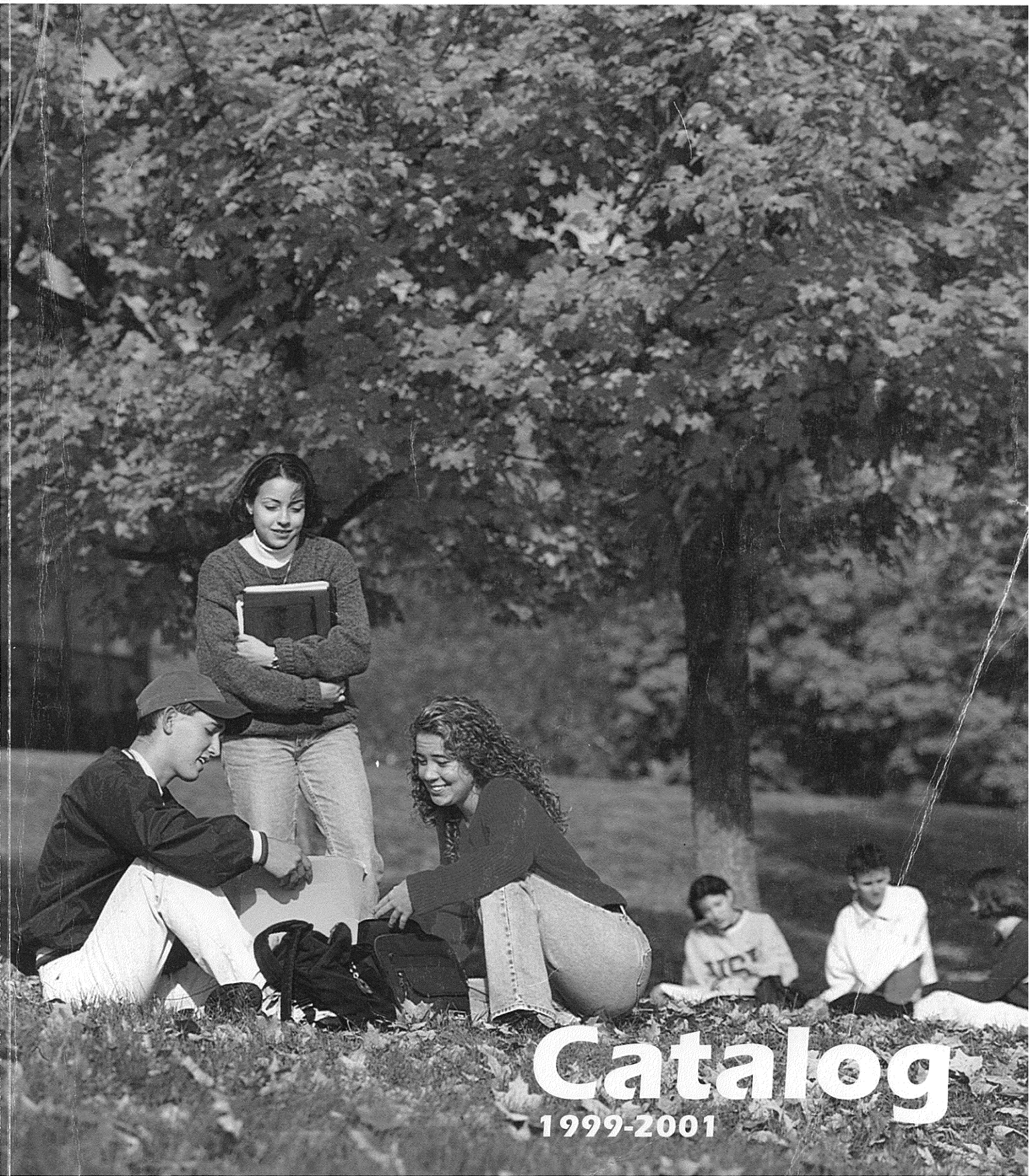
John Chappelear

Hocking College

Nelsonville, Ohio



Catalog

1999-2001

3301 Hocking Parkway
Nelsonville OH 45764-9704

740 753-3591

Admission
1-800-282-4163

Catalog 1999 - 2001

Programs and curricula at Hocking 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 College offers equal educational and employment opportunities without regard to race, color, religion, marital status, national origin, sex, age or disability. Hocking College is an equal opportunity institution. Our services and facilities are available to all.

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Welcome to Hocking 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 Ramada Inn, Uniglobe Travel Agency, Telemarketing Center, 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 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 College. 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 College. We'll show you why we're America's best two-year college.

John J. Light

John J. Light, Ph.D.

President

The College

Hocking College is a two-year technical 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 1600-acre campus is surrounded by the Wayne National Forest. Several state parks are within easy driving distance.

Hocking College offers associate degrees and certificates in more than 30 programs. In addition, it provides the state approved Transfer Module for students planning on transferring to a four year college without earning a degree. Several of the college's technologies were the first two-year programs of their kind either in Ohio or in the nation. HC is the only institution in the world offering a two-year degree in Materials Engineering Technology. The Ceramic Engineering Technology and the Compressor Technology programs were firsts in the United States, and the Forestry, Archaeology, Career Ladder Nursing, Human and Correctional Services, Juvenile Corrections, 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 Ramada Inn, a public facility owned and operated by the college.

Programs at Hocking 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.

Because of the number of unique technical programs offered at Hocking College, our student body includes people of all ages, backgrounds, geographic origins and interests. Over 6,000 students represent all of Ohio's 88 counties, 20 states and 47 foreign countries.

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

Hocking 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 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
Accounting Technology	Association of Collegiate Business Schools and Programs
Activities Therapy	Approved by the National Certification Council for Activities Professionals
Business Management Technology	Association of Collegiate Business Schools and Programs
Ceramic Engineering Technology	Technology Accreditation Commission of the Accreditation Board of Engineering and Technology
Culinary Arts Technology	American Culinary Federation
Dietetic Technology	Dietary Manager Association (Certificate Program) Accreditation/Approval for Dietetic Education of the American Dietetic Association
Emergency Medical Technology	State Board of Education - EMT-B Basic and EMT-Paramedic (EMT-B 502407/EMT-P 5-3-002)
Forestry Technology	Recognized by the Society of American Foresters
Health Information Management Technology	Commission on Accreditation of Allied Health Education Programs on recommendation of the Committee on Allied Health Education on Accreditation
Medical Assistant Technology	Commission on Accreditation of Allied Health Education Programs on recommendation of the Committee on Accreditation for Medical Assistant Education
Nanny Technology	American Council of Nanny Schools
Nursing Technology First and Second Year	Approved by the Ohio Board of Nursing Accredited by the National League of Nursing Accrediting Agency
Office Administration Technology	Association of Collegiate Business Schools and Programs
Physical Therapist Assistant Technology	Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association
Recreation and Wildlife Technology (Fish and Wildlife)	North American Wildlife Technology Association

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

College Mission and Goals

Hocking College is dedicated to fulfilling the following mission as part of the Ohio system of technical education: to prepare individuals, in up to two years, for careers as technicians or technologists who will work with skilled craftsmen and professionals. The clear emphasis of technical education is the practical application of knowledge and skills toward the solution of problems in the world of work.

The Hocking College mission is implemented through the following 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 paraprofessionals 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 with other educational institutions to establish an open-ended technical education curriculum which allows students to enter employment or to continue education with a minimum disruption or loss of credit. The Hocking College Trustees urged universities to: recognize the potential of our graduates as students, encourage the development of two-plus-two programs and for the universities to formally adopt systems 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 occupational advancement, refresher and retraining purposes.

To provide counseling and advisement services to students and citizens which will assist 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 the 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 the above goals in the most efficient and economical manner compatible with quality offerings.

Learner Centered Community

During fall quarter, 1997, the Board of Trustees approved the following vision statements proposed by representatives of the college's faculty, staff and administration: "Hocking College is a learner-centered organization which values and nurtures all members of its community as learners and facilitators of learning. All experiences are viewed as opportunities for growth, development and continuous improvement. Learning and learner success are core values shared by all."

Though Hocking has long had many components of "learner-centeredness" in its programming and decision making, this vision statement is a bold step toward even greater commitment to the learning process. Foundational to this vision of education is that the dynamics of teaching and learning are different from the traditional model. The teacher is not perceived as the only possessor of knowledge and students are not perceived as empty vessels to be filled. Both the institution's employees and students are perceived as members of a community of learners involved in activities that enhances each person's life experiences and allow them to gain new insights and skills.

A leaner-centered classroom or institution is about much more than creating interesting activities or trying to find new fads to keep students attending. It is a way of being – a philosophy and a positive attitude about the possibilities that exist when human beings come together in mutual respect for a united purpose: learning. It is about taking a stance for human beings engaged in the development of a democracy. It is about a humanitarian view of the future amidst the complexity and exciting possibilities in the age of advanced technology. It is about creating a community of learners free to imagine possibilities beyond the confines of texts or individual teachers. It is about

creating a world of thinkers engaged in the task of reading their world and doing something about those things which are problematic in life. It is about the art of liberating learners and helping them rediscover their innate love of engaging their world.

Some of the guiding principles being used by Hocking College as it progresses toward meeting the challenges of the newly adopted mission statement are as follows:

- Learners learn best by experiencing (playing and touching) the world, not only by being "told about" the world.

- Mistakes are positive opportunities for learning.

- Teachers and institutions can and do learn from their students; therefore the concept of learners must include teachers, administrators and all other staff members as part of a community of learners working toward the common good of the community.

- There are multitudes of ways to experience learning. No one way is the "best" way.

- A learner-centered classroom/institution requires that each learner takes responsibility for his/her own learning; develop respect for themselves as intelligent, capable, complex beings; develop respect for others in the community of learners; and develop habits of self sufficiency.

- A learner-centered classroom/institution requires teachers, staff and administrators to move out of the spotlight; become effective planners, organizers and managers who plan for and manage the unexpected and who plan for and support individuality. They learn to assume a "coach mentality". They learn to take risks, knowing that there is no one best way to get the job done for learners in the community.

- The learner-centered classroom/institution is not "fixed" in terms of physical space or approaches. Teachers, staff, administrators and support systems have to be flexible.

Assessment of Student Academic Achievement

Hocking College strives to maintain programs of excellence by assessing the academic achievement of its students. By measuring students' abilities and knowledge, faculty can make continuous adjustments to improve how and what they teach. In addition, assessment information is reported to state and regional bodies and to external agencies which accredit Hocking's programs of study. The institution measures student academic achievement through performance and traditional testing; evaluation of the practicum or clinical experience; student, graduate and employer surveys; licensure/certification examination results; and portfolio assessment, along with other methods.

Students are asked to participate in these important activities to assure themselves and others the highest quality education.

Hocking College's assessment program supports the institutions mission "to prepare individuals for careers as technicians and technologists who will work with skills craftsmen and professionals." The College also assesses the effectiveness of developmental programs designed to enable under-prepared students to complete college level courses. Finally it assesses the Core Competencies, eight general abilities designed to equip students for life both in and out of the workplace.

Core Competencies

The Core Competencies are eight common goals for all Hocking College graduates, regardless of their technologies. These competencies embody the knowledge, skills and attitudes which enhance students' productivity, stimulate their personal and professional growth, allow them to fulfill their goals and enable them to realize the highest quality of life.

The list of Core Competencies was reviewed by the entire Hocking College faculty, adopted by faculty referendum and then adopted by the Board of Trustees in 1992.

The Core Competencies state the intention that Hocking College graduates will: communicate effectively; demonstrate math skills; demonstrate knowledge of science and the environment; demonstrate learning and critical thinking skills; maintain professional skills and attitudes; practice human relations skills; demonstrate community, cultural and global awareness; and maintain a code of ethics.

A History of Hocking 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 Health Trust for the nursing programs.
1973	• Enrollment 1,055
1974	• College designated as the permanent site of the Paul Bunyan Show.
1975	• Hocking College 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.

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 Engineering Technology, 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.
- Ceramic Engineering 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 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 Engineering Technology repeats as Program Excellence Award winner.

1989

- International Energy Center opens.
- HTC heads state funded consortium to train human services personnel in Ohio's 88 counties.
- Ceramic Engineering Technology named one of two outstanding programs in U.S. by National Council of Instructional Administrators.

1990

- Satellite campus in Perry County established with 61 students.
- Communications program in the General Studies Department receives Program Excellence Grant of $148,800 from the Ohio Board of Regents.

1991

- Enrollment over 5,500.
- Official name changed to Hocking College.
- Hocking College established an External Degree program.
- Nursing Department becomes the College's first "school" and is known as the School of Nursing.

1992

- Students travel to Europe for first Havering College Student Exchange program.
- College acquires 290 additional acres of land adjoining campus bringing total to more than 1,400 acres.
- Hocking College is the only college to take part in international horticulture exposition AmeriFlora '92, held in Columbus.

1993

- Work begins on $5.9 million Capital Projects including a new building and an addition to the Natural Resources building.
- College receives 25 acres of land in Perry County to build permanent structure.
- Natural Resources Department becomes School of Natural Resources and Ecological Sciences.

1994

- Enrollment over 6000 with a budget of nearly $40 million.
- Groundbreaking for Nursing/Health/Learning Resource Center building and Natural Resources building addition.
- Groundbreaking for Perry County Center.
- Board of Trustees adopts Functional Mission, Hocking College to remain technical in mission.

1995

- Hocking College receives Service Learning Grant.
- Agreement signed to offer International Business training with college/university in Canada and Mexico.
- Sauber Environmental Center opens at Lake Snowden.
- College donates 8.9 acres for construction of the Southeast Ohio Regional Jail.
- Southeast Ohio Building opens.

1996

- Perry Campus officially named Hocking College Perry Campus.
- Paul Bunyan Show featured on Discovery Channel's *Amazing America.*
- Hocking College Perry Campus officially opens.

1997

- National Environmental Training Center wins Renew America's National Award for Environmental Sustainability for second time.
- Approval given for College to purchase Lake Snowden.
- 90 acres traded with U.S. Forest Service, making contiguous campus 1600 acres

1998

- Hocking College looks forward to a banner 30th year.

The Perry Campus

Location

5454 State Route 37
New Lexington OH 43764
740 342-3337

Facilities

The Hocking College Perry Campus is housed in a newly constructed 20,000 square foot building dedicated in January, 1997. The new campus is situated on a twenty-five acre tract of land, granted to the college for this purpose by the Perry County Board of Commissioners. The Perry Campus is located along State Route 37, just west of the city of New Lexington, and was completed at a cost of $2.9 million.

Programming

The Perry Campus offers course work in all of Hocking College's technologies and specializes in several programs including Accounting, Business Management, Human and Correctional Services, Juvenile Corrections, Nursing Level I, Industrial Maintenance and the state approved Transfer Module (University Bound). Planned new programming includes Horse Industry Management and Equine Health, and Optical technologies.

The Hocking College Perry Campus utilizes instructional personnel from a variety of backgrounds and experiences. Several full time instructors teach a part of their course load at both campuses. Adjunct instructional personnel are professionals, working and teaching in their fields of expertise. Some instruction is delivered via an interactive distance learning video link between the campuses. While most course work is available in a traditional format, other courses are offered on a time-compressed basis. The college offers much course work in the PACE (Personally Accelerated Career Education) format and many classes may be started at any time during the quarter.

The Perry Campus currently serves approximately 200 students per academic quarter. While most of these attend part time, nearly one hundred full time students commute from Perry, Fairfield, Muskingum and Morgan counties. The majority of students at the Perry Campus are non-traditional, outside the eighteen to twenty-three age bracket, with an average age closer to thirty.

The Hocking College Perry Campus has an active advisory board made up of business leaders, professionals and interested citizens from all over Perry County. Anyone wishing additional information may visit the campus during regular office hours, or telephone the campus at 740 342-3337.

Business and Computer Technologies

Technical Programs

Programs leading to an Associate Degree:

Accounting
Business Management
International Business
Computer Science
Office Administration

Certificate Programs

Programs providing specific technical skills:

Certificates of Completion

Accounts Payable/Accounts Receivable Clerk
Cost Clerk
File Clerk
Legal Secretary
Medical Secretary
Salesperson

Occupational Certificates

Accounting Clerk/Payroll Clerk
Administrative Transcriptionist
Clerk/Basic Typist
Computer Applications for Business Owners
Computer Builder/Maintenance Worker
Customer Service Representative
Entrepreneurial Specialist
Federal Taxation
Industrial Salesperson
Management Specialist
Microcomputer Accounting
Microcomputer Software User
Non-Profit Accounting
Personnel Specialist I
Personnel Specialist II
Purchasing Agent
Real Estate
Receptionist/Clerk
Retail Management Specialist
Small Business Accounting Technician
Small Business Specialist
Word Processing

Technical Certificates

Accounting
Office Administration

Accounting

The Accounting Technology prepares students for entry-level positions as staff accountants and clerks and provides programming to upgrade the skills of persons already employed in the field of accounting.

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 non profit accounting plus valuable experience on the college's IBM compatible and Macintosh microcomputers. Accounting students complete a one quarter on the-job practicum as part of their degree.

Second year students experience first-hand learning in area agencies and business.

Job Opportunities
Since accounting is a part of every business, the demand for trained personnel remains high. Graduates are employed in certified public accounting firms, small business, manufacturing firms and non-profit organizations such as colleges, hospitals and government agencies.

Course No.		Course	Credit
ACC	120	Payroll Accounting	3
ACC	100	Accounting I	3
ACC	130	Business and Accounting Machines	2
BUS	170	Fundamentals of Business I	3
OAT	180	Keyboarding	1
COMM	122	Communications II	3
SOCI	•••	Social Science Elective	3
ACC	101	Accounting II	3
ACC	110	Accounting Simulation	1
ACC	140	Individual Taxation	3
BUS	171	Fundamentals of Business II	3
MATH	108 B	Introduction to Algebra for Business	3
BUS	175	Business Word Processing	2
COMM	123	Communications III	3
ACC	102	Accounting III	4
ACC	111	Advanced Accounting Simulation	1
ACC	150	Business Taxation	4
ACC	162	Microcomputer Accounting	2
MATH	109	Business Math	4
COMM	130	Speech	3
ACC	200	Basic Cost Accounting	3
ACC	220	Non-Profit Accounting I	4
BUS	247	Excel for Windows	3
FMGT	140	Principles of Finance	4
COMM	104	Job Search Techniques	1
SOCI	•••	Social Science Elective	3
ACC	201	Advanced Cost Accounting	4
ACC	210	Cost Accounting Simulation	1
ACC	221	Non-Profit Accounting II	4
ACC	230	Intermediate Accounting I	3
BUS	248	Advanced Excel	3
NSC	100	Health Science:The Human Machine	3
		or	
NSC	101	Environmental Science	3
ACC	231	Intermediate Accounting II	4
ACC	250	Auditing	3
ACC	296	Accounting Practicum	2
BUS	200	Business Law	3
COMM	124 A	Communications IV: Job Communications	3

Business Management

The Business Management Technology prepares students for entry-level career positions as managers and manager-trainees and to own and operate a small business. The Business curriculum offers flexibility to the student who may complete courses in an area of concentration or opt to meet Transfer Module requirements while completing a degree in Business Management. In addition, the Business Management technology provides programming to upgrade the skills of persons already in the field by offering training packages to meet specific needs.

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 human resource management and managerial accounting. Other courses focus on merchandising, economics, marketing and microcomputer software packages.

Second year students experience first hand learning in area industry, business and agencies.

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

Course No.		Course	Credit
BUS	100	Small Business Management I	3
BUS	102	Principles and Practices of Management I	3
BUS	110	Marketing	3
BUS	105	History of American Business	3
COMM	122	Communications II	3
OAT	180	Keyboarding	1
BUS	101	Small Business Management II	3
ACC	100	Accounting I	3
BUS	200	Business Law	3
MATH	108 B	Introduction to Algebra for Business	3
COMM	123 A	Communications III: Job Communications	3
BUS	•••	Business Elective	3
BUS	103	Principles and Practices of Management II	3
ACC	101	Accounting II	3
BUS	201	Advanced Business Law	4
MATH	109	Business Math	4
ECON	140	Principles of Microeconomics	4
BUS	243	Business Systems Control	3
BUS	260	Business Planning	2
SOCI	169	Human Relations in Organizations	3
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
PSYC	•••	Psychology Elective	3
BUS	•••	Business Elective	3
BUS	210	Human Resources Management	3
BUS	247	Excel for Windows	3
ACC	162	Microcomputer Accounting	2
COMM	104	Job Search Techniques	1
NSC	100	Health Science: The Human Machine	3
		or	
NSC	101	Environmental Science	3
BUS	•••	Business Electives	3
HUM	•••	Humanities Elective	3
BUS	180	Business Ethics	3
BUS	248	Advanced Excel	3
BUS	296	Business Practicum	2
BUS	•••	Business Elective	6

Business Management
International Business

The International Business concentration provides an opportunity for students to study abroad in Canada and/or Mexico after completing basic studies at Hocking College. First-hand experience with U.S. trade partners and their markets gives students unique, marketable job skills. This exchange is the result of a cooperative agreement among Hocking College, Sir Sanford Fleming College, Ontario, Canada and The University of The Valley of Mexico, Mexico City, Mexico. Students of all three countries spend one quarter in each country studying import/export practices of that country.

Job Opportunities
The International Business prepares graduates for employment opportunities in both national and international companies which import and export their products.

Course No.		Course	Credit
BUS	100	Small Business Management I	3
BUS	102	Principles and Practices of Management I	3
BUS	110	Marketing	3
BUS	105	History of American Business	3
COMM	122	Communications II	3
MICS	121 A	MicroSoft Works for Windows (Word Processor)	1
BUS	175	Business Word Processing	2
BUS	101	Small Business Management II	3
ACC	100	Accounting I	3
BUS	200	Business Law	3
MATH	109	Business Math	4
COMM	123 A	Communications III: Job Communications	3
BUS	103	Principles and Practices of Management II	3
ACC	101	Accounting II	3
BUS	201	Advanced Business Law	4
LANG	120	Beginning Spanish	3
SOCI	169	Human Relations in Organization	3
MICS	280	Exploring the Internet	1
NR	172	Geography	3
BUS	106 C	International Business: Overview	3
BUS	107 C	Importing to Canada	3
BUS	108 C	Exporting from Canada	3
BUS	•••	Business Elective	3
ECON	140	Principles of Microeconomics	4
LANG	121	Intermediate Spanish	3
BUS	106 M	International Business: Planning and Controls	3
BUS	107 M	Importing to Mexico	3
BUS	108 M	Exporting from Mexico	3
BUS	296	Business Practicum	2
ACC	162	Microcomputer Accounting	2
COMM	104	Job Search Techniques	1
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
BUS	106 U	International Business: Ethics	3
BUS	107 U	Importing to the United States	3
BUS	108 U	Exporting from the United States	3

Computer Science

The Computer Science Technology prepares students for entry level career positions as information systems specialists and computer operators and provides a background sufficient for growth and advancement in the management information systems profession.

The Computer Science Technology offers students hands-on experience using state-of-the-art equipment including broad band and local area networks. Students write application programs in six programming languages: COBOL, RPG, Assembler, Visual Basic, Visual C++ and Powerhouse. Commercial software packages including spreadsheet, word processing and database for Windows-based microcomputers are part of the curriculum. Two networking courses provide students with experience in data communication, client server concepts and network hardware, software and applications. Students also gain experience in uploading and down loading information to mainframes.

Job Opportunities

Hocking College Computer Science graduates are employed as data entry operators, computer operators, entry level programmers, programmer analysts, systems analysts, team managers, microcomputer specialists, networking specialists and systems software trainers.

Course No.		Course	Credit
CS	100	Program Analysis I	3
CS	120	Introduction to Data Processing	3
MICS	110	Introduction to Visual Basic	2
MICS	145	Introduction to Windows	1
ACC	100	Accounting I	3
MATH	108 E	Introduction to Algebra for Engineering	3
COMM	122	Communications II	3
CS	101	Program Analysis II	3
CS	200	Introduction to Networking	3
MICS	112	Introduction to DOS	1
ACC	101	Accounting II	3
COMM	123	Communications III	3
CS	155	Applied Statistical Packages	3
		or	
MATH	111	Intermediate Algebra	3
CS	110	Introduction to COBOL	5
CS	140	Job Control and Utilities	3
MICS	144	WordPerfect for Windows	1
BUS	170	Fundamentals of Business I	3
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
	•••	Communication/Sociology/ Humanities	3
CS	111	Advanced COBOL	5
CS	210	Programming in C	3
MICS	141	Lotus 1-2-3	1
MICS	142	Introduction to dBase	1
COMM	104	Job Search Techniques	1
NSC	100	Health Science: The Human Machine	3
		or	
NSC	101	Environmental Science	3
SOCI	•••	Social Science Elective B	3
CS	125	Computer Numbering System	1
CS	201	Advanced Networking	4
CS	220	Programming in RPG	4
CS	240	Database Management	3
CS	271	Forms Management Systems	2
BUS	•••	Business/Accounting Elective	3
CS	214	Applications in Information Technology	3
CS	250	Basic Assembler Language	3
CS	275	Fourth Generation Language and Prototyping	3
SOCI	169	Human Relations in Organizations	3
SOCI	•••	Social Science Elective A	3

Office Administration

The Office Administration Technology prepares students for entry-level career positions as office administrative assistants who are capable of supervising other clerical employees. In addition, it provides programming to upgrade the skills of persons already employed in the office field.

The Office Administration Technology offers unique training opportunities including work stations where students gain hands-on experience with a variety of telephone skills, office equipment and computer hardware and software packages. Students become knowledgeable in software packages including Windows, WordPerfect, MicroSoft Word, Excel, Lotus, PageMaker and Integrated Office Packages.

During the sixth quarter, students complete a practicum where they are placed in an office two days each week for hands-on experience.

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

Course No.		Course	Credit
OAT	100	Beginning Typing	3
OAT	107	Telephone Skills	1
OAT	110	Office Administration I	3
OAT	113	Office Administration Computer Systems	1
OAT	180	Keyboarding	1
MATH	108 B	Introduction to Algebra for Business	3
OAT	190	Pretranscription Skills	2
COMM	122	Communications II	3
OAT	114	Office Administration Machines	1
OAT	211	WordPerfect for Windows	3
ACC	100	Accounting I	3
COMM	101	Spelling Skills	1
COMM	123	Communications III	3
OAT	105	Introduction to Personal Shorthand	3
		or	
OAT	130	Beginning Shorthand	3
OAT	101	Intermediate Typing	3
OAT	111	Office Administration II	3
OAT	216	MicroSoft Word	3
MICS	142	Introduction to dBase	1
COMM	102	Vocabulary Skills	1
COMM	124	Communications IV	3
OAT	106	Advanced Personal Shorthand	3
		or	
OAT	132	Advanced Shorthand	3
OAT	102	Advanced Typing	3
OAT	200	Introduction to Transcription	3
ACC	120	Payroll Accounting	3
BUS	247	Excel for Windows	3
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
NSC	100	Health Science:The Human Machine	3
		or	
NSC	101	Environmental Science	3
OAT	230	Administrative Transcription	3
OAT	250	Office Publications	2
BUS	120	Personal Finance	3
BUS	200	Business Law	3
COMM	104	Job Search Techniques	1
PSYC	150	Introduction to Psychology	3
OAT	240	Word Processing Applications	3
OAT	260	Administrative Typing	3
OAT	296	Office Administration Practicum/Seminar	3
HUM	203	Ethics, Values and Morality	3
		or	
PSYC	154	Interpersonal Relationships	3

Engineering and Science Technologies

Technical Programs

Programs leading to an Associate Degree:

Broadcast Engineering and Production Technology
Ceramic Engineering Technology
Compressor
Drafting and Design
Electronic Engineering Technology
Industrial Engineering Technology
Materials Technology

Certificate Programs

Programs providing specific technical skills:

Certificates of Completion
Broadcast Production

Occupational Certificates
Automotive HVAC and Drivetrain Specialist
Automotive Performance and Diagnostic Specialist
Automotive Service Management Skills
Compressed Natural Gas Fill Station and Compressor Installation and Maintenance
Compressed Natural Gas Vehicle Conversion and Safety
Compressor
Electronics
Industrial Plastics Specialist
NGV Compressor Fill Station Specialist
Rotating Compressor Specialist

Technical Certificates
Automotive Service Management
Basic Drafter
Industrial Plastics

Broadcast Engineering and Production Technology

The Broadcast Engineering and Production Technology prepares individuals for careers in the broadcast industry and related fields such as radio, television, audio and video production and engineering. It also provides students a background sufficient for growth and advancement.

The Broadcast Engineering and Production Technology provides training in all aspects of broadcast engineering and production. Students will develop skills necessary to design and install a broadcast production facility, operate equipment and perform routine preventative and minor corrective maintenance.

Students operate and maintain equipment in the broadcasting laboratory which includes Sony digital cameras and Avid Mc-Express digital non-linear workstations.

Job Opportunities
Students graduate with a broad range of skills that allows them employment possibilities in different industries and areas of specialization. Employment locations include radio stations, television stations, commercial production facilities, colleges, pro sports, hospitals, law enforcement agencies, cable companies and satellite and broadcasting networks.

Course No.		Course	Credit
BC	110	Studio Production	3
EE	150	Technical Basis for Broadcast I	4
BUS	120	Personal Finance	3
COMM	122	Communications II	3
OAT	180	Keyboarding	1
BC	210	Audio/Video Production I	3
EE	151	Technical Basis for Broadcast II	4
COMM	123 N	Communications III: Writing for TV/Radio	3
MICS	112	Introduction to DOS	1
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
BC	207	Multitrack Audio Recording	3
BC	296 A	Broadcast Practicum/Seminar I	3
EE	152	Technical Basis for Broadcast III	4
EE	240	Computers for Electronics Technicians I	4
DD	101	Engineering Drawing I	3
BC	201	Audio/Video Systems I	4
BC	215	Audio/Video Production II	3
MATH	108 E	Introduction to Algebra for Engineering	3
BUS	100	Small Business Management I	3
		or	
BUS	170	Fundamentals of Business I	3
EGR	103	Physics HLS	3
		or	
NSC	103	Physics	3
BC	209	Audio/Video Systems II	4
BC	230	Advanced Post Production	3
DD	203	Electrical Drawing	4
MATH	110	Geometry and Trigonometry	3
BUS	101	Small Business Management II	3
		or	
BUS	171	Fundamentals of Business II	3
BC	200	Media Portfolio Development	3
BC	296 B	Broadcast Practicum/Seminar II	3
COMM	104	Job Search Techniques	1
COMM	225	Technical Writing	3
SOCI	169	Human Relations in Organizations	3

Ceramic Engineering Technology

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

The Ceramic Engineering Technology prepares students for entry-level career positions as process technicians, development technicians, or production supervisors in ceramic and related industries and provides a background sufficient for growth and advancement within the chosen area of study.

Hocking College's Ceramic Engineering Technology is the only two-year technical 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 brick, tableware and glass to super conductors and high tech ceramics. In well-equipped production and technical laboratories students receive hands-on training to process and test materials and products for the ceramic industry.

Job Opportunities

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

Course No.	Course	Credit
CER 101	Ceramic Mineral Systems: Development and Procurement Methods	3
CHEM 100	Introduction to Chemistry	3
MATH 108 E	Introduction to Algebra for Engineering	3
BUS 120	Personal Finance	3
COMM 122	Communications II	3
COMM 130	Speech	3
CER 102	Ceramic Materials and Processes I	4
DD 101	Engineering Drawing I	3
CHEM 102	Introduction to Chemistry II	3
MATH 110	Geometry and Trigonometry	3
COMM 123	Communications III	3
MICS 144	WordPerfect for Windows	1
CER 103	Ceramic Materials and Processes II	3
CER 104	Combustion I	3
DD 104	Introduction to AutoCAD	1
DD 105	AutoCAD Applications	2
EGR 103	Physics HLS	3
MATH 111	Intermediate Algebra	3
MICS 141	Lotus 1-2-3	1
CER 201	Combustion II	4
CER 210	Glasses, Glazes and Enamels	4
EGR 106	Introduction to Electricity	3
MATH 112	Advanced Algebra	3
MICS 112	Introduction to DOS	1
SOCI 169	Human Relations in Organizations	3
CER 203	Statistical Quality and Process Control	3
CER 206	Ceramic Industry Practices	3
CER 208	Technical Laboratory	4
EGR 210	Control Systems I	3
COMM 104	Job Search Techniques	1
COMM 225	Technical Writing	3
CER 207	Standard Procedures	3
CER 209	Industrial Projects	2
EGR 212	Industrial Supervision	3
EGR 213	Control Systems II	3
MATH 163 A	Calculus	3

Compressor

The Compressor Technology prepares individuals for careers in the compressor industry and allows for training that provides students with a background sufficient for growth and advancement in the compressor service and repair industry.

The Compressor Technology was developed at Hocking College at the request of industry. Hands-on training with 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 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.

Course No.		Course	Credit
CAGS	100	Precision Instruments	3
CAGS	102	Compressed Air Applications	3
CAGS	101	Introduction to Compressed Air Systems	3
HC	114	Standard First Aid	1
MATH	108 E	Introduction to Algebra for Engineering	3
COMM	122	Communications II	3
CAGS	110	Reciprocating Compressors I	4
CAGS	111	Lubricants, Gears and Bearings	2
CAGS	112	Air and Gas Condition	3
MATH	111	Intermediate Algebra	3
MICS	144	WordPerfect for Windows	1
COMM	123	Communications III	3
CAGS	116	Reciprocating Compressors II	4
CAGS	118	Processor Gas Compressors/ Boosters	3
CAGS	117	Hydraulics and Pneumatics	3
COMM	124	Communications IV	3
PSYC	154	Interpersonal Relationships	3
CAGS	200	Rotary Screw Compressors	4
CAGS	201	Plant Equipment: Installation	3
CAGS	208	Basic Refrigeration	4
EGR	102	Physics M	3
EGR	201	Occupational Safety	3
COMM	104	Job Search Techniques	1
CAGS	202	Controls I	3
CAGS	204	Compressed Air System Troubleshooting	3
CAGS	210	Vacuum Pumps/Blowers	3
COMM	225	Technical Writing	3
SOCI	169	Human Relations in Organizations	3
CAGS	205	Controls II	3
CAGS	206	Centrifugal Compressors	3
CAGS	207	Air System Design	3
EGR	212	Industrial Supervision	3
COMM	130	Speech	3
CAGS	296	Compressor Practicum/Seminar	2

Drafting and Design

The Drafting and Design Technology prepares students for entry level positions in the drafting and design profession and is designed to support professional development, advancement and education.

The Drafting and Design curriculum offers a broad and comprehensive exposure to various areas in the field of design. Students are exposed to many industrial-related areas through courses in materials, manufacturing processes, architectural design, surveying and control systems. Practice in the drafting labs allows students to refine design techniques and skills in all aspects of drawing. Extensive computer assisted drafting (CAD) experience is included, representative of actual situations in the work place.

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.

Course No.		Course	Credit
DD	101	Engineering Drawing I	3
DD	203	Electrical Drawing	4
MATH	108 E	Introduction to Algebra for Engineering	3
COMM	122	Communications II	3
SOCI	169	Human Relations in Organizations	3
DD	102	Engineering Drawing II	3
DD	115	AutoCAD Concepts I	2
EGR	108	Manufacturing I	3
EGR	106	Introduction to Electricity	3
MATH	110	Geometry and Trigonometry	3
COMM	123	Communications III	3
DD	103	Engineering Drawing III	3
EGR	109	Manufacturing II	3
EGR	103	Physics HLS	3
MATH	111	Intermediate Algebra	3
COMM	135	Verbal Career Skills	3
PSYC	150	Introduction to Psychology	3
		or	
SOCI	160	Introduction to Sociology	3
DD	200	Architecture Drafting I: Detailing	3
DD	210	Geometric Tolerancing and Dimensioning	2
DD	215	AutoCAD Concepts II	3
EGR	110	Manufacturing III	3
EGR	201	Occupational Safety	3
EGR	102	Physics M	3
DD	201	Architecture Drafting II: Residential	3
DD	202	Advanced Drafting/CAD	3
DD	204	Descriptive Geometry	3
MATH	112	Advanced Algebra	3
COMM	104	Job Search Techniques	1
COMM	225	Technical Writing	3
DD	205	Die Design	3
EGR	212	Industrial Supervision	3
EGR	213	Control Systems II	3
NR	123	Surveying and Mapping I	3
BUS	120	Personal Finance	3

Electronic Engineering Technology

The Electronic Engineering Technology prepares individuals for entry-level careers in the electronics industry in areas such as manufacturing, industrial sales, field service, and electronic repair and provides students with a background sufficient for growth and advancement.

Electronic Engineering Technology offers a comprehensive program to prepare students for work as installation, repair, field service and maintenance technicians. Students are exposed to many industrial-related areas through courses in basic electronics, electronic communication, robotics and industrial control. Students learn to install, operate and troubleshoot computer systems and networks. Extensive hands-on laboratory and practical classroom applications prepare the student for an entry-level position in the field of electronics. Additionally, graduates are prepared to meet changes in the industry as the state of the art advances.

Job Opportunities
Graduates are employed in all areas of the electronic industry. Jobs are plentiful in industries that use electronics for control purposes, such as Goodyear, General Electric, ITT Automotive and others. Employment opportunities also exist in the computer networking field.

Course No.		Course	Credit
EGR	209	Digital Logic I	4
EE	101	DC Circuits	4
MATH	108 E	Introduction to Algebra for Engineering	3
BUS	120	Personal Finance	3
COMM	122	Communications II	3
OAT	180	Keyboarding	1
EE	262	Digital Logic II	3
DD	207	Electronic Drawing	3
EE	102	AC Circuits	4
MATH	110	Geometry and Trigonometry	3
COMM	123	Communications III	3
MICS	112	Introduction to DOS	1
EE	109	Semiconductor Devices I	4
EE	240	Computers for Electronic Technicians I	4
DD	101	Engineering Drawing I	3
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
EE	115	Semiconductor Devices II	4
EE	119	Electronic Communication I	3
EE	241	Computers for Electronic Technicians II	4
EGR	102	Physics M	3
COMM	225	Technical Writing	3
BC	223	Electronic Equipment Maintenance I	4
EE	120	Electronic Communication II	3
EE	123	Electronic Applications	2
EE	225	Industrial Electronics I	3
EE	230	Linear IC's	4
COMM	104	Job Search Techniques	1
BC	224	Electronic Equipment Maintenance II	4
EE	226	Electronic Certification	2
EE	228	Industrial Electronics II	3
EE	296	Electronics Practicum/Seminar	3
SOCI	169	Human Relations In Organizations	3

Industrial Engineering Technology

The Industrial Engineering Technology prepares technicians for entry-level positions in the manufacturing industries.

The Industrial Engineering Technology prepares students to become productive employees able to contribute to industry in areas of production, process planning, maintenance and quality control. Typically, industrial technicians are involved in the efficient use of people, materials and machines needed to produce goods and services.

This program is offered at the Hocking College Perry County Campus. Cooperative work experiences are available.

Job Opportunities
Graduate opportunities include line supervisor, production manager, cost analyst, production designer/analyst, process analyst, quality control analyst and work standards technician.

The Industrial Engineering Technology is offered as a customized program for in service training. Contact the Perry Campus at 740 342-3337.

Materials Engineering Technology

The Materials Engineering Technology prepares students for career positions as laboratory and manufacturing technicians in the metals, plastics or ceramic industries. Students acquire a background in materials technology that will provide for future growth and career advancement.

Materials Engineering Technology at Hocking College offers associate degree level training for high technology industries producing advanced materials. The program combines training in the four material areas of metals, polymers, ceramics and composites. It prepares students for work ranging from manufacturing automotive parts to developing fiber optic systems to testing materials for aerospace applications. Students work with materials under simulated production conditions and use test equipment to evaluate the technical properties of materials they produce.

Job Opportunities
Materials Engineering Technology graduates are in demand as specialists or technicians. They may perform materials research and testing, develop improved manufacturing processes, increase product quality levels or become involved with environmental issues pertaining to industrial materials.

Course No.		Course	Credit
EGR	115	Environmental and Safety Fundamentals	3
MATL	100	Materials Fundamentals	3
CHEM	100	Introduction to Chemistry	3
MATH	108 E	Introduction to Algebra for Engineering	3
COMM	122	Communications II	3
MICS	121	MicroSoft Works for Windows	3
CER	102	Ceramic Materials and Processes I	4
DD	101	Engineering Drawing I	3
CHEM	102	Introduction to Chemistry II	3
MATH	110	Geometry and Trigonometry	3
COMM	123	Communications III	3
CER	103	Ceramic Materials and Processes II	3
CER	104	Combustion I	3
MATL	102	Metals I	3
MATL	103	Polymers I	3
EGR	103	Physics HLS	3
MATH	111	Intermediate Algebra	3
EGR	106	Introduction to Electricity	3
MATL	110	Metals II	3
MATL	111	Polymers II	3
MATH	112	Advanced Algebra	3
BUS	120	Personal Finance	3
COMM	225	Technical Writing	3
CER	203	Statistical Quality and Process Control	3
EGR	210	Control Systems I	3
MATL	200	Microscopy Analysis of Materials	3
MATL	205	Composite Compositions	3
COMM	130	Speech	3
CER	207	Standard Procedures	3
CER	209	Industrial Projects	2
EGR	213	Control Systems II	3
MATL	210	Material Processing Systems	3
SOCI	169	Human Relations in Organizations	3

General Studies

Communications

Recipient of the Ohio Board of Regents Program Excellence Award.
The Communications area of the General Studies department prepares students to be competent readers, writers, speakers and thinkers. It strives to impart those qualities which will enable students to adapt to changes in their work environments to keep up with technological changes, and/or to further their educational qualifications by pursuing a four-year degree.

The Communications area offers a full selection of classes which focus on reading, writing and speaking skills. These classes range from fundamental and developmental classes to advanced classes. The area presents classes in both traditional and PACE modes, including courses offered in departmental computer labs.

English Support Program

The English Support Program prepares international students to speak, read, write and listen at a language level which is sufficient for successful achievement in all technical and general classes or for meeting individual goals. Students receive intensive English courses on levels appropriate for their language needs. The English Support Lab provides English language learning assistance through tutoring, computer assisted instruction and individualized materials and instruction.

Social Sciences

This area, reflecting the changing needs of society and the technologies, prepares students with skills that increase human and societal understanding and awareness, promote civic responsibility and strengthen intercultural understanding. The Social Sciences area provides courses that allow for individual differences in learning styles and interests. Courses include psychology, sociology, economics, humanities and other related areas. The Social Sciences Lab provides additional learning experiences for students in social sciences classes.

Transfer Module
University Bound

Hocking College recognizes the value of providing a program for students who want to pursue a bachelor degree at a four-year college or university. The Transfer Module is designed to provide a guaranteed transition for students transferring to other publicOhio colleges and universities.

The Hocking College Transfer Module, University Bound, meets requirements of the Ohio Board of Regents; it will be accepted at Ohio state subsidized colleges and universities.

Hocking's Transfer Module program includes 54 to 60 quarter hour credits of introductory courses in the areas of English composition, mathematics, arts and humanities, social and behavioral sciences and natural and physical sciences.

Conditions for Transfer Admission
Students meeting the requirements for the Transfer Module are subject to the following conditions:

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module and either the Associate of Arts or the Associate of Science degrees. These students will be able to transfer all courses in which they received a passing grade of D or better. Students must have an overall grade point average of 2.00 to be given credit for the Transfer Module.

2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade C or better in each course and 90 quarter hours or 60 semester hours. Students must have an overall grade point average of 2.00 to be given credit for the Transfer Module and only courses in which a C or better has been earned will transfer.

3. The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete the Transfer Module with a grade of C or better in each course and less than 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they have received a grade of C or better.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Responsibilities of Students
In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore years. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Appeals Process
A multi-level, broad-based appeal process is required to be in place at each institution. A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Committee.

The Appeals Review Committee shall review and recommend to institutions the resolutions of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

English Composition

(minimum of 9 credit hours)

Required:

COMM	122	Communications II	3
COMM	123	Communications III	3
		or	
ENGL	151	Freshman Composition	5

Choose the remaining 3 credit hours from the following:

COMM	124	Communications IV	3
COMM	225	Technical Writing	3

Mathematics

(minimum of 3 credit hours)

MATH	199	Pre Calculus	5
MATH	112	Advanced Algebra	3
MATH	163 A	Calculus	3

Arts/Humanities

(minimum of 9 credit hours)

HUM	200	Introduction to World Literature	3
HUM	201	Western Civilization and Culture	3
HUM	202	Understanding and Appreciating Theater Art	3
HUM	203	Ethics, Values and Morality	3
HUM	204	Twentieth Century U.S. Music	3

Social and Behavioral Sciences

(minimum of 12 credit hours)

Required:

PSYC	101	General Psychology	5
		or	
PSYC	150	Introduction to Psychology	3
		or	
PSYC	150 A	Introduction to Psychology Module A	1
		and	
PSYC	150 B	Introduction to Psychology Module B	1
		and	
PSYC	150 C	Introduction to Psychology Module C	1
SOCI	101	General Sociology	5
		or	
SOCI	160	Introduction to Sociology	3

Choose the remaining 6 credit hours from at least two of the following areas:

Sociology

SOCI	161	Sociology of Family	3
SOCI	162	Social Issues	3
SOCI	165	Cross Cultural Studies	3

Psychology

PSYC	151	Developmental Psychology	3
PSYC	152	Abnormal Psychology	3
PSYC	160	Behavioral Sciences Statistics	5
PSYC	162	Child and Adolescent Development	4

Government

GOVT	142	Interaction with Government and Politics	3

Economics

ECON	140	Principles of Microeconomics	4
ECON	240	Principles of Macroeconomics	4

Natural and Physical Sciences

(minimum of 9 credit hours)

CHEM	100	Introduction to Chemistry	3
CHEM	102	Introduction to Chemistry II	3
CHEM	130	Fundamentals of Chemistry	4
EGR	102	Physics M	3
EGR	103	Physics HLS	3
HC	100	The Human Organism	3
HC	110	Anatomy and Physiology I	3
HC	120	Anatomy and Physiology II	3
HC	247	Microbiology	4
NR	100	Astronomy	2
NR	120	Botany	3
NR	121	Zoology	3
NR	131	Environmental Chemistry	3
NSC	100	Health Science:The Human Machine	3
NSC	101	Environmental Science	3
NSC	103	Physics	3
REC	131	Field Biology	3
REC	132	Geology	3
REC	209	Terrestrial Ecology	3

Health Careers Technologies

Technical Programs

Programs leading to an Associate Degree:

Dietetic
Health Information Management (Medical Records)
Massage Therapy
Medical Assistant
Nanny
Nursing Level I- Practical Nursing
Nursing Level II - Associate Degree Nursing
Optical
Physical Therapist Assisting

Certificate Programs

Programs providing specific technical skills:

Certificates of Completion

Activities Therapy
Electrocardiograph Technician
Phlebotomist

Occupational Certificates

Coding Clerk
Dietary Manager
Health Information Management Clerk
Massage Therapy
Medical Transcriptionist

Technical Certificates

Medical Assistant
Practical Nursing

Dietetic

The Dietetic Technology prepares individuals for entry-level careers as dietetic technicians and dietary managers and provides students and graduates with opportunities for advancement and professional development.

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 may complete a one year study plan and receive a Dietary Manager Certificate approved by the Dietary Manager Association. The associate degree program is approved by The American Dietetic Association and students completing this degree are eligible to take the registration examination for dietetic technicians.

The Hocking College Dietetic Technology is currently granted accreditation status by the Commission on Accreditation/Approval for Dietetic Education of the American Dietetic Association, 216 W Jackson Blvd, Chicago IL 60606-6995, 312 899-4876.

Job Opportunities
Job opportunities are available in hospitals, nursing homes, medical and home health centers, school systems, retirement centers, correctional facilities, health care management companies and community nutrition programs.

Course No.		Course	Credit
DT	100	Survey of Dietetics	2
DT	101	Dietetic Directed Practice I	2
DT	102	Basic Nutrition	5
HRCA	110	Safety and Sanitation	2
OAT	180	Keyboarding	1
COMM	122	Communications II	3
MATH	108 H	Introduction to Algebra for Health	3
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
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
COMM	123	Communications III	3
DT	200	Diet Therapy I	3
DT	202	Nutrition Care Process	3
DT	205	Dietetic Directed Practice IV	2
HC	110	Anatomy and Physiology I	3
MICS	121	MicroSoft Works for Windows	3
COMM	130	Speech	3
HC	149	Stress and Stress Management	1
		or	
HC	102	Health Promotion Elective	1
DT	210	Diet Therapy II	3
DT	212	Nutrition Education Methods	2
DT	215	Dietetic Directed Practice V	2
DT	230	Management of Quantity Food Systems	3
HC	120	Anatomy and Physiology II	3
COMM	104	Job Search Techniques	1
SOCI	160	Introduction to Sociology	3
		or	
SOCI	169	Human Relations in Organizations	3
DT	220	Current Topics in Dietetics	0.25
DT	225	Dietetic Directed Practice VI	3
HC	106	Cardiopulmonary Resuscitation for the Professional Rescuer	1
HC	202	Community Health	2
COMM	225	Technical Writing	3
PSYC	150	Introduction to Psychology	3

Health Information Management (Medical Records)

The Health Information Management Technology prepares individuals for entry level careers as health information management technicians in health care facilities and provides graduates with opportunities for advancement and professional development.

The Health Information Management Technology prepares students to manage paper or compute databases; review, retrieve and retain medical records; code diseases and operations; prepare records to be microfilmed; abstract information; complete statistics; assist health care professionals; tabulate data from records for research; supervise the day-to-day operation of the health information department; respond to subpoenas and take records to court; and transcribe various medical reports.

Job Opportunities
Graduates are employed in a variety of health care facilities. Employment opportunities include acute care hospitals, nursing facilities, home health, hospice, ambulatory health care, chemical dependency facilities, industrial clinics, state and federal health agencies, long-term rehabilitation facilities, insurance companies, health research organizations and law firms.

Course No.		Course	Credit
HC	101	Medical Terminology I	3
HIM	100	Health Information and Health Agency Orientation	3
HIM	110	Health Records and Procedures I	3
HC	100	The Human Organism	3
MICS	121	MicroSoft Works for Windows	3
OAT	180	Keyboarding	1
PSYC	154	Interpersonal Relationships	3
HC	111	Medical Terminology II	3
HIM	112	Health Information and the Law	3
HC	110	Anatomy and Physiology I	3
MICS	112	Introduction to DOS	1
MICS	142	Introduction to dBase	1
COMM	122	Communications II	3
COMM	150	Punctuation and Grammar	2
HIM	121	Health Records and Procedures II	3
HC	102	Health Promotion Elective	1
HC	114	Standard First Aid	1
HC	120	Anatomy and Physiology II	3
MATH	108 H	Introduction to Algebra for Health	3
MICS	144	WordPerfect for Windows	1
MICS	152	Advanced dBase	2
PSYC	150	Introduction to Psychology	3
HIM	120	Basic Coding Elements	3
HIM	201	Health Information Management Directed Practice I	4
HIM	215	Interpreting Diagnostic Data	2
HC	130	Basic Pathology	2
COMM	123	Communications III	3
SOCI	169	Human Relations in Organizations	3
HIM	200	Health Statistics	3
HIM	203	Applied Concepts of Coding	3
HIM	211	Health Information Management Directed Practice II	4
HIM	212	Health Information Management Quality Control	2
COMM	135	Verbal Career Skills	3
HC	220	Personnel Supervision	3
HIM	220	Planning for Health Information Services	3
HIM	221	Health Information Management Directed Practice III	4
HIM	222	CPT Coding	3
COMM	104	Job Search Techniques	1

Massage Therapy

The Massage Therapy program prepares students for licensure as a massage therapist through the Ohio Medical Board.

This program is a two-year part-time program in which classes meet two evenings per week. Students complete courses in human anatomy and physiology and in the theory and practice of massage methodology. Completion of business and general courses leads to an Associate of Technical Studies.

Job Opportunities
The profession of massage therapy is one of the fastest growing careers in the nation. Graduates of the Massage Therapy program are often self employed and many massage therapists work from the home. Some work in offices with other health care professionals or in clinics with other massage therapists.

Course No.		Course	Credit
HC	122	Swedish Massage I	3
HC	271	Massage Anatomy and Physiology I	4
HC	270	Swedish Massage II	3
HC	280	Massage Anatomy and Physiology II	4
HC	114	Standard First Aid	1
HC	182	Swedish Massage III	3
HC	106	Cardiopulmonary Resuscitation for the Professional Rescuer	1
HC	281	Massage Anatomy and Physiology III	4
HC	272	Massage Techniques I	3
HC	282	Massage Anatomy and Physiology IV	4
HC	273	Massage Techniques II	3
HC	283	Massage Anatomy and Physiology V	4
HC	277	Massage Clinical	2
HC	278	Massage Techniques III	3
HC	284	Massage Integration Seminar	4

Business and General Courses

Course No.		Course	Credit
BUS	100	Small Business Management I	3
BUS	102	Principles and Practices of Management I	3
RET	220	Advertising	3
BUS	101	Small Business Management II	3
BUS	200	Business Law	3
MATH	108 H	Introduction to Algebra for Health	3
BUS	103	Principles and Practices of Management II	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
PSYC	150	Introduction to Psychology	3
ACC	100	Accounting I	3
COMM	104	Job Search Techniques	1
PSYC	154	Interpersonal Relationships	3
BUS	•••	Business Elective	3
COMM	122	Communications II	3
PSYC	151	Developmental Psychology	3
SOCI	165	Cross Cultural Studies	3
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
BUS	260	Business Planning	2
COMM	123	Communications III	3

Medical Assistant

The Medical Assistant Technology prepares individuals for entry-level careers in ambulatory health care settings such as medical offices and clinics and provides students with a background sufficient for growth and advancement in the medical assisting profession.

Medical assistants are qualified to handle office management and clinical responsibilities under the direction of a physician. The curriculum combines general and specialized courses to provide multi skilled health care training. Students learn office management skills such as computerized medical office management, coding and insurance as well as clinical skills such as vital signs measurement, assisting with patient examinations 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.

Course No.		Course	Credit
MA	100	Basic Clinical Assistant Procedures	4
MA	102	Medical Office Procedures I	2
HC	100	The Human Organism	3
HC	101	Medical Terminology I	3
OAT	100	Beginning Typing	3
PSYC	150	Introduction to Psychology	3
MA	112	Medical Law and Ethics	3
MA	120	Obstetrics, Gynecological and Pediatric Clinical Assisting Procedures	4
MA	122	Medical Office Procedures II	2
HC	110	Anatomy and Physiology I	3
HC	115	First Responder	2
MA	221	Medical Management Computerization	4
MA	110	Family Practice Clinical Assistant Procedures	4
MA	223	Computer Applications in Medical Assisting	2
HC	120	Anatomy and Physiology II	3
MATH	108 H	Introduction to Algebra for Health	3
COMM	122	Communications II	3
COMM	135	Verbal Career Skills	3
MA	200	Advanced Clinical Assisting Procedures	5
MA	202	Basic Pharmacology for Medical Assistants	4
MA	203	Medical Assistant Externship I	4
PSYC	151	Developmental Psychology	3
HC	121	Medical Transcription	3
MA	204	Medical Assistant Externship II	4
MA	222	Medical Office Procedures III	4
MA	224	Advanced Pharmacology for Medical Assistants	3
MA	113	Nutrition for Medical Assistants	3
MA	205	Medical Assistant Externship III	4
MA	220	Medical Laboratory Procedures	5
MA	225	Case Studies in Medical Assisting	3
COMM	104	Job Search Techniques	1
COMM	123	Communications III	3
HC	•••	Health Promotion Elective	1

Nanny

The Nanny program prepares students for employment as nanny or child care providers in private homes or child care centers.

Hocking College offers a three quarter child care certificate program. This program has been reviewed and evaluated by faculty from the Nursery Program at Havering College, Essex, England. In addition, the Academy is a member of the International Nanny Association. Students receive clinical experience in approved child care centers, Head Start sites, preschool programs and in selected private residences. Students are introduced to several professional organizations which provide them with continued support through their careers.

Students may pursue an Associate of Technical Studies which includes business and/or dietetic and general courses.

Job Opportunities
Graduates of the Nanny Academy work as nannies in private residences or child care providers in child care centers and preschools. Responsibilities include planning and implementing care for children ages birth through eight. Demand for nannies and child care providers is expected to remain strong through the year 2000. Available positions exist most often in urban areas.

Course No.		Course	Credit
HC	160	Child Care Practicum I	2
HC	161	Fundamentals of Child Care	3
COMM	115	Children's Literature	3
HC	105	Defensive Driving	0.25
HC	162	Child Care Practicum II	2
HC	250	Creative Activity for Children	4
HC	106	Cardiopulmonary Resuscitation for the Professional Rescuer	1
HC	114	Standard First Aid	1
PSYC	162	Child and Adolescent Development	4
HC	164	Dynamics of Child Care	3
HC	165	Child Care Practicum III	2
PSYC	140	Issues in Child Development	4

Business and General Courses

Course No.		Course	Credit
HC	100	The Human Organism	3
NT	103	Nutrients	1
PSYC	150	Introduction to Psychology	3
DT	110 A	Maternal and Infant Nutrition	1
SOCI	161	Sociology of Family Living	3
DT	104	Food Preparation Principles for the Child	2
COMM	122	Communications II	3
COMM	135	Verbal Career Skills	3
ACC	120	Payroll Accounting	3
BUS	100	Small Business Management I	3
BUS	102	Principles and Practices of Management I	3
BUS	110	Marketing	3
ACC	100	Accounting I	3
OAT	180	Keyboarding	1
ACC	101	Accounting II	3
ACC	140	Individual Taxation	3
BUS	101	Small Business Management II	3
BUS	200	Business Law	3
MATH	108 H	Introduction to Algebra for Health	3
COMM	123 A	Communications III: Job Communications	3
ACC	150	Business Taxation	4
ACC	162	Microcomputer Accounting	2
BUS	180	Business Ethics	3
BUS	260	Business Planning	2
BUS	120	Personal Finance	3
COMM	104	Job Search Techniques	1
BUS	245	Lotus 1-2-3 for Business	3
		or	
BUS	247	Excel for Windows	3

Dietetic and General Courses

Course No.		Course	Credit
HC	100	The Human Organism	3
NT	103	Nutrients	1
PSYC	150	Introduction to Psychology	3
DT	110 A	Maternal and Infant Nutrition	1
SOCI	161	Sociology of Family Living	3
DT	104	Food Preparation Principles for the Child	2
COMM	122	Communications II	3
COMM	135	Verbal Career Skills	3
DT	100	Survey of Dietetics	2
DT	101	Dietetic Directed Practice I	2
DT	102	Basic Nutrition	5
HC	202	Community Health	2
HRCA	110	Safety and Sanitation	2
OAT	180	Keyboarding	1
MATH	108 H	Introduction to Algebra for Health	3
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
MICS	121	MicroSoft Works for Windows	3
COMM	123	Communications III	3
DT	119	Food Purchasing for Health Care Institutions	3
DT	121	Dietetic Directed Practice III	2
DT	122	Supervision in Dietetics	3
DT	212	Nutrition Education Methods	2
DT	220	Current Topics in Dietetics	0.25
HRCA	223	Food, Beverage, Labor Cost Control	3

Nursing Level I
Practical Nursing

The School of Nursing meets the educational needs of individuals who wish to enter the nursing profession or to advance their nursing skills to meet the health care needs of the extended community.

The nursing program incorporates classroom, laboratory and clinical experiences. Hospitals and health care agencies within 75 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 Accrediting Commission.

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

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

Course No.		Course	Credit
NT	100	Fundamentals and Gerontological Nursing	3
NT	101	Nursing Clinical Experience I	4
NT	102	Nursing Dynamics I	1
NT	104	Pharmacology Math	1
HC	100	The Human Organism	3
NT	103	Nutrients	1
PSYC	150	Introduction to Psychology	3
NT	110	Fundamentals/Maternal-Newborn Nursing	3
NT	111	Nursing Clinical Experience II	4
NT	112	Nursing Dynamics II	1
NT	114	Pharmacology for Nurses: Introduction and Drug Administration	1
HC	110	Anatomy and Physiology I	3
NT	113	Lifespan: Nutrition	1
COMM	122	Communications II	3
NT	120	Nursing of the Adult	3
NT	121	Nursing Clinical Experience III	4
NT	122	Nursing Dynamics III	1
NT	123	Nutritional Care I	1
NT	124	Pharmacology for Nurses: Drug Classification I	1
HC	120	Anatomy and Physiology II	3
PSYC	151	Developmental Psychology	3
NT	130	Nursing of the Adult and Child	3
NT	131	Nursing Clinical Experience IV	4
NT	132	Nursing Dynamics IV	1
NT	134	Pharmacology for Nurses: 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

The School of Nursing meets the educational needs of individuals who wish to enter the nursing profession or to advance their nursing skills to meet the health care needs of the extended community.

The nursing program incorporates classroom, laboratory and clinical experiences. Hospitals and health care agencies within 75 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 Accrediting Commission.

In the second year of the program, graduates of the Hocking 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 examination to become registered nurses.

Job Opportunities
Graduates of the associate degree program are employed in hospitals, nursing homes, clinics and community and home health agencies and as private duty nurses.

Enrichment

Course No.		Course	Credit
HC	140	Technical Aspects of Anatomy and Physiology	3
NT	140	Technical Aspects of Adult Health Nursing	5
NT	142	Technical Aspects of Nursing Dynamics	1
NT	143	Technical Aspects of Nutrition	1
NT	144	Technical Aspects of Pharmacology for Nurses	2
NT	146	Technical Aspects of Child Health Nursing	2
NT	147	Technical Aspects of Maternal-Newborn Nursing	2

Course No.		Course	Credit
NT	200	Mental Health Nursing	3
NT	201	Nursing Clinical Experience V	3
HC	200	Pathophysiology for Nurses	3
NT	202	Role Transition LPN to RN	1
MATH	108 H	Introduction to Algebra for Health	3
NT	210	Advanced Nursing of the Adult I	3
NT	211	Nursing Clinical Experience VI	5
NT	213	Nutritional Care II	1
COMM	123	Communications III	3
SOCI	160	Introduction to Sociology	3
		or	
SOCI	161	Sociology of Family Living	3
		or	
SOCI	165	Cross Cultural Studies	3
HC	149	Stress and Stress Management	1
		or	
HC	102	Health Promotion Elective	1
NT	220	Advanced Nursing of the Adult II	3
NT	221	Nursing Clinical Experience VII	5
NT	222	Nursing Dynamics V	1
NT	225	Advanced Maternal Child Nursing	1
HC	202	Community Health	2
COMM	130	Speech	3

Optical

The Optical Technology provides training in the fitting of eye wear (eye glasses, contact lenses and other vision aids) using a prescription written by a doctor. An optical technician works directly with the customer in determining a frame and lens combination that best fits the vision needs of the customer. The technician takes into consideration the customer's face shape, work and hobbies and applies knowledge of frames and lenses to help find the perfect materials and color. Optical technicians prepare the work order for the lab that make the lenses, check the accuracy of the lenses, and fit the lenses into the frame. They also adjust the glasses to ensure a proper fit.

In contact lens fitting, the optical technician measures the eye shape and size, selects the contact materials and instructs the wearer on lens care.

This program is offered at the Hocking College Perry Campus.

Job Opportunities:
Associate degree graduates of the Optical Technology work in optical dispensing in retail stores, in the offices of opthamologists and optometrists, and in hospital and eye care clinics.

The curriculum for this technology is currently under development. Contact the Admission Office for more information.

Physical Therapist Assistant

The Physical Therapist Assistant Technology prepares individuals for entry-level careers in physical therapy in health care settings such as hospitals, out-patient clinics, rehabilitation facilities, residential facilities, home health settings and school systems.

Physical therapist assistants are qualified to provide treatment within their scope of practice under the supervision of a licensed physical therapist. The Physical Therapist Assistant Technology combines classroom, laboratory and clinical experiences. Facilities within a two hour drive of the campus provide the student with a variety of clinical experiences during the second year of the program.

The Hocking College Physical Therapist Assistant Technology has been granted initial accreditation by the Commission on Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria VA 2231401488, 703-684-2782.

Job Opportunities
Graduates of the Physical Therapist Assistant Technology are employed in hospitals, out-patient clinics, rehabilitation facilities, residential facilities, home health settings and school systems.

Course No.		Course	Credit
HC	100	The Human Organism	3
HC	101	Medical Terminology I	3
MATH	108 H	Introduction to Algebra for Health	3
PTA	100	Introduction to Physical Therapy	2
COMM	122	Communications II	3
PSYC	150	Introduction to Psychology	3
CHEM	130	Fundamentals of Chemistry	4
HC	102	Health Promotion Elective	1
HC	110	Anatomy and Physiology I	3
HC	111	Medical Terminology II	3
COMM	123	Communications III	3
PSYC	151	Developmental Psychology	3
HC	120	Anatomy and Physiology II	3
NSC	103	Physics	3
MICS	121	MicroSoft Works for Windows	3
SOCI	165	Cross Cultural Studies	3
COMM	130	Speech	3
		or	
COMM	135	Verbal Career Skills	3
PTA	200	Fundamentals of Physical Therapy	4
PTA	201	Advanced Anatomy	4
PTA	202	Kinesiology	4
PTA	203	Physical Therapy Procedures	4
HC	106	Cardiopulmonary Resuscitation for the Professional Rescuer	1
PTA	204	Musculoskeletal Problems	3
PTA	205	Therapeutic Exercise I	2
PTA	206	PTA Clinical Experience I	5
PTA	211	Pathophysiology of Disease	3
HC	114	Standard First Aid	1
HUM	203	Ethics, Values and Morality	3
PTA	210	Cardiopulmonary Function	2
PTA	214	Rehabilitation Procedures	3
PTA	215	Therapeutic Exercise II	2
PTA	216	PTA Clinical Experience II	5
COMM	104	Job Search Techniques	1
PTA	207	PTA Clinical Issues and Role Transition	2
PTA	226	PTA Clinical Experience III	12

Hospitality Technologies

Technical Programs

Programs leading to an Associate Degree:

Culinary Arts
Hotel/Restaurant Management
Travel and Tourism

Certificate Programs

Programs providing specific technical skills:

Certificates of Completion
Bartender Training

Occupational Certificates
Accounting and Financial Management Specialization
Baking
Bar Management
Cooking
Engineering and Facility Management Specialization
Executive Housekeeping Management
Food and Beverage Management Specialization
Marketing and Sales Management Specialization
Rooms Division Management
Rooms Division Management Specialization
Tourism

Technical Certificates
Travel and Tourism Reservationist

Culinary Arts

The Culinary Arts Technology prepares individuals for the many entry level positions in the food service industry and provides the student with a foundation for advancement and professional development.

Finding success in the world of fine cuisine is the goal of graduates of the Culinary Arts Technology. By watching, tasting, cooking, studying, and learning from experienced chefs/instructors, students grow in confidence and repertoire. From writing the menu to icing cakes, from selecting 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 Ramada Inn. National and international practical experiences are available. It is this blend of hands-on and traditional training which makes Hocking College's professional Culinary Arts Technology unique.

Hocking College's Culinary Arts Technology is a member of the American Culinary Federation Educational Institute and has won numerous state awards.

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

Course No.		Course	Credit
CULA	101	Introduction to Culinary Arts	2
HRCA	111	Stocks, Sauces and Soups	3
HRCA	240	Festival Catering Production	1
CULA	150	Nutrition in Community Food Service Operations	3
HC	114	Standard First Aid	1
HRCA	110	Safety and Sanitation	2
MATH	108 B	Introduction to Algebra for Business	3
COMM	122	Communications II	3
CULA	201	Culinary Arts Lab I	6
HRCA	112	Salads, Sandwiches and Eggs	3
HRCA	115	Breads and Baking Basics	3
HRCA	145	Food Production Identification and Purchasing	3
MICS	121	MicroSoft Works for Windows	3
CULA	106	Meat, Poultry and Seafood Procedures	3
HRCA	113	A La Carte Cookery	3
HRCA	125	Basic Table Service	3
ACC	100	Accounting I	3
COMM	123	Communications III	3
PSYC	154	Interpersonal Relationships	3
CULA	105	Pastries and Desserts	3
CULA	107	Basic Garde Manger	3
CULA	212	Culinary Arts Lab II	6
CULA	270	Catering	2
COMM	130	Speech	3
CULA	218	American Regional Cuisine	3
HRCA	116	Hospitality Menu Planning	2
HRCA	117	Hospitality Supervision	3
HRCA	223	Food, Beverage, Labor Cost Control	3
COMM	124 A	Communications IV: Job Communications	3
BUS	120	Personal Finance	3
		or	
SOCI	169	Human Relations In Organizations	3
CULA	213	Culinary Arts Lab III	6
CULA	217	Classical and International Cuisine	3
COMM	104	Job Search Techniques	1
NSC	100	Health Science: The Human Machine	3
		or	
NSC	101	Environmental Science	3

Hotel/Restaurant Management

The Hotel/Restaurant Management Technology prepares students for careers in the hospitality field and provides students with a foundation for advancement and professional development.

Hotel/Restaurant Management students begin the program learning basic hotel and restaurant skills and progress to management training. Students gain practical experience while serving the public at the Ramada Inn. This College owned training facility includes an indoor pool, guest rooms, a 160 seat dining room, bar and banquet rooms for up to 800 guests.

Supervised cooperative programs are available at various hotels and restaurants in the U.S. and abroad.

Hocking College's Hotel/Restaurant Management Technology is a member of the American Hotel and Motel Association Educational Institute.

Job Opportunities
Graduates of this two-year program are employed in entry level positions and beginning management positions with nationally recognized and independent hotels, restaurants and private clubs.

Course No.		Course	Credit
HOTR	223	Hotel Restaurant Lab 5 A	5
HRCA	120	Hospitality Security	2
HRCA	230	Food and Beverage Services	2
HRCA	240	Festival Catering Production	1
HRCA	111	Stocks, Sauces and Soups	3
MICS	121	MicroSoft Works for Windows	3
HOTR	120	Introduction to the Hospitality Industry	2
HOTR	224	Hotel Restaurant Lab 5 B	5
HRCA	231	Serving Alcohol With Care	1
HRCA	110	Safety and Sanitation	2
HRCA	121	Hospitality Ethics	2
ACC	100	Accounting I	3
COMM	122	Communications II	3
HC	114	Standard First Aid	1
HOTR	225	Hotel Restaurant Lab 5 C	5
HOTR	241	Front Office Operations	3
HOTR	243	Hotel and Restaurant Law	3
MATH	108 B	Introduction to Algebra for Business	3
COMM	123	Communications III	3
HOTR	226	Hotel Restaurant Lab 5 D	5
HOTR	260	Merchandising and Sales	3
HRCA	108	Hospitality Human Resources	2
HRCA	223	Food, Beverage, Labor Cost Control	3
COMM	104	Job Search Techniques	1
SOCI	•••	Social Science Elective	3
HOTR	227	Hotel Restaurant Lab 5 E	5
HRCA	107	Hospitality Train the Trainer	2
HOTR	140	Accounting for Hospitality Services	3
HOTR	242	Supervisory Housekeeping	2
HRCA	117	Hospitality Supervision	3
NSC	100	Health Science:The Human Machine	3
		or	
NSC	101	Environmental Science	3
HOTR	170	Marketing Small Properties	3
HOTR	228	Hotel Restaurant Lab 5 F	5
HRCA	224	Lounge and Beverage Management	2
COMM	130	Speech	3
PSYC	154	Interpersonal Relationships	3

Travel and Tourism

The Travel and Tourism Technology prepares students for entry-level careers in the travel industry and provides students with a background sufficient for growth and advancement in the profession.

People are constantly on the move in today's busy world. With increased business and leisure travel and the growing importance of tourism to the economy, professionals in the field of travel and tourism are in demand. Students study computerized airline reservations, destination geography, tour planning and directing, and sales and marketing. They also participate in hands-on lab experiences at the college owned Uniglobe Hocking Hills Travel Agency, conventions and visitors bureaus, and throughout the state of Ohio assisting the Ohio Division of Travel and Tourism.

Hocking College's Travel and Tourism Technology is a member of the American Society of Travel Agents.

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

Course No.		Course	Credit
TRAV	101	Festival Operations	1
TRAV	150	Introduction to Travel Industry	3
TRAV	155	Travelogue Eastern	4
TRAV	281	Concierge	3
OAT	180	Keyboarding	1
TRAV	102	Travel and Tourism Telephone Skills	0.25
COMM	122	Communications II	3
TRAV	120	Customer Service and Sales	4
TRAV	131	Airline Reservations: Beginning	3
TRAV	158	Travelogue Western	4
COMM	123 A	Communications III: Job Communications	3
COMM	135	Verbal Career Skills	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
TRAV	110	Travel Agency Office Procedures	4
TRAV	133	Airline Reservations: Advanced	3
TRAV	296 A	Travel and Tourism Practicum Orientation	2
MICS	121 B	MicroSoft Works for Windows (Database)	1
SOCI	165	Cross Cultural Studies	3
PSYC	150	Introduction to Psychology	3
		or	
SOCI	160	Introduction to Sociology	3
HC	114	Standard First Aid	1
TRAV	296 B	Travel and Tourism Practicum/ Seminar	3
TRAV	201	Festival Management	1
TRAV	250	Cruise and Tour Sales	3
TRAV	265	International Travel in North and South America	4
BUS	100	Small Business Management I	3
MATH	109	Business Math	4
RET	220	Advertising	3
TRAV	160	Tour Development and Promotion	3
TRAV	260	Convention and Seminar Management	2
TRAV	266	European Travel	3
ACC	100	Accounting I	3
LANG	120	Beginning Spanish	3
MICS	121 C	MicroSoft Works for Windows (Spreadsheet)	1
TRAV	152	Introduction to Ecotourism	3
TRAV	157	Asia and the Pacific Rim	3
TRAV	280	Tour Directing	3
BUS	200	Business Law	3
NSC	100	Health Science: The Human Machine	3
		or	
NSC	101	Environmental Science	3

Natural Resources Technologies

Technical Programs

Programs leading to an Associate Degree:

Archaeology
Ecotourism
Environmental Restoration
Forestry
Geographics (GIS/GPS)
Horse Industry Management and Equine Health
Recreation and Wildlife
- Back Country Horsemanship
- Fish and Wildlife
- Fish Management and Aquaculture
- Interpretive Services
- Ranger Services

Timber Harvesting

Certificate Programs

Programs providing specific technical skills:

Certificates of Completion

Backpacking and Survival
Emergency Search
Geographic Information Systems (GIS) Data Automator
Geographic Information Systems (GIS) Trainee
Vertical Rope Rescue
Wilderness Skills

Occupational Certificates

Adventure Travel Leader
Back Country Horsemanship I and II
Emergency Rescue
Fisheries Conservation Aide
Fisheries Hatcheries Aide
Forester's Aide
Interpretation Techniques
Lumber Grading
Recreation Area Maintenance Program
Seasonal Office Training
Timber Harvesting
Tree Surgery
Watercraft Skills
Wilderness Skills
Wildland Law Enforcement Techniques
Wildlife Conservation Aide I and II
Wood Procurement

Archaeology

The Archaeology Technology prepares individuals for careers as field and laboratory archaeological technicians in both the public and private sector of archaeology and provides sufficient background for growth and advancement in the profession of archaeology.

American archaeology has seen many changes since the early 1970's due to new federal laws. Presently, over 80% of all archaeologists in North America work for Cultural Resources Management (CRM) firms. The purpose of CRM is to define, protect and preserve our cultural resources from the adverse impacts of development. The curriculum of the Archaeology Technology was developed in conjunction with the CRM industry to meet their specific needs.

Students learn the fundamentals, methods and techniques of archaeology through classroom and laboratory research in topics including geographics, artifact analysis, geoarchaeology and prehistory. Extensive field courses concentrating on archaeological surveying and excavation provide the students with essential practical experience.

Job Opportunities
There are abundant employment opportunities for Hocking College Archaeology Technology graduates in private CRM firms and public agencies throughout North America.

The curriculum for this technology is currently under development. Contact the Admission Office for more information.

Ecotourism

The Ecotourism Technology prepares students for entry-level careers in the ecotourism industry and provides a background sufficient for growth and advancement in the profession.

Introduced in the 1980's as a creative strategy for conservation, ecotourism has evolved over the last decade into a massive, global commercial enterprise. "Ecotourism is environmentally responsible travel and visitation to enjoy and appreciate nature that promotes conservation, has low visitor impact and provides for the beneficially active socioeconomic involvement of local populations" (Hector Ceballos-Lascurain, Head of the Ecotourism Consultancy Program for The World Conservation Union). Students in Hocking's Ecotourism Technology study natural and ecological sciences, interpretive/tour guide services, hospitality, tourism and the lodging business.

Job Opportunities
Graduates are employed in private and public ecotourism sites including positions in national parks, environmental and community education centers (zoos, museums, aquariums, nature centers), resort and lodge operations and the tourism industry.

Course No.		Course	Credit
ECO	100	Introduction to Ecotourism	4
ECO	110	Ecotourism Lab A	2
NR	111	Dendrology	3
REC	123	Map Reading and Interpretation	2
COMM	122	Communications II	3
NR	144	Canoeing I: Fundamentals	1
NR	183	Low Impact Camping Equipment	1
OAT	180	Keyboarding	1
ECO	210	Eco Ethics	3
HOTR	150	Rooms Division Management	3
TRAV	150	Introduction to Travel Industry	3
TRAV	160	Tour Development and Promotion	3
NSC	101	Environmental Science	3
COMM	123 H	Communications III: Nature Readings	3
CULA	110	Outdoor Cookery and Indigenous Foods	3
REC	131	Field Biology	3
COMM	135	Verbal Career Skills	3
ECO	120	Ecotourism Lab B	2
		or	
NR	154	Canoeing II: Whitewater	2
		or	
NR	250	Backpacking and Survival	3
MICS	121	MicroSoft Works for Windows	3
		or	
MICS	144	WordPerfect for Windows	1
REC	115	Interpretive Methods for Ecotourism	3
ECO	292	Field Experience in Ecotourism	3
		or	
HOTR	292	Field Experience in Hotel/ Restaurant Management	3
		or	
NR	292	Field Experience in Natural Resources	3
ECO	230	Ecotourism Lab C	2
NR	109	Night Interpretation for Ecotourism	2
REC	215	Wildlife Management I	3
REC	237	Self Guided Interpretive Activities	2
NSC	102	Ecology	3
REC	134	Environmental Issues	3
REC	280	Cultural Anthropology	3
ECO	240	Ecotourism Lab D	2
NR	185	Resource Area Management	3
ECO	200	Visitor Safety and Security	2

Course No.		Course	Credit
MATH	108 B	Introduction to Algebra for Business	3
COMM	104	Job Search Techniques	1
HOTR	275	Resort Management and Development for Ecotourism	3
ECO	220	Marketing in Ecotourism	3
NR	108	Sustainable Development	2
REC	233	Ornithology	3
COMM	124 A	Communications IV: Job Communications	3
ECO	250	Ecotourism Lab E	2
		or	
NR	283	Advanced Leadership: Flatwater Paddling	4
		or	
NR	287	Advanced Leadership: Whitewater Canoe	4
SOCI	165	Cross Cultural Studies	3
		or	
SUPR	235	Supervision and Leadership	3

Environmental Restoration

The Environmental Restoration Technology meets the growing concern for our environment and the need for technicians qualified in the restoration of environmentally unstable land and water.

Heavy equipment operation allows students to become proficient in small, medium and large dozers, trackhoe, excavator, rubber tired backhoe and off road dump trucks. Successful completion of each course results in a certificate of equipment competency.

The Environmental Restoration technology received the 1997 Renew America national award for educational institutions that combine environmental training with various public and government sectors to restore environmentally unstable land, water and air.

Job Opportunities
The Environmental Restoration Technology prepares graduates for positions as heavy equipment operators and restoration technicians.

Course	No.	Course	Credit
NR	175	Equipment Operation I	8
NR	175 H	Commercial Drivers License Preparation	1
MATH	108 N	Introduction to Algebra for Natural Resources	3
THS	111	Diesel, Gas and Small Engine Repair	3
HC	115	First Responder	2
NR	179	Equipment Operation II	8
MATH	110	Geometry and Trigonometry	3
REC	123	Map Reading and Interpretation	2
THS	121	Welding	2
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
NR	123	Surveying and Mapping I	3
NR	205	Equipment Operation III	8
THS	120	Hydraulic and Mechanical System Maintenance and Repair	3
COMM	104	Job Search Techniques	1
MICS	121 C	MicroSoft Works for Windows (Spreadsheet)	1
NR	206	Equipment Operation IV	8
NSC	101	Environmental Science	3
REC	244	Land Management and Soils	3
MICS	121 B	MicroSoft Works for Windows (Database)	1
PSYC	154	Interpersonal Relationships	3
NR	207	Equipment Operation V	8
NR	222	Reclamation	3
COMM	122	Communications II	3
COMM	135	Verbal Career Skills	3
GEO	102	Introduction to GPS	2
NR	208	Equipment Operation VI	8
COMM	123	Communications III	3
SOCI	•••	Social Science Elective	3

Forestry

Recipient of the Ohio Board of Regents Program Excellence Award.

The Forestry Technology prepares individuals for careers in applied forestry in such positions as nursery operator, timber cruiser, restoration and reforestation specialist, fire prevention and suppression worker, insect and disease control technician, silviculture worker, and log scaler and provides sufficient background for growth and advancement in the forestry profession.

This two-year program leads to an Associate of Applied Science and meets standards set by the Society of American Foresters.

Forestry students work with public and private forestry organizations and operate forestry equipment that ranges from a hand compass to the surveyor's transit to chainsaws and bulldozers. Classroom work is followed by extensive field training including forest inventory, forest management, reforestation and reclamation, and trips to professional meetings and forest industries throughout the hardwood forest region.

Job Opportunities

Forestry studies focus on careers found in both the public and private sector. Skilled forestry technicians are particularly attractive to industries engaged in the harvesting and marketing of wood products.

Course No.		Course	Credit
FOR	111	Forest Dendrology	3
NR	125	Forest Soils	3
NR	169	Natural Resources Expo I	0.5
MATH	108 N	Introduction to Algebra for Natural Resources	3
NR	150	Basic Wildland Fire Fighting	2
COMM	122	Communications II	3
FOR	100	Focus on Forestry I	1
HC	114	Standard First Aid	1
FOR	112	Reforestation and Pesticides I	2
FOR	120	Photo Interpretation	3
FOR	124	Forest Ecology	3
MATH	110	Geometry and Trigonometry	3
MICS	121	MicroSoft Works for Windows	3
COMM	123	Communications III	3
FOR	101	Focus on Forestry II	1
FOR	113	Reforestation and Pesticides II	2
FOR	123	Forest Measurements	4
FOR	131	Forest Entomology and Pathology	4
FOR	102	Focus on Forestry III	1
FOR	296	Forestry Practicum/Seminar	2
FOR	125	Forestry Technology Applications	3
FOR	211	Timber Harvesting	3
FOR	220	Applied Silviculture	4
NR	149	Natural Resources Prescribed Burns	2
COMM	225	Technical Writing	3
FOR	200	Focus on Forestry IV	1
FOR	210	Forest Mensuration	4
NR	226	Production Analysis	3
REC	215	Wildlife Management I	3
REC	134	Environmental Issues	3
FOR	201	Focus on Forestry V	1
SUPR	235	Supervision and Leadership	3
FOR	230	Forest Management	4
FOR	231	Forest Products Utilization	3
COMM	135	Verbal Career Skills	3
FOR	202	Focus on Forestry VI	1
SOCI	169	Human Relations in Organizations	3

Geographics (GIS/GPS)

The Geographics Technology prepares individuals for careers in Geographic Information Systems (GIS) and Global Positioning by Satellite (GPS) technologies and provides students with a background sufficient for growth and advancement in the profession.

Geographics technology is "exploding" across business, industry and government. This timely new technology is sweeping land management professions. Students will experience the revolutionary manner in which GIS manages, manipulates, analyzes, and displays geographically referenced data. GIS offers unparalleled planning speed and versatility to land managers of all sorts whether in national forests, state emergency management teams or the local community.

Job Opportunities
A recent job prospectus indicates a need for 35,000 jobs annually in the land management field.

Course No.		Course	Credit
GEO	100	Introduction to GIS	2
GEO	102	Introduction to GPS	2
GEO	103	Computing in GIS	1
REC	123	Map Reading and Interpretation	2
MATH	108 N	Introduction to Algebra for Natural Resources	3
MICS	112	Introduction to DOS	1
COMM	122	Communications II	3
OAT	180	Keyboarding	1
SOCI	160	Introduction to Sociology	3
GEO	101	Intermediate GIS	3
GEO	120	Cartography	3
NR	123	Surveying and Mapping I	3
MATH	110	Geometry and Trigonometry	3
NR	172	Geography	3
COMM	123	Communications III	3
GEO	130	Applied GIS/GPS Coordinated Relationships	3
GEO	200	Applications in GIS	3
REC	131	Field Biology	3
COMM	225	Technical Writing	3
MICS	121	MicroSoft Works for Windows	3
GEO	296	Geographics Practicum/Seminar	2
DD	106	AutoCAD for GIS	3
GEO	203	GPS Data Acquisition	3
REC	134	Environmental Issues	3
NR	176	Wetlands Determination	3
COMM	135	Verbal Career Skills	3
GEO	205	Geographics Employment Seminar	1
GEO	201	GIS Data Conversion	3
GEO	204	Remote Sensing	3
NR	173	Surveying and Mapping II	3
NR	131	Environmental Chemistry	4
MICS	142	Introduction to dBase	1
GEO	202	Advanced GIS Applications	3
GEO	206	SML Creation	3
REC	132	Geology	3
REC	244	Land Management and Soils	3

Horse Industry Management and Equine Health

The Horse Industry Management and Equine Health Technology prepares individuals for careers in the care and management of horses. Students complete basic riding courses while focusing on starting an equine business, stable and barn management, equine health, massage and nutrition, and equine reproduction.

This program is offered at the Hocking College Perry Campus.

Job Opportunities
The Horse Industry Management and Equine Health program prepares graduates for positions as stable and barn managers and horse owners.

The curriculum for this technology is currently under development. Contact the Admission Office for more information.

Recreation and Wildlife

Recipient of the Ohio Board of Regents Program Excellence Award.

The Recreation and Wildlife Management Technology provides core courses to prepare students as recreational and wildlife management technicians. Students may declare one of four majors or select electives from several majors. Majors include Back Country Horsemanship, Fish and Wildlife Management, Interpretive Services and Ranger Services.

Graduates possess exceptionally strong backgrounds in environmental principles, concepts and applied field practices.

Numerous areas on Hocking's 1600 acre campus serve as learning resources: the Hocking Woods Nature Center, fish hatchery ponds, a landscape nursery, picnic shelters, bird and wildlife feeding stations with observation blinds, a complex trail system and the Robbins Crossing Living History Laboratory. Nearly 4,700 acres of nearby land and several regional public forests, parks, and wildlife areas are used for instructional purposes.

Internships and practicum experiences are provided through affiliations with government wildlife areas, fish hatcheries, and park systems.

Job Opportunities
Public agencies and private firms across the United States readily employ Hocking College Recreation and Wildlife Management graduates.

Course No.		Course	Credit
NR	111	Dendrology	3
REC	113	Watercraft Operation and Maintenance	2
NR	120	Botany	3
COMM	122	Communications II	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
REC	122	Game Animals of East Central U.S.	3
NR	121	Zoology	3
REC	114	Recreation Employment Seminar	1
COMM	123	Communications III	3
MATH	108 N	Introduction to Algebra for Natural Resources	3
MICS	121 B	MicroSoft Works for Windows (Database)	1
REC	•••	Recreation Elective	3
REC	110	Chainsaw Operation	1
REC	123	Map Reading and Interpretation	2
REC	130	Recreation Area Equipment	1
REC	134	Environmental Issues	3
REC	131	Field Biology	3
MICS	121 C	MicroSoft Works for Windows (Spreadsheet)	1
REC	•••	Recreation Elective	3
NR	223	Campus Park Management	2
		or	
REC	294	Recreation and Wildlife Cooperative Work Experience/Seminar	6
		or	
REC	296	Recreation and Wildlife Practicum/Seminar	3
FOR	222	Introduction to Forestry	3
REC	210	Woodland Ecology	3
REC	215	Wildlife Management I	3
REC	217	Aquatic Ecology	3
REC	•••	Recreation Elective	3
REC	115	Interpretive Methods	3
COMM	135	Verbal Career Skills	3
REC	280	Cultural Anthropology	3
COMM	124	Communications IV	3
		or	
COMM	225	Technical Writing	3
REC	•••	Recreation Elective	3
REC	222	Recreation Area Maintenance	2
HC	115	First Responder	2
REC	132	Geology	3
REC	233	Ornithology	3
REC	244	Land Management and Soils	3

Recreation and Wildlife Back Country Horsemanship Major

The Back Country Horsemanship Major prepares individuals for careers in both the public and private sector of the recreational industry and provides a background sufficient for growth and advancement in the recreation and wildlife profession.

Many indicators point to recreation industries as among the fastest growing segments of the economy with horse and horse-related activities one of the fastest growing. This is particularly true for the use of horses in park and wilderness management and patrol activities. There is a continuing shortage of trained and qualified employees in this field.

Hocking College's Recreation and Wildlife Technology Back Country Horsemanship Major is helping meet this demand by providing graduates for this rapidly growing industry. The Back Country Horsemanship Major focuses on wilderness riding, animal care and equipment repair skills.

The Back Country Horsemanship Technologist Certificate provides specialty and higher-level skills that are in high demand through the horse industry.

Job Opportunities
Employment opportunities are found with the National Park Service, U.S. Forest Service, U.S. Border Patrol, state and metropolitan park systems and in the private recreational sector with outfitters and wilderness packers.

Course No.		Course	Credit
NR	103	Stable and Barn Operations	3
NR	111	Dendrology	3
NR	114	Horsemanship I: Beginning Riding	3
REC	110	Chainsaw Operation	1
REC	130	Recreation Area Equipment	1
NR	120	Botany	3
COMM	122	Communications II	3
MICS	121 A	MicroSoft Works for Windows	1
NR	134	Horsemanship II: Intermediate Riding	3
REC	122	Game Animals of East Central U.S.	3
NR	121	Zoology	3
REC	114	Recreation Employment Seminar	1
COMM	123	Communications III	3
MATH	108 N	Introduction to Algebra for Natural Resources	3
MICS	121 B	MicroSoft Works for Windows (Database)	1
NR	135	Horsemanship III: Advanced Trail Riding	3
REC	123	Map Reading and Interpretation	2
REC	134	Environmental Issues	3
REC	131	Field Biology	3
REC	244	Land Management and Soils	3
MICS	121 C	MicroSoft Works for Windows (Spreadsheet)	1
REC	280	Cultural Anthropology	3
NR	223	Campus Park Management or	2
REC	294	Recreation and Wildlife Cooperative Work Experience/Seminar or	6
REC	296	Recreation and Wildlife Practicum/Seminar	2
FOR	222	Introduction to Forestry	3
NR	116	Horse Packing	3
REC	113	Watercraft Operation and Maintenance	2
REC	210	Woodland Ecology	3
REC	215	Wildlife Management I	3
REC	217	Aquatic Ecology	3
NR	117	Horse Program Management	3
REC	115	Interpretive Methods	3
HC	115	First Responder	2
NR	115	Horseshoeing I	3
COMM	124	Communications IV or	3
COMM	225	Technical Writing	3
COMM	130	Speech or	3
COMM	135	Verbal Career Skills	3
NR	228	Trail Maintenance	3
NR	271	Campus Park Patrol	3
REC	132	Geology	3
REC	233	Ornithology	3
NR	104	Team Driving or	3
NR	118	Colt Training I or	3
NR	272	Teaching Horseback Riding	3

Recreation and Wildlife
Fish and Wildlife Major

The Fish and Wildlife Management Major prepares individuals for careers with land and resource management agencies, both public and private, in such positions as fish and wildlife conservation aides, fish hatchery technicians and soil conservation service technicians. It also provides a background sufficient for growth and advancement in the fish and wildlife profession.

This "learning by doing" program provides classroom theory presentations through multiple sources of media, lecture and student/instructor interaction while preparing students for field laboratories in pond renovation and fish production, wildlife habitat planning and planting, and actual in field environmental studies which include indepth studies of birds, fish, animals, and habitats.

Job Opportunities
Hocking College's Recreation and Wildlife Technology Fish and Wildlife Major provides the education and training needed for securing entry-level positions in many land and resource management agencies. Fish and wildlife conservation aides, fish hatchery technicians and soil conservation service technicians are only a few of the many positions for which this academic major prepares the graduate.

Course No.		Course	Credit
NR	111	Dendrology	3
REC	110	Chainsaw Operation	1
REC	130	Recreation Area Equipment	1
REC	134	Environmental Issues	3
NR	120	Botany	3
COMM	122	Communications II	3
MATH	108 N	Introduction to Algebra for Natural Resources	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
REC	120	Woodshop	1
REC	121	Ohio Trees	2
REC	122	Game Animals of East Central U.S.	3
REC	123	Map Reading and Interpretation	2
NR	121	Zoology	3
REC	114	Recreation Employment Seminar	1
MICS	121 B	MicroSoft Works for Windows (Database)	1
REC	280	Cultural Anthropology	3
NR	123	Surveying and Mapping I	3
REC	113	Watercraft Operation and Maintenance	2
REC	136	Wildlife Investigation Techniques	3
REC	161	Ichthyology	3
REC	131	Field Biology	3
MATH	110	Geometry and Trigonometry	3
MICS	121 C	MicroSoft Works for Windows (Spreadsheet)	1
NR	223	Campus Park Management or	2
REC	294	Recreation and Wildlife Cooperative Work Experience/Seminar or	6
REC	296	Recreation and Wildlife Practicum/Seminar	3
REC	210	Woodland Ecology	3
REC	215	Wildlife Management I	3
REC	217	Aquatic Ecology	3
REC	132	Geology	3
REC	244	Land Management and Soils	3
COMM	123	Communications III	3
REC	221	Fish Management I	3
HC	115	First Responder	2
NR	131	Environmental Chemistry	4
COMM	135	Verbal Career Skills	3
COMM	124	Communications IV or	3
COMM	225	Technical Writing	3
FOR	222	Introduction to Forestry	3
REC	115	Interpretive Methods	3
REC	222	Recreation Area Maintenance	2
REC	233	Ornithology	3
REC	238	Fish Management II or	4
REC	239	Wildlife Management II or	4
REC	241	Fish Hatchery Management	4

Recreation and Wildlife
Fish Management and Aquaculture Major

The Fish Management and Aquaculture Major prepares individuals for careers in fisheries in natural and production settings. Employment is available in both the public and private sectors in positions such as fish hatchery technician, fish conservation aide, biological technician, pond technician and fish culturist.

This "learning by doing" program provides classroom, theory and field/laboratory experiences in the areas of fish hatcheries, fish culture and fish management.

Job Opportunities
Hocking College's Recreation and Wildlife Technology Fish Management and Aquaculture Major provides the training needed for securing entry level positions in fisheries. Fish hatchery technician and fish conservation aide are two of the many positions for which this graduate is prepared.

The curriculum for this technology is currently under development. Contact the Admission Office for more information.

Recreation and Wildlife Interpretive Services Major

The Interpretive Services Major prepares individuals for careers in the fields of natural, cultural and/or historical interpretation and provides an academic background sufficient for growth and advancement in the recreation and wildlife profession.

Hocking College's Interpretive Services Major focuses on the interpretive application of natural, cultural and living history. Training in visitor interaction, exhibit design, interpretive graphics, development of outdoor study sites, research and character development, historical programming, and costuming are included in the curriculum.

Interpretive students practice their skills at Robbins Crossing Living History Learning Laboratory where they authentically recreate the setting and people of 19th century rural southeastern Ohio.

Programming at the Hocking Woods Nature Center is designed and conducted by Interpretive Services students.

Job Opportunities

As a result of increased park, museum and other natural and cultural education center visitations, the interpretive field has diversified creating many new employment positions. Interpretive programs operate in federal, state and metropolitan park systems, zoos, museums, and public and private outdoor education centers. There is an ever increasing demand for interpreters who can manage archives, conduct interpretive walks and presentations, and script and perform living history mini-dramas.

Course No.		Course	Credit
NR	111	Dendrology	3
REC	113	Watercraft Operation and Maintenance	2
REC	120	Woodshop	1
REC	150	Introduction to Interpretation	2
NR	120	Botany	3
COMM	122	Communications II	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
REC	115	Interpretive Methods	3
REC	122	Game Animals for East Central U.S.	3
NR	121	Zoology	3
REC	114	Recreation Employment Seminar	1
COMM	123	Communications III	3
MATH	108 N	Introduction to Algebra for Natural Resources	3
MICS	201	Desktop Publishing: IBM	2
REC	110	Chainsaw Operation	1
REC	117	Interpretive Techniques	2
REC	123	Map Reading and Interpretation	2
REC	130	Recreation Area Equipment	1
REC	134	Environmental Issues	3
HC	115	First Responder	2
NR	259	Outdoor Programs	2
REC	131	Field Biology	3
NR	223	Campus Park Management or	2
REC	294	Recreation and Wildlife Cooperative Work Experience/Seminar or	6
REC	296	Recreation and Wildlife Practicum/Seminar	2
FOR	222	Introduction to Forestry	3
NR	264	Recreation Programming	3
REC	210	Woodland Ecology	3
REC	215	Wildlife Management I	3
REC	217	Aquatic Ecology	3
REC	243	Historical Interpretation Techniques	2
REC	118	Historical Perspectives	2
REC	222	Recreation Area Maintenance	2
REC	226	Development and Design of Outdoor Studies Situations	3
REC	237	Self Guided Interpretive Activities	2
REC	132	Geology	3
COMM	135	Verbal Career Skills	3
REC	280	Cultural Anthropology	3
REC	136	Wildlife Investigation Techniques	3
REC	141	Nature Center and Museum Operations	2
REC	236	Exhibit Design and Production	2
REC	233	Ornithology	3
REC	244	Land Management and Soils	3
COMM	124	Communications IV or	3
COMM	225	Technical Writing	3

Recreation and Wildlife Ranger Services Major

The Ranger Services Major prepares individuals for resource, visitor protection and emergency services careers in natural resource recreation areas throughout the United States which are administered, owned, and/or operated at all levels of government and private industry. It provides a background sufficient for growth and advancement in the recreation and wildlife profession.

At the federal level, the National Ranger Training Institute at Hocking College has been recognized as a satellite training facility of the Federal Law Enforcement Training Center. Hocking College's Recreation and Wildlife Ranger Services Major, through the National Ranger Training Institute at Hocking College, includes Seasonal Officer Training which is certified by the U.S. Department of the Interior, National Park Service, the U.S. Fish and Wildlife Services and the prestigious City and Guilds Institute of London, England.

Job Opportunities
Successful completion of the seasonal officer program qualifies graduates for federal seasonal law enforcement commissions and will aid in employment with federal, state and metropolitan park systems.

Course No.		Course	Credit
EM	123	Rappelling and Rope Techniques	1.5
NR	111	Dendrology	3
REC	113	Watercraft Operation and Maintenance	2
REC	123	Map Reading and Interpretation	2
NR	120	Botany	3
COMM	122	Communications II	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
PSYC	154	Interpersonal Relationships	3
REC	122	Game Animals of East Central U.S.	3
NR	121	Zoology	3
REC	114	Recreation Employment Seminar	1
COMM	123	Communications III	3
MATH	108 N	Introduction to Algebra for Natural Resources	3
MICS	121 B	MicroSoft Works for Windows (Database)	1
ENF	•••	Enforcement Elective	3
REC	110	Chainsaw Operation	1
REC	130	Recreation Area Equipment	1
REC	131	Field Biology	3
REC	233	Ornithology	3
REC	244	Land Management and Soils	3
MICS	121 C	MicroSoft Works for Windows (Spreadsheet)	1
REC	280	Cultural Anthropology	3
NR	223	Campus Park Management	2
		or	
REC	294	Recreation and Wildlife Cooperative Work Experience/Seminar	6
		or	
REC	296	Recreation and Wildlife Practicum/Seminar	2
REC	115	Interpretive Methods	3
REC	120	Woodshop	1
REC	210	Woodland Ecology	3
REC	215	Wildlife Management I	3
REC	217	Aquatic Ecology	3
REC	222	Recreation Area Maintenance	2
HC	115	First Responder	2
EM	126	Search and Rescue Introduction	1
FOR	222	Introduction to Forestry	3
NR	150	Basic Wildland Fire Fighting	2
REC	134	Environmental Issues	3
REC	132	Geology	3
COMM	135	Verbal Career Skills	3
COMM	124	Communications IV	3
		or	
COMM	225	Technical Writing	3
NR	281	Seasonal Officer Training	18
		or	
PSCI	250	Peace Officer Basic Training	18

Timber Harvesting

The Timber Harvesting Technician program, the pre-service training program affiliated with the Soren Eriksson Ecosystem Training Center at Hocking College, prepares individuals for careers in industrial forest harvesting. The focus of the program is the training and employment of professional logging equipment operators, timber cutters and contract logging company supervisors. Changes in economics and environmental regulations require skilled operators to be competitive in a global economy and achieve the objectives of sustainable forest management. Classroom experiences in safety, business management and forest ecology are reinforced with field training in timber harvesting and a coop experience with a contract logging company. Students successfully completing the seven quarter program earn the Associate Degree of Applied Science and are employed with professional harvesting operations as timber cutters, equipment operators or field supervisors.

Job Opportunities

Employment opportunities are numerous in the eastern hardwood region. Increasing demand for hardwood forest products, increasing awareness and emphasis on ecosystem management and sweeping technological changes in forest product industry have combined to create an increasing demand for trained forest workers.

Course No.		Course	Credit
FOR	111	Forest Dendrology	3
NR	169	Natural Resources Expo I	0.5
SLG	111	Log Grading and Scaling	2
THS	112	Timber Harvesting Skills I	6
HC	114	Standard First Aid	1
MATH	108 N	Introduction to Algebra for Natural Resources	3
COMM	122	Communications II	3
THS	122	Timber Harvesting Skills II	6
MICS	121	MicroSoft Works for Windows	3
COMM	123 A	Communications III: Job Communications	3
COMM	135	Verbal Career Skills	3
THS	130	Timber Harvesting Skills III	6
MATH	110	Geometry and Trigonometry	3
COMM	104	Job Search Techniques	1
THS	133	Timber Harvesting Inventory	4
THS	294	Timber Harvesting Cooperative Work Experience/Seminar	3-5
NR	170	Natural Resources Expo II	0.5
THS	140	Timber Harvesting Skills IV	6
BUS	100	Small Business Management I	3
BUS	120	Personal Finance	3
SOCI	•••	Social Science Elective	3
THS	150	Timber Harvesting Skills V	6
BUS	101	Small Business Management II	3
COMM	225	Technical Writing	3
SOCI	169	Human Relations in Organizations	3
SUPR	235	Supervision and Leadership	3
THS	160	Timber Harvesting Skills VI	12
BUS	260	Business Planning	2

Public Safety Services Technologies

Technical Programs

Programs leading to an Associate Degree:

Emergency Medical
Fire and Emergency Services
Human and Correctional Services
    Juvenile Corrections
Police Science

Certificate Programs

Programs providing specific technical skills:

Certificates of Completion

ACLS
Advanced EMT
Industrial Security
Basic Fire Fighting
BTLS
Correctional Officer Training
Dispatcher Training
Emergency Medical Technology
EMT-B Refresher Bridge
Emergency Response to Hazardous Materials
Homicide Investigation Techniques
Juvenile Sex Offender
PALS
Pediatric BTLS
Unarmed Self Defense

Occupational Certificates

Advanced Fire Fighting
Certificate Ohio EMT-P (5-3 002)
Fire Science
Ohio Peace Officer's Basic Training
Public Safety Services Officer - Level I
Public Safety Services Officer - Level II

Emergency Medical

The Emergency Medical Technology prepares students for entry-level career positions as EMT-B's and EMT-P's and ultimately for middle management positions.

Emergency Medical Technicians administer lifesaving care at the scene of accidental injury or sudden illness. The EMT program consists of three phases of training: EMT-B (Basic), EMT-P (Paramedic) and Associate of Applied Science.

The one-quarter EMT-B (Basic) program covers basic life support and leads to eligibility for state and national certification. The EMT-P (Paramedic) program includes training in basic and advanced life support management. Each phase prepares students to take the appropriate national registry exam and be certified both state and nationally.

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 government agencies, privately owned emergency services including health or emergency services and fire, police, forest and recreation services.

EMT-B (Basic)

Course No.		Course	Credit
EM	100	Emergency Victim Care (EMT-B)	6

Course No.		Course	Credit
EM	110	EMT Paramedic I	10
HC	100 A	The Human Organism Part I	1.5
NT	104	Pharmacology Math	1
COMM	122 A	Communications II A	1.5
EM	101	EMT Clinical Experience I	2
EM	113	EMT Squad Experience I	2
EM	120	EMT Paramedic II	11
HC	100 B	The Human Organism Part II	1.5
COMM	122 B	Communications II B	1.5
EM	111	EMT Clinical Experience II	6
EM	114	EMT Squad Experience II	6
EM	206	EMT Management	5
HC	110	Anatomy and Physiology I	3
MICS	121	MicroSoft Works for Windows	3
COMM	104	Job Search Techniques	1
COMM	123	Communications III	3
EM	•••	EMT Elective	3
EM	201	Paramedic Supervision Practicum	3
EM	221	In-Service Education for EMT's	3
HC	120	Anatomy and Physiology II	3
MATH	108 H	Introduction to Algebra for Health	3
LANG	120	Beginning Spanish	3
PSYC	154	Interpersonal Relationships	3
COMM	130	Speech	3
PSYC	150	Introduction to Psychology	3
SOCI	165	Cross Cultural Studies	3
EM	•••	Extended Skills for Paramedics	4

Fire and Emergency Services

The Fire and Emergency Services Technology educates and trains students in the tasks essential to entry level fire-medics. In addition, it encourages professional growth and attempts to inspire a lifetime of service to the profession and society.

The Fire and Emergency Services Technology provides education and training in handling fires and other emergencies in communities, industrial operations and recreational areas. Students learn the many facets associated with fire fighting and the fire service as well as rescue and fire prevention techniques during one year of study and receive additional education and training in the Emergency Medical Technology during the second year. Students earn a fire science certificate upon successful completion of the first year which includes Fire Fighter I and Fire Fighter II State Certification. Completion of two years of study results in an Associate of Technical Studies Degree as well as completion of requirements for the EMT-P National Registry.

Job Opportunities
Upon completion of their degree or selected courses students may be employed as fire fighters, fire medics, EMT-B's, or EMT-P's.

Fire Certification # 052407
EMT Certification # 502407
Paramedic Certification # 5-3-002

Course No.		Course	Credit
FS	110	Fire Fighter I	7
FS	105	Orientation to Fire Services	2
HC	102 Q	Health and Physical Education	1
MATH	108 H	Introduction to Algebra for Health	3
PSYC	150	Introduction to Psychology	3
EM	128	Rope Rescue Techniques	2
		or	
NR	150	Basic Wildland Fire Fighting	2
FS	116	Fire Prevention and Investigation Techniques	3
FS	253	Fire Hydraulics	3
FS	296	Fire Science Practicum/ Seminar	2
EM	100	Emergency Victim Care (EMT-B)	7
EM	213	Public Administration, Relations and Education	3
FS	115	Fire Fighter II	7
CHEM	100	Introduction to Chemistry	3
COMM	130	Speech	3
MICS	144	WordPerfect for Windows	1
FS	•••	Fire Science Elective	2
EM	110	EMT Paramedic I	10
HC	100 A	The Human Organism Part I	1.5
NT	104	Pharmacology Math	1
COMM	104	Job Search Techniques	1
COMM	122 A	Communications II A	1.5
PSYC	154	Interpersonal Relationships	3
EM	101	EMT Clinical Experience I	2
EM	113	EMT Squad Experience I	2
EM	120	EMT Paramedic II	11
HC	100 B	The Human Organism Part II	1.5
COMM	122 B	Communications II B	1.5
EM	111	EMT Clinical Experience II	6
EM	114	EMT Squad Experience II	6
COMM	123	Communications III	3
HUM	203	Ethics, Values and Morality	3

Human and Correctional Services

The Human and Correctional Services Technology provides quality instruction to students in the areas of probation, parole, corrections and human services in both the adult and juvenile systems. The goal of this instruction is to provide the skills necessary for entry level positions in these areas.

The Human and Correctional Services Technology provides educational experiences that build 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.

This program includes two quarters of practicum experience where a student has the opportunity for direct application of his/her learned skills.

Job Opportunities
Graduates are employed as correctional officers, probation offices in both adult and juvenile corrections agencies, as well as substance abuse workers, counselors and residential workers in human services agencies.

Course No.		Course	Credit
CORR	100	Human and Correctional Services Helping Professions	2
CORR	260	Interviewing Techniques	3
JUV	102	Juvenile Delinquency	3
CJ	100	Criminal Justice Systems	3
COMM	122	Communications II	3
COMM	150	Punctuation and Grammar	2
SOCI	160	Introduction to Sociology	3
CORR	122	Civil Law	3
MATH	108 B	Introduction to Algebra for Business	3
COMM	123	Communications III	3
PSYC	150	Introduction to Psychology	3
PSYC	154	Interpersonal Relationships	3
CORR	235	Client Documentation and Case Record	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
COMM	135	Verbal Career Skills	3
SOCI	165	Cross Cultural Studies	3
NSC	100	Health Science: The Human Machine	3
		or	
NSC	101	Environmental Science	3
CJ	190	Chemical Abuse and Dependency	3
CORR	261	Approaches to Correctional Counseling	3
CORR	298	Human and Correctional Services Practicum Orientation	1
HC	115	First Responder	2
CJ	127	Victim Awareness	3
CORR	296 A	Human and Correctional Services Practicum/Seminar	3
CORR	160	Group Work Techniques	3
CORR	•••	Human and Correctional Services Electives	6
CORR	265	Case Management	3
CORR	296 B	Human and Correctional Services Practicum/Seminar	3
CJ	263	Crisis Recognition and Referral	3
SUPR	235	Supervision and Leadership	3
COMM	104	Job Search Techniques	1
PSYC	152	Abnormal Psychology	3

Human and Correctional Services
Juvenile Corrections Major

The Human and Correctional Services Technology Juvenile Major provides quality instruction to students in the areas of probation, parole, corrections and human services in the juvenile system. The goal of this instruction is to provide the skills necessary for entry level positions in these areas.

Job opportunities in juvenile corrections are growing. The Ohio Department of Youth Services is building new institutions in response to current institution overcrowding. The Hocking College Juvenile Major will provide instruction necessary to gain skills and knowledge to work in one of these new facilities or in a program to support these facilities.

The Human and Correctional Services Technology Juvenile Major provides educational experiences that build skills necessary to help youth 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.

This program includes two quarters of practicum experience where a student has the opportunity for direct application of his/her learned skills.

Job Opportunities
Graduates are employed as 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.

Course No.		Course	Credit
CORR	100	Human and Correctional Services Helping Professions	2
CORR	260	Interviewing Techniques	3
JUV	100	Juvenile Residential Services	3
CJ	100	Criminal Justice Systems	3
COMM	122	Communications II	3
COMM	150	Punctuation and Grammar	2
PSYC	150	Introduction to Psychology	3
CJ	263	Crisis Recognition and Referral	3
CORR	122	Civil Law	3
MATH	108 B	Introduction to Algebra for Business	3
PSYC	151	Developmental Psychology	3
NSC	100	Health Science:The Human Machine	3
		or	
NSC	101	Environmental Science	3
CORR	235	Client Documentation and Case Record	3
JUV	110	Adolescent Cognitive Behavior	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
COMM	123	Communications III	3
COMM	135	Verbal Career Skills	3
CJ	190	Chemical Abuse and Dependency	3
CORR	261	Approaches to Correctional Counseling	3
CORR	298	Human and Correctional Services Practicum Orientation	1
JUV	101	Family Dynamics	3
JUV	102	Juvenile Delinquency	3
HC	115	First Responder	2
COMM	104	Job Search Techniques	1
SOCI	160	Introduction to Sociology	3
CJ	127	Victim Awareness	3
CORR	262	Counseling Techniques	3
CORR	296 A	Human and Correctional Services Practicum/Seminar	3
JUV	105	Child Abuse	3
CORR	160	Group Work Techniques	3
CORR	265	Case Management	3
CORR	296 B	Human and Correctional Services Practicum/Seminar	3
JUV	111	Juvenile Sexual Offender	3
HUM	203	Ethics, Values and Morality	3
SOCI	165	Cross Cultural Studies	3

Police Science

Recipient of the Ohio Board of Regents Program Excellence Award.

The Police Science Technology provides quality education and training for students leading to entry level career positions in law enforcement. Programming incorporates Ohio Peace Officer academy student performance objectives into the curriculum to prepare students for pre-service certification as a peace officer in Ohio.

The Police Science Technology teaches students the technical and human relations skills required to become modern law enforcement officers. Students learn through courses in law, criminalistics, photography and human interaction as well as through laboratory exercises. Students master investigative techniques by reenacting crime scenes and witness the processing and testing of actual case evidence at area law enforcement agencies.

Job Opportunities
Graduates are employed by private, federal, state and local law enforcement agencies. Job titles include sheriff's deputy, police and security officers.

Course No.		Course	Credit
CJ	132	Law Enforcement Photography	4
PSCI	250 A	Law Enforcement I (OPOTC)	3
CJ	100	Criminal Justice Systems	3
PSCI	210	Crime Prevention and Community Relations	2
COMM	122	Communications II	3
PSCI	106	Police Communication Operations	2
COMM	104	Job Search Techniques	1
COMM	123	Communications III	3
PSYC	150	Introduction to Psychology	3
SOCI	165	Cross Cultural Studies	3
PSCI	250 B	Law Enforcement II (OPOTC)	3
PSCI	270	Police Administration	2
CJ	250	Criminology	3
CJ	263	Crisis Recognition and Referral	3
MATH	108 B	Introduction to Algebra for Business	3
MICS	121 A	MicroSoft Works for Windows (Word Processing)	1
COMM	130	Speech	3
PSCI	250 C	Law Enforcement III (OPOTC)	3
PSCI	296 A	Police Science Practicum/ Seminar (Communication)	2
PSCI	296 B	Police Science Practicum/ Seminar (Patrol)	2
CJ	150	Juvenile Delinquency and Procedures	4
PSCI	180	Criminalistics I	3
PSCI	235	Police Report Writing	2
PSCI	245	Accident Investigation	3
HUM	203	Ethics, Values and Morality	3
PSCI	250 D	Law Enforcement IV (OPOTC)	3
PSCI	105	Tactical Patrol Procedures	3
PSCI	280	Criminalistics II	3
PSCI	160	Computer Applications in Law Enforcement	3
PSYC	152	Abnormal Psychology	3
NSC	100	Health Science: The Human Machine	3
		or	
NSC	101	Environmental Science	3
PSCI	250 E	Law Enforcement V (OPOTC)	3
PSCI	205	Advanced Patrol Procedures	3
PSCI	240	Advanced Investigation	3
PSCI	260	Interviewing and Interrogation	2
PSCI	281	Criminalistics III	3
PSCI	250 F	Law Enforcement VI (OPOTC)	3

Admission Information

Who Can Apply?

Hocking 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 or the Transfer Module. Some programs may require additional criteria. Prospective students having neither a high school diploma nor an equivalency certificate should schedule an appointment with an admission counselor.

How To Apply

Applicants should follow the admission procedures outlined below:

Application Applicants must complete and return the admission application with a non-refundable $15 application fee. Applications are available through the Admission Office or on line at <www.hocking.edu>.

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, Discover Hocking!, which includes campus and technology tours, financial aid and housing overviews, are held on selected Thursdays. Reservations for Discover Hocking! are strongly encouraged and are made through the Admission Office.

If you need accommodations while visiting the College, call our own Ramada Inn for reservations, 740 753-3531. Travel arrangements may be made through the Uniglobe Travel Agency at 740 753-3510.

Special Admission Requirements

The Dietetic, Emergency Medical (EMT-B and EMT-P), Fire and Emergency Services, Health Information Management, Massage Therapy, Medical Assisting, Nanny, Nursing, Police Science and Physical Therapist Assistant 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. The Director of Admissions will make the final decision in the admission of all students.

Admission For International Students

Hocking College is authorized under federal law to enroll nonimmigrant aliens. 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 complete application form and non-refundable $25 application fee.

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

Transcripts Official credentials, including subject 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 encouraged, but not required for admission. Students are tested upon their arrival at the College. If language proficiency is below acceptable standards, students must attend ESL classes until proficiency is obtained. Students in upper level ESL courses may be eligible to take technical courses simultaneously.

Transfers Hocking College accepts international students who may wish to transfer from other U.S. colleges and universities. Students who wish to transfer should follow the application procedures outlined above.

International Student Orientation Accepted applicants must participate in International Student Orientation before enrolling in classes. This will ensure that a student has been properly introduced to Hocking College and completed all preregistration requirements.

Affirmative Action Statement

Hocking College offers equal educational and employment opportunities without regard to race, color, religion, marital status, national origin, sex, age or disability. Hocking 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	12-18 credits	$755 per quarter
Part-time fee	1-11 credits	$63 per credit hour
Students Residing Outside of Ohio		
Full-time fee	12-18 credits	$1510 per quarter
Part-time fee	1-11 credits	$126 per credit hour
International Students		
Full-time fee	12-18 credits	$2265 per quarter

* All fees are subject to change without prior notice. Laboratory and uniform fees, if required, are in addition to tuition and general service fees.

Approximate Living Expenses

Room and Board	$1400 per quarter
Books	$300 per quarter

What These Fees Mean

Tuition covers the cost of classroom instruction. The General Service Fee partially supports Admission, Financial Aid, Student Affairs and other non-instructional support services. Approximate Living Expenses will vary depending on accommodations. Laboratory and Uniform Fees cover the cost of consumable supplies required for specific courses.

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 College. Social Security numbers should be shown on the face of the check to ensure proper credit. American Express, Discover, Mastercard and Visa may be used to pay tuition and fees.

To avoid a late charge, all accounts must be paid in full by the first day of the quarter. 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 the account balance is not paid in full.

Refunds

Instructional, general service and laboratory fees are returnable in part if a student withdraws from the college. In order to be eligible for a return of fees, the student must present, within the times listed, the written withdrawal form to the Student Affairs Office as per instructions on the withdrawal form.

If exceptional circumstances prevent the student from officially withdrawing, this case can be presented for special consideration.

The admission application fee is non-returnable. An administrative fee of 5% of tuition and fees is non-returnable for all students.

For all students, except those registered for the first time, quarter fees will be returned according to the following schedule:

- From the date on which the fees were charged until the date before classes begin, full refund less a 5% administrative fee.
- From the first day of classes through the sixth day of classes, 90% of tuition, general service and laboratory fees.
- From the seventh day of classes through the fourteenth day of classes, 50% of tuition, general service and laboratory fees.
- From the fifteenth day of classes through the twenty-eighth day of classes, 25% of tuition, general service and laboratory fees.
- No refund after the twenty-eighth day of classes.

For students registering with the college for the first time, quarter fees will be returned according to the following schedule:

- From the date on which the fees were charged until the day before classes begin, full refund less an administrative fee of 5% of tuition and fees.
- From the first day of classes through the fifth day of classes, 90% of tuition, general service and laboratory fees.
- From the sixth day of classes through the eleventh day of classes, 80% of tuition, general service and laboratory fees.
- From the twelfth day of classes through the sixteenth day of classes, 70% of tuition, general service and laboratory fees.
- From the seventeenth day of classes through the twenty-second day of classes, 60% of tuition, general service and laboratory fees.
- From the twenty-third day of classes through the twenty-eighth day of classes, 50% of tuition, general service and laboratory fees.
- From the twenty-ninth day of classes through the thirty-third day of classes, 40% of tuition, general service and laboratory fees.
- There are no refunds after the thirty-third day of classes.

Students who are dismissed by the college, and students who leave without following the withdrawal process, are not entitled to returned fees.

The refund policy for summer sessions or for modular, weekend and flexibly scheduled courses will use these same percentages. However, the periods of time involved are proportional to the length of the sessions, module or class period.

Residence Policy

Because Hocking College is supported by taxpayers of Ohio, out-of-state students must pay a 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 should be addressed to the Residency Committee, Hocking College Admission Office.

Financial Aid

Financial aid is any scholarship, grant, loan or employment offered for the purpose of helping a student meet educational expenses. Most students enrolled at Hocking College are eligible for at least two types of financial assistance. Eligibility varies according to the source of aid (federal, state, institutional) and the type (need-based and non-need based, grants, student employment, loans, scholarships).

In late January of each year, financial aid application materials are made available for the upcoming academic year. Students must reapply for financial aid each year.

In order to be considered for financial aid programs, students must complete the Free Application for Federal Student Aid and Hocking College Student Information Sheet. Students are also encouraged to complete a Hocking College Scholarship Application. Students interested in loan monies should complete a Loan Request Form which will be mailed to students with Award Notification Letters once the student's financial aid file is complete. In order to be given first priority consideration, applicants must apply by February 28 for the upcoming academic year. Applications filed after February 28 will be considered on the basis of available funding.

Contact the Admission Office at 740 753-3591, extension 2162 for a Financial Aid Guide which outlines types of financial aid available and the process for applying for aid. For specific financial aid questions, contact the Financial Aid Office at 740 753-3591, extension 2159.

Grants Grants are entitlement aid which do not require repayment. Grants are based on family financial data and enrollment status. They are used to help pay tuition and other educational expenses. The major grants available to Hocking College students are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and the Ohio Instructional Grant (OIG). Grant amounts vary by source based on eligibility and levels of enrollment. You are required to file the Free Application for Federal Student Aid (FAFSA) in order to apply.

Student Employment Student Employment programs (Federal Work Study and Part Time Student Employment) at Hocking College enable qualified students to work on campus while enrolled. These programs can give a student work experience in several areas. In many cases the student may work in an area related to their technology. Student employees are paid bi-weekly for the work performed.

Loans Loans are a form of financial aid that require repayment in the future. The loans available to Hocking College students have a low interest rate. Some loans do not charge interest while the student is enrolled, while others allow for the interest to be deferred while enrolled. Loans include the Federal Direct Subsidized Stafford Student Loan, Federal Direct Unsubsidized StaffordStudent Loan and Federal Direct Parent Loan for Undergraduate Students (PLUS). Eligibility requirements and basic guidelines are listed below. The FAFSA is required to determineeligibility for Stafford loans.

Scholarships Scholarships at Hocking College are a form of gift assistance. They do not require repayment or participation in student employment. Scholarship awards range from $300 to $1500 per academic year. The college awards approximately $80,000 annually in scholarship monies. Academic achievement and potential, recommendations and personal narrative are major criteria used in selecting scholarship recipients. Other criteria can include specific major, financial need, residence in a particular geographicregion, etc. You are required to file a Hocking College Scholarship Application by February 28 for consideration.

In addition to scholarships offered through the College, numerous outside scholarships are available. Student and parent affiliations with clubs, professional organizations, labor unions, and religious organizations may be sources of assistance. Also check with your guidance counselor, library, or local newspaper for additional sources.

Additional Outside Funding Sources Numerous outside agencies provide assistance to students furthering their education.Sponsoring agencies include The Bureau of Vocational Rehabilitation (BVR), Job Training Partnership Act (JTPA), Job Prep Program (JPP)/Visions, Ohio Safety Officers College Memorial Fund and the Ohio War Orphans Scholarship.

Ability to Benefit Any student admitted to Hocking College who does not have a high school diploma or GED is admitted on the basis of the institution's determination of the student's ability to benefit from a college education. Students admitted under this classification are not eligible for federal financial aid programs (federal Pell Grant, federal Supplemental Educational Opportunity Grant, federal College Work-Study or federal Stafford Student Loan) until ability to benefit can be determined. All ability to benefit students desiring federal student aid must achieve minimum scores on a standardized assessment test administered by Academic Affairs in order to receive funding.

Services for Students

Academic Advising

Each student is assigned an academic advisor who assists the student to explore and pursue his or her educational goals. A student obtains a quarterly schedule block from the advisor and they work together to make schedule adjustments and assure progress toward the student's educational goals.

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 provide in-depth advising intervention to all students on academic probation.

Access Center

The Access Center, offered through the Center for Alternative Education, assists students with personalized inquiry, academic and support services. Staff assist with advising, tutoring, test taking and arrange for campus transportation and classroom access. The Access Center also links students with other college services and with external service agencies.

Alumni Association

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

Assessment

Prior to scheduling classes, students are required to be assessed in the areas of reading, writing and math. Results of the assessment are used to place students in the proper starting course for each of these areas

Bookstore

For books and supplies or the sweatshirt that's a must in every student's wardrobe, Hocking's Bookstore meets most students' 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 of 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 Planning Center helps students explore interests, aptitudes and achievement levels.

Counseling Services

Counseling Services offers a variety of personal, confidential counseling and student development 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.

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 740 753-9404.

Entry Center

The Entry Center provides services to nontraditional students. The center serves as a resource for individuals, groups and organizations to inquire and obtain information about Hocking College's educational opportunities for nontraditional students as well as a location for initiating the learning process by enrolling in courses.

Food Service

Full meals and snacks are offered at several locations on campus by private vendors. Meal tickets may be purchased. Further information is available by contacting the Restaurant and Deli, 740 753-2770.

Fresh Start

The Fresh Start program provides an opportunity for students who previously had academic difficulties to successfully return to the College. Fresh Start assists students in reversing the complications of poor academic standing.

Health Center

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

Hocking College Experience

The HC Experience, Hocking's student orientation program, provides services and assistance to new students in their transition to Hocking College. The orientation program also acquaints students with the purposes and programs of the College.

HC Experience days are scheduled each quarter and all new students are expected to attend. Students meet with faculty and staff and learn about academic and student life at the College. For more information, contact Student Affairs.

Housing

Hocking College is the only technical college in Ohio offering campus owned and managed residential facilities. Hocking Heights Residence Hall, an on-campus residence hall, accommodates up to 325 students. Hocking Heights has made a commitment to the quality of life of every resident offering programs and services to help students achieve their living and learning goals.

Summit on the River is a college managed 100 bed facility offering the latest in personal living amenities. Canal Apartments is a facility accommodating 15 students in apartment style college supervised living.

Students must complete a Hocking Heights, Summit on the River or Canal Apartment application, which is separate from the admission application, and return it to the Cashiers Office.

Many students move to the Nelsonville area while attending Hocking College. To assist with off-campus housing needs, the College publishes an off-campus housing guide. The Housing Office provides personal assessment to students to meet on- and off-campus housing needs.

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 Concourse and is a division of Student Affairs.

Learning Labs (PACE)

PACE (Personally Accelerated Career Education), offered in the learning labs, provides an alternative to traditionally scheduled courses. These labs offer flexible course scheduling for students with job and family commitments and a flexible rate of learning for those who choose to move rather quickly or slowly through a course. Students learn through written and audiovisual materials that are individualized and competency based. They also receive one-on-one assistance from instructors. PACE courses are available in communications, reading, math, science, psychology, sociology, drafting and design, CPR, first aid, dietetics, business, accounting, nutrition and office administration.

Learning Resources Center

Library The Library is dedicated to providing materials that support 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. The library web page provides access to a variety of electronic resources, including the LRC catalog, the OhioLINK central catalog, 65 research databases, a variety of full text reference sources and internet sites that relate to programs taught at the college. Students can access the web page from computers in the LRC, networked computers on campus or any computer that has internet access.

Hocking College is a member of OhioLINK, the Ohio Library Information Network. OhioLINK offers user-initiated borrowing through its statewide central catalog. This enables our students, faculty and staff to search the 6.4 million-record catalog, encompassing spectrum of library materials including law, medical and special collections. Items can be electronically requested and are delivered to the Hocking LRC, usually within 48 hours. This effectively makes the library collection of all Ohio public, and most private, colleges and universities available to our students and staff.

Media Center The Media Center houses an extensive collection of audiovisual and computer software related to the different programs of students at HC. The area purchases and houses materials to support instruction and works cooperatively with faculty to ensure that only high quality programs are purchased to support the curriculum. The program can be used in the classroom by the faculty member or in the LRC by the student as either an assignment, supplemental course work, or special interest. The LRC supports the use of a variety of technologies to assure that every student's learning style is met.

News Network and Student Information System

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

Phi Theta Kappa

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

Student Activities

Hocking College offers a wide variety of recreational activities. The intramural program includes competition in flag football, indoor and outdoor soccer, volleyball, tennis, softball, basketball, bowling and golf. Facilities include the Recreation Center, the Student Center, tennis courts, softball fields, football/soccer fields, fitness trails, basketball courts, weight room, fitness exercise room, full locker room facility and student lounge with a big screen 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 1,600 acre campus is criss-crossed with hiking and horseback riding trails.

A number of student organizations, including technology related clubs, and special interest groups sponsor a variety of student activities throughout the year. The Student Life Paraprofessional Team coordinate programs, activities and services. An extensive array of cocurricular educational opportunities are available to all Hocking students.

Student Computer and E-Mail Access

Students may access the World Wide Web at the Campus Link and numerous other locations around campus. All currently enrolled students are eligible for an e-mail account.

Student Guide

A student guide describing services, academic procedures, college rules and regulations is available in the Student Affairs Administrative Office. Students are encouraged to obtain a copy and to become familiar with the information provided and the services offered.

Student Health Insurance

The college offers a comprehensive health and accident group major medical insurance policy designed to supplement the services provided by the college Health Center. This insurance is mandatory for all students carrying six or more credit hours unless the student completes a waiver indicating that comparable coverage is provided through a private or other health insurance plan. The college health insurance is not required for treatment at the college Health Center.

Student Leadership Opportunities

Future employers are interested in a prospective student's ability to plan, promote, supervise and evaluate projects and events. Participation in the Student Outreach, Student Paraprofessional Team, Campus Connection, Resistant Assistant staff, technology clubs or special interest groups offer the opportunity to learn important, marketable skills in a supportive, enjoyable environment.

Testing Center

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

The Learning Connection

The Learning Connection (TLC) is a student support service program funded by the U.S. Department of Education. This program promotes student success and increases retention by offering personalized assistance throughout the student's enrollment. A number of free individualized support services are available to ensure the student's success in obtaining their degree and/or transferring to a four year institution. To qualify, the student must be a first generation college student, be low income or be disabled. Services and activities include personalized financial planning, academic help, tutoring, peer mentoring, career planning, workshops, seminars, employment planning, goal setting, life skills, advising, time management, personal enrichment, test taking skills, stress management, study skills, transfer assistance and field trips (educational, cultural and recreational).

The Learning Connection's goal is to provide the support and services necessary to help ensure student success. The motto is "if students have the will we will show them the way."

Transition Program and Center

The Transition Program provides a program and center enabling students access to a variety of instructional services designed to promote success in college. The Transition Program coordinates PASS classes, English support services, reading and basic writing and other academic support services. A vital part of the program is the Transitions Center, consisting of four labs: the Academic Support Lab, which provides individualized tutoring, computer-assisted instruction in reading, study skills, math, grammar. etc., online information and other academic assistance; the Writing Lab, which provides access to word processing with writing instructors available for writing assistance; the English Support Lab, which provides assistance to students in English language instruction; and the Reading Lab, which provides courses in reading.

Tutoring

Peer tutors are available to assist students in mastering general and technical course materials. 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, the Transition Center or Academic Advising.

Veterans Assistance

Hocking 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 Hocking College should contact the VA Office as far in advance of their anticipated enrollment as possible.

Special Programs

Alternative Education

Hocking 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 nontraditional, low-income, handicapped and returning adult students.

Cooperative Education (Coop) Programs

Coop programs offer students the opportunity to combine paid work experience and college instruction. A number of coop programs are offered at the college. Students alternate working in a business/industry setting relating directly to their program of study with taking classes at the college.

Customized Industry Training

Hocking's Center for Business and Industry (HCBI), a member of EnterpriseOhio, provides customized training and consultation services to both private and public entities. Courses are designed to be flexible and relevant so that they meet customer and current market demand. HCBI provides services both on campus and at client locations, depending on request and needs. Our mission is to be a leader in partnering with businesses, industries and public agencies of all sizes in developing, implementing and delivering innovative, creative and market driven skill building/educational programs. Programs/engagements range from an annual leadership symposium, to an international homicide seminar, to supervisory skills, to customized computer training, to fluid power training, to strategic planning. In addition, Hocking's Center for Business and Industry is a certified provider for Zenger Miller and Developmental Dimensions International (DDI) materials.

Evening College

Hocking College has a vibrant evening college program. Individuals have opportunities to enhance current work skills, invest in life long learning and to earn specialization certificates and technical degrees. Evening college classes normally begin at 5:30 PM and make it possible for individuals with obligations to invest in themselves. Evening college programs are continually being updated to meet market demand.

Several associate degree and certificate programs may be completed entirely through Evening College:

Associate Degree Programs

Accounting
Business Management
Human and Correctional Services
Juvenile Corrections

Certificate Programs

Accounting Clerk
Accounts Receivable/Payable Clerk
Activities Therapy
Advanced Cardiac Life Support
Advanced EMT-A
Baking
Bartender
Basic Trauma Life Support
Broadcast Production
Coding Clerk
Cost Accounting Clerk
EMT-A
Hazardous Materials
Health Information Clerk
Income Tax Preparation
Management Specialist
Massage Therapy
Microcomputer Accounting
Non-Profit Accounting Clerk
Payroll Clerk
Pediatric Life Support
Practical Nursing
Purchasing Agent
Real Estate
Red Cross Standard First Aid Instructor
Running a 12K EKG
Safety and Sanitation
Small Business Specialist
Volunteer Fire Fighting
Wildlife Control
Word Processing

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 includes 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

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 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 Officer 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.

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 instructional times most convenient to individual schedules - day or evening. PACE offerings include Communications, Math, Social Science, Business, Accounting, Drafting, Nutrition/ Dietetic, Typing, Physics, Chemistry and First Aid/CPR 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 credit for learning based on non-college experience and training acquired before entering Hocking. 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.

Public Safety Services Training Center

This training center offers training and continuing education for emergency medical, fire, law enforcement and human and correctional services personnel. Programs may be offered at Hocking College or at the work site.

Quest for Success

Quest for Success is designed especially for new students to prepare them for college. Courses include college life, effective listening, study skills, interpersonal communications and a recreation program.

WIN Careers

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

HC Means Business

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

Campus Safety

The Department of Campus Safety is a full time, around-the-clock security service for Hocking 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.

Forest Management

With faculty supervision, Forestry and Timber Harvesting students cruise, buy, cut and sell timber and operate forest management and timber stand improvement programs for a variety of clients in the area.

Gittinger Assessment Center

The Gittinger Assessment Center provides personalized learning support services. The counseling staff use 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 consultation to business, industry, agency or education professionals.

Hocking Special-T's

A student run business in design application on t-shirts and sweatshirts for various technologies, intramural teams and outside businesses and agencies.

Ramada Inn

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

Soren Eriksson Ecosystem Training Center

An outgrowth of the Timber Harvesting Technician Program is the Soren Eriksson Ecosystem Training Center. Named for the Swedish harvesting consultant Soren Eriksson, the Ecosystem Training Center was established in 1996 to provide training and development for forest harvesting which embraces the principles of sustainable forest management. Partnerships and networks with business, government and industry create an international training atmosphere for the Timber Harvesting Technician

Program. In-service training for industry foresters and harvesting personnel is offered quarterly at the Training Center. Workshops detailing new technology, ecological relationships effected by harvesting and the latest in safety and production techniques are presented. Utilizing 200 acres of Hocking College property, the Ecosystem Training Center serves as a location for demonstration and scientific study of harvesting methods.

Uniglobe Hocking Hills Travel Agency

The Uniglobe Travel Agency is a full service travel agency in Nelsonville, owned and operated by Hocking College. The Agency allows students to work under the supervision of travel professionals and gain practical skills in a state-of-the-art training center.

Wildlife Products

Wildlife Products is a student run profit center providing on-campus employment for Natural Resources and Business students. Several types of bird feeders and houses are constructed and sold to state department of natural resources and the general public at a retail outlet store in Nelsonville.

HC and the Community

Welcome to Nelsonville

Nelsonville is an 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 and wet. Summer highs average in the 80's and winter temperatures are usually in the 20's and 30's.

DiDi Mau Mountain Bike Classic

Held annually in May, the DiDi Mau Mountain Bike Classic crosses the trails of Hocking College and the Wayne National Forest. The event attracts bicycle enthusiasts from across the country.

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 740 753-9531 weekdays or leave a message at 614 470-1300.

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.

International Bowhunter Challenge

The International Bowhunter Challenge is held on campus each summer and is sponsored by the Hocking College 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 2,000 archers compete each year.

Lake Snowden Education and Recreation Park

Located in Albany, Ohio, the Lake Snowden Education and Recreation Park provides a 675 acre lab for students in Natural Resources technologies. The park includes a 160 acre lake, a fish hatchery and fish ponds which serve as a training site for Fish and Wildlife and Fish Management and Aquaculture students. The Sauber Environmental Center, located at Lake Snowden, houses classrooms for Natural Resources.

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 lumbering equipment and special attractions such as student and professional lumberjack competitions, the Ohio Flat Pickin' Guitar Championship and to enjoy the popular Bunyan Burger. The Paul Bunyan Show is sponsored by Hocking College and the Ohio Forestry Association. Hocking students are involved in nearly every aspect of the show.

Robbins Crossing Living History Museum

Exhibits at the Robbins Crossing Living History Museum, part of Hocking's campus park, illustrates the history of Southeastern Ohio through 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.

Policies and Procedures

Attendance

The academic and laboratory demands of many technical and general 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. Attendance is reported on Hocking College grade transcripts. Students receiving assistance from federal agencies such as the Veterans Administration and the Bureau of Vocational Rehabilitation are required by those agencies to attend classes regularly.

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 basis 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 the Department of Campus Safety. A schedule of when and how to register vehicles may be obtained at the Campus Safety Office. Only properly registered cars will be permitted in HC 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 for specific instructions on one of these radio stations

Athens	WOUB/91.3 FM	WXTQ/105 FM	WATH/97 AM
Chillicothe	WBEX/93.3 FM	WBEX/1490 AM	
Columbus	WNCI/97.9 FM		
Gallipolis	WMGG/101.5 FM	WJEH/990 AM	
Lancaster	WHOK/95.5 FM	WLOH/1320 AM	
Logan	WLGN/98.3 FM	WLGN/1510 AM	
Middleport	WMPO/92.1 FM	WMPO/1390 AM	
Nelsonville	WAIS/770 AM	WAIS/89.1 FM	WSEO/107.7 FM
New Lexington	WWJM/106.3 FM		
Parkersburg	WXIL/95.1 FM		

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. Students who are unsure of a desired program should consult Career Services. After this consultation, students should complete the Change of Technology form.

Grading

Hocking College uses a standard letter grade system and assigns quality points to each letter grade 'A' through 'D'. These letter grades are the only grades assigned quality points. Quality points earned are determined by multiplying the number of credit hours in the course times the quality points for the grade earned. 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 (CPA) 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	D-	0.7
B	3.0	C-	1.7	F	0.0 (course failure)

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

NR	Not reported by instructor
S	Satisfactory
U	Unsatisfactory
AU	Audit
PR	PACE course in progress (converts to an F at the end of the quarter after initial registration)
CT	Continuing traditional course
I	Incomplete (converts to an F after one quarter)
W	Withdrawal
CE*	Credit by examination
CA*	Credit by advanced standing
CL*	Credit for life experience
T*	Transfer

*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' (I) or progress (PR) (PACE) grade. Eligibility is determined by the course instructor and PACE procedures. After completing the course, a grade change form, submitted by the instructor, is required.

Graduation Requirements

Associate Degree Requirements Successful completion (with passing grade) of the course requirements as specified on the technology curriculum sheet, with the following exceptions: course substitutions; credit by advanced standing; credit by exam; credit by life experience (portfolio development) and course waiver.

Students must earn a minimum of 30 credit hours at Hocking College or in a Hocking College approved program in addition to credits awarded by any special credit method (credit by examination, credit by advanced standing and credit by life experience through portfolio development), or credits transferred from other colleges or any combination of methods. Residency requirements are a minimum of 15 credits.

The attainment of a "C" (2.00) average in all technical courses for the specific degree program and a "C" (2.00) total overall cumulative point average toward the specified degree at Hocking College.

Completion and filing of an application for graduation form through Student Records.

Students must meet all financial obligations to the college before their diploma or certificate is issued.

Dual Degrees To obtain a second degree, a student must have credit for all the technical courses in the second degree program and they must also have the basic and general courses that are determined as necessary by the administrator of that technical program. The student must earn a minimum of 18 technical credits beyond the total required in the first associate degree program.

Probation and Academic Dismissal

Academic dismissal from the institution in all cases will be determined by the Vice President of Student Affairs. 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 given quarter will be placed on probation. These minimum grade point averages insure progress toward graduation.

Students on academic probation 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. Individual requests to appeal dismissal should be made to the Vice President for Student Affairs.

Transfer Credit

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

Students have successfully transferred credits earned at Hocking College to a number of institutions. The accepting institution is responsible for determining the transfer of credit. Students who want to transfer Hocking College 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 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 the 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 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 or course.

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 credit hours enrollment in a specialized degree program aimed at preparing students for entry into specific occupations.

Associate of Individualized Study (A.I.S.)
A customized program for those whose career interests do not fit regular associate degree offerings. This program combines technical and general studies courses and may include prior learning experience.

Associate of Technical Study (A.T.S.)
The Associate of Technical Study is awarded for successful completion of a preplanned or an individually planned technical education program designed to respond to the 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 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 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 College outlining principles which direct the operation of the college.

Certificate of Completion
Awarded for successful completion of a course or series of courses (less than twelve credit hours) leading to acquisition of specific knowledge and skills.

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 an associate degree.

Class Hour
Time scheduled as part of the instructional plan of most courses utilizing any combination of instructional methods such as lecture, directed discussion, demonstration or presentation of audiovisual 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 or college processes.

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

Concurrent Course Requirement
Describes courses that must be taken at the same time.

Contact Hour
A 50- to 60-minute period of educational activities which is part of a course of instruction, whether in a classroom, a laboratory or at an off campus site.

Corequisite Course Requirement
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.

Course Substitution
The process of allowing students to replace a course in the curriculum with another course. Approval of the academic advisor and administrator is required.

Credit by Advanced Standing (CA)
Students may submit materials documenting prior learning through education, training or military experience. Advanced standing credit is granted by the faculty member and the department director/dean.

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 and documented through portfolio development then evaluated by faculty and administration.

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).

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

Deans' List
Recognition of outstanding academic accomplishment by students who achieve a 3.30 grade point average while completing at least 12 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 Master's and the Doctoral Degrees.

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 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.

Flex Course
Any course which does not meet over the eleven week period of each quarter.

Full-Time Student
A student who is enrolled in at least 12 credit hours.

GED Test
General Education Development Test for Ohio Certification of High School Equivalence. Individuals who have not completed a high school education may earn an equivalent 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 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 Hocking College, such as athletics, in which they compete with other students from Hocking.

Internship
On-the-job training in the work place 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.

Occupational Certificate
Awarded for successful completion of twelve or more credit hours in which the individual acquires knowledge and skills that are directly applicable to specific entry level employment.

Out-of-State Resident
A person whose permanent residence is outside the state of Ohio.

Part-Time Student
A student who is enrolled for less than twelve 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.

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 Hocking College are 11 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 discussion involving the development and/or review of concepts which are applied to practical situations.

Standards of Student Conduct
A code of behavior required of persons enrolled at Hocking College. See Student Code 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 be subject to tax liability.

Student Employment
A program which permits students with demonstrated need to earn income by working in jobs on campus. When possible the assignment is relevant to a student's educational interest.

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.

Technical Certificate
Awarded for successful completion of a prescribed sequence of courses within a given technology in which the certificate is offered. The total credit hours are at least 50% of the number required for the associate degree in that technology. The technical component will be 27-33 quarter hours with the balance being in general courses.

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

Personnel

Board of Trustees

Richard Brandt
Jack Cline
Max Davidson
Frederick Good
Ellsworth Holden
Jack Maurer
Robert Sullivan
J. Thomas Hill

Administrative Staff

John J. Light, 1967
Ph.D., President.

Corrine Brown, 1975
Ph.D., Associate Vice President of Information Services.

Roxanne DuVivier, 1977
Ph.D., Vice President of Student Affairs.

J. William Hill, 1971
Ph.D., Vice President of Fiscal Operations.

Josh Lancaster, 1974
Ph.D., Dean of Academic Education/Regional Campuses.

Judith Maxson, 1971
Ph.D., Vice President of Academic Affairs.

Steve Miller, 1978
Ph.D., Dean of Student Life.

Roy Palmer, 1971
Ph.D., Vice President of Administrative and Special Services.

Bonnie Prince, 1972
Ph.D., Dean of Alternative Education.

Rose Marie Smith, 1980
Ph.D., Executive Personnel Director.

Candace Vancko, 1974
Ph.D., Vice President of Enrollment Services.

F. Kathryn Pitzer, 1991
Bachelors Degree, Director of Financial Aid.

Brian Ralph, 1993
Masters Degree, Director of Admissions.

Judith Sinnott, 1980
Director of Public Relations.

Academic Affairs

John Chappelear, 1979
Assistant to the Vice President of Academic Affairs.

Karen Elliott, 1987
Project Technician.

Claudia Haning, 1995
Academic Affairs Secretary.

April Loudner-Maffin, 1994
Scheduling Technician.

T.J. Luce, 1992
Assessment Coordinator.

Ginny Puhl, 1975
Technical Assistant.

Darlene Tipple, 1987
Secretary, Evening College.

Administrative Support

Cindy Baden, 1977
Administrative Assistant, Office of the President.

Joyce Cagg, 1975
Personnel Technician.

Terezie Cassels, 1991
Secretary.

Connie Elliott, 1982
Administrative Assistant.

Laura Kreider, 1990
Personnel Services Officer.

Sharon Perry, 1974
Personnel Clerk.

Gracie Pfaltzgraf, 1980
Word Processing Specialist.

Linda Wineland, 1975
Executive Secretary.

Buildings, Grounds and Maintenance

Kent Andrews, 1996
Housekeeping.

Cheryl Carsey, 1978
Housekeeping.

Cliff Dearth, 1990
Groundskeeper.

Jerry Dexter, 1992
Housekeeping.

Chuck Dunlevy, 1991
Housekeeping, Hocking Heights.

Brad Graves, 1975
Superintendent, Buildings and Grounds.

Scott Hoobler, 1983
Coordinator, Grounds Department.

Ed Loudermilk, 1998
Housekeeping, Hocking Heights.

Joe McCollum, 1992
Maintenance.

Clara Miller, 1983
Housekeeping.

Kevin Moore, 1993
Housekeeping, Hocking Heights.

Nancy Neel, 1995
Housekeeping.

David North, 1995
Housekeeping.

John Phillips, 1984
Head Housekeeper.

Brad Sayre, 1996
Custodian.

Robert Seel, 1984
Air Quality and Maintenance Repair Technician.

Jody Six, 1987
Maintenance and Housekeeping.

Bill Whitlatch, 1993
Housekeeping.

Brent Williams, 1994
Housekeeping, Hocking Heights.

Business and Computer Technologies

Steve Swart, 1997
Director of Business and Industry Center/Evening College.

Evening College

Beth Bancroft, 1990
Evening Coordinator

Tammy Craig, 1997
Secretary, Evening College

Support Staff

Cindy Wasson, 1997
Secretary, School of Business

Instructors

Dave Aiken, 1979
Masters Degree, 11 years previous teaching experience, 11 years related experience.

Sue Chiki, 1991
Bachelors Degree, 9 years previous teaching experience, 8 years related experience.

Sam DiLiberto, 1981
Masters Degree, 3 years previous teaching experience, 3 years related experience.

Randy King, 1984
Bachelors Degree, 15 years related experience.

Thomas Lynch, 1979
Licensed Public Accountant, Masters Degree, 4 years previous teaching experience, 12 years related experience.

Bill McDaniel, 1987
Bachelors Degree, 25 years related experience.

Sharon Morel, 1980
Masters Degree, 4 years previous teaching experience.

Gus Morris, 1984
Associate Degree, 1 year industrial experience.

Marc Newman, 1977
Ph.D., 12 years previous teaching experience, 6 years related experience.

John Noble, 1982
Bachelors Degree, 12 years related experience.

Dorothy Poling, 1971
Masters Degree, 3 years previous teaching experience, 2 years related experience.

Becky Reynolds, 1984
Masters Degree, 13 years related experience.

William Rood, 1988
Licensed Broker, Bachelors Degree, 17 years related experience.

Marcia Welch, 1993
Associate Degree, 1 year related experience.

Jerry Yates, 1988
Manager of Student Run Businesses,Associate Degree, 22 years related experience.

Engineering and Science Technologies

Pat Walsh, 1991
Department Director , Bachelors Degree, 24 years related experience.

Support Staff

Dan Dailey, 1997
Technician, 16 years related experiences.

Todd Davidson, 1983
Technician,Associate Degree, 3 years related experience.

Karon Fick, 1975
Executive Secretary, Engineering and Science Technologies Department.

Kathy Freer, 1987
Executive Secretary

Wesley Johnson, 1994
Bus Driver.

Tony Ross, 1990
Technician, 11 years related experience.

Barb Summer, 1986
Testing Center Monitor.

Instructors

Mike Andre, 1997
Bachelors Degree, 12 years related experience.

David Barger, 1979
Masters Degree, 2 years previous teaching experience, 2 years related experience.

Roger Barrows, 1995
Associate Degree.

Roxane Barrows, 1993
Masters Degree, 3 years related experience.

Ted Gabrykewicz, 1992
Masters Degree, 16 years related experience.

Edward Geckler, 1982
Bachelors Degree, 1 year previous teaching experience, 2 years related experience.

Jerry Hart, 1991
Ph.D., 7 years related experience.

Carol Hill, 1991
Masters Degree, 5 years related experience.

B. Neil Hinton, 1989
Masters Degree, 21 years related experience.

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

Charlotte Irwin, 1995
Masters Degree, 10 years previous teaching experience.

Bruce Jones, 1989
Ph.D., 9 years previous teaching experience.

Gail Jordan, 1986
Masters Degree, 1 year previous teaching experience, 16 years related experience.

Lisa Ketron-Kifer, 1991
Masters Degree, 10 years related experience.

Kim Lang, 1993
Masters Degree, 3 years previous teaching experience.

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

Jerry McClain, 1987
Associate Degree, 4 years related experience.

Bill Schaller, 1990
Masters Degree, 21 years related experience.

Julie Sutherland, 1993
Masters Degree.

Richard Vieland, 1984
Associate Degree, 11 years related experience.

Steve West, 1991
Bachelors Degree, 18 years related experience.

Harry Tompkins, 1983
Bachelors Degree, 7 years related experience.

Ken Wiseman, 1993
Bachelors Degree, 12 years related experience.

Enrollment Services

Gary Baldwin, 1979
Director of High School Relations.

Brad Bonham, 1997
Admissions Counselor

Kim Bonewit, 1970
Coordinator of Marketing/Customer Service.

Nancy Holcomb, 1987
Admissions Technician.

Bruce Keeney, 1988
Admissions Counselor.

Alan Markovich, 1995
Coordinator of Community Employment Outreach/VA Coordinator.

Jamie McAfee, 1997
Secretary

Karen Metcalf, 1980
Admissions Information Specialist.

Cheri Morrison, 1995
Nursing Admission Secretary.

Stephanie Van Bibber, 1996
Admissions Counselor.

Cliff Wasko, 1983
Transfer Admission/Student Employment Coordinator.

Diane Wolf, 1981
Admission Services Technician.

Jennifer Yanity, 1996
GED Outreach Coordinator/Compass Administration.

Fiscal Services

Jennifer Adams, 1986
Warehouse Manager.

Terry Begley, 1971
Director of Institutional Computer Services.

Barbara Berry, 1983
Network Manager.

Julie Brown, 1993
Accounting Technician.

Amelia Calhoun, 1996
Bookstore Clerk.

Brenda Carney, 1971
Records Control Clerk.

Pete Celaya, 1980
Computer Programmer/Operator.

Diana Crihfield, 1989
Lead Technician, Print Shop.

Betty Dalton, 1994
Clerical Support.

Lisa Dannison, 1997
Cashiers/Records Clerk.

Frank Downhour, 1966
Facilities Consultant.

Patrick Doyle, 1997
Financial Aid Counselor.

Patty Jo Duffy, 1991
Records Clerk.

Tammy Eing, 1989
Student Loan Coordinator.

Linda Gossman, 1975
Head Cashier.

Debbie Gyure, 1983
Payroll Administrative Technician.

Jan Hartley, 1983
Financial Aid Counselor.

Tim Hibbard, 1997
Campus Network Assistant Manager.

Mary Hoskins, 1979
Cashiers Clerk.

Anna Johnson, 1986
Accounting Supervisor.

Carlena Kreitz, 1994
Accountant.

Kathy Lauderback, 1983
Bookstore Manager.

Deborah Lax, 1992
Clerical Support.

Tonya McCoy, 1993
Cashiers/Records Clerk.

Joyce McNett, 1995
MIS Administrative Technician.

Krista Moore, 1992
JTPA Processing Technician.

Cindy Noble, 1993
Teaching Technician.

Julie Murphy, 1993
Financial Aid Data Entry/Account Technician.

Eva North, 1981
Financial Aid Account Technician.

Bill Rothman, 1972
Director of Institutional Contracting Systems.

Norman Singer, 1992
Staff Training/Curriculum Specialist.

Jan Six, 1991
Computer Operator.

Connie Slatzer, 1995
Financial Aid Secretary.

Julie Sullivan, 1990
Financial Aid Counselor.

Tanja Vivo, 1992
Intake Specialist.

Mike Ward, 1989
Printing Technician.

General Studies

Claudette Stevens, 1979
Department Director, Masters Degree, 4 years previous teaching experience, 3 years related experience.

Support Staff

Kathy Freer, 1987
Executive Secretary

Carolyn Highland, 1983
Administrative Assistant, General Studies Department.

Instructors

Rita Bennett, 1989
Masters Degree, 2 years previous teaching experience, 2 years related experience.

Linda Bitters, 1987
Masters Degree, 3 years previous teaching experience, 3 years related experience.

Farrell Brody, 1989
Masters Degree, 17 years related experience.

Jeanne Burgie, 1973
Masters Degree, 6 years previous teaching experience.

Tracy Conrad, 1992
Masters Degree.

Marcia Dalen, 1989
Masters Degree, 7 years previous teaching experience, 18 years related experience.

Jane Fuller, 1991
Masters Degree, 2 years related experience.

Jan Garske, 1992
Masters Degree, 8 years related experience.

Gerald Horvath, 1980
Masters Degree, 14 years previous teaching experience, 6 years related experience.

Suzanne Knauerhase, 1991
Masters Degree, 2 years related experience.

Randy Lawrence, 1993
Masters Degree, 13 years related experience.

Annabelle Mathis, 1979
Masters Degree, 11 years previous teaching experience.

Nancy McDaniel, 1990
Masters Degree, 8 years related experience.

Florence McGeoch, 1973
Ph.D., 5 years previous teaching experience.

Awni Mikhail, 1992
Masters Degree.

Applewhite Minyard, 1993
Masters Degree, 3 years related experience.

Deni Naffziger, 1984
Masters Degree, 3 years previous teaching experience.

Bridget Nelson, 1981
Masters Degree, 3 years previous teaching experience, 3 years related experience.

Ruth Reilly, 1987
Masters Degree, 4 years previous teaching experience, 15 years related experience.

Judy Rotkis, 1982
Masters Degree, 3 years previous teaching experience, 6 years related experience.

Cynthia Runevitch, 1975
Masters Degree, 5 years previous teaching experience, 2 years related experience.

Carla Ryan, 1992
Masters Degree, 2 years related experience.

Jeff Sawyer, 1992
Masters Degree.

Merilynne Smith, 1991
Masters Degree, 19 years related experience.

Ellen Sostarich, 1981
Masters Degree, 5 years previous teaching experience.

Carolyn Tripp, 1993
Masters Degree, 6 years previous teaching experience, 6 years related experience.

Jim Wallace, 1984
Masters Degree, 6 years previous teaching experience, 6 years related experience.

Marc Wayner, 1975
Ph.D., 1 year previous teaching experience.

Kristine Williams, 1990
Masters Degree, 2 years previous teaching experience.

Renee Williams, 1990
Masters Degree, 1 year related experience.

Robert Young, 1993
Masters Degree, 3 years related experience.

Health Careers Technologies

Nadine Goebel, 1969
Dean Allied Health and Nursing, R.N., M.Ed., M.S., 13 years previous clinical experience.

Molly Weiland, 1983
Associate Dean, R.N., M.S.N., 9 years previous clinical experience.

Lynne Peterson, 1981
Associate Dean, R.N., M.Ed., M.S.N., 12 years previous clinical experience.

Support Staff

Tanya Howe, 1984
Administrative Assistant.

Connie Hazlett, 1993
Department Secretary.

Barb McGhee, 1986
Word Processor/Computer Lab Assistant.

Instructors

Don Allen, 1972
B.S., 5 years related work experience.

Bonnie Allen Smith, 1990
R.N., M.S., 18 years related experience.

Crystal Arnold, 1994
R.N., B.S.N., 15 years related work experience.

Janet Marshall Barnhart, 1984
R.N., M.Ed., M.S., 11 years previous teaching experience, 9 years clinical experience.

Barbara Byrd, 1979
R.N., M.Ed., M.S., 11 years previous teaching experience, 9 years clinical experience.

Cindy Calvert, 1992
R.N., B.S.N., 22 years related work experience.

Kathy Jean Carin, 1993
R.N., B.S.N., 27 years related experience.

Bernita Crawford, 1995
B.S. Ed., 27 years previous teaching experience.

Theresa Dakin, 1992
R.N., B.S.N., 20 years related work experience.

Laurel Danes-Webb, 1998
R.N., M.S., N.D., C.D.E., 5 years related work experience.

Marlene Donovan, 1975
R.N., M.Ed., M.S.N., 2 years previous teaching experience, 14 years clinical experience.

Diane Gallagher, 1993
R.N., M.S.N., 24 years related work experience.

Kathleen Garza, 1992
R.N., M.S., 4 years related experience.

Barbara Gaskell, 1980
R.N., B.S., 6 years previous clinical experience.

Ruth Gibbs, 1989
R.N., M.S.N., 35 years related work experience.

Marsha Greenwalt, 1990
R.N., M.S., 14 years related work experience.

Michelle Rene Hanson, 1994
R.N., M.S.N., 7 years related work experience.

Lois Highley, 1984
M.S., 5 years previous teaching experience.

Jan Hodson, 1994
B.S., M.S., 1 year related work experience.

Dawn Holtzmeier, 1977
M.S., 5 years previous teaching experience.

Sarah Hubble Frazier, 1990
R.N., M.S.N., 4 years related work experience.

Sue Ipacs, 1989
M.S., 20 years clinical experience.

Bethany Jagers, 1991
R.N., M.S., 10 years related experience.

Alana Joseph-Kinzelman, 1979
R.N., M.S., 11 years previous clinical experience.

Tammy Keith, 1988
R.N., M.S., 11 years related experience.

Ginny Kerns, 1989
R.N., M.S., 28 years related work experience.

Carol Klinger, 1985
A.R.T., A.A.S., 5 years related work experience.

Victoria Knoderer-Cote, 1984
R.N., M.S., 28 years previous clinical experience.

Kathy Kropf, P.T., 1996
B.A., B.S., 8 1/2 years related work experience.

Beverly Kubachka, 1990
R.N., M.S., 6 years related work experience.

Marje Lang, 1994
R.D., L.D., M.S., 6 years previous teaching experience.

Karen Lewis, 1989
M.H.S.A., R.R.A., A.R.T., 30 years related work experience.

Sue Meadows, 1992
R.N., B.S.N., 15 years related work experience.

Lynne Morgan, 1991
R.N., M.S.N., 16 years related work experience.

Lisa Mount, 1991
C.M.A.,A.A.S., 3 years related work experience.

Holly Murphy, 1989
R.N.C., W.H.N.P., M.S., 14 years related work experience.

Deb Murray, 1992
R.D., L.D., M.S., 3 years related work experience.

Jackie Myers, 1988
R.N., M.S., C.C.R.N., C.S., 23 years related work experience.

Ellen Neff, 1990
R.N., M.S.N., 19 years related work experience.

Lori Peden, 1990
R.N., M.S., 20 years related work experience.

Kathy Potts, 1986
R.D., L.D., B.S., 3 years previous clinical experience.

Jane Powhida, 1975
R.N., M.S., O.C.N., 1 year previous teaching experience, 7 years clinical experience.

Rita Preston, 1985
R.N., M.S.N., 8 years previous clinical experience.

Jennifer Reilly, 1980
R.N., M.Ed., M.S.N., R.N.C., 13 years previous clinical experience.

Georgia Roebuck, 1990
R.N., M.S.N., 20 years related work experience.

Suselma Roth, 1988
R.N., M.S.N., C.H.I.P., 35 years related work experience.

Margaret Sprague, 1980
R.N., M.Ed., M.S., 27 years previous clinical experience.

Garnet Sterne, 1994
R.N., M.S.N., 31 years related work experience.

Constance Thayer-Wolf, 1983
R.N., M.S., 8 years previous clinical experience.

Charles Thomas, 1997
P.T.A.,A.A.S., B.A., M.Ed., 20 years previous clinical experience.

Nancy Vandervoort, 1987
M.A., 5 years previous teaching experience.

Donna Wamsley, 1991
R.D., L.D., B.S., 23 years related work experience.

Marianne Weiss, 1977
R.N., M.Ed., M.S., 12 years previous clinical experience.

Kathy West, 1972
C.M.A.-C., M.Ed., 2 years related clinical experience.

Cathy Woods, 1991
R.N., M.S.N., 15 years related work experience.

Hospitality Technologies

Support Staff

Carol Dawley, 1989
Administrative Assistant, Hospitality.

Anne Polenchar, 1982
Technician, Bachelors Degree, 6 years previous industry experience.

Instructors

Ronald Black, 1973
Masters Degree, 3 years previous teaching experience, 15 years related experience.

Tom Landusky, 1992
Associate Degree, 19 years related experience.

Barbara McGoye, 1983
A.A.S., 12 years previous industry experience.

Pete Meyer, 1990
10 years related experience.

Kathleen Patton, 1986
A.A.S., 3 years previous teaching experience, 10 years industry experience.

Barbara Sunderlin, 1986
Masters Degree, 10 years previous teaching experience, 1 year related experience.

J. R. Thompson, 1990
17 years related experience.

Doug Weber, 1986
Bachelors Degree, 4 years previous teaching experience, 13 years related experience.

Instructional Services

Debbie Carter, 1979
Library Assistant.

Elaine Dabelko, 1975
Director of Instructional Services.

Craig Dunn, 1995
LRC Specialist.

Dorie Gilkey, 1978
Media Specialist.

Margy Kramer, 1971
Library Director.

Ron Luce, 1985
Director of Professional and Organizational Development.

Jean Mikhail, 1993
Librarian.

Bill Modzelewski, 1991
CAI Development Specialist.

Jose Perez, 1982
Manager of Technical Services.

Kim Shaner Powell, 1987
Education Coordinator, Students with Disabilities.

Don Shaffer, 1988
Audio-Visual Technician.

Todd Whited, 1998
Video Technician.

Natural Resources Technologies

Russell Tippett, 1975
Dean, Masters Degree, 11 years related experience.

Support Staff

Connie Cassady, 1982
Administrative Assistant, NRTI.

Jackie Clark, 1983
Technician, Associate Degree.

Cindy Dillinger, 1986
Secretary, School of Natural and Ecological Sciences.

Keith Kittle, 1998
Park Manager, Lake Snowden Education and Recreation Park.

Karen Poore, 1992
Secretary to Park Manager

Don Thompson, 1970
Technician, Associate Degree, 1 year related experience.

Instructors

David Apsley, 1995
Masters Degree, 10 years related experience.

Gary Bergstrand, 1996
Bachelors Degree, 9 years related experience.

Christine Black, 1995
Bachelors Degree.

Lance Booth, 1993
Associate Degree, 3 years related experience.

Kenneth Bowald, 1996
Masters Degree, 7 years related experience.

Joseph Cahill, 1995
Masters Degree, 3 years related experience.

Ronald Cass, 1992
Bachelors Degree.

Larry Coon, 1988
Masters Degree, 8 years previous teaching experience, 4 years related experience.

Bill DeWeese, 1996
Bachelors Degree, 3 years previous teaching experience, 8 years related experience.

David Enterline, 1968
Masters Degree, 2 years previous teaching experience, 4 years related experience.

Karen Enterline, 1971
Masters Degree, 1 year previous teaching experience, 3 years related experience.

Mark Fick, 1981
Associate Degree, 9 years related experience.

Bradford Harter, 1968
Bachelors Degree, 1 year previous teaching experience, 2 years related experience.

Mike Kessler, 1990
10 years related experience.

Ned Maxson, 1990
Masters Degree, 4 years related experience.

Ralph Moran, 1981
Masters Degree, 2 years previous teaching experience, 2 years related experience.

Tim Murphy, 1990
Bachelors Degree, 13 years related experience.

Bill Peneston, 1991
Masters Degree, 1 year related experience.

William Perine, 1969
Bachelors Degree, 1 year previous teaching experience, 5 years related experience.

Robert Placier, 1981
Bachelors Degree, 10 years related experience.

Dennis Profant, 1990
Masters Degree, 6 years related experience.

Tina Romine, 1988
Associate Degree, Certified American Riding Instructor, 7 years related experience.

Robert Sabo, 1994
Masters Degree, 13 years related experience.

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

Rebecca Wood, 1992
Masters Degree, 2 years previous teaching experience.

Peter Woyar, 1974
Masters Degree, 2 years previous teaching experience, 20 years related experience.

Lloyd Wright, 1994
Masters Degree, 28 years related experience.

David Ziegler, 1978
Masters Degree, 2 years previous teaching experience, 8 years related experience.

Public Safety Services Technologies

Nenna Davis, 1986
Department Director, Masters Degree, 4 years previous teaching experience, 6 years related experience.

Support Staff

Bunnie Begley, 1985
Administrative Assistant, Public Safety Services Department.

Jamie Bonnette, 1997
Sergeant, Campus Safety.

Phil Metcalf, 1996
Sergeant, Campus Safety.

Mike Redecker, 1996
Sergeant, Campus Safety.

Chris Smith, 1998
Sergeant, Campus Safety

Instructors

Buenal Agee, 1995
Masters Degree, 16 years previous teaching experience, 4 years related experience.

Jerry Agee, 1994
Bachelors Degree, 31 years related experience.

Steve Barron, 1990
Associate Degree, 10 years related experience.

Joel Bitters, 1980
E.M.T.-P., Associate Degree, 5 years related experience.

Becky Fritsche, 1990
Masters Degree, 10 years related experience.

Lawrence Hatem, 1989
Bachelors Degree, 25 years related experience.

Don Keplar, 1993
Masters Degree, 19 years related experience.

Ron Limpach, 1995
Associate Degree, 25 years related experience.

Curtis Martin, 1993
Bachelors Degree, 3 years previous teaching experience, 11 years related experience.

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

George Petrovay, 1984
Associate Degree, 13 years previous teaching experience, 5 years related experience.

Calvin Price, 1981
E.M.T.-P., Associate Degree, 5 years related experience.

Mark Prince, 1993
Bachelors Degree, 1 year previous teaching experience, 2 1/2 years related experience.

Mark Puhl, 1974
Associate Degree.

Larry Riehl, 1983
Masters Degree, 4 years previous teaching experience, 8 years related experience.

Rufus Thomas, 1991
Masters Degree, 10 years related experience.

Richard Vade Bon Coeur, 1993
Bachelors Degree, 17 years related experience.

Kathy Young, 1991
Associate Degree, 7 years related experience.

Perry Campus

Chuck Taylor, 1990
Coordinator.

Tim Hill, 1994
Instructor, Masters Degree, 24 years previous teaching experience.

Jerry LaMay, 1993
Custodian.

Marie Stedman, 1979
Secretary.

Cindy Yeager, 1988
Instructor, Masters Degree, 6 years related experience.

Regional Campuses

Sharen Bower, 1987
Secretary.

Gary Boyer, 1975
Special Project Coordinator.

Frank Cain, 1993
Prison Coordinator, Masters Degree, 4 1/2 years related experience.

Mike Cook, 1988
Instructor, Associate Degree, 9 years related experience.

Shirley Gleich, 1993
Prison Coordinator, 10 years previous teaching experience, 4 years related experience.

Roger Hale, 1993
Instructor, Bachelors Degree.

Dick Hatch, 1993
Prison Coordinator, 5 years related experience.

Roderic McBroom, 1993
Instructor, Associate Degree, 15 years related experience.

Ralph Newkirk, 1993
Prison Coordinator, Bachelors Degree, 4 years previous teaching experience, 2 years related experience.

Dave Smith, 1988
Instructor, Bachelors Degree, 2 years previous teaching experience, 11 years related experience.

Clarence Steadman, 1993
Prison Coordinator, Masters Degree, 5 years previous teaching experience, 4 years related experience.

Larry Wright, 1985
Technician, Associate Degree, 20 years related experience.

Special Services

Deb Fraunfelter, 1978
Management-Seminar/Special Events.

Diana Harris, 1995
Customer Service Representative.

Jose Torres, 1971
Director of Institutional Research.

Student Affairs

Kellie Abele, 1992
Director of Student Affairs Administration.

Cheryl Cesta, 1995
Counselor.

Connie Clemens, 1990
Coordinator of Student Activities.

Zelma Coleman, 1973
College Advising Coordinator.

Karen Diller, 1980
Coordinator of Retention Programming.

Cliff Eckenroad, 1986
Night Security/Facilities Manager.

Vickey Haller, 1995
Health Center Nurse.

Mary Hanning, 1980
International Admissions Secretary.

Susan Harmony, 1997
Travel Agent, Uniglobe.

Paul Harper, 1995
Coordinator of Residence Life/Facilities Management.

Roxana Herdlitzka, 1994
Business Manager.

Lynn Hull, 1992
Director of Student Activities.

Kathleen Kutsko, 1996
Counselor.

Charlotte Lambert, 1970
Placement Office Coordinator.

Sally Lozada, 1995
Assistant to the Vice President of Student Affairs.

Darlene Mahaffey, 1996
Health Center Nurse.

Bev Matheny, 1989
Department Secretary, Student Affairs.

Chris McDade, 1984
Coordinator of Sports and Recreation.

Susan McGarvey, 1993
Administrative Technician.

Steve Roley, 1994
Manager, Uniglobe.

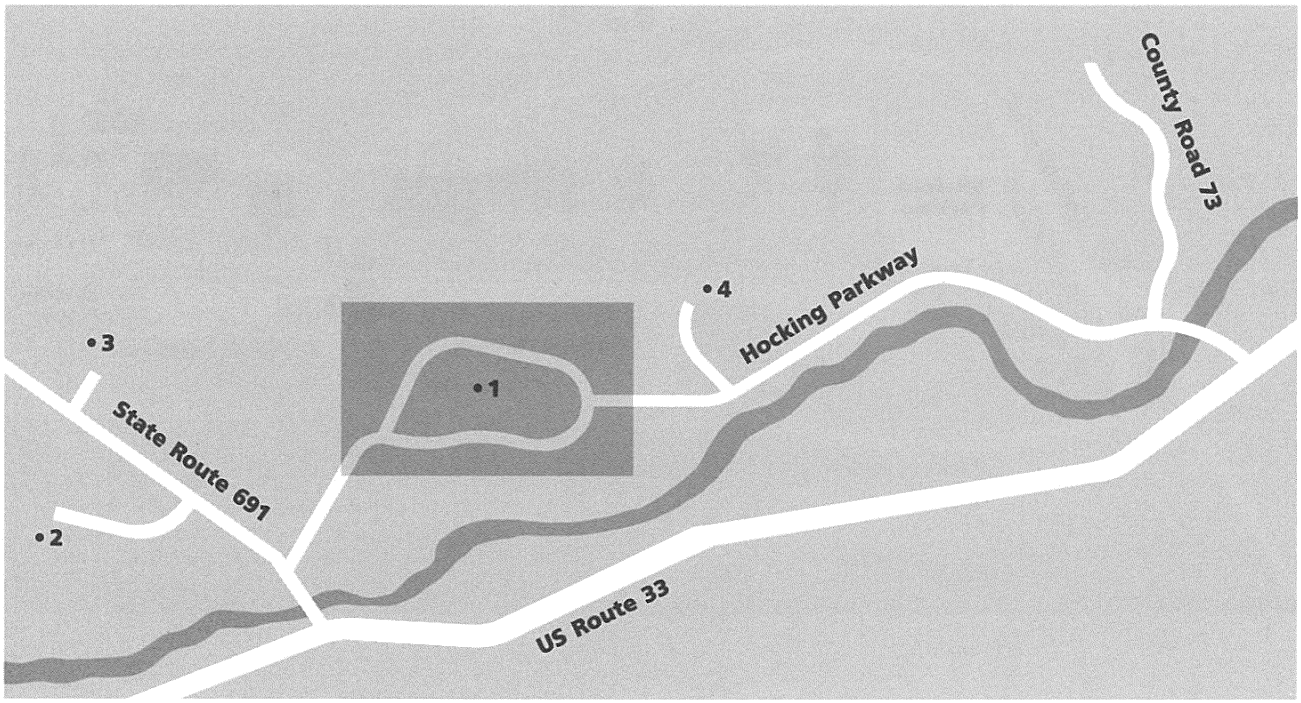
Bob Stockum, 1994
Coordinator of Career Development Services.

Ariana Ulloa, 1990
Coordinator of International Programming.

Jack Welker, 1996
Travel Agent, Uniglobe.

David Winn, 1994
Director of Housing.

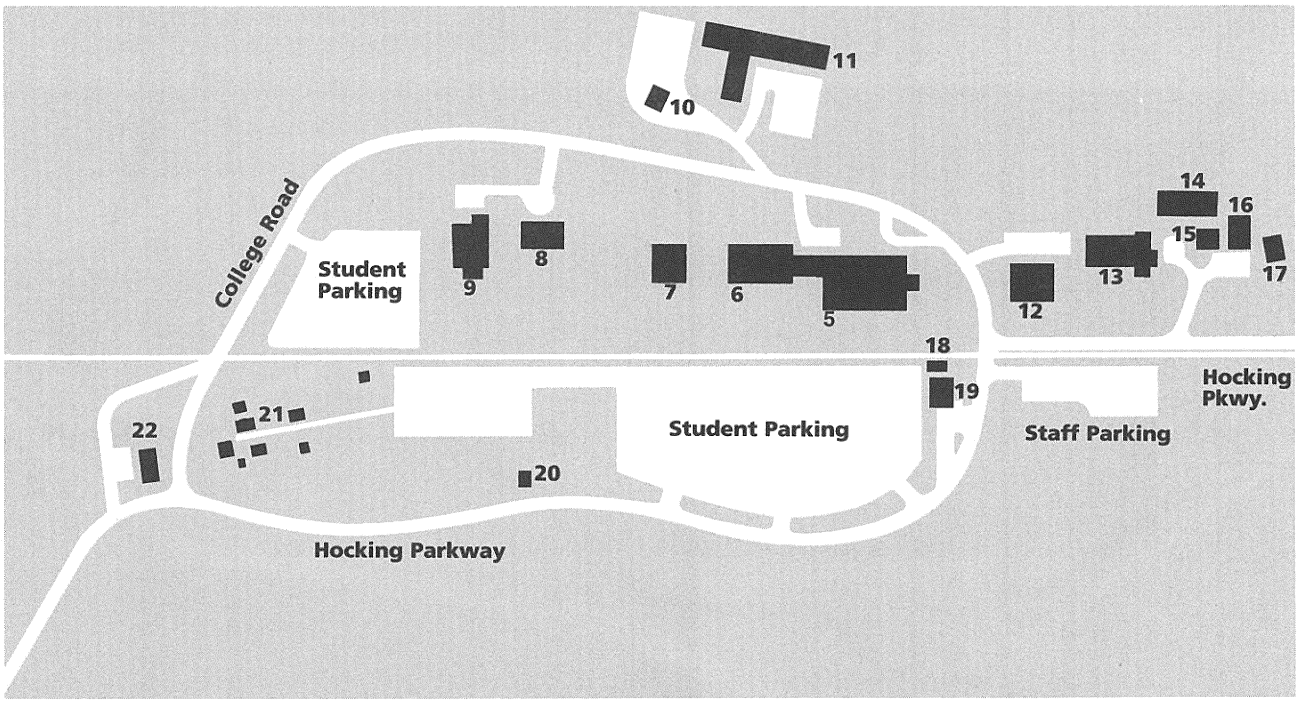
Area and Campus Maps



Hocking 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 Ramada Inn, owned and operated by Hocking College, is located a quarter of a mile from the HC campus on State Route 691.

1. HC Campus
2. Ramada Inn
3. International Energy Center
4. Hocking Woods Nature Center



5. John J. Light Hall
6. Oakley Hall
7. Richard C. Guinther Recreation Center
8. Shaw Technical Lab
9. Southeast Ohio Building
10. Campus Link
11. Hocking Heights Residence Hall
12. Barton A. Holl Lab
13. Natural Resources Building
14. Horse Barn
15. Horse Barn
16. Natural Resources
17. Natural Resources
18. Campus Safety
19. Bookstore/Warehouse
20. Picnic Shelter
21. Robbins Crossing Living History Museum
22. Day Care Connection

Course Descriptions

ACC Courses
Accounting

ACC 100 PACE
Accounting I
3 Credits **Class 2** **Lab 3**
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 100 A
Accounting I A
1 Credit **Class 1** **Lab 1**
Basic theories and methods behind modern bookkeeping and accounting. Topics include general accounting theory, basic accounting concepts and the accounting cycle.

ACC 100 B
Accounting I B
1 Credit **Class 1** **Lab 0.5**
Basic theories and methods behind modern bookkeeping and accounting. Topics include end of period procedures and accounting for merchandise.

ACC 100 C
Accounting I C
1 Credit **Class 1** **Lab 0.5**
Basic theories and methods behind modern bookkeeping and accounting. Topics include cash control procedures and payroll accounting.

ACC 101 PACE
Accounting II
3 Credits **Class 2** **Lab 3**
Basic bookkeeping and general accounting procedures. Includes accrual accounting, inventory methods and accelerated depreciation. Prerequisite: ACC 100.

ACC 101 A
Accounting II A
1 Credit **Class 1** **Lab 1**
Basic bookkeeping and general accounting procedures. Topics include sales and cash receipts, purchase and cash payments, vouchers and internal control, voucher systems and receivables. Prerequisite: ACC 100.

ACC 101 B
Accounting II B
1 Credit **Class 1** **Lab 1**
Basic bookkeeping and general accounting procedures. Topics include end-of-the period accounting for merchandising firms, accounts receivable and accounting for promissory notes. Prerequisites: ACC 100 and ACC 101 A.

ACC 101 C
Accounting II C
1 Credit **Class 1** **Lab 0**
Basic bookkeeping and general accounting procedures. Topics include inventory evaluation, accounting for fixed assets and partnership accounting. Prerequisites: ACC 100, ACC 101 A and ACC 101 B.

ACC 102 PACE
Accounting III
4 Credits **Class 3** **Lab 4**
Introduction to accounting with an emphasis on corporate organization. Includes accounting methods for capital stock and corporate bonds and manufacturing from an accounting viewpoint. Prerequisite: ACC 101.

ACC 110 PACE
Accounting Simulation
1 Credit **Class 1** **Lab 1**
A retail store work-simulation for applying concepts covered in ACC 100. Concurrent with ACC 100.

ACC 111 PACE
Advanced Accounting Simulation
1 Credit **Class 1** **Lab 1**
A wholesale establishment work-simulation for applying concepts covered in ACC 101. Concurrent with ACC 101. Prerequisite: ACC 100.

ACC 120 PACE
Payroll Accounting
3 Credits **Class 2** **Lab 3**
Principles and procedures of payroll record keeping and accounting. Includes taxes, insurance programs, optional deductions and the process of calculating and recording these items.

ACC 130 PACE
Business and Accounting Machines
2 Credits **Class 2** **Lab 2**
Introduction to the use of an accounting machine and application of basic machine skills to the solution of business and accounting problems. Includes exercises to develop a proficiency on the ten-key adding machine, calculator and electronic calculator.

ACC 140
Individual Taxation
3 Credits **Class 2** **Lab 3**
Study and application of federal income tax law. Emphasis on the preparation of federal income tax returns for individuals.

ACC 140 A
Individual Taxation Module
0.5 Credit **Class 0.5** **Lab 0**
Designed for the individual wanting to learn how to file his/her own taxes. Areas of concentration will include forms EZ, 1040A, 1040 with Schedule A.

ACC 150 PACE
Business Taxation
4 Credits Class 3 Lab 4
In-depth study of the application of general tax rules and returns for business organizations.

ACC 162
Microcomputer Accounting
2 Credits Class 1 Lab 4
Introduction to software packages available for basic accounting. Application of concepts introduced in introductory accounting courses and mastery of basic microcomputer skills. Prerequisite: ACC 100.

ACC 200 PACE
Basic Cost Accounting
3 Credits Class 2 Lab 3
Introduction to the bookkeeping system used in job order costing including source of data used and internal control procedures. Prerequisite: ACC 100.

ACC 201
Advanced Cost Accounting
4 Credits Class 3 Lab 3
Continuation of ACC 200. Emphasizes production data and cost flow, budgetary control and manufacturing cost standards. Prerequisite: ACC 200.

ACC 210
Cost Accounting Simulation
1 Credit Class 0 Lab 3
A manufacturing work-simulation covering the job cost system. Application of concepts covered in ACC 200. Prerequisite: ACC 100.

ACC 220
Non-Profit Accounting I
4 Credits Class 3 Lab 3
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 220 A
Non-Profit Accounting Module
1 Credit Class 1 Lab 0
Basic applied accounting for non-profit entities. Topics include fundamental principles of non-profit accounting and various types of funds. Prerequisite: ACC 100 or equivalent experience.

ACC 221
Non-Profit Accounting II
4 Credits Class 3 Lab 3
Completes the 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. Prerequisite: ACC 220.

ACC 230
Intermediate Accounting I
3 Credits Class 2 Lab 3
Part one of a two-quarter course introducing principles and objectives of financial accounting and how they evolved. Includes practical present day application to accounts, statements and accounting theory. Prerequisite: ACC 101.

ACC 231
Intermediate Accounting II
4 Credits Class 3 Lab 3
Advanced financial accounting theory and principles. Emphasizes in-depth comprehension of corporate financial statements. Prerequisite: ACC 101.

ACC 250
Auditing
3 Credits Class 2 Lab 3
Introduces the advanced accounting student 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 the student to be internal auditors. Prerequisite: ACC 100.

ACC 289
Introduction to Accounting Cooperative Work Experience
1 Credit Class 1 Lab 0
Preparation for cooperative work experience. A series of presentations, discussions, guest speakers in which the student learns about co-op requirements and engages in a process of self assessment. Develop personalized goals and objectives.

ACC 290
Special Topics in Accounting
1-5 Credits Class 1-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

ACC 291
Individual Study in Accounting
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

ACC 292
Accounting Field Experience
1-3 Credits Class 0 Lab 12-48
On-the-job training in an accounting facility through special arrangements with an instructor.

ACC 293
Accounting Directed Practice
1-8 Credits Class 0 Lab 5-40
Directed practice instruction in the performance of a particular function from an assigned instructor, and observed and critiqued by the instructor in a repeat performance of that function.

ACC 294
Accounting Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

ACC 296
Accounting Practicum/Seminar
2 Credits **Class 1** **Lab 8**
Placement in an actual working environment for a minimum amount of time to gain experience before graduation.

ACC 297
Accounting Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

ACC 298
Accounting Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

ACC 299
Accounting Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives, and evaluation.

ARCH Courses
Archaeology

ARCH 101
Archaeology
4 Credits **Class 4** **Lab 0**
Basic concepts of modern archaeology including techniques, methods and theories.

ARCH 102
World Prehistory
3 Credits **Class 3** **Lab 0**
Survey of cultural evolution outside of North America, beginning with the first known hominids and the dawn of hunter-gatherer societies to the development of early civilizations.

AU Courses
Automotive

AU 101 P
Technical Skills for Parts
3 Credits **Class 3** **Lab 0**
Covers basic automotive systems, terms, skills, tools and safety.

AU 102 P
Measurement Skills for Parts
3 Credits **Class 3** **Lab 0**
Proper use of measuring devices such as micrometers, calipers and torque wrenches, documentation of measurements and knowledge of machining tools to bring component hardware into specification.

AU 103 P
Electrical Systems for Parts
3 Credits **Class 3** **Lab 0**
Testing of starters, alternators, lighting systems, batteries and wiring components. Introduces ignition system components and their function.

AU 104 P
Fuel Delivery Systems and Parts
3 Credits **Class 3** **Lab 0**
Engine fuels and air/fuel delivery systems. Diagnosis operation, maintenance and replacement of system components.

AU 105 P
Steering, Suspension and Parts
3 Credits **Class 3** **Lab 0**
Diagnosis, part recognition and repair of problematic chassis functions. Develop basic skills in diagnosis and repair of brake systems, suspension and steering systems as well as alignment procedures and specifications.

AU 108
Natural Gas Vehicle Safety
1 Credit **Class 1** **Lab 1**
Vehicle safety relating to safety shut-off valves and placement of components. Also covers refueling safety of natural gas vehicles.

AU 150
Introduction to Parts Management
3 Credits **Class 3** **Lab 0**
Introduction to the industry from the viewpoint of history, social impact, organizational structure, manpower needs and future growth.

AU 151
Parts Systems and Procedures
3 Credits **Class 2** **Lab 3**
A study of the various operations and tasks expected in a parts store or dealer operation. Attention is given to Jobber catalogs, use of computers, invoice handling and general parts room sales.

AU 152
Parts Nomenclature
3 Credits **Class 3** **Lab 0**
Engine components are studied to identify common names and functions. Systems studied include electrical, fuel, cooling and emission.

AU 160
Parts Merchandising
3 Credits **Class 3** **Lab 0**
Public relations, salesmanship, attractive merchandising, advertising techniques and fundamentals of shipping/receiving. Development of sales techniques and public relations skills is emphasized.

AU 161
Parts Management
3 Credits **Class 3** **Lab 0**
Generating estimates, shop scheduling, parts ordering and inventory control, customer service and records management, state and federal regulations relating to automotive parts sales.

AU 170
Inventory Strategies
3 Credits **Class 2** **Lab 3**
Inventory control strategies employed by the after-market industry. Emphasis is on the demonstration of proven techniques on an inventory card system and the state of the art computer inventory system

AU 200 P
Powertrain Components
3 Credits **Class 3** **Lab 1**
Fluid couplings, torque converters, valve bodies, clutch and band operation and power flow. Automatic transaxle principles of operation. Manual transmission, clutch assemblies and other powertrain components.

AU 201 P
Electrical Schematic Interpretation
2 Credits **Class 2** **Lab 0**
Reading and using electrical wiring diagrams to identify electrical system components and functions.

AU 210 P
Recycling and Salvage Operations
3 Credits **Class 3** **Lab 0**
Operation of a salvage yard/automotive recycling business including process for recovering/recycling and disposing of components, solids, liquids and gasses. Auctions and other sources of recycled parts, inventory management, theft control, counter operation and recovering of towing of vehicle.

AU 214
NGV Fueling and Maintenance
2 Credits **Class 1** **Lab 3**
Alternative fueled vehicle theory, components, fueling and preventative maintenance. Prerequisite: AU 101.

AU 216
Alternative Fuels Conversion Systems
5 Credits **Class 3** **Lab 6**
Application of natural gas as a clean burning alternative to traditional fuels. Includes vehicle conversion, fueling and maintenance of natural gas fueled vehicles. Prerequisites: AU 112 and AU 113.

AU 280
Automotive Alternative Fuels
2 Credits **Class 2** **Lab 0**
An overview of automotive fuels including electricity, natural gas, propane, methanol and ethanol expected to help with environmental problems.

AU 290
Special Topics in Automotive Service Management
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

AU 291
Individual Study in Automotive Service Management
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

AU 292
Automotive Field Experience
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in an automotive facility through special arrangement with an instructor.

AU 293
Automotive Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Student in directed practice receives instruction in the performance of a particular function from an assigned instructor and then is observed and critiqued by the instructor in a repeat performance.

AU 294
Automotive Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member. Includes at least one on-site visit during the quarter. Student must 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.

AU 296
Automotive Practicum/Seminar
2-4 Credits **Class 1-3** **Lab 7**
Placement in a working environment for a minimum amount of time to gain experience before graduation. Prerequisite: First year technical courses.

AU 297
Automotive Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

AU 298
Automotive Internship
3-6 Credits **Class 0** **Lab 20-40**
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor.

AU 299
Automotive Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

BC Courses
Broadcasting

BC 110
Studio Production
3 Credits Class 2 Lab 3
Exposure to studio television production through extensive hands-on, practical application of equipment in multi-camera productions. Familiarization with audio and video technology including involvement with production from script to finished product.

BC 200
Media Portfolio Development
3 Credits Class 2 Lab 3
A course for Broadcast Engineering and Production students in which they create a media portfolio which can be presented to prospective employers. Prerequisite: BC 230.

BC 201
Audio/Video Systems I
4 Credits Class 3 Lab 3
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 effect devices. Prerequisites: BC 215 and EE 152.

BC 207
Multitrack Audio Recording
3 Credits Class 2 Lab 3
Professional multitrack recording including microphones and their applications, live multitrack recording, stereo mix-down techniques, digital audio mixing and recording techniques and MIDI (Musical Instrument Digital Interface) format. Prerequisite: BC 215.

BC 209
Audio/Video Systems II
4 Credits Class 3 Lab 3
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. Also includes video testing and measurement. Prerequisite: BC 201.

BC 210
Audio/Video Production I
3 Credits Class 2 Lab 3
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. Prerequisite: BC 110.

BC 215
Audio/Video Production II
3 Credits Class 2 Lab 3
Explores electronic field production, time code editing, multitrack audio recording, and special video and audio effects. The student works as a crew member on college productions. Prerequisite: BC 210.

BC 223
Electronic Equipment Maintenance I
4 Credits Class 3 Lab 3
Design, installation, documentation and maintenance of complete broadcast and production facilities. Studio design, electrical distribution, grounding, shielding, air and power conditioning are all covered. Prerequisite: EE 109.

BC 224
Electronic Equipment Maintenance II
4 Credits Class 3 Lab 3
Systematic electronic troubleshooting methods prepare the student to perform electronic and electromechanical troubleshooting and maintenance. Includes the use of different sections of a service manual and test and measurement equipment to repair electronic devices. Topics range from printed circuit board substitution to component level troubleshooting and maintenance to repairing profound failures. Prerequisite: BC 223.

BC 230
Advanced Post Production
3 Credits Class 2 Lab 3
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. Includes production of a demo videotape of skills for future job interviews. Prerequisite: BC 207.

BC 280
Current Topics and Technology
0.25-5 Credits Class 0.25-5 Lab 0-3
Familiarization with state-of-the-art broadcasting and telecommunications equipment and technologies. Prerequisite: BC 209.

BC 290
Special Topics in Broadcasting
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

BC 291
Individual Study in Broadcasting
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

BC 292
Field Experience in Broadcasting
1-4 Credits Class 0 Lab 12-48
On-the-job training in a broadcasting facility through special arrangement with an instructor.

BC 293
Broadcasting Directed Practice
1-8 Credits Class 0 Lab 5-40
The student in directed practice receives instruction in the performance of a particular function from an assigned instructor and then is observed and critiqued by the instructor in a repeat performance of that function.

BC 294
Broadcasting Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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. Prerequisites: BC 209, BC 215 and BC 216.

BC 296
Broadcasting Practicum/Seminar
3 Credits Class 2 Lab 8
The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation. Prerequisite: BC 209.

BC 296 A
Broadcast Practicum/Seminar I
3 Credits Class 2 Lab 8
The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation. Prerequisite: BC 210.

BC 296 B
Broadcast Practicum/Seminar II
3 Credits Class 2 Lab 8
The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation. Prerequisites: BC 209 and 230.

BC 297
Broadcasting Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

BC 298
Broadcasting Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

BC 299
Broadcasting Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

BSD Courses
Basic Skills Development

BSD 010
Basic Skills Development I
3 Credits Class 3 Lab 0
Structured program to prepare for successful completion of the GED test. Exercises include writing skills, social sciences, science, mathematics, literature and the arts.

BSD 020
Basic Skills Development II
3 Credits Class 3 Lab 0
Continued study in writing, social sciences, science, mathematics, literature and the arts to prepare for GED examination. Prerequisite: BSD 010.

BSD 030
Basic Skills Development III
3 Credits Class 3 Lab 0
Continued study in writing, social sciences, science, mathematics, literature and the arts to prepare for the GED examination. Prerequisite: BSD 020.

BUS Courses
Business

BUS 100 PACE
Small Business Management I
3 Credits Class 3 Lab 2
Principles of operating a business from the standpoint of ownership. Covers small business in the U. S., starting a business, problems in starting a business, management functions applied, financing and capital, physical plant, legal considerations, licenses and government regulations.

BUS 101 PACE
Small Business Management II
3 Credits Class 3 Lab 2
Continuation of principles of operating a business focusing on daily operations. Advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/ buying, security, management of time/priorities and handling problems. Prerequisite: BUS 100.

BUS 102 PACE
Principles and Practices of Management I
3 Credits Class 3 Lab 2
First in a two part series providing a comprehensive introduction to management theory and practice. Planning and organizing provide the major focus.

BUS 103 PACE
Principles and Practices of Management II
3 Credits Class 3 Lab 2
Second in a two part series continues the examination of management theory and practice with an emphasis on current trends in management. Along with leadership and motivation, the course discusses both the individual and interpersonal processes contributing to this part of management. Prerequisite: BUS 102.

BUS 105
History of American Business
3 Credits Class 3 Lab 0
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 106
International Business
3 Credits **Class 3** **Lab 2**
Understanding the functions, responsibilities, advantages, problems and operations of international corporations in a global marketplace. Prerequisite: BUS 100 or BUS 170.

BUS 107
Importing in the U.S.
3 Credits **Class 3** **Lab 2**
Basic elements of importing including all areas of the world including the Canada-U.S. Free Trade Agreement and the North American Free Trade Agreement (NAFTA). Prerequisite: BUS 106.

BUS 108
Exporting from the U.S.
3 Credits **Class 3** **Lab 2**
Basic elements of exporting from all areas of the wold including Canada, Mexico, Europe and the Pacific rim. Prerequisite: BUS 106.

BUS 110
Marketing
3 Credits **Class 3** **Lab 2**
Fundamentals of modern marketing. Consumer behavior, marketing strategy, product pricing and promotion and distribution.

BUS 120 **PACE**
Personal Finance
3 Credits **Class 3** **Lab 0**
Consumer information on coping with major financial decisions in life including taxes, consumer credit, insurance and savings plans.

BUS 120 A
Personal Financial Planning
1 Credit **Class 1** **Lab 0**
Designed to assist the student with basic personal budgeting. Topics include investments, budgeting, taxation, credit, loans and insurance.

BUS 120 B
Personal Financial Management
2 Credits **Class 2** **Lab 0**
Major financial decisions including taxes, wills and estates, insurance and savings plans. Prerequisite: BUS 120 A.

BUS 130
Sales
3 Credits **Class 2** **Lab 3**
Introduction to the sales function in the retail sphere of operations including the selling background 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 132
Sales II
3 Credits **Class 2** **Lab 3**
Practical aspects of selling including aspects of a sales presentation and preparation of sales planners. Prerequisite: BUS 130.

BUS 170 **PACE**
Fundamentals of Business I
3 Credits **Class 3** **Lab 2**
Introduces the basic areas involved in most modern businesses. An overview of economics, business organization, ethics and social responsibility, management, human relations, human resource management and labor relations. Introduces quantitative decision-making including accounting.

BUS 171 **PACE**
Fundamentals of Business II
3 Credits **Class 3** **Lab 2**
Overview of marketing channels and promotion. Includes examination of money and banking, financial management, securities, risk management, international business and entrepreneurship. Prerequisite: BUS 170.

BUS 175
Business Word Processing
2 Credits **Class 1** **Lab 4**
Instruction to the alphanumerical keyboard including operation of a word processing software package.

BUS 180
Business Ethics
3 Credits **Class 3** **Lab 2**
Ethical problems encountered in the business world through discussion of contemporary social issues facing business. Topics include individual work habits, employee responsibilities and community involvement.

BUS 200
Business Law
3 Credits **Class 3** **Lab 0**
The legal environment within which business must operate. The study of U.S. Civil Law, U.S. Court Systems, alternative dispute resolution methods, the U.S. Constitution and traditional business law topics for this course are integrated with the environmental factors of ethics, social responsibilities, current legal issues, cultural diversity, international law and international issues.

BUS 201
Advanced Business Law
4 Credits **Class 4** **Lab 0**
An introduction to the wide range of legal limitations and concerns placed upon business and the consumer by various legal systems. Areas of study are: civil law of property, insurance, wills/trusts, credit/bankruptcy, agency, business organization(s) and employment law integrated with the environmental factors of ethics, social responsibility, current legal issues, cultural diversity, international law and international issues. Prerequisite: BUS 200.

BUS 207
Transportation in the U.S.A.
3 Credits **Class 3** **Lab 2**
Provides an understanding of United States transportation systems and the laws pertaining to the import/export of goods. Prerequisite: BUS 106.

BUS 208
International Money Matters
3 Credits **Class 3** **Lab 2**
Designed to familiarize the student with tools used in financing and collections of international transactions. Prerequisite: BUS 106.

BUS 210
Human Resources Management
3 Credits **Class 3** **Lab 2**
Techniques of managing people and rules and laws regulating employment. The student should have an understanding of the principles of management prior to entering the course. Prerequisites: BUS 102 and BUS 103.

BUS 211
Advanced Marketing
3 Credits **Class 3** **Lab 2**
Examines complex applications of marketing theory. Emphasizes actual cases involving many well-known names and organizations. Prerequisite: BUS 110.

BUS 212
Human Resource Development
1-3 Credits **Class 1-3** **Lab 0**
Approaches for developing skills of employees to match organizational needs. Includes assisting employees in making professional development plans; recognizing the relationship between employee careers and an organization mission, culture and operational goals; and techniques for making staff assignments, training, coaching and correcting the ineffective employee.

BUS 220
Industrial Marketing
3 Credits **Class 3** **Lab 1**
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. Prerequisite: BUS 110.

BUS 230
Labor-Management Relations
3 Credits **Class 3** **Lab 2**
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
Managerial Accounting
3 Credits **Class 2** **Lab 3**
Managerial control and decision making through the use of accounting methods. Emphasizes cost control, accounting for overhead, capital budgeting and inventory control. Prerequisite: ACC 100.

BUS 243
Business Systems Control
3 Credits **Class 2** **Lab 3**
Operation and function of internal control in the modern business. Topics include auditing procedures, asset maintenance and special problems relating to security. Prerequisites: ACC 101 and BUS 240.

BUS 245
Lotus 1-2-3 for Business
3 Credits **Class 2** **Lab 3**
Practical business and accounting applications of popular commercial software used to compile spreadsheets and databases.

BUS 246
Advanced Lotus 1-2-3 for Business
3 Credits **Class 2** **Lab 3**
Commercial software for specific business and accounting functions. Areas covered include decision making, income taxes, financial calculations, personnel management and inventory control. Prerequisites: ACC 100 and BUS 245.

BUS 247
Excel for Windows
3 Credits **Class 2** **Lab 3**
Introduction to the use of Excel for business applications. Excel's use as a spreadsheet, graphics and database tool will be preceded by an introduction to the MicroSoft Windows operating system which is required for Excel.

BUS 248
Advanced Excel for Windows
3 Credits **Class 2** **Lab 3**
Use of MS Excel spreadsheet program for managerial and analytical applications including payroll accounting, depreciation of fixed assets and inventory. Prerequisites: ACC 100 and BUS 247.

BUS 250
Events Planning and Operations I
2 Credits **Class 1** **Lab 3**
Development of public relation skills and distribute literature at information centers.

BUS 251
Events Planning and Operations II
2 Credits **Class 1** **Lab 3**
Utilizing acquired skills while supervising, scheduling and managing a visitor information center.

BUS 260
Business Planning
2 Credits **Class 1** **Lab 3**
Functions necessary to develop and start a business. Culminates in the submission of a business prospectus by each student. Prerequisite: BUS 101.

BUS 260 A
Planning for Productivity
1 Credit **Class 1** **Lab 0**
Preparation of a business plan to expand or develop a business. Step by step processes to analyze the potential of a business and build a plan for its growth. Participants use their own business as the focus to develop planning skills and produce a planning document that uses standard planning techniques to address needs of their own business.

BUS 261
Emerging Organization Models
0.5-3 Credits **Class 0.5-3** **Lab 0**
Perspectives on models for managing organizations. Standard management designs plus an overview of emerging models including TOM, Japanese management, flexible manufacturing networks, virtual organizations, quality circles, worker teams and others.

BUS 261 A
Emerging Organization Models: Overview
0.5-1 Credit **Class 0.5-1** **Lab 0**
Perspectives on models for managing organizations. Standard management designs plus an overview of emerging models including TOM, Japanese management, flexible manufacturing networks, virtual organizations, quality circles, worker teams and others.

BUS 261 B
Emerging Organization Models: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Application and examples of models for managing organizations using one or more topics from BUS 261 A.

BUS 261 C
Emerging Organization Models: Project
1 Credit **Class 1** **Lab 0**
Examination of topics in BUS 261 A. Development of a project through research, interviews, travel, community or work site investigation, or other development initiative. Participant creates a final product or activity.

BUS 262
Changing Contexts of Organizations
0.5-3 Credits **Class 0.5-3** **Lab 0**
Overview of the changing contexts in which modern organizations function: legal, ethical, political, economic, legislative, environmental, social, international, new demographics, technological and new professional certification standards.

BUS 262 A
Changing Organization Contexts: Overview
0.5-1 Credit **Class 0.5-1** **Lab 0**
Overview of the changing contexts in which modern organizations function: legal, ethical, political, economic, legislative, environmental, social, international, new demographics, technological and new professional certification standards.

BUS 262 B
Changing Organization Contexts: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Application and examples of models for managing organizations using one or more topics from BUS 262 A.

BUS 262 C
Changing Organization Contexts: Project
1 Credit **Class 1** **Lab 0**
Detailed examination of topics in BUS 262 A. Development of a project through research, interviews, travel, community or work site investigation, or other development initiative. Participant creates a final product or activity.

BUS 263
Managing External Relations
0.5-3 Credits **Class 0.5-3** **Lab 0**
Organization interface with external groups. Includes marketing and promotion, client/customer service, public relations and image, media relationships, community service and inter-organizational contracts and agreements.

BUS 263 A
Managing External Relations: Overview
0.5-1 Credit **Class 0.5-1** **Lab 0**
Organization interface with external groups. Includes marketing and promotion, client/customer service, public relations and image, media relationships, community service and inter-organizational contracts and agreements.

BUS 263 B
Managing External Relations: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Application and examples of models for managing organizations using one or more topics from 263 A.

BUS 263 C
Managing External Relations: Project
1 Credit **Class 1** **Lab 0**
Examination of topics in BUS 263 A. Development of a project through research, interviews, travel, community or work site investigation, or other development initiative. Participant creates a final product or activity.

BUS 264
Evolving Techniques for Organizations
0.5-3 Credits **Class 0.5-3** **Lab 0**
Overview of technologies that affect organizational functions such as communication, information storage and processing, transportation and production.

BUS 264 A
Evolving Organization Techniques: Overview
0.5-1 Credit **Class 0.5-1** **Lab 0**
Overview of technologies that affect organizational functions such as communication, information storage and processing, transportation and production including how emerging technologies work, their impact on organizational systems, clients and employees and methods to avoid technological obsolescence.

BUS 264 B
Evolving Organization Techniques: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Application and examples of models for managing organizations using one or more topics from BUS 264 A.

BUS 264 C
Evolving Organization Techniques: Project
1 Credit **Class 1** **Lab 0**
Detailed examination of topics in 264 A. Development of a project through research, interviews, travel, community or work site investigation, or other development initiative. Participant creates a final product or activity.

BUS 265
Problem Solving for Managers
0.5-3 Credits **Class 0.5-3** **Lab 0**
Methods for solving problems in organizations. Includes defining the problem; identifying weaknesses, strengths, and issues; analyzing the economics of the problem; researching and reviewing alternatives; approaches to problem solving; developing goals for change; selecting a solution; and measuring impacts of the solution.

BUS 265 A
Problem Solving for Managers: Overview
1 Credit **Class 1** **Lab 0**
Methods for solving problems in organizations. Includes defining the problem; identifying weaknesses, strengths, and issues; analyzing the economics of the problem; researching and reviewing alternatives; approaches to problem solving; selecting a solution; and measuring impacts of the solution.

BUS 265 B
Problem Solving for Managers: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Step-by-step techniques for determining, analyzing and solving organizational problems using applications and examples from both for-profit and non-profit organizations.

BUS 265 C
Problem Solving for Managers: Project
1 Credit **Class 1** **Lab 0**
Development of problem solving techniques relevant to management. Participant creates a final product or activity.

BUS 266
Entrepreneurship
0.5-3 Credits **Class 0.5-3** **Lab 0**
Methods for starting one's own business. Includes a general understanding of products, services and markets; the business plan; capital and other assets; the marketing plan; and legal and financial considerations.

BUS 266 A
Entrepreneurship: Overview
1 Credit **Class 1** **Lab 0**
Overview of methods for starting one's own business. Includes a general understanding of products, services and markets; the business plan; capital and other assets; the marketing plan; and legal and financial considerations.

BUS 266 B
Entrepreneurship: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Techniques and processes for starting one's own business. Includes identifying products, services and markets; developing a business plan; securing capital and other assets; developing a marketing plan; addressing legal and financial issues; and getting started.

BUS 266 C
Entrepreneurship: Project
1 Credit **Class 1** **Lab 0**
Development of entrepreneurship methods and techniques. Participant creates a final product or activity.

BUS 267
Project Management
0.5-3 Credits **Class 0.5-3** **Lab 0**
Developing and managing projects within organizations. Includes defining the project, goals and objectives, budgeting, scheduling, building the team, activity management, developing milestones, and evaluating outcomes. Examination of use of grants, contracts, computers and other technical assistance as components of a project.

BUS 267 A
Project Management: Overview
1 Credit **Class 1** **Lab 0**
Developing and managing projects within organizations. Includes defining the project, goals and objectives, budgeting, scheduling, building the team, activity management, developing milestones, and evaluating outcomes. Examination of use of grants, contracts, computers and other technical assistance as components of a project.

BUS 267 B
Project Management: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Step-by-step techniques for project management, using applications and examples of projects in both for-profit and non-profit organizations. Steps and topics listed in BUS 267 A will be reviewed.

BUS 267 C
Project Management: Project
1 Credit **Class 1** **Lab 0**
Development of a project using project management methods. Under instructor guidance, participants learn project management skills by developing a project or activity.

BUS 268
Quantitative Concepts for Managers
0.5-3 Credits **Class 0.5-3** **Lab 0**
Quantitative concepts relevant to managing and supervising. Includes budgeting, scheduling, staff and facility planning, demographic projections and market development. Tools and techniques to build and analyze organizational data, such as computer spreadsheets, data bases and graphs; basic calculations and statistics; external resources for monitoring and evaluating trends in population, economics and legislative changes will be reviewed.

BUS 268 A
Quantitative Concepts for Managers: Overview
1 Credit **Class 1** **Lab 0**
Overview of quantitative concepts relevant to managing and supervising. Includes budgeting, scheduling, staff and facility planning, demographic projections and market development. Tools and techniques to build and analyze organizational data, such as computer spreadsheets, databases and graphs; basic calculations and statistics; external resources for monitoring and evaluating trends in population, economics and legislative changes.

BUS 268 B
Quantitative Concepts for Managers: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Step-by-step techniques for determining and analyzing functional organizational information that requires quantitative methods using applications and examples from both for-profit and non-profit organizations.

BUS 268 C
Quantitative Concepts for Managers: Project
1 Credit **Class 1** **Lab 0**
Development of management methods using quantitative concepts. Under instructor guidance, participants learn quantitative skills relevant to management by developing a project relevant to their own organization.

BUS 270
Purchasing Management
3 Credits **Class 2** **Lab 3**
Procedures and policies relative to contract negotiations. Vendor-buyer relationships, make or buy decisions, inventory control, buyer training, materials handling, records and budgets.

BUS 285
Human Resources Policy
3 Credits **Class 3** **Lab 1**
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 289
Introduction to Business Cooperative
1 Credit **Class 1** **Lab 0**
Preparation for cooperative work experience. A series of presentations, discussions, guest speakers in which the student learns about co-op requirements and engages in a process of self assessment. Develop personalized goals and objectives.

BUS 290
Special Topics in Business Management
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

BUS 291
Individual Study in Business Management
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged with instructor permission on an individual basis.

BUS 292
Field Experience in Business Management
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a business management facility through special arrangement with an instructor.

BUS 293
Business Management Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Instruction in the performance of a particular function from an assigned instructor and then observed and critiqued in a repeat performance of that function by the instructor.

BUS 294
Business Management Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

BUS 296
Business Practicum/Seminar
2 Credits **Class 1** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

BUS 297
Business Management Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

BUS 298
Business Internship
3-6 Credits **Class 0** **Lab 20-40**
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor.

BUS 299
Business Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

CAGS Courses Compressor

CAGS 100
Precision Instruments
3 Credits **Class 1** **Lab 6**
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 factor manuals.

CAGS 101
Introduction to Compressed Air Systems
3 Credits **Class 3** **Lab 0**
Introduction to the compressor technology. Provides an overview of various types of compressors and conditioning equipment utilized by industry. Theory of gas compression, compression ratios and gas laws.

CAGS 102
Compressed Air Applications
3 Credits **Class 3** **Lab 0**
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
Reciprocating Compressors I
4 Credits **Class 2** **Lab 6**
Introduction to compressors widely used by industry. Instruction in tear down and reassembly of smaller types of reciprocating compressors typically found in the work place.

CAGS 111
Lubricants, Gears and Bearings
2 Credits **Class 2** **Lab 0**
Types of lubricating demands required by all types of equipment. Lubrication qualities of various types and grades of oil including studies in viscosity, flash points and synthetic lubricants. Types of gears and bearings used in industrial equipment.

CAGS 112
Air and Gas Condition
3 Credits **Class 1** **Lab 6**
Auxiliary equipment used in a compressed air system to provide the quality of air required for specific process applications. Maintenance and repair of filtering devices, refrigerative dryers, after coolers and other associated equipment.

CAGS 116
Reciprocating Compressors II
4 Credits **Class 2** **Lab 6**
Continuation of CAGS 110. Training on large industrial and multistage compressors.

CAGS 117
Hydraulics and Pneumatics
3 Credits **Class 2** **Lab 3**
Hydraulic and pneumatic controls utilized by compressed air systems. Schematic interpretation, diagnosis and repair of equipment.

CAGS 118
Processor Gas Compressors/Boosters
3 Credits **Class 2** **Lab 3**
Requirements placed on 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
Rotary Screw Compressors
4 Credits **Class 2** **Lab 6**
Maintaining and repairing rotary screw compressors. Tear down and reassembly of various types of rotary screw compressors. Includes staging, lubrication, filtration and cooling requirements.

CAGS 201
Plant Equipment: Installation
3 Credits **Class 2** **Lab 3**
Requirements for equipment installation. Foundation and grouting, piping, commissioning and start-up.

CAGS 202
Controls I
3 Credits **Class 2** **Lab 3**
Electrical controls utilized by industrial equipment systems. Functional control panels and interpretation of electrical ladder diagrams. Volt-ohm meters, amp meters and other associated electrical test equipment.

CAGS 204
Compressed Air System Troubleshooting
3 Credits **Class 2** **Lab 3**
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
Controls II
3 Credits Class 2 Lab 3
Proficiency in electrical troubleshooting of controls. Maintenance and repair of electrical motors. Reinforcement of associated control circuits.

CAGS 206
Centrifugal Compressors
3 Credits Class 2 Lab 3
Knowledge and skills required to maintain and repair centrifugal compressors. Competency based, hands-on instruction in tear down and reassembly.

CAGS 207
Air System Design
3 Credits Class 2 Lab 3
Practical application of all knowledge obtained in the compressor technology. The student designs 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.

CAGS 208
Basic Refrigeration
4 Credits Class 3 Lab 3
Introduction to types of systems available in the industry. Covers topics of heat: quantity, type, intensity; gas laws and properties; system component analysis and selection; piping layout and system capacity control.

CAGS 209
NGV Fill Station Repair and Maintenance
2 Credits Class 2 Lab 0
Proper maintenance and troubleshooting procedures needed to operate an NGV refueling station. Special emphasis is given to the topics of safety, preventive maintenance and electrical-mechanical diagnostic procedures.

CAGS 210
Vacuum Pumps/Blowers
3 Credits Class 2 Lab 3
In depth study of vacuum pumps (liquid ring, reciprocating, etc.) and high volume, low pressure blowers as they are utilized in various industries. Special emphasis is given to maintenance and repair techniques that can be employed in servicing these specialized types of compressors.

CAGS 280
Refrigerant Technician Certification Seminar
1 Credit Class 1 Lab 0
Completion of this course provides certification, as required by The Clean Air Act Amendment of 1990, for technicians who service, install and maintain air conditioning and refrigeration equipment.

CAGS 281
FPS Pneumatic Technician Certification
2 Credits Class 2 Lab 0
Preparation for the Pneumatic Technician certification test given by the Fluid Power Society.

CAGS 289
Introduction to Compressor Cooperative
1 Credit Class 1 Lab 0
Preparation for cooperative work experience. A series of presentations, discussions, guest speakers in which the student learns about co-op requirements and engages in a process of self assessment. Develop personalized goals and objectives.

CAGS 290
Special Topics in Compressor
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

CAGS 291
Individual Study in Compressor
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

CAGS 292
Field Experience in Compressor
1-4 Credits Class 0 Lab 12-48
On-the-job training in a compressor facility through special arrangements with an instructor.

CAGS 293
Compressor Directed Practice
1-8 Credits Class 0 Lab 5-40
Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

CAGS 294
Compressor Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

CAGS 296
Compressor Practicum/Seminar
2-6 Credits Class 1 Lab 7-35
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

CAGS 297
Compressor Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

CAGS 298
Compressor Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

CAGS 299
Compressor Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

CER Courses
Ceramic

CER 101
Ceramic Mineral Systems: Development and Procurement Methods
3 Credits **Class 3** **Lab 2**
Geology and mineralogy terms, structures and classification. Laboratory work and field trips provide firsthand contact.

CER 102
Ceramic Materials and Processes I
4 Credits **Class 3** **Lab 4**
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
Ceramic Materials and Processes II
3 Credits **Class 3** **Lab 2**
Principles and deflocculation of ceramic forming, drying and firing including psychrometer charts and calculations.

CER 104
Combustion I
3 Credits **Class 3** **Lab 2**
Fundamentals of combustion including flame patterns, fuels, combustion analysis and metering. Prerequisites: CHEM 120, MATH 201 and MATH 202.

CER 201
Combustion II
4 Credits **Class 3** **Lab 3**
Examines fuel burning systems, burner equipment controls, piping, combustion analysis, heat transfer and the use of kilns and furnaces to manufacture products. Prerequisite: CER 104.

CER 203
Statistical Quality and Process Control
3 Credits **Class 2** **Lab 4**
Theory of quality control in manufacturing processes, 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.

CER 205
Current Topics and Technology
0.5-3 Credits **Class 0.5-3** **Lab 0**
Introduction to new developments in the field of ceramic materials.

CER 206
Ceramic Industry Practices
3 Credits **Class 1** **Lab 6**
Visits to ceramic plants provide insight into methods, processes and procedures for producing ceramic products.

CER 207
Standard Procedures
3 Credits **Class 3** **Lab 2**
Refractories, whiteware, glass and structural clay products. Includes discussions of manufacturing processes from raw material to finished product. Prerequisites: CER 103 and CHEM 100.

CER 208
Technical Laboratory
4 Credits **Class 3** **Lab 3**
Use of precision equipment used for analysis, investigation and determination of material properties in the ceramic industry. Prerequisite: CER 103.

CER 209
Industrial Projects
2 Credits **Class 1** **Lab 3**
Processing of problems submitted by industrial companies. Problems are defined and solution procedures are determined by students in collaboration with the faculty and industrial technical personnel. Prerequisites: CER 102, CER 207 and CER 208 or MATL 200.

CER 210
Glasses, Glazes and Enamels
4 Credits **Class 3** **Lab 3**
Raw material composition, physical properties and manufacturing processes of glass as well as the use of glassy coating for ceramics and metals. Includes exercises in batch calculating, application, testing and decorating techniques. Prerequisite: CHEM 120.

CER 290
Special Topics in Ceramic Engineering Technology
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

CER 291
Individual Study in Ceramic Engineering Technology
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

CER 292
Field Experience in Ceramics
1-4 Credits **Class 1-5** **Lab 12-48**
On-the-job training in a ceramic facility through special arrangement with an instructor.

CER 293
Ceramics Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued in a repeat performance of that function by the instructor.

CER 294
Ceramic Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience 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.

CER 296
Ceramic Practicum/Seminar
2 Credits **Class 1** **Lab 8**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

CER 297
Ceramics Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

CER 298
Ceramic Internship
3-6 Credits **Class 0** **Lab 20-40**
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor.

CER 299
Ceramic Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives, and evaluation.

CHEM Courses
Chemistry

CHEM 100
Introduction to Chemistry
3 Credits **Class 3** **Lab 2**
Chemical principles as related to fundamental concepts as well as every day experiences. Basic chemical concepts, structure of matter, nature of elements, bonding and naming of compounds.

CHEM 102
Introduction to Chemistry II
3 Credits **Class 3** **Lab 2**
The second introductory course in chemical principles. Topics include chemical calculations, properties of liquids, solids and gases, water solutions, chemical equilibrium and acid/base chemical reactions. Prerequisite: CHEM 100.

CHEM 110
Chemistry for Petroleum Production
3 Credits **Class 3** **Lab 2**
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 130
Fundamentals of Chemistry
4 Credits **Class 3** **Lab 3**
Atomic and molecular structure, periodic table and states of matter.

CHEM 290
Special Topics in Chemistry
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

CHEM 291
Individual Study in Chemistry
1 - 5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

CJ Courses
Criminal Justice

CJ 100
Criminal Justice Systems
3 Credits **Class 3** **Lab 2**
Introduction to 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 as well as current problems and issues.

CJ 105
Sign Language
1 Credit **Class 1** **Lab 1**
Introduction to communication needs of the deaf community. The student learns and practices conversational sign language skills that will facilitate the provision of services to signing clients and their families.

CJ 106
Advanced Sign Language
1 Credit **Class 1** **Lab 1**
Advanced course in sign language expands vocabulary and allows the student to become more proficient in signing. Prerequisite: CJ 105.

CJ 120
Criminal Law
4 Credits **Class 4** **Lab 0**
History, philosophy and function of criminal law in the U.S. Common law, elements of offenses and basic legal concepts that characterize American justice.

CJ 121
Ohio Criminal Law
4 Credits **Class 4** **Lab 2**
Comprehensive study of the Ohio Revised Code. Elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. A consideration of the laws that govern the operation of Ohio's criminal justice system.

CJ 127
Victim Awareness
3 Credits **Class 3** **Lab 0**
Impact of victimization and its relevance in the treatment of the offender. Impact of criminal behavior on the victim; how the offender convinces others that he is the victim; and criminal thinking and rehabilitation. Role playing as a technique and its use in victim awareness programs.

CJ 128
Victimology
3 Credits **Class 3** **Lab 0**
An overview of the issues, data and programs relevant to crime victims. Topics include: nature, demographics and theories of victimization; victim rights and protection laws; and victim assistance programs.

CJ 129
Law Enforcement Photography Seminar
0.5-3 Credits **Class 0.5-3** **Lab 0**
Basic theories and principles of law enforcement photography. Instruction on using the Spectra Camera, closeup lens and copy stand. Using alternate light sources and crime and accident scenes will be covered.

CJ 130
Photography
2 Credits **Class 2** **Lab 2**
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 light techniques, photographing under low light conditions and the arrangement of subjects.

CJ 132
Law Enforcement Photography
4 Credits **Class 3** **Lab 3**
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
Police Mounts
2 Credits **Class 1** **Lab 3**
Use of the horse in mounted patrol. Rural and urban police use of mounts and mounted patrol for park service.

CJ 150
Juvenile Delinquency and Procedures
4 Credits **Class 4** **Lab 0**
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
Kubotan/Persuader Impact Instrument
0.5 Credit **Class 0.5** **Lab 0**
Successful completion of this nonlethal defensive weapons course earns nationally recognized certification with the Kubotan/Persuader Impact Instrument from Monanock Lifetime Products, Inc. Includes basic grips, blocks, counter strikes, wrist control techniques, arm bar takedowns, car removal techniques and defense against attacks. 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 161
Impact Weapons
0.5-2 Credits **Class 0 .5-1** **Lab 1-3**
Instruction and training in joint manipulation and relative positions. Investigates techniques of strong side take-downs from relative position 3 and running arm locks from relative position 2 1/2, hooks, drags, escort holds, take-downs and handcuffing positions. Includes evaluation of physical weaknesses in order to compensate techniques into viable options.

CJ 165
Semi-Automatic Handgun
2 Credits **Class 2** **Lab 0**
Safe and effective deployment of single action and double action semi-automatic handguns. 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. Reactionary targets and the Duelatron Targeting System will be used for their instructional value. Participant must supply a duty handgun and suitable holster. Appropriate duty specific ammunition is provided. Prerequisite: Instructor permission.

CJ 166
NPS SIG Transitional Handgun
1.25 Credits **Class 0.5** **Lab 2.5**
Transitional pistol course specifically limited to the SIG-Sauer family of handguns. Range practice included for the development of various psychomotor skills. Will conclude with the firing of the National Park Service Semi-Auto Proficiency Test and with the firing of the NRTI duty Pistol Evaluation Course. Prerequisite: NR 280.

CJ 180
Basic Self Defense Techniques
1 Credit **Class 0** **Lab 3**
Awareness, preparedness and realistic tactics/techniques of self defense and how to defend against physical attack and aggressive behavior.

CJ 181
Aikido Self Defense
1 Credit **Class 1** **Lab 2**
Aikido based self defense study of the use of force and defensive tactics. Focuses on joint lock and joint manipulation of the wrist, elbow and shoulder. Each student should be in sound physical condition prior to participation.

CJ 182
ASP Tactical Baton Basic Course
0.5 Credit **Class 0** **Lab 1.5**
Handling and proper application of the ASP Tactical Baton. ASP certification will be given for successful completion.

CJ 183
PPCT Defensive Tactics
1 Credit **Class 1** **Lab 2**
Dealing with passive or resistive subjects with methods that are tactically, medically and legally proven. Specific methods include pressure points, joint locking techniques, active counter measures, baton techniques and lateral vascular neck restraint.

CJ 184
CQPC Defensive Techniques
1 Credit **Class 1** **Lab 1**
Defensive tactics system designed for law enforcement officers provides verbal and psychological communication skills to deescalate conflict in conjunction with physical techniques to ensure control. CQPC includes the use of simple, effective physical counter measures needed to control hostile suspects.

CJ 185
Advanced Self Defense
1 Credit **Class 0** **Lab 3**
Includes the last five Aikido based defensive tactics and techniques for the law enforcement and corrections professional. Emphasis will be placed upon realistic "street" application in an outdoor setting. Prerequisite: CJ 180.

CJ 187
Self Defense for Women
1 Credit **Class 1** **Lab 0**
Basic self defense course designed to prepare women to defend themselves against attackers and harassers through verbal and physical confrontation. Through discussion, role-playing, physical training and mental practice, students will become more empowered to defend themselves in the face of dangerous situations.

CJ 190
Chemical Abuse and Dependency
3 Credits **Class 3** **Lab 2**
Topics pertinent to drug and alcohol abuse in the U.S. 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 191
Detecting the Alcohol Impaired
1 Credit **Class 1** **Lab 0**
Detecting the alcohol impaired motor vehicle operator. Recognizing and identifying clues available when contacting a potential violator. Topics include alcohol's affects on the human body, administering and interpreting various field sobriety tests, recognizing and interpreting evidence of alcohol related violations and case preparation and presentation.

CJ 192
Controlled Substances
1-3 Credits **Class 1-3** **Lab 0**
Controlled substance abuse and issues surrounding their misuse. Discussion of the affects of chemical abuse on society.

CJ 193
Substance Abuse Treatment
3 Credits **Class 3** **Lab 2**
Effects of substance abuse on the biological, social and psychological development of the abuser. Review of criteria for assessing addiction and approaches to treatment of addicts and their families. Approaches include prevention, intervention, education, support services, counseling and relapse prevention.
Prerequisite: CJ 190.

CJ 210
Defensive Pistolcraft
0.5 Credit **Class 0.5** **Lab 0**
Modern techniques of the handgun including proper grip, stance and position, sighting and trigger control. Emphasis on proper technique of the presentation stroke. Proper weapon handling including administrative loading, down loading, immediate actions and tactical manipulation of the handgun are discussed, demonstrated and drilled. Develops skill, knowledge and a practical experience necessary to become safe, responsible and effective in the use of the handgun for self defense.

CJ 211
Intermediate Defensive Pistolcraft
1 Credit **Class 1** **Lab 0**
Defensive application of the handgun. Evaluation and development of skills including live-fire steel plate precision shooting, discretionary shooting and tactical drills employing the Duelatron Electronic Targeting System and Action Target's Mover. Emphasis is placed on low-light shooting. Mental conditioning for combat, tactics, target identification and the principles of personal defense are also discussed. Prerequisite: CJ 210.

CJ 212
Advanced Defensive Pistolcraft
1 Credit **Class 1** **Lab 0**
Defensive application of the handgun, shotgun and urban rifle. Evaluation and development of handgun and shotgun skills including live-fire steel plate precision shooting, discretionary shooting and tactical drills.
Prerequisites: CJ 210 and CJ 211.

CJ 213
Urban Defense Rifle/Shotgun
0.75 Credit Class 0.75 Lab 0
Defensive application of the shotgun and urban rifle. Live fire steel plate precision shooting, discretionary shooting and tactical drills employing the Duelatron Electronic Targeting System and Action Target's Mover. Rifle poppers and reactionary plates are employed at urban ranges. Action Target's 3-D Balloon Targets are used throughout the program. Attention is placed on low light shooting with all three weapon systems. Provides the student with the skills, knowledge and practical experience necessary to become safe, responsible and effective in the use of the shotgun and urban rifle for self defense. Prerequisite: Instructor permission.

CJ 215
Beginning Firearms
1 Credit Class 1 Lab 1
Close range defensive shooting, handgun familiarization and safe handling practices. Safety, legal issues, psychological aspects of shooting and equipment selection. On the firing range the student progresses from short range single shot to rapid fire, multiple targets and low light shooting.

CJ 216
Handgun Training
0.25-2 Credits Class 0.25-2 Lab 0.25-2
Issues of close range combat shooting with a handgun. Special consideration will be given to rapid engagement of targets at close range under a variety of environmental conditions. Prerequisite: PSCI 216.

CJ 217
Side-Handle Baton
0.5-1 Credit Class 0.5-1 Lab 0
Successful completion of this nonlethal weapons course earns national 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 218
Intermediate Handgun
1 Credit Class 1 Lab 0
Development of proficiency in speed and accuracy. Reactive Targets, the Dueletron Targeting System and the Mover Target System are used in practical application of techniques developed.

CJ 225
Basic River Rescue
2 Credits Class 1 Lab 3
Theory and practical applications of moving water rescue techniques. Emphasizes laboratory activities. Active participation in organized teams which perform mock river rescues of trapped people in hazardous water situations.

CJ 250
Criminology
3 Credits Class 3 Lab 0
Introduces 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
Readings in Crime and Criminality
3 Credits Class 3 Lab 0
Understanding 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. The student compares these interpretations to theories advanced by criminologists.

CJ 263
Crisis Recognition and Referral
3 Credits Class 3 Lab 0
Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.

CJ 286
Chemical Dependency Lab Orientation
2 Credits Class 2 Lab 2
An overview of treatment, dependency and intervention. Orientation to Ohio's chemical dependency counselor certification process.

CJ 287
Chemical Dependency Lab I
4 Credits Class 1 Lab 11
Work in a supervised counseling experience in the chemical dependency field meeting requirements of the board. Prerequisites: CJ 190, CJ 193 and CJ 286.

CJ 288
Chemical Dependency Lab II
4 Credits Class 1 Lab 11
Work in a supervised counseling experience in the chemical dependency field meeting requirements of the board. Prerequisites: CJ 190, CJ 193, CJ 286 and CJ 287.

CJ 289
Chemical Dependency Lab III
4 Credits Class 1 Lab 11
Work in a supervised counseling experience in the chemical dependency field meeting requirements of the board. Prerequisites: CJ 190, CJ 193, CJ 286, CJ 287 and CJ 288.

CJ 290
Special Topics in Public Safety Service
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

CJ 291
Security Issues and Techniques
2 Credits **Class 2** **Lab 2**
Issues and 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.

CJ 292
Field Experience in Criminal Justice
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a criminal justice facility through special arrangement with an instructor.

CJ 294
Criminal Justice Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

CJ 296
Criminal Justice Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

CJ 297
Criminal Justice Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

COMM Courses Communications

COMM 050
Fundamentals of Communications
4 Credits **Class 4** **Lab 0**
Development of basic writing skills for the student with demonstrated need. Focus on paragraph writing with emphasis on sentence structure, parts of speech, punctuation, spelling, grammar and proofreading. Does not apply toward graduation requirements.

COMM 051 PACE
Fundamentals of Reading
4 Credits **Class 4** **Lab 0**
Review of the fundamentals of general reading. Class work is individualized. Emphasis on word attack, comprehension and vocabulary skills. Does not apply toward graduation requirements.

COMM 053
Verbal Professionalism
3 Credits **Class 3** **Lab 0**
Presenting a positive professional appearance through use of the language. Focus includes basic rules of grammar, usage and spoken English.

COMM 100
Communications Tutor
3 Credits **Class 3** **Lab 0**
Individualized instruction tailored to student need. Skills covered correspond to those required in Communications I and II including paragraph development, short essay composition, organizational techniques, methods of proofreading, vocabulary development, spelling skills, grammar skills. Writing as a process will be stressed with emphasis on prewriting and revision. Prerequisite: Instructor permission.

COMM 101
Spelling Skills
1 Credit **Class 1** **Lab 0**
Designed to identify and correct individual spelling weaknesses.

COMM 102
Vocabulary Skills
1 Credit **Class 1** **Lab 0**
Recognition and word usage. Pre- and post-tests are used to show level of achievement.

COMM 104
Job Search Techniques
1 Credit **Class 1** **Lab 0**
Provides information related to the job search. 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. Prerequisite: COMM 121.

COMM 105
Research Skills
1 Credit **Class 1** **Lab 0**
Identifies types of research needed for both on-the-job and classroom research presentations including primary and secondary research skills and approaching the process through a step-by-step method.

COMM 110 PACE
Reading Communications
3 Credits **Class 3** **Lab 0**
Individualized, self paced instruction in reading comprehension and vocabulary development. Students weak in reading skills, as determined by tests, are required to enroll in this course prior to enrolling in Communications I and II. Prerequisite: COMM 051 or placement.

COMM 111 PACE
Advanced Reading
1 Credit **Class 1** **Lab 0**
Designed to improve reading ability. Focuses on reading comprehension and vocabulary at the college level. Students will select from a series of activities designed to facilitate achievement of personal academic goals. Prerequisite: COMM 110 or placement.

COMM 115
Children's Literature
3 Credits **Class 3** **Lab 0**
Designed to familiarize students with various types of quality literature for children. Emphasis will be on selecting appropriate literature for different age groups, becoming familiar with different genres and reading or reviewing specific selections from these genres.

COMM 121 PACE
Communications I
4 Credits **Class 4** **Lab 0**
Paragraph development and short essay composition. Writing as a process stressed with emphasis on prewriting and revision.The student required to take Communications I must successfully complete the course before enrolling in Communications II. Prerequisite: COMM 050 and COMM 110 or placement.

COMM 121 A
Communications I A
2 Credits **Class 2** **Lab 0**
Prewriting skills, organizational techniques, methods of revision and proofreading, vocabulary development, mechanics and grammar skills in developing paragraphs and short essays. Students must complete Communications I A and I B in order to receive credit for Communications I. Prerequisites: COMM 050 and COMM 110 or placement.

COMM 121 B
Communications I B
2 Credits **Class 2** **Lab 0**
Prewriting skills, organizational techniques, methods of revision and proofreading, vocabulary development, mechanics and grammar skills in developing short essays. Students must complete Communications I A and I B in order to receive credit for Communications I. Prerequisites: COMM 050 and COMM 110 or placement.

COMM 122 PACE
Communications II
3 Credits **Class 3** **Lab 0**
Development of writing skills through medium length writing assignments, concentrating on organizing and unifying essay components, studying various methods of development for different communications purposes, supporting and defending ideas in writing and showing evidence of creative and critical thinking in writing. Emphasizes writing as a process, prewriting and revision. Prerequisite: COMM 121 or placement.

COMM 122 A
Communications II A
1.5 Credits **Class 1.5** **Lab 0**
Develops writing skills through medium length writing assignments. Focuses on three main areas: supporting and defending ideas in writing, studying various methods of development for different communications purposes, and organizing and unifying essay components (sentences and paragraphs).Writing as a process is stressed with emphasis on prewriting and revision. Students must complete Communications II A and II B in order to receive credit for Communications II. Prerequisite: COMM 121 or placement.

COMM 122 B
Communications II B
1.5 Credits **Class 1.5** **Lab 0**
Develops writing skills through medium length writing assignments. Focuses on three main areas: supporting and defending ideas in writing, studying various methods of development for different communications purposes, and organizing and unifying essay components (sentences and paragraphs).Writing as a process is stressed with emphasis on prewriting and revision. Students must complete Communications II A and II B in order to receive credit for Communications II. Prerequisite: COMM 121 or placement.

COMM 123 PACE
Communications III
3 Credits **Class 3** **Lab 0**
The student may select from several variations of the course, each designed to increase awareness and applications 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 123 A PACE
Communications III: Job Communications
3 Credits **Class 3** **Lab 0**
Emphasizes skills necessary to write effectively in an office, industry, government or service. Basic principles and formats used in writing letters, memos and informal reports. Prerequisite: COMM 122.

COMM 123 B PACE
Communications III: Contemporary Issues
3 Credits **Class 3** **Lab 0**
Developing critical thinking skills through reading, thinking, analyzing, discussing and writing about issues that are of current interest on local, state, national and international levels. Prerequisite: COMM 122.

COMM 123 C PACE
Communications III: Creative Writing
3 Credits **Class 3** **Lab 0**
Designed to introduce contemporary poetry, fiction and creative essays through actual writing, reading and discussion.The emphasis of the course will be writing, pre-writing activities, brainstorming, and evaluation and analysis of others' writings. Prerequisite: COMM 122.

COMM 123 D PACE
Communications III: Community Service
3 Credits **Class 3** **Lab 0**
Exploration of the need for community volunteers, identification of types of community service, determining personal and professional value of volunteerism and discussing potential pitfalls. Prerequisite: COMM 122.

COMM 123 E PACE
Communications III: Introduction to Literature
3 Credits **Class 3** **Lab 0**
Short story as a form of written communication, focusing primarily on content, theme, and style.Through reading assignments, a variety of essays and class discussions, students develop critical thinking skills and sharpen awareness of the range and potential of written English. Prerequisite: COMM 122.

COMM 123 F PACE
Communications III: Sports Readings
3 Credits Class 3 Lab 0
Promote the improvement of composition skills through personal narratives, journals and various analytical modes of expression. Defines sports in broad terms to distinguish between professional, amateur and recreational sports. Prerequisite: COMM 122.

COMM 123 G PACE
Communications III: Issues in Media
3 Credits Class 3 Lab 0
Explores critical media issues including effects of the mass media and how to deal with them. Development of critical thinking and writing skills. Prerequisite: COMM 122.

COMM 123 H PACE
Communications III: Nature Readings
3 Credits Class 3 Lab 0
Investigation of man's relationship with nature in the practical, spiritual and aesthetic sense. Students are encouraged to explore, identify and cultivate their own feelings about and perceptions of nature. Prerequisite: COMM 122.

COMM 123 J PACE
Communications III: The American West
3 Credits Class 3 Lab 0
Designed to acquaint students with the American West. Examines a variety of topics which lead to a fuller understanding of and appreciation for the Western United States. Prerequisite: COMM 122.

COMM 123 K PACE
Communications III: Portfolio Development
3 Credits Class 3 Lab 0
Documentation of skills and knowledge acquired from experience on the job, in the community, in the military, through travel, or through personal development. In cooperation with the instructor, the student creates a collection of written materials which provide background information related to the objectives of the course(s) being requested. The student may seek credit for a number of courses. Prerequisite: COMM 122.

COMM 123 L
Communications III: Science Fiction
3 Credits Class 3 Lab 0
Develop writing and thinking skills in science fiction. Focuses on a chronological selection of short stories and science fiction films. Ideas and issues presented, as well as the manner of presentation, will be discussed. Prerequisite: COMM 122.

COMM 123 M
Communications III: Children's Literature
3 Credits Class 3 Lab 0
Survey of children's literature, including poetry, fiction and tales. Children's classics and current literature will be included. Prerequisite: COMM 122.

COMM 123 N
Communications III: Writing for TV/Radio
3 Credits Class 3 Lab 0
Focuses on script writing forms, principles and techniques for several types of productions including commercials, features, documentaries and educational programs. Includes the research and writing of a documentary script. Broadcasting majors will have the opportunity to use their scripts in actual production. Prerequisite: COMM 122.

COMM 123 P
Communications III: Mystery and Detective Fiction
3 Credits Class 3 Lab 0
Develop writing and thinking skills in mystery and detective fiction. Focuses on chronological selection of short stories tracing the development of the detective story. The ideas and issues presented, as well as the genre itself, will be discussed. Essay writing, objective and essay tests and a research project will be required. Prerequisite: COMM 122.

COMM 124 PACE
Communications IV
3 Credits Class 3 Lab 0
Several variations of the course, each designed to increase awareness and applications of specific written communications techniques. Each course includes a short research based project. Communications III and IV courses are interchangeable, not sequential. Prerequisite: COMM 122.

COMM 124 A PACE
Communications IV: Job Communications
3 Credits Class 3 Lab 0
Writing effectively in an office, industry, government or service. Basic principles and formats used in writing letters, memos and informal reports will be covered. Prerequisite: COMM 122.

COMM 124 B PACE
Communications IV: Contemporary Issues
3 Credits Class 3 Lab 0
Developing critical thinking skills through reading, thinking, analyzing, discussing and writing about issues that are of current interest on local, state, national and international levels. Students keep a journal, write essays and complete a research paper. Prerequisite: COMM 122.

COMM 124 C PACE
Communications IV: Creative Writing
3 Credits Class 3 Lab 0
Introduction to contemporary poetry, fiction and creative essays through actual writing, reading and discussion with an emphasis on writing, pre-writing activities, brainstorming, evaluation and analysis. Prerequisite: COMM 122.

COMM 124 D PACE
Communications IV: Community Service
3 Credits Class 3 Lab 0
Exploration of the need for community volunteers, identification of types of community service, determining the personal and professional value of volunteerism and potential pitfalls. Prerequisite: COMM 122.

COMM 124 E PACE
Communications IV: Introduction to Literature
3 Credits Class 3 Lab 0
Exploration of the short story as a form of written communication, focusing primarily on content, theme and style. Students develop critical thinking skills and sharpen awareness of the range and potential of written English. Prerequisite: COMM 122.

COMM 124 F PACE
Communications IV: Sports Reading
3 Credits Class 3 Lab 0
Defines sports in broad terms to distinguish between professional, amateur and recreational sports. Analysis of sports from varying perspectives of active participants, spectators, the media and detractors of athletics. Prerequisite: COMM 122.

COMM 124 G PACE
Communications IV: Issues in Media
3 Credits Class 3 Lab 0
Exploration of critical media issues including effects of the mass media and how we view and deal with them. Prerequisite: COMM 122.

COMM 124 H PACE
Communications IV: Nature Readings
3 Credits Class 3 Lab 0
Investigation of man's relationship with nature in the practical, spiritual and aesthetic sense. Students are encouraged to explore, identify and cultivate their own feelings about and perceptions of nature. Prerequisite: COMM 122.

COMM 124 J PACE
Communications IV: The American West
3 Credits Class 3 Lab 0
Examines a variety of topics which lead to a fuller understanding of, and appreciation for, the Western United States. Students have the opportunity to explore the West in diverse contexts - cultural, geographic, historic and aesthetic. Prerequisite: COMM 122.

COMM 124 K PACE
Communications IV: Portfolio Development
3 Credits Class 3 Lab 0
Documentation of skills and knowledge acquired from experience on the job, in the community, in the military, through travel, or through personal development. In cooperation with the instructor, the student creates a collection of written materials which provide background information related to the objectives of the course(s) being requested. The student may seek credit for a number of courses. Prerequisite: COMM 122.

COMM 124 L
Communications IV: Science Fiction
3 Credits Class 3 Lab 0
Develop writing and thinking skills in science fiction. Focuses on a chronological selection of short stories and science fiction films. Ideas and issues presented, as well as the manner of presentation, will be discussed. Prerequisite: COMM 122.

COMM 124 M
Communications IV: Children's Literature
3 Credits Class 3 Lab 0
Survey of children's literature, including poetry, fiction and tales. Children's classics and current literature will be included. Prerequisite: COMM 122.

COMM 124 N
Communications IV: Writing for TV/Radio
3 Credits Class 3 Lab 0
Focuses on script writing forms, principles and techniques for several types of productions including commercials, features, documentaries and educational programs. Includes the research and writing of a documentary script. Broadcasting majors will have the opportunity to use their scripts in actual production. Prerequisite: COMM 122.

COMM 124 P
Communications IV: Mystery and Detective Fiction
3 Credits Class 3 Lab 0
Develop writing and thinking skills in mystery and detective fiction. Focuses on chronological selection of short stories tracing the development of the detective story. The ideas and issues presented, as well as the genre itself, will be discussed. Essay writing, objective and essay tests and a research project will be required. Prerequisite: COMM 122.

COMM 130
Speech
3 Credits Class 3 Lab 0
Extemporaneous speaking skills through informative, demonstrative and persuasive speeches. The student learns 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. Prerequisite: COMM 121.

COMM 131
Effective Speaking for Leadership
0.5-3 Credits Class 0.5-3 Lab 0
Effective speaking for those 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
Verbal Career Skills
3 Credits Class 3 Lab 0
Develops the oral communication skills used in business offices through discussion, role playing and reading about such topics as interviewing, practicing accepted office etiquette and handling various communications situations. Prerequisite: COMM 121.

COMM 150
Punctuation and Grammar
2 Credits **Class 2** **Lab 0**
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, semicolons, apostrophes, quotation marks, hyphens, dashes, brackets and parentheses; and mechanics: capitalization, spelling rules, the use of numerals, abbreviation rules.

COMM 223
Promotional Writing
3 Credits **Class 3** **Lab 0**
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 PACE
Technical Writing
3 Credits **Class 3** **Lab 0**
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
Grant and Proposal Writing
0.5-3 Credits **Class 0.5-3** **Lab 0**
Examination of strategies, resources and techniques for writing grant proposals, including locating funding sources, grant formats, grant writing style and processes to organize grant writing.

COMM 228 A
Grants and Proposal Writing: Overview
0.5-1 Credits **Class 0.5-1** **Lab 0**
Examination of strategies, resources and techniques for writing grant proposals, including locating funding sources, grant formats, grant writing style and processes to organize grant writing.

COMM 228 B
Grants and Proposal Writing: Applications
0.5-1 Credits **Class 0.5-1** **Lab 0**
Applications and examples for grant proposal writing. Practice and exchange of techniques of grant writing. May include the use of the participant's own organization as a model for proposal writing.

COMM 228 C
Grants and Proposal Writing: Project
0.5-1 Credits **Class 0.5-1** **Lab 0**
Development of a grant proposal or a strategic plan for extended grant seeking activities. Participants develop a project through research, interviews, data collection, community or work site investigation, or other development initiative.

COMM 290
Special Topics in Communications
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

COMM 291
Individual Study in Communications
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individualized basis with instructor permission.

COMM 292
Field Experience in Communications
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a facility through special arrangement with an instructor.

COMM 294
Communications Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

COMM 295
Seminar in Community Service
1-3 Credits **Class 1-3** **Lab 0**
Discussion of job-related concerns and assistance with practicum.

COMM 296
Practicum in Community Service
1 Credit **Class 0** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

COMM 297
Communications Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

CORR Courses Corrections

CORR 100
Human and Correctional Services Helping Professions
2 Credits **Class 2** **Lab 2**
Introduction to the field of corrections including an overview and history of both private and public, adult and juvenile corrections, community based correctional programs, probation, institutions and parole.

CORR 105
Adult Residential Services
4 Credits Class 3 Lab 4
Correctional institutions, their history, functions, sociology, programs and effectiveness. Emphasizes direct, practical observation and learning experiences through visitations, instructional materials and guest lectures.

CORR 106
Probation and Parole
3 Credits Class 3 Lab 2
Probation, parole and community based correction 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
Civil Law
3 Credits Class 2 Lab 3
Cases, statutory and constitutional law specifically applied to the field of corrections. Overview of the development of correctional law with an emphasis on general principles applied to cases in corrections. Includes study of landmark cases and their influence on correctional personnel, agencies and clientele. Prerequisite: CJ 100.

CORR 151
Unarmed Self-Defense
2 Credits Class 1 Lab 4
Unarmed self-defense tactics are studied and practiced to prepare the student for defensive maneuvers required in correctional work. The student receives the same training as provided by the Department of Rehabilitation and Correction in-service.

CORR 160
Group Work Techniques
3 Credits Class 2 Lab 3
Use of short term group procedures pertaining to change in criminal, addictive and abhorrent behavior. Problem solving and peer pressure techniques are learned. Emphasis on the change of cognitive distortions effecting behavior. Specific methods for working with sex offenders and other mal adaptive behavior problems are learned. Prerequisite: CORR 260.

CORR 161
Reality Therapy
3 Credits Class 3 Lab 2
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, the student comes to understand how to live a more effective life and how to help others to do the same.

CORR 162
Special Needs Clients
3 Credits Class 3 Lab 0
Provides a sensitivity to and better understanding of special needs clients. The needs of individuals with physical disabilities, mental retardation, learning disabilities and emotional problems will be reviewed along with effective ways of interfacing with and advocating for these clients. Prerequisite: PSYC 151.

CORR 163
Aging
3 Credits Class 3 Lab 2
Overview of the aging of America and its social, economic and political effects. Special attention will be given to servicing the elderly within existing criminal justice and human service systems. Prerequisite: PSYC 151.

CORR 216
Correctional Firearms
3 Credits Class 2 Lab 4
Introduction to modern correctional firearms. Topics include nomenclature; weapons care, proper use; restrictions and liability; transporting arms; and home/office safety procedures. Range practice of both the pistol and shotgun are included. Prerequisite: SEPS 205.

CORR 216 A
Correctional Officer Firearms/Handgun
0.25-5 Credits Class 0.25-5 Lab 0
Develops firearms skills necessary to function as a corrections officer in the State of Ohio. Includes firearms safety, nomenclature, shooting techniques and maintenance procedures. Prerequisite: Second year student in police science or human and correctional services.

CORR 216 B
Correctional Officer Firearms/Shotgun
0.25-5 Credits Class 0.25-5 Lab 0
Develops firearms/shotgun skills necessary to function as a corrections officer in the State of Ohio. Includes shotgun firearms safety, nomenclature, shooting techniques and maintenance procedures. Prerequisite: Second year student in police science or human and correctional services.

CORR 235
Client Documentation and Case Record
3 Credits Class 2 Lab 3
Practical experience in preparing the diverse forms, reports and logs that accompany correctional work. Emphasis on intake, home studies, presentence and investigative report writing and case recording. Routine shift logs, incident reports and risk assessment forms are also covered. Prerequisite: COMM 122.

CORR 250
Correctional Officer Training
5 Credits Class 3 Lab 8
Laws, policies, procedures and self-defense techniques used in a jail facility. Students will be certified upon completion of this program through the Ohio Peace Officer Training Council to work in jail facilities.

CORR 260
Interviewing Techniques
3 Credits **Class 2** **Lab 4**
Techniques of interviewing hostile and uncooperative clients are emphasized. Developing good attending skills and interpreting body language is emphasized. Introduces the use of audio and video equipment as a learning tool.

CORR 261
Approaches to Correctional Counseling
3 Credits **Class 2** **Lab 4**
A comparative study of counseling theories and techniques utilized in correctional and rehabilitation programs. Emphasis on the cognitive approach to behavior change. Development of eclectic personal style of dealing with the correctional client is encouraged. Prerequisite: CORR 260.

CORR 261 A
Incarcerated Juvenile Counseling
1-5 Credits **Class 1-5** **Lab 0**
A comparative study of major counseling theories as they relate to the incarcerated juvenile. 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
Counseling Techniques
3 Credits **Class 2** **Lab 4**
Development of an individualized approach to counseling. Fundamental counseling techniques and procedures are practiced within the framework of their approach in a variety of video lab simulations. Prerequisite: CORR 261.

CORR 265
Case Management
3 Credits **Class 3** **Lab 2**
Evaluation of adjudicated persons by probation, parole agencies and correctional institutions. Emphasizes accurate and objective reporting techniques and developing treatment plans for rehabilitation. Prerequisites: CORR 261 and CORR 262.

CORR 280
Current Topics in Corrections
0.25-5 Credits **Class .25-5** **Lab 0**
Current topics and issues as well as new development in the field of corrections are reviewed, studied and discussed.

CORR 290
Special Topics in Corrections
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

CORR 291
Individual Study in Corrections
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

CORR 292
Field Experience in Corrections
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a corrections facility through special arrangement with an instructor.

CORR 294
Corrections Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

CORR 296
Human and Correctional Services Practicum/Seminar
3-7 Credits **Class 2** **Lab 7-35**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

CORR 296 A
Human and Correctional Services Practicum/Seminar
3 Credits **Class 2** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. Prerequisites: Instructor permission and CORR 298.

CORR 296 B
Human and Correctional Services Practicum/Seminar
3 Credits **Class 2** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. Prerequisites: Instructor permission and CORR 298.

CORR 297
Corrections Observation Hour
0.5-3 Credits **Class 0.5-3** **Lab 8-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

CORR 298
Human and Correctional Services Practicum Orientation
1 Credit Class 1 Lab 2
Preparation for practicum including practicum requirements, personalized goals and objectives and job search skills.

CORR 299
Human and Correctional Services Field Placement
3-4 Credits **Class 2** **Lab 36-45**
An alternative to the practicum experience offered to the second year student. The student will be placed with and work in an agency at least half time (280 hours) during the quarter. The agency where the student is placed must be an agency within the student's career choice and be able to provide experience that supplements classroom experience. This is a special arrangement course offered at faculty discretion. Prerequisite: CORR 298.

CS Courses
Computer Science

CS 100
Program Analysis I
3 Credits **Class 3** **Lab 2**
Program logic using the flowchart as a tool to diagram the solution to a written problem. Includes programming terminology, hierarchy of evaluation for arithmetic assignment statements, decision making, counter and accumulator concepts, flowcharting given problems and evaluation of flowcharts.

CS 101
Program Analysis II
3 Credits **Class 3** **Lab 2**
Sequel to CS 100 with emphasis on program efficiency and economy. The flowchart is used as the primary tool to diagram problem solutions. Emphasizes structured design in flowcharting the solution to problems containing counters, accumulators, control breaks and arrays. Prerequisite: CS 100.

CS 110
Introduction to COBOL
5 Credits **Class 4** **Lab 5**
COBOL language (American National Standard, 1985) and its implementation in the business environment. Topics include the basic structure of a COBOL program, finding and correcting syntax errors, imperative, arithmetic and conditional statements, editing and truncation rules, performs, redefines, and techniques for management of single dimension arrays. Prerequisites: CS 100 and CS 120.

CS 111
Advanced COBOL
5 Credits **Class 4** **Lab 5**
Advanced programming techniques. Includes two and three dimensional arrays; sequential indexed and relative file processing; sorting techniques; subprograms; and modular design. Prerequisites: CS 101 and CS 110.

CS 120
Introduction to Data Processing
3 Credits **Class 3** **Lab 2**
Introduction to the college's computer system. Lecture and hands-on laboratory experience covers the main operating system commands, the on-line text editor and the file copier utility.

CS 125
Computer Numbering System
1 Credit **Class 1** **Lab 0**
Introduction to the principles of numbering systems. Includes binary, octal and hexadecimal conversions and arithmetic operations, byte organization, and ASCII and EBCDIC coding schemes.

CS 140
Job Control and Utilities
3 Credits **Class 3** **Lab 2**
Current computer operating system including accounting structure, the syntax and operation of system and console operator commands and available system utility programs. Prerequisite: CS 120.

CS 155
Applied Statistical Packages
3 Credits **Class 3** **Lab 2**
Computer statistical packages used to analyze classical decision theory (hypothesis testing) problems. Analysis of marketing information and questionnaire data are emphasized.

CS 170
Internet Introduction
1-3 Credits **Class 1-2** **Lab 0-3**
Discussion of internet history and development with research on current topics, issues, hardware and software development. An evaluation of client software available for internet access and the configuration of clients for TCP/IP.

CS 171
Hypertext Markup Language
1-3 Credits **Class 1-3** **Lab 3**
Hypertext Markup Language and the creation of HTML documents. Students will evaluate and use a variety of authoring tools to prepare HTML documents for use on the World Wide Web. Documents will use various types of hypertext links including internal, local and remote links.

CS 200
Introduction to Networking
3 Credits **Class 3** **Lab 2**
Concepts and components involved in networking computers for hardware and software resource sharing. Prerequisite: MICS 112.

CS 201
Advanced Networking
4 Credits **Class 3** **Lab 3**
Network communication equipment and software, data transmission, topologies and protocols. Focuses on managerial aspects of network administration using practical application. Prerequisite: CS 200.

CS 210
Programming in C
3 Credits **Class 2** **Lab 4**
Assembly language C including basic elements of the C programming language which include program elements, program structure, functions and function structure, input and output operations, control statements, data types and declarations, and arithmetic operators and expressions. Prerequisites: CS 101 and MICS 110.

CS 214
Applications in Information Technology
3 Credits Class 2 Lab 4
Capstone course for the computer science technology. Working in small groups, students design, produce and document a complete system to fulfill an institutional request in the area of information technology. The project may involve aspects of networking and/or programming in 4 GL or COBOL using database and forms management. Prerequisites: CS 201, CS 240, CS 271 and CS 275.

CS 220
Programming in RPG
4 Credits Class 3 Lab 3
Principles, logic and coding formats of the RPG II (Report Program Generator II) computer programming language. Writing RPG II programs using sequential and indexed sequential files, tables and arrays. Includes using the external sort utility, XSORT, to perform file maintenance and to produce a variety of reports. Prerequisite: CS 100.

CS 240
Database Management
3 Credits Class 3 Lab 2
Structure, function and use of database processing and management. Students create and access a typical business database using the current database management software, Turbo Image and application programming COBOL. Prerequisite: CS 111.

CS 250
Basic Assembler Language
3 Credits Class 3 Lab 2
Principles of programming in 360/370 ASSEMBLER language. Topics covered include machine code, instruction execution, addressing techniques and various formats of data representation. Computer programming projects are assigned to illustrate programming techniques of the machine language using an IBM 370. Prerequisite: CS 125.

CS 270
Technical Manuals Usage
2 Credits Class 2 Lab 1
Experience in reading and interpreting technical manuals. Prerequisite: CS 110.

CS 271
Forms Management Systems
2 Credits Class 2 Lab 2
Design, implementation and control of electronic forms for data entry and retrieval through a stand-alone data entry program and programmatically through applications programs written in COBOL. Instruction also in VPLUS, a comprehensive software system for HP computer systems. Prerequisite: CS 111.

CS 275
Fourth Generation Language and Prototyping
3 Credits Class 3 Lab 2
Structure and use of a fourth generation computer language to design and implement information systems through prototyping. The student creates, maintains and designs data dictionaries, data entry and retrieval screens, report generators and transaction processing techniques. The software system used is Powerhouse. Prerequisites: CS 111 and CS 240.

CS 280
Mainframe Applications
0.25-3 Credits Class 0.25 -3 Lab 0.25-3
Hands-on training introducing current and popular business programming languages. Participants design and manage business application programs which illustrate commonly used techniques in a mainframe environment. Prerequisite: CS 201.

CS 289
Introduction to Computer Science Cooperative Work Experience
1 Credit Class 1 Lab 0
Preparation for cooperative work experience. A series of presentations, discussions, guest speakers in which the student learns about co-op requirements and engages in a process of self assessment. Develop personalized goals and objectives.

CS 290
Special Topics in Computer Science
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

CS 291
Individual Study in Computer Science
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

CS 292
Field Experience in Computer Science
1-4 Credits Class 0 Lab 12-48
On-the-job training in a computer science facility through special arrangement with an instructor.

CS 294
Computer Science Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience 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.

CS 296
Computer Science Practicum/Seminar
2 Credits Class 1 Lab 7
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

CS 297
Computer Science Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

CS 298
Computer Science Internship
3-6 Credits **Class 0** **Lab 20-40**
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor.

CS 299
Computer Science Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

CULA Courses
Culinary Arts

CULA 100
Overview of Culinary Arts in Institutions
3 Credits **Class 3** **Lab 0**
Overview of the field of culinary arts. Topics include history of food service, safety and sanitation, equipment identification and usage, cooking methods, recipes, menus and presentation of food products.

CULA 101
Introduction to Culinary Arts
2 Credits **Class 2** **Lab 1**
Introduction to the field of culinary arts includes study of culinary history, the role of the chef, kitchen organization, tools and equipment, cooking methods, and basic knife handling and sharpening skills.

CULA 105
Pastries and Desserts
3 Credits **Class 2** **Lab 3**
Preparation of Danish pastries, croissants, puff pastry, choux paste and tortes. Includes introduction to marzipan, gum paste, chocolate molding and pulled sugar. Prerequisite: HRCA 115.

CULA 106
Meat, Poultry and Seafood Procedures
3 Credits **Class 2** **Lab 3**
Meats, poultry and seafood used by the food service industry. Includes identification, grading, yield and portion control. The student participates in cutting various products. Prerequisites: CULA 101, HRCA 111 and HRCA 112.

CULA 107
Basic Garde Manger
3 Credits **Class 2** **Lab 3**
Creation of buffet table arrangements and displays using cold food materials with emphasis on the use of tools, ice, vegetables, butter and fruit in the preparation. Prerequisite: HRCA 112.

CULA 107 A
Hors d'Oeuvres
1 Credit **Class 1** **Lab 0**
Theory and practical application of this diverse area of culinary arts. Students will experience hands on learning, lecture and research.

CULA 108
Advanced Garde Manger
3 Credits **Class 2** **Lab 3**
Production of various forced meat products, marinades and brines. Includes procedures for curing and smoking products and working with aspic and chaud froid. Prerequisite: CULA 107.

CULA 110
Outdoor Cookery and Indigenous Foods
3 Credits **Class 2** **Lab 3**
Introduction to outdoor cookery including environmentally correct camp cookery practices. Indigenous regional foods are researched and discussed.

CULA 130
Introduction to the Baking Industry
2 Credits **Class 2** **Lab 0**
Baking history, terminology and organization. Includes study of heat transfer, baking procedures, tools and equipment. Baking careers and professional organizations are also presented.

CULA 131
Baking Technology
3 Credits **Class 2** **Lab 3**
The science of baking with a concentration on food nutrition and food chemistry. Develops a basic understanding of baking concepts such as gluten development and the use of leavening agents. Prerequisites: CULA 130 and HRCA 115.

CULA 132
Baking Lab I
5 Credits **Class 1** **Lab 12**
Introduces the commercial bakeshop and provides hands-on experience for the beginning baker. Each student is required to complete 132 hours of production in the Ramada Inn kitchen. Prerequisites: CULA 130 and HRCA 115.

CULA 133
Baking Lab II
5 Credits **Class 1** **Lab 12**
Supervision, production, organization and advanced baking techniques. Students will log a total of 132 hours in a baking facility and one hour weekly with the instructor for orientation. Prerequisite: CULA 132.

CULA 134
Baking Lab III
5 Credits **Class 1** **Lab 12**
Students will log a total of 132 hours of high volume production baking in a baking facility. Students will meet weekly with instructor for one hour of orientation. Prerequisite: CULA 133.

CULA 136
Yeast Dough Production
3 Credits **Class 2** **Lab 3**
Concentration on yeast fermentation, retarding and gluten development. The student will produce a wide variety of yeast dough and yeast products.

CULA 137
Cake Production
3 Credits **Class 2** **Lab 3**
Baking and decorating various types of cakes and tortes. Provides hands-on baking and advanced decorating techniques for all occasions.

CULA 138
Classical Pastries
3 Credits **Class 2** **Lab 3**
Introduction to classical pastries and sugarwork including puff pastry products, choux paste products and classical desserts, advanced decorating techniques and edible display pieces. Prerequisites: CULA 130 and HRCA 115.

CULA 138 A
Classical Pastries
1 Credit **Class 1** **Lab 0**
Introduction to classical pastries and sugarwork including puff pastry products, choux paste products and classical desserts, advanced decorating techniques and edible display pieces.

CULA 139
Cookie Development
3 Credits **Class 2** **Lab 3**
Techniques of producing a variety of cookies stressing ingredients and their functions. Hands-on experience baking and decorating cookies.

CULA 150
Nutrition in Community Food Service Operations
3 Credits **Class 3** **Lab 0**
Elements of hospitality menu design incorporating current nutritional guidelines.

CULA 201
Culinary Arts Lab I
6 Credits **Class 1** **Lab 15**
Introduction to the kitchen environment through on-the-job training in various kitchen positions at the Ramada Inn. Hours include weekends, evenings, days and holidays.

CULA 212
Culinary Arts Lab II
6 Credits **Class 1** **Lab 15**
Assignment of specific work duties at the Ramada Inn for an average of 20 hours per week. During the quarter, students are instructed in and will perform basic tasks associated with kitchen and dining room operations. Work days include morning, afternoons, evenings, weekends and holidays. Prerequisite: CULA 201.

CULA 213
Culinary Arts Lab III
6 Credits **Class 1** **Lab 15**
Scheduled for an average 20 hours per week at the Ramada Inn, the student assumes a leadership role in all areas of the kitchen with an emphasis on supervisory techniques. Hours include weekends, mornings, nights and holidays. Prerequisite: CULA 212.

CULA 217
Classical and International Cuisine
3 Credits **Class 2** **Lab 3**
An opportunity for the student skilled in cookery to expand knowledge of food preparation into the area of world respected traditional dishes. Includes conventional methods of preparation for gourmet recipes and convenience foods. Prerequisites: CULA 101, CULA 106, HRCA 111 and HRCA 112.

CULA 217 A
Italian Cookery
1 Credit **Class 1** **Lab 1**
Expand your knowledge and learn world respected traditional dishes prepared in gourmet fashion. Savor the flavor of Italian cookery.

CULA 217 B
Greek Cookery
1 Credit **Class 1** **Lab 1**
Expand your knowledge and learn world respected traditional dishes prepared in gourmet fashion. Savor the flavor of Greek cookery.

CULA 217 C
French Cookery
1 Credit **Class 1** **Lab 1**
Expand your knowledge and learn world respected traditional dishes prepared in gourmet fashion. Savor the flavor of French cookery.

CULA 218
American Regional Cuisine
3 Credits **Class 2** **Lab 3**
Introduction to American cuisines with an emphasis on volume food production of American regional cuisines through plating, garnishing and time management. Cuisines are studied, and menus are planned, prepared and served. Prerequisites: CULA 101, HRCA 111 and HRCA 112.

CULA 218 A
Spicy Southern Foods
1 Credit **Class 1** **Lab 1**
Spicy foods from the southwest, creative cajun cooking and Caribbean food. Wild game will be featured from the Southwest Region.

CULA 218 B
Comfort Foods
1 Credit **Class 1** **Lab 1**
Traditional methods of cooking with an emphasis on making meat and potatoes lighter and more interesting.

CULA 218 C
Lean Cuisine
1 Credit **Class 1** **Lab 1**
The west coast has been the major motivator in the areas of low calorie foods while creating new methods to reserve flavor.This class will discuss the oriental influence of this region and the influence of the wealth of seafood available.Wines which are a major influence on the food of the region will be covered.

CULA 228
Delicatessen Operations
2 Credits **Class 2** **Lab 0**
Delicatessen operations including deli foods, products and materials, display case setup, gift baskets, organization and management.

CULA 229
Culinary Arts Salon
2 Credits **Class 2** **Lab 1**
Preparation for the challenges of hot and cold culinary salons. Show pieces, buffet setup, materials and equipment flow, and team organization.

CULA 262
Candy and Confections
3 Credits **Class 2** **Lab 3**
Candy making techniques with an emphasis on chocolate molding, dipping and enrobing, hard candies, marzipan work and specialty desserts.

CULA 263
Bakeshop Operations
2 Credits **Class 2** **Lab 0**
Development, management and organization of wholesale, retail and in-house bake and pastry shops.

CULA 270
Catering
2 Credits **Class 2-3** **Lab 1**
Review and discussion of special equipment and laws regarding the movement and serving of food. Includes planning an off premise catering function and determining the profitability of the function.

CULA 281
Food Lab I
3 Credits **Class 2** **Lab 3**
The student, assigned to specific work groups in an institutional setting of Hocking College, practices basic techniques of food preparation, sanitation and dining room operation.The development of behaviors which demonstrate cooperative work habits are emphasized.

CULA 282
Food Lab II
3 Credits **Class 2** **Lab 3**
The student, assigned to specific work groups in an institutional setting of Hocking College, practices techniques of food preparation, sanitation, plate and multiple course presentation and dining room operation. Emphasis is placed on the behavior which demonstrates cooperative work habits and food production techniques.

CULA 283
Food Lab III
3 Credits **Class 2** **Lab 3**
The student, assigned to specific work groups in an institutional setting of Hocking College, practices advanced food preparation skills, kitchen and dining room management skills, advanced table service, sanitation and critical analysis of operation efficiency.

CULA 284
Food Lab IV
3 Credits **Class 2** **Lab 3**
Food preparation lab experience in an institutional setting.

CULA 285
Food Lab V
3 Credits **Class 2** **Lab 3**
Food preparation lab experience in an institutional setting.

CULA 286
Food Lab VI
3 Credits **Class 2** **Lab 3**
Food preparation lab experience in an institutional setting.

CULA 290
Special Topics in Culinary Arts
1-5 Credits **Class 1-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

CULA 291
Individual Study in Culinary Arts
0.25-5 Credits **Class 0.25-5** **Lab 0**
Individual study or research.Topics are arranged with instructor permission on an individual basis.

CULA 292
Field Experience in Culinary Arts
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a culinary arts facility through special arrangement with an instructor.

CULA 293
Culinary Arts Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

CULA 294
Culinary Arts Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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 296
Culinary Arts Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

CULA 297
Culinary Arts Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

CULA 298
Culinary Arts Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

CULA 299
Culinary Arts Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives, and evaluation.

DD Courses
Drafting and Design

DD 100
Blueprint Reading
0.5-3 Credits **Class 0.5-3** **Lab 0**
Reading and comprehension of blueprints ranging from simple to complex machine parts and/or simple to complex architectural structures.

DD 101 PACE
Engineering Drawing I
3 Credits **Class 1** **Lab 5**
Provides a basic understanding and interpretation of the language of drawing for the beginning engineering student. Includes an introduction to the language of drawing, use and care of drafting instruments, lettering, geometric construction, sketching, multiview drawing and dimensioning.

DD 102 PACE
Engineering Drawing II
3 Credits **Class 1** **Lab 5**
Intermediate drafting concepts including sectioning, auxiliary views, parallel line pictorial drawings, working drawings and piping drawings. Prerequisite: DD 101.

DD 103 PACE
Engineering Drawing III
3 Credits **Class 1** **Lab 5**
Specialized mechanical drafting concepts and detailing. Includes sheet metal layouts, gearing, cam calculations and specification, threads, fasteners, springs, introductory geometric tolerancing and true positioning, and presentation graphics. Prerequisite: DD 102.

DD 104 PACE
Introduction to AutoCAD
1 Credit **Class 1** **Lab 1**
Introduction to personal computer based drafting. Explanation of computer drawing and computer drawing applications. Includes an overview of MS-DOS, highlighting the common features used in AutoCAD.

DD 105 PACE
AutoCAD Applications
2 Credits **Class 1** **Lab 3**
Utilization of drafting software including commands and techniques necessary to complete orthographic mechanical drawings. Prerequisite: DD 101.

DD 106
AutoCAD for GIS
3 Credits **Class 2** **Lab 3**
Introductory course in AutoCAD tailored specifically for skills needed in GIS operations.

DD 110
Discover Drafting
1 Credit **Class 1** **Lab 0**
Exploration of careers within the field of drafting including salaries and geographic locations of major employers.

DD 115 PACE
AutoCAD Concepts I
2 Credits **Class 1** **Lab 3**
A computer based orthographic drawing course. Includes standard procedures for layout, design and execution of industrial design drawings while learning basic and intermediate skills necessary to manipulate the personal computer based drafting program, AutoCAD. Prerequisites: DD 101 and DD 203.

DD 200 PACE
Architecture Drafting I: Detailing
3 Credits **Class 1** **Lab 7**
Terms, symbols and details of an architectural set of working drawings as applied to the design of residential buildings. Prerequisite: DD 102.

DD 201 PACE
Architecture Drafting II: Residential
3 Credits **Class 1** **Lab 5**
Terms, symbols, details and codes of an architectural set of working drawings as applied to the design of commercial buildings. Prerequisite: DD 200.

DD 202 PACE
Advanced Drafting/CAD
3 Credits **Class 2** **Lab 4**
Technical drafting representation as applied to industrial products and process. Computer aided and traditional drafting used in the study of advanced dimensioning practices, tolerancing, design drawings, working drawings and welding drawings. Prerequisite: DD 103.

DD 203 **PACE**
Electrical Drawing
4 Credits **Class 2** **Lab 5**
Electrical drawing standards, graphic symbols, diagram layouts and part identification through construction of schematic drawings, block diagrams and printed circuit board layout.

DD 204 **PACE**
Descriptive Geometry
3 Credits **Class 2** **Lab 4**
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. Prerequisite: DD 103.

DD 205 **PACE**
Die Design
3 Credits **Class 2** **Lab 4**
Introduction to the design and detailing of typical industrial die sets. Topics include die calculation, blanking dies, piercing dies and bending dies. Prerequisite: DD 202.

DD 206
Graphics
4 Credits **Class 3** **Lab 3**
Further investigation of the computer aided drafting software AutoCAD. Advanced procedures and techniques used to automate and customize drafting on the computer. Prerequisites: DD 101 and DD 102.

DD 207 **PACE**
Electronic Drawing
3 Credits **Class 2** **Lab 4**
Non-major course introducing drafting concepts and procedures as related to the production of various types of drawings used in electronic technologies. Topics include electrical drawing standards, electronic symbology, diagram layouts and parts identification.

DD 208 **PACE**
Introduction to CAD
1 Credit **Class 1** **Lab 1**
Basic concepts of computer aided drafting. Includes discussion and operation of personal computer based CAD systems.

DD 210
Geometric Tolerancing and Dimensioning
2 Credits **Class 2** **Lab 0**
Methods of indicating geometric tolerances by means of geometric characteristic symbols are discussed and applied to specific situations. Prerequisites: DD 103 and DD 203.

DD 215
AutoCAD Concepts II
3 Credits **Class 2** **Lab 4**
Methods and procedures for automating repetitive CAD functions and manipulating the personal computer based drafting program, AutoCAD, to increase productivity. Prerequisite: DD 115.

DD 290
Special Topics in Drafting and Design
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

DD 291
Individual Study in Drafting and Design
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged with instructor permission on an individual basis.

DD 292
Field Experience in Drafting and Design
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a drafting and design facility through special arrangement with an instructor.

DD 294
Drafting Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

DD 296
Drafting Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

DD 297
Observation Hour in Drafting
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

DD 298
Drafting Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

DD 299
Drafting Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

DT Courses
Dietetic

DT 100 **PACE**
Survey of Dietetics
2 Credits **Class 2** **Lab 0**
Survey of the dietetics profession and the educational requirements and responsibilities of dietary managers, technicians and registered dietitians in a variety of health care facilities and professional levels.

DT 101
Dietetic Directed Practice I
2 Credits **Class 1** **Lab 7**
Provides opportunities for the student to practice material taught in course work offered during the first quarter. Concurrent with DT 102, HRCA 110, MATH 201 and COMM 122. Prerequisite: OAT 180.

DT 102 **PACE**
Basic Nutrition
5 Credits **Class 5** **Lab 0**
Effect of nutritional status on health, detailing specific nutrient requirements of adults to maintain good health. Topics include nutrient sources and functions, energy needs, digestion and metabolism, food guide pyramid, dietary guidelines, provision of good nutrition to low income families, food and nutrition misconceptions and food labeling laws.

DT 103
Food Preparation Principles
3 Credits **Class 2** **Lab 4**
Principles of food preparation of eggs and dairy products, breads, fruits, vegetables, soups and sauces, meat, poultry and fish. Emphasis on proper techniques to prepare palatable foods while retaining nutritional value.

DT 104
Food Preparation Principles for the Child
2 Credits **Class 1** **Lab 3**
Food preparation principles appropriate for infants and children. Topics include food safety, food sanitation, food borne illness, applications of menu planning and preparation techniques.

DT 106
Food Production Management
3 Credits **Class 3** **Lab 0**
Planning, organizing, controlling and evaluating a food service operation in a health care institution. Topics include recipe standardization, portion control, inventory control, production scheduling, equipment use and maintenance, food service methods and quality assurance.

DT 110 **PACE**
Applied Nutrition
3 Credits **Class 3** **Lab 0**
Description of the particular nutritional concerns of people throughout the lifespan: pregnancy, childhood, adolescence, maturity, dental health, physical exercise, weight maintenance and the interpretation of nutrition information and diet fads. Prerequisite: DT 102.

DT 110 A **PACE**
Maternal and Infant Nutrition
1 Credit **Class 1** **Lab 0**
Nutritional needs during growth such as pregnancy, lactation, infancy and childhood. Includes menu planning for such individuals as well as special needs of each population group. Prerequisite: DT 102 or NT 103.

DT 110 B **PACE**
Adult Nutrition
1 Credit **Class 1** **Lab 0**
Nutritional needs of the adult and elderly. Weight control theories and interventions are also addressed. Prerequisite: DT 102 or NT 103.

DT 110 C **PACE**
Nutrition and Lifestyles
1 Credit **Class 1** **Lab 0**
Discussion of sports nutrition, vegetarianism and food quackery. Includes menu planning for special needs of athletes and vegetarians. Prerequisites: DT 102 and NT 103.

DT 111
Dietetic Directed Practice II
2 Credits **Class 1** **Lab 7**
Practice of material taught in course work offered during the second quarter. Assignment to a hospital or long term care facility one day per week and meets with an instructor once a week. Assignments include diet histories, food production and office procedures. Concurrent with DT 103, DT 106, DT 120, HC 100 and coordinator permission. Prerequisites: DT 101, DT 102 and HRCA 110.

DT 119
Food Purchasing for Health Care Institutions
3 Credits **Class 3** **Lab 0**
Food purchasing function of a health care institution. Government regulations and controls, development and use of forms to aid in the purchasing operation, writing specifications to insure standards in 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.

DT 120 **PACE**
Normal and Modified Menu Planning
3 Credits **Class 3** **Lab 0**
Individual and institutional menu planning. Practice in using the diet manual to plan basic modified diets for persons in health care facilities including modifications of sodium, diabetic, fiber, bland, protein, fat and liquid diets. Prerequisite: DT 102.

DT 121
Dietetic Directed Practice III
2 Credits **Class 1** **Lab 7**
An opportunity to practice material taught in the course work offered during the third quarter. Concurrent with DT 119, DT 122 and HC 101. Prerequisite: DT 111.

DT 122
Supervision in Dietetics
3 Credits **Class 3** **Lab 0**
Leadership and supervision characteristics of people who supervise employees in a dietary department. Employee needs, leadership characteristics and styles, motivation, direction and control, dealing with personnel problems, interviewing, training, counseling and evaluating employees and effective communication at work.

DT 200 **PACE**
Diet Therapy I
3 Credits **Class 3** **Lab 0**
Nutritional intervention used in diseases of the endocrine, cardiovascular and renal systems. Concurrent with HC 110. Prerequisites: DT 110 and DT 120.

DT 202 **PACE**
Nutrition Care Process
3 Credit **Class 3** **Lab 0**
Assessment, planning, implementation, evaluation and documentation responsibilities of the dietetic technician. Nutrition care process is reviewed including charting, nutrition care plans, diet histories and the clinical, biochemical and anthropometric indices of nutritional status. Concurrent with DT 200, HC 110. Prerequisite: DT 110.

DT 205
Dietetic Directed Practice IV
2 Credits **Class 1** **Lab 7**
Practice of nutrition care procedures and food service management principles in health care settings. Work with patients who require therapeutic management of endocrine, cardiovascular or renal disease through diet modification. Includes purchasing, tray line supervision, cleaning and sanitizing procedures, quality assurance and developing a product information file. Concurrent with DT 200, DT 202, MICS 110 or MICS 200. Prerequisites: DT 121 and coordinator permission.

DT 210 **PACE**
Diet Therapy II
3 Credits **Class 3** **Lab 0**
Nutritional intervention used in febrile illness, diseases of the gastrointestinal, musculoskeletal and biliary systems, surgical and stressed patients, neoplastic diseases, allergies, food medication interactions and childhood illnesses. Concurrent with DT 212, HC 110 or HC 120. Prerequisite: DT 200.

DT 212 **PACE**
Nutrition Education Methods
2 Credits **Class 2** **Lab 0**
Development of skills in the teaching/learning process in nutrition education with individuals and groups. The student develops and uses lesson plans, teaching materials and audiovisual aids in nutrition education. Corequisite: DT 210. Prerequisites: DT 110 and DT 200.

DT 215
Dietetic Directed Practice V
2 Credits **Class 1** **Lab 7**
Practice of nutrition care procedures and food service management in a health care setting. The student works with patients who require dietary management of gastrointestinal, biliary, and neoplastic diseases, with surgical patients, and with patients who are physically stressed and require nutrition supplementation. Assignments also include employee training and evaluation, safety engineering and training, and planning production schedules. Concurrent with DT 212 and HC 120. Prerequisites: DT 205, DT 210, DT 230 and coordinator permission.

DT 220
Current Topics in Dietetics
2 Credits **Class 2** **Lab 0**
An opportunity to explore topics of professional interest in greater depth and to present nutrition literature findings. Prerequisites: DT 200 and DT 210.

DT 225
Dietetic Directed Practice VI
3 Credits **Class 1** **Lab 11**
Practice of nutrition care in the hospital dietary department, community nutrition education program, school food service and in long term care facilities. The student assesses dietary habits and nutritional needs, writes care plans, performs dietary department activities, evaluates modified recipes and instructs patients as assigned. Concurrent with DT 220 and HC 106. Prerequisites: DT 215 and coordinator permission.

DT 230
Management of Quantity Food Systems
3 Credits **Class 3** **Lab 0**
Overview of institutional food services. Management organization, menu planning, material control, personnel methods, equipment and facilities are discussed from an institutional perspective. Prerequisites: DT 120 and DT 122.

DT 290
Special Topics in Dietetics
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

DT 291
Individual Study in Dietetics
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

DT 292
Field Experience in Dietetics
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a dietetics facility through special arrangement with an instructor.

DT 293
Dietetic Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

DT 294
Dietetic Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

DT 296
Dietetic Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

DT 297
Dietetic Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

DT 298
Dietetic Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

DT 299
Dietetic Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives, and evaluation.

ECO Courses Ecotourism

ECO 100
Introduction to Ecotourism
4 Credits **Class 2** **Lab 6**
Overview of environmental tourism including the complexities of having tourists in protected resources. Visitors, resources, impacts on local communities, sustainable development, hospitality and eco ethics are studied.

ECO 110
Ecotourism Lab A
2 Credits **Class 0** **Lab 6**
Following successful completion of the first quarter, eco-tour lab in the form of a field trip will be taken each quarter. These are experiential courses which help to illustrate the quarter's academic and lab experiences. These trips are taken to eco-tour or eco-resort sites which are considered as providing eco/environmental experiences. A critique case study format is employed in these programs.

ECO 120
Ecotourism Lab B
2 Credits **Class 0** **Lab 6**
Following successful completion of the first quarter, eco-tour lab in the form of a field trip will be taken each quarter. These are experiential courses which help to illustrate the quarter's academic and lab experiences. These trips are taken to eco-tour or eco-resort sites which are considered as providing eco/environmental experiences. A critiqued case study format is employed in these programs.

ECO 200
Visitor Safety and Security
2 Credits **Class 2** **Lab 1**
Methods of providing security in eco-lodges, cabins, protected natural/cultural areas and outdoor study sites. Electronics, landscaping, barriers and anti-vandalism techniques are reviewed.

ECO 210
Eco Ethics
3 Credits **Class 3** **Lab 0**
Ethics as it pertains to the field of ecotourism with a focus on responsible travel and visitation to enjoy and appreciate protected natural and cultural areas while providing for socio-economic involvement of local populations. The role of the planners, developers and managers as those responsible for creating and managing sustainable and environmentally sensitive facilities is emphasized.

ECO 220
Marketing in Ecotourism
3 Credits **Class 2** **Lab 3**
Basic knowledge and practical experience to enable the student to develop strategic marketing plans for all phases of eco-tours, eco-facilities and broader aspects of ecotourism.

ECO 230
Ecotourism Lab C
2 Credits **Class 0** **Lab 6**
Following successful completion of the first quarter, eco-tour lab in the form of a field trip will be taken each quarter. These are experiential courses which help to illustrate the quarter's academic and lab experiences. These trips are taken to eco-tour or eco-resort sites which are considered as providing eco/environmental experiences. A critiqued case study format is employed in these programs.

ECO 240
Ecotourism Lab D
2 Credits **Class 0** **Lab 6**
Following successful completion of the first quarter, eco-tour lab in the form of a field trip will be taken each quarter. These are experiential courses which help to illustrate the quarter's academic and lab experiences. These trips are taken to eco-tour or eco-resort sites which are considered as providing eco/environmental experiences. A critiqued case study format is employed in these programs.

ECO 250
Ecotourism Lab E
2 Credits **Class 0** **Lab 6**
Following successful completion of the first quarter, eco-tour lab in the form of a field trip will be taken each quarter. These are experiential courses which help to illustrate the quarter's academic and lab experiences. These trips are taken to eco-tour or eco-resort sites which are considered as providing eco/environmental experiences. A critiqued case study format is employed in these programs.

ECO 292
Field Experience in Ecotourism
3 Credits **Class 0** **Lab 36**
This required course allows the participants to select the area of concentration (natural resources, ecotourism, hotel/restaurant management) for field of study.This course usually occurs in the summer and is taken regionally or internationally.As with the eco-tour lab it is intended to provide an in depth focus of an eco-tour site. Prerequisite: first year technical courses.

ECON Courses Economics

ECON 140
Principles of Microeconomics
4 Credits **Class 4** **Lab 0**
Introduction to 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.

ECON 240
Principles of Macroeconomics
4 Credits **Class 4** **Lab 0**
Study of economics in terms of whole systems and the interrelationship among sectors of the economy.

ECON 290
Special Topics in Economics
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

ECON 291
Individual Study in Economics
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

EE Courses Electronic

EE 101
DC Circuits
4 Credits **Class 3** **Lab 3**
The study of electronic fundamentals. Begins with an introduction to direct current circuits and the three fundamental quantities of electronics (current, voltage and resistance). Ohm's and Watt's laws will be applied to series, parallel and series-parallel circuits. Students will learn to test and troubleshoot components and circuits. Labs emphasize practical application of the DC circuit theory.

EE 102
AC Circuits
4 Credits **Class 3** **Lab 3**
Ohm's and Watt's laws as applied to alternating current circuits. The characteristics of inductors, transformers, capacitors and the circuits they comprise will be examined. Labs emphasize practical application of the AC circuit theory. Prerequisite: EE 101.

EE 109
Semiconductor Devices I
4 Credits **Class 3** **Lab 3**
Study of electronic fundamentals. Covers series and parallel resonant circuits, low pass, high pass, band pass, band stop filters, diode rectification, power supply filtering, transistor fundamentals, power amplifiers and common amplifier configurations. Prerequisite: EE 102.

EE 115
Semiconductor Devices II
4 Credits **Class 3** **Lab 3**
Operation and application of field effect transistors and thrustors, amplifier operation and configurations, oscillators and wave shaping circuits, and schematic interpretation including DC biasing and signal flow. Lab will utilize Lab-Volt and Digicomm equipment in addition to circuit construction with individual components. Prerequisite: EE 109.

EE 119
Electronic Communication I
3 Credits **Class 2** **Lab 3**
Introduction to electronic communications. Basic operation of the telephone, a central office, private branched exchanges, mobile communications and cellular telephones, transmission line theory, radio and television systems. Introduction to audio and video tape recorders, color television cameras and monitors. Laboratory exercises will use Lab Volt and Digicomm equipment.

EE 120
Electronic Communication II
3 Credits **Class 2** **Lab 3**
Digital communication systems and techniques. Includes analog and digital pulse modulation procedures, frequency and time division multiplexing and data communications to the public telephone network. Laboratory exercises use the digital Lab Volt and Digicomm modulation trainer equipment. Prerequisite: EE 119.

EE 123
Electronic Applications
2 Credits **Class 1** **Lab 3**
Use of solid state devices in practical applications by applying knowledge gained during lecture to perform experiments relating to the current class topic.As a practical test each student will assemble, test and demonstrate a line tracer robot. Prerequisite: EE 109.

EE 150
Technical Basis for Broadcast I
4 Credits **Class 3** **Lab 3**
Electronics for Broadcast Engineering and Production students. Includes the concepts of AC and DC electronics, Ohm's Law, series and parallel circuit combinations, inductors and transformers, capacitators and an introduction to semiconductors and amplifiers.

EE 151
Technical Basis for Broadcast II
4 Credits **Class 3** **Lab 3**
Electronics for Broadcast Engineering and Production students. Includes radio frequency principles, antennas, vacuum tube devices, sound and acoustic transducers, basic audio equipment, analog tape recording machines, radio transmitters and modulation processes, and receiver designs. Prerequisite: EE 150

EE 152
Technical Basis for Broadcast III
4 Credits **Class 3** **Lab 3**
Electronics for Broadcast Engineering and Production students. Includes television standards, color cameras, video monitoring and processing, video tape recorders, video editing equipment, TV transmission systems, digital technology and cable TV and satellite communications. Prerequisite: EE 151

EE 225
Industrial Electronics I
3 Credits **Class 2** **Lab 3**
Electronic equipment, circuits and technologies used by industry for machine control. Includes visits to manufacturing facilities for observation of electronic equipment in an industrial setting. The student will build, test and troubleshoot industrial control circuits using sensors, motors and relays. Prerequisite: EE 115.

EE 226
Electronic Certification
2 Credits **Class 1** **Lab 3**
Preparation for the Certified Electronics Technician test from ISCET. Includes a review of fundamental electronic principles, math, AC and DC circuits, transistors, troubleshooting and repair techniques. The student is not required to take the CET exam at the end of the course. Prerequisite: EE 115.

EE 227
Current Topics and Technologies
0.25-5 Credits **Class 0.25-5** **Lab 0**
Concepts relevant to the field of electronics through the exposure to state-of-the-art electronic equipment and technology.

EE 228
Industrial Electronics II
3 Credits **Class 2** **Lab 3**
Industrial electrical and electronic control circuits including interfacing electronic and high power circuits, control logic and fundamental concepts of programmable logic controllers. Prerequisite: EE 225.

EE 230
Linear IC's
4 Credits **Class 3** **Lab 3**
Application of operational amplifiers, comparators, phase locked loops, voltage regulators and other linear integrated circuits. Linear and switching power supplies are also discussed. Prerequisite: EE 115.

EE 240
Computers for Electronic Technicians I
4 Credits **Class 3** **Lab 3**
In-depth course on personal computers and local area networks. The Apple Macintosh and IBM PC and compatibles will be the focal point. Begins with an overall view of the computer hardware. Students will use each system's operating system to control start up and operation of the computer. Several types of PC LAN's will be discussed and demonstrated.

EE 241
Computers for Electronic Technicians II
4 Credits **Class 3** **Lab 3**
Troubleshooting and repairing computers and peripherals using appropriate diagnostic software. The student will install and use utility software and install hardware upgrades. The student will learn to select computer hardware and software to fit the needs of industry and consumers. Prerequisite: EE 240.

EE 262
Digital Logic II
3 Credits **Class 2** **Lab 3**
Flip-flops, one shots, asynchronous counters, synchronous counters, IC up/down counters and troubleshooting techniques. The student builds digital circuits using both digital IC's and a digital logic trainer. Prerequisite: EGR 209.

EE 289
Introduction to Electronic Cooperative
1 Credit **Class 1** **Lab 0**
Preparation for cooperative work experience. A series of presentations, discussions, guest speakers in which the student learns about co-op requirements and engages in a process of self assessment. Develop personalized goals and objectives.

EE 290
Special Topics in Electronics
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

EE 291
Individual Study in Electronics
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

EE 292
Field Experience in Electronics
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in an electronics facility through special arrangement with an instructor.

EE 294
Electronics Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- and off-campus paid work experience 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.

EE 296
Electronics Practicum/Seminar
3 Credits **Class 2** **Lab 8**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

EE 297
Observation Hour in Electronics
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

EE 298
Electronics Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

EE 299
Electronics Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

EGR Courses Engineering

EGR 102 PACE
Physics M
3 Credits **Class 3** **Lab 2**
Introduction to physics for engineering technologies. Covers the study of forces, Newton's laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids. Prerequisite: MATH 201.

EGR 103 PACE
Physics HLS
3 Credits **Class 3** **Lab 2**
Heat transfer, energy transformation, 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. Prerequisite: MATH 201.

EGR 106 PACE
Introduction to Electricity
3 Credits **Class 2** **Lab 4**
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. Prerequisite: MATH 201.

EGR 108
Manufacturing I
3 Credits **Class 3** **Lab 2**
Introduction to industrial materials and their properties and how these properties relate to product design.

EGR 109
Manufacturing II
3 Credits **Class 3** **Lab 2**
Nonferrous materials, nonmetallic materials, material selection, casting and deformation processing.

EGR 110
Manufacturing III
3 Credits **Class 2** **Lab 4**
Processes that reshape existing material in the solid state and assembly procedures.

EGR 115
Environmental and Safety Fundamentals
2 Credits **Class 3** **Lab 0**
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 116
Industrial Electricity
1-4 Credits **Class 3** **Lab 3**
Introduction to electrical concepts as they apply to industrial electricity. Emphasis on safety of both personnel and equipment. Includes discussion and application of the National Electric Code (NEC) as it applies in an industrial setting.

EGR 117
Computation Applications for Industry
1-3 Credits **Class 3** **Lab 1**
Principles and methods of applying mathematics to the needs of modern factories and machines. Includes the use of scientific calculators in problem solving from basic arithmetic through basic algebra.

EGR 118
Synchronous Manufacturing
1-3 Credits **Class 1-3** **Lab 4**
Strategies for developing manufacturing processes including identifying and reducing waste, improving product flow and the actual production of products, packaging and shipping. Involves observing different types of work place organizations with different methods of quality assurance.

EGR 119
Access to Technology
3 Credits **Class 2** **Lab 4**
Associate of Applied Science degree programs in the engineering and sciences technologies are investigated and studied to allow a student to make informed career decisions. Technologies investigated include broadcast engineering and production, ceramic engineering, compressor, drafting and design, electronic and materials.

EGR 130
Mechanical Skills
4 Credits **Class 4** **Lab 1**
Safe use and care of hand tools, power tools and measuring devices. Includes simple machine repair procedures from belt replacement to complete subsystem repair.

EGR 131
Plant Equipment: Conveyor Systems
3 Credits **Class 3** **Lab 0**
Blueprint reading and conveyor maintenance as well as analysis of chain, slant, hinged, rubber belt, roller, monorail, power and free-type conveyors.

EGR 132
Plant Equipment: Transmission
3 Credits **Class 3** **Lab 0**
Belts, pulleys, couplings, bearings, speed reducers and chains used ion factory maintenance. Includes alignment.

EGR 133
Plant Equipment: Problem Solving
3 Credits **Class 3** **Lab 0**
Diagnosis and correcting problems with mechanical and electrical systems. Includes identifying expert resources.

EGR 134
Plant Equipment: Preventative Maintenance
3 Credits **Class 3** **Lab 0**
Developing good maintenance schedules and procedures including calibration.

EGR 201
Occupational Safety
3 Credits **Class 3** **Lab 0**
Ohio safety codes and accepted safety practices and procedures pertaining to employees and employers. Workman's compensation, safety design, inspection, personal protective equipment, safety analysis and responsibility.

EGR 209
Digital Logic I
4 Credits **Class 3** **Lab 3**
Fundamentals of digital logic including classification of analog and digital signals, fundamental logic gates, Boolean algebra, combinational logic, latches and flip-flops. The student will learn and apply the principles of digital logic by building and troubleshooting digital circuits in the laboratory.

EGR 210
Control Systems I
3 Credits **Class 3** **Lab 2**
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. Prerequisite: MATH 202.

EGR 212
Industrial Supervision
3 Credits **Class 3** **Lab 0**
Working relationships among personnel involved in production areas of manufacturing including qualifications and characteristics expected for various positions.

EGR 213
Control Systems II
3 Credits **Class 3** **Lab 2**
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 parameter to be set on the controller for best control. Computer operations are studied (MS-DOS and BASIC) as they apply to supervisory and direct digital control. Prerequisite: MATH 203.

EGR 214
Introduction to Robotics
3 Credits **Class 3** **Lab 2**
Introduction to automated manufacturing with emphasis on robotics. Topics include robotic hands, sensing devices, brains, thought patterns and internal working mechanisms.

EGR 220
Work Measurements
3 Credits **Class 2** **Lab 4**
Methods for preparing and conducting motion and time analysis which emphasize cost improvement through scientific methodology. Classroom and laboratory experience aid in developing skills for measuring performance, work place layout, job analysis and allowances for standard times.

EGR 221
Industrial Engineering Cost Analysis
3 Credits **Class 3** **Lab 2**
Economic analysis and control as applied to manufacturing. Topics include overhead, estimating, break even, cost-volume, profit relationships and cash flow.

EGR 222
Plant Layout and Materials Handling
3 Credits **Class 2** **Lab 4**
Facility layout, path handling systems, equipment arrangement and work place design for production efficiency. Experience in both conventional and computer drafting for solving manufacturing facilities layout problems.

EGR 223
Production Planning and Inventory Management
4 Credits **Class 3** **Lab 3**
Production planning and inventory management as applied to small and medium businesses. Methods of forecasting, production planning, financial analysis, order quantities and scheduling are included. Inventory management concepts are applied to production considerations.

EGR 224
Tool and Die Design
3 Credits **Class 2** **Lab 4**
Introduction to the design and use of jigs and fixtures. Includes determining the type of jig and/or fixture used in specific cases and what factors should be considered in the application of the tool.

EGR 225
Engineering Industrial Projects
2 Credits **Class 2** **Lab 2**
Involves the student with specific problems submitted by industrial companies. These problems are defined and solution procedures are determined by the student in collaboration with the faculty and the industrial technical personnel.

EGR 226
Industrial Environmental Issues
3 Credits **Class 3** **Lab 0**
Federal compliance requirements resulting from the Clean Air Act, Water Quality Act and Hazardous Material Transportation Act are examined for specific metal, ceramic and plastic industries. Proper procedures to work with hazardous materials in manufacturing operations are identified. New regulations pertaining to CFC production, nuclear waste disposal, and non-ionizing radiation limits in the work place are also examined. Prerequisites: CHEM 100 and EGR 115.

EGR 227
Statistical Applications in Industry
3 Credits **Class 3** **Lab 2**
Statistical methods used in industry to improve product quality and manufacturing yields. Industrial processes are analyzed through design of experiments, small sampling techniques, correlation theory and statistical decision theory. Prerequisites: CER 203 and MATH 203.

EGR 230
Environmental Compliance
3 Credits **Class 3** **Lab 0**
Introduces acts and regulations governing the production, treatment and disposal of hazardous materials and wastes.

EGR 290
Special Topics in Engineering
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

EGR 291
Individual Study in Engineering
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

EM Courses
Emergency Medical

EM 100
Emergency Victim Care (EMT-B)
7 Credits **Class 5** **Lab 7**
Medical injuries and illness encountered in emergency situations. The student learns to recognize symptoms and apply 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-B), according to Section 4731.84 of the Ohio Revised Code. Prerequisite: HC 106.

EM 101
EMT Clinical Experience I
2 Credits **Class 0** **Lab 8**
Introduction to the hospital environment, medical procedures and the complex interrelationship 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
Defensive Driving and Emergency Vehicle Operation
1 Credit **Class 1** **Lab 2**
Intended to teach the skills necessary to prepare a new driver or refresh a junior or senior driver in emergency vehicle driving techniques.

EM 103
Orientation to Emergency Services
2 Credits **Class 2** **Lab 2**
Introduction to duties, responsibilities and concerns of emergency personnel. Emphasizes the legal and ethical aspects of all levels of training in the emergency field. Training methods and simulated application of skills will be introduced.

EM 105
Pediatric Advanced Life Support
1 Credit **Class 1** **Lab 1**
Emergency assessment and treatment for pediatric patients in trauma and cardiac situations. Prerequisite: EM 202.

EM 106
Pre ACLS
0.5 Credit **Class 0.5** **Lab 0**
Designed for the student who has never taken Advanced Cardiac Life Support. Students learn airway, EKG and pharmacology aspects of ACLS. Prerequisite: See instructor.

EM 109
EMT-B Refresher (Bridge)
1 Credits Class 1 Lab 2
U.S. Department of Transportation approved refresher course for the student who has completed the basic Emergency Victim Care course. Meets the requirements for recertification of EMT-B's, according to Section 4731.86 of the Ohio Revised Code. Prerequisite: EM 100.

EM 110
EMT Paramedic I
10 Credits Class 6 Lab 12
DOT National Standards Curriculum pertaining to the EMT Paramedic level. Includes the study of pathophysiology, symptoms and treatment of select medical/surgical conditions. Emphasis on transition from EMT to EMT-Paramedic, body systems, patient assessment, recognition of acute medical emergencies and single or multiple trauma. Pertinent medical terminology is integrated. Laboratory component includes procedures necessary for the care of patients requiring techniques of venipuncture, blood glucose test, airway management, MAST anti-shock trousers, IM injections, subcutaneous injections, traction splints, cervical immobilization, long board splints and backboards. Didactic instruction and practical training in intravenous therapy are an integral part of this course. Prerequisite: EM 100.

EM 111
EMT Clinical Experience II
6 Credits Class 2 Lab 16
Practical hospital experience in a variety of patient care areas. Emphasizes cardiac and respiratory care and treatment of the acutely ill patient. Prerequisites: EM 100, EM 101, EM 103, EM 119, HC 106 and quarter one technical courses.

EM 112
Emergency Services Communication Skills
1 Credit Class 1 Lab 0
Training for emergency services personnel to handle specific communication needs. Areas of concentration include the use of radio communication, verbal and written reports, interpersonal communication skills, interviewing methods and assessment techniques for a patient with a medical diagnosis. The recognition and care of emotionally disturbed patients encountered by crisis workers in the field is emphasized. Prerequisite: EM 100 and EM 101.

EM 113
EMT Squad Experience I
2 Credits Class 0 Lab 8
Practical vehicle-clinical observation and experience including assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor. Prerequisites: EM 100, EM 101 and EM 103.

EM 114
EMT Squad Experience II
6 Credits Class 2 Lab 16
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 102, EM 103, EM 119, HC 106 and quarter one technical courses.

EM 116
Introduction to Aeromedical Evac
1 Credit Class 1 Lab 0
Setup of landing zone, proper approach to the aircraft, loading and unloading patients and procedures needed before aircraft arrival.

EM 118
Advanced EMT-A Clinical
1 Credit Class 0 Lab 5
Practical hospital experience in a variety of patient care areas. Emphasizes intravenous therapy, drawing blood and subcutaneous injections of epinephrine. Prerequisite: See instructor.

EM 119
Advanced EMT-B
4 Credits Class 3 Lab 3
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. The laboratory component includes procedures necessary for the care of patients requiring invasive therapy techniques, esophageal obturator airway and use of MAST anti-shock trousers. Prerequisite: EM 100 and see instructor.

EM 120
EMT Paramedic II
11 Credits Class 7 Lab 12
DOT National Standards Curriculum pertaining to the EMT Paramedic level. Includes the study of pathophysiology, symptoms and treatment of select medical/surgical conditions. Major emphasis is placed on pharmacology, cardiology and trauma. Pertinent medical terminology is integrated. The laboratory component includes procedures necessary for the care of patients requiring drug therapy, ECG interpretation and defibrillation. Prerequisite: EM 110.

EM 121
EMT Clinical Experience III
2 Credits Class 0 Lab 8
Experience in 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. Prerequisites: EM 110, EM 111, EM 114, EM 119 and completion of quarter one and two technical courses.

EM 123
Rappelling and Rope Techniques
1.5 Credits **Class 0.75** **Lab 2.25**
Familiarization with the principles of rappelling. Includes lab experience.

EM 125
Rescue and Rappelling
1 Credit **Class 1** **Lab 2**
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 and EM 101.

EM 126
Search and Rescue Introduction
1 Credit **Class 1** **Lab 0**
Designed and approved by the National Association of Search and Rescue (NASAR). The successful participant receives a certificate from NASAR. Information and training for use by local search and rescue personnel in the search for persons lost, injured or killed in the 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
Basic Trauma Life Support (BTLS)
1 Credit **Class 1** **Lab 1**
Designed for paramedics established by the American College of Emergency Physicians in the latest technology of rapid trauma assessment, treatment and transport. Prerequisites: EM 100 and EM 119.

EM 128
Rope Rescue Techniques
2 Credits **Class 1** **Lab 3**
Rapelling plus securing and stabilizing the patient for extrication.

EM 140
EMT Paramedic III
6 Credits **Class 4** **Lab 7**
Completes the objectives of the DOT National Standards Curriculum for EMT Paramedics. Includes training in the areas of obstetrics, pediatrics and emotionally disturbed patients. Includes psychiatric assessment, urinary catheterization, 12 lead EKG, advanced dysrhythmia recognition and treatment. Prerequisite: EM 120.

EM 142
Defensive Driving and Emergency Vehicle Operation Refresher
1 Credit **Class 1** **Lab 2**
Refresher of the principles and skills necessary for defensive driving, particularly emergency vehicles operating under emergency, high stress conditions. Prerequisite: EM 102.

EM 150
EMT Paramedic Refresher
2 Credits **Class 2** **Lab 2**
Covers all DOT modules with emphasis on practical skills. Prerequisite: EM 140

EM 160
EMT Self Defense Tactics
2 Credits **Class 1** **Lab 4**
Designed for the Emergency Medical Technician emphasizing a combination of techniques derived from Aikido based defensive tactics, close quarters personal control and pressure point control techniques. Prerequisite: EM 100.

EM 200
Physical Assessment and Emergency Room Techniques
3 Credits **Class 3** **Lab 0**
Advanced paramedic diagnostic and management skills. Data collection and physical assessment techniques and development of organizational and management styles. Prerequisites: EM 112, EM 115, EM 120, EM 121, EM 125, EM 202 and first year technical courses.

EM 201
Paramedic Supervision Practicum
3 Credits **Class 1** **Lab 6**
Provides an understanding of the EMS environment and responsibilities. Task performance and coping with problems related to an EMS service including leadership attitude, morale, motivation and communication. Prerequisites: EM 112, EM 115, EM 120, EM 121, EM 125, EM 202 and first year technical courses.

EM 202
Advanced Cardiac Life Support (ACLS)
1 Credit **Class 1** **Lab 1**
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: Instructor permission.

EM 203
Emergency Rescue Operations I
4 Credits **Class 3** **Lab 4**
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 203 A
Preparation for Emergency Rescue Operations
0.5-1 Credit **Class 0.5-1** **Lab 0**
Introduction to emergency rescue operations with suggested procedures and techniques used in emergency situations. Includes planning for emergency operations, patient care and handling techniques and structure search and rescue.

EM 203 B
Technical Rope Rescue
0.5-1 Credit **Class 0.5-1** **Lab 1**
A step-by-step course, creating in effect a series of building blocks in high angle techniques, where the most critical skills, such as knowledge of rope and equipment are taught initially, followed by skills such as belaying and rappelling, until they are put together for team rescue skills.

EM 203 C
Special Rescue Operations
0.5-1 Credit **Class 0.5-1** **Lab 1**
Theory and practical applications of special rescue techniques. Students are active participants in organized rescues such as confined space, elevator rescue, trench rescue and search methods.

EM 203 D
Auto/Farm/Industry Extrication
0.5 Credit **Class 0.5** **Lab 1**
Designed to familiarize fire department and EMS personnel with farm accidents they may encounter. The course will include machinery upset, rollover and victim extrication.

EM 204
Introduction to Hazardous Materials
1 Credit **Class 1** **Lab 0**
Training and emergency response information for dealing safely and effectively with chemical spills, leaks, derailments, or transportation emergencies. Includes assessment of destructive potentials.

EM 204 A
Hazardous Materials-First Responder Awareness
0.5 Credits **Class 0.5** **Lab 0**
Designed to prepare individuals who arrive first on the scene of a hazardous materials incident. Defines hazardous materials and their associated risks; provides explanation of roles and responsibilities; implementing behaviors before, during, and after an incident; identifying local, state, and federal resources appropriate to emergency and non-emergency situations; description of basic concepts and techniques of scene management and scene setup, to include the proper use of personal protective equipment and decontamination. This course meets or exceeds the requirements of NFPA 472 for First Responder-Awareness Level, with the exception of local jurisdiction specific objectives.

EM 204 B
Hazardous Materials-EMS Responder
0.5 Credit **Class 0.5** **Lab 0**
Designed for those BLS and ALS personnel who respond to incidents that may involve hazardous materials. Meets the proposed NFPA 473 standard for EMS Responders to Hazardous Materials Incidents.

EM 205
Emergency Rescue Operations II
3 Credits **Class 2** **Lab 4**
Theory and practical applications of moving water rescue techniques. Awareness level of confined space incorporating what constitutes a confined space, hazards and hazard reductions, personal protective equipment and confined space rescue equipment. Skills are reinforced through rescue scenarios.

EM 206
EMT Management
4 Credits **Class 4** **Lab 2**
Leadership in emergency services, emergency medical dispatching and problems in public sector management.

EM 206 A
Leadership in Emergency Services
1 Credit **Class 1** **Lab 0**
Techniques and approaches to leadership; identifying and assessing the needs of the subordinates, conducting meetings effectively and decision making.

EM 206 B
Emergency Medical Dispatching
2 Credit **Class 2** **Lab 2**
The National APCO Basic Telecommunications Course including the role of the telecommunicator; interpersonal communications; telephone operations; computer aided dispatch systems; radio communication systems and dispatching; teletype, computer and NCIC operation; personnel issues and call handling procedures for police, fire and emergency medical services.

EM 206 C
Problems in Public Sector Management
1 Credit **Class 1** **Lab 0**
An overview of station and interpersonal problems and techniques for problem solving. Also includes squad maintenance and troubleshooting.

EM 213
Public Administration, Relations and Education
3 Credits **Class 3** **Lab 0**
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.

EM 214
Paramedic Externship I
2 Credits **Class 1** **Lab 8**
Directed practice consisting of practical paramedic clinical experiences in hospitals, clinics and physicians' offices. Emphasizes physical assessment and emergency care procedures. Prerequisites: EM 112, EM 115, EM 120, EM 121, EM 125, EM 202 and first year technical courses.

EM 215
Paramedic Externship II
2 Credits Class 0 Lab 8
Directed practice consisting of practical paramedic clinical experiences in hospitals, clinics and physicians' offices. Emphasizes physical assessment and emergency care procedures. Prerequisites: EM 112, EM 115, EM 120, EM 121, EM 125, EM 202, EM 214 and first year technical courses.

EM 217
Wilderness EMT
3 Credits Class 2 Lab 3
Special problems associated with prolonged patient care, severe environments and limited equipment will addressed. This is the definitive medical training course for all rural EMSD providers and wilderness rescue team members. Includes emergency rescue simulations.

EM 221
In-Service Education for EMT's
4 Credits Class 3 Lab 5
Classroom and laboratory teaching and evaluation methods and instructor certification in CPR, First Responder and ACLS. Prerequisites: EM 112, EM 115, EM 120, EM 121, EM 125, EM 202 and first year technical courses.

EM 221 A
Teaching Technicians
1 Credit Class 1 Lab 1
Classroom and laboratory teaching and evaluation methods including learning styles, performance objectives, teaching methodologies, test construction and performance evaluation.

EM 221 B
CPR Instructor Certification
1 Credit Class 0.5 Lab 1
Instructor certification in cardiopulmonary resuscitation (American Heart Association and the National Safety Council Green Cross).

EM 221 C
First Responder Instructor Certification
1 Credit Class 0.5 Lab 1
Instructor course in First Responder leading to certification through the National Safety Council (Green Cross).

EM 221 D
Advanced Cardiac Life Support Instructor Certification
1 Credit Class 1 Lab 2
Instructor course in Advanced Cardiac Life Support leading to certification through the American Heart Association.

EM 223
Managing the Lost Person Incident
3 Credits Class 3 Lab 1
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 226
Vertical Rope Rescue
1.25 Credits Class 0.75 Lab 1.5
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. Includes Z drags, high lines and tyrolean traverses for the raising and lowering of victims, equipment and the rescuer. Prerequisite: EM 123.

EM 227
Emergency Response to Hazardous Materials
3 Credits Class 3 Lab 1
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 are included.

EM 227 A
Incident Analysis
1 Credit Class 1 Lab 0
Developed by the National Fire Academy, designed for all emergency response personnel. Introduces a systematic method for analyzing and assessing the potential effect of hazardous materials involvement in fire and other emergencies. Topics include hazardous materials classifications; labeling, packaging, recognition, identification, standards and regulations.

EM 227 B
Pesticide Challenge
1 Credit Class 1 Lab 0
For fire, law enforcement, and emergency medical personnel to explore the hazards of 35,000 agricultural products. Participants will practice skills necessary when dealing with an agricultural chemical incident. Label recognition, signs and symptoms of chemical exposure and emergency medical procedure will be covered.

EM 227 C
First Response Operations
1 Credit **Class 1** **Lab 1**
Designed for fire departments and other public safety forces to meet or exceed the student accomplishment objectives in accordance with NFPA 472 for First Responder-Operations Level, with the exception of local jurisdiction specific objectives. Personal safety and self defense, first responder roles in emergency response systems, and the diverse nature of hazardous materials incidents and related defensive measures. Topics include applying a systematic process (the GEDAPER process) for safety and appropriate response to hazardous materials incidents; utilizing safe and appropriate strategies and tactics within the realm of the first responder operations. Prerequisite: EM 240 A.

EM 227 D
Incident Command System
0.25-1 Credit **Class 0.25-1** **Lab 0**
Offers tools for students who are responsible for serving as an incident commander at hazardous materials incidents. Topics include direction and coordination of the incident from initial response to stabilization; operation within the scope of an integrated emergency management plan; operation with clear procedures for notification and utilization of non-local resources; direction of resources; management overview, technical review, and logistical support to private and government sector personnel; proper documentation; reporting requirements of federal, state, and local agencies and conducting of incident critiques. This course meets the requirements of NFPA 471 for Hazardous Materials Incident Commander, with the exception of local jurisdiction specific objectives.

EM 228
Hazardous Materials Tactics and Skills
4 Credits **Class 3** **Lab 3**
Safe handling of fires and spills involving hazardous materials for emergency response personnel. Practical application of fire and spill tactics and skills. Prerequisite: EM 227.

EM 275
EMT Seminar
1 Credit **Class 1** **Lab 0**
Discussion of experiences in the hospital and EMS station. Critical thinking applications and simulating run reviews are emphasized.

EM 282
Current Topics in EMS
0.25-5 Credits **Class 0.25-5** **Lab 0**
Current topics and issues as well as new developments in the field of emergency medical services are reviewed, studied and discussed.

EM 285
Care of the Trauma Patient
0.5-3 Credits **Class 0.5-3** **Lab 0**
Utilizing scenarios, skymed personnel focus on skills that play a significant role in patient survival. Includes primary survey, secondary survey, airway maintenance, shock states and complications associated with traumatic injuries.

EM 288
Quest Recreation: Emergency Medical Support
3 Credits **Class 1** **Lab 12**
Hands on application of emergency medical techniques is possible and typically involves the minor first aid needs associated with outdoor high adventure activities. Emphasis is placed on prevention of injuries, administration of emergency first aid and leadership skills. Prerequisite: LPN, EMT-A or EMT-P.

EM 290
Special Topics in Emergency Medical
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

EM 291
Individual Study in Emergency Medical
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

EM 292
Field Experience in Emergency Medical
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in an emergency medical facility through special arrangement with an instructor.

EM 293
Emergency Medical Directed Practice
2-9 Credits **Class 1** **Lab 5-40**
Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

EM 294
Emergency Medical Cooperative Work Experience/ Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

EM 296
Emergency Medical Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

EM 297
Emergency Medical Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

EM 298
EMT Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

EM 299
EMT Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives, and evaluation.

ENGL Courses
English

ENGL 151
Freshman Composition
5 Credits **Class 5** **Lab 0**
Students will strengthen writing skills by practicing a variety of composing and revising strategies to develop essays which are well organized, coherent, error free and suited to their purpose and audience. Essays may draw from personal experience, include critical response to readings or require research.

ES Courses
English Support

ES 051
English Support Conversation: Fundamentals
3 Credits **Class 3** **Lab 2**
Introductory course for the student for whom English is a second language. Emphasizes survival oral/aural communication skills through the study and practice of common and emergency vocabulary, conversation and pronunciation of spoken American English.

ES 052
English Support Reading: Fundamentals
5 Credits **Class 5** **Lab 0**
Introductory course for the student for whom English is a second language. Strongly emphasizes survival recognition and understanding of textual material by study and practice of common and emergency vocabulary through the use of selected reading materials.

ES 053
English Support Writing and Grammar: Fundamentals
5 Credits **Class 5** **Lab 0**
Introductory course for the student for whom English is a second language. Strongly emphasizes basic writing skills through the use and practice of basic English grammatical structures.

ES 054
English Support Integrated Skills: Fundamentals
3 Credits **Class 2** **Lab 3**
Introductory course for the student for whom English is a second language. Integrates and extends conversation, reading, and writing skills through supervised practice distributed among the Transitions Center, the Media Center and other available media sources.

ES 061
English Support Conversation: Beginning I
1-3 Credits **Class 1-3** **Lab 1-2**
Beginning course for the student for whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversation abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English.

ES 062
English Support Reading: Beginning I
5 Credits **Class 5** **Lab 0**
Beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of reading comprehension through the use of selected basic reading materials.

ES 063
English Support Writing and Grammar: Beginning I
8 Credits **Class 8** **Lab 0**
Beginning course for the student for whom English is a second a language. Strongly emphasizes the development and strengthening of writing skills through the use and practice of basic English grammatical structures derived from selected texts.

ES 064
English Support Integrated Skills: Beginning I
3 Credits **Class 2** **Lab 3**
Beginning course for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice distributed among the Transitions Center, the Media Center and other available media sources.

ES 071
English Support Conversation: Beginning II
1-3 Credits **Class 1-3** **Lab 1-2**
Continuing course for the student whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversation abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English.

ES 072
English Support Reading: Beginning II
1-5 Credits **Class 1-5** **Lab 0**
Continuing beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of reading comprehension through the use of selected basic reading materials.

ES 073
English Support Writing and Grammar: Beginning II
1-8 Credits **Class 1-8** **Lab 0**
Continuing beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills through the use and practice of basic English grammatical structures derived from selected texts.

ES 074
English Support Integrated Skills: Beginning II
1-3 Credits Class 1-3 Lab 0
Continuing beginning course for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice distributed among the Transitions Center, the Media Center and other available media sources.

ES 081
English Support Conversation: Intermediate I
1-5 Credits Class 1-5 Lab 0
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversational abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English.

ES 082
English Support Reading: Intermediate I
1-5 Credits Class 1-5 Lab 0
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of reading comprehension through the use of selected basic reading text.

ES 083
English Support Writing and Grammar: Intermediate I
1-8 Credits Class 1-8 Lab 0
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills through the use and practice of basic English grammatical structures derived from selected texts.

ES 084
English Support Integrated Skills: Intermediate I
1-5 Credits Class 1-5 Lab 0
Developmental course on the beginning intermediate level for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice distributed among the Transition Center, the Media Center and other available media sources.

ES 091
English Support Conversation: Intermediate II
1-5 Credits Class 1-5 Lab 0
Continuing developmental course on the upper intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversational abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English. Includes an increasing focus on academic types of listening/speaking tasks and note taking.

ES 092
English Support Reading: Intermediate II
1-5 Credits Class 1-5 Lab 0
Continuing developmental course on the upper intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of reading comprehension and critical analysis through the use of selected reading texts. Includes an increasing focus on academic types of reading.

ES 093
English Support Writing and Grammar: Intermediate II
1-8 Credits Class 1-8 Lab 0
Continuing developmental course on the upper intermediate level for the student for whom English is a second language. Strongly emphasizes the expansion and strengthening of writing and grammar skills through the use and practice of English grammatical structures using selected texts. Includes an increasing focus on academic types of writing as well as emphasis on preparation for the Communications sequence.

ES 094
English Support Integrated Skills: Intermediate II
1-3 Credits Class 1-3 Lab 0
Continuing developmental course on the upper intermediate level for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice distributed among the Transitions Center, the Media Center and other available media sources.

ES 098
English Support: Intensive Academic English I
1-6 Credits Class 1-6 Lab 0
This is a high intermediate/advanced course for the student for whom English is a second language. The emphasis is on preparing the high level English Support student for the challenges of public speaking, composition and reading as required by the Communications sequence.

ES 099
English Support: Intensive Academic English II
1-6 Credits Class 1-6 Lab 0
This is a high intermediate/advanced course for the student for whom English is a second language. The emphasis is on preparing the high level English Support student for the challenges of public speaking, composition and reading as required by the Communications sequence.

ES 290
Special Topics in English Support
1-4 Credits Class 1-4 Lab 0
This is a fundamentals to high/intermediate course for the student for whom English is a second language. The emphasis is on providing continuing support in English Support classes for the student with special topic needs.

FMGT Courses
Financial Management

FMGT 100
Principles of Bank Operations
3 Credits **Class 3** **Lab 0**
Aspects of banking from fundamentals of negotiable instruments to contemporary issues and developments within the industry.

FMGT 101
Introduction to Trust Functions
1 Credit **Class 1** **Lab 0**
Overview of trust department including how it fits into the overall bank operations, services it provides and how those services are delivered.

FMGT 102
Money and Banking
3 Credits **Class 2** **Lab 3**
Money, banking and monetary theory. Emphasizes problems such as economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments and foreign exchange.

FMGT 103
Introduction to Calculators and Adding Machines
1 Credit **Class 1** **Lab 1**
Use of electronic calculators and adding machines.

FMGT 104
Marketing for Bankers
3 Credits **Class 3** **Lab 0**
Examines what motivates customers to purchase financial services and teaches bankers how to develop a successful marketing plan.

FMGT 105
Product Knowledge: The Key to Successful Selling
1 Credit **Class 1** **Lab 0**
Guide to the products and services offered by banks. Consumer products, corporate products and trust products.

FMGT 106
Installment Credit
3 Credits **Class 2** **Lab 3**
Techniques of installment lending. Emphasizes establishing credit, obtaining and checking information, servicing the loan and collecting amounts due. Topics include inventory financing, special loan programs, business development and advertising and the public relations aspect of installment lending.

FMGT 107
Financial Services
2 Credits **Class 2** **Lab 0**
Essential for the banker planning to profit from regulation of the financial services industry. Includes bank structure and profitability, real estate, insurance, mutual funds and securities markets.

FMGT 108
Bank Cards
3 Credits **Class 3** **Lab 0**
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.

FMGT 110
Credit Administration
3 Credits **Class 2** **Lab 4**
Directed at the executive level. Develops methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans.

FMGT 112
Negotiable Instruments and Payment Mechanisms
3 Credits **Class 2** **Lab 3**
Legal implications of normal activities and transactions in bank operations. 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
Selling Bank Services
3 Credits **Class 3** **Lab 0**
Development of human relations skills that encourage smooth, clear and personal communication. Covers basic steps in selling, bank products, product benefits that appeal to a customer and how to spot clues that can tell what a customer needs.

FMGT 120
Investing and Money Dynamics
3 Credits **Class 3** **Lab 0**
Whether the objectives are retirement, funding a college education, tax reduction or financial independence, this course teaches 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
Principles of Finance
4 Credits **Class 3** **Lab 3**
Financial operations of small, medium and large size businesses and investors. Prerequisite: ACC 100.

FMGT 200
Bank Controls and Auditing
3 Credits **Class 3** **Lab 0**
Designed for the non-auditor, this course 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
Assets/Liability Management
1 Credit **Class 1** **Lab 0**
Origins, necessity and operations of asset/liability management. Covers specific management techniques including the experience method, asset allocation method, liability management method and banker method.

FMGT 202
Federal Reserve System
3 Credits **Class 2** **Lab 2**
Operations and policies of the Federal Reserve System 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
Financial Planning for Bankers
3 Credits **Class 3** **Lab 0**
Perspectives, principles and practices of financial planning. Enables the student to be more sensitive to customers' financial planning goals and objectives. Develops an understanding of the comprehensive process that looks at a customer's total financial picture and recommends strategies to achieve the customer's objectives.

FMGT 204
Bank Investments for Funds Management
3 Credits **Class 3** **Lab 0**
Concepts of bank financial structure and funds management through asset and liability techniques and investment strategies.

FMGT 205
Accounting I for Bankers
3 Credits **Class 3** **Lab 0**
Current practices of accounting procedures. Includes coverage of the latest principles set by the Financial Accounting Standards Board.

FMGT 206
Home Mortgage Lending
3 Credits **Class 2** **Lab 3**
Provides a clear understanding of the fundamentals of mortgage lending.

FMGT 208
Savings and Time Deposits in Banking
3 Credits **Class 2** **Lab 3**
Historical development of savings institutions and basic economic functions of the savings process. Review of the economics of the savings by individuals or organizations and real savings that appear as capital formation. Types of financial savings are reviewed.

FMGT 210
Agricultural Finance
3 Credits **Class 2** **Lab 3**
Understanding of the extending agriculture and agribusiness loans.

FMGT 212
Deposit Operations
3 Credits **Class 3** **Lab 0**
Overview of the U.S. payment system, banking law and regulation and current industry practices. Examines bank deposit taking activities, considers how banks manage deposited funds and explores the interbank EFT systems.

FMGT 214
Management of Commercial Bank Funds
3 Credits **Class 2** **Lab 3**
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
Law and Banking
3 Credits **Class 2** **Lab 3**
Laws pertaining to secured transactions, letters of credit and the bank collection process.

FMGT 221
Law and Banking: Principles
3 Credits **Class 3** **Lab 0**
Banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code.

FMGT 222
Bank Management
3 Credits **Class 3** **Lab 0**
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
Commercial Lending
3 Credits **Class 3** **Lab 0**
Concepts and principles of loans to businesses and other commercial operations.

FMGT 290
Special Topics in Financial Management
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

FMGT 291
Individual Study in Financial Management
1-5 Credits **Class 0** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

FOR Courses
Forestry

FOR 100
Focus on Forestry I
1 Credit **Class 1** **Lab 1**
Introduction to forestry and natural resources career choices. Methods to improve student success including use of library resources and enhancement of student habits.

FOR 101
Focus on Forestry II
1 Credit **Class 1** **Lab 1**
Writing the resume and searching for summer employment in forestry.

FOR 102
Focus on Forestry III
1 Credit **Class 1** **Lab 1**
Forestry technical skills enhancement in tree identification, silvics, use of map and compass and basic tree measurements.

FOR 110
Reforestation
3 Credits **Class 2** **Lab 3**
Reclamation and reforestation of coal mined lands. 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 111
Forest Dendrology
3 Credits **Class 1** **Lab 6**
Indigenous species of the eastern hardwood region as well as other regions. Identification through tree and product with specific soil, site and silvical characteristics being discussed.

FOR 112
Reforestation and Pesticides I
2 Credits **Class 2** **Lab 0**
Focuses on artificial regeneration practices for the establishment of woody vegetation on disturbed lands. Reforestation planning, site preparation, planting methods and seeding care will be covered. The pesticides component will focus on the control of pests, formulation of pesticides, labeling, environmental protection, application equipment and calibration, laws, regulation and safety.

FOR 113
Reforestation and Pesticides II
2 credits **Class 0** **Lab 6**
Focuses on application techniques covered in FOR 112. In addition, forest nursery operations and mine land reclamation projects will be examined. Students will develop skills in handling and planting techniques to insure seedling survival, pesticide application techniques, sprayer calibration, safety and environmental protection. Prerequisite: FOR 112.

FOR 120
Photo Interpretation
3 Credits **Class 1** **Lab 6**
Tools used in the planning and management of natural resources. Prerequisite: MATH 201.

FOR 123
Forest Measurements
4 Credits **Class 2** **Lab 6**
Accurate quantification of forest resources utilizing tools, mathematical equations and sampling techniques. Prerequisite: MATH 201.

FOR 124
Forest Ecology
3 Credits **Class 2** **Lab 3**
Forest community relationships, synecology and audiology which can be applied to the technical aspects of forestry such as silviculture, mensuration, forest management and timber harvesting.

FOR 125
Forestry Technology Applications
3 Credits **Class 2** **Lab 3**
Applications of technology in the field of forestry including handheld computers, computerized mapping, global positioning systems (GPS) and geographic information systems (GIS).

FOR 131
Forest Entomology and Pathology
4 Credits **Class 3** **Lab 3**
Insects, diseases and their economic impact on forest, ornamental and street trees. Stresses identification and potential control.

FOR 134
Agroforestry
2 Credits **Class 2** **Lab 0**
Classification of agroforestry systems and its ecological and social role in societies around the world. Focuses on understanding ancient systems and new systems being developed for profitability and sustainable production of crops and wood products from land.

FOR 135
Forestry Nursery Operations
2 Credits **Class 1** **Lab 3**
Establishment and operation of tree nurseries. Includes the collection, care and propagation of seed; preparation, care and planting of seeds and seedlings in a seed bed; and the water and nutritional needs of seedlings.

FOR 200
Focus on Forestry IV
1 Credit **Class 1** **Lab 1**
Career opportunities in forestry including state and federal government, forest industry and consulting opportunities.

FOR 201
Focus on Forestry V
1 Credit **Class 1** **Lab 1**
Employment skills development including researching potential employers, writing cover letters and resumes and participating in mock interviews.

FOR 202
Focus on Forestry VI
1 Credit **Class 1** **Lab 1**
Forestry technical skills enhancement in tree identification, silvics, use of map and compass, silviculture prescription and measurement principles.

FOR 210
Forest Mensuration
4 Credits **Class 2** **Lab 6**
Techniques and equipment used in determining quality, quantity, value and stocking of hardwood timber. Prerequisites: FOR 120, FOR 123 and COMM 122.

FOR 211
Timber Harvesting
3 Credits **Class 1** **Lab 6**
Aspects of conventional hardwood logging operations. Safety, work procedures, care and maintenance of equipment and harvesting techniques and skills.

FOR 220
Applied Silviculture
4 Credits **Class 2** **Lab 6**
Cultural techniques applied to growing, harvesting and regenerating forest crops in North America. Prerequisites: FOR 111, FOR 120, FOR 123, FOR 124 and COMM 122.

FOR 222
Introduction to Forestry
3 Credits **Class 2** **Lab 3**
Introduction to the field of forestry including the historical, social and economic factors involved with the management of public and private forest lands in the United States.

FOR 230
Forest Management
4 Credits **Class 2** **Lab 6**
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 210, FOR 220 and COMM 122.

FOR 231
Forest Products Utilization
3 Credits **Class 1** **Lab 6**
Utilization of products and services of the central hardwood region. Traditional and noninvolved 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
Lumber Grading and Marketing
4 Credits **Class 2** **Lab 6**
Rules of the National Hardwood Lumber Association (NHLA). Topics include lumber tally and handling techniques, wood identification and upgrading of lumber. Not intended for training of lumber inspectors.

FOR 282
Safety Training and Planning: Logging and Sawmill Industries
0.25 Credit **Class 0** **Lab 0**
Writing an OSHA required safety plan and developing safety training programs for a logging or sawmill business.

FOR 290
Special Topics in Forestry
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

FOR 291
Individual Study in Forestry
1-5 Credits **Class 0** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

FOR 292
Field Experience in Forestry
1-3 Credits **Class 0** **Lab 12-36**
On-the-job training in a forestry facility through special arrangement with an instructor.

FOR 294
Forestry Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

FOR 296
Forestry Practicum/Seminar
2 Credits **Class 1** **Lab 7**
A directed practicum in forestry to apply previously learned concepts and practices in a work situation to acquire on-the-job training to become familiar with the cooperating agency and its operation.

FOR 297
Forestry Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

FS Courses
Fire Science

FS 103
Volunteer Fire Fighting (Non Major)
2 Credits **Class 1** **Lab 3**
Provides first phase training in the fire fighting profession for the individual who will work under direct supervision. Use of tools and equipment, chemistry of fire, extinguishment and rescue techniques will be covered. Following successful completion of the course the student is eligible for Fire Fighting certification through the State Department of Education. This course meets National Fire Protection Association Inc. (NFPA-1001) standards.

FS 105
Orientation to Fire Services
2 Credits **Class 2** **Lab 0**
Introduction to duties, responsibilities and concerns of the fire services. Topics include fire equipment and apparatus, communications, records and reports, insurance rating systems and the law as it relates to the fire department operations and the responsibilities of various fire service ranks. Fire fighter safety as well as the causes of death and injury are discussed.

FS 110
Fire Fighter I
7 Credits Class 3 Lab 11
Provides first phase of training for the individual who will work under direct supervision in the fire fighting profession. Includes use of tools and equipment, chemistry of fire, extinguishment and rescue techniques. Following successful completion of the course the student is eligible to test for fire fighting certification through the Ohio Department of Public Safety. This course meets National Fire Protection Association, Inc. (NFPA-1001) standards for Fire Fighter I and Ohio Standards for part time fire fighters. Prerequisite: FS 100.

FS 113
Hazardous Materials Incident Analysis
1-3 Credits Class 1-3 Lab 0
Case histories and hypothetical situations are utilized in training. 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.

FS 115
Fire Fighter II
7 Credits Class 4 Lab 11
Completes the training for the individual to work under minimum direct supervision in the fire fighting profession. Includes advanced skills in arson detection, investigation, hydrants, stand pipes, sprinkler systems and inspections. Meets National Fire Protection Association, Inc. (NFPA-1001) standards (Fire Fighter II). Following successful completion of the course the student is eligible for Fire Fighter II certification through the Ohio Department of Public Safety. Prerequisite: FS 110.

FS 116
Fire Prevention and Investigation Techniques
3 Credits Class 2 Lab 3
Fundamentals necessary to conduct basic fire and life safety inspections and to recognize basic fire and life safety hazards associated with various occupancies. Meets selected objectives of NFPA Standard 1031, (Professional Qualifications Standard for Fire Inspector, Level 1). Does not replace the Public Safety Services Training Inspector I. Includes an overview of the fire fighter's responsibilities for determining cause of fire and fire scene procedures.

FS 127
Water Rescuer
1 Credit Class 1 Lab 0
In water swimming rescues, backboarding, cervical management, line systems and boat operations. Management of a water rescue scene and rescue operation are also discussed.

FS 128
Cold Water Near Drowning
0.25 Credit Class 1 Lab 0
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.

FS 131
Ice Rescue
0.5 Credit Class 0.5 Lab 0
Ohio Department of Natural Resources Division of Watercraft approved course teaches techniques used in ice rescue. Includes judging ice strengths, how ice is formed, identifying 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. Prerequisite: FS 128.

FS 150
Fire Suppression Using Foam
1 Credit Class 1 Lab 1
Makeup of foam and the proper application on various types of hazardous materials incidents. Enables the student to go from "soap bubbles" using nozzle aspirated foam with an introduction into compressed air foam (CAFS). Various methods of mixing concentrate and water to make foam solution will be discussed. Prerequisite: FS 100 or 36 hour certificate.

FS 155
Confined Space Rescue
2 Credits Class 1 Lab 3
Demonstration and practical performance allows the student to set up and conduct a confined space entry and rescue operation. Student must be in good physical condition; must have a valid Ohio 36-hour Volunteer or 200-hours Basic Fire Fighter certificate, or its equivalent; must be trained through the Hazardous Materials Operations Level; and must have completed a Basic Rope Rescue course. Documented proof of the above must accompany registration form. Prerequisites: EM 203, EM 227 and FS 100 or 36 hour certificate.

FS 230
Fire Safety Inspector
4 Credits Class 4 Lab 0
Based on the standards of the National Fire Protection Association's Standard 1031: Professional Qualifications for Fire Inspector I, 1989 Edition. Provides a working knowledge of the principles of fire safety inspection. Following successful completion of the course the student is eligible for certification through the State Department of Education.

FS 234
Underground Storage Tank Installation and Removal
2 Credits Class 2 Lab 0
Certification course in underground storage tank contract work from installation to removal, including required record keeping and permitting.

FS 235
Underground Storage Tank Inspection
4 Credits **Class 4** **Lab 0**
State regulations, nationally recognized standards and inspection skills. Students who successfully complete the course earn certification in Underground Storage Tank Inspection.

FS 235 A
Underground Storage Tank Inspector: Fire Safety Issues
2 Credits **Class 2** **Lab 2**
Designed to train those interested in UST inspection work with an emphasis on fire safety issues. The course leads the new inspector from basic chemistry of fire, hazardous material awareness and proper use of respiratory equipment. Prerequisites: FS 234 and instructor permission.

FS 235 B
Underground Storage Tank Inspector: Ohio Practices
2 Credits **Class 2** **Lab 2**
Emphasis on Ohio general practices and rules governing work activities, this course leads the new inspector through the installation, removal, abandonment in place and major repair of an underground storage tank. Includes how to inspect an underground storage tank site. Prerequisites: FS 234, FS 235 A and instructor permission.

FS 236
Underground Storage Tank Installer/Remover Recertification
0.25 Credit **Class 0.25** **Lab 0**
Underground storage tank installer/remover recertification course meeting requirements of the State Fire Marshall BUSTR 1301:7-9-11 regulations.

FS 240
Industrial Fire Protection
2 Credits **Class 2** **Lab 1**
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 250
Fire Apparatus
1-4 Credits **Class 1-4** **Lab 0**
Types of fire equipment used in fighting residential and commercial fires. Prerequisites: FS 103 and 36 hour certification.

FS 250 A
Ladder Operations
0.25-1 Credit **Class 0.25-1** **Lab 0**
Includes safe ladder setup, rescue operations, water tower operations. Prerequisites: FS 103 and 36 hour certification.

FS 250 B
Pumps
0.25-1 Credit **Class 0.25-1** **Lab 0**
Provides the pump operator with an overview of the operation of the fire pump. Topics include pump principles and plumbing, ratings, problem areas and practical operations. The student must be certified as a Ohio Fire Fighter and meet the standards set forth in The Ohio Administrative Code, Chapter 4121:1-21. Prerequisites: FS 103 and 36 hour certification.

FS 250 C
Rural Water Movement
0.25-1 Credit **Class 0.25-1** **Lab 0**
Designed for the fire fighter who wishes to further knowledge of rural water movement methods and techniques including equipment for rural fire fighting operations. Topics include tanker shuttles, relays and pumping operations. Prerequisites: FS 103 and 36 hour certification.

FS 250 D
Dry Hydrants
0.25-1 Credit **Class 0.25-1** **Lab 0**
Designed for the fire fighter who wishes to further knowledge of dry hydrants. Prerequisites: FS 103 and 36 hour certification.

FS 251
Fire Extinguishment
1-5 Credits **Class 1-5** **Lab 0**
Participation in a live training fire using NFPA Standard 1403. The student learns interior fire fighting tactics, nozzle techniques and other fire ground operations that may be used on a working fire. Note: Full turnout gear and SCBA with spare cylinder required. The student must be certified as an Ohio Fire Fighter and meet the standards set forth in The Ohio Administrative Code, Chapter 4121:1-21. Prerequisites: FS 103 and 36 hour certification.

FS 251 A
Residential Fires
0.25-1 Credit **Class 0.25-1** **Lab 0**
Fire prevention and fire extinguishing in the residential environment. Emphasizes appropriate equipment and procedures in extinguishing the residential fire. Prerequisites: FS 103 and 36 hour certification.

FS 251 B
Vehicular Fires
0.25-1 Credit **Class 0.25-1** **Lab 0**
Designed for the fire fighter who wishes to further knowledge of vehicle fires. The student will learn to recognize the hidden dangers associated with vehicle fires and how to properly protect themselves in the danger zone. Special notice: Full turnout gear required. The student must be Certified as an Ohio Fire Fighter and meet the standards set forth in The Ohio Administrative Code, Chapter 4121:1-21. Prerequisites: FS 103 and 36 hour certification.

FS 251 C
Oil and Gas Well Fires
0.25-1 Credit **Class 0.25-1** **Lab 0**
Attacking oil tank fires and special needs in fighting oil and gas well fires. The student must be certified as an Ohio Fire Fighter and meet the standards set forth in The Ohio Administrative Code, Chapter 4121:1-21. Prerequisites: FS 103 and 36 hour certification.

FS 252
Arson Investigation
0.5-1 Credit **Class 0.5-1** **Lab 0**
Designed for fire fighters involved in arson investigation involving a homicide. Students will be introduced to the importance of evidence and their role as fire fighters in the collection and preservation of evidence. Prerequisites: FS 103 and 36 hour certification.

FS 290
Special Topics in Fire/EMT
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group. Prerequisites: FS 103 and 36 hour certification.

FS 291
Individual Study in Fire/EMT
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission. Prerequisites: FS 103 and 36 hour certification.

FS 292
Field Experience in Fire Science
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a fire service facility through special arrangement with an instructor. Prerequisites: FS 103 and 36 hour certification.

FS 294
Fire Science Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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. Prerequisites: FS 103 and 36 hour certification.

FS 296
Fire Science Practicum/Seminar
2 Credits **Class 1** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. Prerequisites: FS 103 and 36 hour certification.

FS 297
Fire Science Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity. Prerequisites: FS 103 and 36 hour certification.

FS 298
Fire Science Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor. Prerequisites: FS 103 and 36 hour certification.

FS 299
Fire Science Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation. Prerequisites: FS 103 and 36 hour certification.

GEN Courses
General

GEN 115
Career Strategies
0.5-3 Credits **Class 0.5-3** **Lab 0**
Increases self knowledge, interpersonal strengths and occupational awareness and synthesize career planning components into an effective career strategy for personal fulfillment.

GEO Courses
Geographics

GEO 100
Introduction to GIS
2 Credits **Class 1** **Lab 3**
Skills needed to use traditional map information. Geographic Information Systems will be defined and its use in government and industry will be examined. Prerequisite: MICS 112.

GEO 101
Intermediate GIS
3 Credits **Class 2** **Lab 3**
Technical inner workings of GIS. Students will explore, examine and experience the rules and operations that govern data storage, data analysis and data display. Prerequisite: GEO 100 or instructor permission.

GEO 102
Introduction to GPS
2 Credits **Class 1** **Lab 3**
Concepts of the Global Positioning System and its history, design and application. Students will have an opportunity to collect and evaluate positional data with GPS receivers. Prerequisite: GEO 103.

GEO 103
Computing in GIS
1 Credit **Class 1** **Lab 2**
Begins with a look at the various uses of computers. The course will progress through the functionality and components of a PC to actual hands-on use of the IBM-compatible PC and the disk operating system (DOS).

GEO 120
Cartography
3 Credits **Class 2** **Lab 3**
Theoretical understanding of the map making process combined with technical skill development exercises to create topographic, thematic and cadastral maps concentrating on computerized mapping.

GEO 130
Applied GIS/GPS Coordinated Relationships
3 Credits **Class 2** **Lab 3**
Reviews and applies GIS/GPS coordinated relationship concepts based on information created and received on the GIS/GPS computers. Digital terrain models will be discussed and demonstrated. Students will learn how top apply rotation and transformation place coordinate systems using computer logo application software, map projection and state plane coordinate systems. Prerequisites: MATH 201, MATH 202 and NR 123.

GEO 200
Applications in GIS
3 Credits **Class 1** **Lab 6**
Understanding of GIS applications on the Hocking College campus with real world data. Prerequisite: GEO 101 or instructor permission.

GEO 201
GIS Data Conversion
3 Credits **Class 1** **Lab 6**
Students will collect and prepare data from various sources. Preparation will include calculation of accuracy statements and accuracy checks against existing data performance standards. Students will also explore data conversion and transfer techniques within and between major GPS and GIS softwares. Prerequisite: GEO 200.

GEO 202
Advanced GIS Applications
3 Credits **Class 1** **Lab 6**
Work experience where sophisticated map products and tabular data are expected products of GIS. Students may be placed under the supervision of various local governmental agencies and/or private industry. Prerequisite: GEO 201.

GEO 203
GPS Data Acquisition
3 Credits **Class 2** **Lab 3**
GIS quality and control survey quality GPS equipment and procedures to collect positional data for GIS database projects. Prerequisites: GEO 102, NR 123 and REC 123.

GEO 204
Remote Sensing
3 Credits **Class 2** **Lab 3**
Remote sensing as a means of data acquisition for resource analysis and mapping. Includes a variety of remote sensors that sample wavelengths within the electromagnetic spectrum. Multistage sampling of natural resources will be discussed. Prerequisite: GEO 200.

GEO 205
Geographics Employment Seminar
1 Credit **Class 1** **Lab 1**
Speakers from a variety of agencies and corporations with the growth and human resource needs of the geographics industry participate in this course. Education requirements of prospective employees, projection of job opportunities and methods of applying for specific jobs are covered. Job search on the internet is stressed.

GEO 206
SML Creation
3 Credits **Class 2** **Lab 3**
Enables students to create graphical user interfaces and to automate command line intensive operations within geographic information system softwares. Prerequisites: GEO 100, GEO 101 and GEO 200.

GEO 290
Special Topics in GIS
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic by participants in a group.

GEO 291
Individual Study in GIS
0.25-5 Credits **Class 0.25-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

GEO 292
GIS Field Experience
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a geographic facility through special arrangement with an instructor.

GEO 293
GIS Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Directed practice instruction in the performance of a particular function from an assigned instructor, and then observed and critiqued by the instructor in a repeat performance of that function.

GEO 294
GIS Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

GEO 296
GIS Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

GEO 297
GIS Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

GEO 298
GIS Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

GEO 299
GIS Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

GOVT Courses Government

GOVT 142
Interaction with Government and Politics
3 Credits **Class 3** **Lab 0**
Function, structure, institution, process and product of the national government and impact of these on the citizens. Emphasizes discussion in the classroom to the personal world and conceptualizing how government and politics function in the real world.

GOVT 290
Special Topics in Government
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

GOVT 291
Individual Study in Government
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research.Topics are arranged with instructor permission on an individual basis.

GS Courses General Studies

GS 100
Orientation to College Life
0.25-2 Credits **Class 0.25-2** **Lab 0**
College procedures, systems and resources available to the student. Methods for accessing, utilizing and solving problems with these options are explored.

GS 101
Hocking College Experience
0.25-1 Credit **Class 0.25-1** **Lab 0**
Orientation to college life at Hocking College and an overview of the services of the Student Affairs Office.

GS 102
Obtaining and Maintaining Employment
0.5-3 Credits **Class 0.5-3** **Lab 0**
Defines and identifies suitable employment positions. Includes resume development, directing complaints and concerns in the work place, conflict resolution and how to get along with coworkers, supervisors and managers. Customer relations concepts are also addressed.

GS 104
Time Management
1 Credit **Class 1** **Lab 0**
Planning and management of time in relation to organizational and individual goal setting, delegation, effective business conferences and decision making. Basic steps toward more effective planning for time management.

GS 105
Mid Career Planning
0.5-1 Credit **Class .5-1** **Lab 0**
Personal strategies are developed to support mid career changes, occupational advancement, job promotion, lifelong learning and life transitions. Use of career planning tools including assessment of academic skills, personality style and career path.

GS 106
Dynamics of Group Living
2 Credits **Class 2** **Lab 1**
Student development theory and the application of communication techniques. Includes crisis identification, campus and community resources and community development issues.

GS 107
Mediation Dispute Resolution
1 Credit **Class 1** **Lab 0**
Theoretical and practical understanding of the art of mediation.The nature of everyday conflict will be explored as well as alternative forms of dispute resolution.The student will learn techniques used by the mediator and acquire hands-on experience in conflict management during lab hours at Hocking College Mediation Services

GS 108
Caregiver: Skills and Issues
1 Credit **Class 1** **Lab 0**
Overview of the caregiving process for professionals and family members.Addresses skills of the caregiver, coping strategies, relationships, stages of caregiving, and effects of caregiving on the caregiver.

GS 109
Developing Assertive Behavior
1 Credit **Class 1** **Lab 0**
Recognizing and utilizing behavior and communication styles to control difficult situations and increase successful interactions.

GS 110
Applied Concepts of Employment/Tutors
0.5-1 Credit **Class 0.5-1** **Lab 0**
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 112
Employment Skills Seminar
1 Credit **Class 1** **Lab 0**
General preparation skills for successful job entry. Topics include customer service, ethics, confidentiality and OSHA training. Procedures and performance expectations for specific jobs are included.

GS 113
Work Team Development
1-3 Credits **Class 1-3** **Lab 0**
Students learn to work with active members of a team, particularly in the small group setting. Primary focus is on development of communication skills and interpersonal relationship skills, including self awareness, building self esteem, resolving conflicts and enhancing leadership potential.

GS 114
College Student Issues
1-3 Credits **Class 1-3** **Lab 0**
Acquaints resident assistants with issues relevant to college students as well as provide training and guidance on coping with various situations. Topics range from theoretical understanding of the dynamics of human relations to practical applications of emergency techniques.

GS 115
Overview of Brain Dominance
1 Credit **Class 1** **Lab 0**
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 116
Building Self Esteem
1 Credit **Class 1** **Lab 0**
Strategies for increasing self esteem. Self esteem is linked to success in college, on the job and in personal relationships. Students will examine the factors that create positive and negative feelings of self and learn practical ways to change their own negative perceptions.

GS 117
World Issues Forum
1 Credit **Class 1** **Lab 0**
World issues that address cultural awareness, politics and policies and diversity as they relate to current events.

GS 119
Career Success for Women
1 Credit **Class 1** **Lab 0**
Topics that affect working women including the role of women in management and strategies for women who want to advance in their careers. Participants will become aware of the "female advantage" and learn how it can help women empower themselves.

GS 120
Orientation to American Life
3 Credits **Class 3** **Lab 0**
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.

GS 122
Dealing with Sexual Harassment
1 Credit **Class 1** **Lab 0**
Awareness of the complex issues of sexual harassment in order to better understand the dynamics and legalities of the topic.

GS 130
PASS (Personal Academic Success Strategies)
4 Credits **Class 4** **Lab 0**
Fine tuning skills needed to succeed in college course work. Concepts and techniques discussed in this course come from hundreds of students from various backgrounds and geographic areas. Effective methods for becoming a master student are reviewed along with topics such as time management, note taking, test anxiety, creativity, relationships, personal learning styles, learning resources and career development.

GS 135
Degree Development Seminar
1 Credit **Class 1** **Lab 0**
The student, with the assistance of the AIS/ATS instructor, will gather information, explore career options available to through the AIS, develop a curriculum design that best meets needs and write a formal proposal.

GS 136
University Bound Seminar
1 Credit **Class 1** **Lab 0**
Prepares general education students for transfer to four-year institutions. Students identify educational and career goals, develop curriculum plans and research four-year institutions and programs to meet goals.

GS 140
Caregiver Options
1 Credit **Class 1** **Lab 0**
Provides caregivers with needed skills and resources required to provide positive relationships and experiences for all persons involved. Focuses on issues related to the variety of options available to provide needed care, including independent living, home care and assisted care.

GS 141
Caregiver Agenda for the Future
1 Credit **Class 1** **Lab 0**
A survey of the development, thinking and current practices in the management of the assistance for elderly, disabled or chronically ill loved one as provided by the family members. Includes ways in which these methods may provide a foundation for the future social, medical, legal and psychological needs of such persons in a changing world.

GS 150
Organizational Communication
0.5-3 Credits **Class 0.5-3** **Lab 0**
Principles and applications of formal and informal communication processes that occur in and between organizations. Analysis of successful information flow and applications to one's own organization.

GS 250
Improving Test Performance
1 Credit **Class 1** **Lab 0**
Specifically designed to meet the needs of adult students. Emphasizes sharing of academic concerns and effective study techniques. Topics include 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 251
Prior Learning Documentation
1 Credit **Class 1** **Lab 0**
Students analyze, document and present learning acquired prior to enrolling, in a format appropriate for receiving Credit for Learning from Experience and/or Credit by Advanced Standing.

GS 261
Professional Enhancement for Managers
0.5-3 Credits **Class 0.5-3** **Lab 0**
Issues that enhance managers' professional roles within and beyond their organization of employment. Includes community service and volunteerism, lifelong learning and professional self development, development of communication techniques for leaders, mentoring and serving on boards.

GS 261 A
Professional Enhancement for Managers: Overview
1 Credit **Class 1** **Lab 0**
Issues that enhance managers' professional roles within and beyond their organization of employment. Includes community service and volunteerism, lifelong learning and professional self development, communication techniques for leaders, mentoring, and serving on boards, committees and advisory councils.

GS 261 B
Professional Enhancement for Managers: Applications
0.5-1 Credit **Class 0.5-1** **Lab 0**
Techniques and applications for enhancing one's own professionalism including building skills related to community service and volunteerism, self directed learning, communicating to the public, mentoring and contributing to public boards and forums.

GS 261 C
Professional Enhancement for Managers: Project
1 Credit **Class 1** **Lab 0**
Development of professional enhancement methods and techniques. Under instructor guidance, participants enhance their own professional skills by developing a project relevant to their own interests.

GS 290
Special Topics in General Studies
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

GS 291
Individual Study in General Studies
1-5 Credits **Class 0** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

GS 292
Community Service Project
1-3 Credits **Class 1-3** **Lab 0-3**
On-the-job training in a community service facility through special arrangement with an instructor.

GS 293
Service Learning
1-3 Credits **Class 1-3** **Lab 0**
Students will explore aspects of community service through visits to service sites, journal and short essay writing, group reflection and discussion, and planning and implementation of a class service project.

GS 298
General Studies Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

GS 299
General Studies Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

HC Courses
Health Careers

HC 100
The Human Organism
3 Credits **Class 3** **Lab 2**
Introductory human anatomy emphasizing understanding structural levels of the body from molecules to organ systems. The organization of each body system is covered. Terminology necessary for explanation of critical concepts including metabolism, homeostasis and inheritance.

HC 100 A
The Human Organism Part I
1.5 Credits Class 1.5 Lab 1
Introductory human anatomy course emphasizing understanding the structural levels of the body from molecules to organ systems. The organization of half of the body systems is covered in Part I. Course sequence is designed to include terminology necessary for explanation of critical concepts, metabolism, homeostasis and inheritance.

HC 100 B
The Human Organism Part II
1.5 Credits Class 1.5 Lab 1
A continuation of HC 100 A. The remainder of the body systems are covered. Emphasis continues to be the structural levels of the body. Prerequisite: HC 100 A.

HC 101
Medical Terminology I
3 Credits Class 3 Lab 0
Building a basic medical vocabulary with an emphasis on prefixes, suffixes and roots. Spelling and pronunciation rules are covered. Anatomical, physiological and pathological terminology pertaining to selected body systems are explored.

HC 102
Health Promotion Elective
1 Credit Class 1 Lab 0
Credit modules designed for health, public safety service and natural resources students. Students are exposed to knowledge, skills and attitudes related to health promotion and physical fitness for life. Prerequisite: See instructor.

HC 102 A
Health Promotion Elective: Dance Aerobics
1 Credit Class 0 Lab 2
Enjoyable exercise program of dance and jogging steps choreographed to brisk music to strengthen and increase the efficiency of the cardiovascular system. The lightweight component utilizes small one to three pound hand weights in simple routines to tone the upper body. Dynabands, improve muscular strength and endurance of the lower body.

HC 102 B
Health Promotion Elective: Healthy People
1 Credit Class 1 Lab 0
Promotes personal health and wellness. Stress management, nutrition, beginning a fitness program, environmental factors and behavior change strategies are included.

HC 102 L
Health Promotion Elective: Lite Aerobics
1 Credit Class 1 Lab 1
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 102 M
Health Promotion Elective: Aqua Aerobics
1 Credit Class 1 Lab 1
Aerobic swimming program for improving cardiovascular health and assisting with weight control. Involves simple rhythmic movements in the water. Being able to swim is not a requirement.

HC 102 Q
Health and Physical Education
1 Credit Class 0 Lab 3
Aerobic muscle strengthening and stretching circuit training program designed to improve cardiovascular fitness, muscle strength, endurance and flexibility. Each participant is pre- and post-tested in seven areas of fitness. Prerequisite: Must be OPOTA Blend student.

HC 102 R
Health Promotion Elective: Body Conditioning and Flexibility
1 Credit Class 0 Lab 2
Development and stretching of all major muscle groups of the body in order to maximize and create a well balanced physique. This class will provide the intensity to generate muscle tissue growth, increase metabolic rate and increase flexibility to help prevent postural problems and joint injuries as well as increase joint range of motion (a must for the athlete).

HC 102 S
Health Promotion Elective: Step Aerobics
1 Credit Class 0 Lab 2
Comprehensive and balanced program that works every major muscle group in the lower body, while strengthening and conditioning the upper body. Involves stepping up and down on a platform while simultaneously performing upper body strength training movements to the accompaniment of music. Designed for the individual who wants a low impact, excellent cardiopulmonary workout without the frills of a traditional dance aerobic setting.

HC 102 T
Health Promotion Elective: Tai Chi Chuan
1 Credit Class 0 Lab 2
Instruction in the ancient Chinese system of movement for health, meditation and self defense. Specific coverage of Beijing, a short form of Tai Chi Chuan which is practiced daily by millions. Includes the basics of partner play and a historical perspective on this form.

HC 102 U
Health Promotion Elective: Therapeutic Touch
1 Credit Class 1 Lab 0
Use of self to assist another in the restorative process through the Krieger/Kunz method of Therapeutic Touch. The relationship between nursing theory, nursing research and nursing practice will be described.

HC 102 W
Health Promotion Elective: Walking
1 Credit Class 0 Lab 3
A low impact exercise routine stressing warm-up stretch, walking and cool-down stretching. An excellent opportunity to develop and establish a healthy lifestyle change.

HC 102 X
Health Promotion Elective: Circuit Training
1 Credit **Class 0** **Lab 2**
Comprehensive and balanced program that works every major muscle group in the body. Performed in minute intervals of aerobic conditioning and muscle strengthening movements.

HC 102 Y
Health Promotion Elective: Yoga
1 Credit **Class 1** **Lab 1**
Hatha Yoga philosophy and instruction as they relate to practicing postures that contribute to physical strength and flexibility. Spinal alignment and postural detail with recognition of poor postural habits and movement patterns. The body's reaction to stress is countered with relaxation methods. All postures are identified by their Sanskrit names.

HC 102Z
Health Promotion Elective: Holistic Health
1 Credit **Class 1** **Lab 0**
Informative and practical program to improve personal health and ability to cope. Introduction to beginning meditation and relaxation, foods for preventive health, pain control, energy balancing, accupressure, reflexology, polarity, yoga and music relaxation.

HC 103
Cardiopulmonary Resuscitation
1 Credit **Class 1** **Lab 0**
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
Defensive Driving
0.25 Credit **Class 0.25** **Lab 0**
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 PACE
Cardiopulmonary Resuscitation for the Professional Rescuer
1 Credit **Class 1** **Lab 0**
Practical course for health professionals in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. Card issued upon completion.

HC 110
Anatomy and Physiology I
3 Credits **Class 3** **Lab 2**
Reproductive, endocrine, circulatory, excretory and respiratory systems with emphasis on their normal physiology. Includes a demonstration of physiological principles, dissection of appropriate specimens and microscopic examination of tissues. Prerequisite: HC 100.

HC 111
Medical Terminology II
3 Credits **Class 3** **Lab 0**
Anatomical, physiological and pathological terminology pertaining to selected body systems and medical specialties are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed. Prerequisite: HC 101.

HC 114 PACE
Standard First Aid
1 Credit **Class 1** **Lab 0**
Prepares the student 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. Prerequisite: See instructor.

HC 114 A
First Aid
0.25-0.5 Credit **Class 0.25-0.5** **Lab 0**
Prepares the student 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 114 B
Cardiopulmonary Resuscitation
0.5 Credit **Class 0.5** **Lab 0**
Prepares the participant to respond to respiratory and cardiac emergencies of the adult patient. Skills and techniques learned will help the student stay calm and make decisions appropriate to keep a victim alive.

HC 115
First Responder
2 Credits **Class 1** **Lab 3**
Training in emergency medical care for those who are apt to be the first person responding to an accident.

HC 116
First Aid Recertification Course
0.5 Credit **Class 0.5** **Lab 1**
Reviews the standard first aid skills a person needs to act as the first link in the emergency medical services system. Prepares participants to respond correctly in emergencies. Skills and techniques learned will help the student stay calm and make decisions appropriate to keep a victim alive and injuries from becoming worse until the EMS system arrives. Course consists of adult CPR skills and first aid skills for injuries as well as medical emergencies. Prerequisite: Current adult CPR and First Aid course.

HC 117
CPR Recertification Course
0.5 Credit **Class 0.5** **Lab 1**
Review of adult, infant and child CPR and community CPR courses. Information includes dealing with respiratory emergencies that could lead to cardiac arrest and providing first aid for cardiac emergencies. Prerequisite: Current CPR card.

HC 120
Anatomy and Physiology II
3 Credits Class 3 Lab 2
Nervous, special sensory, integumentary, skeletoarticular, muscular and digestive systems with emphasis on their normal physiology. Laboratory experience offer the opportunity to further clarify learning through the use of audiovisuals and microscopic and gross exercises illustrating anatomical and physiological properties. Prerequisites: HC 100 and HC 110.

HC 121
Medical Transcription
3 Credits Class 2 Lab 4
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 the student. Prerequisites: HC 101 and OAT 100.

HC 122
Swedish Massage
3 Credits Class 2 Lab 3
History of massage, principles of hygiene, professional ethics, Ohio scope of practice, anatomical landmarks and Kellogg's chapters on "The Physiological Effects of Massage" and "Rules Relating to Massage". Lab covers basic palpation and begins Kellogg's "Massage of Special Regions". Prerequisite: Certificate of Preliminary Education from the Ohio Medical Board.

HC 123
Fascia and Joint Release
2 Credits Class 1 Lab 3
Introduction to fascia and joint release with some joint anatomy.

HC 124
Healing Through the Human Energy Field
2 Credits Class 2 Lab 2
Introduction to working with the human energy field.

HC 125
Activities Therapy I (National)
3 Credits Class 3 Lab 0
First in a series of three courses which are designed to prepare students to function ethically and effectively in the activity professional for long term care, retirement centers and/or adult day care settings.

HC 126
Activities Therapy II (National)
3 Credits Class 3 Lab 0
Second of three courses for planning and conducting activities for nursing home residents. Stresses the importance of each resident's situation when planning activities. Emphasizes a treatment oriented approach.

HC 127
Activities Therapy III (National)
3 Credits Class 3 Lab 0
Last of three courses to meet NAAP requirements for activity director. Emphasizes planning and conducting activities for nursing home residents in a treatment oriented approach.

HC 128
Activities Therapy Clinical I
1 Credit Class 0 Lab 3
Provides hands-on experience needed to apply the principles of the activity profession in the long term care setting.

HC 129
Activities Therapy Clinical II
1 Credit Class 0 Lab 3
Provides hands-on experience needed to apply the principles of the activity profession in the long term care setting. Prerequisite: HC 128.

HC 130
Basic Pathology
2 Credits Class 2 Lab 1
Introduction to diseases with emphasis on diseases of the blood, heart, blood vessels, excretory system, digestive system, liver, gallbladder, pancreas, respiratory system, endocrine system, reproductive system, nervous system, bones, joints, muscles and skin. Includes diseases related to hereditary disorders and neoplasia. Prerequisites: HC 100, HC 110 and HC 120.

HC 131
Fluids and Electrolytes
1 Credit Class 1 Lab 1
Life needs of the cell with an introduction to basic chemistry. Emphasizes assessment data, body fluids, electrolytes and acid base balance/imbalance. Prerequisites: HC 100, HC 110 and HC 120.

HC 132
How to Obtain Blood Samples
1 Credit Class 1 Lab 0
This course will familiarize individuals with the skills necessary for successful venipuncture.

HC 133
Clinical-Obtaining Blood Samples
0.5 Credits Class 0.5 Lab 0
Participants will have the opportunity to visit a laboratory and observe the role of the phlebotomist. Venipuncture will be performed with the laboratory preceptor. This clinical experience will involve spending five hours at the laboratory site and completing worksheets related to the experience. Prerequisite: Instructor permission.

HC 140
Technical Aspects of Anatomy and Physiology
3 Credits Class 3 Lab 2
Anatomy and physiology of body systems. Fluids and electrolytes are covered as well as basics of pathology. Prerequisite: Admission to Enrichment.

HC 146
Fitness Leadership
1 Credit Class 1 Lab 0
Designed for those 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
Exercise Physiology
3 Credits **Class 3** **Lab 0**
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
Stress and Stress Management
1 Credit **Class 1** **Lab 0**
Stress and its implication and relationship to illness. Alternatives in handling stress.

HC 150
Fitness Class Instruction
1 Credit **Class 0** **Lab 3**
Designed for the student who plans to teach aerobic 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 151
Nutrition in the 90's
2 Credits **Class 2** **Lab 0**
Concepts of nutrition and their application to personal eating patterns.Topics include nutrient, topical issues and methods of evaluating personal eating habits.

HC 153
Holistic Health
1 Credit **Class 1** **Lab 0**
Improvement of personal health and ability to cope. Beginning meditation and relaxation, foods for preventative health, pain control, energy balancing, accupressure, reflexology, polarity, yoga and music relaxation are introduced.

HC 155
Sports Nutrition
4 Credits **Class 4** **Lab 0**
Nutritional needs of the physically active individual in various environments. Use of erogenic aids and body composition are also covered. Prerequisite:All first year technical courses.

HC 156
Quality Improvement for Healthcare Professionals
0.5 Credits **Class 0.5** **Lab 0**
Familiarizes health professionals with the concept of quality improvement. Course content includes an overview of quality improvement, a discussion of how industry standards have transferred into healthcare, quality improvement principles and the team component as well as quality through cause and affect diagrams and clinical pathways will be emphasized.

HC 160
Child Care Practicum I
2 Credits **Class 1** **Lab 7**
Provides the opportunity to interact with and plan activities for children in day care settings, head start programs and early childhood classes. Prerequisite: Admission to Nanny program.

HC 161
Fundamentals of Child Care
3 Credits **Class 3** **Lab 1**
Fundamentals of child care. Includes assessment of children's mental and physical development; planning to meet safety, rest, nutritional, play, hygiene and educational needs.Addresses the prevention, recognition, and management of common childhood diseases. Co- or prerequisite: HC 162. Prerequisites: HC 100, DT 102 and HC 160.

HC 162
Child Care Practicum II
2 Credits **Class 1** **Lab 8**
Provides the opportunity to interact with, assess, plan play activities for and assist with the physical care of children in day care settings, head start programs and early childhood classes. Co- or prerequisite: HC 161. Prerequisites: HC 100, HC 160 and HC 250.

HC 163
Pediatric Emergencies
1 Credit **Class 1** **Lab 1**
Standard first aid, water safety and pediatric aspects of CPR. Co- or prerequisites: HC 161 and HC 162. Prerequisite: HC 100.

HC 164
Dynamics of Child Care
3 Credits **Class 3** **Lab 0**
Communication skills and technical and legal aspects of providing child care.Topics include confidentiality, parental authority, respect for parent's philosophy of child rearing, legal implications, child abuse symptoms and professional attitudes and appearance. Prerequisite: Admission to Nanny program or instructor permission.

HC 165
Child Care Practicum III
2 Credits **Class 1** **Lab 8**
Provides an opportunity to utilize principles of activity therapy, fundamentals and dynamics of child care, food preparation, physiological, social, and psychological sciences and communication techniques to plan and implement care for children in a private home setting. Prerequisites: DT 102, HC 161, HC 162 and HC 163.

HC 166
Complementary Therapies
1-0.5 Credit **Class 1-0.5** **Lab 0**
Introduces general public and health professionals to natural and complimentary therapies. Includes pain control through accupressure and non-drug therapies, stress management, vitamin and herb therapy.

HC 167
Loss, Grief and Dying
0.5 Credit **Class 0.5** **Lab 0**
Exploring the dynamics of loss, grief and dying, this course helps nurses and other health professionals better comprehend feelings and responses to loss and grief. Develops an appreciation for the response of clients, the client's family and the colleagues with whom they work.

HC 170
Bioacoustic Voice Assessment
3 Credits Class 3 Lab 1
Manual and computerized vocal assessment using techniques and technologies developed through the emerging field of Human BioAcoustics. Students identify and analyze stressed vocal frequencies which are then utilized in the construction of individualized sound presentation strategies. Analysis and interpretation of vocal patters done using routine clients for case studies.

HC 171
Human Bioacoustic Lab/Practicum
2 Credits Class 3 Lab 2
Prepares the student to accurately assess a routine client and the client's physical reaction to low frequency sound and then how to use that assessment to develop individualized sound presentation strategies for clients. Analytical observation and computer skills are used to assess six clients. Specifically designed sound rooms, equipment and techniques give the student hands-on skills and experience to develop a sound health practice. Prerequisite: HC 170.

HC 172
Advanced Human Bioacoustics
3 Credits Class 3 Lab 2
Specialized voice assessment skills needed to design sound presentation strategies for the chronically and critically ill client. Emphasis on learning how to influence biochemical and structural systems within the human body using low frequency sound to entrain brain waves. Collecting and evaluating data, research strategies and the psychological aspects of moving towards wellness are the primarily focus. Prerequisite: HC 171.

HC 182
Swedish Massage III
3 Credits Class 2 Lab 3
Kellogg's chapters on "The Therapeutic Applications of Massage", "The Rest Cure" and other pertinent concepts discussed by the author. Lab continues with Kellogg's chapter on "Massage of Special Regions" and "Special Methods of Zabludowski and Metzger". Prerequisite: HC 270.

HC 200
Pathophysiology for Nurses
3 Credits Class 3 Lab 1
Designed for the Level II Nursing student to explore recurring pathological changes in body structure and function leading to alterations in health. Emphasis on identifying interferences in basic human needs of metabolism, immunity, tissue perfusion, cardiovascular, respiratory, renal, and neurological function. Correlation in the clinical setting with expected human responses, signs, symptoms and laboratory data. Prerequisites: HC 130 or HC 140 and HC 131.

HC 202
Community Health
2 Credits Class 2 Lab 0
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
Cardiopulmonary Resuscitation Instructor
0.25-1 Credit Class 0.25-1 Lab 0.25-1
Instructor course in cardiopulmonary resuscitation leading to instructor certification through the American Heart Association or American Red Cross. Basic instruction techniques, background information on heart attacks and rationale for application of CPR.

HC 204
Standard First Aid Instructor
1 Credit Class 1 Lab 0
American Red Cross Standard First Aid and Adult CPR Instructor Course. Application of varying teaching methods used by the American Red Cross to provide the public with knowledge and skills necessary in an emergency. Upon successful completion of this course the participant will be certified as an American Red Cross Standard First Aid Instructor. (All American Red Cross requirements must be met before student may teach classes.)

HC 220
Personnel Supervision
3 Credits Class 3 Lab 0
Functions and techniques of personnel management. Topics include external and internal organizational factors influencing personnel activities, employee selection, employee assimilation, employee compensation and environmental factors.

HC 247
Microbiology
4 Credits Class 4 Lab 1
How microorganisms live in the world around us and our relationship to them. Systematically covers bacteriology, immunology, mycology, viruses and parasites.

HC 248
Hospital Safety
2 Credits Class 2 Lab 0
Safety practices and procedures for employees in hospitals and nursing homes.

HC 249
Activities Therapy (OHIO)
3 Credits Class 3 Lab 0
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.

HC 250
Creative Activity for Children
4 Credits **Class 4** **Lab 1**
Planning and implementing developmentally appropriate activities for young children. Stresses the selection, evaluation and presentation of music, art, books, materials and activities that are developmentally appropriate. Prerequisite: Admission to Nanny program or instructor permission.

HC 270
Swedish Massage II
3 Credits **Class 2** **Lab 3**
Kellogg's chapters on "The Procedures of Massage" and "Special Methods of Zabludowski and Metzger" and a continuation of "Massage of Special Regions" in the lab setting. Prerequisite: HC 122.

HC 271
Massage Anatomy and Physiology I
4 Credits **Class 4** **Lab 0**
An intensive study of the cellular and tissue levels of organization. A study of the integumentary system as well as principles of support and movement as accomplished by the skeletal, articular and muscular body systems will be included. Prerequisites: HC 100, HC 110, HC 120, HC 122, HC 123 and HC 124.

HC 272
Massage Techniques I
3 Credits **Class 2** **Lab 3**
Review of essential concepts from Kellogg's treatise on massage. Theory and practice of deep tissue massage techniques and trigger point therapy. Prerequisite: HC 182.

HC 273
Massage Techniques II
3 Credits **Class 2** **Lab 3**
Review of essential concepts from Kellogg. Theory and practice of myofascial release work and PIMR stretches. Prerequisite: HC 272.

HC 275
Movement Analysis
0.5 Credit **Class 0.5** **Lab 0**
Introduction to movement analysis. Upon completion of this course the student will be able to recognize the principles of movement analysis and apply these principles to the practice of massage therapy. Prerequisite: HC 270.

HC 276
Craniosacral Release
0.5 Credit **Class 0.5** **Lab 0**
Therapeutic applications that will help the student accomplish clinical objectives. Cranialsacral pulse is transmitted throughout the body via fluid pressures and tension on the fascial planes and connections. The student will learn ways of facilitating the pulse by freeing fascial planes and by easing fascial restrictions of the movements of the cranial bones. Prerequisite: HC 272.

HC 277
Massage Clinical
2 Credit **Class 1** **Lab 3**
Clinical performance of 30 one hour massage sessions under the guidance of the instructor. Prerequisite: HC 182, HC 278 and HC 283.

HC 278
Massage Techniques III
3 Credits **Class 2** **Lab 3**
Integration of all previously learned techniques and application of them to regional anatomy as well as to specific conditions. Prerequisite: HC 273.

HC 280
Massage Anatomy and Physiology II
4 Credits **Class 4** **Lab 0**
The study of the control systems of the body with emphasis on healthy physiology of the nervous and endocrine systems. Some pathology as pertains to those particular systems will be included as will the healing effects of massage. Prerequisites: HC 100, HC 110, HC 120, HC 122, HC 123, HC 124 and HC 271.

HC 281
Massage Anatomy and Physiology III
4 Credits **Class 4** **Lab 0**
A study of the maintenance of the human body including how the body maintains homeostasis on a daily basis. A study of the interrelations among the cardiovascular, lymphatic, respiratory, digestive and urinary systems will be included. Prerequisites: HC 100, HC 110, HC 120, HC 122, HC 123, HC 124, HC 271 and HC 280.

HC 282
Massage Anatomy and Physiology IV
4 Credits **Class 4** **Lab 0**
The endocrine systems, the cardiovascular system including the heart, blood, vessels and hemodynamics, and the lymphatic system as it pertains to massage therapy. Prerequisite: HC 281.

HC 283
Massage Anatomy and Physiology V
4 Credits **Class 4** **Lab 0**
Respiratory system, metabolism, the urinary system, fluid, electrolyte and acid-based homeostasis, the reproductive system and development and inheritance as it pertains to massage therapy. Prerequisite: HC 282.

HC 284
Massage Integration Seminar
4 Credits **Class 4** **Lab 0**
Swedish massage particularly as it relates to human anatomy and physiology throughout the different levels of organization and across the various systems of the body. Prerequisite: HC 278.

HC 289
Introduction to Health Cooperative Work Experience
1 Credit **Class 1** **Lab 0**
Preparation for cooperative work experience. A series of presentations, discussions, guest speakers in which the student learns about co-op requirements and engages in a process of self assessment. Develop personalized goals and objectives.

HC 290
Special Topics in Health Core
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

HC 291
Individual Study in Health Core
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

HC 292
Field Experience in Health Careers
1-4 Credits Class 0 Lab 12-48
On-the-job training in a health care facility through special arrangement with an instructor.

HC 293
Health Careers Directed Practice
1-8 Credits Class 0 Lab 5-40
Directed practice instruction in the performance of a particular function from an assigned instructor, and then observed and critiqued by the instructor in a repeat performance of that function.

HC 294
Health Careers Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

HC 296
Fitness Leadership Practicum/Seminar
2 Credit Class 1 Lab 7
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

HC 297
Health Careers Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

HC 298
Health Careers Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

HC 299
Health Careers Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

HIM Courses
Health Information Management

HIM 100
Health Information and Health Agency Orientation
3 Credits Class 3 Lab 0
Introduction to the health information management field and the structure, characteristics and documentation requirements of various health care facilities. Includes the value and uses of the medical record and the roles and functions of the HIM technology practitioner. The influence, roles and functions of regulatory and accrediting agencies are presented as well as an introduction to the roles and functions of the American Health Information Management Association.

HIM 110
Health Records and Procedures I
3 Credits Class 2 Lab 4
Introduction to acute care hospitals and ambulatory care facilities, their ownership, mission and organizational structure; the Uniform Health Discharge Data Set (UHDDS); the Uniform Bill 82/92 (UB 82)/ HCFA form 1500; how the medical record is compiled, abstracted, appropriate medical record content; knowledge of JCAHO, conditions of participation and AOA documentation requirements for acute care and ambulatory patient records.

HIM 112
Health Information and the Law
3 Credits Class 3 Lab 0
Legal principles applying to health information including how to reserve the confidentiality of patient related data. Preparation of a medical retention plan based on current legal statute, JCAHO, Medicare and Medicaid requirements. Develops skills responding to various requests for health information via case studies, authorizations for release of information, court orders and subpoenas.

HIM 112 A
Health Information Management and the Law I
1 Credit Class 1 Lab 0
Develops knowledge of legal principles that apply to health information and how to preserve the confidentiality of patient related data. Develop skills at responding to various requests for health information via case studies.

HIM 112 B
Health Information Management and the Law II
1 Credit Class 1 Lab 0
Develops knowledge of patient rights to privacy and the legal principles that apply to health information. Prerequisite: HIM 112 A.

HIM 112 C
Health Information Management and the Law III
1 Credit Class 1 Lab 0
Develops competence at interpretation of rules and regulations that apply to how long health information must be retained by a health care facility after the patient is discharged.The student prepares a retention schedule for health information and receives an overview of legal terms and how to respond to legal inquiries such as subpoenas, court orders and search warrants. Prerequisite: HIM 112 B.

HIM 120
Basic Coding Elements
3 Credits Class 2 Lab 4
Nomenclatures and classification systems. Focuses on assignment of codes utilizing coding principles for ICD-9-CM. Identification of the principle diagnosis, principle procedure and sequencing of selected codes. Prerequisites: HC 100, HC 101, HC 110, HC 111, HC 120, HIM 110, HIM 121 and HC 130.

HIM 121
Health Records and Procedures II
3 Credits Class 2 Lab 4
Long term care and mental health records; medical record form design and format types; management of incomplete medical records; health care facility reimbursement, nomenclatures and classification systems; filing, storage and microfilm; indices and registers and review of the release of information function.

HIM 150
Legal Documentation
0.5 Credit Class 0.5 Lab 0
Documentation requirements, informed consent, retention of records and responding to requests for health information.

HIM 200
Health Statistics
3 Credits Class 2 Lab 3
Health data collection methodologies.Topics include health data definitions, collection of health data, computing institutional statistics and presentation of health data. Develops skills in preparing data for analysis, calculating institutional statistics and interpreting statistical data. Prerequisites: HIM 100, HIM 110 and MATH 061 or placement.

HIM 201
Health Information Management Directed Practice I
4 Credits Class 0 Lab 14
Directed practice in the recognition of ethical responsibilities inherent in the role of the health information management technician. Practice of medical record procedures including filing , maintenance and acquisition of health records, handling and responding to requests for information, transcription, outpatient coding and forms development, design, approval, evaluation and usage. Prerequisite:All first year HIM courses.

HIM 202
Computer Applications in Health Information Management
1 Credit Class 1 Lab 1
Computer software programs utilized by the health information manager to compile a master patient index, abstract information from patient records for research studies, reimbursement, indices, registries and vital statistics; compile disease, operation and physicians' indices; prepare physician incomplete and delinquent record reports; track incomplete charts and correspondence; and compile hospital inpatient statistical analysis. Prerequisite: MICS 121.

HIM 203
Applied Concepts of Coding
3 Credits Class 2 Lab 4
Emphasizes sequencing of codes and using information contained in the medical record to choose the principle diagnosis and procedure.The interrelationship of disease and procedure classification systems, disease and procedure indices, physician profiles and case mix classification systems will be explored. Prerequisite: HIM 120.

HIM 204
Current Topics in Health Information Management
0.5-3 Credits Class 0.5-3 Lab 0
Topics of current interest in health information management.

HIM 211
Health Information Management Directed Practice II
4 Credits Class 0 Lab 14
Application of classroom learning and hands-on experience with entry level competencies for Accredited Record Technician. Practice of medical record procedures include filing, maintenance and acquisition of health records, handling and responding to requests for information, transcription, outpatient coding and forms development, design, approval, evaluation and usage. Prerequisites: HIM 201 and all first year HIM courses.

HIM 212
Health Information Management Quality Control
2 Credits Class 2 Lab 0
Quality assurance, utilization review, risk management, regulatory agencies driving quality assurance/quality improvement and reimbursement procedures in health care facilities.

HIM 215
Interpreting Diagnostic Data
2 Credits Class 2 Lab 0
Clinical significance of laboratory tests, invasive diagnostic tests and major drug classifications. Effective use of drug and laboratory test reference texts. Abstracts information from patient records for utilization review purposes.

HIM 220
Planning for Health Information Services
3 Credits Class 3 Lab 0
Planning, organizing, controlling and directing a medical record department.The student compares, evaluates and selects personnel and new equipment for a medical record department and writes proposals for administrators defending their rationale for equipment selection. Introduces the concepts of planning, budgeting, flow charting and designing floor plans to scale. Prerequisite: HIM 200.

HIM 221
Health Information Management Directed Practice III
4 Credits Class 0 Lab 14
Prepares the HIM student to competently perform functions in a medical record department and recognize the ethical responsibilities inherent in the role of the HIM technician. Practice of medical record procedures including flow charting, employee work scheduling, quality and quantity standards, quality assurance studies, updating job descriptions and disease research. Prerequisite: HIM 211.

HIM 222
CPT Coding
3 Credits Class 3 Lab 0
Introduces the current procedural terminology text; CPT codes, HCPCS and CPT editorial notations; evaluation and management codes; different surgical packages; the inclusive global concept of the AMA CPT-4 surgical package; starred procedures; coding of surgical repairs; correct usage of casting codes; application of medicine codes and correct ways to attack and write modifiers. Prerequisite: First year and fourth and fifth quarter HIM courses.

HIM 290
Special Topics in Health Information Management
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

HIM 291
Individual Study in Health Information Management
1 - 5 Credits Class 1-5 Lab 0
Individual study or research.Topics are arranged on an individual basis with instructor permission.

HIM 292
Field Experience in Health Information Management
1-4 Credits Class 0 Lab 12-48
On-the-job training in a health information management facility through special arrangement with an instructor.

HIM 293
Directed Practice in Health Information Management
1-8 Credits Class 0 Lab 5-40
Directed practice instruction in the performance of a particular function from an assigned instructor, and then observed and critiqued by the instructor in a repeat performance of that function. Prerequisite: Instructor permission.

HIM 294
Health Information Management Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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. Prerequisite: Instructor permission.

HIM 296
Health Information Management Practicum/Seminar
2-7 Credits Class 1 Lab 7-42
The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation.

HIM 297
Observation Hour in Health Information Management
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity. Prerequisite: Instructor permission.

HIM 298
Health Information Management Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

HIM 299
Health Information Management Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

HOTR Courses Hotel/Restaurant

HOTR 120
Introduction to the Hospitality Industry
2 Credits Class 2 Lab 0
Introduction to the lodging and food service industry. Explanation of the interrelationships involved and the variety of career opportunities available.

HOTR 140
Accounting for Hospitality Services
3 Credits Class 3 Lab 0
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 and restaurant statistics are surveyed. Prerequisite:ACC 100.

HOTR 150
Rooms Division Management
3 Credits **Class 3** **Lab 2**
How to accept reservations, receive guests, handle luggage, develop housekeeping skills, manage toward guest requirements and make the guest as comfortable as possible while maintaining the ecological aspects of the property or region.

HOTR 170
Marketing Small Properties
3 Credits **Class 3** **Lab 0**
Basic knowledge and practical experience enabling the student to develop strategic marketing plans for hotel/motel properties.

HOTR 223
Hotel Restaurant Lab 5 A
5 Credits **Class 1** **Lab 14**
Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at the Ramada Inn.

HOTR 224
Hotel Restaurant Lab 5 B
5 Credits **Class 1** **Lab 14**
Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at the Ramada Inn.

HOTR 225
Hotel Restaurant Lab 5 C
5 Credits **Class 1** **Lab 14**
Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at the Ramada Inn.

HOTR 226
Hotel Restaurant Lab 5 D
5 Credits **Class 1** **Lab 14**
Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at the Ramada Inn.

HOTR 227
Hotel Restaurant Lab 5 E
5 Credits **Class 1** **Lab 14**
Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at the Ramada Inn.

HOTR 228
Hotel Restaurant Lab 5 F
5 Credits **Class 1** **Lab 14**
Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at the Ramada Inn.

HOTR 241
Front Office Operations
3 Credits **Class 3** **Lab 0**
Introduction to technical innovation and technical theory such as yield management, manual night audit and record procedures. Combines technical theory with quality service concepts.

HOTR 242
Supervisory Housekeeping
2 Credits **Class 2** **Lab 0**
Planning, organizing, staffing, directing and controlling housekeeping operations within budgets.

HOTR 243
Hotel and Restaurant Law
3 Credits **Class 3** **Lab 0**
Laws significant to the hospitality industry. Emphasis on awareness of potential legal problems is designed to enable resolutions of problems before they could result in liability.

HOTR 244
Audits and Controls for Lodging Establishments
2 Credits **Class 1** **Lab 3**
Principles of managerial and basic marketing management concepts. Covers the management of personnel and routine managerial duties.

HOTR 253
Interior Decoration for Lodging Establishments
1 Credits **Class 1** **Lab 0**
Successful design of hospitality facilities. Covers whether or not to choose a professional designer, approaching a remodeling job, selecting a theme, correcting structural defects and using color effectively.

HOTR 260
Merchandising and Sales
3 Credits **Class 3** **Lab 0**
Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships.

HOTR 263
Facilities Management
2 Credits **Class 2** **Lab 0**
Energy management, heating, refrigeration, ventilation, air conditioning, electricity and water systems. Practical exercises in food service equipment and use of tools and materials.

HOTR 275
Resort Management and Development
3 Credits **Class 3** **Lab 0**
Application of successful business resort concepts to any type of property. Reflects the increase in importance attached to vacation travel and special weekend packages.

HOTR 290
Special Topics in Hotel/Restaurant Management Technology
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

HOTR 291
Individual Study in Hotel/Restaurant Management Technology
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

HOTR 292
Hotel/Restaurant Management Field Experience
1-4 Credits Class 0 Lab 12-48
On-the-job training in a hotel/restaurant facility through special arrangement with an instructor.

HOTR 293
Hotel/Restaurant Directed Practice
1-8 Credits Class 0 Lab 5-40
Directed practice instruction in the performance of a particular function from an assigned instructor, and then observed and critiqued by the instructor in a repeat performance of that function.

HOTR 294
Hotel/Restaurant Cooperative Work Experience/Seminar
6 Credits Class 2 Lab 40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

HOTR 296
Hotel/Restaurant Practicum/Seminar
4 Credits Class 2 Lab 16
The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation.

HOTR 297
Hotel/Restaurant Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

HOTR 298
Hotel/Restaurant Internship/Seminar
3-6 Credits Class 0 Lab 20-40
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor.

HOTR 299
Hotel/Restaurant Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

HRCA Courses Hotel/Restaurant and Culinary Arts

HRCA 100
Customer Service Orientation
1 Credit Class 1 Lab 0
Human personality and the importance of courtesy and hospitality. Includes telephone etiquette and guest relations at the front desk. Stresses the importance of dining room atmosphere and food service etiquette as well as practical applications for handling complaints.

HRCA 101
Mixology and Bar Management
1 Credit Class 1 Lab 1
Basic understanding of how to mix drinks. Surveys basic drinks and other spirits and includes management principles. Emphasizes cost control and purchasing.

HRCA 102
Wines and Beers
1 Credit Class 1 Lab 1
Focus on wines and beers of the world including their origin and history. Wine growing regions of Europe, North America and countries new to wine exportation are studied. Traditions, trends, proper glasses, presentation and terminology are covered. Prerequisite: Must be at least 21 years of age.

HRCA 104
Hospitality Management Development
5 Credits Class 1 Lab 12
An opportunity to be trained and to perform as a manager in a full service hotel. Prerequisite: Departmental permission.

HRCA 107
Hospitality Train the Trainer
2 Credits Class 2 Lab 0
Provides the ability to train personnel in new or established hotel/restaurant operations. Prerequisite: Must have completed at least 60 credit hours in Culinary Arts or Hotel/Restaurant.

HRCA 108
Hospitality Human Resources
2 Credits Class 2 Lab 0
Instruction and discussion for a basic understanding of hospitality resource management.

HRCA 109
Hospitality Contemporary Issues
1-2 Credits Class 1-2 Lab 0
Development of professional behaviors and attitudes for hospitality industry. Covers self assessment and career growth strategies.

HRCA 110
Safety and Sanitation
2 Credits Class 2 Lab 0
Prevention of food, alcohol and safety related incidents that could cause illness or injury to customers, employees or others. Includes new information on Hazard Analysis Critical Control Points food safety system, emerging pathogens that cause food borne illness, handling and using shell eggs and working with employees with HIV and AIDS. Also includes Hazard Communication Standard required by OSHA, integrated pest management and crisis management.

HRCA 110 A
Safety and Sanitation: Overview
1 Credit **Class 1** **Lab 0**
Overview of prevention of food, alcohol and safety related incidents that could cause illness or injury to customers, employees or others. Includes information on Hazard Analysis Control Points food safety system, emerging pathogens that cause food borne illness, handling and using shell eggs and working with employees with HIV and AIDS. Also includes Hazard Communication Standard required by OSHA, integrated pest management and crisis management.

HRCA 110 B
Safety and Sanitation: Certification
1 Credit **Class 1** **Lab 0**
Preparation for national certification in safety and sanitation. Review of topics in HRCA 110 A. Course includes certification test. Prerequisite: HRCA 110 A.

HRCA 111
Stocks, Sauces and Soups
3 Credits **Class 2** **Lab 3**
Preparation of foods utilized in commercial kitchens including stocks, soups, sauces, vegetables and farinaceous products.

HRCA 112
Salads, Sandwiches and Eggs
3 Credits **Class 2** **Lab 3**
Introduction to pantry and breakfast cookery including salads, salad dressings, sandwiches and breakfast preparations.

HRCA 113
A La Carte Cookery
3 Credits **Class 2** **Lab 3**
Fundamentals of meat, poultry and seafood cookery. Preparation of entrees cooked to order, accompaniments, garnishing, plate appearance and time management. Prerequisite: HRCA 112.

HRCA 114
Food Management
3 Credits **Class 2** **Lab 3**
Management organization, menu planning, material control, recipes and costing, personnel methods, equipment and facilities, food production methods and an introduction to baking and desserts.

HRCA 115
Breads and Baking Basics
3 Credits **Class 2** **Lab 3**
Bakery products, tools and equipment, weights and measures and the baking process. Preparation of yeast dough products and quick breads. The role of the pastry chef and bake shop management is reviewed.

HRCA 116
Hospitality Menu Planning
2 Credits **Class 2** **Lab 1**
Planning, utilization, pricing and integrating a menu into a commercial food service establishment. The menu concept as it relates to the entire operation is analyzed.

HRCA 117
Hospitality Supervision
3 Credits **Class 3** **Lab 0**
Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.

HRCA 120
Hospitality Security
2 Credit **Class 2** **Lab 0**
Security and loss prevention for hospitality properties. Safety and loss are addressed as necessary management programs and policies to ensure successful operations.

HRCA 121
Hospitality Ethics
2 Credits **Class 2** **Lab 0**
Business values and how they affect actions, decisions and conduct in each department of a hotel. Policies, written and understood, are analyzed from employee, management and owner viewpoints.

HRCA 125
Basic Table Service
3 Credits **Class 2** **Lab 3**
Training in the art of table service. American, French and Russian service will be presented and practiced. Includes training in the areas of wine and beverage service.

HRCA 145
Food Production Identification and Purchasing
3 Credits **Class 3** **Lab 0**
Identification and utilization of various food products used in commercial cooking. Purchasing, receiving, storing and issuing products are reviewed.

HRCA 146
Food Production and Preservation Techniques
1-3 Credits **Class 1-3** **Lab 1-2**
Mass food production and preservation techniques to prepare and safely transport quantities of food to institutions, restaurants, vending sites or public market locations. General skills and information relevant to all food production are followed by training in techniques specific to participants' jobs. Techniques and applications relevant to employees' work places are selected from a menu of modules.

HRCA 223
Food, Beverage, Labor Cost Control
3 Credits **Class 3** **Lab 0**
Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long term customer relationships. Includes cost, sales and control of food and beverage operations.

HRCA 224
Lounge and Beverage Management
2 Credits **Class 2** **Lab 0**
Introduction to bar and beverage management. Planning, equipping, staffing, operating and marketing a facility. How beverages are made, purchased, controlled and mixed into different kinds of drinks. Music, entertainment, lighting and a review of Ohio laws, service and food are discussed.

HRCA 229
Distinguished Guest Speaker
1 Credit **Class 1** **Lab 0**
National and international leaders serve as guest speaker on hospitality careers, current and future trends.

HRCA 230
Food and Beverage Services
2 Credits **Class 2** **Lab 0**
Principles of quality service and development of food and beverage service skills. Topics include dining room service, buffet and banquet service, table cookery, wines, spirits and beers. Ohio laws and regulations for alcohol control are reviewed.

HRCA 231
Serving Alcohol With Care
1 Credit **Class 1** **Lab 0**
Serving alcohol with care, understanding Ohio Liquor Laws and recognizing effects of alcohol consumption. Prepares the student to deal with potential alcohol related problems and aid in the recognition and fulfillment of social/moral obligations while engaged in the sale and service of alcoholic beverages. Upon successful completion, a certificate from the American Hotel and Motel Association is issued.

HRCA 236
Hospitality Mentor Development
2 Credits **Class 1** **Lab 4**
Characteristics of successful mentors, complete and analyze self assessment of mentorship potential, review and integrate problem solving strategies within the work place, practice giving and receiving positive and critical feedback, participate in peer mentoring and perform assessment of peer mentors.

HRCA 240
Festival Catering Production
1 Credit **Class 1** **Lab 1**
Special challenges in preparing food for large volume festival food service.

HRCA 241
Festival Catering Management
1 Credit **Class 1** **Lab 1**
Special challenges in preparing food for large volume festival food service.

HRCA 250
Bed and Breakfast Operations
1 Credit **Class 1** **Lab 0**
Basics of starting a bed and breakfast including selecting furnishings and equipment, keeping records, developing breakfast menus, serving guests and working with rules and regulations of the industry.

HRCA 264
Budgeting for Hospitality
3 Credits **Class 3** **Lab 0**
Introduction to financial accounting concepts used by managers and supervisors in the hospitality industry. Course includes development of an annual budget for a full service hotel.

HRCA 290
Special Topics in Hotel/Culinary
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

HRCA 291
Individual Study in Hotel/Culinary
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

HRCA 292
Field Experience in Hotel/Culinary
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a hotel/restaurant facility through special arrangement with an instructor.

HRCA 294
Hotel/Culinary Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

HRCA 296
Hotel/Culinary Practicum/Seminar
2-7 Credits **Class 1** **Lab 8-48**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

HRCA 297
Hotel/Culinary Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

HS Courses
Human Services

HS 100
Client/Caseworker Interface
3 Credits **Class 3** **Lab 0**
Roles, rights and responsibilities of the client and caseworker. Includes basic client interviewing techniques.

HS 101
Information Management Skills for Human Services Caseworkers
3 Credits **Class 3** **Lab 0**
Interfacing with various federal programs as well as a presentation of organizational skills, time management skills and conflict management techniques. Includes practicum covering caseload information management techniques.

HS 102
Eligibility Determination for Federal Assistance Programs
3 Credits Class 3 Lab 0
Identification of various federal assistance programs including the purposes, goals, policies, rules and eligibility criteria for receiving assistance. Practicum on eligibility determination included.

HS 103
Supplemental Writing Skills for Human Services Caseworkers
2 Credits Class 2 Lab 0
Presentation of documentation skills necessary to accurately complete agency forms.

HS 104
Fraud Investigation in Income Maintenance
3 Credits Class 3 Lab 0
Overview of the responsibilities of the fraud investigation unit in income maintenance. What constitutes fraud, roles and responsibilities of the fraud investigator and caseworker and fraud unit collaboration with the CDHS are discussed. Investigative techniques are identified along with interviewing techniques and the use of the CRIS-E system as related to investigations.

HS 105
Introduction to JOBS/LEAP Program
3 Credits Class 3 Lab 0
Basic foundation and introductory course for the JOBS/LEAP worker in the human service agency. Presents the history and development of social services, development of the JOBS program and its relationship to our current economy, function of the JOBS/LEAP and their relationship to local, state and federal agencies. Training and interviewing techniques are covered as well as job duties and responsibilities. Client participation and motivation factors are reviewed.

HS 106
Resolving Case Problems in Income Maintenance
2 Credits Class 2 Lab 2
Designed for income maintenance workers who have acquired the prerequisite knowledge for exploring issues and problem solving through the case study method. Students will work in self guided groups and be challenged to study the cases and evaluate a chosen course of action.

HS 110
Overview of Child Support Enforcement
3 Credits Class 3 Lab 0
Origins and history of child support enforcement at the federal and state levels. The importance of networking within the services and assistance areas for child support is covered as well as learning how to obtain and use information in child support cases.

HS 111
Caseworker/Recipient Procedures in Child Support Enforcement
3 Credits Class 3 Lab 0
General understanding of cultural diversity, communication techniques when working in potentially volatile situations and confidentiality with the child support enforcement system. Includes a review of caseworker management skills and negotiation and/or caseload management techniques.

HS 112
Conducting CSEA Investigations
3 Credits Class 3 Lab 0
Training in the use of locator systems as well as familiarization with various federal, state and local agencies useful in locating absentee parents. Emphasizes testing information for accuracy and includes practicum for specific CSEA investigation techniques.

HS 113
Court Orders in Child Support Enforcement
2 Credits Class 2 Lab 0
Introduction to the purposes of judicial process and various types of court orders. Includes formulas and guidelines by which child support obligations are determined.

HS 114
Resolving Case Problems in Child Support Enforcement
2 Credits Class 2 Lab 0
Designed for CSE workers who have acquired the prerequisite knowledge for exploring issues and problem solving through the case study method. Students will work in self guided groups and be challenged to study the cases and evaluate a chosen course of action.

HS 120
Motivating and Improving Performance of Agency Employees
3 Credits Class 3 Lab 0
Instruction in basic management styles while learning specific factors in employee job performance, morale and productivity. Specific methods for coaching and training employees as well as handling difficult employees and conflict resolution are covered.

HS 121
Managing Priorities, Time and Information of Agency Employees
3 Credits Class 3 Lab 0
Techniques designed to help supervisors learn basic time and information management skills. Setting priorities, timely communication, fiscal planning and management will be covered.

HS 122
Communication Skills for Supervisors
3 Credits Class 3 Lab 0
How to promote team building and set up and facilitate meetings to achieve goals. Additional techniques are stressed to help the supervisor learn to document and write effective agency communications.

HS 130
Case Management in the JOBS and LEAP Programs
3 Credits Class 3 Lab 0
Focus on the Public Assistance Manual as it relates to the JOBS and LEAP programs, covering various components of the programs, how LEAP is tied into JOBS and the importance of proper assignment. Client rights to due process are discussed as well as proper use of resources available on the state and local levels. Emphasizes the concept of managing the clients' services through case management techniques. Concurrent with HS 296.

HS 131
Collaboration Among IV-A, IV-D and IV-F Programs
3 Credits Class 3 Lab 0
Encourages collaboration among IV-A (Income Maintenance), IV-D (Child Support) and IV-F (JOBS) programs across the State of Ohio. Examines legal bases, goals and the idea of interdependence being the effect that one program can have on another in terms of agency funding, client services and workload. Key points of collaboration among the programs are also identified. Concurrent with HS 296.

HS 132
Strategies for Achieving Excellence in Human Services
3 Credits Class 3 Lab 0
Maximizing the contributions that team building, stress management and coping with change can make to a smooth and productive program operation. Includes discussion on the developing and changing roles of IM caseworkers, CSE investigators and JOBS workers. Analysis of the personal factors that influence the acceptance or rejection of change and strategies for coping with change. Identification of the signs of stress and strategies for overcoming stress and increasing productivity. Focus on the benefits of working as a team to workers, clients and programs. Concurrent with HS 296.

HS 133
Maintaining Professional Safety in Human Services
0.5-2 Credits Class 0.5-2 Lab 0
Increasing and maintaining personal and professional safety in both the office and the field. Methods for preventing and defusing potentially unsafe situations are explored. Examines beliefs, attitudes and actions that can improve and enhance worker/client interaction.

HS 134
Exploring Administrative Processes in CSE
2 Credits Class 2 Lab 0
The administrative processes embodied in Senate Bill 10 for establishing paternity and support with a review of the rationale and origins of the bill. Includes reviewing each phase of the process, from the details of procedures to the criteria for decision making.

HS 135
Supervising Collaboration Among IV-A, IV-D, IV-F Programs
2 Credits Class 2 Lab 0
Exploration of the interrelatedness of IV-A, IV-D and IV-F programs and the role of the supervisor in supporting interface. Examines the legislative foundation, goals, key components and linkages of each program. Addresses improving coordination between programs, developing and supporting agency rules and policy impacting coordination and identifying the importance of monitoring compliance with rules and policy supporting interface activities.

HS 150
Foundations of Mental Retardation/ Developmental Disability
4 Credits Class 4 Lab 0
Understanding of the person disabled with developmental disabilities and an orientation to the broad spectrum of disabilities. Provides an introduction to the technical terminology associated with those disabilities, what the disability is and how to work with the disability. Legal aspects of mental retardation programs and the legal rights and constraints of the consumer will be reviewed.

HS 151
Behavior Management
4 Credits Class 4 Lab 0
Behavior management in various settings. Emphasis will be given to hospitals, schools, correctional institutions, mental retardation facilities and programs of various kinds in which the behavior management technician would be employed.

HS 201
Case Management
3 Credits Class 3 Lab 2
Theory and practice of case analysis. Outlines case analysis as it specifically relates to the fields of mental retardation, mental health, and vocational rehabilitation. Includes the roles and functions of a case analyzer, skills needed to effectively administer and service caseload activity, utilization of community services and maintaining a client centered approach to case analysis.

HS 202
Case Crisis Management
3 Credits Class 3 Lab 0
Understanding severe acting out behaviors. Crisis is often a period of reaction to another's behavior with a "think about it later" attitude. This course is meant to reverse that procedure. Prerequisite: CORR 265 or instructor permission.

HS 290
Special Topics in Human Services
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

HS 291
Individual Studies in Human Services
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

HS 292
Field Experience in Human Services
1-4 Credits Class 0 Lab 12-48
On-the-job training in a human services facility through special arrangement with an instructor.

HS 294
Human Services Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

HS 296
Human Services Practicum/Seminar
2-7 Credits Class 1 Lab 7-42
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

HS 297
Human Services Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

HS 298
Human Services Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

HS 299
Human Services Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

HS 303
Program Support, Policy Interpretation and Monitoring
2 Credits Class 2 Lab 0
Relates supervisory role in supporting agency rules and policies such as implementation, communication and the role in monitoring compliance. Emphasizes skills necessary to assist employees in the use of resource manuals.

HUM Courses
Humanities

HUM 200
Introduction to World Literature
3 Credits Class 3 Lab 0
Examines various literary works representing historical periods from ancient Mesopotamia through the twentieth century. Presents a progression of literary styles and forms representing the universality of human concerns through the ages.

HUM 201
Western Civilization and Culture
3 Credits Class 3 Lab 0
Provides an understanding that the human experience is not, and has never been, a series of stagnant, isolated moments. Students will learn to appreciate the fact that all people have not shared the same world views, opportunities and problems.

HUM 202
Understanding and Appreciating Theatre Arts
3 Credits Class 3 Lab 0
Designed to give participants an opportunity to increase their insight and understanding of theatre art. Students will study the historical tradition of theatre art, its ever changing place in society and the composite talents and skills that create the drama, the productions and their performances an audience sees.

HUM 203
Ethics, Values and Morality
3 Credits Class 3 Lab 0
Rationales by which individuals and societies determine what constitutes ethical and moral behavior. Includes an overview of moral philosophy and theories of value formation.

HUM 204
Twentieth Century U.S. Music
3 Credits Class 3 Lab 0
Explores the predominant music of the United States during the twentieth century. Includes an examination of the foundations and development of classical, jazz, popular, folk and Broadway music of the last one hundred years.

HUM 290
Special Topics in Humanities
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

HUM 291
Individual Studies in Humanities
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

JUV Courses
Juvenile Corrections

JUV 100
Juvenile Residential Services
3 Credits Class 2 Lab 4
Operation and programming of juvenile institutional and community based residential facilities. Includes a review of the history, function, social purposes, programs and their effectiveness.

JUV 101
Family Dynamics
3 Credits **Class 3** **Lab 2**
Family interaction and functioning in response to external and internal pressures. Includes a review of symptoms of family dysfunction that come to the attention of authoritative agencies and official responses to those problems.

JUV 102
Juvenile Delinquency
3 Credits **Class 3** **Lab 0**
History, nature and extent of juvenile delinquency. Theories of causation are reviewed in the study of past and current prevention, control and treatment methods.

JUV 105
Child Abuse
3 Credits **Class 3** **Lab 2**
Dynamics related to child abuse, neglect and abandonment. Includes an overview of the extent of abuse and related dynamics. The influence of abuse on current and future behavior along with its impact on personality development is also explored.

JUV 110
Adolescent Cognitive Behavior
3 Credits **Class 3** **Lab 0**
Dysfunctional cognitive and behavioral patterns of adolescents that bring them into contact with the juvenile justice system. Assessment techniques that identify these thinking errors are presented with discussion of intervention methods to assist the youth in modifying their thinking and behavior.

JUV 111
Juvenile Sexual Offender
3 Credits **Class 3** **Lab 0**
Study of the juvenile offender who has been involved with sexually acting out sexual abuse or sexual assault. Causes and results of such behavior will be compared with current treatment interventions.

JUV 112
Juvenile Sexual Offender Field Experience/Seminar
3 Credits **Class 1** **Lab 24**
On the job training at the Department of Youth Services Sex Offenders Treatment Center. In the seminar students share experiences, address concerns and evaluate progress. Prerequisites: JUV 111 and instructor permission.

LANG Courses Languages

LANG 101
Street Spanish for Law Enforcement Rangers
1 Credit **Class 0.5** **Lab 1.5**
Practical Spanish vocabulary which will aid in effective communication with Spanish speaking persons during patrol situations.

LANG 120
Beginning Spanish
3 Credits **Class 3** **Lab 1**
Designed for the student with little or no background in Spanish. Includes 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
Intermediate Spanish
3 Credits **Class 3** **Lab 1**
Vocabulary, intonation and the convention of the Spanish language. Emphasizes is on oral/aural skills, rudimentary writing and reading materials tailored to the needs of the Travel and Tourism student are introduced. Prerequisite: LANG 120.

LANG 130
French I
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing French.

LANG 131
French II
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing French. Prerequisite: LANG 130.

LANG 132
French III
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing French. Prerequisite: LANG 131.

LANG 133
French IV
3 Credits **Class 3** **Lab 1**
Application of language usage in the hospitality industry. The student demonstrates language skills necessary to serve a French guest at a hotel or restaurant speaking only French. Prerequisite: LANG 132.

LANG 140
German I
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing German.

LANG 141
German II
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing German. Prerequisite: LANG 140.

LANG 142
German III
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing German. Prerequisite: LANG 141.

LANG 143
German IV
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing German. Prerequisite: LANG 142.

LANG 150
Italian I
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing Italian.

LANG 151
Italian II
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing Italian. Prerequisite: LANG 150.

LANG 152
Italian III
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing Italian. Prerequisite: LANG 151.

LANG 153
Italian IV
3 Credits **Class 3** **Lab 1**
Foundation for understanding, speaking, reading and writing Italian. Prerequisite: LANG 152.

LANG 290
Special Topics in Languages
1-5 Credits **Class 1-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

LANG 291
Individual Studies in Languages
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research.Topics are arranged on an individual basis with instructor permission.

MA Courses
Medical Assistant

MA 100
Basic Clinical Assistant Procedures
4 Credits **Class 3** **Lab 3**
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, 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 specimens for laboratory analysis.

MA 102
Medical Office Procedures I
2 Credits **Class 2** **Lab 2**
Administrative or office duties of a medical assistant in a physician's office. Includes answering, screening and placing telephone calls; scheduling patient appointments and hospital admissions; 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
Family Practice Clinical Assistant Procedures
4 Credits **Class 3** **Lab 3**
Intermediate level clinical procedures in the family practice medical office. Emphasizes tissue healing and surgical sepsis including the application of heat and cold, bandaging, cast application and removal, crutch walking, sterilization and disinfection, minor office surgery and urinalysis. Prerequisite: MA 100.

MA 112
Medical Law and Ethics
3 Credits **Class 3** **Lab 0**
Medical ethics and law in the medical office setting. Analyzes medical office situations to determine ethical and legal status. Includes a history of medicine, the Medical Practice Acts, the physician-patient relationship, confidentiality, implied, verbal and written consent, malpractice, creating and terminating a contract and professional law liability. Identifies reports required by law and emphasizes professionalism in the medical office.

MA 113
Nutrition for Medical Assistants
3 Credits **Class 3** **Lab 1**
Introduction to the science of nutrition. Prepares medical assistants in the application of nutritional concepts to patient care. Emphasizes the function, food sources and dietary deficiencies of nutrients. 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.

MA 120
Obstetrics, Gynecological and Pediatric Clinical Assisting Procedures
4 Credits **Class 3** **Lab 3**
Presentation of theory and techniques required by the medical assistant to perform gynecologic, obstetric and pediatric examining room techniques. Includes the menstrual cycle and gynecologic examination, instructing the patient in methods of birth control, signs and symptoms of 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. Prerequisite: MA 110.

MA 122
Medical Office Procedures II
2 Credits **Class 2** **Lab 2**
Filing systems, procedures, equipment and supplies, retention schedules, patient records, types of health insurance coverage, initiating and updating records, insurance terminology, handling insurance claims, coding for professional services, provisions of Blue Cross, Blue Shield, Medicare, Medicaid, CHAMPUS and Workman's Compensation and typing insurance forms. Prerequisites: OAT 100 and MA 102.

MA 200
Advanced Clinical Assisting Procedures
5 Credits Class 4 Lab 3
Procedures employed in administering patient therapy and diagnostic testing, administration of medications, performing venipuncture, running electrocardiograms, administering ultrasound treatments, assisting with sigmoidoscopy and patient preparation and positioning for x-rays. Prerequisite: MA 120.

MA 202
Basic Pharmacology for Medical Assistants
4 Credits Class 4 Lab 0
Pharmacology principles 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 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. Prerequisites: MA 110 and MATH 201 H.

MA 203
Medical Assistant Externship I
4 Credits Class 0 Lab 13
Directed practicum in a medical office, clinic or comprehensive health care facility where the student spends two days each week performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included to discuss experiences. Prerequisite: Quarter IV standing.

MA 204
Medical Assistant Externship II
4 Credits Class 0 Lab 13
Continuation of MA 203. Prerequisites: HC 106, HC 114, MA 202 and MA 203.

MA 205
Medical Assistant Externship III
4 Credits Class 0 Lab 13
Directed practicum in a medical office, clinic, or comprehensive health care facility to provide direct patient contact; apply clinical and administrative theory to practical situations; perform clinical and administrative procedures in a medical office; and gain insight into the medical assistant role in the health care team.Two days each week are spent in a general or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. Prerequisites: MA 204, MA 220 and MA 222.

MA 220
Medical Laboratory Procedures
5 Credits Class 4 Lab 3
Theory and techniques required to perform laboratory tests in the medical office. Emphasizes patient preparation, completion of laboratory forms, collection of specimens for testing in the medical office or for transporting to an outside laboratory, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Clinical procedures include venipuncture, obtaining a capillary blood specimen, blood banking, hematologic laboratory tests, blood chemistry tests, microbiologic laboratory tests and urinalysis. Prerequisite: MA 200.

MA 221
Medical Management Computerization
4 Credits Class 3 Lab 2
Computer concepts and applications for the medical office. Emphasizes utilization of microcomputers in the medical office including the data processing cycle, components of the computer system, selection of hardware and software, secondary storage devices, the disk operating system (DOS) and medical office management applications.

MA 222
Medical Office Procedures III
4 Credits Class 3 Lab 3
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 journals, patients' and general ledgers, disbursement records, petty cash records, financial statements, payroll taxes and deductions, tax returns, employee earning records and payroll registers are covered. Prerequisite: MA 122.

MA 223
Computer Applications in Medical Assisting
2 Credits Class 1 Lab 3
Medical office computer applications. Functions performed by medical office management application programs which include file maintenance, patient registration, posting transactions, appointments, patient billing, insurance billing and reports. Prerequisite: MA 221.

MA 224
Advanced Pharmacology for Medical Assistants
3 Credits Class 3 Lab 0
Advanced principles of pharmacology relating to the medical office. Emphasis is placed on the correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. Documentation of drug administration and assessment for side effects/benefits of drugs is thoroughly discussed. Use, action, side effects, implications of medications that are dispensed and prescribed in the medical office including digestive drugs and drugs affecting the urinary, nervous, endocrine and respiratory systems. Drugs that are used to control pain are presented with special emphasis on the medical assistants responsibilities when administering and/or working with controlled substances. Prerequisite: MA 202.

MA 225
Case Studies in Medical Assisting
3 Credits **Class 3** **Lab 0**
Integration of all components of the Medical Assistant curriculum. Through simulated case studies, the student demonstrates competency in knowledge and skills required for entry level employment in a medical office or clinic. Assists the student in preparation for the Certification Examination for Medical Assistants.

MA 239
Principles and Techniques of Electrocardiography
1 Credit **Class 0** **Lab 2**
Theory and techniques of electrocardiography including patient preparation and the running, care and maintenance of the ECG.

MA 290
Special Topics in Medical Assisting
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

MA 291
Individual Study in Medical Assisting
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

MA 292
Field Experience in Medical Assisting
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a medical assistance facility through special arrangement with an instructor.

MA 293
Medical Assistant Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

MA 294
Medical Assistant Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

MA 296
Medical Assistant Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

MA 297
Medical Assistant Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

MA 298
Medical Assistant Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

MA 299
Medical Assistant Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

MATH Courses
Mathematics

MATH 101
Basic Mathematics
3 Credits **Class 3** **Lab 1**
Whole number operations, fractions and decimals are covered. Applications of these topics and order of operation is emphasized.

MATH 102
Pre-Algebra
3 Credits **Class 3** **Lab 1**
Metric and English systems of measurement, percents, operations on signed numbers and evaluating expressions containing powers and/or roots are covered. Applications of the topics is emphasized. Prerequisite: MATH 101 or placement.

MATH 108 **PACE**
Introduction to Algebra
3 Credits **Class 3** **Lab 1**
Metric/English conversions, algebraic operations, solutions of simple equations and the mathematical construction and use of tables, charts and graphs are covered. Application problems are utilized. Prerequisite: MATH 102 or placement.

MATH 108 B
Introduction to Algebra for Business
3 Credits **Class 3** **Lab 1**
Metric/English conversions, algebraic operations, solutions of simple equations and the mathematical construction and use of tables, charts and graphs are covered. Applications from business and public safety are utilized. Prerequisite: MATH 102 or placement.

MATH 108 E
Introduction to Algebra for Engineering
3 Credits **Class 3** **Lab 1**
Metric/English conversions, algebraic operations, solutions of simple equations and the mathematical construction and use of tables, charts and graphs are covered. Applications from engineering are utilized. Prerequisite: MATH 102 or placement.

MATH 108 H
Introduction to Algebra for Health
3 Credits **Class 3** **Lab 1**
Metric/English conversions, algebraic operations, solutions of simple equations and the mathematical construction and use of tables, charts and graphs are covered. Applications from health are utilized. Prerequisite: MATH 102 or placement.

MATH 108 N
Introduction to Algebra for Natural Resources
3 Credits **Class 3** **Lab 1**
Metric/English conversions, algebraic operations, solutions of simple equations and the mathematical construction and use of tables, charts and graphs are covered. Applications from natural resources are utilized. Prerequisite: MATH 102 or placement.

MATH 109
Business Math
4 Credits **Class 4** **Lab 0**
An algebraic approach to solving applied business mathematics problems. Topics include basic statistics, interest, taxes, depreciation, annuities, investments and other business applications. Prerequisites: MATH 108 or MATH 108 B or MATH 108 E or MATH 108 H or MATH 108 N.

MATH 110 PACE
Geometry and Trigonometry
3 Credits **Class 3** **Lab 1**
Plane and solid geometry, right triangle trigonometry, Laws of Sine and Cosine and basic statistics. Word problems will be emphasized. Prerequisite: MATH 108.

MATH 111 PACE
Intermediate Algebra
3 Credits **Class 3** **Lab 1**
Basic manipulations and operations involving algebraic terms, factoring and removal of monomial factors, algebraic fractions and equations involving fractions, exponents (zero, negative and fractional) and radicals are covered. Word problems are emphasized. Prerequisite: MATH 108.

MATH 112 PACE
Advanced Algebra
3 Credits **Class 3** **Lab 1**
Solving quadratic equations (by using either the quadratic formula or factoring); both natural and common logarithms; solving equations by graphing; solving simultaneous equations using graphing, substitution, addition/subtraction, or determinates; and the manipulation of vectors and their sums are covered. Word problems are emphasized. Prerequisites: MATH 110 and MATH 111.

MATH 113
Comprehensive College Algebra
5 Credits **Class 5** **Lab 0**
Review of high school algebra including linear and quadratic equations and inequalities, factoring, operations on algebraic fractions, radicals and exponents, simultaneous linear equations and simple graphing techniques. Prerequisite: Placement.

MATH 115
Pre-Calculus
5 Credits **Class 5** **Lab 0**
Simple and advanced graphing techniques, functions, inverses and operations on functions. Study of polynomial, rational, exponential, logarithmic and trigonometric functions. Topics from geometry and trigonometry. Prerequisite: MATH 113.

MATH 150
Food Service Math
2 Credits **Class 2** **Lab 1**
Basic arithmetic operations including the application of basic math operations to food service problems such as recipes, portioning and daily report completion.

MATH 163 A
Calculus
3 Credits **Class 3** **Lab 1**
Limits and continuity, differentiation, rates of change, differentiation techniques, higher order derivatives, maximum/minimum problems, implicit differentiation, exponential and logarithmic functions, the antiderivative, the definite integral and various application problems are covered. Prerequisite: MATH 112.

MATH 174
Math for Automotive
3 Credits **Class 3** **Lab 0**
Math and algebra formulas, expressions and equations to solve the technical problems found in the automotive industry. Includes percentages, ratio and proportions, powers and roots, English/metric measurements and conversions as well as graphs and charts.

MATH 290
Special Topics in Mathematics
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

MATH 291 PACE
Independent Study in Mathematics
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

MATL Courses Materials

MATL 100
Materials Fundamentals
3 Credits **Class 3** **Lab 2**
Structure and properties of materials, such as basic atomic, molecular, crystalline and amorphous structures for ceramics, metals and polymers. Methods of evaluating structures and properties of materials are demonstrated.

MATL 102
Metals I
3 Credits **Class 3** **Lab 2**
Principles of metallurgy including effects of plastic deformation, recrystalization and grain growth on metals. The iron-iron carbide equilibrium diagram is studied to relate heat treating and alloying effects that produce specific properties. Prerequisite: MATL 100.

MATL 103
Polymers I
3 Credits Class 3 Lab 2
Thermoplastics and thermosetting polymers and methods used in manufacturing major industry resins. Properties and analysis of resins, rubbers, glasses, crystalline polymers and fibers are covered. Prerequisite: MATL 100.

MATL 104
Adhesives
3 Credits Class 3 Lab 2
Thermoplastic, thermoset, elastomeric and natural adhesives. Emphasis is placed on selecting adhesives metal-metal, metal-ceramic, metal-plastic and plastic-plastic bonding. Prerequisite: MATL 100.

MATL 110
Metals II
3 Credits Class 3 Lab 2
Nonferrous metals and alloys, processing and properties of aluminum, copper, lead, magnesium, nickel, tin, titanium, precious metals and their alloys. Prerequisite: MATL 102.

MATL 111
Polymers II
3 Credits Class 3 Lab 2
Fabrication of thermoplastic and thermoset resins, molding processes, casting, thermo-forming, coating, fabrication, welding and gluing are covered. Includes tooling and mold making for these processes. Prerequisite: MATL 103.

MATL 120
Plastic Testing
1-3 Credits Class 1-2 Lab 3
Introduction to various plastic testing techniques. The course assumes the students has a basic understanding of different amorphous and crystalline plastic materials along with the knowledge of engineering relationships in the form of numerical equations.

MATL 121
Plastics Finishing and Assembly
1-3 credits Class 1-2 Lab 3
Basic knowledge and awareness of the secondary processes associated with plastic product manufacturing including tooling technology associated with each process. Understanding of the complete plastics manufacturing process including assembly, decorating and packaging of plastic parts. Prerequisite: MATL 103.

MATL 200
Microscopy Analysis of Materials
3 Credits Class 2 Lab 4
Analysis of materials with optical and electron microscopes. Includes selection of the sample, handling and preparation for observation. Prerequisites: CER 103, MATL 110 and MATL 111.

MATL 205
Composite Compositions
3 Credits Class 3 Lab 2
Composite materials and the processing necessary to obtain design properties. Compatibility of materials and production processes are evaluated for technical and economic feasibility. Prerequisites: CER 103, MATL 110 and MATL 111.

MATL 206
Extrusion
3 Credits Class 2 Lab 3
In depth knowledge of extrusion processes. Topics covered include principles of extrusion, types of extruded products, types of extruders, co-extrusion, heating/cooling cycles, dies, barrel temperature control, and pressure and flow rate control. Prerequisite: MATL 111.

MATL 207
Thermosets
3 Credits Class 3 Lab 2
In depth study of thermosetting plastics, their properties and applications. Specific topics covered are compression molding, transfer molding and reaction injection molding. Prerequisite: MATL 111.

MATL 210
Material Processing Systems
3 Credits Class 3 Lab 2
Traditional and non-traditional processing techniques to economically achieve improved properties of materials. Topics include heat, pressure, atmosphere and chemical requirements to produce advanced materials. Prerequisites: CER 104 and EGR 103.

MATL 220
Plastics Product Design
1-3 Credits Class 1-2 Lab 1-5
Concepts of part design starting with what the customer wants through the design cycle guideline and product marketing. Special emphasis will be given to understanding the role of these critical elements: material selection; prototyping and modeling plastic part design; part drawing; plastic part design basics (the rules); form, fit and function relative to aesthetics; part quality; relationship of tool design to part design; relationship of process factors to part performance; part costing; and use factors that impact part performance. Prerequisite: MATL 111.

MATL 221
Injection Mold Design
1-4 Credits Class 1-3 Lab 1-5
Provides in-depth knowledge about the injection mold design and process through a combination of class and design project. Emphasis will be placed on mold building fundamentals and the use of standard components in injection molds.

MATL 222
Injection Molding
1-3 Credits **Class 1-2** **Lab 0-3**
In-depth knowledge about the injection molding machine and process through a combination of class and laboratory sessions. Emphasis will be placed on equipment operation and processing fundamentals. Prerequisite: MATL 111.

MATL 290
Special Topics in Materials
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

MATL 291
Individual Study in Materials
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

MATL 292
Field Experience in Materials
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a materials facility through special arrangement with an instructor.

MATL 294
Materials Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience 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.

MATL 296
Materials Practicum/Seminar
2 Credits **Class 1** **Lab 8**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

MATL 297
Observation Hour in Materials
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

MATL 298
Materials Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

MATL 299
Materials Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

MCS Courses
Marketing and Customer Service

MCS 100
Beginning Customer Service
0.5-3 Credits **Class 0.5-3** **Lab 0**
Introduction to the role of customer service in an organization. A variety of issues are addressed and reinforced through classroom discussion and videos.

MCS 101
Intermediate Customer Service
0.5-3 Credits **Class 0.5-3** **Lab 0**
Continuation of MCS 100. Additional topics surveyed include cycle of services and developing a service strategy.

MCS 102
Advanced Customer Service
0.5-3 Credits **Class 0.5-3** **Lab 0**
Continuation of MCS 101 including additional study in developing service people and developing customer friendly systems.

MCS 110
Telephone Selling Skills
3 Credits **Class 3** **Lab 0**
Introduction to the skills necessary to operate a telephone system used in telemarketing activities. Communication skills and inbound/outbound call handling is emphasized.

MCS 120
Customer Service Lab
3 Credits **Class 0** **Lab 9**
Actual practical work experience in a real life customer service center. The student surveys the five basic applications of customer service departments as well as prepares appropriate mailing and processes fulfillment pieces.

MCS 121
Advanced Customer Service Lab
3 Credits **Class 0** **Lab 9**
Provides work experience in a customer service center. Students learn quality control and management skills while processing order fulfillment.

MCS 130
Principles of Customer Service
3 Credits **Class 3** **Lab 0**
Introduction to the profession of customer service. A survey of job opportunities, customer service departments, marketing campaigns conducted by customer service representatives and service as a managed endeavor are covered.

MCS 140
Marketing and Sales Support
3 Credits **Class 2** **Lab 3**
The relationship between the marketing of products and services and their subsequent sale. Includes the marketing mix, product life cycles, selling strategies, methods of distribution and the costs associated with both marketing and selling. Prerequisites: MCS 120 and MCS 130.

MCS 150
Distribution Management
3 Credits **Class 2** **Lab 3**
Survey of distribution channels commonly found in the delivery of products and services. Actual catalog fulfillment is studied as well as a discussion of how the marketing campaign interacts and supports the distribution effort.

MCS 151
Distribution Center/Warehouse Lab
3 Credits **Class 0** **Lab 9**
Receive, inventory and ship products and services. Includes forklift operation.

MCS 160
Direct Mail Marketing
3 Credits **Class 2** **Lab 3**
Introduction to the concepts and principles for direct mail sales and marketing. Advertising and promotional materials preparation are surveyed.

MCS 200
Current Topics in Customer Service
0.25-3 Credits **Class 0.25-3** **Lab 0**
Current issues of concern in the customer service profession. Includes identifying new techniques for handling customer issues and problems.

MCS 210
Successful Marketing Campaigns
3 Credits **Class 2** **Lab 3**
Introduction to a number of successful marketing campaigns. Prerequisites: MCS 120 and MCS 130.

MCS 220
Marketing Management
3 Credits **Class 2** **Lab 3**
Basic principles involved in the development of a market research tool. Topics include test marketing procurement, direct marketing methods, product planning and target markets. Prerequisite: BUS 110.

MCS 240
Managing Customer Service Representatives
3 Credits **Class 1** **Lab 6**
Hiring and training practices, motivating employees, comprehensive techniques, evaluation procedures and employee development will be discussed. Prerequisite: MCS 210.

MCS 290
Special Topics in Marketing and Customer Service
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

MCS 291
Marketing and Customer Service Individual Study
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

MCS 292
Field Experience in Marketing and Customer Service
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in an accounting facility through special arrangement with an instructor.

MCS 294
Marketing Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

MCS 296
Marketing and Customer Service Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

MCS 297
Observation Hour in Marketing and Customer Service
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

MCS 298
Customer Service Internship
3-6 Credits **Class 3** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

MICS Courses Microcomputers

MICS 101
Computer Literacy
1 Credit **Class 1** **Lab 1**
Taught on the Apple, this course familiarizes the novice computer user with the operation of a microcomputer through the use of a word processing package, low and high resolution graphics, and BASIC programs.

MICS 110
Introduction to Visual Basic
2 Credits **Class 2** **Lab 2**
Visual Basic is an object oriented programming language used to write Windows programs that are GUI and event driven. In this course you will learn to combine both data and event together to create, manage or update entry screens. You will run an event driven program and continuously check to see if an event has occurred or not.

MICS 112
Introduction to DOS
1 Credit Class 1 Lab 1
Introduction to IBM compatible machines using the disk operating system (DOS). Use of internal and external operating system commands to create, manage and manipulate files.

MICS 121
MicroSoft Works for Windows
3 Credits Class 2 Lab 3
Introduction to the integrated software package, MicroSoft Works using IBM compatible machines. The student designs and manipulates multiple files to apply the major functions of the word processing, data base and spreadsheet modules of this package.

MICS 121 A
MicroSoft Works for Windows (Word Processing)
1 Credit Class 1 Lab 1
Taught on IBM compatible machines, this course provides instruction on the word processing component of the software package MicroSoft Works.

MICS 121 B
MicroSoft Works for Windows (Database)
1 Credit Class 1 Lab 1
Use of the database component of the software package MicroSoft Works.

MICS 121 C
MicroSoft Works for Windows (Spreadsheet)
1 Credit Class 1 Lab 1
Use of spreadsheet component of the software package MicroSoft Works.

MICS 141
Lotus 1-2-3
1 Credit Class 1 Lab 1
Introduction to the spreadsheet and database capabilities of Lotus 1-2-3 (V3.0), the most popular spreadsheet package on the market today. Using IBM compatible machines, the student designs and manipulates multiple spreadsheet and database files to apply the major functions of this software package.

MICS 142
Introduction to dBase
1 Credit Class 1 Lab 1
Introduction to the popular and powerful database management software, dBase IV, using IBM compatible machines. Includes creating database files, designing forms, using queries and designing reports and labels.

MICS 144
WordPerfect for Windows
1 Credit Class 1 Lab 1
Taught on IBM compatible machines, this course introduces the word processing software WordPerfect for Windows. Includes program enhancements such as creating tables, Spell Checker, OLE (object, linking, embedding), and spreadsheet links.

MICS 145
Introduction to Windows
1 Credit Class 1 Lab 0
Introductory, hands-on seminar to manage, update, and customize using Windows program. Participants will learn the basics of using Windows, work with applications, manage files and directories, customize the windows, use the word processing write and note pad programs, create graphics, and use other Windows accessories.

MICS 146
Introduction to Windows 95
1 Credit Class 1 Lab 0
Introductory hands-on course develops the skills necessary to work in Windows 95 and learn the basics of Windows 95 graphical environment. Includes how to open, close and switch among applications; copy from one application to another; work with the WordPad and Paint programs and develop, save and print documents and drawings; and use the Windows Explorer to manage disk files.

MICS 152
Advanced dBase
2 Credits Class 2 Lab 2
This course, taught on IBM compatible machines, illustrates the advanced features of the database management software, dBase. Includes maintaining database files, designing forms, using queries and designing reports and labels. Prerequisite: MICS 142.

MICS 201
Desktop Publishing: IBM
2 Credits Class 2 Lab 2
Computer aided page layout and publishing for writing, assembling and designing publications such as business reports, newsletters, trade journals and brochures, by combining text and graphics. Introduces the student to desktop publishing terms and techniques and use of a popular desktop publishing software package in order to create various types of publications.

MICS 201 A
Introduction to Desktop Publishing: IBM
1 Credit Class 1 Lab 1
Basic desktop publishing terms and techniques. Students will learn to create simple publications such as letterhead, flyers and brochures.

MICS 201 B
Advanced Desktop Publishing: IBM
1 Credit Class 1 Lab 1
Advanced desktop publishing techniques. Students will create more complex publications such as multiple page newsletters, forms and brochures, learn to import graphics and define and use styles and templates. Prerequisite: MICS 201 A.

MICS 280
Software Applications for the Desktop Computer
0.25-3 Credits Class 0.25-3 Lab 0.25-3
Hands-on training introducing current popular microcomputer software applications. Participants design and manipulate files to apply the major components of designated microcomputer packages, languages and/or operating systems.

MICS 290
Special Topics in Microcomputers
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

MICS 291
Individual Study in Microcomputers
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research.Topics are arranged on an individual basis with instructor permission.

NR Courses
Natural Resources

NR 100
Astronomy
2 Credits **Class 1** **Lab 3**
The science of the celestial bodies and their magnitudes, motions, and constitution.

NR 101
Edible and Medicinal Plants
1.5 Credit **Class 1.5** **Lab 1**
Past and current medicinal, edible and other uses of native plants including proper identification, preparation and use of each along with associated folklore and tales.

NR 102
Animal Care and Handling
1 Credit **Class 1** **Lab 1**
Students will gain basic facts and skills necessary to care for and handle wild animals including reptiles, amphibtues, fish, birds and mammals for museum/nature center rehabilitation and programmatic purposes.

NR 103
Stable and Barn Operations
3 Credits **Class 2** **Lab 5**
Introduces the basics of stable management including feeding, grooming, leading and handling of horses as well as the identification and care of tack and related equipment. Prerequisite: NR 114.

NR 104
Team Driving
3 Credits **Class 2** **Lab 3**
Introduces the basics of using horses and mules in harness singularly and as a team.Training, handling and hitching of horses are included. Prerequisites: NR 103, NR 114, NR 134, NR 135 and NR 271.

NR 105
Team Driving II
3 Credits **Class 2** **Lab 3**
This course is designed to take the student beyond basics of driving both single and draft teams. Students will have numerous opportunities to hitch and drive teams on various types of equipment and wagons. Prerequisites: NR 104, NR 114 and NR 134.

NR 106
Equine Sports Massage
3 Credits **Class 2** **Lab 3**
this course is designed to give the student and opportunity to learn the physiology of muscles and the benefits of equine sports massage. Prerequisites: NR 103, NR 114 and NR 134.

NR 106 A
Equine Sports Massage Seminar
0.25-1 Credit **Class 0.25-1** **Lab 0**
This course is designed to give information on the benefits of sports massage.The student will have an opportunity to observe full body equine sports massage. They will be given hands on experience in applying basic sports massage strokes.

NR 108
Sustainable Development
2 Credits **Class 1** **Lab 3**
Study in developing ventures that are environmentally, economically and socially sustainable.The focus is on environmental impact, economic feasibility and maintaining regional cultural integrity. Ecotourism, tourism paying for conservation, local economic development, education and business development regionally are addressed.

NR 109
Night Interpretation for Ecotourism
2 Credits **Class 1** **Lab 3**
Presents night interpretive programs at a camp, nature center, park or museum. Explores the various techniques of program design and presentation while coping with situations in a unique learning environment.

NR 110
Introduction to Natural Resources
3 Credits **Class 2** **Lab 3**
Introduction to current world situations regarding natural resource supply, use, competition and conservation.

NR 111
Dendrology
3 Credits **Class 2** **Lab 3**
Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.

NR 112
Quest Recreation
3 Credits **Class 2** **Lab 3**
Outdoor adventure pursuits are used to introduce problem solving techniques, team work process, initiative, innovation, personal success and leadership skills. Students take on all facets of planning. Adventures may include canoeing, caving, camping and swimming. Initiative games are used to simulate and demonstrate group interaction, teamwork, problem solving and ideation.

NR 113
How to Get Government Jobs
1 Credit **Class 1** **Lab 0**
How to accurately complete U.S. government employee application form 171, with related forms, and National Park Service seasonal employment application form 10-139, with related forms. Includes basic principles for filling out various state and metropolitan park employment applications.

NR 114
Horsemanship I: Beginning Riding
3 Credits **Class 2** **Lab 3**
Basics of proper horse care and horsemanship. How to safely handle the horse and properly feed, groom, saddle and bridle the working trail horse. Riding instruction focuses on proper mounting and safe riding skills in a trail situation. Prerequisite: NR 103 and must be within our weight limits and physically able to meet the requirements of the class.

NR 115
Horseshoeing I
3 Credits **Class 2** **Lab 3**
Skills necessary to replace a lost shoe on the back country trail. Lecture covers basic horse leg anatomy, horseshoes, nails and lameness problems. Laboratory practice in shaping horseshoes cold and shoeing horses. Prerequisites: NR 103 and NR 114.

NR 116
Horse Packing
3 Credits **Class 2** **Lab 3**
Basic skills in packing horses and mules. Prerequisites: NR 103 and NR 114.

NR 117
Horse Program Management
3 Credits **Class 2** **Lab 3**
Introduction to the management of horse programs. Operation of breeding and training programs and management of recreational riding facilities. Prerequisites: NR 103 and NR 114.

NR 118
Colt Training I
3 Credits **Class 1** **Lab 6**
Methods used to train trail and pack horses.The students starts with young, green horses and cover from halter breaking to round pen training.The student teaches horses how to load into trailers, how to accept bits and saddles and how to perform as mountain trail horses. Prerequisites: NR 115, NR 116 and NR 135.

NR 119
Tropical Field Biology
2 Credits **Class 1** **Lab 3**
Introduction to tropical ecosystems. Includes a geologic history of at least one tropical country, major tree species, local birds and other tropical animals including reptiles, amphibians and insects.

NR 120
Botany
3 Credits **Class 2** **Lab 3**
Taxonomy as well as structural and functional adaptations of major plant phyla.

NR 121
Zoology
3 Credits **Class 2** **Lab 3**
An introductory zoology course with emphasis on taxonomy and structural adaption of major animal phyla.

NR 123
Surveying and Mapping I
3 Credits **Class 2** **Lab 3**
Plane surveying procedures and applications for distance, direction and elevation measurements. Use and care of surveying instruments including the transit, hand level and engineering level. History, basic applied mathematics, units of measurement and the public land survey system is explored. Basic survey mapping techniques are introduced. Prerequisite: MATH 201 or instructor permission.

NR 125
Forest Soils
3 Credits **Class 2** **Lab 3**
Development, interpretation and mapping of forest soils. Techniques in analyzing physical and chemical properties of soil. Includes problem soils and the impact of forestry practices on soil conditions.

NR 126
Woods Safety
1 Credit **Class 1** **Lab 0**
Wood safety and associated organizations and regulations.

NR 127
Introduction to Compost Technology
3 Credits **Class 3** **Lab 1**
Processes required to control biological decomposition and conversion of solid organic materials into compost. Natural microorganisms used to break down the complex organic compounds into simpler substances are studied. Methods used to recover organic materials for recycling to the environment as compost are examined.

NR 131
Environmental Chemistry
4 Credits **Class 3** **Lab 3**
A general course in fundamental chemical principles, including inorganic, organic and environmental aspects. Problem solving, experiments, measurements and application are explored. Prerequisite: MATH 061.

NR 134
Horsemanship II: Intermediate Riding
3 Credits **Class 2** **Lab 3**
Development of confidence and skills needed to handle and care for the working trail horse. Prerequisites: NR 103 and NR 114.

NR 135
Horsemanship III: Advanced Trail Riding
3 Credits Class 2 Lab 3
Practice in the full complement of skills needed to handle and ride the working back country trail horse. Lab hours polish riding skills needed to safely handle the horse in the most difficult trail situations in this region. Major aspects of handling trail horses are covered including loading, hauling and caring for horses during transport. Prerequisites: NR 103, NR 114 and NR 134.

NR 141
Advanced Field Botany
2 Credits Class 2 Lab 0
Advanced techniques for identifying herbaceous plants in field and lab emphasizing flower and fruit structure. Prerequisite: NR 120.

NR 142
Ferns and Fern Allies
1 Credit Class 1 Lab 3
Advanced techniques for identifying ferns and other spore producing vascular plants. Prerequisite: NR 120.

NR 143
Field Drawing and Sketching I
1 Credit Class 1 Lab 2
Develop basic nature drawing skills through the use of a variety of mediums. Emphasis on line, tone, proportion and composition. Development of vocabulary associated with drawing.

NR 144
Canoeing I: Fundamentals
1 Credit Class 1 Lab 1
Fundamentals of canoeing as prescribed by the American Red Cross including choice of canoes for particular activities, strokes necessary for flatwater paddling and simple rescue techniques.

NR 149
Natural Resources Prescribed Burns
2 Credits Class 1 Lab 3
Prescribed burning as a tool in natural resources to achieve the following forest management objectives: natural regeneration, competition control, hazard reduction and habitat manipulation.

NR 150
Basic Wildland Fire Fighting
2 Credits Class 2 Lab 2
Includes the Basic Fire Fighter 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. Covers basic skills required by new wildfire fighters; fire organization, use of safety equipment, size up, line construction, use and maintenance of tools and basic woodsmen skills. Course S-190 is a prerequisite for all wildfire fighters.

NR 151
Leathercraft I
3 Credits Class 1 Lab 6
Leathercraft and leather repair related to horse tack including tools used in repairing and constructing tack items such as bridles, halters and related equipment.

NR 152
Saddle Making I
3 Credits Class 1 Lab 6
Provides skills needed to construct or repair saddles. Prerequisite: NR 151.

NR 153
Saddle Making II
3 Credits Class 1 Lab 6
Refines leather working skills developed in NR 152. Prerequisites: NR 151 and NR 152.

NR 154
Canoeing II: Whitewater
2 Credits Class 1 Lab 3
An introduction to river paddling in canoes. Includes river reading, strokes and techniques specific to fast moving water. Safety is stressed throughout the course. Prerequisite: NR 144 or REC 113.

NR 155
Whitewater Rescue
1 Credit Class 1 Lab 2
Designed for recreational paddlers or those teaching recreational paddlers. Each student will practice skills on mock river accidents such as pinning and entrapment. Concentration on self rescue, proper use of throw bags, stabilization, snag line techniques and two drag systems on moving water. Prerequisites: REC 113 and NR 154 or NR 180.

NR 156
Fly Fishing
1 Credit Class 1 Lab 1
Basics of fishing with a fly rod. Equipment, casting, fly tying and fishing are introduced.

NR 163
Wildland Fire Standards for Survival
0.25 Credit Class 0.5 Lab 0
Designed by an interagency work group sponsored by the National Wildfire Coordinating Group. Review of fire related fatalities and fire fighter safety training materials. Emphasizes on avoiding situations and conditions which have resulted in fire shelter deployments, serious injuries and fatalities. Prerequisite: NR 150.

NR 164
Fly Tying
1 Credit Class 0 Lab 3
Course covers all aspects of fly fishing, standard dry, wet, nymph, streamers, bassbugs, salmon and steelhead and pan fish flies.

NR 165
Leathercraft II
3 Credits **Class 1** **Lab 6**
Free hand leather projects that utilize tooling and sewing for the completion of assignments.

NR 168
Horseback Riding for Non-Majors
1 Credit **Class 0** **Lab 3**
Under the supervision of a lead instructor, the course will be taught by student instructors enrolled in the teaching horseback riding course. Introduces proper horse care and horsemanship. Develops safe riding and horse handling skills. Designed to help individuals overcome fear or apprehension of horses.

NR 169
Natural Resources Expo I
0.5 Credit **Class 0** **Lab 1.5**
Operating a natural resources exposition with an emphasis on exposition logistics, physical set up through development of basic work skills and public relations.

NR 170
Natural Resources Expo II
0.5-2 Credits **Class 0-1** **Lab 1.5-3**
Conducting a natural resource exposition. Emphasis on exposition grounds planning, layout, maintenance and restoration of grounds following the exposition.

NR 171
Natural Areas Management
2 Credits **Class 2** **Lab 2**
Basic philosophical need for natural areas and their management with federal, state and nongovernment organization policies being considered. Includes principles of natural areas management, policies and effects of planning, the role of fire in wilderness areas, site management and visitor utilization and access.

NR 172
Geography
3 Credits **Class 2** **Lab 3**
Examination of the economic and geographic factors that determine natural resource distribution, availability and utilization. Examination of the earth's surface region by region in order to determine resource availability, transportation concerns and environmental compatibility of resource use.

NR 173
Surveying and Mapping II
3 Credits **Class 2** **Lab 3**
Surveying operations used in providing horizontal and vertical control for mapping projects. Develops horizontal traversing and trigonometric leveling skills. Appropriate instrument procedures are implemented. Coordinate geometry is used to determine locations of survey control points and data analysis. Prerequisites: MATH 202 and NR 123.

NR 174
Adventure Programming
1 Credit **Class 1** **Lab 1**
Value of recreational opportunities for special populations and adaptations necessary to ensure safe and therapeutic delivery of such services. Familiarization with various handicapping conditions, laws and regional resources or barriers available to these populations. The student observes, plans and implements supervised activities with at least two different special populations.

NR 175
Equipment Operation I
8 Credits **Class 4** **Lab 12**
Knowledge, skills and safe working techniques related to heavy equipment operation. Practice in maintenance, operation and service for each type of equipment.

NR 175 A
Heavy Bulldozer Operation
1-3 Credits **Class 0** **Lab 3-9**
Techniques and safe work practices involved in heavy bulldozer operation. Proper maintenance, operation, service and safety. Includes actual machine operation.

NR 175 B
Light Bulldozer Operation
1-3 Credits **Class 0** **Lab 3-9**
Techniques and safe work practices involved in light bulldozer operation. Proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 C
Backhoe Operation
1-3 Credits **Class 0** **Lab 3-9**
Techniques and safe work practices in backhoe operation. Proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 D
Trenching and Ditching Machine Operation
1-3 Credits **Class 0** **Lab 3-9**
Techniques and safe work practices in trenching and ditching machine operation. Proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 E
Multiple Axle Truck Operation
1-3 Credits **Class 0** **Lab 3-9**
Techniques and safe work practices in multiple axle truck operation. Proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 F
Frontend Loader Operation
1-3 Credits **Class 0** **Lab 3-9**
Various techniques and safe work practices in frontend loader operation. Provides hands-on experience in proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 G
Drag Pan/Tractor Operation
1-3 Credits Class 0 Lab 3-9
Techniques and safe work practices in drag pan/tractor operation. Proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 H
Commercial Drivers License Preparation
1 Credit Class 0 Lab 3
Prepares the student to sit for both the written and in vehicle portions of the State of Ohio Commercial Driver's License examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes hands-on experience in proper service, maintenance, operation and safety of a commercial vehicle.

NR 175 J
Track Hoe Operation
1-3 Credits Class 0 Lab 3-9
Techniques and safe work practices in track hoe operations. Proper service, maintenance, operation and safety. Includes actual machine operation.

NR 175 K
Forklift Operation
1-3 Credits Class 0 Lab 3-9
Safe operation of a forklift and diagnosis of minor maintenance problems.

NR 176
Wetlands Determination
3 Credits Class 2 Lab 3
Dynamics of wetland habitats, classification and management techniques. Legal ramifications and definitions will be covered. Prerequisites: REC 131, REC 217 and REC 244.

NR 177
Open Water Diver (Scuba)
3 Credits Class 2 Lab 3
Meets or exceeds standards set by the Recreational Scuba Training council (RSCT), Professional Diving Instructors Corporation (PDIC), and the National Park Service (NPS) for Open Water Diver certification and NPS-4 Diver In Training (DIT) status. Topics include diver physics, equipment usage, safety rules and procedures, first aid as related to the diver and the aquatic environment. Pool sessions include water skills necessary to using Self-Contained Underwater Breathing Apparatus (SCUBA). After required classroom, pool hours and competencies have been met open water diving will be conducted.

NR 178
Ropes Course Facilitation
1 Credit Class 1 Lab 1
Provides experience to act as a high ropes course instructor assistant and as a primary instructor for low ropes and initiatives. Successful participants will need to work with the lead instructor for at least 20 contact hours before final certification. Facilitation skills will be practiced and evaluated for successful completion of the course. Prerequisite: NR 174.

NR 179
Equipment Operation II
8 Credits Class 4 Lab 12
Efficiencies for proper equipment operation including maintenance procedures, dozing techniques, straight dozing, slot dozing, side cutting and ripping procedures. Demonstrates proper dozing efficiencies, undercarriage wear and guidelines, warning labels and safe operating procedures. Prerequisite: NR 175.

NR 180
Kayaking I: Fundamentals
1 Credit Class 1 Lab 2
Involves the selection, use and maintenance of white water kayaks. Students will learn how to control kayaks on flat and moving water and how to roll a kayak.

NR 181
Kayaking II: Whitewater
2 Credits Class 1 Lab 3
An introduction to river paddling in kayaks. River reading is taught, followed by strokes and techniques to fast moving water. Safety is stressed through the course. Prerequisite: NR 180.

NR 182
Advanced Open Water Diver (Scuba)
2 Credits Class 1 Lab 3
Meets or exceeds the standards set by the Recreational Scuba Training Council (RSTC) and the Professional Diving Instructors Training Corporation (PDIC). After the required classroom and student competencies have been met the participant will be afforded the opportunity to complete the minimum 5 dives that are required for certification and evaluation purposes. Prerequisite: NR 177.

NR 183
Low Impact Camping Equipment
1 Credit Class 1 Lab 1
Comprehensive overview of camping equipment and how to use it properly to avoid damage to the environment that is encountered in wilderness travel. Emphasis on choice and fitting of equipment and specific techniques for low impact travel and camping. This course prepares the student for buying (or renting) and using appropriate equipment for further Wilderness Skills and Adventure Leadership classes.

NR 185
Resource Area Management
3 Credits Class 2 Lab 3
Master planning for natural/cultural resource management areas. Includes land acquisition, boundaries, resource inventories, planning of access ways, day use functions, concessions, interpretive system and resource maintenance and management strategies.

NR 186
Ecocultural Studies
4 Credits Class 4 Lab 0
Natural and cultural history of the region and the role of ecotourism on both. Considers the physical features, flora and fauna, as well as the inter-relationships of the environment to the settlement pattern industry, agriculture and lifestyle of the native people.

NR 189
Ecosystems: Types and Components
3 Credits **Class 3** **Lab 0**
The realm of ecology, major terrestrial and aquatic ecosystems, non-living and living components are studied. Energy flow within the system as it related to food chains and food webs are covered in detail. Matter recycling and habitat quality and role of organisms in ecosystems are described in detail.

NR 190
Compost Safety and Marketing Standards
3 Credits **Class 2** **Lab 3**
Defines and interprets compost safety and marketing standards at the national, state and local levels.

NR 191
Compost Stabilization and Curing
3 Credits **Class 2** **Lab 3**
Principles, processes and controls needed for effective stabilization and curing of compost in controlled environments.

NR 192
Compost High Rate Processing
3 Credits **Class 2** **Lab 3**
Principles, processes and controls to accelerate the forces of nature and science for composting at a predictable, high rate.

NR 193
Compost Process Operations and Control
3 Credits **Class 2** **Lab 3**
Principles, processes and controls to bring forces of nature and science together for composting.

NR 205
Equipment Operation III
8 Credits **Class 4** **Lab 4**
Advanced techniques and safe work practices involved in equipment operation, Provides hands-on experience in service, maintenance, operation and safety. Prerequisites: NR 175 and NR 179.

NR 206
Equipment Operation IV
8 Credits **Class 4** **Lab 12**
Safe work practices involved in equipment operation, general site management and planning along with cost efficiencies and contracts, particular attention focused on trackhoe operation. Prerequisites: NR 175, NR 179 and NR 205.

NR 207
Equipment Operation V
8 Credits **Class 4** **Lab 12**
Safe work practices involved in equipment operation. Each student will perform basic preventative maintenance procedures on all equipment, will learn about the different types of lubricants and fluids required for operation of the equipment. Particular attention focused on off highway trucks. Prerequisites: NR 175, NR 179, NR 205 and NR 206.

NR 208
Equipment Operation VI
8 Credits **Class 4** **Lab 12**
Safe work practices involved in equipment operation. Established standards of performance supported by a carefully structured learning process brings operators to a measurable proficiency. Such training is unique to the industry. The resulting higher skills will improve productivity and machine performance, reduce operating costs and enhance safety. Prerequisites: NR 175, NR 179, NR 205, NR 206 and NR 207.

NR 210
Intermediate Wildland Fire Suppression
0.75 Credit **Class 1** **Lab 1**
A two day course dealing with the various methods of wildland fire suppression. Prerequisite: NR 150.

NR 215
Vehicle Operations for Natural Resources Officers
1 Credit **Class 1** **Lab 1**
Knowledge, skills and attitudes that promote optimum and efficient use of patrol vehicles in recreational areas. Emphasizes defensive driving, skid control and potential liability of negligent operation of patrol vehicles. Terminal performance objectives are established by the U.S. Department of the Interior.

NR 216
Advanced Packing and Wilderness Skills
4 Credits **Class 0** **Lab 12**
Nine days of intensive training as a wilderness trail maintenance crew member for the U.S. Forest Service. Students transport their horse and pack mules to a western wilderness area and spend six days packing into the wilderness where they practice skills required of wilderness rangers. The course is designed as a cooperative practicum with the National Park Service and the U.S. Forest Service. Prerequisites: NR 103, NR 114, NR 116 and NR 134.

NR 217
Advanced Packing II
4 Credits **Class 0** **Lab 12**
Students will function as work crew supervisors and lead packers during a seven day extended working pack trip into a western wilderness area. Students will be responsible for the care of horses in travel and at the trail head. Prerequisites: NR 114, NR 116, NR 115, NR 134 , and NR 216 or instructor permission.

NR 219
Broodmare and Foal Care
3 Credits **Class 2** **Lab 3**
This clinic is designed to give lecture information as well as hands-on experience with the broodmare before, during and after the birth of the foal.

NR 222
Reclamation
3 Credits **Class 2** **Lab 3**
Accepted and prescribed techniques of land reclamation. Regulations, pre-reclamation planning, measuring impacted areas, water management and re-vegetation.

NR 223
Campus Park Management
2 Credits **Class 1** **Lab 7**
Daily operation of on-site and recreational areas including planning, budgeting, staffing and assessment. Prerequisites: REC 110, REC 120 and REC 130 or instructor permission.

NR 226
Production Analysis
3 Credits **Class 2** **Lab 3**
Time study and cost analysis techniques in timber harvesting.

NR 228
Trail Maintenance
3 Credits **Class 2** **Lab 3**
Basic skills needed to develop and maintain multiple use trails. New forest service guidelines will be used to cover design, construction and maintenance of high use low impact trail systems. Prerequisites: NR 116 and REC 110.

NR 230
Project WILD and Learning Tree
3 Credits **Class 3** **Lab 0**
Four day program designed for educators including youth leaders, camp staffs, elementary and secondary teachers and college students preparing to work with young people in natural resources conservation. Participants receive manuals containing over 140 activities useful in the classroom or out-of-doors that have proven adaptable in rural and urban settings.

NR 230 A
Project WILD
1 Credit **Class 1** **Lab 0**
Introduction to Project WILD outlining its financial support by the American Forest Institute and its subsequent development by the Western Regional Environmental Education Council. The student earns a copy of the elementary guide which contains 81 wildlife related activities.

NR 230 B
Project Learning Tree
1 Credit **Class 1** **Lab 0**
Introduction to Project Learning Tree by outlining its financial support by the American Forest Institute and its subsequent development by the Western Regional Environmental Education Council. The student earns a copy of the elementary guide which contains 89 forest related activities.

NR 230 C
Night Hikes
1 Credit **Class 1** **Lab 0**
Preparation for leading camp, nature center or park night hikes. Discussions, field hikes and hands-on activities allow exploration of the best ways to cope with situations in a unique learning environment. Corequisite: NR 264. Prerequisite: REC 115.

NR 240
Entomology
2 Credits **Class 1** **Lab 3**
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.

NR 241
Ohio Birds of Prey
1 Credit **Class 1** **Lab 1**
Life histories of identification characters, habitat, typical prey and general breeding biology emphasized. Applicable aging and sexing techniques, basic census methods and the distribution of selected species discussed. Lab work includes an auditory census of owls and field identification of local raptors using field marks, silhouettes, flight patterns and pellet analysis.

NR 249
Western Game Animals
3 Credits **Class 3** **Lab 0**
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
Backpacking and Survival
3 Credits **Class 2** **Lab 3**
Backpacking techniques including 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.

NR 251
Ecology and Management of Waterfowl
3 Credits **Class 3** **Lab 0**
Habitat requirements, management techniques, ranges and migration patterns, management history and problems, diseases and identification of the waterfowl resources of North America.

NR 252
Herpetology
2 Credits **Class 1** **Lab 3**
Introduction to reptiles and amphibians with emphasis on Ohio species. Techniques of capturing, handling and maintaining species in captivity. Ecology, behavior and evolution of the major groups.

NR 253
River Ecology
2 Credits **Class 1** **Lab 3**
Introduction to riparian ecosystem function and management. The areas of ecological study will include riparian, aquatic interactions and buffer zones. Geographic topics include sedimentation. Non point pollution and nutrient flow. Management issues will be from a national and historic perspective. Lab activities will center on restoration, regional management, monitoring and assessment of riparian zones. Prerequisite: REC 113.

NR 254
Nature Drawing I
1 Credit Class 1 Lab 2
Techniques of illustration 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
Pesticide Use in Natural Resources
2 Credits Class 1 Lab 3
Role of pesticides in our economy and environment. Covers safe and practical use of pesticides in the cultural forestry operation.

NR 257
Night Field Biology
1 Credit Class 1 Lab 2
Introduction to animals often heard but seldom seen at night including frogs, toads, salamanders, night birds and aquatic insects. Introduction to spring wildflowers and wild foods.

NR 258
Winter Camping and Survival
3 Credits Class 3 Lab 1
Skills for winter camping and recognizing survival situations. Includes information on clothing, equipment, survival kits and the psychology of survival.

NR 259
Outdoor Programs
2 Credits Class 1 Lab 3
Development and preparation of interpretive programs using environmental and outdoor educational activities successful on formal school sites and non-formal learning centers including nature centers, parks and camps. Prerequisite: REC 115.

NR 260
Taxidermy
2 Credits Class 2 Lab 1
Basic techniques of mounting birds, fish and mammals. Includes taxidermy log books, taxidermy supply order forms and techniques for body measurements.

NR 261
Advanced Taxidermy
2 Credits Class 2 Lab 1
Taxidermy of big game heads. Methods of tanning capes, use of liquid tan and dry preservatives, painting and habitats and exhibit construction are included. Prerequisite: NR 260.

NR 262
Sailing in Protected Waters
2 Credits Class 1 Lab 3
Introduction to sailing, nomenclature, nautical terms and the rules of the road. Emphasizes practical, on-the-water exercises in the Bahamas. Includes rigging, sailing, man overboard and capsizing rescue techniques. Exploration of islands, both uninhabited and inhabited, and observation of environmental and social conditions.

NR 263
Marine Ecology
1 Credit Class 1 Lab 1
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; 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.

NR 264
Recreation Programming
3 Credits Class 3 Lab 1
Planning leisure time activities for the general public. Responding to human needs, recognizing physical capabilities and limitations of individuals or groups and identifying appropriate activities for special populations. Prerequisites: NR 259 and REC 115.

NR 265
Basic Elements of Archery
1 Credit Class 0 Lab 3
Use of archery equipment including parts of a bow and arrow, use of archery accessories, difficult shooting techniques and safety procedures.

NR 266
Balanced Bow Hunting
1 Credit Class 1 Lab 2
Fundamentals of bow hunting, responsible attitudes and acceptable behavior toward people, wildlife and the environment are explored. Equipment and harvesting techniques are examined. Stresses safety and the successful participant earns basic course certification from the National Bow Hunters Education Foundation. Prerequisites: NR 265 and NR 267 or instructor permission.

NR 267
Intermediate Archery
1 Credit Class 1 Lab 2
Shooting techniques of the 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. Also includes 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
Sailing
2 Credits Class 1 Lab 3
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 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 270
Land Navigation
1 Credit **Class 1** **Lab 0**
Provides an opportunity to learn and practice skills necessary to navigate from point to point on the earth's surface.

NR 271
Campus Park Patrol
3 Credits **Class 1** **Lab 8**
Exposure to situations faced as a front country mounted ranger. Emphasizes safely handling horses in traffic, around crowds and children. Prerequisites: NR 134 and NR 135.

NR 272
Teaching Horseback Riding
3 Credits **Class 2** **Lab 3**
Teaching methods appropriate for wilderness riding, ring work and camps. Safety, good horse management and creative teaching methods are stressed. Prerequisites: NR 115, NR 116, and NR 135.

NR 273
Horseshoeing II
3 Credits **Class 2** **Lab 3**
Cold keg-shoeing techniques. Includes financial and record keeping aspects of operating a shoeing business. Prerequisite: NR 115.

NR 274
Colt Training II
3 Credits **Class 1** **Lab 6**
For the student who has successfully completed NR 118 and wishes to continue the 90 to 180 day training program with colts. Emphasis on completing training for a started colt and working with a problem horse. Prerequisites: NR 103, NR 115 and NR 135.

NR 275
Advanced Survival Techniques
3 Credits **Class 2** **Lab 3**
Natural environments including mountains, desert, arctic, tropic and ocean as well as required equipment for human survival for each. The student will develop a survival kit and use that kit for several days in mountainous back country or at a local site. Prerequisite: NR 250 or NR 258 or REC 160.

NR 276
Best Management Practices
0.25-1 Credit **Class 0.25-1** **Lab 0**
Planning, building and maintaining forest access roads to meet state and federal water quality standards in forested ecosystems. Includes forest hydrology, planning road systems, protecting streamside management zones and road maintenance.

NR 277
Forest Hydrology
3 Credits **Class 2** **Lab 3**
Water and its interaction in forested ecosystems including application of basic concepts of forest management.

NR 278
Nature Drawing II
1 Credit **Class 1** **Lab 2**
Designed for the advanced student of graphic interpretation. Students will learn to depict nature in motion, illustrate natural objects and species in the field and graphically depict nature in pen and ink from photographs and other two-dimensional media. Prerequisite: NR 254 or instructor permission.

NR 279
Nature Photography
1 Credit **Class 1** **Lab 2**
Basic understanding, familiarization and mechanics of 35mm cameras, lenses and related equipment in photographing nature. Dark room procedures in the development of black and white prints included.

NR 280
Defense Weapon Training for Natural Resources Officers
3 Credits **Class 2** **Lab 4**
Review of concepts and testing areas 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. Includes intermediate shotgun techniques to improve proficiency and understanding of the capabilities and limitations of the shotgun in domestic law enforcement situations.

NR 281
Seasonal Officer Training
18 Credits **Class 13** **Lab 15**
National Park Service (NPS) Seasonal Ranger and U.S. Fish and Wildlife Service Seasonal Wildlife Refuge Offer Training is an initial basic law enforcement program. This program provides seasonal law enforcement training certification for both of these federal agencies and is approved by the U.S. Department of the Interior. The program prepares rangers and refuge officers to perform law enforcement in the areas administered by the NPS and FWS. Graduates will be eligible to receive both NPS and FWS seasonal law enforcement commissions. These commissions enable the bearer to carry firearms, make arrests, investigate violations of the Code of Federal Regulations and assist in the execution of warrants. These commissions do not authorize seasonal rangers or refuge offers to investigate felonious crime. Various state and metropark law enforcement agencies also accept this training for commissioning purposes.

NR 282
Advanced Nature Photography
1 Credit **Class 1** **Lab 2**
Enhances individual skills in nature photography with an emphasis on taking color pictures, color slides and portfolio development. Prerequisite: NR 279.

NR 283
Advanced Leadership: Flatwater Paddling
4 Credits **Class 1** **Lab 9**
Develops ability to manage a flatwater canoeing expedition. Prerequisite: NR 144 or REC 113.

NR 285
Intermediate Shotgun
2 Credits Class 1 Lab 3
Concepts and testing areas contained in the National Ranger Training Institute's Seasonal Officer Training Program and the Ohio Peace Officer Training Council's Basic Peace Officer Training Program. Focuses on intermediate shotgun techniques to improve proficiency and deployment options as well as understanding of capabilities and limitations of the shotgun in domestic law enforcement situations. Prerequisite: NR 280 or PSCI 216.

NR 286
Watershed Management
3 Credits Class 2 Lab 3
Inventory, analysis, planning and implementation of a field project directed toward restoration of a degraded watershed and ecosystem. Emphasis on inventory of current resources, establishment of permanent sampling/monitoring stations, identification of ecosystem health problems, analysis of inventory and development of management strategies.

NR 287
Advanced Leadership: Whitewater Canoe
4 Credits Class 1 Lab 9
Covers all phases of expedition management from conception to completion of trip. Includes an expedition of at least seven days. Prerequisite: NR 154.

NR 288
Quest Recreation/Operations Training
3 Credits Class 1 Lab 12
Techniques, strategies and hands on experience in planning, equipping, feeding and transporting adult participants in a variety of adventure activities like camping, caving, seasonal recreation, ropes course events, boating, fishing and initiative games as presented. Emphasis is placed on safety, comfort, interaction and the unique individuality of each participant. Prerequisite: Quest Recreation composite or instructor permission.

NR 289
Advanced Leadership: Backpacking
4 Credits Class 1 Lab 9
Develop the student's ability to management a backpacking expedition. The focus us on experiential training through the vehicle of an extended trip in the wilderness. Prerequisite: NR 250 or NR 258.

NR 290
Special Topics in Natural Resources
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

NR 291
Individual Study in Natural Resources
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

NR 292
Field Experience in Natural Resources
1-4 Credits Class 0 Lab 12-48
On-the-job training in a natural resources facility through special arrangement with an instructor.

NR 294
Natural Resources Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

NR 296
Natural Resources Practicum/Seminar
2-7 Credits Class 1 Lab 8-48
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. Concurrent with NR 295.

NR 297
Natural Resources Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

NR 298
Natural Resources Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

NR 299
Natural Resources Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

NSC Courses
Natural Science

NSC 100
Health Science: The Human Machine
3 Credits Class 3 Lab 0
Scientific skills are integrated into a practical approach to the study of the human body. Basic biological concepts are covered while educating the student in science to make informed choices.

NSC 101
Environmental Science
3 Credits Class 3 Lab 2
Introduces environmental science and demonstrates how scientific principles and methods are applied nationally and globally in managing the earth's ecosystems. Concepts and principles that apply to both natural and built environmentals are emphasized.

NSC 102
Ecology
3 Credits Class 2 Lab 3
Fundamental concepts of ecology and a survey of the world's major ecosystem types. Emphasis is on understanding and interpreting ecosystem functions as well as applicability of ecological principles to human societies, including human impacts on ecosystem types.

NSC 103
Physics
3 Credits Class 3 Lab 2
Introduces basic physics principles applied to mechanics (force and motion, friction, leverage, kinetic and potential energy, work), heat light and sound (heat transfer, electromagnetic radiation, lasers, sound propagation) and electricity.

NSC 105
Scientific Concepts for Organizations
3 Credits Class 3 Lab 0
Scientific and technical understanding of issues that affect modern organization, managers and employees. Emphasis is one scientific explanations and how organizations apply these to their needs. Participants perform hands on field experiences and develop applications related to their own organizations.

NSC 105 A
Scientific Concepts for Organizations: Overview
1 Credit Class 1 Lab 0
Overview of key scientific and technical issues that affect modern organizations, managers and employees. Emphasis is on the scientific explanations to these issues and how organizations may participate in or find solutions for these issues.

NSC 105 B
Scientific Concepts for Organizations: Applications
1 Credit Class 1 Lab 0
Current examples of scientific and technical issues that affect modern organizations, managers and employees. Participants perform related hands on experience using equipment and materials to gain understanding of applications to organizations.

NSC 105 C
Scientific Concepts for Organizations: Project
1 Credit Class 1 Lab 0
Participants develop a project that addresses scientific or technical understanding of a specific phenomenon that affects modern organizations, managers and employees. Working with the course instructor, participants develop a final project and conduct or study an activity that is relevant to their organization or professional interest.

NT Courses
Nursing

NT 100
Fundamentals and Gerontological Nursing
3 Credits Class 3 Lab 0
Introduces the nursing process as a way to identify basic health care needs of adults in diverse settings. Incorporates methods to deliver basic nursing skills in a professional manner. Gerontology emphasizes the natural aging process and care of older adults with alterations in health. Concurrent with NT 101. Prerequisite: Admission to Level I Nursing.

NT 100 A
Fundamentals and Gerontological Nursing A
1.5 Credits Class 1.5 Lab 0
Introduces the nursing process, basic nursing skills and gerontological nursing. NT 100 A will cover half of the Fundamentals Modules and half of the Gerontological Modules. This section along with NT 100 B is equivalent to the full 3 credit hour course. Prerequisite: Admission to Level I Nursing.

NT 100 B
Fundamentals and Gerontological Nursing B
1.5 Credits Class 1.5 Lab 0
Introduces the nursing process, basic nursing skills and gerontological nursing. NT 100 B will cover second half of the Fundamentals Modules and second half of the Gerontological Modules. This section along with NT 100 A is equivalent to the full 3 credit hour course. Prerequisite: Admission to Level I Nursing. Prerequisite: Admission to Level I Nursing.

NT 101
Nursing Clinical Experience I
4 Credits Class 0 Lab 13
Provides the opportunity to utilize the nursing process at a beginning level and apply the principles of nursing fundamentals and gerontology to a culturally diverse population. The lab component of the course correlates with NT 100. Concurrent with NT 100. Prerequisite: Admission to Level I Nursing.

NT 101 A
Nursing Clinical Experience I A
2 Credits Class 0 Lab 6.5
Nursing process and nursing fundamentals and gerontology applied to a culturally diverse population. The lab component of this course correlates with NT 100. The first five weeks of clinical will be completed in this section (NT 101 A) which along with NT 101 B completes the full 4 credits for Nursing Clinical Experience I. Prerequisite: Admission to Level I Nursing.

NT 101 B
Nursing Clinical Experience I B
2 Credits Class 0 Lab 6.5
Nursing process and nursing fundamentals and gerontology applied to a culturally diverse population. The lab component of this course correlates with NT 100. The second five weeks of clinical will be completed in this section (NT 101 B) which along with NT 101 A completes the full 4 credits for Nursing Clinical Experience I. Prerequisite: Admission to Level I Nursing.

NT 102
Nursing Dynamics I
1 Credit **Class 1** **Lab 1**
Concepts related to communication skills and the attitudinal elements essential to the nurse-patient relationship. Exploration of spiritual, cultural and psychosocial dynamics of illness, loss, institutionalization and the experience of grief. Concurrent with NT 100. Prerequisite:Admission to Level I Nursing.

NT 103 **PACE**
Nutrients
1 Credit **Class 1** **Lab 0**
Normal nutrition and its role in the maintenance of health. Nutrients, their functions and food sources are examined. Caloric needs are also investigated.

NT 104 **PACE**
Pharmacology Math
1 Credit **Class 1** **Lab 1**
Computational skills necessary to safely administer medications. Includes temperature conversions. Prerequisite:ASSET Math score of 40 or above or MATH 061.

NT 105
Nursing Charting Skills
1 Credit **Class 1** **Lab 0**
Basic charting skills, legal charting guidelines and adapting charting skills to various charting formats.

NT 106
Clinical Math Skills
1 Credit **Class 1** **Lab 1**
Methods and processes of mathematical calculations in the clinical setting. Emphasis on accurately calculating medication dosages and select physiological calculations including age related diversity. Prerequisites: NT 104 and enrolled in Nursing clinicals.

NT 110
Fundamentals/Maternal-Newborn Nursing
3 Credits **Class 3** **Lab 0**
Principles and practices of care during the antepartum, intrapartum, postpartum and neonatal periods. Includes biological and behavioral changes associated with the normal reproductive process, common complications of pregnancy and common anomalies/complications of the newborn period, including prematurity. Concurrent with HC 106 and NT 111. Prerequisites: HC 100, NT 100, NT 101, NT 102, NT 103 and NT 104.

NT 111
Nursing Clinical Experience II
4 Credits **Class 0** **Lab 13**
Principles of maternal-newborn nursing to provide care for the childbearing family.The lab component of this course correlates with NT 110. Concurrent with NT 110. Prerequisites: HC 100, NT 100, NT 101, NT 102, NT 103 and NT 104.

NT 112
Nursing Dynamics II
1 Credit **Class 1** **Lab 1**
Interpersonal relationships and communication within nursing. Investigates nursing ethics, professional behavior, prepared childbirth and human sexuality. Explores dynamics and nursing interventions related to domestic violence, rape, trauma, substance abuse and pregnancy loss.Awareness of and tolerance for developmental, cultural and lifestyle variations will be encouraged. Prerequisite: NT 102.

NT 113 **PACE**
Lifespan: Nutrition
1 Credit **Class 1** **Lab 0**
Nutritional needs during specific periods within the lifespan including pregnancy, infancy, childhood, teen years, adult and geriatric years.Also digestion, absorption and metabolism of food, food allergies, fevers, infections and inborn errors of metabolism. Prerequisite: NT 103.

NT 114
Pharmacology for Nurses: Introduction and Drug Administration
1 Credit **Class 1** **Lab 0**
Introduction to pharmacology terminology, sources of information about drugs, legal regulations concerning drugs, drug classifications and the nursing process related to the administration of drugs. Concurrent with NT 110 and NT 111. Prerequisite: NT 104.

NT 120
Nursing of the Adult
3 Credits **Class 3** **Lab 0**
Common health alterations of adult clients including cardiovascular, hematological, endocrine, respiratory, gastrointestinal, renal and gynecological problems. Communication techniques for supportive interaction with clients and families are discussed. Concurrent with NT 121. Prerequisites: HC 106, HC 110, NT 110, NT 111, NT 112, NT 113 and NT 114.

NT 121
Nursing Clinical Experience III
4 Credits **Class 0** **Lab 13**
Supervised clinical experience in the care of adult clients with common health alterations. Observations in critical care units and surgery are included as well as nutrition and pharmacology experiences. Requires demonstration of the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. Emphasis is placed on nursing skills, therapeutic communication, professional behavior and accountability. The lab component correlates with NT 120. Concurrent with NT 120. Prerequisites: HC 106, HC 110 or HC 120, NT 110, NT 111, NT 112, NT 113 and NT 114.

NT 122
Nursing Dynamics III
1 Credit **Class 1** **Lab 0**
Interpersonal relationships and communication within nursing. Investigation of legal aspects of nursing, nursing history, nursing image, holistic health and health care alternatives. Utilizing nursing process theory, the student will also focus on nursing interventions related to depression and suicide. Prerequisite: NT 112.

NT 123 **PACE**
Nutritional Care I
1 Credit **Class 1** **Lab 0**
Background knowledge of routine hospital diets and the special nutritional care indicated in treating disorders of various body systems. Concurrent with NT 120 and NT 121. Prerequisite: NT 113.

NT 124
Pharmacology for Nurses: Drug Classification I
1 Credit **Class 1** **Lab 1**
Administering oral, parenteral medications and the actions, dosages, side effects and interactions of medications in selected drug classifications. Includes cardiotonics, anticoagulants, antiarrhythmics, vasodilating agents, insulin, oral hypoglycemic agents, thyroid, antithyroid agents, male and female hormones, drugs that affect gastrointestinal function, diuretics and antihypertensives. Emphasis is placed on patient care implications of drugs, incorporating information required by a nurse for appropriate administration of drugs, and for the proper assessment, care, evaluation and education of the patient. Concurrent with NT 120 and NT 121. Prerequisite: NT 114.

NT 130
Nursing of the Adult and Child
3 Credits **Class 3** **Lab 0**
Care of adults and children through the lifespan. Includes sensory, motor, immune and integumentary functioning as well as pediatric nursing concepts related to cardiovascular, respiratory and gastrointestinal disturbances. Aspects of disease prevention, health maintenance and rehabilitation are also included. Concurrent with NT 131. Prerequisites: HC 110, HC 120, NT 120, NT 121, NT 122, NT 123, NT 124 and PSYC 151.

NT 131
Nursing Clinical Experience IV
4 Credits **Class 0** **Lab 13**
Care of adult and pediatric clients with alterations in health and observation of the growth and development of children in various community settings. Requires the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. The laboratory component of the course correlates with NT 130. Concurrent with NT 130. Prerequisites: HC 110, HC 120, NT 120, NT 121, NT 122, NT 123, NT 124 and PSYC 151.

NT 132
Nursing Dynamics IV
1 Credit **Class 1** **Lab 0**
Communication skills, interpersonal relationships and attitudinal elements essential to the nursing profession. Focuses on preparing for the transition into the world of nursing. Includes exploration of the special areas of nursing such as child abuse, hospice and the nursing care of the terminally ill child. Concurrent with NT 130 and NT 131. Prerequisite: NT 122.

NT 133 **PACE**
Nutrition Economics
1 Credit **Class 1** **Lab 0**
Food as a source of essential nutrients, menu planning for adequate nutrition, economical food purchasing and preparation, food additives and community nutrition problems including nutritional deficiencies and excesses and food borne illnesses. Prerequisites: NT 103 and NT 113.

NT 134
Pharmacology for Nurses: Drug Classification II
1 Credit **Class 1** **Lab 1**
Actions, dosages, side effects and interactions of medications in selected drug classifications. Includes adrenocorticosteroid drugs, adrenergic and adrenergic blocking agents, cholinergics and cholinergic blocking agents, antibiotics, sulfa drugs, antifungal drugs, antihistamines, sedatives, hypnotics, narcotic analgesics, non-narcotic analgesics, analgesics, antipyretics, antianxiety agents, anti-inflammatory agents, antipsychotic and antidepressant drugs. Emphasizes patient care implications of drugs, incorporating information required by a nurse for the appropriate administration of drugs and for the proper assessment, care, evaluation and education of the patient. Concurrent with NT 130 and NT 131. Prerequisite: NT 124.

NT 140
Technical Aspects of Adult Health Nursing
5 Credits **Class 4** **Lab 4**
Review of common health problems and utilization of the nursing process in planning and caring for adults. Includes the principles and practice of related technical skills and opportunities for supervised activities in the nursing lab and in health care facilities. Prerequisite: Admission to Enrichment.

NT 142
Technical Aspects of Nursing Dynamics
1 Credit **Class 1** **Lab 1**
Communication skills, interpersonal relationships and the role of the nurse on the health care team. Overview of key areas covered in all Level I Nursing Dynamics courses. Investigates concepts related to loss and crisis intervention. Prerequisite: Admission to Enrichment.

NT 143
Technical Aspects of Nutrition
1 Credit **Class 1** **Lab 0**
Review of nutrients and nutritional care including nutrients, dietary guidelines, metabolism and weight control, food safety, diabetes mellitus, cardiovascular disorders and pregnancy and lactation. Optional topics are offered for independent student review. Prerequisite: Admission to Enrichment.

NT 144
Technical Aspects of Pharmacology for Nurses
2 Credits Class 2 Lab 0
Review of pharmacology and related nursing care. Selected drug classifications are presented with emphasis on patient care implications of drugs including information required by a nurse for appropriate administration of the drug and the proper assessment, care, evaluation and education of the patient. Prerequisite:Admission to Enrichment.

NT 146
Technical Aspects of Child Health Nursing
2 Credits Class 2 Lab 0
Review of pediatric nursing, infant through adolescence. Physical, cognitive and psychosocial factors are presented. Emphasis is placed on the study of common health problems and the utilization of the nursing process in caring for children with those conditions. Patient/family teaching, the child's response to hospitalization, communication techniques, utilization of community resources and cultural factors are stressed. Prerequisite:Admission to Enrichment.

NT 147
Technical Aspects of Maternal-Newborn Nursing
2 Credits Class 2 Lab 0
Review of obstetrical nursing to provide or update information so that the student may proceed into Level II nursing courses with a sound basic theoretical background. Use of the nursing process in the delivery of holistic health care in this setting is emphasized. Prerequisite:Admission to Enrichment.

NT 150
Nursing Care Experience
4-8 Credits Class 0 Lab 12-24
Supervised clinical experience in a medical/surgical unit. Emphasizes utilization of the nursing process in planning, implementing and evaluating patient care.

NT 151
IV Therapy for LPN's
4 Credits Class 4 Lab 1
Provides the LPN with the knowledge and skills needed to perform limited intravenous therapy procedures on adults at the direction of a registered nurse, licensed physician, dentist or podiatrist as outlined in 4723-17-10 of the Ohio Board of Nursing Administrative Code. Successful completion of this course and the meeting of all criteria confirmed by the Ohio Board of Nursing results in the Ohio Board of Nursing issuing a card of completion.The laboratory component of this course provides the student with the opportunity to practice intravenous therapy procedures. Clinical will be arranged following satisfactory completion of theory and laboratory components. Prerequisite: LPN or higher.

NT 152
Physical Assessment
0.5-3 Credits Class 0.5-3 Lab 0
Focuses on the total process of client assessment. Collection of subjective data through the use of a health history.The skills of percussion, auscultation and palpation are introduced as the participant learns to perform physical examinations. Includes assessment techniques for adults, children and obstetric clients. Prerequisite: Quarter IV Nursing.

NT 152 A
Physical Assessment of Adult
0.5-3 Credits Class 0.5-3 Lab 0
Enables participants to learn and practice physical assessment techniques that can be used by nurses in all areas of practice. Includes techniques of inspection, palpation and auscultation, as well as accurately describing the objective data gained by these techniques. Focuses on appropriate terminology for clear, concise documentation. Prerequisite: Quarter IV Nursing or instructor permission.

NT 152 B
Physical Assessment of Child
0.5-3 Credits Class 0.5-3 Lab 0
Physical assessment techniques used by nurses in pediatric settings. Data base collection for the pediatric client is similar to that of the adult. Exceptions include prenatal growth and development, behavioral and school status histories. Participants will learn the techniques of inspection, palpation, and auscultation, as well as learn to describe accurately the objective data gained by these techniques. Focused on appropriate terminology for clear, concise documentation. Prerequisite: Quarter IV Nursing or higher.

NT 152 C
Physical Assessment of Obstetric Client
0.5-3 Credits Class 0.5-3 Lab 0
Skills needed to recognize, interpret and act on abnormal physical assessment findings in the pregnant client. Course content has been designed for acute care, ambulatory clinics and home health nurses who care for both normal and high risk obstetric clients. Perinatal nurses working in all practice areas and at all levels of experience will find this course useful. Prerequisite: Quarter IV Nursing or higher.

NT 153
Nursing Process
0.5-6 Credits Class 0.5-6 Lab 0
The nursing process has been described as the essence of nursing. It is a deliberate, problem identification and problem solving approach to meeting the client's health care and nursing needs.The nursing process is based on the American Nurses Association's Standards of Nursing Practice.These standards are incorporated into assessment, nursing diagnosis, planning, implementation and evaluation. Focuses on the steps of the nursing process and formulating an individualized nursing care plan.

NT 153 A
Nursing Process: Assessment
0.5-3 Credits Class 0.5-3 Lab 0
The assessment component of the nursing process. Topics include the systematic collection of data about the client's health status, analysis of the data to determine actual and potential health needs and use of the data to formulate nursing diagnoses.

NT 153 B
Nursing Process: Critical Thinking
0.5-3 Credits Class 0.5-3 Lab 0
Designed to examine what critical thinking means. Topics include a definition for critical thinking; definition for nursing; how thinking is influenced by such factors as emotions, self confidence and anxiety; specific, practical strategies to improve thinking and ways of teaching and measuring critical thinking in nursing.

NT 153 C
Nursing Process: Analysis
0.5-3 Credits Class 0.5-3 Lab 0
Identification and formulation of nursing diagnoses. Upon completion of the nursing history and health assessment, the nurse organizes, analyzes, synthesizes and summarizes data collected and determines the client's need for nursing care. Focuses on the development of nursing diagnoses using the North American Nursing Diagnosis Association taxonomy.

NT 153 D
Nursing Process: Planning
0.5-3 Credits Class 0.5-3 Lab 0
Once the nursing diagnoses have been identified, the planning component of the nursing process is developed including the assignment of priorities to the nursing diagnoses, specification of immediate and long term goals of nursing action, identification of specific nursing interventions appropriate for attaining the goals, and collaboration between the nurse, other members of the nursing team, other members of the health care team, the client, the client's family and community agencies.

NT 153 E
Nursing Process: Implementation
0.5-3 Credits Class 0.5-3 Lab 0
Carrying out of the proposed plan of care. Topics include the nursing care plan as the basis for implementation, the nurse's continued assessment of the client and his response to nursing care while implementing nursing care and altering interventions based on the client's response.

NT 153 F
Nursing Process: Evaluation
0.5-3 Credits Class 0.5-3 Lab 0
Determining the client's response to nursing interventions and the extent to which goals have been achieved.

NT 154
Medical/Surgical Nursing Electives
0.25-5 Credits Class 0.25-5 Lab 0
Current concerns and developments in the field of medical/surgical nursing. Focus is directed toward the care of clients with acute or chronic health alterations and the role of the nurse in providing and facilitating nursing care. Additional sections emphasize health alterations, gerontological considerations, pharmacotherapeutics, client education and home health care. Prerequisite: Instructor permission.

NT 200
Mental Health Nursing
3 Credits Class 3 Lab 1
Focuses on the sensitivity of the student nurse to patient needs, the enhancement of communication skills and the therapeutic use of self. Emphasizes student awareness of and sensitivity to the mental health needs of people across the lifespan and of people experiencing mental health problems. Mental health promotion is included. Concurrent with NT 201. Prerequisites: Graduation from Level I or completion of all Enrichment courses and admission to Level II and PSYC 152 (taken prior to or concurrently).

NT 201
Nursing Clinical Experience V
3 Credits Class 0 Lab 9
The mental health nursing clinical offers the student opportunities to observe and/or provide basic nursing care for people experiencing mental health problems. Includes both inpatient mental health facilities and community experiences. Emphasis is placed on increased awareness of and sensitivity to the needs of self, others and the enhancement of interpersonal skill development. Concurrent with NT 200. Prerequisite: Admission to Level II Nursing.

NT 202
Role Transition LPN to RN
1 Credit Class 1 Lab 0
Focuses on the role change and professional behaviors appropriate for an LPN in transition to an RN. Role and change theory, stress and stress management related to role change and professional issues such as professional organizations, professional commitment, nursing image, the history of the AND, career planning and legal and political aspects related to the scope of practice will be discussed. Concurrent with NT 200 or instructor permission.

NT 210
Advanced Nursing of the Adult I
3 Credits Class 3 Lab 0
Care of adult patients with a variety of selected, well defined complex health alterations. The student facilitates the patient and family in achieving and maintaining their highest level of functioning. Concurrently with NT 211. Prerequisites: HC 200, NT 200, NT 201 and NT 202.

NT 211
Nursing Clinical Experience VI
5 Credits **Class 0** **Lab 16**
Clinical experience in acute care settings. Emphasizes providing nursing care to adult patients with a variety of complex health alterations. Opportunity is provided to apply nursing knowledge in the performance of intermediate and advanced nursing skills. The laboratory component of the course correlates with NT 210. Concurrent with NT 210. Prerequisites: HC 200, NT 200, NT 201 and NT 202.

NT 213 **PACE**
Nutritional Care II
1 Credit **Class 1** **Lab 0**
Nutritional assessment, iatrogenic malnutrition, vegetarian regimes and nutritional needs in thermal injury, cancer and mental illness. Additional discussion areas include cardiovascular disorders, sodium modifications and tube feeding. Concurrent with Quarter VI Nursing.

NT 220
Advanced Nursing of the Adult II
3 Credits **Class 3** **Lab 1**
Care of adult patients with a variety of selected well defined complex health alterations. Leadership and management roles of the nurse are presented. The lab component of the course includes activities designed to assist the student in the identification and application of leadership and management skills. Concurrent with NT 221. Prerequisites: NT 210, NT 211, NT 213 and PSYC 151.

NT 221
Nursing Clinical Experience VII
5 Credits **Class 0** **Lab 15**
Clinical experience in an acute care setting. Emphasizes utilization of the nursing process in the provision of care to adult/ child patients with a variety of complex health alterations. The student incorporate roles of leader/manager, patient/ family teacher and professional. Concurrent with NT 220. Prerequisites: NT 210, NT 211, NT 213 and PSYC 151.

NT 222
Nursing Dynamics V
1 Credit **Class 1** **Lab 1**
Preparing the student for the transition into the world of nursing. The role of the AND in research, ethical and legal implications for practice and career development issues are explored. Prerequisites: NT 210 and NT 211.

NT 225
Advanced Maternal Child Nursing
1 Credit **Class 1** **Lab 1**
Advanced study and review of maternal-child nursing. Maternal-newborn content includes fetal development, nursing assessment and care during pregnancy, birth and postpartum, and newborn care and complications. Nursing care of the child includes growth and development and health alterations during infancy, toddler, preschool, schoolage and adolescence. Prerequisites: NT 210 and NT 211.

NT 250
Nursing in the Community: Theory
3 Credits **Class 3** **Lab 0**
Concepts and processes related to community health nursing. Emphasis on the tasks and roles of the community health nurse in today's society. Prerequisite: Quarter VII Nursing status or instructor permission.

NT 251
Nursing In The Community: Clinical
3 Credits **Class 1** **Lab 7**
Provides an opportunity to observe and apply basic community health nursing concepts in community settings. Practitioners in the areas of home health, Hospice, public schools and health departments act as preceptors for the student. Prerequisite: Quarter VII Nursing status.

NT 260
State Board Nursing Review
3 Credits **Class 3** **Lab 0**
A comprehensive review of obstetrics, pediatrics, medical/surgical and mental health nursing. Focus on 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. Includes methods to improve test taking skills and to relieve stress. Prerequisite: Quarter VII Nursing status or instructor permission.

NT 280
Health Care Systems
3 Credits **Class 3** **Lab 0**
Provides an opportunity to observe an alternate health care delivery system, to identify the role of the nurse in that system and to assess the impact of that delivery system on the health care consumer.

NT 290
Special Topics in Nursing
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

NT 291
Individual Study in Nursing
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

NT 292
Field Experience in Nursing
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a nursing facility through special arrangement with an instructor.

NT 293
Nursing Directed Practice
1-8 Credits **Class 0** **Lab 5-40**
Directed practice instruction in the performance of a particular function by the instructor.

NT 294
Nursing Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

NT 296
Nursing Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

NT 297
Nursing Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

NT 298
Nursing Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor. Prerequisite: Level I graduate.

NT 299
Nursing Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

OAT Courses
Office Administration

OAT 100 PACE
Beginning Typing
3 Credits **Class 2** **Lab 4**
Beginning typing using the IBM personal computer. Offers a quick review for the student with previous training and allows progression at the individual's own rate. Typing of letters, reports and tables are included.

OAT 101 PACE
Intermediate Typing
3 Credits **Class 2** **Lab 4**
Increases speed and accuracy through the use of drills and Diatype analyzers. A variety of manuscripts, tables and correspondence are typed. Prerequisite: OAT 100.

OAT 102
Advanced Typing
3 Credits **Class 2** **Lab 4**
Improves speed and accuracy and develops proficiency for the production of business letters, tables, forms and reports commonly found in the general office, accounting office, executive office, technical office and professional office. Prerequisite: OAT 101.

OAT 105
Introduction to Personal Shorthand
3 Credits **Class 3** **Lab 2**
Instruction and theory of personal shorthand, an alphabetic system of note taking. Intended for personal use or for note taking in business offices.

OAT 106
Advanced Personal Shorthand
3 Credits **Class 2** **Lab 4**
Develops word and phrase building and increases speed through the use of the wireless learning system. Transcription of business letters from shorthand notes is further developed. Prerequisite: OAT 105.

OAT 107
Telephone Skills
1 Credit **Class 1** **Lab 1**
Aspects of telephone use in an office. Includes single line telephones and multi button computerized systems, recording messages, long distance procedures, using directory assistance and handling emergency situations.

OAT 109
Telephone Skills Application
0.25 Credit **Class 0.25** **Lab 0.25**
Application of telephone skills in a switchboard environment. Prerequisite: OAT 107.

OAT 110
Office Administration I
3 Credits **Class 3** **Lab 2**
Overview of the modern business office. Methods that may be encountered in any size office and professional procedures for carrying out duties including secretarial/receptionist duties and records management. Opportunities in the secretarial field and various levels of secretarial work are explored. Personal qualifications, proper attitude and conduct are stressed through problem solving situations.

OAT 111
Office Administration II
3 Credits **Class 3** **Lab 2**
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: OAT 100 and OAT 110.

OAT 113
Office Administration Computer Systems
1 Credit **Class 1** **Lab 1**
Utilizing computer systems to classify, sort, merge, record, retrieve, and transmit information. Introduction to computer systems, hardware, software, disk operating systems and windows.

OAT 114
Office Administration Machines
1 Credit **Class 1** **Lab 2**
Use of office machines including the ten key pad, multi line switchboard, fax machine, and be able to use the various functions and perform maintenance on copying and duplicating equipment.

OAT 121 PACE
Speed Building I
1 Credit **Class 1** **Lab 2**
Intense individualized program to improve the student's speed and accuracy on five minute timings. Prerequisite: OAT 180.

OAT 122 PACE
Speed Building II
1 Credit **Class 1** **Lab 2**
Continuation OAT 121. Prerequisite: OAT 121.

OAT 130
Beginning Shorthand
3 Credits **Class 3** **Lab 2**
Designed for the beginning Gregg shorthand student with no prior training.The student with prior knowledge and skill will review the basic principles and progress at an individual rate.

OAT 132
Advanced Shorthand
3 Credits **Class 2** **Lab 4**
Develops word and phrase building and increases dictation speed through the use of the wireless learning system.Transcription of business letters from shorthand notes is further developed. Prerequisites: OAT 100 and OAT 131.

OAT 160
Technical Office Practicum
1 Credit **Class 0** **Lab 8**
Hands-on technical experience utilizing Hocking College resources. Prerequisite:Third quarter standing or instructor permission.

OAT 180 PACE
Keyboarding
1 Credit **Class 1** **Lab 1**
Basic instruction on the alphanumeric keyboard.The student learns to operate a computer terminal which allows them to key in information swiftly and efficiently.

OAT 190
Pretranscription Skills
2 Credits **Class 1** **Lab 3**
Development of competency in communication including writing, speaking, listening and reading to prepare for transcription in the modern business office. Competencies include grammar, punctuation, capitalization, abbreviations, numbers style, plurals and possessives, spelling, word division, editing and proofreading.

OAT 200
Introduction to Transcription
3 Credits **Class 2** **Lab 4**
Introduction to the desk top cassette transcriber. Proper care of equipment and transcribing techniques stressed to produce mailable copy. Emphasizes communication and proofreading skills. Prerequisite: OAT 100.

OAT 210
WordPerfect
3 Credits **Class 2** **Lab 4**
Operation of word processing by demonstrations and experience using a WordPerfect 5.1. Prerequisite: OAT 100.

OAT 210 A
WordPerfect Introduction
0.5-1 Credit **Class 0.5-1** **Lab 0.5**
Introductory seminar is for the beginner using WordPerfect 5.1. Includes entering, saving, retrieving, editing and formatting documents.

OAT 210 B
Advanced WordPerfect
0.5-1 Credit **Class 0.5-1** **Lab 0.5**
Designed for the current user of WordPerfect 5.1 or the student with basic knowledge of the software. Includes merge printing, headers and footers and desktop publishing. Prerequisite: OAT 210 A or software experience.

OAT 211
WordPerfect for Windows
3 Credits **Class 2** **Lab 4**
Emphasizes on advanced formatting, desktop publishing and special features. Prerequisite: OAT 100.

OAT 211 A
WordPerfect for Windows - Introduction
0.5-1 Credit **Class 0.5-1** **Lab 1**
For beginners using WordPerfect for Windows. Hands on experience will include the Windows environment and screen, mouse usage, entering, saving, retrieving, editing and formatting documents.

OAT 211 B
Advanced WordPerfect for Windows
0.5-1 Credit **Class 0.5-1** **Lab 1**
Advanced courses for users with some base knowledge of WordPerfect for Windows software. Hands on experience will include a review of the basic knowledge of WordPerfect for Windows as well as merge printing, headers and footers. Prerequisite: OAT 211 A or software experience.

OAT 212
WordPerfect Applications
1 Credits **Class 1** **Lab 1**
Experience on a microcomputer using WordPerfect 5.1 for DOS and/or WordPerfect 5.2 for Windows.

OAT 216
MicroSoft Word
3 Credits **Class 2** **Lab 4**
Hands on experience in word processing using the software MicroSoft Word. Prerequisite: OAT 100.

OAT 216 A
Introduction to MicroSoft Word for Windows
0.5 Credit **Class 0.5** **Lab 0**
Designed for the beginner using MicroSoft Word for Windows (IBM). Hands-on experience will include the windows environment and screen, menu bar, tools, mouse usage, entering, saving, retrieving and formatting documents.

OAT 216 B
Advanced MicroSoft Word for Windows
0.5 Credit **Class 0.5** **Lab 0**
Advanced course for the current user of MicroSoft Word for Windows (IBM) or a student with some basic knowledge of the software. Hands-on experience will fin tine current skills by utilizing wizards, merge printing, headers and footers and many desktop publishing features. Prerequisite: OAT 216 A or software experience.

OAT 230
Administrative Transcription
3 Credits **Class 2** **Lab 4**
Development of proficiency in producing mailable copy of dictated letters, memos, reports and material with changes and corrections. Communications involve areas in banking, accounting, government, data/word processing and insurance. Prerequisites: OAT 101 and OAT 200.

OAT 240
Word Processing Applications
3 Credits **Class 2** **Lab 4**
Advanced course in word processing applications. Prerequisites: OAT 102, OAT 210 and OAT 216.

OAT 250
Office Publications
2 Credits **Class 2** **Lab 2**
Office Publications will introduce the student to various publishing terms and techniques using WordPerfect for Windows and PageMaker for Windows. The student will create various types of publications. Prerequisite: OAT 211.

OAT 260
Administrative Typing
3 Credits **Class 2** **Lab 4**
Develops typing difficult material for acceptability in the business office. Most copy is unarranged and in longhand. Following instructions, implied as well as stated, is required. Simulations provide realistic experiences with various tasks performed by executive and administrative secretaries. Prerequisites: OAT 102, OAT 210 and OAT 230.

OAT 270
Legal Terminology and Typing
3 Credits **Class 2** **Lab 4**
Introduction to legal terminology and typing of legal documents. Definition and spelling of legal terms and correct formats for legal typing. Proofreading skills and productivity are developed. Prerequisite: OAT 102.

OAT 280
Legal Transcription
3 Credits **Class 2** **Lab 4**
Use of the cassette transcriber to type legal documents. Stresses correct spelling, punctuation and placement and accurate proofreading. Prerequisites: OAT 200 and OAT 270.

OAT 285
Research Skills for the Legal Secretary
1 Credit **Class 1** **Lab 1**
Introduction to terminology explicit to legal research. The student is introduced to the use of law books and the law library. Proper legal citation form is covered. Prerequisites: OAT 270 and OAT 280.

OAT 289
Introduction to Office Administration Technology Cooperative
1 Credit **Class 1** **Lab 0**
A preparation for cooperative work experience. A series of presentations, discussions, guest speakers and other experiences in which the student learns about co-op requirements, engages in a process of self assessment and develops personalized goals and objectives.

OAT 290
Special Topics in Office Administration
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

OAT 291
Individual Study in Office Administration
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

OAT 292
Field Experience in Office Administration
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a secretarial facility through special arrangement with an instructor.

OAT 294
Office Administration Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

OAT 296
Office Administration Practicum/Seminar
2-7 Credits **Class 1** **Lab 8-48**
The student is placed in an office two days a week to gain experience before graduation. Prerequisite: Sixth quarter standing.

OAT 297
Office Administration Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

OAT 298
Office Administration Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

OAT 299
Office Administration Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

OP Courses
Oil Well Drilling and Production

OP 101
Well Completions and Stimulation
3 Credits **Class 2** **Lab 3**
Procedures required to put an oil 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
Petroleum Geology
3 Credits **Class 3** **Lab 0**
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
Production Techniques
3 Credits **Class 2** **Lab 3**
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, controlling devices and troubleshooting production problems.

OP 107
Oil and Gas Drilling
3 Credits **Class 2** **Lab 3**
Basic techniques and skills associated with the different drilling methods. Topics include rig components, bits, mud pumps, mud systems and rig safety.

OP 108
Production Gas Measurement I
3 Credits **Class 2** **Lab 3**
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
Oil and Gas Field Operations
3 Credits **Class 2** **Lab 3**
Duties and responsibilities of the oil field production worker. Bottomhole configurations, basic downhole problems, preventative maintenance programs and proper record keeping. 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
Production Gas Measurement II
3 Credits **Class 2** **Lab 3**
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. Includes measurement problems and troubleshooting.

OP 113
Production Gas Measurement III
3 Credits **Class 2** **Lab 3**
Operation and maintenance of orifice, diaphragm, turban and rotary meters. Proper start up procedures, differential testing and orifice meter calibration using a dead weight tester and mercury manometer. Includes measurement problems and troubleshooting.

OP 200
Electricity and Prime Movers I
3 Credits **Class 2** **Lab 3**
Maintenance and troubleshooting 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
Electricity and Prime Movers II
3 Credits **Class 2** **Lab 3**
Use of state-of-the-art compressor control panels, brine disposal controls and associated equipment. Troubleshooting and maintenance of all types of electrical equipment commonly used in the oil field. Prerequisite: OP 200.

OP 205
Well Evaluation Techniques
3 Credits **Class 2** **Lab 3**
Basic well logging designed for the student 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. Emphasizes the Appalachian Basin, open hole analysis, core evaluation, mud logs and other mechanical logs.

OP 206
Advanced Drilling Techniques
3 Credits **2 Class** **Lab 3**
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
Production/Transmission Pressure Regulation I
3 Credits **Class 2** **Lab 3**
Regulation devices used in industrial applications. Sizing, installation, operation, tear down and repair. Hands-on training in operating and maintaining the various regulating devices available to industry.

OP 208
Production Economics
4 Credits **Class 4** **Lab 0**
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 and OP 108.

OP 209
Well Workovers
3 Credits **Class 2** **Lab 3**
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
Advanced Petroleum Applications
3 Credits **Class 2** **Lab 3**
Problems encountered in well production including the areas of pumping, brine disposal and secondary recovery. Prerequisites: OP 102 and OP 204.

OP 215
Production Compressors
3 Credits **Class 2** **Lab 3**
Skills required to operate, maintain and troubleshoot compressors 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
Gas Measurement Instrumentation
3 Credits **Class 2** **Lab 3**
Operation, maintenance and calibration of pressure and temperature compensating devices used in gas measurement applications. Dead weight testers, mercury manometers and calibration procedures.

OP 230
Production/Transmission Pressure Regulation II
3 Credits **Class 2** **Lab 3**
Regulating devices 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
Special Topics in Oil Well Drilling and Production
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by the participants in a group.

OP 291
Individual Study in Oil Well Drilling and Production
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

OP 292
Field Experience in Oil Production
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in an oil production facility through special arrangement with an instructor.

OP 294
Oil Well Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

OP 296
Oil Well Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

OP 298
Oil Well Production Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

OP 299
Oil Well Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

PSCI Courses
Police Science

PSCI 104
Police Patrol Operations
3 Credits **Class 3** **Lab 0**
The police officers role in the daily performance of his primary function as a patrol office. Includes ethics of the police profession as it pertains to the patrol office, preparation for duty, basic concepts of patrol, police communications, handling calls for service, vehicle operations, traffic, arrests and officer survival.

PSCI 105
Tactical Patrol Procedures
3 Credits **Class 2** **Lab 4**
Study and practice of duties for the police officer on the street including the tactics, procedures and guidelines for safely and legally answering all types of calls. Prerequisite: OPOTA Blend student.

PSCI 106
Police Communication Operations
2 Credits **Class 2** **Lab 2**
Procedures of public safety dispatching including LEED's operation.APCD certification. Prerequisite: OPOTA Blend student.

PSCI 108
Defensive Driving and Cruiser Operations
1 Credit **Class 1** **Lab 2**
Public safety vehicle operation as well as development of driver skills in a vehicle driving range. Prerequisite: OPOTA Blend student.

PSCI 110
Cultural Sensitivity for Law Enforcement
1 Credit **Class 1** **Lab 0**
Includes OPOTC student performance objectives and OPOTC emphasis regarding cultural diversity and sensitivity.

PSCI 140
Investigation Techniques and Methods
3 Credits **Class 3** **Lab 5**
Crime scene processing and follow up investigation. Prerequisite: OPOTA Blend student.

PSCI 160
Computer Applications in Law Enforcement
3 Credits **Class 2** **Lab 3**
Contact the Public Safety Services department for course description.

PSCI 180
Criminalistics I
3 Credits **Class 2** **Lab 4**
Fingerprint systems used in the criminal justice systems. Includes the Henry and the N.C.I.C. methods of fingerprint classification and methods used to take major crime prints and rolled fingerprints.

PSCI 200
Police Performance Objectives Seminar
1 Credit **Class 1** **Lab 1**
Reviews performance objectives presented in the Hocking College (Blend) Policy Academy or the Hocking College (Basic) Police Academy. Students must be eligible to take the state OPOTC test.

PSCI 205
Advanced Patrol Procedures
3 Credits **Class 2** **Lab 4**
Practical, safe and professional techniques in dealing with problems encountered by police. Includes a comprehensive examination of traffic and crowd control functions and techniques. Prerequisites: PSCI 105 and OPOTA Blend student..

PSCI 210
Crime Prevention and Community Relations
2 Credits **Class 1** **Lab 4**
Methods used by criminal justice personnel in crime prevention and community relationships including programs and systems.

PSCI 215
Firearms: Design and Concepts
3 Credits **Class 3** **Lab 0**
Contact the Public Safety Services department for course description.

PSCI 216
Police Firearms
4 Credits **Class 2** **Lab 7**
Introduction to modern police firearms nomenclature, weapons maintenance, usage, restrictions, civil and criminal liability and safety procedures. Prerequisite: OPOTA Blend student.

PSCI 217
OPOTC Firearms Requalification Program
0.5 Credit **Class 0.5** **Lab 0.5**
Review of the individual's departmental use of force policy. Proper safety procedures, general safety, range safety and safety at home will be discussed. Includes range qualification under OPOTC standards. Prerequisite: CJ 215 or PSCI 216 or PSCI 250.

PSCI 218
Combat Shooting/Advanced Firearms
0.25-1 Credit **Class 0.25** **Lab 1**
Handgun shooting techniques that were specifically designed for close quarter combat. It is the intent and purpose of this course to develop the student's ability to overcome and control and adversary in a close quarters armed confrontation.

PSCI 219
Point Combat Firearms Instruction
2 Credits **Class 1** **Lab 3**
Provides the practicing firearms instructor with an in-depth view of Instinctive Point Shooting Concepts and provides procedural recommendations for teaching this method of shooting.

PSCI 223
Criminal Evidence
3 Credits **Class 3** **Lab 2**
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
Police Report Writing
2 Credits **Class 2** **Lab 1**
Writing effective police reports.The participant learns to find and record all relevant facts, analyze and organize findings as well as distinguish fact from hearsay, conclusion and opinion and communicate all relevant findings in a well written report. Prerequisites: COMM 122 and OPOTA Blend student.

PSCI 237
Police First Responder
2 Credits **Class 2** **Lab 2**
Dealing with those situations in which officers must make an immediate and critical decision.Additionally, the courses will address issues that the officer must handle in an expedient manner. Prerequisite: OPOTA Blend student.

PSCI 240
Advanced Investigation
3 Credits **Class 2** **Lab 5**
Major case preparation and analysis including homicide investigation procedures and forensic techniques. Prerequisite: PSCI 140.

PSCI 245
Accident Investigation
3 Credits **Class 3** **Lab 2**
Techniques used in vehicle traffic accident investigation including report writing, scene reconstruction and analysis of causes.

PSCI 246
Homicide Investigation
0.25-3 Credits **Class 0.25-3** **Lab 0**
Problems and considerations relevant to conducting a homicide investigation. Includes a review of the special procedures, investigative techniques and latest laboratory analysis used by the investigator.

PSCI 248
Unresolved Homicides
0.5 Credit **Class 0.5** **Lab 0**
Case studies applying investigative law enforcement techniques to currently unresolved homicides.

PSCI 249
British Law Enforcement
1-3 Credit **Class 1-3** **Lab 0**
Provides American police officers with the opportunity to observe and experience British law enforcement operations. Structured activities create an understanding of the operational and jurisdictional issues and functions of the London Metropolitan Police. Students gain technical knowledge of advanced criminalistics through observation and demonstrations at the London Metropolitan Forensic Laboratory. Criminal investigation methods and issues will be presented and discussed by detectives from Scotland Yard. Prerequisite: Peace Officer Certification or instructor permission.

PSCI 250
Peace Officer Basic Training
18 Credits **Class 12** **Lab 18**
Prepares the individual for a career in law enforcement. Introduction to performance objectives outlined by the Ohio Peace Officer Training Council. Upon successful completion the student will be eligible for the Ohio Peace Officer certification exam.

PSCI 250 A
Law Enforcement I (OPOTC)
3 Credits **Class 2** **Lab 3**
Administration and legal aspects of law enforcement.

PSCI 250 B
Law Enforcement II (OPOTC)
3 Credits **Class 2** **Lab 3**
Human relations and prisoner booking and handling.

PSCI 250 C
Law Enforcement III (OPOTC)
3 Credits **Class 2** **Lab 3**
Investigation and driving.

PSCI 250 D
Law Enforcement IV (OPOTC)
3 Credits **Class 2** **Lab 3**
Traffic accident investigation, traffic enforcement, civil disorders and unarmed self defense.

PSCI 250 E
Law Enforcement V (OPOTC)
3 Credits **Class 2** **Lab 3**
Patrol unit and physical conditioning.

PSCI 250 F
Law Enforcement VI (OPOTC)
3 Credits **Class 2** **Lab 3**
Firearms and first aid.

PSCI 251
Semi-Automatic (OPOTC) Instructor
2 Credits **Class 1** **Lab 3**
Directed to officers having training assignments. The course will meet part of the OPOTC requirements for both basic training instructors and requalification instructors and includes semi auto pistol operation and handling, pistol design and function, safety operation, cycle failure and recovery, target engagement, shooter problems and correction and pistol maintenance.

PSCI 252
Revolver (OPOTC) Instructor
2 Credits **Class 1** **Lab 3**
Designed to provide the firearms instructor candidate with an in-depth view of instructional methods and procedures for teaching various methods of revolver shooting. The majority of this course will be conducted at an outdoor lab site. Students should be prepared for extended outdoor activities in a variety of weather conditions. Prerequisite: OPOTC instructor.

PSCI 253
Shotgun (OPOTC) Instructor
2 Credits **Class 1** **Lab 3**
Designed to meet a portion of the OPOTC requirements to instruct the shotgun in basic training or in service.

PSCI 254
Police Instructor
0.25-5 Credits **Class 0.25-5** **Lab 0**
Theories of adult education, teaching techniques, lesson plan development, behavioral objectives, the proper use of training aids and objectives, evaluation and measurement.

PSCI 260
Interviewing and Interrogation
2 Credits **Class 2** **Lab 2**
Tactics and techniques of the art of interrogation. Emphasizes methods to properly and adequately solicit information to solve crime.

PSCI 270
Police Administration
2 Credits **Class 2** **Lab 2**
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 280
Criminalistics II
3 Credits **Class 2** **Lab 5**
Scientific methods of investigation. Recognizing, gathering, preserving, evaluation and processing evidence. Includes the physical technologies used in processing criminal evidence in the police laboratory.

PSCI 281
Criminalistics III
3 Credits **Class 2** **Lab 5**
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 evidence to establish association with known standards and applying results to the criminal justice system.

PSCI 282
Current Topics in Police Science
0.25-5 Credits **Class 0.25-5** **Lab 0**
Current topics and issues as well as new developments in the field of law enforcement are reviewed, studied and discussed.

PSCI 283
Special Operations in Law Enforcement
5 Credits **Class 5** **Lab 5**
Concepts and practices of special operations including communications, team management, team movement and tactics, close quarter firing techniques, and first aid. Prerequisite: First year Police Science or Human and Correctional Services student.

PSCI 283 A
Special Operations in Law Enforcement Level I
1 Credit **Class 1** **Lab 1**
Concepts and practices of special operations and where special operations fall in the law enforcement mission. Prerequisite: First year Police Science or Human and Correctional Services student.

PSCI 283 B
Special Operations in Law Enforcement Level II
1 Credit **Class 1** **Lab 1**
Team management, communications and first aid. Prerequisites: First year Police Science or Human and Correctional Services student and PSCI 283 A.

PSCI 283 C
Special Operations in Law Enforcement Level III
1 Credit **Class 1** **Lab 1**
Firearms instruction with primary focus on close quarters firing techniques. Prerequisites: First year Police Science or Human and Correctional Services student, PSCI 283 A and PSCI 283 B.

PSCI 283 D
Special Operations in Law Enforcement Level IV
1 Credit **Class 1** **Lab 1**
Training in team movement and tactics. Prerequisites: First year Police Science or Human and Correctional Services student, PSCI 283 A, PSCI 283 B and PSCI 283 C.

PSCI 283 E
Special Operations in Law Enforcement Level V
1 Credit **Class 1** **Lab 1**
Advanced training in team movement and tactics. Prerequisites: PSCI 283 A, PSCI 283 B, PSCI 283 C and PSCI 283 D.

PSCI 284
American Combatives Survival
0.25-5 Credits **Class 0.25-5** **Lab 0**
Self-defense/close quarter combat including movement, blocking, natural weapons, primary targets and attack sequences, counter unarmed assault, counter weapon assault, special combatives and knife combative. Prerequisite: Instructor permission.

PSCI 290
Special Topics in Police Science Technology
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

PSCI 291
Individual Study in Police Science Technology
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

PSCI 292
Field Experience in Police Science
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a police facility through special arrangement with an instructor.

PSCI 294
Police Science Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

PSCI 296
Police Science Practicum/Seminar
2-4 Credits **Class 1-2** **Lab 7-14**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. Concurrent with PSCI 295. Prerequisite: Instructor permission.

PSCI 296 A
Police Science Practicum/Seminar (Communication)
2 Credits **Class 1** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

PSCI 296 B
Police Science Practicum/Seminar (Patrol)
2 Credits **Class 1** **Lab 7**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. Prerequisite: PSCI 296 A.

PSCI 297
Police Science Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

PSCI 298
Police Science Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

PSCI 299
Police Science Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

PSYC Courses
Psychology

PSYC 101
General Psychology
5 Credits **Class 5** **Lab 0**
A comprehensive and in depth study of the theories and applications of psychology. The course consists of an overview of topics in the areas of both clinical and experimental psychology including memory, personality, consciousness, psychological bases of behavior, sensation and perception, motivation and emotion, human development, learning, abnormal behaviors and social processes.

PSYC 110
Service Learning in Mental Health
3 Credits **Class 3** **Lab 0**
Exposes the student to the lives of individuals with diagnosed mental health problems and the benefits that can be gained from friendly contact with others. Students must be approved as a COMPEER volunteer and commit to involvement with a COMPEER match for nine months.

PSYC 119
Women's Issues
1 Credit **Class 1** **Lab 0**
Issues in the personal and professional growth of women. Each participant will explore individual feelings and attitudes toward these issues.

PSYC 120
Women's Retreat
1 Credit **Class 1** **Lab 0**
Addresses personal growth issues pertaining to women. With activities, films and literary reflections as components of the course, each woman has the opportunity to share as individuals and as group members.

PSYC 121
Women in Transition
3 Credits **Class 3** **Lab 0**
Personal growth issues of women. Exploring and experiencing feelings contributing to women's self awareness. Women have an opportunity to share themselves as individuals and group members. This course is a substitute for Interpersonal Relationships.

PSYC 122
Life Transitions
3 Credits **Class 3** **Lab 0**
Personal growth issues of men and women based on the premise that new behavior patterns need to be established as we continue through adulthood. Includes exercises in personal development, analysis, reflection and discussion for understanding behavior.

PSYC 123
Women's Lives Around the World
1 Credit **Class 1** **Lab 0**
Themes and diversities in the lives of women in other parts of the world. Guest speakers from other cultural backgrounds will share their experience and knowledge on what it means to be women in their corners of the world.

PSYC 140
Issues in Child Development
4 Credits **Class 4** **Lab 0**
Child development issues are explored within four separate class modules: special needs children, developmentally appropriate discipline, communicating with children and adolescents and infancy.

PSYC 140 A
Special Needs Children
1 Credit **Class 1** **Lab 0**
Children's differences and the practices related to meeting special needs. Topics include mental giftedness, developmental delays, physical challenges, learning disabilities and emotional disturbances.

PSYC 140 B
Developmentally Appropriate Discipline
1 Credit **Class 1** **Lab 0**
Principles and theories of child discipline based on developmentally appropriate practices.

PSYC 140 C
Communicating with Children and Adolescents
1 Credit **Class 1** **Lab 0**
Techniques for communicating with children and adolescents to enhance social and emotional development. Theories of language development will be integrated.

PSYC 140 D
Infancy
1 Credit **Class 1** **Lab 0**
Physical, emotional, social and cognitive development in infancy.

PSYC 150 PACE
Introduction to Psychology
3 Credits Class 3 Lab 0
A survey of the background, development and current thinking in the field of psychology. The course includes an overview of the major areas of psychology. Special emphasis in given to the areas of memory, personality, consciousness and physiological psychology, motivation and emotion, developmental psychology, learning, psychological disorders and stress and coping.

PSYC 150 A PACE
Introduction to Psychology Module A
1 Credit Class 1 Lab 0
Basic concepts in psychology including an introduction to the field of psychology, research methods, memory, personality theories and assessment. Provides a broad overview of key terms, concepts and theoretical approaches which provide the groundwork for further study in the field of psychology. This module along with PSYC 150 B and PSYC 150 C is equivalent to the full 3 credit hour course, Introduction to Psychology.

PSYC 150 B PACE
Introduction to Psychology Module B
1 Credit Class 1 Lab 0
Basic concepts of psychology including consciousness and physiological psychology, motivation and emotion, and human development. Provides an overview of key terms, concepts and theoretical approaches. This module along with PSYC 150 A and PSYC 150 C is equivalent to the full 3 credit hour course, Introduction to Psychology.

PSYC 150 C PACE
Introduction to Psychology Module C
1 Credit Class 1 Lab 0
Basic concepts in psychology including learning theories, psychological disorders, health, stress and coping. Provides an overview of key terms, concepts and theoretical approaches. This module along with PSYC 150 A and PSYC 150 B is equivalent to the full 3 credit hour course, Introduction to Psychology.

PSYC 151 PACE
Developmental Psychology
3 Credits Class 3 Lab 0
Physical, emotional, social and intellectual development of an individual from conception to death. Emphasizes normal growth and development of the individual with discussion of genetic and environmental factors that can cause developmental abnormalities.

PSYC 152
Abnormal Psychology
3 Credits Class 3 Lab 0
Characteristics of emotional disturbances, mental illnesses and related social deviance in the United States. Includes identification, diagnosis and treatment of mental disturbances.

PSYC 154
Interpersonal Relationships
3 Credits Class 3 Lab 0
Familiarization with interpersonal processes through lecture, discussion and experiential tasks. Information presented is aimed at personal growth and development leading to enhanced relationships.

PSYC 160
Behavioral Science Statistics
5 Credits Class 5 Lab 0
Introduces basic statistical measures employed in the behavioral sciences. Emphasis will be on core concepts and calculation of specific measures as well as appropriate application of those measures. Topics include measures of central tendency and dispersion, the normal distribution and confidence intervals, correlation and regression, sampling and hypothesis testing using t-test, ANOVA, Chi Square and various nonparametric tests.

PSYC 162
Child and Adolescent Development
4 Credits Class 4 Lab 0
Physical, emotional, social and intellectual development of an individual from conception through adolescence. Emphasizes normal growth and development of the individual with discussion of genetic and environmental factors that can cause developmental abnormalities. Prerequisite: PSYC 150.

PSYC 290
Special Topics in Psychology
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

PSYC 291
Individual Study in Psychology
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

PTA Courses
Physical Therapist Assistant

PTA 100
Introduction to Physical Therapy
2 Credits Class 2 Lab 0
An introduction to health care in the United States, historically and currently, particularly as it relates to physical therapy and the roles of the physical therapist and physical therapist assistant. Provides an overview of the various health professionals and health care systems.

PTA 200
Fundamentals of Physical Therapy
4 Credits Class 3 Lab 4
Basic patient handling skills including vital signs and pertinent emergency procedures, draping, positioning, bed mobility, transfers, body mechanics, assistive devices, wheelchair mobility and range of motion exercises. Includes bandages, dressings, wrapping, sterile and isolation techniques. Legal and ethical responsibilities and documentation are introduced. Prerequisite: Admission to PTA.

PTA 201
Advanced Anatomy
4 Credits Class 3 Lab 4
Detailed study of the anatomy of the musculoskeletal and cardiovascular systems concentrating on, but not limited to, muscle origins, insertions and innervations. The laboratory component includes the study of human cadavers. Corequisite: PTA 202.

PTA 202
Kinesiology
4 Credits Class 3 Lab 2
An introduction to biomechanical principles of human movement with applications to physical therapy assessment and treatment. Corequisite: PTA 201.

PTA 203
Physical Therapy Procedures
4 Credits Class 3 Lab 4
The body's mechanisms for inflammation and repair and the physiologic and therapeutic effects of physical agents including superficial and deep heat, cryotherapy, light, hydrotherapy, topical agents, compression pump, continuous passive motion and massage. Includes the assessment of pain, sensation and segmental length, girth and volume.

PTA 204
Musculoskeletal Problems
3 Credits Class 3 Lab 0
Injury, disease and treatment of the musculoskeletal systems emphasizing orthopedic dysfunctions. Physiological and therapeutic effects of electrotherapy and traction. Principles are applied across age and diagnoses lines including pediatric and geriatric populations. Pharmacological interventions and actions are addressed. Corequisite: PTA 205. Prerequisites: PTA 200, PTA 201, PTA 202 and PTA 203.

PTA 205
Therapeutic Exercise I
2 Credits Class 0 Lab 4
Basic exercise progressions for the upper and lower extremities, back and neck, including total joint replacements. Includes goniometry, muscle strength and muscle length assessment. Basic joint mobilization techniques and the application of electrotherapy and traction are covered. Corequisite: PTA 204. Prerequisites: PTA 200, PTA 201, PTA 202 and PTA 203.

PTA 206
PTA Clinical Experience I
5 Credits Class 1 Lab 16
Skills acquired are applied in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. In the seminar, the clinical experience and issues in physical therapy are discussed. Prerequisites: PTA 200, PTA 201, PTA 202 and PTA 203.

PTA 207
Clinical Issues and Role Transition
2 Credits Class 2 Lab 0
Preparation for the transition from student to professional and review of the licensure exam. Corequisite: PTA 226. Prerequisites: PTA 210, PTA 214, PTA 215 and PTA 216.

PTA 210
Cardiopulmonary Function
2 Credits Class 1 Lab 3
Physiology of exercise, energy metabolism and principles of aerobic conditioning. Includes cardiorespiratory physiology, cardiac rehabilitation and pulmonary diseases and treatment. Methods of exercise training are reviewed. Pharmacological interventions and actions are included. Prerequisites: PTA 204, PTA 205, PTA 206 and PTA 211.

PTA 211
Pathophysiology of Disease
3 Credits Class 3 Lab 0
Various disease processes, particularly those seen in the physical therapy setting. Includes related pharmacology. Prerequisites: PTA 200, PTA 201, PTA 202 and PTA 203.

PTA 214
Rehabilitation Procedures
3 Credits Class 3 Lab 0
Neuromuscular physiology, injury, disease and rehabilitation. Includes patient treatment following amputation. Principles are applied across age and diagnoses lines and include pediatric and geriatric populations. Pertinent pharmacological interventions and actions are discussed. Corequisite: PTA 215. Prerequisites: PTA 204, PTA 205, PTA 206 and PTA 211.

PTA 215
Therapeutic Exercise II
2 Credits Class 0 Lab 4
Assessment and treatment approaches for neurologically involved patients and patients following amputation. Principles are applied across age and diagnoses lines and include the pediatric and geriatric populations. Corequisite: PTA 214. Prerequisites: PTA 204, PTA 205, PTA 206 and PTA 211.

PTA 216
PTA Clinical Experience II
5 Credits Class 1 Lab 16
Skills acquired to date are applied in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. In the seminar, clinical experience and issues in physical therapy are discussed. Prerequisites: PTA 204, PTA 205, PTA 206 and PTA 211.

PTA 226
PTA Clinical Experience III
12 Credits **Class 0** **Lab 36**
Full time clinical affiliation under the supervision of a licensed physical therapist or physical therapist assistant. Corequisite: PTA 207. Prerequisites: PTA 210, PTA 214, PTA 215 and PTA 216.

RE Courses
Real Estate

RE 101
Real Estate Principles
3 Credits **Class 3** **Lab 0**
Introduction to real estate as a business and profession. Includes license, law, ethics, purchase agreements, escrow and title work, advertising, appraisals, sales, market trends, taxes, assessments and the role and influence of real estate in the economy.

RE 102
Real Estate Law
3 Credits **Class 2** **Lab 3**
Legal phase of realty transactions from the listing of the property to the closing of the escrow. Review for owners, brokers, salesmen, mortgage and escrow officers.

RE 103
Real Estate Finance
3 Credits **Class 3** **Lab 0**
Financial instruments, availability of mortgage credit, risk analysis and federal agencies influencing real estate transactions.

RE 104
Real Estate Appraisal
3 Credits **Class 3** **Lab 0**
Real estate appraisal concerns in estimating the value of property. Includes salvage, book, investment, aesthetic, sentimental, cash, replacement and market values; how these values are related to real property values and how appraisal values can then be used.

RE 110
Land Title Search
3 Credits **Class 3** **Lab 0**
Information and practice in searching out a title to real estate.

RE 112
Real Estate Salesperson
1 Credit **Class 1** **Lab 0**
Post licensure course for real estate sales persons. Topics include legal update, legislative issues, profitability, commercial real estate, market, home buyer survey, real estate finances, tax considerations, license law matters, real estate education and research, and other current issues.

RE 290
Special Topics in Real Estate
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

RE 291
Individual Study in Real Estate
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

REC Courses
Recreation and Wildlife

REC 109
Historical Crafts
2 Credits **Class 1** **Lab 3**
Historical crafts in interpretive services including hands on experiences that enables students to adequately interpret traditional and historical lifestyles common on the United States prior to the 20th century.

REC 110
Chainsaw Operation
1 Credit **Class 1** **Lab 1**
Operation and maintenance of chainsaws used in the maintenance and management of recreation and wildlife areas. Designed for individuals unfamiliar with safety and operation techniques.

REC 112
Advanced Chainsaw Operation
2 Credits **Class 1** **Lab 3**
Designed to bring students to Soren Erriksson Level 2 standards within the logging industry. Topics covered include reduced down time maintenance, chisel bit fitting, filling wedges, carburetor adjustments, swing poles and side lean and filling accuracy. Prerequisite: REC 110.

REC 113
Watercraft Operation and Maintenance
2 Credits **Class 1** **Lab 3**
Practical use and maintenance of canoes, rowboats, outboard motors and other boating equipment. It covers state laws regarding boating and safety on Ohio waterways. In this course the student will learn life saving techniques, swamping and righting canoes, re-entry of craft, various canoe strokes, rowboat handling techniques on flat and moving water and the use of outboard motor and craft.

REC 114
Recreation Employment Seminar
1 Credit **Class 1** **Lab 1**
Speakers from a variety of agencies concerned with the management of natural resources participate in this course. Covers education requirements of prospective employees, projection of job opportunities and methods of applying for specific jobs. Job search techniques are stressed.

REC 115
Interpretive Methods
3 Credits **Class 2** **Lab 3**
Interpretive theories and philosophies. Principles and concepts of sound interpretive planning and delivery. Includes various media utilized in the interpretive process.

REC 116
Introduction to Cultural Interpretation
2 Credits Class 1 Lab 3
Interpretive training related to guided programming exhibits, activities, self guided tours, brochure development, living history techniques, stand up talks and slide programs and audio tape tours.

REC 117
Interpretive Interaction Techniques
2 Credits Class 1 Lab 3
Effective interaction with the audience during a presentation. Nonverbal skills, talents, gimmicks and innovative techniques are used to build a repertoire for naturalists, tour guides, teachers, speakers or anyone who communicates. Prerequisite: REC 115.

REC 118
Historical Perspectives
2 Credits Class 1 Lab 3
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 and other resources. Prerequisites: REC 115 and REC 243.

REC 119
Historical Restoration and Preservation
0.5-3 Credits Class 0.5-3 Lab 0-6
Principles and applications for preserving and restoring historical buildings and sites. Study of approaches and techniques for maintaining or rebuilding locations of historical interest. Applications of preservation skills through hands on community experience.

REC 120
Woodshop
1 Credit Class 0 Lab 3
Development of correct safety habits in the use of power equipment and hand tools. Emphasizes operational safety techniques, daily routine machinery inspections and minor maintenance repairs and personal and group safety rules. The care, use and maintenance of hand tools, power tools and woodworking machinery will be stressed throughout the course.

REC 121
Ohio Trees
2 Credits Class 1 Lab 3
Identification of Ohio trees in the winter condition by sight and by using keys, buds, twigs, fruit, bark and growth habitats.

REC 122
Game Animals of East Central U.S.
3 Credits Class 2 Lab 3
Life history, habitat and distribution of common game animals of the East Central United States. Includes sexing and ageing techniques, waterfowl identification, track and scat identification, food analysis, study of skin preparation and small mammal identification.

REC 123
Map Reading and Interpretation
2 Credits Class 2 Lab 2
Theoretical understanding of maps and map making are combined with technical exercises designed to help the student manipulate, enlarge and transcribe maps for other uses.

REC 124
Adaptive Recreation
3 Credits Class 1 Lab 6
Developing recreational activities for persons with handicapping conditions. Training occurs by working directly with children and adults within schools and special facilities.

REC 125
Chainsaw Repair and Service Procedures
2 Credits Class 1 Lab 3
Common repair problems such as record starters, bar and chain maintenance and filter and carburetor maintenance, drive sprockets and chain break maintenance, ignition testing and oil flow adjustments. Prerequisite: REC 110.

REC 130
Recreation Area Equipment
1 Credit Class 1 Lab 1
Maintenance and operation of tractors and farm machinery used in wildlife areas. Operational skills are designed for individuals unfamiliar with safety and operational knowledge of tractors and farm machinery use.

REC 131
Field Biology
3 Credits Class 2 Lab 3
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.

REC 132
Geology
3 Credits Class 2 Lab 3
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
Environmental Issues
3 Credits Class 2 Lab 3
Human influence on the environment including land, water, air, hazardous waste, noise and population. Awareness, observation and evaluation of these problems are included.

REC 136
Wildlife Investigation Techniques
3 Credits **Class 2** **Lab 2**
Prepares the student for later work in the management of wildlife. Studies concentrate on techniques to evaluate wildlife populations. Included will be auditory surveys, trapping, habitat evaluation techniques, radiotelemetry, field planing and reporting, use of wildlife literature, preservation of biological materials and improvement of field habitats and methods.

REC 138
Summer Field Biology
3 Credits **Class 2** **Lab 3**
Identification of summer flowering plants, life histories, habitat requirements, a field identification of reptiles, aquatic insects and amphibians found in our local region during the summer months. Also included is an introduction to fresh water ecology and associated habitats.

REC 140
Camp Counseling
3 Credits **Class 3** **Lab 0**
Needs of summer youth camps and resident outdoor programs in the public schools. Responsibilities as camp counselors to the camp director, campers, parents, other counselors and the program.

REC 141
Nature Center and Museum Operations
2 Credits **Class 0** **Lab 6**
Practical, hands-on experience in nature center and museum operations planning and delivering of audiences. Prerequisites: REC 115 and REC 150.

REC 142
Recreation for Special Populations
3 Credits **Class 2** **Lab 3**
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 the elderly. Focuses on working in a recreational hospitality setting.

REC 150
Introduction to Interpretation
2 Credits **Class 0** **Lab 6**
Orientation to the field of interpretation. Field trips to interpretive facilities to observe professional interpreters.

REC 160
Survival Techniques for Wildlife Areas
3 Credits **Class 2** **Lab 3**
Introduction to wilderness survival techniques including compass and map reading, construction of emergency shelters, controlled fires, personal hygiene in the wilderness setting, preparation of native foods, survival medical treatment and health care techniques.

REC 161
Ichthyology
3 Credits **Class 2** **Lab 3**
Identification, ecology and morphology of Ohio fish species. Includes field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.

REC 162
Winter Weeds
1 Credit **Class 1** **Lab 1**
Winter identification techniques for common plants with emphasis on herbaceous and shrubby species.

REC 163
Forging Edible and Medicinal Plants
1.5 Credits **Class 1.5** **Lab 1**
Forging techniques including proper field identification, preparation and uses of plants for food, emergency first aid, shelter and tools. Prerequisite: NR 101.

REC 164
Ohio Prairies
1 Credit **Class 1** **Lab 1**
Explores the Ohio prairie ecosystem from its historical perspective to present day status. Restoration efforts to save the reestablish this ecosystem in the wild, in parks and among everyday landscapes. Includes hands on species identification, site evaluation, site preparation, plant propagation and maintenance are covered.

REC 170
Black Bear Management I
3 Credits **Class 3** **Lab 0**
Black bear evolution, distribution, taxonomy, life history, habitat and population management. Techniques for capture and handling of bears, and investigation and resolution of bear-human conflicts are presented. Prerequisites: REC 122 and instructor permission.

REC 171
White Tail Deer Management I
3 Credits **Class 3** **Lab 0**
Biology and management of the white tail deer in the United States. Details the difference between quantity, quality and trophy management systems.

REC 172
White Tail Deer Management II
1 Credit **Class 1** **Lab 0**
A hands on field application course in which students prescribe and implement deer management plans including habitat manipulation and quality deer management. Prerequisite: REC 171 or instructor permission.

REC 173
Black Bear Management II
1 Credit **Class 1** **Lab 0**
A field experience to assist bear biologists with their winter bear den work. Course introduces students to current management and research techniques. Prerequisite: REC 170.

REC 200
Wildlife Field Research
3 Credits Class 1 Lab 6
Participants function as a team while collecting data for wildlife research projects. Field work may include radiotelemetry, live trapping, raptor hacking, plant species inventories and migratory bird banding. Prerequisites: REC 122 and REC 136 or instructor permission.

REC 201
Ecology and Management of Upland Game Birds I
2 Credits Class 2.5 Lab 0
Ecology and management of upland games. Intensive review and analysis of natural history and distribution of popular game birds including bobwhite quail, wild turkey, ring necked pheasant, ruffed grouse, prairie chickens, sharp tailed grouse and spruce grouse. Emphasis on habitat management, population dynamics and behavior. Prerequisites: REC 122, REC 136 and REC 215.

REC 202
Ecology and Management of Upland Game Birds II
1 Credit Class 1 Lab 0
Field experience evaluating and observing upland game management in the Great Plains. Travel to Nebraska and Wyoming required to analyze techniques used to manage introduced and native species. Prerequisites: REC 122, REC 136, REC 201, REC 215 and instructor permission.

REC 208
Aquatic Field Sampling in Southeast Ohio
2 Credits Class 1 Lab 3
Field sampling techniques of aquatics systems in Southeast Ohio. Sampling will be done using seines and electroshocking apparatus. Students will keep a field notebook containing habitat conditions and fish species sampled. Prerequisite: REC 161

REC 209
Terrestrial Ecology
3 Credits Class 2 Lab 3
Relationship and components of Ohio's terrestrial ecosystems. Lab and field work includes the measurement and analysis of the various communities with the flora, fauna, soil, light and moisture.

REC 210
Woodland Ecology
3 Credits Class 2 Lab 3
Local plant communities, succession and forest types, major North American vegetation types and the ecology of Ohio. Analysis of vegetation types in various communities by the use of plot surveys and line transects. Prerequisite: NR 111 or REC 121.

REC 213
Fish Ecology
3 Credits Class 2 Lab 3
Identification, ecology and morphology of fish. Influence of aquatic organisms on abundance of fish, recognition of various aquatic habitat types and methods of sampling fish populations.

REC 215
Wildlife Management I
3 Credits Class 2 Lab 3
Theory and techniques of wildlife management with emphasis on forest game. Includes habitat evaluation, habitat management planning, species management, censusing, population dynamics, ageing and sexing, wildlife and waterfowl identification. Prerequisites: REC 111 and REC 121.

REC 217
Aquatic Ecology
3 Credits Class 2 Lab 3
Aquatic ecosystems including lakes, rivers and wetlands. Emphasis on hydrology, interrelationships and identification of major communities and community assessment. Prerequisite: MATH 201 or equivalent.

REC 218
Wildlife Management of Ecotourism Sites
3 Credits Class 2 Lab 3
Specific wildlife management techniques which are used to enhance "watchable" wildlife species, including mapping, management strategies and basic research techniques.

REC 219
Wildlife Management of Federal Lands I
1 Credit Class 1 Lab 1
Examines on a biological, economical and social basis the importance of national parks, wildlife refuges, US Forest Service property and Bureau of Land Management lands relative to endangered species management and recreational opportunities. Key management and policy decisions relative to wildlife are reviewed and analyzed. Prerequisite: REC 215.

REC 220
Wildlife Radiotelemetry
1 Credit Class 1 Lab 1
Techniques used in instrument and track radio marked animals for data analysis. Use and evaluation of transmitter types, antenna types and receiver types. Field labs include monitoring free ranging instrumented animals. Prerequisite: REC 136 or instructor permission.

REC 221
Fish Management I
3 Credits Class 2 Lab 3
Physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing the factors are practiced in laboratory. Prerequisites: REC 161 and REC 217.

REC 222
Recreation Area Maintenance
2 Credits Class 1 Lab 3
Planning, development, operation and management of outdoor recreation facilities such as trails, campgrounds, picnic areas and water areas. Prerequisites: REC 110, REC 120 and REC 130 or instructor permission.

REC 226
Development and Design of Outdoor Studies Situations
3 Credits **Class 2** **Lab 3**
Survey of existing and potential outdoor education sites. Evaluating areas for safety and identifying activities that best show the ecological concepts of the site. Prerequisite: NR 264 or REC 236 or instructor permission.

REC 227
Construction in Natural Resources
3 Credits **Class 1** **Lab 6**
Skills, knowledge and safety practices of construction in the natural resources field. Prerequisites: REC 110, REC 120 and REC 130.

REC 232
Park Landscaping
3 Credits **Class 2** **Lab 3**
Horticultural requirements associated with operation of park wildlife areas. Includes soils, fertilizing, liming, seeding, transplanting large trees and shrubs, grafting, pruning, pesticides and their control and lawn establishment.

REC 233
Ornithology
3 Credits **Class 2** **Lab 3**
Study of local birds including both migrants and residents. Habitat requirements, nesting habits, general behavioral patterns and anatomical characteristics are studied.

REC 235
Guided Interpretive Activities
2 Credits **Class 1** **Lab 3**
Principles and practices necessary to prepare and conduct guided visitor activities such as nature walks and slide programs. Interpretive principles, professionalism and communication skills are discussed and practiced in classroom and field situations.

REC 236
Exhibit Design and Production
2 Credits **Class 1** **Lab 3**
Hands on experience selecting and using the proper tolls and materials for exhibit construction. Choice of materials and concepts of structure will be emphasized. Prerequisites: REC 115 or instructor permission and REC 237.

REC 237
Self Guided Interpretive Activities
2 Credits **Class 1** **Lab 3**
Self guiding interpretive activities including signs and labels, trails, auto tours, tape recordings, and interpretive publications. Emphasizes design and layout of self guiding systems as well as production of support media. Prerequisite: REC 115 or instructor permission.

REC 238
Fish Management II
4 Credits **Class 2** **Lab 6**
Methods and techniques used in sampling fish populations and aquatic environments. Evaluation and application of fish management techniques. Prerequisite: REC 221.

REC 239
Wildlife Management II
4 Credits **Class 2** **Lab 6**
Techniques of manipulating wildlife populations through management. Includes field work in public wildlife areas. Prerequisites: REC 110, REC 122, REC 130 and REC 215.

REC 240
Environmental Enforcement Problems
2 Credits **Class 2** **Lab 2**
Specific problems in natural resources enforcement related to air, water, forestry, wildlife and reclamation. Individual and corporate violations are studied.

REC 241
Fish Hatchery Management
4 Credits **Class 2** **Lab 6**
Aspects of fish culture including warm water, cool water and cold water species. Emphasizes nutrition, disease and water quality. Prerequisites: NR 131 and REC 221.

REC 243
Historical Interpretation Techniques
2 Credits **Class 1** **Lab 3**
Processes of historical interpretation which utilizes third and first person techniques. It is a period research and characterization course and requires each participant to develop a character which is in keeping with the period and assigned theme. The importance of research in revealing the people, lifestyles, mannerisms, dress, industry, education, medicine, politics and religion of the period is emphasized. Prerequisites: REC 115 and REC 118.

REC 244
Land Management and Soils
3 Credits **Class 2** **Lab 3**
Landscape management techniques and the principles of soil science are combined to provide a comprehensive perspective of natural resource management as it relates to landscaping, soil conservation and soil management.

REC 245
Wildlife Investigation Techniques II
1 Credit **Class 0** **Lab 3**
Offered to those who completed REC 136 and have excelled in field data collection techniques and seek to enhance supervisory skills. Prerequisite: REC 136.

REC 251
Big Game and Furbearer Management I
3 Credits **Class 1** **Lab 6**
Theory and techniques of wildlife management as it pertains to big game and furbearing mammals, particularly species indigenous to Ontario, Canada. Emphasizes practical data collection and measurement of individual specimens and populations. Prerequisites: REC 122 and REC 215 or instructor permission.

REC 252
Big Game and Furbearer Management II
3 Credits Class 1 Lab 6
Managing big game and furbearers indigenous to Ontario. Emphasizes fur handling and management of the fur resource including humane care and treatment of furbearers. Moose and white tailed deer harvest will be examined in terms of big game species. Prerequisites: REC 122 and REC 215 or instructor permission.

REC 255
Wildlife Management of Federal Lands II
1 Credit Class 0 Lab 3
This field lab examines federal lands in western United States for land use practices relative to wildlife management. National parks, wildlife refuges and other federal lands are visited. Agency personnel describe policy and management efforts on federal lands they administer. Prerequisites: REC 215 and REC 219.

REC 269
Field Ichthyology: Lotic Investigations
3 Credits Class 1 Lab 6
Field operations including the sampling of river habitats with electroshocking apparatus. Field work will extend to detailed note taking and habitat assessment. Laboratory work will include preservation and cataloging specimens. Prerequisite: REC 161.

REC 270
Field Ichthyology: Lentic Investigations
3 Credits Class 1 Lab 6
Field operation including sampling of oligiotropitic systems of northern environments. Field work includes electroshocking, gill netting, trap netting, water chemistry and habitat evaluation. Water chemistry, habitat evaluation and biostatistics. Prerequisite: REC 161.

REC 271
Fish Disease/Pathology
1 Credit Class 1 Lab 2
Fish disease and pathology. Focuses on common cool and warm water pathogens.

REC 280
Cultural Anthropology
3 Credits Class 3 Lab 0
Basic concepts of cultural anthropology by exploring the development of the American Indian and other groups within their ecological settings. Focus will be on environmental influences - other people, the geography and resources that shaped spheres of activity.

REC 281
Field Archaeology
3 Credits Class 2 Lab 3
Traditional and recent methods of investigating archaeological areas, basic field and laboratory procedures on survey excavation, data recording and analysis.

REC 290
Special Topics in Recreation and Wildlife
0.25-5 Credits Class 0.25-5 Lab 0
Structured exploration of a specific topic(s) by participants in a group.

REC 291
Individual Study in Recreation and Wildlife
1-5 Credits Class 1-5 Lab 0
Individual study or research. Topics are arranged on an individual basis with instructor permission.

REC 292
Field Experience in Recreation and Wildlife
1-3 Credits Class 0 Lab 12-36
On-the-job training in a recreation and wildlife facility through special arrangement with an instructor.

REC 294
Recreation and Wildlife Cooperative Work Experience/Seminar
2-5 Credits Class 1 Lab 10-40
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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. Prerequisites: REC 110, REC 120 and REC 130.

REC 296
Recreation and Wildlife Practicum/Seminar
2-7 Credits Class 1 Lab 7-42
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

REC 297
Recreation and Wildlife Observation Hour
1-3 Credits Class 0 Lab 15-45
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

REC 298
Recreation and Wildlife Internship
3-6 Credits Class 0 Lab 20-40
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

REC 299
Recreation and Wildlife Internship Seminar
3 Credits Class 3 Lab 0
Discussion of internship experiences, objectives and evaluation.

RET Courses
Retail Marketing Management

RET 100
Retail Management
3 Credits Class 2 Lab 3
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, markup, pricing, stock turnover and analysis of current merchandising policies.

RET 210
Retail Buying
3 Credits **Class 2** **Lab 3**
The buying function and its place within the retail organization. Resources, product differentiation, buying techniques and practices, merchandising at different levels and pricing. Prerequisite: BUS 245.

RET 220
Advertising
3 Credits **Class 3** **Lab 2**
External advertising for a retail operation covering basic advertising areas including television, radio, newspaper, magazine, direct mail and outdoor. Concentration on practical matters of budgeting, media selection, copy writing, layout and design, campaign construction and market segmentation. Prerequisite: BUS 110.

RET 230
Retail Store Operations
1-5 Credits **Class 1-5** **Lab 0**
Daily operations in retail institutions. Emphasizes the role and responsibility of the manager.

RET 235
Principles of Apparel Management
3 Credits **Class 3** **Lab 2**
Basic principles in textiles and fashion. Provides a foundation for understanding the apparel industry and applying its concepts to the business world.

RET 250
Instrument Repair
3 Credits **Class 2** **Lab 3**
Survey of basic principles of musical instrument repair/tune-up procedures. Instruments include brass, woodwind and keyboards as well as stringed instruments.

RET 251
Survey of Music Technology
3 Credits **Class 3** **Lab 2**
Introduction to various aspects of emerging technologies related to music performance and recording. Topics include computers in music, digital recording and synthesizers.

RET 252
Introduction to Sound Reinforcement
3 Credits **Class 3** **Lab 2**
Focus on sound system design, set up and troubleshooting with emphasis on stage set up of microphones, amplifier placement and instrument/voice mixing.

RET 253
Basic Music Lab I
1 Credit **Class 0** **Lab 3**
Opportunity for students to develop rudimentary level of musical skills that will help them be able to properly market musical equipment.

RET 254
Music Industry Sales and Marketing
3 Credits **Class 3** **Lab 2**
Overview of marketing related to the music industry. Industry wide practices concerning all aspects of sales, advertising and promotion will be covered.

RET 255
Music Retail Operations
3 Credits **Class 3** **Lab 2**
Theory and application of basic business principles as they relate to the daily operation of the retail music store. Topics include inventory management, security and customer financing.

RET 290
Special Topics in Retail Marketing Management
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

RET 294
Retail Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
Cooperative work experience in a retail business.

SEPS Courses
Security and Police Science

SEPS 100
Introduction to Security
3 Credits **Class 3** **Lab 0**
Historical, philosophical and legal bases of the security profession. A review of the various types of security roles.

SEPS 106
Retail Security
1-5 Credits **Class 1-5** **Lab 0**
Introduction to the responsibility of security departments at institutions such as hospitals, schools, museums and other public buildings. Includes analysis of special security problems encountered in these institutional settings.

SEPS 201
V. I. P. Protection
1 Credit **Class 1** **Lab 2**
Executive protection functions and responsibilities. Includes special areas of security procedures, terrorism, authority, communication, emergency procedures, post, patrols, advances and travel.

SEPS 205
Correctional Security
3 Credits **Class 3** **Lab 0**
Maintaining security in a criminal justice setting. Focus on the relationship between security and treatment, various roles of security within criminal justice agencies and security technology. Security practices to be studied include theory of searches, restraining procedures and offender supervision. Prerequisite: CORR 100.

SEPS 206
Industrial Security
1-5 Credits **Class 1-5** **Lab 0**
Legal aspects of patrol functions, gate duty, fixed post loss prevention and special situations encountered in the industrial setting.

SEPS 207
Bank Security
3 Credits **Class 3** **Lab 0**
Security measures for banks and other financial institutions and the rules establishing minimum standards under current federal and state legislation.

SEPS 208
Private Security
4 Credits **Class 3** **Lab 3**
A comprehensive overview of the private security function including investigative skills, legal considerations, court procedures and disaster planning.

SEPS 211
Security Intelligence
3 Credits **Class 3** **Lab 0**
Developing an intelligence unit within a law enforcement agency as well as the constitutional questions related to collecting and dispersing intelligence information.

SEPS 250
Private Security Training
12 Credits **Class 8** **Lab 12**
Performance objectives outlined by the Ohio Peace Officer Training Council required for obtaining certification as a private security officer in the state of Ohio. Introduction to laws, policies, procedures and techniques necessary to become employed and practice successfully as a private security officer in private or public institutions.

SEPS 270
Security Administration
3 Credits **Class 3** **Lab 0**
Principles of supervision and leadership as well as an exploration of various administrative and organizational approaches to security organizations and operations.

SEPS 274
Security Research
3 Credits **Class 3** **Lab 0**
Overview of existing research in the security field and its application to present and future security operations. Analysis of risk management through a security needs assessment survey.

SEPS 290
Special Topics in Security
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

SEPS 291
Individual Study in Security
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

SEPS 292
Field Experience in Security
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a security facility through special arrangement with an instructor.

SEPS 294
Security Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

SEPS 296
Security Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

SEPS 297
Security Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

SLG Courses
Sawmill/Lumber Grading

SLG 111
Log Grading and Scaling
2 Credits **Class 1** **Lab 3**
Measurement and quality evaluation of hardwood sawlogs as practiced in the hardwood industry.

SOCI Courses
Sociology

SOCI 101
General Sociology
5 Credits **Class 5** **Lab 0**
Comprehensive and in-depth study of the theories and applications of sociology. This course covers the nature of human society, social behavior and factors affecting their development. Topics include culture, socialization, social organizations, groups, institutions, normative and deviant behavior, and social stratification.

SOCI 120
Parenting Issues
1 Credit **Class 1** **Lab 0**
Focus on issues in parenting. Attention is given to acquiring skills to improve parent-child relationships.

SOCI 121
Parenting
3 Credits **Class 3** **Lab 0**
Parenting issues and parenting skills. Through an overview of child development, the student is exposed to how both parent and child shape one another's behavior. Primary focus on interactional and social patterns in parent-child relationships.

SOCI 135
Social Problems
1 Credit **Class 1** **Lab 0**
Focus on social issues that confront modern American society. Issues are identified, defined and analyzed.

SOCI 150
Cultural Diversity Issues
1-2 Credits **Class 1-2** **Lab 0**
Introduction to cultural diversity in the work place. Provides communication skills to relate to people of diverse cultural backgrounds.

SOCI 151
Intercultural Experience
2 Credits **Class 1** **Lab 3**
History and culture of another country prior to the travel experience. Includes a visit to another country to learn more about the country, people and culture.

SOCI 160
Introduction to Sociology
3 Credits **Class 3** **Lab 0**
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
Sociology of Family Living
3 Credits **Class 3** **Lab 0**
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. Includes cultural comparison of various family and marriage forms.

SOCI 162
Social Issues
3 Credits **Class 3** **Lab 0**
Social issues and social problems confronting American society. Topics include consideration of how social issues are identified, defined, analyzed and resolved. Application of critical reading and thinking skills to a variety of social issues/problems including homosexuality, drug abuse, violence, health care, poverty, the environment, racism, sexism and the family.

SOCI 165
Cross Cultural Studies
3 Credits **Class 3** **Lab 0**
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
Appalachian Ohio Culture
3 Credits **Class 3** **Lab 0**
Historical and social influences that have shaped Appalachian culture, particularly in the Ohio Appalachian region. Emphasizes history of the Ohio Appalachian region, various ethnic migrations and social groupings in the area, regional culture and significant industries in the area.

SOCI 169 PACE
Human Relations in Organizations
3 Credits **Class 3** **Lab 0**
Concepts, skills and techniques which relate to the human aspects of work. Emphasis on human interaction, dynamic factors, personal development as well as legal and ethical issues in the work place.

SOCI 290
Special Topics in Sociology
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

SOCI 291
Individual Study in Sociology
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

SUPR Courses
Supervision and Leadership

SUPR 135
Supervision and Leadership Skills
1 Credit **Class 1** **Lab 0**
Skills needed in effective leadership including incorporating these skills into one's own styles of leadership.

SUPR 230
Dynamic Leadership I
3 Credits **Class 3** **Lab 0**
Time management, new developments in leadership, leadership practice and theory, handling change, minimizing stress, power structures and other practical discussion terms.

SUPR 231
Dynamic Leadership II
3 Credits **Class 3** **Lab 0**
Continuation of SUPR 230.

SUPR 232
Dynamic Leadership III
3 Credits **Class 3** **Lab 0**
Leadership training emphasizing self and staff development techniques and leadership in a changing world of work.

SUPR 235
Supervision and Leadership
3 Credits **Class 3** **Lab 0**
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.

SUPR 236
Outdoor Leadership Skills
1 Credit **Class 1** **Lab 0**
Designed for the outdoor leader. Enables both the experienced and inexperienced leader to identify, develop and successfully incorporate leadership skills into the leader's own style of leadership. Focuses on definable leadership skills and how they are interrelated to develop a practical leadership style.

SUPR 237
Supervision Skills for the 90's
0.5-3 Credits **Class 0.5-3** **Lab 0**
Perspectives on the supervisor's changing role with regard to organizational mission and supervisory styles. Strategies and skills for effectively communicating, developing teams, working with varying personality styles, motivating staff and handling difficult employees.

SUPR 237 A
Supervision Skills Overview
0.5-1 Credit **Class 0.5-1** **Lab 0**
Perspectives on the supervisor's changing role with regard to organizational mission and supervisory styles. Strategies and skills for effectively communicating, developing teams, working with varying personality styles, motivating staff and handling difficult employees.

SUPR 237 B
Supervision Skills Application
0.5-1 Credit **Class 0.5-1** **Lab 0**
Applications of supervisor skills from SUPR 237 A. Examination of the participant's own organization in relation to supervisor skills.

SUPR 237 C
Supervision Skills Project
0.5-1 Credit **Class 0.5-1** **Lab 0**
Examination of topics in SUPR 237 A. Participants develop a project through research, interviews, travel, community or work site investigation or other development initiatives.

SUPR 238
Supervising for Productivity
1-3 Credits **Class 1-3** **Lab 0**
Methods for supervising to bring companies to new levels of productivity and performance. Issues include how productivity and performance are identified, defined and measured, setting departmental goals; integrating the company missions; continuous improvement of productivity; communicating productivity to subordinates; performance appraisals and feedback to achieve productivity.

SUPR 290
Special Topics in Supervision and Leadership
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

SUPR 291
Individual Study in Supervision and Leadership
0.5-5 Credits **Class 0.5-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

THS Courses
Timber Harvesting

THS 110
Tree Identification
2 Credits **Class 1** **Lab 3**
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 included.

THS 111
Diesel, Gas and Small Engine Repair
3 Credits **Class 2** **Lab 3**
Routine maintenance and light repair of two and four cycle internal combustion engines.

THS 112
Timber Harvesting Skills I
6 Credits **Class 2** **Lab 12**
Planning, operation, safety and maintenance of timber harvesting systems. Level 1 safety, forest management plans, silviculture, soils, indicator plants, production and cost analysis and physical training. Level 1 and 2 chainsaw and felling.

THS 120
Hydraulic and Mechanical System Maintenance and Repair
3 Credits **Class 2** **Lab 3**
Theory, design and function of hydraulic systems and drive chain components of forest harvesting machinery.

THS 121
Welding
2 Credits **Class 1** **Lab 3**
General methods of welding, oxyacetylene, brazing, soldering, ARC, TIG, MIG and Heliarc. Typical operations such as butt, lap, fillet and vee welds are demonstrated.

THS 122
Timber Harvesting Skills II
6 Credits **Class 2** **Lab 12**
Level 2 safety. Forest management plans, silviculture, soils, indicator plants, production and cost analysis and physical training. Level 3 and 4 chainsaw and felling, limbing and bucking. Level 1 skidding. Prerequisite: THS 112.

THS 124
Advanced Welding
3 Credits **Class 2** **Lab 3**
Designed for maintenance trades and kindred workers who are familiar with the basics of welding and fabrication. Advanced techniques of welding utilizing MIG, electric arc and oxyacetylene equipment. Shop setup and applicable safety procedures are also included. Prerequisite: THS 121 or instructor permission.

THS 130
Timber Harvesting Skills III
6 Credits **Class 2** **Lab 12**
Level 3 safety. Forest management plans, silviculture, soils, indicator plants, production and cost analysis and physical training, Level 5 chainsaw and felling. Level 2 skidder. Level 1 harvest plan and map, inventory, contract, markets, roads, trails, landings, BMP's, clearing saw, dozer, loader and slasher. Mini operation 1. Prerequisite: THS 112 or THS 122.

THS 131
Timber Harvesting Seminar
3 Credits **Class 3** **Lab 0**
Harvesting costs and techniques applicable to eastern hardwood logging including raw material procurement and product marketing.

THS 132
Timber Harvesting Layout
3 Credits **Class 1** **Lab 6**
Tools and techniques used in planning and laying out a timber harvest. Aerial photos, topo and soils maps, deeds and plats, compass and clinometer, roads, skid trails, landings and an introduction to GIS/GPS.

THS 133
Timber Harvesting Inventory
4 Credits **Class 2** **Lab 6**
Inventory equipment and techniques used in determining quantity, quality and value of timber to be harvested. Tree diameter, height, volume, grade, sampling inventory, valuation and computer inventory programs.

THS 140
Timber Harvesting Skills IV
6 Credits **Class 2** **Lab 12**
Level 4 safety. Forest management plans, silviculture, soils, indicator plants, production and cost analysis and physical training. Level 6 chainsaw and felling. Level 3 skidder. Level 2 harvest plan and map, inventory, contract, markets, roads, trails, landings, BMP's, clearing saw, dozer, loader and slasher. Level 1 log truck. Mini operation 2.

THS 150
Timber Harvesting Skills V
6 Credits **Class 2** **Lab 12**
Level 5 safety. Forest management plans, silviculture, soils, indicator plans, production and cost analysis, and physical training. Level 7 chainsaw and felling. Level 4 skidder. Level 3 harvest plan and map, inventory, contract, marketing. Roads, trails, landings, BMP's, clearing saw, dozer, loader and slasher. Level 2 log truck. Level 1 feller-buncher, processor, delimber and chipper. Mini operation 3.

THS 160
Timber Harvesting Skills VI
12 Credits **Class 4** **Lab 24**
Capstone course for synthesis and final student evaluation. Mini operation 4.

THS 290
Special Topics in Timber Harvesting
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

THS 291
Individual Study in Timber Harvesting
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

THS 292
Field Experience in Timber Harvesting
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a timber harvesting facility through special arrangement with an instructor.

THS 294
Timber Harvesting Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

THS 296
Timber Harvesting Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

THS 297
Timber Harvesting Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

THS 298
Timber Harvesting Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

THS 299
Timber Harvesting Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

TRAV Courses
Travel and Tourism

TRAV 101
Festival Operations
1 Credit **Class 1** **Lab 1**
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 102
Travel and Tourism Telephone Skills
0.25 Credit **Class 0** **Lab 0.75**
Travel offices use phones as a major resource from which sales are derived and travel itineraries formed. Students will practice telephone skills and multi-line systems in a laboratory setting, learn acceptable phone protocol, scripting and conversational skills.

TRAV 110
Travel Agency Office Procedures
4 Credits **Class 3** **Lab 3**
Completing handwritten airline tickets, tour orders and refund forms. Tracking flow of the money collected from sales, computation of commission and the agency income statement showing income expenses resulting in net profits. Prerequisites: TRAV 131, TRAV 150 and TRAV 270.

TRAV 120
Customer Service and Sales
4 Credits **Class 3** **Lab 3**
How to deliver exceptional customer service and sales through research, teamwork, communication, listening skills and good will.

TRAV 131
Airline Reservations: Beginning
3 Credits **Class 2** **Lab 3**
Building passenger name record including the names, phones and itinerary data for all flights, determining discount prices and applying rule requirements to the trip. Canceling and rebooking are covered. Prerequisite: TRAV 150.

TRAV 133
Airline Reservations: Advanced
3 Credits **Class 2** **Lab 4**
Accessing the queue of all reservations to fulfill ticketing deadlines and schedule changes. Creating special traveler account records and transferring required data into new travel itineraries. Accessing and selling hotel room reservations and car rentals. The direct reference system from FOX allows the student to convert currency, read weather forecasts and use the calculator and calendar functions. The tour availability includes selling and modifying tours. Prerequisite: TRAV 131.

TRAV 150
Introduction to Travel Industry
3 Credits **Class 3** **Lab 2**
Operations of the travel agency from job function to use of reference materials. Also investigates tour operation, OAG's, reservations, record keeping and tariffs.

TRAV 152
Introduction to Ecotourism
3 Credits **Class 3** **Lab 1**
Introduction to the field of ecotourism. Principles and practices of attracting and serving customers who desire an ecotourism experience. The natural resources perspective as well as tourism and hospitality principles are studied.

TRAV 155
Travelogue Eastern
4 Credits **Class 4** **Lab 2**
Cities and states east of the Mississippi River. The top destinations and attractions as well as physical geography, major transportation hubs and cruise ports are discussed.

TRAV 157
Asia and the Pacific Rim
3 Credits **Class 3** **Lab 2**
Geography, history, economy and culture of Asia and the South Pacific. Utilization of tour planning and geographical skills in arranging and developing individual and group tours to this destination.

TRAV 158
Travelogue Western
4 Credits **Class 4** **Lab 2**
Cities and states west of the Mississippi River. The top destination and attractions as well as physical geography, major transportation hubs and cruise ports are discussed.

TRAV 160
Tour Development and Promotion
3 Credits **Class 3** **Lab 2**
Techniques and skills for planning, directing and promoting tours.

TRAV 201
Festival Management
1 Credit **Class 1** **Lab 1**
Development of management skills while supervising and aiding in the training and scheduling of students enrolled in TRAV 101.

TRAV 250
Cruise and Tour Sales
3 Credits **Class 3** **Lab 2**
History of cruises and tours, marketing and sales techniques, operations procedures, identification of the major companies. Prerequisite: COMM 130 and TRAV 150.

TRAV 260
Convention and Seminar Management
2 Credits **Class 2** **Lab 2**
Organization and planning for meetings and conventions including budget, site selection, menu and program planning and marketing the event.

TRAV 265
International Travel in North and South America
4 Credits **Class 4** **Lab 2**
Domestic/international aspects of the travel industry in relation to Mexico, Caribbean and the Americas. Geography, arranging transportation via air and other modes and developing tours to popular tourist destinations.

TRAV 266
European Travel
3 Credits **Class 3** **Lab 2**
Geography, culture and popular travel destinations of the European nations for the purpose of planning and developing individual and group tours.

TRAV 266 A
Travelogue British Isles
1 Credit **Class 1** **Lab 1**
Geography, culture and popular travel destinations for the purpose of planning and developing individual and group tours.

TRAV 266 B
Travelogue France
1 Credit **Class 1** **Lab 1**
Geography, culture and popular travel destinations for the purpose of planning and developing individual and group tours.

TRAV 266 C
Travelogue Eastern Europe
1 Credit **Class 1** **Lab 1**
Geography, culture and popular travel destinations for the purpose of planning and developing individual and group tours.

TRAV 280
Tour Directing
3 Credits **Class 2** **Lab 3**
Techniques and skills necessary for directing a tour and acting as a step on guide for a certain area. Prerequisite: COMM 130.

TRAV 281
Concierge
3 Credits **Class 3** **Lab 1**
Providing guest services to customers in specific locations. Practical application for providing personal information is incorporated.

TRAV 290
Special Topics in Travel and Tourism
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of specific topic(s) by participants in a group.

TRAV 291
Individual Study in Travel and Tourism
1-5 Credits **Class 1-5** **Lab 0**
Individual study for research. Topics are arranged on an individual basis with instructor permission.

TRAV 292
Field Experience in Travel and Tourism
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a travel and tourism facility through special arrangement with an instructor.

TRAV 294
Travel and Tourism Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

TRAV 296
Travel Industry Practicum/Seminar
2-4 Credits **Class 1-3** **Lab 7-21**
Students apply classroom experience at a travel related or tourism business for 80-160 hours. Prerequisites: TRAV 131 and TRAV 150.

TRAV 296 A
Travel and Tourism Practicum Orientation
2 Credits **Class 2** **Lab 0**
Preparation for practicum including self-assessment, planning a career, job search techniques and practicum requirements.

TRAV 296 B
Travel and Tourism Practicum/Seminar
3 Credits **Class 1** **Lab 16**
Placement in a work site and seminar discussion of practicum experience with an emphasis on problem solving and enhanced learning. Prerequisite: TRAV 296 A.

TRAV 297
Travel and Tourism Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

TRAV 298
Travel and Tourism Internship
3-6 Credits **Class 0** **Lab 20-40**
On-the-job training in the work place of a cooperating agency coordinated by an instructor.

TRAV 299
Travel and Tourism Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

TRC Courses
Tree Care

TRC 110
Climbing
3 Credits **Class 1** **Lab 6**
Orientation to basic climbing equipment and its proper use in tree forestry. Saddles, climbing ropes and knots for the beginning climber. Concurrent with TRC 112, TRC 113 and TRC 115.

TRC 112
Mechanics of Tree Care
3 Credits **Class 2** **Lab 3**
Common problems affecting trees and treatment of these problems including tree surgery. Concurrent with TRC 110, TRC 113 and TRC 115.

TRC 113
Tree Care Equipment
3 Credits **Class 2** **Lab 3**
Selection, use and maintenance of hand tools used in tree surgery and arborculture. Operation and maintenance of power equipment including chainsaws, chipper trucks, chipper, spray rig and stump grinder. Concurrent with TRC 110, TRC 112 and TRC 115.

TRC 115
Climbing II
3 Credits **Class 2** **Lab 3**
Development of climbing skills with an emphasis on efficient movement in the trees, rigging and lowering techniques for pruning, topping and tree removal. Use of the chainsaw in trees. Concurrent with TRC 110, TRC 112 and TRC 113.

TRC 117
Landscape Maintenance Lab
6 Credits **Class 2** **Lab 12**
Landscape maintenance tasks including care of lawns, trees, shrubs and flowers; repair or retaining walls, fences, walks and bridges; draining systems; and painting.

TRC 118
Landscape Maintenance Lab II
6 Credits **Class 2** **Lab 12**
Continuation of TRC 117. Prerequisite: TRC 117.

TRC 120
Landscaping Fundamentals
3 Credit **Class 3** **Lab 0**
Horticultural requirements of residential and recreational areas. Analyzing the landscape to fit an individual's 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.

TRC 122
Advanced Tree Care Mechanics
3 Credits **Class 2** **Lab 3**
Diagnosis of tree problems to develop appropriate treatment techniques. Tree problems diagnosed include construction, cable and lightning damage. Identification of trees that are likely to cause structural and damage to buildings and safely removing hazardous trees.

TRC 123
Climbing III
3 Credits **Class 2** **Lab 3**
Practice the climbing skills learned in TRC 110 and TRC 115 to improve speed, safety and efficiency. Includes secured footlocks, use of pulleys, redirectionals, false crotches and other innovative climbing techniques.

TRC 124
Rigging
3 Credits **Class 2** **Lab 3**
Application of mountaineering and rescue rigging techniques to safely work trees. Use of pulleys, lowering devices, z-drags, slings, prussick loops, slide lines and other rigging systems.

TRC 125
Landscaping and Horticulture Lab II
6 Credits **Class 0** **Lab 18**
A continuation of the landscaping process from Landscaping/Horticulture Lab I.

TRC 290
Special Topics in Tree Care
0.25-5 Credits **Class 0.25-5** **Lab 0**
Structured exploration of a specific topic(s) by participants in a group.

TRC 291
Individual Study in Tree Care
1-5 Credits **Class 1-5** **Lab 0**
Individual study or research. Topics are arranged on an individual basis with instructor permission.

TRC 292
Field Experience in Tree Care
1-4 Credits **Class 0** **Lab 12-48**
On-the-job training in a tree care facility through special arrangement with an instructor.

TRC 294
Tree Care Cooperative Work Experience/Seminar
2-5 Credits **Class 1** **Lab 10-40**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must 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.

TRC 296
Tree Care Practicum/Seminar
2-7 Credits **Class 1** **Lab 7-42**
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

TRC 297
Tree Care Observation Hour
1-3 Credits **Class 0** **Lab 15-45**
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

TRC 298
Tree Care Internship
3-6 Credits **Class 0** **Lab 20-40**
On the job training in the work place of a cooperating agency. Coordinated by an instructor.

TRC 299
Tree Care Internship Seminar
3 Credits **Class 3** **Lab 0**
Discussion of internship experiences, objectives and evaluation.

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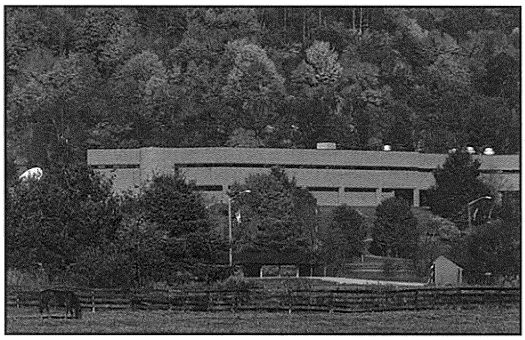
Ten Great Reasons to Attend Hocking

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.

Programs at Hocking College

Business and Computer Technologies	Accounting 2 Business Management 2 International Business Computer Science Office Administration
Customized Programs	Associate of Individualized Studies Associate of Technical Studies University Bound 2
Engineering and Science Technologies	Broadcast Engineering and Production Ceramic Compressor Drafting and Design Electronic Industrial 1 Materials
Health Careers Technologies	Dietetic Health Information Management (Medical Records) Massage Therapy Medical Assistant Nanny Nursing Level I - Practical Nursing 2 Level II - Associate Degree Nursing (For graduates of approved practical nursing schools) Optical 1 Physical Therapist Assistant
Hospitality Technologies	Culinary Arts Hotel/Restaurant Management Travel and Tourism
Natural Resources Technologies	Archaeology Ecotourism Environmental Restoration Forestry Geographics (GIS/GPS) Horse Industry Management and Equine Health 1 Recreation and Wildlife Back Country Horsemanship Fish and Wildlife Management Fish Management and Aquaculture Interpretive Services Ranger Services Timber Harvesting
Public Safety Services Technologies	Emergency Medical Fire and Emergency Services Human and Correctional Services 2 Juvenile Corrections Police Science



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http://www.hocking.edu

1 Offered at the Perry Campus in New Lexington, Ohio
2 Program offered at Nelsonville and Perry Campuses
Note: Select courses for all technologies are available at the Perry Campus