



HOCKING COLLEGE CATALOG

2002-2004





Catalog 2002-2004

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.

See the current Course of Study/Course Description guide for technology course of study and complete course descriptions. Course of study and course descriptions are also available on line at www.hocking.edu.

Hocking College does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability. Questions about this should be directed to Rose Marie Smith, Ph.D., Executive Personnel Director, or Stephen Miller, Ph.D., Dean of Student Life, 3301 Hocking Parkway, Nelsonville OH 45764, 740 753-3591. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville OH 45764, 740 753-3591.

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Contents

Welcome to Hocking College! **A**ll 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. **O**ur 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. **T**echnical education means hands-on learning. **S**tate-of-the-art labs and field experiences encourage our students to apply skills to real work situations. **U**nique facilities such as our Ramada Inn, Uniglobe Travel Agency, Lake Snowden Education and Recreation Park, Robbins Crossing Interpretive Center, and Hocking Woods Nature Center go one step further by serving the public while our students learn. **W**e 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. **W**e're responding to today's changing world with innovations that will help you get the most out of your education. **W**e offer you an action-packed, relevant experience in the technology of your choice, with a little fun along the way. **W**e look forward to serving you at Hocking College. **W**e'll show you why we're America's best two-year college.



John J. Light, Ph.D.

President

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 2300-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 areas. In addition, it provides the state approved Transfer Module/University Bound program 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 and Manufacturing. The Industrial Ceramic and the Compressed Air and Gas Systems programs were firsts in the United States, and the Forest Management, Archaeology, Career Ladder Nursing, Human Services and Corrections, Juvenile Services, and Paramedic/EMS programs were firsts in Ohio. The Culinary Arts and Hotel and Restaurant Management programs are leaders in hospitality training based 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 equipment.

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, 31 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, online, 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/Approval

Accreditation is the voluntary process of certification by which an institution or educational program maintains certain standards. Hocking College is accredited by The Higher Learning Commission and is a member of the North Central Association (30 N LaSalle Street, Suite 2400, Chicago IL 60602-2504 • 312 263-0456 • www.ncahigherlearningcommission.org). 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.

In addition to the institutional accreditation, the programs listed below are individually accredited and/or approved by the agency indicated.

| Program | Accrediting/Approving Agency |
|---|---|
| Accounting | Association of Collegiate Business Schools and Programs |
| Audio/Video Production and Broadcast | Society of Broadcast Engineers |
| Business Management and Entrepreneurship | Association of Collegiate Business Schools and Programs |
| Culinary Arts | Educational Institute of the American Culinary Federation |
| EMT-Paramedic | EMT-B Basic - Ohio Accreditation Certificate #502407 EMT-Paramedic - Ohio Accreditation Certificate #5-3-002 |
| Fire and Emergency Services | Ohio Department of Public Safety, Division of EMS EMT-Basic - Ohio Accreditation Certificate #502407 EMT-Paramedic - Ohio Accreditation Certificate #5-3-002 |
| Forest Management | Society of American Foresters |
| Hotel and Restaurant Management | American Hotel/Motel Educational Institute |
| Industrial Ceramics | Technology Accreditation Commission of the Accreditation Board for Engineering and Technology |
| Massage Therapy | Ohio Medical Board |
| Medical Assistant | Commission on Accreditation of Allied Health Education Programs American Association of Medical Assistants |
| Medical Records/Health Information Management | Council on Education of the American Health Information Management Association In collaboration with the Commission on Accreditation of Allied Health Education Programs |
| Nursing Level I and II | Ohio Board of Nursing National League for Nursing |
| Nutrition and Dietetics | Dietary Manager Association (Certificate Program) Dietetic Education of the American Dietetic Association |

| | |
|------------------------------|---|
| Office Management | Association of Collegiate Business Schools and Programs |
| Opticianry | Ohio Optical Dispensers Board |
| Physical Therapist Assistant | Commission on Accreditation in Physical Therapy Education/ American Physical Therapy Association |
| Police Science | Ohio Peace Officer Training Council |
| Ranger Services | United States Department of Interior National Park Service United States Fish and Wildlife Service City and Guilds Institute of London, England Ohio Peace Officer Training Council |

College Mission and Purposes

Adopted by the Hocking Board of Trustees December 12, 2000

Mission

Hocking College is an innovative, experience-based technical college that nurtures learners and learner success.

- The College is a state-assisted institution of higher education that prepares learners for technical careers or transfer to other institutions of higher learning.
- The College has unique and distinctive programs which serve diverse local, regional, state, national, and international learners, employers, and organizations.
- The College is committed to providing accessible, affordable, high-quality, hands-on learning experiences and services.

Purposes

Technical Career Preparation and Enhancement

The College provides hands-on technical education that prepares learners to be successful in the workplace. Learning opportunities prepare individuals with specific knowledge, skills, and attitudes for entry-level technical positions or for career advancement. Academic, professional, and government standards are utilized to measure success.

General Education

The College's General Education Program is built on the belief that general education is essential to all work and participation in local and global societies. General knowledge, skills and attitudes, known as Institutional Core Competencies, have been adopted. These represent minimum expectations for a college-educated adult. Core Competencies are woven into and assessed throughout the curriculum.

Transfer

The College collaborates with other institutions of higher education and with high schools to facilitate students' smooth passage between institutions. The transfer module, associate of individualized studies, applied associate degrees, and transfer agreements with other institutions of higher education facilitate the transfer of programs and courses.

Developmental Education

The College is committed to providing access to those learners who need additional preparation for college-level work. Learners begin their course work at appropriate developmental levels and progress to levels of competence needed for career success. They acquire the confidence and skills to succeed. The College encourages learners to take selected hands-on technical courses prior to or simultaneously with the developmental course work.

Economic Development

The College enhances the economic vitality of the community by providing customized education and training for local organizations and by partnering with other institutions of higher learning and chambers of commerce to recruit new employers to the area. The College works actively with advisory groups and local, regional, national, and international organizations to assist with business development and economic expansion.

Lifelong Learning

The College is a learning community committed to the enhancement and enrichment of each of its community members through diverse educational opportunities offered throughout their lives. The College fosters learning as a continuous journey toward increased empowerment for students, staff, graduates, and all other members of its extended community.

Co-Curricular Education

The College demonstrates its commitment to enrichment of the whole learner through the support and delivery of co-curricular programs directed toward personal and career enhancement. Holistic growth and development of learners is promoted in college-managed residence halls, which are living/learning centers.

College Values

The members of the Hocking College community of learners value:

- **Access:** Environments and attitudes that attract and nurture diverse members from the students, staff, and community at large who use the College's various forms of service and outreach.
- **Achievement:** Personal and professional growth, academic excellence, self-sufficiency, and leadership in a democratic society consisting of multitudes of diverse cultures, intelligences, and personal styles.
- **Diversity:** Awareness of--and respect for--individual, cultural and societal differences; welcoming and celebrating people from all races, religions, sexes, ages, orientations, ideologies, and physical and mental capabilities.
- **Holistic Approaches:** Coordination and focus of talent and resources to serve all members of the Community of Learners and make it possible for them to succeed in their primary roles as learners and facilitators of learning.
- **Integrity:** Ethical, respectful, supportive behaviors and honest, trustworthy communication and action in all endeavors.
- **Leadership and Service:** Engaging in continuous self-reflection, self-improvement, and preparation to serve the community at large; envisioning a greater future for self and others; and communicating and collaborating with diverse people to achieve mutually beneficial goals.
- **Professionalism:** Reflective and critical thinking from multiple perspectives; decision-making based on sound reasoning and concern for those affected; collaboration and cooperation; creative risk taking and problem solving.
- **Self-Fulfillment:** Ongoing quest for personal and professional development that allows each member of the community to thrive and to strive for success as an individual, a contributing member of the workforce, and as a member of the society at large.
- **Stewardship:** Prudent use of college resources to insure continuous institutional effectiveness.
- **Uniqueness:** Developing, promoting, and maintaining viable one-of-a-kind technical and general programs; maintaining commitments to distinctive programs and educational experiences.

Learner Centered Community

Though Hocking has long had many components of "learner-centeredness" in its programming and decision making, this mission statement is a bold step toward even greater commitment to the learning process. Foundational to this mission 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 enhance each person's life experiences and allow them to gain new insights and skills.

A learner-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.

Six principles from Terry O'Banion are guiding Hocking's development as a learner centered college.

- The learning college creates substantive change in individual learners;
- The learning college engages learners as full partners in the learning process, with learners assuming primary responsibility for their own choices;
- The learning college creates and offers as many options for learning as possible;
- The learning college assists learners to form and participate in the collaborative learning activities;
- The learning college defines the roles of learning facilitators by the need of the learners; and,
- The learning college and its learning facilitators succeed only when improved and expanded learning can be documented for its learners.

Other 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 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 learners take responsibility for their 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 institution's mission. The College also assesses the effectiveness of developmental programs designed to enable under-prepared students to complete college level courses. Finally it is beginning to assess the Success Skills, eight general competencies common to all degree programs.

Success Skills

The Success Skills are eight competencies common to all Hocking College degree 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 Success Skills were reviewed by the entire Hocking College faculty, adopted by faculty referendum and the Board of Trustees in 1992 then revised and readopted in 2000.

The Success Skills state the intention that each Hocking College graduate:

- Communicates effectively.
- Demonstrates math skills.
- Demonstrates knowledge of science and the environment.
- Demonstrates learning and critical thinking skills.
- Maintains professional skills and attitudes.
- Practices human relations skills.
- Demonstrates community, cultural and global awareness.
- Maintains 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 format 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 child care 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.
 - 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 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 (Nursing/Health/Learning Resource Center) and Natural Resource building addition opens.

- 1996**
 - Hocking College Perry Campus officially opens.
 - Paul Bunyan Show featured on Discovery Channel's *Amazing America*.

- 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**
 - The Rev. Jesse Jackson and the Rainbow PUSH Coalition visit Hocking College for a September rally.
 - Lake Snowden facility officially named Lake Snowden Education and Recreation Park.
 - Anna King and Laura Landsberger named to All-Ohio Academic Team.
 - Hocking culinary team wins state and regional championships and places second in national competition.
 - Hocking offers online courses for the first time.

- 1999**
 - Backcountry Horsemanship Technologist program approved.
 - Hocking College Culinary Chef Thomas J. Landusky named Ohio Association of Two-Year Colleges Teacher of the Year.
 - Sycamore Hall, newest residence hall for Hocking students, opens.
 - New Public Safety Services Building and fire tower open.
 - First-annual Hock-Hocking Folk Festival held at Robbins Crossing.
 - Hocking College celebrates 30th anniversary.
 - Walter Miller and Amy Roe named to All-Ohio Academic Team.
 - Hocking College wins state culinary title for third straight year.
 - Opticianry program opens at Perry Campus.
 - College opens fish hatchery at Lake Snowden.

- 2000**
 - Hocking College and Appalachia Environmental Recovery, Inc., join forces to bring jobs and environmental clean-up to Southeastern Ohio.
 - Hocking and Ohio University enter a historic agreement that allows employees of the schools to attend the other institution tuition-free or at a reduced cost.
 - Design approved for the student recreation center addition and renovation project with construction scheduled to begin in April 2001.
 - New initiatives at Hocking include e-commerce, networking, archaeology, fish management and aquaculture, and physical therapist assistant.
 - Hocking College and Franklin University (Columbus, Ohio) combine on educational alliance to help students earn bachelor's degrees.
 - Culinary team once again successful, winning the state championship and finishing second in national competition.

- 2001**
 - Work begins on the new \$8.1 million recreation center.

Location

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

Facilities

Hocking College Perry Campus is housed in a 20, 000 square foot building dedicated in January, 1997. The campus is situated on a thirty-three 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 some course work in all of Hocking College's technologies and specializes in several programs including Accounting, Business Management and Entrepreneurship, Environmental Restoration, Human Services and Corrections, Juvenile Services, Nursing Level I, Opticianry, and the state approved Transfer Module/University Bound program.

The Hocking College Perry Campus utilizes instructional personnel from a variety of backgrounds and experiences. Several full-time instructors teach only at Perry; others 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 video distance learning link between the campuses. While most course work is available in a traditional format, other courses are offered on a time-compressed basis. The campus also offers course work in the PACE (Personally Accelerated Career Education) format and these classes may be started at any time during the quarter.

The Perry Campus currently serves approximately 250 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 close 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.

Technical Education

Technical associate degree programs are intended to prepare students for employment immediately after graduation, for advancement, or for a career change. Credits earned in these programs also are transferrable to four-year colleges and universities. Technical programs at Hocking College prepare students for careers in business, computer and information technology, health and nursing, hospitality, industrial, natural resources, and public safety services. These two-year programs also assist students who want formal training toward advancement in their present jobs.

Technical education programs lead to the Associate in Applied Business degree, the Associate in Applied Science degree, or the Associate in Technical Studies degree. Each of these programs has a minimum of 45 technical credit hours and 42 general credit hours with actual specifications listed on the course of study for each individual program. The student must complete the courses specified for the program in order to meet degree requirements.

Although designed to prepare students for employment upon graduation, technical education programs transfer to four-year institutions. Credits accepted for transfer vary according to the program and policy of the receiving institution. Most technical degree programs have more technical courses and fewer general studies courses to transfer as the equivalent of two full years of a baccalaureate degree. Students planning to transfer a technical degree may wish to take additional general studies courses before transferring to the senior institution. Students are strongly encouraged to discuss their options with a faculty advisor.

In addition to associate degree programs, the College offers various types of certificate programs that prepare students for specific occupational positions.

General Education

General studies courses provide instruction that is essential to a well-rounded education, including written and oral communications, humanities, natural sciences, mathematics, and social and behavioral sciences. General studies courses help the students develop ways of approaching information and experience that strengthen their reasoning capacity, their awareness of relationships and responsibilities in a social and civic context, and their attention to values and moral issues.

All students graduating from Hocking College with an associate degree must complete general education requirements. The purposes of the general education requirements at Hocking are to:

- meet employer demands for these abilities in employees;
- enable graduates to intelligently assume the responsibilities of citizenship by stimulating the examination and understanding of personal, social, and civic values;
- impart common knowledge, intellectual concepts and attitudes that every educated person should possess; and,
- make transfer to a baccalaureate degree program easier.

The Hocking general education requirement is composed of, but not limited to, a minimum of:

- written communication 6 credits
 - oral communication 3 credits
 - mathematics 3 credits
 - social science 3 credits
 - natural science 3 credits
- 18 credits

Also required:

- computer skills 1-3 credits or integrated in program
- job search skills 1 credit or integrated in program

Optional but recommended:

- Humanities course 3 credits or integrated in program

A variety of sources that have an impact on our degree programs and our graduates assert the need for a general education component for all graduates. The Hocking College mission and purposes include general education and transfer. Numerous surveys of employers regarding what they need and are looking for in employees show that the most important characteristics are writing and speaking skills, the ability to interact effectively with others, computational ability, and the ability to think critically.

Transfer

Students whose goal is a four year degree may take technical degrees, the Transfer Module, the Associate of Individualized Studies, or selected courses at Hocking College. To transfer efficiently students should work closely with an advisor and the transfer office. Students should take courses which can be applied to specific degree requirements at the institution to which they intend to transfer. Hocking continues to develop and maintain articulation agreements and transfer guides which help simplify the process for students transferring.

Developmental Education

Developmental courses are available for students whose assessment indicates a need to strengthen reading, writing, or math skills. Students who need developmental courses are assigned a developmental advisor. Courses in study skills are also available. In addition, the Academic Success Center and tutoring services are provided free of charge when extra help is needed.

Degrees

The College offers a variety of educational programs that lead to associate degrees. Full-time students can complete these programs in two years or less; however, many students take longer to complete their degree requirements.

Associate in Applied Business (A.A.B.)

Associate in Applied Science (A.A.S.)

These degrees are awarded in recognition of successful completion of a technical education program which requires 90-110 credit hours in a specialized curriculum aimed at preparing students for entry into specific occupations.

Associate in Individualized Study (A.I.S.)

This degree is awarded for the satisfactory completion of a minimum of ninety credit hours in an individually planned program designed to serve an educational objective which could not be served through another degree program of the College. The curriculum is designed largely by the student with the assistance of a designated faculty advisor. The program leading to this degree must contain an area of concentration consisting of a minimum of thirty credit hours which is formed according to the following models:

- an intra-institutional, interdisciplinary, but coherent combination of courses drawn from a minimum of two and a maximum of four instructional areas of the awarding institution;
- up to sixty credit hours awarded by the institution for documentable educational experiences or courses completed at other institutions of higher education, or educational enterprises judged by the institution to be of college level; and,
- an unusual but academically coherent combination of technical and general studies courses.

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

Awarded for successful completion of a prescribed 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.

Certificates

Certificate of Completion

Awarded for successful completion of a course or series of courses totaling less than twelve credit hours and leading to the acquisition of specific knowledge and skills.

Certificate of Concentration

Awarded for successful completion of a coherent set of courses which complement the associate degree and enable the learner to acquire skills in a specific area (e.g. medical office management, chemical dependency counselor).

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 employment.

Technical Certificate

Awarded for successful completion of a prescribed sequence of courses within the 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 is 27-33 quarter hours with the balance being in general courses.

Technologist Certificate

Awarded for successful completion of higher level courses which provide academic rigor and depth beyond the associate degree. These courses may serve as a bridge to a baccalaureate degree program.

Degrees and Certificates Granted

School of Arts and Sciences

Associate of Individualized Studies
 Associate of Technical Studies
 Transfer Module

Certificate of Completion

English Support Program

School of Business

Associate in Applied Business

Accounting
 Business Management and Entrepreneurship
 Financial Services
 Office Management

Certificates of Completion

Accounting Clerk/Payroll Clerk
 Accounts Payable/Accounts Receivable Clerk
 Cost Clerk
 File Clerk
 Introduction to International Business
 Salesperson

Certificates of Concentration

Legal Secretary
 Medical Secretary

Occupational Certificates

Administrative Transcriptionist
 Clerk/Basic Typist
 Computer Applications for Business Owners
 Customer Service Representative
 Entrepreneurial Specialist
 Federal Taxation
 Industrial Salesperson
 Management Specialist
 Microcomputer Accounting
 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 Management

School of Computer and Information Technology

Associate in Applied Business

Computer Programming
 E-Commerce
 Interactive Multimedia
 Network Systems

Occupational Certificates

Micro Computer Software User
 Internet Webmaster
 Network Associate
 Network Professional

School of Health and Nursing

Associate in Applied Science

Fitness Management**
 Medical Assistant
 Medical Records/Health Information Management
 Nursing Level II - Enrichment/ADN (For graduates of approved schools of practical nursing)
 Nutrition and Dietetics
 Opticianry
 Physical Therapist Assistant
 Radiologic Technology
 Surgical/Operating Room Technology

Associate in Technical Studies

Massage Therapy/Business Management
 Nanny and Child Care/Business
 Nanny and Child Care/Dietetic

Diploma

Nursing Level I - Practical Nursing Diploma*
 Nursing Level I - Practical Nursing Evening/Weekend*

* Certificate program approved for federal financial aid funding (pending student financial aid eligibility)

** To begin fall quarter 2002

Certificates of Completion
 Electrocardiograph Technician
 Phlebotomist

Occupational Certificates
 Child Care and Nanny*
 Coding Clerk
 Dietary Manager*
 Health Information Management Clerk
 Massage Therapy*
 Medical Transcriptionist

Technical Certificate
 Medical Assistant

School of Hospitality

Associate in Applied Business
 Culinary Arts
 Hotel and Restaurant Management

Certificate of Completion
 Bartender Training

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

Technologist Certificates
 Culinary Arts
 Hotel and Restaurant Management

School of Industrial Technology

Associate in Applied Science
 Audio/Video Production and Broadcast
 Compressed Air and Gas Systems
 Drafting and Design
 Electronics

Industrial Ceramics
 Materials and Manufacturing

Certificates of Completion
 Broadcast Production
 Industrial Hydraulics/Pneumatics
 Refrigeration

Occupational Certificates
 Compressed Natural Gas Fill Station and Compressor
 Maintenance
 Compressor
 Computer Builder/Maintenance Worker
 Electronics
 Industrial Plastics Specialist
 Natural Gas Vehicle Compressor Fill Station Specialist
 Rotating Compressor Specialist

Technical Certificates
 Basic Drafter
 Industrial Plastics

School of Natural Resources

Associate in Applied Science
 Archaeology
 Backcountry Horsemanship
 Ecotourism and Adventure Travel
 Fish Management and Aquaculture
 Forest Management
 Natural and Historical Interpretation
 Natural Resources Management
 Ranger Services
 Wildlife Management

Associate in Technical Studies
 Environmental Restoration
 Reclamation

Certificates of Completion
 Backpacking and Survival
 Comprehensive Rescue Rigging
 Emergency Search
 Herbal Studies
 Nature Art
 Wilderness Skills I
 Wilderness Skills II

* Certificate program approved for federal financial aid funding (pending student financial aid eligibility)

Occupational Certificates

Apprentice Field Operator
 Apprentice Field Operator Maintenance
 Apprentice Field Operator Reclamation
 Aquaculture and Fish Hatchery Aide
 Backcountry Horse I
 Backcountry Horse II
 Fish Conservation Aide
 Forester's Aide
 Geographic Information and Global Positioning
 (GIS/GPS)*
 Interpretation Techniques
 Law Enforcement Techniques
 Master Ranger
 Park Maintenance
 Ranger Academy*
 Seasonal Officer Training
 Timber Harvesting/Tree Care Level I*
 Timber Harvesting/Tree Care Level II*
 Water Adventure Leader
 Watercraft Skills
 Wilderness Adventure Travel Leader
 Wilderness Emergency Rescue
 Wilderness Skills and Adventure Leadership - Land
 Wilderness Skills and Adventure Leadership - Water
 Wildlife Conservation Aide I
 Wildlife Conservation Aide II
 Wood Procurement

Technologist Certificate

Backcountry Horsemanship
 Environmental Restoration

School of Public Safety ServicesAssociate in Applied Science

Human Services and Corrections
 Juvenile Services
 Police Science

Associate in Technical Studies

Fire and Emergency Services

Certificates of Completion

Advanced Cardiac Life Support
 Advanced EMT
 Basic Fire Fighting 36 Hour
 Basic Trauma Life Support (BTLS)

Correctional Officer Training
 Dispatcher Training
 Emergency Response to Hazardous Materials
 EMT-B Refresher
 EMT-Basic
 Juvenile Sexual Offender Service Provider
 Peace Officer Basic Academy
 Pediatric Advanced Life Support
 Pediatric Basic Trauma Life Support
 Unarmed Self Defense

Certificates of Concentration

Adult Services
 Chemical Dependency Counselor
 Juvenile Services
 Social Worker Assistant

Occupational Certificates

Fire Science*
 Ohio EMT Paramedic (5-3-002)*
 Ohio Peace Officer Basic Training*
 Professional Fire Fighter
 Public Safety Services Officer Level I
 Public Safety Services Officer Level II

Technical Certificates

Fire Science
 Police Science

* Certificate program approved for federal financial aid funding (pending student financial aid eligibility)

Communications

Recipient of the Ohio Board of Regents Program Excellence Award.

The Communications area of the School of Arts and Sciences 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 traditional, on-line, and self-paced (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, promotes civic responsibility and strengthens 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 traditional social sciences classes and offers self-paced (PACE) courses.

Mathematics

The mathematics area of the School of Arts and Sciences prepares students to be competent in solving mathematical problems. It strives to prepare students for the math needed in their technologies, transfer, and everyday life.

Courses include fundamental and developmental classes. The area offers traditional, on-line, and self-paced (PACE) classes.

Transfer Module/University Bound Program

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

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

Hocking's Transfer Module includes 54 to 60 quarter credit hours of introductory courses in the areas of English composition, mathematics, arts and humanities, social and behavioral sciences and natural and physical sciences. The Hocking College Transfer Module includes general courses already in technical programs as well as courses for transfer only. Because individual technologies may differ in specific course requirements for general education, the articulation of the transfer module may vary from one program to another.

Conditions for Transfer Admission

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

- The Ohio 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.
- The Ohio policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade of 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.
- The Ohio 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.

Appeal 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.

The Transfer Module must include 54–60 quarter credit hours of courses in the following areas: English Composition, Mathematics, Arts and Humanities, Social and Behavioral Sciences, and Natural and Physical Sciences. Students should follow these directions in selecting courses to fulfill the requirements of the Transfer Module.

Hocking College Transfer Module

| | | | | | | | |
|---|-------|--|---|----------------|---|--|---|
| English Composition (minimum of 8 credit hours) | | | | <u>Credits</u> | Choose the remaining 6 credit hours from at least two of the following areas: | | |
| Required: | | | | | Sociology | | |
| COMM | 122 | Communications II | 3 | SOCI | 161 | Sociology of Family | 3 |
| COMM | 123 | Communications III | 3 | SOCI | 162 | Social Issues | 3 |
| | | or | | SOCI | 165 | Cross Cultural Studies | 3 |
| ENGL | 151 | Freshman Composition | 5 | | | | |
| Choose the remaining 3 credit hours from the following: | | | | | Psychology | | |
| COMM | 124 | Communications IV | 3 | PSYC | 151 | Developmental Psychology | 3 |
| COMM | 225 | Technical Writing | 3 | PSYC | 152 | Abnormal Psychology | 3 |
| | | | | PSYC | 160 | Behavioral Sciences Statistics | 5 |
| | | | | PSYC | 162 | Child and Adolescent Development | 4 |
| Mathematics (minimum of 3 credit hours) | | | | | Government | | |
| MATH | 112 | Advanced Algebra | 3 | GOVT | 142 | Interaction with Government and Politics | 3 |
| MATH | 115 | Pre Calculus | 5 | | | | |
| MATH | 163 A | Calculus | 4 | Economics | | | |
| | | | | ECON | 140 | Principles of Microeconomics | 4 |
| | | | | ECON | 240 | Principles of Macroeconomics | 4 |
| Arts/Humanities (minimum of 9 credit hours) | | | | | Natural and Physical Sciences (minimum of 9 credit hours) | | |
| HUM | 200 | Introduction to World Literature | 3 | CHEM | 100 | Introduction to Chemistry | 3 |
| HUM | 201 | Western Civilization and Culture | 3 | CHEM | 102 | Introduction to Chemistry II | 3 |
| HUM | 202 | Understanding and Appreciating Theatre Art | 3 | CHEM | 130 | Fundamentals of Chemistry | 4 |
| HUM | 203 | Ethics, Values, and Morality | 3 | EGR | 102 | Physics M | 3 |
| HUM | 204 | Twentieth Century U.S. Music | 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 |
| Social and Behavioral Sciences (minimum of 11 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 | | | | |

Technical Programs

Programs leading to an Associate Degree.

- Accounting
- Business Management and Entrepreneurship
- Financial Services
- Office Management

Certificate Programs

Programs providing specific technical skills.

Certificates of Completion

- Accounting Clerk/Payroll Clerk
- Accounts Payable/Accounts Receivable Clerk
- Cost Clerk
- File Clerk
- Introduction to International Business
- Salesperson

Certificates of Concentration

- Legal Secretary
- Medical Secretary

Occupational Certificates

- Administrative Transcriptionist
- Clerk/Basic Typist
- Computer Applications for Business Owners
- Customer Service Representative
- Entrepreneurial Specialist
- Federal Taxation
- Industrial Salesperson
- Management Specialist
- Microcomputer Accounting
- 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 Management

Accounting

Degree

Associate in Applied Business in Accounting

Program

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 general accounting skills but also in payroll, tax, cost and non-profit accounting plus valuable experience on the College's 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 businesses.

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 businesses, manufacturing firms and non-profit organizations such as colleges, hospitals, and government agencies.

Accreditation/Approval

Association of Collegiate Business Schools and Programs
7007 College Blvd, Suite 420
Overland Park KA 66211
913 339-6226

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Use appropriate entry-level accounting skills;
2. Interact effectively with peers and superiors in the work place;
3. Effectively use a microcomputer to develop and maintain cost, non-profit, and general ledger accounting systems;
4. Manually prepare federal and state tax returns for payroll and income;
5. Prepare federal tax returns on a micro-computer;
6. Use commercial spreadsheet software efficiently;
7. Use word processing software efficiently;
8. Perform data entry accounting tasks and understand the results;
9. Use Quickbooks efficiently for small business accounting;
10. Effectively prepare to transfer to four year college, if wishing to continue formal education;
11. Effectively read and interpret financial statements; and,
12. Effectively use routine accounting equipment, including 10-key adding machine.

Business Management and Entrepreneurship

Degree

Associate in Applied Business in Business Management and Entrepreneurship

Program

The Business Management and Entrepreneurship 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 (accounting, financial management, human resource management, microcomputer applications, real estate, retail marketing management, or marketing) or opt to meet Transfer Module/University Bound requirements while completing a degree in Business Management and Entrepreneurship. In addition, the Business Management and Entrepreneurship 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 and Entrepreneurship 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 industries, businesses, 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.

Accreditation/Approval

Association of Collegiate Business Schools and Programs

7007 College Blvd, Suite 420

Overland Park KA 66211

913 339-6226

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Effectively use a computer to develop accounting records;
2. Make sound management decisions based upon planning and examination of appropriate alternatives;
3. Understand the legal system as it relates to business systems;
4. Develop and implement appropriate marketing strategies;
5. Maintain high ethical standards in business dealings;
6. Effectively perform the staffing process;
7. Perform various analytical business tasks;
8. Communicate effectively through varied media (e.g., written, verbal, visual);
9. Use effective quantitative skills in business activities; and,
10. Utilize professional demeanor through appropriate conduct, dress, and exhibited attitude.

Financial Services

New program currently under development. Please contact the Admission Office (1 800 282-4163) for more information.

Office Management

Degree

Associate in Applied Business in Office Management

Program

The Office Management Technology prepares students for entry-level career positions as office managers 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 Management 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, Word Perfect Office, Microsoft Office, 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.

Accreditation/Approval

Association of Collegiate Business Schools and Programs
7007 College Blvd, Suite 420
Overland Park KA 66211
913 339-6226

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Use a variety of software packages on the microcomputer;
2. Communicate on a multi-line phone;
3. Operate and output information from a transcriber;
4. Perform a variety of office procedures, including transmittal of correspondence, filing, setting up an office, ordering supplies, taking phone messages, and operating office machines;
5. Manage/prioritize time and tasks;
6. Arrange for travel and complete travel documents;
7. Properly complete office forms, and produce minutes/agendas, letters, reports, and accompanying graphs;
8. Dress, behave, and communicate with coworkers, superiors, and the public in a professional manner; and,
9. Use the internet for research.

Technical Programs

Programs leading to an Associate Degree.

- Computer Programming
- E-Commerce
- Interactive Multimedia
- Network Systems

Certificate Program

Programs providing specific technical skills.

Occupational Certificates

- Micro Computer Software User
- Internet Webmaster
- Network Associate
- Network Professional

Computer Programming

Degree

Associate in Applied Business in Computer Programming

Program

The Computer Programming 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 Programming Technology offers students hands-on experience using state-of-the-art equipment including broadband and local area networks. Students write application programs in seven programming languages: COBOL, RPG, Assembler, Visual Basic, Visual C++, IBM-370, and Powerhouse. Commercial software packages including spreadsheet, word processing and database for Windows-based microcomputers are part of the curriculum. Network courses provide students with experience in data communication, client server concepts and network hardware, software, and applications. Students also gain experience in uploading and downloading information to mainframes.

Job Opportunities

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

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Analyze a problem and develop a logical plan for a solution;
2. Write a program to solve a given problem using an appropriate programming language;
3. Effectively utilize operating systems to communicate with a mainframe and PC's;
4. Manipulate files and databases using programming, software applications, and system utilities;
5. Communicate with coworkers and users in an effective and professional manner;
6. Perform business-oriented tasks using PC-based word processing, spreadsheet, and database software;
7. Utilize networks to access data and to communicate with servers and other nodes;
8. Utilize the internet to create a web page, conduct research, and communicate via e-mail;
9. Use teamwork to solve problems and complete projects; and,
10. Migrate to new software and hardware environments.

E-Commerce

Certificate and Degree

Internet Webmaster Certificate

Associate in Applied Business in E-Commerce

Program

The E-Commerce Technology prepares students for entry level career positions in e-commerce and provides a background sufficient for growth and advancement in the e-commerce profession.

E-commerce is serious business. The need for skilled technicians in e-commerce continues to grow. For commerce to occur via the web numerous technical aspects must be addressed. Is the web site secure? Have the proper protocols been established to accept e-commerce payments? Is the internet service provider or web host reliable and secure? These are the concerns that the e-commerce technician will address.

The E-Commerce Technology combines hands-on application experience with problem based learning situations allowing students to enter the job market ready to make an impact in this field.

Job Opportunities

Hocking College graduates find employment as e-commerce technicians, web page designers, and security system analysts.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Develop an e-commerce strategy founded on market research;
2. Utilize a variety of web site design software;
3. Develop an effective storyboard layout of an e-commerce site;
4. Design an e-commerce site;
5. Implement customer support programs into e-commerce design;
6. Utilize networks to post the e-commerce site to a web server;
7. Utilize client software to administer various e-commerce servers;
8. Develop a web marketing strategy;
9. Demonstrate an understanding of legal and ethical issues surrounding e-business; and,
10. Utilize internet software.

Interactive Multimedia

Degree

Associate in Applied Business in Interactive Multimedia

Program

The Interactive Multimedia Technology prepares students for entry level career positions in interactive multimedia and provides a background sufficient for growth and advancement in the profession.

Interactive Multimedia includes creating, designing, and producing interactive multimedia products and services. The program emphasizes the development of digitally generated or computer enhanced media. Students use multimedia technology to develop products and programs for business, training, entertainment, communications, and marketing.

Job Opportunities

Hocking College graduates find employment as audio/visual specialists, media designers, web designers, and graphics technicians.

Network Systems

Certificates and Degree

Network Associate Certificate

Network Professional Certificate

Associate in Applied Business in Network Systems

Program

The Network Systems Technology prepares students for entry level career positions in network systems and provides a background sufficient for growth and advancement in the profession.

Network system technicians analyze, plan, implement, design, install, and maintain network systems.

Cisco systems are the cornerstone of Hocking's network systems program. Hocking College is a Cisco Networking Academy site preparing both Network Associates and Network Professionals..

Job Opportunities

Hocking College graduates find employment as LAN technicians, network administrators, network operators, and network technicians.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Analyze a problem and develop a logical plan for a solution;
2. Effectively utilize operating systems to communicate with a mainframe and PC's;
3. Communicate with co-workers and users in an effective and professional manner;
4. Perform business-oriented tasks using PC-based word processing, spreadsheet, and database software;
5. Utilize networks to access data and to communicate with servers and other nodes;
6. Utilize the internet to create a web page, conduct research, and communicate via e-mail;
7. Use teamwork to solve problems and complete projects;
8. Migrate to new software and hardware environments;
9. Identify, select, and install PC components; troubleshoot typical hardware problems;
10. Install and configure a Cisco router in a network; and,
11. Design and install an internet/intranet using routers and switches.

Technical Programs

Programs leading to an Associate Degree or Diploma.

Fitness Management (planned for fall 2002)
 Massage Therapy/Business
 Medical Assistant
 Medical Records/Health Information Management
 Nanny and Child Care/Business
 Nanny and Child Care/Dietetic
 Nursing Level I - Practical Nursing*
 Nursing Level II - Associate Degree
 Nutrition and Dietetics
 Opticianry
 Physical Therapist Assistant
 Radiologic Technology
 Surgical/Operating Room Technology

Certificate Programs

Programs providing specific technical skills.

Certificates of Completion

Electrocardiograph Technician
 Phlebotomist

Occupational Certificates

Child Care and Nanny*
 Coding Clerk
 Dietary Manager*
 Health Information Management Clerk
 Massage Therapy*
 Medical Transcriptionist

Technical Certificate

Medical Assistant

* Certificate program approved for federal financial aid funding (pending student financial aid eligibility). For a complete list of degree and certificate programs, see pages 17-19.

Fitness Management

New program currently under development. Please contact the Admission Office (1 800 282-4163) for more information. Updates will also be posted on the Hocking website at www.hocking.edu.

Massage Therapy

Certificate and Degree

Certificate in Massage Therapy

Associate in Technical Studies in Massage Therapy
and Business Management

Program

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

The Massage Therapy certificate is a two-year part-time evening program which starts each fall quarter and runs six consecutive quarters. Students complete courses in human anatomy and physiology and in the theory and practice of massage methodology.

Completion of additional 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 often enter into private practice in their own offices or work in conjunction with other health care professionals.

Accreditation/Approval

Ohio Medical Board

77 South High Street, 17th Floor

Columbus OH 43266

614 466-3934

www.state.oh.us/med/

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Demonstrate basic assessment skills of the musculo skeletal system;
2. Demonstrate a variety of effective general massage techniques;
3. Demonstrate proficiency in providing patients with a full-body therapeutic massage;
4. Competently perform therapeutic, treatment-based massages for patients with specific musculo skeletal disorders;
5. Demonstrate professional attitude and demeanor;
6. Demonstrate sensitivity to the needs of a diverse range of patients; and,
7. Demonstrate effective documentation and record-keeping for the business of massage therapy.

Medical Assistant

Degree

Associate in Applied Science in Medical Assistant

Program

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.

Accreditation/Approval

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
35 East Wacker Drive, Suite 1790
Chicago IL 60601
312 553-9355
www.caahep.org

American Association of Medical Assistants
20 North Wacker Drive, Suite 1575
Chicago IL 60601
312 899-1500
www.caahep.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Display professionalism;
2. Communicate effectively;
3. Perform administrative duties;
4. Perform clinical duties;
5. Apply legal concepts to practice;
6. Manage the office; and,
7. Manage practice finances.

Medical Records/Health Information Management

Degree

Associate in Applied Science in Medical Records/
Health Information Management

Program

The Medical Records/Health Information Management Technology prepares individuals for entry level careers as an accreditation record technician (ART) in health care facilities and provides graduates with opportunities for advancement and professional development.

The Medical Records/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.

Accreditation/Approval

Council on Education of the American Health
Information Management Association (AHIMA)
233 North Michigan Avenue, Auite 2150
Chicago IL 60601
312 233-1160
www.ahima.org

In collaboration with the Commission on
Accreditation of Allied Health Education
Programs (CAAHEP)
35 East Wacker Drive, Suite 1970
Chicago IL 60601
312 553-9355
www.caahep.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Define terminology and health information necessary for documentation;
2. Evaluate documentation to support diagnoses, tests, and treatments;
3. Collect, store, and retain records;
4. Assign diagnostic/procedure codes;
5. Maintain accuracy of data;
6. Analyze data and compute statistics;
7. Manage the office environment;
8. Supervise staff;
9. Monitor changes in and compliance with accreditation standards and government regulations;
10. Respond appropriately to requests for release of information; and,
11. Communicate and behave in a professional manner.

Nanny and Child Care

Certificate and Degrees

Certificate in Nanny and Child Care

Associate in Technical Studies in Nanny and Business Management

Associate in Technical Studies in Nanny and Dietetics

Program

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

Hocking College Nanny Academy 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 the Hocking College Early Learning Center, 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 throughout 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 and Child Care program 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. Available positions exist most often in urban areas.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Communicate effectively in writing and verbally with parents, professional colleagues, and the public;
2. Conduct self in accordance with the professional and ethical standards set forth by the National Association for the Education of Young Children and the International Nanny Association;
3. Perform emergency procedures such as child CPR and first aid;
4. Provide fundamental infant care including proper bathing, feeding, diapering, and comforting;
5. Act as a children's advocate through continued participation in professional child care organizations;
6. Apply developmentally appropriate discipline techniques when guiding children's behavior;
7. Plan and implement developmentally appropriate creative and literary activities for children; and,
8. Plan and prepare nutritionally sound meals and snacks for children.

Nursing Level I – Practical Nursing

Degree

Diploma in Practical Nursing

Program

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.

Every two years the PN program is offered as a part-time evening/weekend course that takes two years to complete.

Job Opportunities

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

Accreditation/Approval

Ohio Board of Nursing
17 S High Street, Suite 400, Columbus OH 43215
614 466-3947
www.state.oh.us/nur

National League for Nursing
61 Broadway, 33rd Floor, New York NY 10006
212 363-5555, extension 153
www.nlnac.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Within the scope of practical nursing, participates in the nursing process with contributions to assessing, planning, implementing, and evaluating individualized, holistic plans of care;
2. Uses nursing knowledge, skills, and current technology to provide and promote safe nursing practice;
3. Participates with client and other members of the health team to develop a plan of care that prevents illness or injury and/or promotes, maintains, or restores an optimum level of wellness in the client/s. This includes working with dying clients to achieve their optimum level of wellness;
4. Uses a professional and collaborative approach to plan, implement, and evaluate care of clients within the health care delivery system to assure quality care for the client;
5. Safely performs common clinical skills, which are within the scope of practical nursing;
6. Safely administers and evaluates the effectiveness of medications and treatments within the scope of practice of practical nursing;
7. Adapts clinical skills based on an awareness of developmental, biological, psychological, sociocultural, and spiritual differences in clients;
8. Uses therapeutic communication and the nurse-client relationship as a method to listen effectively to the client and meet the holistic needs of clients. Provides empathetic and compassionate care;
9. Establishes, maintains, and evaluates the effectiveness of verbal, non-verbal, and written communication with clients, families, and health team members;
10. Adapts communication based on an awareness of developmental, biological, psychological, sociocultural, and spiritual differences in clients;
11. Identifies clients' learning needs on an on-going basis, and provides basic information to meet those needs with relevant approaches;
12. Demonstrates basic leadership skills through use of assertive behaviors, delegation of tasks, and supervision of assistive and/or unlicensed personnel;
13. Provides integrated care to clients through participation in coordinating, supervising, and/or multidisciplinary health care team;
14. Is accountable for own nursing practice and for those under supervision, practicing within the profession's ethical and legal framework, and demonstrating caring and concern for patients and families;
15. Assumes responsibility for professional growth and self-development and use of resources for continued learning;
16. Demonstrates an awareness of cost effective nursing;
17. Demonstrates understanding of the levels of authority and responsibility and delegates nursing care activities and tasks within the scope of practical nursing;
18. Demonstrates an awareness of community and world health issues and their impact of individuals and health care;
19. Participates in activities in support of the profession of practical nursing; and,
20. Participates in lifelong learning related to professional goals, needs, and expectations of the profession.

Nursing Level II – Associate Degree Nursing

Degree

Associate in Applied Science in Nursing

Program

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.

Accreditation/Approval

Ohio Board of Nursing
17 S High Street, Suite 400, Columbus OH 43215
614 466-3947
www.state.oh.us/nur

National League for Nursing
61 Broadway, 33rd Floor, New York NY 10006
212 363-5555, extension 153
www.nlnac.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Within the scope of professional nursing, use the nursing process as a basis for decision making in assessing, developing, implementing, and evaluating individualized, holistic plans of care;
2. Uses nursing knowledge, skills, and current technology to provide and promote safe nursing practice;
3. Develops a plan of care with the client and other health team members, that prevents illness or injury and/or promotes, maintains, or restores an optimum level of wellness in the client/s. This includes working with dying clients to achieve their optimum level of wellness;
4. Uses a professional and collaborative approach to assess, plan, implement, and evaluate care of clients within the health care delivery system to assure quality care for the client;
5. Safely performs common clinical skills, which are within the scope of registered nursing;
6. Safely identifies the appropriate clinical skills required to administer medications and evaluates the effectiveness of medications and treatments within the scope of practice of professional nursing;
7. Adapts clinical skills based on an awareness of developmental, biological, psychological, sociocultural, and spiritual differences in clients;
8. Uses therapeutic communication and the nurse-client relationship as a method to listen effectively to the client and meet the holistic needs of clients. Provides empathetic and compassionate care;
9. Establishes, maintains, and evaluates the effectiveness of verbal, non-verbal, and written communication with clients, families, and health team members;
10. Adapts communication based on an awareness of developmental, biological, psychological, sociocultural, and spiritual differences in clients;
11. Identifies clients' learning needs on an on-going basis, and provides basic information to meet those needs with relevant approaches;
12. Demonstrates leadership skills through use of assertive behaviors, delegation of tasks, and supervision of assistive and/or unlicensed personnel and licensed practical nurses;
13. Provides integrated care to clients through participation in coordinating, supervising, and/or multidisciplinary health care team;
14. Is accountable for own nursing practice and for those under supervision, practicing within the professions ethical and legal framework, and demonstrating caring and concern for patients and families;
15. Assumes responsibility for professional growth and self-development and use of resources for continued learning;
16. Demonstrates resource management and cost effective nursing care;
17. Demonstrates understanding of the levels of authority and responsibility and delegates nursing care activities and tasks within the scope of practical nursing;
18. Demonstrates an awareness of community and world health issues and their impact of individuals and health care;
19. Participates in activities in support of the profession of nursing; and,
20. Participates in lifelong learning related to professional goals, needs, and expectations of the profession.

Nutrition and Dietetics

Certificate and Degree

Certificate in Dietary Management

Associate in Applied Science in Nutrition and Dietetics

Program

The Nutrition and Dietetics 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.

Nutrition and Dietetics 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.

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.

Accreditation/Approval

Dietary Manager Association (Certificate Program)
406 Surrey Woods Drive
St. Charles IL 60174
800 323-1901
www.dmaonline.org

Dietetic Education of the American Dietetic Association
216 West Jackson Blvd
Chicago IL 60606
800 877-1600
www.eatright.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Interview, screen, assess, and develop nutrition care plans for individuals and groups;
2. Develop effective and appropriate educational materials for patients, clients, and employees;
3. Educate/counsel individuals and groups in disease prevention, health promotion, and medical nutrition therapy;
4. Conduct effective dietetic training for target groups;
5. Document nutrition care in the medical chart according to standard practice;
6. Develop menus that meet the nutritional needs of individuals and groups;
7. Ascertain nutritional information and research for written and oral communication activities using current technology;
8. Supervise food production activities of institutional food service operations that meet nutritional guidelines, budgetary restraints, and client acceptance;
9. Participate in, or supervise, food purchasing, receiving, and inventory control;
10. Apply new knowledge and skills to the practice of dietetics;
11. Develop/assist in development, monitor, and maintain continuous quality improvement in food service and clinical care;
12. Conduct general health assessment of patients/clients including vital signs and basic blood testing/screening;
13. Demonstrate professional behavior by adhering to the professional code of ethics of the American Dietetic Association;
14. Participate in professional activities including the dietetic legislative and public policy process;
15. Demonstrate leadership and organizational skills in human resource management;
16. Assure through supervision the principles of safety and sanitation in food services operations;
17. Participate in the nutritional care of individuals and groups involved in community nutrition programs.

Opticianry

Degree

Associate in Applied Science in Opticianry

Program

The Opticianry Technology provides training in the design and fitting of eye wear (eye glasses, contact lenses and other vision aids) using a prescription written by a doctor. An optician works directly with the patient in determining a frame and lens combination that best fits the vision needs of the patient. The optician takes into consideration the patient's face shape, work and hobbies and applies knowledge of frames and lenses to design the perfect eye wear. Opticians 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 optician measures the eye shape and size, selects the contact materials and parameters and instructs the wearer on lens care.

This program is offered at the Hocking College Perry Campus in New Lexington, Ohio.

Job Opportunities

Associate degree graduates of the Opticianry Technology work in optical dispensing in retail stores, in the offices of ophthalmologists and optometrists, in hospital and eye care clinics, or owners of a practice.

Accreditation/Approval

Ohio Optical Dispensers Board
77 South High Street, 16th Floor
Columbus OH 43266-0328
614 466-9709
www.state.oh.us/odb

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Demonstrate professional skills;
2. Communicate and maintain effective relations with patients/customers;
3. Operate and maintain opticianry equipment proficiently;
4. Maintain records and assist business function;
5. Perform preliminary eye examinations;
6. Demonstrate proficiency in fitting, dispensing, insertion, and removal of both rigid and hydrogel contact lenses;
7. Instruct patients about insertion, removal, and care of contact lenses;
8. Employ proficient dispensing skills;
9. Observe safe work practices;
10. Use math skills needed for routine opticianry applications; and,
11. Document case histories.

Physical Therapist Assistant

Degree

Associate in Applied Science in Physical Therapy Assistant

Program

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.

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.

Accreditation/Approval

Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association
1111 North Fairfax Street
Alexandria VA 22314-1488
708 684-2782

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Work under the supervision of a physical therapist in an ethical, legal, safe, and effective manner;
2. Implement a comprehensive treatment plan developed by a PT;
3. Communicate on a timely basis with the supervising PT about patient progress and adjustments to the treatment plan;
4. Perform appropriate measurement and assessment techniques within the PTA's scope of practice;
5. Interact with patients and families recognizing cultural and socioeconomic differences;
6. Participate in teaching patients, families, and other health care providers;
7. Document relevant aspects of patient treatment;
8. Participate in discharge planning and follow-up care;
9. Use effective written, oral, and nonverbal communication skills with patients and families, colleagues, health care providers, and the public;
10. Effectively read and interpret professional literature; and,
11. Understand levels of authority and responsibility (e.g., time management, fiscal considerations, quality improvement).

Radiologic Technology

The Radiological Technology is offered in partnership with Sinclair Community College and is currently under development. Interactive television and general classes are held on Hocking's campus. Laboratory and clinical experiences are held in area hospitals.

Please contact the Admission Office (1 800 282-4163) for more information. Updates will also be posted on the Hocking website at www.hocking.edu.

Surgical/Operating Room Technology

The Surgical/Operating Room Technology is offered in partnership with Central Ohio Technical College and is currently under development. Some classes will be offered online by COTC. Laboratory and clinical courses are held in area hospitals.

Please contact the Admission Office (1 800 282-4163) for more information. Updates will also be posted on the Hocking website at www.hocking.edu.

Technical Programs

Programs leading to an Associate Degree.

Culinary Arts
Hotel and Restaurant Management

Certificate Programs

Programs providing specific technical skills.

Certificate 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

Technologist Certificates

Culinary Arts

Hotel and Restaurant Management

Culinary Arts

Degree

Associate in Applied Business in Culinary Arts

Program

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 observing 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 and learning skills in the student lab kitchen, students apply these skills in the Ramada Inn family restaurant, gourmet restaurant, and various catering events. 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 and national awards.

Job Opportunities

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

Accreditation/Approval

Educational Institute of the American Culinary Federation
800 Magnolia Avenue
Orlando FL 32803
800 344-4381
www.ei-ahma.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify and use safety and sanitation measures involved in the food service industry;
2. Perform basic cooking techniques (roast, saute', broil, bake, use fundamental knife skills);
3. Operate a variety of restaurant equipment efficiently, effectively, and safely;
4. Use recipes, production sheets, and function sheets and perform the required tasks of conversion, costing, and ordering;
5. Display a positive attitude, a good work ethic, and appropriate professional behavior;
6. Use effective oral, written, and nonverbal communication skills with coworkers and management;
7. Perform basic computer functions;
8. Understand basic concepts of menu development, purchasing, inventory control, food storage, and labor cost control; and,
9. Work professionally in a teamwork environment.

Hotel and Restaurant Management

Degree

Associate in Applied Business in Hotel and Restaurant Management

Program

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

Hotel and 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.

Students may also choose certification in areas of specialization including food and beverage management, accounting and financial management, rooms division management, marketing and sales, human resources management, and club management.

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

Hocking College's Hotel and 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.

Accreditation/Approval

American Hotel/Motel Educational Institute
PO Box 1240
East Lansing MI 48826-1240
www.ei-ahma.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Practice ethical, legal, and safe professional behavior;
2. Communicate effectively with colleagues, supervisors, and guests;
3. Perform all entry-level functions in the front office area, including, but not limited to guest reservations, guest registration, checking out, and end of shift procedures;
4. Perform all entry-level functions in the housekeeping area, including, but not limited to cleaning and maintaining guest rooms, inventory procedures, and room inspection;
5. Perform all entry-level functions of food and beverage service, including, but not limited to hosting, bussing, serving guests, and interacting professionally with production staff;
6. Calculate food and beverage costs, and initiate standards, budgets, labor, menu planning, and inventories;
7. Attain Safety and Sanitation certification;
8. Practice acceptable guest service skills;
9. Use relevant computers and software competently;
10. Practice accounting principles, including, but not limited to budgets, income statements, and audits;
11. Complete a market plan, including sales projections and how to use merchandising, advertising, and public relations to obtain those projections;
12. Complete a security audit;
13. Present the image of an educated, professionally dressed, well-groomed employee with good interpersonal skills; and,
14. Demonstrate the ability to plan, procure, produce, and serve a dining function for more than one hundred persons.

Technical Programs

Programs leading to an Associate Degree.

- Audio/Video Production and Broadcast
- Compressed Air and Gas Systems
- Drafting and Design
- Electronics
- Industrial Ceramics
- Materials and Manufacturing

Certificate Programs

Programs providing specific technical skills.

Certificates of Completion

- Broadcast Production
- Industrial Hydraulics/Pneumatics
- Refrigeration

Occupational Certificates

- Compressed Natural Gas Fill Station and Compressor Installation and Maintenance
- Compressor
- Computer Builder/Maintenance Worker
- Electronics
- Industrial Plastics Specialist
- Natural Gas Vehicle Compressor Fill Station Specialist
- Rotating Compressor Specialist

Technical Certificates

- Basic Drafter
- Industrial Plastics

Audio/Video Production and Broadcast

Degree

Associate Degree in Broadcast Engineering and Production

Program

The Audio/Video Production and Broadcast 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 Audio/Video Production and Broadcast 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 broadcast production studio, a remote broadcast truck, and a campus radio station.

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.

Accreditation/Approval

Society of Broadcast Engineers
9247 North Meridian Street, Suite 305
Indianapolis IN 46260
317 846-9000
www.sbe.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Use all common video production equipment (e.g., cameras, recorders, editing equipment, switchers, lights);
2. Use all common audio production equipment (e.g., microphones, mixers, patch bay, compressor/limiter, multitracking console/tape deck);
3. Use and interpret all common video test equipment (e.g., waveform monitor/vectorscope);
4. Use and interpret all common audio test equipment;
5. Use general purpose electronic test equipment (e.g., dual trace oscilloscope, digital multimeter, function generator, power supply, breadboard);
6. Produce an audio and/or video production from script to final edit;
7. Draw and interpret electronic schematic diagrams;
8. Draw and interpret audio and video signal flow diagrams;
9. Troubleshoot and repair minor electronic and mechanical failures; and,
10. Be reliable, be responsible, and have a professional attitude.

Compressed Air and Gas Systems

Degree

Associate in Applied Science in Compressor

Program

The Compressed Air and Gas Systems 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 Compressed Air and Gas Systems 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 Compressed Air and Gas Systems 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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Perform basic preventative maintenance procedures on rotating/reciprocating compressor equipment (i.e., filter changes, fluid replacement, differential pressure checks, etc.);
2. Perform basic repair procedures on rotating/reciprocating compressor equipment (i.e., ring replacement, separator element change-out, starter replacement, etc.);
3. Use and read commonly used precision instruments properly (i.e., micrometers, calipers, and dial indicators - English and Metric systems);
4. Discuss the pneumatic, mechanical, and/or electrical operation of the major components (receiver, refrigerant dryer, FRL, etc.) in a compressed air system;
5. Correctly interpret and sketch ladder diagrams;
6. Identify safety issues involved in Compressor Technology (i.e., lock-out tag-out procedures, blow down procedures, etc.);
7. Use hand tools properly;
8. Communicate at a professional level with customers and supervisors;
9. Perform diagnostic and repair procedures on refrigerant dryers, filters, automatic drain valves, and other components found throughout the compressed air system; and,
10. Demonstrate basic knowledge of environmental issues associated with Compressor Technology (i.e., waste oil disposal, exposure to desiccant chemicals, etc.).

Drafting and Design

Degree

Associate in Applied Science in Drafting and Design

Program

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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Properly read and understand a set of standard blueprints;
2. Properly describe and detail parts and assemblies for manufacturing;
3. Locate research data and specifications and evaluate these for acceptable design proposal;
4. Perform reasonable and suitable design for a proposed purpose;
5. Present projects professionally using effective drawn, written, and nonverbal communication skills;
6. Properly design and detail various projections which demonstrate an understanding of standard manufacturing processes;
7. Use various equipment (i.e., manual drafting equipment or computer aided drafting equipment) with sufficient skill to properly scale and reproduce all drawings;
8. Migrate to new software and hardware environments;
9. Use professional skills such as understanding levels of responsibility for timely completion of projects, adhering to fiscal considerations, and meeting quality standards; and,
10. Use a computer work station with an understanding of computer architecture, tools, and application software.

Electronics

Degree

Associate in Applied Science in Electronic Engineering

Program

The Electronics 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.

Electronics 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 General Electric, ITT Automotive, and others. Employment opportunities also exist in the computer networking field.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Communicate both orally and in writing at a professional level;
2. Use effective interpersonal skills, interacting with others in a mature, positive manner;
3. Use analytical and problem solving skills;
4. Effectively utilize schematics;
5. Use safe engineering practices;
6. Perform military-standard-type soldering;
7. Effectively utilize electronic test equipment;
8. Build electronic equipment; and,
9. Effectively troubleshoot and repair electronics equipment.

Industrial Ceramics

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

Degree

Associate in Applied Science in Ceramic Engineering

Program

The Industrial Ceramics 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 Industrial Ceramics 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

Industrial Ceramics 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.

Accreditation/Approval

Technology Accreditation Commission of the Accreditation Board for Engineering and Technology
111 Market Place, Suite 1050
Baltimore MD 21202
410 347-7700
www.abet.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Communicate both orally and in writing at a professional level;
2. Characterize and identify minerals by laboratory testing and microscopy;
3. Perform common ceramic processes such as comminution, blending, mold making, dry pressing, slip casting, extrusion, and drying;
4. Calculate empirical formulas and batch recipes;
5. Correlate product characteristics with changes in composition and processing;
6. Set up and operate burners safely and efficiently;
7. Monitor heat treatment of ceramic products;
8. Evaluate the efficiency of use of heat energy in kilns and furnaces;
9. Establish control limits for variables and attribute Statistical Process Control charts;
10. Perform tests on raw materials and products using standard ASTM procedures and precision laboratory equipment;
11. Systematically analyze actual industrial problems; and,
12. Adapt to changing work environments by reading current technical literature and participating in continuing training and education.

Materials and Manufacturing

Degree

Associate in Applied Science in Materials and Manufacturing

Program

The Materials and Manufacturing 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 and Manufacturing 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 and Manufacturing 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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Interpret an IT diagram to determine the type of steel microstructure, and use phase diagrams to calculate the amount and composition of the available phases;
2. Write a major report that documents all lab work for a technical project submitted by industry;
3. Use a spreadsheet program for technical calculations, graphs, and tables;
4. Specify heat treating processes for modifying mechanical properties of metals;
5. Identify and correct unsafe conditions in an industrial work place, and explain information in Material Safety Data Sheets to production workers;
6. Express the concentration of solutions, acids, and bases in terms of molarity;
7. Construct an X bar and R chart from manufacturing data;
8. Prepare metal mounts for microstructure analysis with a metallurgical microscope;
9. Prepare tensile bars for different plastics or metals and determine their tensile strength and percent elongation;
10. Fabricate polymer products using injection, blow, and compressing molding equipment in the lab; and,
11. Measure gas and air flow rates in ceramic kilns and furnaces.

Technical Programs

Programs leading to an Associate Degree.

- Archaeology
- Backcountry Horsemanship
- Ecotourism and Adventure Travel
- Environmental Restoration
- Fish Management and Aquaculture
- Forest Management
- Natural and Historical Interpretation
- Natural Resources Management
- Ranger Services
- Reclamation
- Wildlife Management

Certificate Programs

Programs providing specific technical skills.

Certificates of Completion

- Backpacking and Survival
- Comprehensive Rescue Rigging
- Emergency Search
- Herbal Studies
- Nature Art
- Wilderness Skills I and II

Occupational Certificates

- Apprentice Field Operator
- Apprentice Field Operator Maintenance
- Apprentice Field Operator Reclamation
- Aquaculture and Fish Hatchery Aide
- Backcountry Horse I and II
- Fisheries Conservation Aide
- Forester's Aide
- Geographic Information and Global Positioning (GIS/GPS)*
- Interpretation Techniques
- Law Enforcement Techniques
- Master Ranger
- Park Maintenance
- Ranger Academy*
- Seasonal Officer Training
- Timber Harvesting/Tree Care Level I and II
- Water Adventure Leader
- Watercraft Skills
- Wilderness Adventure Travel Leader
- Wilderness Emergency Rescue
- Wilderness Skills and Adventure Leadership - Land
- Wilderness Skills and Adventure Leadership - Water
- Wildlife Conservation Aide I and II
- Wood Procurement

Technologist Certificate

- Backcountry Horsemanship
- Environmental Restoration

* Certificate program approved for federal financial aid funding (pending student financial aid eligibility). For a complete list of degree and certificate programs, see pages 17-19.

Archaeology

Degree

Associate in Applied Science in Archaeology

Program

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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Observe professional behavior and ethics including cultural sensitivity, preservation of regulations, and ability to work well with others;
2. Interpret and document the environment focusing on geomorphology, stratigraphy, and site formation processes;
3. Assist in reviewing and compiling background research;
4. Employ survey and excavation methods and techniques including reading and creating maps, using a transit and compass, site identification, and documenting research results;
5. Identify and collect archaeological data;
6. Process and catalog recovered materials;
7. Perform laboratory techniques such as cleaning artifacts and preparing specimens for analysis;
8. Build and manipulate computer databases; and,
9. Assist in final report preparation, including state inventory form completion and creating maps and figures.

Backcountry Horsemanship

Degree

Associate in Applied Science in Recreation and Wildlife; Major in Backcountry Horsemanship

Program

The Backcountry 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 Management Technology Backcountry Horsemanship Major is helping meet this demand by providing graduates for this rapidly growing industry. The Backcountry Horsemanship Major focuses on wilderness riding, animal care and equipment repair skills.

The Backcountry 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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify, maintain, and use safety procedures with horses, tack, and related equipment;
2. Perform safety inspection procedures in daily operations;
3. Properly feed/water horses, groom/bathe horses, and clean stalls;
4. Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating, and emergency shoeing and trimming;
5. Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching, catching, haltering, and ponying;
6. Manage horses without assistance while mounting/dismounting;
7. Tack and untack properly, to include fit and adjustment;
8. Use wilderness riding skills, including packing, care of stock, and use of packing equipment;
9. Use a computer for word processing and storing of data;
10. Communicate professionally with coworkers and with the public;
11. Operate and maintain basic maintenance equipment, including chain saw, lawn care equipment, and primitive hand tools; and,
12. Handle horses at walk, trot, canter, and in varying terrain.

Ecotourism and Adventure Travel

Degree

Associate in Applied Science in Ecotourism and Adventure Travel

Program

The Ecotourism and Adventure Travel 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 and Adventure Travel Technology study natural and ecological sciences, interpretive/tour guide services, hospitality, tourism and the lodging business.

The Forfar Field Station in the Bahamas serves as a training site for Ecotourism and Adventure Travel students. Students also travel to Haliburton Forest and Wildlife Reserve in Canada to take part in Canada's largest private ecotourism effort.

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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Assess and evaluate tourist-based activities as they relate to sustainable development;
2. Plan, develop, and execute guided and self-guided interpretation programs that focus on natural and cultural history of a given area;
3. Inventory, develop, and implement resource management plans for natural areas and ecotourist sites;
4. Initiate and implement, through networking with community action groups, regional ecotourism activities;
5. Assess, develop plans for, and identify steps of implementation for the transformation of a traditional hospitality operation to an environmentally sound operation;
6. Demonstrate competency in the safe operation and care of watercraft; and,
7. Effectively operate front desk and minor operations of an ecotourism facility.

Environmental Restoration

Degree

Associate in Technical Studies in Environmental Restoration

Program

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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify safety matters involved with heavy equipment and construction sites, and maintain and wear all personal protective safety equipment;
2. Perform walk-around prestart inspection procedures;
3. Read blueprints and topographical maps, operate a bubble level and a laser transit, and figure slope percentages;
4. Effectively use a computer to develop data-keeping information, figure site plan dimensions, and keep maintenance and time sheet records;
5. Perform basic welding functions, basic hydraulic system analysis, and small engine and mechanical repairs as needed;
6. Communicate with the public and coworkers in a professional, responsible, and conscientious manner;
7. Properly figure grade, slope percentage, excavation depth, bench height, and cubic foot load amounts on any construction site;
8. Operate a variety of pieces of equipment efficiently, effectively, responsibly, and safely alone, with coworkers, and around the public;
9. Utilize land management skills such as positive drainage, proper fertilizing, water quality and soil pH testing, and use of Flue Gas Desulphurization material in streams and ponds; and,
10. Administer proper shutdown procedures and post walk-around inspection, and secure all equipment for proper parking.

Fish Management and Aquaculture

Degree

Associate in Applied Science in Recreation and Wildlife Management; Major in Fish Management and Aquaculture

Program

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. Students gain hands-on experience at the College's fish production facility housed at Lake Snowden Education and Recreation Park in Albany, Ohio.

Job Opportunities

Hocking's Recreation and Wildlife Management 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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify and describe the major cultured species of fish in the United States, and identify the 100-plus species of fish found in Ohio;
2. Use keys/field guides to identify fish;
3. Demonstrate knowledge of the life histories of cultured fish;
4. Use equipment safely and according to standard protocols, cultures, and sample fish;
5. Culture fish using acceptable techniques;
6. Manipulate aquatic habitats for fish management;
7. Diagnose diseased fish;
8. Perform fisheries maintenance skills in carpentry, wood, metal working, masonry, electric, welding, etc.;
9. Identify and control nuisance plant species;
10. Capture, handle, and haul fish;
11. Write field research reports with clarity and accuracy;
12. Give speeches and presentations with clarity and accuracy;
13. Conduct sound scientific sampling, and record, organize, and analyze data; and,
14. Interact with the public and coworkers in a professional manner.

Forest Management

Recipient of the Ohio Board of Regents Program Excellence Award.

Degree

Associate in Applied Science in Forest Management

Program

The Forest Management 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.

Forest Management 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.

Accreditation/Approval

Society of American Foresters
5400 Gorsvenor Lane
Bethesda MD 20814-2916
301 897-8720
www.safnet.org

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify species of trees and use dichotomous keys and site information;
2. Apply knowledge of forest ecology, including plant succession, site, soils, silvics, environmental protection, weather/climate influences, relations of trees to other organisms, biodiversity, and ecosystems;
3. Practice sound silviculture including site preparation and reforestation techniques, intermediate stand treatments, prescribed burning, and final harvest cutting;
4. Protect and enhance wooded environments with fire, insect, and disease control techniques;
5. Perform forest and tree measurements using equipment and techniques including cruising and inventory techniques, sampling statistics, log rules and volume tables, log and tree grading, and growth measurement techniques;
6. Perform land surveys using equipment and techniques including a hand compass, topographic maps, pacing and chaining, deed and title search, land descriptions, computer mapping, global positioning systems (GPS), and geographic information systems (GIS);
7. Perform aerial photo interpretation using equipment and techniques including stereoscopes, scale conversions, type mapping, cultural features identification, bearings and distances, and area determination;
8. Perform basic first aid, identify hazards, and safely handle hand tools, power tools, and pesticides;
9. Perform effective harvesting techniques including production and cost analysis, logging plans, road layout and construction, best management practices, equipment operation, and wood products merchandising;
10. Develop and implement sound forest management plans with an understanding of sustainable management and multiple use principles; and,
11. Employ effective principles of supervision including decision making, leadership, and conflict resolution.

Geographic Information and Global Positioning Systems (GIS/GPS)

Certificate

Geographic Information and Global Positioning Systems Certificate

Program

The GIS/GPS certificate prepares individuals for careers in geographics information and global positioning systems and provides students with a background sufficient for growth and advancement in the profession.

GIS/GPS technology is "exploding" across business, industry, and government. This new technology is sweeping land management professions. Students 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 managements teams or the local community.

Job Opportunities

GIS/GPS is used at all levels of government, business, and industry. Employment is available with resource planners, service providers, utility companies, auditors, city planners, engineers, and fire and police departments.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Prepare analog data for digitization;
2. Digitize data;
3. Use the internet to acquire software and data;
4. Transform and project data between various projections;
5. Gather and process GPS data at several levels of accuracy;
6. Convert data for use within various software;
7. Produce map and tabular GIS/GPS products;
8. Write and speak effectively;
9. Create graphical user interfaces;
10. Conduct a technical GIS/GPS project from start to finish; and,
11. Effectively conduct a job search.

Natural and Historical Interpretation

Degree

Associate in Applied Science in Recreation and Wildlife Management; Major in Natural and Historical Interpretation

Program

The Natural and Historical Interpretation 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 Natural and Historical Interpretation 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.

Natural and Historical Interpretation 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 Natural and Historical Interpretation 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.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Communicate accurate information in an interactive, entertaining, and educational fashion;
2. Employ leadership abilities in group programming situations;
3. Research and gather information from a variety of sources, including library computer access and the internet;
4. Plan and administer programs to the satisfaction of group leaders and/or teachers;
5. Work cooperatively with other interpreters;
6. Behave professionally (e.g., being prompt and having assignments prepared);
7. Communicate effectively in customer correspondence and interpretive publications; and,
8. Initiate and maintain professional contacts in the interpretive field.

Natural Resources Management

Recipient of the Ohio Board of Regents Program Excellence Award as the Recreation and Wildlife Management Technology.

Degree

Associate in Applied Science in Recreation and Wildlife Management; Major in Natural Resources Management

Program

The Natural Resources Management Technology focuses on the operational aspect of a recreation and wildlife area. Technicians are responsible for upkeep of trails, camping areas, roads, bathing beaches, playgrounds, marinas, landscaping, and construction projects as well as conservation and land management for multiple purposes.

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

Numerous areas on Hocking's 2300 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 Natural Resources Management graduates.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify plants and animals with and without keys/field guides, and use basic life histories;
2. Manipulate terrestrial and aquatic habitats by planting, fertilizing, fencing, mowing, and building/placing nesting structures;
3. Interact with the public and coworkers in a professional manner;
4. Conduct sound scientific field sampling to collect data and record, organize, and analyze data;
5. Maintain park facilities and environments, and maintain equipment;
6. Operate and maintain basic machinery safely;
7. Read topographic maps, operate a transit, perform topographic surveys, and measure distance and area by a variety of methods, including aerial photo interpretation and computations with topographic maps; and,
8. Communicate effectively in public presentations, scientific reports, and correspondence, by traditional methods and with the computer.

Ranger Services

Certificate and Degree

Certificate in Ranger Academy

Associate in Applied Science in Recreation and Wildlife Management; Major in Ranger Services

Program

The Ranger Services Major prepares individuals for resource and visitor protection, as well as emergency services careers in U.S. natural resource recreation areas which are administered, owned, and/or operated by government and private industry. It provides a background sufficient for growth and advancement in the recreation and wildlife management 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 Management Technology, Ranger Services Major, through the National Ranger Training Institute at Hocking College, includes a Ranger Academy which combines Seasonal Officer Training and Ohio Peace Officer Basic Training.

Job Opportunities

Successful completion of the Ranger Academy qualifies graduates for federal seasonal law enforcement and Ohio commissions and will aid in employment with federal, state and metropolitan park systems. Graduates gain employment as park rangers, watercraft officers, and backcountry rangers.

Accreditation/Approval

United States Department of Interior
1849 C St NW, Washington DC 20240
202 208-3100 / www.usgs.gov/doi

National Park Service
PO Box 37127, Washington DC 20013-7127
202 208-3100 / www.usgs.gov/doi

United States Fish and Wildlife Service
1849 C Street NW, Washington DC 20240
703 358-2120 / www.usgs.gov/doi

City and Guilds Institute of London, England
1 Giltspur St, London EC1A 900
+44(0)20 7294-2469 / www.cityandguild.co.uk

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify plants and animals with and without keys/field guides, and use basic life histories;
2. Identify and classify crimes and enforce the law in accordance with the Ohio Revised Code or the Code of Federal Regulations;
3. Interact and cooperate with the public, coworkers, and other public service agencies in a professional manner;
4. Perform public service and crime prevention education;
5. Maintain facilities and environments, and operate and maintain recreational area equipment;
6. Pass the State of Ohio Peace Officer Certification exam or the City and Guilds of North America/London Certification exam;
7. Communicate effectively, including the writing of investigative reports and the presentation of speeches, demonstrations, testimony, and interviews;
8. Perform searches and seizures, arrests, and crime and accident scene investigations, and present in court;
9. Keep and document the chain of evidence while processing a crime scene;
10. Operate and maintain duty and emergency equipment such as firearms, vehicles, and rescue equipment;
11. Use necessary math skills for computation, navigation, and investigation;
12. Act within the framework of the United States Constitution; and,
13. Utilize the search and rescue function.

Reclamation

Certificate and Degree

Apprentice Field Operator Reclamation Certificate

Associate in Technical Studies in Environmental
Restoration; Major in Reclamation

New program currently under development. Please contact the Admission Office (1 800 282-4163) for more information. Updates will also be posted on the Hocking website at www.hocking.edu.

Timber Harvesting/Tree Care

Certificate

Timber/Tree Care Level I Certificate

Timber/Tree Care Level II Certificate

Program

The Timber Harvesting/Tree Care certificate, the pre-service training program affiliated with the Soren Eriksson Ecosystem Training Center at Hocking College, prepares individuals for careers in forest harvesting and tree care. One focus of the program is the training and employment of professional logging equipment operators, timber cutters and contract logging company supervisors. The second focus is tree surgery. 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 tree care.

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 timber and tree workers.

Wildlife Management

Degree

Associate in Applied Science in Recreation and Wildlife Management; Major in Wildlife Management

Program

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

This "learning by doing" program provides classroom theory presentations through multiple sources of media, presentation 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.

Many game wardens choose Wildlife Management as the foundation major for their career in enforcement.

Job Opportunities

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

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Identify plants and animals with and without keys/guides, and use basic life histories;
2. Manipulate terrestrial and aquatic habitats by planning, fertilizing, fencing, mowing, regulating water levels, and building/placing nesting structures;
3. Interact with the public and coworkers in a professional manner;
4. Conduct sound scientific field sampling to collect data, and record, organize, and analyze data;
5. Maintain park facilities and environments, and maintain equipment;
6. Operate machinery safely;
7. Capture, handle, and mark fish and wildlife using appropriate techniques;
8. Read topographical maps, operate a transit, perform topographical surveys, and measure distance and area by a variety of methods, including aerial photo interpretation and computations with topographical maps; and,
9. Communicate effectively in public presentations, scientific reports, and correspondence, by traditional methods and with the computer.

Technical Programs

Programs leading to an Associate Degree.

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

Certificate Programs

Programs providing specific technical skills.

Certificates of Completion

Advanced Cardiac Life Support
Advanced EMT
Basic Fire Fighting 36 Hour
Basic Trauma Life Support (BTLS)
Correctional Officer Training
Dispatcher Training
Emergency Response to Hazardous Materials
EMT-B Refresher
EMT-Basic
Juvenile Sexual Offender Service Provider
Peace Officer Basic Academy
Pediatric Advanced Life Support
Pediatric Basic Trauma Life Support
Unarmed Self Defense

Certificates of Concentration

Adult Services
Chemical Dependency Counselor
Juvenile Services
Social Worker Assistant

Occupational Certificates

Fire Science*
Ohio EMT Paramedic (5-3-002)*
Ohio Peace Officer Basic Training*
Professional Fire Fighter
Public Safety Services Officer Level I and II

Technical Certificate

Fire Science
Police Science

* Certificate program approved for federal financial aid funding (pending student financial aid eligibility). For a complete list of degree and certificate programs, see pages 17-19.

EMT-Paramedic

Certificate

Ohio EMT-P Certificate

Program

Emergency Medical Technicians administer lifesaving care at the scene of accidental injury or sudden illness. The EMT-Paramedic certificate prepares students for entry-level career positions as EMT-P's.

Prerequisite to EMT-P is the one-quarter EMT-B (Basic) program which covers basic life support. Those holding EMT-B certification may directly enter the EMT-P program. The EMT-P (Paramedic) program includes training in basic and advanced life support management. Each level prepares students to take the appropriate national registry exam and be certified both in Ohio and nationally.

Job Opportunities

The certificate program prepares paramedics for beginning 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.

Accreditation/Approval

EMT-B Basic - Ohio Accreditation

Certificate #502407

240 Parsons Avenue, Room 229

PO Box 7167, Columbus OH 43205-0167

800 233-0785

EMT-Paramedic - Ohio Accreditation

Certificate #5-3-002

240 Parsons Avenue, Room 229

PO Box 7167, Columbus OH 43205-0167

800 233-0785

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Practice professional behaviors, including good attendance, promptness, and appropriate dress;
2. Work under the supervision of a certified State of Ohio paramedic instructor in an ethical, legal, safe, and effective manner;
3. Document all patient contacts properly;
4. Use effective written, oral, and nonverbal communication skills with patients and families;
5. Recognize recertification regulations of both Ohio and the national Registry;
6. Pass the National Registry Exam;
7. Practice the EMT Professional Conduct Code and Code of Ethics;
8. Effectively read professional journals and keep informed of changes in the profession;
9. Maintain equipment and recognize the need for equipment replacement; and,
10. Maintain personal fitness and health to be able to carry out vigorous job responsibilities.

Fire and Emergency Services

Degree

Associate of Applied Science in Fire and Emergency Services

Program

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 EMT-Paramedic area 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 the degree or selected courses students may be employed as fire fighters, fire medics, EMT-B's, or EMT-P's.

Accreditation/Approval

Ohio Department of Public Safety, Division of EMS
240 Parsons Avenue, Room 229
PO Box 7167, Columbus OH 43205-0167
800 233-0785

EMT-Basic - Ohio Accreditation
Certificate #502407

240 Parsons Avenue, Room 229
PO Box 7167, Columbus OH 43205-0167
800 233-0785

EMT-Paramedic - Ohio Accreditation
Certificate #5-3-002

240 Parsons Avenue, Room 229
PO Box 7167, Columbus OH 43205-0167
800 233-0785

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Provide emergency fire services under the direct supervision of a fire officer;
2. Provide emergency medical services, working within the confines of EMT-B and/or EMT-P certification;
3. Provide basic emergency rescue services;
4. Provide emergency hazardous material services, working within the confines of First Responder Hazardous Materials Awareness and Operations level;
5. Maintain readiness of emergency equipment;
6. Maintain facilities;
7. Demonstrate public relations skills;
8. Communicate with coworkers, supervisors, and the public;
9. Write reports;
10. Perform fire fighter math skills; and,
11. Practice human relations skills and maintain a code of ethics.

Human Services and Corrections

Degree

Associate in Applied Sciences in Human Services and Corrections

Program

The Human Services and Corrections 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 Services and Corrections Technology provides educational experiences that build knowledge, attitudes, and 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 what the student has learned.

Job Opportunities

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

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Recognize ethical dilemmas and appropriate resolutions;
2. Access and learn the policies and procedures of the specific work place;
3. Demonstrate the ability to use the Ohio Revised Code as a professional resource;
4. Demonstrate mastery of the terminology of the profession in speech and in documentation;
5. Demonstrate an understanding of treatment interventions through hands-on learning and practical experiences;
6. Successfully apply the professional protocol of assessment, planning, intervention, and evaluation;
7. Comply with the laws and acceptable practices of client confidentiality;
8. Write reports with clarity, accuracy, and conciseness which will aid other professionals in making informed decisions about clients; and,
9. Identify risks to public safety.

Juvenile Services

Degree

Associate in Applied Science in Human Services and Corrections; Major in Juvenile Services

Program

The Human Services and Corrections Technology Juvenile Services 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 overcrowding in current institutions. The Hocking College Juvenile Services Major provides instruction necessary to gain skills and knowledge to work in one of these new facilities or in a program to support these facilities.

The Juvenile Services Major provides educational experiences that build attitudes, knowledge, and 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 students have the opportunity for direct application of learning.

Job Opportunities

Graduates are employed as youth leaders/coordinators at social welfare agencies or halfway houses and in many other human services agencies, juvenile probation or parole officers, corrections officers or investigators.

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Recognize ethical dilemmas and appropriate resolutions;
2. Access and learn the policies and procedures of the specific work place;
3. Demonstrate the ability to use the Ohio Revised Code as a professional resource;
4. Demonstrate mastery of the terminology of the profession in speech and in documentation;
5. Demonstrate an understanding of treatment interventions through hands-on learning and practical experiences;
6. Successfully apply the professional protocol of assessment, planning, intervention, and evaluation;
7. Comply with the laws and acceptable practices of client confidentiality;
8. Write reports with clarity, accuracy, and conciseness which will aid other professionals in making informed decisions about clients; and,
9. Identify risks to public safety.

Police Science

Recipient of the Ohio Board of Regents Program Excellence Award.

Degree

Associate in Applied Science in Police Science

Program

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 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.

Accreditation/Approval

Ohio Peace Officer Training Council
London OH 43140

Exit Competencies

In addition to Success Skills (see page 9), graduates of this technology will be well prepared for entry level employment and will have the ability to:

1. Demonstrate ethical behavior in all aspects of the profession including cultural diversity, racism, sexism, corruption, and public trust;
2. Identify crimes in accordance with Ohio Revised Code;
3. Classify crimes in accordance with Ohio Revised Code;
4. Determine that the elements of a crime have been committed;
5. Determine the cause of a motor vehicle collision;
6. Perform crime prevention activities with outside agencies;
7. Recommend crime prevention techniques for specific needs;
8. Use appropriate professional behavior;
9. Communicate effectively in the writing of basic reports;
10. Communicate effectively in the writing of investigative reports;
11. Communicate effectively verbally in the presentation of speeches and demonstrations;
12. Testify effectively in a mock court and present mock evidence in accordance with Ohio and Federal Rules of Evidence;
13. Perform crime scene photography and present it as evidence in a mock court;
14. Perform accident scene photography and present it as evidence in a mock court;
15. Perform evidence photography and present it as evidence in a mock court;
16. Demonstrate competence in general crime scene processing;
17. Demonstrate physically a document that maintains the chain of evidence while processing a mock crime scene;
18. Maintain training/duty equipment and work area for safety while conducting academic pursuits;
19. Demonstrate through academic exercise the utilization of applicable law enforcement math skills at mock crime scenes;
20. Demonstrate through academic exercise the utilization of applicable law enforcement math skills at mock accident scenes;
21. Demonstrate through academic exercise the ability to assess and respond to various situations quickly during mock experiential learning exercises;
22. Work cooperatively with other public safety service agencies utilizing practicums and projects in the field;
23. Meet or exceed Force Continuum competencies; and,
24. Demonstrate improvement in physical fitness and wellness education through initial and summative physical assessments during the prescribed period of time.

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/University Bound program. 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 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>.

Some programs have additional enrollment requirements (an official high school diploma/transcript or GED scores, physical examination, etc.). Upon receipt of your admission application you will be notified if your technology has additional requirements.

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. In addition, Discover Hocking!, which includes a session with faculty, campus and technology tours, and 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, call the Hocking College owned Ramada Inn for reservations, 740 753-3531. Travel arrangements may be made through the Uniglobe Travel Agency at 740 753-3510.

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 completed application form and non-refundable \$50 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 assessed upon their arrival at the College. Based on the assessment, students may be required to 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 does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability. Questions about this should be directed to Rose Marie Smith, Ph.D., Executive Personnel Director, or Stephen Miller, Ph.D., Dean of Student Life, 3301 Hocking Parkway, Nelsonville OH 45764, 740 753-3591. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville OH 45764, 740 753-3591.

Tuition and General Service Fees*

Residents of Ohio

| | | |
|---------------|---------------|----------------------|
| Full-time fee | 12-18 credits | \$763 per quarter |
| Part-time fee | 1-11 credits | \$64 per credit hour |

Students Residing Outside of Ohio

| | | |
|---------------|---------------|-----------------------|
| Full-time fee | 12-18 credits | \$1526 per quarter |
| Part-time fee | 1-11 credits | \$128 per credit hour |

International Students

| | | |
|---------------|---------------|--------------------|
| Full-time fee | 12-18 credits | \$1526 per quarter |
|---------------|---------------|--------------------|

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

Tuition covers the cost of classroom instruction. The General Service Fee partially supports areas such as Admissions, Financial Aid, Student Affairs, administration of the College, computer services, and other non-instructional support services.

Additional Expenses

| | |
|--------------------------------------|--------------------|
| Room and Board | \$1470 per quarter |
| Books | \$300 per quarter |
| Technology Equipment and/or Supplies | Varies by program |
| Course Fees | Varies by program |

Room and board will vary depending on accommodations.

Most courses and programs require textbooks, workbooks, manuals, guides, minor equipment or supplies. Most of these items are available in the College bookstore. The actual costs will vary based on the program of study.

Course fees are consumable supply costs and are in addition to the regular course fees and will automatically be added to the student's account at the time of course registration. There are three types of course fees which will be shown on your account statement:

- supply fee - provides for consumable materials used in the course;
- equipment fee - provides for technical equipment, computers, and software used in the course; and,
- program fee - provides for national and international experiences, staffing of elective courses, development of alternative modes of instruction, low student to faculty ratios to assure student safety or enhance learning, and malpractice liability insurance in appropriate programs.

Payment of Fees

Fees 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.

The College offers a payment plan program through Academic Management Services (AMS). The AMS Payment Plan allows the student to divide quarterly tuition payments into manageable, interest-free, monthly payments. For more information contact AMS at 800 635-0120.

A late fee of \$50 will be assessed if the student's account is not paid in full by the first day of the quarter unless it is fully covered by financial aid, a third party or the student is on the AMS payment plan. 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 for the next quarter, receive a transcript or graduate if the account balance is not paid in full.

Refunds

Instructional, general service and laboratory fees may be returnable in part if a student withdraws from the College under certain circumstances. In order to be eligible for a return of fees, the student must complete the withdrawal process through the Student Advising Office.

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

The admission application fee is non-returnable.

For all students, quarter fees will be returned according to the following schedule:

- From the date on which the fees were charged through the first day of the quarter, full refund.
- From the second day of the quarter through the eighth day of the quarter, 90% of tuition, general service, and course fees.
- From the ninth day of the quarter through the eighteenth day of the quarter, 50% of tuition, general service, and course fees.
- From the nineteenth day of the quarter through the thirty-sixth day of the quarter, 25% of tuition, general service, and course fees.
- No refund after the thirty-sixth 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.

Residency 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 residency 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 some type 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).

By 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 (FAFSA). Students may also complete a Hocking College Scholarship Application. Students interested in loan monies should indicate so when filling out the FAFSA. 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 financial aid forms. For specific financial aid questions, contact the Financial Aid Office at 740 753-3591, extension 2159.

Grants

Grants are 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 with interest 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 Stafford Student Loan and Federal Direct Parent Loan for Undergraduate Students (PLUS). Eligibility requirements and basic guidelines are listed below. The FAFSA is required to determine eligibility 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 \$100 to \$6000 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 geographic region, 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), 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 Student Affairs in order to receive funding.

Academic Advising

Each student is assigned an academic advisor who assists the student to explore and pursue his or her educational goals. The advisor assists the 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 Success Center

The Academic Success Center provides a program and center enabling students access to a variety of instructional services designed to promote success in college. The Center coordinates PASS classes, English support services, reading and basic writing and other academic support services. PASS is a student success course available to any student. The Academic Success Center consists of four labs: the Learning Lab, which provides individualized tutoring, computer-assisted instruction in reading, study skills, math, grammar, etc., on-line information and other academic assistance; the Writing Lab, which provides access to word processing with writing instructors available for writing assistance; and the Reading Lab, which provides courses in reading.

Access Center, Office of Disability Services

Students with disabilities are guaranteed equal access to college programs and services. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. The College provides accommodations for students with documented disabilities.

The Access Center 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.

Students who have been diagnosed with a disability that affects academic success are urged to contact the Access Center.

Alcohol and Drug Education

All alcohol and drug prevention and education initiatives are the responsibility of the Alcohol and Drug Advisory Council. The main objective of this council is to change the elements of the campus and community environment that contribute to alcohol and drug related problems as well as bring about changes through an integrated combination of programs, policies, and public education campaigns.

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.

Assessment Center

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

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 Link

Students can check their e-mail, use Mascot, do research and more on the Campus Link MAC and IBM computers.

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.

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.

Career Planning

For some students, the career choice is unclear. The Career Services Center helps students explore interests, aptitudes and achievement levels as well as educational programs that match the students aptitude and interests.

Counseling Services

College life involves balancing career decisions, academics, and personal situations. When the demands of college life collide with the demands of life in general, the balance can be disturbed. Counseling services can help the student put things back in order. Services include short-term, solution-focused counseling and consultation with area service providers if necessary. The objective is to make sure that each and every student has the opportunity to develop to their potential.

Early Learning Center

The Early Learning Center is the campus day care center serving infants, toddlers, and preschool children. The facility is a safe, protected learning environment for children and is convenient for parents attending the College. For more information call 740 753-4260.

English Support Lab

The English Support Lab provides assistance to students in the English language.

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.

Equity Compliance

Equity Compliance

Any person believing that Hocking College has inadequately applied the principles and/or regulations of 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendment Act of 1972, or 3) Section 504 of the Rehabilitation Act of 1973 (race, color, national origin, sex, and disability) he or she may bring forward a complaint to one of the College's equity compliance officers. They may be contacted in the Office of Student Affairs, Oakley 210 (740 753-3591, extension 2232) or the Personnel Office, John Light 166 (740 753-3591, extension 2357).

Experience Hocking

Experience Hocking, 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.

Experience Hocking 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.

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 rule is intended to help students who were unsuccessful in previous academic attempts and who voluntarily left the College and later returned after a substantial period of time and significant personal change. Fresh Start provides an opportunity for students to reverse the complications of earlier academic difficulties by allowing the student to petition to have grades forgiven from the student's accumulated grade-point average, if the following conditions are met:

- The student must not have been registered for at least three consecutive years prior to the date of return to the college.
- The student must have successfully earned at least 12 credit hours toward their degree since re-enrolling at the college. The student must have a new 2.00 overall/accumulative grade point average.
- A student may use the Fresh Start Rule one time and must have received grades lower than a "C" for the term or terms being petitioned.

The Fresh Start petition is available from the Vice-President of Student Affairs Office in John Light Hall, Room 148. The symbol used on the transcript for the Fresh Start Rule is #. (This symbol precedes the course name). The original grade remains on the transcript but will be removed from the grade-point average.

Health Center

The Health Center provides routine and emergency services for minor medical conditions and accidents and conducts health promotion and wellness programming. 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 Outreach Program Experience (HOPE Center)

The Hocking Outreach Program Experience (HOPE) Center, established in 1996, is the campus resource center for community needs and local service opportunities. The HOPE Center promotes service-learning and offers assistance to faculty in selecting and developing service projects that will complement course objectives. Individual students and student organizations wishing to perform volunteer work can visit the HOPE Center to research listings of current and on-going needs. The Service Opportunities at a Glance booklet, containing detailed profiles of community needs, allows students, faculty, and staff to conveniently "shop" for projects that best suit their interests, skills, and schedules.

Housing

Hocking College is the only technical college in Ohio offering college 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 and Sycamore Hall are college managed facilities offering the latest in personal living amenities. Canal Apartments is a facility accommodating 9 students in apartment style college supervised living.

Students must complete a housing application, which is separate from the admission application, and return it to the Hocking College Bursar.

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.

International Student Services

The Office of International Programs provides student support services and special activities for international students. This area offers cross-cultural programs and activities to the college community.

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.

Learning Labs for 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 more 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, keyboarding/word processing, physics, and chemistry.

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, 92 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 and OVAL. 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.

Learning Resources Center–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.

Mascot

Mascot, the College's on-line student center, provides students with chat groups, message boards, and lists campus activities and events.

Minority Programs

College counselors and support staff are available to minority students to assist with academic, personal, and career success. Programs and services nurture environments where respect and education regarding similarities and differences among people is recognized and honored. Open and continuous communication that deepens understanding of one's own culture and heritage is valued and promoted.

Ombuds Services

The ombudsperson's primary responsibility is to assist students and other members of the college community in expediting settlement of complaints and grievances. Individuals should first try to discuss concerns with the person most closely associated with the situation. Should such discussion seem difficult, or fail to bring acceptable results, the ombudsperson may prove to be a valuable aide. The ombudsperson is experienced in providing this service in an independent, confidential, and neutral manner.

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.

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 2300 acre campus is criss-crossed with hiking and horse-back 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 coordinates programs, activities and services. An extensive array of cocurricular educational opportunities are available to all Hocking students.

Student Advising Center

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

Student Health Insurance

To cover unforeseen medical expenses, all students are encouraged to have health insurance. The College offers

an affordable student health insurance plan to those without health insurance. Participation in the plan is on a voluntary basis and interested students must send the enrollment form with their payment directly to the insurance company within 45 days of becoming a new student. Enrollment periods are strict. Health insurance is not included in your tuition bill. Health insurance information, enrollment forms, and brochures are available at the 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, Residence Assistant staff, honor societies, technology clubs or special interest groups offer the opportunity to learn important, marketable leadership skills in a supportive, enjoyable environment.

Study Abroad

Hocking College is committed to providing our students with an exceptional selection of transglobal learning experiences. We want to make the world your classroom. All of the richness, excitement, and learning that is available throughout the world can be yours as you register to study abroad. Hocking's faculty and staff accompany you on each journey. You will learn of other cultures, languages, customs, as well as differences in land and waters, animals and plants...and much, much more.

Tech Prep

In Ohio, Tech Prep is defined as a competency-based program of combined secondary and postsecondary education and occupational experience that includes a common core of required proficiency in mathematics, science, communications, and technologies designed to lead to an associate degree or two-year postsecondary certificate in specific career fields.

Tech Prep students in selected programs in area high schools, career centers, and vocational schools may receive advanced standing in Hocking courses. This is initiated through an articulation agreement between Hocking College and the high school, career center or vocational school.

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 the degree and/or transferring to a four year institution. To qualify, the student must be a first generation college student, low income or 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."

Tutoring

Peer tutors are available to assist students in general and technical courses. Qualified tutors are chosen by faculty to tutor students individually or in groups. Students interested in these services should contact the School of Arts and Sciences, the Academic Success Center or the Student Advising Center.

University Center

The University Center assists students who choose to continue their education after completing an associate degree at Hocking. Franklin University and Rio Grande University use this office located on campus and offer bridge courses which make it easy to continue your education.

Veterans Assistance

Hocking College is approved for the education 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.

Women's Center

A place to study, meet, converse, or just relax. A number of support programs are offered through the Women's Center.

Cooperative Education (Co-Op) Programs

Co-op programs offer students the opportunity to combine paid work experience and college instruction. A number of co-op programs are offered through the College. Students work in a business/industry setting relating directly to their program of study.

Customized Industry Training

Hocking's Center for Workforce Development (CWD), 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. The CWD provides services both on campus and at client locations, depending on request and needs. The CWD 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 a leadership symposium to supervisory skills, to customized computer training, to fluid power training, to strategic planning.

Evening College

Hocking College has a vibrant evening college program. Individuals have opportunities to enhance current work skills, invest in lifelong learning and to earn 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.

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

Associate Degree Programs

- Accounting
- Business Management
- Massage Therapy

Certificate Programs

- | | |
|-------------------------------------|------------------------------------|
| • Accounting Clerk | • Electrocardiograph Technician |
| • Accounts Receivable/Payable Clerk | • Financial Services |
| • Advanced Cardiac Life Support | • First Aid |
| • Advanced EMT-B | • First Responder |
| • Advanced Pediatric Life Support | • Herbal Studies |
| • Backpacking and Survival | • Income Tax Preparation |
| • Baking | • Management Specialist |
| • Bartender | • Nature Art |
| • Basic Trauma Life Support | • Phlebotomist |
| • Cardiopulmonary Resuscitation | • Practical Nursing* |
| • Cost Accounting Clerk | • Real Estate |
| • EMT-B | • Taxidermy |
| • Dietary Manager | • Transfer Module/University Bound |
| • Dispatcher (911) | |

*Evening/Weekend Practical Nursing program begins on even numbered years

National Ranger Training Institute

The National Ranger Training Institute (NRTI) offers the Ranger Academy, a combination of Seasonal Officer Training and Ohio Basic Training, and 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 twice a year 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, and Wildfire Management as well as 20 other individual modules.

Ohio Peace Officer Basic Training Academy

This academy offers 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 or complete the open enrollment process specified by the Ohio Peace Officer Training Commission. Topics include patrol techniques, legal concerns, firearms training, and physical and practical skills.

On Line Courses

Courses delivered primarily by the world wide web. Some courses may require on campus or proctored testing sessions.

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, Reading, Math, Social Science, Business, Accounting, Drafting, Nutrition/Dietetics, Information Processing, Physics, Chemistry, First Responder, 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.

Prior Learning Documentation

Prior learning documentation 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 evaluation. Credit is not officially posted until the student has completed 12 credit hours at Hocking.

Public Safety Services Training Center

The Center is committed to continuing professional development of law enforcement, fire, emergency medical services, human services, adult and juvenile rehabilitation, and corrections personnel. The Training Center provides advanced training programs designed to challenge and develop critical thinking and competency and provides college credit and/or certificates. The Public Safety Services Training Center is a regional training site for the Ohio Peace Officer Training Academy, the Associated Public-Safety Communications Officers, Inc. (APCO), and The Training Justice Administration (TJA) and Training Resource Group, Inc. The Center also serves as a fire and EMS regional testing site for the Ohio Public Safety Services Department.

Quest for Success

Quest for Success is a coordinated set of learning experiences that include classroom as well as field activities. The Quest for Success program develops personal skills including self-reliance, self-confidence, and self-discipline. Academic development expands English and math skills while introducing the technical field. Skill

building includes test-taking strategies, note-taking skills, effective study skills, and career exploration. Leadership and followership skills and the importance of community service are included. Recreational activities include caving, canoeing, and camping.

Servicemembers Opportunity Colleges

Hocking College is a member of Servicemembers Opportunity Colleges, a consortium of nearly 1500 public and private colleges and universities pledged to be reasonable in working with servicemembers and veterans trying to earn degrees, despite the demands of military duty and career related relocations. As a SOC member we are committed to easing the transfer of relevant course credit, providing flexible academic residency requirements, and crediting learning from appropriate military training and work experiences. SOC is sponsored by fifteen national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies

Smart Start

A week of fun activities designed to help students become familiar with the campus, meet new people, and get connected. This action filled week, prior to the start of fall quarter, includes activities such as canoeing, horse-back riding, and an improv comedy show.

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

Forest Management

With faculty supervision, Forest Management and Timber Harvesting/Tree Care students cruise, buy, cut and sell timber and operate forest management and timber stand improvement programs for the College and 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.

McClenaghan Center for Hospitality Training

The McClenaghan Center for Hospitality Training provides customized training for those in the hospitality industry. Services include on campus or on-site training packages, a speakers bureau, state-of-the-art training facilities at the College owned Ramada Inn, associate degree, diploma, and certificate programs in Culinary Arts and Hotel and Restaurant Management, hospitality internships and co-op opportunities throughout the world, and hospitality industry consultation.

Ramada Inn

The Ramada Inn is a full service public facility on Hocking's campus. Culinary Arts and Hotel and 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 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 affected 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.

Taxidermy Studio

Located on West Columbus Street in Nelsonville, the Taxidermy Studio provides taxidermy services to the public. Courses in taxidermy are available.

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 business providing on-campus employment for Natural Resources and Business students. Several types of bird feeders and houses are constructed and sold to the State Department of Natural Resources and the general public at a retail outlet store in Nelsonville.

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.

HockHocking Folk Festival

Robbins Crossing on Hocking College's campus comes alive with a celebration of music, culture and heritage in an authentic pioneer village. Headline entertainment includes local and regional musicians, arts and crafts, and food. Visitors are encouraged to bring their musical instruments and take part in jam sessions throughout the day. Activities include musical instruction, instrument building, a make and take area, storytelling and food.

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 1 800 967-7834.

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 Natural and Historical Interpretation.

International Bowhunter Challenge

Two events held simultaneously: third leg of the Triple Crown of Bowhunting where points from the local shoot are added to points accumulated at earlier competitions and a national champion is determined. The local shoot is the Bowhunter Challenge where shooters aim at 3D target ranges across the 1,600 acre campus. Amateurs and professional teams and individuals compete. Sponsored by International Bowhunters Organization.

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 as well as 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.

Ohio Smoked Meat/BBQ Festival

Held on the Hocking College Campus, this festival is the only Kansas City Barbecue Society (KCBS) sanctioned Ohio competition. Contestants may compete in any or all seven categories and may have the opportunity to compete at the Jack Daniels Invitational and/or Kansas City Royale competitions.

Ohio Trails Expo

The Ohio Trails Expo brings together hikers, backpackers, mountain bikers, canoers and kayakers to give individuals and families information about muscle powered trails for fun and a healthy lifestyle. Workshops and demonstrations are on-going daily as well as commercial displays and displays from green ways, waterways and trail groups from Ohio and surrounding states. Sponsored by Buckeye Trail Association and Hocking College.

Paul Bunyan Show

Lumberjacks, chain saw carving, pole climbing, log birling, crafts or logs skidded by horses - anything that has to do with wood or the wood products industry. Music, Paul Bunyan Queen, Bunyan Burgers, chain saws, heavy equipment demos and displays and more provide something for everyone of all ages. Over 55,000 visitors annually attend the show which 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, illustrate the history of Southeastern Ohio through a restored living history community. Each weekend throughout the summer and fall, costumed Natural and Historical Interpretation students and community volunteers 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.

Raptor Rehab Center

Located near the Hocking Woods Nature Center, the Raptor Rehab Center provides care for injured birds who cannot care for themselves. Hocking students learn about the birds and the eco-system while sharing this experience with school groups and scout programs.

Towne Centre Christmas

Old-fashioned Christmas celebration on Nelsonville's historic Public Square. Live nativity, strolling carolers, horse and wagon rides through the Historic District, activities at Stuart's Opera House, art show and sale by Foothills School of American Crafts, activities at Nelsonville Public Library, storytelling, Christmas Parade, and rides on the Hocking Valley Scenic Railway.

Adding and Dropping Classes

Once a student has officially registered for a quarter, course adjustments are accomplished by Adding or Dropping of courses. This is done by properly completing and fully processing an Add/Drop form (available at the Cashiers/Records Office in JL 156).

Adding Courses If specific course sections have available space and have no individually-specific registration requirements, students may add courses to their existing course registration up through the 15th day of a term. If a section is already filled to capacity or has special registration requirements, a student will only be allowed to add a course with special permission (if granted). After the 15th day of the term, a student must have the instructor's signature or Department Stamp on Add/Drop form to be allowed to add a class. Students adding classes must pay all charges for the class at the time of registration if the addition of the class results in additional charges.

- At any time, to add a traditional class that has reached its enrollment cap, a student must have the Department's Stamp.
- PACE classes may be added any day of the quarter.
- Flex classes may be added up to the date of the delivery of the instructional program.

Dropping Courses A student may drop a course for which they are already registered at anytime up through the end of the 7th week of the term (or the equivalent in special circumstances) by properly completing and fully processing an Add/Drop form.

- PACE courses may be dropped any time up to seven weeks of classes following registration.
- Flex courses which meet in two or more sessions may be dropped any time up to the equivalent of 7/11^{ths} or 63% of the course.
- Flex courses which meet in a single session may be dropped any time prior to the class meeting.

The College calculates potential refunds for dropped classes as follows: Adjustment of fees for Drops will be 100% through the 4th day of a term and 50% from the 5th day through the 15th day of a term. There will be no fee adjustments for courses dropped after the 15th day of a term. Fee adjustments for modular, weekend and flexibly-scheduled courses will use the same percentages, however, the time periods involved are proportional to the length of the term, module or class period.

Dropping all registered classes for a term automatically constitutes a Withdrawal and the student will be processed as a Withdrawal and will be subject to the rules and regulations governing Withdrawals.

Adding and/or Dropping classes may affect a student's account, account balance, fees owed to the College and financial aid eligibility status and coverage. For financial aid purposes, Adding and/or Dropping classes after the 15th day of a term will not affect a student's financial aid calculations for that term but may reduce a student's aid eligibility in future terms.

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. 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 (by the fifteenth day of the term) on an audit basis. 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. Students may not change to or from an audit to a basis after fifteenth day of the term. Regular fees must be paid for auditing a class. Audit registration/change forms are available at the Cashiers/Records Office located in JL 156.

Auto Registration and Parking

All vehicles driven by students to the College must be registered with the Department of Campus Safety. 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/105.5 FM | WATH/97 AM |
| • Chillicothe | WBEX/93.3 FM | WBEX/1490 AM | |
| • Columbus | WNCI/97.9 FM | | |
| • Gallipolis | WRYV/101.5 FM | | |
| • Jackson | WHOV/96.7 FM | | |
| • Lancaster | WHOK/95.5 FM | | |
| • 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 | | |

Information will also be announced on the following television stations:

| | | |
|--------------|-----------|----------|
| • Columbus | WBNS/TV10 | WSYX/TV6 |
| • Zanesville | WHIZ | |

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.

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. Once the decision is made, 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/QPA 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/QPA:

- NR Not reported
- S Satisfactory
- U Unsatisfactory
- AU Audit
- PR PACE course in progress (converts to an F or U one quarter after receiving grade)
- CT Continuing course
- I Incomplete (converts to an F or U one quarter after receiving grade)
- W Withdrawal
- CE* Credit by examination
- CA* Credit by advanced standing
- CL* Credit for life experience
- CS Course substitution
- 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

Graduation Requirements

Associate Degree Requirements

- Successfully complete (with a passing grade) the course requirements as specified on the official technology course of study, or have posted transfer credit or special credit (see approval process for each special credit option: 1] course substitution, 2] credit by advanced standing, 3] credit by exam, 4] credit by life experience or portfolio development, 5] course waiver).
- Earn a minimum of 30 credits at Hocking College (or 15 credits if from a Hocking College approved program) in addition to credits awarded by any special credit method, or credit transferred from other colleges, or any combination of methods. A minimum of 15 credits must be in technical courses (unless transfer is from a Hocking College approved program). (Residency requirement.)

- Attain 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.
- Successfully complete COMM 122 (Communications II) and COMM 123 (Communications) or ENGL 151 (Freshman Compositions) and ENGL 152 (Advanced Essay Skills) and any additional communications requirements as specified by the official technology curriculum.
- Successfully complete MATH 108 (Introduction to Algebra) and all math requirements as specified by the official technology curriculum.
- Complete and file an Application for Graduation form with the Records Office.
- Note: Credits in fundamental and developmental courses do not meet graduation requirements. Fundamental courses are MATH 101 (Basic Mathematics), COMM 051 (Fundamentals of Reading), and COMM 050 (Fundamentals of Communication). Developmental courses are MATH 102 (Pre College Algebra), COMM 110 (Reading Communications), and COMM 121 (Communications I).
- Note: Students must meet all financial and library 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 must also have the basic or 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.

Technologist Certificate, Certificate of Concentration, Technical Certificate, Occupational Certificate, and Certificate of Completion Requirements

- Complete, with a passing grade, the course requirements specified for the technologist certificate, occupational certificate, or certificate of completion. Transfer and special credit options may be used.
- Attain a 2.00 GPA in technical courses and a 2.00 GPA for all courses required for the certificate.

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 of Student Affairs.

Transfer Credit

Hocking College provides credit by transfer. Transfer credit constitutes academic credit given for courses taken at another accredited institution of higher education. To receive credit for a course or courses taken at another institution, the student should submit to Hocking College an official copy of his/her transcript from each institution attended. The Transfer Credit Coordinator, with assistance from the School Administrator, will determine transfer credit. Students who have earned a grade of "C-" or better in non-remedial courses may request transfer credit. Students who have earned an AA/AS degree at another institution will have all non-remedial

courses with a grade of "D" or better considered for transfer. Credit hours for course work earned by transfer are recorded by the designation "T" on the student file. Transfer credit hours are not included in the calculation of the student's total grade point average.

The initial evaluation of the student's transcript may involve two steps:

- Upon receipt of the student's transcript an initial evaluation of most general course work will be completed and a response will be mailed to the student. In most cases the initial process will complete the evaluation.
- In the event that the student is applying for a particular field where previous course work is detailed and course names are not a clear match for Hocking College courses, the student will be asked to submit a course outline syllabus to the technology coordinator who may recommend additional transfer credit. In this instance the Transfer Coordinator will copy the student's transcript and the evaluation and send it to the technology coordinator. On the student's next visit to Hocking College, meet with the appropriate technology coordinator to discuss this. When the technology coordinator is satisfied that previous course work meets the requirements for Hocking College credit, he/she will send approval of additional credit in writing to the Transfer Coordinator. This additional credit will be added to the student's file and another full transfer evaluation will be mailed to the student.

Upon review of the transfer credit evaluation should the student believe that they should have received credit for a course(s) which was not granted, the student may use the following appeal process. State in writing:

- Your name, social security number, current Hocking College status (applicant, enrollee, graduate), permanent address, and phone number.
- College/university attended.
- Course name and number which you are appealing.
- Course description and/or course syllabus.

Submit the above information to the office of the Transfer Coordinator. The Transfer Coordinator will review the appeal and render a decision in writing within 10 working days of receipt of the appeal.

Should the student be dissatisfied with the initial appeal decision, he/she may request in writing an appeal to the School Administrator. Requests should be addressed to the Transfer Coordinator. Upon receipt of a memo requesting School Administrator review, the Transfer Coordinator will forward all pertinent information to the appropriate School Administrator. The School Administrator will review all material and render his/her decision within 10 working days after the memo is received by the Transfer Coordinator. The decision will be in writing, and sent to the student.

Should the student continue to be dissatisfied with the decision of the School Administrator, the student must request in writing that the appeal be forwarded to the Vice President of Academic Affairs. This request should be submitted to the Transfer Coordinator. Upon receipt of a memo requesting Vice President of Academic Affairs review, the Transfer Coordinator will forward all pertinent information to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review all material and render his/her decision within ten (10) working days after the memo is received by the Transfer Coordinator. The decision will be in writing and forwarded to the student. If the student challenges the judgement of the Vice President of Academic Affairs, he/she may appeal to the State Appeal Review Committee.

Withdrawing from the College

A student may withdraw from the College during a term for which he/she is registered for classes. Once a student has registered for classes, the only way to completely and officially leave the College is to complete the withdrawal process. It is extremely important that any student wishing to completely withdraw from the College for the quarter officially complete the Withdrawal process. Failure to Withdraw officially can cause future registration and financial aid problems later. Dropping all classes automatically constitutes a Withdrawal

and the student will be processed as a Withdrawal and be subject to the rules and regulations governing Withdrawals.

To officially withdraw, a student must complete a Withdrawal Form and fully process it through the Withdrawal Office located in the Student Advising Center in the Concourse of John Light Hall. The student may initiate such action only by interacting with the Withdrawal Office personnel. The student may contact the office in person or by telephone or may send a written letter addressed to the Withdrawal Office stating his/her intention to withdraw for the term. The date of contact will be the official date of withdrawal; in the case of a mailed letter, the postal date on the document will become the official date of withdrawal.

Students who leave the College without following the withdrawal procedures are not considered to have withdrawn from the College and are not entitled to any refunds and are responsible for any charges on their account. Students on Title IV (federal) financial aid must officially withdraw from the College in order for adjustments to aid payments and refunds to be processed.

Tuition and Instructional Fee Adjustments Upon Withdrawal:

A student who withdraws on or before the first day of classes will receive a 100% adjustment of tuition and instructional fees. Withdrawal after the first day of classes results in the following adjustments:

- 90% adjustment for withdrawing on the 2nd – 8th day of the term.
- 50% adjustment for withdrawing on the 9th – 18th day of the term.
- 25% adjustment for withdrawing on the 19th – 36th day of the term.

There will be no adjustment of tuition and instructional fees after the 36th day of a term.

- Students who are dismissed by the College and students who leave without following the official withdrawal procedures are not entitled to any fee adjustments.
- Refund payments, if applicable, will be processed by the Cashier's Office and require approximately 30 days from the time the Withdrawal is submitted.
- The fee adjustment policy for modular, weekend and flexibly-scheduled courses will use the same percentages as above. However, the time periods involved are proportional to the length of the term, module or class period.

Affirmative Action Statement

Hocking College does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability. Questions about this should be directed to Rose Marie Smith, Ph.D., Executive Personnel Director, or Stephen Miller, Dean of Student Life, 3301 Hocking Parkway, Nelsonville OH 45764, 740 753-3591. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville OH 45764, 740 753-3591.

Campus Security Policy and Campus Crime Statistics

Hocking College is committed to assisting all members of the Hocking community in providing for their own safety and security. The annual security compliance document published as required by the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act," is available at www.hocking.edu/campus_safety.

If you would like to receive a printed copy of the Hocking College Crime Prevention and Awareness Document, you can stop by Campus Safety, or call 740 753-3591 extension 2500 and one will be mailed to you.

Student Right to Privacy

The Family Educational Right and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. FERPA is designed to protect the privacy of educational records.

Under FERPA, a student has the right to:

- inspect and review his/her records, except
 - information about other students
 - financial records of parents
 - confidential letters of recommendation with access right waived
 - notes made by and remaining in the sole possession of the maker
- amend an incorrect record
- consent to disclosure of educational records (with exceptions). A written signature is required prior to releasing all information except:
 - "directory information" (information considered public by the College including: name, address, telephone listing, date and place of birth, technology/major, dates of attendance, degrees and awards received). This information will be disclosed even in the absence of consent unless the student files written notice requesting the College not to disclose any or all of the categories. This notice must be filed annually to avoid automatic disclosure of directory information. The notice should be filed with the Records Office.
 - to an employee/agent of the institution with a legitimate educational interest
 - to another institution where the student is seeking enrollment
 - to the Federal Department of Education
 - to parents of dependent students (proof of dependency required)
 - to state/local officials in conjunction with legislative requirements

- to address a health/safety emergency, including to provide information about alcohol/substance abuse to parents of a student
- in connection with the receipt of financial aid
- to comply with a judicial order or lawfully issued subpoena.

FERPA Definitions

- "Directory information" - information that is not considered harmful or an invasion of privacy if disclosed
- Educational records - anything related to the students with the following exceptions: records retained solely by the maker, law enforcement records created by and for a law enforcement agency, employment records unless employment is based on student status (such as the case with a work-study or part-time employment student position), medical/psychological treatment records, alumni records
- Parent - either parent of a financially dependent student (proof of dependency is required)
- Eligible student - 18 years of age or enrolled in higher education

Note: FERPA rights and the right to privacy end at death.

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

Associate Degree

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

Certificate Program

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

Class Hours

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.

Course Number

The two, three or four letters and three digits (for example, COMM 122) which identify the course being offered. The course number corresponds to the course description, a brief outline of the subject matter of the course, in the course of study/course description catalog and on the web at www.hocking.edu.

Course Fees

Consumable supply costs are in addition to the regular course fees and will automatically be added to the student's account at the time of course registration. There are three types of course fees which will be shown on your account statement: 1) supply fee - provides for consumable materials used in the course; 2) equipment fee - provides for technical equipment, computers, and software used in the course; and, 3) program fee - provides for national and international experiences, staffing of elective courses, development of alternative modes of instruction, low student to faculty ratios to assure student safety or enhance learning, and malpractice liability insurance in appropriate programs.

Course of Study

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

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 school administrator.

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. Available in select courses.

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 through prior learning documentation 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 required courses, the successful completion of which entitles students to a degree or certificate.

Deans' List and Scholars 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. Scholar recognition is awarded to students completing 6 to 12 credit hours with a 3.30 or higher.

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.

Flex Course

Any course which does not meet over the eleven week period of each quarter or one summer term.

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.

Lab Hours

Time scheduled as part of the instructional plan for the practical application of the theory presented in courses. Laboratory activities may include conducting experiments, practicing procedures or skills, or clinical or field experiences.

Part-Time Student

A student who is enrolled for less than twelve credit hours.

Practicum and Coop Work Experiences

It is required in most programs and recommended in a few programs that you complete a practicum or coop work experience prior to graduation. These experiences involve an on- or off-campus work experience integrated with academic instruction in which learned concepts are applied to practical situations within your technology.

President's List

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

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.

Seminar

An educational experience in which a faculty member directs 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.

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.

Type

All courses are identified as either technical (T) or general (G). Technical courses provide the technical skills and knowledge required for career competency. General courses provide the common skills required in all work places and serve as a foundation for the technical program.

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.

Board of Trustees

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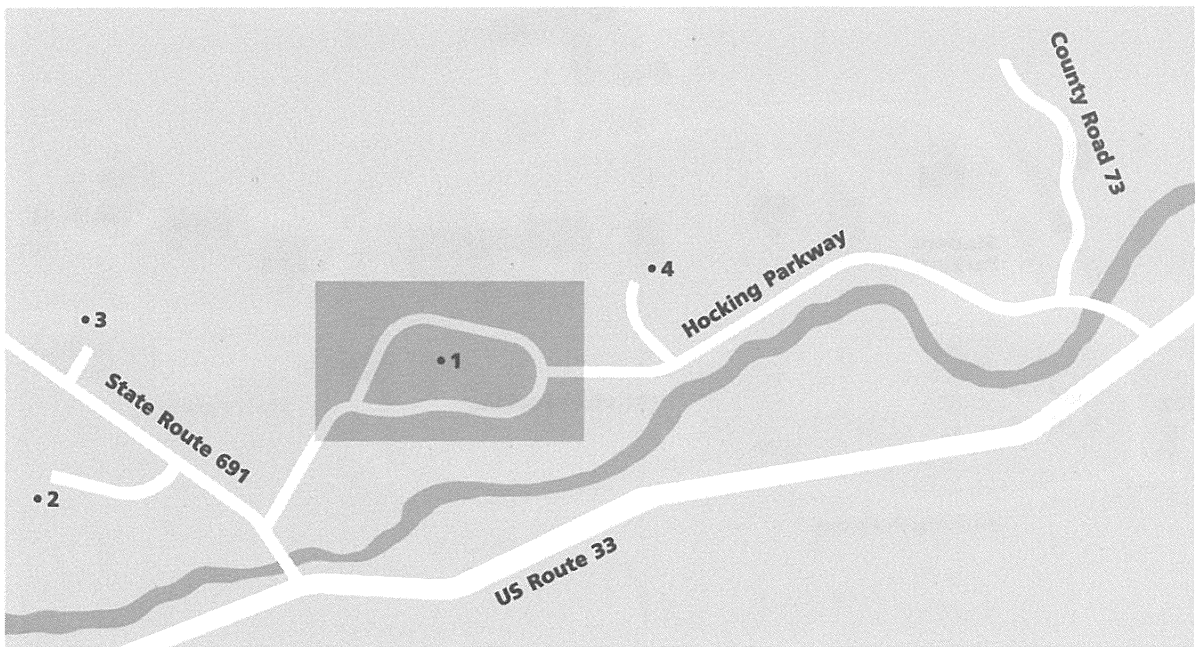
Management Staff

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 Gary Baldwin, Masters Degree, Director, High School Relations
 Terry Begley, Masters Degree, Assistant Vice President, Computer Services
 Susan Berg, Hocking College Foundation Executive Director
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 Josh Lancaster, Ph.D., Dean, Regional Campuses and Workforce Development
 Sally Lozada, Masters Degree, Assistant Vice President, Student Affairs
 Alan Markovich, Masters Degree, Registrar

Judy Maxson, Ph.D., Provost and Vice President, Academic Affairs
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Judy Sinnott, Director, Public Information
Rose Marie Smith, Ph.D., Executive Personnel Officer
Roger Springer, Bachelors Degree, Director, Financial Aid
Phil Staten, Associate Degree, General Manager, Ramada Inn
Claudette Stevens, Masters Degree, Dean, School of Arts and Sciences
Charles Taylor, Masters Degree, Director, Perry Campus
Russ Tippett, Masters Degree, Dean, School of Natural Resources
Jose Torres, Ph.D., Director, Institutional Research
Ariana Ulloa, Masters Degree, Director, International Programs
David Valkinburg, Associate Degree, Director, Campus Safety and Security
Molly Weiland, Ph.D., Dean, School of Health and Nursing
Diane Wolf, Associate Degree, Assistant Director, Admissions Information

Administration, Faculty, and Staff

For a complete listing of Hocking College administration, faculty, and staff please see the College website at www.hocking.edu.

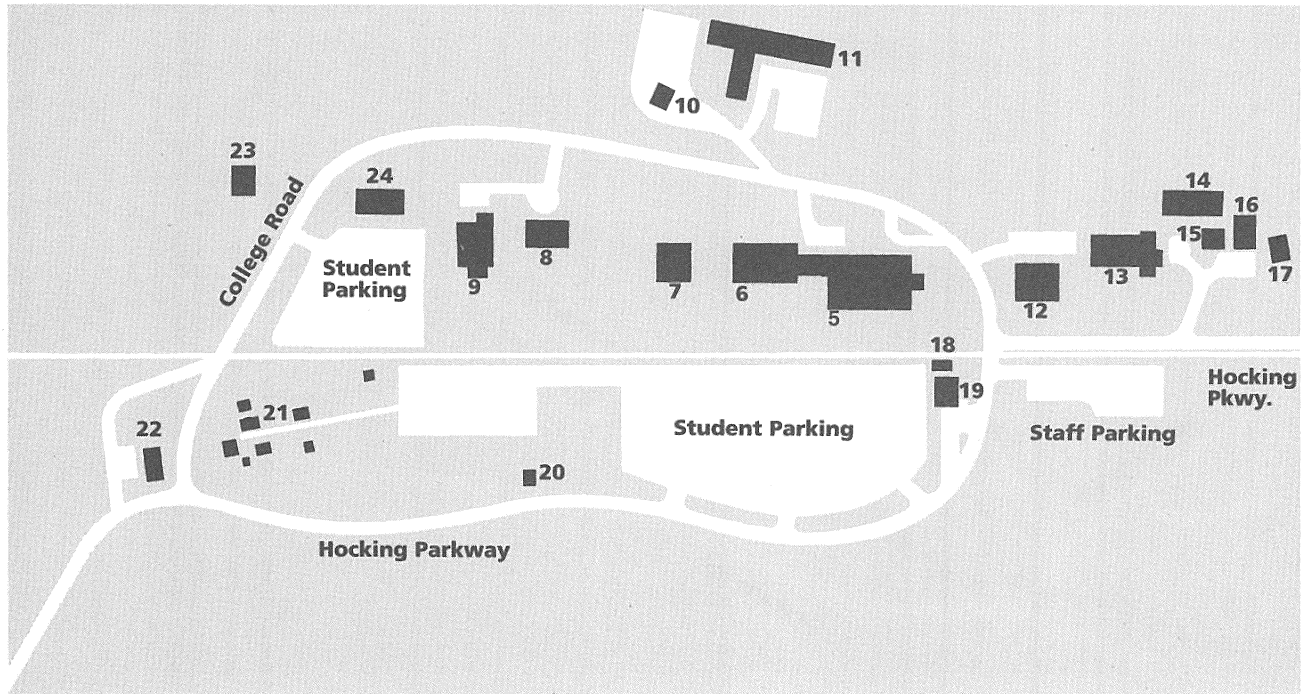


1. HC Campus
2. Ramada Inn
3. International Energy Center
4. Hocking Woods Nature Center

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. If you need accommodations while visiting the College, call the Ramada Inn for reservations, 740 753-3531.

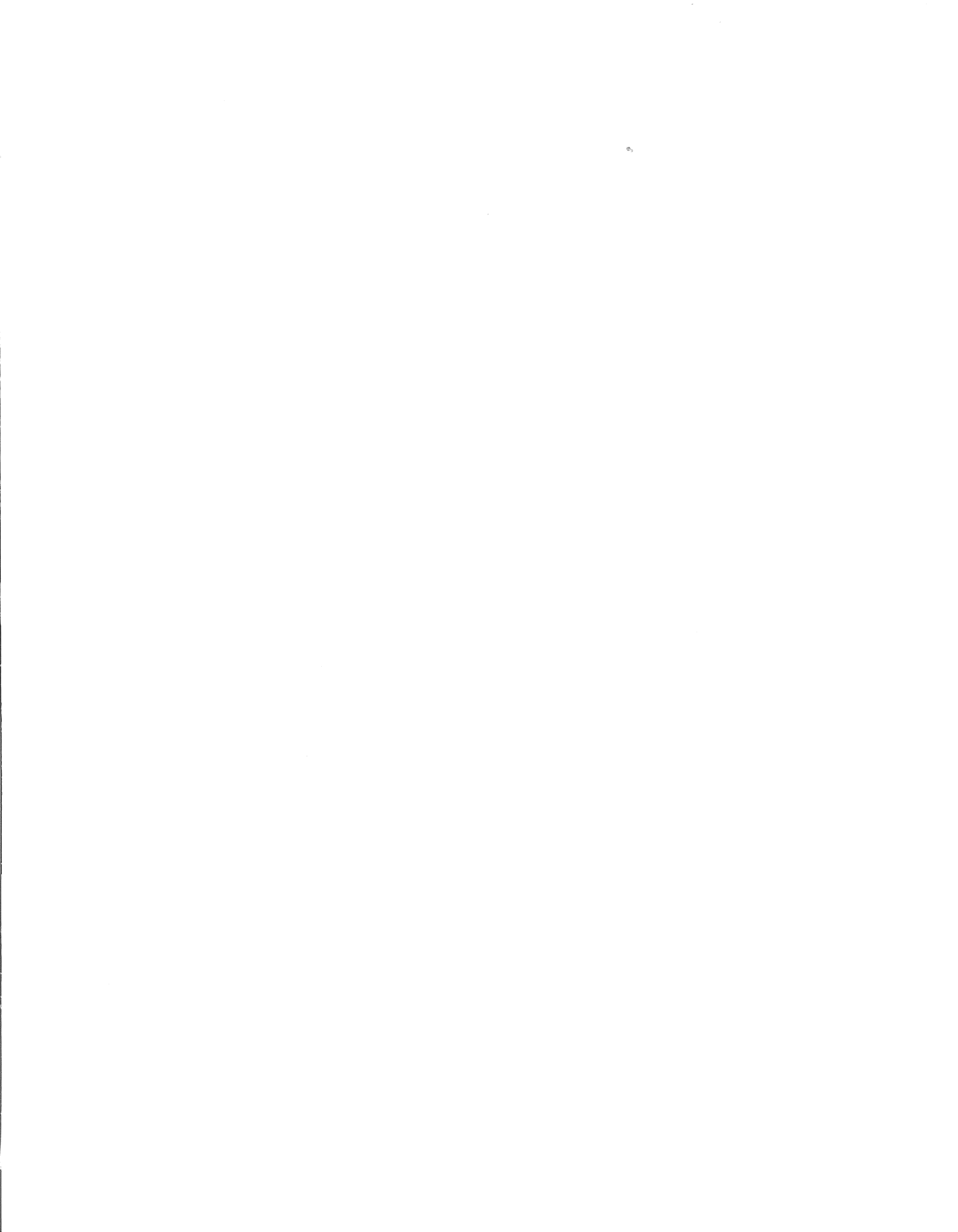
Travel arrangements may be made through the Uniglobe Travel Agency at 740 753-4445.



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. Early Learning Center
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PROGRAMS AT HOCKING COLLEGE

School of Arts and Sciences

Associate in Individualized Studies
Associate in Technical Studies
General Courses
Transfer Module

School of Business

Accounting
Business Management and Entrepreneurship
Financial Services
Office Management

School of Computer and Information Technology

Computer Programming
E-Commerce
Interactive Multimedia
Network Systems

School of Health and Nursing

Dietary Manager Certificate
Fitness Management
Massage Therapy/Business Management
Massage Therapy Certificate
Medical Assistant
Medical Records/Health Information Management
Nanny and Child Care Certificate
Nanny and Child Care/Business
Nanny and Child Care/Dietetic
Nursing (PN and ADN Ladder)
Nursing Level I - Practical Nursing Diploma
Nursing Level I - Practical Nursing Evening/Weekend
Nursing Level II - Enrichment/ADN (For graduates of approved schools of practical nursing)
Nutrition and Dietetics
Opticianry
Physical Therapist Assistant
Radiologic Technology
Surgical/Operating Room Technology

School of Hospitality

Culinary Arts
Hotel and Restaurant Management

School of Industrial Technology

Audio/Video Production and Broadcast
Compressed Air and Gas Systems
Drafting and Design
Electronics
Industrial Ceramics
Materials and Manufacturing

School of Natural Resources

Archaeology
Backcountry Horsemanship
Backcountry Horsemanship Technologist Certificate
Ecotourism and Adventure Travel
Environmental Restoration
Fish Management and Aquaculture
Forest Management
Geographic Information and Global Positioning Systems Certificate (GIS/GPS)
Natural and Historical Interpretation
Natural Resources Management
Ranger Academy Certificate
Ranger Services
Reclamation
Timber Harvesting and Tree Care Certificate
Wildlife Management

School of Public Safety Services

EMT Paramedic Certificate
Fire and Emergency Services
Fire Fighter Certificate
Human Services and Corrections
Juvenile Services
Peace Officer Basic Certificate
Police Science

HOW TO REACH US

Telephone

740-753-3591

E mail

admissions@hocking.edu

Admissions

1-800-282-4163

Online

www.hocking.edu

Mailing Address

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Nelsonville OH 45764