

An aerial photograph of a campus nestled in a valley. The campus features several large, interconnected buildings and parking lots, surrounded by green fields and trees. The overall scene is captured in a high-contrast, grainy black and white style.

HOCKING TECHNICAL COLLEGE

It shortens the time between learning and earning to two years or less. Yet it offers thorough training for any of many careers. It is hidden in hills near a small town in Ohio. Yet it is found by people from around the world. It expects hard work from its students. But, then, it works hard to help them reach the goals of their studies.

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UNIQUE



Several of Hocking Technical College's technologies were the first two-year programs of their kind either in Ohio or in the nation and some remain unique. The ceramic technology was a first in the United States and the Forestry, Broadcasting, Travel and Tourism and Recreation and wildlife were firsts in Ohio. The Heat Processing technology is the only one of its kind in the world. Ceramics remains the only program of its type east of the Mississippi River.

Because of the number of unique technical programs offered at Hocking Technical College, its student body is made up of people of all ages, backgrounds, geographic origins and interests. Students represent all 88 of Ohio's counties, 20 foreign countries and 21 states.

The **BROADCASTING TECHNOLOGY** offers students a chance to be a part of America's mass communication system. In broadcasting, students can learn to serve while earning a living at the same time. Featuring a fully equipped radio and TV lab, Hocking Technical College will



give you the technical knowledge to advance as modern communication advances. You'll have the skills to operate, maintain, and keep our communications systems moving. Radio, commercial TV, and educational TV careers are only a few of the job opportunities to be considered.

A four-year program conducted jointly with Ashland College combining radio-T.V. production with broadcast technology is available.

TRAVEL AND TOURISM A career as wide open as its name implies. Let knowledge and skill open doors for you to work with travel agencies, tour groups, or the airlines in one of the fastest growing careers of the '80's. Mass transportation, early retirements, and the increasing amount of free time enhances the glamour of travel; creating a demand for those with skills in planning and marketing tours, or knowledge in the management of a travel agency. The curriculum ranges from world geography to tour guides and services in a program that develops the well-rounded technically skilled employee. In 1982, a group of our interns spent winter quarter in Disney World, Orlando, Florida. More of these types of experiences are planned.



Heat is energy and energy is short. The **HEAT PROCESSING** Technology offers you one of the most important careers to mankind. You could help solve tomorrow's energy problems. Help develop systems to effectively and efficiently use heat energy. Many men and women are



needed to install, operate, control, design and manage the use of heat. Most of today's modern industry uses heat as

part of its processing. Tomorrow's energy-whether solid, liquid, gaseous, or nuclear fuels-could depend on the knowledge and skill available to you in the Heat Processing Technology today.

HOTEL/RESTAURANT MANAGEMENT TECHNOLOGY offers you the opportunity to work with people. A rewarding and exciting career in management, sales, service, quality control, or supervision as well as other positions await you in apartment houses, country clubs, hotels and motels all over the country. many in resort areas. Restaurant Management graduates have even more opportunities as food service supervisors, in food production, or as restaurant managers. If you like people and people like you. . . .then the place to be is in a hotel/restaurant career. Your success starts at Hocking Technical College's own training facility-the **Hocking Valley Motor Lodge**-a fully operational motor lodge open to the public. "Learning by doing" makes studying hotel/restaurant management really unique.

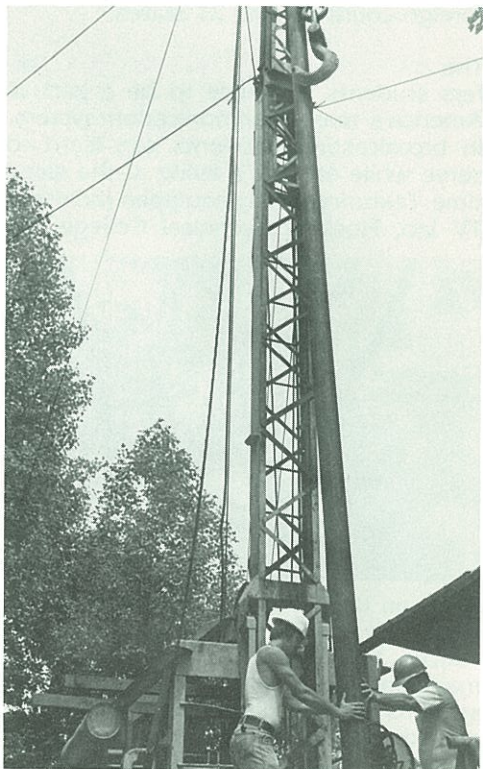


A rewarding career helping keep America's forests growing can be yours after completing the **FORESTRY TECHNOLOGY PROGRAM**. If, to you, a leaf isn't just a leaf or a tree isn't just a tree. . . .the place for you to be is in



forestry technology, conserving man's environment. Forestry students may find themselves in **California** fighting fires or in **Maine** looking at our vast hardwood forest reserves. You could enter many exciting jobs as mid-level managers, researchers, sales representatives, log scalers, fire wardens, safety supervisors, or forest rangers. The Forestry graduate is offered a place of responsibility and a career which is out-of-doors working for and with mother nature to help protect and skillfully manage and utilize America's land and forests.

Thousands of oil and gas wells are drilled each year in Ohio but not on college campuses. Hocking Technical College recently began drilling a Clinton Sandstone well on the college's 250 acre campus; first as a part of training for the **PETROLEUM MANAGEMENT TECHNOLOGY** and secondly as an adventure toward energy



self-sufficiency for the college. Students learn basic principles of rotary and cabletool drilling as they combine lecture with practical experience while pursuing an associate degree in one of the world's fastest growing industries. Experience is also gained through maintenance work performed on several privately owned walls throughout the area.

RECREATION AND WILDLIFE TECHNOLOGY

offers the "out-of doors" person a career serving man through man's environment. An exciting, challenging career, graduates are employed as park managers, assistant managers, camping supervisors, wildlife specialists, assistants to naturalists, game protectors, park rangers, fishery managers and many more self-rewarding jobs. Hocking classrooms are outside-not only in Ohio but can you believe a **Bahamas** class experience for selected students in December? How about a 6700 mile **western field trip** in the summer or an internship in the Okefenokee swamps in Georgia? As more of America's population moves outside, more well trained and educated people are needed to help. This may be just the place for you.

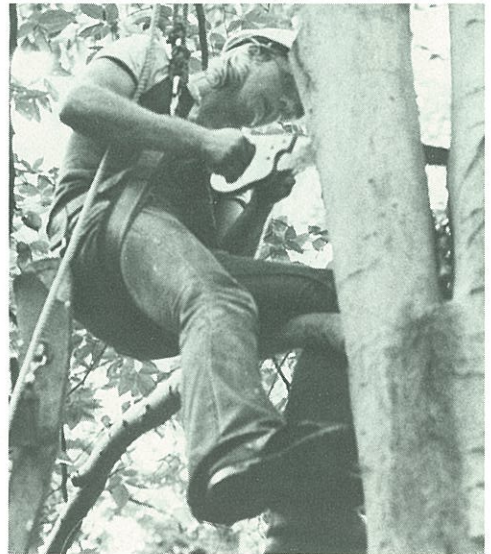


TIMBER HARVESTING In 36 weeks, students can learn all phases of timber extraction including timber sale layout and design, equipment operation and maintenance and repair of hydraulic and mechanical systems. This certificate program provides the nucleus of the Associate Degree program in Timber Harvesting and Tree Care. Hocking's Tree Care Program, one of three such programs in the East, prepares students with skills desired by industrial producers. The module program includes courses in **Climbing**, mechanics of tree care, advanced climbing and tree care equipment operation.



MEDICAL RECORDS/HEALTH CARE REVIEW

Many factors are considered in justifying hospital admissions and determining the length of a patient's stay. Careful planning for post-hospital care is also of utmost importance. The Medical Records/Health Care Review Coordination technology was developed by physicians and the college to deal effectively with these tasks. The only associate degree program in Ohio, students are effectively trained to interpret medical charts, compile statistical data and coordinate committees of medical personnel to review the institution's level of care. Laws, confidentiality and medical ethics are emphasized. The employment outlook in this area is growing within both public and private health care facilities.

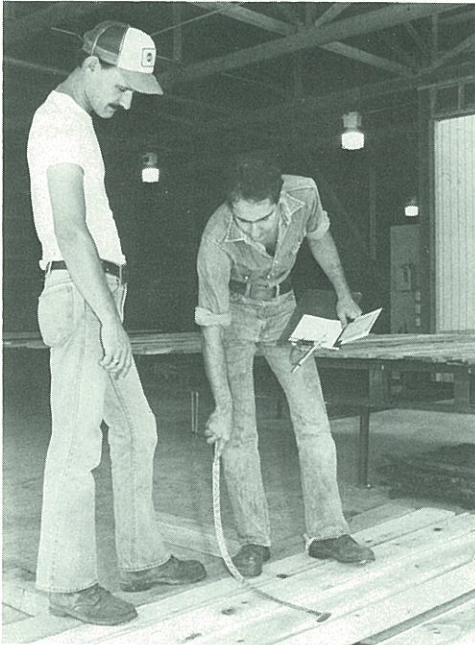


SAWMILL OPERATION—Lumber Sawyers can train in programs with regular star-

ting dates in September and March in a program that emphasizes lumber production covering such areas as sawmill mechanics, hydraulics, electricity, and sawmill equipment operation skills. Sufficient sawing time is allotted so the student can build accuracy and grade lumber production skills. Students will train in Hocking Technical College's **new modern sawmill**.

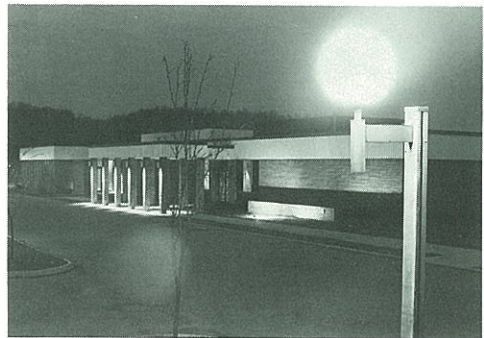


Lumber Graders can begin at various times during the year with training that will cover interpretation of National Hardwood Lumber Rules. Contact the admission office for the next open date for enrollment soon!



CERAMIC TECHNOLOGY The HTC associate-degree program was the first in America to provide two-year training of technicians in an industry-oriented program for the ceramic industry. The pro-

gram prepares students for work in an industry which makes products as common as dinnerware, as out of this world as heat-resistant tiles for space vehicles, and as down to earth as sewer pipe. In the well equipped **Ceramic Testing Lab**, students under the supervision of faculty advisors, gain real experience by testing materials for ceramic producers on such equipment as thermal gradient furnaces, electron microscopes, carbon determinators, and fuel calorimeters, to mention a few.



Are your business's training needs unique? If so let Hocking Tech's experience in developing unique and innovative educational opportunities work for you. Let us design a program to meet your needs. From testing ceramic materials, to drilling our own oil well, to operating the full service **HOCKING VALLEY MOTOR LODGE** we carry a legacy of successes. Contact our president and discuss your needs. Write President's Office, Hocking Technical College, Nelsonville, Ohio 45764 or call 614-753-3591.

BUSINESS

A million-dollar classroom-HOCKING VALLEY MOTOR LODGE

The 38 guestrooms are well kept. The indoor pool is heated. The four banquet rooms can accommodate as many as 400 people. And the dining room is noted for fine food, courteously served. The lodge is owned and operated by Hocking Technical College to fill the "appetite" of hotels and restaurants for qualified employees.

HOTEL/RESTAURANT MANAGEMENT

This technology qualifies a student to supervise a quality establishment. Training includes internships at the **Hocking Valley Motor Lodge**. . .study of sales, reservations, food preparation, house-keeping, and accounting. Stay at the **Hocking Valley Motor Lodge** while visiting southeast Ohio and see an excellent example of technical education at work.

CULINARY ARTS The Culinary Arts program prepares a person for a career as a professional chef. The first year the student is trained in the basics of culinary arts and academic subjects. The laboratory experience teaches competencies required for a hotel menu. The second year utilizes these competencies as the student trains at the college operated **Hocking Valley Motor Lodge's** full service kitchen.

TRAVEL & TOURISM jobs exist in travel agencies, with air and motorcoach lines, with chambers of commerce, and in government tourism offices for graduates of this two-year program. The courses offered by HTC get as basic as world geography, as service oriented as ticketing, as much fun as promoting travel.

ACCOUNTING The accounting curriculum prepares the graduate for entry-level employment in private practice, governmental accounting and private businesses. Besides an excellent background in bookkeeping, the student will receive instruction in payroll, tax, cost, and funds accounting plus valuable data processing experience on the college's **H.P. 3000** Terminal Feed Computer.

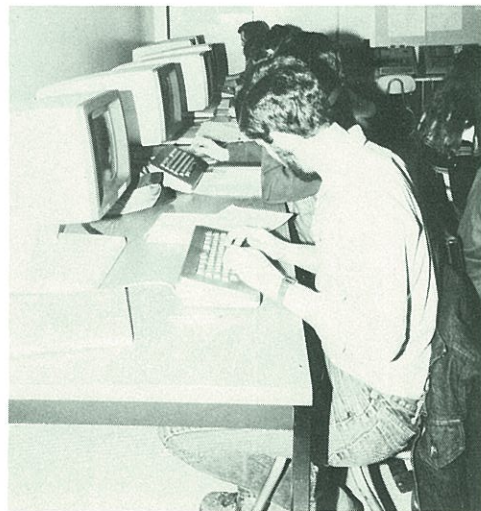
FINANCIAL MANAGEMENT This program was developed with banks to meet needs for tellers, accounting clerks and bookkeepers, branch managers, and loan and trust officers. Courses, approved by the Southeastern Ohio Chapter of the American Institute of Banking, cover every-

thing from banking operations and the Fed to negotiable instruments and the computer. A two-year investment of time earns an associate degree from HTC and credit for certification by the AIB.

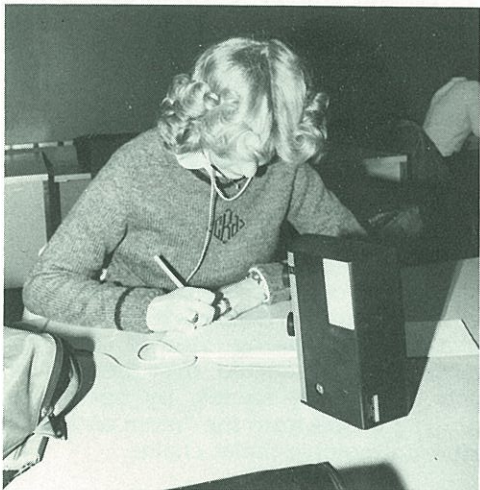
BUSINESS MANAGEMENT Basics such as principles of management and finance, specifics such as labor relations and cost accounting are examined. The reward for completing studies is a firm foundation upon which to build a career in any phase of business. . .retailing, wholesaling, or manufacturing. The award is an associate degree. For the on-the-go **business manager** who wishes to upgrade his labor skills consider Hocking's special **Individualized Business Management Program**. Contact the Dean of Alternative Education for information.

RETAILING Fundamentals and fine points of business operations are also examined in this program. Here, however, the emphasis is on retailing. Studied closely is business as conducted, over the counter and behind the scenes, by operations ranging in size from the "mom and pop" store to multiple-outlet chains.

COMPUTER SCIENCE "Learning by doing" is programmed into HTC's effort to help fill the increasing number of openings for people experienced in the business use of the computer. Most hours are spent in actual coding, running, and debugging computer programs written in COBOL RPG and other commonly-employed programming languages. As computers do more and more of our daily work the demand for qualified operators and programmers steadily increases. Give one of Hocking's fastest growing technologies a place in your future.



SECRETARIAL SCIENCE Several options are offered in a diversified program designed to meet the ever increasing demand for qualified secretaries. Certificates leading to the receptionist and clerk typist positions, a one-year general secretarial and entry level word processing specialist are available. Associate degree programs develop skills and proficiencies for executive, legal and medical secretaries.



INDUSTRY (Engineering Technologies)

AUTOMOTIVE SERVICE MANAGEMENT

Get ready for a job as an automotive technician, as a service or parts manager in an auto dealership, a car pool operator, a service station manager, or as a trade service writer. The technical side of automotive service is covered by courses ranging from those on internal combustion and diesel engines to those on transmission and performance testing. The maintenance of the college's automotive fleet provides "hands-on" experiences while the student is involved in various classroom and laboratory situations.

ELECTRONICS You get math and physics, D.C. and A.C. circuitry, electronic and microwave theory. And you put the knowledge into practice in the lab. Go through this curriculum and you are "wired" for the great number and variety of technical jobs currently open in electronics.



BROADCASTING The Broadcasting Technology offers students the chance to be part of America's mass communication system. In broadcasting, students can learn to serve while earning a living at the same time. Math and physics, microwave and digital logic, communications and transmission broaden knowledge in the field. Provided by HTC is "hands-on" experience in the college's own radio and television control room. You'll have the skills to operate, maintain, and keep our communications systems moving. Radio, commercial TV, and educational TV careers are only a few of the job opportunities to be considered. Also available is a four-year program, conducted jointly with Ashland College, for the person in-

terested in combining radio-TV production with broadcast engineering technology.

DRAFTING & DESIGN This program offers a lot more than drawing to prepare a person for work as a draftsman, detailer, or technical illustrator. It offers a well-rounded education. Example: Most paychecks for drafting are issued by companies in manufacturing and the building trades. So, studies of production processes and architecture are part of the curriculum. Another example: Bigger paychecks frequently depend on ability to deal with people. So, psychology and supervision are among the courses. Large segments of the Drafting and Design program are offered on a PACE format which provides easy entrance and open exits from the program. Drafting and Design students frequently do plans and blueprints for those requesting the service at a nominal fee.

PETROLEUM MANAGEMENT TECHNOLOGY Thousands of oil and gas wells are drilled each year in Ohio but not on college campuses. Hocking Technical College recently began drilling a Clinton Sandstone well on the college's 250 acre campus; first as a part of training for the Petroleum Management Technology and secondly as an adventure toward energy self-sufficiency for the college. Students learn basic principles of rotary and cabletool drilling as they combine lecture with practical experience while pursuing an associate degree in one of the world's fastest growing industries. As part of this program, you may wish to take the 12 week Oil Well Servicing & Maintenance module which includes training in drilling, operating of pumps, welding, small-engine repair, and industrial safety. Also learn about geology, leasing of land, and acquiring state permits.

HEAT PROCESSING Hocking Technical College is the only college in the nation offering two-year training in heat processing technology. This program, with Ceramics, provides the highest paid salaries for entry level technicians of all associate degree programs offered by Hocking Tech. The program covers installation, startup, operation, troubleshooting, and repair of equipment such as ovens and ceramic kilns, heat treating furnaces and metal melting furnaces. This thorough training helps to meet the annual demand of U.S. industry for more than 1,000 technicians who are qualified in using heat and saving fuel in industrial processing.

CERAMIC TECHNOLOGY The HTC associate-degree program was the first in America to provide two-year training of technicians in an industry-oriented program for the ceramic industry. The program prepares students for work in an industry which makes products as common as dinnerware, as out of this world as heat-resistant tiles for space vehicles, and as down to earth as sewer pipe. In the well equipped **Ceramic Testing Lab**, students under the supervision of faculty advisors, gain real experience by testing materials for ceramic producers on such equipment as thermal gradient furnaces, electron microscopes, carbon determinators, and fuel calorimeters, to mention a few.

PUBLIC SERVICE

CORRECTIONS Reach out to adults and children who need direction. Let Hocking Technical College's Corrections Program provide the basic skills to help those who need change and reorganization in their lives. Corrections deals with behavioral problems and the belief that people can and will change. Understanding the causes of deviant behavior and treatments used are only two of the practical skills students learn in this two-year associate degree program that emphasizes counseling. Employment can be found as adult or juvenile parole officers, as correction officers or investigators, youth leaders/coordinators at social welfare agencies or halfway houses, and in many other related fields.



POLICE SCIENCE There are those who believe laws are made to be broken so there will always be a need for those who uphold law and order. The police science technology affords students the opportunity to gain technical and human relations skills that are needed to become an effective peace officer. Courses in ballistics, criminal law, juvenile law, and photography offer technical know-how while courses like police/community relations, sociology and group interaction educate the student in dealing with others. The availability of the **Southeastern Ohio Regional Crime Laboratory** on the campus provides impetus for simulated criminal cases which have actually been solved to be added to curriculum. Job opportunities exist in private, federal, state, and local law enforcement agencies as deputy sheriffs, police officers, criminal I.D. officers, lab technicians, dispatchers and investigators and private security.

HEALTH CARE TECHNOLOGIES

HEALTH CORE For those interested in beginning a career in health care, this is a first step. After completing classroom and laboratory assignments in basic, general and selected technical courses, individuals can make an informed decision. They can enter the job market with the certification and knowledge necessary for work as supporting personnel in hospitals and nursing homes. Or they can choose to continue their education, applying credits earned toward an associate degrees in a specific advanced area of health care.

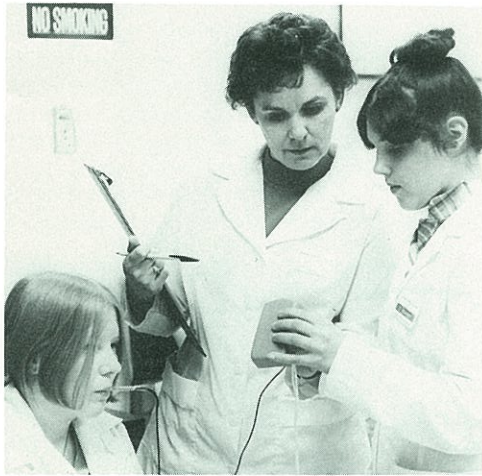
THE "Career Ladder"

NURSING **Level I** "Practical Nurse" in patient care, choose to go to the job market to develop greater skills, or stay through **Level II** (AD Nurse "Registered Nurse"). Persons who complete Level I at Hocking or a Practical Nursing program at a recognized school may later return to complete the A.D. Nursing Program and sit for the Registered Nurse State Board Exam and develop a higher level of professionalism. The approach includes courses and clinical experience in anatomy, physiology, pharmacology, and nursing dynamics. There is also practice at medical treatment facilities within a 60-mile radius of Hocking Technical College. Sites include Marietta, Athens, Logan, Lancaster, Chillicothe, and Nelsonville.

EMERGENCY MEDICAL TECHNOLOGY

Cool heads prevail as emergency medical technicians respond to the needs of ill and injured. Hocking Technical College's EMT program offers three phases of training: I-Ohio EMT-Ambulance (#4-00500 070-D), II-Ohio (#5-3-002) and U.S. Department of Transportation EMT-Paramedic and III-an associate degree in applied science. Courses such as basic victim care provide an in-depth look at injuries and illnesses encountered in emergency situations. Recognizing symptoms, applying treatment for stabilization of the patient at the scene, moving the victim to and from the emergency vehicle and enroute to definitive care are all a part of the training.

MEDICAL ASSISTANT Qualify to handle both clinical and administrative duties in a physician's office. Clinical duties include the taking of vital signs and electrocardiographs to assist in the doctor's examinations, giving injections and emergency first aid to help in patient treatment. Administrative duties include scheduling appointments, receiving patients and completing insurance forms. This program is accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants. Graduates are able to take the AA/MA examination to become **Certified Medical Assistants**.



MEDICAL RECORDS/HEALTH CARE REVIEW Many factors are considered in justifying hospital admissions and determining the length of a patient's stay. Careful planning for post-hospital care is also of utmost importance. The medical records/health care review coordination technology was developed by physicians and the college to deal effectively with these tasks. The only associate degree program in Ohio, students are effectively trained to interpret medical charts, compile statistical data and coordinate committees of medical personnel to review the institution's level of care. Laws, confidentiality and medical ethics are emphasized.

DIETETICS Learn basic nutrition, menu planning and food service while on your way to earning a two-year degree in the dietetic technology. Advance to diet therapy or food service management so you can work with dietitians in hospitals, nursing homes, schools and public health programs. A dietetic assistant certificate is also available within the program and meets the requirements for facilities that are licensed by Medicaid/Medicare.

FIRE AND EMERGENCY SERVICES A program that combines fire science and Hocking Technical College's EMT-A and EMT-P programs to prepare the student for a variety of positions with emergency agencies of fire departments. Courses range from Rural Fire Fighting, Water Rescue and Safety to Victim Rescue.

NATURAL RESOURCES

AGRICULTURAL PRODUCTION Today's farmer needs more than a few acres of land to be successful in farming. The Agricultural Production Associate Degree program is offered by Hocking Technical College in conjunction with the Southeastern Ohio Technical Education Consortium (SEOTEC). A major portion of the technical courses are offered at the Belle Valley Area Center of the Ohio Cooperative Extension Service and the Ohio Agricultural Research and Development Center near Caldwell, OH. Some of the areas of study include forage and field crop production, sheep and swine production, machinery, and business courses related to farm management.

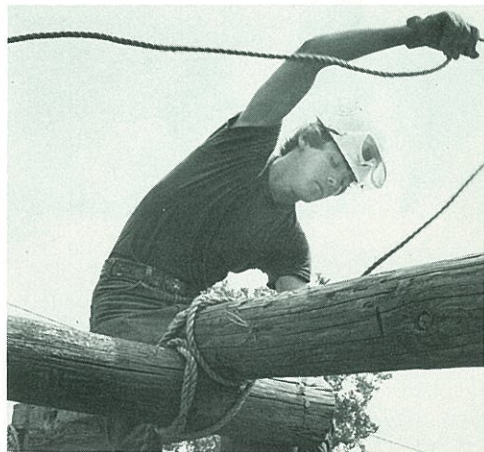


ENVIRONMENTAL AND INDUSTRIAL PROTECTION Making our environment safe and sanitary requires the skills developed by environmental health technicians who inspect, investigate and report on environmental conditions in areas of public health and industrial hygiene and safety. Technicians also aid in educating the public to understand existing problems and providing practical solutions to those problems. Jobs can be found in insurance companies, federal, state, and local health departments, major corporations and small industrial firms, waste water and water treatment facilities, and pest control companies.

RECREATION AND WILDLIFE On 250-acres of woodlands in the heart of Ohio's scenic wonderland, students learn to manage, use and appreciate our parks, wildlife, and natural resources. Game birds and animals make Hocking Technical College's campus their home and the proximity to state parks, Wayne National Forest and one of Ohio's most popular recreation areas provides a natural setting for the field experiences so vital to a technical program. For the

out-of-doors person, recreation and wildlife technology offers jobs as park managers or assistants, camping supervisors, wildlife managers or assistants, camping supervisors, wildlife technicians, assistant naturalists, game protectors or managers of wildlife preserves and public hunting areas. Certificates are available in interpretive and enforcement options.

FORESTRY Man's interest in trees and the forest date back to caveman who rubbed two sticks together and started a fire. Hocking Technical College's Forestry Technology teaches students about trees, from the time the seeds are planted to the time they're sawed into lumber. Learn how to identify the different types of trees, study the various harvesting and forest protection methods during this two-year program. You get the background needed to work with paper companies or as sawmill operators. Students may also get into the logging industry with private contractors or work with state and federal forest service agencies as service foresters or forest rangers.



TIMBER HARVESTING In 36 weeks, students can learn all phases of timber extraction including timber sale layout and design, equipment operation and maintenance and repair of hydraulic and mechanical systems. This certificate program provides the nucleus of the Associate Degree program in Timber Harvesting and Tree Care. Hocking's **Tree Care Program**, one of three such programs in the East, prepares students with skills desired by industrial producers. The module program includes courses in **Climbing**, mechanics of tree care, advanced climbing and tree care equipment operation.

SEOTEC Technical education is expensive. Six Southeastern Ohio technical colleges joined together to provide programs that could not be justified because of projected enrollments at just one campus. The **Southeastern Ohio Technical Educational Consortium (SEOTEC)** allows the colleges to offer basic and general courses at the local college where the student is enrolled. Technical courses are taught one or more days a week at special training sites where laboratories are shared jointly by students from all six institutions. SEOTEC programs include Agriculture Production, Dental Assisting, Mining and Health Care/Medical Records. Hocking Technical College acts as the lead institution within the SEOTEC group.

OTTO The **Ohio Technology Transfer Organization (OTTO)** is a network of Ohio two-year colleges and the Ohio State University organized to provide information training and technical assistance that will help businesses learn about and use modern technology. Technology transfer is the process of transmitting new techniques and methods from those who develop them to those who use them. Hocking Technical College has an OTTO agent to assist area businesses.

POLICIES AND PROCEDURES

ATTENDANCE

Specific attendance requirements are established by the instructor for each course. However, each instructor at HTC is required to keep a record of absences of each student.

Students receiving assistance from Federal agencies such as Veterans Administration, CETA, Social Security, and BVR are required by those agencies to attend class regularly. Instructors will certify attendance **ONLY** if the student is present in class. Due to the laboratory nature of many of Hocking Technical College's programs, students must understand that class attendance is essential for academic success. The attendance reporting system is outlined in the **Student Handbook** under the heading of **Constant Numbers**.

AUDITING OF COURSES

Students may audit courses by registering for them on an audit basis. A student may not change from an audit to a credit after the quarter has begun. Regular fees are assessed for auditing a class.

AUTO REGISTRATION AND PARKING

All vehicles driven by students to school must be registered with Campus Security Office. A schedule of when and how to register vehicles can be obtained at the Campus Security Office. Only properly registered cars will be permitted in student parking areas. Students who register cars will receive a copy of parking regulations. These regulations will be strictly enforced.

CHANGE OF GRADE

From time to time the student may be unable to complete a course in the normal allotted time and may receive an "incomplete" grade. A grade change form is required to change this. The change of grade must be submitted by the instructor. See the **Student Handbook** for the outlined procedure for change of grade.

CHANGE OF TECHNOLOGY

A student may need to change from one technology to another due to changing interests and/or course requirements. To do this, first consult your academic advisor and the program coordinator of your current program and the coordinator of the program into which you wish to change. After this consultation contact the counseling office to complete your change.

GRADES-How to compute

Hocking Technical College uses a standard letter grade system and assesses quality points to each grade ("A" through "D") according to the listing below. The four letter grades are the only grades assigned quality points. The cumulative grade point average is the sum of the quality points divided by the sum of all credit hours taken. Selected Health Careers programs do not issue grades below a "C". These programs are listed in the **Student Handbook**. The grade report contains both a cumulative (total to date) average and a quarterly average.

GRADING CODES

These grades are used for reporting purposes:

Grade	Quality Points
A - Exceptional	(4)
B - Superior	(3)
C - Average	(2)
D - Below Average*	(1)
NC - No Credit (Failure)	(0)
WO - Unofficial Withdrawal	(0)
PR - PACE in Progress	
CA - Credit by Advanced Standing	
W - Withdrew	
I - Incomplete	
CE - Credit by Examination	
AU - Audit	
T - Transfer	
S - Satisfactory	
U - Unsatisfactory	
CL - Credit Life Experience	

*Selected health careers programs do not issue passing grades below the "C" grade.

The college offers **TRANSFER CREDIT PROCEDURES, CREDIT BY ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING, CREDIT BY ADVANCED STANDING, and CREDIT BY EXAMINATION**. Please consult student handbook for information on these.

GRADUATION REQUIREMENTS Applications for graduation can be obtained from the Records Office and must be made the quarter prior to the planned quarter of completion. The department director is responsible for verifying that graduation requirements have been met.

PROBATION AND ACADEMIC DISMISSAL Academic dismissal from the institution in all cases will be determined by the Vice President of Student Services. A student will be placed on Academic Probation if after completing the following credit hours the student has failed to earn the corresponding minimum cumulative grade point averages.

CREDITS ATTEMPTED	MINIMUM CUMULATIVE G.P.A
12-30 inclusive	1.500
31-44 inclusive	1.600
45-74 inclusive	1.750
75 or more	2.000

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 demonstration of financial need, according to Federal guidelines. If you are in doubt about qualifying for assistance, we strongly suggest that you apply. Contact the Financial Aid Office for a "Financial Aid Guide", applications, and any further information required.

ADMISSIONS POLICY

In keeping with its mission of providing access to post secondary education to all who can benefit from it, Hocking Technical College follows a practice of "Open Admissions." Although certain technologies require additional criteria for admissions, as a general rule, as long as space is available in a given program, qualified students are admitted on a first come-first served basis. Qualified students are defined as those who have a high school diploma or equivalent certificate or students who lack



either of these but have demonstrated they have the interest and ability and in some instances required credentials to pursue a technical program.

Hocking Technical College 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.

Hocking Technical College is authorized under federal law to enroll non-immigrant aliens.

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

ADMISSIONS PROCEDURE Specific admissions criteria may vary due to program enrollment requirements. In most instances the following application process is followed. (For specific additional guidelines on admission for Nursing Level I and Level II as well as the Emergency Medical EMT-A and EMT-P programs, please write to the Admissions Office.)

Students whose past school achievement level is relatively low may be asked to attend summer classes, enroll with a reduced load, or consider extending program length in order to enhance the chances for success at Hocking Technical College.

PROCEDURE

Application The applicant must complete and return the formal application for admission. A non-refundable application fee of \$10 must accompany the application.

High School Transcripts are requested of each student. The applicant is responsible for having a high school transcript forwarded to the college by the high school.

College Transcript A college transcript is required of all applicants who have attended other colleges, universities, or institutes.

Interview An interview at the college is recommended of all applicants. For those applicants who do not possess a high school diploma or equivalency certificate an interview with a counselor is required. Counselors are available to any student desiring more information about technical education or Hocking Technical College's programs. The admissions office is open to visitors Monday thru Thursday from 8:00 a.m. to 8:30 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. Appointments during these times are suggested and special weekend appointments may be arranged.

Official Acceptance Approval of the application for admission is issued by the Admissions Director 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.

Health Careers Technologies In addition to the above criteria students enrolling in the various health careers technologies may have additional requirements. Please write to the admissions office and request information on the program of your choice.

Natural Resources Technologies Due to the limited number of spaces in some of the Natural Resources programs, students may have additional admissions criteria in these technologies. Please write the admissions office for information on recreation and wildlife, forestry and sawmill programs.

Application for Admission of Foreign Students This school is authorized under Federal Law to enroll non-immigrant alien students. **Foreign Student** applications should be made six months prior to the quarter the student seeks to enter the College in order to insure the processing of the F-1 Visa. Foreign students applying for admission to Hocking Technical College must submit the following:

- a. **Application** The applicant must submit a completed application form along with a non-refundable \$10 application fee.
- b. **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 and sent.
- c. **English Language Proficiency** Results of the Test of English as a Foreign Language (TOEFL) or the Michigan Test of English as a Foreign Language should be sent to the College to help determine English proficiency.
- d. **Financial Statement** Students must submit a financial statement certifying that financial resources are available for education and support while studying at the college.

Since Hocking Technical College does operate an **English as a Second Language** program, it is possible to increase English Language skills while attending the college. However, non-English speakers and others with extremely low proficiency levels on the Michigan Test of English language may be asked to attend the **Hocking Intensive Technical English Program**. Upon arrival on campus, the college does administer the Michigan Test of English language proficiency to all students who have not provided or exhibited non-acceptable scores on the Michigan Test or the Test of English as a Foreign Language (TOEFL). For information on Hocking Technical College's **English as a Second Language** program write to the Admissions Office. Students who submit all documents and meet specified requirements will be issued and sent the form I-20. For information on programs available or transfer procedure with other two



year and/or baccalaurate programs following graduation, please write to the International Student Advisor, Hocking Technical College, Nelsonville, Ohio USA 45764



PACE Admission Students may enter the college in one or several PACE course(s) on any day the college is in session. Since this process provides nearly instant registration in most cases many of the above procedures may be waived. However, the student is required to submit an application. Students may be admitted to PACE courses and certain selected programs on a provisional acceptance which requires the student to demonstrate satisfactory progress during a defined period of

time in order to gain regular admission status.

Evening Admissions Hocking Technical College classes operate from 8:00 a.m. to 11:00 p.m. If a student wishes to take classes only in the evening a special admission and registration form is provided. For additional information on Hocking Technical College's Evening Program, write or contact Evening Division and Continuing Education, Hocking Technical College, Nelsonville, Ohio 45764

Readmission Students who have applied for and been admitted to Hocking Technical College previously should complete a **readmission application**. At present, the \$10 application fee is waived for those students who complete a readmissions application.

Transfer Admissions Students transferring from another post-secondary institution to Hocking Technical College should apply using the normal application process. Students should send or bring a copy of their previous college transcripts to the Hocking Technical College Counseling Office.

Any questions concerning admissions should be directed to the Admissions Director, Hocking Technical College, Nelsonville, Ohio 45764.

FEES*

Instructional Fees

Full time, 12 to 18 credits	
Total full-time instructional, instate or Appalachian Region	\$282 per quarter
Part-time 1 to 11 credits	\$24 per credit hour
Total full-time instructional, students residing outside Ohio or Appalachian Region but U.S. citizen	\$564 per quarter
Part-time 1 to 11 credits	\$48 per credit hour
Total full-time instructional, non U.S. citizen	\$750 per quarter
Part-time non-U.S. citizen	
1 to 4 hours	\$300 per quarter
5 to 8 hours	\$525 per quarter
9 to 11 hours	\$675 per quarter

Related Fees

Application	\$10.00 one time only
Graduation	\$15.00
Books (Approximately)	\$85 per quarter
Room and Board (Approximately)	\$1900 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 Veteran Coordinator's office.

REFUNDS

Tuition refunds are made only for valid reasons that require the student to change plans. The refunds are made according to Board policy. An outline of this policy is available in the **Student Handbook**.

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.

Residence Policy Because Hocking Technical College is supported by the taxpayers of Ohio, out-of-state students (except residents of the Appalachian region) must pay the out-of-state 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 of changing one's legal residence should be addressed to the Residency Committee c/o The Hocking Technical College Records Office.

*Fees subject to changes without notice.

HOUSING INFORMATION

As a two-year college, Hocking Tech does not provide housing for students. However, a dormitory, **Lang Hall**, housing some 370 students, 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, or the College Inn in Athens, is available through the Admissions Office.

Housing costs for students range from approximately \$210 to \$400 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 a 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 contracted between the landlord and the student, not the college. The college provides a list of available possibilities only as a convenience to the student.

The Student Handbook, which is available to all students from the Dean of Students Office, contains detailed information regarding student life, administrative policies, academic procedures and services. Students are urged to read the **Handbook** and consult it or appropriate college personnel when questions arise concerning proper procedures.



Evening Classes Outreach/Seminars

Hocking Technical College can provide accredited technical courses on the premises of private or governmental institutions as a part of its **Outreach** program. If employees of a particular business require a course day or night, the college may fulfill the need. An alternative could be an on or off-campus **seminar** which could provide course work in



a concentrated time frame which will provide quality skill training within a relatively short period. Seminars may be developed for groups on any topic related to Hocking's curriculum. Examples include **Brick-Clay Seminar** in Ceramics, **Postmaster's Seminar**, and the **International Homicide Investigation Seminar**. **Evening classes** provide another alternative. Classes offered after 5:00 p.m. make it possible for individuals who have full-time day jobs or other commitments to attend college. A selection of courses from several technologies is offered each quarter. Selected PACE courses are also offered in the evening. Evening classes include both credit and non-credit offerings. If none of the above alternatives fit your schedule, perhaps you may wish to try Hocking's **Weekend College**. For individuals or groups who like variety, one may choose to mix or match course times. These choices include regular day classes, evening classes, day or evening seminars, day and evening seminars, weekend college, module skill training, and PACE course selection. One of these combinations should fit any group or individual's schedule. For information on programs within the college **Outreach and Community Service**



Mission please contact the Director of Evening Division and Continuing Education.

PLACEMENT/ALUMNI

Hocking Technical College'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 departments or the Placement Director for

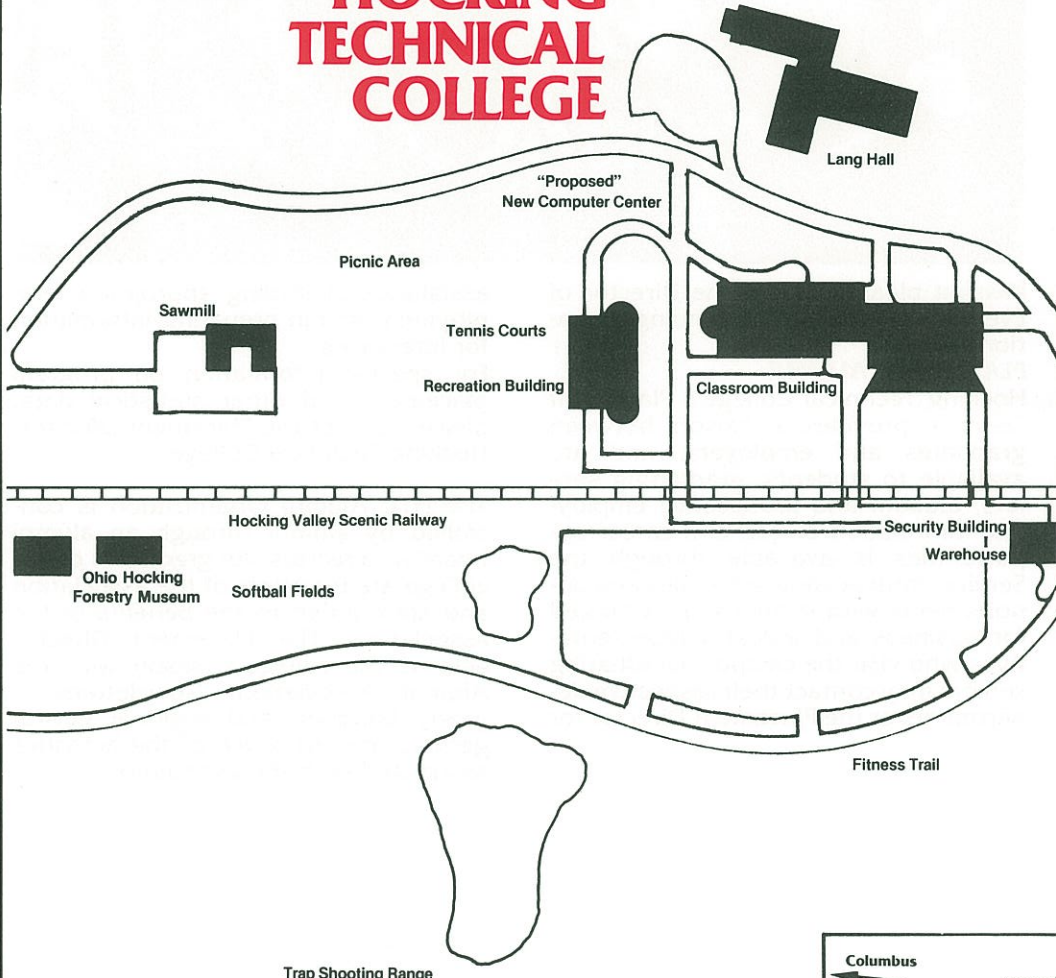
assistance in finding appropriate employment and in preparing information for interviews.

For specific information on program placement and other statistical data, please contact the Placement Director, Hocking Technical College.

The HTC Alumni Organization is controlled by alumni through an alumni board of directors. All graduates of the college are members of the association and are entitled to the benefits of the association. The Placement Director acts as the college's liaison with the Alumni Association. Newsletters, a yearly banquet, and regional get-togethers are but a few of the activities associated with the association.

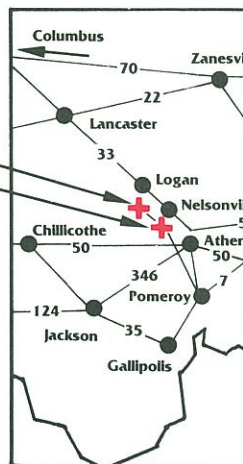
HOCKING TECHNICAL COLLEGE

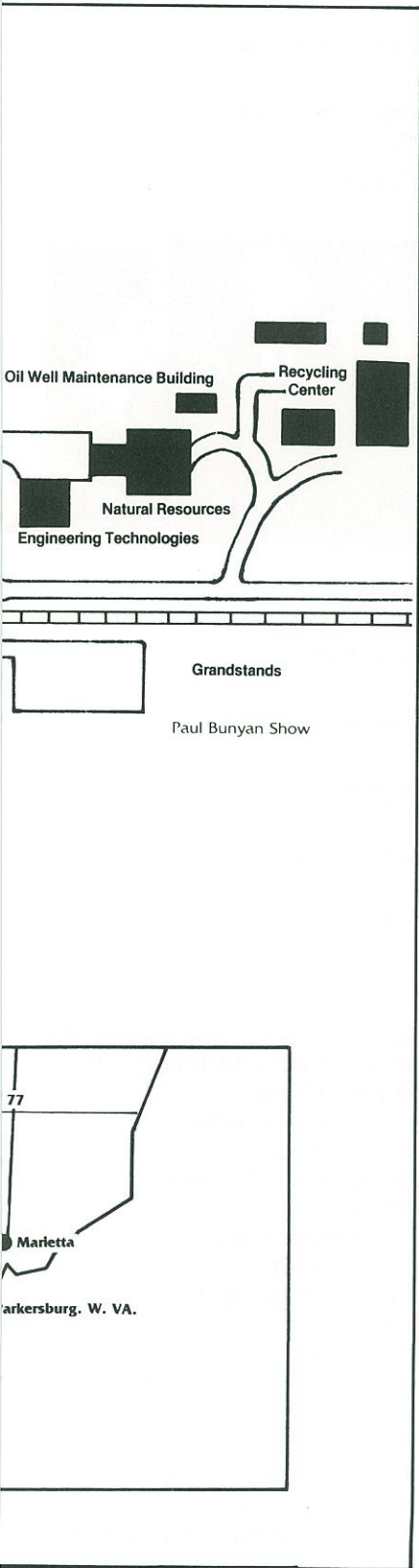
Hiking Trail
 "Proposed" Rifle Range
 Cross Country Ski Trail



Hocking Valley Motor Lodge

Hocking Tech
 Hocking Valley
 Motor Lodge





Please send me information on the following programs.

BUSINESS TECHNOLOGIES

- ACCOUNTING
- BUSINESS MANAGEMENT
- COMPUTER SCIENCE
- CULINARY ARTS
- FINANCIAL MANAGEMENT
- HOTEL/RESTAURANT MANAGEMENT
- RETAIL MARKETING MANAGEMENT
- SECRETARIAL SCIENCE
- TRAVEL AND TOURISM

ENGINEERING TECHNOLOGIES

- AUTOMOTIVE SERVICE MANAGEMENT
- BROADCAST
- CERAMIC
- ELECTRONIC
- DRAFTING AND DESIGN
- HEAT PROCESSING
- PETROLEUM MANAGEMENT

HEALTH CAREER TECHNOLOGIES

- HEALTH CORE REVIEW/MEDICAL RECORDS
- EMERGENCY MEDICAL
- DIETETICS
- MEDICAL ASSISTANT
- NURSING CAREER LADDER (P.N.-R.N.)
- FIRE AND EMERGENCY SERVICES

NATURAL RESOURCES TECHNOLOGIES

- AGRICULTURAL PRODUCTION
- ENVIRONMENTAL HEALTH
- RECREATION AND WILDLIFE
- FORESTRY
- TIMBER HARVESTING/TREE CARE
- SAWMILL/LUMBER GRADER

PUBLIC SERVICE TECHNOLOGIES

- CORRECTIONS
- POLICE SCIENCE

OTHER AREAS

- EVENING DIVISION/CONTINUING EDUCATION
- HOCKING'S UNIQUE TECHNOLOGIES
- WEEKEND COLLEGE
- ENGLISH AS A SECOND LANGUAGE
- SEMINAR PROGRAMS/DEVELOPMENT
- ACTIVITIES, SOCIAL ORGANIZATIONS, CENTER FOR ALTERNATIVE ED.
- FESTIVALS ON CAMPUS
- HOCKING VALLEY MOTOR LODGE
- STUDENT HANDBOOK
- FINANCIAL AID GUIDE
- APPLICATION
- HOUSING INFORMATION
- PACE COURSES
- NON-TRADITIONAL EDUCATION
- OTHER

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE _____

ADMINISTRATION

John J. Light, Ph. D. President
Frank W. Downhour, M.Ed. Superintendent of Grounds
J. William Hill, M.Ed. Treasurer
James H. Patrick, M.Ed. Assistant to the President
Roy Palmer, M.A. Vice President for Administrative and Special Services
James M. Bowser, Ph.D. Vice President for Student Services
K. Dean Edwards, Ph.D. Vice President for Instruction
Bonnie Prince, M.A. Dean for Alternative Education
Judith A. Maxson, M.S. Dean for Technical Education/Department Director, Health Careers
Josh F. Lancaster, Ph.D. Dean for Academic Instruction/Department Director, General Studies
Roxanne S. White, Ph.D. Dean of Students/Department Director, Counseling Center
Ingraham Smith, M.Ed. Department Director, Business and Industry
Candace S. Vancko, M.A. Director, Admissions
William Rothman, M. Ed. Department Director, Evening Division/Continuing Education
Daryl Cullison, B.S. Department Director, Public Service
Al Talbott, M.Ed. Department Director, Natural Resources
Karen Diller, M.A. Director, Financial Aid
Jose D. Torres, Ph. D. Director, Institutional Research
James McGaw, M.A. Placement Director/Alumni
Daniel W. Krivicich Jr., M.F.A. Director, Instructional Media Center
Judith A. Sinnott, Public Information

BOARD OF TRUSTEES

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It is an exciting educational opportunity.

HOCKING TECHNICAL COLLEGE

An accredited college offering two-year and other academic programs leading to associate degrees and certification in dozens of technologies
Chartered in 1969 by
The Ohio Board of Regents
Accredited by
The North Central Association of Secondary Schools and Colleges
Member of
The American Association of Community and Junior Colleges
Ohio College Association
Ohio Technical & Community College Association

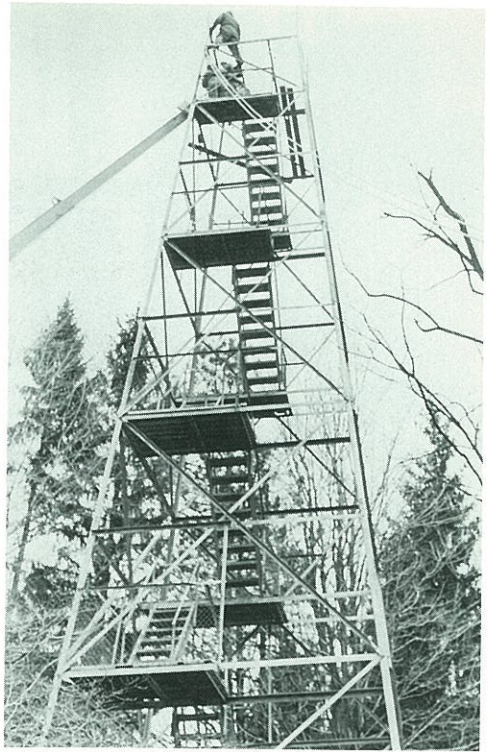
HELPING EACH OTHER



Many experiences on a college campus other than the educational process provide opportunities for individuals, students and faculty to grow socially, culturally, and physically.

At Hocking Technical College we believe it is an obligation not just a responsibility to provide a complete program that will generate positive cultural, social, physical and educational growth of our students.

Alternative Education You are unique -different - an individual. Your method of learning may well differ from your classmates. The **Center for Alternative Educations** established to respond to these differences. In addition to the traditional fixed time, group session, lecture instructional system; students will find selected classes taught by non-traditional methods. **PACE** (Personally Accelerated Career Education) provides the opportunity to enroll in selected courses any day the college is in session, proceed through course work at one's own rate, and enter the job market upon program completion at various times during the year. **Career Modules** may also be available with selected courses which provide specific task oriented skills to students without being required to take the entire class. **Portfolio Development** provides the opportunity to gain credit for learning acquired prior to entering Hocking Tech by documenting the learning and having it assessed. **Community Service Project** provides the opportunity to earn credit while helping the community in which one resides. **Open Learning** offers courses through TV and seminar experiences with flexible scheduling in viewing times. **Self-**



Directed Learning provides individualized courses through independent learning experiences.

Alternative programs are possible at Hocking Tech due to flexible faculty and innovative approaches to course work at certain specially designed laboratories. The **Autotutorial Center** offers study carrels equipped for videotape viewing and listening as well as a library of videotapes, films and filmstrips. Seminar rooms for group viewing and individual typing rooms are also available. A **Multi-Media Classroom** also enhances non-traditional instruction.



Library Books, periodicals, magazines, trade journals, reference books and other various technical and general materials are available from Hocking Tech's full service library. Books for personal reading pleasure are also available.

Career and Personal Assessment Provided by experienced counselors to explore interests, aptitudes, and achievement levels, the **Career and Personal Assessment Center** is available in the counseling office. Students may also discuss their individual learning styles as well as investigate data from the Ohio Career Information System (**OCIS**) computer terminal housed in the counseling center for career exploration.

Assessment information may be used to help in selecting a technology or a particular mode of instruction. Sometimes the student simply uses the data to better understand himself/herself.

Tutoring Peer tutors are chosen by departmental instructors and certified by them as being qualified to tutor other students in that particular course or group of courses. Tutoring may be conducted on a one-to-one or group basis. Students should contact the general studies department when tutoring is desired.

Academic Advisor An academic advisor is assigned to each student when accepted. The advisor is your major link to the technology. Students should use their advisor as often as needed but it is essential one schedule an appointment with one's advisor early in the first two weeks of each academic quarter.

Math Lab and Learning/Reading Lab. In association with the Center for Alternative Education specially designed math and reading/learning labs are available. Special tutoring help from fellow students and instructors, self-pacing materials, and audiovisual material seem to make math more meaningful in the **Math Lab**. The **Learning/Reading Laboratory** provides an individualized self-paced reading program as well as self-paced improvement programs in comprehension, speed, vocabulary and work analysis. Programming materials developed to help improve study skills are also available.



Counseling Services In addition to its Career and Personal Assessment Service the **Counseling Center** at Hocking Technical College provides a wide range of services to students. **Individual Counseling** is provided by qualified trained professionals and geared toward helping students solve concerns as they arise. **Adult Student Support Groups** centered around various topics may be established as needed. In such groups adults are encouraged to meet one another, members of the staff, and share interests, experiences, and concerns. **Special Courses/Seminars/Workshops/Mini Classes** on various topics of interest may be established to deal with student needs. Topics include but are not limited to assertiveness training, motivation, stress management, test taking, test anxiety, study habits, and attitudes and skills.

Assistance to the Learning Disabled

Procedures for identification, diagnosis, and remediation of learning disabled students have been established by the Counseling Center. Services to the learning disabled will include peer tutoring, self-paced instruction, assessment, designing academic objectives, and providing special learning materials.

SOCIAL ACTIVITIES Although faculty and staff input some ideas, students are given a major role in programming activities. Examples of programs include dances, skating parties, potluck dinners, Las Vegas Night, photography contests, talent contests, siblings weekend, leadership conferences, outdoor games, Cincinnati Reds and Columbus Clippers baseball games, concerts, skiing and movies.

In addition to these types of activities several technologies have clubs which sponsor educational field trips and various other social activities. The Hocking Tech **Student Senate** also provides for various activities through its own programming from the individual technologies.

The **Appalachian Food Festival** held the first weekend in May gives students the opportunity to enjoy the Appalachian cultural heritage of which the col-

lege is proud. Local dishes, old fashioned cook-offs, bluegrass music and Appalachian folklore are only a sampling of this family fare festival. The weekend is topped off by the **Appalachian Five Mile Run** sponsored by the **Community Health Education Center**. Student involvement in this festival can range from cooking one's favorite rabbit stew, to helping in preparing an Appalachian loggers' dinner for guests at the Appalachian dish center - the college owned and operated **Hocking Valley Motor Lodge**. Y'all can also just come and enjoy the goings on, too.

The **Antique Auto Show** also scheduled on the campus in May provides activity for the students with different tastes. From the Model-T to the Corvette, students and visitors alike can marvel at the past, present and future of America's most maligned and loved machine. The **Automotive Service Technology** program sponsors the show and various displays. A major attraction during the last two shows has been the propane and natural gas conversion vehicles on display.

The **Paul Bunyan Show** is one of Ohio's major festivals. Held on the campus the first weekend in October, the festival draws over 35,000 people. Sponsored jointly by the Hocking Technical College and the Ohio Forestry Association, the show is operated primarily by the staff and students of Hocking Tech's forestry, recreation and wildlife, hotel-restaurant, culinary arts, and business management programs (with help from the fine folks from the Ohio Forestry Association). This is the premier lumber jack and logging show in Ohio. Millions of dollars worth of exhibits and talent are on display - not to mention the Ohio guitar pickin' championship and the infamous **Bunyan Burger**.



The **Hocking Valley Motor Lodge** owned and operated by the college is not a social activity in and of itself but certainly can accommodate various types of activities. The availability of an indoor pool, guest rooms, banquet rooms, an outdoor "beer garden" and a hospitality suite can help make any special occasion extra special.

In addition to the above, Hocking Tech's surroundings make one feel comfortable. With numerous state parks, two state forests, a national forest and five of Ohio's best fishing lakes within 15 miles of the campus, how else could one feel?

Last but not least, the staff and faculty of Hocking Tech are genuinely concerned that your educational experience with us be a positive one. The student is our business and we vow to make your experience with us a rewarding one.

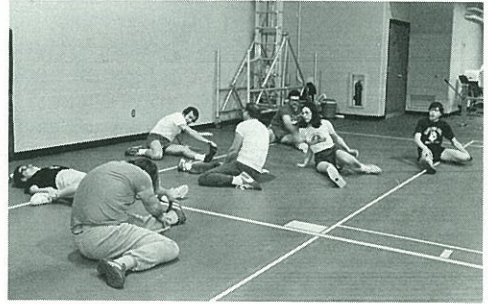
RECREATION AND PHYSICAL ACTIVITIES

In addition to the various parks in the areas a wide variety of activities, both recreational and physical, are available to the student. The College's **intramural program** includes team events in flag football, basketball, softball, volleyball, and tug-of-war. Most leagues (excepting flag football and tug-of-war) are offered on a co-ed basis. Those who wish to pursue more independent recreational activities may become involved in camping, ping-pong, pool, tennis, golf, archery, trap shooting, jogging, cross country skiing, canoeing, track and field events.

The College's one of a kind **Fitness Trail** provides you with the challenge of testing your endurance against the best of the heart specialists and **Community Health Education Center** has to offer. Hocking Tech's well-equipped **Gymnasium** also includes a universal gym and weight lifting equipment. For those who wish to lounge, the student lounge on the second floor mezzanine section pro-

vides video games and color television.

At Hocking Tech recreational activities also occur within several classroom settings. From **Karate** to **Combat Aikido** to **Birdwatching** in ornithology while tramping through the hills at 4:30 a.m. -the College's emphasis on learning by doing provides numerous physical activities. (Ask a timber harvesting student after six hours in the field!)



If you and/or your family enjoy hiking, there are hiking trails set up on the **250-acre** Hocking Tech campus. Many students are involved in the Hocking Hills Winter Hike held annually each January and supported by Hocking Technical College. If you prefer **camping**, camp sites are available at various times during the year right on campus. If you're early you can even camp along the river - the **Hocking River** - which flows over our campus. Numerous other campsites are available within a 15-mile area.

If your interest is historical, you and/or your family will enjoy visiting the **Ohio Hocking Forestry Museum** also on our campus. And, to make your trip to the museum more authentic, you may wish to board old engine 33 (a real steam engine) in Nelsonville and ride across the campus on the **Hocking Valley Scenic Railway**. After a thirty minute ride over the hills, to the glen and back again, you'll return through the campus and stop at the **Forestry Museum**. While at the museum, you



may also wish to view Hocking Tech's ultra-modern **hydraulic sawmill**. Truly this experience can give you a view of the past and future of one of Ohio's major industries - Forestry.

If picnicking is your bag (no pun intended), you are welcome to use our wooded **Picnic Grounds** adjacent to the gymnasium. In short, Hocking Tech can provide physical and recreational activities to meet a variety of individual needs.

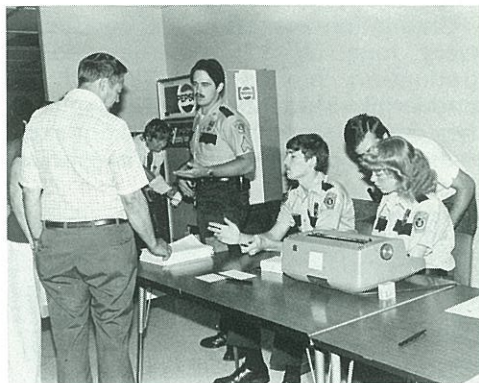
HEALTH, SAFETY, / SELF-PRESERVATION

The basic needs of the student are not overlooked at Hocking Tech. Basic health, safety and food services are provided. The College **Health Center** is staffed by a registered nurse and the college secures the services of a medical advisor and physician. The nurse is under his supervision and has certain standing approved orders which she may use for emergency treatment of illness and/or accident. A medical history and written authorization for emergency treatment of illness and/or accident is required of all students enrolled at Hocking Tech. Students should have hospitalization insurance. If the student desires, and in certain technologies it may be required, he/she may purchase a 24-hour, one year, low cost **Health Insurance Plan** through the College.

Students also have available the services of the **Community Health Education Center**. **CHEC's** director is a registered nurse and is available for consultation for problems related to heart disease, hypertension or diabetes. **CHEC's** staff also provides students health oriented fun classes in such areas as **Aerobic Dance**, **Jazzercise**, and **Exer-dance** to name only a few. **CHEC** is interested in promoting the wellness of our students, staff and community.

The College contracts for **Food Service** in a cafeteria style setting in the main student lounge on the second floor. Various types of meal tickets are available to purchase food. Daily specials are available as well as standard menus. Students may choose to use dining room facilities at the **Hocking Valley Motor Lodge** as well. Student questions concerning food service should be directed to the Admissions Office.

Hocking Technical College's Campus Security has the responsibility for maintaining "peace and tranquility" on campus. Due to the setting in which the college is located, much of campus security's time is involved with traffic flow, handling emergency messages for students, acting as back up law officers in case of major local need, and providing direct services to staff, students and visitors (ever lock your keys in your car?). Campus Security personnel are



trained law enforcement officers and can respond to crisis situations quickly and effectively. In the event problems occur on campus, students must realize the basic standard of behavior for students at Hocking Tech is one of **adult** responsibility. Students may be subject to **disciplinary dismissal** in certain instances, particularly in cases where threats of or activities causing bodily harm are involved. The College **Board of Trustees** is in full support of **Campus Law 1219** and students should be aware of the provisions of this law. This law and other conduct issues are outlined in the **Student Handbook**.

The college operates a **Bookstore** on campus for the convenience of students. Students may purchase textbooks at the beginning of each course, and may sell selected textbooks for reuse at the end of the course. Basic college and school supplies as well as various sundry items may be purchased at the bookstore. Students may also purchase various sundry items from the **Hocking Valley Motor Lodge Gift Shop**.

In addition to counseling and advising systems offered through the college, an active **Campus Ministry** is available on campus. Hocking Tech's ministry is sponsored in part by the Ohio Board for United Ministries in Higher Education,

part by local churches, and in part by the College Ministry Board. This ministry is non-denominational and programs are open to all students.

GRADUATION REQUIREMENTS

Applications for graduation can be obtained from the Records Office and must be made the quarter prior to the planned quarter of completion. The department director is responsible for verifying that graduation requirements have been met.

Graduation exercises are conducted every June. A \$15 (non-refundable) graduation fee is required of all graduating students whether or not they participate in commencement exercises. For a complete outline of graduation refer to the **Student Handbook**.



To earn an Associate Degree a student must:

1. Have a passing grade for all required courses in his technology.
2. Have at least a 2.000 grade point average in his technical courses as well as a 2.000 grade point average for all courses taken.
3. A student who does not have the necessary 2.000 average may earn a Technical Certificate, if he has earned a passing grade in certain selected technical subjects. Consult with the department director about this option.
4. Grades will not be released for graduation if a student has any outstanding financial obligations to the College.

SPECIAL CREDIT OPTIONS

Transfer Credit Procedures The student who has completed course work at another institution of higher education should have his course work evaluated for transfer credit. Counseling Center staff will determine general college credit to be granted and will secure information from the departments concerning technical credit.

Credit by Assessment or Prior Experiential Learning Students who come to the college with skills and knowledge acquired from experience on the job, in the community, in the military, personal development or travel can be awarded credit when this learning is equivalent to technical or general courses in their technology. Such students take **Portfolio Development**, a course to prepare a portfolio documenting their skills and experiences.

Credit by Advanced Standing Advanced standing may be granted to some students whose education/military/employment experience warrants it. This is particularly true for graduates of vocational high school programs. The appropriate department director will determine criteria for advanced standing. Forms for advanced standing can be picked up at the Records Office. They must be signed by the department director and Vice President of Instruction to be efficiently completed.

Credit by Examination Students who have a special proficiency in one or more subjects may earn credit for the subject

by examination. Application must be made to the appropriate department director for the course(s) in question. Only courses specified by the department are available for credit by examination. The application must be approved by the department director. Applications for credit by exam are available at the desk of the department secretary. They must be signed by the department director to be officially completed.

ACADEMIC PROGRESS

Students who have failed to maintain satisfactory academic progress as defined under **Probation** and **Academic Dismissal** above will be placed on academic probation. In addition, a student earning less than a 1.500 for any quarter regardless of number of hours completed, will be placed on probation. Students on probation may be required to carry a reduced course load as determined by their advisor.

If a student is on academic probation for two final grading periods and has not earned the required grade point average, he/she will be required to participate in the college's **Mandatory Probation Module Process**. Students who receive less than a .75 GPA for any one quarter will be required to participate in the Mandatory Probation Module Process. Following completion of the Mandatory Module, students will be evaluated by the counseling staff and a recommendation made to the Vice President of Student Services for appropriate action. Students who fail to show satisfactory academic progress during their first quarter in the Mandatory Module System will be terminated from veterans benefits and other financial aids. Academic dismissal and/or disciplinary dismissal from the institution will be determined by the Vice President of Student Services. Disciplinary dismissal is discussed in the **Student Handbook**.

FINANCIAL AID

Ohio Instructional Grant The Ohio Board of Regents makes available to Ohio students from families with incomes below \$20,000 tuition assistance ranging from \$100 to \$720 per year*. Separate application available from the Board of Regents.

Pell (Formerly "Basic") Grant The Pell Grant is a federal entitlement grant based on family size, income, assets, and number in college. Grants range from

\$146 to \$1058 per year for Hocking Tech students*. Separate application available from the federal government.

Supplemental Educational Opportunity Grant Grants range from \$200 to \$1500 per year*. Students with exceptional financial need are given priority, but they must complete and file the **Financial Aid Form**. *Subject to change.

College Work-Study Program The College Work-Study Program provides the student the ability to work in a part-time job with earnings to be applied toward their educational expenses at Hocking Tech. Persons must complete and file the Financial Aid Form.

Nursing Scholarships & Loans Students enrolled in the Nursing Program are eligible for nursing scholarships and loans. The student may receive up to \$2000 based on a determined exceptional need. Students must complete and file the Financial Aid Form.

Earn & Learn Program The Earn & Learn Program is a part-time student employment program made through Hocking Technical College. The program enables students to work part-time in jobs related to their program of study. Applications may be obtained from the Financial Aid Office at Hocking Technical College. Demonstrated need is not the major factor with this award. Skills in filling needed positions with the college is of utmost importance.

Scholarships Selected programs have academic scholarships available. Technologies include Ceramic, Heat Processing, Nursing and Natural Resources. Special Freshman Scholarships are also awarded as well as Presidential Scholarships. Nelsonville area students may apply for scholarships from the First National Bank and the People's Bank of Nelsonville.

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.

Bureau of Vocational Rehabilitation (BVR) BVR provides assistance to individuals having disabilities or handicaps. Students who are found eligible for BVR receive coverage on tuition, books, and fees. Students must visit local BVR offices to have eligibility assessed.

Ohio National Guard Tuition Assistance Program The Ohio National Guard will pay the tuition of enlisted men and women who attend HTC who meet national guard commitments and guidelines for enlistment.

G.I. Bill Public Law #385, The Veteran's Readjustment Act of 1966 provides funds for the continuation of education for veterans who enlisted prior to January 1, 1977 and served more than 181 days of active duty. Veterans seeking financial aid through this bill should contact the Veterans Office at HTC or their local Veterans Service Officer.

Comprehensive Employment Training Act (CETA) Limited funds are available under this act for students who attend Hocking Technical College. Books, tuition, and fees as well as a minimum wage per hour allotment could be granted to students. Contact local employment service office to have eligibility assessed.

SELECTION CRITERIA - Scholarship selection is based on:

1. Scholastic achievement
2. Personal recommendations
3. Narrative provided with the application

Most grant and work program assistance is determined on the basis of financial need or institutional skill needs.

HOW DO I APPLY? The following procedures should be followed:

- A. Obtain and complete a Hocking Tech Student Information Sheet, available from the Financial Aid Office.
- B. Complete and file a Financial Aid Form (FAF) with College Scholarship Service, Box 2700, Princeton, New Jersey 08540. This form is available from high school guidance counselors or at the Hocking Technical College Financial Aid Office.
- C. Obtain and complete Ohio Instructional Grant (OIG) available from high school counselors or Hocking Technical College Financial Aid Office. Mail completed form to Ohio Board of Regents, Student Assistance Office, 30 East Broad Street, Columbus, Ohio 43215.

D. Students who want to apply for a Pell Grant may file a separate Pell Grant application and mail to Pell Grants, P.O. Box 93781, Los Angeles, CA 90009.

E. All of the above applications **should** be filed as early as possible as processing generally takes at least 6 to 8 weeks.

AMOUNT OF YOUR AWARD Student financial aid is packaged to meet individual financial need. A combination of grant(s), loan(s), and work-study may be offered to meet this need.

If additional information on any of the above programs is needed, please contact the Financial Aid office at Hocking Technical College.

REFUNDS

Tuition refunds are made only for valid reasons that require the student to change plans. The refunds are made according to Board policy schedule: 100% refund from date on which the fees are 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 and filed 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 and filed 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 and filed in the third week of the quarter or by Wednesday in the second week of summer session.

20% refund when withdrawal form is completed and filed in the fourth week of the quarter or by Saturday in the second week of the 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 and filing of the withdrawal form. Refunds due to billing errors or incomplete classes (evening division) are processed within one week of the request. The procedure is outlined in the **Student Handbook**.

ADVISORY COMMITTEES

General Advisory Committee Key people from a variety of lay organizations in the Perry, Hocking, and Athens County region have been appointed to the Hocking Tech General Advisory Committee. These resource people advise the Board of Trustees and administration on community feelings and needs, and help assure that the emphasis is appropriate in the various aspects of the Hocking Technical College program.

Technical Advisory Committee 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 process trends, recruitment ideas, and other pertinent subjects.

All Associate Degree programs must provide a balance of 50% technical and 50% general and basic courses. The following is a listing by department by technology of **Technical Courses** offered in all two year programs at Hocking Technical College. Sufficient and quality general studies and basic courses are offered to provide any employer a well rounded employee. Curriculum sheets listing all technical, general and basic courses are available from the Admissions Office upon request.

BUSINESS DEPARTMENT

ACCOUNTING

- 2235 Payroll Accounting
- 1243 Business & Accounting Machines
- 0221 Survey of Data
- 1208 Accounting I Simulation
- 2218 Tax Accounting
- 1234 Data Applications
- 1526 Fundamental of Business II
- 1209 Accounting II Simulation
- 2219 Tax Accounting II
- 1236 Automated Data Systems
- 1232 Accounting III
- 2264 Funds Accounting I
- 1263 Financial Statement Analysis
- 2234 Basic Cost Accounting
- 1211 Basic Cost Accounting Simulation
- 2260 Advanced Cost Accounting
- 2266 Funds Accounting II
- 2233 Accounting IV
- 2260 Accounting V
- 2262 Auditing I
- 1698 Basic Elements of Typing

BUSINESS MANAGEMENT

- 1522 Principles of Business Management I
- 0221 Survey of Data
- 1510 Sales I
- 1523 Principles of Business Management II
- 2534 Marketing I
- 1234 Data Applications
- 9901 Managerial Accounting I
- 1237 Automated Data Systems
- 1524 Principles of Business Management III
- 1259 Retail Management
- 2288 Personnel Management
- 1265 Industrial Marketing
- 1267 Labor-Management Relations
- 1263 Financial Statement Analysis
- 2234 Basic Cost Accounting
- 1260 Advanced Business Law
- 1258 Self-Directed Learning in Management
- 1269 Purchasing Management
- 1244 Business Seminar
- 1262 Corporate Finance
- 1261 Case Studies in Management

RETAIL MARKETING MANAGEMENT

- 0221 Survey of Data
- 1510 Sales I
- 2534 Marketing I
- 1234 Data Applications
- 1523 Principles of Business Management II
- 2582 Principles of Finance
- 9901 Managerial Accounting I
- 1237 Automated Data Systems
- 1259 Retail Management
- 9902 Managerial Accounting II
- 2288 Personnel Management
- 1599 Sales Promotion
- 2525 Retail Buying I
- 2527 Retail Law
- 2263 Advertising
- 2580 Retail Store Operations
- 1244 Business Seminar
- 1512 Operations Analysis
- 2287 Personal Finance

COMPUTER SCIENCE

- 0220 Introduction to Data
- 1270 Program Analysis I
- 1223 Computer Concepts
- 2228 Cobol I
- 1271 Program Analysis II
- 2229 Cobol II
- 1214 Systems Analysis
- 1225 Documentation Techniques
- 2251 Data Systems I
- 1220 Introduction to RPG II
- 1526 Fundamentals of Business II
- 2230 Cobol III
- 1221 Advanced RPG II
- 2234 Basic Cost Accounting
- 2252 Data Systems II
- 1228 Basic Assembler Language
- 2272 Fortran

HOTEL AND RESTAURANT MANAGEMENT

- 2670 Hotel-Restaurant Lab Experience I
- 1635 Quality Food Preparation
- 2684 Dining Room Service
- 2671 Hotel-Restaurant Lab Experience II
- 1628 Front Office Procedures
- 1640 Regular and Modified Menu Planning
- 1626 Safety and Sanitation
- 2672 Hotel-Restaurant Lab Experience III
- 1630 Purchasing for Food & Lodging Estab.
- 1615 Food and Lodging Merchandising
- 1627 Supervisory Housekeeping
- 2673 Hotel-Restaurant Lab Experience IV
- 2294 Accounting for Hotel-Restaurant
- 2610 Food and Beverage Management
- 1526 Fundamentals of Business II
- 0221 Survey of Data
- 2674 Hotel-Restaurant Lab Experience V
- 1682 Management Supervision
- 1636 Hotel-Restaurant Law
- 1641 Advanced Food Preparation
- 2675 Hotel-Restaurant Lab Experience VI
- 2682 Hotel-Restaurant Management I
- 2686 Facilities Program & Planning
- 1637 Food & Beverage Cost Cont.

CULINARY ARTS

- 1614 Introduction to Culinary Arts
- 1626 Safety and Sanitation
- 1639 Basic Food Preparation
- 1642 Introduction to Baking
- 1624 Intermediate Food Preparation
- 1613 Professional Baking & Classical Pastries
- 1643 Culinary Menu Production
- 1611 Professional Food Preparation
- 1610 Professional Meat Cutting
- 1623 Garde Manger
- 1619 Banquet Organization
- 1644 Culinary Arts Lab Experience I
- 1622 Executive Food Purchasing
- 1645 Culinary Arts Lab Experience II
- 1648 Chef Stewarding Procedures
- 1612 Professional Chef Supervision
- 1646 Culinary Arts Lab Experience III

TRAVEL & TOURISM

- 1531 Introduction to Travel Industry
- 1625 Introduction to Hospitality Industry
- 1522 Principles of Business Management I
- 1532 Introduction to Travel Industry II
- 1523 Principles of Business Management II
- 1524 Principles of Business Management III
- 1535 Tour Guides & Services
- 1536 Tourism Promotion & Management
- 1510 Sales I
- 2534 Marketing I
- 0527 Standard First Aid Multi-Media
- 1533 Passenger Traffic Management
- 1534 Special Problems in Travel Management
- 2263 Advertising
- 1258 Self-Directed Learning in Management
- 1728 Interviewing Techniques
- 1541 Travel Industry Practicum
- 1537 Travel Industry Seminar
- 1261 Case Studies in Management
- 2288 Personnel Management

FINANCIAL MANAGEMENT

- 2411 Principles of Bank Operations
- 2404 Marketing for Bankers
- 1236 Automated Data Systems
- 2409 Installment Credit
- 2412 Trust Functions & Services
- 2415 Bank Cards
- 1523 Principles of Business Management II
- 2417 Introduction to Calculators & Adding Machines
- 2407 Credit Administration
- 2408 Home Mortgage Lending
- 2416 Negotiable Instruments & Payments Mechanism
- 2288 Personnel Management
- 2410 Money & Banking
- 2585 Federal Reserve System
- 2414 Savings & Time Deposits in Banking
- 2413 Law & Banking
- 2401 Agricultural Finance
- 2403 Federal Regulations of Banking
- 1263 Financial Statement Analysis
- 2584 Management of Commercial Bank Funds

SECRETARIAL SCIENCE

- 1240/
- 1241 Typing I/II
- 1215 Secretarial Office Procedures I
- 2283 Records Management
- 2201/Individual Study (Switchboard)
- 1245 Shorthand I
- 1241 Typing II
- 2290/Magnetic Media I
- 2289 Magnetic Media II
- 1216 Secretarial Office Procedures II
- 0241 Business Machines
- 1248 Typing III
- 1217 Secretarial Office Procedures III
- 2278 Machine Transcription I
- 0221 Survey of Data
- 1218 Technical Office Experience
- 1247 Shorthand III
- 1242 Administrative Typing
- 2279 Machine Transcription II
- 1223/Computer Concepts
- 1251 Shorthand IV
- 2280 Office Organization & Management
- 1234/Data Applications
- 1252 Shorthand V
- 2282 Secretarial Seminar
- 2209 Practicum
- 1214 Systems Analysis
- 1253 Shorthand VI
- 2289 Magnetic Media II

Legal Secretarial Certificate

- 2215 Legal Terminology & Typing
- 2214 Legal Machine Transcription
- 2212 Legal Research

Medical Secretarial Certificate

- 0498 Medical Terminology I
- 2290 Magnetic Media I
- 0495 Medical Transcription
- 0416 Medical Law, Confidentiality & Ethics
- 0472 Medical Office Procedures II

INDUSTRY (ENGINEERING TECHNOLOGIES)

AUTOMOTIVE SERVICE MANAGEMENT

- 2072 Automotive Service Orientation
- 2087 Internal Combustion Engines
- 2086 Carburetion and Fuel Systems
- 2071 Automotive Diesel Engines
- 2081 Automotive Air Conditioning
- 2083 Automotive Electricity
- 2084 Automotive Ignition Systems
- 2082 Automotive Chassis I
- 2085 Automotive Transmissions I
- 2094 Automotive Chassis II
- 1870 Occupational Safety
- 2095 Automotive Transmissions II
- 2149 Industrial Supervision
- 2088 Performance Testing
- 1140 Engineering Drawing I

BROADCASTING

- 2143 Electronic Drawing
- 1131 D.C. Circuits
- 1152 Electronics I
- 1132 A.C. Circuits
- 2153 Electronics II
- 1168 Broadcast Equipment
- 2154 Electronics III
- 1163 T.V. Systems
- 2169 Communications Systems
- 2156 Electronics IV
- 1164 B.C. Seminar
- 1145 Electrical Measurements
- 1160 Color T.V. Transmission
- 2157 Electronics V
- 1166 Broadcast Equipment Maintenance
- 1165 Broadcast Instruments & Measurements

CERAMICS

- 1140 Engineering Drawing I
- 1161 Mineralogy
- 1141 Engineering Drawing II
- 1122 Ceramic Materials & Forming
- 1123 Ceramic Drying & Firing
- 2161 Combustion I
- 2130 Introduction to Elec.
- 2164 Combustion II
- 2179 Glasses
- 2149 Industrial Supervision
- 2146 Instruments & Controls I
- 2193 Statistical Quality Control
- 2178 Glazes and Enamels
- 2192 Digital Control Systems
- 2177 Ceramic Automation
- 2175 ASTM Procedures
- 1130 Technical Laboratory
- 2190 Seminar in Industrial Problems
- 2163 Hydraulics and Pneumatics

DRAFTING AND DESIGN

- 1140 Engineering Drawing I
- 1120 Manufacturing Process I
- 1141 Engineering Drawing II
- 1121 Manufacturing Process II
- 1142 Engineering Drawing III
- 1125 Manufacturing Process III
- 2110 Graphics
- 2130 Introduction to Elec.
- 2114 Architecture I
- 1325 Surveying
- 2144 Electrical Drawing
- 2113 Advanced Drafting
- 2115 Architecture II
- 1870 Occupational Safety
- 2163 Hydraulics and Pneumatics
- 2184 Die Design
- 2195 Fortran
- 2149 Industrial Supervision

ELECTRONICS

- 1140 Engineering Drawing I
- 1131 D.C. Circuits
- 1152 Electronics I
- 1132 A.C. Circuits
- 2153 Electronics II
- 2143 Electronic Drawing
- 2154 Electronics III
- 2137 Electrical Process I
- 2146 Instruments and Controls I
- 2169 Communications Systems
- 2156 Electronics IV
- 1145 Electrical Measurements
- 2195 Fortran
- 2157 Electronics V
- 2138 Electrical Process II
- 2127 Microwave Theory

HEAT PROCESSING

- 1120 Manufacturing Process I
- 1159 Combustion and Burner Operation
- 1155 Vacuum Furnace
- 1140 Engineering Drawing I
- 1153 Heat Treating I
- 1141 Engineering Drawing II
- 2130 Introduction to Electricity
- 2146 Instruments and Controls I
- 1134 Fuel Properties
- 1135 Heat Transfer
- 1156 Furnace Electrics
- 1147 Furnace Atmosphere Preparation
- 2192 Digital Control Systems
- 1137 Fuel Burning Systems
- 1154 Heat Treating II
- 1111 Industrial Furnace Design
- 2149 Industrial Supervision
- 1138 Heat Processing Calculations
- 1158 Metal Quality Control
- 1157 Furnace Maintenance

PETROLEUM MANAGEMENT

- 2118 Cable Tool Drilling
- 2129 Subsurface Geology & Leasing
- 1522 Principles of Business Management I
- 2124 Introduction to Production
- 2125 Well Completions
- 1523 Principles of Business Management II
- 2119 Rotary Drilling
- 2123 Pumping
- 1524 Principles of Business Management III
- 2132 Bottom Hole Pumps
- 1870 Occupational Safety
- 2120 Pipe Fitting
- 2121 Small Engine
- 2130 Introduction to Electricity
- 2128 Well Abandonment
- 2925 Supervision & Leadership
- 2133 Modern Well Logging
- 2122 Well Servicing & Services
- 2131 Advanced Petroleum Applications
- 1265 Industrial Marketing

PUBLIC SERVICE DEPARTMENT

CORRECTIONS

- 1727 Introduction to Criminal Justice
- 1733 Institutional Corrections
- 1761 Criminology
- 1734 Non-institutional Corrections
- 1768 Drug and Alcohol Abuse
- 1777 Juvenile Delinquency
- 1720 Criminal Law I
- 1721 Criminal Law II
- 2769 Correctional Law
- 2702 Individual Studies in Corrections
- 1728 Interviewing Techniques
- 2765 Critical Issues in Criminal Justice
- 2770/ Corrections Practicum
- 2746 Practicum Seminar
- 1738 Reality Therapy
- 1729 Approaches to Counseling
- 1790 Group Work Techniques
- 2767 Correctional Report Writing
- 2766 Correctional Administration
- 1730 Case Analysis
- 2771 Counseling Techniques

POLICE SCIENCE

- 1727 Introduction to Criminal Justice
- 1751 Introduction to Investigation
- 1713 Basic Photography
- 1717 Police Photography I
- 2735 Juvenile Procedures
- 2730 Criminalistics I
- 1721 Criminal Law II
- 2765 Critical Issues in Criminal Justice
- 2731 Criminalistics II
- 2925 Supervision and Leadership
- 2755 Laws of Arrest, Search, and Seizure
- 2732 Criminalistics III
- 2799 Police Administration I
- 1704 Crime Prevention & Community Relations
- 2756 Intermediate Investigations
- 1768 Drug and Alcohol Abuse
- 2752 Criminal Evidence
- 2754 Accident Investigation
- 1761 Criminology

HEALTH CAREERS DEPARTMENT

DIETETIC

- 0566 Survey of Dietetics
- 0364 Basic Nutrition
- 0555 Food Preparation Principles I
- 0552 Dietetic Dir. Practice I
- 0363 Applied Nutrition
- 0556 Food Preparation Principles II
- 0553 Dietetic Dir. Practice II
- 1622 Executive Food Purchasing
- 0560 Normal & Mod. Diet Planning
- 0554 Dietetic Dir. Practice III
- 0362 Nutrition
- 1814 Environmental Health Enfor.
- 0557 Food Service Dir. Practice I
- 0564 Nutrition Care Dir. Practice III
- 2610 Food & Beverage Management
- 0558 Food Service Dir. Practice II
- 1637 Food & Beverage Cost Control
- 0571 Current Topics in Dietetics
- 0559 Food Service Dir. Practice III
- 1870 Occupational Safety
- 2684 Dining Room Service
- 0572 Diet Therapy I
- 0565 Nutrition Educ. Methods
- 0562 Nutrition Care Dir. Practice I
- 0493 Anatomy & Physiology I
- 0573 Diet Therapy II
- 0561 Nutrition Assessment & Planning
- 0563 Nutrition Care Dir. Practice II

EMERGENCY MEDICAL

- 0521 Basic Emergency Victim Care
- 0541 EMT Clinical Experience I
- 0542 Defensive Driving & Emergency Vehicle Operations
- 0540 Orientation to Emergency Ser.
- 0533 EMT Conditions & Techniques I
- 0549 EMT Clinical Experience II
- 0535 Rescue Squad Experience
- 0547 Emergency Service Communications Skills
- 0534 EMT Conditions & Techniques II
- 0548 EMT Clinical Experience III
- 0526 Rappelling
- 0529 Victim Rescue
- 0545 Advanced Emergency Conditions
- 0544 EMT Clinical Experience IV
- 0465 Personnel Supervision
- 0519 EMT Clinical Experience V
- 0539 Cartography
- 0532 Management Laboratory
- 0517 Seminar in Emergency Services
- 0537 EMT Clinical Experience VI
- 0536 Water Rescue and Safety
- 0362 Nutrition (Nutrients)

FIRE AND EMERGENCY SERVICES

- 0521 Basic Emergency Victim Care
- 0541 EMT Clinical Experience I
- 0542 Defensive Driving & Emergency Vehicle Operation
- 0540 Orientation to Emergency Ser.
- 0533 EMT Conditions and Techniques I
- 0549 EMT Clinical Experience I
- 0535 Resuce Squad Experience
- 0547 Emergency Service Communications Skills
- 0534 EMT Conditions & Techniques III
- 0548 EMT Clinical Experience III
- 0526 Rappelling
- 0529 Victim Rescue
- 1910 Fire Prevention Practices
- 1924 Fire Chemistry, Physics, Hydraulics
- 1907 Fire Command
- 0465 Personnel Supervision
- 2736 Understanding Hazardous Materials
- 0539 Cartography
- 0517 Seminar in Emergency Ser.
- 1901 Fire Investigation Methods
- 1919 Rural Fire Fighting
- 0536 Water Rescue & Safety

MEDICAL ASSISTANT

- 0498 Medical Terminology I
- 0481 Medical Assistant I
- 0473 Medical Office Procedures I
- 0499 Medical Terminology II
- 0416 Medical Law, Confidentiality, and Ethics
- 0482 Medical Assistant II
- 0472 Medical Office Procedures II
- 0495 Medical Transcription
- 0483 Medical Assistant III
- 0470 Medical Assistant IV
- 0550 Externship
- 0437 Pharmacology (Intro. & Admin., Drug Classif. I & II)
- 0362 Nutrition (Nutrition, Lifespan, Economics, Diet Therapy I)
- 0550 Externship
- 0465 Personnel Supervision
- 0475 Medical Laboratory Procedures
- 0550 Externship
- 0551 Financial Records & Reports

MEDICAL RECORD/HEALTH CARE REVIEW

- 0457 Medical Record & Health Agency Orientation
- 0498 Medical Terminology I
- 0473 Medical Office Procedures I
- 0461 Health Records & Procedures
- 0499 Medical Terminology II
- 0416 Medical Law, Confidentiality and Ethics
- 0472 Medical Office Procedures II
- 0342 Coding and Abstracting
- 0495 Medical Transcription
- 0343 Health Statistics & Med. Audits
- 0322 Medical Record Dir. Practice I
- 0437 Pharmacology (Intro. & Admin., Drug Classif. I & II)
- 0465 Personnel Supervision
- 0337 Medical Record Dir. Practice II
- 0325 Medical Record Seminar
- 0324 Medical Record Dir. Practice III
- 0362 Nutrition (Nutrients)

NURSING LEVEL I (P.N.)

- 0118 Nursing Fundamental/Geriatrics
- 0117 Nursing Clinical Experience I -
Fund./Geriatrics
- 0437 Pharmacology (Math)
- 0510 Nursing Dynamics I
- 0362 Nutrition (Nutrients)
- 0414 Nursing Fundamentals/Obstetrics
- 0119 Nursing Clinical Experience II -
Fund./Obstetrics
- 0437 Pharmacology (Intro. & Admin.)
- 0511 Nursing Dynamics II
- 0362 Nutrition (Life Span)
- 0111 Nursing Clinical Experience III -
Medical/Surgical
- 0437 Pharmacology (Drug Classif. I)
- 0512 Nursing Dynamics III
- 0362 Nutrition (Diet Therapy I)
- 0409 Medical/Surgical Nursing of the
Adult & Child II
- 0112 Nursing Clinical Experience IV -
Medical/Surgical/Peds.
- 0437 Pharmacology (Drug Classif. II)
- 0513 Nursing Dynamics IV
- 0362 Nutrition (Economics)

NURSING LEVEL II (A.D.)

Courses as listed for Nursing Level I (P.N.) and those listed below:

- 0440 Mental Health Nursing
- 0105 Nursing Clinical Experience V -
Psychiatric/Mental Health
- 0115 Career Transition PN to RN
- 0430 Adv. Medical/Surgical Nursing
- 0106 Nursing Clinical Experience VI -
Adv. Medical/Surgical
- 0437 Pharmacology (Drug Classif. III)
- 0362 Nutrition (Diet Therapy II)
- 0450 Nursing Care of Groups of Patients
- 0107 Nursing Clinical Experience VII -
Nursing Care Groups of Patients
- 0449 Obstetric/Pediatric Enrichment
- 0509 Nursing Dynamics V

NATURAL RESOURCES DEPARTMENT

AGRICULTURAL PRODUCTION

- 1407 Agricultural Technician Orientation
- 1408 Introduction to Dairy Cattle Production
- 1393 Introduction to Animal Science
- 1405 Forage Crop Production II
- 1404 Field Crop Production
- 1410 Practicum in Agriculture
- 1411 Seminar in Agricultural Production
- 1403 Animal Nutrition
- 1402 Beef Production
- 1396 Farmstead Systems for Storage &
Processing of Agronomic Crops
- 1400 Principles of Farm Management
- 1412 Commercial Vegetable Production
- 1399 Principles of Agricultural Mechanics
- 1398 Business II for Agricultural Technician
- 1397 Tractors & Farm Field Machinery
- 1395 Marketing of Agricultural Products
- 1394 Sheep & Swine Production

ENVIRONMENTAL AND INDUSTRIAL PROTECTION

- 2357 Safety, First Aid and CPR
- 1815 Semi-Public Water and Waste Water
Treatment
- 1910 Fire Prevention Practices
- 1817 Industrial Hygiene
- 2145 Industrial Security
- 2317 Orientation to Employment
- 1313 Health Education Techniques
- 1811 Occupational Safety Equipment/
Environmental Surveillance
- 0406 Cardiopulmonary Resuscitation Instructor
- 1810 Industrial Hygiene/Safety Seminar
- 1814 Environmental Health Enforcement
- 2851 Epidemiology
- 2837 Vector Control
- 2840 Bacteriology
- 1821 Air/Waste/Solid Waste Problems
- 0354 Entomology
- 1882 Environmental Health Seminar

FORESTRY

- 0320 Introduction to Forestry
- 1335 Dendrology
- 0321 Photo Interpretation
- 1322 Fire Control & Forest Protection
- 0318 Technical Drawing
- 1323 Reforestation
- 1357 Forest Measurements
- 1324 Surveying
- 2360 Forest Mensuration
- 2365 Timber Harvesting
- 2398 Introduction to Wildlife Management
- 2316 Orientation to Employment
- 2318 Applied Silviculture
- 2319 Forest Management
- 2315 Forest Products Utilization
- 2314 Lumber Grading, Marketing

RECREATION AND WILDLIFE

- 2755 Laws of Arrest, Search & Seizure
- 2361 Recreation Area Equipment
- 1301 Ohio Trees
- 1305 Game Animals of East Central U.S.
- 1302 Cartography
- 1308 Wildlife Investigation Techniques
- 1325 Surveying
- 2383 Watercraft Operation & Maintenance
- 1343 Watercraft Safety
- 1307 Environmental Problems
- 2337 Interpretive Methods
- 2341 Interpretive Graphics
- 2381 Problems in Ecology
- 0320 Introduction to Forestry
- 2398 Introduction to Wildlife Management
- 2382 Recreation Management Seminar
- 1304 Fish Ecology
- 1346 Investigations
- 2925 Supervision and Leadership
- 1354 Fish Management I
- 2303 Management of Recreation Areas
- 2750 Interrogation & Interviewing
- 1347 Environmental Enforcement Problems
- 2339 Interpretive Methods III
- 2362 Student Practicum
- 1358 Fish Management II
- 2399 Wildlife Management
- 1348 Environmental Writing
- 2338 Interpretive Methods II

SAWMILL OPERATIONS - LUMBER GRADING

- 2342 Lumber Grading I
- 2345 Log Grading and Scaling
- 1359 Sawmill Operations I
- 1360 Sawmill Operations II
- 1361 Sawmill Operations III
- 2343 Lumber Grading II
- 2344 Lumber Grading III
- 0320 Introduction to Forestry
- 0319 Technical Drawing
- 2336 Production Analysis

TIMBER HARVESTING - TREE CARE

- 2330 Tree Identification
- 2323 Diesel, Gasoline and Small Engine
Maintenance and Repair
- 2328 Timber Harvesting Skills I
- 2332 Equipment Operation I
- 2326 Hydraulics & Mechanical Systems
Maintenance and Repair
- 2331 Welding
- 2307 Timber Harvesting Skills II
- 2333 Equipment Operations II
- 2313 Timber and Log Scaling
- 2327 Timber Harvesting Skills III
- 2311 Timber Harvesting Seminar
- 0320 Introduction to Forestry
- 1306 Park Landscaping
- 0317 Climbing
- 0316 Diagnostic Tree Care
- 0315 Mechanics of Tree Care

Below is a listing of **General Studies Courses** offered at Hocking Tech. **General Studies PACE Courses** are listed in red.

GENERAL STUDIES COURSES

- 0052 Abnormal Psychology
- 0085 Advanced Map Reading
- 1019 Algebra for Electronics
- 1017 Algebra I
- 1018 Algebra II
- 0069 Appalachian Ohio Culture
- 0016 Applied Human Relations
- 0087 Basic Army ROTC Summer Camp
- 0086 Basic Map Reading & Orientation
- 0072 Career Strategies I
- 0073 Career Strategies II
- 1009 Communications I
- 1010 Communications II
- 1011 Communications III
- 1012 Communications IV
- 0068 Community Service Project
- 0053 Correctional Psychology
- 0051 Developmental Psychology
- 0082 Dynamic Leadership III
- 0090 Dynamics of Group Living
- 0042 Economics Issues and Problems
- 0045 Economics & Related Problems
- 0079 Effective Speaking for People in
Leadership Positions
- 9916 Efficient Reading
- 0021 Employment Correspondance
- 1006 English as a Second Language III
- 1007 English as a Second Language II
- 1008 English as a Second Language I
- 0028 Fundamentals of Mathematics
- 0031 Fundamentals of Communications
- 0032 Fundamentals of Reading
- 1016 Geometry & Statistics
- 0488 Human Sexuality
- 9010 Individual Study (General Studies)
- 0081 Intensive Reading
- 0046 Interacting with Government & Politics
- 0071 Interpersonal Relationships
- 0050 Introduction to Psychology
- 0060 Introduction to Sociology
- 0089 Introduction to Military Science
- 0015 Introduction to Technical Mathematics
- 0030 Job Search Techniques
- 0083 Leadership & Management I
- 0084 Leadership & Management II
- 1022 Math II
- 1021 Math 15 (Automotive Technicians)
- 1026 Math 21
- 1020 Math 25 (Automotive Technicians)
- 1031 Math 31
- 0088 Methods of Military Instruction
- 0055 Ohio Forestry History
- 0014 Oral Communications Modules
- 0091 Orientation to Broadcast Media
- 0018 Orientation to American Life

0047 Portfolio for Child Development
0412 Practicum in Community Service
0059 Psychology, Its Application
0058 Psychology Modules
0092 Seminar in Community Service
0062 Sociology of Family Living
0075 Speech
0023 Spelling Skills
0074 Student Senate Leadership Seminar
0024 Study Skills
0029 Survival in the Real World
2070 Technical Writing
0017 The Individual & the Workplace
0063 Urban Sociology
0025 Vocabulary Skill

COURSE DESCRIPTIONS

0013 CULTURAL RESOURCES INTERPRETATION, PRESERVATION AND LANDSCAPE This course introduces the concepts of historic and cultural landscape preservation. The major focus of the course is upon identifying and interpreting cultural resources in the Appalachia region of southeastern Ohio. The student will learn to relate cultural assessment and management to public policy and public needs in terms of conservation and recreation. Each student will have field experience with cultural projects being developed for the Ohio Hocking Forestry Museum. (3 credits)

0014 ORAL COMMUNICATIONS MODULES Through modules that represent specific activities and projects in oral communications (speech, group discussion, interpersonal skills, etc.) students will gain introductory skills for oral communication in their personal and professional lives. Topics will be selected according to the needs and interests of the group of students in the course. (1-2 credits)

0016 APPLIED HUMAN RELATIONS This course is designed to familiarize the student with various interpersonal processes through lecture, discussion and **experiential** tasks. Information presented is applicable to both personal and work situations. Among the topics covered are types 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 work life. (This course will be a General Studies alternate to Applied Human Relations.) (3 credits)

0018 ORIENTATION TO AMERICAN LIFE This course, specifically designed to meet the needs of new international students, seeks to familiarize these students with college services, community services, aspects of day-to-day American living, and national and community activities and community customs. Included within the course curriculum are class sessions, field trips, and guest speakers. (1 credit)

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)

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 students 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 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. Does not apply toward graduation requirements. (3 credits)

0029 SURVIVAL IN THE REAL WORLD The course is designed to supplement technical skills by providing students with the skills and information necessary to manage and cope with day to day socialization. This course will cover such topics as airline and train reservations, hotel and motel accommodations, insurance do's and don'ts, establishing credit, business lunches, dining know-how, telephone manners, apartment shopping and so forth. (1 credit)

0030 JOB SEARCH TECHNIQUES This ten hour course (one credit hour) provides the student with information about and experience with the strategies involved in identifying and defining a suitable position, designing a resume, preparing related correspondence, applying for the position, interviewing in person or by telephone, and a "state of the art" discussion with a representative of his technology. (1 credit)

0031 FUNDAMENTALS OF COMMUNICATION Fundamentals of Communication is designed to develop basic writing skills in the students with a demonstrated need for such skills. The course focuses on sentence structure, parts of speech, punctuation, spelling, grammar and proofreading. The format includes both individualized and group activities, and each skill is evaluated for mastery. Successful completion of this course is required before the student can take Communications I (3 credits)

0032 FUNDAMENTALS OF READING This is a course for students needing a complete and thorough review of the fundamentals of general reading. The class work will be highly individualized. Emphasis will be word attack, comprehension and vocabulary skills. *Does not apply toward graduation requirements. (3 credits)

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)

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

0045 ECONOMICS & RELATED SYSTEMS This course is a study of the more detailed aspects of microeconomics. 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 process. (3 credits)

0047 PORTFOLIO FOR CHILD DEVELOPMENT This course will orient students in the techniques of portfolio development as they apply to the basic competencies needed to provide for proper child development. Surveyed in the course will be safety, health and the child's environment, cognitive and creative language ability, the child's physical needs and abilities, the importance of home and adult support, and strengthening the child's self-concept. Social and group management techniques for pre-school children will be included. In each case, emphasis will be placed on documenting specific competencies. (3 credits)

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

0051 DEVELOPMENTAL PSYCHOLOGY 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 To introduce the paraprofessional correctional trainee to the psychological assessment, classification, and treatment methods used in institutional and community facilities in the United State. (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)

0056 OHIO PERSPECTIVES "Ohio Perspectives" will look at the people, processes, events, and resources that have given Ohio its identity. The course will research the political, industrial, and cultural aspects of the state with regional and historical approaches. (3 credits)

0058 PSYCHOLOGY MODULE—PERSONAL DEVELOPMENT The course is designed to help the student adjust to college life. Personal development through self-assessment of learning styles, study skills, time management, coping with stress and test anxiety is emphasized. (1 credit)

0059 PSYCHOLOGY, ITS APPLICATIONS A practical course designed to assist the student in applying previously learned psychological principles to the specific technology in which he is enrolled, utilizing a case study and "hands on" type of experience. (1-3 credits)

0060 INTRODUCTION TO SOCIOLOGY An overview of the prime aspects of human society and social behavior. In addition, current topics, such as health care, American philosophy, energy, population control and the aged will be emphasized for discussion. Experiential learning activities will be incorporated into the course program. (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 process, 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 of urban regions will be emphasized. (3 credits)

0068 COMMUNITY SERVICE PROJECT 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)

0071 INTERPERSONAL RELATIONSHIPS Interpersonal Relationships is a discussion class that is structured to encourage students to develop their interpersonal skills. Class time is divided equally between discussions of current controversies in our society and the fundamentals of interpersonal skills. Topics that are discussed include homosexuality, alcoholism, drugs, abortion, euthanasia, patient-nurse relationships, and other topics that are chosen by the students during the quarter. (3 credits)

0072 CAREER STRATEGIES I (Entry Phase) A directive approach to the career tracking process. The course is designed to increase student self-knowledge, interpersonal strengths, and occupational awareness and synthesize career planning components into an effective career strategy for personal fulfillment. (3 credits)

0073 CAREER STRATEGIES II (Exit Phase) A course designed to broaden an individual's market base. This is accomplished through training in job seeking skills and by providing job information (availability, projections, etc.) via mechanized career information systems. Topics such as self-evaluation, promotion and advancement, power, and success will be covered in lecture and group discussion formats. (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. The emphasis is on the expression of ideas at meetings, group discussions and extemporaneous speaking engagements. Proper support of ideas and observations through research is stressed. (3 credits)

0077 DYNAMIC LEADERSHIP I Topics discussed—time management, new development in leadership, leadership practice and theory, dealing with change, minimizing stress, power structures, and other practical discussion items. (3 credits)

0078 DYNAMIC LEADERSHIP II Continuation of Dynamic Leadership I. (3 credits)

- 0079 EFFECTIVE SPEAKING FOR LEADERSHIP** 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. The course contains special emphasis on speaking skills for those in leadership positions (3 credits)
- 0081 INTENSIVE READING** The purpose of this course is to help students be successful in their college reading. A wide variety of materials will be used including workbooks, video tapes, paper back books plus journals and texts related to the student's technology. Areas of concern will be reading comprehension and speech, critical reading vocabulary and study skills. (3 credits)
- 0082 DYNAMIC LEADERSHIP III** Third in a series on leadership training emphasizing self and staff development techniques and leadership in a changing world of work. (3 credits)
- 0083 LEADERSHIP AND MANAGEMENT I** Principles and techniques of leadership including basic qualities of leader and special problems of military leadership. Psychological, physiological, and sociological factors affecting human behavior and proven techniques of military leadership. (2 credits)
- 0084 LEADERSHIP AND MANAGEMENT II** Interdisciplinary approach to study of organizational leadership and serves as major step in student's education in leadership process. Provides basis for understanding relationship of individual differences and leadership process, group dynamics and their relationship to leadership process, and impact of leader's behavior on 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. Additional development of orienteering skills. Includes 4-6 hours of practical exercises in field situation, and review of basic map reading skills. (2 credits)
- 0086 BASIC MAP READING AND ORIENTEERING** Fundamental map reading and orienteering techniques with emphasis on development of land navigation skills through practical exercises in the field. (2 credits)
- 0087 BASIC ARMY ROTC SUMMER CAMP** A six-week summer training camp that qualifies students for direct entry to the Advanced ROTC Course. Camp covers military oriented subjects which prepare students for junior and senior level military science courses. Instruction is in basic military skills such as rifle marksmanship, small unit tactics, survival, orienteering, rappelling, first aid and physical conditioning. The camp is rigorous and demanding. (2 credits)
- 0088 METHODS OF MILITARY INSTRUCTION** Educational psychology and practical application of techniques in planning and presenting instruction, with emphasis on military methods. Meets two hours each week. (2 credits)
- 0089 INTRODUCTION TO MILITARY SCIENCE** Broad overview of military science curriculum, role of Army officer, commissioning, and career programs of military. Student will take Army physical fitness test and fire small-bore military rifle. (2 credits)
- 0090 DYNAMICS OF GROUP LIVING** The course, Dynamics of Group Living, is designed as a training program for leaders in a residential group living situation. Emphasis is placed on functions of an effective leader and the leader as a facilitator. Classes include discussion of issues and problem analysis, simulation and behavioral rehearsal, and guided group interaction. (3 credits)
- 0091 ORIENTATION TO BROADCAST MEDIA** This course explores 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 direct experience in the college's broadcast studio, field trips, and class projects. (3 credits)
- 0092 SEMINAR IN COMMUNITY SERVICE** Seminar will provide on-campus presentation and discussion to accompany enrollment in "Practicum in Community Services". (2 credits)
- 0108 TECHNICAL ASPECTS OF MEDICAL-SURGICAL NURSING** Content is focused on review and enrichment of the student's knowledge in medical-surgical nursing. Assessment of the student's knowledge of medical-surgical nursing will also be completed. (5 credits)
- 0109 TECHNICAL ASPECTS OF ANATOMY AND PHYSIOLOGY** Content is focused for review and enrichment of the student's knowledge of physiological science. Assessment of the student's knowledge of physiological science will also be completed. (3 credits)
- 0110 TECHNICAL ASPECTS OF NURSING DYNAMICS** A student-faculty seminar with emphasis on communication skills, interpersonal relations and the role of the nurse. (1 credit)
- 0111 NURSING CLINICAL EXPERIENCE III** 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. (2 credits)
- 0114 FLUID & ELECTROLYTES** An introduction to the basic life needs of the cell. Emphasis is placed upon the maintenance of homeostasis through fluid and electrolyte and acid-base balance. Pertinent concepts of biological chemistry will be applied to elucidate 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 PN to RN. A brief history of associate degree nursing; Nursing Technology program objectives and competencies; roles as a student, graduate, and Registered Nurse; and types of jobs for which Associate Degree Nursing graduates are prepared will be discussed. Role changes from Practical Nurse to Student Nurse to Registered Nurse will be explored from cognitive and effective perspectives. (1 credit)
- 0117 NURSING CLINICAL EXPERIENCE I—(Fundamentals/Geriatrics)** This courses 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 an introduction to the principles and practice of basic nursing techniques, gerontology, and basic patient assessment. The lab component of the course is correlated with the theory. (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 of related courses to provide care for patients on an obstetric unit and on a medical-surgical unit. (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 CLINICAL 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, psychosocial sciences, anatomy and physiology and pharmacology. (2 credits)

0122 NURSING CLINICAL EXPERIENCE VII (Care of Groups of Patients) The course provides clinical experience in a 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)

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

0219 BUSINESS LAW The course is set up to give the student a general idea of the legal limitations and other considerations faced by the business world. Some of the areas to be covered include contract sales, business organizations, and bailments. (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 to 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 data entry equipment and the school's computer system. (3 credits)

0242 BUSINESS MACHINES AND DUPLICATING An advanced course which continues the use of various business machines and stresses the use of duplicating and transcribing machines. (3 credits)

0314 ADVANCED CLIMBING The purpose of this course is to further relate to students the technology of tree removal and pruning. Students will be instructed to remove large dead trees safely and will be taught various roping methods and how to use them safely. In addition, students will receive more training in climbing and also the safe use of chainsaws in a tree. This course will add great knowledge to their performance of duties in the tree trimming field. (4 credits)

0315 MECHANICS OF TREE CARE Major topics covered are pruning, tree feeding, cabling and bracing ice, storm, and lightning damage, tree surgery (wound repair), balling and planting bare root trees 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, information to acquire applicator's license will also be reviewed. (3 credits)

0317 CLIMBING Orientation to equipment and the use of the equipment in urban forestry. (3 credits)

0318 TECHNICAL DRAWING (Forestry) The student will be able to correctly letter according to the standards and procedures shown by the instructor; do simple orthographic projections, simple perspectives, plot a deed, transfer a deed to a topo map, draw a topo map, reduce and reproduce a map, compute data and build three types of graphs, plot field data and construct a curve, and design a simple building and include a cost estimate and a bill of material. (2 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 An introduction and systematic survey of the basic concepts of forestry and the multiple use of natural resources, as they relate to the needs of a complex society. (3 credits)

0321 AERIAL PHOTO INTERPRETATION An introduction of the basic tools—maps and aerial photographs which are used on a daily basis in the planning and management of natural resources. (3 credits)

0322 MEDICAL RECORD DIRECTED PRACTICE I Include practical hospital setting experience in admitting and medical record department procedures. (2 credits)

0323 MEDICAL RECORD DIRECTED PRACTICE II Includes practical on-site experience in discharge procedures and secretarial practice. (3 credits)

0324 MEDICAL RECORD DIRECTED PRACTICE III Includes on-site practical experience in coding and abstracting. (3 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. (2 credits)

0329 MEDICAL RECORD DIRECTED PRACTICE IV Includes practical on-site experience in statistics, medical transcription, supervision, answering a subpoena and physician assistance in a medical record department. (3 credits)

0334 GEOLOGY This course is designed to assist the student in understanding the scope and purpose of the science of geology. It will be teaching students the basic considerations and procedures in identifying common rocks and minerals, the conditions and processes that form the earth (rocks and minerals) and how earth-forming processes affect man and man's use of the earth. (3 credits)

0335 FUNDAMENTALS OF HOSPITAL PATIENT CARE A study of the basic principles and techniques necessary to care for the semiambulatory, diagnostic or mildly ill patient. Emphasis is on basic health care needs of any hospitalized patient. (2 credits)

0336 HEALTH CARE REVIEW DIRECTED PRACTICE I Hospital experience in coding diagnoses and assigning lengths of stay. Limited experience is gained in justifying admissions and concurrent reviews. (2 credits)

0337 HEALTH CARE REVIEW DIRECTED PRACTICE II Hospital experience in maintaining health care review statistics. Gains additional experience in justifying admission and concurrent reviews, and follow-ups with physician advisors as indicated. (3 credits)

0340 HEALTH CARE REVIEW SEMINAR A discussion of the clinical experience of the students with analysis of the varied procedures. (2 credits)

0342 CODING AND ABSTRACTING A study of the basic hospital indices with development of coding procedures emphasizing ICD-9-CM. Completion of computer abstracts. (3 credits)

0343 HEALTH STATISTICS & MEDICAL AUDITS A study of appropriate health statistical reports with interpretation of computer reports. Presentation of the medical audit system with practice in extraction of data using developed criteria, and in data display. (3 credits)

0348 HEALTH CARE REVIEW DIRECTED PRACTICE III Hospital or PSRO experience in justifying admission, concurrent reviews, and other utilization review and audit activities. (3 credits)

0349 HEALTH CARE REVIEW DIRECTED PRACTICE IV Hospital or PSRO experience in justifying admission, concurrent reviews, and other utilization review and audit activities. (3 credits)

0353 INDIVIDUAL STUDY (Health Care Review) Individual study in an area of student interest or identified weakness. (1-5 credits)

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

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—Food Economics, IV—Diet Therapy I, V—Diet Therapy II. Modules I and II are prerequisite for Module V. Modules I, II, IV are prerequisite for Module V. (1-5 credits)

0363 APPLIED NUTRITION A description of the particular nutritional concerns of people throughout the life span: pregnancy, childhood, adolescence, maturity; and particular attention to nutrition effects on dental health, physical exercise and weight maintenance. (4 credits)

0364 BASIC NUTRITION This course describes the effect of nutritional status on health, detailing the specific nutrient requirements of man to maintain good health. (4 credits)

0406 CARDIOPULMONARY RESUSCITATION INSTRUCTOR Instructor course in cardiopulmonary resuscitation will lead to instructor certification through American Heart Association or American Red Cross. Course includes basic instructional techniques, background information on heart attacks and rationale for application of CPR. Instructors will certify through mannequin performance, student teaching, and satisfactory scores on a national standard test. (1 credit)

0407 CARDIOPULMONARY RESUSCITATION A practical course in recognition and 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. (6 credits)

0409 MEDICAL-SURGICAL NURSING OF THE ADULT AND CHILD II Course content focuses on the care of the well child on selected medical-surgical conditions of both children and adults and on the principles and practice of related nursing techniques. The lab component of the course is correlated with the theory. (6 credits)

0412 PRACTICUM IN COMMUNITY SERVICES Practicum will provide experience on locations in community service agencies for learning about community services and practicing oral, written, and interpersonal communication skills. (1 credit)

0413 HEALTH PROMOTION—IT'S UP TO YOU Video course of 16 units (25 minutes each) subjects focus on Health Risks/Lifestyles, and offer programmed instruction on changing individual health risks. Course will be offered on cable TV (2 units/week) and will feature a live, call-in session with HTC faculty (each week): (1 credit)

0414 NURSING FUNDAMENTALS/OBSTETRICS 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. The lab component of the course is correlated with the theory. (6 credits)

0416 MEDICAL LAW, CONFIDENTIALITY AND ETHICS Medical law related to medical records and to various health settings is discussed. The importance of confidentiality in the medical field is stressed. Medical ethics in a variety of health care situations is included. (3 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)

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, exchange and role play practice in possible crisis situations. (1 credit)

- 0420 CHILD HEALTH CARE** The course will promote 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** A course designed to promote an understanding of the causes, effects, and methods of counteracting stress. (1 credit)
- 0423 WOMENS' HEALTH ISSUES** Lecture/discussion of major issues concerning health care needs of women in modern society; female reproductive system, pregnancy alternatives, medical care of the woman patient, sexual function and dysfunction, self-care. (1 credit)
- 0430 ADVANCED MEDICAL/SURGICAL NURSING** The course content concerns principles and techniques essential for providing nursing care for individuals with complex medical-surgical problems. Pharmacology related to complex medical-surgical conditions is included. School laboratory experience is an integral part of the course and provides opportunity to learn advanced skills. (5 credits)
- 0434 TECHNICAL ASPECTS OF PHARMACOLOGY** 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)
- 0437 PHARMACOLOGY** A six module course exploring drug classifications, actions, side effects, implications, interactions and patient teaching. Drug administration will be included. Module I—Math, Module II—Introduction and Administration, Module III—Drug Classifications I, Module IV—Drug Classifications II, Module V—Drug Classifications III, Module VI—Clinical Drug Administration, Module I or Math 55 is prerequisite to all other Modules. Module II is pre to Module III, IV, V, VI. (1-6 credits)
- 0440 MENTAL HEALTH NURSING** The course concerns principles of nursing care of patients with psychological and/or emotional problems. Related pharmacology is included. Laboratory experience includes case presentations, role playing, group discussion, and use of audiovisual aides to perfect communication skills. (5 credits)
- 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, and food inspection; special aspects of community health including care of infants, mothers, and senior citizens. (3 credits)
- 0446 PHYSICAL ASSESSMENT OF THE ADULT** Theoretical concepts will be presented and practiced including: obtaining the health history, appropriate instruments, techniques, recording the physical exam, interpretation of results, and integration of this content into daily nursing practice. This course is designed for Registered Nurses. (3 credits)
- 0447 ADVANCED OBSTETRIC PEDIATRIC NURSING** This course is an advanced study of obstetric nursing and pediatric nursing. This course should be taken during the student's last quarter of Level II Nursing. (1 credit)
- 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 exercise. Choosing appropriate assistive devices for cases presented and practice in measuring these devices for lab partners. The practice in the technique of postural drainage and in teaching breathing exercise; also, in William Flexion exercises and relaxation techniques. There will be a demonstration of a full body massage. Also, discussions in handling the hemiplegic patient, assisting transfers, ambulation, etc. (3 credits)
- 0449 TECHNICAL ASPECTS OF OBSTETRIC PEDIATRIC NURSING** 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. (4 credits)
- 0450 NURSING CARE OF GROUPS OF PATIENTS** The course content concerns an indepth study of 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 medical-surgical conditions are also included. (4 credits)
- 0451 STRESS AND STRESS MANAGEMENT** The 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)
- 0453 BASIC PATHOLOGY** An introduction to disease with emphasis upon genetic defects, congenital abnormalities, trauma, hypersensitivity, infection and neoplasia. Designed to improve the student's ability to interpret, comprehend, extract, 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 as an introduction to systemic pathology. Emphasis will be placed upon the way in which disruptions in the cardiovascular respiratory central nervous and renal systems will affect the basic cellular needs. (3 credits)
- 0455 ATHEROSCLEROSIS** Content includes historical data, involvement in cardiovascular disease, risk factors, nursing intervention and therapies, and common questions asked about myocardial infarct diagnosis and treatment. Primary emphasis is placed upon clinical application of atherosclerosis information. (1 credit)
- 0456 CARDIAC AUSCULTATION AND ASSESSMENT OF THE LUNGS** The course is broken into two segments, Cardiac Auscultation and Assessment of the Lungs. Both will cover health history development, examination procedure, interpretation of information, medical and nursing intervention, and clinical application. (1 credit)
- 0457 MEDICAL RECORD & HEALTH AGENCY ORIENTATION** Introduction to the role and responsibility of the Medical Record Technician as he/she relates to health team and work environment. Includes professional attitudes and responsible behavior. Included are the history and functions of medical records. (3 credits)

0458 12 LEAD EKG INTERPRETATION This course is designed for the advanced health care professional. Theories of EKG Interpretation, vectors and planes for limb and precordial leads, interpretation of nine different areas of cardiac infarction and investigation for hyperacute, acute, chronic and multi infarctions is included (1 credit)

0459 ACHIEVING PHYSICAL FITNESS The purposes of this course are: to promote health and improve personal fitness levels in the target group; to enhance leadership capabilities through total fitness; to reduce the cardiovascular risk of each individual, and the group as a whole; and to improve work performance and productivity. The course utilizes an individualized prescriptive approach to achieve fitness goals, and include a one hour "how to" lecture/discussion on various aspects of health and fitness. (1 credit)

0461 HEALTH RECORDS AND PROCEDURES A study of medical record keeping, filing systems, quantitative analysis, admitting procedures, correspondence and insurance reports. (5 credits)

0462 ASSESSMENT OF RENAL/NEURO/SHOCK/PACEMAKER This assessment and nursing skills course covers Pacemaker topics including: uses, types, cardiac pacing, troubleshooting malfunctions, and development of a nursing care plan. Neuro topics include areas of cerebral function, cranial nerve functions, motor system evaluation, modalities of assessment, dysfunctions and reflex significance. Shock topics include types, stages, pathophysiology, psychological manifestations, medical and nursing intervention and assessment factors. Renal topics include anatomy, laboratory data, diagnostic testing and development of a nursing care plan. (1 credit)

0463 ASSESSMENT OF THE LUNGS Assessment of the lungs covers health, history, development, examination procedure, interpretation of information, medical and nursing intervention, and clinical application. (1 credit)

0465 PERSONNEL SUPERVISION Organization of a medical record department and development of job descriptions, procedures and evaluations, floor plans, flow charts and interviewing techniques. Planning equipment budgets, personnel scheduling and disaster and fire drill procedures to be included. (3 credits)

0469 HEALTH TRENDS & 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 infectious diseases. Related lab experience gives the student an opportunity to obtain skill in implementing and assisting with various diagnostic tests. Clinical experience is provided. (5 credits)

0472 MEDICAL OFFICE PROCEDURES II A continuation of Medical Office Procedures I, this course includes records management, patient records, and completion of medical insurance forms. (2 credits)

0473 MEDICAL OFFICE PROCEDURES I An introductory course to acquaint the student with the tasks of a clerk in a medical office. Receiving visitors and patients, making appointments, and telephone and mail procedures are included. (3 credits)

0474 PRINCIPLES AND TECHNIQUES OF ELECTROCARDIOGRAPHY This course is designed to present the theory of electrocardiography. Through class lectures, group discussion, the principles involved in the patient preparation, the running, the care and the maintenance of the ECK will be presented. Related lab experience will give the student an opportunity to practice the setting up and the running of 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. (3-4 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 & 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)

0488 HUMAN SEXUALITY A frank discussion course in human sexuality, including physiological aspects. Consideration will be given to the broad spectrum of sexuality, including those practices that deviate, and those that may be considered pathological. Emphasis, however, will be on the positive nature of sexuality. (3 credits)

0492 ANATOMY & PHYSIOLOGY I A physiological study of the reproductive, cardiovascular, respiratory, excretory and endocrine systems, including relevant cytology, histology and pathology. Laboratories enhance lecture information through appropriate experimentation, dissection or microscopic examination. (3 credits)

0493 ANATOMY & PHYSIOLOGY II A physiological study of the integumentary, skeleto-muscular, digestive, nervous and special sensory systems including relevant cytology, histology and basic pathology. Laboratories enhance lecture information through appropriate experimentation, dissection or microscopic examination. (3 credits)

0495 MEDICAL TRANSCRIPTION 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 course teaching the principles of building a basic medical vocabulary, prefixes, suffixes, word roots, combining forms, etc. Will be stressed as will spelling, usage, pronunciation. (3 credits)

0499 MEDICAL TERMINOLOGY II A continuation of Medical Terminology I. Includes pharmaceutical terms. (2 credits)

0500 INDIVIDUAL STUDY (Nursing) (1-5 credits) by arrangement.

0502 INDIVIDUAL STUDY (Medical Assistant) (1-5 credits) by arrangement.

0503 INDIVIDUAL STUDY (Medical Records) (1-5 credits) by arrangement.

0504 INDIVIDUAL STUDY (Health Core) (1-5 credits) by arrangement.

0505 INDIVIDUAL STUDY (EMT) This course will be independent study in the EMT technology, on an individual basis and arranged between the instructor and student. (1-5 credits)

0509 NURSING DYNAMICS V Student-faculty seminar with emphasis on student involvement. Content related to nursing history, the Nurse Practice Act, legislation, legal aspects, ethical aspects, professionalism, and professional journals is included. (2 credits)

0510-0513 NURSING DYNAMICS I, II, III, IV Student-faculty seminars with emphasis on student involvement. Concepts related to interpersonal relationships, communication (verbal and nonverbal), and mental health are discussed. The course also allows students the opportunity to 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 Dynamics I, II, III, and IV must be taken in sequence. (1 credit each)

0515 ESSENTIALS OF HOME NURSING "What Every Mother Should Know", designed to familiarize the individual with basic nursing skills and knowledge most frequently needed in the home. This includes care of sick, elements of child care, and coping with emergency situations. (1-2 credits)

0516 PUBLIC ADMINISTRATION, RELATIONS, EDUCATION The function of public agencies and their relationships into the operation of community emergency services is discussed. Basics of public relations and public education related to emergency services is presented and practiced. (3 credits)

0517 SEMINAR IN EMERGENCY SERVICES Issues and trends related to emergency services are discussed. (1 credit)

0519 E.M.T. CLINICAL EXPERIENCE V Clinical experience is provided in a mental health unit involving the care and psycho-emotional support of the psychologically disturbed patient. Acute crisis intervention is stressed through role play situations. (1 credit)

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 Designed to develop the functional first aid capabilities required of policemen, firemen, emergency squad members, ambulance attendants 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)

0523 ADVANCED CARDIAC LIFE SUPPORT A course designed to meet the needs of practicing coronary care nurses, paramedics, or doctors who wish to advance or assess their skills in cardiac life support. The course will be taught by American Heart Association instructors and will be approved by the Central Ohio Heart Chapter. (1 credit)

0524 ADVANCED EMT-A Advanced EMT-A is designed to upgrade the skills of practicing Emergency Medical Technicians. The course will advance the basic EMT skills to include intravenous fluids, mast trousseurs and the esophageal obturator airway. (1 credit)

0525 DEFENSIVE DRIVING The course is part of the National Safety Council Improvement Program. Course topics include preventability of accidents, defensive driving techniques, ways to avoid collisions with vehicles on-coming, behind and at intersections, the art of passing and being passed and the "mystery crash". (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 the opportunity to use these techniques in rappelling exercises. (1 credit)

0527 STANDARD FIRST AID (Multimedia) This 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 students that 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 provided 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 These students in Management Lab will plan group and individual learning experiences with the instructor. They will put into practice the skills required of an emergency station chief in planning and implementing continuing education for 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, symptomatology, and treatment of selected emergent medical/surgical conditions at a level consistent with Ohio EMT-P certification. Emphasis is placed on theory and techniques of assessment, cardiac care, care of acute medical emergencies and care of the trauma patient. Pertinent medical terminology and pharmacology is 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 intersystem holistic assessment and care. (6 credits)

0535 RESCUE SQUAD EXPERIENCE This is designed for students to receive practical experience riding with rescue vehicle squads and assisting with procedures within the scope of basic EMT training. They will be under the direct supervision of the squad members with whom they ride; times and locations will be arranged on an individual basis, a major goal being to offer diversity of experience. (2 credits)

0536 WATER RESCUE & SAFETY Principles and practice of water rescue techniques are taught in both classroom and field classes. Basic concepts of water safety are incorporated into the classes, along with consideration of setting up safe waterfront recreation programs. (2 credits)

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

0539 CARTOGRAPHY (EMT) This course teaches the reading of various types of maps which the emergency technician will use in the course of his work, including highways, city, and rural road maps, and topographic map reading. It will incorporate practical experience with the ambulance in situational learning modules. (3 credits)

0540 ORIENTATION TO EMERGENCY SERVICES An introduction to the duties, responsibilities and job opportunities in Emergency Services. Legal and ethical aspects are included. Communication skills including radio use are practiced. Body mechanics are discussed and practiced. (3 credits)

0541 EMT CLINICAL EXPERIENCE I EMT Clinical Experience I is 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 the rescue squads is arranged on an individual basis. (1 credit)

0542 DEFENSIVE DRIVING AND EMERGENCY VEHICLE OPERATIONS Instruction and practice revolves around principles and practice of defensive driving, particularly as it relates to ambulances operating under emergency conditions. (1 credit)

0544 EMT CLINICAL EXPERIENCE IV Clinical areas will be utilized to develop the student's skills in assisting the physician with procedures. Experience will include many E.R. technician capabilities, such as sterile tray set-ups, cast room assistance, dressing changes and similar procedures. Management skill orientation provides students the opportunity to observe and practice the primary aspects of clinical rescue squad management (station chief skills), emergency room patient triage and patient traffic flow. (3 credits)

0545 ADVANCED EMERGENCY CONDITIONS Advanced Emergency Conditions 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)

0547 EMERGENCY SERVICE COMMUNICATION SKILLS Interpersonal communication skills are presented, discussed and practiced. (1 credit)

0548 EMT CLINICAL EXPERIENCE III EMT Clinical Experience III, 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 Clinical Experience II is complimentary to Medical Conditions I and Medical Techniques I; the student receives practical experience in the hospital in a variety of patient care areas, with strong emphasis on cardiac and intensive care of the acutely ill patient. (2 credits)

0550 EXTERNSHIP (Medical Assistant) The 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 facility. (2-12 credits)

0551 FINANCIAL RECORDS & REPORTS A course to acquaint the student with financial records used in a physician's office. Banking procedures, billing, credit arrangements, and payroll records are included. (3 credits)

0552 DIETETIC DIRECTED PRACTICE I Clinical experiences which afford the student the opportunity to practice material taught in coursework offered during the quarter. (2 credits)

0553 DIETETIC DIRECTED PRACTICE II Clinical experiences which afford the student the opportunity to practice material taught in coursework offered during the quarter. (2 credits)

0554 DIETETIC DIRECTED PRACTICE III Clinical experiences which afford the student the opportunity to practice material taught in coursework offered during the quarter. (2 credits)

0555 FOOD PREPARATION PRINCIPLES I An introductory course which covers the principles of quality food preparation, standardized recipes, portion control, safety, and correct use of equipment. (3 credits)

0556 FOOD PREPARATION PRINCIPLES II A continuation of Food Preparation Principles I with major emphasis on food and labor costs, meat cookery and seasonings. Students will plan, prepare and evaluate three meals. (3 credits)

0557-0558-0559 FOOD SERVICE DIRECTED PRACTICE I, II, III A clinical experience which affords the students the opportunity to practice food service management principles in hospitals. (2-3 credits each)

0560 NORMAL AND MODIFIED DIET PLANNING Practice in individual and institutional menu planning using principles of menu planning; practice in using a diet manual to plan basic modified diets for persons in health care facilities. (3 credits)

0562-0563-0564 NUTRITION CARE DIRECTED PRACTICE I, II, III Clinical experiences which afford the student the opportunity to practice nutrition care procedures in hospitals, clinics, and nursing homes. (2-3 credits each)

0565 NUTRITION EDUCATION METHODS An understanding of the teaching-learning process in nutrition education to groups and individuals. Development and use of teaching materials and audio-visual aids in program presentations by students will be emphasized. (3 credits)

0566 SURVEY OF DIETETICS A survey of the profession of dietetics and the responsibilities of assistants, technicians, and dietitians in a variety of health care facilities. Dietetic personnel are defined as nutritionists, supervisors and educators. (2 credits)

0570 THE HUMAN ORGANISM Human Organism is an introductory human anatomy course which emphasizes understanding of the structural levels of the body from molecules to organ systems. The organization of each body system is covered. Course sequence is designed to include terminology necessary for explanation of critical concepts—metabolism, homeostasis and inheritance. Basic cellular physiology and a brief unit on microorganisms are included. Laboratories enhance lecture coverage of major concepts. (3 credits)

0571 CURRENT TOPICS IN DIETETICS A seminar course intended to offer students the opportunity to explore topics of professional interest in greater depth and to present literature findings to the class. (2 credits)

0572 DIET THERAPY I A study of the nutritional intervention used in febrile diseases; diseases of the gastrointestinal, biliary, muscular, skeletal and nervous systems; surgical and stressed patients and for allergies and food intolerances. (3 credits)

0573 DIET THERAPY II A study of the nutritional intervention used in diseases of the cardiovascular, renal, and endocrine systems; diseases of childhood; neoplastic diseases; and food-drug interactions. (3 credits)

1006 ENGLISH AS A SECOND LANGUAGE III Advanced development of listening comprehension, speaking, reading and writing skills. Modern English texts are utilized and form basis for discussions and written assignments. Supplemental cultural material will be included. (3 credits)

1007 ENGLISH AS A SECOND LANGUAGE II Continued development of listening comprehension, speaking, reading and writing skills. Modern English texts are utilized and form basis for discussions and written assignments. Supplemental cultural material will be included. (3 credits)

1008 ENGLISH AS A SECOND LANGUAGE I Beginning development of listening comprehension, speaking, reading and writing skills. Modern English texts are utilized and form basis for discussions and written assignments. Supplemental cultural material will be included. (6 credits)

1009 COMMUNICATIONS I Communications I is a five hour (3 credit) course combining lecture and writing lab time to develop skills in paragraph development and short essay composition. Students practice organizational techniques, methods of proof-reading, vocabulary development, spelling skills and grammar skills. Students must successfully complete an evaluation of skills at each level before proceeding to the next stage of the course. Students are REQUIRED to complete Comm. I before enrolling in Comm. II. Some students will take longer than one quarter to finish Comm. I. (3 credits)

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

1011 COMMUNICATIONS III This course is designed to provide the student with a range of options in several topic areas within a broad definition of the communications process. The student may select from several variations of the course, each designed to increase his awareness and utilization of specific oral or written communications techniques. Speech or Technical Writing, unless otherwise required in a student's curriculum, may be taken as a Communications III option. (3 credits)

1012 COMMUNICATIONS IV This course is designed to provide the student with a range of options in several topic areas within a broad definition of the communications process. The student may select from several variations of the course, each designed to increase his awareness and utilization of specific oral or written communications techniques. Speech or Technical Writing, unless otherwise required in a student's curriculum, may be taken as a Communications IV option. (3 credits)

- 1015 INTRODUCTION TO TECHNICAL MATH** the focus of the arithmetic review will be to reacquaint students with the techniques of the four basic operations with whole numbers, fractions and decimals. Conversions between the domestic system and the metric system as well as within each system. Solving proportions, formulas substitution which will focus on choosing the correct formula and directly substituting the given data. The concepts of perimeter, area, and volume will be dealt with also. Right-angle trigonometry and its applications will be introduced. (3 credits)
- 1016 GEOMETRY AND STATISTICS** Solution of application problems, combining the techniques of substituting in the appropriate formulas with the necessary measurement conversions. Interpolation to determine values between tabled values and The Law of Sines and The Law of Cosines will be studied. The basics of statistics will be studied. Students will learn to computer mean, median, and mode of a given distribution and to construct and interpret line, bar and circle graphs. (4 credits)
- 1017 ALGEBRA I** Will review the Algebraic techniques used in the first and second quarters. Will solve first degree equations for the unknown, the general properties of the line, and the different methods of graphing linear equations. Addition, subtraction, multiplication, and division of polynomials and the various methods of factoring polynomials will be studied. Factoring of quadratic polynomials will be emphasized. (5 Credits)
- 1018 ALGEBRA II** The fourth quarter of math will involve an intermediate level of algebra. We will be covering: the solutions to systems of equations, both linear and quadratic; the factoring and solving of equations, especially fractional equations; the combining of trigonometric vectors; as well as inverse proportions. (3 credits)
- 1019 ALGEBRA FOR ELECTRONICS** Will review the Algebraic techniques used in the first and second quarters. Will solve first degree equations for the unknown, the general properties of the line, and the different methods of graphing linear equations. Addition, subtraction, multiplication, and division of polynomials and the various methods of factoring polynomials will be studied. Factoring of quadratic polynomials will be emphasized. (3 credits)
- 1020 MATH 25 (Automotive Technicians)** This is the second mathematics course for students in the automotive technology area. This course is a continuation of Math 15 and extends itself into a study of graphs, invoices, simple and compound interest, buying and selling, amortizations and consumer credit, and insurances. Problems related to the automotive technology field are stressed. (3 credits)
- 1021 MATH 15 (Automotive Technicians)** This is the first mathematics course for students in the automotive technology area and is designed to help the student develop a practical understanding of basic mathematics skills. The course deals with a study of the fundamentals of basic mathematics, measurement, ratio and proportion, powers and roots, and formulas. Emphasis is continually toward problems related to the automotive technology area. (4 credits)
- 1022 MATH 11** This is a course in basic math with business technology applications. studied in a business context will be whole numbers, fractions, decimals and percentages. (3 credits)
- 1024 MATH 12** First course in the engineering math sequence. A study of basic algebraic concepts and applied operations. (4 credits)
- 1025 MATH 13** Included in this first course of mathematics will be applications of percentages, the metric and English system of measurement, ratios and proportions, basic algebra, and square roots. (3 credits)
- 1026 MATH 21** This is a course in business mathematics which includes simple interest, discounts, buying and selling, taxes, and financial statement analysis. (3 credits)
- 1028 MATH 22** Second course in the engineering math sequence. A study of college algebra, linear equations, factoring, fractions, fractional equations, graphs, and quadratic equations. (5 credits)
- 1029 MATH 23** This courses uses the basic concepts obtained in Math 13 as they apply to the mathematics of geometry and trigonometry. (3 credits)
- 1031 MATH 31** This is a course in business mathematics which includes compound interest, annuities, consumer credit, insurance, and statistics and graphing. (3 credits)
- 1032 MATH 32** Third course in the engineering math sequence. A study of pre-calculus mathematics, including quadratic equations and curves, the graphing of curves based on tables and equations, analytic geometry, and statistics. (5 credits)
- 1034 MATH 33** This course is a review of mathematics as it is used in public health operations in the field. The calculations which are presented have been selected to refresh and develop the competency of the public health practitioner in making conversions from one system of measurement to another, determining chemical dosages under widely varying situations and calculating the areas and volumes of common geometric forms. (3 credits)
- 1101 SPECIAL PROBLEMS** Individual study or research relating to the student's major area of study is arranged with an instructor in the ceramic engineering technology. (3 credits)
- 1107 SPECIAL PROBLEMS** Individual study or research relating to the student's major area of study is arranged with an instructor of electronic engineering technology. (3 credits)
- 1110 SPECIAL PROBLEMS** Individual study or research relating to the student's major area of study is arranged with an instructor of broadcast engineering technology. (3 credits)
- 1111 INDUSTRIAL FURNACE DESIGN** A study of heating and furnace systems. The course provides the opportunity to show the student the many factors influencing the design of a complete furnace system such as the heating source, load characteristics, economy, safety, construction and operator convenience. Much laboratory time is spent touring industrial facilities to view these systems in operating and in the design lab when the student applies his knowledge to several furnace design problems. (4 credits)
- 1112 SEMINAR IN COMBUSTION PROBLEMS** Discussion of various topics not covered in previous heat processing courses. Such topics could include: vacuum furnace technology, atmosphere gas generation and application, and furnace electrical systems. (2 credits)
- 1115 SPECIAL PROBLEMS** Individual study or research relating to the student's major area of study is arranged with an instructor of heat processing. (3 credits)

1116 FIELD EXPERIENCE (Broadcast) The student will take part in planned, paid work activity relating to his or her occupational objectives. This work may be in lieu of elective or required courses in the student's program. (1-3 credits)

1120 MANUFACTURING PROCESSES I This course is an introduction and preparation for the study of the various methods of product fabrication utilized in industry. Lectures include materials, properties and foundry technology. Laboratory sessions focus on safety and welding. (3 credits)

1121 MANUFACTURING PROCESS II Laboratory work provides opportunity to improve machine shop skills. Lectures are devoted to a study of chemical and physical properties of metals. (3 credits)

1122 CERAMIC MATERIALS & FORMING This course is an introduction to crystal structure and properties of clays and other ceramic materials, clay-water systems, deflocculation, particle size reduction, screening, weighing, blending, mold making, slip casting, extrusion and dry pressing. (4 credits)

1123 CERAMIC DRYING AND FIRING Introduces principles and practices of ceramic forming, drying and firing, including Pycnometric charts and calculations. (4 credits)

1124 AN INTRODUCTION TO OIL & GAS WELL DRILLING Orientation of individual unacquainted with the drilling industry. It would explain the equipment, personnel, and technology needed to drill a well. The principles of cable-tool and rotary drilling (including off-shore) would be instructed as well as the differed operations required in preparing a well for production. An assortment of movies and narrated slides would supplement the classroom lecturing. No lab work would be involved. (2 credits)

1125 MANUFACTURING PROCESSES III A continuation of Manufacturing II covering pressworking, powder metallurgy, plastics, and numerical control. (3 credits)

1126 DECORATING GLASS & CERAMICS The course covers noble metal and ceramic decorations, screen making, and stamping, and decal application. Practical experience is gained in application and firing of gold and ceramic colors applied in oils and hot wax. (1 credit)

1130 TECHNICAL LABORATORY Introductory course, consisting of lecture and laboratory periods, on the use of precision equipment used for analysis, investigation and determination of material properties in the ceramic and metallurgical industries. (3 credits)

1131 D.C. CIRCUITS This course starts with the basic fundamental of electricity. Study will include insulators, resistors, capacitors, inductors, and use of test equipment. Circuits will be analyzed by use of OHM's Law, Kirchuff's Law, Thevenin's Theorem, and Norton's Theorem. (6 credits)

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

1133 INTRODUCTION TO HEAT PROCESSING An overview of the heat industry and introduction to combustion. Class and lab time are devoted to the study of gaseous fuel combustion and combustion analysis, firing of gas burners, metering fuel and air supplies to burners, investigating burner combustion problems and analyzing flue products. (4 credits)

1134 FUEL PROPERTIES & COMBUSTION ANALYSIS A study of the composition and properties of fossil fuels commonly encountered in combustion, with emphasis on solid and liquid fuels. Lecture and lab are devoted to study and testing of fuel properties and combustion analysis as they relate to furnace control plus proper and efficient use of fuels. (4 credits)

1135 HEAT TRANSFER An introduction to topics of heat transfer as found in industry. A study of the three modes of transfer: conduction, convection, and radiation as applied to practical industrial heating problems. (3 credits)

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

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

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

1140 ENGINEERING DRAWING I The first of a series of drafting courses, this course is aimed at the beginning student in engineering, to provide the student with a basic understanding and interpretation of the language of drawing. The principle units of study are: an introduction to language of drawing, the use and care of drafting instruments, lettering, geometric construction, sketching, multiview drawing, and dimensioning. (3 credits)

1141 ENGINEERING DRAWING II This course serves as continuation of Engineering Drawing I. The principle units of study are: sectioning, auxiliary views, working drawings, oblique, isometric, and piping. (3 credits)

1142 ENGINEERING DRAWING III This course is a continuation of Engineering Drawing I and II and introduces the student to topics such as intersections, gears, cams, threads, fasteners and springs, geometric tolerancing and true positional dimensioning, charts, graphs and diagrams. (3 credits)

1143 FUNDAMENTALS OF ENERGY An introduction to the sources and uses of energy in the world today. The student will be introduced to the principles of energy conservation and possible conservation applications in both the home and industry. Also covered will be the effects of energy production on the physical environment. (3 credits)

1145 ELECTRICAL MEASUREMENTS To study design use of and limitations of ammeters, voltmeters, and ohmmeters; also VOM's, VTVM's, bridges, counters, and oscilloscopes. (3 credits)

- 1146 SOUND SYSTEM TESTING** This course covers the standard audio tests of stereo systems such as power output, frequency response, harmonic distortion, intermodulation distortion, power band width, damping factor, signal to noise ratio, crosstalk, sensitivity, and transient intermodulation distortion. A complete testing lab is available and a lab manual is furnished. (0.2 credits)
- 1147 FURNACE ATMOSPHERE PREPARATION** A study of the chemistry of furnace atmosphere preparation plus the design, construction, and operation of equipment needed to produce the desired atmosphere. (2 credits)
- 1148 ALTERNATE ENERGY SYSTEMS** A study of sources of power other than fossil fuel. Topics such as solar, wind, geothermal, alcohol production, and reusable resources will be covered. (5 credits)
- 1149 ENERGY CONSERVATION AND AUDITING** A course enabling the student to identify the parameters of energy conservation. The student will learn how to make energy measurements involving space heating and cooling, hot water and steam systems, illumination, and electrical motors. The student will also learn the components of an energy audit and how to conduct a class "C" information audit. The case study method will be used. (6 credits)
- 1150 PHYSICS I** An introduction to physics for engineering technology. A study of forces, Newton's Laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids. The laboratory applies practical experiments which require observation and reduction of data. (3 credits)
- 1151 PHYSICS II** The second introductory physics course for engineering technologies. This course covers wave motion and vibration; sound and hearing light wave motion; mirrors and lenses, reflection, refraction, absorption and dispersion of light, diffraction, and interference; optical instruments (3 credits)
- 1152 ELECTRONICS I** This course is devoted to the fundamentals of two terminal devices which are introduced both in theory and application. Vacuum tube and solid state type devices will be described in this course (3 credits)
- 1153 HEAT TREATING I** A study of basic principles of metallurgy as applied to heat treating of steel. The student investigates equilibrium diagrams, plastic deformation, recrystallization and grain growth, mechanics of heat treating, solid state phase changes and the chemistry and physical properties of alloy steels. In the lab students learn to section, mount, etch, and photograph metal samples, run hardness tests and perform various heat treats. (4 credits)
- HEAT TREATING II** A study of the principles of metallurgy as applied to heat treating of non-ferrous metals and stainless steels. Students will investigate the heat treating procedures and equipment needed for aluminum, copper, brass, bronze, and stainless steel and titanium, brazing operations, and powder metal sintering operations. (3 credits)
- 1155 VACUUM FURNACE** The study of the design, function, and construction of vacuum furnace systems. (2 credits)
- 1156 FURNACE ELECTRICS** A study of industrial furnace wiring and electrical heating. Students take part in projects to study such topics as electric blueprint reading, industrial electric symbols and drawing standards plus investigate furnace control circuits, motor control circuits and schematic diagrams for power control. (3 credits)
- 1157 FURNACE MAINTENANCE** Study of maintenance procedures of industrial furnace systems. Students will study individual systems such as ovens, furnaces, atmosphere generators, vacuum furnaces, salt bath equipment. (3 credits)
- 1158 METAL QUALITY CONTROL** Basic course in development of quality control concepts and terminology as applied to heat treating industry. Students study sampling, probability, normal distribution, process capability analysis, pre-control and control charts. The lab work centers around metal testing procedures, and use of control equipment, and investigation of heat treating failures and cracking problems (3 credits)
- 1159 COMBUSTION & BURNER OPERATION** An overview of the heat processing industry and the study of combustion of fuels and burner design and operation. Class and lab times are devoted to the study of the chemistry of gaseous and liquid fuel combustion and combustion analysis, firing of gas and oil burners, metering fuel and air supplies to burners, investigating burner combustion problems and analyzing flue products. (4 credits)
- 1160 COLOR T.V. TRANSMISSION** This course covers the standard broadcast color television system. It includes colorimetry, color—difference transmission, I&Q transmission, and special problems associated with color television studios. Prerequisite —T.V. System or instructor permission. (4 credits)
- 1161 MINERALOGY** An introductory course covering geology and mineralogy terms, structures and classification. Laboratory work and field trips provide first-hand contact. (3 credits)
- 1162 INTRODUCTION TO T.V. PRODUCTION TECHNIQUES** This course is designed to introduce the beginning student to various aspects of television production such as equipment set-up, equipment operation, production techniques, and to introduce the student to the Federal Communication Commission's licensing function. (3 credits)
- 1163 T.V. SYSTEMS** This course is an introduction to the technical aspects of television as specified by the National Television Systems Committee. It covers the transmission and reception of monochrome television. (2 credits)
- 1164 B.C. SEMINAR** A discussion of new trends and methods in broadcasting, rules and regulations, safety, and field trips to various radio and T.V. stations in this area. (2 credits)
- 1165 BROADCAST INSTRUMENTS & MEASUREMENTS** This course is concerned with the accuracy of broadcast instruments, how the instruments work, proper use and calibration of the instrument, test signals and their uses, and system applications. (4 credits)
- 1166 BROADCAST EQUIPMENT MAINTENANCE** This course is designed to give the student an opportunity to perform maintenance on various types of broadcast equipment. Trouble-shooting methods and procedures are stressed and particular emphasis is placed on F.C.C. specifications. (4 credits)
- 1167 FEDERAL BROADCAST REGULATIONS** This course is designed to familiarize the student with Federal Communications Commission organization, practices and procedures of commercial radio operators, marking and lighting of antenna structures, frequency allocations and general rules and regulations. (2 credits)

1168 BROADCAST EQUIPMENT This course covers the audio equipment found in typical AM, FM, and TV stations such as microphones, turntables, and audio distribution and switching systems. (2 credits)

1169 BASIC TELEVISION PRODUCTION This course is designed to familiarize and give the student a working knowledge of basic television production through lecture, demonstration and actual television program production. Both studio and field television production will be covered in the course. (3 credits)

1170 INTRODUCTION TO BROADCAST ENGINEERING TECHNOLOGY This course will introduce students to the technical area of broadcast engineering technology. Included will be survey of the technology, field trips, and hands-on activities. (1-3 credits)

1171 INDEPENDENT STUDY (Automotive Management) Investigation of on-going auto research. Identified by instructor and student. (1-5 credits)

1174 INDIVIDUAL STUDY (Ceramics) (1-5 credits) by arrangement.

1175 INDIVIDUAL STUDY (Electronic Engineering) (1-5 credits) by arrangement.

1178 INDIVIDUAL STUDY (Drafting & Design) (1-5 credits) by arrangement.

1179 INDIVIDUAL STUDY (Broadcasting) (1-5 credits) by arrangement.

1180 INDIVIDUAL STUDY (Heat Processing) (1-5 credits) by arrangement.

1181 FCC LICENSE PREPARATION A study of technical and legal data pertaining to the requirements of the Federal Communications Commission for issuance of First Class Radiotelephone Operators License. (2 credits)

1182 PRINCIPLES OF VIDEO TAPE RECORDING This course is designed to introduce the student to video tape recording techniques including helical scan recorders and quadruplex recorders. (3 credits)

1184 OIL WELL Enable the student to better understand how a gas or oil well is born and to identify various formations he may encounter in drilling. Includes simple geology, drilling and producing. (2 credits)

1187 BASIC TELEVISION PRODUCTION II This course is designed to give a student with a basic working knowledge of television production, an opportunity to build on their experience through demonstration and actually producing several television programs. Television field productions, editing and post-production will also be stressed. The student will be expected to participate in three group television productions. (3 credits)

1199 SPECIAL PROBLEMS (Drafting & Design) Individual study or research relating to the student's major area of study is arranged with an instructor of drafting and design. (3 credits)

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

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

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

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

1208 ACCOUNTING I—SIMULATION A retail store work simulation applying concepts covered in Accounting I, Course No. 1230. Required by Accounting majors, to be taken concurrently with Accounting I, -1230. (1 credit)

1209 ACCOUNTING II—SIMULATION A wholesale establishment work simulation. Applying concepts covered in Accounting II course -1231. Required of Accounting majors to be taken concurrently with Accounting II, 1231. (1 credit)

1211 BASIC COST ACCOUNTING SIMULATION A manufacturing work simulation covering the job cost system—concepts covered in Basic Cost course -2234. (1 credit)

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

1215 SECRETARIAL OFFICE PROCEDURES I This course presents a realistic overview of the business office today. Modern office methods that the secretary will encounter in any size office, and the procedures for carrying out these duties are presented. They include the handling of mail, using the telephone, typewriting equipment and techniques, reprographics and scheduling appointments. Opportunities in the secretarial field and the various levels of secretarial work are explored. Personal qualifications, proper attitudes and conduct are stressed through problem-solving situations. (2 credits)

1216 SECRETARIAL OFFICE PROCEDURES II This course is a continuation of Secretarial Office Procedures I and gives the secretary background to lend administrative support to today's busy executives, to use judgment and make decisions, and to work without supervision, and introduces the student to the concepts and techniques of word processing. (2 credits)

1218 TECHNICAL OFFICE EXPERIENCE This course will provide the student with hands-on technical experience by utilizing Hocking Technical College resources. (2 credits)

1220 INTRODUCTION TO RPG II This course introduces the principles, logic, and coding formats of the RPG II, Report Program Generator II, computer programming language. Students will write RPG II programs using sequential files to produce a variety of reports. (5 credits)

1221 ADVANCED RPG II Continuation of RPG II using advanced techniques of the language and handling all methods of disk file organization. Students will write programs to demonstrate the uses of these techniques and file handling. (5 credits)

1223 COMPUTER CONCEPTS This course is designed to introduce basic computer terminology, machine design, internal structure (registers, storage), file design, and number systems. The student will learn how the machine works and why it works the way it does. A brief presentation of computer history and development is also given. (3 credits)

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

1228 BASIC ASSEMBLER LANGUAGE Introduction to Assembler Language Coding with lab exercise completed on the in-house computer system. (3 credits)

1230 ACCOUNTING I An introduction to the nature of business accounting with emphasis on basic accounting principles and procedures. (Accounting majors are required to take Accounting I—Simulation.) (3 credits)

1231 ACCOUNTING II A continuation of Accounting I (1230). Factors to be considered are the recognition of revenue, allocation of costs, an overview of owner's equity, and comprehension of the annual report. (Accounting majors are required to take Accounting II—Simulation course -1209). (3 credits)

1232 ACCOUNTING III An introduction to accounting with an emphasis on corporate organization, including accounting methods for capital stock and corporate bonds, and manufacturing from an accounting viewpoint. (3 credits)

1234 DATA APPLICATIONS Data Applications is the second in a series of three (3) courses designed to introduce the computer and its operation to non-computer science majors. Specifically, Data Applications will be concerned with the input, processing, and output of data using the Cobol (Common Business Oriented Language) programming language. (2 credits)

1235 ORGANIZATION AND MANAGEMENT To provide the student with a view of organization as the structure of an enterprise, and management as its day by day functioning. (2 credits)

1236 AUTOMATED DATA SYSTEMS This course is being offered as a sequel to Data Applications for the first year accounting students. Special emphasis will be on the use of Cobol to solve basic accounting problems. A more detailed study of Cobol will add to the material covered in the previous quarter's course. Applications assigned will involve basic payroll, depreciation, and compound interest problems. (4 credits)

1237 AUTOMATED DATA SYSTEMS Basic accounting and retailing procedures handled in a Data Processing environment will be covered. Teleprocessing system will be covered as well as standard payroll, receivables, and inventory control application. (3 credits)

1238 INCOME TAX PREPARATION FOR INDIVIDUALS The purpose of this course is to inform the general public of current developments in the federal income tax law and to aid them in preparing their tax forms. It is hoped that individuals will gain an understanding of the IRS law to be able to establish a tax plan in their financial affairs. (3 credits)

1239 PERSONNEL MANAGEMENT—SUPERVISION Describe the general principles and practices of the function of supervision, the supervisor's role in management, grievances, discipline, promotion and upgrading of personnel, termination, and basic records used by the supervisor. (2 credits)

1240 TYPING I This course is planned for beginning typing students at college level. Those who have had no previous training in typing begin by learning the keyboard. The course offers a quick review of elementary typing knowledge to students with previous training and then allows them to progress at their own rate—typing letters, tables, and reports. (3 credits)

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

1243 BUSINESS AND ACCOUNTING MACHINES Includes exercises for the development of proficiency in the use of the ten-key adding machine and calculators, including the electronic calculator. In introduction to the use of an accounting machine. Application of basic machine skills to the solution of business and accounting problems. (2 credits)

1244 BUSINESS SEMINAR This course comes in the last quarter for a student and is designed as a "capstone" wherein the student will use most of the knowledge gained in the previous quarters. The lab hours will be used through outside work to try out methods, ideas, and theories in order that the student will acquire a feeling for implementing and evaluating concepts. The two hours of lecture will bring all the students together to pool their ideas and experiences in order to evaluate them while discussing cases and problems. (4 credits)

1245 SHORTHAND I This course is planned for the beginning shorthand student at the college level with no prior training. The student begins by learning to construct basic shorthand outlines and progresses at their own rate. (3 credits)

1246 SHORTHAND II A continuation of shorthand theory, this course further develops word and phrase building, and increases dictation speed through the use of the wireless learning system. Transcription of business letters from shorthand notes is introduced and developed. The material for practice and dictation is organized according to types of businesses. (3 credits)

1247 SHORTHAND III A continuation of shorthand theory, this course further develops word and phrase building, and increases dictation speed through the use of the wireless learning system. Transcription of business letters from shorthand notes is further developed. The material for practice and dictation is organized according to types of businesses. (3 credits)

1248 TYPING III A continuation of Typing II; to improve speed and accuracy and develop a proficiency for the production of business letters, tables, forms, and reports commonly found in the general office, accounting office, executive office, technical office, professional office and government office. (3 credits)

1249 PERSONNEL MANAGEMENT—TRAINING To present training as a management function; gives the principles of training; describes the types of training; points out the objects and expected results of effective training programs and supervisory development. (2 credits)

1250 PERSONNEL MANAGEMENT—GENERAL PRINCIPLES Instruction in the basic practices of personnel management applicable to the staffing and operation of a department within a larger organization. Study units are developed for highest applicability to housekeeping management. (2 credits)

1251 SHORTHAND IV An intermediate course with equal emphasis on dictation speed and transcription of business letters. (3 credits)

1252 SHORTHAND V An advanced class which stresses production of business correspondence and reports. Office style dictation is included. (3 credits)

1253 SHORTHAND VI An advanced course with emphasis on letters and reports concerning the student's choice of option—medical, legal, or executive. (2 credits)

1256 BEGINNING YOUR OWN BUSINESS (A TRAINING PROGRAM FOR WOMEN) An introduction to basic business concepts necessary for small business ownership. Focus will be placed on individual goals and the construction of a plan for goal realization. (3 credits)

1257 SPECIAL PROBLEMS (Business Management) Individual study or research relating to the student's major area of study is arranged with an instructor of Business Management. (3 credits)

1258 SELF-DIRECTED LEARNING IN MANAGEMENT Individual work in the management area with an emphasis on the student learning how to accomplish tasks under his own direction and guidance in order to be able to make decisions and problem-solve more effectively on his own. (2 credits)

1259 RETAIL MANAGEMENT An introduction to the retail industry with a management perspective. Study of the structure and opportunities in retailing, franchising, location and layout, organization, sales promotion, customer services, merchandise management and control, buying procedures, markup, pricing, stock turnover, and analysis of current merchandising policies. Includes a review of selected management cases. (3 credits)

1260 ADVANCED BUSINESS LAW A study of cases and other materials on real property, negotiable instruments, security transactions, insurance, bailments, wills and decedents' estates, trusts, agency and employment, partnerships, private corporations, and bankruptcy, which raise points most frequently met by business management. (3 credits)

1261 CASE STUDIES IN MANAGEMENT Learning objectives include case studies and research in modern personnel techniques and higher-level functions such as policy formulation, job satisfaction problems, motivation, performance appraisal, and evolving and expanding employee service demands. (4 credits)

1262 CORPORATE FINANCE Explores the functions and objectives of financial management of business enterprises. Considers the tools, techniques, and underlying theory essential to proper financial management, planning, and control. Emphasizes corporate capital investment, liquidity, capital, structure, cost of capital, and the utilization of the 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 interpretation of financial statements. The financial statements that will be studied and analyzed will be the balance sheet, income statement, consolidated statement; statement of change, and financial position. (4 credits)

1264 HUMAN RELATIONS IN BUSINESS Basic motives of people in job situations. Company relationships with worker, suppliers and customers. Leadership development, communications and group processes. (3 credits)

1265 INDUSTRIAL MARKETING Principles and problems involved in marketing materials, equipment and supplies to manufacturers, other business firms and institutions which use the goods in further production. Analysis of the characteristics of the industrial market, channels of distribution, industrial selling, promotional practices and marketing policies. (3 credits)

1267 LABOR-MANAGEMENT RELATIONS Historical, legal and structural environments which influence labor relations, and an examination of the negotiation and administration of labor contracts. (3 credits)

1268 PRINCIPLES OF SALESMANSHIP Fundamentals of retail, wholesale, outside and service selling. Customer impact, merchandise and sales presentation. Closing and post-sale service. Principles of self-management, practice on sales preparation and demonstration. The relationship of the sales process to promotion and advertising. (3 credits)

1269 PURCHASING MANAGEMENT Procedures and policies relative to contract negotiations. Vendor-buyer relationships make or buy decisions, inventory control, buyer training, materials handling, records and budgets. Analysis of specific case studies. (3 credits)

1270 PROGRAM ANALYSIS I A study of input-output media and their use in the data processing cycle. Course content includes such items as vocabulary, and computer logic using the tool of the program flowchart. (2 credits)

1271 PROGRAM ANALYSIS II A sequel to Program Analysis I, course number 1270, this course is a study of program efficiency and economy. Other topics to be discussed include, program looping, decision tables, modular design, structured design, arrays and tables, and program debugging techniques. (2 credits)

1300 OHIO BIRDS OF PREY An introductory course designed to familiarize the student with the life histories of Ohio raptors. Identification characters, habitat, typical prey, and general breeding biology will be emphasized. Applicable aging and sexing techniques, basic census methods, and the distribution of selected species will also be discussed. Lab work will include 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 keys, bud, twig, fruit, bark, growth habits and habitat are considered. Lectures emphasize identification characteristics, habitat, and commercial and aesthetic values of each specie. A twig collection is a requirement of the course. (3 credits)

1302 CARTOGRAPHY Introductory course in technical drawing and basic mapping. This will include use of technical drawing instruments, lettering, multi-view drawings, area determination map reading, aerial photo interpretation, and cover mapping. (3 credits)

1303 USING NATURE'S RESOURCES FOR FUN AND PROFIT This course, which is designed for the sportsman of Southeastern Ohio, will provide an in-depth look at the utilization of nature's products for both fun and profit. Areas which will be emphasized include use of edible wild plants, collection and uses of medicinal plants, wine and wine making, trapping methods, and wild game preparation. (3 credits)

1304 FISH ECOLOGY Identification ecology and morphology of fishes. Influence of aquatic organisms on abundance of fish. Recognition of various aquatic habitat types. Methods of sampling fish populations. (2 credits)

1305 GAME ANIMALS OF EAST CENTRAL U.S. A study of the life history habitat and distribution of common game animals of East Central U.S. Lab work includes sexing and aging techniques, census work, track casting, food analysis study, skin preparation and small mammal identification. (3 credits)

1306 PARK LANDSCAPING A study of the horticultural requirements associated with operation of park wildlife areas. Included will be investigations involving soils (physical properties, erosion control, 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. (2 credits)

1308 WILDLIFE INVESTIGATIONAL TECHNIQUES A course designed to prepare the student for later works in Wildlife Management. Studies will concentrate on technique used to evaluate wild game populations. Included will be auditory survey, trapping, habitat evaluation, photographic techniques, wildlife writings, preservation of biological materials and field habit improvement. (2 credits)

1308 WILDLIFE INVESTIGATIONAL TECHNIQUES A course designed to prepare the student for later works in Wildlife Management. Studies will concentrate on technique used to evaluate wild game populations. Included will be auditory survey, trapping, habitat evaluation, photographic techniques, wildlife writings, preservation of biological materials and field habit improvement. (2 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 MARINE ECOLOGY An on-site field study at Andros Island, Bahamas, which includes an orientation to the area, including reef areas, land surfaces, vegetation patterns and population patterns. Introduces the geological, biological, and human topics from a historical perspective. Includes an examination of lime muds, oolites, and coral reefs. Compares and contrasts invertebrates found in different areas and their relationship with the particular environment of that area. Includes an examination of the physical setting, biological growth, food pyramid, food web and an examination of the interdependence of different organisms. Involves identification of man's relationship with the coral reef and examines the degree of stability and fragility of the reef and identifies both natural and man-made threats to the reef. (1 credit)

1313 HEALTH EDUCATION TECHNIQUES An in-depth study of health education techniques for heterogeneous groups of people. Utilizing various methods of instruction including audio-visual aids, behavior modification and resource materials, students will learn to make decisions concerning the appropriate learning situation and alternatives. This course also involves the student in program planning and organization of community activities. (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 To introduce the student to the coal strip mining process. The history of reclamation in Ohio. Major emphasis on the requirements of the Ohio Strip Mine Law and Rules and the Federal Surface Mining Control and Reclamation Act of 1977. Also, field tests and major methods utilized in reclamation efforts will be covered. (2 credits)

1316 LANDSCAPING (Forestry) A study of horticultural requirements. Included will be 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)

1322 FIRE CONTROL To acquaint the student with the need for forest fire control. Both positive and negative aspects of fire will be considered. (3 credits)

1323 REFORESTATION This course covers the concepts and practices of reforesting vacant land by planting trees and reclaiming strip-mined land by seeding to grasses or planting trees. Forest tree genetics, nursery practices, planting techniques, site preparation as well as current state and federal reclamation laws are examined in the field. Two all-day field trips will be included: one to Zanesville State Nursery and one to Ohio Power. (3 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 This course is an introduction to the proper care and use of the instruments traditionally used in plane surveying. This includes transit, level, tape, compass and abney level. (2 credits)

1326 ENVIRONMENTAL IMPACT ANALYSIS How to prepare environmental impact statements on how major construction projects, such as highway, will affect the environment. (3 credits)

1330 BOTANY A lecture and lab 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 This course covers 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, aquatics, insects, and amphibians. Also included is an introduction to fresh water ecology as types of lakes, rivers, etc., and the type of animal habitat associated with various classifications of water. (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 lecture. (4 credits)

1340 NATURAL RESOURCES ADMINISTRATION A course designed to introduce students to the institutional dimensions of recreation and park management. This includes the making and execution of laws pertaining to natural resources, organization, budgeting, governmental structure at all major levels of government, derivation of authority, boards and commissions, land acquisition and liability in recreation. (3 credits)

1341 INTRODUCTION TO CRIMINAL JUSTICE AND NATURAL RESOURCE ENFORCEMENT Historical overview of the origins, etiology, present and future movement in natural resources enforcement. A survey of the criminal justice system, process, and statutory laws governing natural resources and enforcement personnel and agencies. A study of those enforcement branches or divisions of natural resources agencies on the federal, state, and local levels concerned with all areas of natural resources enforcement, their duties, responsibilities, relationship to other bodies and the criminal justice system. (3 credits)

1342 SEARCH, RESCUE, SURVIVAL Areas such as rappelling, dragging, searching for lost persons, rescue operations and survival techniques will be examined and tested under supervision in realistic situations. Examinations of techniques and equipment used on land, air, and water search and rescue will be studied. Types of operations, organization leadership and participation will be studied. Basic first aid and medical self help techniques will be studied and applied to hypothetical situations. Upon successful completion of the course the student will receive a basic first aid certificate from the American Red cross, and the U.S. Department of Defense, Office of Civil Defense. (2 credits)

1343 WATERCRAFT SAFETY This course involves the study of watercraft safety, theory and practical application of safe boating skills as it pertains to the watercraft officer. Also, it will involve a general overview of watercraft accident investigation. Training in basic water safety, basic watercraft safety and the use of pertinent sections of the Ohio Revised Code will be covered. (2 credits)

1344 NATURAL RESOURCES CRIME LAW I A study of the elements of Constitutional Law of frequent concern to law enforcement. Utilizing the Constitutional and pertinent Supreme Court rulings, this course will analyze the jurisprudence and principles of state decisions of criminal law, civil liberties, natural resources law, and its effects on law enforcement procedures from prevention to court room appearance in a democratic society. (4 credits)

1345 NATURAL RESOURCES CRIMINAL LAW II A continuation of Criminal Law I, this course will examine the rules and types of evidence, gathering of facts effectively and legally, and presentation of evidence in admissible form in a court of law. The study of criminal laws and court decisions affecting and pertaining to arrest, search and seizure, and related topics. This course will focus on particular problems of criminal law as related to individuals and corporations in the enforcement of natural resources laws. (3 credits)

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

1347 ENVIRONMENTAL ENFORCEMENT PROBLEMS This course will examine specific problems in natural resources enforcement as related to air, water, forestry, wildlife, reclamation, etc. An examination of individual as well as corporate violations will be studied. The student will have the opportunity to exercise practical applications of previously learned skills to specific investigations of environmental laws of their or their instructors choosing. (2 credits)

1348 ENVIRONMENTAL WRITING The purpose of this course is to familiarize the student with those writing skills utilized by nature interpreters. The subject matter includes basic writing skills as well as practical application of these skills, demonstrated through personal projects. (2 credits)

1349 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 Archaeology is a branch of anthropology which studies the material remains of past cultures. Its goal is to better understand the present by attempting to understand the past. Emphasis will be on the reciprocal effects of man and technology with lab and field exercises to give experience and to teach techniques. (3 credits)

1353 FISH TAXONOMY Identification, ecology and morphology of fishes, with aspects of food habits and water quality testing. (2 credits)

1354 FISH MANAGEMENT I This is an introduction to some of the physical, chemical, biological, and sociological factors that influence fisheries and their management. Some techniques of measuring, monitoring, or altering these factors are practiced in laboratory. (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 used in obtaining the measurements. Instruction on compiling the data obtained from measurements. (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 Emphasis on sawmill mechanics, saw feeds and speeds, saw filing, tensioning, hydraulic, electrical and mechanical systems, sawmill alignment. In addition, there will be an introduction to hardwood grade lumber sawing, and the operation of various types of machinery found in a hardwood circle mill. (10 credits)

1360 SAWMILL OPERATION II Elaboration of Sawmill Operation I with emphasis on grade sawing. (13 credits)

1361 SAWMILL OPERATION III Elaboration of Sawmill Operation I and II. Emphasis will be placed on sawing for speed and accuracy. (5 credits)

- 1370 ORIENTATION TO HARDWOOD SAWMILL OPERATION** An overview of hardwood lumber manufacturing techniques. The course is specifically designed for those students who are or may be interested in the hardwood lumber business. Emphasis will be on the various functions of sawmill operations. (1 credit)
- 1383 FIELD EXPERIENCE (Recreation & Wildlife)** Field experience in natural resources and related vocations are offered when positions are available. Students pay a tuition fee and are evaluated on their work. Periodic checks by the staff are made with the student and supervisor of the work area. (1-3 credits)
- 1384 WESTERN GAME ANIMALS** A study of the life histories, habitat and distribution of Western game animals. This course will include both mammals and birds. Examples of animals covered will be the bears, wolves, cats, grouse and quail. Use of audio-visual equipment will be implemented where applicable. (3 credits)
- 1385 AGRONOMY** This is an introductory course in soil science which covers the basic concepts of soil formation and the relationships between soils and vegetation types. Soil formation, composition, and basic conservation practices are the main units under consideration. 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)
- 1387 FIELD EXPERIENCE (Environmental Health)** On-the-job training in the environmental health field as sanitarians, hygienists, water treatment plant operators or other related areas. This will involve specific arrangements with an instructor of environmental health. (1-3 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** An over-all look at the livestock industry with regard to meat production and marketing. (3 credits)
- 1394 SHEEP AND SWINE PRODUCTION** The principles of management of a sheep and swine breeding or feedlot enterprise coordinating production programs and evaluating economic performance. (4 credits)
- 1395 MARKETING OF AGRICULTURAL PRODUCTS** A study of the 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 FIELD 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 administering 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. (4 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** A basic 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 occupational and technical orientation to a chosen field. (2 credits)
- 1408 INTRODUCTION TO DAIRY CATTLE PRODUCTION** Survey of dairying including elementary elements of selection, feeding, breeding, disease control, milk production, dairy industry, and management practices. (3 credits)
- 1410 PRACTICUM IN AGRICULTURE** The study will apply concurrently learned concepts to practical situations within the Agriculture Production field. (3-6 credits)
- 1411 SEMINAR IN AGRICULTURAL PRODUCTION** Discussion of various topics in relation to agricultural production. (3 credits)

1412 COMMERCIAL VEGETABLE PRODUCTION A study of the basic principles of vegetable propagation, production, and harvesting. (4 credits)

1510 SALES I This course is designed to introduce the management student to the sales function in the retail sphere of operations. Areas covered are: the background for selling; such as product, customer, competition analysis and the company; the selling process covering planning, the sales presentation, handling objections and questions, and closing the sale; the differences between industrial and retail selling with emphasis on retail selling; and sales management including construction of sales forces and program planning. (3 credits)

1512 OPERATIONS ANALYSIS This course comes in the last quarter for a student and is designed as a "capstone" wherein the student will use most of the knowledge gained in the previous quarters. The lab hours will be used to try out methods, ideas, and theories in order that the student will acquire a feeling for implementing and evaluating concepts. The two hours of lecture will bring all the students together to pool their ideas and experiences in order to evaluate them, and case study method of teaching will be used. (4 credits)

1513 CASUALTY INSURANCE Principles emphasized in casualty insurance is placed on understanding coverages, policy, provisions and concepts peculiar to the common casualty, surety and multiline 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)

1522 PRINCIPLES OF BUSINESS MANAGEMENT I An introduction to the principles of operating a business from the standpoint of ownership. Areas covered are: small business 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 considerations—licenses, government regulations. (3 credits)

1523 PRINCIPLES OF 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/recordkeeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities, handling problems. (3 credits)

1524 PRINCIPLES OF BUSINESS MANAGEMENT III A course devoted to an intensive investigation of business problems of particular interest to the student. (3 credits)

1525 FUNDAMENTALS OF BUSINESS I Fundamentals of Business I serves to introduce the student to many of the basic areas involved in modern business. Through a variety of instructional modes the course presents an overview of such business functions as economics, business organization, marketing, production administration, and personnel management. Some of the key topics to be explored include: comparative economic systems, legal forms of business, promotion and distribution of goods and services and labor relations. (3 credits)

1526 FUNDAMENTALS OF BUSINESS II Fundamentals of Business II is the second in a sequence of courses that familiarize the student with the basic areas of concern in operating a business. In this course much of the time is spent covering the accumulation and analysis of business ethics and government regulations. Some of the key topics to be explored include: forecasting and budgeting, managerial accounting, data processing, decision-making and credit. (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)

1531 INTRODUCTION TO TRAVEL INDUSTRY I Familiarize the student with basic operation of travel agency from overview of job function to reference materials used. Investigate tour operations, OAG's, reservations (tour, cruise, hotel, car), record keeping, and tariffs. (3 credits)

1532 INTRODUCTION TO TRAVEL INDUSTRY II Continuation of I including ticketing, psychology of selling, group tours, motor coaches, Amtrak, insurance, working with fellow employees, techniques of interviewing, and summary of careers in travel business. (3 credits)

1533 PASSENGER TRAFFIC MANAGEMENT Introduces the students to the mechanics of passenger mobility. A detailed examination of travel agency operations emphasizing international air transportation including traffic, conference regulations, fare construction units, third country payments, mileage, fare increases, and extra mileage allowances. Beginning with international air transportation, the course will also examine steamships, railroad, motor coach and auto rentals. (3 credits)

1534 SPECIAL PROBLEMS IN TRAVEL MANAGEMENT This is a work experience opportunity in an independent or departmental travel agency under the supervision of agency personnel. Objectives for each placement are developed in conjunction with the respective agencies. There is a weekly seminar which is devoted to discussing specific agency functioning. (3 credits)

1535 TOUR GUIDES AND SERVICES Shows methods of customizing and packaging tours and trips, as well as examining ways of successfully interacting with group members and meeting needs. A comprehensive study of the major things a guide or escort must be aware of to be successful. (3 credits)

1536 TOURISM PROMOTION & MANAGEMENT Combination of concepts derived from sales, marketing and tourism courses to provide the student with an understanding of marketing specific tourist attractions as well as developing tourist programming for local and regional areas. (3 credits)

1537 TRAVEL INDUSTRY SEMINAR Nine hours per week minimum—40 hours per week maximum internship working in a travel agency. Can be taken any quarter. (1 credit)

1538 WORLD GEOGRAPHY A general geography course to acquaint students with social, economic, and cultural aspects of peoples of the world. (3 credits)

1539 FIELD EXPERIENCE (Travel & Tourism) On-the-job training in a travel and tourism facility through special arrangement with a travel and tourism instructor. (1-4 credits)

1540 SPECIAL PROBLEMS (Travel & Tourism) Individual study or research relating to the student's major area of study is arranged with a travel and tourism instructor. (3 credits)

1541 TRAVEL INDUSTRY PRACTICUM Students will spend one day each week in a travel or tourism related business operation, applying in a practical manner their previous classroom learning experiences. (1 credit)

1587 VARIETY BREADS (1 credit)

1588 GARNISHING TECHNIQUES Preparation of various garnishes, fruit and vegetable carvings. (1 credit)

1589 APPLIED FOOD SERVICE SANITATION To acquaint the food services worker with the principles and practices of proper sanitation. (1-3 credits)

1590 DESSERT PREPARATION To acquaint the student in the preparation of various desserts utilized in commercial food service establishments. (1 credit)

1591 TABLE SIDE COOKERY To acquaint the student with the techniques of table side cookery, including entree's, side dishes and desserts. (1 credit)

1592 SOUP & SAUCE COOKERY To acquaint the student with various preparation techniques of soups and sauces. (1 credit)

1593 PRACTICAL COOKING METHODS To acquaint the student with the various cooking methods utilized in the commercial kitchen. (1 credit)

1594 SPECIAL PROBLEMS (Retail) 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 merchandising emphasis or a merchandise department. (3 credits)

1596 COMMERCIAL VARIETY MEAT UTILIZATION Cutting of various meat products. (2 credits)

1597 COMMERCIAL BEEF UTILIZATION Cutting techniques of beef. (2 credits)

1598 BASIC PASTRIES Preparation of French pastries. (1 credit)

1599 SALES PROMOTION This course is designed to acquaint the student with the principles of interior display, exterior display, and advertising. The course is split evenly between the three areas with emphasis on practical projects in these areas in order to apply the principles. This information is a prerequisite for "Advertising", a course of all on-the-job application of the material from "Sales Promotion", (3 credits)

1601 SPECIAL PROBLEMS (Food Management) 3 credits)

1604 SPECIAL PROBLEMS (Professional Chef) The course Special Problems is designed to enable students to pursue an area of special interest to them. The course will be held by special arrangement with the student's instructor, and should be relative to the students current study area, and to his future employment. The course is also used as a supplement to internship, where the seminar approach can be used. (3 credits)

1606 RESTAURANT SANITATION & SAFETY Sanitation and safety as they relate to the restaurant industry. (2 credits)

1607 SUPERVISORY DEVELOPMENT Chef supervision techniques. (1-3 credits)

1610 PROFESSIONAL MEAT CUTTING An in-depth study of various meats, poultry and seafood utilized by the food service industry. Identification, grading, yield and portion control are intensively reviewed. Maximum utilization is stressed during cutting demonstrations. Student will actually cut various products. (4 credits)

1611 PROFESSIONAL FOOD PREPARATION Student will prepare various entrees served in commercial food service establishments. Special attention is given to garnishing, plate appearance and time management. (4 credits)

1612 PROFESSIONAL CHEF SUPERVISION An advanced course involving techniques for supervising and training food service employees. Emphasis is on leadership, motivation and attitude. (2 credits)

1613 PROFESSIONAL BAKING & CLASSICAL PASTRIES An introduction to classical pastries and sugar. Students will prepare puff pastry products, choux paste products and classical desserts. Students will be introduced to pastry decoration, pastillage pulled and blown sugar. (4 credits)

1614 INTRODUCTION TO CULINARY ARTS An introductory course to familiarize students with the field of Culinary Arts. Topics include culinary history, role of the Executive Chef, kitchen organization, tools and equipment, cooking methods, work habits and controls. (2 credits)

1615 FOOD & LODGING MERCHANDISING This course is designed to introduce the basic principles of searching out all potential sources of business, finding just what is that their potential customers want and need in the way of facilities and services, selling those potential customers, servicing them so that they spend the maximum amount of money and convincing them to return again. (2 credits)

1616 ADVANCED MEAT SCIENCE Fundamentals of meat, poultry and seafood; quality, yield, availability, utilization, costing, purchasing, inventory, packaging and labor. (3 credits)

1617 WINES, SPIRITS, & BEERS Students will study 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 are covered. (2 credits)

1618 FIELD EXPERIENCE (Culinary Arts) Field experience in Culinary Arts by special arrangement with instructor. May be repeated for credit—maximum credit 13. (1-4 credits)

1619 BANQUET ORGANIZATION A course in the planning, preparing and serving of banquets including various types of table set-up, service, production and time planning. The organization and preparation of buffets is emphasized. (4 credits)

1620 FOOD SCIENCE & NUTRITION (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. (3 credits)

1622 EXECUTIVE FOOD PURCHASING A comprehensive study of the purchasing, storing, issuing, inventorying of food with food cost controls and reporting procedures. Labor cost and other controls are reviewed to minimize cost of operations. (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. (4 credits)

1624 INTERMEDIATE FOOD PREPARATION An advanced course in the preparation of various foods utilized in commercial kitchens. Students will prepare stocks, soups, sauces, vegetables and farinaceous products. (4 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" maintain 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. To become acquainted with administration and motivating people and in satisfying the guest's needs. (2 credits)

1628 FRONT OFFICE PROCEDURES Introductory procedure which relates specifically to front office operations. Front desk procedures such as registration, and cashier activities will be studied in depth. (2 credits)

1629 HOR'S DOEUVRES & CANAPES Preparation of Hor Doeuvres and Canapes. (1 credit)

1630 PURCHASING FOR FOOD & LODGING Purchasing for Food and Lodging Establishments is designed to give the student a basic understanding of purchasing procedures. Selection of various food and non-food supplies will be surveyed. The quality versus price decision theory will be studied. (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. (2 credits)

1633 RECORDS To describe and explain records and recordkeeping 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 AND 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 in the basic understanding of how to mix drinks. Knowledge of basic drinks and other spirits will be surveyed. Bar management principles will be studied with emphasis on cost control and purchasing. (2 credits)

1639 BASIC FOOD PREPARATION An intensive study of the fundamentals of basic food preparation techniques utilized in commercial kitchens. Topics include pre-preparation methods, garnishes, pantry organization and breakfast cookery. (4 credits)

1640 REGULAR AND MODIFIED MENU PLANNING Regular and modified menu planning is intended to give the student a basic understanding of menu planning in restaurants. Integrating the menu into the food production system will also be surveyed. (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)

1642 INTRODUCTION TO BAKING The role of the Pastry Chef will be reviewed. Students will study bakery products, tools and equipment, weights and measures, recipes, proper methods of combining ingredients and bake shop management. Students will prepare yeast dough products, pies, cakes and icings. (4 credits)

1643 CULINARY MENU PRODUCTION An intensive study in the planning, utilization, pricing and integrating a menu into a commercial food service establishment. The menu concept as it relates to the entire operation is critically analyzed. Student will produce workable menus. (4 credits)

1644 CULINARY ARTS LABORATORY EXPERIENCE I Actual "on the job" culinary experience at the **Hocking Valley Motor Lodge**. Students are rotated through various phases of kitchen operations. (5 credits)

1645 CULINARY ARTS LABORATORY EXPERIENCE II Actual "on the job" culinary experience at the **Hocking Valley Motor Lodge**. Students are rotated through various phases of kitchen operations (5 credits)

1646 CULINARY ARTS LABORATORY EXPERIENCE III Actual "on the job" culinary experience at the **Hocking Valley Motor Lodge**. Students are rotated through various phases of kitchen operations. (5 credits)

1647 INDIVIDUAL STUDY (Culinary Arts) Independent study in the Culinary Arts technology arranged by instructor and student. (1-5 credits)

1648 CHEF STEWARDING PROCEDURES The basic functions of the steward are thoroughly discussed and analyzed. Topics include inventory, storeroom, reporting and control procedures particular to a commercial kitchen. Labor cost and control are analyzed. (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 This course is designed to offer practical information to the student about how to help employees in any restaurant function more efficiently. The models for various management tools provided are aimed at increasing operations volume and net profits. This course is geared toward providing the student ways for improving personnel training, service and production. Students will have an opportunity to supervise other students and employees of the **Hocking Valley Motor Lodge**. (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 insight into institutional housekeeping as a career. (1 credit)

1693 SPECIAL PROBLEMS (Hotel-Restaurant Management) 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. (3 credits)

1698 BASIC ELEMENTS OF TYPING This course is planned for beginning typing students at the college level. After learning the keyboard, the students learn the machine parts and their uses, horizontal and vertical centering, and typing letters, tables, and manuscripts. (2 credits)

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

1702 POLICE REPORT WRITING This course provides law enforcement officers with training in writing effective police reports. Participants learn to find and record all relevant facts; to analyze and organize findings as well as distinguish fact from hearsay, conclusion and opinion; and to communicate all relevant findings in a well-written report. (2 credits)

1703 POLICE COMMUNICATIONS OPERATIONS This course will be a comprehensive examination of Police Communications systems. It will include: radio, telephonic, and interpersonal communications as well as an examination of computer applications in law enforcement. (2 credits)

1704 CRIME PREVENTION & COMMUNITY RELATIONS This course will examine the complex nature of the relationship between the police and the public. Emphasis will be placed on programs designed to reduce crime and improve that relationship. (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 surveys the regional, political, and the 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)

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, the current status of academic studies in the United States and 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 as 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 & CRIMINAL JUSTICE History, development, philosophy and constitutional background of law enforcement and criminal justice in a democratic society; introduction to and survey of the various agencies and branches involved in the administration of criminal justice. (4 credits)

1713 BASIC PHOTOGRAPHY This course is designed to teach the fundamentals of photography, how to handle a camera with ease, how to expose film correctly and produce satisfactory prints by contact or enlargement. It will also provide information on the use of filters, proper lighting techniques, photographing under low light conditions and the arranging of subjects within a scene for proper composition. (2 credits)

1714 INTERMEDIATE PHOTOGRAPHY Continuation of Basic Photography with emphasis on extended development, comparison of different films and developers, portraiture, and special projects to expand the abilities of the student. (2 credits)

1715 POLICE PERSONNEL MANAGEMENT This course will examine from a middle management prospective the principles methods of police personnel management. The planning, organizing, directing, and controlling of the recruiting, staffing, placement, supervision, training, evaluation, wage and salary administration, benefit programs, labor relations and other areas will be studied. Special emphasis will be placed on civil service laws, court decisions, police unions, and the bargaining relationships between the police and government. (3 credits)

1716 POLICE OPERATIONS A study of principles of organization and administration as applied to specialized operational services. Will include patrol, criminal investigation, intelligence, vice, juvenile, traffic, public relations, conflict management, crisis intervention, and other ancillary units and services. The student will be given the opportunity to develop his own operational plans for one or more specialized units. Emphasis will be placed on new and innovative programs in operational 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)

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 This course is designed to provide the student with applicable knowledge of statutory criminal law through a comprehensive study of the Ohio Revised Code. All major criminal offenses will be examined and broken into basic proof elements. The elements will then be applied to hypothetical situations which will give the student the opportunity to apply the law to potentially factual situations and thereby learn to select the proper criminal charge for individual situations. (3 credits)

1722 POLICE INSTRUCTIONAL TECHNIQUE 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 videotaped for critique by himself and other class members. (3 credits)

1723 INTELLIGENCE & VICE Acquaint 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 course covers the elements of civil liability involving law enforcement officers and agencies. (2 credits)

1726 DISPATCHER TRAINING To develop the communication skills, cognitive processes and relating abilities of police dispatchers. To facilitate better quality and more accurate communication through proper application of interpersonal communication skills. To analyze dispatch operation variables and to investigate legal implications of FCC regulations. (3 credits)

1727 INTRODUCTION TO CRIMINAL JUSTICE The academic emphasis will encompass the nature of law, both criminal and civil. The laws application to society, and its evolution. It is an eclectic approach to the entire criminal justice system and shows the inter-relation and interdependencies of each criminal justice agency to one another. (3 credits)

1728 INTERVIEWING TECHNIQUES An introduction to the theory and practice of interviewing. Emphasis is placed on the development of good attending skills, learning to respond to specific feelings and thoughts, and the importance of self-awareness. Students are introduced to the use of audio and video tape as learning tools. (4 credits)

1729 APPROACHES TO COUNSELING This course will provide the student with the information and skills necessary to become an effective counselor in both group and individual counseling situations. The student will be provided with the tools to analyze his/her counseling effectiveness in dealing with persons who have behavioral disorders. (3 credits)

1730 CASE ANALYSIS A study of investigative report writing as it pertains to corrections. The use of the social investigation for decision making at the juvenile and adult levels and at various stages of the criminal justice process—detention, sentencing, and programming in institutional and non-institutional settings. (3 credits)

1733 INSTITUTIONAL CORRECTIONS Will update and replace the older course called Correctional Programs. Although the course itself will not significantly change, there have been many innovations in the field of institutional corrections. The name of this course is more specific and more well defined. (4 credits)

1734 NON-INSTITUTIONAL CORRECTIONS This course will update the course known as Probation & Parole. With the increase in shock probation, furlough, shock parole, etcetera, a much broader scope must be looked at if the student is to understand community corrections. (3 credits)

1736 ADVANCED GROUP DYNAMICS This course is a continuation of Approaches of Counseling #1729. This course is group counseling oriented and the student will learn the principles of group counseling 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)

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)

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)

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. (3 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 presented in court. (2 credits)

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 alarm 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 problem 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 INVESTIGATIONS This course will provide the student with the more important fundamentals of criminal investigation, the initial contact, the preliminary investigation, primary phase, and follow-up. (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 RECORDKEEPING IN LAW ENFORCEMENT Course is designed to teach medium-sized law enforcement agencies centralized recordkeeping systems which comply with federal and state statutes concerning the 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 the 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 technologies 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 proper 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)

1765 SPECIAL PROBLEMS (Corrections) 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 (Criminal Justice) This course is designed to provide the student with insight into several contemporary problems in the criminal justice system. The insight will be gained through individual research and in-class presentations and discussion. (3 credits)

1768 DRUG & ALCOHOL ABUSE Drug and alcohol abuse in 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 intervention 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)

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. (1 credit)

1774 SOCIAL DEVIANCE Social Deviance will comprehensively look at social disorganization and its effects. Other topics will include social ecology, and the evaluation of law and our legal system in regards to different theories. (3 credits)

1777 JUVENILE DELINQUENCY A study of juvenile delinquency, etiology and treatment, with emphasis on the workings of the juvenile justice system. (4 credits)

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)

1790 GROUP WORK TECHNIQUES A study of theories and procedures for the use of groups of various types. Attention is given to various roles found in group work, particularly the leader and observer. Classes are taught primarily by the group method, although the lecture/discussion method will also be employed. (3 credits)

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 occurrence 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 To give the student the basic fundamentals of chemical science and the scientific method of solving problems. The course is to prepare students with no previous chemistry for further study in such chemically oriented fields as ceramic engineering technology and heat processing technology. (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 I (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 This course is designed to study the effects of human population on our natural resources and determine methods of relating population increases to depletion of our natural resources. (4 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 Health) Emphasis pertains to industrial chemistry. Study of principles and relationships of materials found in the working environment. (3 credits)

1809 PEST CONTROL A program of study of common pests of public health significance, and their identification, prevention, and control. Also, a study of pesticides for proper selection, use and precautions when being administered will be covered. (2 credits)

1810 INDUSTRIAL HYGIENE/SAFETY SEMINAR This course is designed for professionals in the field of Industrial Hygiene and Safety. It will familiarize students with industry, state and federal agencies, their duties and responsibilities. Each session will be led by different professionals in the Industrial Hygiene/Safety field. (1 credit)

1811 OCCUPATIONAL SAFETY EQUIPMENT/ENVIRONMENTAL SURVEILLANCE A study of health hazards in the workday environment with actual documentation utilizing 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 problems. (5 credits)

1812 SAFETY FOR SUPERVISORS A study of the various aspects pertaining to safety within industry. Reviewing accident costs and how accidents affect efficiency, morale, and public relations will be discussed. (4 credits)

1813 ENVIRONMENTAL AND SAFETY LAW Environmental health as practiced in Ohio is firmly grounded in law and would not long exist in the manner we know it today, except for its sound legal basis. This is a general survey course 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 various public institutions such as camps, swimming pools, schools, and mobile home parks in areas of design, construction maintenance, and sanitation of each. Also, study of food protection including local, state and federal regulations concerning food protection, food processing, and food service operations is considered. Emphasis is placed on sanitation procedures in restaurants and vending machines. A case study of epidemiological procedures is utilized to depict the collection and assimilation of data in food poisoning outbreaks. (5 credits)

1815 SEMI-PUBLIC WATER & 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)

1817 INDUSTRIAL HYGIENE To stress information that is of practical utility in industrial hygiene. Emphasis is placed on chemical and physical stresses that may impair the health and well-being of workers. (5 credits)

1819 ENVIRONMENTAL SURVEILLANCE A general surveillance course in environmental monitoring involving water, air, and solid waste problems. This course includes many field trips to see both good and bad practices of various community health services. (3 credits)

1820 BASIC INDUSTRIAL FIRE PROTECTION A program of study involving the organization and operation of in-plant fire protection practices. Also, procedures for coping with fire and related emergencies, special firefighting tactics, and training of personnel are covered. (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 I** Physical Science I is a survey of measurements and mathematical principles, matter and matter in motion, energy and changes in energy, and mechanics. (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)
- 1870 OCCUPATIONAL SAFETY** A study of Ohio safety codes and accepted safety practices and procedures pertaining to employees and employers. (3 credits)
- 1882 ENVIRONMENTAL HEALTH 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. (1 credit)
- 1890 SPECIAL PROBLEMS (Environmental Health)** Individual study or research relating to the student's major area of study is arranged with an instructor of environmental health. (3 credits)
- 1900 UNDERSTANDING FIRE INSURANCE** The history and principle of fire insurance. The principles and practices of inspection for the purpose of determining premium 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. (3 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. (2 credits)
- 1903 LEGAL ASPECTS OF FIRE PROTECTION** Introduction 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 organizations and operations of in-plant fire companies; purchase of supplies and equipment, special fire fighting 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** Course explains camera techniques for capturing the most important and most interesting elements of a fire situation. It will include techniques for recording evidence and proper preparation of photographs for use as evidence in court. (1 credit)
- 1907 FIRE COMMAND** Group operations and command strategy at the company officer level and chief officer level. The training of the company to operate as a team and preplanning of firefighting operations, employment of personnel and equipment will be taught. Operation and tactics including mutual and outside aid in firefighting. (3 credits)
- 1908 FIRE FIGHTING TECHNIQUES & PROCEDURES** Techniques and procedures of fire fighting with emphasis on the role of the individual fire fighter. Methods of extinguishing fires, life saving procedures, special equipment, salvage, prevention of rekindling, and overhauling will be covered. (5 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, codes and fire ordinances are discussed. (3 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 is 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 organizational training program. Methods of evaluation. (3 credits)
- 1914 UNUSUAL FIRE FIGHTING PROBLEMS** Methods of fighting aircraft and maine fires. Methods of fighting fires in industrial processes involving hazardous unknown materials. (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 history of fire, the cause, course, damage, and results. The course provides an appreciation for the profession of fire fighting. (2 credits)
- 1918 SPECIAL PROBLEMS (Fire Science)** (3 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)
- 1921 FIRE DEPARTMENT OPERATIONS & EXTINGUISHMENT** Basic course designed for the firefighter. Covers all phases of fire suppression. The course includes equipment recognition and use, hose layouts, methods of extinguishing fires, search and rescue, exposure protection, ventilation, overhaul, salvage. (3 credits)
- 1923 FIRE SERVICE P.R. & PUBLIC EDUCATION** This course is designed to provide methods and strategies of improving the relationship between the fire service and the community. It will include a study of techniques of educating the public in fire safety techniques. (2 credits)
- 1924 FIRE CHEMISTRY, PHYSICS, HYDRAULICS** The study of formation, composition forces and reactions of materials in the world and ways in which water is used in combating these materials when they are involved in fire. Also the movement of water and its associated terminology will be covered. (3 credits)
- 2042 INTRODUCTION TO CALCULUS** (5 credits)
- 2045 DESCRIPTIVE GEOMETRY** Graphical solutions of problems relating to points, lines, planes and solids. Space visualization pertaining to interaction of planes 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, troubleshooting, and service procedures of modern automotive diesel engines. This course will cover four stroke cycle principles and operations. Emphasis will be placed on air induction systems, fuel systems, injection pumps, and injection nozzles. (3 credits)
- 2072 AUTOMOTIVE SERVICE ORIENTATION** Introduction to the entire 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. (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 AUTO CHASSIS I** First course of two part. First deals with brakes and braking systems, clutching systems, clutch service. (4 credits)
- 2083 AUTOMOTIVE ELECTRICITY** Basic AC and DC electricity as fundamentals of Automotive Electricity, study of magnetism, induction, construction and use of meter, various lighting and charging circuits and accessories. Operating principles and construction of batteries, generators, cranking motors, regulators, relays, solenoids. (4 credits)
- 2084 AUTOMOTIVE IGNITION SYSTEMS** Design, principles of operations and construction of automotive ignition systems. Units of studies as mechanical systems, including coils, distributors, condensers, advance mechanisms, and contact points, electronic systems; ignition timing, wiring and malfunctions; maintenance and troubleshooting. (4 credits)
- 2085 AUTO TRANSMISSIONS I** First part of two part course. First course deals with operation; construction and maintenance of manual 3, 4, and 5 speed transmissions. Design of gears, and power flow of drive lines. (4 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 line-up, horsepower and torque development, adjustments, and services. (6 credits)
- 2088 PERFORMANCE TESTING** A study of the principles involved in diagnosing and correcting problems of the internal combustion engine. Instruction and laboratory use of diagnostic testing equipment used to solve practical problems relating to emission controls of modern automobiles and light trucks. (5 credits)
- 2090 FUEL EFFICIENCY & SAFETY IN THE BOILER ROOM** A study of the chemistry of combustion, and the combustion of different fuels, including coal, fuel oil, gas and others. The use of basic combination control system, and the use of instruments to obtain combustion data. Also a study of the analysis of losses and corrections. (3 credits)
- 2092 SPECIAL PROBLEMS (Automotive Management)** (3 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 AUTO CHASSIS II** Continuation of Chassis I. Deals with wheel alignment, front suspension, rear suspension alignment. (4 credits)
- 2095 AUTO TRANSMISSIONS II** Continuation from Auto Transmission I. This course deals with Automatic Transmissions only, design, construction, and overhaul of automatic transmissions. (4 credits)
- 2096 MATH FOR AUTOMOTIVE TECHNICIAN** Covers fractions, decimals, percentages, ratio powers and roots, formulas, graphs, invoices and measurements relating to the various functions of the automobile. (4 credits)
- 2110 GRAPHICS** This course is an introduction to illustration. Students will work with various techniques and materials utilized in industrial and architectural presentation drawings. (4 credits)

- 2113 ADVANCED DRAFTING** Technical drafting representations as applied to industrial products and processes with special emphasis on detail and assembly drawings. (4 credits)
- 2114 ARCHITECTURE I** A study of the terms, symbols and details of an architectural set of working drawings as applied toward the design of residential buildings. (4 credits)
- 2115 ARCHITECTURE II** A study of the terms, symbols, details and codes of an architectural set of working drawings as applied to the design of commercial buildings. (4 credits)
- 2118 CABLE TOOL DRILLING** This course trains persons in the fundamental skills of percussion type drilling as well as the techniques and problems associated with the overall cable drilling process. (4 credits)
- 2119 ROTARY DRILLING** This course trains persons in the basic techniques and skills associated with the rotation and circulation approach to drilling as well as common problems encountered during the drilling process. (4 credits)
- 2120 PIPE FITTING** This course provides training in the use and nomenclature of equipment commonly used in working with fitting, valve, pipe and related oil field control devices. (2 credits)
- 2121 PRIME MOVERS** During this course the student is introduced to the types of prime movers used on pumping and trained in the operation, maintenance and servicing of the more common engines. (2 credits)
- 2122 WELL SERVICING & SERVICES** This course covers the methods, procedures, and techniques for repairing a downhole problem or reworking on oil well to the purpose of increasing production. Also included is training in the use of servicing tools. (2 credits)
- 2123 PUMPING** The course trains the student in duties of the pumper, methods of pumping, and the problems associated with the subsurface pumping equipment. (3 credits)
- 2124 INTRODUCTION TO PRODUCTION** In this course the basic principals and techniques for extracting petroleum from the earth are covered with the emphasis of the sucker rod method of artificial lift and the use of surface pumping units. (3 credits)
- 2125 WELL COMPLETIONS** This course introduces the methods and procedures for casing, cementing, and stimulating a potential well so that petroleum may be produced. (2 credits)
- 2126 SPECIAL PROBLEMS (PETROLEUM)** Study and/or research in an area of special interest in the field of petroleum management. May be individual or group. (3 credits)
- 2127 MICROWAVE THEORY** To become familiar with the microwave frequency range, and some of the uses of microwaves. Test equipment such as attenuators, frequency meters, couplers, turners, detectors, slotted line and loads will be used in lab experiments. (4 credits)
- 2128 WELL ABANDONMENT** In this course the mechanical process of abandoning a well and the legal requirements are examined as related to contemporary practices and economics. (2 credits)
- 2129 SUBSURFACE GEOLOGY & LEASING** This course examines the nature of the earth's crust as related to finding and producing petroleum. It also looks at legal requirements for drilling and producing including leasing of land. (2 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. Study includes resistance networks, AC/DC meters, and AC/DC application circuits. (4 credits)
- 2131 ADVANCED PETROLEUM APPLICATIONS** This course deals with special problems encountered in well production including the areas of pumping, brine disposal, and secondary recovery with an emphasis on relating previous training to those problems. (3 credits)
- 2132 BOTTOM HOLE PUMPS** This class examines the various types of down hole pumps used to lift crude oil from the ground with an emphasis on the many types and designs of sucker rod pumps. The course will examine the advantages and disadvantages of the pumps and include rebuilding methods and procedures. (2 credits)
- 2133 MODERN WELL LOGGING** Types and applications of modern well logging will be covered during this course as well as interpretation of the basic types of well logs. (2 credits)
- 2137 ELECTRICAL PROCESS I** A study of electronic manufacturing practices. A printed circuit project will be assigned to each student. A project report will be submitted at the completion of the project. (2 credits)
- 2138 ELECTRICAL PROCESS II** A study of electronic manufacturing practices of PC Assemblies from photographing of art work, to developing on light sensitive material to mounting of components. (3 credits)
- 2143 ELECTRONIC DRAWING** Electronic Drawing is a study of electrical drawing standards, graphic symbols, diagram layouts and parts identification through construction of orthographic and symbolic drawings. (3 credits)
- 2144 ELECTRICAL DRAWING** This course is designed to give students an understanding of electrical drawing standards, graphic symbols, diagram layouts and part identification by 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** 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 pneumatic, hydraulic, electrical, electronic, electromechanical and other combinations of instruments will be used. (3 credits)
- 2149 INDUSTRIAL SUPERVISION** Working relationships among personnel involved in production areas of manufacturing are studied, including qualification and characteristics expected for various positions. Case studies provide examples of typical positions and responsibilities of persons in the industrial setting. (1-4 credits)

2153 ELECTRONICS II The student will become familiar with the important fundamentals of amplification. He will understand amplifier characteristics, design factors, and applications of various active devices in practical circuit configurations. (4 credits)

2154 ELECTRONICS III Covers the operation of power transistors in amplifier circuits. A comprehensive treatment is given the popular linear integrated circuit units, the differential and operational amplifier. Feedback and oscillator circuits are covered along with voltage and current regulators and a catch all of a number of PNP devices. (5 credits)

2156 ELECTRONICS IV An advanced course dealing with pulse and switching circuits. Course also introduces basic logic gates, binary arithmetic, and boolean algebra fundamentals and their application to logic circuits. (4 credits)

2157 ELECTRONICS V A detailed study of combinational logic, mapping and minimization techniques, computer codes, arithmetic operations, counters, memory, input-output devices. (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 introduction course consisting of the fundamentals of combustion. Information to be covered will be the principles of combustion, flame patterns, fuels, combustion analysis, and metering. Laboratory experiences will correlate with lecture material. (3 credits)

2163 HYDRAULICS & PNEUMATICS A study of raw materials, compositions, uses, physical properties, manufacturing processes, melting and annealing, physical testing and introduction to glass ceramics. (3 credits)

2164 COMBUSTION II This course is a continuation of Combustion I consisting of lectures, laboratory work and plant trips. The course will cover fuel burning systems, burner equipment controls, piping, and the use of kilns and furnaces to produce products. (4 credits)

2169 COMMUNICATIONS SYSTEMS An introduction to the principles and concepts of RF Communications with a study of transmission, radiation characteristics, and reception of electromagnetic energy. The course covers propagation, transmission lines, antennas, modulation and detection, AM and FM receivers and transmitters with emphasis on operating criteria. (5 credits)

2171 MATH 03 Basic course in engineering trigonometry. Study of basic trigonometry concepts. Trigonometric functions as applied to right triangles, oblique triangles, and vectors. (2 credits)

2174 INSTRUMENTS & 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 This course is designed to give an understanding of tests approved by American Society of Testing and Materials and used for Quality Control purposes throughout the Ceramic Industry. (4 credits)

2177 CERAMIC AUTOMATION Through a series of plant visits to a variety of ceramic plants the student gains an insight into the methods, processes, and procedures for producing ceramic products. Discussion and report writing are developed around each facility visited. (3 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. (3 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)

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

2190 SEMINAR IN INDUSTRIAL PROBLEMS This is a laboratory course that involves the student with specific problems submitted by industrial companies. These problems are defined, and solution procedures worked out between the student, the faculty and the industrial technical personnel. The student will use many of his learned techniques in the laboratory work. (2 credits)

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 microcomputers 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 STUDY (Data Processing) (1-5 credits) arranged by instructor.

2201 INDIVIDUAL STUDY (Secretarial Science) (1-5 credits) arranged by instructor.

- 2202 INDIVIDUAL STUDY (Accounting)** (1-5 credits) arranged by instructor.
- 2203 INDIVIDUAL STUDY (Retail Management)** (1-5 credits) arranged by instructor.
- 2204 INDIVIDUAL STUDY (Hotel/Motel)** (1-5 credits) arranged by instructor.
- 2205 INDIVIDUAL STUDY (Business Management)** This course will be independent study in the Business Management technology, on an individual basis and arranged between the instructor and student. (1-5 credits)
- 2209 PRACTICUM** This course is planned for the second-year secretarial student during the sixth quarter. The purpose of the externship is to give the student as much on-the-job experience as possible before graduating, working under the supervision of an administrative secretary or administrative assistant, in the option she has chosen — executive, legal, medical or transcription. (2 credits)
- 2214 LEGAL MACHINE TRANSCRIPTION I** 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)
- 2218 TAX ACCOUNTING I** The study and application of Federal Income tax law. The course will emphasize the preparation of Federal Income Tax Returns for individuals. (3 credits)
- 2219 TAX ACCOUNTING II** An in-depth study of the application of general tax rules and concepts for a corporate management point of view. (4 credits)
- 2222 SEMINAR (Computer Science)** A discussion group, led by a computer science technology instructor, which deals with the work experience in which each student is participating. (1 credit)
- 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 communication 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, records, procedures, and bookkeeping approaches for the job cost system. (Accounting majors are required to take Course –1211, Basic Cost Accounting Simulation.) (3 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)
- 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, the 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** A continuation of Cost Accounting I. Emphasis is placed upon production data and cost flow, budgetary control, and manufacturing cost standards. (4 credits)
- 2262 AUDITING** The purpose of the course is to introduce an advanced accounting student to the duties and scope of operations of the internal auditor (it does not qualify a student to be an internal auditor). Several field trips, and practice audits are used to demonstrate the practical aspects of internal control—the function of an auditor. (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; therefore, Advertising concentrates on practical matters such as budgeting, media selection, copywriting, layout and design, campaign construction and market segmentation. Lab hours are used for class and external projects in advertising in conjunction with local business. (3 credits)
- 2264 FUNDAMENTALS OF ACCOUNTING I** Organized so as to furnish the students with an understanding of the fundamentals of accounting for the non-profit field. It covers all levels of government—local, state and federal. The principles and practices are related at every opportunity to those of financial planning and control. Better known as "Financial Management". (4 credits)

2266 FUNDAMENTALS OF ACCOUNTING II This course completes the detailed case study started in Fundamentals I—the modified accrual basis of accounting for municipalities. Internal service funds, enterprise funds, fiduciary funds are emphasized. Additionally, general fixed asset group of accounts and general long-term debt group of accounts are studied to complete the series. (4 credits)

2267 ACCOUNTING PERSPECTIVES This course presents topics related to the basic concepts, principles, and practices of accounting including: financial statements, accounting and the computer, cash and inventory management, valuing assets, ownership, taxation and public policy, pricing, budgeting, and international accounting. (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. (3 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. (3 credits)

2280 OFFICE ORGANIZATION & MANAGEMENT This course is designed for prospective secretaries who may be expected to assume some of the duties of an office manager. The basic principles governing effective supervision, office organization, the functions of management, the office environment, and current employment and personnel practices are discussed. (3 credits)

2282 SECRETARIAL SEMINAR This course is planned for the student's sixth quarter. Topics relating to the secretarial profession and the externship will be discussed during the seminar. (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 filing equipment and supplies are included. (2 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 This course is designed to give the consumer some background information on coping with some of the major financial decisions in life. Some of the specific topics to be covered include taxes, consumer credit, insurance and savings plans. (3 credits)

2288 PERSONNEL MANAGEMENT Personnel Management is designed to help the student become familiar with the techniques of managing people, and the rules and laws regulating employment. The student should have an understanding of the principles of management prior to entering the course. (3 credits)

2289 MAGNETIC MEDIA II This independent study course is planned for students who have completed Typing II. Students should become proficient in operating the IBM Mag Card II Typewriter. The skills learned in this course should transfer to other automatic typewriters. (1 credit)

2290 MAGNETIC MEDIA I This independent study course is planned for students who have completed Typing II. Students should become proficient in operating the IBM Memory Typewriter. The skills learned in this course should transfer to the Mag Card II and other automatic typewriters. (1 credit)

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)

2302 BACKPACKING & SURVIVAL A study of backpacking techniques including the selection of equipment, hiking skills, cooking skills, camping techniques, wilderness travel and wilderness emergencies. Content also includes survival skills such as finding food and water, building fires and shelters, making survival kits and tools. Practice survival situations will be experienced by the students. (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)

2305 HERPETOLOGY Introduction to reptiles with emphasis on identification of Ohio snakes. This will include techniques of capturing, handling and maintenance of snakes in captivity. (2 credits)

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

2307 TIMBER HARVESTING SKILLS II Continuation of Skills I—Applied equipment operation. (3 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)

2310 TIMBER STAND IMPROVEMENT This course is designed to train the student in the fundamental principles of species identification 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)

2311 TIMBER HARVESTING SEMINAR Weekly discussion of harvesting events as experienced in class. Certain related subjects will be introduced and discussed. (3 credits)

2312 WOODLAND MANAGEMENT FOR PRIVATE WOODLAND OWNERS An evening course designed for absentee and resident landowners interested in managing their woodlands for timber, wildlife, recreation, and other benefits. (3 credits)

2313 TIMBER & LOG SCALING Applied scaling practices and grading for hardwood sawtimber, pulpwood and logs. (2 credits)

2314 LUMBER GRADING, MARKETING The major objective is to develop a working knowledge of the standard hardwood lumber grades. Special species grades, structural and softwood grades will also be covered for comparison purposes. Interpretation and application of hardwood grading rules are a major emphasis in testing and evaluation. Grade yield studies, lumber prices and market analysis are also covered both in lecture and lab. (4 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 logs into lumber products is emphasized. (5 credits)

2317 ORIENTATION TO EMPLOYMENT The first portion of the course deals with developing a resume, writing cover letters and handling interviews. The last portion of the course is devoted toward developing supervisory ability, decision making, and human relations. Instruction consists of lectures, reading assignments, plus student participation in solving personnel management problems. Several guest speakers will be included in the last portion of the course. (2 credits)

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

2319 FOREST MANAGEMENT A wrap-up course which draws on material covered in previous courses. Even-aged management of upland central hardwoods, forest regulation by area control, and site species relationships are considered. Labs include making, cruising for prescription, computing of marking tallies, visiting with area management foresters and preparing a management plan. (4 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 acetylene 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)

2322 FIELD EXPERIENCE (Forestry) The student enrolled in the forestry program may elect at his option to register for course credit under the title of Field Experience. This experience is similar to an internship in that the student will be employed by a forestry agency not affiliated with HTC. To earn course credit the student must register with HTC and pay all appropriate tuition and fees for the credit hours desired. Furthermore, the student must develop the program with his advisor, department coordinator and employing agency and will undertake the program only upon approval of advisor and coordinator and the availability of and the cooperation of an employing agency. Each case will be reviewed on its individual merits, and fees, schedules, and course credit granted accordingly. The student will initiate the process through contacting his advisor or the advisor will initiate by contacting the student when an employing agency contacts the school requesting a student to work in an internship situation. (1-3 credits)

2323 DIESEL, GASOLINE AND SMALL ENGINE MAINTENANCE AND REPAIR Description and comparison of internal combustion engines, their construction, function, operation, and maintenance. (4 credits)

2326 HYDRAULIC & MECHANICAL SYSTEMS MAINTENANCE AND REPAIR A course in the routine maintenance and light repair of hydraulic and mechanical systems. (4 credits)

2327 TIMBER HARVESTING SKILLS III A field course concentrating on the development of logging skills. The student will operate and develop skills utilizing chain saws, crawler tractor, rubber tired skidder, knuckleboom loader, log trucks and all other tools, equipment and supplies involved in producing and marketing logs derived from standing timber. (12 credits)

2328 TIMBER HARVESTING SKILLS I A course in applied equipments operation in an actual logging situation. Safety is stressed at all times. (3 credits)

2330 TREE IDENTIFICATION Identification of Eastern commercial tree species in both tree and log form. Bark characteristics are stressed as the primary identification feature. (2 credits)

2331 WELDING A course in the principles of joining and cutting metals using a gas and electric welding apparatus. (2 credits)

2332 EQUIPMENT OPERATION I Operation and maintenance of chainsaws and hand tools used in the logging industry. (3 credits)

2333 EQUIPMENT OPERATION II Operation and maintenance of crawler tractor, farm tractor w/forklift and log truck. (3 credits)

2335 CHAIN SAW OPERATION & MAINTENANCE A basic course in the use and maintenance of the chainsaw. Units are as follows: 1) cutting logs and brush; 2) cutting standing trees; 3) chain and bar maintenance and repair; 4) trouble shooting non-working saws; 5) carburetion—repair and adjustment; 6) safety in chainsaw operation. Participant will be able to operate a chainsaw for the cutting of firewood, trimming trees, and removal of brush. Cutting of large trees will be discussed and demonstrated, but will be a minor unit in the course. (2 credits)

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

2337 INTERPRETIVE METHODS I Deals with non-conducted interpretive activities. Emphasis is placed on interpretive medium production such as recorded messages, signs and labels, interpretive publications, self-guided tours, and self-guided trails. (1-3 credits)

2338 INTERPRETIVE METHODS II Involves supportive interpretive activities such as displays and exhibits, animal rehabilitation, specimen and artifact collection, and field notes. The course also addresses building design, vandalism problems, agencies, organizations and professional development. (2 credits)

- 2339 INTERPRETIVE METHODS III** Deals with conducted activities involving guided walks and tours, conducting living demonstrations and workshops, and giving talks. Off season-off site work with school groups, garden clubs, etc. will be undertaken by all students. (3 credits)
- 2340 REPRESENTATIONAL DRAWING** Pertains to the field of illustration. Several basic techniques are presented. However, emphasis is placed upon a pen and ink medium. A number of completed plates are required which are critiqued and graded on a one-to-one basis with the student. (1 credit)
- 2341 INTERPRETIVE GRAPHICS** Introduction to maintenance and operation of audio-visual equipment, and production of audio-visual materials; equipment trouble shooting; use of basic tools and equipment of graphic design including techniques of lettering, dry mounting and production of transparencies. (2 credits)
- 2342 LUMBER GRADING I** 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** Application of hardwood lumber grading principles relative to the hardwood lumber market. 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 chain grading will be covered. (6 credits)
- 2344 LUMBER GRADING III** Course covers application of NHLA rules in green chain grading, grade improvement, lumber stack grading, and shipping procedures. (6 credits)
- 2345 LOG GRADING & SCALING** This course covers techniques of grading and scaling logs based on international log rule. (2 credits)
- 2356 SOILS** An introductory course in the principles of soil science and their application to soil and land management. (3 credits)
- 2357 SAFETY, FIRST AID, AND C.P.R.** Course includes an Introduction to Workmen's Compensation, legal rights, and penalties, safety responsibility, accident investigation, design and inspection, housekeeping, pinch points, and guarding, 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 resuscitation 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** This course is to provide on-site experience at recreation areas such as state parks, state wildlife areas, the college campus and with other appropriate cooperating agencies and businesses relating to recreation and resource management. (1-6 credits)
- 2363 STUDENT PRACTICUM SEMINAR** (1 credit)
- 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 (public & private) concerned with the management of natural resources participate in these seminars. These individuals provide a diverse cross-section of the natural resource profession. (1 credit)
- 2383 WATERCRAFT OPERATION & MAINTENANCE** A basic course concerned 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** Emphasis is on the techniques of manipulating wildlife population. Habitat management planning, harvest management principles, and nuisance control procedures are included. (4 credits)
- 2401 AGRICULTURAL FINANCE** Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather than stressing the examination of land and labor resources, which are more closely aligned with agricultural production. An understanding of agricultural finance should help the banker in satisfying the credit needs of modern agriculture. (3 credits)
- 2403 FEDERAL REGULATION OF BANKING** This course provides a comprehensive treatment of the "why" and "what" of federal bank supervision. It is recommended for both beginning and advanced students in banking and related fields. Some of the topics covered are agencies regulating banks, bank charters, bank reports and examinations, federal limitations on banking operations, and the regulation of bank expansion. Emphasis is on supervision rather than the role of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decisions. (3 credits)

2404 MARKETING FOR BANKERS This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. (3 credits)

2405 BANK INVESTMENTS Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such 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 This course, directed toward the executive level, concerns itself with a statement and a discussion factor influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed. (3 credits)

2408 HOME MORTGAGE LENDING This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations the mortgage loan officer in overall portfolio management. (3 credits)

2409 INSTALLMENT CREDIT In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 credits)

2410 MONEY AND BANKING This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge acquired on the job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role placed on 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, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (3 credits)

2411 PRINCIPLES OF BANK OPERATION This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. (4 credits)

2412 TRUST FUNCTIONS & SERVICE 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 & 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, partnership, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. (3 credits)

2414 SAVINGS AND TIME DEPOSITS IN 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 functions 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 This course presents an overview of the bank card industry with the dual objective of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. (3 credits)

2416 NEGOTIABLE INSTRUMENTS & PAYMENTS MECHANISM The objective of this course is to explore the relevant legal implications of normal activities and transactions in bank operations. The course opens with an introduction to the Uniform Commercial Code and the legal framework of the U.S. Commercial Code and the legal framework of the federal and state statutes. (3 credits)

2417 INTRODUCTION TO CALCULATORS & ADDING MACHINES An introductory course teaching the basic use of electronic calculator, and the most commonly used adding machines. (1 credit)

2418 SELLING BANK SERVICES This course teaches how to recognize and meet bank customer needs through checking accounts, savings services, loans to individuals, safe deposit, traveler's checks, and cross-selling. Upon completion of the course, attendees will be able to list the services their banks offer, describe the scope and advantages of these banking services, identify customer needs from bank transactions or from a conversation with the customer and relate the appropriate service to the perceived customer need. (1 credit)

2419 BANK MANAGEMENT This course presents trends which have emerged in the philosophy and practice of bank management. The study and application of the principles outlined provides new and experienced bankers with a working knowledge of bank management. It touches on objectives, planning, structure, control, and the interrelationship of various bank departments; personnel management is not covered. (3 credits)

2525 RETAIL BUYING I A study of the buying function and its place within the overall retail organization. Areas covered are resources, product differentiation, buying techniques and practices, merchandising at different levels and pricing. Other areas directly associated with the buying function are covered in other courses. (3 credits)

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

2528 REAL ESTATE LAW The legal phase of realty transaction, from the listing of the property to the closing of the escrow. A review for owners, brokers, salesman, mortgage and escrow officers. (3 credits)

2534 MARKETING I This course is designed to introduce the student to the basic fundamentals of modern marketing. Some of the marketing functions to be covered include: Consumer Behavior, Marketing Strategy, Product Pricing and Promotion and Distribution. (3 credits)

2541 CONSTRUCTION COMPANY FINANCIAL MANAGEMENT A review of the records required and the methods of producing these records as applied to the small to medium size contracting firm. The course summarizes the information required in business records to prepare financial reports, pay taxes, obtain bonds, invest earnings, and control costs. Subjects include contractor accounting methods, purchases and job cost controls, payments and records, labor accounting and records, income and invoicing, accounting controls and financial periods, analysis of facilities and equipment overhead control and allocation, taxes, permits, and license records. (4 credits)

2542 CONSTRUCTION CONTRACT DOCUMENTS Intensive study of all documents related to a construction project with emphasis on the legal aspects of each, and the role of the contractor in the project execution. Overview of the relationship between contract documents and drawings, and how these are related to the construction process and project management. Subjects include document integration with drawings, regulation and design standard documents, interrelationships of authority on the project, agents of the contractor, labor contractors and payment standards, usage of insurance and bonds, rights and claims of the contractor. (3 credits)

2544 INTRODUCTION TO MANAGING A CONSTRUCTION COMPANY An overview of the operations of a construction firm with a simulation exercise demonstrating the skills, competence and knowledge required. Included are the areas of type and organization of firm, bidding and types of contracts, banking and credit practices, scheduling, labor laws, construction legislation, regulations and governing agencies, courts and litigation, bonding, insurance, and safety programs. (4 credits)

2550 PRINCIPLES OF MANAGEMENT Supervisory positions are studied, and managerial functions are developed and cycled with emphasis on mid-management areas and labor relations. (3 credits)

2551 PRINCIPLES OF INSURANCE Introductory information covering basic principles such as risk management, insurance contracts, types of insurance, benefits, etc. (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 FINANCE Study of financial instruments, availability of mortgage credit, risk analysis, and federal agencies influencing real estate transactions. (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 study of daily operations in retail institutions with emphasis on managers role and responsibility. (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 This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Planned to be useful to as many different bankers as possible, it covers a broad range of bank situations and sizes. (3 credits)

2585 FEDERAL RESERVE SYSTEM This course examines the operations and policies of the Federal Reserve System during critical periods over the last sixty years. The approach taken is topical rather than chronological, thereby enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods in time. 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 and influence the changing economic environment. (3 credits)

2597 SPECIFIC TOPICS IN REAL ESTATE A course in the GRI program covering residential, land development, industrial and rural real estate, single family housing and condominium, investment analysis, government taxation, and regulations. (3 credits)

2610 FOOD & 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 PROGRAM This course is offered in conjunction with the National Institute for the 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 practices 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, 2671, 2672, 2673, 2674, 2675, HOTEL AND RESTAURANT LABORATORY EXPERIENCE I-IV All phases of motel and restaurant operation are covered through "hands-on" experience at the Hocking Valley Motor Lodge which supplements lecture material. Work stations will be assigned to each student. These work stations will be rotated periodically. Hotel and Restaurant Lab Experience I and IV will also require weekend work at the annual Paul Bunyan Show. (5 credits each)

2682 HOTEL AND RESTAURANT LAW This course is designed to apply practical hotel and restaurant laws to the modern hospitality facility. Emphasis will lie in the needs of management and application of the hotel and restaurant law to managerial decision making. (3 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 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 facilities. (2 credits)

2700 INDIVIDUAL STUDY (Police Science) (1-5 credits) arranged by instructor.

2702 INDIVIDUAL STUDY (Corrections) (1-5 credits) arranged by instructor.

2727 PHOTOGRAPHY I This course is designed for the student who is interested in mastering the techniques of using a 35mm camera. Photographing using 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 of 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 responsibilities 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 A study of the procedures used to analyze evidence in the police laboratory. Practical application will be used to study the procedures of taking evidence from the crime scene, processing the evidence to establish association with known standards and applying the results of the criminal justice system. (5 credits)

2734 JAIL MANAGEMENT The course will provide the student an opportunity to learn various methods of dealing with job-related problems. The course will provide an up-to-date review of Supreme Court decisions and how these decisions affect our local jails. The course will have an in-depth review of the future combining where we are going, and what effect it will have on our 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 detailed juveniles. (3 credits)

2736 UNDERSTANDING 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 service. Organization of the fire service. Other topics: 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 of 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 effect of crime on elderly victims will be studied. Emphasis will also be placed on the development of prevention and control methods. (3 credits)

2746 PRACTICUM SEMINAR Discussion: evaluation of experiences during practicum assignments. (1 credit)

2747 CORRECTIONS SEMINAR (4 credits)

2749 INVESTIGATION SEMINARS These seminars will provide an opportunity for students to learn various investigative techniques by participating in seminars. (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. (2 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 This course is designed to familiarize the student with the rules of evidence as they are applied by the courts. In order to accomplish this, the federal rules of evidence, the Ohio rules, and the common law rules will be compared and contrasted. (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 This course will examine procedural law as it regulates the powers of government in the areas of arrest, search, seizure. Constitutional law which provides the basis for these restrictions will be the major area of study. Major Supreme Court decisions on each area will be examined to learn the rationale behind procedural restrictions. (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 The comprehensive overview for the Private Security which will give the participant some basic skills in investigation, law, 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)

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 prepare 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 FIREARMS FOR WOMEN (1 credit)

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)

2766 CORRECTIONAL ADMINISTRATION Correctional Administration is designed to expose the student to the nature of the problems that confront the correctional administrator and the unique skills necessary to successfully confront and resolve those problems. Topics covered will include: problem solving, planning and evaluation, time management, supervision, grantmanship, and research appreciation. (3 credits)

2767 CORRECTIONAL REPORT WRITING Correctional Report Writing is designed to give the student practical experience in preparing the diverse forms, notes, and reports that accompany correctional work. The specific skills, emphasis, and necessary data for accurately completing these writing tasks will be emphasized. (3 credits)

2769 CORRECTIONAL LAW A study of case, statute and constitutional law, specifically applied to the field of corrections. Included is a brief overview of the historical development of correctional law. The course is designed to emphasize general principles usually applied in cases in corrections (i.e. valid correctional objectives, elements and degrees of due process, etc.) (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)

2771 COUNSELING TECHNIQUES Counseling techniques involves the application of counseling theories in a variety of real and simulated situations. Interpersonal process recall will be the major teaching method using audio and video tapes. (3 credits)

2777 RESEARCH APPRECIATION The student will develop and understanding and appreciation for the techniques used in management research, including collecting, measuring, analyzing and presenting data. A survey of statistical methods will also be explored. The student will have an opportunity to develop a research proposal in some area of criminal justice administration. (3 credits)

2781 GRANTSMANSHIP This course is designed to provide instruction, practice, criticism of and resources for the development of successful grant proposals. Instruction will focus on developing credibility as a grant-seeker; defining problems and objectives; designing budgets and evaluations; researching funding sources. As the student learns the components of a good proposal she/he will develop an actual grant proposal and have it critiqued by the group. (3 credits)

2789 POLICE ADMINISTRATION II The administration of staff functions such as budgeting, records, personnel services and planning are examined. (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)

2799 POLICE ADMINISTRATION I This course is designed to provide the student with an introduction to the administration of policing agencies. Basic organizational and management principles will be examined. Individual line and staff elements will be studied in terms of their purpose, organization and administration. (3 credits)

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

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. (4 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)

2581 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)

2862 ORNAMENTAL IDENTIFICATION A course in the identification of the common ornamentals found in residential areas. Emphasis will be placed on family and genus identification. (3 credits)

2863 HERBICIDES & PESTICIDES A course designed to familiarize the student with current pesticide and herbicide legislation and an orientation to requirements necessary to take and successfully pass the State Applicators Test for Ornamentals. (1 credit)

2864 TRUCK AND TRAILER BACKING A course to familiarize the student with truck operation and maintenance, and trailer backing and maintenance. (1 credit)

2925 SUPERVISION & LEADERSHIP This course will examine the duties and functions of persons in supervisory positions. Emphasis will be placed on the primary supervisory role; that is, getting things done through people. (3 credits)

3201 INDIVIDUAL STUDY (Forestry) (1-5 credits) arranged by instructor.

3202 INDIVIDUAL STUDY (Recreation & Wildlife) (1-5 credits) arranged by instructor.

3203 INDIVIDUAL STUDY (Environmental Health) (1-5 credits) arranged by instructor.

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

9010 INDIVIDUAL STUDY (General) (1-5 credits) arranged by instructor.

9129 COBOL IB (3 credits)

9389 TAXIDERMY I This course involves the latest techniques in the art of taxidermy. The course stresses methods which produce mounted specimens that are exact replicas of the living animals. The course is intended chiefly for those who have had no previous training. Emphasis in Taxidermy will be placed on birds and tanning. (2 credits)

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

9495 COMBAT AIKIDO Hand to hand combat course designed for the professional in criminal justice. The emphasis is on controlling tactics. Other sub-topics include arrest and handcuffing techniques, defense against weapons, the use of the police baton, nunchucks, and shirikens. (3 credits)

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

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

9916 EFFICIENT READING This course is designed to provide students with the skills and techniques they will need in order to become effective and efficient readers. Some areas covered are skimming, scanning, reading a textbook effectively, using the dictionary, vocabulary improvement, and techniques for increasing reading speed. Students will have the opportunity to suggest other areas of concern. (1 credit)

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NELSONVILLE, OHIO 45764
PHONE [614] 753-3591**

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