teaching. Drug administration will be included. Module 1—Math. Module II—Introduction and Administration. Module III—Drug Classificationsl. Module IV—Drug Classifications II. Module V—Drug Classifications III. Module VI—Clinical Drug Administration. Module I or Math 14 is prerequisite to all other modules. Module II is prerequisite to III, IV, V and VI. (1-6 credits)

0440 Mental Health Nursing The course content concerns the principles of the practice of nursing care of patients with psychological and/or emotional problems. Abnormal Psychology is a prerequisite or must be taken concurrently with Mental Health Nursing. (5 credits)

0445 Community Health A study of the organizational aspects of community health which deals with health professionals, public health agencies, and other aspects of health delivery. The course includes physical aspects of community health including communicable disease, chronic disease and safety; psychological aspects including drug, alcohol and mental health problems; environmental aspects including air, water, noise and food inspection; and special aspects of community health including care of infants, mothers and senior citizens. (3 credits)

0448 Physical Rehabilitation Principles The course discusses the practical applications of physical rehabilitation principles. There are practices in carrying out passive, active-assisted and active range of motion exercises. Students choose appropriate assistive devices for cases presented and practice measuring these devices for lab partners. (3 credits)

0449 OB Peds Enrichment Content is focused on review and enrichment of student's knowledge of obstetric and pediatric nursing. Assessment of the student's knowledge in these areas will also be completed. (1-4 credits)

0450 Nursing Care of Groups of Patients The course content concerns an in depth study of the nursing process related to individual patients and groups of patients. Content also includes investigation of various methods of organizing patient care and an analysis of the technical nurse's role in each method. Information on management and communication skills is included. Concepts and principles essential for providing nursing care for individuals with selected complex medical-surgical conditions are also included. Completion of Level I Nursing or Nursing Enrichment, Mental Health Nursing, and Advanced Medical-Surgical Nursing are prerequisites. (4 credits)

0451 Stress and Stress Management This course is designed so that students can come to understand stress and its far reaching implications and relationships to illness. The course will offer alternative ways to deal with stress. (2 credits)

0452 Patient Care Audit Workshop A discussion of basic audit procedures for nursing, physical therapy, radiology, laboratory and medical records personnel. Includes a history of audits. (1 credit)

0453 Basic Pathology An introduction to disease with emphasis upon genetic defects, congenital abnormalities, trauma, hypersensitivity, infection and neoplasea. The course is designed to improve the student's ability to interpret, analyze and synthesize medical information relating to pathology. (2 credits)

0454 Pathophysiology A course in the abnormal structure and/or function of the body. Fluid and electrolyte and acid-base imbalances will be studied with an emphasis on the ways in which disruptions in the body system affect the basic cellular needs. (3 credits)

0457 Medical Record Orientation Introduction to the role and responsibility of the Medical Record Technician as he/she relates to the health team and the work environment. Includes professional attitudes and responsible behavior. Presentation of the history of medical records, the functions of the medical record department and the content and uses of a medical record. (2 credits)

0461 Health Records and Procedures A study of medical record keeping, filing systems, quantitative analysis, admitting procedures, correspondence and insurance reports. (3 credits)

0464 Medical Records and the Law A study of medical records and reports and their legal aspects. Includes principles of law applied to the health field, the use of records as evidence, and release of information as well as subpoenas, testimony, settlement of claims and legal consent. (3 credits)

0465 Personnel Supervision Organization of a medical record department and development of job descriptions and procedures. (3 credits)

0466 Special Problems Individual study or research relating to the student's major area of study is arranged with a medical record 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 This course focuses on concepts, principles and techniques used in dealing with common diseases. Major emphasis is placed upon the prevention and care of the infectious diseases. Related lab experience gives the student an opportunity to obtain skill in implementing and assisting with various procedures and diagnostic tests such as administration of medications, running a 12-lead electrocardiogram and performing venipuncture. Also, patient preparation for X-rays. (5 credits)
0472 Medical Office Procedures II A continuation of Medical Office Procedures I, this course includes use of ten-key adding machines and calculators and management of patient and business records in a physician's office. (2 credits)
0473 Medical Office Procedures I A course to acquaint the student with the administrative duties and behavior of an assistant in a physician's office. Proper use of telephone, scheduling work and appointments, composing letters, and health insurance are included. (3 credits)
0474 Principles and Techniques of Electrocardiography This course presents the theory of electrocardiography through class lectures and group discussion. Principles involved in patient preparation, and the running, care and maintenance of the ECG will be presented. Related lab experiences will give the student an opportunity to practice setting up and running an electrocardiogram. (2 credits)
0475 Medical Laboratory Procedures This course introduces the student to the fundamentals and techniques of laboratory skills that are performed in a physician's office or clinic. Laboratory practice includes performing basic tests in hematology, blood banking, urinalysis, microbiology, and blood chemistry. (5 credits)
0476 Medical Office Supervision This course is designed to provide the medical assisting student with techniques for effective management of a medical office or clinic. (3 credits)
0478 Internship On-the-job training in a medical record office through special arrangement with an instructor of medical record. (12 credits)
0481 Medical Assistant I An introduction into the basic theory of clinical skills performed in a doctor's office. Emphasis is placed upon techniques employed in a general physical examination such as good practices of medical asepsis, vital signs, positioning and draping, and assisting with the physical examination. Related clinical skills are practiced and evaluated in a laboratory setting. (3 credits)
0482 Medical Assistant II A continuation of Medical Assistant I with emphasis on techniques employed in urinary elimination, and urinalysis, tissue healing, bandaging, sterile technique, an introduction to minor surgery, sterilization and physical therapy. 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)
0486 Interviewing and Patient Interaction This course is designed to prepare students to deal with the emotional needs of patients. Emphasis is placed upon emotional reactions to illness, old age and death. Through classroom practice, group discussion and patient contact in the clinical areas, students learn to develop the necessary skills which will lead to a supportive and empathetic relationship with a patient in a physician's office. Attention is also focused upon basic interviewing techniques involved in gathering data for a reliable and accurate medical history. (3 credits)

0492 Anatomy and Physiology I The course is a physiological study of the reproductive, cardiovascular, respiratory, excretory and endocrine systems, including relevant psychology, histology, and pathology. Laboratory experience includes appropriate experimentation, dissection and microscopic examination. (3 credits)
0493 Anatomy and Physiology II A physiological study of the integumentary, skeleto-muscular, digestive, nervous and special sensory systems including relevant psychology, histology and pathology. Laboratory experience includes appropriate experimentation, dissection and microscopic examination. (3 credits)
0495 Medical Transcription is introduced through use of the transcriber and the medical belts. Spelling and defining of new medical terms is stressed. (3 credits)
0498 Medical Terminology I A study of basic medical vocabulary, spelling and pronunciation, includes prefixes, suffixes, root words and body systems. (3 credits)
0499 Medical Terminology II A continuation of Medical Terminology I including body systems, drug terminology and supplementary terms. (2 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 Record 1-5 credits, by arrangement.
0504 Individual Studies in Health Care 1-5 credits, by arrangement.
0505 Individual Studies in Emergency Medical 1-5 credits, by arrangement.
0509 Nursing Dynamics V A student-faculty seminar with emphasis on student involvement. Content related to nursing history, professionalism, legal and ethical aspects, education and practice, trends and issues, is included. (1 credit)
0510-0513 Nursing Dynamics I, II, III, IV Student-faculty seminars focusing on concepts related to interpersonal relationships, communications (verbal and nonverbal), and mental health. Students also investigate areas of special interest within the field of nursing. Nursing Dynamics I must be taken concurrently with Nursing Fundamentals/Geriatrics. Nursing Dynamics IV must be taken concurrently with Medical/Surgical Nursing of the Adult and Child II. Nursing Dynamnics I, II, III, and IV must be taken in sequence. (1 credit each)
0514 Better Nutrition for Your Money A study of nutritional needs and economical but nourishing menus. (1-2 credits)
0515 Essential 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)
0518 EMT Communication Skills is especially designed to improve the accuracy of patient data transfer between health professionals. Advanced medical terminology, patient charting procedures, telephone and radio techniques, and cardiac telemetry are used in role-play situations. The importance of inter-personal rapport is elaborated upon at all levels of communication. (1 credit)
0519 EMT Clinical Experience V Clinical experience is provided in a mental health unit involving the care and psycho-emotional support of the psychologically disburbed patient. Acute crisis intervention is stressed through role play situations. (1 credit)
0520 EMT Orientation, Legalities & Ethics An introduction to the duties, responsibilities and job opportunities for the Emergency Medical Technician at varying levels. It emphasizes the legal aspects and ethical responsibilities of the technician in his relationship to his patient, the community and the personnel with whom he works. The necessity for good interpersonal relationships and the need for constant re-evaluation of self is stressed. (3 credits)

0521 Basic Emergency Victim Care A study of varying medical injuries and illnesses encountered in emergency situations. The student will learn to recognize symptoms, and apply the correct technical treatment for stabilization of the patient at the emergency scene, while moving a victim to or from the emergency vehicle and enroute to definitive care. Situational mock-ups will be used to teach assessment and treatment techniques, associated with appropriate formal classes and lab situations using the emergency training vehicle and available hospital facilities. This course meets the requirements for certification of emergency medical technician-ambulance (EMT-A) according to section 4731.84 of the Ohio Revised Code. (5 credits)

0522 Advanced First Aid This course is designed to develop the functional first aid capabilities required of policemen, firemen, emergency squad members, ambulance attendants, nurses, and others who, as a part of their daily routines, may be required to provide the initial emergency care necessary to sustain life and to maintain life support until the victims of accident or sudden illness are cared for by qualified medical personnel. (3 credits)

0524 The Professional EMT is planned to up-date the potential AD graduate to current developments in the EMT field. Licensure, certification, and National Registry status is reviewed. Students are given the opportunity to graduate with the most desired certificates to assist in obtaining employment. This is also utilized as a time to review employment opportunities and resume writing techniques. (1 credit)

0526 Rappelling This course is designed to familiarize the student with the principles of rope use and rappelling. Laboratory experiences offer the student an opportunity to use these techniques in rappelling exercises. (2 credits)

0527 Standard First Aid This multi-media course is designed to teach the knowledge and skills that are needed for the emergency care of the injured until other medical personnel arrive, and to create an active interest in the prevention of accidents through the elimination of their causes. (1 credit)

0528 Emergency Victim Care Refresher Course This course is the U.S. Department of Transportation approved refresher course for those who have completed the Basic Emergency Victim Care course. This course meets the requirements for re-certification of EMT-A's according to Section 4731.86 of the Ohio Revised Code. (1 credit)

0529 Victim Rescue A comprehensive rescue course developed specifically for those individuals engaged in the rescue service. Also provides supplemental information for those who have completed a U.S. Department of Transportation EMT-A training course to upgrade their knowledge and skill in rescue procedures. (1 credit)

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

0532 Management Laboratory This course is designed to provide for planning of learning experiences with the instructor. Students will put into practice the skills required of an emergency station chief in continuing education of personnel assigned to a rescue squad. Emphasis will be on guiding skill development, record keeping, personnel management techniques, and observational techniques used by a supervisor or instructor. (1 credit)

0533 EMT Conditions and Techniques I A study of the pathophysiology, symptomology and treatments of selected emergency medical/surgical conditions at a level consistent with Ohio EMT-P certification. Emphasis is on theory and techniques of assessment, cardiac care, care of acute medical emergencies, and care of the trauma patient. Pertinent medical terminology and pharmacology are integrated with all modules. (6 credits)

0534 EMT Conditions and Techniques II A study of commonly encountered medical/surgical emergency conditions at a level consistent with completion of the U.S. Department of Transportation paramedic curriculum. Advanced cardiopulmonary and multiple trauma situations provide the basis for learning advanced paramedic responses including drainage techniques, administration of appropriate medication, and holistic inter-system assessment and care. (6 credits)

0535 Rescue Squad Experience This course is designed for students to receive practical experience, riding with Emergency Squads and assisting within the scope of emergency medical technician-paramedic training. Students will be assigned to paramedic squads with a major goal being to offer diversity of experience. (2 credits)

0536 Water Rescue and Safety Principles and practice of water rescue techniques, water recovery and boat safety operations are taught in both classroom and field classes. Basic concepts of water safety are incorporated into the class, along with consideration of setting up safe waterfront programs. (4 credits)

0537 EMT Clinical Experience VI Students observe and practice the primary aspects of rescue squad management including station chief skills. (3 credits)

0538 Public Administration This course is designed to teach the organization of governmental services and to facilitate understanding of the cooperative role of various facilities, stressing the need for smooth coordination of governmental agencies and how this can be obtained. (3 credits)

0539 Cartography This course teaches the reading of various types of maps which Emergency Medical Technicians will use in the course of their work, including highways, city and rural road maps, and topographic map reading. It will incorporate practical experience with the ambulance in situational laboratory set-ups. (3 credits)

0541 EMT Clinical Experience I an introduction to the hospital environment, medical procedures, and the complex inter-relationships of total patient care. There is observation time for the student to learn the functions of the members of the patient care team. Mode of study is directed practice and response to study questions regarding each department visited. Experience with rescue squads is arranged on an individual basis. (1 credit)

0542 Defensive Driving and Emergency Vehicle Operation Instruction and practice revolves around principles and practices of defensive driving particularly as it relates to ambulances operating under emergency conditions. (1 credit)

0543 Special Problems in EMT Individual study or research related to the student's major area of study is arranged with an EMT instructor. (3 credits)

0544 EMT Clinical Experience IV A continuation of Clinical Experience III, utilizing clinical areas to develop the student's skills at assisting the M.D. with procedures. Completion at this level will include many E.R. technician capabilities, such as sterile tray set-ups, cast room assistance, dressing changes and similar procedures. Introductory management skills are included. (3 credits)

0545 Advanced Emergency Conditions I explores the treatment responses to severe emergency Medical-Surgical conditions, with special emphasis on assessment, monitoring and a systems approach to emergency life support procedures. Modules are based on anatomical systems. Associated pharmacologic management is included, and patient transfer over a period of hours is stressed after E.R. stabilization. (3 credits)

0546 Advanced Emergency Conditions II A continuation of Advanced Emergency Conditions I, the goal being to broaden student experiences and to study emergency care in greater depth. (3 credits)

0548 EMT Clinical Experience III An elaboration of Clinical Experience II, with increasing and broadening experience in the clinical areas especially needed by each student. The goal of this experience is to "round-out" the Ohio certified EMT-P to meet DOT 390-hour standards. Commonly used clinical areas will be CCU, ICU, ER, OB, OR and selected specialties. Field trips will be utilized as necessary to complete experience needs. (2 credits)

0549 EMT Clinical Experience II (ER, CCU, OR) This course is complementary to Medical Conditions I and Techniques I. The student receives practical experience in the hospital in a variety of patient care areas, with strong emphasis on cardiac care and intensive care of the acutely ill patient. (2 credits)

0550 Externship The Medical Assistant externship program is a period of directed practice which consists of practical medical assisting experiences in a physician's private office, hospital, clinic, or comprehensive family health care facility. (2 credits)

1261 Case Studies in Management Case studies and research in modern personnel techniques, policy formulation, job satisfaction problems, motivation, performance appraisal and expanding employee service demands. (4 credits)

1262 Corporate Finance This course explores the tools, techniques and theory essential to proper financial management, planning and control. Emphasis is on corporate capital investment, liquidity, structure and use of various financial instruments and institutions. (4 credits)

1263 Financial Statement Analysis Statement Analysis is designed to acquaint students in the accounting technology with the analysis and interaction of financial statements. The financial statements that will be studied and analyzed will be the balance sheet, income statement, consolidated statements, statement of change, and financial position. (3 credits)

1264 Human Relations in Business A study of the basic motives of people in job situations including company relationships with workers, suppliers and customers, leadership development, communications and group processes. (3 credits)

1266 Internship On-the-job training through special arrangement with an instructor of business management. (12 credits)

1267 Labor-Management Relations this course covers historical, legal and structural environments which influence labor relations. The negotiation and administration of labor contract are examined. (3 credits)

1268 Principles of Salesmanship The fundamentals of retail, wholesale, outside and service selling are covered. (3 credits)

1269 Purchasing Management This course covers contract negotiations, vendor-buyer relationships, inventory control, buyer training, materials handling and records and budgets. Specific case studies are analyzed. (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)

1300 Ohio Birds of Prey An introductory course to familiarize the student with the life histories of Ohio raptors. Identification characters, habitat, typical prey, and general breeding biology is emphasized. Applicable aging and sexing techniques, census methods, and the distribution of selected species is discussed. Lab work includes an auditory census of owls and field identification of local raptors, using field marks, silhouettes, flight patterns or pellet analysis. (1 credit)

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)

1303 Using Nature's Resources for Fun and Profit The course, designed for sportsmen, includes use of edible wild plants, collection and uses of medicinal plants, wine and wine making, trapping methods, and wild game preparation. (2 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, studying 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 wide 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)

1310 Developmental Field Biology The course will provide the student with a brief introduction to three phases of field biology: tree and shrub identification, wildflower and weed identification, and a pond and stream study. (3 credits)

1312 Special Problems An on-site field study at Andros Island, Bahamas, including an orientation to the area, reefs, land surfaces, vegetation patterns and population patterns. Introduces the geological, biological, and human topics for a historical perspective. Includes an examination of lime muds, oolytes and coral reefs. Compares and contrasts invertebrates and their relationship with the environment in which they were found. (1 credit)

1313 Health Education Techniques An in-depth study of health education techniques, including program planning, organization of community activities and using various methods of instructional aids. (2 credits)

1314 Hand Gun Training This course includes introduction to the Police Service revolver, firearm safety and also involves practical exercises in shooting the service revolver and shotgun. (2 credits)

1315 Strip Mine Reclamation This course is designed to introduce the student to coal strip mining process and the history of reclamation in Ohio. Major emphasis is on requirements of Ohio Strip Mine Law and Rules and the Federal Surface Mining Control and Reclamation Act of 1977. Also, field tests and major methods used in reclamation efforts will be covered. (2 credits)

1316 Landscaping (Forestry) A study of horticultural requirements. Included will be investigations involving soils, fertilizing, transplanting large trees and shrubs, grafting, pruning, pesticides and their control, and lawn establishments. (3 credits)

1322 Fire Control and Forest Protection A study of the need for forest fire control and disease control, demonstrating 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 recreations and wildlife student. (2 credits)

1326 Environmental Impact Analysis How to prepare environmental impact statements on how major construction projects, such as a highway, will affect the environment. (3 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 H2O. (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)

1341 Introduction to Criminal Justice and Natural Resources Enforcement Historical overview of the origins, etiology and present and future movements 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. (3 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. (4 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 law. (2 credits)

1348 Defensive Tactics Deals with defenses against knives, clubs, etc. Includes kick, punches, grabs, various control techniques, handcuffing procedures, and body searching. (2 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)

1353 Fish Taxonomy Identifications, ecology and morphology of fishes, with aspects of food habits and water quality testing. (2 credits)

1354 Fish Management I 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)

1358 Fish Management II Methods and techniques used in sampling fish populations and aquatic environments. Evaluation and application of fish management techniques. (4 credits)

1359 Sawmill Operation I This course provides an introduction to hardwood grade lumber sawing and the operation of various types of machinery found in hardwood circle mills. Emphasis is on sawmill mechanics, saw feeds and speeds, saw filing, tensioning, hydraulic, electrical and mechanical systems and sawmill alignment. (11 credits)

1360 Sawmill Operation II A continuation of Sawmill Operation I with emphasis on grade sawing. (13 credits)

1361 Sawmill Operation III An elaboration of Sawmill Operation I and II. Emphasis will be placed on sawing for speed and accuracy. (12 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)

1386 Instructors Course-Respiratory and Circulation Emergencies This is an American Red Cross instructor's training course including mouth-to-mouth breathing, cardiopulmonary resuscitation (CPR) and care for an obstructed airway. (2 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)

1393 Introduction to Animal Science This course provides an overview of the livestock industry with regard to meat production and marketing. (3 credits)

1394 Sheep and Swine Production The principles of management of sheep and swine breeding and feedlot enterprise coordinating production programs and evaluating economic performance are covered. (4 credits)

1395 Marketing of Agricultural Products This course covers agencies, functions, principles and problems involved in the marketing of agricultural products. (3 credits)

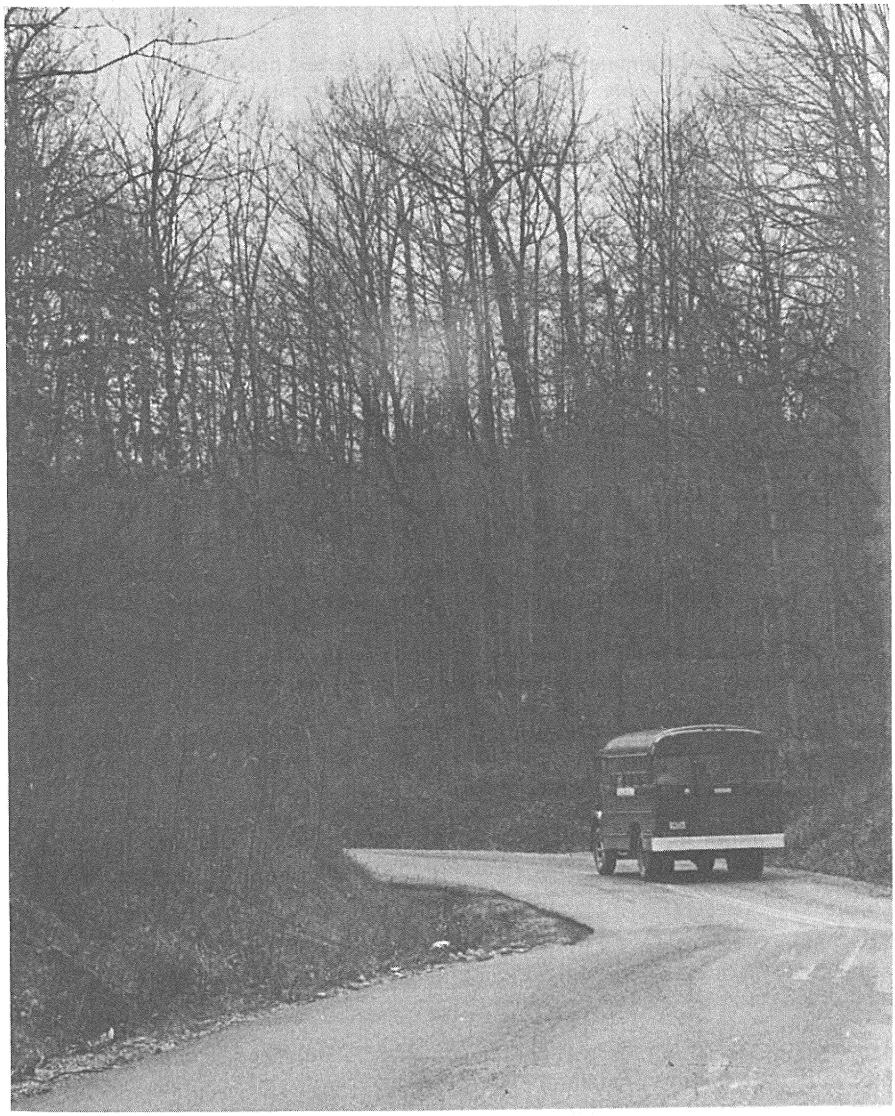
1396 Farmstead Systems for Storage and Processing of Agronomic Crops A study of practical methods of on-farm handling, processing and storage of cereal, field and forage crops. (4 credits)

1397 Tractors and Farm Machinery This course covers mechanics and operational procedures of tractors and farm field machinery with emphasis on economic selection and efficient operation. (5 credits)

1398 Business II for Agricultural Technicians A study of basic principles involved in keeping and analyzing farm records from the farm management viewpoint. (5 credits)

1399 Principles of Agricultural Mechanics This course includes the basic principles and applications of agricultural mechanics in the areas of electricity, plumbing, heating and ventilation. (5 credits)

1400 Principles of Farm Management A study of the economic and management principles involved in the buying, financing, organizing, operating and administrating of an agricultural production unit. (3 credits)



1401 Agriculture Shop Mechanics Principles of selection, care and use of materials and hand and power tools commonly used in agricultural maintenance shops. (3 credits)

1402 Beef Production The principles of management of a beef breeding and feedlot enterprise, coordinating production programs and evaluating economic performance. (3 credits)

1403 Animal Nutrition A study of the fundamental nutrient needs of an animal and its relation to nutrient content of feed stuffs. (3 credits)

1404 Field Crop Production A study of the economic importance, adaptation, cultural practices, harvesting and cost analysis for producing the major field crops grown in Ohio. (3 credits)

1405 Forage Crop Production II Adaptation, utilization and culture of those crops grown for hay, pasture, silage and haylage. (3 credits)

1406 Introduction to Soil Science and Plant Nutrition An introductory course dealing with the formation and physical, chemical and biological properties of soils which affect plant growth. (3 credits)

1407 Agricultural Technician Orientation Introduction of students to the technical educational institution, occupational goals and objectives and orientation to a chosen field. (2 credits)

1408 Introduction to Dairy Cattle Production A survey of dairying including elementary elements of selection, feeding, breeding, disease control, milk production, dairy industry and management practices. (3 credits)

1409 Occupational Internship Occupational experience in industry integrated with academic instruction. Internship is structured and supervised to insure a variety of experience related to the student's interest and academic needs. (6 credits)

1410 Practicum in Agriculture Supervised practical experience for the development and improvement of selected agricultural occupational competencies, closely coordinated with related campus classroom and laboratory activities. (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 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)

1513 Casualty Insurance Principles of casualty insurance with emphasis on understanding coverages, policy, provisions and concepts peculiar to the common casualty, surety and multi-line contracts. Contracts studied are family automobile policy, workers' compensation and employees' liability policy, owner's, landlords' and tenants' liability policy, comprehensive general liability policy, comprehensive personal liability coverage, life and health insurance coverages, and the liability insurance aspects of modern-line contracts. (3 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)

1522 Business Management I An introduction to the principles of operating a business from the standpoints of ownership. Areas covered are small businesses in the United States, starting your own business, problems in starting a business; management functions applied, financing and capital; physical plant—location, needs, equipment/fixtures, legal consideration, licenses and government regulation. (3 credits)

1523 Business Management II A continuation of the principles of operating a business, focusing on daily operations and considerations. Areas covered are advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities and handling problems. (3 credits)

1524 Principles of Business Management III Intensive investigation of business problems of particular interest to the student. (3 credits)

1530 Money Markets and Institutions A study of the financial institutions in our society including the Federal Reserve System, banks, insurance companies and sources of capital. (3 credits)

1590 Internship On-the-job work training through special arrangement with an instructor of retail market 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 mechandise 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)

1603 Internship On-the-job training in the culinary arts field through special arrangement with an instructor of culinary arts. (12 credits)

1604 Special Problems Individual study or research relating to the student's major area of study is arranged with an instructor of culinary arts. (3 credits)

1610 Professional Meat Cutting Students learn methods of cutting carcass quarters, portion control and identification of cuts, grading and proper methods of preparation of beef, veal, pork and lamb for maximum productivity. (5 credits)

1611 Professional Food Preparation In this course students will prepare soups, sauces, vegetables, desserts and entrees. Special attention is given to garnishes, quality and production control, and time management. (5 credits)

1612 Professional Chef Supervision An advanced course involving techniques for supervising and training food service employees. Emphasis is on leadership, motivation and attitude. (4 credit)

1613 Professional Baking and Classical Pastry A study of the variations in recipes and practice of the proper method of combining ingredients. Pastry decoration using pastillage, pulled sugar and icings is included. (4 credits)

1614 Introduction to Culinary Arts An introductory course to familiarize students with the operations of the training facility including concepts of safety and sanitation, personal grooming and work habits, care of tools and equipment and quantity food preparation. (4 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)

1616 Advanced Meat Science A study of the use of cuts of meat for preparation in the kitchen. Emphasis is placed on recognizing the marbling, conformation and quality of each cut and utilizing the proper mehtod of cooking with carving practice in the kitchen and dining rooms. (5 credits)

1617 Alcoholic Beverages and Wines This course includes the preparation and service of mixed drinks, beers, wines and spirits as related to the Ohio laws and regulations of alcohol control purchasing, receiving, storing, issuing, bar set-up, portion and quality control. (4 credit)

1618 Baking and Classical Pastries The techniques and responsibilities of the pastry chef will be studied including study of weight and measures, equipment and functions of yeast, baking powders and eggs. Students will produce breads, pies, cakes and pastries. (5 credits)

1619 Banquet Organization An advanced course in the planning, preparing and serving of banquets, including international dishes and various types of table set-ups and service. Students will sponsor dinners that will be available to the public in this course. (4 credits)

1621 Classical and International Cuisine This course provides an opportunity for students skilled in cookery to expand their knowledge of food preparation into the area of world respected traditional dishes. Conventional methods of preparation for gourmet recipes and convenience foods will be used. (4 credits)

1622 Executive Food Purchasing A comprehensive study in the purchasing, storage and issuing of food with food cost control and reporting procedures. (4 credits)

1623 Garde-Manger The creation of buffet table arrangements and displays using cold food materials will be studied with emphasis on the use of tools and ice and tallow carvings and use of fresh fruits and vegetables in the preparation of decorative table arrangements. (5 credits)

1624 Intermediate Food Preparation An advanced food production course in proper techniques for the optimum use of all food products. (5 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)

1626 Safety and Sanitation Introductory principles and procedures which relate to the safety and sanitation as applied to hotel and restaurant management. Emphasis will be placed on the "How to's" for maintaining a safe and sanitary operation. (2 credits)

1627 Supervisory Housekeeping This course is designed to acquaint the student with the quality of a hotel's most important product—the guest room. The student also becomes acquainted with administration and motivating people and in satisfying the guest's needs. (2 credits)

1628 Front Office Procedures Introductory procedures which relate specifically to front office operation. Front desk procedures such as registration and cashier activities will be studied in depth. (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)

1632 Purchasing To introduce the student to the function of institutional purchasing and its relation to the operation of the institutional housekeeping department. (1 credit)

1633 Records To describe and explain records and record keeping as they relate to the basic operations and control in an institutional housekeeping department. (1 credit)

1635 Quality Food Preparation The 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)

1636 Hotel Restaurant Law PACE course intended to acquaint students in Hotel and Restaurant Management with basic concepts of law and relationships which affect the operation of a restaurant, hotel or bar. (2 credits)

1637 Food and Beverage Cost Control Basic study of how to minimize cost factors in the restaurant and bar business. Study of purchasing, receiving techniques. PACE course. (2 credits)

1638 Mixology and Bar Management PACE course designed to acquaint students with basic understanding of how to mix drinks. Bar management principles will be studied with emphasis on cost control and purchasing. (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)

1641 Advanced Food Preparation PACE course designed to enhance student awareness and appreciation in the preparation of food. Gourmet techniques and recipes will be used. (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)

1684 Posting & Auditing Operating NCR posting machines for front desk, and learning night audit procedures. (4 credits)

1685 Basic Interior Decoration The 20 hours of instruction give the basic principles of decoration necessary to produce an environment that is harmonious, safe and economical to maintain. (2 credits)

1686 Environmental Controls The 20 hours of instruction show the importance of general and institutional environmental control; the basic vocabulary and concepts of microbiology; the major harmful organisms and pests; methods of waste control. (2 credits)

1687 Housekeeping Techniques The 20 hours of instruction present the basic tools required in institutional housekeeping; knowledge of the accepted basic cleaning techniques. (2 credits)

1688 Orientation to the Field of Institutional Housekeeping Introductory course in the field of housekeeping which offers 10 hours of instruction to provide the student with insights into institutional housekeeping as a career. (1 credit)

1689 Safety Practices The 20 hours of instruction describe the best safety practices to be used in institutional housekeeping, the human/non-human factors, fire prevention, emergencies and security. (2 credits)

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

1691 Work Controls The 20 hours of instruction present a variety of work production and quality control measurement techniques. Techniques and measurement devices are chosen specifically for housekeeping management. (2 credits)

1692 Budgets The principles which govern the use and control of funds in an institution. (1 credit)

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)

1698 Basic Elements of Typing I Designed for beginning typing students at the college level, the course involves learning the machine parts and their uses, horizontal and vertical centering, and typing letters, tables, and manuscripts. (2 credits)

1699 Basic Elements of Typing II For college-level typing students who know the letter keyboard, the course emphasizes typing letters, tables, manuscripts and use of forms for the student's technical area. (2 credits)

1700 Privacy Act This class will examine the compliance with the Privacy Act of 1974. Private organizations, state and local governmental agencies can get a sense of actions that must be taken in response to the Fair Information Practice requirements. (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 Police Communication Operations This course provides a comprehensive examination of police communications systems including radio, telephonic and interpersonal communications as well as computer applications in law enforcement. (2 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)

1705 Organized Crime Organized crime in the United States and foreign countries. Its impact on society; the need for integrated response by government, business and the body politic. Organized crime as a social subculture. Analysis of socio-economic and social-psychological factors characterizing criminal careers, and the regional, political and financial factors influencing organized crime. Emphasis on internal controls and external relations with various political and economic sectors of society. Planning, organizing and directing the organized crime unit within the law enforcement agency. (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)

1707 Decision Making in Police Management The areas of problem analysis, creative thinking and decision making are inescapable in any management position. Overcoming mental blocks to creative thinking, various creative idea stimulators, and application of these techniques will be examined. The student will develop case problems and devise methods for solving them. Cases will include situational, personal and organizational problems. (3 credits)

1708 Victimology This course will examine the intentional and unintentional behavior of victims of offenses that trigger their own victimization and other relationships to criminal acts. A historical review of victimology as a special area in the study of crime, and the current status of academic studies in the United States Foreign legislative and non-judicial programs concerned with the victims of crimes will also receive consideration. (3 credits)

1709 Comparative Police Systems A critical comparative study of different police systems in the United States, and with those of selected industrialized foreign countries. Analysis of types and levels of controls over the police function and relationships of police to the political, economic, governmental and constituent institutions of society. The public and police perception of the police role within the various police systems will be studied. Special emphasis will be placed on comparative administration, organization, objectives, power and other principal functions. (3 credits)

1710 Political Crime Conceptual, sociological and historical study of crimes in the political realm, such revolution, assassination, espionage, subversion as well as acts of violent and non-violent civil disobedience and protest. An attempt will be made to understand the significance and sources of contemporary political crime at all levels, and respond to it. (3 credits)

1711 White Collar and Commercial Crime This course will examine white collar and commercial crime in America, and foreign influences; economic and fiscal implications, enforcement problems, fraudulent association, bankruptcy fraud, monopoly and coercive competitive practices, illegal use of securities and credit cards, graft and corruption in national, state and local government. Focus will be placed on problems of theoretical criminology presented by white collar crime. An examination of police role and responsibility for control of white collar crime will be emphasized. (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 vehicles. (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)

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 Police Photography I 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)

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)

1722 Police Instructional Techniques This course is designed for the experienced police officer who has the responsibility of instructing others. The student will learn how to determine specific objectives in terms of what the student should learn, techniques of instruction, efficient use of audio-visual aids, and evaluation of the student. The participant will prepare an actual instructional session, and have his presentation video-taped for critique by himself and other class members. (3 credits)

1723 Intelligence & Vice Acquaints the student with the skills necessary to manipulate one's environment for the purpose of gathering information concerning criminal and sexual immorality laws. Comprehending and evaluating such information for investigative and prosecution purposes. (4 credits)

1724 Photography III This course offers those interested in the small format camera exercises in informal portraiture, publicity, close-up photography, exposure, the selection of film, film processing and black-and-white printing. Prerequisite: Basic Photography. (3 credits)

1725 Liability in Law Enforcement This covers the elements of civil liability involving law enforcement officers and agencies. (2 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)

1731 Statistical Methods & Research This course will provide students an understanding and application of correlative statistical methods including

Pearson's r, chi square, etc. It will further provide an opportunity for a thorough review of appropriate related literature in an effort to ascertain the appropriateness of the method used and to assure that material reviewed is, in fact, research. (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, pre-release, 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 various problems and conflicts the adolescent faces in adjusting to adulthood. (3 credits)

1736 Advanced Group Dynamics This course is a continuation of Approaches to Counseling #1729. It is group couseling oriented, and the student will learn the principles of group couseling and projective techniques to a much greater extent. Normal prerequisites will be Approaches to Counseling, unless special permission is granted by the coordinator of corrections. (3 credits)

1737 Introduction to Statistical Methods This course will provide an understanding and application of descriptive statistics, including correlation, applied to educational data, probability and sampling distributions, the t-test, etc. (3 credits)

1738 Reality Therapy Reality Therapy is a method of counseling and/or helping a person gain sufficient strength to handle the stresses and problems of life. It is helping people learn how to take a look at what they are doing and then teaching them to evaluate their behavior and to make a plan to do better. A down to earth approach that works. (3 credits)

1739 Institutional Management The course will provide an in-depth look at institutional management, especially in the area of control, fiscal management, program development, and the impact on the local community. (3 credits)

1740 Comparative Corrections The course will provide an in-depth study of international corrections systems and how each system interfaces with the other. The American correctional system will provide the basis of study. (3 credits)

1741 Therapeutic Control The course will include defensive tactics and techniques used to provide self protection to personnel involved in unarmed combat. It will also give participants an opportunity to learn expert testimony involving therapeutic control of individuals. (3 credits)

1742 Current Security Problems Contemporary issues in the security field will be examined. Topics will be selected from current problems or innovations in areas related to security. (3 credits)

1743 Introduction to Security The course will consist of a study of the historical, philosophical and legal basis of the security profession. The role of security and the security person will also be examined. (2 credits)

1744 Introduction to Criminal and Civil Law The purpose of this course is to explore major problems of the criminal law viewed as a device for controlling socially undesirable behavior. It is intended to give the student a working knowledge of the basic questions of public policy involved in the administration of criminal justice and of the legal principles of determining criminal and civil liability. The course includes a consideration of vital constitutional issues including self-incrimination, search and seizure, wire tapping, coerced confessions, right to council and conduct of trial. (3 credits)

1745 Report Writing This course will cover the fundamentals of report writing for security and police officers. Standard reports will be examined and students will prepare reports which are clear, concise, and valid as evidence to be represented in court. (1 credit)

1746 Physical Security All aspects of physical security will be examined in this course. It will move from the study of protective devices such as claim systems to the more complex managerial problems of planning and engineering for security. (2 credits)

1747 Retail Security The operation and function of security departments in retail establishments will be studied. Particular problems areas such as shoplifting and employee theft will be explored, and applicable laws and procedures will be reviewed. (3 credits)

1749 Security Administration In this course, the student will explore various administrative and organizational principles and their application to security organizations. (3 credits)

1750 Civil Rights and Civil Liberties The democratic philosophical basis of the American Constitution, Bill of Rights and amendments as they provide for civil rights and liberties will be covered. Analysis of the problems posed by the protection and preservation of these rights and liberties as they affect the welfare of the individual and society will be made. (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 managment 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)

1753 Introduction to Fire Protection and Safety This is an introduction to organizational safety programs with emphasis on fire prevention and control. Other vital safety areas such as occupational hazards and personal safeguards will also be studied. (4 credits)

1754 Record Keeping and Law Enforcement This course is designed to teach centralized record keeping systems for medium-sized law enforcement agencies which comply with federal and state statutes concerning rights of privacy. (3 credits)

1755 Security Intelligence The course will allow the student an opportunity to learn the proper techniques of developing an intelligence unit within law enforcement agencies as well as to study the constitutional questions related to collecting and dispersing personal information. (3 credits)

1756 Crowd Control The history of violence and future problems of crowd control will be analyzed. Students will practice actual crowd control techniques. (2 credits)

1757 Security Research Students will have an opportunity to conduct research in a security related area. The topic of the research will be agreed upon by the student and the instructor and will be in an area of interest to the student. (3 credits)

1758 Bank Security A study of the principles and practices of security measures for banks and other financial institutions, and the rules establishing minimum standards under current federal and state legislation, will make up the content of the class. (3 credits)

1759 Photography for Security Personnel This course will teach the students the fundamentals of crime scene photography. Equipment, lighting, films and techniques, as well as recording the identity and actions of subjects without their knowledge, will be studied. (3 credits)

1760 Defense Investigation The need for defense investigations and the role they play in the criminal justice system will be major divisions of the course. Students will learn people procedures for conducting defense investigations. (3 credits)

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

1762 Alcohol Abuse The course on alcoholism is designed to develop paid professionals in the field of alcoholism service. (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)

1768 Drug Abuse Drug Abuse is the study of various aspects of the problem including its role in the overall crime rate, pharmacology, symptomatology, drug identification, paraphernalia and vocabulary, and various interventions and treatment strategies. (3 credits)

1770 Labor Management The course will explore the changing nature of labor management relations. Areas of concentration will include legal aspects of employment, the development of personnel policies and collective bargaining. (3 credits)

1771 Planning for Effectiveness The vital place of planning in modern management systems is the focus of this course. The essential elements of an effective planning process will be examined, and methods for measuring efficiency and productivity will be presented. (3 credits)

1772 Social Seminar A multi-medi 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 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)

1776 Management by Objectives This course will study the effects of management by objectives in security organization and will provide the student with an opportunity to develop a security organization. (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)

1778 Juvenile Correctional Institutions This course will survey juvenile corrections from an institutional viewpoint. Emphasis will be placed on types of institutions and settings, current treatment modalities being employed and problems related to them, historical perspectives, future trends, and Ohio's approach to juvenile incarceraton vs. those of other states and Federal government.

1779 Emergency Techniques A study of the plans and procedures required for the protection of personnel and property in the event of actual or impending, natural or man-made emergency or disaster. (3 credits)

1787 Social Change This course is designed to take a close look at change within society from an active rather than passive perspective. Social change is presented as normal rather than abnormal, predictable rather than unpredictable, and capable of being planned rather than chaotic. (3 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.

1791 Crisis Intervention This course will relate itself to handling the crisis situation interview such as rape victim counseling. Situations where crisis is a result of criminal activity is an everyday occurance in the field of criminal justice. This course is designed for the police officer or correctional agent who has to deal with this critical situation. (3 credits)

1802 Chemistry I An introduction to chemical principles and their application to ceramics and heat processing technologies. Topics covered are basic chemical concepts, measurements, atomic structure, chemical gas laws and chemical calculations. (3 credits)

1803 Chemistry II The second introductory course in chemical principles as applied to ceramics and heat processing technologies. Topics include chemical calculations, properties of liquids and solids, water solutions, electrolytes, chemical equilibrium, chemical reactions, and organic chemistry related to fuels and fuel properties. (3 credits)

1804 Chemistry—Environmental Health An introduction to chemical principles and their application to environmental health technology. Topics covered are basic chemical concepts, Measurements, atomic structure, chemical bonding, water acids, bases and salts, gases, pressure, solutions and carbon compounds. Later application of techniques obtained in lab may be water quality testing for swimming pools, or tests for acid mine drainage. (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)

1807 Camp and Pool Sanitation Covers laws and regulations, insect and rodent control, proper sanitation procedures, water and sewage treatment. (3 credits)

1808 Chemistry II (Environmental) A study of principles and relationships of materials found in the working environment with an emphasis on industrial chemistry. (3 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)

1811 Occupational Safety Equipment/Environmental Surveillance A study of health hazards in the work day environment with actual documentation using suggested equipment recommended by the American Society of Safety Engineers and U.S. OSHA. The course includes general surveillance in environmental monitoring involving air, water and solid waste problems. (5 credits)

1812 Safety for Supervisors A study of the various aspects pertaining to safety within industry. Accident costs and how accidents affect efficiency, morale, and public relations will be reviewed. (4 credits)

1813 Environmental and Safety Law This course provides a general 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. (3 credits)

1814 Environmental Health Enforcement A study of the design, construction maintenance and sanitation of various public institutions such as camps, swimming pools, schools and mobile home parks. Emphasis is placed on sanitation procedures in restaurants and vending machines. Local, state and federal regulations concerning food protection, food processing and food service operations is considered. (5 credits)

1815 Semi-Public Water and Waste Water Treatment A study of basic principles of water purification and waste water treatment including new processes and recent developments. Criteria, rules and regulations, forms and records associated with the field are considered. (4 credits)

1816 Food Protection 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)

1817 Industrial Hygiene This course covers information of practical utility in industrial hygiene, emphasizing chemical and physical stresses that may impair the health and well-being of workers. (5 credits)

1818 Occupational Safety Equipment A study of health hazards in the working environment with actual documentation utilizing suggested equipment recommended by the American Society of Safety Engineers and U.S. OSHA. (5 credits)

1819 Environmental Surveillance Through field trips to various community health services, this course covers environmental monitoring involving water, air, and solid waste problems. (3 credits)

1820 Basic Industrial Fire Protection A study of the organization and operation of industrial fire protection practices. Procedures for coping with fire and related emergencies, special fire fighting tactics and training of personnel are included. (3 credits)

1821 Air-Water-Solid Waste Problems 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 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. (12 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)

1882 Environmental Health Law Seminar This course is designed for professionals in the field of environmental health, natural resources, industry personnel and others affected by environmental laws and regulations. (2 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)

1900 Understanding Fire Insurance The history and principles of fire insurance. The principles and practices of inspection for the purpose of determining premium rates and how fires affect insurance rates. (2 credits)

1901 Fire Investigation Methods A study of the principles of fire investigations including recognition, preservation, collection and presentation of arson evidence. Arson laws, interrogation of witnesses, application of photography, preparation of reports and adjustment of insured losses. Estimation of loss due to fire, smoke and water. (5 credits)

1902 Building Construction An introduction to the present practices of building construction. Local and state building codes and laws as applied to fire protection. The course provides an insight to the contents of concealed space, location of ventilation equipment, and plumbing and electrical cut-offs. Relationships between construction materials and fire damage of a building are made. (4 credits)

1903 Legal Aspects of Fire Protection to law, civil and criminal actions, and the judicial system. Municipal liability for acts of the fire department and its members. Pensions, salary and compensation, and termination. Duty owed by the public to members of the fire department. The initiation, operation, liability and legal aspects of mutual aid, primary response contracts and private contracts. (4 credits)

1904 Industrial Fire Protection The organization and operations of in-plant fire companies, purchase of supplies and equipment, special firefighting tactics, training of personnel, and relations to the municipal fire department. (2 credits)

1905 Administration of the Modern Fire Department The contemporary fire protection agency, its functions, structure and operational techniques. Principles of organization, staffing, budgeting, controlling, coordinating, planning, research in fire protection. The development of maintenance of liaison and cooperation between fire and police departments. (3 credits)

1906 Fire Investigation Photography This course covers camera techniques as they relate to fire situations, including techniques for recording evidence and preparation of photographs for use as evidence in court. (1 credit)

1906 Basic Fire Command Group operations and command strategy at the company officer level. The training of the company to operate as a team. Methods implementing plans developed at the chief level. (3 credits)

1907 Advanced Fire Command Group operations and command strategy at the chief officer level. Preplanning of firefighting operations, employment of personnel and equipment. Specific tactical problems are analyzed. Operation and tactics including mutual and outside aid in firefighting. (3 credits)

1908 Firefighting Techniques and Procedures Techniques and procedures of firefighting with emphasis on the role of the individual firefighter. Methods of extinguishing fires, life saving procedures, special equipment, salvage, prevention of rekindling, and overhauling will be covered. (5 credits)

1909 Fire Hydraulics An introduction to hydraulic theory. Drafting of water, velocity and discharge, friction loss, engine and nozzel pressure, fire streams and pressure losses in flowing hydrants are studied. Practice is afforded in application of hydraulic principles. Flow and pump testing will be included as well as a study of water distribution systems. (3 credits)

1910 Fire Prevention Practices A study of buildings and other structures with emphasis upon fire protection procedures and practices. Fire ratings of materials are covered. Inspection practices, explosive flammable storage, and codes and fire ordinances are discussed. (4 credits)

1911 Fire Protection Seminar Discussions of subjects related to the fire service such as arson investigation, fire prevention programs, federal grants, etc. Persons having professional experience in these fields will be invited in to speak. (1-3 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 presented. 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 upon planning an organization training program and methods of evaluation. (3 credits)

1914 Unusual Firefighting Problems Methods of fighting fires involving hazardous materials such as LP gas, natural gas—chemicals or materials not usually encountered. (2 credits)

1915 Emergency Rescue Operations Emergency rescue operations including the heavy rescue unit. Use of special extrication tools. Study and practice of rescue operations on water, highways and industrial locations. (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. The course provides an appreciation for the profession of fire fighting. (2 credits)

1917 Internship To be scheduled through the fire science coordinator. (12 credits)

1919 Rural Fire Fighting Deals with special problems faced by rural fire departments such as water supply, barn fires, fertilizer and grain storage. (3 credits)

1920 Recent Developments of Firefighting A study of recent equipment developments and methods for extinguishing fires. The course surveys new combustible materials and chemicals and methods for their handling. (2 credits)

1922 Fire Protection Chemistry A basic study of the formation, composition, forces and reactions of materials in the world and ways in which chemistry is involved in the fire science field. (3 credits)

1923 Fire Service Public Relations and Public Education This course is designed to provide methods and strategies of improving the relationship between the fire service and the community. Included will be a study of techniques of educating the public in fire safety techniques. (2 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)

2071 Automotive Diesel Engines Introduction to the design, operation, trouble shooting and service precedures of modern automotive diesel engines. The course will cover four stroke cycle principles and operations with an emphasis on air induction systems, fuel systems, injection pumps and injection nozzles. (3 credits)

2072 Automotive Service Orientation An introduction to the automotive industry and automotive servicing procedures. Studies in shop, layout, use of manuals, lubricating procedures, tapping and drilling operations, welding and other general automotive service needs are covered. (4 credits)

2080 Automotive Technology Survey An orientation to the automotive industry and review of mass transportation problems. Includes field trips to nearby service agencies, parts houses and other automotive related businesses. (1 credit)

2081 Automotive Air Conditioning Study of heating and cooling requirements, design and construction of heating, cooling and air flow systems. Troubleshooting and repair. (4 credits)

2082 Automotive Chassis I Course covers design, construction, operation and maintenance of various chassis units, and braking systems including power units and basic air units. (3 credits)

2083 Automotive Electricity Basic AC and DC electricity as fundamentals of Automotive Electricity. Study of magnetism, induction, construction and use of meters, various lighting and charging circuits and accessories. Operating principles and construction of batteries, generators, cranking motors, regulators, relays and solenoids. (4 credits)

2084 Automotive Ignition Systems 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 Transmission I A course in the operation, construction and maintenance of selective sliding transmissions, overdrive transmissions. Includes study of gears, gearing, power flow, drive lines, differentials, etc. Also, principles of operations, construction maintenance, repair and troubleshooting of the various makes of selective sliding transmissions. (3 credits)

2086 Carburetion and Fuel Systems A study of types of fuels and air-fuel ratios, construction, operation 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 services. (6 credits)

2088 Performance Testing Study and application of principles of diagnosing, locating and correcting troubles in internal combustion engine operation. Use of newest testing equipment. Practical problems. (5 credits)

2089 Petroleum Products Study of the history and present state of the petroleum industry. Analysis of the various grades and use of fuels. Laboratory testing of protroleum products and their application to the different components of 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 services needs. (3 credits)

2091 Internship To be arranged with an instructor in the automotive service management technology. (12 credits)

2093 Automotive for the Consumer This course is taught from the consumer's point of view. Consideration will be given to when and how to obtain the best service for the owner's automobile. (3 credits)

2094 Automotive Chassis II Course covers design, construction, operation and maintenance of various chassis units; and steering units including power steering systems, suspension systems and wheel alignment. (4 credits)

2095 Automotive Transmission II A course in the operation, construction and maintenance of automatic transmissions. Includes study of fluid couplings, torque converters, valve bodies, clutch and band operation, and power flow. (4 credits)

2096 Math for Automotive Technicians This course covers fractions, decimals, percentages, ratios, powers and roots, formulas and various measurements related to function of the automobile. (4 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 Reading An introductory course in the reading and understanding of blueprints in such fields a 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 and design drawings. (4 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. (4 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, pre-stressed concrete structural members, structural steel members and curtain-wall systems. (4 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)

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)

2141 Electrical Fundamentals (Plant Electrician) Electrical principles are introduced to furnish information on basic theories, principles, and practices with emphasis on electrical wiring codes, electrical laws (OHM'S LAW) power theories and internal construction and uses of test equipment. (3 credits)

2143 Electronic Drawing A study of electrical drawing standards, graphic symbols, diagram layouts and parts identification through construction of orthographic and symbolic drawings. (4 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)

2145 Industrial Security This class will provide the participants with various conceptual skills as well as practical skills in the legal aspects of patrol functions, gate duty, fixed post loss prevention, and special situations. (3 credits)

2146 Instruments & Controls I A study of the basic theory and instruments function, of measurement and response limitations, of calibration of instruments, and an analysis of industrial process instrumentation and operations. Instruments and instrument systems are studied and used in the laboratory to accomplish measurement or control of a process. Mechanical, pneumatic, hydraulic, electrical, electronic, electromechanical and other combinations of instruments will be used. (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 position. 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, AD theory, transformers and power wiring methods. (3 credits)

2153 Electronics II The course 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 The course 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 equlibrium 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. Multi-vibrators 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)

2160 Glass Manufacturing Problems A study of materials, equipment and procedures used in the glass manufacturing industry. Lecture, demonstrations and group discussions are employed to solve problems encountered in the manufacturing process. (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)

2163 Hydraulics and Pneumatics A study of raw materials, compositions, uses, physical properties, manufacturing processes, melting and annealing, physical testing and introduction to glass ceramics. (4 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 Mechnics 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)

2171 Math 03 Basic course in engineering trigonometry. A study of basic trigonometric concepts and trigonometric functions as applied to right triangles, oblique triangles and vectors. (2 credits)

2174 Instruments and Controls II An introduction to the use of combinations of instruments in feedback control systems. Proportional, reset, and rate control action of the controllers is studied and applied in the laboratory. Several feedback control loops are used in the laboratory which use industrial pneumatic and electronic controllers. The laboratory work consists of troubleshooting and building control systems, and obtaining and fine tuning controller settings for optimum control. (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)

2178 Glazes and Enamels The course covers the use of glassy coatings for ceramics and metals from calculating batch to application and testing. Standard physical properties will be measured. The time will be divided between glazes and enamels. (2 credits)

2179 Glasses A study of raw materials, compositions and physical properties, manufacturing processes, melting, annealing and physical testing. (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)

2192 Digital Control Systems The fundamentals of logic circuits are presented from both a theoretical and mathematical (Boolean Algebra) approach. The basic logic circuits are then used to construct and analyze control circuits simulating industrial control methods. The student is introduced to micro-computers in programming for automatic control systems. (3 credits)

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 arrangment.

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.

2210 Externship On-the-job training in an office under the supervision of an administrative secretary or administrative assistant. (5 credits)

2211 Personal Shorthand I A course which teaches the theory of Personal Shorthand, a completely alphabetic system of notetaking. No characters except the letters of the alphabet are used. Intended for personal use or for notetaking in business offices. (4 credits)

2212 Personal Shorthand II A continuation of Personal Shorthand I. Speed in taking dictation should increase to an employable stenographic level of 70 to 80 words a minute. (4 credits)

2213 IBM Memory Typewriter An independent study course for students who have completed Typing II, the course includes learning operation of the IBM Memory Typewriter. (1 credit)

2214 Legal Machine Transcription The use of cassette and magnetic belt transcribers to type legal reports and documents and the techniques of machine transcription are taught. Correct spelling and punctuation are stressed. (3 credits)

2215 Legal Terminology and Typing This course introduces legal terminology and the typing of legal documents and forms. The meaning and spelling of legal terms are taught as well as a variety of correct formats for legal typing. Proofreading is stressed. (3 credits)

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 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)

2230 Cobol III This course covers advanced table handling, disk files and editing techniques in cobol. Data communications systems using cobol are also introduced. Communication programs are written using the current communications package. (4 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)

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 mini-processors, 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 multi-programming 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 systems flowcharting is introduced. (4 credits)

2252 Data Systems II Other programming languages not covered as a separate course are covered—(PL/1; Basic; 360/370 Cobol). Preparation and giving of technical presentations are also covered. Students are also required to write and implement a project for an application needed by the school or department in the school. (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 conjuction with local business. (3 credits)

2264 Funds Accounting A study of fundamentals of accounting for the non-profit 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)

2278 Machine Transcription I Machine Transcription is introduced by using the transcriber and machine transcription cassettes. Continuous typing from the transcriber will be stressed. Communications in the following areas will be introduced: marketing, transportation and publishing/advertising. (4 credits)

2279 Machine Transcription II Machine Transcription II is a continuation of Machine Transcription I to improve business vocabulary and to increase skill in typing from the transcriber. Communications in the following areas will be introduced: medical, banking, legal, accounting, government, data processing and insurance. (4 credits)

2280 Office Organization and Management II 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 Topics related to the secretarial profession and the externship will be discussed. (1 credit)

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 non-correspondence records) and types of filling equipment and supplies are included. (5 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 every day 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 and 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)

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)

2304 Ecology and Management of Waterfowl Identification, natural history, distribution, migration and management of our nation's waterfowl resources. (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)

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)

2309 Bird Dog Management The course is designed primarily for those interested in a career training or working with pointing dogs. Those students planning on a career with shooting preserves will find this course very beneficial. The course is also designed for the amateur desiring a hobby in this field. The breeding, care and training of the major pointing and retrieving breeds will be covered in lecture and correlated with field work. (1 credit)

2310 Timber Stand Improvement This course is designed to train the student in the fundamental principles of species indentification, and physical and chemical applications of timber stand improvement practices. The student could expect to acquire the basic skills and knowledge to become a T. S. I. vendor. (4 credits)

2312 Woodland Management for Private Woodland Ow ɔrs An evening course designed for absentee and resident landowners interested in managing their woodlands for timber, wildlife, recreation and other benefits. (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 Forestry Management A wrap-up course which draws on material covered in previous course. 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 prepare 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 carburetion, ignition, gears, bearings, shafts, clutches, brakes, transmissions, belts and hydraulic lines is developed. The use of air jacks, oxygen actylene and electric welders, and various mechanics' hand tools is learned. (3 credits)

2321 Forest Entomology A study of insects having an economic impact on forest and shade trees in the eastern United States. Insect morphology, life cycles, identification in control are stressed. (3 credits)

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

2324 Evaluation of Timber A course in determining the species, quality and quantity of trees, logs and lumber. Timber markets, forestry practices and ecology are also covered. (6 credits)

2325 Timber Acquisitions Developing skills in locating and evaluating standing timber for commercial logging. Basic elements of surveying, contract preparation and administration are included. (4 credits)

2326 Hydraulic and Mechanical Systems Maintenance and Repair A course in the routine maintenance and repair of hydraulic and mechanical systems, including air brakes and driveline systems used in on and off road industrial equipment. (4 credits)

2327 Timber Harvesting Skills A course in the mechanics of timber and pulpwood extraction and utilization. Students log and deliver products of a timber sale area. (10 credits)

2329 Timber Sale Layout and Design A course in the mechanics of laying out a harvesting operation for efficient operation and utilization in keeping with modern conservation practices. (4 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 crawler tractor and rubber tired skidder. (2 credits)

2333 Equipment Operation II Operation and maintenance of chain saws including timber cutting techniques and tree bucking. (2 credits)

2334 Equipment Operation III Operation and maintenance of knuckleboom loader and log trucks. (2 credits)

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

2336 Production Analysis Time study and cost analysis techniques as applied to timber harvesting. (4 credits)

2337 Interpretative Methods I A study of non-conducted interpretative activities. Emphasis is placed on interpretative medium production such as recorded messages, signs and labels, publications, self-guided tours and trails. (2 credits)

2338 Interpretative Methods II This course involves supportive interpretative activities such as displays and exhibits, animal rehabilitation, specimen and artifact collection and field notes. Also covered are building design, vandalism problems, agencies, organizations and professional development. (2 credits)

2339 Interpretative Methods III This course deals with conducted activities involving guided walks and tours, conducting living demonstrations and workshops and presenting talks. Students will undertake off season-off site work with school groups, garden clubs and other organizations. (3 credits)

2342 Lumber Grading I A study of the basic principles of hardwood lumber grading and log yields in grade. Interpretation and use of NHLA rules, board measure, surface measure, cutting units, applied lumber grading, lumber tally techniques, introduction to trade improvements and wood identification will be covered. (5 credits)

2343 Lumber Grading II A study of the application of hardwood lumber grading principles relative to the hardwood lumber market. The course includes the basic principles of softwood grading, application of NHLA rules in grading stack lumber, grade improvement, wood identification, lumber handling techniques and introduction to green chaingrading. (6 credits)

2344 Lumber Grading This course covers application of NHLA rules in green chain grading, grade improvement, lumber stack grading and shipping procedures. (6 credits)

2345 Log Grading and Scaling This course covers techniques of grading and scaling logs based on international log rule. (2 credits)

2356 Soils Soils emphasizes two major areas of study. The first segment includes a study of the physical and chemical properties of soils, while the second includes a practical application of these same properties. (3 credits)

2357 Safety, First Aid, and C.P.R. Course includes an Introduction to Workers Compensation, legal rights and penalties, safety responsibility, accident investigation, design and inspection housekeeping, pinch points, and guiding hand and powered hand tools, material handling equipment, single objective safety, job safety analysis, safety rules and regulations, employee safety training, personal protective equipment, safety meetings, individual safety contacts, multi-media first aid and cardiopulmonary resusitation techniques. (4 credits)

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

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

2362 Student Practicum Continuation of Recreation Areas Equipment (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)

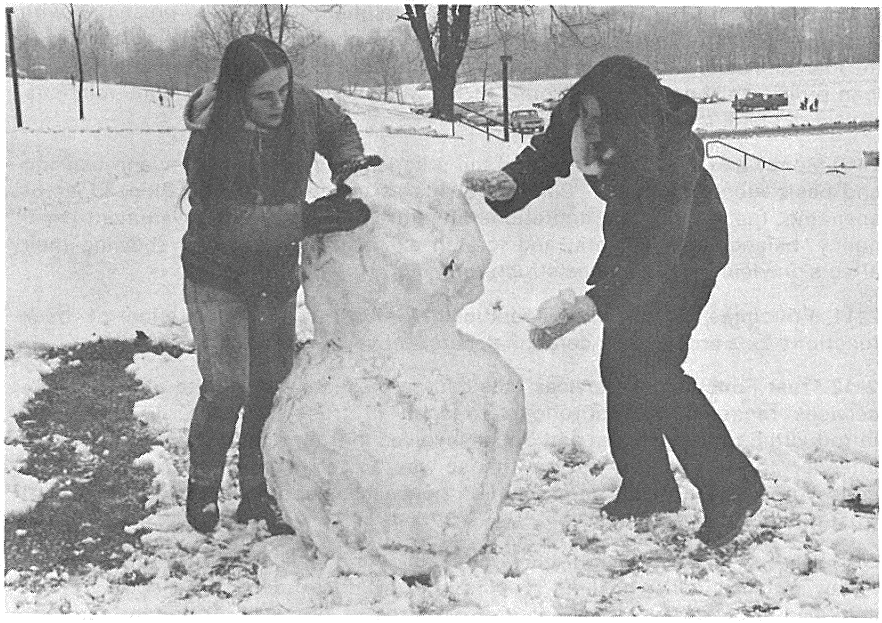
2383 Watercraft Operation & Maintenance A basic course concernec with the handling and operation of boats, motors, trailers and accessories. All legal requirements concerning equipment necessary to meet state and federal watercraft specifications are covered. (1 credit)

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. (3 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 agri-business sector (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather that 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 Federal Regulation of Banking Recommended for both beginning and advanced students in banking and related fields, the course covers the supervision of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decision. Topics covered are: agencies regulating banks, bank charters, bank reports and examinations, federal limitations on banking operations and the regulation of bank expansion. (3 credits)

2404 Marketing for Bankers An overview of public relations and marketing, 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)

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 acquistion of a mortgate 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)

2412 Trust Functions & Services This course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. (3 credits)

2413 Law and Banking An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commerical paper, bank deposits and collections, documents of title and secured transactions. Emphasis is on the Uniform Commerical Code. (3 credits)

2414 Savings and Time Deposit Banking This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income. (3 credits)

2415 Bank Cards An overview of the bank card industry is presented including the role of the bank card in the economy and management of a bank card plan. (3 credits)

2416 Negotiable Instruments and the Payment Mechanism Legal implications of normal activities and transactions in bank operations are explored. The legal framework of the Uniform Commercial Code and federal and state statutes is discussed. (3 credits)

2417 Introduction to Calculators and Adding Machines The basic use of the electronic calculator and the most commonly used adding machines is taught. (1 credit)

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

2551 Principles of Insurance Introductory information covering basic principles such as risk management, insurance contracts, types of insurance, benefits, etc. (3 credits)

2560 Sales Management A survey of major sales management functions including marketing-sales administration, sales personnel and sales control. A case study approach is taken. (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 effect 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 evaluation; 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 salesmen-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 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)

2583 Real Estate Appraisal Real estate appraisal concerns in estimating the values of property. Topics to be covered are salvage, book, investment, esthetic, sentimental, cash, replacement and market values, and how these values are related to real property values and how appraisal values can then be used. (3 credits)

2584 Management of Commercial Bank Funds Principles of funds management are learned, covering a broad range of bank situations and sizes. (3 credits)

2585 Federal Reserve System The operation and policies of the Federal Reserve System during critical periods in the last 60 years. Attention is given to international monetary affairs, especially the changing role of gold, economic developments and goals which affect the stability of the American economy and Federal Reserve efforts to adapt to the changing economic environment. (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)

2611 Food Service Manager Training and Certification This course is offered in conjuction with the National Institute for Food Service Industry (NIFI). It offers a certificate when the student successfully completes the 30 hour requirement and passes the final examination. It concerns itself with the safety and sanitation of the food service establishment. (3 credits)

2633 Advanced Food Service Management A course in gourmet cooking to include preparations of appetizers, salads, entrees, desserts, cooking with liquors and wines, and use of flambe equipment. (3 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)

2684 Dining Room Service Course is designed to be initiated with Pace Program. (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 facilites. (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.

2726 Criminal Justice Management This course will explore basic management principles applicable to criminal justice agencies. In addition, new trends or decisions affecting the administration of justice will be examined with the goal of integrating these principles into effective criminal justice agency management. (3 credits)

2727 Photography I This course is designed for the student who is interested in mastering the techniques of using a 35mm camera. Use of continuous and discontinuous lighting, closeup photography, still life, and a comprehensive study of the arrangement of subjects to achieve a more pleasing composition, and latest techniques for exposing, developing and printing small negative film. (3 credits)

2728 Police Photography II This course is designed for the student who wants to specialize in police photography. A more comprehensive study is made in all aspects of police photography including the preparing and mounting of prints for court room presentation. Special emphasis is placed on photographing of evidence in a laboratory setting. (3 credits)

2729 Institutional Security An introduction to the role and responsibility of security departments at institutions such as hospitals, schools, museums and other public buildings. (3 credits)

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)

2736 Hazardous Materials An analysis of chemical reaction as it relates to fire. Hazards of radioactive materials, poisonous gases and LP gases. Methods of transportation of hazardous materials, DOT regulations and markings. (5 credits)

2737 Introduction to Fire Protection Survey of fire protection—the role, history, and development of the fire serivce. Organization of the fire service. Other topics discussed include fire equipment and apparatus, communications, records and reports, insurance rating systems, and the law as it pertains to the fire service. (4 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)

2741 Police Intelligence This course will allow the student an opportunity to learn the proper techniques of developing an intelligence unit within law enforcement agencies as well as to study all the constitutional questions related to collecting and dispersing personal information. (3 credits)

2742 Crimes Against the Elderly This course is designed to examine the special vulnerability of the elderly to crime. The problems of aging in the United States with particular attention to the effects of crime on elderly victims will be studied. Emphasis will also be placed on the development of prevention and control methods. (3 credits)

2743 Public Service Typing This course is for beginning typing students at the college level. (2 credits)

2748 Public Safety Communication Operations This course will teach organizational concepts together with the essential facts of an efficient telecommunication system. (3 credits)

2749 Investigation Seminars These seminars will provide an opportunity for students to learn various investigative techniques. (3 credits)

2750 Interrogation and Interviewing This course will identify and study practical and systematic methods of obtaining information from subjects in accordance with state and federal guidelines. (3 credits)

2751 Retail Security Operations A study of the essential elements necessary to provide a maximum security coverage program for a retail investment exploring various styles of programming available. (5 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. (3 credits)

2754 Accident Investigation 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)

2757 Law Enforcement Effectiveness The course will evaluate selected areas of law enforcement to determine if what they are doing is effective or not. Alternatives will be discussed which will be helpful in making law enforcement activities more effective. (3 credits)

2758 Private Security A comprehensive overview of private security which will give the participant some basic skills in investigation, law and court procedures relating to private security or risk management. (5 credits)

2759 Firearms I Introduction to modern police firearms and nomenclature, care, use, limitations and a realistic utilization of firearms, transportation, and home and office safety procedures. (3 credits)

2760 Firearms II Basic skill development and proficiency utilization of the police shotgun and service handgun. (4 credits)

2761 Advanced Combat Shooting Proficiency and physical fitness in special tactical assaults. Defense, raids and surveillance using special weapons including the major police firearms. (4 credits)

2762 Hunter Safety Instructor Course includes the National Rifle Hunter Safety and Conservation Program. Develops knowledge, skill and attitude for the new instructor. Instructs how to repare yourself and assistants for presenting the NRA program. Classroom preparation indoors and on the range. Psychology of teaching, basic teaching concepts, methods of instruction and teaching ideas. (1 credit)

2763 Hunter Safety National Rifle Association Hunter Safety Training Program which includes hunting traditions and ethics, the hunter and conservation, hunter's responsibility, introduction to safety, firearms and ammunition, fundamentals of shooting and safe gun handling. (1 credit)

2764 Personnel Management Research I This course will combine the elements of the seminar and directed study to explore issues of mutual interest in seminar and issues of ersonal or agency interest in directed study. (3 credits)

2765 Critical Issues in Criminal Justice This course will examine contemporary issues in the criminal justice area. Specific topics will be selected for review on the basis of their importance and relevance to the criminal justice professional and the public. Each time the course is offered, the news media, professional journals, and recent court decisions will be researched to provide issues of sufficient controversial nature. (3 credits)

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

2770 Corrections Practicum Practicum involves placement in a variety of correctional and social service agencies for practical learning experience. Students will also meet bi-weekly in class to share and discuss experiences emphasizing the relationship of theory and practice. (2-6 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 operation 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 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 ccurses. 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)

2836 Water/Sewage System Development A comprehensive study of requirements and standards of shelter, space, individual home sewage development and the development of home water supplies. (5 credits)

2837 Vector Control 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 micro-organisms. (4 credits)

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

2856 Sanitation of Public Areas A study of public institutions such as camps, swimming pools, schools and mobile home parks from the standpoint 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. (3 credits)

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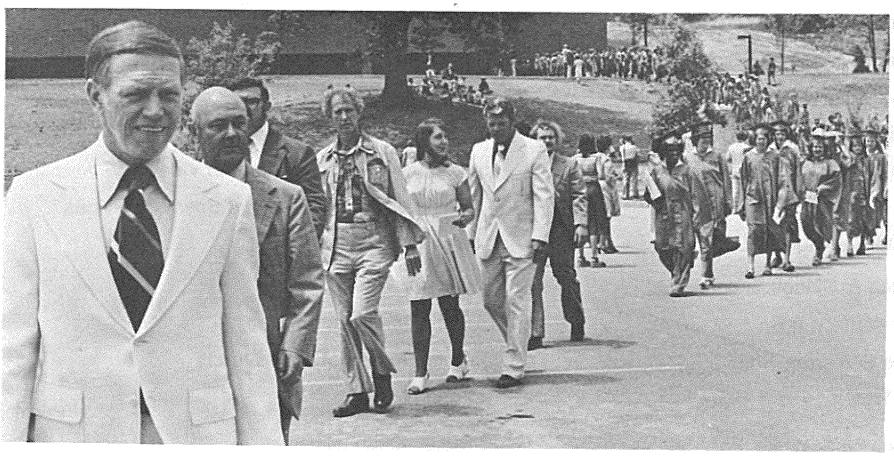

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Steve Yarsa
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For biographical information of the faculty, refer to the department listing.

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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 instructional staff members on curriculum needs, employers' viewpoints, changes in industry, new equipment and process trends, recruitment ideas, and other pertinent subjects.

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