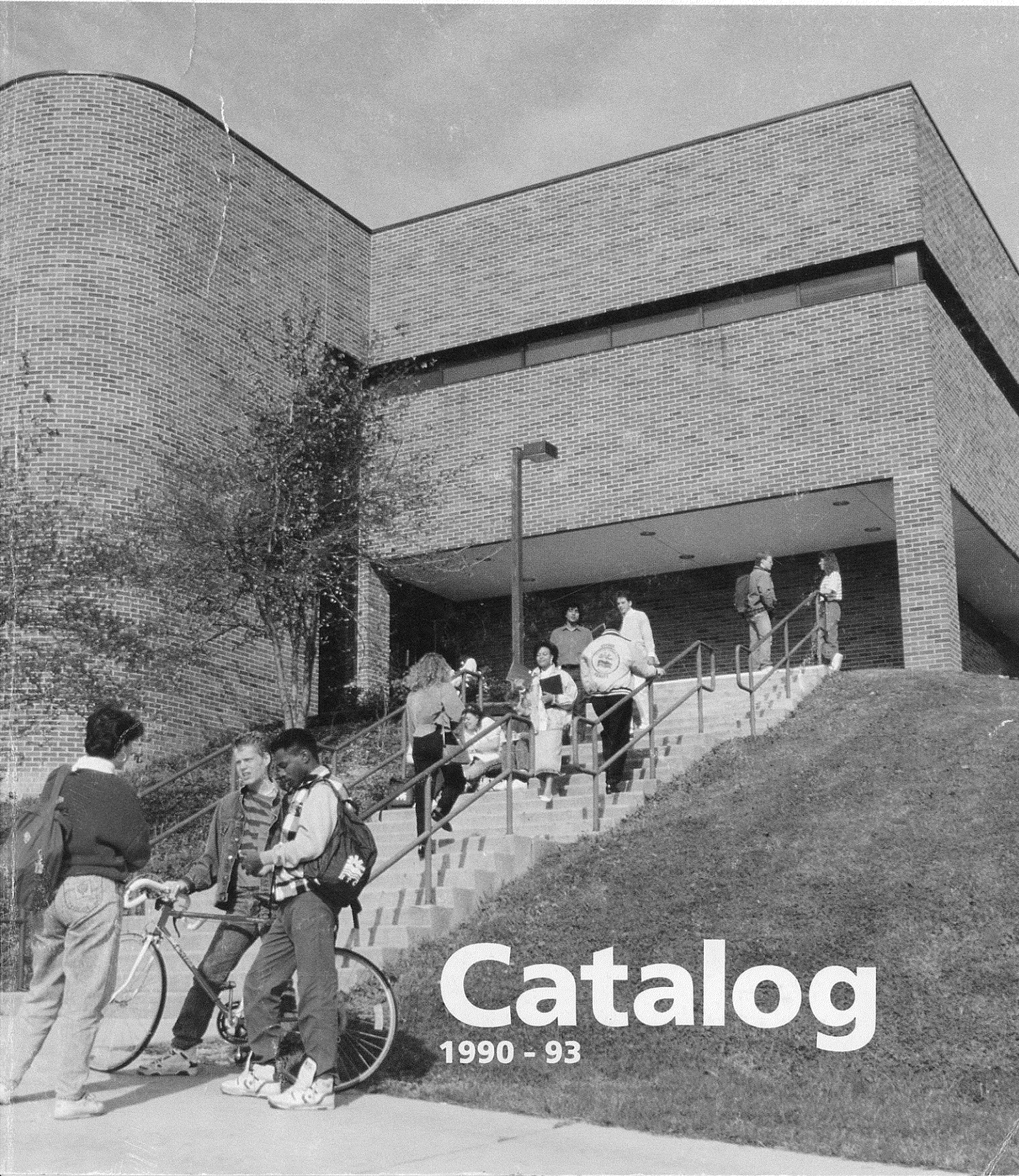




**Hocking
Technical
College**

Nelsonville, Ohio



Catalog

1990 - 93



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Nelsonville, OH 45764-9704

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Catalog 1990 - 93

Programs and curricula at Hocking Technical College are reviewed periodically so that our students are prepared for the constantly changing challenges of business and industry. The College reserves the right to change any provision or requirement in this catalog including fees, at any time without prior notice. The information in this publication is not to be regarded as a contract between the student and the College. Students are subject to the requirements in effect at the time they enroll. Current technology curricula may be obtained from the Admission Office.

Hocking Technical College does not discriminate on the basis of sex, handicap, race, age, creed, color, national or ethnic origin in admission, employment or under any educational program or activity. Hocking Technical College is an equal opportunity institution. Our services and facilities are available to all.

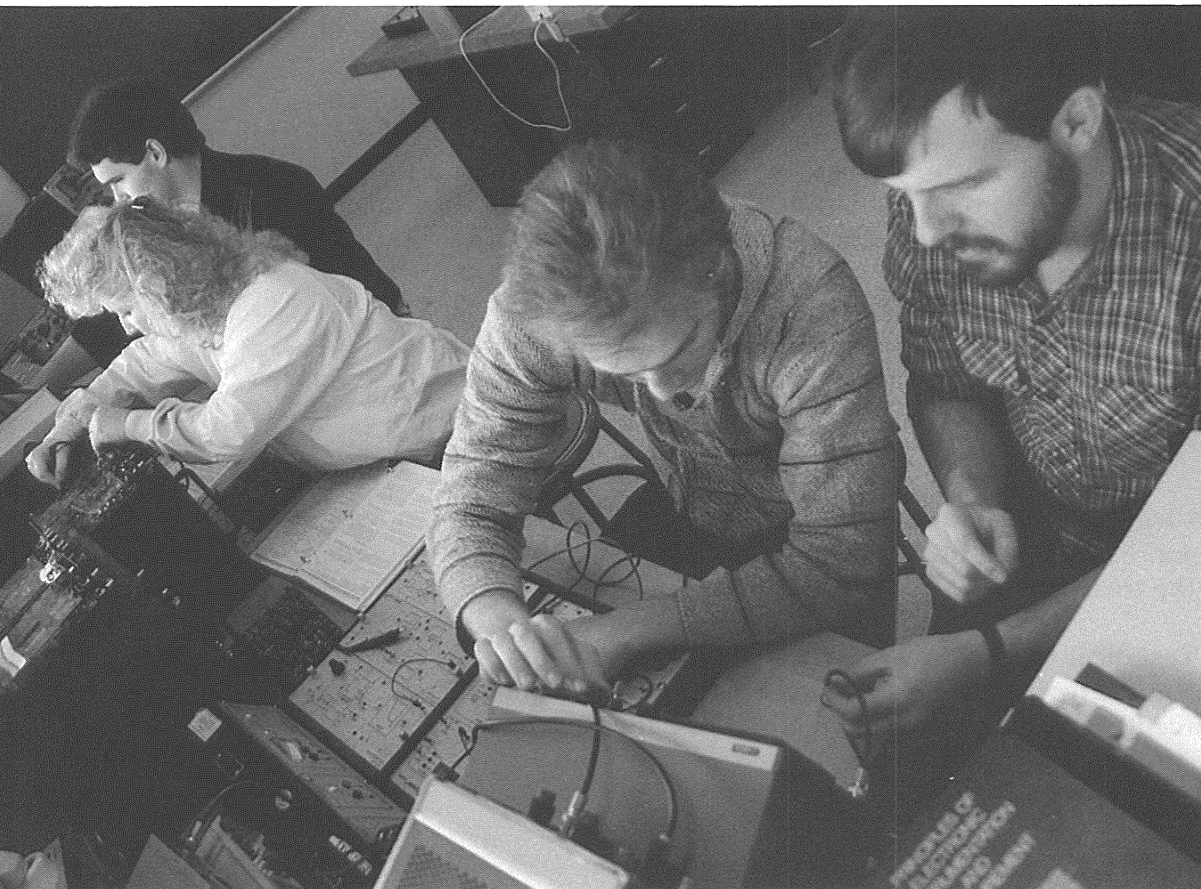
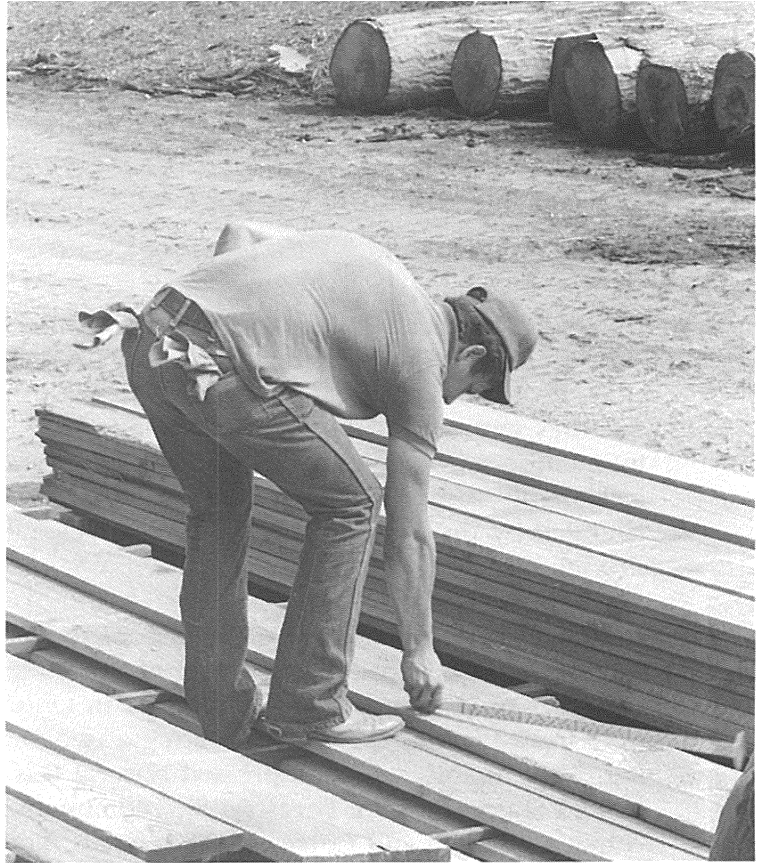
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Welcome to Hocking Technical College! All of us at the College take special pride in the excellence of our technical programs and in the natural beauty of our Southeastern Ohio campus. Our greatest source of pride, though, is our dedicated faculty and staff who strive to make each student's experience at the College the best possible. Technical education means hands-on learning. State-of-the-art labs and field experiences encourage our students to apply skills to real work situations. Unique facilities such as our Quality Inn, AAA Travel Agency, Telemarketing Center, Sawmill, Robbins' Crossing Interpretive Center and Hocking Woods Nature Center go one step further by serving the public while our students learn. We also maintain close ties with business, industry and public service agencies so that our graduates are prepared with the education and training needed by prospective employers. This is an exciting time to be a student at Hocking Tech. We're responding to today's changing world with innovations that will help you get the most out of your education. We offer you an action-packed, relevant experience in the technology of your choice, with a little fun along the way. We look forward to serving you at Hocking Technical College. We'll show you why we're America's best two-year college.

JOHN J. LIGHT, PH.D., PRESIDENT



The College

Hocking Technical College is a two-year college where the accent is on “learning by doing”—a great place to gain technical knowledge and personal skills for a successful career. Students learn in well-equipped labs and training facilities with an outstanding faculty and staff, whose emphasis is on personal interaction with students. The College is located in Southeastern Ohio near Nelsonville, about 60 miles from Columbus. Our 250-acre campus is surrounded by the Wayne National Forest. Several state parks are within easy driving distance.

Hocking Technical College offers Associate Degrees and Technical Certificates in more than 30 programs. Several of the College’s technologies were the first two-year programs of their kind either in Ohio or in the nation. HTC is the only institution in the world offering a two-year degree in Materials Engineering. The Ceramic and Compressed Natural Gas programs were firsts in the United States, and the Forestry, Telecommunications/Broadcast, Career Ladder Nursing, Human and Correctional Services, Emergency Medical and Travel and Tourism programs were firsts in Ohio. The Culinary Arts and Hotel/Restaurant Management programs took the lead in hospitality training at the Quality Inn Hocking Valley, a public facility owned and operated by the College.

Programs at Hocking Tech keep up with the constantly changing needs of business and industry. High technology laboratories contain state-of-the-art engineering and computer science equipment and computer assisted drafting systems are part of the Drafting and Design program. At the Quality Inn Hocking Valley, an innovative business venture between HTC and the AAA Travel Agency created the only jointly-operated AAA office in the country. Operating oil and gas wells on campus are used to train students in the Oil and Gas Energy program.

Because of the number of unique technical programs offered at Hocking Technical College, our student body includes people of all ages, backgrounds, geographic origins and interests. Over 4,300 students represent all of Ohio’s 88 counties, 14 states and 26 foreign countries.

HTC’s academic calendar follows a system of four quarters—fall, winter, spring and summer. Students enroll in day and evening classes and may choose between the traditional classroom or self-paced methods of instruction.

Hocking Technical College believes in itself and its students. Our mission has always been to provide the best and most current technical education not only to our students but also to the communities and industries we serve.

Accreditation

Hocking Technical College is accredited by the North Central Association of Colleges and Schools. In addition to the institutional accreditation, the programs listed below are individually accredited by the indicated agency.

| Program | Accrediting Agency |
|--------------------------------------|---|
| Ceramic Technology | Technology Accreditation Commission of the Accreditation Board for Engineering and Technology |
| Dietetic Technology | American Dietetic Association Dietary Manager Association |
| Emergency Medical Technology | State Board of Education—EMT-Ambulance and EMT-Paramedic |
| Forestry Technology | Recognized by the Society of American Foresters |
| Medical Assistant Technology | Committee on Allied Health Education and Accreditation in collaboration with the American Association of Medical Assistants |
| Nursing Technology Level I and II | Approved by Ohio Board of Nursing Accredited by National League for Nursing |

Application for Accreditation

| | |
|---------------------------|---|
| Medical Record Technology | American Medical Association Committee on Allied Health Education and Accreditation in cooperation with the Council on Education of the American Medical Record Association |
|---------------------------|---|

Hocking Technical College is a member of the American Association of Community and Junior Colleges, The Ohio Technical and Community College Association, The Ohio College Association and the National Alliance of Community and Technical Colleges.

College Mission

Hocking Technical College seeks to fulfill its purpose by keying its endeavors and operations to the accomplishment of the following major goals:

To provide programs and instruction for the broadest possible range of high school graduates and adults which are relevant to the needs, desires and aspirations of students, industry and local citizens and which are aimed uncompromisingly at successful career employment and personal fulfillment for the individual.

To develop and offer Associate Degree programs in Applied Science and Applied Business which will prepare students for employment as technicians or para-professionals and which are compatible with the needs of industry and individuals of the area served.

To provide training at a level that will permit application and acceptance into a baccalaureate degree program in a technical field if desired.

To work and cooperate with other educational institutions to establish in technical education an open-ended curriculum to allow students at any level to enter employment or to continue formal education with minimum disruption or loss of credit. The Trustees by resolution urged the universities to: recognize the potential of our graduates as students, encourage the development of two-year plus two-year programs and for the universities to formally adopt a system and procedures that would enable individuals to easily matriculate when they qualify.

To promote a positive attitude toward work, including high standards of personal behavior, character, integrity and self-improvement.

To develop in graduates the technical knowledge, skills and attitudes which will provide for successful job entry performance, continued employment and advancement.

To surround students with an environment of the kind within which they will be employed, encompassing a maximum exposure to other technically competent specialists and equipment closely approximating that in industry.

To provide adequate general education to enable students to intelligently assume the responsibilities of citizenship.

To develop and offer special continuing education programs for occupation advancement, refresher and retraining purposes.

To provide counseling and advisement services to students and citizens which will assist them in choosing appropriate courses of study.

To provide a system of instruction which is directed toward meeting the learning requirements and needs of individual students when they need it.

To provide a source of skilled manpower upon which the area may draw for the successful continuation and expansion of technical enterprises.

To provide faculty, facilities and consultant services for business, industry and the community.

To cooperate and coordinate with area public and private institutions in order to prevent duplication of effort, maximize the resources available to students and faculty and realize the fullest benefits from the tax dollar.

To accomplish all of these goals in the most efficient and economical manner compatible with quality offerings.



A History of Hocking Technical College

- 1968** Tri-County Technical Institute opens its doors on the grounds of Tri-County Joint Vocational School.
Enrollment 234.
- 1969** Charter received from the Ohio Board of Regents.
- 1970** Southeastern Ohio School of Practical Nursing transferred to Tri-County Technical Institute.
- 1971** Board approves construction of a hotel and restaurant.
6.5 million dollar request for a technical school campus submitted.
- 1972** Official name changed to Hocking Technical College.
250 acres purchased for new building and future development.
College receives first of many grants from the Helene Fuld Trust.
- 1973** Enrollment 1,055.
- 1974** College designated as the permanent site of the Paul Bunyan Show.
- 1975** Hocking Heights Residence Hall opens on campus.
PACE program of open-entry/open-exit curriculum adopted.
- 1976** Ohio-Hocking Forestry Museum established.
- 1977** Enrollment 2,250.
Phase II building opens.
- 1978** \$5,059,483 budget approved.

- 1980** Hotel/Restaurant students work at Lake Placid Olympics.
- Sister College relationship established with Hsinpu Junior College of Technology, Taipei, Taiwan, Republic of China.
- Sawmill begins operation.
- \$6,412,240 budget approved.
- 1981** College awarded 10-year accreditation from North Central Association of Colleges and Schools; accreditation report to be used as national model.
- Enrollment 3,240.
- 1982** Sister College relationship established with Tokyo Metropolitan College of Technology.
- College receives Congressional Recognition for tuition scholarship fund created by voluntary staff payroll deduction program.
- Five-year, 5.8 million dollar grant under the Strengthening Developing Institutions program received from the U.S. Department of Education.
- Satellite receiver downlink dish installed to provide satellite instructional programming and access to national teleconferences.
- HTC Charitable Trust enacted.
- 1983** College's Community Health Education Center designated as national model by Atlanta Center for Disease Control.
- \$10,200,000 budget approved.
- Tuition Work Exchange program adopted.
- 1984** Gittinger Assessment Center established.
- Technical Laboratory Building opens.
- Bahamas Hotel Training College and Hotel and Tourism Training Center of Rangoon, Burma send staff members for training in curriculum development.

1985 Ceramic, Forestry, Police Science and Recreation and Wildlife programs receive Program Excellence Awards totaling \$523,350 from the Ohio Board of Regents.

Fiscal year-end scholarships and grants to individual students total \$1,528,886.

Joint agreement established between HTC and College of Arts, Science and Technology in Kingston, Jamaica for student training.

National Ranger Training Institute established.

Ceramic technology receives regional U.S. Department of Education Secretary Award for Excellence.



- 1986** HTC's Telemarketing Center begins serving HTC and businesses with telemarketing services.

Jamaican chefs receive specialized culinary training from HTC's executive chef instructors.

Hocking Woods Nature Center opens.

- 1987** Over 35,000 tourists enjoy the weekend living history presentation of HTC Interpretive Service students at Robbins' Crossing on campus.

The Day Care Connection childcare center opens on campus.

HTC receives \$500,000 U.S. Department of Education Academic Facilities Grant.

- 1988** Enrollment over 4,000.

Nursing Department awarded \$65,000 grant under the Academic Challenge program.

Quality International Reservation Center opens on campus.

Student Center opens on campus.

Vehicular Fuels Institute begins operation of national technical services database.

Groundbreaking for Southeastern Probation Treatment Alternative Facility to be built on HTC-donated land.

Ceramic technology repeats as Program Excellence Award winner.

- 1989** International Energy Center opens.

HTC heads consortium to train human services personnel in Ohio's 88 counties, funded by the state.

Ceramic technology named one of two outstanding programs in U.S. by National Council of Instructional Administrators.

Automotive and Energy Technologies

Technical Programs

Technical programs leading to the two-year Associate Degree:

Automotive Service Management
Compressor
Oil and Gas Energy

Certificate Programs

Shorter certificate programs providing specific technical skills:

Automotive HVAC and Drivetrain Specialist
Automotive Performance and Diagnostic Specialist
Automotive Service Management
Compressed Natural Gas Conversion and Safety
Compressed Natural Gas Fill Station
Compressor Installation and Maintenance
Gas Measurement
Petroleum Production

Automotive Service Management

The Associate Degree program in Automotive Service Management prepares students for a responsible position in the automotive industry. The curriculum addresses the latest trends in the field including the study of automobile pollutants, air conditioning systems and diesel engines. The most recent diagnostic equipment for performance testing is used in the Automotive Lab, a designated General Motors training site. The program also offers the only compressed natural gas (CNG) training in the country for powering vehicles. Students learn theory, component tear-down and installation for CNG conversion.

Job Opportunities

Graduates are employed as automotive technicians, service managers, shop foremen, sales representatives, parts managers and service station managers.

| No. | Course | Credit |
|----------|--|--------|
| AU 101 | Automotive Technical Skills | 3 |
| AU 110 | Automotive Engineering Measurement Skills | 5 |
| AU 111 | Service Management Orientation | 4 |
| MATH 172 | Introduction to Technical Math | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| AU 112 | Automotive Electrical Systems | 4 |
| AU 113 | Automotive Fuel Delivery Systems | 4 |
| EGR 102 | Physics I | 3 |
| MATH 173 | Intermediate Technical Math | 4 |
| AU 114 | Steering, Suspension and Brake Systems | 5 |
| AU 115 | Automotive Heating, Ventilation and Air Conditioning | 4 |
| EGR 212 | Industrial Supervision | 3 |
| COMM 135 | Verbal Career Skills | 3 |
| AU 206 | Auto Powertrain Component | 5 |
| AU 216 | Alternative Fuels Conversion Systems | 5 |
| AU 217 | Automotive Electrical Schematics | 2 |
| BUS 100 | Principles of Business Management I | 3 |
| PSYC 154 | Interpersonal Relationships | 3 |
| AU 201 | Automotive On-Board Electronics | 4 |
| ACC 100 | Accounting I | 3 |
| BUS 101 | Principles of Business Management II | 3 |
| COMM 225 | Technical Writing | 3 |
| PSYC 153 | Industrial Psychology | 3 |
| AU 205 | Fleet Supervision | 2 |
| AU 207 | Fleet Service Management | 3 |
| AU 215 | Automotive Diagnostics and Performance Testing | 4 |
| AU 296 | Practicum for the Automotive Student | 1 |
| BUS 200 | Business Law | 3 |
| COMM 104 | Job Search Techniques | 1 |

Compressor

The Compressor technology was developed at HTC at the request of industry. Hands-on training on small compressors as well as large industrial compressors weighing up to 25,000 pounds is provided. The program stresses electrical and mechanical concepts so that students thoroughly understand the operation and maintenance techniques necessary for the different kinds of compressors used in industry.

Course work includes technical classroom, laboratory and field work as well as the development of leadership and supervisory skills. The goal of the program is to train students to become competent compressor technicians. Students also have opportunities for summer employment through industrial cooperative programs and college internships.

Job Opportunities

Graduates of the compressor technology will be able to find employment worldwide. Member companies of the advisory board have global operations and can place graduates in any geographical location. Job opportunities exist as compressor mechanics, salespersons, technicians, field service supervisors and junior engineers.

| No. | Course | Credit |
|----------|--|--------|
| CAGS 101 | Introduction to Compressed Air Systems | 3 |
| CAGS 102 | Compressed Air Applications | 3 |
| CAGS 100 | Precision Instruments | 3 |
| MATH 201 | Algebra IA | 3 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| HC 114 | Standard First Aid | 1 |
| COMM *** | 3-Course Communications Sequence | 9 |
| CAGS 110 | Reciprocating Compressors I | 4 |
| CAGS 111 | Compressor Lubricants | 2 |
| CAGS 112 | Air and Gas Condition | 3 |
| MATH 202 | Algebra IB | 3 |
| MICS 101 | Computer Literacy | 1 |
| CAGS 116 | Reciprocating Compressors II | 4 |
| CAGS 117 | Hydraulics and Pneumatics | 3 |
| CAGS 118 | Processor Gas Compressors/Boosters | 3 |
| BUS 120 | Personal Finance | 3 |
| EGR 106 | Introduction to Electricity | 4 |
| CAGS 200 | Rotary Screw Compressors | 4 |
| CAGS 201 | Compressor Installations | 3 |
| EGR 201 | Occupational Safety | 3 |
| COMM 104 | Job Search Techniques | 1 |
| SOCI 163 | Human Relations at Work | 3 |
| CAGS 202 | Compressor Controls I | 3 |
| CAGS 203 | Rotary Lobe Compressors | 4 |
| CAGS 204 | Compressed Air System Troubleshooting | 3 |
| PSYC 153 | Industrial Psychology | 3 |
| COMM 225 | Technical Writing | 3 |
| CAGS 205 | Compressor Controls II | 3 |
| CAGS 206 | Centrifugal Compressors | 4 |
| CAGS 207 | Air System Design | 3 |
| EGR 212 | Industrial Supervision | 3 |
| COMM 130 | Speech | 3 |

Oil and Gas Energy

Hocking Technical College is the only institution of its kind to provide a unique blend of classroom and hands-on training in petroleum production and gas measurement utilizing its own on-campus wells. These wells are part of an on-going, self-sufficient energy project and provide students the opportunity to work with natural gas from the wellhead to the burner-tip. This unique training program provides a comprehensive technical background in oil and gas production, measurement and marketing and gives Associate Degree graduates a competitive edge in an industry that currently lacks trained and experienced personnel. Step certificates and technical certificates in petroleum production and gas measurement are also available.

Job Opportunities

Graduates are employed as field service supervisors, well tenders, oil field service-company technicians, gas measurement technicians, Ohio Department of Natural Resources oil and gas inspectors and sales technicians.

| No. | Course | Credit |
|----------|-------------------------------------|--------|
| OP 103 | Production Techniques | 3 |
| OP 113 | Production Gas Measurement | 3 |
| OP 200 | Electricity and Prime Movers I | 3 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| HC 114 | Standard First Aid | 1 |
| MATH 201 | Algebra IA | 3 |
| OP 102 | Petroleum Geology | 3 |
| OP 101 | Well Completions and Stimulation | 3 |
| OP 107 | Oil and Gas Drilling | 3 |
| OP 201 | Electricity and Prime Movers II | 3 |
| CHEM 100 | Introduction to Chemistry | 3 |
| MATH 202 | Algebra IB | 3 |
| OP 108 | Utility Gas Measurement | 4 |
| OP 205 | Well Evaluation Techniques | 3 |
| OP 217 | Gas Measurement Instrumentation | 3 |
| CHEM 110 | Chemistry for Petroleum Production | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| OP 112 | Industrial Gas Measurement | 3 |
| OP 209 | Well Workovers | 3 |
| EGR 201 | Occupational Safety | 3 |
| COMM 104 | Job Search Techniques | 1 |
| SOCI 163 | Human Relations at Work | 3 |
| OP 110 | Oil and Gas Field Operations | 3 |
| OP 207 | Industrial Gas Regulation | 3 |
| OP 215 | Production Compressors | 3 |
| BUS 100 | Principles of Business Management I | 3 |
| SUPR 235 | Supervision and Leadership | 3 |
| OP 208 | Production Economics | 4 |
| OP 210 | Advanced Petroleum Applications | 3 |
| OP 230 | Production/Transmission Regulation | 3 |
| COMM 130 | Speech | 3 |
| COMM 225 | Technical Writing | 3 |

Business Technologies

Technical Programs

Technical programs leading to the two-year Associate Degree:

Accounting
Business Management
Secretarial Science
Telemarketing

Certificate Programs

Shorter certificate programs providing specific technical skills:

Accounting
Accounting Clerk/Payroll Clerk
Accounts Payable Clerk/Accounts Receivable Clerk
Administrative Transcriptionist
Clerk/Basic Typist
Cost Clerk
File Clerk
General Secretarial
Industrial Salesperson
Legal Secretary
Management Specialist
Medical Secretary
Personnel Specialist
Purchasing Agent
Receptionist/Clerk
Retail Management Technician
Salesperson
Small Business Specialist
Word Processing

Accounting

Since accounting is a part of every business, the demand for trained personnel remains high. The Accounting technology emphasizes practical experience and prepares graduates for entry-level employment in private practice, governmental accounting and private business. Students receive an excellent background not only in bookkeeping, but also in payroll, tax, cost and funds accounting plus valuable experience on the College's IBM, Apple and Macintosh microcomputers. All Accounting students are required to complete a one-quarter on-the-job practicum as part of their degree.

Job Opportunities

Graduates are employed in certified professional accounting firms, small businesses, manufacturing firms and non-profit organizations such as colleges, hospitals and government agencies.

| No. | Course | Credit |
|----------|--|--------|
| ACC 110 | Accounting I Simulation | 1 |
| ACC 120 | Payroll Accounting | 3 |
| ACC 130 | Business and Accounting Machines | 2 |
| BUS 170 | Fundamentals of Business I | 3 |
| ACC 100 | Accounting I | 3 |
| PSYC 153 | Industrial Psychology | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| ACC 101 | Accounting II | 3 |
| ACC 140 | Individual Taxation | 3 |
| BUS 171 | Fundamentals of Business II | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| BUS 175 | Business Word Processing | 2 |
| ACC 102 | Accounting III | 4 |
| ACC 111 | Accounting II Simulation | 1 |
| ACC 150 | Business Taxation | 4 |
| ACC 162 | Microcomputer Accounting | 2 |
| MATH 201 | Algebra IA | 3 |
| COMM 130 | Speech | 3 |
| ACC 200 | Basic Cost Accounting | 3 |
| ACC 210 | Basic Cost Accounting Simulation | 1 |
| ACC 220 | Non-Profit Accounting I | 4 |
| BUS 245 | Business Microcomputer Applications I | 3 |
| FMGT 140 | Principles of Finance | 3 |
| COMM 104 | Job Search Techniques | 1 |
| SOCI 161 | Sociology of Family Living | 3 |
| ACC 163 | Microcomputer Accounting II | 3 |
| ACC 201 | Advanced Cost Accounting | 4 |
| ACC 221 | Non-Profit Accounting II | 4 |
| ACC 230 | Intermediate Accounting I | 3 |
| BUS 246 | Business Microcomputer Applications II | 3 |
| ACC 231 | Intermediate Accounting II | 4 |
| ACC 250 | Auditing | 3 |
| ACC 295 | Accounting Practicum Seminar | 1 |
| ACC 296 | Accounting Practicum | 2 |
| BUS 200 | Business Law | 3 |

Business Management

Graduates in Business Management are prepared to build careers in any phase of business—retailing, wholesaling and manufacturing. Studies range from the basic theories of management and finance through specific applications in labor relations and managerial accounting. Other courses focus on merchandising, economics, marketing and microcomputer software packages.

Job Opportunities

Employment varies from managerial positions in small businesses to management trainee programs with larger companies. Trainee programs may lead to management positions in sales, merchandising, operations, personnel credit, security and marketing.

| No. | Course | Credit |
|------------------------|--|--------|
| ACC 100 | Accounting I | 3 |
| BUS 100 | Principles of Business Management I | 3 |
| RET 100 | Retail Management | 3 |
| BUS 105 | American Business | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| BUS 101 | Principles of Business Management II | 3 |
| BUS 130 | Sales | 3 |
| ACC 101 | Accounting II | 3 |
| BUS 200 | Business Law | 3 |
| MATH 201 | Algebra IA | 3 |
| BUS 102 | Principles of Business Management III | 3 |
| RET ^{or} 235 | Principles of Apparel Management | 3 |
| ACC 162 | Microcomputer Accounting | 2 |
| ACC ^{or} 102 | Accounting III | 4 |
| BUS 240 | Managerial Accounting | 3 |
| BUS 175 | Business Word Processing | 2 |
| BUS 201 | Advanced Business Law | 3 |
| COMM 130 | Speech | 3 |
| BUS 110 | Marketing | 3 |
| BUS 230 | Labor-Management Relations | 3 |
| BUS 245 | Business Microcomputer Applications I | 3 |
| FMGT 140 | Principles of Finance | 3 |
| BUS 120 | Personal Finance | 3 |
| SOCI 163 | Human Relations at Work | 3 |
| SOCI ^{or} 164 | The Individual and the Workplace | 3 |
| BUS 210 | Personnel Management | 3 |
| BUS 243 | Business Systems Control | 3 |
| BUS 260 | Business Planning | 2 |
| RET 220 | Advertising | 3 |
| BUS 211 | Advanced Marketing | 3 |
| BUS ^{or} 220 | Industrial Marketing | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| BUS 246 | Business Microcomputer Applications II | 3 |
| BUS 285 | Case Studies in Management | 3 |
| BUS 295 | Business Practicum Seminar | 1 |
| BUS 296 | Business Practicum | 1 |
| BUS 270 | Purchasing Management | 3 |
| RET ^{or} 210 | Retail Buying | 3 |
| COMM 104 | Job Search Techniques | 1 |

Secretarial Science

Today's secretary needs a multitude of skills to be effective in the business world. The Secretarial Science technology offers an extensive background in office management techniques, typing, word processing, IBM PC Personal Typing System, Apple and IBM microcomputers, IBM Displaywriter, Xerox Memorywriters, electronic telephone lab and shorthand. Students may choose one of two options, each leading to an Associate Degree in Applied Business. The Executive Secretarial option includes Gregg shorthand, while the General Secretarial option substitutes additional computer courses and a personal shorthand system.

In addition to the Associate Degree, students may elect to earn medical or legal certificates. Certificates are also available for receptionist, clerk typist, general secretary, word processing and administrative transcriptionist. During the sixth quarter, students are placed in an office two days each week.

Job Opportunities

Graduates are employed as administrative assistants, word processing specialists, transcriptionists, typists, stenographers and executive, legal and medical secretaries.

Executive Secretarial Option

| No. | Course | Credit |
|-----------|---|--------|
| SEC 100 | Beginning Typing | 3 |
| SEC 107 | Telephone Skills | 1 |
| SEC 110 | Beginning Office Administration | 3 |
| SEC 130 | Beginning Shorthand | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| SEC 190 | Pretranscription Skills | 2 |
| COMM *** | 3-Course Communications Sequence | 9 |
| MICS 101 | Computer Literacy | 1 |
| SEC 101 | Intermediate Typing | 3 |
| SEC 111 | Advanced Office Administration | 3 |
| SEC 131 | Intermediate Shorthand | 3 |
| SEC 135 | Introduction to Word Processing | 3 |
| COMM 101 | Spelling Skills | 1 |
| SEC 102 | Advanced Typing | 3 |
| SEC 132 | Advanced Shorthand | 3 |
| SEC 150 | IBM Personal Typing System | 1 |
| ACC 100 | Accounting I | 3 |
| MICS 100A | Microcomputer Software Package: LOTUS 1-2-3 | 1 |
| COMM 102 | Vocabulary Skills | 1 |
| SEC 160 | Technical Office Experience (optional) | 1 |
| SEC 200 | Introduction to Transcription | 3 |
| SEC 210 | Intermediate Word Processing | 3 |
| SEC 220 | Office Organization and Management | 3 |
| ACC 120 | Payroll Accounting | 3 |
| BUS 200 | Business Law | 3 |
| COMM 135 | Verbal Career Skills | 3 |
| SEC 151 | Xerox 630 Memorywriter | 1 |
| SEC 230 | Administrative Transcription | 3 |
| BUS 120 | Personal Finance | 3 |
| BUS 170 | Fundamentals of Business I | 3 |
| MICS 200 | Apple Software Packages | 3 |
| COMM 104 | Job Search Techniques | 1 |
| MICS 112 | Introduction to DOS (optional) | 1 |
| SEC 154 | IBM Displaywriter (optional) | 1 |
| SEC 260 | Administrative Typing | 3 |
| SEC 295 | Secretarial Seminar | 1 |
| SEC 296 | Secretarial Practicum | 2 |
| COMM 130 | Speech | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| SEC 240 | Word Processing Applications (optional) | 3 |

General Secretarial Option

| No. | Course | Credit | No. | Course | Credit |
|-----------|--|--------|----------|---|--------|
| SEC 100 | Beginning Typing | 3 | SEC 154 | IBM Displaywriter (optional) | 1 |
| SEC 107 | Telephone Skills | 1 | SEC 260 | Administrative Typing | 3 |
| SEC 110 | Beginning Office Administration | 3 | SEC 295 | Secretarial Seminar | 1 |
| BUS 170 | Fundamentals of Business I | 3 | SEC 296 | Secretarial Practicum | 2 |
| MATH 172 | Introduction to Technical Math | 3 | COMM 130 | Speech | 3 |
| COMM 150 | Punctuation and Grammar | 2 | PSYC 150 | Introduction to Psychology | 3 |
| COMM *** | 3-Course Communications Sequence | 9 | SEC 240 | Word Processing Applications (optional) | 3 |
| MICS 101 | Computer Literacy | 1 | | | |
| SEC 101 | Intermediate Typing | 3 | | | |
| SEC 105 | Introduction to Personal Shorthand | 3 | | | |
| SEC 111 | Advanced Office Administration | 3 | | | |
| SEC 135 | Introduction to Word Processing | 3 | | | |
| COMM 101 | Spelling Skills | 1 | | | |
| SEC 102 | Advanced Typing | 3 | | | |
| SEC 150 | IBM Personal Typing System | 1 | | | |
| SEC 106 | Advanced Personal Shorthand | 3 | | | |
| or | | | | | |
| BUS 171 | Fundamentals of Business II | 3 | | | |
| ACC 100 | Accounting I | 3 | | | |
| MICS 100A | Microcomputer Software Package: LOTUS 1-2-3 | 1 | | | |
| COMM 102 | Vocabulary Skills | 1 | | | |
| SEC 160 | Technical Office Experience (optional) | 1 | | | |
| ACC 162 | Microcomputer Accounting | 2 | | | |
| MICS 100C | Microcomputer Software Package: Wordstar, Mailmerge, Spellstar | 1 | | | |
| SEC 200 | Introduction to Transcription | 3 | | | |
| SEC 220 | Office Organization and Management | 3 | | | |
| ACC 120 | Payroll Accounting | 3 | | | |
| BUS 200 | Business Law | 3 | | | |
| COMM 135 | Verbal Career Skills | 3 | | | |
| SEC 151 | Xerox 630 Memorywriter | 1 | | | |
| SEC 210 | Intermediate Word Processing | 3 | | | |
| SEC 230 | Administrative Transcription | 3 | | | |
| BUS 120 | Personal Finance | 3 | | | |
| MICS 200 | Apple Software Packages | 3 | | | |
| COMM 104 | Job Search Techniques | 1 | | | |
| MICS 112 | Introduction to DOS (optional) | 1 | | | |

Telemarketing

Telemarketing is a major under the Associate Degree Business Management Technology. The program emphasizes skills in telephone sales, customer service, telemarketing script writing and information management.

The telemarketing industry is one of the most rapidly growing fields with an enormous demand for qualified professionals.

Job Opportunities

Graduates are employed in a wide variety of business and industrial organizations. Job classifications include entry level and managerial positions in customer service, telephone sales, lead generation and qualification, order processing, promotion management and full account management.

| No. | Course | Credit |
|------------|--|--------|
| BUS 110 | Marketing | 3 |
| TELM 110 | Telephone Selling Skills | 3 |
| BUS 100 | Principles of Business Management I | 3 |
| TELM 120 | Interpersonal Dynamics for Telemarketing Service Representatives | 3 |
| COMM 130 | Speech | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| BUS 101 | Principles of Business Management II | 3 |
| BUS 130 | Sales | 3 |
| TELM 130 | Basic Principles of Telemarketing | 3 |
| ACC 100 | Accounting I | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| BUS 102 | Principles of Business Management III | 3 |
| TELM 140 | Telemarketing Scriptwriting | 4 |
| ACC 101 | Accounting II | 3 |
| MATH 201 | Algebra IA | 3 |
| BUS 120 | Personal Finance | 3 |
| BUS 230 | Labor-Management Relations | 3 |
| BUS 245 | Business Microcomputer Applications I | 3 |
| MICS 200 | Apple Software Packages | 3 |
| TELM 210 | Successful Telemarketing Campaigns: Business Case Approach | 5 |
| BUS 200 | Business Law | 3 |
| COMM 104 | Job Search Techniques | 1 |
| BUS 210 | Personnel Management | 3 |
| BUS 260 | Business Planning | 2 |
| RET 220 | Advertising | 3 |
| TELM 240 | Managing Telemarketing Service Representatives for Improved Work Performance | 3 |
| BUS 211 | Advanced Marketing | 3 |
| BUS or 220 | Industrial Marketing | 3 |
| SOCI 163 | Human Relations at Work | 3 |
| BUS 295 | Business Practicum Seminar | 1 |
| BUS 296 | Business Practicum | 1 |
| RET 100 | Retail Management | 3 |
| TELM 260 | Direct Mail Marketing | 2 |
| PSYC 150 | Introduction to Psychology | 3 |

Engineering and Science Technologies

Technical Programs

Technical programs leading to the two-year Associate Degree:

- Ceramic
- Computer Science
- Drafting and Design
- Electronic
- Materials
- Telecommunications/Broadcast

Certificate Programs

Shorter certificate programs providing specific technical skills:

- Broadcast Production
- Computer Operation Trainee
- Data Entry Operator
- Electronics Level I
- Electronics Level II
- Electronics Level III
- Microcomputer Electronics
- Microcomputer Software Packages
- Microcomputer Specialist

Ceramic

Two-time recipient of the Ohio Board of Regents Program Excellence Award and recipient of the U.S. Department of Education Secretary's Award.

Hocking Technical College's Ceramic Engineering technology was the first two-year program in the nation to offer Associate Degree level training for the ceramic industry. The program prepares students for work in an industry which manufactures a wide variety of products ranging from tableware to heat-resistant tiles for space vehicles. Students produce and test materials for the ceramic industry in well-equipped technical and production labs.

Job Opportunities

Ceramic Engineering technology graduates find positions as assistant plant or lab managers, production and kiln supervisors, process and quality control technicians, materials control supervisors and research and development technicians.

| No. | Course | Credit |
|----------|--|--------|
| CER 101 | Ceramic Mineral Systems: Development and Procurement Methods | 3 |
| DD 101 | Engineering Drawing I | 3 |
| CHEM 100 | Introduction to Chemistry | 3 |
| MATH 201 | Algebra IA | 3 |
| COMM 130 | Speech | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| CER 102 | Ceramic Materials | 4 |
| DD 102 | Engineering Drawing II | 3 |
| CHEM 120 | Chemistry for Ceramics | 3 |
| MATH 202 | Algebra IB | 3 |
| MICS 101 | Computer Literacy | 1 |
| CER 103 | Ceramic Processes | 3 |
| CER 104 | Combustion I | 3 |
| EE 221 | Disk Basic | 3 |
| EGR 103 | Physics II | 3 |
| MATH 203 | Algebra IIA | 3 |
| CER 201 | Combustion II | 4 |
| CER 202 | Glasses | 3 |
| EGR 106 | Introduction to Electricity | 4 |
| MATH 204 | Algebra IIB | 3 |
| COMM 104 | Job Search Techniques | 1 |
| COMM 225 | Technical Writing | 3 |
| CER 203 | Statistical Quality and Process Control | 4 |
| CER 204 | Glazes and Enamels | 2 |
| CER 206 | Ceramic Industry Practices | 3 |
| CER 208 | Technical Laboratory | 3 |
| EGR 210 | Control Systems I | 3 |
| MATH 205 | Introduction to Calculus | 3 |
| CER 207 | Standard Procedures | 4 |
| CER 209 | Industrial Projects | 1 |
| EGR 212 | Industrial Supervision | 3 |
| EGR 213 | Control Systems II | 3 |
| BUS 120 | Personal Finance | 3 |
| PSYC 153 | Industrial Psychology | 3 |

Computer Science

The Computer Science technology offers students hands-on experience using state-of-the-art equipment including a broad band cable network. Students write application programs in five programming languages: COBOL, RPG, Assembler, BASIC, and fourth generation. Commercial software packages including spread sheets, word processing and data base for both IBM and Apple microcomputers are part of the curriculum. Students also gain experience in uploading and downloading information to mainframes and data bases. Courses in problem solving, management, mathematics and communications round out the program.

Job Opportunities

As computers do more and more of our daily work, the demand for qualified operators and programmers steadily increases, creating employment opportunities in business, industry and government.

| No. | Course | Credit |
|----------------------|--|--------|
| CS 100 | Program Analysis I | 2 |
| CS 120 | Introduction to Data | 3 |
| EE 221 | Disk Basic | 3 |
| ACC 100 | Accounting I | 3 |
| MATH 201 | Algebra IA | 3 |
| SEC 180 | Keyboarding | 1 |
| COMM *** | 3-Course Communications Sequence | 9 |
| CS 101 | Program Analysis II | 3 |
| CS 110 | Introduction to COBOL | 5 |
| MICS 100C | Microcomputer Software Package: Wordstar, Mailmerge, Spellstar | 1 |
| ACC 101 | Accounting II | 3 |
| CS or MATH 155 | Applied Statistical Packages | 3 |
| MATH 202 | Algebra IB | 3 |
| CS 111 | Advanced COBOL | 5 |
| CS 140 | Job Control and Utilities | 3 |
| MICS 100A | Microcomputer Software Package: LOTUS 1-2-3 | 1 |
| BUS 170 | Fundamentals of Business I | 3 |
| COMM 130 or COMM 135 | Speech | 3 |
| COMM 135 | Verbal Career Skills | 3 |
| CS 200 | Introduction to Networking | 2 |
| CS 240 | Database Management | 3 |
| CS 270 | Technical Manuals Usage | 2 |
| CS 271 | Forms Management Systems | 2 |
| MICS 200 | Apple Software Packages | 3 |
| BUS 171 | Fundamentals of Business II | 3 |
| SOCI 160 | Introduction to Sociology | 3 |
| ACC 120 | Payroll Accounting | 3 |
| CS 125 | Computer Numbering Systems | 1 |
| CS 213 | Applications in Structured COBOL | 4 |
| CS 220 | Introduction to RPG II | 4 |
| MICS 100B | Microcomputer Software Package: DBase IV | 1 |
| BUS 200 | Business Law | 3 |
| COMM 104 | Job Search Techniques | 1 |
| CS 221 | Advanced RPG II | 4 |
| CS 250 | Basic Assembler Language | 3 |
| CS 275 | Fourth Generation Languages and Prototyping | 4 |
| PSYC 150 | Introduction to Psychology | 3 |
| SOCI 163 or SOCI 164 | Human Relations at Work | 3 |
| SOCI 164 | The Individual and the Workplace | 3 |

Drafting and Design

Drafting and Design offers a comprehensive program to prepare students for work as draftsmen, detailers and technical illustrators. Students are exposed to many industrial-related areas through courses in materials, processes of manufacturing, architecture and surveying. Extensive practice in the drafting labs allows students to refine design techniques through classes in all aspects of drawing. Computer assisted drafting (CAD) systems are included for experience with the newest technical equipment in the field.

Job Opportunities

Graduates are employed at mechanical, electrical, electronic, aeronautical, structural and architectural drafting firms. Employers also include federal, state and local governments, colleges, universities and non-profit organizations.

| No. | Course | Credit |
|----------------|--|--------|
| DD 101 | Engineering Drawing I | 3 |
| DD 208 | Introduction to CAD | 1 |
| EGR 108 | Manufacturing Process I | 3 |
| MATH 201 | Algebra IA | 3 |
| SOCI 163 or | Human Relations at Work | 3 |
| SOCI 164 | The Individual and the Workplace | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| DD 102 | Engineering Drawing II | 3 |
| EGR 109 | Manufacturing Process II | 3 |
| EGR 102 | Physics I | 3 |
| MATH 200 | Trigonometry | 1 |
| MATH 202 | Algebra IB | 3 |
| SEC 180 | Keyboarding | 1 |
| DD 103 | Engineering Drawing III | 3 |
| EGR 110 | Manufacturing Process III | 3 |
| EGR 103 | Physics II | 3 |
| MATH 203 | Algebra IIA | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| DD 200 | Architecture I | 4 |
| DD 206 | Graphics | 4 |
| EGR 106 | Introduction to Electricity | 4 |
| NR 123 | Surveying | 3 |
| DD 204 | Descriptive Geometry | 3 |
| DD 201 | Architecture II | 3 |
| DD 202 | Advanced Drafting/CAD | 4 |
| DD 203 | Electrical Drawing | 3 |
| DD 210 | Geometric Tolerancing and Dimensioning | 1 |
| MATH 204 | Algebra IIB | 3 |
| COMM 104 | Job Search Techniques | 1 |
| COMM 225 | Technical Writing | 3 |
| DD 205 | Die Design | 3 |
| EGR 201 | Occupational Safety | 3 |
| EGR 212 | Industrial Supervision | 3 |
| EGR 213 | Control Systems II | 3 |
| EGR 214 | Introduction to Robotics | 3 |
| BUS 120 | Personal Finance | 3 |

Electronic

Today's electronic engineering technicians are prepared to work directly with the engineer on technical planning and implementation. Graduates of HTC's program have a sound understanding of scientific principles and are familiar with testing and measuring devices. The Electronic Engineering technology curriculum trains students in basic AC and DC theory, electronic circuits in discrete and integrated circuit form, digital electronics and microprocessor technology. Theory is put into practice in laboratories using sophisticated electronic equipment where students gain the experience necessary to successfully compete for employment.

Job Opportunities

Graduates are employed in all areas of the electronics industry. Jobs are plentiful in industries where electronic components are the product and in industries that use electronics for control purposes.

| No. | Course | Credit |
|-----------|--|--------|
| DD 207 | Electronic Drawing | 3 |
| EE 119 | Electronic Communications I | 4 |
| EE 118 | Electricity for Engineers | 4 |
| MATH 201 | Algebra IA | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| EE 120 | Electronic Communications II | 4 |
| EE 109 | Electronics I | 4 |
| EGR 209 | Digital Logic I | 4 |
| MATH 202 | Algebra IB | 3 |
| EE 115 | Electronics II | 4 |
| EE 123 | Electronic Applications | 2 |
| EE 252 | Microprocessor Programming | 3 |
| EE 262 | Digital Logic II | 4 |
| MATH 200 | Trigonometry | 1 |
| BC 213 | Broadcast Video | 4 |
| EE 215 | Fundamentals of Microprocessors | 4 |
| EE 216 | Advanced Digital Systems | 3 |
| EE 256 | Microcomputer Systems I | 3 |
| MATH 203 | Algebra IIA | 3 |
| DD 101 | Engineering Drawing I | 3 |
| EE 258 | Robotics and Computers | 3 |
| MATH 204 | Algebra IIB | 3 |
| MICS 100C | Microcomputer Software Package: Wordstar, Mailmerge, Spellstar | 1 |
| COMM 104 | Job Search Techniques | 1 |
| COMM 225 | Technical Writing | 3 |
| SOCI 163 | Human Relations at Work | 3 |
| BC 216 | Transmission Systems | 4 |
| DD 208 | Introduction to CAD | 1 |
| EE 225 | Industrial Electronics | 4 |
| EGR 213 | Control Systems II | 3 |
| BUS 120 | Personal Finance | 3 |
| EGR 212 | Industrial Supervision | 3 |

Materials

The Associate Degree program in Materials Engineering technology prepares students for employment as technicians in material processing and testing laboratories. Students study methods of sample preparation for testing, develop the capability to conduct tests to determine the mechanical properties of materials, learn safe handling and disposal procedures for various chemicals and materials and are qualified for microscopic analysis with the optical and scanning electron microscopes.

Job Opportunities

Graduates are in demand in research, analytical, materials testing and product development laboratories as well as in pilot plant operations.

| No. | Course | Credit |
|----------|---|--------|
| MATL 100 | Materials Fundamentals | 2 |
| CHEM 100 | Introduction to Chemistry | 3 |
| DD 101 | Engineering Drawing I | 3 |
| EGR 115 | Laboratory Safety | 3 |
| MATH 201 | Algebra IA | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| MATL 102 | Metals I | 3 |
| MATL 103 | Polymers I | 3 |
| CER 102 | Ceramic Materials | 3 |
| CHEM 140 | Chemistry for Materials | 3 |
| MATH 202 | Algebra IB | 3 |
| MATL 110 | Metals II | 3 |
| MATL 111 | Polymers II | 3 |
| CER 103 | Ceramic Processes | 3 |
| EGR 103 | Physics II | 3 |
| MATH 203 | Algebra IIA | 3 |
| MATL 200 | Microscopy Analysis of Materials | 3 |
| MATL 201 | Thermal Processing | 3 |
| EGR 106 | Introduction to Electricity | 4 |
| MICS 110 | Microcomputer Operation and Programming | 3 |
| COMM 225 | Technical Writing | 3 |
| MATL 205 | Composite Compositions | 3 |
| CER 203 | Statistical Quality and Process Control | 4 |
| EGR 210 | Control Systems I | 3 |
| MATH 205 | Introduction to Calculus | 3 |
| PSYC 153 | Industrial Psychology | 3 |
| COMM 130 | Speech | 3 |
| MATL 210 | Material Processing Systems | 3 |
| CER 207 | Standard Procedures | 4 |
| CER 209 | Industrial Projects | 1 |
| EGR 212 | Industrial Supervision | 3 |
| EGR 213 | Control Systems II | 3 |
| BUS *** | Business Elective | 3 |

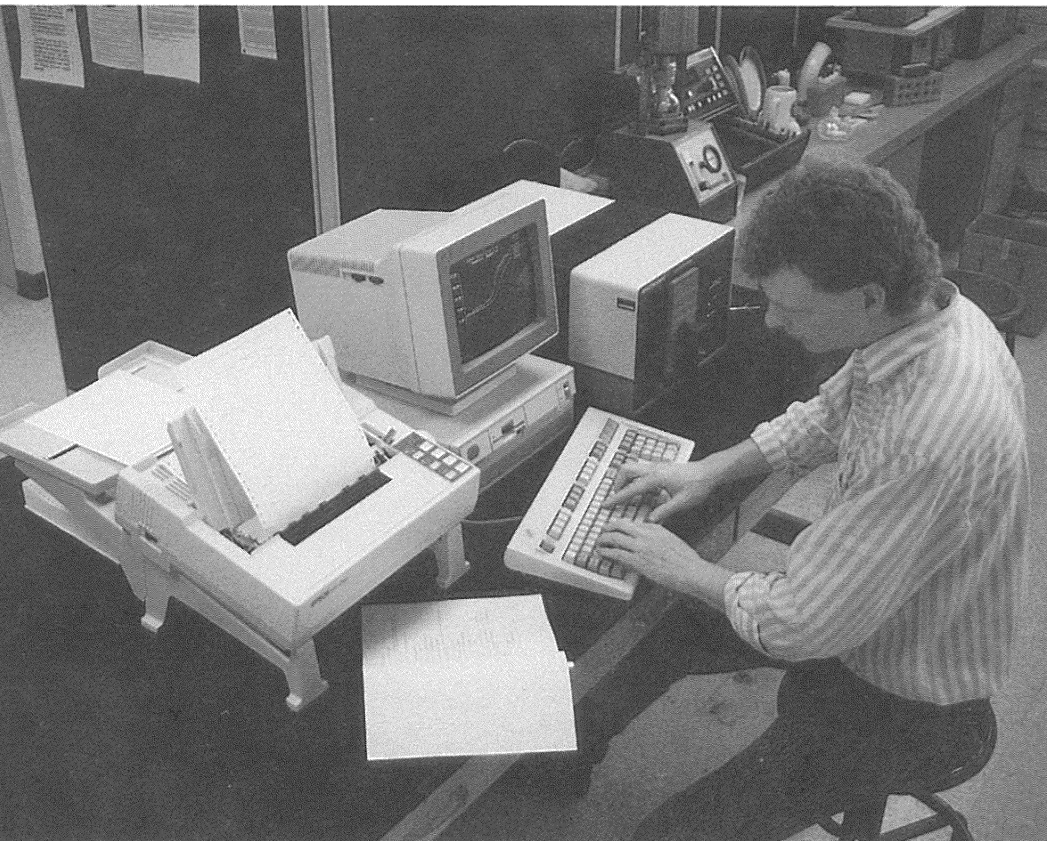
Telecommunications/Broadcast

Students in the Telecommunications/Broadcast Engineering technology earn the opportunity to become part of the world's mass communication system. Courses in electronics, digital circuits, physics and communications equipment maintenance provide a strong background in the electronic communications field. Students operate and maintain equipment in the College's broadcasting studio and communications network. Specific topics covered include digital and analog voice, video, and data communications. Also included are satellite and microwave systems and equipment, as well as state-of-the-art fiber optics technology.

Job Opportunities

Graduates are employed with commercial and public radio and television stations, telephone companies, private communications and production companies and with internal networks and production facilities within corporations. Several graduates have established their own businesses as contractors and consultants. Rapid changes in the telecommunications/broadcast industry will continue to keep skilled personnel in demand.

| No. | Course | Credit |
|----------|--|--------|
| EE 119 | Electronic Communications I | 4 |
| DD 207 | Electronic Drawing | 3 |
| EE 118 | Electricity for Engineers | 4 |
| MATH 201 | Algebra IA | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| EE 120 | Electronic Communications II | 4 |
| EE 109 | Electronics I | 4 |
| EGR 209 | Digital Logic I | 4 |
| MATH 202 | Algebra IB | 3 |
| EE 122 | Electronic Communications III | 4 |
| EE 123 | Electronic Applications | 2 |
| EE 262 | Digital Logic II | 4 |
| EE 115 | Electronics II | 4 |
| MATH 200 | Trigonometry | 1 |
| BC 201 | Audio/Video Systems I | 4 |
| BCTC 221 | Communications With Computers | 4 |
| EE 215 | Fundamentals of Microprocessors | 4 |
| EGR 103 | Physics II | 3 |
| MATH 203 | Algebra IIA | 3 |
| BC 209 | Audio/Video Systems II | 4 |
| BC 216 | Transmission Systems | 4 |
| BCTC 215 | Fiber Optic Communications | 4 |
| COMM 225 | Technical Writing | 3 |
| MATH 204 | Algebra IIB | 3 |
| BCTC 214 | Communication Circuits | 4 |
| BC 223 | Communications Facilities | 4 |
| BC 294 | Current Topics and Technology | 3 |
| COMM 104 | Job Search Techniques | 1 |
| BC 295 | Telecommunications/Broadcast Seminar | 1 |
| BC 296 | Telecommunications/Broadcast Practicum | 1 |
| SUPR 235 | Supervision and Leadership | 3 |



Health Careers Technologies

Technical Programs

Technical programs leading to the two-year Associate Degree:

- Dietetic
- Medical Assistant
- Medical Record
- Nursing Level I—Practical Nursing
- Nursing Level II—Associate Degree Nursing

Certificate Programs

Shorter certificate programs providing specific technical skills:

- Dietary Manager
- Electrocardiograph Technician
- Medical Transcriptionist
- Practical Nursing

Dietetic

Dietetic technology students complete a combination of academic preparation and supervised practice culminating in an Associate Degree. Students study a wide variety of topics focusing on food, nutrition, science and management. Students completing one year of study receive a Dietary Manager Certificate. The certificate program is approved by the Dietary Manager Association. The Associate Degree program is approved by the American Dietetic Association. Students completing the Associate Degree are eligible to take the registration examination for dietetic technicians.

Job Opportunities

Graduates are employed by hospitals, nursing homes, medical centers, school systems, retirement centers, correctional facilities, health care management companies and community nutrition programs.

| No. | Course | Credit |
|----------|--|--------|
| DT 100 | Survey of Dietetics | 1 |
| DT 101 | Dietetic Directed Practice I | 2 |
| DT 102 | Basic Nutrition | 4 |
| DT 125 | Applied Food Service Sanitation | 2 |
| SEC 185 | Basic Elements of Typing | 2 |
| MATH 172 | Introduction to Technical Math | 3 |
| COMM *** | 2-Course Communications Sequence | 6 |
| DT 103 | Food Preparation Principles | 3 |
| DT 106 | Food Production Management | 3 |
| DT 111 | Dietetic Directed Practice II | 2 |
| DT 120 | Normal and Modified Menu Planning | 3 |
| HC 100 | The Human Organism | 3 |
| HC 102 | Health Promotion Elective | 1 |
| DT 110 | Applied Nutrition | 3 |
| DT 119 | Food Purchasing for Health Care Institutions | 3 |
| DT 121 | Dietetic Directed Practice III | 2 |
| DT 122 | Supervision in Dietetics | 3 |
| HC 101 | Medical Terminology I | 3 |
| DT 200 | Diet Therapy I | 3 |
| DT 202 | Nutrition Care Process | 1 |
| DT 205 | Dietetic Directed Practice IV | 2 |
| HRCA 223 | Food, Beverage, Labor Cost Control | 2 |
| HC 110 | Anatomy and Physiology I | 3 |
| HC 202 | Community Health | 3 |
| MICS 200 | Apple Software Packages | 3 |
| DT 210 | Diet Therapy II | 3 |
| DT 212 | Nutrition Education Methods | 3 |
| DT 215 | Dietetic Directed Practice V | 2 |
| HOTR 135 | Quantity Food Management | 3 |
| HC 120 | Anatomy and Physiology II | 3 |
| COMM 104 | Job Search Techniques | 1 |
| SOCI 160 | Introduction to Sociology | 3 |
| or | | |
| SOCI 163 | Human Relations at Work | 3 |
| or | | |
| SOCI 164 | The Individual and the Workplace | 3 |
| DT 220 | Current Topics in Dietetics | 2 |
| DT 225 | Dietetic Directed Practice VI | 3 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| COMM 130 | Speech | 3 |
| COMM 225 | Technical Writing | 3 |
| PSYC 150 | Introduction to Psychology | 3 |

Medical Assistant

Medical assistants are qualified to handle business and clinical responsibilities in a medical office or clinic. The curriculum combines general and specialized courses to provide multi-competent health care training. Students learn business skills such as accounting and computerized medical office management and clinical skills such as vital signs measurement and laboratory testing.

Job Opportunities

Graduates are employed in medical offices and clinics. Multi-competent skills of the medical assistant allow some graduates to enter advanced fields of employment such as medical office management, health care supervision and specialized health care technology.

| No. | Course | Credit |
|----------|---|--------|
| HC 101 | Medical Terminology I | 3 |
| MA 100 | Basic Clinical Assisting Procedures | 4 |
| MA 102 | Medical Office Procedures I | 2 |
| COMM 150 | Punctuation and Grammar | 2 |
| HC 100 | The Human Organism | 3 |
| SEC 100 | Beginning Typing | 3 |
| HC 102 | Health Promotion Elective | 1 |
| HC 111 | Medical Terminology II | 3 |
| MA 110 | Family Practice Clinical Assisting Procedures | 3 |
| MA 112 | Medical Law, Confidentiality and Ethics | 3 |
| MA 122 | Medical Office Procedures II | 2 |
| HC 110 | Anatomy and Physiology I | 3 |
| MA 113 | Nutrition for Medical Assistants | 3 |
| MA 120 | Obstetric, Gynecologic, Pediatric Clinical Assisting Procedures | 4 |
| HC 120 | Anatomy and Physiology II | 3 |
| NT 104 | Pharmacology Math | 1 |
| SEC 101 | Intermediate Typing | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| MA 200 | Advanced Clinical Assisting Procedures | 5 |
| MA 202 | Pharmacology for Medical Assistants | 4 |
| MA 203 | Medical Assistant Externship I | 2 |
| HC 106 | CPR for the Professional Rescuer | 1 |
| HC 114 | Standard First Aid | 1 |
| PSYC 151 | Developmental Psychology | 3 |
| HC 121 | Medical Transcription | 3 |
| MA 204 | Medical Assistant Externship II | 2 |
| MA 222 | Financial Records and Reports | 3 |
| ACC 100 | Accounting I | 3 |
| MICS 101 | Computer Literacy | 1 |
| MA 205 | Medical Assistant Externship III | 2 |
| MA 220 | Medical Laboratory Procedures | 5 |
| MA 223 | Computer Applications in Medical Assisting | 3 |
| COMM 104 | Job Search Techniques | 1 |

Medical Record

The Medical Record technology prepares students to review, retrieve and retain medical records; code diseases and operations; prepare records to be microfilmed; abstract information; complete statistics; assist the medical staff; tabulate data from records for research; supervise the day-to-day operation of the medical record department; respond to subpoenas and take records to court; and transcribe various medical reports.

Job Opportunities

Graduates of the program are traditionally employed in hospitals. Other employment opportunities include ambulatory health care facilities, industrial clinics, state and federal health agencies, long-term care facilities, insurance companies and health research organizations.

| No. | | Course | Credit |
|------|-----|--|--------|
| HC | 101 | Medical Terminology I | 3 |
| MR | 100 | Medical Record and Health Agency Orientation | 3 |
| HC | 100 | The Human Organism | 3 |
| MICS | 100 | Microcomputer Software Packages | 3 |
| SEC | 180 | Keyboarding | 1 |
| COMM | 150 | Punctuation and Grammar | 2 |
| PSYC | 154 | Interpersonal Relationships | 3 |
| HC | 111 | Medical Terminology II | 3 |
| MR | 110 | Health Records and Procedures I | 3 |
| MR | 112 | Medical Records and the Law | 3 |
| HC | 110 | Anatomy and Physiology I | 3 |
| SEC | 100 | Beginning Typing | 3 |
| COMM | *** | 3-Course Communications Sequence | 9 |
| HC | 121 | Medical Transcription | 3 |
| MR | 120 | Basic Coding Elements | 3 |
| MR | 121 | Health Records and Procedures II | 3 |
| HC | 120 | Anatomy and Physiology II | 3 |
| MR | 201 | Medical Record Directed Practice I | 2 |
| MR | 202 | Computer Applications in Medical Records | 3 |
| MR | 203 | Applied Concepts of Coding | 3 |
| HC | 130 | Basic Pathology | 2 |
| PSYC | 150 | Introduction to Psychology | 3 |
| HC | 220 | Personnel Supervision | 3 |
| MR | 200 | Health Statistics | 3 |
| MR | 211 | Medical Record Directed Practice II | 2 |
| MR | 212 | Medical Record Quality Control | 3 |
| SEC | 135 | Introduction to Word Processing | 3 |
| HC | 106 | CPR for the Professional Rescuer | 1 |
| COMM | 104 | Job Search Techniques | 1 |
| SOCI | 163 | Human Relations at Work | 3 |
| MR | 215 | Interpreting Diagnostic Data | 2 |
| MR | 220 | Planning for Health Information Services | 3 |
| MR | 221 | Medical Record Directed Practice III | 2 |
| MR | 295 | Medical Record Seminar | 3 |
| HC | 107 | First Aid for the Professional Rescuer | 1 |
| HC | 102 | Health Promotion Elective | 1 |
| PSYC | 152 | Abnormal Psychology | 3 |

Nursing Level I: Practical Nursing

Nursing at Hocking Technical College is a career ladder program. The first year is a Practical Nursing program and the first year of the Associate Degree Nursing program. Practical Nursing graduates are eligible to take the national council licensure exam to become licensed practical nurses, and they may apply for admission to the Associate Degree portion of the program.

The Level I program incorporates classroom, laboratory and clinical experiences. Hospitals within 60 miles of Nelsonville serve as clinical experience sites. The program is approved by the Ohio Board of Nursing and is accredited by the National League for Nursing.

Job Opportunities

Graduates are employed in hospitals, nursing homes, clinics, physicians' offices, public and community health agencies and as private duty nurses.

| No. | Course | Credit |
|----------|--|--------|
| NT 100 | Nursing Fundamentals/Gerontology | 3 |
| NT 101 | Nursing Clinical Experience I: Fundamentals/Gerontology | 4 |
| NT 102 | Nursing Dynamics I | 1 |
| HC 100 | The Human Organism | 3 |
| NT 103 | Nutrition: Nutrients | 1 |
| PSYC 150 | Introduction to Psychology | 3 |
| NT 110 | Nursing Fundamentals/Obstetrics | 3 |
| NT 111 | Nursing Clinical Experience II: Fundamentals/Obstetrics | 4 |
| NT 112 | Nursing Dynamics II | 1 |
| NT 114 | Pharmacology: Introduction and Administration | 1 |
| HC 110 | Anatomy and Physiology I | 3 |
| NT 113 | Nutrition: Lifespan | 1 |
| NT 120 | Medical/Surgical Nursing of the Adult | 3 |
| NT 121 | Nursing Clinical Experience III: Medical/Surgical Nursing of the Adult | 4 |
| NT 122 | Nursing Dynamics III | 1 |
| NT 123 | Nutrition: Diet Therapy I | 1 |
| NT 124 | Pharmacology: Drug Classification I | 1 |
| HC 120 | Anatomy and Physiology II | 3 |
| PSYC 151 | Developmental Psychology | 3 |
| NT 130 | Medical/Surgical Nursing of the Adult and Child | 3 |
| NT 131 | Nursing Clinical Experience IV: Medical/Surgical/Pediatric | 4 |
| NT 132 | Nursing Dynamics IV | 1 |
| NT 134 | Pharmacology: Drug Classification II | 1 |
| HC 130 | Basic Pathology | 2 |
| HC 131 | Fluids and Electrolytes | 1 |
| NT 133 | Nutrition: Economics | 1 |
| PSYC 152 | Abnormal Psychology | 3 |

Nursing Level II: Associate Degree Nursing

During the second year, graduates of the Hocking Technical College Practical Nursing program are joined by licensed practical nurses from other schools who have met the admission requirements and have successfully completed an enrichment quarter. Together, these two groups complete the Associate Degree requirements. Graduates are eligible to take the national council licensure exam to become registered nurses.

The Level II program incorporates classroom, laboratory and clinical experiences. Health care facilities within 60 miles of Nelsonville serve as clinical experience sites. The program is approved by the Ohio Board of Nursing and is accredited by the National League for Nursing.

Job Opportunities

Graduates of the Associate Degree program are employed in hospitals, nursing homes, clinics and community health agencies and as private duty nurses.

Enrichment Quarter

| No. | Course | Credit |
|--------|--|--------|
| HC 140 | Technical Aspects of Anatomy and Physiology | 3 |
| NT 104 | Pharmacology Math | 1 |
| NT 140 | Technical Aspects of Medical/Surgical Nursing | 5 |
| NT 142 | Technical Aspects of Nursing Dynamics | 1 |
| NT 143 | Technical Aspects of Nutrition | 1 |
| NT 144 | Technical Aspects of Pharmacology | 2 |
| NT 145 | Technical Aspects of Obstetric/Pediatric Nursing | 4 |

| No. | Course | Credit |
|----------------|---|--------|
| NT 200 | Mental Health Nursing | 3 |
| NT 201 | Nursing Clinical Experience V: Psychological/Mental Health | 3 |
| HC 200 | Pathophysiology | 3 |
| NT 202 | Career Transition P.N. to R.N. | 1 |
| COMM *** | 2-Course Communications Sequence | 6 |
| SOCI 161 | Sociology of Family Living | 3 |
| or SOCI 165 | Cross-Cultural Studies | 3 |
| NT 210 | Advanced Medical/Surgical Nursing | 3 |
| NT 211 | Nursing Clinical Experience VI: Advanced Medical/Surgical | 5 |
| NT 213 | Nutrition: Diet Therapy II | 1 |
| COMM 104 | Job Search Techniques | 1 |
| or HC 102 | Health Promotion Elective | 1 |
| NT 220 | Advanced Medical/Surgical: Managing Groups of Patients | 3 |
| NT 221 | Nursing Clinical Experience VII: Care of Groups of Patients | 5 |
| NT 222 | Nursing Dynamics V | 1 |
| NT 225 | Advanced Obstetric/Pediatric Nursing | 1 |
| HC 202 | Community Health | 3 |
| COMM 130 | Speech | 3 |

Hospitality Technologies

Technical Programs

Technical programs leading to the two-year Associate Degree:

Culinary Arts
Hotel and Restaurant Management
Travel and Tourism

Certificate Programs

Shorter certificate programs providing specific technical skills:

Bar Management
Culinary Arts
Executive Housekeeping Management
Restaurant, Lounge and Banquet Management
Rooms Division Management
Marketing and Sales Management
Tourism Assistant

Culinary Arts

To find success in the world of fine cuisine is the goal of graduates of the Culinary Arts program. By watching, tasting, cooking, studying and learning from experienced chef/instructors, students grow in confidence and in repertoire. From writing the menu to icing the cake, from selecting the fresh seafood to costing the daily special, the student chef does it all. In addition to studying in the classroom, student chefs train in the kitchen of the Quality Inn Hocking Valley. It is this blend of hands-on and traditional training which sets HTC's Culinary Arts program apart.

Job Opportunities

Culinary Arts graduates are prepared for employment in the kitchens of hotels, restaurants, country clubs and resorts around the world.

| No. | Course | Credit |
|----------|--|--------|
| CULA 101 | Introduction to Culinary Arts | 2 |
| CULA 201 | Culinary Arts Lab I | 7 |
| HRCA 115 | Breads and Baking Basics | 3 |
| HRCA 240 | Festival Catering Production | 1 |
| HC 114 | Standard First Aid | 1 |
| HRCA 110 | Safety and Sanitation | 2 |
| HRCA 111 | Stocks, Sauces and Soups | 3 |
| CULA 105 | Pastries and Desserts | 3 |
| CULA 150 | Nutrition in Community Food Service Operations | 3 |
| HRCA 145 | Food Product Identification and Purchasing | 3 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| HRCA 112 | Salads, Sandwiches and Eggs | 3 |
| HRCA 226 | Apple Hospitality Applications | 2 |
| COMM *** | 3-Course Communications Sequence | 9 |
| CULA 106 | Meat, Poultry and Seafood Processing | 3 |
| CULA 107 | Basic Garde-Manger | 3 |
| CULA 212 | Culinary Arts Lab II | 7 |
| HRCA 113 | A La Carte Cookery | 3 |
| HRCA 230 | Food and Beverage Services | 3 |
| CULA 108 | Advanced Garde-Manger | 3 |
| HRCA 116 | Hospitality Menu Planning | 2 |
| HRCA 241 | Festival Catering Management | 1 |
| ACC 100 | Accounting I | 3 |
| COMM 130 | Speech | 3 |
| PSYC 154 | Interpersonal Relationships | 3 |
| COMM 155 | Hospitality Placement | 1 |
| CULA 213 | Culinary Arts Lab III | 7 |
| CULA 217 | Classical and International Cuisine | 3 |
| HRCA 117 | Hospitality Supervision | 3 |
| HRCA 225 | Food and Beverage Cost Controls | 2 |
| CULA 218 | American Regional Cuisine | 3 |
| CULA 261 | Charcuterie | 2 |
| HOTR 243 | Hotel and Restaurant Law | 2 |
| HOTR 263 | Hotel and Restaurant Maintenance | 2 |
| HRCA 231 | Serving Alcohol With Care | 1 |
| BUS 120 | Personal Finance | 3 |
| COMM 250 | Business Correspondence | 3 |

Hotel and Restaurant Management

Hotel and Restaurant Management students begin the program with basic hotel and restaurant skills. Students gain practical experience while serving the public at the Quality Inn Hocking Valley and progress to management training. This HTC-owned training facility includes an indoor pool, guest rooms, a dining room and bar seating 160 and banquet rooms for up to 800.

Supervised three- to six-month internships are available at Hilton Head, South Carolina and at various hotels and restaurants in the U.S. for students who meet minimum requirements. Participating hotels include Clarion, Marriott, Sheraton, Hyatt Regency and Holiday Inn.

Job Opportunities

Graduates of the two-year program are employed in management positions with nationally recognized and independent hotels and restaurants and private clubs.

| No. | Course | Credit |
|----------|--|--------|
| HOTR 211 | Hotel Restaurant Lab 10A | 10 |
| HRCA 241 | Festival Catering Management | 1 |
| HOTR 120 | Introduction to Hospitality Industry | 2 |
| HOTR 243 | Hotel and Restaurant Law | 2 |
| HC 114 | Standard First Aid | 1 |
| HRCA 227 | IBM Hospitality Applications | 2 |
| HRCA 229 | Distinguished Guest Speakers | 1 |
| HRCA 226 | Apple Hospitality Applications | 2 |
| ACC 100 | Accounting I | 3 |
| HRCA 111 | Stocks, Sauces and Soups | 3 |
| HRCA 117 | Hospitality Supervision | 3 |
| HRCA 230 | Food and Beverage Services | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| **** *** | 4-Course Hotel/Restaurant Elective (required) | 12 |
| HOTR 170 | Marketing Small Properties | 2 |
| HOTR 212 | Hotel Restaurant Lab 10B | 10 |
| HRCA 120 | Hospitality Security Seminar | 1 |
| PSYC 154 | Interpersonal Relationships | 3 |
| HOTR 241 | Front Desk Procedures | 3 |
| HOTR 242 | Supervisory Housekeeping | 2 |
| HOTR 260 | Merchandising and Sales | 2 |
| HRCA 223 | Food, Beverage, Labor Cost Control | 2 |
| HRCA 231 | Serving Alcohol With Care | 1 |
| ACC 101 | Accounting II | 3 |
| HRCA 110 | Safety and Sanitation | 2 |
| HRCA 112 | Salads, Sandwiches and Eggs | 3 |
| COMM 155 | Hospitality Placement | 1 |
| HOTR 213 | Hotel Restaurant Lab 10C | 10 |
| HOTR 244 | Audits and Controls for Lodging Establishments | 2 |
| HOTR 263 | Hotel and Restaurant Maintenance | 2 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| COMM 250 | Business Correspondence | 3 |
| HOTR 140 | Accounting for Hospitality Services | 2 |
| HRCA 114 | Food Management | 3 |
| HRCA 224 | Lounge and Beverage Management | 2 |
| COMM 130 | Speech | 3 |

Travel and Tourism

People are constantly on the move in today's busy world. With increased business and leisure travel and the growing importance of tourism in the economy, professionals in the field of travel and tourism are in demand. Students study destination geography, airline reservations, sales and tour planning and directing. They may also participate in hands-on experiences at the jointly-operated HTC/AAA Travel Agency, the on-campus Quality International Reservation Center, conventions and visitors bureaus and the Ohio Division of Travel and Tourism.

Job Opportunities

Graduates are employed with travel agencies, bus tour companies, airlines, hotels and car rental agencies.

| No. | Course | Credit |
|----------|---|--------|
| TRAV 150 | Introduction to the Travel Industry | 3 |
| TRAV 154 | Travelogue Central USA | 3 |
| TRAV 190 | Exploring Ohio | 2 |
| BUS 175 | Business Word Processing | 2 |
| COMM 130 | Speech | 3 |
| PSYC 154 | Interpersonal Relationships | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| TRAV 155 | Travelogue Eastern USA | 3 |
| TRAV 160 | Tour Development | 3 |
| TELM 130 | Basic Principles of Telemarketing | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| LANG 120 | Beginning Spanish | 3 |
| TRAV 131 | Air Reservations | 3 |
| TRAV 156 | Travelogue Western USA | 3 |
| TRAV 191 | Promoting Ohio | 1 |
| HC 105 | Defensive Driving | 1 |
| LANG 121 | Intermediate Spanish | 3 |
| MICS 200 | Apple Software Packages | 3 |
| COMM 104 | Job Search Techniques | 1 |
| TRAV 175 | Introduction to PARS | 3 |
| TRAV 265 | Hawaii, Mexico and the Caribbean | 3 |
| TRAV 267 | Self-Directed Learning in Travel | 2 |
| TRAV 280 | Tour Directing | 2 |
| BUS 100 | Principles of Business Management I | 3 |
| RET 220 | Advertising | 3 |
| ACC 100 | Accounting I | 3 |
| TRAV 264 | Alaska and the Canadian Provinces | 3 |
| TRAV 266 | European Travel | 3 |
| HOTR 241 | Front Desk Procedures | 3 |
| or | | |
| TRAV 270 | Intermediate PARS | 3 |
| HC 114 | Standard First Aid | 1 |
| PSYC 150 | Introduction to Psychology | 3 |
| TRAV 110 | Travel Agency Office Procedures | 3 |
| TRAV 157 | Exploring Asia and the Pacific | 3 |
| TRAV 250 | Sales for Travel | 3 |
| TRAV 295 | Travel Industry Seminar | 1 |
| TRAV 296 | Travel Industry Practicum | 1 |
| REC 116 | Introduction to Cultural Interpretation | 2 |
| TRAV 177 | Advanced PARS | 3 |
| BUS 200 | Business Law | 3 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |

Natural Resources Technologies

Technical Programs

Technical programs leading to the two-year Associate Degree:

- Forestry
- Recreation and Wildlife
 - Back Country Horsemanship
 - Fish and Wildlife Management
 - Interpretive Services
 - Ranger Services
- Sawmill/Lumber Grading
- Timber Harvesting/Tree Care

Certificate Programs

Shorter certificate programs providing specific technical skills:

- Backpacking and Survival
- Lumber Grading
- National Ranger Training Institute
- Sawyer
- Timber Harvesting
- Tree Care

Forestry

Recipient of the Ohio Board of Regents Program Excellence Award.

Highly trained personnel are required by today's forest industries. A rapid expansion in all traditional areas of forestry and the development of new responsibilities in urban forestry and environmental management require employees with specialized training. HTC's Forestry program combines a solid academic background with extensive field training. Courses include tree identification, forest ecology, silviculture, reforestation, timber harvesting and forest management. Computer applications, communications, supervision and math courses round out the curriculum and provide skills required to succeed and advance in the forestry profession. All technical courses include laboratory time for instruction in the use of the tools, machinery and techniques and practice of entry-level job skills. An active forestry club offers further professional and personal development.

Job Opportunities

Graduates find employment with private industry, the federal government and state agencies throughout the U.S. Typical job areas include log buying, utility pole maintenance, retail and wholesale lumber marketing and positions at Christmas tree farms, tree nurseries and sawmills. Employment is also available with the Peace Corps, U.S. Forest Service and the Ohio Department of Natural Resources.

| No. | Course | Credit |
|-----------|---|--------|
| NR 110 | Introduction to Natural Resources | 3 |
| NR 111 | Dendrology | 3 |
| NR 150 | Wildfire Control for Recreational Areas | 2 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| HC 114 | Standard First Aid | 1 |
| MATH 172 | Introduction to Technical Math | 3 |
| MICS 200A | Apple Software Package: Word Processing | 1 |
| COMM *** | 3-Course Communications Sequence | 9 |
| FOR 120 | Photo Interpretation | 3 |
| NR 125 | Forest Soils | 3 |
| NR 126 | Wood Safety | 1 |
| FOR 124 | Forest Ecology | 3 |
| MATH 173 | Intermediate Technical Math | 3 |
| MICS 200B | Apple Software Package: Data Base | 1 |
| FOR 110 | Reforestation and Reclamation | 3 |
| FOR 123 | Forest Measurements | 4 |
| NR 256 | Forest Pesticides | 2 |
| FOR 131 | Forest Entomology and Pathology | 4 |
| MICS 200C | Apple Software Package: Spreadsheet | 1 |
| FOR 211 | Timber Harvesting | 3 |
| FOR 220 | Applied Silviculture | 4 |
| NR 123 | Surveying | 3 |
| SLG 111 | Log Grading and Scaling | 2 |
| BUS 100 | Principles of Business Management I | 3 |
| COMM 225 | Technical Writing | 3 |
| FOR 210 | Forest Mensuration | 4 |
| REC 215 | Introduction to Wildlife Management | 3 |
| BUS 101 | Principles of Business Management II | 3 |
| SUPR 235 | Supervision and Leadership | 3 |
| **** *** | Forestry Elective (required) | 3 |
| FOR 230 | Forest Management | 4 |
| FOR 231 | Forest Products Utilization | 4 |
| FOR 232 | Lumber Grading Marketing | 4 |
| COMM 130 | Speech | 3 |
| SOCI 163 | Human Relations at Work | 3 |
| NR 296 | Natural Resources Practicum | 1 |
| NR 295 | Natural Resources Practicum Seminar | 1 |

Recreation and Wildlife

Recipient of the Ohio Board of Regents Program Excellence Award.

The Recreation and Wildlife technology is a field-oriented Associate Degree program. Students choose one of four major fields of concentration:

Back Country Horsemanship

The Back Country Horsemanship major provides training for positions with outfitters and for the government as rangers and border patrol officers.

Fish and Wildlife Management

The Fish and Wildlife Management major provides training for positions such as park ranger, game protector, fish and wildlife conservation aide, fish hatchery technician and soil conservation service technician.

Interpretive Services

The Interpretive Services major provides training for positions such as park ranger, naturalist, nature center interpreter, camp counselor and living history interpreter.

Ranger Services

The Ranger Services major provides training for emergency response positions with the U.S. Fish and Wildlife Service, the National Park Service and state and local government recreation agencies.

Students may specialize their education to meet specific career and life goals. A variety of elective courses are available in fish management, wildlife management, outdoor education, nature center operations, back country horsemanship, taxidermy and archery. Certificate programs are available in module-delivery formats through the National Ranger Training Institute.

Much of the success of the Recreation and Wildlife technology is due to the use of on-campus educational resources including the Hocking Woods Nature Center, Robbins' Crossing Interpretive Center, the 400-acre Sunday Creek Wildlife Management Laboratory and the College's fish culture ponds.

Back Country Horsemanship Major

| No. | Course | Credit | No. | Course | Credit |
|-----------------------|---|--------|----------|-------------------------------------|--------|
| NR 111 | Dendrology | 3 | SUPR 235 | Supervision and Leadership | 3 |
| NR 114 | Horsemanship I: Beginning Riding | 3 | NR 118 | Training of Trail Horses | 3 |
| REC 110 | Chainsaw Operation | 1 | REC 238 | Fish Management II | 4 |
| REC 113 | Watercraft Operations & Maintenance | 1 | REC 239 | Wildlife Management | 4 |
| REC 134 | Environmental Problems in Recreation and Wildlife | 3 | REC 211 | Soils | 3 |
| MICS 101 | Computer Literacy | 1 | REC 232 | Park Landscaping | 3 |
| NR 121 | Zoology | 3 | REC 233 | Ornithology | 3 |
| COMM *** | 3-Course Communications Sequence | 9 | NR 296 | Natural Resources Practicum | 1 |
| NR 134 | Horsemanship II: Intermediate Riding | 3 | NR 295 | Natural Resources Practicum Seminar | 1 |
| REC 114 | Recreation Management Seminar | 1 | | | |
| REC 120 | Woodshop | 1 | | | |
| REC 121 | Ohio Trees | 2 | | | |
| REC 123 | Cartography | 2 | | | |
| NR 120 | Botany | 3 | | | |
| MATH 172 | Introduction to Technical Math | 3 | | | |
| NR 135 | Horsemanship III: Advanced Trail Riding | 3 | | | |
| REC 130 | Recreation Area Equipment | 1 | | | |
| REC 136 | Wildlife Investigation Techniques | 2 | | | |
| REC 131 | Field Biology | 3 | | | |
| MATH 173 | Intermediate Technical Math | 4 | | | |
| REC 234 | Archaeology | 3 | | | |
| FOR 222 | Introduction to Forestry | 3 | | | |
| NR 116 | Horse Packing and Tack Repair | 2 | | | |
| NR 123 | Surveying | 3 | | | |
| REC 210 | Problems in Ecology | 3 | | | |
| REC 215 | Introduction to Wildlife Management | 3 | | | |
| REC 213 | Fish Ecology | 3 | | | |
| REC ^{or} 132 | Geology | 3 | | | |
| NR 115 | Basic Horseshoeing | 2 | | | |
| NR 117 | Horse Program Management | 2 | | | |
| NR 225 | Natural Resources Administration | 1 | | | |
| REC 221 | Fish Management I | 3 | | | |
| REC 222 | Recreation Area Maintenance | 2 | | | |
| HC 103 | Cardiopulmonary Resuscitation | 1 | | | |
| HC 114 | Standard First Aid | 1 | | | |
| COMM 130 | Speech | 3 | | | |

Fish and Wildlife Management Major

| No. | Course | Credit | No. | Course | Credit |
|-----------------------|---|--------|---------|-------------------------------------|--------|
| NR 111 | Dendrology | 3 | REC 232 | Park Landscaping | 3 |
| REC 110 | Chainsaw Operation | 1 | REC 233 | Ornithology | 3 |
| REC 113 | Watercraft Operations & Maintenance | 1 | REC 234 | Archaeology | 3 |
| REC 134 | Environmental Problems in Recreation and Wildlife | 3 | NR 296 | Natural Resources Practicum | 1 |
| MICS 101 | Computer Literacy | 1 | NR 295 | Natural Resources Practicum Seminar | 1 |
| NR 121 | Zoology | 3 | | | |
| COMM *** | 3-Course Communications Sequence | 9 | | | |
| **** ** | Recreation Elective (required) | 3 | | | |
| REC 114 | Recreation Management Seminar | 1 | | | |
| REC 120 | Woodshop | 1 | | | |
| REC 121 | Ohio Trees | 2 | | | |
| REC 122 | Game Animals of East Central U.S. | 3 | | | |
| REC 123 | Cartography | 2 | | | |
| NR 120 | Botany | 3 | | | |
| MATH 172 | Introduction to Technical Math | 3 | | | |
| REC 130 | Recreation Area Equipment | 1 | | | |
| REC 136 | Wildlife Investigation Techniques | 2 | | | |
| REC 131 | Field Biology | 3 | | | |
| MATH 173 | Intermediate Technical Math | 4 | | | |
| NR 259 | Outdoor Programs | 3 | | | |
| FOR 222 | Introduction to Forestry | 3 | | | |
| NR 123 | Surveying | 3 | | | |
| REC 210 | Problems in Ecology | 3 | | | |
| REC 213 | Fish Ecology | 3 | | | |
| REC 215 | Introduction to Wildlife Management | 3 | | | |
| REC 132 | Geology | 3 | | | |
| NR 225 | Natural Resources Administration | 1 | | | |
| REC 221 | Fish Management I | 3 | | | |
| REC 222 | Recreation Area Maintenance | 2 | | | |
| HC 103 | Cardiopulmonary Resuscitation | 1 | | | |
| HC 114 | Standard First Aid | 1 | | | |
| NR 131 | Environmental Chemistry | 3 | | | |
| COMM 130 | Speech | 3 | | | |
| SUPR 235 | Supervision and Leadership | 3 | | | |
| REC 238 | Fish Management II | 4 | | | |
| REC ^{or} 239 | Wildlife Management | 4 | | | |
| REC 241 | Fish Hatchery Management | 4 | | | |
| REC 211 | Soils | 3 | | | |

Interpretive Services Major

| No. | Course | Credit | No. | Course | Credit |
|----------|---|--------|---------|-------------------------------------|--------|
| NR 111 | Dendrology | 3 | REC 243 | Living History Techniques | 2 |
| REC 113 | Watercraft Operations & Maintenance | 1 | REC 232 | Park Landscaping | 3 |
| REC 134 | Environmental Problems in Recreation and Wildlife | 3 | REC 233 | Ornithology | 3 |
| REC 150 | Introduction to Interpretation | 2 | REC 234 | Archaeology | 3 |
| NR 121 | Zoology | 3 | NR 296 | Natural Resources Practicum | 1 |
| MICS 100 | Microcomputer Software Packages | 3 | NR 295 | Natural Resources Practicum Seminar | 1 |
| COMM *** | 3-Course Communications Sequence | 9 | | | |
| **** *** | Recreation Elective (required) | 3 | | | |
| REC 114 | Recreation Management Seminar | 1 | | | |
| REC 115 | Interpretive Methods | 2 | | | |
| REC 120 | Woodshop | 1 | | | |
| REC 122 | Game Animals of East Central U.S. | 3 | | | |
| REC 123 | Cartography | 2 | | | |
| MATH 172 | Introduction to Technical Math | 3 | | | |
| NR 120 | Botany | 3 | | | |
| REC 117 | Interpretive Interaction Techniques | 2 | | | |
| REC 130 | Recreation Area Equipment | 1 | | | |
| REC 235 | Guided Interpretive Activities | 2 | | | |
| NR 259 | Outdoor Programs | 3 | | | |
| REC 131 | Field Biology | 3 | | | |
| MATH 173 | Intermediate Technical Math | 4 | | | |
| FOR 222 | Introduction to Forestry | 3 | | | |
| NR 264 | Recreation Programming | 3 | | | |
| REC 210 | Problems in Ecology | 3 | | | |
| REC 215 | Introduction to Wildlife Management | 3 | | | |
| REC 222 | Recreation Area Maintenance | 2 | | | |
| REC 211 | Soils | 3 | | | |
| NR 225 | Natural Resources Administration | 1 | | | |
| REC 118 | Historical Perspectives | 2 | | | |
| REC 226 | Developing and Designing Outdoor Study Sites | 3 | | | |
| REC 236 | Exhibit and Visitor Center Design | 2 | | | |
| HC 103 | Cardiopulmonary Resuscitation | 1 | | | |
| HC 114 | Standard First Aid | 1 | | | |
| COMM 130 | Speech | 3 | | | |
| SUPR 235 | Supervision and Leadership | 3 | | | |
| REC 132 | Geology | 3 | | | |
| REC 136 | Wildlife Investigation Techniques | 2 | | | |

Ranger Services Major

| No. | Course | Credit |
|----------|---|--------|
| NR 111 | Dendrology | 3 |
| REC 110 | Chainsaw Operation | 1 |
| REC 130 | Recreation Area Equipment | 1 |
| REC 134 | Environmental Problems in Recreation and Wildlife | 3 |
| MICS 101 | Computer Literacy | 1 |
| NR 121 | Zoology | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| **** ** | Recreation Elective (required) | 3 |
| REC 114 | Recreation Management Seminar | 1 |
| REC 120 | Woodshop | 1 |
| REC 122 | Game Animals of East Central U.S. | 3 |
| REC 123 | Cartography | 2 |
| NR 120 | Botany | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| CJ 225 | Basic River Rescue | 2 |
| REC 113 | Watercraft Operations & Maintenance | 1 |
| REC 115 | Interpretive Methods | 2 |
| REC 131 | Field Biology | 3 |
| REC 233 | Ornithology | 3 |
| EM 123 | Rappelling and Rope Techniques | 2 |
| FOR 222 | Introduction to Forestry | 3 |
| REC 210 | Problems in Ecology | 3 |
| REC 213 | Fish Ecology | 3 |
| REC 215 | Introduction to Wildlife Management | 3 |
| REC 132 | Geology | 3 |
| EM 223 | NASAR Managing the Search Function | 3 |
| NR 225 | Natural Resources Administration | 1 |
| REC 222 | Recreation Area Maintenance | 2 |
| HC 106 | CPR for the Professional Rescuer | 1 |
| HC 107 | First Aid for the Professional Rescuer | 1 |
| COMM 130 | Speech | 3 |
| SUPR 235 | Supervision and Leadership | 3 |
| NR 150 | Wildfire Control for Recreational Areas | 2 |
| REC 235 | Guided Interpretive Activities | 2 |
| REC 211 | Soils | 3 |
| REC 234 | Archaeology | 3 |
| **** ** | Enforcement Elective (required) | 3 |
| NR 296 | Natural Resources Practicum | 1 |
| NR 295 | Natural Resources Practicum Seminar | 1 |

Choose one of the following groups:

| No. | Course | Credit |
|---------|---|--------|
| FS 220 | Fire Brigade Training | 1 |
| NR 113 | How to Get Government Jobs | 1 |
| NR 215 | Vehicle Operation for Natural Resources Officers | 1 |
| NR 242 | National Parks Law, Philosophy and Policy | 2 |
| NR 243 | Law Problems: Recognition | 1 |
| NR 244 | Vehicular Accident Investigation and Report Procedures | 1 |
| NR 245 | Public Relations for Natural Resources Officers | 1 |
| NR 269 | Constitutional Law for Natural Resources Officers | 3 |
| NR 280 | Defensive Weapons Training for Natural Resources Officers | 3 |
| REC 240 | Environmental Enforcement Problems | 2 |

| No. | Course | Credit |
|----------|--|--------|
| HC 102K | Health Promotion Elective: Strength Training | 1 |
| HC 105 | Defensive Driving | 1 |
| CJ 100 | Criminal Justice Systems | 3 |
| CJ 121 | Ohio Criminal Law | 4 |
| PSCI 216 | Police Firearms | 3 |
| NR 247 | Defensive Tactics | 2 |
| PSYC 154 | Interpersonal Relationships | 3 |

Sawmill/Lumber Grading

Full-time certificate programs are available in Hardwood Lumber Sawyer and Hardwood Lumber Grading. The hardwood lumber industry is experiencing shortages in these skill areas and qualified graduates are in high demand throughout the Eastern United States.

The six-month Hardwood Lumber Sawyer Certificate program is conducted at the sawmill on campus, where students perform all functions necessary for operating a modern sawmill. The objective is to train sawyers to maximize the recovery of lumber from hardwood logs, an increasingly complex and highly technical process involving a scarce and expensive resource.

The Hardwood Lumber Grading Certificate may be earned in an eight-week course during summer quarter, or as an option to the Sawyer program leading to a dual certificate in Hardwood Lumber Sawyer and Hardwood Lumber Grading. Graders perform a variety of functions in the lumber business including lumber shipping, receiving, quality control, sales and customer relations. The dual certificate programs may be combined with basic and general courses for an Associate of Technical Studies Degree.

Hardwood Lumber Sawyer Certificate

| No. | | Course | Credit |
|-----|-----|--------------------------|--------|
| SLG | 110 | Lumber Grading I | 4 |
| SLG | 111 | Log Grading and Scaling | 2 |
| SLG | 112 | Sawmill Operations I | 12 |
| SLG | 122 | Sawmill Operations II | 12 |
| SLG | 250 | Saw and Tool Maintenance | 4 |
| SLG | 254 | Dry Kiln Operations | 2 |

Hardwood Lumber Grading Certificate

| No. | | Course | Credit |
|-----|-----|-------------------|--------|
| SLG | 110 | Lumber Grading I | 4 |
| SLG | 130 | Lumber Grading II | 12 |

Basic and General Courses

| No. | | Course | Credit |
|------|-----|--------------------------------------|--------|
| FOR | 122 | Technical Drawing | 2 |
| FOR | 222 | Introduction to Forestry | 3 |
| BUS | 100 | Principles of Business Management I | 3 |
| MATH | 172 | Introduction to Technical Math | 3 |
| PSYC | 150 | Introduction to Psychology | 3 |
| COMM | *** | 2-Course Communications Sequence | 6 |
| NR | 226 | Production Analysis | 3 |
| ACC | 100 | Accounting I | 3 |
| BUS | 101 | Principles of Business Management II | 3 |
| COMM | 130 | Speech | 3 |
| SOCI | 160 | Introduction to Sociology | 3 |
| BUS | 120 | Personal Finance | 3 |
| EGR | 212 | Industrial Supervision | 3 |
| MICS | 200 | Apple Software Packages | 3 |
| COMM | 225 | Technical Writing | 3 |
| SOCI | 163 | Human Relations at Work | 3 |

Timber Harvesting/Tree Care

The nine-month Timber Harvesting certificate program prepares students for employment with commercial logging companies. Timber cutting is taught according to industry standards of safety and technique. Classes are scheduled for field work an average of three days per week and are conducted as a complete logging operating. Students harvest trees on 6,000 acres of forest lands managed by the Natural Resources Department at HTC. Wood produced by the program supplies the College sawmill, other local sawmills and two regional paper companies.

The 11-week Tree Care program prepares students for employment in the arboriculture industry. Classroom learning is combined with experience at work sites. Lectures, audio-visuals and reading assignments introduce fundamental concepts. Training at the work site stresses skills required by arborists in their daily work. Climbing with ropes and saddles, use of saws in trees and safe, efficient work techniques are emphasized. Upon completion of this program, students are competent with tasks which typically require many months of on-the-job training.

Students may combine the Timber Harvesting and Tree Care programs with basic and general courses for an Associate of Technical Studies Degree.

Timber Harvesting Certificate

| No. | Course | Credit |
|----------|--|--------|
| NR 111 | Dendrology | 3 |
| SLG 111 | Log Grading and Scaling | 2 |
| THS 111 | Diesel, Gas, Small Engine Repair | 3 |
| THS 112 | Timber Harvesting Skills I | 6 |
| EGR 201 | Occupational Safety | 3 |
| HC 103 | Cardiopulmonary Resuscitation | 1 |
| HC 114 | Standard First Aid | 1 |
| NR 226 | Production Analysis | 3 |
| THS 120 | Hydraulics and Mechanical Systems Maintenance and Repair | 3 |
| THS 121 | Welding | 2 |
| THS 122 | Timber Harvesting Skills II | 6 |
| BUS 120 | Personal Finance | 3 |
| COMM 104 | Job Search Techniques | 1 |
| THS 130 | Timber Harvesting Skills III | 12 |
| THS 131 | Timber Harvesting Seminar | 3 |

Tree Care Certificate

| No. | Course | Credit |
|---------|------------------------|--------|
| TRC 110 | Climbing | 3 |
| TRC 112 | Mechanics of Tree Care | 4 |
| TRC 113 | Tree Care Equipment | 4 |
| TRC 115 | Advanced Climbing | 4 |

Basic and General Courses

| No. | Course | Credit |
|----------|-------------------------------------|--------|
| COMM *** | 3-Course Communications Sequence | 9 |
| ACC 100 | Accounting I | 3 |
| BUS 100 | Principles of Business Management I | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| COMM 130 | Speech | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| FOR 123 | Forest Measurements | 4 |
| REC 232 | Park Landscaping | 3 |
| EGR 212 | Industrial Supervision | 3 |
| COMM 225 | Technical Writing | 3 |
| SOCI 160 | Introduction to Sociology | 3 |



Public Safety Services

Technical Programs

Technical programs leading to the two-year Associate Degree:

- Emergency Medical
- Fire and Emergency Services
- Human and Correctional Services
- Police Science

Certificate Programs

Shorter certificate programs providing specific technical skills:

- Advanced Fire Fighting
- Advanced Industrial Security
- Advanced Retail Security
- Basic Fire Fighting
- Basic Industrial Security
- Basic Retail Security
- Ohio EMT-Paramedic Certificate (5-3-002)
- Dispatcher Training
- Domestic Violence Update
- EMT-Ambulance
- Fire Science
- Homicide Investigation Techniques
- Ohio Peace Officer's Basic Training
- Rappelling
- Side-Handled Baton Training

Emergency Medical

Life saving care must often be administered at the scene of accidental injury or sudden illness by emergency medical technicians. The EMT program consists of four phases of training: EMT-Ambulance, Advanced EMT-Ambulance, EMT-Paramedic and Associate of Applied Science.

The one-quarter EMT-A program covers basic life support and leads to eligibility for state and national certification. The Advanced EMT-A program is offered during winter quarter and is the first phase of the Paramedic program. The Advanced EMT-A course is also offered in the evening. The EMT-P program includes winter, spring and summer session I training in basic and advanced life support management. Each phase prepares students to take the appropriate national registry exam.

Job Opportunities

The six-quarter Associate Degree program prepares paramedics for beginning management positions in emergency medical services and for emergency room technician positions. Employment is also available in governmental agencies, privately-owned emergency services, industrial health or emergency services and in fire, police, forest and recreation services.

| No. | Course | Credit |
|----------|--|--------|
| EM 100 | Emergency Victim Care (EMT-A) | 6 |
| EM 102 | Defensive Driving and Emergency Vehicle Operations | 1 |
| EM 103 | Orientation to Emergency Services | 2 |
| HC 106 | Cardiopulmonary Resuscitation for the Professional Rescuer | 1 |
| HC 100 | The Human Organism | 3 |
| NT 104 | Pharmacology Math | 1 |
| COMM *** | 3-Course Communications Sequence | 9 |
| EM 111 | EMT Clinical Experience II | 1 |
| EM 113 | EMT Field Experience I | 1 |
| EM 116 | Introduction to Aeromedical Evac | 1 |
| EM 119 | Advanced EMT-Ambulance | 4 |
| HC 101 | Medical Terminology I | 3 |
| HC 102 | Health Promotion Elective | 1 |
| HC 110 | Anatomy and Physiology I | 3 |
| COMM 104 | Job Search Techniques | 1 |
| PSYC 150 | Introduction to Psychology | 3 |
| EM 110 | EMT Paramedic I | 7 |
| EM 112 | Emergency Services Communications Skills | 1 |
| EM 114 | EMT Field Experience II | 1 |
| EM 121 | EMT Clinical Experience III | 1 |
| EM 125 | Rescue and Rappelling | 1 |
| EM 127 | Basic Trauma Life Support | 1 |
| EM 202 | Advanced Cardiac Life Support | 1 |
| HC 120 | Anatomy and Physiology II | 3 |
| EM 120 | EMT-Paramedic II | 1 |
| EM 201 | Paramedic Supervision Practicum | 3 |
| EM 204 | Introduction to Hazardous Materials | 1 |
| EM 214 | Paramedic Externship I | 1 |
| EM 223 | NASAR Managing the Search Function | 3 |
| COMM 130 | Speech | 3 |
| PSYC 152 | Abnormal Psychology | 3 |
| EM 200 | Physical Assessment and Emergency Room Techniques | 3 |
| EM 203 | Emergency Rescue Operations | 4 |
| EM 213 | Public Administration, Relations, Education | 4 |

| No. | | Course | Credit |
|------|-----|---|--------|
| MICS | 101 | Computer Literacy | 1 |
| EM | 215 | Paramedic Externship II | 1 |
| EM | 221 | In-service Education Clinical Experience for EMT's | 3 |
| EM | 227 | Emergency Response to Hazardous Materials | 4 |
| CJ | 225 | Basic River Rescue | 2 |
| SOCI | 163 | Human Relations at Work | 3 |
| or | | | |
| SOCI | 164 | The Individual and the Workplace | 3 |

Emergency Medical Technology
Ohio Certification No. 5-3-002

Fire and Emergency Services

The Fire and Emergency Services technology provides training in handling fires and other emergencies in communities, industrial operations and recreational areas. Students learn fire fighting and prevention techniques during one year of study and receive training in the Emergency Medical technology during the second year. Completion of the first year earns students a Fire Science Certificate or a Basic or Advanced Fire Fighting Certificate. Completion of two years of training results in an Associate of Technical Studies Degree.

Job Opportunities

Upon completion of their degree, students can be employed as fire fighters, fire medics, EMT-A's, or EMT-P's.

| No. | Course | Credit |
|----------|--|--------|
| EM 103 | Orientation to Emergency Services | 2 |
| EM 204 | Introduction to Hazardous Materials | 1 |
| FS 100 | Basic Fire Fighting (36 Hours) | 2 |
| FS 101 | Fire Prevention Techniques | 3 |
| HC 106 | CPR for the Professional Rescuer | 1 |
| CHEM 100 | Introduction to Chemistry | 3 |
| PSYC 154 | Interpersonal Relationships | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| FS 110 | Advanced Fire Fighting I (200 Hours) | 5 |
| FS 122 | Fire Investigation Methods | 3 |
| EM 203 | Emergency Rescue Operations | 4 |
| EM 213 | Public Administration, Relations, Education | 4 |
| CJ 225 | Basic River Rescue | 2 |
| FS 115 | Advanced Fire Fighting II (200 Hours) | 5 |
| EM 227 | Emergency Response to Hazardous Materials | 4 |
| COMM 130 | Speech | 3 |
| HC 102Q | HPE: Physical Conditioning | 1 |
| MICS 101 | Computer Literacy | 1 |
| EM 100 | Emergency Victim Care (EMT-A) | 6 |
| EM 102 | Defensive Driving and Emergency Vehicle Operations | 1 |
| HC 100 | The Human Organism | 3 |
| NT 104 | Pharmacology Math | 1 |
| PSYC 150 | Introduction to Psychology | 3 |
| EM 111 | EMT Clinical Experience II | 1 |
| EM 113 | EMT Field Experience I | 1 |
| EM 116 | Introduction to Aeromedical Evac | 1 |
| EM 119 | Advanced EMT-Ambulance | 4 |
| HC 101 | Medical Terminology I | 3 |
| HC 110 | Anatomy and Physiology I | 3 |
| COMM 104 | Job Search Techniques | 1 |
| EM 110 | EMT Paramedic I | 7 |
| EM 112 | Emergency Services Communications Skills | 1 |
| EM 114 | EMT Field Experience II | 1 |
| EM 121 | EMT Clinical Experience III | 1 |
| EM 125 | Rescue and Rappelling | 1 |
| EM 127 | Basic Trauma Life Support | 1 |
| EM 202 | Advanced Cardiac Life Support | 1 |
| HC 120 | Anatomy and Physiology II | 3 |

Human and Correctional Services

The Human and Correctional Services Technology provides educational experiences that build the skills necessary to help adults and children who need direction and reorganization in their lives. Recognizing the causes of deviant behavior and referring the individual for treatment are just two of the practical skills students learn in this two-year Associate Degree program. Students also develop strong skills in counseling through both class and laboratory experiences.

Job Opportunities

Employment may be found as adult or juvenile probation or parole officers, corrections officers or investigators, youth leaders/coordinators at social welfare agencies or halfway houses and in many other human services agencies.

| No. | Course | Credit |
|----------------|--|--------|
| CORR 100 | Human Services in Corrections | 1 |
| CORR 105 | Institutional Corrections | 4 |
| CORR 161 | Reality Therapy | 3 |
| CJ 100 | Criminal Justice Systems | 3 |
| CJ 120 | Criminal Law | 4 |
| COMM *** | 3-Course Communications Sequence | 9 |
| CJ 190 | Drug and Alcohol Abuse | 3 |
| CORR 106 | Non-Institutional Corrections | 3 |
| CORR 160 | Group Work Techniques | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| PSYC 154 | Interpersonal Relationships | 3 |
| CJ 150 | Juvenile Delinquency and Procedures | 4 |
| CORR 260 | Interviewing Techniques | 4 |
| CORR 122 | Correctional Law | 4 |
| SOCI 160 | Introduction to Sociology | 3 |
| CJ 250 | Criminology | 3 |
| CJ 291 | Security Issues and Techniques | 2 |
| CORR 235 | Correctional Report Writing | 3 |
| CORR 265 | Case Analysis | 3 |
| CORR 298 | Corrections Practicum Orientation | 1 |
| PSYC 151 | Developmental Psychology | 3 |
| SOCI 161 | Sociology of Family Living | 3 |
| CORR 261 | Approaches to Counseling | 4 |
| CORR 295A | Corrections Practicum Seminar | 1 |
| CORR 296A | Corrections Practicum | 1 |
| CJ 263 | Crisis Recognition and Referral | 3 |
| PSYC 152 | Abnormal Psychology | 3 |
| SOCI 162 | Urban Sociology | 3 |
| COMM 104 | Job Search Techniques | 1 |
| CORR 262 | Counseling Techniques | 3 |
| CORR 270 | Correctional Administration | 3 |
| CORR 295B | Corrections Practicum Seminar | 1 |
| CORR 296B | Corrections Practicum | 1 |
| SOCI 165 | Cross-Cultural Studies | 3 |
| HC 106 | Cardiopulmonary Resuscitation for the Professional Rescuer | 1 |
| HC 107 | First Aid for the Professional Rescuer | 1 |
| COMM 130 or | Speech | 3 |
| GOVT 142 | Interaction with Government and Politics | 3 |

Police Science

Recipient of the Ohio Board of Regents Program Excellence Award.

The Police Science technology teaches students the technical and human relations skills required to become modern law enforcement officers. Students are trained through courses in law, criminalistics, photography and human interaction, as well as through laboratory exercises. Students master investigative techniques by reenacting mock crime scenes and witness the processing and testing of actual case evidence at area law enforcement agencies. Students may meet the requirements of the Ohio Peace Officer Training Council. The state mandated training requirements have been integrated into the Associate Degree program.

Job Opportunities

Employment exists in private, federal, state and local law enforcement agencies. Job titles include sheriff's deputy, state highway patrol person, police person and security officer.

| No. | Course | Credit |
|----------|--|--------|
| CJ 100 | Criminal Justice Systems | 3 |
| PSCI 107 | Traffic and Crowd Control | 1 |
| PSCI 108 | Defensive Driving/Cruiser Operations | 1 |
| PSCI 140 | Investigation Techniques and Methods | 3 |
| CJ 120 | Criminal Law | 4 |
| CJ 130 | Photography | 3 |
| COMM *** | 3-Course Communications Sequence | 9 |
| CJ 132 | Evidentiary Photography | 3 |
| PSCI 105 | Patrol Procedures | 2 |
| PSCI 106 | Police Communication Operations | 2 |
| CJ 121 | Ohio Criminal Law | 4 |
| HC 102Q | HPE: Physical Conditioning | 1 |
| PSYC 154 | Interpersonal Relationships | 3 |
| PSCI 180 | Criminalistics I | 3 |
| PSCI 245 | Accident Investigation | 3 |
| SEPS 100 | Introduction to Security | 3 |
| MATH 172 | Introduction to Technical Math | 3 |
| PSYC 150 | Introduction to Psychology | 3 |
| CJ 250 | Criminology | 3 |
| PSCI 210 | Crime Prevention and Community Relations | 2 |
| PSCI 235 | Police Report Writing | 2 |
| PSCI 260 | Interviewing and Interrogation | 2 |
| PSCI 280 | Criminalistics II | 3 |
| SOCI 165 | Cross-Cultural Studies | 3 |
| COMM 130 | Speech | 3 |
| CJ 150 | Juvenile Delinquency & Procedures | 4 |
| PSCI 281 | Criminalistics III | 3 |
| CJ 222 | Laws of Arrest, Search and Seizure | 3 |
| CJ 263 | Crisis Recognition and Referral | 3 |
| PSYC 157 | Psychology for Police Work | 3 |
| COMM 104 | Job Search Techniques | 1 |
| PSCI 205 | Advanced Patrol Procedures | 3 |
| PSCI 216 | Police Firearms | 3 |
| PSCI 223 | Criminal Evidence | 3 |
| PSCI 240 | Advanced Investigation | 3 |
| PSCI 270 | Police Administration | 3 |
| HC 106 | Cardiopulmonary Resuscitation for the Professional Rescuer | 1 |
| HC 107 | First Aid for the Professional Rescuer | 1 |
| PSCI 296 | Police Science Practicum | 1 |
| PSCI 295 | Police Science Practicum Seminar | 1 |

Admission Information

Who Can Apply?

Hocking Technical College follows an open admission policy by accepting high school graduates, persons holding a GED or those with an interest in pursuing a technical program. Some programs may require additional criteria.

How To Apply

Applicants should follow the admission procedure outlined below:

Application Applicants must complete and return the admission application with a non-refundable \$15 application fee.

Transcripts Applicants should forward high school transcripts (and college transcripts if applicable) to the Admission Office. If the applicant is not a high school graduate but has completed the GED test, then these results should be forwarded to the Admission Office.

Campus Visits

Prospective students may schedule a campus visit and admission interview by calling the Admission Office. Admission counselors are available Monday through Friday from 8 AM to 5 PM and on selected Saturdays by appointment. In addition, group Information Sessions, which include campus and technology tours, financial aid and housing overviews, are held on selected Thursday afternoons. Reservations for Information Sessions are made through the Admission Office. Applicants having neither a high school diploma nor an equivalency certificate should schedule an appointment with an admission counselor.

If you need accommodations while visiting the College, call our own Quality Inn Hocking Valley for reservations, 614 753-3531. Travel arrangements may be made through the HTC/AAA Travel Agency at 614 753-3510.

Special Admission Requirements

The Dietetic, Emergency Medical (EMT-A and EMT-P), Medical Assisting, Medical Record and Nursing Level I and Level II technologies have special admission requirements in addition to the basic requirements previously listed. Special requirements are due to limited class and clinical facility spaces and are necessary to meet state or national requirements. These special admission requirements may be obtained from the Admission Office.

Hocking Technical College is authorized under federal law to enroll non-immigrant aliens. The Dean of Admission will make the final decision in the admission of all students.



Admission For International Students

International applications should be made six months prior to the quarter the applicant seeks to enter the College in order to insure the processing of the F-1 Visa. International applicants should follow the procedure below:

Application The applicant must submit a completed application form and a non-refundable \$15 application fee.

Transcripts Official credentials, including subjects and grades, must be received from all secondary schools, colleges or universities which the applicant has attended. If credentials are not in English, an official translation must be provided.

English Language Proficiency Results from the Test of English as a Foreign Language (TOEFL) exam are requested, but not required for admission. Students are tested for English proficiency upon their arrival at the College. If language proficiency is below acceptable standards, students will be sent to Ohio University for intensive language training.

Financial Statement Applicants must submit a financial statement certifying that financial resources are available for education and support while studying at the College.

Interview Applicants must interview with the International Student Advisor before enrolling in classes.

Personal Information Sheet Applicants must submit a completed personal information sheet.

Affirmative Action Statement

Hocking Technical College does not discriminate on the basis of sex, handicap, race, age, creed, color, national or ethnic origin in admission or in any educational program or activity. Hocking Technical College is an equal opportunity institution. Our services and facilities are available to all.

Financial Information

Tuition and General Service Fees*

Residents of Ohio

| | | |
|---------------|---------------|----------------------|
| Full-time fee | 12-19 credits | \$491 per quarter |
| Part-time fee | 1-11 credits | \$43 per credit hour |

Students Residing Outside of Ohio

| | | |
|---------------|---------------|----------------------|
| Full-time fee | 12-19 credits | \$982 per quarter |
| Part-time fee | 1-11 credits | \$86 per credit hour |

International Students

| | | |
|---------------|---------------|--------------------|
| Full-time fee | 12-19 credits | \$1157 per quarter |
|---------------|---------------|--------------------|

Approximate Living Expenses

| | |
|----------------|--------------------|
| Room and board | \$1200 per quarter |
| Books | \$200 per quarter |

Laboratory and uniform fees, if required, are in addition to tuition and general service fees.

Student Activity Fee

| | |
|--------------------|-----------------|
| Full-time students | \$5 per quarter |
| Part-time students | Prorated |

What These Fees Mean

Tuition covers the cost of classroom instruction. The *General Service Fee* partially supports Admission, Financial Aid, Student Services and other non-instructional support services. *Approximate Living Expenses* will vary depending on accommodations. The *Student Activity Fee* was approved by a vote of the student body and helps to support the Student Center. *Laboratory and Uniform Fees* cover the cost of consumable supplies required for specific courses.

*All fees may change at a future date.

Payment of Fees

Students will receive a fee bill detailing charges assessed at the time of registration. Fees or other financial arrangements are due at the time of registration. Checks should be made payable to Hocking Technical College. Social Security numbers should be shown on the face of the check to ensure proper credit. Visa, Mastercard and American Express may be used to pay tuition and fees.

Payment not made in a timely manner will be assessed a late charge. Assessment of a \$10 fee plus any collection cost will be made for payment of fees with a check returned by the bank for any reason. Students may not register, receive a transcript or graduate if their College records are not clear of any charges.

Refunds

Tuition refunds are made only for valid reasons that require students to change plans. The refunds are made according to Board policy. Students dismissed by the College or those leaving school without following withdrawal procedures outlined in the Student Guide are not entitled to a refund. The regular withdrawal procedure should be followed whether a refund is involved or not. Official withdrawal forms may be obtained in the Student Services Center, room 234.

Tuition Refund Policy Quarterly fees will be refunded as follows:

1. From the date on which the fees were paid until the first day of classes, full refund less \$25 for fall quarter, full refund less \$10 for winter, spring and summer quarters.
2. Eighty percent refund less activity fee when withdrawal is completed in the first week of the quarter.
3. Sixty percent refund less activity fee when withdrawal is completed in the second week of the quarter.
4. Forty percent refund less activity fee when withdrawal is completed in the third week of the quarter.
5. Twenty percent refund less activity fee when withdrawal is completed in the fourth week of the quarter.
6. No refunds after the fourth week of the quarter.

Residence Policy

Because Hocking Technical College is supported by the taxpayers of Ohio, out-of-state students 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, Hocking Technical College Records Office.

Financial Aid

Grants, scholarships, loans, work-study and tuition reduction programs are available through the Financial Aid Office. Most programs are based on financial need determined according to federal guidelines. The following briefly describes some of the forms of aid available, although complete information must be obtained from the Financial Aid Office. For details, be sure to request a financial aid guide.

Grants The two major sources of grant money are the Ohio Instructional Grant (OIG) and the federal Pell Grant. Both grants are awarded on the basis of financial need and do not require repayment. Students must maintain full-time status (at least 12 credit hours) for the OIG and full-time or part-time status (at least 6 credit hours) for the Pell Grant. Satisfactory progress toward a degree is also required and will be monitored on a quarterly basis.

JTPA The Jobs Training Partnership Act (JTPA) provides limited funds for books, tuition and fees to students meeting specific guidelines while attending Hocking Technical College. Interested persons may contact the College or their local employment service for eligibility guidelines or additional information.

Scholarships Special donations have been made by different industries, businesses and private citizens to fund scholarships for first-year students and various technical programs including Ceramic, Culinary Arts, Nursing, Materials Engineering, Natural Resources and Computer Science. More than 30 special scholarships are available to first- and second-year students in these technologies.

Other scholarships are available through the generosity of the College and its faculty and staff. HTC scholarships are given to outstanding first-year students and Principal Scholarships are awarded to 35 students through area high school principals each year. The faculty and staff have created over 40 Foundation Scholarships from contributions and payroll deductions benefiting both first- and second-year students. This unique staff contribution program has received Congressional recognition.

Scholarship selection is based on scholastic achievement, personal recommendations and a narrative accompanying the application. All students with a grade point average of 3.0 or better are encouraged to apply. Awards range from \$200 to \$600.

Campus-Based Programs The campus-based programs supplement financial aid awarded through the OIG and Pell Grant. The Supplemental Educational Opportunity Grant is available to students who are U.S. citizens and demonstrate an exceptional financial need. The Work-Study program allows students to work in a part-time job with earnings applied toward their college expenses.

Two college employment programs let students work part time to either earn money or reduce tuition. The Part-Time Employment program gives students with special skills who otherwise would not qualify for financial assistance a chance to work in on-campus part-time jobs. The Tuition Work-Off program allows students with exceptional need to “work off” tuition at on-campus work sites. Off-campus employment opportunities may be pursued through HTC’s employment referral service. Student skills are matched with job requirements.

Other Funding Sources The Stafford Student Loan (formerly Guaranteed Student Loan) gives students access to low-interest educational loans through banks, savings and loan associations and credit unions participating in the program. Family income levels and need determine eligibility for the student loans. While a student is enrolled in college the federal government repays the interest on the loan to the lending institution.

Other funding sources include the Bureau of Vocational Rehabilitation (BVR), Ohio National Guard Tuition Assistance Program and the GI Bill. BVR provides assistance to individuals with disabilities or handicaps and approximately ten percent of the students attending HTC receive some financial help through this agency. Men and women who are either enlisted in the National Guard or who are veterans are assisted financially through the other two programs.

Services for Students

Academic Advising Center

The Academic Advising Center offers advising services, coordinates absence tracking systems, refers students to other services such as counseling and career planning and provides in-depth advising intervention to all students on academic probation.

Alumni Association

The Board of Trustees officially recognized the Hocking Technical College Alumni Association to "... foster a fellowship of alumni, to perpetuate a source of collegiate heritage for the present and future well-being of Hocking Technical College." The Alumni Association develops contacts for job placement, provides special discounts, sponsors alumni social activities, establishes scholarships and publishes an alumni newsletter. Graduates are encouraged to keep the Alumni/Placement Office informed of name or address changes.

Bookstore

For books and supplies or the sweatshirt that's a must in every student's wardrobe, Hocking Tech's Bookstore meets most student needs. Textbooks and other supplies for each technology are available, as well as an assortment of convenience items. The Bookstore is adjacent to the main parking area.

Campus Ministry

The Campus Minister is employed by the Ohio Board for United Ministry in Higher Education and is available to students of all religious backgrounds. The Minister provides a listening and support system and coordinates fellowship gatherings.

Career Planning

For many students, choosing the right career may be difficult. The Career and Personal Assessment Center, located in the Student Services Center, helps students explore interests, aptitudes and achievement levels. Students may also discuss individual learning styles and investigate data from the Ohio Career Information System (OCIS) computer terminal.

Day Care Connection

Tri-County Community Action Agency operates the Day Care Connection, a preschool day care center located on campus. The facility is a safe, protected learning environment for children and is convenient for parents attending the College. Inquiries should be directed to Child Care Director, 3485 College Road, Nelsonville, OH 45764-9586. Telephone 614 753-9404.

Handicapped Student Support

Handicapped Support Services, offered through the Center for Alternative Education, assists students with personalized inquiry, academic and support services. Staff provide individual course and degree modifications; assist with advising, tutoring and test-taking; and arrange for campus transportation and classroom access. Handicapped Support Services also links students with other College services and with external service agencies.

Health Center

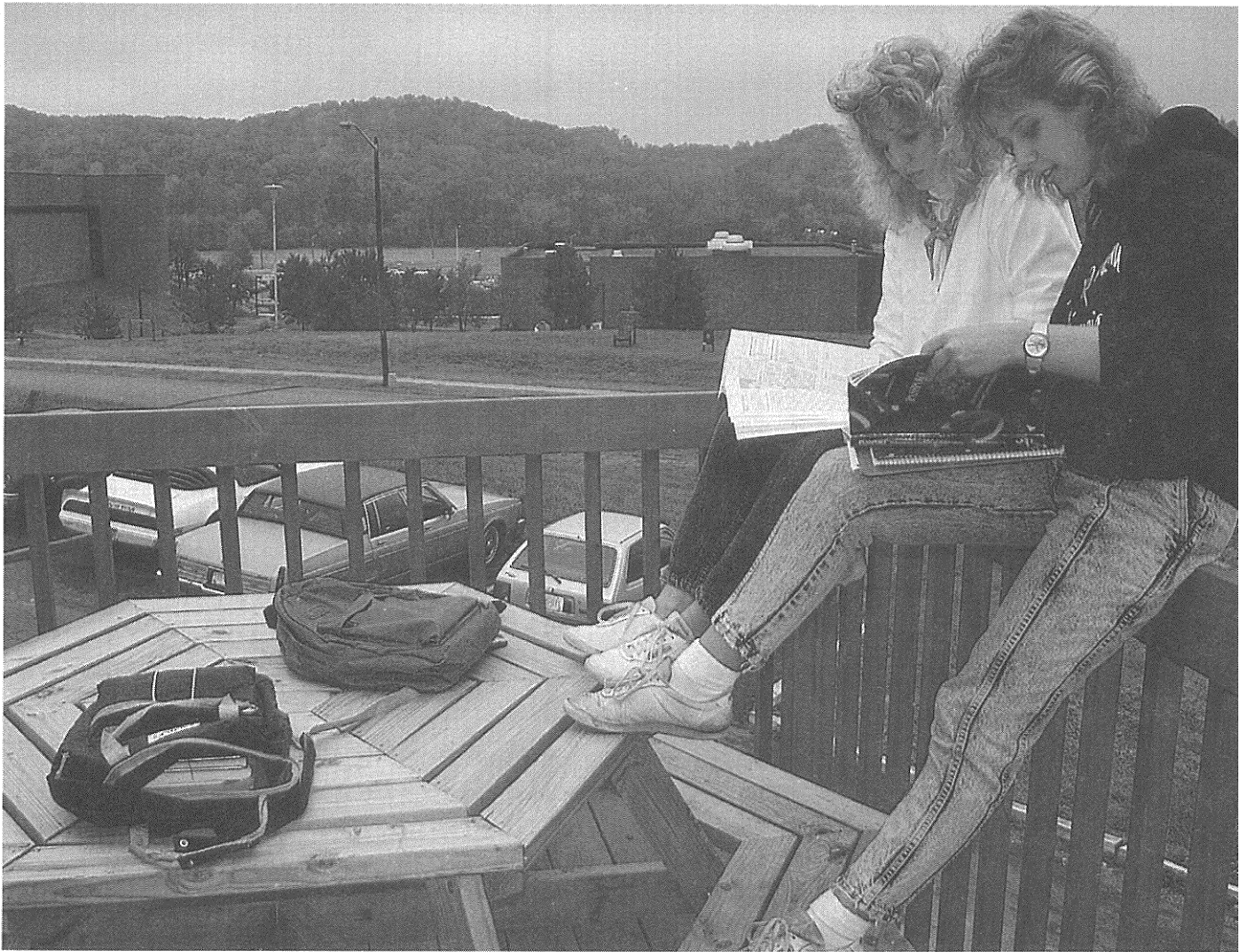
The Health Center provides routine and emergency service for minor medical conditions and accidents. The Center is staffed by a registered nurse who acts under the direction of a local physician. Students are asked to provide a medical history and written authorization for emergency treatment. Information and claim forms regarding the student health insurance program are available at the Health Center.

Housing

Students have a variety of housing options. Hocking Heights Residence Hall, an on-campus dormitory, accommodates up to 325 students. HTC is the only technical college in Ohio offering on-campus residential facilities. Hocking Heights has made a commitment to the quality of life of every resident. Students must complete a Hocking Heights application, which is separate from the admission application, and return it to the Cashiers Office.

Over 2,000 students move to the Nelsonville area while attending HTC. To assist with off-campus housing needs the College publishes an off-campus housing guide. The Housing Office at Hocking Heights assists students with on- and off-campus housing needs.





HTC TV News Network

Announcements and news for students are broadcast on the HTC TV News Network. Monitors are located in the student lounge areas.

Job Placement

The Placement Office connects students and alumni with prospective employers. Throughout the year, representatives from business and industry visit the campus to interview students. Students are assisted with the job search process, resume writing and interviewing skills. The Placement Office is located in the Student Services Center.

Learning Labs

PACE (Personally Accelerated Career Education) instruction is offered in learning labs. Special services available through these labs include flexible course scheduling for students with job and family commitments and a flexible rate of learning for those who choose to move either quickly or slowly through a course. Students learn through written and audio-visual materials that are individualized and competency based. They also receive one-on-one assistance from instructors and tutors. The Reading Lab offers improvement programs in comprehension, vocabulary and word analysis.

Library

The Library is dedicated to building a collection that supports and implements the instructional programs of the College. It contributes to institutional objectives by acquiring, organizing and circulating books and other print materials and by providing reference service and bibliographic instruction to students and faculty. Though the collection reflects HTC's technical programs, students discover resource materials to enhance learning activities as well as materials for recreational reading. Access to collections at other libraries is available through consortium memberships and online database services.

Meal Plans

Whether looking for a quick cup of coffee or a full meal, students need to look no further than the snack bar and cafeteria in the main building near the second floor lounge. The snack bar offers fast food fare of grilled or deep-fried foods while the cafeteria features home-style cooking. The delicatessen allows one to build a meal to fit most any appetite. Meal tickets may be purchased and a variety of meal plans are available at varying prices. Further information is available by contacting the HTC Restaurant and Deli, 614 753-2770.

Media Center

The Media Center houses an extensive library of videotapes, films, audio-cassettes, slides and filmstrips related to the different programs of study at HTC. Individual study carrels are equipped for audio-visual viewing and listening. Seminar rooms for group viewing and a multi-media classroom are also available through the Center.

Orientation

Orientation provides services and assistance to new students in their transition to HTC. The orientation program also acquaints students with the purposes and programs of the College.

Orientation days are scheduled each quarter and all new students are expected to attend. Students meet with faculty and staff, schedule classes and learn about academics and student life at the College. Students are also assessed to determine proper starting levels for communications and math courses. For more information, contact the Student Services Center.

Phi Theta Kappa

Phi Theta Kappa, an academic honorary fraternity, provides leadership opportunities for outstanding students. Students are invited to become members in this national organization which serves the College and the community. For more information, contact the Student Services Center.

Student Activities

Hocking Technical College offers a wide variety of recreational activities. The intramural program includes competition in flag football, indoor and outdoor soccer, volleyball, tennis, softball, basketball, table tennis, billiards, bowling and golf. Facilities include the Recreation Center, the Student Center, tennis courts, softball fields, football/soccer fields, fitness trails, archery range, horseshoe pits, basketball courts, weight room, fitness exercise room, full locker room facility and student lounge with video games and color TV.

Outdoor recreation is plentiful in Southeastern Ohio. Within a short drive are five state parks and Wayne National Forest. Students interested in hiking, fishing, hunting, camping, rappelling and boating have hundreds of acres of Ohio countryside to enjoy. The 250-acre campus is criss-crossed with hiking and horseback riding trails.

A number of student organizations, including technology-related clubs, special interest groups and the Student Senate, sponsor a variety of student activities throughout the year.

Student Guide

A student guide containing academic procedures and College rules and regulations is available in the Student Services Center. Students are encouraged to obtain a copy and to become familiar with the information provided.

Student Leadership Opportunities

Future employers are interested in a prospective employee's ability to plan, promote, supervise and evaluate projects and events. Participation in the Student Senate, a technology club or a special interest group offers the opportunity to learn important, marketable skills in a supportive, enjoyable environment.

Student Services Center

The Student Services Center offers a variety of counseling services. Individual counseling is available to those experiencing personal or academic problems. Special workshops and courses cover topics of student interest such as assertiveness training, motivation, stress management, test taking and study habits.

Testing Center

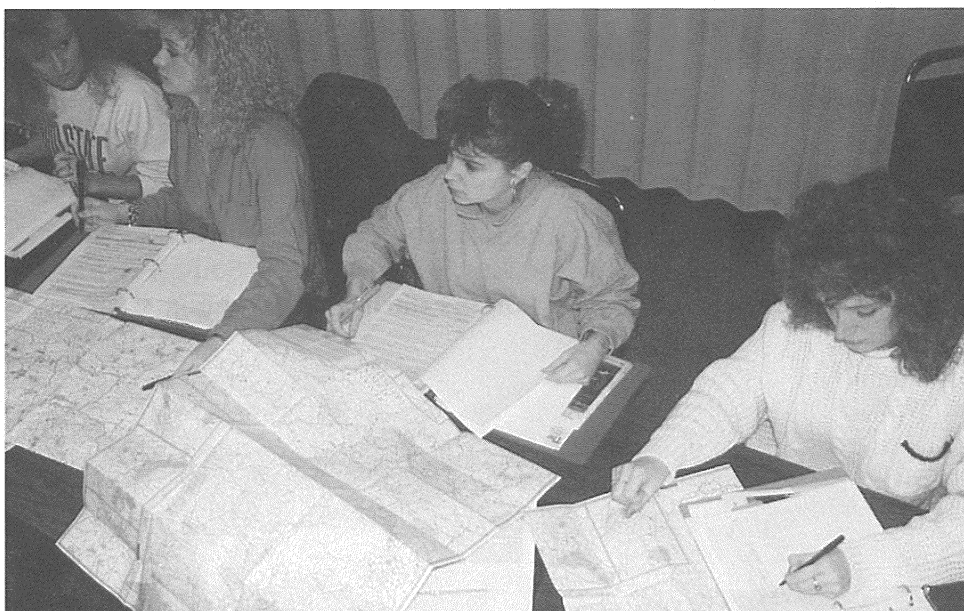
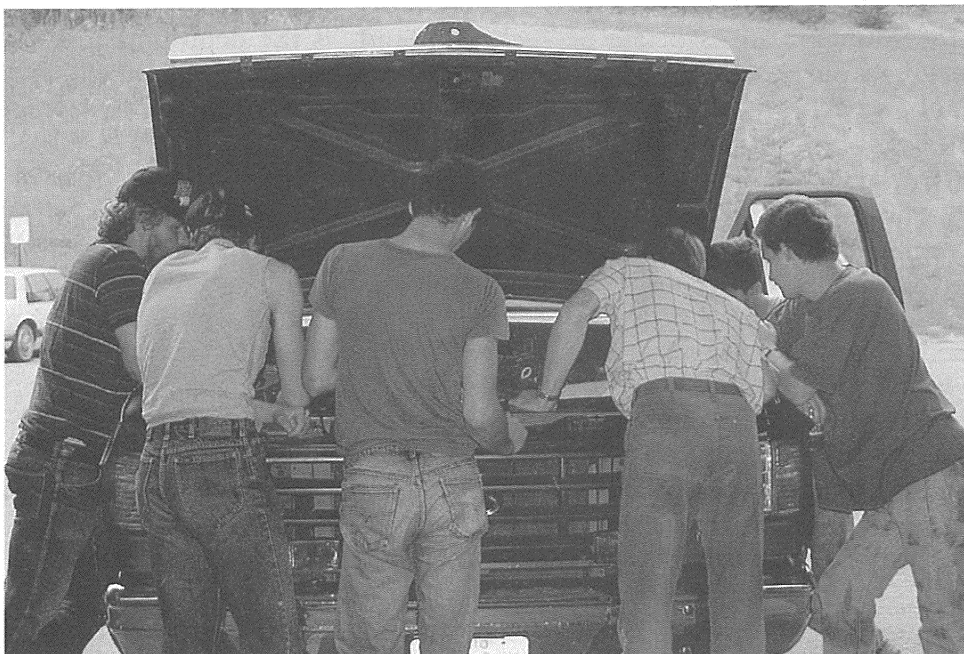
The Testing Center provides the opportunity for supervised testing outside the classroom and gives added flexibility to busy schedules.

Tutoring

Peer tutors are available to assist students in mastering general and technical course material. Qualified tutors are chosen by technology instructors to tutor students individually or in groups. Students interested in these services should contact the General Studies Department.

Veterans Assistance

Hocking Technical College is approved for the training of veterans. The Veterans' Affairs Office is an important link between the student, the College and the Veterans Administration. The VA Office provides information regarding VA educational benefits, assists with the necessary paperwork and aids veterans in adjusting to college life. Federal laws governing the eligibility for educational benefits are strict, and veterans planning to attend HTC should contact the VA Office as far in advance of their anticipated enrollment as possible.



Special Programs

Alternative Education

Hocking Technical College's Center for Alternative Education recognizes that students' ages, backgrounds and career interests may vary widely. Since each student is different, preferred methods of learning also differ. The Center for Alternative Education meets these varying needs through special programs and courses outside the boundaries of traditional classroom instruction. Included in CAE's offerings are support services for non-traditional, low-income, handicapped and returning adult students.

Associate of Technical Study

The Associate of Technical Study program is an opportunity to pursue a flexible degree design that differs from HTC's existing degree program. The main criterion for arranging an Associate of Technical Study is the determination that the degree's purpose is founded upon a legitimate occupational objective which cannot be achieved through a single college degree option.

Business and Industry Training

Hocking Technical College provides customized training for business and industry. Technical training and skills development is available in short term programs, during the day or evening, on or off campus, depending on the needs of business or industry.

Evening Division and Continuing Education

A variety of courses and programs is offered through Evening Division and Continuing Education to prepare people for technical careers and help them keep up with changes in career fields and new technology. Evening courses are an alternative to regularly scheduled day courses. Classes after 5 PM make it possible for individuals with job and family commitments to attend college.

Several technical programs may be completed entirely through Evening Division and Continuing Education:

Associate Degree Programs

- Accounting
- Business Management
- Drafting and Design
- Nursing

Fresh Start

Fresh Start programs offer a full-time schedule of classes in selected technologies starting in October after the Paul Bunyan Show. Some Fresh Start programs are offered during the day and others during the evening; some are available on PACE.

Hocking Institute for Minority and International Programs

This institute is part of the HTC Affirmative Action program and is largely comprised of community volunteers. The institute offers specially designed outreach and support services and assists in preparing minority and international students for the opportunities and challenges at HTC.

Hocking Management Institute

The Hocking Management Institute serves the special educational interests of those who have managerial or other professional responsibilities and wish to simultaneously pursue a college degree or professional development. The full degree program leads to an Associate Degree in Business Management or an Associate of Technical Studies Degree. Advantages include a special advising system, streamlined methods for taking courses and credit for prior learning gained through experience. Participants may choose the HMI Certificate which is part of the degree program and consists of courses covering topics relevant to managers.

Institute for Forest Industries Training

The Institute for Forest Industries Training offers modularized training programs that meet the needs of the hardwood lumber manufacturing industry.

National Ranger Training Institute

The National Ranger Training Institute (NRTI) offers a series of certificate programs. The National Park Service/Fish and Wildlife Service Seasonal Officer Training program is designed for persons interested in seasonal ranger positions with the National Park Service (NPS) or seasonal refuge officer positions with the Fish and Wildlife Service (FWS). The Seasonal Officer Training program is offered quarterly and prepares participants to perform law enforcement activities in areas administered by the NPS and the FWS. The Seasonal Officer Training program is sanctioned by the U.S. Department of Interior. Other certificates offered by the NRTI include Vertical Rope Rescue, NASAR Managing the Search Function, Wildfire Management and Emergency Medical Technician-Ambulance (EMT-A) Training, as well as 20 other individual modules.

Ohio Peace Officers Basic Training

This program provides state mandated training for those interested in employment as law enforcement officers in Ohio. Applicants must hold a current commission from an Ohio law enforcement agency or political subdivision. Topics include patrol techniques, legal concerns, firearms training, and general law enforcement.

Open Entry

Students may start classes any day the College is open in a number of general and technical programs.



OTTO

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

Outreach Program and Seminars

Hocking Technical College can provide technical courses on the premises of private or governmental agencies as part of its outreach program. Courses may be conducted day or evening, depending on the needs of the agency or business requesting the service. An alternative to conducting a full course is the on- or off-campus seminar, which provides course work in a concentrated time frame. Examples include the International Homicide Investigation Seminar and seminars in natural gas vehicle conversion, Powerhouse computer training and hardwood lumber grading.

PACE

Personally Accelerated Career Education (PACE) is a unique instructional method which allows students to enroll in selected courses any time the College is in session and to proceed through the course work at their own rate. Students choose their own rate of progress and instructional times most convenient to individual schedules—day or evening. PACE offerings include Communication, Math, Social Science, Business, Accounting, Drafting and Nutrition/Dietetic courses. The PACE labs are staffed with full-time instructors who work with students on a one-to-one basis as needed.

Portfolio Development

Portfolio Development gives students the chance to earn course credits for learning based on non-college experience and training acquired before entering HTC. The program helps both new and returning college students who have skills developed through employment, military or community experience. Students identify and document their prior learning as it relates to specific courses and submit the completed portfolio for assessment. Credits are granted directly, without taking the courses, on the basis of a satisfactory assessment evaluation.

Quest

Quest for Success is designed especially for new students to prepare them for their chosen technology. Courses cover topics in college life, effective listening, study skills and interpersonal communications.

Second Season

Second Season offers a variety of courses, workshops and seminars beginning in October.

Transitions

The Transitions program aids and supports students while they make academic, social or economic changes in their lives. The program helps students analyze their personal interests, strengths and potential and provides courses designed to suit their needs. Contact the General Studies Department for more information.

Vehicular Fuels Institute

The Vehicular Fuels Institute is a training and resource center providing instructional, consulting, applied research, testing, data collection and analysis and services related to alternative fueling of vehicles. The Institute has evolved in response to pressing national needs related to clean air, shortages of traditional fuels and technological shifts in transportation industries. The Institute offers services and training in vehicular conversion to dual fuels or dedicated alternative fuel operation; service, safety and operation of alternatively-fueled vehicles; compressor station design, operation and maintenance; and data collection, testing and analysis on a national basis related to performance of alternatively-fueled vehicles.

WIN Careers

Women in Non-traditional Careers (WIN) encourages and assists women in entering and completing technical programs in non-traditional career areas.

HTC Means Business

Businesses owned and operated by the College and student-run corporations provide a wealth of business and hands-on experiences.

Beaver Industries

Beaver Industries is a student corporation established with guidance from college staff. The for-profit business produces wood products for fuel. Stock has been sold, officers elected and the business has been incorporated in the state of Ohio, making the company a corporation owned and operated by students.

Campus Security

Campus Security is a full-time, around-the-clock security service for Hocking Technical College and is also available to private businesses or institutions. Assistance is provided to local law enforcement agencies, community and civic groups and at college-related events which benefit from traffic control, investigative assistance and other security services.

Daniel Nelson Inn

The College owns and operates the Daniel Nelson Inn, Nelsonville's first Victorian bed and breakfast. The Inn provides hands-on training for Hotel/Restaurant Management students.

Forest Management and Sawmill Operations

With faculty supervision, Forestry students cruise, buy, cut, mill and sell timber and operate forest management and timber stand improvement programs for a variety of clients in the area. The HTC sawmill is an excellent example of hands-on experience at the College. Sawmill Operations students and staff produce lumber and timber products at the modern automated facility.

Friendship Pottery Outlet

The Friendship Pottery Outlet in Nelsonville is run by Business Management students and was initiated through a connection with Friendship Pottery in Roseville, Ohio.

Gittinger Assessment Center

The Gittinger Assessment Center staff uses a variety of standardized assessment instruments to determine preferred learning styles, interests, attitudes and achievement levels of each student. From these processes, students gain self-knowledge and faculty and staff are aided in helping students focus on career and development plans. These same assessment instruments may be used to provide services to business, industry, agency or education professionals.

**HTC/AAA Travel Agency**

The HTC/AAA Travel Agency is a full-service travel agency resulting from a partnership between the College and the American Automobile Association. It is the first partnership of its kind in the nation, and allows students to work under the supervision of travel professionals. The travel agency is located at the Quality Inn Hocking Valley.

Quality Inn Hocking Valley

The Quality Inn Hocking Valley is a full-service public facility on HTC's campus. Culinary Arts and Hotel/Restaurant Management students learn each aspect of the business by rotating through all job stations not only as students, but as part-time student employees.

Wildlife Products

Wildlife Products is a student-run profit center providing on-campus employment for Natural Resources students. Several types of birdfeeders and houses are constructed and sold to state departments of natural resources and the general public.

HTC and the Community

Welcome to Nelsonville

Nelsonville is a historic community rich in the history of Southeastern Ohio and the Hocking Valley. The area is home to approximately 5,000 people. Restored buildings and shops line the Public Square where a turn-of-the-century fountain marks the center of town. Forested hills surround the town and farmhouses dot the countryside.

The area's climate varies with the seasons. Warm, humid summers are followed by clear autumn days and cool nights. Winters are cold and damp with occasional snow. Spring can be changeable with warm days becoming cold and wet overnight. Summer highs average in the 80's and winter temperatures are usually in the 20's and 30's.

Hocking Valley Scenic Railway

Visitors can board old Engine 33 in Nelsonville for a scenic ride across the campus and through the hills of Southeastern Ohio. The train runs on weekends from Memorial Day through October with special Christmas schedules. For more information call 614 753-9531.

Hocking Woods Conference Center

The Conference Center is located in the scenic Hocking Woods near Nelsonville. The facility is owned and operated by the College and is available for business meetings and retreats, social gatherings, weddings and receptions.

Hocking Woods Nature Center

Hocking Woods Nature Center features an interpretive building, wildlife habitats, ponds, walkways, feeding stations and seasonal programming for the public and groups of school children. All activities at the Nature Center are designed and conducted by Recreation and Wildlife students majoring in Interpretive Services.

Ohio-Hocking Forestry Museum and Robbins' Crossing

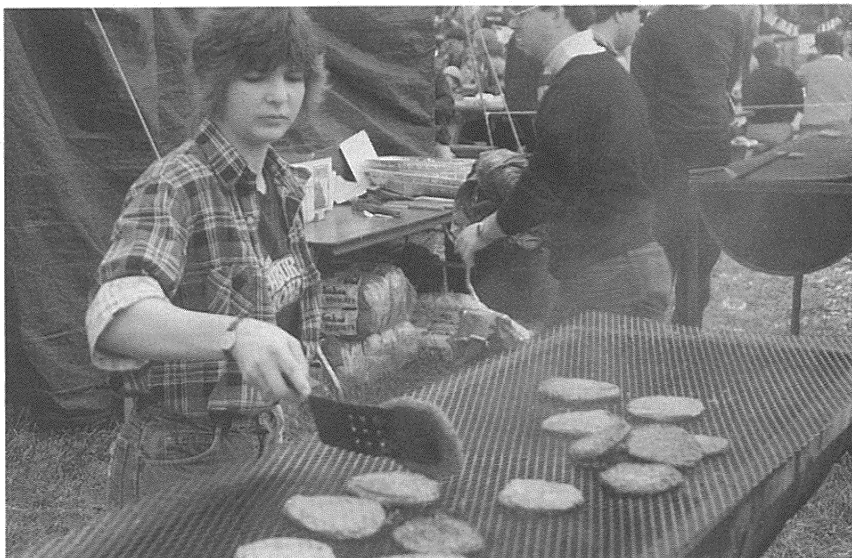
Exhibits at the Ohio-Hocking Forestry Museum, part of HTC's campus park, illustrate the history of the forestry industry in Southeastern Ohio. The museum also features Robbins' Crossing, a restored living history community. Each weekend throughout the summer and fall, costumed Interpretive Services students recreate the people and setting of rural 19th century Southeastern Ohio for thousands of visitors, many of whom arrive aboard the Hocking Valley Scenic Railway.

International Bowhunter Challenge

The International Bowhunter Challenge is held on campus each summer and is sponsored by the HTC Archery Club and the International Bowhunter's Organization. The competition is the third and final round which determines national champions in over ten major shooting classes for men, women and youth. More than 1,000 archers compete each year.

Paul Bunyan Show

The Paul Bunyan Show, Ohio's premier lumberjack and logging show, is held on campus the first Friday, Saturday and Sunday in October. Over 55,000 visitors come to see the latest in lumbering equipment and special attractions such as student and professional lumberjack competitions, the Ohio Flat Pickin' Guitar Championship and the popular Bunyan Burger. The Paul Bunyan Show is sponsored by Hocking Technical College and the Ohio Forestry Association. HTC students are involved in nearly every aspect of the show.



Policies and Procedures

Academic Advising

Students are assigned an academic advisor who is an HTC faculty member. Academic advisors assist with scheduling, monitor academic progress, provide academic information and counsel students regarding other HTC services. The Academic Advising Center provides additional services and is staffed by faculty advising specialists.

Attendance

The academic and laboratory demands of many technical programs make class attendance essential for success. Specific attendance requirements are established by the instructor for each course, and instructors are required to keep a record of absences for each student. Students receiving assistance from federal agencies such as the Veterans Administration and the Bureau of Vocational Rehabilitation are required by those agencies to attend class regularly. Instructors will certify attendance only if the student is present in class.

Auditing of Courses

Students may enroll in courses for no credit by registering on an audit basis. Students may not change from an audit to a credit after the quarter has begun. Regular fees must be paid for auditing a class.

Auto Registration and Parking

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

Cancellation of Classes

Only in rare circumstances will the College close due to inclement weather. There will be a number of times when the public schools might close while the campus remains open. Also, the campus might close only for morning classes and reopen for afternoon and evening classes. In the event of a forced cancellation, announcements will be made on major radio stations in the surrounding area. The stations will be notified by at least 7 AM. Students are asked not to call the College switchboard. Listen carefully to the announcement for specific instructions on one of these radio stations:

Athens

WOUB 91.3 FM
WXTQ 105 FM
WATH 97 AM
WYNO 1120 AM

Lancaster

WHOK 95.5 FM
WLOH 1320 AM

Nelsonville

WAIS 770 AM, 89.1 FM

Logan

WLGN 98.3 FM, 1510 AM

Change of Technology

Students may wish to change from one technology to another due to changing interests. Students should first consult their academic advisor and the current program coordinator as well as the coordinator of the program into which they wish to change. After this consultation, students should contact the Records Office to complete the required forms.

Grading

Hocking Technical College uses a standard letter grade system and assigns quality points to each grade 'A' through 'D'. These letter grades are the only grades assigned quality points. The grade point average (GPA) is the sum of the quality points divided by the sum of all credit hours where letter grades are earned. The grade report contains both a cumulative (total to date) grade point average and a quarterly grade point average (QPA). The letter grade symbols and their quality points used in the calculation of the GPA are as follows:

| | | | | | |
|----|-----|----|-----|----|----------------------|
| A | 4.0 | B- | 2.7 | D+ | 1.3 |
| A- | 3.7 | C+ | 2.3 | D | 1.0 |
| B+ | 3.3 | C | 2.0 | F | 0.0 (course failure) |
| B | 3.0 | C- | 1.7 | | |

The following grade symbols are not included in the calculation of the GPA:

| | |
|-----|---|
| NR | Not reported by instructor |
| S | Satisfactory |
| U | Unsatisfactory (course failure) |
| AU | Audit |
| PR | PACE course in progress (converts to an F after two quarters) |
| CT | Continuing traditional course |
| I | Incomplete (converts to an F after one quarter) |
| WP | Withdraw passing |
| WF | Withdraw failing |
| CE* | Credit by examination |
| CA* | Credit by advanced standing |
| CL* | Credit for life experience |
| T* | Transfer credit |

*These credits are not officially granted until students have completed 12 regular credits. Consult the Student Guide for information and procedures.

The following symbols may appear before a course name on a grade report or transcript:

- * Course dropped from cumulative totals because of program change
- X Repeated course not figured into cumulative totals
- CS Course substitution

Change of Grade If students are unable to complete a course in the normal allotted time, they may be eligible to receive an 'incomplete' grade. Eligibility is determined by the course instructor. After completing the course, a grade change form, submitted by the instructor, is required. See the Student Guide for the outlined procedure for change of grade.



Graduation Requirements

The Ohio Board of Regents requirements for an Associate of Applied Science Degree are 90 to 110 credit hours which must include a minimum of 45 technical, 21 basic and 21 general credits.

To earn an Associate Degree, students must have a passing grade for all required courses in their technology and have at least a grade point average of 2.0 in technical courses, as well as a 2.0 overall grade point average.

Applications for graduation may 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. Students will be placed on academic probation if, after completing the following credit hours, they have failed to earn the corresponding minimum cumulative grade point averages.

| Credits Attempted | Minimum Cumulative GPA |
|--------------------------|-------------------------------|
| 12-30 | 1.500 |
| 31-44 | 1.600 |
| 45-74 | 1.750 |
| 75 or more | 2.000 |

In addition, students completing more than five credits and earning less than a 1.500 for any one quarter will be placed on probation. These minimum grade point averages insure progress toward graduation.

Students on academic probation for two consecutive quarters who have not earned the required grade point average will be subject to academic dismissal. Students will be subject to academic dismissal if their cumulative grade point average falls below .750 at any time after completing 20 hours. Appeals to these policies should be made to the Vice President of Student Services.

Transfer Credit

Students who have completed course work at another institution should have their work evaluated for transfer credit at HTC. An official copy of a transcript should be sent to the transfer coordinator.

Students have successfully transferred credits earned at Hocking Technical College to a number of institutions. The accepting institution is responsible for determining the transfer of credit. Students who want to transfer HTC credits to another institution should ask about the institution's transfer procedure.

Academic Terms

This section provides an explanation of academic terms used at Hocking Technical College.

Academic Advising

The process by which a faculty advisor or counselor assists a student in scheduling a program of study and courses appropriate to that program, monitors the student's progress, assists with academic problems, answers academic questions or refers the student to appropriate resources.

Academic Probation

The status of a student who fails to achieve minimum grade standards.

Accreditation

The voluntary process of certification by which an institution or educational program maintains certain standards. Hocking Technical College is accredited by the North Central Association of Colleges and Schools, and various programs at the College are accredited by specialized accrediting agencies.

Add a Class

The process of registering for additional classes when a student has already completed the registration process.

Advanced Standing Credit (CA)

The determination that a student, because of acceptable education, training or military experience, has a specified number of credit hours applicable to a degree program.

Associate Degree

A credential awarded to students who have successfully completed an educational program usually lasting two years.

Associate of Applied Business (A.A.B.), Associate of Applied Science (A.A.S.)

These degrees are awarded in recognition of successful completion of two-year technical education programs which require a minimum of 90 quarter credit hours enrollment in a specialized degree program aimed at preparing students for entry into specific occupations.

Associate of Technical Study (A.T.S.)

The Associate of Technical Study is awarded for successful completion of an individually-planned technical education program designed to respond to needs for specialized technical education with an identifiable career goal. An area equivalent to 45 credit hours in technical studies may be formed either by a) a coherent combination of technical courses selectively drawn from two or more technical programs currently offered or b) courses completed or training received by a student at other post secondary institutions, vocational centers or other educational enterprises judged by the institution to be of college level. A minimum of 90 quarter credit hours is required for the degree.

Auditing a Course

Enrolling in a course for no credit. A student who audits a course is not expected to carry out assignments or take examinations, and class attendance for the auditing student is optional. A student who audits a course pays the regular fee but receives a grade of AU which carries no credit.

Board of Trustees

Comprised of nine citizens living within Athens, Hocking and Perry counties, the Board of Trustees is a legal policy-forming board which owns the College buildings, grounds and equipment and determines College policy.

Board Policy

A written statement approved by the Board of Trustees of Hocking Technical College outlining principles which direct the operation of the College.

Certificate Program

An integrated series of courses within a technical program by which an individual acquires knowledge and skills that are directly applicable to entry-level employment. A certificate program is completed in less time than a program leading to the Associate Degree.

Class Hour

Time scheduled as part of the instructional plan of most courses in which the instructor presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration or presentation of audio-visual materials.

Clinical Laboratory Hour

An hour in Health Careers technology programs in which students are assigned to a health-related agency because such a facility provides a realistic environment for learning.

College Procedure

A written statement approved by the College administration outlining the steps to be taken for carrying out board policies.

Commencement

The College graduation exercise at which degrees and certificates are awarded to successful students.

Concurrent

Describes courses that must be taken at the same time.

Contact Hour

A 50- or 60-minute period of educational activity which is part of a course of instruction, whether in a classroom, in a laboratory or off campus.

Corequisite

A course which must be taken at the same time as another course.

Counseling

A professional service designed to guide students to a better understanding of themselves, their career goals, problems or potentials by using modern psychological principles.

Course

A planned series of educational experiences such as presentations, discussion and laboratory exercises centered around a particular subject and conducted by an instructor.

Course Description

A written statement briefly explaining the subject matter of a course.

Course Number

The two, three or four letters and three digits (for example, CER 203) which identify a course offered by the College.

Credit Hour

A standard unit of measurement for college work. The number of contact hours per credit hour is determined by the type of activity (class hour, laboratory hour or clinical hour).

Credit by Examination (CE)

Credit awarded to a student for learning gained from sources other than college classes and demonstrated by successful performance on a comprehensive test—either a standardized examination prepared by a national organization or one developed by a college instructor.

Credit for Life Experience (CL)

Credit awarded to a student for skills and knowledge acquired from experience on the job, in the community, in the military or through personal development or travel. Learning is described, documented and evaluated through portfolio development.

Curriculum

A series of courses, required and elective, the successful completion of which entitles students to a degree or certificate.

Dean's List

Recognition of outstanding academic accomplishment by students who achieve a 3.30 grade point average while completing at least nine credit hours during any given quarter.

Degree

A credential conferred upon students by a college or university for the completion of a prescribed course of study. Technical and community colleges traditionally award the Associate Degree at the end of a program usually requiring two years. Four-year colleges confer the Bachelor's Degree for the completion of a program usually requiring four years. Graduate degrees are awarded for study beyond the Bachelor's and include the Master's Degree and the Doctor's Degree.

Drop a Class

The process of removing a class from a student's registration.

Elective

A course which may or may not be required in a degree or certificate program but which the student selects freely or from a specified type or group of courses.

Faculty

The teachers of a college.

Financial Aid

Money provided to students from institutional, governmental or private sources in the form of grants, scholarships or loans. Financial aid helps students pay tuition or other costs of education.

Full-Time Student

A student who is enrolled in at least 12 credit hours.

GED Test

General Education Development Test for Ohio Certificate of High School Equivalence. Individuals who have not completed a high school education may earn an equivalence by taking the GED test.

Grade Point Average

Mathematically computing academic performance by assigning a value (quality point) to each grade, multiplying the number of credit hours by the quality points, and dividing the product by the total number of hours attempted.

Graduation Requirements

Those courses specified in a program of study which must be completed and the academic achievement level students must attain in order to qualify for a degree.

Grant

Money provided to students for reason other than scholarly achievement (usually financial need) to help pay tuition or other costs of education.

Intramural Activities

Organized pursuits of students at HTC, such as athletics, in which they compete with other students from HTC.

Internship

On-the-job training in the workplace of a cooperating agency coordinated by an instructor.

Laboratory Hour

Time scheduled as part of the instructional plan for the practical application of the theory presented in courses. Laboratory activities include conducting experiments, perfecting skills and practicing procedures.

Out-of-State Resident

A person whose permanent residence is outside the state of Ohio.

Part-Time Student

A student who is enrolled for one to eleven credit hours.

Portfolio Development

The process of documenting skills and knowledge acquired from experience on the job, in the community, in the military, through travel or through personal development.

Practicum

A course involving on- or off-campus work experience integrated with academic instruction in which learned concepts are applied to practical situations within an occupational field.

Prerequisite

A course which must be completed before a student is prepared to take a subsequent course in a sequence. If a course has a prerequisite, that requirement is indicated following the course description.

President's List

Selected students recognized by the President of the College for outstanding academic achievement, college service and demonstrated leadership ability.

Program of Study

A series of courses, required and elective, the successful completion of which entitles students to a degree or certificate.

Quarter

An identified portion of the academic year during which most courses are scheduled. Quarters at HTC are 11 or 12 weeks in length.

Registration

The process of selecting courses, choosing sections by day and hour, paying tuition and submitting the schedule.

Satisfactory Progress

The level of achievement and advancement toward a degree or certificate required for continuing enrollment in the College and maintenance of eligibility for financial aid. The criteria for satisfactory academic progress is a specified accumulative grade point average for the number of hours earned. The criteria for satisfactory progress for financial aid eligibility is available from the Financial Aid Office.

Scholarship

Money provided to students as recognition of academic or special achievement to help them pay tuition or other costs of education.

Section

An individual class meeting at a particular time and assigned to a specific instructor. Example: Section 11 of Personal Finance meets from 12:00 to 12:50 Tuesday, Thursday and Friday.

Seminar

An educational experience in which a faculty member directs a relatively small number of students in discussions involving the development and/or review of concepts which are applied to practical situations.

Standard of Student Conduct

A code of behavior required of persons enrolling at Hocking Technical College. See Student Conduct and Discipline in the Student Guide.

State of Legal Residency

Based upon the information on the student's admission application, the student is classified as an Ohio resident or an out-of-state student. Ohio residency requires that a person maintain a place of residence in Ohio for at least 12 consecutive months immediately preceding enrollment, be qualified to vote in Ohio and receive state welfare benefits and be subject to tax liability.

Student Load

The number of credit hours for which a student is registered during a quarter. A full-time load is a minimum of 12 credit hours per quarter.

Technology

The program of study in which a student is enrolled at Hocking Technical College.

Transcript

A copy of a student's academic record listing courses taken, grades earned and degrees or certificates conferred.

Tuition

The fees charged for taking courses at the College and for using general services such as the library, counseling or the health center.

Undergraduate

A student enrolled in a technical or community college or the first four years of a university program, as opposed to a graduate student, who has completed the Bachelor's Degree.

Workshop

A brief intensive educational program.

Work-Study

A program which permits students with demonstrated financial need to earn income by working in jobs on campus or for an approved off-campus agency. When possible the work assignment is related to a student's educational interest.

Personnel

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Dean of Alternative Education

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Dean of Admission

Corrine Brown
Director of Management
Information Systems

Karen Diller
Director of Financial Aid

Automotive and Energy Technologies Faculty

Stephen Halle, 1987
Technician, A.D., 14 years related experience.

Paul Jakubowski, 1974
Technician, 17 years industrial experience.

James Stubblefield III, 1986
Instructor, B.S., 10 years industrial experience.

Richard Vieland, 1984
Instructor, A.A.S., 11 years industrial
experience.

Larry Wright, 1985
Technician, A.A.S., 20 years industrial
experience.

Business Technologies Faculty

Nenna Davis-Maurath, 1986
Department Director, M.A., 4 years teaching
experience, 6 years related experience.

Dave Aiken, 1979
Instructor, M.Ed., 11 years previous teaching
experience, 11 years related experience.

Joan Connor, 1968
Instructor, M.Ed., 7 years previous teaching
experience, 5 years related experience.

Sam DiLiberto, 1981
Instructor, M.Ed., 3 years previous teaching
experience, 3 years related experience.

Randy King, 1984
Instructor, B.S., 15 years related experience.

Thomas Lynch, 1979
Instructor, Licensed Public Accountant, M.Ed.,
4 years previous teaching experience, 12 years
related experience.

Janet McComb, 1974
Instructor, M.Ed., 2 years previous teaching experience, 7 years related experience.

Bill McDaniel, 1987
Instructor, B.S., 25 years related experience.

Marc Newman, 1977
Instructor, M.S., 12 years previous teaching experience, 6 years related experience.

John Noble, 1982
Instructor, B.A., 12 years related experience.

Barbara Peterson, 1986
Instructor, M.Ed., 10 years previous teaching experience, 1 year related experience.

Dorothy Poling, 1971
Instructor, M.Ed., 3 years previous teaching experience, 2 years related experience.

William Rood, 1988
Instructor, Licensed Broker, B.S., 17 years related experience.

Engineering & Science Technologies Faculty

Robert Hawkins, 1978
Department Director, M.Ed., 32 years industrial experience.

Joe Pierce, 1974
Associate Department Director, M.Ed., 13 years previous experience, 3 years industrial experience.

David Barger, 1979
Instructor, M.Ed., 2 years previous teaching experience, 2 years industrial experience.

Barbara Berry, 1983
Instructor, M.A., 15 years previous teaching experience, 1 year business experience.

Nelson Brownell, 1980
Instructor, M.Ed., 21 years previous teaching experience, 11 years business experience.

John Chappellear, 1979
Instructor, A.A.B., 9 years industrial experience.

Richard Collins, 1970
Instructor, M.Ed., 9 years industrial experience.

Todd Davidson, 1983
Technician, A.A.S., 3 years industrial experience.

Edward Geckler, 1982
Instructor, B.S., 1 year previous teaching experience, 2 years industrial experience.

Robin Guthrie, 1983
Technician, A.A.S., 3 years industrial experience.

Michael Hill, 1987
Instructor, 4 years previous teaching experience, 16 years industrial experience.

B. Neil Hinton, 1989
Instructor, B.S., 21 years industrial experience.

Lindell Holtzmeier, 1977
Instructor, Ph.D., 7 years previous teaching experience, 5 years industrial experience.

Robert Johnson, 1987
Instructor, M.S., 25 years industrial experience.

Bruce Jones, 1989
Instructor, M.S., 9 years previous teaching experience.

Gail Jordan, 1986
Instructor, M.S., 1 year previous teaching experience, 16 years industrial experience.

Sue Latz, 1986
Instructor, Ph.D., 5 years previous teaching experience.

Jerry McClain, 1987
Laboratory Assistant, Industrial Testing, A.A.S., 4 years related experience.

Sharon Morel, 1980
Instructor, M.Ed., 4 years previous teaching experience.

Gus Morris, 1984
Instructor, A.A.B., 1 year industrial experience.

Joseph Shonebarger, 1976
Instructor, Ph.D., 21 years industrial experience.

Harry Tompkins, 1983
Instructor, B.S., 7 years industrial experience.

James Wolfe, 1969
Instructor, Ph.D., 6 years previous teaching experience.

General Studies Faculty

Elaine Dabelko, 1975

Instructor, M.A., 4 years previous teaching experience.

Rita Bennett, 1989

Instructor, M.S., 2 years previous teaching experience, 2 years related experience.

Linda Bitters, 1987

Instructor, M.A., 3 years previous teaching experience, 3 years related experience.

Mary Black, 1968

Instructor, M.Ed., 1 year previous teaching experience, 3 years related experience.

Jeanne Burgie, 1973

Instructor, M.A., 6 years previous teaching experience.

Gerald Horvath, 1980

Instructor, M.A., 14 years previous teaching experience, 6 years related experience.

Ron Luce, 1984

Instructor, Ph.D., 4 years previous teaching experience, 14 years related experience.

Annabelle Mathis, 1979

Instructor, M.A., 11 years previous teaching experience.

Florence McGeoch, 1973

Instructor, Ph.D., 5 years previous teaching experience.

Deni Naffziger, 1984

Instructor, M.A., 3 years previous teaching experience.

Bridget Nelson, 1981

Instructor, M.A., 3 years previous teaching experience, 3 years related experience.

Ruth Reilly, 1987

Instructor, M.S., 4 years previous teaching experience, 15 years related experience.

Judy Rotkis, 1982

Instructor, M.Ed., 3 years previous teaching experience, 6 years related experience.

Cynthia Runevitch, 1975

Instructor, M.A., 5 years previous teaching experience, 2 years related experience.

Ellen Sostarich, 1981

Instructor, M.A., 5 years previous teaching experience.

Claudette Stevens, 1979

Instructor, M.S., 4 years previous teaching experience, 3 years related experience.

Bill Toth, 1979

Instructor, Ph.D., 6 years previous teaching experience, 1 year related experience.

Jim Wallace, 1984

Instructor, M.A., 6 years previous teaching experience, 6 years related experience.

Marc Wayner, 1975

Instructor, Ph.D., 1 year previous teaching experience.

Health Careers Technologies Faculty

Margaret Hubble, 1968

Nursing Department Director and Co-Director Allied Health, R.N., M.Ed., M.S., 3 years previous clinical experience.

Nadine Goebel, 1969

Co-Director Allied Health and Associate Director Nursing, R.N., M.Ed., M.S., 13 years previous clinical experience.

Don Allen, 1972

Instructor, B.S., 5 years related work experience.

Kathy Bonewit, 1972

Instructor, C.M.A.-C., M.Ed., 2 years previous clinical experience.

Barbara Byrd, 1979

Instructor, R.N., M.Ed., M.S., 11 years previous teaching experience, 9 years clinical experience.

Zelma Coleman, 1973

Instructor, R.N., M.Ed., 2 years previous teaching experience, 15 years clinical experience.

Marlene Donovan, 1975

Instructor, R.N., M.Ed., 2 years previous teaching experience, 14 years clinical experience.

Barbara Gaskell, 1980

Instructor, R.N., B.S., 6 years previous clinical experience.

Frances Hammerly, 1986

Instructor, R.N., B.S.N., 4 years previous teaching experience, 13 years clinical experience.

Janet Harris, 1980

Coordinator, Occupant Protection Project.

Barbara Heine, 1980

Instructor, R.N., B.S., 11 years previous clinical experience.

Lois Highley, 1984

Instructor, R.N., B.S.N., 13 years previous clinical experience.

Dawn Holtzmeier, 1977

Instructor, M.S., 5 years previous teaching experience.

Sue Ipacs, 1989

Instructor, B.S.N., 12 years clinical experience.

Alana Joseph-Kinzelman, 1979

Instructor, R.N., B.S.N., 11 years previous clinical experience.

Carol Klinger, 1985

Instructor, A.R.T., A.A.S., 5 years related work experience.

Victoria Knoderer-Cote, 1984

Instructor, R.N., B.S.N., 14 years previous clinical experience.

Karen Lewis, 1988

Instructor, R.R.A., B.S., 20 years related work experience.

Miriam Lineberger, 1972

Instructor, R.N., M.Ed., 21 years previous clinical experience.

Viola Marks, 1977

Instructor, R.N., M.Ed., 14 years previous clinical experience.

Janet Marshall, 1984

Instructor, R.N., M.S., 11 years previous clinical experience.

Lynne Peterson, 1981

Instructor, R.N., M.Ed., 12 years previous clinical experience.

Kathy Potts, 1986

Instructor, R.D., L.D., B.S., 3 years previous clinical experience.

Jane Powhida, 1975

Instructor, R.N., M.S., 1 year previous teaching experience, 7 years clinical experience.

Rita Preston, 1985

Instructor, R.N., B.S.N., 8 years previous clinical experience.

Jennifer Reilly, 1980

Instructor, R.N., M.Ed., 13 years previous clinical experience.

Deborah Shields, 1987

Instructor, R.N., M.S., 15 years previous clinical experience.

Martha Skeeles, 1986

Instructor, M.S., 4 years teaching experience, 3 years related experience.

Margaret Sprague, 1980

Instructor, R.N., M.Ed., M.S., 27 years previous clinical experience.

Constance Thayer-Wolf, 1983

Instructor, R.N., B.S.N., 8 years previous clinical experience.

Rita Troxel, 1974

Instructor, R.N., M.A., 12 years previous teaching experience, 14 years clinical experience.

Nancy Vandervoort, 1987

Instructor, M.A., 5 years previous teaching experience.

Molly Weiland, 1983

Instructor, R.N., B.S.N., 9 years previous clinical experience.

Marianne Weiss, 1977

Instructor, R.N., M.Ed., 12 years previous clinical experience.

Elizabeth Wheby, 1988

Instructor, R.D., L.D., M.S., M.Ed., 10 years related work experience.

Hospitality Technologies Faculty

Josh Lancaster, 1974

Dean of Academic Education, Ph.D., 3 years previous teaching experience.

Dick Boyea, 1987

Instructor, 22 years related experience.

Bill Burgie, 1973

Instructor, M.Ed., 16 years previous industry experience.

Barbara McGoye, 1983

Instructor, A.A.S., 12 years previous industry experience.

Craig O'Brien, 1988

Instructor, 13 years previous industry experience.

Kathleen Patton, 1986

Instructor, A.A.S., 3 years previous teaching experience, 10 years industry experience.

Anne Polenchar, 1982

Technician, B.S., 6 years previous industry experience.

Joseph Strangis, 1978

Instructor, 10 years previous teaching experience, 16 years industry experience.

Nannette Stubblefield, 1984

Instructor, A.A.B., 8 years previous teaching experience, 8 years industry experience.

Doug Weber, 1986

Instructor, A.A.B., 4 years previous teaching experience, 13 years industry experience.

Natural Resources Technologies Faculty

Russell Tippet, 1975

Department Director, M.Ed., 11 years related experience.

Robert Baughman, 1988

Technician, A.D., 4 years previous teaching experience, 9 years related experience.

Ronald Black, 1973

Instructor, M.S., 3 years previous teaching experience, 15 years related experience.

Larry Coon, 1988

Instructor, M.Ed., 8 years previous teaching experience, 4 years related experience.

David Embree, Sr., 1972

Instructor, Certified Forest Technician, 1 year previous teaching experience, 14 years related experience.

David Enterline, 1968

Instructor, M.S., 2 years previous teaching experience, 4 years related experience.

Karen Enterline, 1971

Instructor, M.Ed., 1 year previous teaching experience, 3 years related experience.

Mark Fick, 1981

Technician, A.A.S., 9 years related experience.

Norville Hall, 1984

Instructor, B.S., 1 year previous teaching experience, 30 years related experience.

Bradford Harter, 1968

Instructor, B.S., 1 year previous teaching experience, 2 years related experience.

Ralph Moran, 1981

Instructor, M.Ed., 2 years previous teaching experience, 2 years related experience.

Hugh Morton, 1969

Instructor, M.Ed., 2 years previous teaching experience, 3 years related experience.

William Perine, 1969

Instructor, B.S., 1 year previous teaching experience, 5 years related experience.

Robert Placier, 1981

Instructor, B.S., 10 years related experience.

Tina Romine, 1988

Technician, Certified American Riding Instructor, 7 years related experience.

Mark Puhl, 1974

Technician, A.A.S., 3 years related experience.

William Snyder, 1984

Instructor, B.S., 1 year previous teaching experience, 3 years related experience.

Bonnie Steortz, 1985

Technician, A.A.S., 2 years related experience.

Steve Swayne, 1987

Chief Operations Executive, National Ranger Training Institute, A.A.S., 7 years previous teaching experience, 4 years related experience.

Donna Szuhly, 1984

Instructor, M.A., 10 years previous teaching experience, 11 years related experience.

Don Thompson, 1970
Technician, A.A.S., 1 year related experience.

David Wakefield, 1986
Instructor, Certified Tree Surgeon, 18 years related experience.

Peter Woyar, 1974
Instructor, M.Ed., 2 years previous teaching experience, 20 years related experience.

David Ziegler, 1978
Instructor, M.S., 2 years previous teaching experience, 8 years related experience.

Public Safety Services Technologies Faculty

Nenna Davis-Maurath, 1986
Department Director, M.A., 4 years previous teaching experience, 6 years previous industry experience.

Robert Bailey, 1985
Instructor, EMT-P, A.A.S., 5 years related experience.

Lewis Brown, 1971
Instructor, M.Ed., 4 years previous teaching experience, 12 years related experience.

Joel Bitters, 1980
Instructor, E.M.T.-P., A.A.S., 5 years related experience.

Lawrence Hatem, 1989
Instructor, B.S., 25 years related experience.

John Peters, 1975
Instructor, E.M.T.-A., 8 years previous teaching experience, 10 years related experience.

George Petrovay, 1984
Instructor, A.A.S., 13 years previous teaching experience, 5 years related experience.

Calvin Price, 1981
Instructor, E.M.T.-P., A.A.S., 5 years related experience.

Administrative Support Services

Cindy Baden, 1977
Technical Assistant, Office of Instruction

Bunnie Begley, 1985
Administrative Assistant, Business and Public Safety Services Departments

Sharen Bower, 1987
Secretary, Academic Education

Joyce Cagg, 1975
Personnel Assistant, Personnel/Staff Development Office

Connie Cassady, 1982
Administrative Department Secretary, Natural Resources/NRTI

Mike Cook, 1988
Prison Coordinator

Barb Davies, 1986
Word Processor

Cindy Dillinger, 1986
Secretary/Receptionist, Affirmative Action Programs

Carole Doran, 1989
Administrative Assistant, Evening Division

Karon Fick, 1975
Executive Secretary, Engineering and Science Department

Kathy Freer, 1987
Executive Secretary, Automotive and Energy Technologies

Carolyn Highland, 1983
Administrative Assistant, Hospitality and General Studies Departments.

Tanya Howe, 1984
Administrative Assistant, Nursing and Allied Health Departments

Teresa Inman, 1980
Administrative Assistant, Office of Instruction

Gracie Pfaltzgraf, 1980
Word Processor

Jean Pierce, 1988
Secretary, Alternative Education

Ginny Puhl, 1975
Administrative Assistant, General Studies Department

Darlene Seel, 1987
Administrative Assistant, Evening Division

David Smith, 1984
Prison Coordinator

Marie Stedman, 1979
Office Coordinator, Student Services Center

Angie Thomas, 1984
Administrative Assistant, Student Services Center

Greg Wemer, 1984
Computer Software Maintenance Specialist

Linda Wineland, 1975
Executive Secretary, Administrative and Special Services and College Advancement.

Maxine Wolfe, 1968
Administrative Assistant, Office of the President

Melinda Yaskoff, 1977
Curriculum Specialist

Buildings, Grounds and Maintenance

Art Baker, 1979
Coordinator, Grounds Department

Cheryl Carsey, 1978
Custodian

Brad Graves, 1975
Superintendent, Buildings and Grounds

Larry Harris, 1988
Custodian

Scott Hoobler, 1983
Groundskeeper

Clara Miller, 1983
Custodian

John Phillips, 1984
Head Custodian

Sandra Pratt, 1983
Maintenance and Custodian

Robert Seel, 1984
Air Quality and Maintenance Repair Technician

Jody Six, 1987
Custodian

Art Trout, 1980
Maintenance

Fiscal Services

Jennifer Adams, 1986
Bookstore Clerk

Frank Downhour, 1966
Facilities Consultant

Don Gable, 1984
Business Manager

Linda Gossman, 1975
Head Cashier

Debbie Gyure, 1983
Clerk, Payroll and Accounts Payable

Mary Hoskins, 1979
Assistant Cashier

Mary Hutchison, 1973
Secretary/Office Coordinator, Fiscal Office

Anna Kasler, 1986
Clerk, Accounting and Accounts Payable

Kathy Lauderback, 1983
Bookstore Manager

Jim Patrick, 1968
Special Project Administrator

Becky Reynolds, 1984
Programmer/Data Entry Operator, Fiscal Office

Ann Simmons, 1982
Accountant, Fiscal Office

Art Traugh, 1968
Warehouseman

Sharon Williams, 1988
Clerk, Cashiers/Records Offices

Library and Educational Technology Services

Joan Bartow, 1972
Technician, Media Center

Debbie Carter, 1979
Library Assistant

Dorie Gilkey, 1978
Media Specialist

Margie Kramer, 1971
Library Director

Jose Perez, 1982
Supervisor, Technical Services

Pat Pollitt, 1989
Library Clerk

Don Shaffer, 1988
Audio-Visual Technician, Technical Services

Chris Weibel, 1985
Audio-Video Specialist, Technical Services

Management Information Services

Terry Begley, 1971
Director of Institutional Computer Services

Pete Celaya, 1980
Computer Programmer/Operator

Sandrea Chait, 1981
Computer Operator

Jackie Clark, 1983
Clerk, Records Office

Robin Guthrie, 1983
Technician, Computer Lab

Brenda Lemity, 1971
Control Clerk, Records Office

Special Services

Tom Baker, 1985
Graphic Designer

Kim Bonewit, 1970
OTTO Agent and Telemarketing Center
Director

Sharon Bowers, 1979
Typesetting Specialist

Gary Boyer, 1975
Coordinator of Business and Industry Training

Karen Elliott, 1987
Technician, Human Services Project

Diana Forester, 1989
Printing Technician

Deb Fraunfelter, 1978
Administrative Technician, Special Events
Office

Bill Rothman, 1971
Associate Director, Human Services Project

Rosie Smith, 1980
Director of Personnel Services

Jose Torres, 1971
Director of Institutional Research

Mike Ward, 1989
Assistant Printing Technician

Jerry Yates, 1988
Manager of Student-Run Businesses

Student Services

Gary Baldwin, 1979
Associate to the Dean of Admission

Judy Brady, 1972
Director of Assessment Services

Cliff Eckenroad, 1986
Coordinator of Auxiliary Services

Connie Elliott, 1982
Administrative Assistant

Tammy Eing, 1989
Data Entry/Outreach Clerk

Susan Grinstead, 1984
Student Loan Coordinator

Mary Hanning, 1980
Assistant Admission Technician

Jan Hartley, 1983
Admission Counselor

Nancy Holcomb, 1987
Secretary, Red Carpet Area

Bruce Keeney, 1988
Admission Counselor

Wayne Kerns, 1978
Counselor, Student Services Center

Charlotte Lambert, 1970
Placement Office Coordinator

John Locker, 1980
Assistant Registrar and Transfer Coordinator

Lynn Lynch, 1980
Academic Advising Coordinator

Beverly Matheny, 1989
Office Coordinator, Hocking Heights

Chris McDade, 1984
Coordinator of Recreational Programming

Karen Metcalf, 1980
Admission Technician

David Mingus, 1970
VA Coordinator

Jerry Nelson, 1981
Financial Aid Counselor

Eva North, 1981
Grant Processor

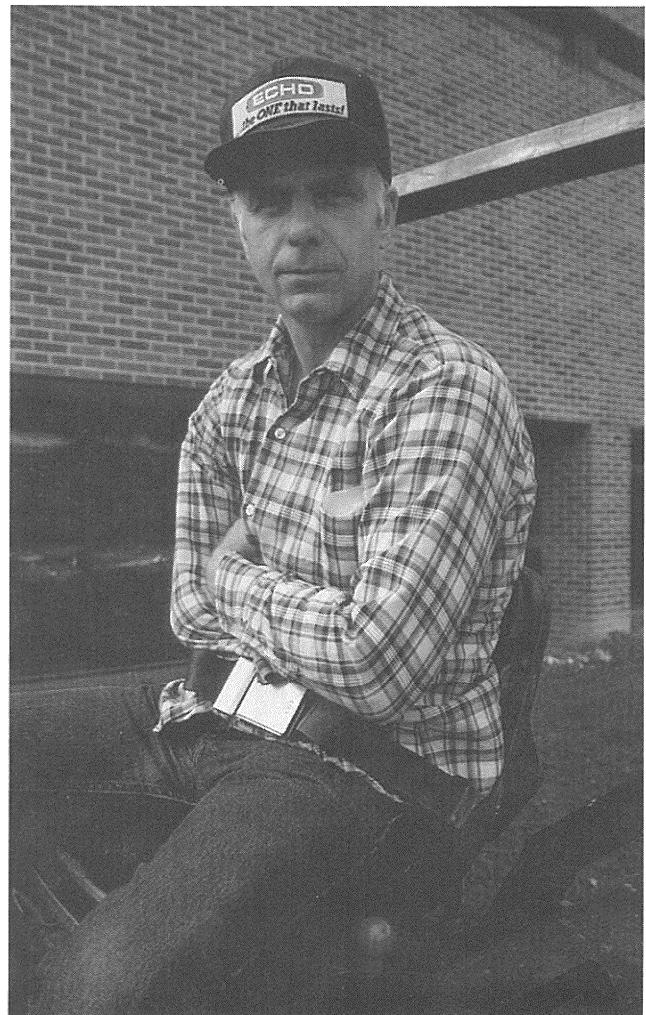
Sharon Perry, 1974
JTPA Processing Coordinator

Sister Regina Wack, 1980
Campus Minister

Cliff Wasko, 1983
Admission Counselor

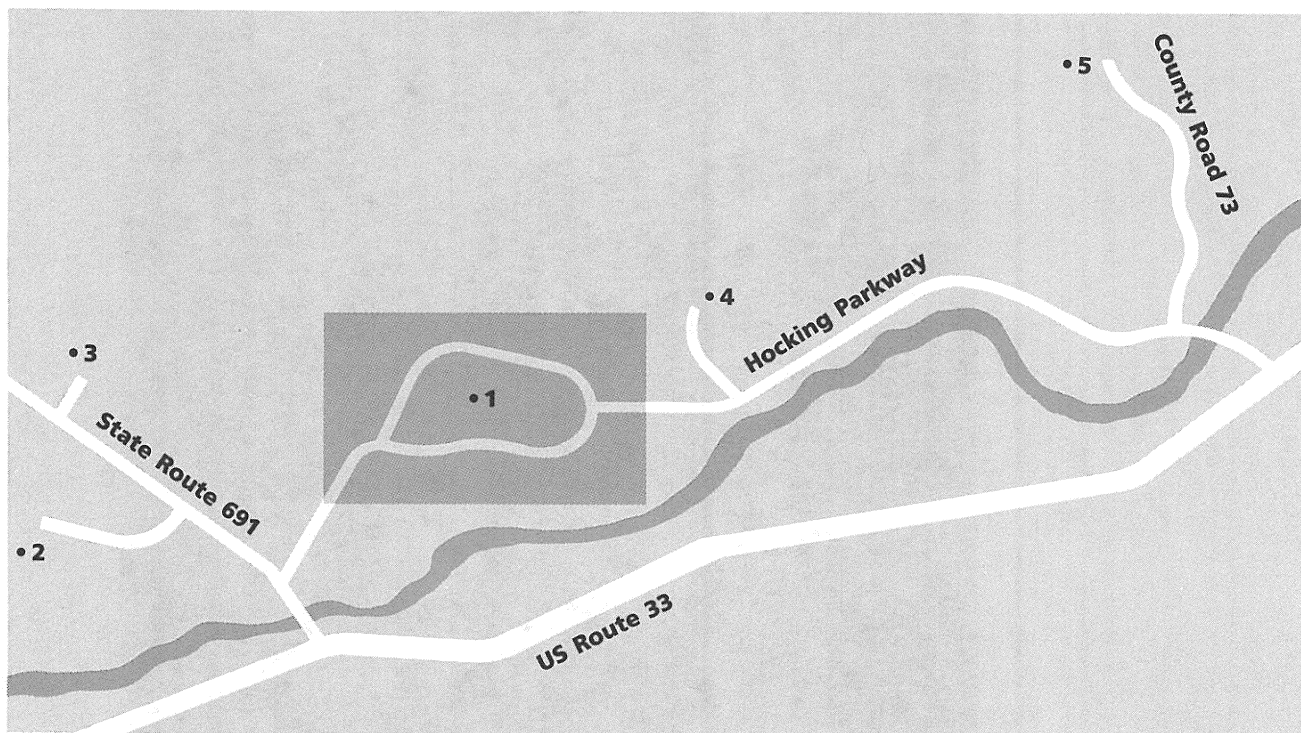
Sue Wilkinson, 1985
College Nurse

Diane Wolf, 1981
Red Carpet Coordinator





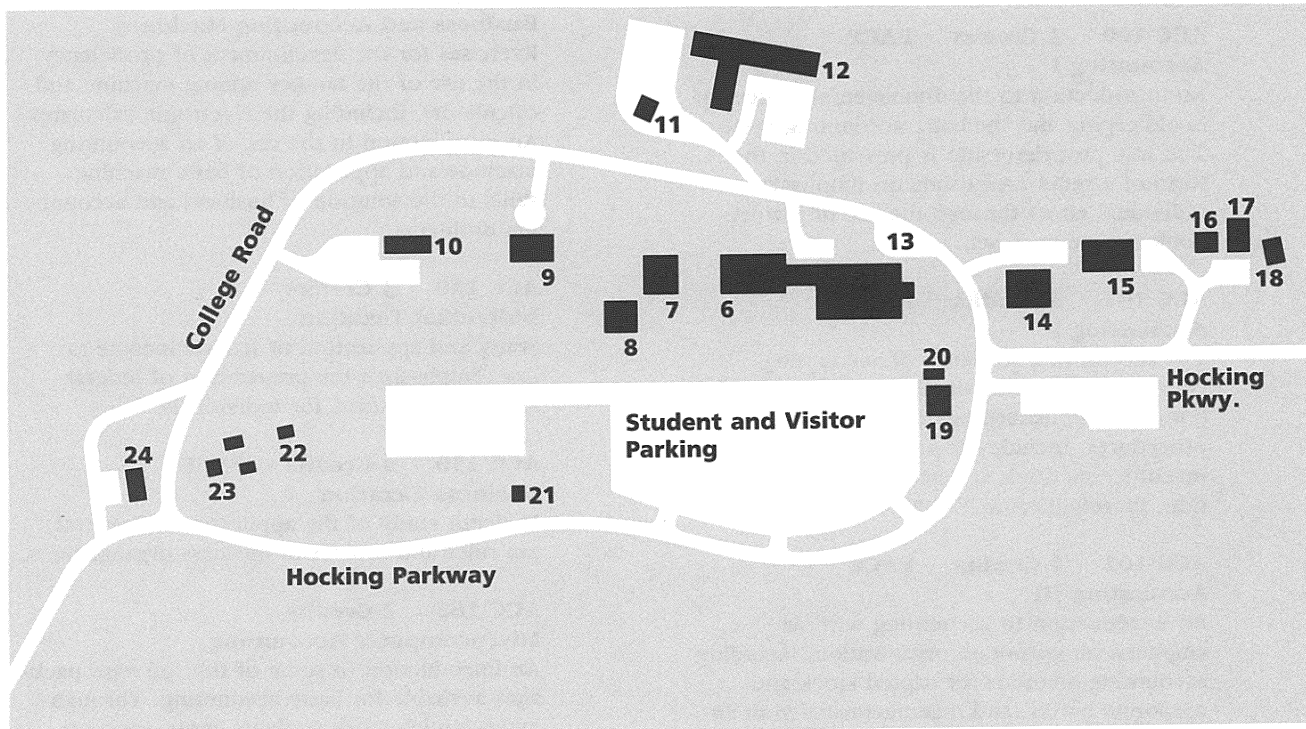
Area and Campus Maps



Hocking Technical College is located near U.S. 33 and State Route 691 in Nelsonville, Ohio, about 60 miles southeast of Columbus. U.S. 33 can be reached from Ohio's major cities via Interstates 70 and 270 in Columbus. Consult a state Highway map for state and county route connections with U.S. 33 in Southeastern Ohio.

The Quality Inn Hocking Valley, owned and operated by Hocking Technical College, is located a quarter of a mile from the HTC campus on State Route 691.

1. HTC Campus
2. Quality Inn Hocking Valley
3. Auto/Energy Center
4. Hocking Woods Nature Center
5. Hocking Woods Conference Center



- 6. Classrooms, Administration
- 7. Recreation Center
- 8. Tennis Courts
- 9. Technical Lab
- 10. Sawmill
- 11. Student Center
- 12. Hocking Heights Residence Hall
- 13. Handicapped Access
- 14. Engineering
- 15. Natural Resources
- 16. Horse Barn
- 17. National Ranger Training Institute
- 18. National Ranger Training Institute
- 19. Bookstore, Duplicating
- 20. Campus Security Office
- 21. Picnic Shelter
- 22. Ohio-Hocking Forestry Museum
- 23. Robbins' Crossing
- 24. Day Care Connection

Course Descriptions

Accounting

ACC 100 3 Credits PACE

Accounting I

An introduction to the double-entry system of bookkeeping and the basic accounting cycle. The sole proprietorship is presented in the form of a retail establishment. Emphasizes individual effort through the use of a workbook and practice set.

ACC 101 3 Credits PACE

Accounting II

The second in a sequence of accounting courses designed to familiarize students with both basic bookkeeping and general accounting procedures. Includes accrual accounting, inventory methods and accelerated depreciation. Prerequisite: ACC 100.

ACC 102 4 Credits PACE

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. Prerequisites: ACC 100, ACC 101.

ACC 110 1 Credit PACE

Accounting I Simulation

A retail store work-simulation applying concepts covered in ACC 100. Concurrent with ACC 100.

ACC 111 1 Credit PACE

Accounting II Simulation

A wholesale establishment work-simulation applying concepts covered in ACC 101. Concurrent with ACC 101.

ACC 120 3 Credits PACE

Payroll Accounting

The principles and procedures of payroll record keeping and accounting. Taxes, insurance programs and optional deductions, and the physical process of calculating and recording these items. Concludes with a practical exercise in an entire payroll system.

ACC 130 2 Credits PACE

Business and Accounting Machines

Exercises for the development of proficiency in the use of the ten-key adding machine and calculators, including the electronic calculator. An introduction to the use of an accounting machine and application of basic machine skills to the solution of business and accounting problems.

ACC 140 3 Credits

Individual Taxation

Study and application of federal income tax law. Emphasizes the preparation of federal income tax returns for individuals.

ACC 150 4 Credits PACE

Business Taxation

In-depth study of the application of general tax rules and returns of business organizations.

ACC 162 2 Credits

Microcomputer Accounting

An introduction to some of the software packages available for basic accounting. Through extensive lab work students apply concepts introduced in introductory accounting course work and develop a mastery of basic microcomputer skills. Prerequisite: ACC 100.

ACC 163 3 Credits

Microcomputer Accounting II

The second in a sequence of classes covering some of the software available for accounting. Students apply a variety of concepts introduced in previous accounting courses. Prerequisite: ACC 162.

ACC 200 3 Credits PACE

Basic Cost Accounting

An introduction to the bookkeeping system used in job order costing. The source of data used is explained in detail. Internal control procedures are stressed. A representative practice set is used to summarize the course. Prerequisite: ACC 100.

ACC 201 4 Credits PACE

Advanced Cost Accounting

A continuation of ACC 200. Emphasizes production data and cost flow, budgetary control and manufacturing cost standards. Prerequisites: ACC 100, ACC 200.

ACC 210 1 Credit PACE**Basic Cost Accounting Simulation**

A manufacturing work-simulation covering the job cost system—concepts covered in ACC 200. Prerequisite: ACC 100.

ACC 220 4 Credits**Non-Profit Accounting I**

Fundamentals of accounting for the non-profit field. Covers all levels of local, state and federal government. Principles and practices are related to financial planning and control. Prerequisite: ACC 100.

ACC 221 4 Credits**Non-Profit Accounting II**

Completes the detailed case study started in ACC 220—the modified accrual basis of accounting for municipalities. Internal service funds, enterprise funds and fiduciary funds are emphasized. General fixed asset group of accounts and general long-term debt group of accounts complete the series. Prerequisites: ACC 100, ACC 220.

ACC 230 3 Credits**Intermediate Accounting I**

Part one of a two-quarter course introducing objectives of financial accounting and the principles which have evolved from those objectives. Practical present day application to accounts and statements and accounting theory. Prerequisites: ACC 100, ACC 101.

ACC 231 4 Credits**Intermediate Accounting II**

Advanced financial accounting theory and principles. Emphasizes in-depth comprehension of corporate financial statements. Prerequisites: ACC 100, ACC 101.

ACC 240 3 Credits**Financial Statement Analysis**

Analysis and interpretation of financial statements: balance sheets, income statements, consolidated statements, statements of change and financial position. Prerequisite: ACC 100.

ACC 250 3 Credits**Auditing**

Introduces advanced accounting students to the duties and scope of operations of the internal auditor. Field trips and practice audits demonstrate the practical aspects of internal control and the function of an auditor. Does not qualify students to be internal auditors. Prerequisite: ACC 100.

ACC 290 1-5 Credits**Special Topics in Accounting Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

ACC 291 1-5 Credits**Individual Study in Accounting Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

ACC 295 1 Credit**Accounting Practicum Seminar**

Discussion of job-related concerns and assistance with practicum. Concurrent with ACC 296.

ACC 296 2 Credits**Accounting Practicum**

For the second-year accounting student during the sixth quarter. Practicum gives students as much on-the-job experience as possible before graduating. Concurrent with ACC 295.

ACC 298 1-6 Credits**Accounting Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Automotive**AU 101 3 Credits****Automotive Technical Skills**

For the entering student with little or no automotive technical skills. Covers automotive service basics: measurements, systems, terms, skills, tools and safety. This course is part of entrance pre-testing required to enter the program. A passing score of 80 percent will allow students to test out of this course.

AU 103 5 Credits**Carburetors and Fuel Injected Systems**

Engine fuels and air-fuel ratios, construction, operation and maintenance of fuel pumps, carburetion and fuel injection systems, fuel distribution systems, manifolds and related items. Gaseous fuel venturii, air valve and fixed orifice carburetion.

AU 105 4 Credits**Automotive Air Conditioning**

Heating and cooling requirements, design and construction of heating, cooling and air flow systems. Troubleshooting and repair.

AU 107 1 Credit**Gaseous Fueled Engines**

Design and construction of engine, valve train and induction system for combustion.

AU 108 1 Credit**Natural Gas Vehicle Safety**

Vehicle safety relating to safety shut-off valves and placement of components. Also covers refueling safety of natural gas vehicles.

AU 109 3 Credits**Gaseous Carburetion and Fuel Systems**

Natural gas vehicle regulators, mixers and power valves. Included is the study of the pressure adjustments using a water column gauge system and chassis dynamometer.

AU 110 5 Credits**Automotive Engineering Measurement Skills**

A laboratory course involving engine rebuilding techniques. Proper use of measuring devices such as micrometers, calipers and torque wrenches, documentation of measurements and use of machining tools to bring component hardware into specification.

AU 111 4 Credits**Service Management Orientation**

Includes generating estimates and repair orders, shop scheduling, parts ordering and inventory control, dealing with customers, customer history and follow-up, shop business management, state and federal regulations and how to make a profit.

AU 112 4 Credits**Automotive Electrical Systems**

Service and testing of starters, alternators, lighting systems, batteries and wiring components. Also introduces ignition system components and their function.

AU 113 4 Credits**Automotive Fuel Delivery Systems**

Engine fuels and air/fuel delivery systems. Involves construction, operation and maintenance of system components. Successful students should be able to diagnose and repair problems in both carbureted and fuel injection type systems. Prerequisite: AU 101.

AU 114 5 Credits**Steering, Suspension and Brake Systems**

A lab-intensive course involving diagnosis and repair of problematic chassis functions. Students are required to develop basic skills in diagnosis and repair of brake systems, suspension, and steering systems as well as alignment techniques. Application of service management techniques is included. Prerequisites: AU 101, AU 111.

AU 115 4 Credits**Automotive Heating, Ventilation and Air Conditioning**

Engine cooling systems and passenger compartment comfort controls. Students are required to interpret manifold gauge readings and diagnose and repair HVAC problems including driveability controls. Knowledge of auto electrical systems is required. Prerequisite: AU 101.

AU 201 4 Credits**Automotive On-Board Electronics**

Design, principles of operations and construction of automotive ignition systems. Covers mechanical systems including coils, distributors, condensers, advance mechanisms and contact points; electronic systems including ignition timing, wiring and malfunctions; maintenance and troubleshooting.

AU 202 4 Credits**Brake Systems**

Design, construction, operation, maintenance and troubleshooting of various chassis units and braking systems, including power units, basic air units and diagonal braking systems.

AU 203 4 Credits**Standard Transmissions**

Operation, construction and maintenance of selective sliding transmission and overdrive transmissions, including the study of gears, gearing, power flow, drive lines and differentials. Principles of operation, construction, maintenance, repair and troubleshooting for the various makes of selective sliding transmissions and the manual transaxle.

AU 204 4 Credits**Suspension Systems**

Wheel alignment, front suspension and rear suspension alignment.

AU 205 2 Credits**Fleet Supervision**

Hands-on course in which students are responsible for daily fleet activities. Duties include dispatching, fueling, preventive maintenance and record keeping using a fleet data base system. Prerequisite: AU 101.

AU 206 5 Credits**Auto Powertrain Component**

Operation, construction and maintenance of automatic transmissions including the study of fluid couplings, torque converters, valve bodies, clutch and band operation and power flow. Automatic transaxle principles of operation, construction, maintenance and repair are also covered. Prerequisite: AU 101.

AU 207 3 Credits**Fleet Service Management**

An advanced course in which students are responsible for daily shop operations, book-keeping, profit and loss, inventory control, and customer follow-up. Use of data base systems is included. Prerequisites: AU 101, AU 111.

AU 208 5 Credits**Automotive Performance Testing and Component Systems**

Diagnosing and correcting problems of the internal combustion engine. Instruction and laboratory use of diagnostic testing equipment are used to solve practical problems relating to emission controls of modern automobiles and light trucks. Prerequisites: AU 103, AU 106, AU 201.

AU 210 1 Credit**Automotive Seminar**

Discussion of current developments in the automotive field, with analysis of directed practical experience and review of specialized automotive procedures used in dealerships and independent garage situations. Includes ASE (Automotive Service Excellence) test preparation.

AU 211 1 Credit**Fleet Maintenance and Operation**

Includes preventive maintenance scheduling, maintenance priorities, utilization of personnel and equipment, and computer-aided record-keeping of cost of parts and labor.

AU 215 5 Credits**Automotive Diagnostics and Performance Testing**

An advanced course in diagnosing and correcting problems of the internal combustion engine. Instruction and laboratory use of diagnostic test equipment are used to solve practical driveability problems. Prerequisites: AU 101, AU 113.

AU 216 5 Credits**Alternative Fuels Conversion Systems**

Covers the application of natural gas as a clean burning alternative to traditional fuels. Students take part in vehicle conversion, fueling and maintenance of natural gas fueled vehicles. Prerequisite: AU 101.

AU 217 2 Credits**Automotive Electrical Schematics**

Reading and using electrical wiring diagrams to diagnose and repair electrical system problems. This course lays the foundation for studies of on-board electronic components and computer controlled devices. Prerequisite: AU 101.

AU 240 4 Credits**Automotive Computers and Control Systems**

Study and diagnosis of engine controlled computers, instrumentation computers and modern computerized devices.

AU 290 1-5 Credits

Special Topics in Automotive Service Management Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

AU 291 1-5 Credits

Individual Study in Automotive Service Management Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

AU 295 2 Credits

Automotive Intern Seminar

Discussion of job-related concerns and assistance with Practicum. Concurrent with AU 296.

AU 296 1 Credit

Practicum for the Automotive Student

A practical learning experience in which students are placed in service shops at local automobile agencies or garages. The practicum allows students to apply the skills and knowledge acquired during instruction in the classroom and laboratory at HTC. Concurrent with AU 295.

AU 298 6 Credits

Automotive Internship

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Broadcast

BC 100 1 Credit

Broadcast Engineering Tech I

An introduction to the world of broadcast engineering.

BC 103 3 Credits

Broadcast Transmission

Introduces the technical approach to common studio equipment, actual circuit analysis and calibration. Prerequisite: EE 105.

BC 104 2 Credits

Introduction to Telecommunications

Covers the basic telephone system and its circuit switching. The U.S. telephone system organization is compared to international telephone systems. Different types of exchanges and switchgear, how the telephone system is structured, how calls are processed and the special facilities of a system in regard to leased and watts lines are also studied.

BC 201 3 Credits

Audio/Video Systems I

Theory of operation of audio equipment found in any AM, FM or TV production facility. Practical experience in installation, alignment and repair of equipment such as cassette decks, cart machines, reel-to-reel tape recorders, audio mixing consoles, and equalizing, processing and special effects devices. Prerequisites: EE 105, EE 109.

BC 203 2 Credits

Broadcast Certification

Provides drill and training for obtaining professional credentials from the FCC and Society for Broadcast Engineers. A review of electronic principles as applied to broadcasting. Prerequisite: EE 105.

BC 204 3 Credits

Broadcast Equipment Maintenance

An opportunity to perform maintenance on various types of broadcast equipment. Troubleshooting methods and procedures are stressed and particular emphasis is placed on FCC specifications. Prerequisites: BC 103, BC 201, EE 103, EE 105.

BC 209 3 Credits

Audio/Video Systems II

Covers the NTSC color television signal. Processes of scanning and synchronization, creation of a compatible color signal and the timing, switching, distribution and transmission of that signal. Testing and measurement. Prerequisites: BC 201, EE 103, EE 105.

BC 210 3 Credits**Audio/Video Production I**

Introduces a working knowledge of studio operations, remote video equipment, basic video editing, camera operation, lighting and audio recording. Provides an opportunity to produce television programs from script to the final edited video program.

BC 212 4 Credits**Broadcast Audio**

Covers operation theory of audio equipment found in any AM, FM or TV production facility. Through practical hands-on experience, students learn to install, repair and align such equipment as cassette decks, cart machines, reel to reel tape recorders and audio mixing consoles. Prerequisites: EE 115, EE 122.

BC 213 4 Credits**Broadcast Video**

This video engineering course primarily covers the National Television Systems Committee (NTSC) color video signal. Processes of scanning and synchronization, the creation of a compatible color television signal and the timing, switching, distribution and transmission of that signal. Test and measurement of the video signal and the use of the specialized test equipment employed in today's video industry. Prerequisites: EE 115, EE 122.

BC 215 3 Credits**Audio/Video Production II**

This advanced audio/video course explores electronic field production, timecode editing, multi-track audio recording and special video and audio effects. Students work as a crew on college productions. Prerequisite: BC 210.

BC 216 4 Credits**Transmission Systems**

Covers the radio frequency (RF) transmission aspects of broadcasting. Begins with electrical and radio frequency safety precautions and continues with amplitude modulation (AM), frequency modulation (FM) and television transmission theory. Also covers microwave, satellite and broadband coaxial cable transmission systems, and the many different forms of modulation and multiplexing. Prerequisites: EE 122, BC 212, BC 213.

BC 220 4 Credits**Videotape Recording**

Covers the history of videotape recording and introduces the theory of operation of all current videotape formats from 2 inch quadraplex to digital D-2 recorders. Upon completion, students are able to install, repair and align videotape and videocassette recorders and digital time-base correctors. Prerequisites: BC 212, BC 213, EE 215.

BC 221 4 Credits**Cameras and Monitors**

Covers, in parallel, the theory of operation of color television cameras and color video monitors. Through lectures and practical hands-on labs, students learn about the function of pick-up tubes versus CCD, color encoders, CRT's and lenses, as well as regular set-up and alignment procedures such as registration, convergence, black balance, white balance, painting and shading. Upon completion, students are able to install, repair and align color television cameras and color video monitors. Prerequisites: BC 213, EE 215.

BC 222 4 Credits**Broadcast Rules and Regulations**

An introduction to the governing bodies which guide the broadcast industry. The Federal Communications Commission's (FCC) rules and regulations, and the standards and practices established by the National Association of Broadcasters (NAB), Society of Motion Picture and Television Engineering (SMPTE) and the Society of Broadcast Engineers (SBE). Preparation for professional licensing and certification is included. Prerequisites: BC 212, BC 213, EE 215.

BC 223 4 Credits**Production Facilities**

Draws upon the materials presented in all previous broadcasting and electronics courses and applies them to the design, installation, documentation and maintenance of complete broadcast and production facilities. Studio design, electrical distribution, grounding, shielding, air and power conditioning are all be covered. Prerequisites: BC 220, BC 221, BC 222.

BC 230 3 Credits
Advanced Post Production

Extensive hands-on experience in video and audio post production. A/B roll editing, audio sweetening, video graphics and video disc mastering are some of the topics covered. Students produce a demo videotape of their skills for future job interviews. Prerequisites: BC 210, BC 215.

BC 290 1-5 Credits
Special Topics in Broadcast Engineering Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

BC 291 1-5 Credits
Individual Study in Broadcast Engineering Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

BC 294 3 Credits
Current Broadcast Topics

With the use of current broadcasting periodicals, manufacturer's demonstrations and field trips, students are brought up-to-date on state-of-the-art broadcast equipment and technologies.

BC 295 2 Credits
Telecommunications/Broadcast Seminar

Discussion of job-related concerns and assistance with Practicum. Concurrent with BC 296.

BC 296 1 Credit
Telecommunications/Broadcast Practicum

Students are placed in an actual working environment for a minimum amount of time to gain industrial experience before graduation. Concurrent with BC 295.

BC 298 1-6 Credits
Telecommunications/Broadcast Internship

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Broadcast Telecommunications
BCTC 106 1 Credit
Telecommunication Systems

Basic operation of today's telephone systems. Signal routing, processing and interfacing.

BCTC 200 4 Credits
Microwave Communications

Covers the electrical production of waves, several types of waves, amplitude, power and intensity of waves, how and why waves are reflected and how impedance-matching techniques are employed. Includes transmission line theory, as to circuit parameters, losses, delay and the advantages and disadvantages of different transmission media. Also covers microwave wave guides, amplifiers, oscillators, antennas, microwave signal amplification and generation, measurements, applications, frequency analysis and spectrum analyzers. Prerequisites: BCTC 213, BCTC 218.

BCTC 206 3 Credits
Signaling and Line Interfacing

Basic ways in which information can be processed, definitions and terminology used in digital communications and the evolution of business telecommunications since divestiture and deregulation. Transmission standards, long distance service and common carriers of digital communications such as AT&T, MCI and Sprint. Transmission technology as to channel types, multiplexing, wave characteristics and frequency allocation. Data communications codes, transmission modes and the conversion of analog to digital are also covered. All lectures will be supported by practical laboratories.

BCTC 210 4 Credits**Basic Switching Techniques**

Major subjects, new developments and current affairs of the telecommunications field are discussed using *Telephony* and *Data Communications* magazines. *Telephony* covers new developments with cellular radio, switching devices, modems, networking, station equipment, multiplexing and many aspects of the telephone industry. *Data Communications* primarily covers the computer industry and new developments of software, mainframes and the capabilities of communications with a computer. Also covers common telecommunications subjects as portrayed in the course outline. Prerequisite: BCTC 206.

BCTC 211 4 Credits**Long Haul Transmission and Multiplexing**

Covers the history of satellite communications, up-link circuits, down-link circuits and radiation patterns provided by the different satellite orbits. Systems parameters such as transmit and radiated power, noise and gain. Satellite systems are discussed as to multiple accessing in frequency-division and code-division accessing. Channel capacity, frequency hopping and channel framing. Time-assignment speech interpolation, bit steering, channel compression and cross correlation. The college down-link and several organizations provide practical experience. Prerequisites: EE 103, EE 105, EE 106, EE 210.

BCTC 212 4 Credits**Satellite Communications**

An introduction to the American telephone system. Basic operation of the telephone, central office, private branched exchanges and the inter-connecting of these different sections. Mobile communications and cellular telephones, transmission line theory and basic operation of receivers and transmitters.

BCTC 213 4 Credits**Digital Communications**

Basic ways in which information can be processed, definitions and terminology used in digital communications, and the evolution of business telecommunications since divestiture and deregulation. Covers transmission standards, long distance services and common carriers of digital communications such as AT&T, MCI and Sprint. Transmission technology as to channel types, multiplexing, wave characteristics, and frequency allocation. Data communications codes, transmission modes, and the conversion of analog to digital. All lectures are supported by practical laboratories. Prerequisites: EE 262, EGR 209.

BCTC 214 4 Credits**Communication Circuits**

Specific circuits common within the telecommunications/broadcast equipment. Switching systems and arrangements, the interconnecting of systems and the networking of audio, video, data and signaling together into common transmission.

BCTC 215 4 Credits**Fiber Optic Communications**

The electromagnetic spectrum, the construction of optic fibers and cable, light propagation and the propagation of light through a fiber. Discussion of a basic fiber optic communications system and comparison of fiber and metallic cable. Testing and monitoring of optic circuits in the lab.

BCTC 217 4 Credits**Telecommunication Circuits II**

A continuation of BCTC 214. Covers bus-oriented systems, peripherals as input and output devices, microprocessors, machine language programming for the 8080 and Z-80, software structures and flowcharting and high-level language programming. Also includes long distance communications between computers, signaling and band width, transmission media and techniques and several different modulation techniques. Emphasizes troubleshooting during repair of equipment in the lab. Prerequisites: BCTC 214, EE 109, EE 115.

BCTC 218 2 Credits**Current Telecommunication**

Major subjects, new developments and current affairs of the telecommunications field. Designed around these new developments using *Telephony* and *Data Communications* magazines. Prerequisite: BCTC 212.

BCTC 219 4 Credits**Digital Circuits and Systems**

Covers numerous IC applications within the telecommunications field. Applications in line drivers, coaxial cable, ringing circuits, VCO/modulator, phase lock loop frequency synthesizers, and high-gain low power FM intermediate frequency circuits. Data communications modulation and demodulation methods, modems and their operation, and IC applications in a data communications line. With regard to microwave: fundamentals of electronic tubes, microwave semiconductors, and digital modulation techniques. Satellite communications concepts and optical communications transmission. Prerequisites: BCTC 213, BCTC 215.

BCTC 221 4 Credits**Communications with Computers**

Digital signal generation, transmission and interfacing. A/D and D/A converter circuit applications, interpreting logic device data sheets, applications of MSI and LSI combination logic devices, digital systems codes and programmable logic devices along with state machines. Memory devices and systems, address decoding, primary memory systems, floppy disk, hard disk, optic disk and tape data storage principles.

Business**BUS 100 3 Credits PACE****Principles of Business Management I**

An introduction to the principles of operating a business from the standpoint of ownership. Covers small businesses in the U.S., starting a business, problems in starting a business, management functions applied, financing and capital, physical plant (location, needs equipment/fixtures), legal considerations, licenses and government regulations.

BUS 101 3 Credits PACE**Principles of Business Management II**

A continuation of the principles of operating a business focusing on daily operations and considerations. Advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities and handling problems.

BUS 102 3 Credits**Principles of Business Management III**

Intensive investigation of business problems of particular interest to the student.

BUS 105 3 Credits**American Business**

Introduces the origins and development of modern American business. Emphasizes the nature of the economic, social and political environments, the manner in which such environments affect business policy and how lessons from the past relate to present business practices.

BUS 110 3 Credits**Marketing**

Basic fundamentals of modern marketing. Consumer behavior, marketing strategy, product pricing, and promotion and distribution.

BUS 120 3 Credits PACE**Personal Finance**

Consumer information on coping with certain major financial decisions in life. Taxes, consumer credit, insurance, and savings plans.

BUS 130 3 Credits**Sales**

Introduces the sales function in the retail sphere of operations. Areas covered include 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.

BUS 131 3 Credits**Sales and Marketing for Travel**

Helps students to effectively work with clients on a one-to-one basis. Marketing tours to diverse groups of individuals and the solicitation of corporate businesses.

BUS 140 3 Credits**Innovative Strategies in Entrepreneurships**

An introduction to the challenges and opportunities of the entrepreneurial economy. Areas covered include changes that have occurred in American business, the American workforce and American society based on systematic innovation, entrepreneurial leadership and entrepreneurial strategies.

BUS 141 2 Credits**Case Studies in Entrepreneurships**

Illustrates the dynamics of personal traits of entrepreneurs. Surveys management styles, marketing concepts, leadership models and personnel tactics.

BUS 142 1 Credit**Entrepreneurial Marketing Techniques**

An introduction to creative marketing for small businesses. Because of the radical changes in current customer behaviors and complicated shifting economics, new and innovative marketing techniques for the entrepreneur are explored and discussed.

BUS 143 1 Credit**Innovative Sales Strategies**

Offers entrepreneurs the opportunity to explore, analyze and discuss unique approaches to sales. Recognizes the importance of customers and their impact on the success or failure of a business. New techniques in customer satisfaction are also examined.

BUS 144 1 Credit**Advertising for Small Businesses**

Addresses the importance and obvious need for planned advertising in the small business. Because the focus of small business advertising targets a local market, emphasis is placed on printed ads as well as the creative use of radio. Entrepreneurs have the opportunity to produce ads for their business.

BUS 145 1 Credit**Small Business Law**

An overview of the basic concepts and workings of business law needed for owning and effectively operating a small business. The central theme of the course is contract law, including construction, operation and discharge of contracts. Other areas covered include sales, title of goods and indebtedness.

BUS 146 1 Credit**Effective Customer Relations**

Presents innovative and effective ways for the entrepreneur to deal with customers before, during and after the sale. Does not teach sales techniques, but rather interpersonal techniques that can be used to establish and retain good working relationships with customers.

BUS 147 1 Credit**Business Ethics for the Entrepreneur**

A preliminary course in business ethics concerned with morality in business. Business and morality are related in several ways. Some are more obvious than others. The class will reflect on these issues, focus on some, bring them out into the open and discuss their relationships.

BUS 148 1 Credit**Small Business Accounting**

Covers accounting topics that are relevant to the small businessman: accounting, record keeping, preparation of payroll, income tax and property tax returns and other topics.

BUS 149 1 Credit**Developing a Business Plan**

Prepares students to develop a written business plan. The actual writing of the plan could be done at a later time. However, students who desire to complete their plan may do so in the class. The subsequent plan will support the need for this venture, analyze cost factors and develop a complete marketing strategy.

BUS 150 3 Credits**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. Also emphasizes corporate capital investment, liquidity, capital, structure, cost of capital and the utilization of the various financial instruments and institutions. Prerequisite: ACC 100.

BUS 155 3 Credits**Graphic Design: Preparing Your Own Promotional Materials**

A basic, hands-on course for the business/hospitality major. It does not stress design in the fine arts sense, but in the business, everyday sense. Introduces balance, structure and the mechanical procedures necessary to produce a finished promotional piece. Basic elements of good design, how to prepare a layout, how to choose and specify type, the terms necessary to communicate with the typesetter and printer and how to prepare a piece of camera ready art for the printer.

BUS 160 3 Credits**Employee Performance Evaluation**

Designed for those who supervise or manage employees or plan to in the future. Students learn the principles, purposes and pitfalls of employee performance exploration. Students plan an employee performance evaluation program that integrates assessment of employee past performance and identify employee strengths and weaknesses in terms of organizational priorities and plans for employee upgrading.

BUS 170 3 Credits PACE**Fundamentals of Business I**

Introduces many of the basic areas involved in modern business. Through a variety of instructional modes, the course presents an overview of economics, business organization, marketing, production administration and personnel management. Key topics include comparative economic systems, legal forms of business, promotion and distribution of goods and services and labor relations.

BUS 171 3 Credits PACE**Fundamentals of Business II**

Second in a sequence of courses that introduces several of the basic areas in modern business. An overview of marketing channels and promotion. Includes examinations of money and banking, financial management, securities, risk management, international business and entrepreneurship.

BUS 175 2 Credits**Business Word Processing**

Instruction on the alpha-numerical keyboard. Students learn to operate a word processing software package.

BUS 180 3 Credits**Contemporary Issues in Business**

Covers the ethical problems encountered in the business world through a discussion of some of the more contemporary social issues facing businesses. Possible topics include individual work habits, employee responsibilities, and community involvement, as well as broader social topics.

BUS 191 1 Credit**Use of Herrmann Brain Dominance Instrument**

Understanding of the HBDI, how it functions and what characteristics it profiles. Examples from management contexts.

BUS 192 1 Credit**Management Application of Brain Dominant Problems**

Practical applications of brain dominance information for the use of managers. Organizational planning projects based on Herrmann Brain Dominance Instrument.

BUS 200 3 Credits**Business Law**

A general introduction of the legal limitations and other considerations faced by the business world. Areas covered include contract sales, business organizations and bailments.

BUS 201 3 Credits**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.

BUS 209 3 Credits**Leadership in a Changing World**

New developments in human resource management and practical solutions to succeed and grow in the post-industrial age.

BUS 210 3 Credits**Personnel Management**

Familiarization with the techniques of managing people and the rules and laws regulating employment. Students should have an understanding of the principles of management prior to entering the course.

BUS 211 3 Credits**Advanced Marketing**

Examines complex applications of marketing theory in the real business world. Emphasizes actual cases including many well-known names and organizations. Prerequisite: BUS 110.

BUS 220 3 Credits**Industrial Marketing**

Covers all aspects of marketing strategy in industrial companies, key elements of strategy and the marketing of various industrial products. Emphasizes particular aspects of industrial buying behavior, market selection, product planning, pricing and distribution. Also considers the reigns of relationships that the industrial marketer has with his customers. Prerequisite: BUS 110.

BUS 230 3 Credits**Labor-Management Relations**

An introduction to the field of labor and management relations and the roles of management and unions in our society. The course is objective in its context and avoids being judgmental in presenting the parts currently played by labor and management in their struggle for progress in the work area.

BUS 240 3 Credits**Managerial Accounting**

A continuation of the basic accounting sequence of courses focusing on the areas of managerial control and managerial decision-making through the use of accounting methods. Emphasizes such topics as cost control, accounting for overhead, capital budgeting and inventory control. Prerequisite: ACC 100.

BUS 243 3 Credits**Business Systems Control**

A study of the operation and function of internal control in modern business. Topics covered include auditing procedures, asset maintenance and special problems relating to security. Prerequisites: ACC 101, BUS 240.

BUS 245 3 Credits**Business Microcomputer Applications I**

Designed to familiarize students with practical business and accounting applications of popular commercial software used to compile spreadsheets and data bases.

BUS 246 3 Credits**Business Microcomputer Applications II**

Designed to familiarize students with commercial software for specific business and accounting functions. Areas covered may include decision-making, income taxes, financial calculations, personnel management, inventory control, etc. Prerequisite: BUS 245.

BUS 250 2 Credits**Special Events Planning and Operations I**

Enables students to develop public relations skills and distribute literature at information centers.

BUS 303 3 Credits

Managing New Techniques in Organization

Examination of the impact of new technologies on organizations, including computers, telecommunications and internal communication systems. Implications are studied for organizational change, improved effectiveness and efficiency and personnel adjustment.

BUS 304 3 Credits

Organizational Finances for Managers

Examination of key organization finance issues from the perspective of what managers need to understand. Topics include development of budgets from organizational goals, external influences on finances, accounting procedures from a manager's perspective, use of computers in financial processes and planning for efficient use of facilities and personnel.

BUS 305 3 Credits

Managing Public Relations

Examination of public relations in an organization's community role. Topics include building an effective public image, relationships with the public media, developing community support, finding external donations, organizational promotional strategies and handling public controversy. Examination of leadership functions in public relations.

BUS 306 3 Credits

Management in a Changing Environment

Examination of the effects of external environmental change on organizations including the impact of regional, national and international economic, cultural, political and social shifts. Participants examine their own organization in relationship to current and future developments.

BUS 307 3 Credits

Managing Professional Development

Examination of issues and techniques for developing professional personnel. Role changing, analyzing professional career paths, merging personal and organizational goals, personnel assessment methods, strategies for professional growth, preparing a personalized plan for development and reviewing outcomes.

BUS 308 1 Credit

Supervising and Delegating

Key concepts of management in organizations including basic functions, work activities at various managerial levels, overview of major schools of management and models of human nature, delegation of authority and decentralization.

BUS 309 1 Credit

Time Management and Goal Setting

Examination of planning and management of time in relation to organizational and individual goal setting, delegation, effective business conferences and decision making. Basic steps in the planning process.

BUS 310 1 Credit

Understanding Organizational Functions

Understanding of organization functions, planning and organizational goal-setting, planning processes and factors needed for effective control and follow-up.

BUS 311 1 Credit

Understanding and Motivating Employees

Examination of views and theories of motivation in relation to influence, power and authority. Methods for motivating employees and constructive ways of handling organizational conflict.

BUS 312 1 Credit

Managing the Staffing Process

Exploration of the staffing process. Identification of staffing needs, alternative strategies for staffing, posting positions, selection process and orientation of new employees. Concerns related to discrimination and protected groups. Applying EEO guidelines. Procedures for promotion, transfer, grievance procedures and termination of employees.

BUS 313 1 Credit

Developing Situational Leaders

Examination of behaviors and characteristics associated with leadership. Expectations, styles and experiences of leaders, their peers and their subordinates. Patterns for developing leadership potential.

BUS 251 2 Credits**Special Events Planning and Operations II**

Permits students to utilize acquired skills as they supervise, schedule and manage visitor information centers.

BUS 260 2 Credits**Business Planning**

Designed to acquaint students with all of the functions necessary to develop and start a business. Culminates in the submission of a business prospectus by each student. Prerequisite: BUS 101.

BUS 270 3 Credits**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.

BUS 271 3 Credits**Principles of Management**

Covers supervisory positions and managerial functions. Emphasizes mid-management areas and labor relations.

BUS 285 3 Credits**Case Studies in Management**

Case studies and research in modern personnel techniques and higher-level functions such as policy formation, job satisfaction, problems, motivation, performance appraisal and evolving and expanding employee service demands.

BUS 290 1-5 Credits**Special Topics in Business Management Technology**

The exploration of a specific topic(s) by participants in a group with a structured format.

BUS 291 1-5 Credits**Individual Study in Business Management Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

BUS 295 1 Credit**Business Practicum Seminar**

This course is scheduled in the sixth quarter. Students incorporate knowledge gained in previous quarters during hands-on experience in the work force. Prerequisite: BUS 260.

BUS 296 1 Credit**Business Practicum**

Designed for sixth quarter Business or Retail Management students. Offers the opportunity for on-the-job experience before graduating and provides a medium for sharing that experience with other students.

BUS 298 1-6 Credits**Business Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

BUS 300 3 Credits**Professional Issues Forum**

Selected topics of current professional relevance are explored with other professionals in an informal group. Participants increase their understanding of issues related to organization effectiveness and development and exchange professional views and information with fellow managers.

BUS 301 3 Credits**Developing Employment Performance**

Developing employees' potential through supervisor evaluation of current employee performance and through improvement, change and performance review techniques. Participants will examine individual performance in relation to organizational goals and the impact of individual goal setting, training, feedback and morale.

BUS 302 3 Credits**Marketing Applications for Managers**

Development of marketing and business strategies for managers to compete for organizational success and profit. Examination of current and future market considerations, use of appropriate technology and the changing role of managers in the marketing function.

BUS 314 1 Credit
Problem Solving and Decision-Making

Examination of types of problems resolved and decisions made by management. Techniques and methods for effective decision-making and for finding optimal solutions. Winning acceptance for decisions among subordinates.

BUS 315 1 Credit
Managing Employee Conflict

Examination of functional versus dysfunctional employee conflict. Techniques for stimulating employees, managing competition, encouraging cooperation and handling personnel difficulties such as poor motivation, tardiness and personal problems.

BUS 316 1 Credit
Performance Appraisal

Examination of approaches and methods of employee performance appraisal. Handling appraisals that lead to improved work performance. Handling grievance procedures.

BUS 317 1 Credit
Managing the Training Process

Examination of the training process in organizations. Issues related to conducting a training needs analysis, planning the training program, review of the learning process, different methods of training, designing training methods and evaluating training programs.

BUS 318 1 Credit
Managing Organizational Stress

Examination of causes and effects of stress in the workplace. Effective personal and organizational methods for managing stress, including exercise and relaxation, success and failure, accountability and personal values.

BUS 319 1 Credit
Personalized Management Development

Professional development for managers and supervisors. Participants develop personalized plan for professional improvement based on management concepts.

Ceramic
CER 101 3 Credits
Ceramic Mineral Systems: Development and Procurement Methods

An introduction to geology and mineralogy terms, structures and classification. Laboratory work and field trips provide first-hand contact.

CER 102 4 Credits
Ceramic Materials

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.

CER 103 3 Credits
Ceramic Processes

An introduction to principles and practices of ceramic forming, drying and firing including psychrometer charts and calculations.

CER 104 3 Credits
Combustion I

An introduction to the fundamentals of combustion. Principles of combustion, flame patterns, fuels, combustion analysis and metering. Laboratory experiences correlate with lecture material. Prerequisites: CHEM 100, CHEM 120, MATH 201.

CER 201 4 Credits
Combustion II

A continuation of CER 104. Consists of lectures, laboratory work and plant trips. Fuel burning systems, burner equipment controls, piping and the use of kilns and furnaces to produce products. Prerequisites: CER 104, CHEM 120.

CER 202 3 Credits
Glasses

A study of raw material composition and physical properties and manufacturing processes. Physical tests are conducted in the laboratory. Prerequisite: CHEM 120.

CER 203 4 Credits**Statistical Quality and Process Control**

Develops the theory of quality control in manufacturing processes that result in good yield of product, profitable systems and customer satisfaction. The organization of quality control departments, the role of the technician in quality control and the implementation of basic quality control methods are discussed. The use of statistical data to support quality control analysis is studied in the laboratory.

CER 204 2 Credits**Glazes and Enamels**

Covers the use of glassy coatings for ceramics and metals from calculating batch to application and testing. Time is divided between glazes and enamels. Laboratory work includes decorating techniques. Prerequisites: CER 201, CER 202, CHEM 120.

CER 206 3 Credits**Ceramic Industry Practices**

A series of visits to a variety of ceramic plants gives students insight into the methods, processes and procedures for producing ceramic products. Discussion and report writing.

CER 207 4 Credits**Standard Procedures**

A lecture and laboratory course that covers the major segments of the ceramic industry, such as refractories, whitewares, glass and structural clay products. The manufacturing processes starting with raw materials and ending with finished products are discussed. The standard testing programs for these various segments are performed in the laboratory and reports are submitted for grade. Prerequisites: CER 103, CHEM 100.

CER 208 3 Credits**Technical Laboratory**

An 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 industries. Prerequisite: CER 103.

CER 209 1 Credit**Industrial Projects**

A laboratory course involving specific problems submitted by industrial companies. Problems are defined and solution procedures are determined by students in collaboration with the faculty and the industrial technical personnel. Students use learned techniques in laboratory work. Prerequisites: CER 102, CER 103.

CER 290 1-5 Credits**Special Topics in Ceramic Engineering Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

CER 291 1-5 Credits**Individual Study in Ceramic Engineering Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

CER 295 2 Credits**Ceramic Intern Seminar**

Job-related problems and assistance with on-site internships.

CER 298 6 Credits**Ceramic Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Chemistry

CHEM 100 3 Credits**Introduction to Chemistry**

An introduction to chemical principles as related to fundamental concepts as well as everyday experiences. Basic chemical concepts, structure of matter, nature of elements, bonding and naming of compounds.

CHEM 110 3 Credits**Chemistry for Petroleum Production**

Builds on the introductory engineering chemistry principles and applications to oil and gas drilling and production such as acids, inhibitors, solvents, surfactants and polymers. Prerequisite: CHEM 100.

CHEM 120 3 Credits**Chemistry for Ceramic**

The second course in chemistry with application to the Ceramic Engineering technology. Topics include basic stoichiometry applied to ceramic batch calculation and fuels, the gas laws as applied to furnace flue gas and combustion air, properties of solutions and electrolytes as applied to slip casting, chemical reactions and chemical equilibrium. Prerequisite: CHEM 100.

CHEM 130 4 Credits**Fundamentals of Chemistry**

Introduction to chemistry through study of atomic and molecular structure, periodic table and states of matter.

CHEM 140 3 Credits**Chemistry for Materials**

Prepares students for further studies in materials (ceramics, metals and polymers). Includes stoichiometry, gas laws, properties of solutions, basic organic chemistry and the chemistry of representative and transition elements. Prerequisite: CHEM 100.

Communications

COMM 050 3 Credits**Fundamentals of Communications**

Development of basic writing skills for students with demonstrated need. Focuses on paragraph writing, with emphasis on sentence structure, parts of speech, punctuation, spelling, grammar and proofreading. Both individualized and group activities. Does not apply toward graduation requirements.

COMM 051 3 Credits**Fundamentals of Reading**

Designed for students who require a complete and thorough review of the fundamentals of general reading. Class work is highly individualized. Emphasis is on word attack, comprehension and vocabulary skills. Does not apply toward graduation requirements.

COMM 101 1 Credit**Spelling Skills**

Designed to identify and correct individual spelling weaknesses.

COMM 102 1 Credit**Vocabulary Skills**

The recognition and usage of words is increased in this highly individualized course. Pre- and post-tests are used to show each student their level of achievement.

COMM 104 1 Credit**Job Search Techniques**

Ten-hour course providing the student with information related to the job search. Students learn strategies involved in identifying and defining a suitable position, designing a resume, preparing related correspondence, applying for the position and interviewing in person or by telephone.

COMM 105 1 Credit**Research Skills**

Identifies types of research needed for both on-the-job and classroom research presentations. Students learn both primary and secondary research skills, approaching the process through a step-by-step method. Requires the completion of the research steps and one written research assignment during the quarter.

COMM 110 3 Credits PACE**Reading Communications**

Offers students individualized, self-paced instruction in reading comprehension and vocabulary development. In an effort to ensure academic success at the College, students weak in reading skills, as determined by tests, are required to enroll in the course prior to enrolling in Communications I and II.

COMM 121 3 Credits PACE**Communications I**

Paragraph development and short essay composition. Writing as a process is stressed with emphasis on prewriting and revision. Students required to take Communications I must successfully complete the course before enrolling in Communications II.

COMM 122 3 Credits PACE
Communications II

Development of writing skills through medium-length writing assignments, concentrating on four main areas: 1) organizing and unifying essay components; 2) studying various methods of development for different communications purposes; 3) supporting and defending one's own ideas in writing; and 4) showing evidence of creative and critical thinking in one's own writing. Emphasizes writing as a process, prewriting and revision.

COMM 123 3 Credits PACE
Communications III

Provides students with a range of options in several topic areas within a broad definition of the communications process. Students may select from several variations of the course, each designed to increase awareness and application of specific written communications techniques. Each course includes a short research-based project. Communications III/IV courses are interchangeable, not sequential. Prerequisite: COMM 122.

COMM 124 3 Credits PACE
Communications IV

Provides students with a range of options in several topic areas within a broad definition of the communications process. Students select from several variations of the course, each designed to increase awareness and application of specific oral or written communications techniques. Each course will include a short research-based project. Communications III/IV courses are interchangeable, not sequential. Prerequisite: COMM 122.

COMM 130 3 Credits
Speech

Emphasizes extemporaneous speaking skills through informative, demonstrative and persuasive speeches. Students learn to analyze audiences, choose and narrow topics, develop content through library and other resources, clearly organize speech material and effectively deliver finished speech to class audience.

COMM 131 3 Credits
Effective Speaking for Leadership

Effective speaking for people in leadership positions. Emphasizes the expression of ideas at meetings, group discussions and informal speaking engagements. Proper support of ideas and observations through research is stressed.

COMM 135 3 Credits
Verbal Career Skills

Develops the oral communications skills that are used in business offices through discussion, role-playing and reading about such topics as: interviewing, practicing accepted office etiquette and handling various communications situations.

COMM 150 2 Credits
Punctuation and Grammar

Rules governing English grammar, punctuation and mechanics. Focuses on troublesome areas of grammar: pronoun usage, subject/verb agreement, verb forms and sentence fragments; punctuation: commas, semi-colons, apostrophes, quotation marks, hyphens, dashes, brackets and parentheses; and mechanics: capitalization, spelling rules, the use of numerals, abbreviation rules, etc.

COMM 155 1 Credit
Hospitality Placement

Resume writing, selection and placement techniques in the hospitality industry. Job search research and available sources.

COMM 223 3 Credits
Promotional Writing

An introduction to planning and submitting copy for news releases, sales oriented articles and brochures/pamphlets. Familiarization with the thinking processes involved and exploration of writing effective promotional prose. Prerequisite: COMM 122.

COMM 225 3 Credits PACE
Technical Writing

Organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written reports. Prerequisite: COMM 122.

COMM 228 3 Credits

Grantsmanship

Designed to instruct and familiarize students with all aspects of grant writing. Areas of concern include ethics of grant writing, locating funding sources, grant formats and grant writing style. Instructional materials include actual and simulated grant applications, instructions and funded grant proposals.

COMM 250 3 Credits

Business Correspondence

Emphasizes writing, speaking and listening skills needed to function efficiently in an office, in industry, business and government. Students prepare basic business letters, memos and memo reports. Prerequisite: COMM 122.

COMM 295 2 Credits

Seminar in Community Service

Provides on-campus presentation and discussion to accompany enrollment in Practicum in Community Service. Concurrent with COMM 296.

COMM 296 1 Credit

Practicum in Community Service

Provides experience in community service agencies and practice in oral, written and interpersonal communication skills. Concurrent with COMM 295.

COMM 298 1 Credit

Management Communication Skills

Key interpersonal skills used by managers in organizations. An overview of specific communication techniques such as listening, presenting and delivering organizational messages. Handling organizational communication problems is also covered.

Compressor

CAGS 100 3 Credits

Precision Instruments

In-depth study of precision instruments. Bore calipers, vernier calipers, micrometers and other commonly used devices. Fits and tolerances are discussed as well as the use of factory manuals to determine if parts have word beyond specifications.

CAGS 101 3 Credits

Introduction to Compressed Air Systems

An introduction to the Compressor technology. Provides an overall view of all of the various types of compressors and conditioning equipment utilized by this industry. Theory of gas compression, compression ratios and gas laws.

CAGS 102 3 Credits

Compressed Air Applications

Various applications for compressed air. Includes everything from air tools to air powered drilling equipment. Emphasizes the various requirements placed upon the air supply to meet these applications.

CAGS 110 4 Credits

Reciprocating Compressors I

An introduction to the type of compressors most widely used by industry. Competency-based hands-on instruction in tear down and reassembly of the smaller types of reciprocating compressors typically found in the work place.

CAGS 111 2 Credits

Compressor Lubricants

In-depth study of the various types of lubricating demands required by all types of compressors. Lubrication qualities of various types and grades of oil including studies in viscosity, flash points and synthetic lubricants.

CAGS 112 3 Credits

Air and Gas Condition

Auxiliary equipment often used in a compressed air system to provide the quality of air required for specific process applications. Hands-on training in the maintenance and repair of filtering devices, refrigerative dryers, after coolers and other associated equipment.

CAGS 116 4 Credits**Reciprocating Compressors II**

A continuation of CAGS 110. Hands-on training on large industrial and multi-stage compressors. Prerequisite: CAGS 110.

CAGS 117 3 Credits**Hydraulics and Pneumatics**

A study of the various types of hydraulic and pneumatic controls often utilized by compressed air systems. Hands-on training in schematic interpretation, valving and cylinder repair.

CAGS 118 3 Credits**Processor Gas Compressors/Boosters**

In-depth study of the requirements placed upon compressors when specialized process gases are being utilized. Seal requirements, filtration and an overview of the conditions encountered when compressing with a pressurized inlet.

CAGS 200 4 Credits**Rotary Screw Compressors**

Maintaining and repairing all types of rotary screw compressors. Competency based hands-on instruction in tear down and reassembly of various types of rotary screw compressors. Includes staging, lubrication, filtration and cooling requirements.

CAGS 201 3 Credits**Compressor Installations**

Requirements for a compressor installation. Foundation and grouting, piping, commissioning and start-up.

CAGS 202 3 Credits**Compressor Controls I**

An introduction to electrical controls utilized by all types of compressed air systems. Hands-on training and troubleshooting of functional control panels and interpretation of electrical ladder diagrams. Volt-ohm meters, amp meters and other associated electrical test equipment.

CAGS 203 4 Credits**Rotary Lobe Compressors**

Knowledge and skills required to maintain and repair rotary lobe compressors. Competency-based hands-on instruction in tear down and reassembly.

CAGS 204 3 Credits**Compressed Air System Troubleshooting**

In-depth study of the logic and skills required for effective troubleshooting. Hands-on training on a totally functional air system allows students to sharpen skills learned in preceding courses and to apply these skills in a logical progression to resolve a fault in the system.

CAGS 205 3 Credits**Compressor Controls II**

A continuation of CAGS 202. Proficiency in electrical troubleshooting. Hands-on training in the maintenance and repair of large three-phase electrical motors. Reinforcement of associated compressed air control circuits. Prerequisite: CAGS 202.

CAGS 206 4 Credits**Centrifugal Compressors**

Knowledge and skills required to maintain and repair centrifugal compressors. Competency-based hands-on instruction in tear down and reassembly.

CAGS 207 3 Credits**Air System Design**

Practical application of all knowledge obtained in the Compressor technology. Students design an air system to meet a particular application. Includes sizing, installation, controls, safeties, auxiliary conditioning equipment and all other variables required for a trouble-free system.

Computer Science**CS 100 2 Credits****Program Analysis I**

A study of program logic using the flowchart as a tool. Programming terminology, arithmetic assignment statements, flowcharting given problems and evaluating flowcharts.

CS 101 3 Credits**Program Analysis II**

A sequel to CS 100, with emphasis on program efficiency and economy. The flowchart is again used as the primary tool. Counters, accumulators, arrays and structured design. Prerequisite: CS 100.

CS 102 2 Credits**Introduction to Problem Solving**

A logical approach to problem solving via flowcharting. Block flowcharts introduce the beginning concepts of flowcharting and compute executable arithmetic statements. Advanced principles of decision making, counter and accumulators are illustrated through detailed flowcharting techniques.

CS 110 5 Credits**Introduction to COBOL**

First of a three-part study of the COBOL language (American National Standard, 1985) and its implementation in a business environment. Students use COBOL to solve problems in business-related areas. COBOL areas covered are the basic structure of a COBOL program finding and correcting syntax errors; imperative, arithmetic and conditional statements; editing and function role, performs, redefines and techniques for management of single dimension arrays. Prerequisite: CS 100.

CS 111 5 Credits**Advanced COBOL**

Second in a three-part study of COBOL involving advanced programming techniques. Includes two and three dimensional arrays; sequential, indexed, and random file processing; sorting techniques; subprograms; and modular design. Prerequisites: CS 100, CS 110.

CS 120 3 Credits**Introduction to Data**

An introduction to the College's computer system. Lecture and hands-on laboratory experience covers the main operating system commands and the on-line text editor.

CS 125 1 Credit**Computer Numbering Systems**

Covers the principles of numbering systems. Binary, octal and hexadecimal conversions and arithmetic operations are covered as well as byte organization and ASCII and EDCDIC codes.

CS 130 3 Credits**Computer Concepts**

Introduces basic computer terminology, machine design, internal structure (registers, storage), file design, and number systems. Students learn how the machine works and why it works the way it does. A brief presentation of computer history and development.

CS 135 1 Credit**Computer Center Operations**

Practical experience in a computer center. Students are responsible for hardware monitoring, distribution of output, daily account backups, user assistance and other daily operations.

CS 140 3 Credits**Job Control and Utilities**

Familiarization with the current computer operating system. Includes accounting structure, the syntax and operation of system, console operator commands and available system utility programs.

CS 155 3 Credits**Applied Statistical Packages**

Computer statistical packages are used to analyze classical decision theory (hypothesis testing) problems. Analysis of marketing information and questionnaire data is emphasized.

CS 200 2 Credits**Introduction to Networking**

Concepts and components involved in networking computers for hardware and software resource sharing. Networking implications for microcomputers and mini-computers.

CS 213 4 Credits**Applications in Structured COBOL**

Third in a three-part study of COBOL covering advanced business applications using structured programming, documentation techniques, and forms management software. Prerequisites: CS 100, CS 110, CS 111.

CS 220 4 Credits**Introduction to RPG II**

Introduces the principles, logic and coding formats of the RPG II (Report Program Generator II) computer programming language. Students write RPG II programs using sequential files to produce a variety of reports.

CS 221 4 Credits**Advanced RPG II**

A continuation of CS 220 using advanced techniques of the language and handling all methods of disk file organization. Students write programs using sequential and indexed sequential files, tables and arrays and use RPG's external sort utility, XSORT. Programs will perform file maintenance and produce various forms of printed reports. Prerequisite: CS 220.

CS 240 3 Credits**Database Management**

Structure, function and use of database processing. Students create and access a typical business database using the current database management software and application programs. Prerequisite: CS 111.

CS 250 3 Credits**Basic Assembler Language**

Programming using 360/370 assembler language, machine code, instruction execution, addressing techniques, and various formats of data representation. Computer programming projects illustrate programming techniques of this machine language and are done on an IBM 370. Prerequisite: CS 125.

CS 270 2 Credits**Technical Manuals Usage**

Experience in reading and interpreting technical manuals.

CS 271 2 Credits**Forms Management Systems**

Designing, implementing and controlling the use of electronic forms for data entry and retrieval through a stand-alone data entry program and programatically through application programs. VPLUS/3000, a comprehensive software system for HP/3000 computer systems, will be taught. Prerequisites: CS 100, CS 110, CS 111.

CS 275 4 Credits**Fourth Generation Languages and Prototyping**

The structure and use of a fourth generation computer language to design and implement information systems through prototyping. Students create, maintain and design data dictionaries, data entry and retrieval screens, report generators and transaction processing techniques. The software system used is Powerhouse. Prerequisites: CS 100, CS 110, CS 111, CS 240.

CS 290 1-5 Credits**Special Topics in Computer Science Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

CS 291 1-5 Credits**Individual Study in Computer Science Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

CS 295 2 Credits**Computer Science Seminar**

A discussion group which examines the work experience in which students are participating.

CS 298 1-6 Credits**Computer Science Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Corrections**CORR 100 1 Credit****Human Services in Corrections**

The nature of law, both criminal and civil. The law's application to society and its evolution. An eclectic approach to the entire criminal justice system illustrating the interrelation and interdependence of each criminal justice agency.

CORR 105 4 Credits**Institution Corrections**

A close look at correctional institutions, their history, functions, sociology, programs and effectiveness. Emphasizes direct, practical observation and learning experiences through visitations, instructional materials and guest lecturers.

CORR 106 3 Credits**Non-Institutional Corrections**

An introduction to probation, parole and community-based correctional programs. Legal considerations, detention processes, community treatment programs, social investigations, the use of community resources, the role of the probation and parole officer in community service and the supervision of offenders.

CORR 122 4 Credits**Correctional Law**

A study of case, statutory and constitutional law, specifically applied to the field of corrections. A brief overview of the historical development of correctional law. Emphasizes general principles usually applied to cases in corrections: valid correctional objectives, elements and degrees of due process, etc.

CORR 160 3 Credits**Group Work Techniques**

Theories and procedures for various groups. 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 is also employed.

CORR 161 3 Credits**Reality Therapy**

An in-depth study of reality therapy, the most commonly used treatment modality in corrections. Through learning how the brain works to achieve control and desired results, students come to understand how to live more effective lives and how to help others do the same.

CORR 235 3 Credits**Correctional Report Writing**

Practical experience in preparing the diverse forms, notes, and reports that accompany correctional work. Specific skills, emphasis and necessary data for accurately completing these writing tasks. Prerequisite: COMM 122.

CORR 260 4 Credits**Interviewing Techniques**

An introduction to the theory and practice of interviewing. Emphasizes the development of good attending skills, responding to specific feelings and thoughts, and the importance of self-awareness. Introduces the use of audio and video tapes as learning tools.

CORR 261 4 Credits**Approaches to Counseling**

A comparative study of the major counseling theories. Students begin to develop an eclectic, personal style of counseling through studying the philosophy, key concepts, goals, techniques and procedures of each approach.

CORR 262 3 Credits**Counseling Techniques**

The application of counseling theories in a variety of real and simulated situations. Students are encouraged to develop an eclectic and personal style, drawing from theories previously studied. Prerequisite: CORR 261.

CORR 265 3 Credits**Case Analysis**

Introduces a working knowledge of the process used to evaluate adjudicated persons by probation and parole agencies and correctional institutions. Emphasizes accurate and objective reporting techniques and developing treatment plans for rehabilitation.

CORR 270 3 Credits**Correctional Administration**

Problems that confront the correctional administrator and the unique skills necessary to successfully resolve those problems. Problem solving, planning and evaluation, time management, supervision, grantsmanship and research appreciation.

CORR 290 1-5 Credits**Special Topics in Corrections Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

CORR 291 1-5 Credits**Individual Study in Corrections Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

CORR 295A 1 Credit**Corrections Practicum Seminar**

Discussion of job-related concerns and assistance with Practicum. Concurrent with CORR 296A. Prerequisites: Instructor permission, CORR 298.

CORR 295B 1 Credit**Corrections Practicum Seminar**

Discussion of job-related concerns and assistance with Practicum. Concurrent with 296B. Prerequisites: Instructor permission, CORR 298.

CORR 296A 1 Credit**Corrections Practicum**

Placement in a variety of correctional and social service agencies for practical learning experience. Students meet weekly in class to share and discuss experiences emphasizing the relationship of theory and practice. Concurrent with CORR 295A. Prerequisites: Instructor permission, CORR 298.

CORR 296B 1 Credit**Corrections Practicum**

Placement in a variety of correctional and social service agencies for practical learning experience. Students meet weekly in class to share and discuss experiences emphasizing the relationship of theory and practice. Concurrent with CORR 295B. Prerequisites: Instructor permission, CORR 298.

CORR 298 1 Credit**Corrections Practicum Orientation**

A preparation for practicum. Practicum requirements, processes of self-assessment, development of personalized goals and objectives. By the end of the course students must have been interviewed and accepted by the agency that will provide the practicum experience.

CORR 299 1-3 Credits**Corrections Field Experience**

A planned, paid work activity related to the student's occupation objectives and taken in lieu of elective or required courses. Coordinated by a faculty member who assists in planning the experience and visits the work site for conference and evaluation. Prerequisite: Instructor permission.

Criminal Justice**CJ 100 3 Credits****Criminal Justice Systems**

An introduction to the law enforcement, prosecution, courts, and corrections components of the system of justice in the U.S. Considers the history, philosophy and functions of these components. Current problems and issues.

CJ 120 4 Credits**Criminal Law**

An introduction to the history, philosophy and functions of criminal law in the U.S. Common law, elements of offenses, and basic legal concepts that characterize American justice.

CJ 121 4 Credits**Ohio Criminal Law**

A consideration of criminal law through a comprehensive study of the Ohio Revised Code. The elements of offenses are identified and are applied to hypothetical situations enabling students to apply the law and determine appropriate charges. A consideration of the laws that govern the operation of Ohio's criminal justice system.

CJ 130 3 Credits**Photography**

Practice in the fundamentals of photography. Handling a camera with ease, determining correct exposure and producing satisfactory prints by contact enlargement. Use of filters, proper lighting techniques, photographing under low light conditions and the arrangement of subjects.

CJ 132 3 Credits**Evidentiary Photography**

A study of the latest photographic techniques for recording evidence and presenting photographic evidence in court. Emphasizes photographing of evidence as a component of investigations. Prerequisite: CJ 130.

CJ 143 2 Credits**Police Mounts**

Special consideration regarding the use of the horse in mounted patrol. Rural and urban police use of mounts and mounted patrol for park service.

CJ 150 4 Credits

Juvenile Delinquency and Procedures

Familiarization with juvenile procedures and delinquency. Causes and prevention of delinquency and the rules governing the disposition of juveniles, from intake to the final adjudication.

CJ 160 1 Credit

Kubotan/Persuader Impact Instrument

Successful completion of this non-lethal defensive weapons course earns nationally recognized certification with the Kubotan/Persuader Impact Instrument from Monadnock Lifetime Products, Inc. The successful trainee will demonstrate such techniques as basic grips, basic blocks, basic counter-strikes, wrist control techniques, arm bar takedowns, car removal techniques and defense against attacks. This course fulfills National Park Service initial basic and annual refresher training with the mini-baton, 5 1/2 inch long, 5/8 inch diameter, as required by Law Enforcement Policy and Guideline, NPS-9, dated April, 1984.

CJ 165 2 Credits

Semi-Automatic Handgun

An introduction to the safe and effective deployment of both the single action and the double action semi-automatic handgun. Range practice is included for the development of various motor skills and will conclude with the firing of the NRTI Duty Pistol Proficiency Test and the API General Pistol Proficiency Test. In addition, the use of reactionary targets and the Duellatron Targeting System will be used for their instructional value. Topics include, but are not limited to: administrative loading, safety, singles/controlled pairs/hammers, nomenclature and safety features, shooting fundamentals, hit placement, speed and tactical loading, and stoppages and immediate actions. The participant must supply a duty handgun and suitable holster. Appropriate duty specific ammunition is provided. Prerequisite: Instructor permission.

CJ 190 3 Credits

Drug and Alcohol Abuse

An overview of a variety of topics pertinent to drug and alcohol abuse in the U.S. The effects of stimulants, depressants and hallucinogens, identification of drugs and drug users, drug offenses, the history of drug laws, law enforcement strategies, alcoholism, and treatment and prevention methods.

CJ 200 3 Credits

Critical Issues in Criminal Justice

Examines contemporary issues in the criminal justice area. Each time the course is offered, the news media, professional journals and recent court decisions are researched to provide issues of relevance.

CJ 215 1 Credit

Firearms for Beginners

Familiarization with firearms including handguns, shotguns and small caliber rifles.

CJ 216 2 Credits

Handgun Training

An introduction to the service revolver and shotgun including proper shooting techniques, weapons care and safety procedures for transport, wear and storage. Range practice is included.

CJ 217 1 Credit

Side-Handle Baton (PR-24)

Successful completion of this 12 clock hour non-lethal weapons course earns nationally recognized certification with the side-handle baton (PR-24) from Monanock Lifetime Products, Inc. Fulfills National Park Service initial basic training and annual refresher training with the side-handle baton as required by Law Enforcement Policy and Guideline NPS-9, April 1984.

CJ 219 1 Credit

Hunter Safety

National Rifle Association Hunter Safety Training Program. Hunting traditions and ethics, the hunter and conservation, hunter's responsibility, introduction to safety, firearms and ammunition, fundamentals of shooting and safe gun handling.

CJ 222 3 Credits**Laws of Arrest, Search and Seizure**

Examines procedural law relating to the powers of government in the areas of arrest, search, and seizure. Constitutional law, which provides the basis for these restrictions, is the major area of study. Major Supreme Court decisions in each area are examined to determine the rationale behind procedural restrictions.

CJ 225 2 Credits**Basic River Rescue**

Theory and practical applications of moving water rescue techniques. Emphasizes laboratory activities. Enrollees are active participants in organized teams who perform mock river rescues of trapped people in hazardous water situations.

CJ 250 3 Credits**Criminology**

Introduces the wide range of concerns that constitute criminology as a science. Terminology, the nature and extent of crime, the causes of crime and criminality, and the impact of crime on social change.

CJ 251 3 Credits**Readings in Crime and Criminality**

An attempt to understand the nature of crime and criminality through a non-textbook approach. Selected readings from fictional and/or non-fictional works demonstrate how writers and essayists have perceived crime and criminals in society. Students compare these interpretations to theories advanced by criminologists.

CJ 263 3 Credits**Crisis Recognition and Referral**

Developed for paraprofessionals who work in helping relationships. Creates an awareness of certain crises that may develop or occur suddenly in the lives of people and identifies helping behaviors used for the interim until professional help is obtained or referral is completed. Various community resources are identified and some are used in class sessions.

CJ 277 1 Credit**Hunter Safety Instructor**

Includes the National Rifle Hunter Safety and Conservation Program. Develops knowledge, skill and attitude for the new instructor and prepares instructors and assistants for presenting the NRA program. Classroom preparation indoors and on the range is included. Psychology of teaching, basic teaching concepts, methods of instruction, and teaching ideas.

CJ 290 1-5 Credits**Special Topics in Public Safety Service**

Exploration of a specific topic(s) by the participants in a group with a structured format.

CJ 291 2 Credits**Security Issues and Techniques**

Addresses both the issues and the practices of maintaining security in a criminal justice setting. The relationship between security and treatment functions, the security role of the treatment specialist and security technology. Security practices include clothed body searches, restraint devices, prisoner transport and cell searches.

Culinary Arts**CULA 100 3 Credits****Overview of Culinary Arts in Institutions**

An overview of culinary arts in the devising of a menu.

CULA 101 2 Credits**Introduction to Culinary Arts**

An introduction to the field of Culinary Arts. Culinary history, role of the executive chef, kitchen organization, tools and equipment, cooking methods, work habits and controls.

CULA 105 3 Credits**Pastries and Desserts**

An introduction to classical pastries and sugar. Students prepare puff pastry products, choux paste products and classical desserts and are introduced to pastry decoration, and pastillage, pulled, and blown sugar. Prerequisite: HRCA 115.

CULA 106 3 Credits**Meat, Poultry and Seafood Processing**

An in-depth study of various meats, poultry and seafood used by the food service industry. Identification, grading, yield, and portion control. Maximum utilization is stressed during cutting demonstrations. Students actually cut various products.

CULA 107 3 Credits**Basic Garde-Manger**

The creation of buffet table arrangements and displays using cold food materials with emphasis on the use of tools, ice, tallow carvings, and fresh fruits and vegetables in the preparation of decorative table arrangements.

CULA 108 3 Credits**Advanced Garde-Manger**

Advanced techniques in Garde-Manger operations. Working with aspic, chow froid and show pieces. Prerequisite: CULA 107.

CULA 150 3 Credits**Nutrition in Commercial Food Service Operations**

A basic course in the elements of hospitality menu design incorporating current nutritional guidelines. Students develop several different menus during the course with nutritional health in mind.

CULA 201 7 Credits**Culinary Arts Lab I**

On-the-job training in various kitchen positions at the College-owned inn. Hours are scheduled by the chef and include weekends, evenings, days and holidays.

CULA 212 7 Credits**Culinary Arts Lab II**

Students are assigned to specific work duties at the Quality Inn Hocking Valley for an average of 15 hours per week. During the quarter, students are instructed in and will perform basic tasks associated with kitchen and dining room operations. All students are scheduled to meet one hour each week for orientation. Work days are mornings or afternoons/evenings, Monday-Sunday, holidays included.

CULA 213 7 Credits**Culinary Arts Lab III**

Students are scheduled for an average of 15 hours per week to work in the kitchen at the Quality Inn Hocking Valley under the supervision of the chef/instructor. All students are scheduled to meet one hour each week for orientation. Work days are mornings or afternoons/evenings, Monday-Sunday, holidays included.

CULA 214 7 Credits**Culinary Arts Lab 7A**

Students are scheduled to work an average of 18 hours per week at the Quality Inn Hocking Valley under the supervision of the chef/instructor. All students are required to meet one hour per week for orientation. Those students who demonstrate supervisory skills are placed accordingly. Those students who lack such skills are given jobs that will help develop those skills. Work days are mornings or afternoons/evenings, Monday-Sunday, holidays included.

CULA 215 7 Credits**Culinary Arts Lab 7B**

See CULA 214.

CULA 216 7 Credits**Culinary Arts Lab 7C**

See CULA 214.

CULA 217 3 Credits**Classical and International Cuisine**

An opportunity for students skilled in cookery to expand their knowledge of food preparation into the area of world-respected traditional dishes. Includes conventional methods of preparation for gourmet recipes and convenience foods. Prerequisite: HRCA 111.

CULA 218 3 Credits**American Regional Cuisine**

An introduction to the various American cuisines. Volume food production of American regional cuisines. Emphasizes plating, garnishing and time management. The cuisines are studied and menus are planned, prepared and served at the Quality Inn Hocking Valley.

CULA 219 3 Credits**Ethnic Food**

A current selection of ethnic styles of cooking that are popular in the market place.

CULA 220 3 Credits**Advanced Classical Cuisine**

Preparation of cuisine served in fine dining establishments. A combination of classical and Novella cuisines are prepared for today's sophisticated customer tastes. Plate appearance and the use of food as the garnish are intensively reviewed.

CULA 227 2 Credits**French, the Language of Cuisine**

Pronunciation, spelling, meaning and common usage of the many traditional French language culinary terms.

CULA 228 2 Credits**Delicatessen Operations**

An introduction to delicatessen operations. Deli foods, products and materials, display case set-up, gift baskets, organization and management.

CULA 229 2 Credits**Culinary Salon Organization**

Preparation for the challenges of culinary salons. Show pieces, buffet set-up, materials and equipment flow, and team organization.

CULA 261 2 Credits**Charcuterie**

An exploration of the traditional French methods for complete utilization of meats and poultry. Preparation of forumeats, pates, terrines, rillettes and sausages. Students are also introduced to a number of modern food processing techniques.

CULA 262 3 Credits**Candy and Confections**

A comprehensive study of candy making techniques. Chocolate molding, dipping and enrobing; hard candies; pralines; marzipan work and specialty desserts.

CULA 263 2 Credits**Bakeshop Operations**

The development, management and organization of wholesale, retail and in-house bake and pastry shops.

CULA 290 1-5 Credits**Special Topics in Culinary Arts Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

CULA 291 1-5 Credits**Individual Study in Culinary Arts Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

CULA 292 1-4 Credits**Field Experience in Culinary Arts Technology**

Field experience in Culinary Arts by special arrangement with the instructor.

CULA 294 1-5 Credits**Cooperative Work Experience in Culinary Arts**

An on- or off-campus paid work experience related to Culinary Arts. Coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

CULA 311 5 Credits**Facility Culinary Arts Lab Experience I**

Food preparation lab experience in an institutional setting.

CULA 312 5 Credits**Facility Culinary Arts Lab Experience II**

Food preparation lab experience in an institutional setting. Prerequisite: CULA 311.

CULA 313 5 Credits**Facility Culinary Arts Lab Experience III**

Food preparation lab experience in an institutional setting. Prerequisite: CULA 312.

CULA 314 5 Credits**Facility Culinary Arts Lab Experience IV**

Food preparation lab experience in an institutional setting. Prerequisite: CULA 313.

CULA 315 5 Credits

Facility Culinary Arts Lab Experience V

Food preparation lab experience in an institutional setting. Prerequisite: CULA 314.

CULA 316 5 Credits

Facility Culinary Arts Lab Experience VI

Food preparation lab experience in an institutional setting. Prerequisite: CULA 315.

Dietetic

DT 100 1 Credit PACE

Survey of Dietetics

A survey of the profession of dietetics, the objectives of a dietetic department and the responsibilities of assistants, technicians and dietitians in a variety of health care facilities. Dietetic personnel are defined as nutritionists, supervisors and educators. Definition of the profession, types of dietetic services, level of training in dietetics, policies and procedures, management responsibilities in dietetics and some federal regulations that affect nursing homes.

DT 101 2 Credits

Dietetic Directed Practice I

Clinical experiences give students the opportunity to practice material taught in course work offered during the quarter. Students are assigned to a hospital dietary department one day per week. Assignments in department services, patient interviewing, food production and office procedures. Prerequisite: DT 102.

DT 102 4 Credits PACE

Basic Nutrition

The effect of nutritional status on health and the specific nutrient requirements of man to maintain good health. Nutrient sources and functions, energy needs, digestion and metabolism, basic four food groups, seven dietary goals, provision of good nutrition to low income families and some food and nutrition misconceptions.

DT 103 3 Credits

Food Preparation Principles

An introduction to quality food preparation, standardized recipes, portion control, safety and correct use of equipment. In the laboratory, students prepare recipes for eggs and dairy products, vegetables, fruits, sandwiches, baked goods, soups, sauces and gravies.

DT 106 3 Credits

Food Production Management

The use of tools and techniques for planning, organizing, directing, controlling and evaluating a food service in a health care institution. Recipe standardization, portion control, purchasing management, inventory control, production scheduling, equipment use and maintenance, food service methods and quality assurance.

DT 110 3 Credits PACE

Applied Nutrition

A description of the particular nutritional concerns of people throughout the life span: pregnancy, childhood, adolescence and maturity. Nutritional effects on dental health, physical exercise and weight maintenance. Students practice taking and evaluating a simple diet history. Prerequisite: DT 102.

DT 111 2 Credits PACE

Dietetic Directed Practice II

Clinical experiences give students the opportunity to practice material taught in course work offered during the quarter. Students are assigned to a hospital dietary department one day per week. Assignments in safety and sanitation, diet histories, food production and office procedures. Prerequisites: DT 101, DT 103, DT 106.

DT 119 3 Credits**Food Purchasing for Health Care Institutions**

An overview of the food purchasing function of a health care institution. Government regulations and controls, types of functions of markets and market personnel, development and use of forms to aid in the purchasing operation, writing specifications to insure desirable standards in various food commodities, exploring the varieties and purchase forms of major food categories and determining amounts of food to purchase for number and size of portions required.

DT 120 3 Credits PACE**Normal and Modified Menu Planning**

Practice in individual and institutional menu planning using principles of menu planning and practice in using a diet manual to plan basic modified diets for persons in health care facilities for diabetic, sodium modified, protein and fat modified, liquid and bland diets. Practice in planning menus to meet federal requirements for the school lunch program and nursing homes. Prerequisite: DT 102.

DT 121 2 Credits PACE**Dietetic Directed Practice III**

Clinical experiences which give students the opportunity to practice material taught in course work offered during the quarter. Students are assigned to a hospital one day per week. Included are assignments in employee training, menu planning, office procedures and purchasing. Prerequisites: DT 101, DT 111, DT 122.

DT 122 3 Credits**Supervision in Dietetics**

Theories and use of leadership and supervision characteristics of people who supervise employees in a dietary department in a hospital or nursing home. Employee needs, leadership characteristics and styles, motivation, direction and control, dealing with personnel problems, interviewing, training, counseling and evaluating employees and effective communications at work.

DT 125 2 Credits**Applied Food Service Sanitation**

This course offers introductory principles and procedures which relate to institutions. Emphasizes maintenance of a safe and sanitary operation.

DT 200 3 Credits PACE**Diet Therapy I**

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 tolerances; diseases of childhood and neoplastic diseases. A description of food-drug interaction mechanisms is also covered. Prerequisites: DT 102, DT 120.

DT 202 1 Credit PACE**Nutrition Care Process**

Discussion and practice involving the assessment, planning, implementation and evaluation responsibilities of the dietetic technician. Nutrition care process, charting, nutrition care plans, diet histories; and clinical, biochemical, and anthropometric indices of nutritional status. Prerequisites: DT 102, DT 110.

DT 205 2 Credits**Dietetic Directed Practice IV**

A supervised practice experience which gives students the opportunity to practice nutrition care procedures and food service management principles in health care settings. Students work with patients who require diet management of endocrine, cardiomyascular or renal health problems. Assignments in purchasing, tray line supervision, cleaning and sanitizing products and quality assurance. Prerequisites: DT 101, DT 111, DT 121.

DT 210 3 Credits PACE**Diet Therapy II**

Nutritional intervention used in the treatment or management of diseases of the cardiovascular, renal and endocrine systems. Prerequisites: DT 102, DT 120, DT 200.

DT 212 3 Credits PACE
Nutrition Education Methods

An understanding of the teaching-learning process in nutrition education with groups and individuals. Development and use of teaching materials and audio-visual aids in program presentations by students. Prerequisites: DT 102, DT 110.

DT 215 2 Credits
Dietetic Directed Practice V

A supervised practice experience which gives students the opportunity to practice nutrition care procedures and food service management in a health care setting. Students work with patients who require diet management of surgical digestion and neoplastic diseases, who require nutrition supplementation and who are physically stressed. Assignments in employee training and evaluation, leadership styles and production schedules. Prerequisites: DT 101, DT 111, DT 121, DT 200, DT 205, DT 210, DT 212.

DT 220 2 Credits
Current Topics in Dietetics

A seminar course exploring topics of professional interest in greater depth and presentation of literature findings to the class. Prerequisites: DT 102, DT 110.

DT 225 3 Credits
Dietetic Directed Practice VI

A supervised practice which gives students the opportunity to practice nutrition care in the hospital dietary department, community health education program, WIC project and long-term care facility. Students assess dietary habits and nutrition needs, write care plans and educate patients as assigned. Assignments in school food service, food service traffic patterns, safety and engineering and computers in dietetics. Prerequisites: DT 101, DT 111, DT 121, DT 200, DT 202, DT 210, DT 212, DT 215.

DT 290 1-5 Credits
Special Topics in Dietetic Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

DT 291 1-5 Credits
Individual Study in Dietetic Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

Drafting and Design
DD 101 3 Credits PACE
Engineering Drawing I

First in a series of drafting courses for beginning Engineering students. Provides a basic understanding and interpretation of the language of drawing. Includes an introduction to the language of drawing, the use and care of drafting instruments, lettering, geometric construction, sketching, multi-view drawing and dimensioning.

DD 102 3 Credits PACE
Engineering Drawing II

A continuation of DD 101. Sectioning, auxiliary views, working drawings, oblique, isometric and piping. Prerequisite: DD 101.

DD 103 3 Credits PACE
Engineering Drawing III

A continuation of DD 102. Introduces intersections, gears, cams, threads, fasteners and springs, geometric tolerancing and true positional dimensioning, charts, graphs and diagrams. Prerequisites: DD 101, DD 102.

DD 104 1 Credit
Introduction to AutoCAD

An introduction to personal computer based drafting. Explanation of computer drawing and computer drawing applications. Includes an overview of MS-DOS, highlighting the more common features used in AutoCAD.

DD 105 2 Credits
AutoCAD Applications I

An introduction to the popular computer-aided drafting (CAD) software AutoCAD. Covers commands necessary to complete various kinds of two-dimensional computer drawings and a description of MS-DOS as it applies to the AutoCAD software. Prerequisites: DD101, DD 104.

DD 200 4 Credits PACE**Architecture I**

A study of terms, symbols and details of an architectural set of working drawings as applied to the design of residential buildings. Prerequisites: DD 101, DD 102.

DD 201 3 Credits PACE**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. Prerequisites: DD 101, DD 102, DD 200.

DD 202 4 Credits PACE**Advanced Drafting/CAD**

Covers technical drafting representation as applied to industrial products and processes. Computer-aided drafting is used in the study of dimensioning, tolerancing, design drawing, working drawings, welding drawings and topographic drawing. Prerequisites: DD 101, DD 102, DD 103.

DD 203 3 Credits**Electrical Drawing**

Electrical drawing standards, graphic symbols, diagram layouts and part identification through construction of schematic drawings, block diagrams and printed circuit board layout. Prerequisite: DD 101.

DD 204 3 Credits PACE**Descriptive Geometry**

Graphic solutions to problems relating to points, lines, planes and solids. Includes space measurements and visualization, first auxiliary views and measurements, line definition and description, second auxiliary views, plane definition and description, perpendiculars, skew lines and solids. Prerequisites: DD 101, DD 102.

DD 205 3 Credits PACE**Die Design**

An introduction to the design and calculation of dies in blanking, piercing, trimming and bending of various materials used in industry. Prerequisites: DD 101, DD 102, DD 103, DD 202.

DD 206 4 Credits**Graphics**

An introduction to illustration. Various techniques and materials used in industrial and architectural presentation drawings. Prerequisites: DD 101, DD 102.

DD 207 3 Credits PACE**Electronic Drawing**

Electrical drawing standards, graphic symbols, diagram layouts and parts identification through construction of symbolic drawings.

DD 208 1 Credit**Introduction to CAD**

An introduction to the basic concepts of computer-aided drafting. Includes discussion and operation of the Hewlett/Packard CAD System.

DD 210 1 Credit**Geometric Tolerancing and Dimensioning**

Methods of indicating geometric tolerances by means of geometric characteristic symbols are discussed and applied to specific situations. Prerequisites: DD 101, DD 102, DD 103.

DD 290 1-5 Credits**Special Topics in Drafting and Design Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

DD 291 1-5 Credits**Individual Study in Drafting and Design Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

Economics**ECON 140 3 Credits****Economic Issues and Problems**

An introduction to the major principles and issues of American economics. Measuring the economy, income distribution, unemployment, inflation, profit, taxes and current economic issues and trends affecting the student's technical field.

Electronic Engineering**EE 103 6 Credits****AC/DC Circuit Analysis**

Basic fundamentals of electricity, electric circuits and resistive circuit analysis techniques and circuit components including inductors and capacitors. Includes both AC and DC sources and generators.

EE 105 4 Credits**Solid State Devices**

Practical application of diodes including lessons on the Schottky, tunnel and light emitting. Transistors are also covered as to composition, biasing, classes of operation, configurations, voltage and current gain. Bi-polar junction and field effect transistors are studied and special devices such as thyristors, SCR's, SCS's, triacs, diacs, the UJT and phototransistors are included. Prerequisite: EE 109.

EE 106 4 Credits**Circuit Analysis I**

Electronic devices and components are combined in theory and practical application to form functional circuits. Concepts of modulation and demodulation circuits, amplifier circuits, oscillator, mixing circuits and special circuits for automatic frequency, voltage and gain control. Reinforces theory and principles of operation for these circuits. Prerequisites: EE 105, EE 109.

EE 109 4 Credits**Electronics I**

Basic fundamentals of electricity, electronics and associated test equipment. Includes a study of both AC and DC sources of generation. Prerequisite: EE 118.

EE 112 1 Credit**Electronic Systems**

Operation and functioning of electronic systems. Covers the structure, purpose and operation of several different electronics systems. Includes theory and practical application. The systems are covered in a block approach so that previous knowledge of individual components is unnecessary.

EE 115 4 Credits**Electronics II**

Further application of electrical laws in series-parallel circuits. Capacitance and inductance are added to these circuits and their reactance to AC and DC signals is studied. Resistive, capacitive and inductive circuits are analyzed as to filtering, frequency response, resonance and band width. Transformers are introduced, the basic rectifier and zener diode is covered and all components are analyzed in a filtered, regulated, full-wave bridge rectifier. Prerequisite: EE 109.

EE 116 1 Credit**Microcomputer Electronics**

The impact of the computer since its introduction and how the microcomputer technology evolved in that process. Field trips and class projects.

EE 117 1 Credit**Electronic Communications**

Basic fundamentals and operation of a telephone, microwave, satellite, radio and fiber-optic communications system. Different means of modulation, multiplexing, signaling, transmission and methods of communications. Local area networks and the interfacing between computers and communication systems.

EE 118 4 Credits**Electricity for Engineers**

An introduction to the fundamentals of electricity, electronics and associated test equipment. Includes both AC and DC sources of generation.

EE 119 4 Credits**Electronic Communications I**

An introduction to electronic communications. Covers the basic operation of the telephone, a central office, private branched exchanges and the interconnecting of these different sections. Mobile communications and cellular telephones, transmission line theory, radio and television systems, introduction to audio and video tape recorders, color television cameras and monitors.

EE 120 4 Credits**Electronic Communications II**

Covers transmission lines as to signal propagation, resonant lines, nonresonant lines, VSWR, SWR and introduces wave guide used in microwave communications. Antennas, wave propagation through the atmosphere and primary causes of fading. Digital modulation and data communications. AM and FM broadcast systems, broadcast transmitters, receivers, antennas, principles of scanning and synchronization and color television. Cellular telephone system operation and an introduction to optical communications. Prerequisite: EE 119.

EE 122 4 Credits**Electronic Communications III**

Numerous IC applications within the electronic communication field. Line drivers, coaxial cable, ringing circuits, cross-point switchers, synthesizers and high gain low power FM intermediate frequency circuits, cameras, VTRS, monitors, sync generators, distribution amplifiers, audio mixing consoles and video production switchers. Also includes communications modulation and demodulation methods, modems and their operation and IC applications in a data communications link. With regards to microwave: fundamentals of electronic tubes, microwave semiconductors and digital modulation techniques. Satellite communications concepts and optical communications transmission. Prerequisites: EE 119, EE 120.

EE 204 5 Credits**Circuit Analysis II**

An introduction to analog communications systems. Frequency generation, modulation, conversion, single and double side band and all aspects of AM and FM transmission and reception. Transmission lines, wave propagation and antennas will also be covered in detail. Practical laboratories include alignment, performance testing verification, and troubleshooting down to the unit level. Prerequisites: EE 103, EE 105, EE 106.

EE 208 3 Credits**Electronic Measurements**

Design, use and limitations of ammeters, voltmeters and ohmmeters; VOM's, VTVM's, bridges, counters and oscilloscopes. Prerequisite: EE 204.

EE 209 4 Credits**Electrical Processes**

Electronic manufacturing practices. A printed circuit project is assigned and a project report is submitted at completion. Prerequisites: EE 105, EE 106, EE 109, EE 204.

EE 210 4 Credits**Communication Systems I**

Electronic communications on a systems basis. The system includes the transmission and reception of intelligence by considering the individual, but related, sections of electromagnetic propagation, transmission lines, antennas, transmission and reception methods. Prerequisites: EE 105, EE 106, EE 109.

EE 211 4 Credits**Communication Systems II**

Microwave frequency range and some of the uses of microwaves. Test equipment such as attenuators, frequency meters, couplers, tuners, detectors, slotted line and loads are used in lab experiments. Prerequisites: EE 105, EE 106, EE 210.

EE 212 3 Credits**Electrical Processes II**

Electronic manufacturing practices of PC assemblies including photographing of art work, developing on light sensitive material, and mounting of components. Prerequisites: EE 105, EE 106, EE 204, EE 209.

EE 213 3 Credits**Digital Control Systems**

Fundamentals of logic circuits 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. Students are introduced to microcomputers in programming for automatic control systems.

EE 215 4 Credits**Fundamentals of Microprocessors**

Integrates previous digital logic theory and devices into practical experience in programming, applications and design of microprocessor-based equipment. This course is lab oriented and uses the Motorola 6800 microprocessor and support hardware. Prerequisite: EE 262.

EE 216 3 Credits**Advanced Digital Systems**

This second course in digital electronics describes specific logic devices commonly used in microprocessor-based equipment. Latches, three-state buffers, multiplexers and demultiplexers are some of the devices discussed. Prerequisite: EE 262.

EE 218 3 Credits**Microprocessor Interfacing and Networking**

An introduction to the hardware structure of the Zilog Z80 microprocessor. The interrupt modes and memory refresh system of the Z80. Static and dynamic memory system are described in detail. Prerequisites: EE 103, EE 105, EE 106, EE 209, EE 215, EE 262.

EE 219 4 Credits**Computer Hardware and Maintenance**

Consists of two instructional modules. The first module introduces I/O devices (printers, disk drives, etc.) and interface techniques. The second module covers the topic of hardware fault analysis and provides hands-on experience in troubleshooting microcomputer-based systems. Prerequisites: EE 103, EE 105, EE 106, EGR 209, EE 215, EE 216, EE 218, EE 262.

EE 220 3 Credits**Computer Program Development**

Introduces the concepts of modular programming and top-down design. Techniques for developing technical and user manuals. Prerequisites: EE 224, EE 252.

EE 221 3 Credits**Disk Basic**

Consists of two instructional modules. The first module introduces disk operating system (DOS) and the CP/MR operating system. The second module links BASIC programming and DOS to create and manage disk files.

EE 222 3 Credits**Micro Assembly Language Programming**

An introduction to Zilog Z80 machine language programming. Students create programs with an 8080-Z80 macroassembler and test the programs on a CP/MR computer system. Prerequisite: EE 218.

EE 223 4 Credits**Video and Graphic Techniques**

Introduces various computer display systems. Includes character generation, raster scanning, and vector scanning. Prerequisites: EE 215, EE 220, EE 221, EE 224, EE 252, EE 262, EGR 209.

EE 224 1 Credit**Microcomputer Applications Software**

Introduces the general operation of application software. Includes word processing, spread sheets and data-base management. Students work with both Apple and IBM systems. Also covers Apple-DOS and PC/MS-DOS.

EE 225 4 Credits**Industrial Electronics**

Familiarization with the electronic equipment, circuits and techniques used by industry. Visits to manufacturing facilities and observation of electronic equipment in an industrial setting. Students build, test and troubleshoot industrial control circuits.

EE 252 3 Credits**Microprocessor Programming**

An introduction to programming techniques in the BASIC language. Students program in both interpreted and compiled BASIC.

EE 256 3 Credits**Microcomputer Systems I**

Analog and digital troubleshooting. Various troubleshooting techniques are applied to microcomputer and electronic circuits. Prerequisites: EE 252, EE 262.

EE 257 3 Credits**Microcomputer Systems II**

Second in a series involving troubleshooting computer circuits. Advanced troubleshooting techniques are applied throughout the microcomputer. Prerequisites: EE 252, EE 256, EE 262.

EE 258 3 Credits**Robotics and Computers**

Uses of the computer and the robot in industry. Interfacing of the computer and robot. Prerequisites: EE 215, EE 256.

EE 259 3 Credits**Microcomputer Systems III**

Third in a series covering troubleshooting of computer circuits. Emphasizes computer peripherals. Prerequisites: EE 252, EE 257, EE 262.

EE 260 2 Credits**Microcomputer Control Systems**

Use of the microcomputer in different control situations. Includes a design project. Prerequisites: EE 215, EE 258.

EE 262 4 Credits**Digital Logic II**

Continuation of EGR 209. Flip flops, one shots, asynchronous counters, synchronous counters, IC up/down counters and troubleshooting techniques. Students build digital circuits using both digital IC's and a digital logic trainer. Prerequisite: EGR 209.

EE 290 1-5 Credits**Special Topics in Electronic Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

EE 291 1-5 Credits**Individual Study in Electronic Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

EE 295 2 Credits**Electronic Seminar**

A study of state-of-the-art electronic devices and products. Covers use and operation of analog and digital components and availability of products for the consumer and the electronic industry.

EE 298 6 Credits**Electronic Internship**

On-the-job training in the workplace of a cooperating agency coordinated by an instructor. Prerequisite: EE 225.

Emergency Medical**EM 100 6 Credits****Emergency Victim Care (EMT-A)**

Varying medical injuries and illnesses encountered in emergency situations. Students learn to recognize symptoms and apply the correct technical treatment for stabilizing the patient at the emergency scene, while moving a victim to or from the emergency vehicle and while enroute to definitive care. Includes hospital clinical experience. Meets the requirements for certification of emergency medical technician-ambulance (EMT-A), according to Section 4731.84 of the Ohio Revised Code. Prerequisite: See instructor.

EM 101 1 Credit**EMT Clinical Experience I**

An introduction to the hospital environment, medical procedures, and the complex interrelationships of total patient care. Includes observation time for learning the functions of the members of the patient care team. Experience with rescue squads arranged on an individual basis. Prerequisite: See instructor.

EM 102 1 Credit**Defensive Driving and Emergency Vehicle Operations**

Instruction and practice in defensive driving, particularly as it relates to ambulances operating under emergency conditions.

EM 104 1 Credit**Orientation to Public Safety Services**

An introduction to the duties, responsibilities and the concerns of EMS personnel. Emphasizes deportment, personal conduct, legal and ethical aspects of all levels of emergency training and patient care. Students are introduced to training methods and begin simulated application of skills. Stresses good interpersonal relations and communications as well as the need for proper documentation and self-evaluation. Students are expected to perform certain basic physical skills pertaining to positioning and moving of the non-ambulatory patient.

EM 109 2 Credits**Emergency Victim Care Refresher Course**

U.S. Department of Transportation approved refresher course for students who have completed the basic Emergency Victim Care course. Meets the requirements for recertification of EMT-A's, according to Section 4731.86 of the Ohio Revised Code.

EM 110 7 Credits**EMT Paramedic I**

Begins the study of the Department of Transportation National Standards Curriculum. Includes the role of the paramedic, patient assessment, fluids and shock, general pharmacology and administration of epinephrine, respiratory, cardiovascular, central nervous system and soft tissue. Pertinent medical terminology and pharmacology is integrated with all modules. The laboratory component includes procedures necessary for the care of patients with selected conditions. The skills lab includes subcutaneous and intramuscular injections, venipuncture and intravenous therapy, EOA and endotracheal intubation, cardiac dysrhythmias, defibrillation and neurological examination. Prerequisites: EM 100, EM 119.

EM 111 1 Credit**EMT Clinical Experience II**

A continuation of EM 101. Practical experience in the hospital in a variety of patient care areas. Emphasizes cardiac and respiratory care and treatment of the acutely-ill patient. Prerequisite: See instructor.

EM 112 1 Credit**Emergency Services Communications Skills**

Provides training for emergency services personnel in handling specific communication needs. Includes the use of radio communication, verbal and written reports, interpersonal communication skills, interviewing methods and assessment techniques for a patient with any medical diagnosis. Emphasizes the recognition and care of emotionally disturbed patients. Prerequisites: EM 100, EM 101.

EM 113 1 Credit**EMT Field Experience I**

Practical vehicle-clinical observation and experience. Training includes assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor. Prerequisites: EM 100, EM 101, EM 103.

EM 114 1 Credit**EMT Field Experience II**

A continuation of EM 113. Practical vehicle-clinical observation and experience. Training includes assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor. Prerequisite: See instructor.

EM 115 1 Credit**EMT Field Experience III**

A continuation of EM 114. Practical vehicle-clinical observation and experience. Training includes assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor. Prerequisite: See instructor.

EM 116 1 Credit**Introduction to Aeromedical Evac**

A seminar course introducing setup of a landing zone, proper approach to the aircraft, loading and unloading patients and what procedures need to be done to the patient before aircraft arrival. Prerequisite: EM 100, EM 103.

EM 118 1 Credit**Advanced EMT-A Clinical**

Practical experience in the hospital in a variety of patient care areas. Emphasizes intravenous therapy, drawing blood and subcutaneous injections of epinephrine. Prerequisite: See instructor.

EM 119 4 Credits**Advanced EMT-Ambulance**

Begins the study of the Department of Transportation (DOT) National Standards Curriculum. Includes the study of pathophysiology, symptomatology and treatment of select medical/surgical conditions. Emphasizes transition from EMT to EMT-Advanced and includes patient body systems, patient assessment, recognition of acute medical emergencies and single or multiple traumas. Pertinent medical terminology is integrated with all modules. The laboratory component includes procedures necessary for the care of patients requiring invasive therapy techniques (venipuncture, blood samples) esophageal obturator airway, and/or use of MAST antishock trousers. Prerequisite: See instructor.

EM 120 1 Credit**EMT-Paramedic II**

Completes the objectives of the DOT National Standards Curriculum for EMT-Paramedics. Includes training in the areas of musculo-skeletal medical emergencies, obstetrics, pediatrics, emotionally disturbed patients, telemetry and communications and multi-trauma. Pertinent medical terminology and pharmacology are integrated with all modules. The laboratory component includes procedures necessary for the care of patients with selected conditions. The skills lab includes pediatric assessment, psychiatric assessment, urinary catheterization, cricothyrotomy, 12-lead EKG, advanced dysrhythmia recognition and treatment, radio communications and the integration of previously learned skills. Prerequisite: See instructor.

EM 121 1 Credit**EMT Clinical Experience III**

A continuation of EM 111 with increasing and broadening experience in the clinical areas needed by each student to complete the objectives of the DOT National Standards Curriculum for EMT-Paramedics. Commonly used clinical areas include coronary care units, intensive care units, emergency rooms, obstetrics, pediatrics, operating rooms and selected specialties. Field trips provide complete experience. Prerequisite: See instructor.

EM 122 1 Credit**Rescue Squad Experience**

Practical vehicle-clinical observation and experience. Training includes assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor. Clinical rotation provides diverse experience. Prerequisite: See instructor.

EM 123 2 Credits**Rappelling and Rope Techniques**

Familiarization with the principles of rappelling. Includes lab experience.

EM 124 1 Credit**Victim Rescue**

A comprehensive rescue course developed specifically for those individuals engaged in the rescue service. Provides supplemental information for those who have completed a U.S. Department of Transportation EMT-A training course to upgrade their knowledge and skill in rescue procedures. Prerequisites: EM 100 or equivalent, EM 101, EM 103.

EM 125 1 Credit**Rescue and Rappelling**

Familiarization with the principles of extrication and patient handling. Laboratory experience and simulation in using light rescue equipment appropriate for a variety of crisis situations. Includes transportation of the injured. Prerequisites: EM 100, EM 101.

EM 126 2 Credits**NASAR Fundamentals of Search/Rescue**

Designed and approved by the National Association of Search and Rescue (NASAR). Successful participants receive certificates from NASAR. Information and training for use by local search and rescue personnel in the search for persons lost, injured or killed while outdoors and for missing aircraft or watercraft. Includes two-way radio equipment, use of map and compass, the three types of searches, lost person questionnaires, necessary equipment/clothing, victim evacuation techniques and crime scene procedures. Participants are required to provide a 24-hour ready pack for use during the program.

EM 127 1 Credit**Basic Trauma Life Support (BTLS)**

A course for paramedics established by the American College of Emergency Physicians in the latest technology of rapid trauma assessment, treatment and transport. Prerequisites: EM 100, EM 119.

EM 130 7 Credits**EMT Conditions and Techniques III**

Completes the objectives of the DOT National Standards Curriculum for EMT-Paramedics. Includes training of the paramedic in the area of musculo-skeletal medical emergencies, obstetrics, pediatrics, emotionally disturbed patients, telemetry and communications and multi-trauma. Pertinent medical terminology and pharmacology are integrated with all modules. The laboratory component includes procedures necessary for the care of patients with selected conditions. The skills lab includes pediatric assessment, psychiatric assessment, urinary catheterization, cricothyrotomy, 12-lead EKG, advanced dysrhythmia recognition and treatment, radio communications and the integration of previously learned skills.

EM 131 1 Credit**EMT Clinical Experience IV**

Continuation of EMT Clinical Experience III with increasing and broadening experience in the clinical areas especially needed by each student to complete the objectives of the DOT National Standards Curriculum for EMT-Paramedics. Prerequisite: EM 121.

EM 200 3 Credits**Physical Assessment and Emergency Room Techniques**

Advanced paramedic diagnostic and management skills. Data collection and physical assessment techniques and development of organizational and management styles. Outside class experiences. Prerequisite: See instructor.

EM 201 3 Credits**Paramedic Supervision Practicum**

Provides an understanding of the EMS environment and responsibilities. Students are involved in a wide variety of supervised experiences where task performance and coping with problems related to an EMS service are emphasized. Special attention is given to leadership attitudes, morale, motivation and communication. Students participate in group dynamics, class projects, and discussions. Prerequisite: See instructor.

EM 202 1 Credit**Advanced Cardiac Life Support**

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. Taught by American Heart Association instructors and approved by the Central Ohio Heart Chapter. Prerequisite: See instructor.

EM 203 4 Credits**Emergency Rescue Operations**

Covers emergency rescue operations including the heavy rescue unit. Includes the use of special extrication tools and study and practice of rescue operations on water, highways and industrial locations.

EM 204 1 Credit**Introduction to Hazardous Materials**

Problems in handling chemical spills, leaks, derailments or transportation emergencies for public safety personnel. Students receive materials which will aid in the assessment of destructive potentials.

EM 211 1 Credit**Psychiatric Clinical Experience for EMT'S**

Clinical experience in a mental health unit involving the care and psycho-emotional support of the psychologically disturbed patient. Acute crisis intervention is stressed through role-playing situations.

EM 212 3 Credits**Search Techniques**

Reading of various types of maps used by emergency technicians including highway, city and rural road maps and topographic map reading. Practical experience with the ambulance in situational learning modules.

EM 213 4 Credits**Public Administration, Relations, Education**

Provides the emergency medical service and fire command officer with a better understanding of fire and EMS safety problems and accepted administrative methods. Management problems are approached from the point of view of the fire or EMS chief, fire command officer and the chief administrator.

Prerequisite: See instructor.

EM 214 1 Credit**Paramedic Externship I**

A period of directed practice consisting of practical paramedic clinical experiences in hospitals, clinics, and physicians' offices. Emphasizes physical assessment and emergency care procedures. Prerequisite: See instructor.

EM 215 1 Credit**Paramedic Externship II**

A period of directed practice consisting of practical paramedic clinical experiences in hospitals, clinics and physicians' offices. Emphasizes physical assessment and emergency care procedures. Prerequisite: EM 214.

EM 220 1 Credit**Seminar In Emergency Services**

Addresses the needs of the advancing paramedic through study and continuing education. Discussion of current trends and specific weekly topics related to EMS. Emphasizes community planning for disaster situations. Licensure, certification, and national registry status are reviewed. Prerequisite: See instructor.

EM 221 3 Credits**In-service Education Clinical Experience for EMT's.**

Experience in classroom and laboratory teaching and evaluation of EMT-Paramedic level skills. Emphasizes programmatic planning for in-service education. Includes an overview of teaching methods, learning styles, writing performance objectives, test construction and clinical performance evaluation techniques. Prerequisite: See instructor.

EM 222 1 Credit**Communications with the Deaf for Emergency Response Personnel**

Standardized signing techniques for communicating with the hearing impaired in emergency situations.

EM 223 3 Credits**NASAR Managing the Search Function**

This National Association for Search and Rescue, Managing the Search Function course was commissioned by the National Park Service. Includes an introduction to search manager job responsibilities, philosophy and concepts of effective search management, an example search mission, preplanning, search and rescue resources, planning data and searching data, first notice, investigation, interviewing, determining the search urgency, lost subject behavior, introduction to the theory of search probabilities, search strategy, establishing the probability of area, clue orientation, applying SAR resources, search tactics, the probability of detection, summary of search theory, call-out procedures, organization, base camp administration, briefing and debriefing, documentation, dealing with outside influences, rescue/recovery, suspending the mission, demobilization, post mission, SAR statistics, preventative SAR education and map problems/compass reading exercises.

EM 224 1 Credit**Computer Literacy for Emergency Response Personnel**

Microcomputer literacy for the beginning computer user. Emphasizes word processing.

EM 225 1 Credit**EMT-A National Registry**

The industry requirement for national EMT-A registration credentials. Required for NPS-51 certification (PARK EMT).

EM 226 1 Credit**Vertical Rope Rescue**

Examination of training exercises in rope rescue techniques. Covers rescue of persons injured and/or stranded on ledges, over cliffs, etc. Emphasizes teamwork, proper use, care and storage of equipment and safety procedures and practices. Z drags, high lines and tyrolean traverses for the raising and lowering of victims, equipment and the rescuer.

EM 227 4 Credits**Emergency Response to 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.

EM 228 4 Credits**Hazardous Materials Tactics and Skills**

Safe handling of fires and spills involving hazardous materials for emergency response personnel. Practical application of fire and spill tactics and skills.

EM 235 1 Credit**Conversational Spanish for Emergency Response Personnel**

Designed to aid emergency response personnel in communicating with Spanish speaking persons in emergency situations. Realistic, practical dialogues present selected situations encountered by emergency medical and law enforcement personnel.

EM 290 1-5 Credits**Special Topics in Emergency Medical Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

EM 291 1-5 Credits**Individual Study in Emergency Medical Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

EM 295 1 Credit**Cold Water Near-Drowning**

An introduction to cold water, medical aspects of hypothermia, hazards of getting to the victim, the rescue trailer and equipment. Workshops in cold water diving equipment and training, water safety for the surface rescuer, interviewing witnesses and victim care and handling. Approved by the Ohio Department of Natural Resources Division of Watercraft.

Engineering and Science**EGR 102 3 Credits PACE****Physics I**

An introduction to physics for the Engineering technologies. Covers 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.

EGR 103 3 Credits PACE**Physics II**

The second introductory physics course for Engineering technologies. Covers heat transfer, energy transformations, heat engines, air conditioning, wave motion and vibration, sound and hearing, light wave motion, mirrors and lenses, reflections, refraction, absorption and dispersion of light, diffraction and interference and optical instruments.

EGR 106 4 Credits**Introduction to Electricity**

Fundamentals of electricity and the function and operation of electrical test equipment. Includes multimeters, oscilloscopes, and AC and DC signal generators. The function of basic electrical components is studied and used in the analysis of AC and DC series and parallel circuits. Voltage, current, resistance and power are analyzed mathematically and through practical application in the laboratory. Prerequisites: MATH 201, MATH 202.

EGR 108 3 Credits**Manufacturing Process I**

An introduction to industrial materials and their properties and how these properties relate to product design.

EGR 109 3 Credits**Manufacturing Process II**

A continuation of Manufacturing Processes I. Includes non-ferrous materials, non-metallic materials, material selection, casting and deformation processing.

EGR 110 3 Credits**Manufacturing Process III**

A continuation of Manufacturing Processes II. Includes processes that reshape existing material in the solid state and assembly procedures.

EGR 113 3 Credits**Physical Science I**

A general science course for students with little science background. Physical measurement and the metric system, mechanics, properties of matter and simple machines.

EGR 115 3 Credits**Laboratory Safety**

Standard safety practices for use in the laboratory and industry. Requirements for the safe handling, storage and proper disposal procedures for chemical and hazardous materials. The legal aspects of OSHA and EPA requirements as they affect employees and employers.

EGR 201 3 Credits**Occupational Safety**

A study of Ohio safety codes and accepted safety practices and procedures pertaining to employees and employers. Worker's compensation, safety design, inspection, personal protective equipment, safety analysis and responsibility.

EGR 209 4 Credits**Digital Logic I**

A mathematical approach to the basic and applied fundamentals of logic theory. Number systems and logic gates unique to microcomputer operation. Emphasizes reduction of logic circuitry.

EGR 210 3 Credits**Control Systems I**

Basic theory and instrument function, measurement and response limitations, calibration of instruments and an analysis of industrial process instrumentation and operations. Pneumatic, hydraulic, electrical, electronic, electromechanical and other combinations of instruments are used. Prerequisites: MATH 201, MATH 202.

EGR 212 3 Credits**Industrial Supervision**

Working relationships among personnel involved in production areas of manufacturing, including qualifications and characteristics expected for various positions. Case studies provide examples of typical positions and responsibilities of persons in the industrial setting.

EGR 213 3 Credits**Control Systems II**

Digital and analog controllers: off/on, proportional, proportional-reset and proportional-reset-rate. Feedback control systems are studied along with methods for finding the actual value of parameters to be set on the controller for best control. Computer operations are studied (MS-DOS and BASIC) as applied to supervisory and direct digital control. Prerequisites: MATH 201, MATH 202, MATH 203.

EGR 214 3 Credits**Introduction to Robotics**

This lecture series introduces the field of robotics. Fundamentals, manufacturers, economics, applications and job opportunities.

Financial Management**FMGT 100 4 Credits****Principles of Bank Operations**

Fundamentals of bank functions.

FMGT 101 1 Credit**Introduction to Trust Functions**

Presents a complete picture of the services rendered by institutions in the business and provides an introduction to the services and duties involved in trust operations. Intended for all bankers, not just those engaged in the trust business. Emphasizes distinction between business and legal aspects of trust functions.

FMGT 102 3 Credits**Money and Banking**

Stresses the practical aspects of money and banking and the basic monetary theory needed by the banking student to apply knowledge acquired on the job. Emphasizes 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.

FMGT 103 1 Credit**Introduction to Calculators and Adding Machines**

An introduction to the basic use of the electronic calculator and the most commonly used adding machines.

FMGT 104 3 Credits**Marketing for Bankers**

Basic internal and external public relations and marketing for bankers.

FMGT 105 1 Credit**Product Knowledge:****The Key to Successful Selling**

A guide to the products and services offered by banks. Consumer products, corporate products and trust products.

FMGT 106 3 Credits**Installment Credit**

Techniques of installment lending. Emphasizes 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 include inventory financing, special loan programs, business development and advertising and the public relations aspect of installment lending.

FMGT 107 2 Credits**Financial Services**

Essential for the banker planning to profit from deregulation of the financial services industry. Includes bank structure and profitability; an indepth look at real estate, insurance, mutual funds; and securities markets and their participants.

FMGT 108 3 Credits**Bank Cards**

An overview of the bank card industry. The role of the bank card in the economy and the basic operational problems involved in the successful management of a bank card plan. Emphasizes interrelated nature of the various bank card functions.

FMGT 110 3 Credits**Credit Administration**

Directed at the executive level. Develops 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.

FMGT 112 3 Credits**Negotiable Instruments and Payment Mechanism**

Explores the relevant legal implications of normal activities and transactions in bank operations. An introduction to the Uniform Commercial Code, the legal framework of the United States Commercial Code, and the legal framework of federal and state statutes.

FMGT 114 1 Credit**Selling Bank Services**

Recognizing and meeting bank customer needs through checking accounts, savings services, loans to individuals, safe deposit, traveler's checks and cross-selling. Upon completion, participants 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.

FMGT 120 3 Credits**Investing and Money Dynamics**

Whether the objectives are retirement, funding a college education, tax reduction or financial independence, this course teaches participants how to build for the future based on personal financial goals and personal family circumstances. Includes financial tools such as insurance, mutual funds, common stock, bonds, annuities, savings accounts, trusts, and tax shelters.

FMGT 140 3 Credits**Principles of Finance**

The financial operations of small, medium and large size businesses and investors. Prerequisite: ACC 100.

FMGT 200 3 Credits**Bank Control and Audit**

Designed for the non-auditor, this course clearly explains the auditing function in banks. The role, duties and responsibilities of the auditor, reasons for bank controls and evaluating those controls in one's own bank.

FMGT 201 1 Credit**Assets/Liability Management**

The origins, necessity and operations of asset/liability management. Covers specific management techniques: the Experience Method, the Asset Allocation Method, the Liability Management Method and the Banker Method.

FMGT 202 3 Credits**Federal Reserve System**

Examines the operations and policies of the Federal Reserve System during critical periods over the last sixty years. International monetary affairs, the changing role of gold, economic developments, goals which affect the stability of the American economy and Federal Reserve efforts to adapt and influence the changing economic environment.

FMGT 203 3 Credits**Financial Planning for Bankers**

Introduces the financial planning process and its applications.

FMGT 204 3 Credits**Bank Investments**

Describes how primary reserves and loanable funds limit funds available for investment. Analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves and their random and cyclical fluctuations and 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.

FMGT 206 3 Credits**Home Mortgage Lending**

Home mortgage lending from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. Includes an overview of the mortgage market, the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing and the obligations of the mortgage loan officer in overall portfolio management are covered.

FMGT 208 3 Credits**Savings and Time Deposits in Banking**

Historical development of savings institutions and basic economic functions of the savings process. 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.

FMGT 210 3 Credits**Agriculture Finance**

A basic understanding of extending agriculture and agri-business loans.

FMGT 212 3 Credits**Federal Regulations of Banking**

An examination of the history of federal banking regulations, affects on industry today and future prospects.

FMGT 214 3 Credits**Management of Commercial Bank Funds**

Principles of funds management. Covers a broad range of bank situations and sizes and is designed to be useful to as many different bankers as possible.

FMGT 220 3 Credits**Law and Banking**

An introduction to basic rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title and secured transactions. Emphasizes the Uniform Commercial Code.

FMGT 222 3 Credits

Bank Management

Trends in the philosophy and practice of bank management. Provides new and experienced bankers with a working knowledge of bank management. Objectives, planning, structure, control and the interrelationship of various bank departments. Personnel management is not covered.

FMGT 225 3 Credits

Introduction to Commercial Lending

Basic concepts and principles of loans to businesses and other commercial operations.

FMGT 290 1-5 Credits

Special Topics in Financial Management

Exploration of a specific topic(s) by participants in a group with a structured format.

FMGT 291 1-5 Credits

Individual Study in Financial Management

Individual study or research. Topics are arranged with instructor permission on an individual basis.

Fire Science

FS 100 2 Credits

Basic Fire Fighting (36 Hours)

Provides a first phase of training in the fire fighting profession for individuals who will work under direct supervision. Use of tools and equipment, chemistry of fire, extinguishment and rescue techniques. Following successful completion of the course, students are eligible for Basic Fire Fighter Certification through the State Department of Education. This course meets National Fire Protection Association, Inc. (NFPA-1001) standards. Prerequisite: See instructor.

FS 101 3 Credits

Fire Prevention Techniques

Applicable state and federal fire codes, proper inspection procedures in taking notes and drawings, checking manual and automotive fire protection equipment, observing process and storage hazards and making recommendations to improve fire safety. Discussions include use of inspection tools, location and implementation of resource material and interaction with applicable enforcement agencies.

FS 110 5 Credits

Advanced Fire Fighting I (200-Hours)

Provides a second level of training in the fire fighting profession for individuals who will work under minimum direct supervision. Reviews basic skills learned in Basic Fire Fighting and introduces advanced skills in arson detection, investigation, hydrants, stand pipes, sprinkler systems and inspections. The course meets National Fire Protection Association, Inc. (NFPA-1001) standards. Prerequisite: FS 100.

FS 113 1-3 Credits

Hazardous Materials Incident Analysis

Case histories and hypothetical situations are used to train students. Since decision making is a mental process, emergency response personnel must be trained to think situations through in an orderly manner, which requires training to accurately assess the situation, determine priorities and make decisions for action. A fire training simulator reinforces the processes covered during the course.

FS 115 5 Credits

Advanced Fire Fighting II (200-Hours)

This course is the second half of the 200-hour second-level training in the fire fighting profession for individuals to work under minimum direct supervision. Reviews advanced skills in arson detection, investigation, hydrants, stand pipes, sprinkler systems and inspections. The course meets National Fire Protection Association, Inc. (NFPA-1001) standards. Prerequisite: See instructor.

FS 122 3 Credits**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, adjustments of insured losses and estimation of loss due to fire, smoke and water. Prerequisite: FS 110 or equivalent.

FS 131 1 Credit**Ice Rescue**

This Ohio Department of Natural Resources Division of Watercraft approved course teaches the techniques used in ice rescue. Includes, but is not limited to: judging ice strengths, learning how ice is formed, identifying different types of ice and the multiple factors which affect ice strength, the study of rescue techniques and hands-on training in the use of recommended equipment.

FS 220 1 Credit**Fire Brigade Training**

This course fulfills OSHA requirements specified in Title 29 Code of Federal Regulations and Ohio Trade and Industrial Education Services requirements for incipient and interior structural fire brigade members. Includes: introduction and course objectives, OSHA Subpart L Requirements, organization and operation of fire brigades, fire behavior, protective clothing and personal safety, introduction to fire extinguishers, introduction to fire hose practices, salvage and loss control theory and practice, hazardous materials and DOT labeling, fire extinguishing concepts, fire streams and water supply, handling Class D fires, introduction to Self-Contained Breathing Apparatus (SCBA), SCBA donning and doffing, hose and fire stream practices, using SCBA in heat and smoke, using fire extinguishers—large size fires, search and rescue techniques, fixed suppression systems, fire and hazard prevention and management loss, principles of ventilation, foam concepts and use, tactical fire concepts, flammable liquid fire evolutions, interior industrial structural fire fighting, pressurized gas fire concepts, pressurized gas fire evolutions and course review and evaluation.

FS 240 2 Credits**Industrial Fire Protection**

Organization and operation of an in-plant fire company. Purchase of supplies and equipment, special fire fighting tactics, training of personnel, and relationship to the municipal fire department.

FS 290 1-5 Credits**Special Topics in Fire/EMT Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

FS 291 1-5 Credits**Individual Study in Fire/EMT Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

FS 295 2 Credits**Fire Science Internship Seminar**

Discussion of job related concerns.

FS 298 6 Credits**Fire Science Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Forestry

FOR 110 3 Credits**Reforestation and Reclamation**

Reclamation and reforestation of coal mined lands. Historic and current state and federal reclamation laws, coal, geology and methods of mining. Reclamation practices and the establishment of grassland and woody vegetation. Reforestation modules involve methods of establishing trees and shrubs on vacant land. Nursery practices, planning, site preparation, planting concepts and assessment.

FOR 120 3 Credits**Photo Interpretation**

An introduction to the basic tools (maps and aerial photographs) which are used daily in the planning and management of natural resources.

FOR 123 4 Credits

Forest Measurements

Introduction of basic forest measurement techniques and instruments. Compiling measurement data.

FOR 124 3 Credits

Forest Ecology

Basic forest community relationships, synecology and autecology which can be applied to the technical aspects of forestry such as silviculture, mensuration, forest management and timber harvesting.

FOR 131 4 Credits

Forest Entomology and Pathology

A study of insects and diseases and their economic impact on forest, ornamental and street trees in the U.S. Stresses identification and potential control.

FOR 210 4 Credits

Forest Mensuration

Techniques and equipment used in determining quality, quantity, value and stocking of hardwood timber. Prerequisites: FOR 120, FOR 123.

FOR 211 3 Credits

Timber Harvesting

Familiarization with all phases and aspects of conventional hardwood logging operations. Safety, work procedures, care and maintenance of equipment and harvesting techniques and skills are stressed in the field. Lectures cover situations and problems related to hill country hardwood logging.

FOR 220 4 Credits

Applied Silviculture

Cultural techniques applied to growing, harvesting and regenerating forest crops in North America. Prerequisite: FOR 123.

FOR 222 3 Credits

Introduction to Forestry

An introduction to the field of forestry, starting with the role of the forest when North America was discovered up to and including forestry as it is practiced today.

FOR 230 4 Credits

Forest Management

Management of upland central hardwoods, forest regulation and site species relationships as applied to the operation of a forest property for the production of timber and associated products and as it relates to public needs. Prerequisites: FOR 120, FOR 123, FOR 210, FOR 220, MATH 172, MATH 173.

FOR 231 4 Credits

Forest Products Utilization

The utilization of products and services of the central hardwood region. Traditional and non-traditional markets and the economic factors involved in directing the flow of goods and services from the forest to final product. Emphasizes the conversion of hardwood sawlogs and pulpwood into finished goods while minimizing waste.

FOR 232 4 Credits

Lumber Grading Marketing

Emphasizes the understanding and use of the rules of the National Hardwood Lumber Association (NHLA). Topics include lumber tally and handling techniques, wood identification and up-grading of lumber (re-manufacturing). Not intended as a course for the training of competent lumber inspectors.

FOR 240 1 Credit

Forest Products Observation Experience

Observation of forest industries in high production areas of the U.S. Students visit a minimum of ten growth and production sites in the Northeastern U.S. and study forest management practices of large industrial land owners and producers. Actual time in direct contact with cultivation, production and manufacturing related to forest products will be over 50 hours. Additional time is required for transportation and meals. Students earn the right to participate in this course by working in tree planting for a minimum of 30 hours.

FOR 290 1-5 Credits

Special Topics in Forestry Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

FOR 291 1-5 Credits**Individual Study in Forestry Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

FOR 292 1-3 Credits**Field Experience in Forestry Technology**

Students may choose to register for course credit under the title of Field Experience. This experience is similar to an internship in that students are employed by a forestry agency not affiliated with HTC. Students must register with HTC and pay all appropriate tuition and fees for the credit hours desired. Students develop the program with their advisor, department coordinator and employing agency and begin the program only upon approval. Each case is individually reviewed and fees, schedules and course credit are granted accordingly. Students initiate the process by contacting their advisor or the advisor will contact the student when an employing agency requests a student to work as an intern.

General Studies**GEN 115 1-3 Credits****Career Strategies I**

A directive approach to the career tracking process. Designed to increase self-knowledge, interpersonal strengths and occupational awareness and synthesize career planning components into an effective career strategy for personal fulfillment.

GEN 116 3 Credits**Career Strategies II**

Designed to broaden an individual's market base through training in job seeking skills and by providing job information (availability, projections, etc.) via mechanized career information systems. Includes topics such as self-evaluation, promotion and advancement, power and success.

GS 100 1 Credit**Orientation to College Life**

Information about registration, HTC procedures and resources, the HTC and Nelsonville communities, living arrangements and managing personal finances.

GS 110 1 Credit**Applied Concepts of Employment**

An overview of and training for positions within the on-campus employment system. Aspects of employment related to professionalism, confidentiality, personal commitment to the job and performance evaluations. Applicable to any work situation.

GS 110A .5 Credit**Applied Concepts of Employment**

An overview of and training for positions within the on-campus employment system. Aspects of employment related to professionalism, confidentiality, personal commitment to the job and performance evaluations. Applicable to any work situation.

GS 110B .5 Credit**Applied Concepts of Employment for Tutors**

An overview of and training for positions within the on-campus employment system. Aspects of employment related to professionalism, confidentiality, personal commitment to the job, and performance evaluations. This section applies to student tutors only.

GS 115 1 Credit**Overview of Brain Dominance**

An introduction to brain dominance theory. Historical overview of brain dominance exploration by psychologists, educators and human resource development personnel. Includes taking the Herrmann Brain Dominance instrument and a personal interpretation of one's profile.

GS 118 1 Credit**Critical Issues**

Frank discussion of several timely issues that are of critical interest in the life of a citizen. Topics change each quarter.

GS 120 3 Credits**Orientation to American Life**

Specifically designed to meet the needs of new international students. Familiarization with college and community services, aspects of day-to-day American living and national and community activities and customs. Field trips and guest speakers.

GS 130 3 Credits
PASS: Personal Academic Success Strategies

Fine tuning the skills needed to succeed in college coursework. Concepts and techniques discussed in this course come from hundreds of students from various backgrounds and geographic areas. Because the concepts and techniques have already been proven effective by students themselves, students can experiment and choose the ones that work for them. Effective methods for becoming a master student are reviewed each week along with topics such as time management, note-taking, test anxiety, creativity, relationships, personal learning styles, learning resources and career development.

GS 250 1 Credit
Improving Test Performance

Practical and theoretical information on how to study effectively in college. Specifically designed to meet adult students' needs. Emphasizes sharing of academic concerns and effective study techniques. Students choose seven of the following topics for discussion: time management, test anxiety, studying for exams, strategies for taking exams, improving reading comprehension, reading a textbook effectively, taking notes, improving memory and effective listening.

GS 290 1-5 Credits
Special Topics in General Studies

Exploration of a specific topic(s) by participants in a group with a structured format.

GS 291 1-5 Credits
Individual Study in General Studies

Individual study or research. Topics are arranged with instructor permission on an individual basis.

GS 292 1 Credit
Community Service Project

Through participation in community service programs, students develop a broader social awareness and gain a wider understanding of the needs of the community.

Government
GOVT 142 3 Credits
Interaction with Government and Politics

An overview of the functions, structures, institutions, processes and products of the national government and their impact of these on the citizens. Emphasizes discussions in the classroom to the personal world and conceptualizing how government and politics function in the real world.

Health Careers
HC 100 3 Credits
The Human Organism

An introductory human anatomy course emphasizing the structural levels of the body from molecules to organ systems. Covers the organization of each body system. Includes terminology necessary for explanation of critical concepts—metabolism, homeostasis and inheritance. Basic cellular physiology and a brief unit on microorganisms. Laboratories enhance lectures.

HC 101 3 Credits
Medical Terminology I

Principles of building a basic medical vocabulary. Emphasizes prefixes, suffixes, root words and an overview of body systems using the terminology pertaining to them. Stresses spelling, usage and pronunciation.

HC 102 1 Credit
Health Promotion Elective

Health Promotion Electives are credit modules designed for health, public safety services and natural resources students. Students are exposed to knowledge, skills and attitudes related to health promotion and physical fitness for life. These concepts are important to personal wellness and client education.

HC 102A 1 Credit**Health Promotion Elective:****Danceaerobics**

Provides a fun exercise program of dance, jogging and floor exercises choreographed to popular music. Purpose is to strengthen and increase the efficiency of the cardiovascular system over an extended period of weeks. Includes discussion of basic topics in dance-aerobics and 12 danceaerobic routines. No prerequisite is required for the beginning class. However, previous experience in dance-aerobics or another aerobic exercise, such as jogging, racquetball, swimming, biking, jazzercise, etc., is necessary for the beginning/intermediate and intermediate classes.

HC 102B 1 Credit**Health Promotion Elective:****Healthy People**

A practical course in promoting one's own health and wellness. Includes an overview of the wellness lifestyle, planning for wellness, physical fitness, nutritional up-date, stress management and environmental health. Emphasizes individual strategies and goal-setting in working toward high-level wellness.

HC 102C 1 Credit**Health Promotion Elective:****Healthy Lifestyles**

A practical self-help course in promoting your own health and wellness. Includes time management, assertiveness, weight reduction and alcohol awareness. Emphasizes individual strategies and goal-setting in working toward high-level wellness.

HC 102D 1 Credit**Health Promotion Elective:****Weight Reduction**

A lifestyle course on how to lose and maintain body weight through a sensible program of nutrition and exercise. Topics include ideal body weight, caloric intake and output, goal-setting, myths about weight reduction, medical and behavioral assessment, planning to lose, exercise, problem solving, self-image, eating styles, food and the environment and maintenance. Participants are required to change a health habit related to weight control to enhance overall personal health.

HC 102E 1 Credit**Health Promotion Elective:****Physical Fitness for Life**

A program of regular physical fitness activities developing physical, mental, emotional and social benefits which contribute to well-being. Students learn the benefits of fitness, its components and various avenues to attaining life-long fitness. Each student selects activities and designs a personal fitness program to follow for the duration of the quarter. Topics include fitness pretest, benefits of fitness and taking the first step, components of fitness, aerobic vs. anaerobic activities, introduction to various fitness activities, using fitness to handle stress and post-test fitness assessment.

HC 102F 1 Credit**Health Promotion Elective:****Stress Management**

Recognizing stress, understanding its effects on the human mind and body and learning how to cope with and reduce stress. Each class consists of a lecture followed by a relaxation session. Topics include the psychophysiology of stress, stress and disease, the innerconscious levels of the mind, attitudes and health, the mind as a computer, practical applications of programming and a variety of stress reduction methods.

HC 102G 1 Credit**Health Promotion Elective:****Smoking Cessation**

Designed to help participants stop smoking by providing essential information and strategies needed to direct their own efforts at stopping. Reasons for smoking, approaches to quitting, physiological effects of smoking, second-hand smoke, withdrawal symptoms, relaxation exercises, causes of weight gain, low-calorie and nutritious snacking, alcohol in relationship to smoking cessation, benefits of quitting, avoiding pitfalls, starting a fitness program and time management. Prerequisites: Sincere desire, motivation and commitment to quit smoking.

HC 102H 1 Credit

Health Promotion Elective:

Tuning and Toning

A bi-weekly program of aerobic exercise and muscle strengthening done in a group setting. A half-hour will be spent stretching and toning muscles using the universal gym and/or calisthenic movements to music. The following half-hour will be spent in an individualized walk/jog program. Includes pre- and post-testing.

HC 102J 1 Credit

Health Promotion Elective:

Whole Foods Cooking

Lab practice in whole foods cooking based on the seven dietary guidelines for healthy Americans. These include increasing fiber and variety and decreasing salt, sugar, fat, alcohol and weight. Eight to ten meatless main dishes are prepared and eaten by the class. Emphasizes cooking with whole grains, legumes, vegetables and herbs to create wholesome, low calorie, inexpensive meals.

HC 102K 1 Credit

Health Promotion Elective:

Strength Training

A weekly strength training program using free and/or universal equipment. Designed to improve technique, muscle strength and muscle endurance.

HC 102L 1 Credit

Health Promotion Elective:

Lite Aerobics

An aerobic muscle strengthening and flexibility workout for those who prefer simple repetitive low impact movements. Emphasizes glide movements with one foot on the floor at all times. Routines are designed for those who have been inactive, are overweight, are at risk for cardiovascular disease, have a minor disability or feel they lack good coordination.

HC 102M 1 Credit

Health Promotion Elective:

Aqua Aerobics

A beginning aerobic swimming program for improving cardiovascular health and assisting with weight control. Involves simple rhythmic movements in the water. Participants need not be able to swim.

HC 102N 1 Credit

Health Promotion Elective:

Weight Control

A lifestyle course to assist in maintenance of ideal body weight through a sensible program of nutrition and exercise. Topics include ideal body weight, body fat composition and somatotyping, exercise, salt, fat, fiber, sugar, healthy snacking and eating out.

HC 102P 1 Credit

Health Promotion Elective:

Weight Management

A lifestyle course for persons interested in losing and maintaining ideal body weight. Diet assessment, osteoporosis, fast foods, cooking tips, altering recipes, convincing the troops, vitamins, minerals, new research coping with cravings, PMS.

HC 103 1 Credit

Cardiopulmonary Resuscitation

A practical course for lay persons in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. Card issued upon completion.

HC 105 1 Credit

Defensive Driving

Part of the National Safety Council's improvement program. Topics include preventing accidents, defensive driving techniques, avoiding collisions with vehicles, the art of passing and being passed and the "mystery crash."

HC 106 1 Credit

Cardiopulmonary Resuscitation for the Professional Rescuer

A practical course for health professionals in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. Card issued upon completion.

HC 107 1 Credit**First Aid for the Professional Rescuer**

Knowledge and skills needed for the emergency care of the injured until other medical personnel arrive. Emphasizes the prevention of accidents through the elimination of their causes. Includes two-rescuer cardiopulmonary resuscitation. Prerequisite: HC 106.

HC 110 3 Credits**Anatomy and Physiology I**

A study of the reproductive, endocrine, circulatory, excretory and respiratory systems with emphasis on their normal physiology. An introduction to embryology and fetal development precedes coverage of the fetal circulatory system. Laboratory includes demonstration of physiological principles, dissection of appropriate specimens and microscopic examination of tissues. Prerequisite: HC 100.

HC 111 3 Credits**Medical Terminology II**

A continuation of Medical Terminology I with advanced terms and an in-depth view of body systems. Includes chapters on cancer medicine, radiology and nuclear medicine, pharmacology and psychiatry. Emphasizes logical and rational comprehension of terms rather than rote memorization of isolated words. Prerequisite: HC 101.

HC 113 4 Credits**Health and Wellness**

Factors affecting health and wellness. Stress management, physical fitness, nutritional up-date, sexuality, drugs and alcohol and relationships.

HC 114 1 Credit**Standard First Aid**

Prepares students to meet the needs of most situations when emergency first aid care is needed and medical assistance is not excessively delayed. Increases knowledge of personal safety and accident prevention.

HC 118 3 Credits**Adaptive Fitness**

Organization of fitness activities for special-needs individuals: children, arthritics, post-heart attack patients, pregnant women, patients with back problems, men, elders and the obese.

HC 120 3 Credits**Anatomy and Physiology II**

A study of the nervous, special sensory, integumentary, skeleto-muscular, articular and digestive systems with emphasis on their normal physiology. Laboratory experience in the use of the microscope, dissection exercises and physiological experimentation. Prerequisite: HC 100.

HC 121 3 Credits**Medical Transcription**

An introduction to transcribing medical reports from cassette transcribers. Emphasizes spelling, punctuation, grammar and proofreading. Patient histories, physical examinations, progress notes, discharge summaries, x-ray reports and letters are transcribed by students. Prerequisites: HC 101, HC 111, SEC 100.

HC 130 2 Credits**Basic Pathology**

An introduction to disease with emphasis on genetic defects, congenital abnormalities, trauma, infection and neoplasia. Designed to improve comprehension of mechanisms underlying the evolution of disease. Prerequisites: HC 100, HC 110, HC 120.

HC 131 1 Credit**Fluids and Electrolytes**

Basic life needs of the cell with introductory concepts in biological chemistry and pathophysiology. Emphasizes maintenance of homeostasis through fluid, electrolyte and acid/base balance. Prerequisites: HC 100, HC 110, HC 120.

HC 140 3 Credits**Technical Aspects of Anatomy and Physiology**

Reviews the anatomy and physiology of each body system. Fluids and electrolytes are covered emphasizing application to clinical situations. Basics of pathology are included in preparation for pathophysiology. Prerequisite: Enrichment.

HC 141 5 Credits

Fitness Testing and Exercise Prescription

Study and practice of standard procedures of cardiovascular sub-maximal stress testing, blood analysis, flexibility, body fat composition, muscle strength, pulmonary function, vital signs and muscle endurance testing. Principles of designing an individualized exercise prescription for various normal and special needs groups. Injury prevention and treatment, basic exercise physiology and aerobic training guidelines.

HC 142 5 Credits

Health Teaching and Behavior Change

Teaching health promotion topics to an adult audience and assisting individuals with positive behavior change. Student assessment, writing behavioral objectives, teaching methods, media prep, health promotion resources, evaluation and behavior change.

HC 143 5 Credits

Health Promotion Programming

Current research and programs in strength training, exercise equipment, weight control, smoking cessation and employee assistance. Students assess, plan, implement and evaluate a model work-site health promotion program for a sample business or industry and design/outfit a model fitness center.

HC 145 5-6 Credits

Pharmacology

A comprehensive pharmacology course for second-year or graduate Nursing and Health Careers students. LPN's may enroll for six credits and obtain laboratory experience in order to meet NAPNES certification requirements.

HC 146 1 Credit

Fitness Leadership

Designed for students who plan to teach dance exercise. Guidelines on administration, instructor responsibilities, methods of instruction, anatomy and physiology, fitness factors, injury prevention, sports nutrition, safe use of light hand weights and CPR review.

HC 148 3 Credits

Exercise Physiology

An introduction to the physiology of exercise. Energy metabolism; principles of aerobic, strength and flexibility conditioning; neuromuscular physiology; cardiorespiratory physiology; methods of training and environmental considerations.

HC 149 2 Credits

Stress and Stress Management

Stress and its far-reaching implications and relationship to illness. Alternatives in handling stress.

HC 150 1 Credit

Fitness Class Instruction

Designed for students who plan to teach dance exercise. Guidelines on class administration, instructor responsibilities, instruction methods, anatomy and physiology, fitness factors, injury prevention, sports nutrition and safe use of light hand weights.

HC 152 3 Credits

Health Operations Management

Successful operation of health and fitness facilities from a management perspective. Current and future trends in the fitness club industry, environmental design, liability issues, program development, public relations, equipment purchasing, servicing members and staffing needs.

HC 155 4 Credits

Sports Nutrition

Six classes of essential nutrients and the need for each by the physically active individual in various environments. Body composition, ergogenic aids and tailoring a training diet to the individual athlete's needs.

HC 200 3 Credits

Pathophysiology

A study of the mechanisms of disease. Integrated, systemic and pathological patterns are analyzed. Emphasizes fluids, electrolytes, acid/base balance and the cardiovascular and respiratory systems. Prerequisites: HC 131, HC 130 or HC 140.

HC 202 3 Credits**Community Health**

Organizational aspects of community health including health professionals, public health agencies and other aspects of health delivery. 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.

HC 203 1 Credit**Cardiopulmonary Resuscitation Instructor**

Instructor course in cardiopulmonary resuscitation leading to instructor certification through the American Heart Association or American Red Cross. Basic instructional techniques, background information on heart attacks and rationale for application of CPR. Instructors certify through mannequin performance, student teaching and satisfactory scores on a national standards test.

HC 204 1 Credit**Standard First Aid Multi-Media Instructor**

Prepares students to instruct the American Red Cross Standard First Aid Multi-Media course. Includes an introduction to the American Red Cross and instructional processes. Students must have a current American Red Cross Multi-Media Certificate.

HC 220 3 Credits**Personnel Supervision**

An overview of the functions and techniques of personnel management for health career students. External and internal organizational factors influencing personnel activities, employee selection, employee assimilation, employee compensation and environmental factors.

HC 246 3 Credits**Health Trends and Issues**

A study of prevalent trends and issues in the health field and their effects on health disciplines.

HC 247 4 Credits**Microbiology**

An introduction to microbiology. Emphasizes how microorganisms live in the world around us and man's relationship to them. Systematically covers bacteriology, immunology, mycology, viruses and parasites as related to medical and environmental factors. Laboratory experience.

HC 248 2 Credits**Hospital Safety**

A study of safety practices and procedures for employees in hospitals and nursing homes.

HC 249 3 Credits**Activities Therapy**

A 36-hour program designed to train personnel in planning and conducting activities for nursing home residents. Stresses the importance of each resident's situation when planning activities through documentation of interests and personal needs. Emphasizes a treatment-oriented approach.

HC 290 1-5 Credits**Special Topics in Health Careers Technologies**

Exploration of a specific topic(s) by participants in a group with a structured format.

HC 291 1-5 Credits**Individual Study in Health Careers Technologies**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

HC 295 1 Credit**Fitness Leader Seminar**

Discussion of job-related problems and assistance with Practicum. Concurrent with HC 296.

HC 296 1 Credit**Fitness Leader Practicum**

Placement in a variety of fitness programs for practical learning experience. Students meet weekly in class to share and discuss experiences emphasizing the relationship of theory and practice. Concurrent with HC 295.

HC 298 6 Credits

Health Careers Internship

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Hotel/Restaurant

HOTR 120 2 Credits

Introduction to Hospitality Industry

Basic workings of a hotel, motel and restaurant with a survey of other hospitality facilities. Organization, management processes and functions.

HOTR 135 3 Credits

Quantity Food Management

An overview of institutional food service. Management organization, menu planning, material control, personnel methods, equipment and facilities in institutional settings. Employment potential in colleges, state institutions, hospitals and large industrial catering corporations are considered.

HOTR 140 2 Credits

Accounting for Hospitality Services

Application of practical accounting techniques to the hospitality service industry. Emphasizes the needs of management and the application of accounting concepts and techniques to managerial decision making. Front office procedures, food and beverage control and useful hotel-restaurant statistics are surveyed. Prerequisite: ACC 100.

HOTR 145 3 Credits

Food and Beverage Steward

Basic purchasing principles, control systems and purchasing procedures for specific products. Establishing standards and specifications for each item used. Establishing a system that minimizes effort and maximizes control of theft and losses from other sources. Establishing the amount of each item that should be on hand (par stock). Identifying who will do the buying and keep the food purchasing system in motion.

HOTR 170 2 Credits

Marketing Small Properties

Familiarization with marketing concepts and techniques, banquet and convention organization and sales, fundamentals of marketing discipline, lodging trends, performance data, review of state-of-the-art hospitality marketing and research. Banquet menus, facilities, types and styles of service, set-up arrangements for different functions, training of employees and schedules.

HOTR 209 2 Credits

Fast Food Operations

An introduction to the fast food industry. Methods, philosophy and management practices in the fastest growing restaurant field.

HOTR 210 5 Credits

Fast Food Lab Experience I

Students may enroll in this lab or Hotel Restaurant Lab Experience V. All phases of fast food operations are covered through hands-on experience in a fast food operation. Students are assigned a work station and are evaluated by the immediate supervisor, owner/manager and instructor.

HOTR 211 10 Credits

Hotel Restaurant Lab 10A

All phases of hotel and restaurant operations are covered through hands-on experience at the Quality Inn Hocking Valley, which supplements lecture materials. Students are assigned a work station and rotate periodically. This lab is scheduled seven days per week, evenings and holidays, and includes the annual Paul Bunyan Show.

HOTR 212 10 Credits

Hotel Restaurant Lab 10B

See HOTR 211.

HOTR 213 10 Credits

Hotel Restaurant Lab 10C

See HOTR 211.

HOTR 214 5 Credits**Hotel Restaurant Lab 12A**

Experience in a supervisory role at the Quality Inn Hocking Valley. Duties rotate periodically so that students gain supervisory experience in all phases of hotel and restaurant operations. This lab is scheduled seven days per week, evenings and holidays, and includes the annual Paul Bunyan Show.

HOTR 215 12 Credits**Hotel Restaurant Lab 12B**

Those students capable of supervising assume supervision of first-year Hotel-Restaurant students at the Quality Inn Hocking Valley or at selected off-campus facilities. Students rotate periodically so that they may gain supervisory experience in all phases of hotel and restaurant operation. Students not meeting the supervisor qualifications are assigned a work station and rotate periodically. This lab is scheduled seven days per week, evenings and holidays, and includes the annual Paul Bunyan Show.

HOTR 216 12 Credits**Hotel Restaurant Lab 12C**

See HOTR 215.

HOTR 217 15 Credits**Hotel Restaurant Lab 15A**

See HOTR 214.

HOTR 218 15 Credits**Hotel Restaurant Lab 15B**

See HOTR 215.

HOTR 219 15 Credits**Hotel Restaurant Lab 15C**

See HOTR 215.

HOTR 220 7 Credits**Hotel Restaurant Lab 7A**

Front-of-the-house operations are covered through hands-on experience at the Quality Inn Hocking Valley, which supplements lecture material. Students are assigned a work station and rotate periodically. This lab is scheduled seven days per week, evenings and holidays, and includes the annual Paul Bunyan Show.

HOTR 221 7 Credits**Hotel Restaurant Lab 7B**

See HOTR 220.

HOTR 222 7 Credits**Hotel Restaurant Lab 7C**

See HOTR 220.

HOTR 223 5 Credits**Hotel Restaurant Lab 5A**

See HOTR 211.

HOTR 224 5 Credits**Hotel Restaurant Lab 5B**

See HOTR 211.

HOTR 225 5 Credits**Hotel Restaurant Lab 5C**

See HOTR 211.

HOTR 241 3 Credits PACE**Front Desk Procedures**

Introductory procedures relating specifically to front office operations. Registration and cashier activities are covered in-depth.

HOTR 242 2 Credits PACE**Supervisory Housekeeping**

An introduction to the quality of a hotel's most important product—the guest room. Also covers administration related to satisfying guest needs.

HOTR 243 2 Credits**Hotel and Restaurant Law**

Areas of law that significantly impact day-to-day operations in the hospitality industry.

HOTR 244 2 Credits**Audits and Controls for Lodging Establishments**

Principles of managerial and basic marketing management concepts. Covers the management of personnel and routine managerial duties.

HOTR 252 2 Credits**Hospitality Personnel Management**

Helping restaurant employees function more efficiently through improved personnel training, service and production. The models for various management tools provided are aimed at increasing operations, volume and net profits. Students also have an opportunity to supervise other students and employees of the Quality Inn Hocking Valley.

HOTR 253 2 Credits
Interior Decoration for Lodging Establishments

An introduction to successful design of restaurant interiors. Covers whether or not to choose a professional designer, approaching a remodeling job, selecting a restaurant theme, correcting structural defects and using color effectively.

HOTR 260 2 Credits
Merchandising and Sales

Basic principles for seeking sources of business that appeal to a selected market through preparation of advertising media. Emphasizes organization of the sales and service effect and the development of sales strategies.

HOTR 263 2 Credits
Hotel and Restaurant Maintenance

Covers the analysis of maintenance and engineering data and the influence of governmental agencies. Stresses the importance of a management team effort and the importance of energy management and reporting the energy savings results. Heating, refrigeration, ventilation, air conditioning, electricity and water systems management are discussed. Course includes the review of various items of kitchen and catering equipment, preventive maintenance on all hospitality and restaurant equipment.

HOTR 290 1-5 Credits
Special Topics in Hotel/Restaurant Management Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

HOTR 291 1-5 Credits
Individual Study in Hotel/Restaurant Management Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

HOTR 292 1-4 Credits
Hotel/Restaurant Management Field Experience

On-the-job training in a hotel/restaurant facility through special arrangements with an instructor.

HOTR 298 6 Credits
Hotel/Restaurant Internship

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Hotel/Restaurant/Culinary Arts
HRCA 100 1 Credit
Customer Service Orientation

The human personality and the importance of courtesy and hospitality. Includes telephone etiquette and guest relations at the front desk in various types of hotels and motels. Stresses the importance of a dining room atmosphere and food service etiquette, as well as practical applications for handling complaints.

HRCA 101 3 Credits
Mixology and Bar Management

Basic understanding of how to mix drinks. Surveys basic drinks and other spirits and includes management principles. Emphasizes cost control and purchasing.

HRCA 102 2 Credits
Wines, Spirits and Beers

Preparation and service of mixed drinks, beers, wines and spirits as related to Ohio laws and regulations of alcohol control. Covers purchasing, receiving, storing, issuing, bar setup, portion and quality control.

HRCA 110 2 Credits
Safety and Sanitation

Introductory principles and procedures of sanitation and safety in the food service industry. Students develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by National Institute of Food Industry and the Ohio Department of Health.

HRCA 111 3 Credits
Stocks, Sauces and Soups

Preparation of various foods utilized in commercial kitchens: stocks, soups, sauces, vegetables and farinaceous products.

HRCA 112 3 Credits**Salads, Sandwiches and Eggs**

An introduction to the pantry and breakfast cookery. Topics include salads, salad dressings, sandwiches and breakfast preparations. Prerequisite: HRCA 111.

HRCA 113 3 Credits**A La Carte Cookery**

Fundamentals of meat, poultry and seafood cookery. Preparation of various entrees cooked to order. Special attention is given to accompaniments, garnishing, plate appearance and time management. Prerequisites: HRCA 111, HRCA 112.

HRCA 114 3 Credits**Food Management**

An overview of food service management. Management organization, menu planning, material control, recipes and costing, personnel methods, equipment and facilities, food production methods and an introduction to basic baking and desserts.

HRCA 115 3 Credits**Breads and Baking Basics**

Basic baking principles. Bakery products, tools and equipment, weights and measures and the baking process. Students prepare a variety of yeast dough products and quick breads. The role of the pastry chef and bake shop management is reviewed.

HRCA 116 2 Credits**Hospitality Menu Planning**

Intensive study in 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. Students produce workable menus.

HRCA 117 3 Credits**Hospitality Supervision**

Principles of good personnel management for the hospitality industry.

HRCA 120 1 Credit**Hospitality Security Seminar**

Hospitality internal controls and reports. Techniques and methods used in the operation of a hotel/motel or restaurant/kitchen.

HRCA 145 3 Credits**Food Product Identification and Purchasing**

A comprehensive study of the identification and utilization of various food products used in commercial cooking. Purchasing, receiving, storing and issuing products is reviewed.

HRCA 222 2 Credits**Executive Food Purchasing**

A comprehensive study of purchasing, storing, issuing and inventorying of food with food cost controls and reporting procedures. Labor cost and other controls are reviewed to minimize cost of operations.

HRCA 223 2 Credits**Food, Beverage, Labor Cost Control**

Minimizing cost factors in relation to food, beverage and labor. A comprehensive study of purchasing, storing, issuing, inventory controls, security, labor scheduling, monitoring and reporting procedures. Other controls are also reviewed.

HRCA 224 2 Credits**Lounge and Beverage Management**

An introduction to bar and beverage management. Planning, equipping, staffing, operating and marketing a facility. Students learn how beverages are made, purchased, controlled and mixed into different kinds of drinks. Emphasizes the profitable enterprise as an ongoing concern. Music, entertainment, lighting and a review of Ohio laws, service and food is discussed.

HRCA 225 2 Credits**Food and Beverage Cost Controls**

Basic principles of food and beverage management. Descriptions and explanations of systems that can control food and beverage costs in hotels, restaurants and related businesses. Study and discussion of what happens to the goods at each stage of processing: purchasing, receiving, storing, production and selling. Techniques for controlling food and beverage costs are discussed and practice sets are completed.

HRCA 226 2 Credits**Apple Hospitality Applications**

Basic Apple computer applications used in the hospitality industry.

HRCA 227 2 Credits

IBM Hospitality Applications

IBM computer applications used in the hospitality industry in the areas of inventory, accounting, business correspondence and spreadsheets.

HRCA 229 1 Credit

Distinguished Guest Speakers

National leaders serve as guest speakers on hospitality careers, current and future trends.

HRCA 230 3 Credits PACE

Food and Beverage Services

Principles of quality service that ensure high employee morale and low employee turnover, as well as an atmosphere of hospitality and graciousness enjoyed by guests, employees and management. Topics include dining room service, buffet and banquet service, table side cookery, wines, spirits and beers. Ohio laws and regulations of alcohol control are reviewed.

HRCA 231 1 Credit

Serving Alcohol With Care

Principles and techniques of serving spirits, monitoring guests, proper use of methods and procedures in serving alcohol with care and rules and regulations in Ohio. Upon successful completion, a certificate from the American Hotel and Motel Association will be issued.

HRCA 235 1 Credit

Hospitality Placement

Resume writing, selection and placement techniques in the hospitality industry. Job search research and available resources.

HRCA 240 1 Credit

Festival Catering Production

Special challenges in preparing food for large-volume festival food service.

HRCA 241 1 Credit

Festival Catering Management

Planning in work groups prior to the Paul Bunyan Show. Organizing check lists, log of activities and critique of catering the show upon completion in relation to fast food principles and techniques. Methods, philosophy and management practices.

HRCA 250 1 Credit

Bed and Breakfast Operations

A specialized course in the development, management and marketing of bed and breakfast properties. Site selection, facility planning, small-scale food and beverage services and profit management.

HRCA 290 1-5 Credits

Special Topics in Hotel-Restaurant Management Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

Language

LANG 051 3 Credits

Fundamentals of English Language

Reinforcement of existing English language skills and additional work in speaking and listening while emphasizing grammar, vocabulary, reading and writing.

LANG 120 3 Credits

Beginning Spanish

Designed for Travel and Tourism students with little or no background in Spanish. Students learn basic language patterns in order to give and receive information in different contexts. Lessons are organized to reflect the needs of travel professionals.

LANG 121 3 Credits

Intermediate Spanish

Reinforces and extends skills gained in LANG 120 with additional work in vocabulary, intonation and the convention of the Spanish language. Although primary emphasis is on oral/aural skills, rudimentary writing and reading materials tailored to the needs of Travel and Tourism students are introduced. Prerequisite: LANG 120.

Materials

MATL 100 2 Credits

Materials Fundamentals

Structure and properties of materials. Topics include basic atomic, molecular, crystalline and amorphous structures for ceramics, metals and polymers. Methods of evaluating structures and properties of materials are demonstrated in the laboratory.

MATL 102 3 Credits

Metals I

Basic principles of metallurgy as applied to metals. Effects of plastic deformation, recrystallization and grain growth on metals. The iron-iron carbide equilibrium diagram is studied to relate heat treating and alloying effects to produce specific properties. In the laboratory, students learn to perform various heat treatments and evaluate the results on the properties of iron or steel. Prerequisite: MATL 100.

MATL 103 3 Credits

Polymers I

Thermoplastics and thermosetting polymers and methods used in manufacturing the major resins in the industry. Properties and analysis of resins, rubbers, glasses, crystalline polymers and fibers. Prerequisite: MATL 100.

MATL 110 3 Credits

Metals II

A continuation of the MATL 102 covering nonferrous metals and alloys. Processing and properties of aluminum, copper, lead, magnesium, nickel, tin, titanium, precious metals and their alloys. In the laboratory, students learn to evaluate properties of alloys that result from specific processes. Prerequisites: MATL 100, MATL 102.

MATL 111 3 Credits

Polymers II

Fabrication of thermoplastic and thermoset resins, molding (injection, blow, compression and transfer processes; plastisol, reinforced plastics and foam) processes, casting, thermoforming, coating, fabrication, welding and gluing. Includes tooling and mold-making for these processes. Prerequisites: MATL 100, MATL 103.

MATL 200 3 Credits

Microscopy Analysis of Materials

Methods and techniques for analysis of materials with the optical and electron microscopes. Includes selection of the sample, handling and preparation for observation with optical and electronic microscopes. Sample preparation skills and analytical procedures are practiced in the laboratory. Prerequisites: CER 103, MATL 110, MATL 111.

MATL 201 3 Credits

Thermal Processing

Fundamentals of combustion and methods of heat transfer in the materials industry. The three basic modes of transfer (conduction, convection and radiation) are applied to combustion systems and other heat sources used in material processing systems. Prerequisite: EGR 103.

MATL 205 3 Credits

Composite Compositions

Composite materials and the processing to obtain the design properties. Compatibility of materials and production processes are evaluated for technical and economic feasibility. Prerequisites: CER 103, MATL 110, MATL 111.

MATL 210 3 Credits

Material Processing Systems

Processing requirements for traditional and composite materials. Advanced processes for economic achievement of improved properties. Topics include heat, pressure, atmosphere and chemical requirements to produce composite materials. Experimental processes are run in the laboratory. Prerequisites: EGR 103, MATL 201.

Math

MATH 060 3 Credits

Fundamentals of Math

Development of basic mathematical skills. Addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Introduction and manipulation of percentages and practice with word problems. Does not apply toward graduation requirements.

MATH 172 3 Credits PACE**Introduction to Technical Math**

First course in the basic math sequence. Arithmetic review, basic geometry, conversions and certain basic algebraic concepts.

MATH 173 4 Credits PACE**Intermediate Technical Math**

Second course in the basic math sequence. Geometry applications, interpolation, non-right angle trigonometry, basic statistics and statistical graphing. Prerequisite: MATH 172.

MATH 200 1 Credit PACE**Trigonometry**

Basic concepts of trigonometry. Solving right triangles with applications, solving non-right triangles with applications and working with vectors.

MATH 201 3 Credits PACE**Algebra IA**

General review of arithmetic and emphasis on both long-hand and calculator computations, units conversions, approximate numbers and significant digits, basic operations on signed numbers and an introduction to algebra.

MATH 202 3 Credits PACE**Algebra IB**

Solving simple equations and literal equations, word problems, introduction to geometry, basic operations on monomials and polynomials and factoring of polynomials. Prerequisite: MATH 201.

MATH 203 3 Credits PACE**Algebra IIA**

Basic operations on algebraic fractions; rules of exponents, roots and radicals; solving quadratic equations by factoring and by the quadratic formula; basic work with logarithms. Prerequisites: MATH 201, MATH 202.

MATH 204 3 Credits PACE**Algebra IIB**

General graphing and functions, solving systems of linear equations by various methods and additional topics in geometry. Prerequisites: MATH 201, MATH 202, MATH 203.

MATH 205 3 Credits**Introduction to Calculus**

Basic concepts of differential equations. Limits, differentiation using limits, differentiation using rules, rates of change, maximum and minimum applications and implied differentiation and related rates. Prerequisites: MATH 201, MATH 202, MATH 203, MATH 204.

Medical Assistant**MA 100 4 Credits****Basic Clinical Assisting Procedures**

An introduction to the theory and techniques required by the medical assistant to perform fundamental clinical assisting procedures in the family practice medical office. Emphasizes procedures employed in the general patient examination including medical asepsis, vital signs, positioning and draping, measuring height and weight, obtaining patient symptoms, charting in the medical record, completing the health history, patient preparation for and assisting with the physical examination, distance and near visual acuity testing, color vision testing, eye and ear instillations and irrigations and obtaining throat, sputum, wound and stool specimens for laboratory analysis. Clinical procedures included in this course are practiced and evaluated in the laboratory setting.

MA 102 2 Credits**Medical Office Procedures I**

Introduces some of the administrative or office duties of a medical assistant in a physician's office. Includes answering, screening and placing telephone calls; using telephone directories, the six-button key set (telephone), answering services and the telephone log; scheduling patient appointments and hospital admissions; using appointment reference sheets, handling incoming mail and sending mail and form letters; addressing envelopes; greeting patients and other visitors to the office; handling patient information brochures; purchasing equipment and supplies, paying invoices, inventory control, storing supplies and drugs and equipment maintenance; establishing priorities for work and office procedures manual.

MA 110 3 Credits**Family Practice Clinical Assisting Procedures**

A presentation of the theory and techniques required by the medical assistant to perform intermediate level clinical procedures in the family practice medical office. Emphasizes procedures employed in tissue healing and surgical asepsis including the application of heat and cold, bandaging, assisting with cast application and removal, crutch walking, sterilization and disinfection, surgery and urinalysis. Clinical procedures included in this course are practiced and evaluated in a laboratory setting.

MA 112 3 Credits**Medical Law, Confidentiality and Ethics**

A presentation of the principles of medical ethics and law in the medical office setting. Through the use of project sheets and reference material, students analyze medical office situations to determine the ethical and legal status of each. Course content includes a history of medicine; the Medical Practice Acts; the physician-patient relationship; confidentiality; implied, verbal, and written consent; professional liability; reports required by law; creating and terminating contracts; malpractice and maintaining professionalism in the medical office.

MA 113 3 Credits**Nutrition for Medical Assistants**

An introduction to the science of nutrition. Designed to prepare medical assistants in the application of nutritional concepts to patient care. Emphasizes the function, food sources and dietary deficiencies of the following nutrients: carbohydrates, fats, protein, vitamins, minerals and water. Includes the process of digestion; menu planning for childhood and adolescence, the elderly and the pregnant patient; food poisoning, food preservation and additives; dental care; modified diet therapy for diabetes mellitus and cardiovascular and gastrointestinal disorders. Students apply nutritional guidelines to personal dietary intake.

MA 120 4 Credits**Obstetric, Gynecologic, Pediatric Clinical Assisting Procedures**

A presentation of the theory and techniques required by the medical assistant to perform gynecologic, obstetric and pediatric procedures in the medical office. Emphasizes gynecologic, obstetric and pediatric examining room techniques including the menstrual cycle, the gynecologic examination*, instructing the patient in methods of birth control*, signs and symptoms of pregnancy, physiologic changes occurring during pregnancy, the prenatal examination*, problems of pregnancy, growth and development of the embryo and fetus, labor and delivery, care of the newborn and the pediatric examination*. Related clinical procedures (indicated by an asterisk*) are practiced and evaluated in a laboratory setting. Prerequisites: MA 100, MA 110, instructor permission.

MA 122 2 Credits**Medical Office Procedures II**

Continues the presentation and practice of the administrative duties and behavior of a medical assistant in a physician's office. Includes filing systems, procedures, equipment and supplies; retention schedules, patient records (acquaintance forms, histories and physicals, laboratory and x-ray reports); initiating and updating records; types of health insurance coverage; insurance terminology; handling insurance claims; coding for professional services; provisions of Blue Cross, Blue Shield, Medicare, Medicaid, CHAMPUS and Workers' Compensation; and typing insurance forms. Prerequisites: SEC 100, instructor permission.

MA 200 5 Credits**Advanced Clinical Assisting Procedures**

Theory and techniques required by the medical assistant to perform advanced clinical procedures in the family practice medical office. Emphasizes procedures employed in administering patient therapy and diagnostic testing including administration of medications, performing venipuncture (vacuum tube method), running an electrocardiogram, administering ultrasound treatments, assisting with sigmoidoscopy and patient preparation and positioning for x-rays. Clinical procedures included in this course are practiced and evaluated in a laboratory setting. Prerequisites: MA 100, MA 110, MA 120.

MA 201 12 Credits**Medical Assistant Externship**

A directed practicum in a medical office, clinic or comprehensive health care facility providing students with direct patient contact, the opportunity to apply clinical and administrative theory to practical situations, to give students the opportunity to perform clinical and administrative procedures in a medical office, to help students gain insight into their role in the health care team and to prepare a qualified and competent medical assisting graduate. Students spend two days each week in a general practice or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included for the discussion of the externship experience.

MA 202 4 Credits**Pharmacology for Medical Assistants**

A presentation of the principles of pharmacology relating to the medical office. Emphasizes correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. The use, action, side effects, implications, contraindications and route of administration of drugs commonly administered, dispensed and prescribed in the medical office including antihistamines, immunizing agents, antibiotics, cardiovascular drugs, digestive drugs and drugs affecting the urinary, nervous and respiratory systems. Students gain experience researching drugs through the completion of pharmacology worksheets.

MA 203 2 Credits**Medical Assistant Externship I**

A directed practicum in a medical office, clinic or comprehensive health care facility. Students spend two days each week in a general practice or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included for discussion of the externship experience. Prerequisites: HC 100, HC 111, MA 102, MA 112, MA 120, MA 122, NT 104, SEC 101.

MA 204 2 Credits**Medical Assistant Externship II**

A continuation of MA 203.

MA 205 2 Credits**Medical Assistant Externship III**

A continuation of MA 204.

MA 220 5 Credits**Medical Laboratory Procedures**

Theory and techniques required by the medical assistant to perform laboratory tests in the family practice medical office. Emphasizes patient preparation for laboratory tests, the completion of laboratory forms, collection of specimens for testing in the medical office and for transport to an outside laboratory, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Includes venipuncture (syringe method), obtaining a capillary blood specimen, blood banking, hematologic blood tests (hematocrit, differential white blood count, white blood count, hemoglobin), blood chemistry tests, PKU test, microbiologic tests (gram-staining, culture and sensitivity, rapid strep testing, mono screening), complete urinalysis pregnancy testing and the hemocult test. Clinical procedures included in this course are practiced and evaluated in a laboratory setting.

MA 222 3 Credits**Financial Records and Reports**

Covers the handling of financial and business records in a physician's office. Methods of billing, extending credit, installment payments, collection methods and problems, laws pertaining to credit and collection, banking terminology and services, checking accounts, accounting systems, daily service records, combined cash journal, patients' and general ledgers, disbursement records, petty cash records, financial statements, payroll taxes and deductions, tax returns, employee's earning records and payroll registers.

MA 223 3 Credits**Computer Applications in Medical Assisting**

Application of the microcomputer in medical office management procedures using commercial programs. Emphasizes the use of manuals and hands-on experience. Includes the use of the microcomputer in word processing, posting transactions, billing, appointments, insurance forms and generating daily and monthly status reports. A laboratory session is included for practice with the program systems. Prerequisite: MICS 101.

MA 239 2 Credits**Principles and Techniques of Electrocardiography**

Includes principles involved in patient preparation and the running, care and maintenance of the EKG.

MA 290 1-5 Credits**Special Topics in Medical Assisting**

Exploration of a specific topic(s) by participants in a group with a structured format.

MA 291 1-5 Credits**Individual Study in Medical Assisting**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

Medical Record**MR 100 3 Credits****Medical Records and Health Agency Orientation**

An introduction to the medical record field and to health care facilities and their organization. Orientation to health care facilities, introduction to the medical record and medical staff and accrediting, approving, licensing and certifying agencies.

MR 110 3 Credits**Health Records and Procedures I**

An introduction to medical/health record management. Describes the development, analysis and use of the medical record; numbering and filing systems; microfilming; indexes and registers; admitting procedures; records for long-term care and other health facilities; the problem-oriented medical record and concurrent review. Prerequisite: MR 100.

MR 112 3 Credits**Medical Records and the Law**

Legal, ethical and regulatory requirements affecting the control, use, retrieval and release of health information. Includes an introduction to the American legal system; hospital and professional staff liability; the medical record as a legal document; consents, privacy and confidentiality of health information and legislative issues.

MR 120 3 Credits**Basic Coding Elements**

An introduction to classifying diseases and operations. Includes the differences between nomenclatures and classifications, basic ICD-9-CM and abstracting/indexing. Prerequisites: HC 100, HC 101, HC 110, HC 111, HC 120, MR 110.

MR 121 3 Credits**Health Records and Procedures II**

A continuation of MR 110. Filing, numbering, quantitative and qualitative analysis. Includes an introduction to nomenclature and classification systems used in health care facilities and the abstracting/indexing process. Prerequisites: MR 100, MR 110.

MR 200 3 Credits**Health Statistics**

A study of health statistics and reports. Topics include an introduction to health statistics, vital and other health statistics, hospital statistics, presentation of data and interpretation of computer reports. Prerequisites: MATH 172, MR 100, MR 110.

MR 201 2 Credits**Medical Record Directed Practice I**

Includes practical experience in admitting, hospital and medical record department functions, release of information, coding and abstracting, analysis of concurrent and discharge charts and medical transcription. Prerequisite: See instructor.

MR 202 3 Credits

Computer Applications in Medical Records

An introduction to history and basic concepts of automatic data processing including computer systems, data collection, storage, retrieval and the general application of these concepts in a health care facility. Prerequisites: MICS 100, MICS 200, MR 100, MR 110, MR 121, SEC 100, SEC 180.

MR 203 3 Credits

Applied Concepts of Coding

Second in a series of two coding courses. Expands on MR 120 and emphasizes sequence of codes and choosing principal diagnosis and procedure by using the medical record. Covers the relationship of disease and classification systems, disease and procedure indices, physician profiles and case mix classification systems. Students assign codes using Current Physician Terminology (CPT-4). Prerequisites: HC 100, HC 101, HC 110, HC 111, MR 110, MR 120, MR 121.

MR 211 2 Credits

Medical Record Directed Practice II

Includes practical experience covered in MR 201 and in quality assurance and utilization review and statistics. Prerequisite: See instructor.

MR 212 3 Credits

Medical Record Quality Control

An overview of methods of quality control in health care facilities. Emphasizes quality assurance, utilization review and risk management. Prerequisites: HC 111, MR 100, MR 110, MR 112, MR 120, MR 121, MR 201.

MR 215 2 Credits

Interpreting Diagnostic Data

Clinical significance of laboratory tests, organ imaging, graphic studies, invasive diagnostic tests and pharmacology. Students use this data to improve coding accuracy and terminology skills. Prerequisites: HC 120, HC 130, MR 112, MR 120, MR 200, MR 202, MR 212.

MR 220 3 Credits

Planning for Health Information Services

Techniques used in planning, organizing, controlling and directing a medical record department. Information management skills necessary to supervise and/or maintain a medical record department in a health care facility. Prerequisites: MR 110, MR 120, MR 121, MR 200, MR 201, MR 202, MR 203, MR 212.

MR 221 2 Credits

Medical Record Directed Practice III

Includes practical experience in MR 201 and MR 211, plus management, long-term care and tumor registry. Prerequisites: HC 220, MR 200, MR 202, MR 203, MR 211, MR 212.

MR 230 3 Credits

Medical Transcription Simulation

Additional medical transcription experience in the laboratory setting for increased accuracy and speed.

MR 290 1-5 Credits

Special Topics in Medical Record Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

MR 291 1-5 Credits

Individual Study in Medical Record Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

MR 295 3 Credits

Medical Record Seminar

Review of material covered throughout the medical record program in preparation for the Accredited Record Technician Exam. A mock exam simulates AMRA's national exam. Prerequisites: HC 220, MR 100, MR 112, MR 200, MR 202, MR 203, MR 212.

Microcomputer

MICS 100 3 Credits

Microcomputer Software Packages

An introduction to microcomputers and software. Hands-on operation of many software packages including word processing, business planning and finance, accounting and education applications.

MICS 100A 1 Credit**Microcomputer Software Package:****LOTUS 1-2-3**

Basic spreadsheet programming using LOTUS 1-2-3 software. Other forecasting possibilities are surveyed.

MICS 100B 1 Credit**Microcomputer Software Package:****DBASE IV**

A beginning course in database management using DBASE IV software. Includes establishing files and records integration with LOTUS 1-2-3 and Wordstar.

MICS 100C 1 Credit**Microcomputer Software Package:****Wordstar, Mailmerge, Spellstar**

Basic word processing capabilities with mail list functions and spelling enhancement.

MICS 101 1 Credit**Computer Literacy**

An introduction to basic programming techniques using micro-processors. Hands-on experience in the use of the BASIC programming language.

MICS 110 3 Credits**Microcomputer Operation and Programming**

Study and use of a microcomputer operating system. System commands and utility programs are discussed and illustrated through practical applications.

MICS 112 1 Credit**Introduction to DOS**

An introduction to the disk operating system on the IBM-PC. Students learn to use the internal and external operating system commands; how to create, manage and manipulate files and how to back-up and restore valuable data files.

MICS 175 3 Credits**Introduction to Machine Language**

An introduction to Apple machine language programming. The system monitor is discussed and students write programs to enter, examine and execute machine language programs. An assembler is used to write various lab assignments.

MICS 200 3 Credits**Apple Software Packages**

An introduction to microcomputers and software packages. Hands-on operation of several software packages including word processing, spreadsheet and database.

MICS 200A 1 Credit**Apple Software Packages:****Word Processing**

Introduces the word processing component of the integrated software package Appleworks. Students learn how to create, arrange, customize and maintain documents. Advanced topics such as Mailmerge and cut and paste techniques are illustrated using documents created by students.

MICS 200B 1 Credit**Apple Software Packages:****Database**

Introduces the database component of the integrated software package Appleworks. Students learn what a database is, how to design a data base and how to produce various styles of reports from the data base. Advanced topics include making structural changes to an existing data base, advanced record selection and advanced report writing.

MICS 200C 1 Credit**Apple Software Packages:****Spreadsheet**

Introduces the spreadsheet component of the integrated software package, Appleworks. Students learn to create and manipulate an electronic spreadsheet. Advanced topics include IF statement commands and table look-up functions.

MICS 220 3 Credits**Word Processing Using Wordstar**

Wordstar is a full-featured, flexible word processing software package for the IBM-PC. Wordstar includes several programs to make word processing easier, such as Mail List, PC-Outline, Spell Checker, Advanced Page Review and other enhancements. Students complete numerous lab assignments and are tested on the major functions of this software package.

Natural Resources

NR 110 3 Credits

Introduction to Natural Resources

An introduction to current world situations regarding natural resource supply, use, competition and conservation.

NR 111 3 Credits

Dendrology

The identification of trees indigenous to Ohio. Students identify trees through the use of dichotomous keys, site characteristics and physical appearance.

NR 113 1 Credit

How to Get Government Jobs

This seminar provides specific information to prospective government employees concerning how to accurately and completely fill out the U.S. government employee application, standard form 171 with related forms and National Park Service seasonal employment application, form 10-139, with related forms. Also covers proven basic principles for filling out various state and metropolitan park employment applications with related forms.

NR 114 3 Credits

Horsemanship I: Beginning Riding

Basics of proper horse care and horsemanship. Emphasizes how to safely handle the horse and how to properly feed, groom, saddle and bridle the working trail horse. Riding instruction focuses on proper mounting and safe riding skills in a trail situation.

NR 115 3 Credits

Basic Horseshoeing

Skills necessary to replace a lost shoe on the back country trail. Lectures cover basic horse leg anatomy, horseshoes, nails and lameness problems. Laboratory practice in shaping horseshoes cold and shoeing horses.

NR 116 3 Credits

Horse Packing and Tack Repair

Basic skills in packing horses and mules and basic repair of harness and tack.

NR 117 2 Credits

Horse Program Management

An introduction to the management of horse programs. Operation of breeding and training programs and management of recreational riding facilities.

NR 118 3 Credits

Training of Trail Horses

Methods used to train trail and pack horses. Students start with young, green horses and cover everything from halter breaking to round pen training. Students teach horses how to load into trailers, how to accept bits and saddles and how to perform as mountain trail horses.

NR 120 3 Credits

Botany

A lecture and laboratory course covering basic aspects of the plant kingdom: botanical history, taxonomy, mitosis, meiosis, anatomy, cytology and physiology.

NR 121 3 Credits

Zoology

A survey of the entire animal kingdom, with emphasis on taxonomy, morphology and systems in the various phyla of animals, including man.

NR 123 3 Credits

Surveying

An introduction to basic plane surveying procedures and applications for distance, direction and elevation measurements. The use and care of surveying instruments including the transit, hand level and engineer's level. History, basic applied mathematics, units of measurement and the public land survey system.

NR 125 3 Credits

Forest Soils

The development, interpretation and mapping of forest soils. Field work covers techniques in analyzing both the physical and chemical properties of soil. Includes problem soils and the impact of forestry practices on soil conditions.

NR 126 1 Credit

Wood Safety

Wood safety and associated organizations and regulations.

NR 130 1 Credit**Photography Survival Skills**

Introduction to photographic techniques. Includes use of camera settings, photo composition, use of filters, available and artificial light and various accessories. Also includes techniques for creative effects.

NR 131 3 Credits**Environmental Chemistry**

Inorganic, organic and environmental aspects of fundamental chemical principles.

NR 134 3 Credits**Horsemanship II: Intermediate Riding**

Further development in confidence and skills needed to handle and care for the working trail horse. Prerequisites: Successful completion of NR 114 Horsemanship I or passing of a competency test for the performance standards of Horsemanship I.

NR 135 3 Credits**Horsemanship III: Advanced Trail Riding**

Practice in the full complement of skills needed to handle and ride the working back country trail horse. Lab hours are spent polishing riding skills needed to safely handle the horse in the most difficult trail situations in this region. All major aspects of handling trail horses are covered including loading, hauling and caring for horses during transport. Prerequisites: Successful completion of NR 134 Horsemanship II or passing of a competency test for the performance standards of Horsemanship II.

NR 150 2 Credits**Wildfire Control for Recreational Areas (S-130/S-190)**

This session includes the Basic Firefighter S-130 course and the Introduction to Fire Behavior S-190 course developed by the National Wildfire Coordinating Group. The successful participant is eligible for the National Interagency Fire Qualifications System Red Card. Course S-130 offers the required training for all fire line workers. Visual aids are used to present the basic skills required by new wildfire fighters: fire organization, use of safety equipment, size-up, line construction, use and maintenance of tools and basic woodmen skills. Course S-190 is a prerequisite for all wildfire fighters. Lesson plans, training exercises, and visual aids simplify the presentation of the environmental factors which affect fire behavior.

NR 215 1 Credit**Vehicle Operation for Natural Resource Officers**

Knowledge, skills and attitudes that promote optimum and efficient use of patrol vehicles in recreational areas. Emphasizes defensive driving and the ability to avoid accidents regardless of road and weather conditions. The skid control portion covers principles and dynamics of vehicle weight change in skid conditions. Additionally, several low-speed, high-stress practical exercises will be conducted. Stresses use of emergency vehicles and the potential liability which may be incurred through negligent operation of patrol vehicles. Terminal performance objectives are established by the U.S. Department of the Interior.

NR 216 4 Credits**Advanced Packing and Wilderness Skills**

A unique elective involving nine days of intensive training functioning as a wilderness trail maintenance crew for the U.S. Forest Service. Students transport their horses and pack mules to a western wilderness area and spend six days packing into the wilderness where they practice all of the skills required of wilderness rangers. The course is designed as a cooperative practicum with the National Park Service and the U.S. Forest Service.

NR 222 2-5 Credits
Reclamation

Currently accepted and prescribed techniques of land reclamation. Regulations, pre-reclamation planning, measuring impacted areas, water management and re-vegetation. Field work with actual reclamation projects.

NR 223 3 Credits
Campus Park Management

Daily operational practices of on-site and recreational areas. Students are exposed to practical park management opportunities. Planning, budgeting, staffing, assessments and analogies are covered and are applied to an on-going program. Prerequisites: EGR 201, REC 110, REC 120, REC 130.

NR 225 1 Credit
Natural Resources Administration

An introduction to the institutional dimensions of recreation and park management. 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.

NR 226 3 Credits
Production Analysis

Time study and cost analysis techniques in timber harvesting.

NR 230 3 Credits
Projects Wild and Learning Tree

A four-day program designed specifically for educators including youth leaders, camp staffs, elementary and secondary teachers and college students preparing to work with young people or in natural resources conservation. Project Wild and Project Learning Tree, both nationally recognized educational programs, are the major emphasis. Participants receive manuals containing over 140 activities that are useful in the classroom or in the out-of-doors and have proven adaptable and useful in both rural and urban settings. A night hike is included so that participants can appreciate the wildlife and forest at night.

NR 240 2 Credits
Entomology

Taxonomy and ecology of the common insect orders and families including collection, preservation and display, exploration of insect environments, life histories, population dynamics and impacts on human culture. Insect collection and display are required.

NR 241 1 Credit
Ohio Birds of Prey

The life histories of Ohio raptors. Identification, habitat, typical prey, general breeding biology, aging and sexing techniques, basic census methods and the distribution of selected species. Lab work includes an auditory census of owls and field identification of local raptors using field marks, silhouettes, flight patterns or pellet analysis.

NR 242 2 Credits
National Parks Law, Philosophy and Policy

An overview of the organization and functions of the various federal law enforcement agencies with specific focus on law enforcement in the National Park Service. Applicable sections of Title 36 of the Code of Federal Regulations are examined. Emphasizes NPS authority, jurisdiction, philosophy, objectives, policy and guidelines. Basic radio communications procedures used by the National Park Service.

NR 243 1 Credit
Law Problems: Recognition

Basic identification, logical locations, types of concealment and safety measures for handling bombs and explosives. Basic skills in the use of chemical agents relative to law enforcement along with first aid and required reporting procedures. Basic orientation to dangerous drug classification, drug abuse symptoms and identification. Provides suggested practices to reduce the opportunity for criminal behavior.

NR 244 1 Credit
Vehicular Accident Investigation and Report Procedures

Tools, techniques and uniform terminology used by the traffic accident investigator. Develops skill in measuring, drawing and recording the scene in both vehicle accidents and crime scenes. Students prepare reports based on simulated incidents.

NR 245 1 Credit**Public Relations for Natural Resources Officers**

Proper courtroom demeanor and testifying techniques. The importance of a positive public image for uniformed law officers, the need for maintaining a high ethical code, interpersonal contacts and the responsibility, moral obligation, and legal authority in dealing with the public. Includes effective questioning techniques and legal concepts and limitations protecting rights of the citizen. Promotes a general understanding of problem youth and how to handle them.

NR 247 2 Credits**Defensive Tactics**

Defenses against knives, clubs and other weapons. Tactics include kicks, punches, grabs, various control techniques, hand-cuffing procedures and body searching.

NR 249 3 Credits**Western Game Animals**

The life history, habitats and distribution of western North American game birds and mammals. A few non-game mammals are included to represent that segment of the western fauna.

NR 250 3 Credits**Backpacking and Survival**

Backpacking techniques including the selection of equipment, hiking skills, selection of food, cooking skills, camping techniques, wilderness travel and wilderness emergencies. Includes training in survival skills such as fire building, shelter construction, finding water and food, and the construction of survival kits and tools. Survival skills are practiced on a backpacking trip.

NR 251 3 Credits**Ecology and Management of Waterfowl**

Basic information on the habitat requirements, management techniques, ranges and migration patterns, management history and problems, diseases and identification of the waterfowl resources of North America.

NR 252 2 Credits**Herpetology**

An introduction to reptiles and amphibians, with emphasis on Ohio species. Techniques of capturing, handling and maintaining all species in captivity. Ecology, behavior and evolution of the major groups.

NR 254 1 Credit**Nature Drawing**

Pertains to the field of illustration. Several basic techniques are presented with emphasis on pen and ink. A number of completed plates are required, which are critiqued and graded on a one-to-one basis with the student.

NR 256 2 Credits**Forest Pesticides**

Lectures cover the role of pesticides in our economy and in our environment. Lab hours cover the safe and practical use of pesticides in the cultural forestry operation.

NR 257 1 Credit**Night Field Biology**

An outdoor field course introducing animals often heard, but seldom seen at night. Frogs, toads, salamanders, night birds and aquatic insect life are some examples. Students are introduced to spring wildflowers and wild foods. This is a general introduction to Ohio's night life designed for the general public as well as interested students. This course is not based on classification, but on meeting the plants and animals in their environment.

NR 258 3 Credits**Winter Camping and Survival**

Necessary skills for enjoying winter camping, recognizing survival situations and necessary skills for overcoming problems and surviving. Includes information on clothing, equipment, survival kits and the psychology of survival.

NR 259 3 Credits**Outdoor Programs**

Development and preparation of interpretive programs using environmental and outdoor educational activities that are successful on formal school sites and non-formal learning centers including nature centers, parks and camps.

NR 260 2 Credits
Basic Taxidermy

Basic techniques of skinning and mounting birds, fish and mammals. Taxidermy log books, taxidermy supply order forms and understanding and applying the different techniques in body measurements.

NR 261 2 Credits
Advanced Taxidermy

Emphasizes big game heads. Methods of tanning capes, use of liquid tan and dry preservatives, painting, habitats and exhibit construction. Students should have had training prior to this class. Prerequisite: NR 260.

NR 262 2 Credits
Sailing in Protected Waters

An introduction to theory of sailing, nomenclature, nautical terms and the rules of the road. Emphasizes practical, on-the-water (in the Bahamas) exercises covering rigging, sailing, man overboard and capsizing rescue techniques. Students live aboard and crew sail boats specifically designed for Bahamian region waters. Exploration of islands, both uninhabited and inhabited, and observation of environmental and social conditions are an integral part of this course.

NR 263 1 Credit
Marine Ecology

An on-site field study of Andros Island, Bahamas. 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; covers an examination of the physical setting, biological growth, food pyramid, food web and an examination of the interdependence of different organisms; and involves identification of man's relationship with the coral reef and examines the degree of stability and fragility of the reef, identifying both natural and man-made threats to the reef.

NR 264 3 Credits
Recreation Programming

Techniques used in planning leisure time activities for the general public. Basic skills in responding to human needs, recognizing physical capabilities and limitations of individuals or groups and identifying appropriate activities for special populations.

NR 265 1 Credit
Basic Elements of Archery

Proper use of archery equipment: parts of a bow and arrow, use of archery accessories, difficult shooting techniques and safety procedures required during competition.

NR 266 1 Credit
Advanced Archery

Designed for the bowhunting archer. Emphasizes bowhunting techniques and includes the National Bowhunter Educational Program and field experience. Safety cards are issued after successful completion. Prerequisites: NR 265, NR 267.

NR 267 1 Credit
Intermediate Archery

Fine-tuning and shooting techniques of the modern compound bow and application to a teaching situation. Emphasizes self-analysis and peer evaluation through direct observation and video. Teaching basic fundamentals of archery to children and adults using the Anderson Method is covered in detail while the above evaluation is occurring. Also includes learning the forms of archery currently enjoyed by the recreating public, such as field archery, range archery, archery golf and indoor archery. Prerequisite: NR 265.

NR 268 2 Credits
Sailing Inland Waters

A beginner's course in the theory of sailing, nomenclature, nautical terms and the rules of the road. Practical exercises at an inland lake cover rigging, sailing, man overboard and capsizing rescue techniques. The single masted training craft used in this course are 12-16 feet in length and are designed for recreational sailing on inland waters.

NR 269 3 Credits**Constitutional Law for Natural Resources Officers**

Constitutional law, which provides the basis for the procedural laws of arrest, search and seizure, is the major area of study. The various examples of resource/visitor protection authority and the statute foundation for that authority are examined. Major Supreme Court decisions, as well as recent court decisions in each area, are examined to determine the rationale behind procedural restrictions and the attendant responsibilities.

NR 270 1 Credit**Land Navigation**

Skills required to successfully navigate, from point to point, on the earth's surface. Includes lab instruction and guided field practice. Latitude and longitude, contours and topographic map symbols, north indicators and distance scales, azimuths and back azimuths on maps and in the field, establishing and maintaining a course of travel, using triangulation to determine position, and traveling between several predetermined points.

NR 280 3 Credits**Defensive Weapons Training for Natural Resources Officers**

Indepth examination of the .38 Special/.357 Magnum service revolver and familiarization with the 12 gauge law enforcement shotgun. Includes range practice for the development of the psycho-motor skills necessary for safe and effective operation of those weapon systems. Stresses sight alignment and trigger management. Practical testing areas include the Practical Pistol Course, the Reduced Light Qualification Course, and the Shotgun Qualification Course, as developed by the Federal Law Enforcement Training Center. Emphasizes the judgment essential to determining morally and legally correct deadly force decisions. The course is instructed promoting the Defensive Weapons Policy as contained in NPS-9.

NR 285 2 Credits**Intermediate Shotgun**

Review of and/or introduction to basic concepts and testing areas as contained in the National Ranger Training Institute's Seasonal Officer Training Program and in the Ohio Peace Officer Training Council's Peace Officer Basic Training Program. Also covers intermediate shotgun techniques to improve proficiency and understanding of the capabilities and limitations of the shotgun in domestic law enforcement situations. Stresses use of the defensive handgun in conjunction with the shotgun along with live fire scenarios involving the participant as an individual and in concert with a partner. Prerequisite: NR 280 or PSCI 216.

NR 290 1-5 Credits**Special Topics in Natural Resources**

Exploration of a specific topic(s) by participants in a group with a structured format.

NR 295 1 Credit**Natural Resources Practicum Seminar**

Discussion of practicum experiences. Emphasizes public relations and natural resources. Concurrent with NR 296.

NR 296 1 Credit**Natural Resources Practicum**

Application of learned concepts and practices in a work situation. Includes on-the-job training. Students become familiar with the cooperating agency and perform duties outlined by the cooperating agency and the College. These duties are appropriate to both the student's chosen field of study and to the agency's daily routine and overall mission. Concurrent with NR 295.

NR 298 6 Credits**Natural Resources Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Nursing**NT 100 3 Credits****Nursing Fundamentals/Gerontology**

Includes an introduction to the principles and practice of basic nursing techniques, gerontology and basic patient assessment. The lab component is correlated with the theory. Concurrent with NT 101. Prerequisite: Admission to Level I, Quarter I of the Nursing program.

NT 101 4 Credits**Nursing Clinical Experience I: Fundamentals/Gerontology**

An opportunity to use principles of gerontology, nursing fundamentals, basic patient assessment, nursing techniques and related courses to provide care for geriatric patients and patients with selected medical/surgical conditions. Prerequisite: Admission to Level I of the Nursing program.

NT 102 1 Credit**Nursing Dynamics I**

A student-faculty seminar covering concepts related to communication skills and attitudes essential to the nurse-patient relationship. Students explore the spiritual and psychosocial dynamics of illness, loss, institutionalization and the grieving process. Prerequisite: Admission to Level I of the Nursing program.

NT 103 1 Credit PACE**Nutrition: Nutrients**

Covers normal nutrition, its role in the maintenance of health and the needs of adults. Examines the functions and food sources of nutrients, caloric needs and cultural food patterns.

NT 104 1 Credit PACE**Pharmacology Math**

This one credit hour pharmacology module provides Health Careers students with the computational skills necessary to safely administer medications (oral, parenteral, intravenous). Includes temperature conversions.

NT 105 1 Credit**Basic Charting Skills/Nurses**

Emphasizes the importance of correct charting and provides instruction and practice in charting in an effective, legal and descriptive manner. Prerequisite: Enrollment in clinicals.

NT 110 3 Credits**Nursing Fundamentals/Obstetrics**

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. Lab component is correlated with the theory. Prerequisites: Admission to Level I of the Nursing program, HC 100, NT 100, NT 101, NT 102, NT 103, NT 104.

NT 111 4 Credits**Nursing Clinical Experience II: Fundamentals/Obstetrics**

An opportunity for students 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. Prerequisites: Admission to Level I of the Nursing program, HC 100, NT 100, NT 101, NT 102, NT 103, NT 104.

NT 112 1 Credit**Nursing Dynamics II**

Student-faculty seminar focusing on interpersonal relationships, communication (verbal and non-verbal) and mental health. Students also investigate areas of special interest within the field of nursing. Prerequisites: Admission to Level I of the Nursing program, NT 102.

NT 113 1 Credit PACE**Nutrition: Lifespan**

Nutrition needs during specific periods within the lifespan: pregnancy, infancy, childhood, teens and the geriatric years. Also includes discussions on digestion, absorption and metabolism, food allergies and inborn errors of metabolism. Prerequisite: NT 103.

NT 114 1 Credit**Pharmacology:****Introduction and Administration**

An introduction to pharmacological terminology, sources of information about drugs, legal regulations concerning drugs, drug classifications and the nursing responsibilities related to the administration of drugs. Prerequisites: Admission to Level I of the Nursing program, NT 100, NT 101, NT 104.

NT 120 3 Credits**Medical/Surgical Nursing of the Adult**

Common medical/surgical conditions of adults, and principles and practice of related nursing techniques. Includes modules on cardiovascular, hematological, endocrine, respiratory, gastrointestinal, renal, genitourinary and dermatological disorders. Laboratory component is correlated with the theory. Prerequisites: Admission to Level I of the Nursing program, HC 106, HC 110, NT 110, NT 111, NT 112, NT 113, NT 114.

NT 121 4 Credits**Nursing Clinical Experience III:****Medical/Surgical Nursing of the Adult**

Supervised clinical experience in medical/surgical areas. Includes observation experiences in CCU and surgery. All experience correlates with Medical/Surgical Nursing of the Adult. Prerequisites: Admission to Level I of the Nursing program, HC 103, HC 106, HC 110, NT 110, NT 111, NT 112, NT 113, NT 114.

NT 122 1 Credit**Nursing Dynamics III**

Student-faculty seminar focusing on concepts related to interpersonal relationships, communications (verbal and non-verbal) and mental health. Students also investigate areas of special interest within the field of nursing. Prerequisites: Admission to Level I of the Nursing program, HC 103, HC 110, NT 100, NT 101, NT 102, NT 103, NT 104.

NT 123 1 Credit PACE**Nutrition: Diet Therapy I**

Routine hospital diets and diet modifications involving disorders of the various systems of the body. Prerequisites: NT 103, NT 113.

NT 124 1 Credit**Pharmacology: Drug Classification I**

Covers the principles and techniques of administering oral and parenteral medications and the actions, dosages, side effects and interactions of medications in selected drug classifications and the related nursing implications. Drug classifications included in this course are cardiotonics, anticoagulants, vasodilating agents, insulin, oral hypoglycemic agents, male and female hormones, drugs that affect gastrointestinal function, diuretics and antihypertensives. Prerequisites: Admission to Level I of the Nursing program, HC 103, HC 110, NT 110, NT 111, NT 114.

NT 130 3 Credits**Medical/Surgical Nursing of the Adult and Child**

Covers care of the well child, selected medical/surgical conditions of both children and adults and the principles and practices of related nursing techniques. Includes modules on the musculoskeletal system, the neurological system, growth and development, oncology, communicable diseases, allergies, burns, congenital heart anomalies, pediatric respiratory and gastrointestinal conditions, the sensory system and the endocrine system. The laboratory component of the course is correlated with the theory. Prerequisites: Admission to Level I of the Nursing program, HC 120, NT 100, NT 110, NT 120, NT 121, NT 124, PSYC 151.

NT 131 4 Credits**Nursing Clinical Experience IV:****Medical/Surgical/Pediatric**

An opportunity to care for adult and pediatric patients on medical/surgical units and to observe the growth and development of children in schools, clinics and day care centers. Prerequisites: Admission to Level I of the Nursing program, HC 120, NT 120, NT 121, NT 122, NT 123, NT 124, PSYC 151.

NT 132 1 Credit**Nursing Dynamics IV**

A student-faculty seminar focusing on concepts related to communications skills, interpersonal relationships and attitudinal elements essential to the nursing profession. Emphasizes preparation for the transition into the world of nursing. Students also explore the special areas of nursing the terminally ill child, hospice and child abuse. Prerequisites: Admission to Level I of the Nursing program, NT 120, NT 122.

NT 133 1 Credit PACE**Nutrition: Economics**

Covers the provision of an adequate diet at a limited income level and provides skills in menu planning, food purchasing and preparation. Includes food additives, weight control, food epidemiology and nutritional deficiencies. Prerequisites: NT 103, NT 113.

NT 134 1 Credit**Pharmacology: Drug Classification II**

Actions, dosages, side effects and interactions of medications in selected drug classifications and the related nursing implications. Drug classifications included are antihistamines, antibiotics and sulfa drugs, dermatological drugs, skeletal muscle relaxants, sedatives, hypnotics, tranquilizers, analgesics, antipyretics, adrenocorticosteroid drugs, cholinergic and cholinergic blocking drugs, adrenergic and adrenergic blocking drugs. Prerequisites: Admission to Level I of the Nursing program, HC 120, NT 104, NT 114, NT 124.

NT 140 5 Credits**Technical Aspects of Medical/Surgical Nursing**

Review and enrichment of knowledge in medical/surgical nursing. Includes assessment of the enrichment students' knowledge of medical/surgical nursing. Utilizes the nursing process and a review of conditions and nursing care for disorders of the respiratory, gastrointestinal, musculoskeletal, cardiac, vascular, hematological, endocrine, nervous, sensory, integumentary, gynecological, male reproductive and genitourinary systems.

NT 142 1 Credit**Technical Aspects of Nursing Dynamics**

A student-faculty seminar for enrichment students emphasizing communication skills, interpersonal relations and the role of the nurse. Areas of special interest within the field of nursing are investigated.

NT 143 1 Credit**Technical Aspects of Nutrition**

Developed as a nutrition reinforcement for students entering the enrichment quarter of the second-level Nursing technology. Seven topics are included as mandatory. Seven optional topics are offered for independent student review; two of these topics are chosen. Required topics include metabolism and calorie need, weight control, food additives, nutritional needs of the diabetic, diet therapy in disorders of the cardiovascular system and tube feedings.

NT 144 2 Credits**Technical Aspects of Pharmacology**

Pharmacology for enrichment students. Includes assessment of students' knowledge in this area and classification of drugs, action, dosage, side effects and nursing implications.

NT 145 4 Credits**Technical Aspects of Obstetric/Pediatric Nursing**

Obstetric and pediatric nursing for enrichment students. Includes assessment of the students' knowledge in these areas and utilization of the nursing process, anatomy and physiology, normal pregnancy, prenatal care, labor and delivery, normal newborn, complications of pregnancy, complications of newborn, family planning, normal growth and development, pathophysiology and nursing care of selected pediatric conditions.

NT 150 4-8 Credits**Nursing Care Experience**

Supervised clinical experience in a medical-surgical unit. Emphasizes utilization of the nursing process in planning, implementing and evaluating patient care.

NT 160 2 Credits**State Board Review P.N.**

A review of Level I Nursing theory. Includes nursing fundamentals, gerontology, obstetrics, pharmacology, communication techniques and medical-surgical nursing theory. Includes methods to improve test taking skills and to relieve stress.

NT 200 3 Credits**Mental Health Nursing**

Principles of nursing care of patients with psychological and/or emotional problems. Includes related pharmacology. Laboratory experience includes case presentation, role-playing, group discussion and use of audio-visual aids to perfect communication skills. Content includes patients' rights, nursing standards, communications, theories of personality development, defense mechanisms, theories of the etiology of mental health disorders, anxiety, withdrawal, hyperactivity, aggression, reduced cognition and selected mental health disorders. Prerequisites: Admission to Level II Nursing, NT 140, NT 142, NT 143, NT 144, NT 145.

NT 201 3 Credits**Nursing Clinical Experience V:
Psychological/Mental Health**

Clinical practice in observing and caring for patients with psychological and/or emotional problems and application of principles related to basic nursing care, medical/surgical nursing, physiological sciences and psychological sciences. Prerequisite: Admission to Level II Nursing.

NT 202 1 Credit**Career Transition P.N. to R.N.**

A student-faculty seminar focusing on the role change from practical nurse to registered nurse. 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. Role changes from practical nurse to student nurse to registered nurse are explored from cognitive and affective perspectives. Prerequisites: Admission to Level II Nursing, NT 132 or NT 142 or permission.

NT 210 3 Credits**Advanced Medical/Surgical Nursing**

Principles and techniques essential for providing nursing care for individuals with complex medical/surgical problems. Includes pharmacology related to complex medical/surgical conditions. School laboratory experience is an integral part of the course and provides the opportunity to learn advanced skills. Content includes the pathophysiology and nursing care for conditions of the respiratory, cardiovascular, neurological and gastrointestinal systems plus an in-depth study of IV therapy and fluids, electrolytes and acid base balance. Prerequisites: Admission to Level II Nursing, HC 200, NT 104, NT 200, NT 201, NT 202.

NT 211 5 Credits**Nursing Clinical Experience VI:
Advanced Medical/Surgical**

Clinical experience on medical-surgical units, operating rooms, post-anesthesia care units, and critical care units. Emphasizes care of patients with complex medical/surgical conditions. Medication experience and experiences performing intermediate and advanced skills are provided. Students apply principles related to basic nursing, medical/surgical nursing, nutrition, psychosocial sciences, anatomy, physiology and pharmacology. Prerequisites: Admission to Level II Nursing, HC 200, NT 200, NT 201, NT 202.

NT 213 1 Credit PACE**Nutrition: Diet Therapy II**

Additional topics of diet modification including thermal injury, iatrogenic malnutrition, mental illness, nutrition assessment, cancer, vegetarianism, tube feedings and additional information on diet in cardiovascular disorders. Prerequisite: Admission to Level II Nursing.

NT 220 3 Credits
**Advanced Medical/Surgical:
Managing Groups of Patients**

In-depth study of the nursing process related to individual patients and groups of patients. Investigation of various methods of organizing patient care and an analysis of the technical nurse's role in each method. Concepts and principles essential for providing nursing care for individuals with selected medical/surgical conditions and information on management and communication skills. Concurrent with NT 221. Prerequisites: Admission to Level II Nursing, NT 210, NT 211.

NT 221 5 Credits
**Nursing Clinical Experience VII:
Care of Groups of Patients**

Clinical experience in an adult medical/surgical setting and a pediatric medical/surgical setting. Emphasizes the nursing process and organization, delivery and evaluation of care for individuals and groups of patients. Students apply principles related to nursing, nutrition, psychosocial sciences, anatomy and physiology and pharmacology. Prerequisites: Admission to Level II Nursing, NT 202, NT 210, NT 211, NT 213, NT 214.

NT 222 1 Credit
Nursing Dynamics V

Student-faculty seminar emphasizing student involvement. Includes topics related to nursing history, the Nurse Practice Act, legislation, legal aspects, ethical aspects, professionalism and professional journals. Prerequisites: Admission to Level II Nursing, NT 132 or NT 142, NT 202.

NT 225 1 Credit
Advanced Obstetric/Pediatric Nursing

An advanced study of obstetric nursing and pediatric nursing. This course should be taken during the last quarter of Level II Nursing. Obstetric content includes introduction to obstetrics, prenatal period care during labor and delivery, post-partum period and the newborn. Pediatric content includes introduction to pediatrics; infant, toddler and pre-school, school age child and adolescence. Prerequisites: Admission to Level II Nursing, NT 110, NT 130 or NT 145.

NT 260 3 Credits
State Board Nursing Review

A comprehensive review of obstetrics, pediatrics, medical/surgical and mental health nursing. Focuses on locus of decision making; categories of human functioning; nursing care of the child and adolescent, of the young adult in the reproductive years, of acute and chronic health problems in the adult years; and behavioral and emotional problems throughout the age span. Nursing behaviors applied to client situations are reviewed. Includes methods to improve test taking skills and to relieve stress.

NT 290 1-5 Credits
Special Topics in Nursing Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

NT 291 1-5 Credits
Individual Study in Nursing Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

NT 293 5 Credits
Nursing Directed Practice

Designed to assist the new nursing graduate in the transition from the role of student nurse to the role of graduate nurse. Provides an opportunity for the graduate nurse to obtain increased skill in the implementation of patient care. A nurse faculty member is available at the clinical site for consultation. The seminar portion of the course addresses concerns related to the transition from student nurse to graduate nurse. Prerequisites: Completion of Level I (PN Program) or a graduate from an approved school of practical nursing; holder of an interim permit to practice practical nursing, or Ohio LPN licensure.

NT 295 1-2 Credits
Nursing Internship Seminar

Discussion of job related concerns.

NT 298 3-6 Credits
Nursing Internship

A paid work experience. Students work 20 to 40 hours per week as practical nurses in an institutional setting.

Oil Well Drilling and Production

OP 100 4 Credits

Drilling II

Training in the fundamental skills of percussion-type drilling and techniques and problems associated with cable drilling.

OP 101 3 Credits

Well Completion and Stimulation

Procedures required to put an oil and/or gas well into production after the well has been drilled. Emphasizes different completion methods regarding casing, cementing and stimulation alternatives. Includes common practices, advantages, disadvantages and requirements.

OP 102 3 Credits

Petroleum Geology

The nature of the earth as related to the finding and producing of oil and gas. Accumulation and migration of oil and gas, and sample examination and formation evaluation. State-of-the-art exploration techniques and the relationship between reservoir performance and the various production techniques.

OP 103 3 Credits

Production Techniques

Production techniques commonly used in the Appalachian Basin. Production fundamentals such as sucker rod pumping, downhole pumps and the use of the recording dynamometer. Plunger-lift fundamentals and controlling devices. Troubleshooting production problems.

OP 107 3 Credits

Oil and Gas Drilling

Basic techniques and skills associated with the different drilling methods. Topics include rig components, bits, mud pumps, mud systems and rig safety.

OP 108 4 Credits

Utility Gas Measurement

Designed for entry-level personnel employed by gas utilities. Basic concepts of gas metering and regulation. Topics include diaphragm meters, rotary meters, meter instrumentation and turbine meters. Basic gas laws and their applications regarding gas measurement. Prerequisite: OP 103.

OP 110 3 Credits

Oil and Gas Field Operations

Duties and responsibilities of the oil field production worker. Bottomhole configurations, basic downhole problems, preventative maintenance programs and proper recordkeeping. Training in the duties of the pumper, methods of production and associated problems. Operation costs, methods of keeping records for individual wells and leases and recognizing when well servicing may be required.

OP 112 3 Credits

Industrial Gas Measurement

Designed for in-plant maintenance personnel responsible for metering devices. Measurement concepts for gas, air or steam. Upon completion, participants are able to size, trouble-shoot and repair meters and analyze measurement problems. Metering equipment discussed includes turbine, rotary and orifice meters plus integrating devices.

OP113 3 Credits

Production Gas Measurement

Hands-on experience in the operation and maintenance of orifice, diaphragm, turbine and rotary meters. Proper start-up procedures, differential testing and orifice meter calibration using a dead weight tester and mercury manometer. Measurement problems and trouble-shooting.

OP 200 3 Credits

Electricity and Prime Movers I

Maintenance and trouble-shooting of electrical components and control devices commonly used in oil field applications as related to pumping units, compressors, brine disposal operations and other associated equipment.

OP 201 3 Credits
Electricity and Prime Movers II

A continuation of the maintenance and trouble-shooting techniques learned in OP 200. Training includes the use of state-of-the-art compressor control panels, brine disposal controls and associated equipment. Trouble-shooting and maintenance of all types of electrical equipment commonly used in the oil field. Prerequisite: OP 200 or experience in electrical controls.

OP 205 3 Credits
Well Evaluation Techniques

Basic well logging designed for students with little or no knowledge of the subject. Emphasizes interpretation of the results of log calculations and how to obtain the data from well logs. Includes a slight emphasis on the Appalachian Basin, but mainly covers general open-hole analysis, core evaluation, mud logs and other mechanical logs.

OP 206 3 Credits
Advanced Drilling Techniques

Methods used to control wells, a study of drilling fluids, problems in rig safety and the economics of drilling operations. Prerequisite: OP 107.

OP 207 3 Credits
Industrial Gas Regulation

In-depth study of regulation devices typically used in industrial applications. Sizing, installation, operation, tear down and repair. Extensive hands-on training in operating and maintaining the various regulating devices available to industry.

OP 208 4 Credits
Production Economics

Operation costs, factors in determining profit and loss and methods and procedures for keeping records for individual wells and leases. Emphasizes the student's role as a positive economic force. Prerequisites: OP 103, OP 108.

OP 209 3 Credits
Well Workovers

Methods, procedures and techniques for repairing a downhole problem or reworking an oil well in order to increase production. Includes training in the use of servicing tools.

OP 210 3 Credits
Advanced Petroleum Applications

Special problems encountered in well production including the areas of pumping, brine disposal and secondary recovery. Relates previous training to these problems. Prerequisite: OP 102.

OP 215 3 Credits
Production Compressors

Basic skills required to operate, maintain and troubleshoot compressors typically used for wellhead applications. Through hands-on training, students learn to troubleshoot electrical controls, unloading valves and the compressor block. Includes sizing, installation and preventative maintenance.

OP 217 3 Credits
Gas Measurement Instrumentation

Hands-on experience in the operation, maintenance and calibration of all types of pressure and temperature compensating devices typically used in gas measurement applications. Dead weight testers, mercury manometers and calibration procedures.

OP 230 3 Credits
Production/Transmission Regulation

Various regulating devices commonly associated with natural gas production and transmission. Pilot operated, back pressure and control/monitor regulators. Includes extensive hands-on training with devices directly applicable to the working environment.

OP 290 1-5 Credits
Special Topics in Oil Well Drilling and Production

Exploration of a specific topic(s) by the participants in a group with a structured format.

OP 291 1-5 Credits**Individual Study in Oil Well Drilling and Production**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

OP 294 2 Credits**Oil Well Cooperative Work Experience**

A paid work experience supervised by an instructor.

OP 298 6 Credits**Oil Well Production Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Police Science**PSCI 105 2 Credits****Patrol Procedures**

A study of the duties of the patrol officer on the street including the procedures and guidelines for answering all types of assistance calls.

PSCI 106 2 Credits**Police Communication Operations**

A comprehensive examination of police communication systems including radio, telephonic and interpersonal communications, as well as computer applications in law enforcement. Practical experience in developing communications skills necessary to effective public safety communication operations.

PSCI 107 1 Credit**Traffic and Crowd Control**

A comprehensive examination of traffic and crowd control functions and techniques including traffic law enforcement, directional signals and traffic and crowd control devices.

PSCI 108 1 Credit**Defensive Driving and Cruiser Operations**

Instruction and practice in defensive driving, particularly as it relates to emergency vehicles operating under emergency conditions.

PSCI 136 3 Credits**Recordkeeping in Law Enforcement**

Various centralized recordkeeping systems for law enforcement agencies which comply with federal and state statutes relating to documentation and the rights of privacy.

PSCI 140 3 Credits**Investigation Techniques and Methods**

Principles of criminal investigation including an analysis of the proper procedures for conducting the initial contact, preliminary investigation, primary phase and follow-up.

PSCI 180 3 Credits**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 fingerprint powders.

PSCI 205 3 Credits**Advanced Patrol Procedures**

A study of the duties of the police officer on the street including the procedures and guidelines for answering all types of calls. Prerequisite: PSCI 105.

PSCI 210 2 Credits**Crime Prevention and Community Relations**

Examines the complex relationship between the police and the public. Emphasizes programs designed to reduce crime and improve public relations. Students design and implement a crime prevention/public relations program in the local community.

PSCI 216 3 Credits**Police Firearms**

An introduction to modern police firearms. Nomenclature, weapons care, proper use, restrictions, liability, transporting arms and safety procedures. Includes range practice. Prerequisite: Instructor permission.

PSCI 223 3 Credits**Criminal Evidence**

Rules of evidence applied by the courts. Contrasts the Federal Rules of Evidence, the Ohio Rules and the Common Rules and their applications. Prerequisite: Instructor permission.

PSCI 235 2 Credits
Police Report Writing

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. Prerequisite: COMM 122.

PSCI 240 3 Credits
Advanced Investigation

Major case preparation and analysis including homicide investigation procedures and forensic techniques. Prerequisite: PSCI 140.

PSCI 245 3 Credits
Accident Investigation

Techniques used in vehicle traffic accident investigation including report writing, scene reconstruction and analysis of causes.

PSCI 246 3 Credits
Homicide Investigation

In-depth analysis of the special problems and considerations relevant to conducting a homicide investigation. Includes a review of the special procedures, investigative techniques and latest laboratory analyses used by the investigator.

PSCI 260 2 Credits
Interviewing and Interrogation

Tactics and techniques of the art of interrogation. Emphasizes methods to properly and adequately solicit information to solve crime.

PSCI 270 3 Credits
Police Administration

An introduction to the administration of policing agencies. Basic organizational and management principles and individual line and staff elements in terms of their purpose, organization and administration.

PSCI 272 3 Credits
Police Operations

Principles of organization and administration as applied to law enforcement services. Service components reviewed include patrol, criminal investigation, intelligence and vice, juvenile services, public relations, conflict management and crisis intervention. Students develop operational plans for one or more specialized units. Emphasizes innovative approaches to operational services.

PSCI 280 3 Credits
Criminalistics II

A survey of scientific methods of investigation. Lab experience in recognizing, gathering, preserving, evaluating and processing evidence. Includes the physical technologies used in processing criminal evidence in the police laboratory.

PSCI 281 3 Credits
Criminalistics III

Procedures used to analyze evidence in the police laboratory. Practical application is 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 to the criminal justice system.

PSCI 290 1-5 Credits
Special Topics in Police Science Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

PSCI 291 1-5 Credits
Individual Study in Police Science Technology

Individual study or research. Topics are arranged with instructor permission on an individual basis.

PSCI 295 1-2 Credits
Police Science Practicum Seminar

Discussion of job-related concerns and assistance with Practicum. Concurrent with PSCI 296. Prerequisite: Instructor permission.

PSCI 296 1 Credit**Police Science Practicum**

Students are placed in a variety of law enforcement and security agencies for practical learning experience. Concurrent with PSCI 295. Prerequisite: Instructor permission.

PSCI 298 6 Credits**Police Science Internship**

Students are placed in a variety of law enforcement and security agencies for on-the-job learning experiences.

Psychology

PSYC 150 3 Credits PACE**Introduction to Psychology**

A survey of the background, development and current thinking in psychology. Includes an overview of the major areas of psychology. Emphasizes the areas of learning, memory, intelligence, consciousness, personality and abnormal behavior.

PSYC 151 3 Credits PACE**Developmental Psychology**

The study of the physical, emotional, social and intellectual development of an individual from conception to death. Emphasizes the normal growth and development of the individual with some discussion of genetic and environmental factors that can cause developmental abnormalities.

PSYC 152 3 Credits**Abnormal Psychology**

An overview of the characteristics of emotional disturbances, mental illnesses and related social deviance in the United States. Includes the mild stressful situations, as well as severely disrupting breakdowns. Discussions include the identification, diagnosis and treatment of mental disturbances.

PSYC 153 3 Credits**Industrial Psychology**

Principles, theories and concepts of industrial psychology and the application of these ideas for the entry level and lower management employee. Some of the areas covered are personnel selection and placement, leadership, motivation, job satisfaction, environmental effects on the work place and work ethics.

PSYC 154 3 Credits**Interpersonal Relationships**

Familiarization with various interpersonal processes through lecture, discussion and experiential tasks. Information presented is aimed at personal growth and development leading to enhanced relationships.

PSYC 155 3 Credits**Human Sexuality**

A frank discussion course in human sexuality, including physiological aspects. Considers the broad spectrum of sexuality, including those practices that deviate and those that may be considered pathological. Emphasizes the positive nature of sexuality.

PSYC 156 1-2 Credits**Psychology Module:****Personal Development**

Designed to help students adjust to college life. Emphasizes personal development through self-assessment of learning styles, study skills, time management, coping with stress and test anxiety.

PSYC 157 3 Credits**Psychology:****Its Applications to Police Work**

An overview of the characteristics of emotional disturbances, mental illnesses and related social deviance in the United States. Stresses specific application to police work involving identification of problem individuals and practical techniques for handling these people. Prerequisite: PSYC 150.

PSYC 158 3 Credits**Psychology Applications for Managers**

Principles and resources of psychology as they apply to management issues and concerns. Psychological aspects of motivating and giving feedback to employees; understanding individual personality differences and building effective organizational teams using this information; building memory and learning skills; managing stress in the workplace; handling employee problems such as substance abuse, conflict and psychological crises. Includes learning styles assessment and individualized feedback.

PSYC 160 5 Credits

Behavioral Sciences Statistics

Measures of central tendency, variability, correlation; sampling distributions and statistical inference; simple tests of hypotheses.

Real Estate

RE 101 3 Credits

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.

RE 102 3 Credits

Real Estate Law

Legal phase of realty transactions from the listing of the property to the closing of the escrow. A review for owners, brokers, salesmen, mortgage and escrow officers.

RE 103 3 Credits

Real Estate Finance

Financial instruments, availability of mortgage credit, risk analysis and federal agencies influencing real estate transactions.

RE 104 3 Credits

Real Estate Appraisal

Real estate appraisal concerns in estimating the values of property. Covers salvage, book, investment, esthetic, sentimental, cash, replacement and market values; how these values are related to real property values and how appraisal values can then be used.

RE 105 3 Credits

Real Estate Sales

Current sales techniques and everyday problems in selling and sales management. Emphasizes consumer motivation and reactions.

RE 106 3 Credits

Real Estate Brokerage

Efficient operation of a sales and brokerage office including salesman-broker relations, terminology, listings, purchase agreements, loans, land contracts, office location, records and procedures.

RE 107 3 Credits

Real Estate Management

Real estate management including the areas of leasing, maintenance, budgeting, creative market analysis, public relations, collections, office procedures, zoning and development.

RE 108 3 Credits

Valuation of Residential Properties

Elements which affect values of residential properties. Emphasizes methods of evaluating property.

RE 109 3 Credits

Valuation of Income Properties

Factors which influence the value of commercial properties. Demonstrations of the methods used to determine the appraisal cost and analysis of comparative and capitalization approaches.

RE 110 3 Credits

Land Title Search

Information and practice in searching out a title to real estate.

RE 111 3 Credits

Special Topics in Real Estate

A course in the GRI program covering residential, land development, industrial and rural real estate, single family housing and condominiums, investment analysis, government taxation and regulations.

Recreation and Wildlife

REC 110 1 Credit

Chainsaw Operation

Hands-on operation and maintenance of chainsaws commonly used in the maintenance and management of recreation and wildlife areas. Designed for individuals unfamiliar with safety and operational techniques related to the maintenance and operation of the chainsaw. Safety is strongly stressed throughout the course.

REC 111 3 Credits

Dendrology

Field identification of the woody plants of Ohio, primarily by leaf and fruit characteristics with emphasis also on buds, twigs, bark and habitat. A leaf collection is required.

REC 113 1 Credit**Watercraft Operations and Maintenance**

Practical use and maintenance of canoes, rowboats, outboard motors and other boating equipment. State laws regarding boating and safety on Ohio waterways. Life-saving techniques, swamping and uprighting of canoes and rowboats, re-entry of craft, various canoe strokes, rowboat handling techniques, canoeing and rowboating on flat and moving water and the use of outboard motor and craft.

REC 114 1 Credit**Recreation Management Seminar**

Speakers from a variety of agencies concerned with the management of natural resources participate in this course. Covers educational requirements of prospective employees, projection of job opportunities and methods of applying for specific jobs. Stresses job hunting/securing techniques.

REC 115 2 Credits**Interpretive Methods**

An introduction to interpretive theories and philosophies. Stresses the principles and basic concepts of sound interpretive planning and delivery and includes various media utilized in the interpretive process. Prerequisite: REC 150.

REC 116 2 Credits**Introduction to Cultural Interpretation**

Various aspects of interpretive training related to guided programming exhibits, activities, self-guided tours and brochure development, living history techniques, stand up talks and slide programs and auto tape tours.

REC 117 2 Credits**Interpretive Interaction Techniques**

Effective interaction with the audience during a presentation. Nonverbal skills, talents, gimmicks and innovative techniques are all tools that help to build a repertoire for naturalists, tour guides, teachers, speakers or anyone who communicates. Stresses the importance and development of these assets in working with the public.

REC 118 2 Credits**Historical Perspectives**

Processes and techniques of historical research as related to interpretive programming. Examination of the settlement and growth of the Hocking Valley through the use of archival materials, libraries, private collections, etc.

REC 120 1 Credit**Woodshop**

Hands-on experience in the operation and maintenance of power woodshop equipment commonly used in the maintenance and management of recreation and wildlife areas. Operational skills are designed for individuals with limited practical knowledge of motorized equipment. The use and identification of hand tools is discussed in the woodshop. Safety is strongly stressed throughout the course.

REC 121 2 Credits**Ohio Trees**

Field and laboratory identification of Ohio trees in the winter condition by sight and by using keys, buds, twigs, fruit, bark, growth habits and habitat. Lectures emphasize identification characteristics, habitat and commercial and aesthetic values of each species. A twig collection is required.

REC 122 3 Credits**Game Animals of East Central United States**

Life history, habitat and distribution of common game animals of the East Central United States. Lab work includes sexing and aging techniques, waterfowl identification, track and scat identification, food analysis, study of skin preparation and small mammal identification.

REC 123 2 Credits**Cartography**

Theoretical understanding of maps and map making are combined with technical exercises designed to help students manipulate, enlarge and transcribe maps for other uses.

REC 124 3 Credits

Adaptive Recreation

A multidisciplinary approach to developing recreational activities for persons with handicapping conditions. Helps students to adapt and develop specific physical recreation opportunities in a variety of settings within this region. Training occurs in actual situations where students work directly with children and adults within schools and special facilities. Work will be supervised, documented and evaluated by both the HTC instructor and the cooperating agency.

REC 130 1 Credit

Recreation Area Equipment

Hands-on experience in the maintenance and operation of tractors and farm machinery commonly used in wildlife areas. Operational skills are designed for individuals unfamiliar with safety and operational knowledge of different types of tractors and farm machinery use. Safety is strongly stressed.

REC 131 3 Credits

Field Biology

Identification of the spring flowering plants, life histories, habitat requirements and field identification of reptiles, aquatic insects and amphibians. Includes an introduction to fresh water ecology and associated habitats.

REC 132 3 Credits

Geology

An introduction to the scope and purpose of the science of geology. Basic considerations and procedures in identifying common rocks and minerals, the conditions and processes that form the earth and how these earth-forming processes affect man and man's use of the earth.

REC 134 3 Credits

Environmental Problems in Recreation and Wildlife

A study of human influence on the environment. Concepts in land, water, air, hazardous wastes, noise and population. Emphasizes awareness, observation and evaluation of these problems.

REC 136 2 Credits

Wildlife Investigation Techniques

Designed to prepare students for later work in the management of wildlife. Techniques used to evaluate wild game populations. Includes auditory surveys, trapping, habitat evaluation investigations, photographic techniques, project planning and reporting, use of wildlife literature, preservation of biological materials and improvement of field habits and methods.

REC 140 3 Credits

Camp Counseling

Covers the needs of summer youth camps and resident outdoor programs in the public schools. Field trips, hands-on experience and discussions develop skills in applying for jobs. Responsibilities as camp counselors to the camp director, campers, parents, other counselors and the program.

REC 141 2 Credits

Nature Center and Museum Operations

Involvement with all aspects of center and museum operations. Planning and delivering programs for the general public and for specialized groups, providing visitor information services, program scheduling, maintenance and security, sales and cash register operations and visitor emergency operations.

REC 142 3 Credits

Recreation for Specific Populations

Knowledge and skills needed to work confidently and effectively with special populations such as those with national and cultural differences, cultural disadvantages, physical and mental disabilities and with the elderly. Focus is on working in a recreational hospitality setting. Knowledge is expanded into the areas of the varying nature, types and benefits of recreation. Application of skills and knowledge in first-hand programming experiences with the various groups.

REC 150 2 Credits

Introduction to Interpretation

An orientation to the field of interpretation. Several sessions consist of a field trip to an interpretive facility where students observe professional interpreters. Sessions are presented by professionals from a variety of agencies and organizations.

REC 160 3 Credits**Survival Techniques for Wildlife Areas**

An introduction to wilderness survival techniques. Survival theory is presented through audio/visual materials, equipment demonstration and discussion. Emphasizes practice of skills in the controlled laboratory setting: compass and map reading, construction of emergency shelters, controlled fires, personal hygiene in the wilderness setting, preparation of native foods and survival medical treatment and health care techniques. Participants are required to construct and package a personal survival kit.

REC 210 3 Credits**Problems in Ecology**

A thorough study of local plant communities, succession and forest types, major North American vegetation 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.

REC 211 3 Credits**Soils**

An introductory course in the principles of soil science and their application to soil and land management.

REC 212 3 Credits**Watercraft Safety**

Watercraft safety, theory and practical application of safe boating skills exercised by the watercraft officer and a general overview of watercraft accident investigation. Also covers training in the basic water safety, basic watercraft safety and the use of pertinent sections of the Ohio Revised Code.

REC 213 3 Credits**Fish Ecology**

Identification, ecology and morphology of fishes. Influence of aquatic organisms on abundance of fish, recognition of various aquatic habitat types and methods of sampling fish populations.

REC 215 3 Credits**Introduction to Wildlife Management**

A review of the theory and techniques of wildlife management with emphasis on forest game. Laboratory and field work include habitat evaluation, habitat management planning, species management, censusing, population dynamics, aging and sexing, wildlife and waterfowl identification.

REC 216 2 Credits**Aquatic Engineering Techniques**

A review of the theory and contemporary techniques applied in modern fish management, culture and husbandry. The laboratory for this five-week course consists of a class project applying state-of-the-art techniques and equipment as an exercise in fisheries engineering and mechanization. Lecture material consists of theory, concept and practices relevant to the project.

REC 221 3 Credits**Fish Management I**

An introduction to the principal physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors are practiced in the laboratory. Prerequisite: REC 213.

REC 222 2 Credits**Recreation Area Maintenance**

Management aspects of outdoor recreation areas. Emphasizes the planning, development and operation of outdoor recreation facilities such as trails, campgrounds, picnic areas and water areas.

REC 226 3 Credits**Developing and Designing Outdoor Study Sites**

A survey of existing and potential outdoor education sites through field trips. Evaluating specific learning areas for safety needs and identifying the activities that best show the ecological concepts of the site. Prerequisite: NR 259 or NR 264.

REC 232 3 Credits

Park Landscaping

Horticultural requirements associated with operation of park wildlife areas. Includes 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.

REC 233 3 Credits

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.

REC 234 3 Credits

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 through examining the reciprocal effects of man and technology. Lab and field exercises.

REC 235 2 Credits

Guided Interpretive Activities

Preparing and conducting guided visitor activities including nature walks and slide programs. Interpretive principles, professionalism and communication skills are discussed and practiced in the classroom and field.

REC 236 2 Credits

Exhibit and Visitor Center Design

Various types of displays and display environments. Emphasizes the functional differences between museums and interpretive centers. Basic principles of design such as symmetry, color, object placement and lighting. Prerequisite: REC 115.

REC 237 2 Credits

Self-Guided Interpretive Activities

Self-guiding interpretive activities such as signs and labels, trails, auto tours, tape recordings and interpretive publications. Emphasizes design and layout of self-guiding systems as well as the production of support media such as signs, recordings, brochures, etc. Prerequisite: REC 115.

REC 238 4 Credits

Fish Management II

Methods and techniques used in sampling fish populations and aquatic environments. Evaluation and application of fish management techniques. Prerequisites: REC 213, REC 221.

REC 239 4 Credits

Wildlife Management

Practical application of previous course work. Stresses techniques of manipulating wildlife populations through management. Much of the field work is conducted in public wildlife areas.

REC 240 2 Credits

Environmental Enforcement Problems

Specific problems in natural resources enforcement related to air, water, forestry, wildlife, reclamation, etc. Individual and corporate violations are studied. Practical application of previously learned skills to specific investigations of environmental laws.

REC 241 4 Credits

Fish Hatchery Management

Covers all aspects of fish culture including warm water, cool water and cold water species. Emphasizes nutrition, disease and water quality. Prerequisites: NR 131, REC 213.

REC 243 2 Credits

Living History Techniques

Historical interpretation utilizing third and first person techniques. Each participant researches and develops a character which is in keeping with the assigned period and theme. Emphasizes the importance of research in revealing the people, lifestyles, mannerisms, dress, industry, education, medicine, politics and religion of the period. Includes interaction techniques, program development and program presentation. Prerequisites: REC 115, REC 118.

REC 290 1-5 Credits

Special Topics in Recreation and Wildlife Technology

Exploration of a specific topic(s) by participants in a group with a structured format.

REC 291 1-5 Credits**Individual Study in Recreation and Wildlife Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

REC 292 1-3 Credits**Field Experience in Recreation and Wildlife**

Field experience in natural resources and related vocations when positions are available. Students pay a tuition fee and their work is evaluated. Periodic checks by the staff are made with the student and supervisor of the work area.

REC 295 2 Credits**Recreation and Wildlife Intern Seminar**

Discussion of NR 296 Natural Resources Practicum experiences. Emphasizes public relations. Concurrent with NR 296.

REC 298 6 Credits**Recreation and Wildlife Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Retail Marketing Management**RET 100 3 Credits****Retail Management**

An introduction to the retail industry from a management perspective. Structure and opportunities in retailing, franchising, location and layout, organization, sales promotion, customer services, merchandise management and control, buying procedures, mark-up, pricing, stock turnover and analysis of current merchandising policies. Includes a review of selected management cases.

RET 200 3 Credits**Sales Promotion**

In-store display of merchandise and promotion of the store. Store layout and floor design, merchandise display, window dressing and display, advertisement of special sales and public relations. Consumer buying habits and motivation factors are studied to determine public relations guidelines for a retail business.

RET 210 3 Credits**Retail Buying**

The buying function and its place within the overall retail organization. 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. Prerequisite: BUS 245.

RET 220 3 Credits**Advertising**

External advertising for a retail operation covering the six basic advertising areas: television, radio, newspaper, magazine, direct mail and outdoor. Because advertising theory is discussed in Sales Promotion, this course concentrates on practical matters such as budgeting, media selection, copywriting, layout and design, campaign construction and market segmentation. Lab hours are used for projects in advertising in conjunction with local business. Prerequisite: BUS 110.

RET 230 4 Credits**Retail Store Operations**

A study of daily operations in retail institutions. Emphasizes the manager's role and responsibility.

RET 235 3 Credits**Principles of Apparel Management**

An introduction to basic principles in textiles and fashion. Provides a foundation for understanding the apparel industry and applying its concepts to the business world.

RET 240 4 Credits**Operations Analysis**

Designed for the final quarter. Students use knowledge gained in previous courses to implement and evaluate concepts during lab hours. Two hours of lecture bring students together for discussion and evaluation. Prerequisites: ACC 100, ACC 101, BUS 240.

RET 290 1-5 Credits**Special Topics in Retail Marketing Management**

Exploration of a specific topic(s) by participants in a group with a structured format.

RET 291 1-5 Credits
Individual Study in Retail Marketing Management

Individual study or research. Topics are arranged with instructor permission on an individual basis.

Sawmill/Lumber Grading

SLG 110 4 Credits
Lumber Grading I

Emphasizes the rules of the National Hardwood Lumber Association (NHLA). Other topics covered include lumber tally and handling techniques, wood identification and upgrading of lumber (remanufacturing). This course is not intended as complete training for competent lumber inspectors.

SLG 111 2 Credits
Log Grading and Scaling

The measurement and quality evaluation of hardwood sawlogs as practiced in the hardwood lumber industry.

SLG 112 12 Credits
Sawmill Operations I

Mechanics of operating and maintaining a typical hardwood circular sawmill. Basics of sawing hardwood sawlogs for best values and the operation of all associated machinery.

SLG 122 12 Credits
Sawmill Operations II

A continuation of SLG 112. Emphasizes safe operating procedures and maintenance of a safe working environment. Students work to increase accuracy of lumber dimensions and to maximize value yields from hardwood logs. Topics include maintenance of cutting tools, basics of hydraulic and electrical systems and basic economic and business principles applicable to operating a sawmill. Prerequisite: SLG 112.

SLG 130 12 Credits
Lumber Grading II

A continuation of SLG 110. Students increase grading speed and accuracy in a production environment. Includes special grades, lumber upgrading, lumber inventory and handling techniques as well as lumber order processing and shipping. Also covers lumber markets and marketing. Prerequisite: SLG 110.

SLG 250 4 Credits
Saw and Tool Maintenance

Maintenance of cutting tools found in a hardwood circular sawmill and the routine maintenance of associated equipment and systems. Basic sharpening skills for mill saws and knives and trouble-shooting problems found in sawmill operations.

SLG 254 2 Credits
Dry Kiln Operations

Theory and operation of dry kilns used for rapid economical seasoning of hard and softwood lumber. Moisture relationships, testing techniques, and degrade control.

SLG 290 1-5 Credits
Special Topics in Sawmill/Lumber Grading

Exploration of a specific topic(s) by participants in a group with a structured format.

Secretarial Science

SEC 100 3 Credits PACE
Beginning Typing

Designed for beginning typing students at college level. Those who have had no previous training begin by learning the keyboard. Offers a quick review of elementary typing knowledge to students with previous training and then allows them to progress at their own rate. Includes typing letters, tables and reports.

SEC 101 3 Credits PACE
Intermediate Typing

Increases speed and accuracy through the use of special drills and Datype analyzers. Production rate of letters, tables, manuscripts, and business forms is developed. Also covers various letter styles, table styles and manuscript styles. Prerequisite: SEC 100.

SEC 102 3 Credits**Advanced Typing**

A continuation of SEC 101. Stresses improved speed and accuracy and develops proficiency with business letters, tables, forms and reports commonly found in the general office, accounting office, executive office, technical office, and professional office. Students type fairly difficult ditto masters and stencils. Prerequisite: SEC 101.

SEC 105 3 Credits**Introduction to Personal Shorthand**

Theory of personal shorthand, a completely alphabetic system of notetaking. No characters except the letters of the alphabet are used. Intended for personal use or for notetaking in business offices.

SEC 106 3 Credits**Advanced Personal Shorthand**

A continuation of SEC 105. Speed in taking dictation should increase to an employable stenographic level of 70 to 80 words per minute. Prerequisites: SEC 100, SEC 105.

SEC 107 1 Credit**Telephone Skills**

A detailed course involving all aspects of telephone use in an office. Includes single-line telephones, multi-button computerized systems, recording messages, long distance procedures, using directory assistance and handling emergency situations.

SEC 110 3 Credits**Beginning Office Administration**

A realistic overview of the modern business office. Presents methods that the secretary will encounter in any size office and professional procedures for carrying out these duties. Covers handling of mail, postal services, receptionist duties and records management. Opportunities in the secretarial field and the various levels of secretarial work are explored. Stresses personal qualifications, proper attitude and conduct through problem solving situations.

SEC 111 3 Credits**Advanced Office Administration**

A continuation of SEC 110. Gives the executive assistant background to lend administrative support to today's busy executives; to use judgment and make decisions, to work without supervision and to be able to apply word processing principles to process information. Prerequisites: SEC 100, SEC 110.

SEC 130 3 Credits**Beginning Shorthand**

Planned for the beginning shorthand student at the college level with no prior training. Students begin by learning to construct basic shorthand outlines.

SEC 131 3 Credits**Intermediate Shorthand**

A continuation of shorthand theory. Further development of word and phrase building and increased 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. Prerequisite: SEC 130.

SEC 132 3 Credits**Advanced Shorthand**

A continuation of shorthand theory. Further development of word and phrase building and increased 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. Prerequisites: SEC 100, SEC 130, SEC 131.

SEC 135 3 Credits**Introduction to Word Processing**

An introduction to word processing through demonstration, experience and audio/video tapes. Students learn a word processing software package on the IBM. Prerequisite: SEC 100.

SEC 150 1 Credit PACE**IBM Personal Typing System**

An independent study course designed for students who have completed Competency One of Intermediate Typing. Students become proficient in operating the IBM Personal Typing System. Prerequisite: SEC 101.

SEC 151 1 Credit**Xerox 630 Memorywriter**

An independent study course designed for students who have completed Competency One of Intermediate Typing. Students become proficient in operating the Xerox 630 Memorywriter. Skills learned in this course should transfer to other electronic typewriters. Prerequisite: SEC 101.

SEC 154 1 Credit**IBM Displaywriter**

An independent study course designed for students who have completed Beginning Typing. Students become proficient in operating the IBM Displaywriter. Prerequisites: SEC 101, SEC 135.

SEC 160 1 Credit**Technical Office Experience**

Hands-on technical experience through utilization of HTC resources. Prerequisite: Third quarter standing or instructor's permission.

SEC 180 1 Credit**Keyboarding**

Basic instruction on the alpha-numeric keyboard and the 10-key numeric pad. Students who need to operate a computer terminal learn basic skills which allow them to key in information swiftly and efficiently.

SEC 185 2 Credits**Basic Elements of Typing**

Designed for beginning typing students at the college level. Machine parts and their uses, horizontal and vertical centering and typing letters, tables and manuscripts.

SEC 190 2 Credits**Pretranscription Skills**

Writing, proofreading and editing skills needed to transfer the employer's ideas from the word processor, transcriber or shorthand notes.

SEC 200 3 Credits**Introduction to Transcription**

An introduction to the desk top transcriber and cassettes. Equipment and transcribing techniques are stressed to produce mailable copy. Also introduces word processing concepts and terminology. Emphasizes communication and proofreading skills. Prerequisite: SEC 102.

SEC 210 3 Credits**Intermediate Word Processing**

A second-level course in word processing. Review of word processing concepts and terminology and additional training on microcomputers. Students also learn to log and measure their own work. Prerequisites: SEC 100, SEC 135.

SEC 215 2 Credits**Microcomputer Word Processing**

An interactive software tutorial is used to introduce the student to Wordstar, a common word processing program. Students create files, type and edit documents, print and save documents and learn the enhancements Mailmerge and Spellstar.

SEC 220 3 Credits**Office Organization and Management**

Designed for prospective secretaries who may be expected to assume some of the duties of an office manager. Basic principles in effective supervision, office organization, the functions of management, the office environment and current employment and personnel practices. Prerequisite: SEC 111.

SEC 230 3 Credits**Administrative Transcription**

A continuation of SEC 200. Students develop proficiency in producing mailable copy of dictated letters, memos, reports and material with changes and corrections. Prerequisites: SEC 102, SEC 200.

SEC 240 3 Credits PACE**Word Processing Applications**

An advanced course in word processing applications available as an elective and required for those students seeking the Word Processing Certificate. Prerequisites: SEC 101, SEC 135, SEC 210.

SEC 260 3 Credits**Administrative Typing**

Develops the ability to type difficult material so that it is acceptable in a business office. Most copy is unarranged and much of it is in longhand. Following instructions, implied as well as stated, is required. Simulations provide realistic experiences with tasks performed by executive and administrative secretaries. Prerequisite: SEC 102.

SEC 270 3 Credits**Legal Terminology and Typing**

An introduction to legal terminology and typing of documents. Definition and spelling of legal terms and a variety of correct formats for legal typing. Emphasizes proofreading skills. Prerequisite: SEC 102.

SEC 280 3 Credits**Legal Machine Transcription**

Use of the cassette transcriber to type legal documents and the techniques of machine transcription. Stresses correct spelling, punctuation and placement and accurate proofreading. Prerequisites: SEC 102, SEC 200.

SEC 285 1 Credit**Research and Citation Form for the Legal Secretary**

An introduction to terminology explicit to legal research. Familiarization with a law library and are introduced to the use of law books and the law library. Exposure to the large library and the library maintained in a private law firm. Proper legal citation form is covered. Prerequisites: SEC 270, SEC 280.

SEC 286 1 Credit**Electronic Office Simulation**

Hands-on microcomputer experience using an electronic simulation to perform automated tasks such as electronic records management, payroll processing, processing business forms, inventory management, checkbook management, billing and basic math calculations. Prerequisites: SEC 100, SEC 135.

SEC 290 1-5 Credits**Special Topics in Secretarial Science**

Exploration of a specific topic(s) by participants in a group with a structured format.

SEC 291 1-5 Credits**Individual Study in Secretarial Science**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

SEC 295 1 Credit**Secretarial Seminar**

Discussion of job-related concerns and assistance with practicum. Concurrent with SEC 296. Prerequisite: Sixth quarter standing.

SEC 296 2 Credits**Secretarial Practicum**

On-the-job experience for sixth-quarter secretarial students. Students work under the supervision of an administrative secretary or administrative assistant in the option chosen—medical, legal, executive or general. Concurrent with SEC 295. Prerequisite: Sixth quarter standing.

SEC 298 6 Credits**Secretarial Internship**

On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.

Security and Police Science**SEPS 100 3 Credits****Introduction to Security**

Historical, philosophical and legal bases of the security profession. A review of the various types of security roles.

SEPS 105 2 Credits**Physical Security**

Covers all aspects of physical security including protective devices and electronic systems, building construction, perimeter protection, and overall security planning and analysis.

SEPS 106 3 Credits**Retail Security**

Operation and function of security departments in retail establishments. Particular problem areas such as shoplifting and employee theft are explored and applicable laws and procedures are reviewed.

SEPS 200 3 Credits
Current Security Problems

Contemporary issues in the security field. Topics in current problems or innovations in areas related to security, including the effects of these problems and a review of possible solutions.

SEPS 205 3 Credits
Institutional Security

An introduction to the responsibilities of security departments at institutions such as hospitals, schools, museums and other public buildings. Includes an analysis of special security problems encountered in each of these institutional settings.

SEPS 206 3 Credits
Industrial Security

Conceptual and practical skills in the legal aspects of patrol functions, gate duty, fixed-post loss prevention and special situations encountered in the industrial setting.

SEPS 207 3 Credits
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.

SEPS 208 5 Credits
Private Security

A comprehensive overview of the private security function including investigative skills, legal considerations, court procedures and disaster planning.

SEPS 211 3 Credits
Security Intelligence

Proper techniques for developing an intelligence unit within a law enforcement agency, as well as the constitutional questions related to collecting and dispersing intelligence information.

SEPS 270 3 Credits
Security Administration

An introduction to basic principles of supervision and leadership, as well as an exploration of various administrative and organizational approaches to security organizations and operations.

SEPS 274 3 Credits
Security Research

An overview of existing research in the security field and its application to present and future security operations. Students also conduct a research project in analyzing risk management through a security needs assessment survey.

SEPS 290 1-5 Credits
Special Topics in Security

Exploration of a specific topic(s) by participants in a group with a structured format.

Sociology
SOCI 160 3 Credits
Introduction to Sociology

An overview of the prime aspects of human society and social behavior. Theory, current thinking and contemporary social issues are the focus for discussion. Includes topics in normative and deviant behavior, social institutions and social stratification.

SOCI 161 3 Credits
Sociology of Family Living

Examines marriage and family as social institutions in our society. Family composition, gender and sex roles, foundations of marriage, methods of communication, life cycles of the family, parenting and family dysfunctions. Also includes cultural comparison of various family and marriage forms.

SOCI 162 3 Credits
Urban Sociology

An overview of urbanization and the problems it creates in our society. Stresses historical development and the recent emergence of the city as the dominant feature of modern social life. Emphasizes demographic and ecological patterns and the social organization of urban regions.

SOCI 163 3 Credits
Human Relations at Work

Concepts, skills and techniques which relate to the human aspects of work. Emphasizes human interactions in work settings and development of techniques for enhancing these interactions.

SOCI 164 3 Credits PACE**The Individual and the Workplace**

Designed to provide psychological information about interaction with the self and others and to help students apply this information to personal work life. This course is a General Studies alternative to SOCI 163.

SOCI 165 3 Credits**Cross-Cultural Studies**

Similarities and differences of people from various racial and cultural heritages. Includes discussion of people from diverse groups living in the United States.

SOCI 166 3 Credits**Appalachian Ohio Culture**

Explores the historical and social influences that have shaped Appalachian culture, particularly in the Ohio Appalachian region. Emphasizes the history of the Ohio Appalachian region, various ethnic migrations and social groupings in the area, regional culture and significant industries in the area. Students have an opportunity to explore the history and cultural influence of their own technology in the region.

SOCI 167 1-3 Credits**Student Leadership**

Enables student leaders to function more effectively in student organizations. Fundamentals of leadership and basic procedures necessary to effectively manage small group interaction appropriate for student organizations. Practical experience through role playing in structured exercises. Enrollment must be approved by Student Senate.

Supervision and Leadership**SUPR 230 3 Credits****Dynamic Leadership I**

Time management, new developments in leadership, leadership practice and theory, handling change, minimizing stress, power structures and other practical discussion items.

SUPR 231 3 Credits**Dynamic Leadership II**

A continuation of SUPR 230.

SUPR 232 3 Credits**Dynamic Leadership III**

Third in a series on leadership training emphasizing self and staff development techniques and leadership in a changing world of work.

SUPR 235 3 Credits**Supervision and Leadership**

Designed for managers and supervisors who enter at the first line of management and supervision. Introduces the managerial processes of planning, organizing, staffing, directing and controlling, as well as the topic of leadership.

Telemarketing**TELM 110 3 Credits****Telephone Selling Skills**

Introduces skills necessary to operate a telephone system used in telemarketing activities. Additional skills include communications skills, inbound call handling and outbound call handling.

TELM 120 3 Credits**Interpersonal Dynamics for Telemarketing Service Representatives**

A survey of activities such as creating better telephone impressions, enunciation and articulation, courtesy, call screening, message taking and listening skills.

TELM 130 3 Credits**Basic Principles of Telemarketing**

A survey of the applications, rational strategy and objectives of implementing telemarketing techniques.

TELM 140 4 Credits**Telemarketing Scriptwriting**

Necessary skills for evaluating calling objectives and for developing scripts appropriate to the missions and objectives of the call.

TELM 210 5 Credits**Successful Telemarketing Campaigns: Business Case Approach**

Skills necessary for successful business to business and business to consumer selling or promotional campaigns. Other applications are surveyed.

TELM 240 3 Credits
Managing Telemarketing Service Representatives for Improved Work Performance
 Hiring and training practices, motivating employees, compensation techniques, evaluation procedures and employee development.

TELM 260 2 Credits
Direct Mail Marketing
 Concepts and principles in direct mail sales and marketing. Includes concepts in preparing advertising and promotional materials.

Timber Harvesting

THS 110 2 Credits
Tree Identification
 Field identification of trees native to Ohio, particularly those of commercial value. Important commercial species in the United States, but not native to Ohio, are covered in lecture.

THS 111 3 Credits
Diesel, Gas, Small Engine Repair
 Routine maintenance and light repair of internal combustion engines, both two and four cycle.

THS 112 6 Credits
Timber Harvesting Skills I
 An introduction to the use, operation, safety and maintenance of logging machinery, including rubber-tired skidder, bulldozer and knuckleboom loader.

THS 120 3 Credits
Hydraulics and Mechanical Systems Maintenance and Repair
 General theory, design and function of hydraulic systems and drive chain components of forest harvesting machinery.

THS 121 2 Credits
Welding
 Principles of joining and cutting metals using a gas and electric welding apparatus.

THS 122 6 Credits
Timber Harvesting Skills II
 A continuation of THS 112. Prerequisite: THS 112.

THS 123 2 Credits
Timber and Log Scaling
 Applied scaling practices and grading for hardwood saw timber, pulpwood and logs.

THS 130 12 Credits
Timber Harvesting Skills III
 A field course concentrating on the development of entry-level logging skills. Students develop skills utilizing chainsaws, crawler tractor, rubber-tired skidder, knuckleboom loader, and all other tools, equipment and supplies involved in producing and marketing logs and pulpwood. Prerequisite: THS 112 or THS 122.

THS 131 3 Credits
Timber Harvesting Seminar
 Familiarization with harvesting costs and techniques applicable to eastern hardwood logging. Logging costs and the techniques of raw material procurement and product marketing. Includes job search techniques and preparation of a resume' and cover letter.

Travel and Tourism

TRAV 101 1 Credit
Festival Operations
 An intensive training program followed by hands-on practical experience in the organization and operation of a visitor information network on the grounds of the annual Paul Bunyan Show. Emphasizes promotional skills and positive public relations.

TRAV 110 3 Credits
Travel Agency Office Procedures
 Completing handwritten airline tickets, tour orders and all refund forms. Tracking the flow of the money collected from all sales, computation of commission and the agency income statement showing income expenses resulting in net profits. Includes instruction for completing a weekly airline sales report for ARC. Prerequisite: TRAV 150.

TRAV 131 3 Credits**Air Reservations**

An introduction to the PARS automated reservations system used widely within the travel industry. Through the use of a software training program, students gain an understanding of the PARS system of basic reservations and PNR creation. Prerequisite: TRAV 150.

TRAV 132 3 Credits**Air Reservations: Intermediate**

A continuation of TRAV 131. Students learn to further develop a passenger name record and also learn the techniques used in changing and modifying an itinerary. Prerequisite: TRAV 131.

TRAV 133 3 Credits**Air Reservations: Advanced**

A continuation of TRAV 132. Emphasizes advanced skills needed for special fares and ticketing. Also includes the latest computer enhancements, such as the confirmation of car rentals, tours and hotel reservations. Prerequisite: TRAV 132.

TRAV 150 3 Credits**Introduction to the Travel Industry**

Basic operations of the travel agency from overview of job function to use of reference materials. Also investigates tour operation, OAG's, reservations (tour, cruise, hotel, car), record-keeping and tariffs.

TRAV 154 3 Credits**Travelogue Central USA**

An overview of the geography, history, economy and culture that comprise the various regions of the central United States. Emphasizes tourist attractions and scenic beauty.

TRAV 155 3 Credits**Travelogue Eastern USA**

Attractions, points of interest and the most popular cities in the states east of the Mississippi. Students learn how to mark maps and the terminology found in travel guides.

TRAV 156 3 Credits**Travelogue Western USA**

Familiarization with the western United States through research into attractions, points of interest and tourism promotion.

TRAV 157 3 Credits**Exploring Asia and the Pacific**

An introduction to the geography, history, economy and culture of Asia and the South Pacific. Utilization of previous tour planning and geographical skills in arranging and developing individual and group tours to this increasingly popular destination.

TRAV 160 3 Credits**Tour Development**

Preparation and development of motor coach tours throughout Ohio. Includes budgeting.

TRAV 165 1 Credit**Trip Planning with AAA**

Marking triptiks using AAA material.

TRAV 171 2 Credits**Computer Applications in Travel (Amtrak, Hotels, Cars)**

Utilizing TWA's PARS system of computer based instruction to achieve reservations for Amtrak, various hotel chains and car rental agencies. Prerequisite: TRAV 154.

TRAV 175 3 Credits**Introduction to PARS**

An introduction to TWA's computerized reservation system (PARS) as it relates to the travel industry utilizing training lessons on the airline computer. Prerequisites: TRAV 131, TRAV 150.

TRAV 177 3 Credits**Advanced PARS**

Further discussion of domestic and international reservations and ticketing, pricing and fare rules as well as the optional areas of the passenger name record. Prerequisite: TRAV 270.

TRAV 180 3 Credits**Legal Aspects of Travel Program**

Facets of legal procedures involving travel agencies and their relationships with airlines, wholesalers, suppliers, clients and the general public. Prerequisite: TRAV 150.

TRAV 185 1 Credit

Motor Coach Operation

Fundamentals of operating a large, over-the-road passenger motor coach. Includes daily preventative maintenance, development of skills in handling coach on the highway and in-town safety procedures and passenger interaction. Prerequisites: Safe driving record and previous experience with heavy motor vehicles, such as buses or trucks.

TRAV 190 2 Credits

Exploring Ohio

An introduction to the various areas of Ohio. Historical and cultural background, current sightseeing attractions, major highways and transportation facilities.

TRAV 191 1 Credit

Promoting Ohio

On-site visits to various popular attractions and experience in disbursing information and working with the public at local information booths at area attractions. Prerequisite: TRAV 190.

TRAV 201 1Credit

Festival Management

Further development of public relations skills practiced by students in TRAV 101. Students practice management skills as they supervise and aid in the training and scheduling of students enrolled in TRAV 101. Prerequisite: TRAV 101.

TRAV 250 3 Credits

Sales for Travel

Effective one-to-one client relationships, techniques for marketing group tours to diverse groups of individuals and techniques for soliciting corporate business. Prerequisites: COMM 130, TRAV 150.

TRAV 260 2 Credits

Convention and Seminar Management

Development and promotion of conventions and seminars and associated travel arrangements utilizing the TWA PARS computer system and guest lecturers.

TRAV 262 3 Credits

Case Studies in Travel Management

Duties and responsibilities of management level personnel in the travel industry. Prerequisite: TRAV 150.

TRAV 264 3 Credits

Alaska and the Canadian Provinces

Domestic/international aspects of the travel industry in relation to travel to Alaska and Canada. Provides an overview of the geography, history, economy and culture and emphasizes attractions and scenic beauty of the most popular destinations.

TRAV 265 3 Credits

Hawaii, Mexico and the Caribbean

Domestic/international aspects of the travel industry in relation to travel to Hawaii, Mexico and the Caribbean. Geography, arranging transportation via air and other modes and developing tours.

TRAV 266 3 Credits

European Travel

A study of the five continents of Europe, Asia, Africa, South America and Australia in relation to the scheduling of flights and surface transportation for the purpose of planning and developing individual and group tours.

TRAV 267 2 Credits

Self-Directed Learning in Travel

Individual or group work in an area in which students desire to expand knowledge. Involves organizing a project and accomplishing goals under the student's own direction and motivation. Emphasizes effective decision making and problem solving. Prerequisite: TRAV 150.

TRAV 270 3 Credits

Intermediate PARS

Familiarization with the many discounted airline fares and qualifying rules. Procedures for booking car rentals and hotels. Prerequisite: TRAV 175.

TRAV 280 2 Credits

Tour Directing

Students lead a group tour following the guidelines learned in TRAV 169. Prerequisite: COMM 130.

TRAV 285 2 Credits**Reservation Center Operations Seminar**

Students learn to be a reservationist at the Quality International Reservation Center on campus. Telephone sales and marketing, computer operation of Sunburst reservation system, properties within the Quality International lodging system, ULS and international geography.

TRAV 290 1-5 Credits**Special Topics in Travel and Tourism Technology**

Exploration of a specific topic(s) by participants in a group with a structured format.

TRAV 291 1-5 Credits**Individual Study in Travel and Tourism Technology**

Individual study or research. Topics are arranged with instructor permission on an individual basis.

TRAV 292 1-4 Credits**Field Experience in Travel and Tourism**

On-the-job training in a travel and tourism facility. Coordinated by an instructor.

TRAV 295 1 Credit**Travel Industry Seminar**

Discussion of job-related concerns and assistance with Practicum. Concurrent with TRAV 296. Prerequisites: TRAV 131, TRAV 150.

TRAV 296 1 Credit**Travel Industry Practicum**

Students apply classroom experience at a travel-related business 16 hours per week. Concurrent with TRAV 295. Prerequisites: TRAV 131, TRAV 150.

TRAV 298 6 Credits**Travel and Tourism Internship**

On-the-job training in the workplace of a cooperating agency coordinated by an instructor.

Tree Care**TRC 110 3 Credits****Climbing**

Orientation to basic climbing equipment and its proper use in tree forestry. Saddles, climbing ropes and knots for beginning climbers.

TRC 111 4 Credits**Diagnostic Tree Care**

Common problems of diagnostic tree care. Laws and rules governing the use of pesticides and review of necessary information to acquire applicator's license.

TRC 112 4 Credits**Mechanics of Tree Care**

Common problems affecting trees and how to treat these problems, whether by tree surgery or other remedial treatment.

TRC 113 4 Credits**Tree Care Equipment**

Selection, use and maintenance of all hand tools used in tree surgery and aboriculture. Operation and maintenance of power equipment used in aboriculture including chainsaws, chipper trucks, chipper, spray rig and stump grinder.

TRC 115 4 Credits**Advanced Climbing**

Further development of basic climbing skills with emphasis on efficient movement in the trees. Rigging and lowering techniques for pruning, topping and tree removal. Use of the chainsaw in trees is covered in-depth.

TRC 117 6 Credits**Landscape Maintenance Lab**

Hands-on experience in the care of the landscape after installation. Typical landscape maintenance tasks include care of lawns, trees, shrubs and flowers; repair of retaining walls, fences, walks and bridges; draining systems; and painting. Emphasizes the repair and maintenance of equipment.

TRC 118 6 Credits**Landscape Maintenance Lab II**

A continuation of TRC 117.

TRC 120 1 Credit

Landscaping Fundamentals

Horticultural requirements of residential and recreational areas. Analyzing the landscape to fit an individual's specific needs, whether to aesthetically enhance the area or to solve a problem. Investigations involving soils, lawn establishment, site modification, cost estimation for landscape construction, principles of landscape design, maintaining the landscape design and ornamentals.





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Ten Great Reasons to Attend HTC

1. Earn a two-year Associate Degree.
2. Take advantage of outstanding technical programs and low cost education.
3. Prepare for a new career or a mid-life career change.
4. Enjoy learning in a caring environment.
5. Experience practical, hands-on learning.
6. Attend college and work at the same time.
7. Acquire job skills for employment.
8. Take the first two years of study in preparation for transfer to a four-year college or university.
9. Learn from experienced and committed faculty.
10. Support your close-to-home college.



Academic Calendar

Each new academic year begins with summer quarter.

| | 1990-91 | 1991-92 | 1992-93 |
|----------------------------|---------------|---------------|---------------|
| Summer Quarter | | | |
| All Classes Begin | June 18, 1990 | June 17, 1991 | June 15, 1992 |
| Holiday-Independence Day | July 4 | July 4 | July 6 |
| Last Day of Quarter | Aug. 31 | Aug. 30 | Aug. 28 |
| Holiday-Labor Day | Sept. 3 | Sept. 2 | Sept. 7 |
| Fall Quarter | | | |
| Faculty Development Week | Sept. 10-14 | Sept. 9-13 | Sept. 14-18 |
| All Classes Begin | Sept. 17 | Sept. 16 | Sept. 21 |
| Faculty Development Day | Nov. 21 | Nov. 27 | Nov. 25 |
| Holiday-Thanksgiving | Nov. 22-23 | Nov. 28-29 | Nov. 26-27 |
| Last Day of Quarter | Dec. 7 | Dec. 6 | Dec. 11 |
| Records Day | Dec. 10 | Dec. 9 | Dec. 14 |
| Holiday-Christmas | Dec. 25 | Dec. 25 | Dec. 25 |
| Holiday-New Years | Jan. 1, 1991 | Jan. 1, 1992 | Jan. 1, 1993 |
| Winter Quarter | | | |
| All Classes Begin | Jan. 2 | Jan. 2 | Jan. 4 |
| Holiday-Martin L. King Day | Jan. 21 | Jan. 20 | Jan. 18 |
| Holiday-President's Day | Feb. 18 | Feb. 17 | Feb. 15 |
| Faculty Development Day | Feb. 19 | Feb. 18 | Feb. 16 |
| Last Day of Quarter | March 15 | March 13 | March 19 |
| Records Day | March 18 | March 16 | March 22 |
| Spring Quarter | | | |
| All Classes Begin | March 25 | March 23 | March 29 |
| Faculty Development Day | March 28 | April 16 | April 8 |
| Holiday-Good Friday | March 29 | April 17 | April 9 |
| Holiday-Memorial Day | May 27 | May 25 | May 31 |
| Last Day of Quarter | June 7 | June 5 | June 11 |
| Commencement | June 9 | June 7 | June 13 |
| Records Day | June 10 | June 8 | June 14 |

Design
Tom Baker
HTC Design Services

Photography
Tom Baker
Bonnie Steortz

Typesetting
Sharon Bowers
HTC Design Services

Technical Programs at HTC

Automotive and Energy Technologies

Automotive Service
Management
Compressor
Oil and Gas Energy

Business Technologies

Accounting
Business Management
Secretarial Science
Telemarketing

Engineering and Science Technologies

Ceramic
Computer Science
Drafting and Design
Electronic
Materials
Telecommunications/Broadcast

Health Careers Technologies

Dietetic
Medical Assistant
Medical Record
Nursing Level I (P.N.)
Nursing Level II (R.N.)
(For graduates of approved
practical nursing schools.)

Hospitality Technologies

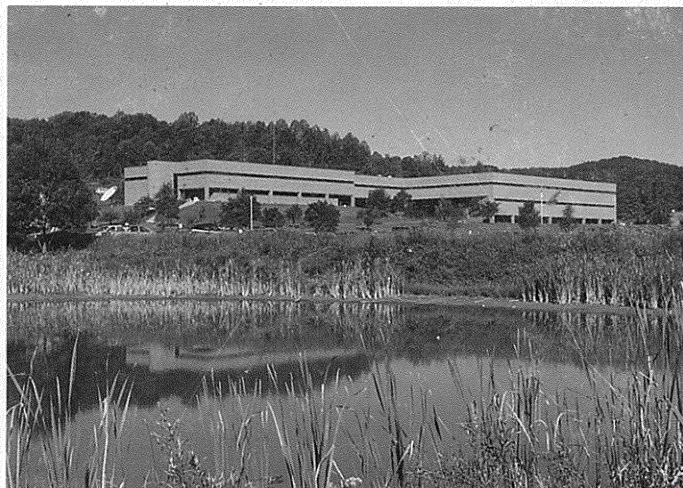
Culinary Arts
Hotel/Restaurant Management
Travel and Tourism

Natural Resources Technologies

Forestry
National Ranger Training
Recreation and Wildlife
Back Country Horsemanship
Fish and Wildlife
Interpretive Services
Ranger Services
Sawmill/Lumber Grading
Timber Harvesting/Tree Care

Public Safety Services Technologies

Emergency Medical
Fire and Emergency Services
Human and Correctional Services
Police Science



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