2015-2016

College Catalog
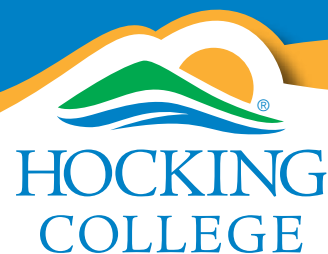
HOCKING COLLEGE

hocking.edu/applyyourpassion

Welcome to Hocking College!

If you are a hands-on learner and you enjoy experiencing things, not just learning about something, you have found your ideal place to learn at Hocking College. Your educational pathway includes industry relevant certificate(s), an associate degree and a pathway to an advanced degree in your chosen field.

You will be inspired everyday by qualified faculty with credentials and relevant experience in their field. They will share with you the knowledge and skills to follow your dream career and great stories from their real world experience. Our faculty are accessible in class and also out of class including serving as your advisors helping you navigate college and career.

You will form life-time friendships among faculty and staff dedicated to you and your success. You will find support programs designed to assure you don't fall through the cracks academically and community support services designed to keep you in school and see you graduate.

Southeastern Ohio is a community of "can do" people. Hocking College provides the environment for you to grow in that "can do" mind-set needed for a life of success in your chosen career. Experience Hocking College and get the experience needed to achieve your dreams.

Sincerely,

Betty Young, Ph.D., J.D., LL.M.
President Hocking College

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HOCKING COLLEGE

Mission

Adopted by the Hocking Board of Trustees, October 2010

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

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 Success Skills, have been adopted. These represent minimum expectations for a college-educated adult. Success Skills are woven into and assessed throughout the curriculum.

Transfer

The college collaborates with other institutions of higher education, high schools and career centers 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 areas. 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.

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Important Contact Information

Academic Success Center 740.753.6502

Admissions 740.753.7050

Bookstore 740.753.6186

Cashier 740.753.7029

Community Relations/Marketing 740.753.6559

Foundation and Alumni Relations 740.753.7010

Financial Aid 740.753.7061

Human Resources 740.753.7040

International Services 740.753.7122

Library 740.753.6333

McClenaghan School of Hospitality 740.753.7601

Office of Military and Veteran Affairs ....740.753.????

Regional Campus: Logan 740.380.9315

Regional Campus: Perry 740.342.3337

Registrar 740.753.7042

School of Arts, Business and Science 740.753.6134

School of Health and Safety 740.753.6419

School of Natural Resources 740.753.6304

General Information

The Hocking College catalog is published annually. The catalog is intended for use from August 2015 through August 2016. The college may modify curriculum during the year.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Hocking College. Failure to read this catalog does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the college reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered to be desirable or necessary.

Hocking College does not discriminate based on race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status or any other legally protected class in admission of students, educational programs and policies, employment or other activities.

Notice Of Privacy Rights (FERPA)

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.

The student's educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. The only information that may be released without the student's permission is name, dates of attendance, full-time or part-time enrollment status, honors and awards received, degree(s)/certificates(s) awarded, if any, address, phone number, Hocking College email address, participation in officially recognized sports and activities, and photograph. Photographs may be used for marketing, publicity, and newsworthy events. Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This requires encompasses all directory information.

Students may inspect and review their educational records by submitting a written request to the Registrar that identifies as precisely as possible the record or records he or she wished to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The college reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's

parents; (2) those records that are excluded from the FERPA determination of educational records.

Students who believe that their educational records are inaccurate, misleading or in violation of their privacy rights may ask to have them corrected. Additional information regarding this policy may be found on the Hocking College website.

Notice of Non-Discrimination

Hocking College does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. The following personnel has been designated to handle inquiries regarding the college's non-discrimination policies, to receive discrimination/harassment complaints from members of the college community, and to monitor the institution's compliance with sate and federal non-discrimination laws and regulation:

For Students:
George Petrovay
Coordinator, Student Rights and Responsibilities
3301 Hocking Parkway
Nelsonville, OH 45764
740.753.6072
petrovayg@hocking.edu

For Employees:
Nicolette Dioguardi
Vice President, Risk Management and General Counsel
740.753.6449
dioguardin@hocking.edu

Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA).

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
800.621.7440 / 312.263.0456 / Fax: 312.263.7462
info@hlcommission.org
www.higherlearningcommission.org

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2015-2016 Academic Calendar

Autumn Semester

August 17 - 21 (Monday-Friday) ....Start Week for Faculty and Staff

August 23 (Sunday) ....Last Day to Withdraw or Drop Classes for 100% refund of applicable fees

August 24 (Monday) ....New Student Welcome Day

August 25 (Tuesday) ....All Classes Begin

August 28 (Friday) ....Last Day to Register for Classes

September 6 (Sunday) ....Last Day to Withdraw or Drop Classes for 85% refund of applicable fees

September 7 (Monday) ....Holiday: Labor Day

September 15 (Tuesday) ....All Employee Learning Day **(no day classes; evening classes will be held)**

October 12 (Monday) ....Autumn Semester Second Start

October 30 (Friday) ....Last Day to Withdraw or Drop Classes

November 11 (Wednesday) ....Holiday: Veterans Day

November 26 & 27 (Thursday, Friday) ....Holiday: Thanksgiving

December 11 (Friday) ....Last Day of Classes

December 12 (Saturday) ....Commencement

December 21-January 3 ....Winter Break - College Closed

Spring Semester

January 4 - 8 (Monday - Friday) ....Start Week for Faculty and Staff

January 10 (Sunday) ....Last Day to Withdraw or Drop Classes for 100% refund of applicable fees

January 11 (Monday) ....All Classes Begin

January 15 (Friday) ....Last Day to Register for Classes

January 18 (Monday) ....Holiday: Martin Luther King Day

January 24 (Sunday) ....Last Day to Withdraw or Drop Classes for 85% refund of applicable fees

March 7 – 11 (Monday – Friday) ....Spring Break

March 14 (Monday) ....Spring Semester Second Start

March 23 (Wednesday) ....All Employee Learning Day **(no day classes; evening classes will be held)**

March 25 (Friday) ....Holiday: Good Friday

March 30 (Friday) ....Last Day to Withdraw or Drop Classes

May 6 (Friday) ....Last Day of Classes

May 7 (Saturday) ....Commencement

Irregular starts occur each quarter. Refer to **www.hocking.edu** for individual course dates.

Vision

Hocking College will be the world-class pathway to prosperity; as a leader, driving economic development, providing relevant credentials, changing lives for generations to come.

Values

Excellence in Education

We value experience-based learning, student success and development both inside and outside of the classroom.

Continuous Improvement and Innovation

As we teach, so shall we learn. We value a quality learning and working environment through the development of data-informed processes and a climate that fosters creativity. We seek to discover best practices to serve our students in excellence.

Responsive and Relevant Programming

As a dynamic and evolving institution, we value building and reinforcing relevant, experience-based programming, allowing our student body to engage in an exploration of their future careers or transfer to other institutions. Our flexibility allows for the responsiveness necessary to develop and maintain programs that meet specific workforce demands and transfer needs through our partnerships in economic development and higher education.

Stewardship and Accountability

We value stewardship of the resources with which we have been entrusted. We value acting in a fiscally responsible way, placing accountability and transparency as the cornerstone of each action. Integrity is the backbone of our decision-making, built on mutual respect. Sustainability is ingrained in our planning and reinforces our caretaking of the environment for today and for the student body of our future.

Commitment to Community

We value an environment that encourages input from our students, our community, and each other. We foster a culture of community, both within the bounds of Hocking College and in the society in which we work and live. We value new, continued and renewed partnerships that unite the campus and community. Service learning is an integral part of student success and encourages us to keep our thoughts trained to the greater good of our decisions.

Accessible

As an open-access institution, we value our entire student population: the career-focused student, the transfer student and the lifelong learner. We are committed to providing opportunities for all those seeking an education, providing supportive services to enhance the learning experience.

Diversity

We celebrate and learn from the cultures and ethnicities of the world, with a commitment to a respectfulness for all individuals, including those of all races, religions, sexes, ages, orientations, ideologies and physical challenges.

Commitment to Diversity

The mission of Hocking College is immeasurably enriched by the students, faculty and staff who bring diverse experiences and backgrounds to our campus. We believe that diversity comes in many flavors, not just those typically considered—race, religion, color, age, gender, national origin, sexual orientation, physical challenge, or marital status—but also in thought, political persuasion, physicality and spirituality.

Hocking College is committed to fostering an inclusive environment where the individual differences among us are understood, respected, recognized as a source of strength, and valued as qualities that enrich the environment in which we work.

Hocking College believes that diversity is a matter of institutional integrity and plays an integral role in educational excellence. Students learn better in a diverse educational environment, and are better prepared to become active participants in our pluralistic global society.

Our institutional commitment to diversity is made visible through celebration, through opportunities for introspection, and through artistic expression. It is a commitment that never ends, an open and ongoing dedication to creating an environment within which all individuals feel safe, valued and welcomed.

Hocking College expects the members of our campus community to promote this vision as fully and conscientiously as possible.

Programs of Study

School of Arts, Business & Science

Accounting & Financial Services
Addiction Counseling
Architectural & Mechanical Design
Art, Design & Marketing
Associate of Arts
Associate of Individualized Study
Associate of Science
Associate of Technical Study
Baking
Business Management & Entrepreneurship
Computer Programming
Culinary Arts
Cyber Security & Network Systems
Early Childhood Education
Hotel & Restaurant Management
Interactive Multimedia
Music Management
Office Administration
Petroleum Technology
Transfer Module

School of Health and Safety

Fire & Emergency Services
Fitness Management
Massage Therapy
Medical Assistant
Medical Records/Health Information Management
Nursing: Practical Nursing
Nursing: Registered Nursing
Nursing: Transition Program - PN2RN
Opticianry
Physical Therapist Assistant
Police Science
Social Services, Corrections & Criminal Justice

School of Natural Resources

Construction Management - Carpentry
Construction Management - Commercial & Residential
Electricity
Ecotourism & Adventure Travel
Equine Health and Complementary Therapies
Farrier Science
Fish Management & Aquaculture Sciences
Forest Management
Geoenvironmental Science
Heavy Equipment Management
Landscape Management
Natural & Historical Interpretation
Natural Resources Law Enforcement
Wilderness Horsemanship
Wildlife Resources Management

Certificate Programs

EMT Paramedic Certificate
Firefighter Certificate
Geographic Information & Global Positioning Systems
Heavy Equipment Management Certificate
Massage Therapy Certificate
Ohio Peace Officer Training Certificate
Timber Harvesting & Tree Care Certificate

Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA).

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
800.621.7440 | 312.263.0456 | Fax: 312.263.7462
info@hlcommission.org
www.higherlearningcommission.org

Hocking College also holds occupationally-specific accreditation in a number of programs, including the following:

Program	**Accrediting/Approving Agency**
Accounting and Financial Services	Association of Collegiate Business Schools and Programs
Business Management and Entrepreneurship	Association of Collegiate Business Schools and Programs
EMT Paramedic Certificate	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 & Lodging Educational Institute Academic Partnership
Massage Therapy	State Medical Board of Ohio
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	Ohio Board of Nursing Accreditation Commission for Education in Nursing
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
Natural Resources Law Enforcement	United States Department of lnterior National Park Service United States Fish and Wildlife Service Ohio Peace Officer Training Commission

About Hocking College

Located in Nelsonville, the main campus is situated on 2,300 acres of beautiful southeastern Ohio. More than 50 associate degree programs and certificate programs are offered within seven different schools of study.

The Hocking College Perry Campus in New Lexington, Ohio is nestled on 2.5 acres along State Route 37, just west of New Lexington. The Perry Campus provides another learning opportunity for area students. All Perry Campus students are commuters. While most courses are available in a traditional format, some Perry Campus classes can be tailored to your schedule so you may complete them at your convenience. In addition to traditional day and evening classes, the campus offers coursework in the PACE format beginning at any point in the term.

About 30 percent of the Perry Campus student body are full-time students, half being recent high school graduates, while others are outside the traditional 18-23 age group. Six complete associate degree programs are available at the Perry Campus. The Perry Campus features an Interactive Video Distance Laboratory, facilitating delivery of instruction between Main Campus and Perry Campus.

Situated in Hocking County, Ohio, our newest location is the Hocking College Logan Campus. This campus includes the Energy Institute, built to LEED Platinum standards of energy efficiency. Green features are incorporated into the very infrastructure of the building, such as daylight harvesting, a green roof, a solar thermal unit, ground source heat pumps, integrated photovoltaic, bioswales and more.

Board of Trustees

Excellence and Relevance in Education

The faculty and administration of Hocking College take pride in their ability to make learning meaningful. Using a method called Outcomes Based Education, Hocking offers relevant programming and courses by working directly with employers to evaluate market conditions and determine the skills necessary for graduates. Curriculums are then built around these outcomes and real-world goals.

Hocking College creates courses that teach the essential skills employers demand as most important for success in a given field, and ensures students are able to properly perform them before graduation. The college engages in experience-based, authentic learning and evaluation methods based upon employer requirements. Hocking College is focused on the skills our students need to thrive, both in their chosen field of study and in success skills necessary for the world of the future.

The college encourages feedback from students and the community, with the goal of fostering a culture of community, both within the bounds of Hocking College and in the society as a whole. Hocking College values new, continued and renewed partnerships that unite the campus and community and strengthen academic programming. Hocking College succeeds in providing a quality learning environment by providing constant attention to helping students succeed. The college is in a state of continuous improvement by striving to understand and reinforce the best practices that serve our students with quality.

Success Skills

The Success Skills are eight general education outcomes common to all Hocking College degree graduates, regardless of their program. These competencies embody the knowledge, skills and attitudes that 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 can:

. Communicate effectively
. Demonstrate math skills
. Demonstrate knowledge of science and the environment
. Demonstrate learning, critical thinking and problem solving skills
. Maintain professional skills and attitudes
. Practice human relation skills
. Demonstrate community, cultural and global awareness
. Maintain a code of ethics

Assessment of Student Learning

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 federal, state and regional bodies and to external agencies that 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 capstone experiences, 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.

Enrollment Procedures

New Student Admissions
Admissions
877.HOCKING | **740.753.7051** or **admissions@hocking.edu**

Students are encouraged to visit campus and find out more about the programs that make Hocking College a distinctive educational experience. Campus visits offer the opportunity for prospective students to speak to other students who have made the choice of a Hocking education. Multiple visit options are offered. Advanced reservations are requested. For additional information, **visit www.hocking.edu/visit**.

Hocking Showcase
Our most popular visit option, the Hocking Showcases enables prospective students to immerse themselves in our programs, and select from multiple schools of interest.

Discover Hocking
Discover Hocking is a comprehensive, half-day program, which offers prospective students the opportunity to attend a Program Expo and admissions presentation, walk a campus tour and spend individual time with faculty.

Individual Visits
Individual visits can be planned through the Admissions Office for convenient scheduling.

Transfer Student Admissions
A student wishing to transfer credits into Hocking College must complete the new student admissions process. Students must have earned a grade of C or higher. Grades of "pass" and "credit" are considered for transfer credit. In compliance with the Ohio Transfer and Articulation Policy, grades of D will be posted for students who have earned an Associate of Arts or Associate of Science degree from an Ohio public institution.

Hocking College transfer students are subject to all program entrance requirements, including minimum course grades and GPAs. Transfer students who must repeat courses to meet these requirements will follow the same rules for repeating courses as students who begin at Hocking College. Grades of "pass" and "credit" are considered for transfer credit.

A maximum of 25 credit hours will be accepted as transfer credit. Official transcripts are required.

International Student Admissions
Hocking College seeks a culturally diverse campus and welcomes international student applicants. International Student Services will evaluate each applicant and determine issuance of an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) after obtaining the following documentation:

Financial Statement
International student 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 that the international student 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 **not** required for international student 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.

Transfer
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.

College Credit Plus
Hocking welcomes College Credit Plus students who demonstrate college readiness in grades seven through twelve. There are two opportunities for eligible student to earn college credit while still in high school. They may take classes through the college both on campus or online. In addition, the college has many classes offered by our high school partners throughout the state.

Student Admission with Degree Pathway Articulation Agreement
Hocking College has developed Degree Pathway articulation agreements with numerous high schools and career centers throughout the state of Ohio. Students who successfully complete high school courses designated in degree pathway articulation agreements may receive college credit at Hocking College. Application and verification of successful completion must be provided prior to registration. Applications and information are available by visiting **hocking.edu/transferprograms**.

Military Admissions
Service Members Opportunity College (SOC)
As an approved Servicemembers Opportunity College (SOC), Hocking College welcomes members of all branches of the United States Military. Military applicants should apply directly to the Department of Military Education at **www.hocking.edu/military** for specialized processing to

receive Credit by Advanced Standing for military experience and guidance on completing coursework.

Veterans
The mission of the Hocking College Veterans' Office is to provide a caring, supportive environment for veterans, active-duty and reserve Servicemembers, and eligible dependents, helping them with the services they need to receive VA benefits, to enroll and to be a success at Hocking College. The Veterans' Office is dedicated within their means to assisting and supporting veterans as they embark on an exciting academic career with Hocking College. The purpose of the Veterans' Office is to help veterans achieve their educational goals.

The Hocking College Veterans' Office understands that the transition to student life can be challenging, yet rewarding. The Veterans' Office, along with the entire Hocking College community, is grateful to veterans and their family members for their service to the country, and are dedicated to providing the services they need to successfully navigate this transition.

The Veterans' Office is also an informational center to assist with any questions veteran students may have regarding veterans' educational benefits.

The Veterans' Office provides the following services:
. One-on-one personalized student assistance
. Work with the US Department of Veteran Affairs (DVA) on the student's behalf to expedite paperwork, resolve problems and process pay
. Work with all other Hocking College support services
. Certification of education benefits for all Chapters
. Provide academic advising by discussing the curriculum and approving course selection for compliance with DVA regulations
. Priority registration
. Opportunity to learn new skills
. Assistance with adapting military skills to civilian life
. Support services while students pursue their goals

Hocking College is a Servicemembers Opportunity College (SOC)and regionally accredited by the North Central Association of Colleges and Schools. We are approved for the training of veterans, active-duty and reserve Servicemembers, and eligible dependents under applicable federal and state laws administered by the Department of Veterans Affairs.

Open Enrollment

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 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 admissions representative.

Placement Assessment

Hocking College's assessment program supports the institution's mission. The Board of Trustees, faculty, and staff of Hocking College recognize that student learning is at the core of our purpose as a college; therefore, we strive to maintain programs of excellence by assessing student academic achievement. The ability to measure learning allows us to demonstrate our accountability to our various publics. More importantly, it provides us with the ability to evaluate and improve the degree of learning that goes on at Hocking College. The College has developed a plan to assess student academic achievement in accordance with the requirements of The Higher Learning Commission. This plan ensures the College has specific learning outcomes for each degree program as well as for its general education and co-curricular program. The plan secures that processes are in place to validate that students earning degrees have achieved those outcomes. 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 capstone experiences, along with other methods. The results of the assessment efforts are used to improve instruction, contributing to our students' success in life, the workforce, or in further education.

Reasonable Accommodation

It is the policy of Hocking College to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. The Rehabilitation Act and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the college. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities in the most integrated setting. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7103.

Inquiries regarding compliance with any of these federal regulations may be directed to Human Resources, Light Hall 241.

Advanced Credit Options

Some students arrive with a wealth of experience and may be eligible to receive college credit for knowledge gained prior to arriving on campus. Students should visit their academic department for additional information.

Some credit-worthy examples:

Credit by Advanced Standing documents prior learning through education, training or military experience. Recent career/technical center grads should ask about advanced standing credit from a "degree pathway" established with your school.

Credit by examination provides credit for learning gained from sources other than college courses with successful completion of a college test.

Credit for life experience formally documents your experiences on the job and in the community.

Affirmative Action Statement

Hocking College does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Questions about this should be directed to the Human Resources Department, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7040. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7107.

Registration

Advising

Students at Hocking College are encouraged to meet with their academic advisor every term before registering for classes. The relationship students build with their advisor is important in helping shape their educational and career goals and ensuring that they stay on track for graduation.

Students should be assigned an academic advisor from their department during the first term of classes. This information is located on the student's WebAdvisor account. If a student

does not have an advisor or would like to change advisors, they should see the secretary in their academic department.

Advisors are required to keep regular, posted office hours each week to assist students with academic concerns and scheduling of classes. However, students also have a responsibility to become familiar with the college systems and program requirements and to seek out academic advice as they progress through their programs.

After meeting with your advisor, there are **three ways to register for classes:**

1. **WebAdvisor:** To register for classes through WebAdvisor, a student must not have a past due balance and must have financial arrangements in place (paid in full, financial aid or sponsorship coverage, or be enrolled in the payment plan). Classes must not require pre- or co-requisites, have restrictions or be at capacity. Registering for classes through WebAdvisor requires a User Name and Password.
2. **Records Office:** To register for classes at the Records Office, a student must not have a past due balance, and must have financial arrangements in place.
3. **Academic Departments:** To register for classes through Academic Departments, students must have financial arrangements in place.

Registering for 12-16 credit hours of classes place students in full-time status (a requirement for international students.)

Registration Terms

· Student is required to sign and submit this form to the Cashier's Office located on the Student Services Concourse on the first floor of Light Hall. If this form is not received at the Cashier's Office **within three business days after registering for classes**, your registration will be cancelled. For Perry Campus and Logan Campus students, forms can be submitted to their Cashier's Office.
· Student can enroll in courses that have not yet started. Student is responsible for payment of all fees incurred including instructional and general fees, course fees, program fees, books, non-refundable course fees, and any additional charges including campus housing, meals, traffic fines, parking fees, late fees and payment plan fee. Instructional and general fees can be viewed online at **www.hocking.edu/ payforcollege/tuition**.
· Student's payment options are as follows: pay the full amount at the time of registration or no later than the first day of the term; full financial aid; full third party sponsorship (must have a signed voucher from the

sponsor), enroll in the term payment plan program or any combination of these options.
· Student is responsible for any additional charges due to a change in schedule.
· Flex courses may be added through the first day of the course. Flex courses may be dropped prior to their start date with a 100 percent adjustment except for non-refundable fees.
· It is the student's responsibility to review his/her account on WebAdvisor and make payments in a timely manner to avoid late fees.

Registration Deadline

Course registration will end the first Friday of each term unless the course has not yet started.

Courses completed and/or with grades posted cannot be dropped. Tuition adjustment calculation is based on the regular Fee Adjustment Schedule of the College.

Withdraw from Courses

The financial obligation for registration will be cancelled in full only if the student officially withdraws by the Sunday before the first day of class. Complete a withdrawal form, available at the Registrar's Office, located on the first floor of Light Hall, Room 171, or in the student's department. Official withdrawal is the date that the signed form or notice is received in the Registrar's Office or in the department. This date is also used to determine adjustments for residence hall charges (if applicable.) For more information on the withdrawal process, contact the Registrar's Office at **740.753.7122**.

On Campus Housing

To sign up for on-campus housing, financial arrangements must be in place (all room and board fees must be paid in full, or be fully covered by financial aid or sponsorship before the move-in date). A payment plan can be arranged (for room and board) but must be paid in full before a student is allowed to move in to any residence hall.

1. Fill out the On-Campus Housing application and include the $50 non-refundable application fee + $400 deposit (except summer term).
2. Mail the application with a check payable to Hocking College to: **Hocking College, Attn: Cashier's Office – Housing, 3301 Hocking Parkway, Nelsonville OH 45764**.
3. Upon receipt of the housing application, payments and charges will be posted to the student's account and forwarded to the Residence Life Director.

4. A letter of confirmation will be mailed to the applicant by the Residence Life Director.

Adding and Dropping Courses

Students should always check with their academic advisor and financial aid associate (if applicable) before making adjustments to their schedule.

Once a student has officially registered for a term, course adjustments are accomplished by adding or dropping courses. This is done by properly completing and fully processing an Add/Drop Form available at the applicable academic department.

Adding and/or dropping classes may affect a student's account, account balance, fees owed to the college and financial aid eligibility status (if applicable) and coverage. For financial aid purposes, adding and/or dropping classes after the second Friday of the term will not affect a student's financial aid calculations for that term, but may reduce a student's aid eligibility in future terms. International students who drop below fulltime status may be jeopardizing their F-1 immigration status.

Adding a Course

Students should always check with their academic advisor and financial aid associate (if applicable) before making adjustments to their schedule.

If the course/courses for which the student is trying to register requires a **prerequisite/co-requisite**, an instructor and dean signature and school stamp is required on the Add/Drop Form.

To add a **traditional class** with open slots after the first Friday of the term, a student must have the course instructor and dean signature and school stamp.

To add any class at any time that is filled to capacity requires the instructor and school dean signature and school stamp.

To add any class that will create an overload (over 16 total credit hours) requires a signature from the advisor with a statement explaining the overload and a school stamp.

Adding a course will not be allowed after the second Friday of the term unless the course has not yet started.

Adds are not official until entered into the system by the student using WebAdvisor or by a college official (completed form turned in at the Records Office or to the department.)

Dropping a Course

Students should always check with their academic advisor and financial aid associate before making adjustments to their schedule. Always keep in mind that dropping below full-time status may affect financial aid for the term enrolled as well as subsequent terms.

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. International students who drop below fulltime status may be jeopardizing their F-1 immigration status.

The tuition adjustment calculation is based on the regular Fee Adjustment Schedule of the college. It is recommended that a student talk with their instructor prior to dropping any class.

· Courses completed and/or with grades posted cannot be dropped.
· The last day to drop a traditional class for Financial Aid purposes is the second Friday of the term (no fee adjustment).
· The last day to drop a traditional class for a "DP" grade on the transcript is the Friday of the tenth week of the term (no fee adjustment). For the summer term it is the Friday of the seventh week of the term
· Dropping a Flex course after 50 percent of the course has started will require the school dean's signature to get a "DP" on the transcript (no fee adjustment).
· Drops are not official until entered into the system by the student using WebAdvisor or by college staff (completed form turned in at the Records Office or to the department).
· The student is responsible for the payment of any additional fees due to dropping a class(es).

Late drops must be approved by the dean of the school. Courses dropped after the second Friday of the term will receive a "DP" on their transcript (no fee adjustment).

Attendance

Student attendance in all class types and settings is critical for student success. Failure to attend class and be actively engaged will not only jeopardize the student's ability to be successful in the classroom, it could also result in the student being dropped from the class.

Attendance and Administrative Drop Policy

1. A student is considered a non-attendee in any course modality when he or she does not physically attend a class session or fails to log in. The spirit of this definition is to ensure that all students are active in the beginning and throughout the course to ensure successful completion.

2. All students who do not meet the attendance requirements will be dropped from those classes, and those students who receive federal financial aid will have their financial aid appropriately adjusted. The federal government mandates that all federal monies for non-attendees who receive federal financial aid must be returned to the federal government.

3. For federal financial aid compliance, attendance will be recorded daily by the faculty and reported in college system for every class meeting. Faculty have the ability to approve excused absences for situations such as medical emergencies or a family crisis.

4. Faculty will continue to verify last day of attendance in each class when midterm and final grades are reported.

5. Attendance will be recorded by faculty with three designations: Present (P), Absent (A) or Excused (E). It will be the faculty's discretion to define these designations. Once again, the spirit of this policy is to ensure that the student is actively engaged in the learning experience (For example, if a student is present in class but is sleeping, they are not engaged.)

6. Faculty may elect to relate course attendance to the course grading policy. This will be specified in each course syllabus.

7. If a student is administratively withdrawn, they will be notified by their Hocking email account. Weekly lists of withdrawn students will be sent to each academic department.

Withdraw Criteria
Seated Classes

Total absences equaling 10% of total class time, separate or consecutive, will result in the student being administratively withdrawn from the course. Practicum, clinical and internship attendance will be determined by the appropriate department and described in the course syllabi.

Number of Class meetings per term	Administrative withdrawal will occur after
80 (5 times a week for 16 weeks)	8 absences
64 (4 times a week for 16 weeks)	6 absences
48 (3 times a week for 16 weeks)	5 absences
32 (2 times a week for 16 weeks)	3 absences
16 (once a week for 16 weeks)	2 absences
6-15 meetings	2 absences
1-5 meetings	1 absence

Online Classes

If a student does not actively participate in the course for 14 consecutive days/two weeks or the 20% equivalent for shorter session classes, they will be administratively withdrawn. The expectation is that students maintain frequent interaction in the online learning experience.

Auditing Of Courses

Students may enroll in courses for no credit by registering by the first Friday of the semester on an audit basis. A student who audits a course is not expected to carry out assignments or take examinations. Class attendance for the auditing student is optional. A student who audits a course pays the regular fee, but receives a grade of AU that carries no credit. Students may not change to or from an audit to a credit basis after the fifteenth day of the term. Audit registration forms are available at the Records Office, located in the Student Services Concourse in Light Hall. Instructor permission is required to audit a course; a signature on the audit registration form is acceptable.

Change of Program

Students may wish to change from one program to another due to changing interest. 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 should complete the Change of Information form and submit to the Records Office located in the Student Services Concourse in Light Hall.

Withdrawing from the College

A withdraw means dropping **all** classes from a term. If a student intends to withdraw, they should first meet with their academic advisor to discuss the request and repercussions. This process could result in academic and financial aid challenges that the student must consider.

To complete the withdraw process, the student must submit a completed Withdrawl Form to the Registrar's Office, JL 171.

Schedule of Account Adjustments (Dropping Or Withdrawal)

Traditional courses:
· 100% adjustment prior to the start of the course.
· No adjustment after the first Friday of the term.

Flex Courses:
· 100% before the start of the course.
· No adjustment after the start of the course.

On-Campus Housing: (refer to Terms & Conditions in the On-Campus Housing Contract)
Room fees are refundable at the following rates and are only available in the event that a resident is not enrolled for or withdraws from the current semester. Weeks are considered to close at the end of the close of business on Friday of the week in question. Adjustments will only be processed after the resident has removed all personal items from the residence hall and has checked out with the Residence Life staff.

Room Charges:
· Deposit is non-refundable after the invoice for room and meal charges is mailed.
· 100% adjustment before the start of the term (except deposit).
· 75% adjustment up to the first week of the term (except deposit).
· 50% adjustment up to the second week of the term (except deposit).
· 25% adjustment up to the third week of the term (except deposit).
· No adjustment starting the fourth week of the term

Meals:
· Unused portion is adjusted.

Parking Fee:
· Non-refundable.

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.

Tuition and General Service Fee

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.

For current tuition and general service fee rates, visit **http://www.hocking.edu/payforcollege/tuition**

Fees and Additional Expenses

Course Fees – Provides for consumable materials used in the course and provides for technical equipment, computers and software used in the course.

Program Fees – 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.

Supplies – Students should check with their academic department for a current list of necessary supplies.

Books & Learning Resources – 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.

Room and Board – Will vary depending on accommodations.

Parking – Is available by term. Permits can be obtained in the Cashier's Office on the Student Services Concourse in Light Hall.

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

Residency Policy

Because the taxpayers of Ohio support Hocking College, 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. The general rule is that students must have lived in Ohio 12 months prior to enrolling at the college and should not be receiving income from out-of-state sources. For exceptions to this General Residency Rule, contact the Director of Enrollment Management. Application for exceptions to the tuition (out-of-state) surcharge must be submitted and approved no later than the second Friday of the term considered.

Payment of Fees

Payment Expectation And Payment Options

Fees are due at the time of registration. Checks should be made payable to Hocking College. Student identification number 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.

A schedule and statement of account is emailed to the student after registration is complete. It is the student's responsibility to check his/her account balance any time during the term and inform his/her parents(s)/guardian of the amount that is owed to the college. When a student add(s)/drop(s) classes, any changes in the account are reflected on the statement handed to the student at the time of transaction. No statement will be mailed during the term. All fees are due in full by the first day of the term or a late fee of $50 will be added to the student's account unless the student is enrolled in the Hocking College Payment Plan, has full financial aid or full third party coverage. Students will not be allowed to register the succeeding terms if they owe a past due balance.

An additional late fee of $50 will be assessed if the balance is not paid in full at the end of the term.

Full Payment Options Upon Registration:

(Tuition + General Service Fee + Course Fees)

. Full Financial Aid
. Pay in full or payment option in place: Cash/Money Order/ Cashier's Check, Check (made payable to Hocking College), Credit/Debit Card
. Full Third Party Arrangements (must have proof of coverage)
. Enroll in Hocking College Payment Plan ($30 non-refundable enrollment fee).
. Combination of the above

To Make a Payment

To insure proper credit to the student account, student identification numbers are required.

Check Payable: Hocking College

Mail: Hocking College
                Attn: Cashier's Office
                3301 Hocking Parkway
                Nelsonville, OH 45764

Phone: Call 740.753.7029, Cashier's Office (Visa/MC/Discover/Debit Card/American Express/Money Order)*

At the Cashier's Office: Located in the Light Hall Student Services Concourse. Check the website at **hocking.edu/cashiers** for hours of operation.
Online Payment: WebAdvisor (User ID/Password required)
$5 convenience fee for any type of credit card payment.

To View a Student Account

Log On: www.hocking.edu
Click: WebAdvisor (Icon at the top of the page)
Click: Students
Click: Log In (need User ID/Password)
Click: Main Menu

Under Financial Information, **click Account Summary:**

Balance Forward	0.00	Amount owed from the previous term
Current Charges	0.00	Charges for the current term
Total Charges	0.00	Balance forward plus current charges
Student Payments	0.00	Payments received from student
Financial Aid Payments	0.00	Payments from financial aid
Financial Aid Remaining	0.00	If any additional financial aid to be released
Sponsor Payments	0.00	Third party sponsor payments
Payment Plans	0.00	NOT CURRENTLY AN ACTIVE FIELD
Total Payments	0.00	Student payments plus financial aid payments plus sponsor payments
Refunds	0.00	Total payments is more than total charges
Total Amount Currently Due	0.00	Total charges is more than total payments
Amount Not Currently Due	0.00	If total payments are more than total charges a refund will be triggered

Monthly Payment Plan

Hocking College offers the option of a payment plan that divides the balance due into affordable monthly payments. An additional payment plan processing fee is applied each term the plan is used, but no interest is accrued. Any student registered for classes is eligible for the payment plan.

Returning Students

At the Cashier's Office, Student Services Concourse, Light Hall, returning students may enroll in the payment plan to be able to register online using WebAdvisor with a User ID and Password.

Fee

$30 per term to enroll (non-refundable.)

Payment Plan Can Include the Following:
. On-campus housing and meal plan*
. Tuition and general service fees
. Course fees

One-third of total for room charge plus meal plan plus parking will be due by the due date as posted on the on-campus housing invoice. Balance remaining will be included in the regular payment plan.

Type of Plan/Due Dates
Fifteenth of each month depending on term enrolled and $30 required payment at time of registration.

Late Fee
$10 if payment not received by due date.
$50 additional if account is not paid in full by the end of the term.

Mail check to
Hocking College
Attn: Cashier's Office
3301 Hocking Parkway
Nelsonville, OH 45764

Cash, check, credit card are accepted. Students may also use WebAdvisor (need User ID and password.) Convenience fee of $5 will be charged to all credit card transactions. A statement will be mailed to the student's preferred mailing address at least two weeks before the payment due date. Students should keep their preferred mailing address current with the Records Office.

Financial Aid

Financial Aid is any financial assistance offered for the purpose of helping a student meet educational expenses. Some sources of aid include scholarships, grants, loans and student employment. Most students enrolled at Hocking College are eligible for some type of financial assistance. Eligibility varies based on the student's financial need as determined by the U.S. Department of Education as well as academic merit. A student's financial need is confirmed on the Free Application for Federal Student Aid (FAFSA). To be considered for most types of financial assistance, a student must complete the FAFSA. FAFSA applications are available in January of each year. In order to be given priority consideration for need based aid (such as the Supplemental Education Opportunity Grant/ SEOG) as well as institutional scholarships, applicants must apply by February 28th for the upcoming academic year. Applications received after this date will be considered on the basis of available funding.

Hocking College participates in the following financial aid programs:
· Federal Pell Grant
· Supplemental Education Opportunity Grant (SEOG)
· Federal Work Study Program (FWS)
· Federal Direct Student Loans
· Parent Loan for Undergraduate Students (PLUS)

To get started with the financial aid process, follow these three easy steps:

Step 1
Visit **www.fafsa.ed.gov** to complete the FAFSA. When completing your FAFSA, be sure to utilize the Data Retrieval Tool (DRT) if eligible. The DRT will allow the Internal Revenue Service (IRS) to transmit important financial information directly into your FAFSA. If you need assistance during this process, you may call **1.800.4.FED.AID**.

Step 2
List Hocking College as your first college choice you plan to attend. Hocking's Federal School Code is **007598**.

Step 3:
Review your information, include all required signatures, and submit your application. The Department of Education will process your FAFSA within 1 – 3 business days. You will receive a Student Aid Report (SAR), which outlines the information you and your family entered in the FAFSA. You should review the SAR for accuracy. If your application is selected for the verification process, Hocking College will be required to request additional information to confirm your information.

Scholarships
Hocking College offers a variety of institutional and Foundation scholarships. To be considered for this award type, please visit **www.hocking.edu/payforcollege/scholarships**.

Third Party
Students may qualify for payment support from agencies such as the U.S. Military, Bureau of Vocational Rehabilitation, Workforce Investment (WIA), or Union Education Trust. Please contact a representative from the agency you believe you may have eligibility for educational funding support.

Refunds and Withdrawals
Students who withdraw from classes prior to the start of the semester are refunded their instructional and general fees according to the schedule established by Hocking College. If a financial aid program has paid for a student's tuition and fees,

the refund is made to the program and not to the student. If the aid was paid with a Federal Direct Stafford or Parent Loan for Undergraduate Students (PLUS), the refund is made directly to the direct lending program. Students who receive financial aid over and above the cost of tuition and fees (i.e. a cash disbursement or overage), and withdraw from classes or ceases attendance before the scheduled end of the program for which the student has received TIV financial aid, may be required to return all or part of the cash disbursement. The Financial Aid Department will determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

Up **through the 60% point** in each payment period or pe¬riod of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

If a student chooses to withdraw from the college, the student is required to submit written notification to the Registrar's Office, JL 171.

Returning Unearned TIV Funds

Financial aid students who completely withdraw from all classes during a given semester may be subject to owing federal funds back to the Department of Education and/or to Hocking College. The policy states that a student must attend through the 66% point of the semester in order to fully earn his/her federal financial aid. Since the intent of receiving financial aid is to pay for educational related costs, a student is expected to attend and complete classes for which he/she received aid to pay for those classes.

Federal law requires calculations for the Return of Title IV (R2TIV) funds based on the number of calendar days the student actually attended the course divided by the total number of calendar days in the semester. This calculation provides the percentage of the student's earned financial aid. Refund calculations are completed by the Financial Aid Office and students will receive written notification of their calculation of Unearned Title IV. For additional questions, please contact the Financial Aid Department.

Satisfactory Academic Progress (SAP) Guidelines

Federal Regulations require that all postsecondary schools participating in Federal Financial Aid programs establish standards to monitor the level of academic advancement of students. These standards are called Satisfactory Academic Progress (SAP). Students can lose their eligibility for financial aid by failing to maintain SAP. There are two primary components in measuring SAP: Qualitative (grades) and Quantitative (credits) measure. Qualitative Standard (Grades): A student should always strive for excellence and achieve the highest grades possible. However, there are minimum standards that a student must achieve to remain eligible for financial aid. The grade point average (GPA) required for graduation is a 2.0. For a complete description of the SAP policy, please visit: **http://www.hocking.edu/documents/PayForCollege/sapGuidelines.pdf**

Grades: Cumulative Grade Point Average (CPA)
Hocking College minimum standards:
1. Students with 30 or less attempted credit hours must maintain a CPA of at least 1.50
2. Students with 31 to 44 attempted credit hours must maintain a CPA of at least 1.60
3. Students with 45 to 74 attempted credit hours must maintain a CPA of at least 1.75
4. Students with 75 or more attempted credit hours must maintain a CPA of at least 2.0

Hours: Credit Hours Earned Each Term
A student must successfully complete or be judged to be making progress toward the completion of a sufficient number of credit hours each term based on all credit hours attempted that term:
- Students must maintain a 70 percent or greater rate of completion for hours attempted. Credit Hour Completion will be monitored each term and cumulatively. Hours transferred in from another college will be included in the hours attempted and successfully completed calculation. The completion is calculated by dividing the number of hours successfully completed by the number of hours attempted.

Credit Hour Completion Example: Hours attempted = 15, Hours completed = 10.50 (10.50/15 = 70.00% completion ratio) **Note:** The percentage is calculated to two decimal places and no rounding is permitted.

Grade Classifications for Judging Progress

Only courses for which a student actually registered in a term are judged as to progress achieved.

Acceptable grades: A, B, C, D, S, CW*, CE*, CA*, CS*, CL*, T*

Unacceptable grades: F, I, U, NR, NC, WD, DP, W, AU

* Only when a student has actually registered for a course in which this grade is posted to a transcript is the course and grade used in assessing SAP.

Grades (other than A – F)

· S   Satisfactory
· CL   Credit for Life Experience
· I   Incomplete
· U   Unsatisfactory
· NR   Not Reported
· CW   Course Waiver
· CS   Course Substitution
· AU   Audit
· CE   Credit by Examination
· NC   No Credit
· T   Transfer
· CA   Credit by Advanced Standing
· AW   Administrative Withdrawl
· W   Withdrew from College
· DP   Dropped Course
· WD   Designation used prior to Fall Term 2002 when student withdrew from college or dropped course

Students who withdraw from college after the census date will have their financial aid recalculated for return of federal Title IV funds and may have a balance due.

S Effect

Even though an S is considered satisfactory for academic purposes, it is not factored into the student's grade point average (GPA.)

Repeated Courses Effect

A student may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be used for one repeat of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the student's SAP calculation. Each repeat will count toward the attempted hours; however, only the courses being counted in the GPA calculation will be counted in completed hours for SAP.

Examples of repeated coursework may, or may not, count for financial aid eligibility:

1. **Allowable:** Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade.

2. **Allowable:** Student is enrolled in 15 credit hours, which includes three credits repeating a previously passed course. (Because the student is enrolled in a minimum of 12 credits that are not repeats, the student's financial aid eligibility is not impacted by the repeat.)

3. **Not permissible:** Student receives a D in a course and decides to repeat the course to improve their GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credits, including the three credit second repeat, so only nine credits will count for financial aid eligibility. All repeated courses do affect financial aid SAP calculations. A repeated course along with the original attempt must be counted as attempted credits.

Total Time in College Effect: Maximum Time Frame (MTF)

The federal government sets specific maximum time frames a student may take college coursework before federal aid eligibility is terminated. The number of terms a student may have actually received federal aid is irrelevant; it is not total terms of financial aid, it is total terms of coursework including credits transferred in from another institution. Students must complete their academic program within 150 percent of the published length, expressed in credit hours, needed to graduate. Progress will be assessed each term after grades are posted.

NOTE: Classes taken that are not on the advertised curriculum length will be counted in SAP. It is very important the student follows the advertised curriculum to maintain eligibility for financial aid. Taking courses not on the advertised curriculum will cause the student to reach MTF faster. Students are not eligible for federal assistance for the period in excess of 150 percent of the academic period normally required to complete the program of study.

MTF Example: Program length in semesters hours = 73, Max Time reached at 109.50 hours (73 x 150% = 109.50 hours)

Once a student attempts 100 percent or more of the published number of hours of his/her academic program, the Office of Financial Aid will send an email notification to the student that he/she is getting close to exhausting financial aid eligibility. Upon attempting 125 percent or more of the published number of hours of his/her academic program, the Office of

Financial Aid Services will send a final email notification to the student that he/she is getting close to exhausting financial aid eligibility.

Whenever a student reaches their maximum time frame, the student usually becomes ineligible for Title IV Funds. A "maximum time frame" email will be sent informing the student that they have exhausted their financial aid eligibility. Regardless of the circumstances, when a student has matriculated for 180 semester credit hours attempted, he/she becomes ineligible for Title IV Aid programs.

** Some degrees/certificates are alternative-length programs so a student's eligibility is adjusted accordingly.

NOTE: Per federal regulations, all credit hours attempted are factored into maximum time frame. This includes incompletes, withdraws, repeated classes and those transferred in from another institution.

Financial Aid Warning

A student who has not met SAP standards for credit hours earned or is below the minimum cumulative grade point average will be placed on Financial Aid Warning for the next term of attendance. Students on Financial Aid Warning Status will be sent a "Financial Aid Warning" email. During the Warning term, the student continues to be eligible for financial aid, but must correct the deficiencies in SAP, and is encouraged to utilize student support services for help in doing so. (Exceptions: For zero credit hours earned or withdraw, see "Financial Aid Hold" below.)

If a student does not meet SAP standards during the Warning term, the student will be moved to a status of Financial Aid Hold. Students on Financial Aid Hold status will be sent a "Financial Aid Hold" email.

Financial Aid Hold

Financial Aid Hold means the student is ineligible for any financial aid, including federal and state aid, scholarships or student employment from that point forward until such time the student earns reinstatement as defined by the regulations below. There are two instances in which a student will be placed on Financial Aid Hold:

1. The student fails to correct the deficiencies in SAP after a term on Financial Aid Warning (a second term of not meeting minimum SAP standards.)

2. The student withdraws or earns zero credit hours during any term of attendance will be placed immediately on Financial Aid Hold.

Reinstatement of Financial Aid (Removal of Warning or Hold Status)

Schools are not required to have an appeal process for students who fail to meet SAP standards. However, at Hocking College students can clear their federal aid status and become eligible for financial aid again by meeting the minimum SAP guidelines for grades and credit hours earned.

Students on Financial Aid Hold status must attend at least one semester without the use of federal aid and complete the number of credit hours lacking to bring the percentage of successfully completed hours to at least 70 percent and/or raise the GPA to the required level based on this policy. When the deficiency has been made up, it is the responsibility of the student to notify the Office of Financial Aid in order for the restriction to be lifted.

Note: Credit hours transferred from another college cannot be used to make up the credit hour deficiency. No federal or state aid or institutional scholarships will be awarded to help cover college costs.

Neither paying for classes nor "sitting out" for a length of time, in and of themselves, affects a student's academic progress standing; therefore, neither action is sufficient to regain financial aid eligibility.

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
A-   3.7
B+   3.3
B   3.0
B-   2.7
C+   2.3

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

. S   Satisfactory
. U   Unsatisfactory
. AU   Audit
. I   Incomplete
. W   Withdrawal
. CE*   Credit by examination
. CA*   Credit by advanced standing
. CL*   Credit for life experience
. CS   Course substitution
. T*   Transfer
· AW   Administrative Withdrawl

These credits are not officially granted until students have completed 12 regular credits.

Grading Scale
Hocking College grade scale used for all courses.

. 93% - 100% = A	. 73% - 76% = C
. 90% - 92% = A-	. 70% - 72% = C-
. 87% - 89% = B+	. 68% - 69% = D+
. 83% - 86% = B	. 66% - 67% = D
. 80% - 82% = B-	. 65% = D-
. 77% - 79% = C+	. 0% - 64% = F

Calculation of GPA
To calculate a Grade Point Average (GPA), students should use the following formula:

1. Multiply the quality points times the number of credit hours to determine the points using the following equivalencies:

. A = 4	. C = 2
. A- = 3.7	. C- = 1.7
. B+ = 3.3	. D+ = 1.3
. B = 3	. D = 1
. B- = 2.7	. F = 0
. C+= 2.3	

2. Divide the total points by the total number of credits
   GPA is calculated for each term.

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). The course instructor determines eligibility. After completing the course, a grade change form, submitted by the instructor, is required. The student must complete the course work prior to the end of the eighth week of the immediately following semester; if not the "incomplete" (I) will convert to a failed grade (F).

Grade Appeal Process
The Grade Appeal Process provides students with the opportunity to voice their concerns about a classroom or academic experience. This process provides an unbiased forum to discuss your experience.

Students wishing to appeal or discuss an academic or classroom concern must start this process within two weeks of the incident creating concern. No adverse action will be taken against a student who chooses to utilize this process.

PRIOR TO SUBMITTING A GDRADE APPEAL, THE STUDENT MUST FIRST DISCUSS THE SITUATION WITH THE FACULTY MEMBER. If the situation is not resolved with the faculty member, the student begins the grade appeal process by submitting documentation to the Program Director/Commander/Department Chair of the program.

Please review all of the steps involved in the process stated below. Since this is a formal process, you should keep copies of all records and activities relative to this appeal and be properly prepared to present your appeal.

Step 1: Gather pertinent data
The first step in filing an appeal is to gather pertinent data, which may include (but is not limited to):
· Course syllabus
· Any addendums (for example, handbooks or other handouts) supplied by the faculty if applicable to the course
· Copies of any/all tests, quizzes or papers in your possession which may be relevant to the situation
· Copies of any/all notices and/or correspondence between you and the faculty member relevant to the situation
Make sure you describe in writing what happened, when it happened, why it happened, and how it happened. Organize your thoughts and be as specific as possible with dates, times and a list of any witnesses. Be factual.

Step 2: Meet with department Program Director/ Commander/Department Chair.
Make an appointment with the academic leader supervising the department responsible for the course. Present your documentation respectfully and discuss your concerns with the experience and your meeting with the instructor.

The Program Director/Commander/Department Chair will gather information and discuss with the faculty member. They may also have a meeting with the student and faculty member.

The Program Director/Commander/Department Chair will submit the decision in writing to the student and faculty member within one week of the initial meeting with the student.

Step 3: Dean's Office Review
If the situation is not resolved, the student will submit their appeal to the Dean. All previous documentation from the student, faculty member and Program Direcor/Commander/ Deparmtent Chair will be forwarded to the Dean.

The Dean's decision is final and may not be appealed.

Probation and Academic Dismissal

If a student has one term below a 2.0 grade point average a student must meet with the Academic Advisor for that program to set up an academic improvement plan (AIP). The plan must identify what was the cause of the term performance, and what the student will do in order to improve his/her performance that could include goals, study plans and modification of the Student Educational Plan (SEP). The plan will be documented in the student's electronic file by the Academic Advisor.

If a student has three terms below a 2.0, the student will be dismissed for one full calendar year. The student may submit a dismissal appeal within 30 calendar days of notification. At the end of the dismissal period, the student must submit a reinstatement application to return to school. The application, submitted to the dean, must detail how they will successful complete their program and must have documentation to support the statements made.

The terms of this policy will be consistently held for all students in all programs. Changing programs does not supersede this policy.

Graduation Requirements

Associate Degree Requirements

· Successfully complete (with a passing grade) the course requirements as specified on the official program 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 20 credits from Hocking College in addition to credits awarded by any special credit method and/ or credit transferred from other colleges.
· 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 ENGL 1510 or any combination of both a first and second level writing courses with a minimum of four total ENGL credits.
  ° First-level writing courses – COMM 122, ENGL 151 or 1122
  ° Second-level writing courses – COMM 123, 124, or 225, ENGL 152, 1152, 2123, 2124, 2125, 2126, 2223, 2225
· Successfully complete MATH 1108, Intermediate Algebra, and any additional math requirements specified by the official program curriculum.
· Successfully complete all courses in the Hocking College core curriculum as specified in the program curriculum from the appropriate catalog year in relation to the student's start date.
· Successfully complete a minimum of 60 semester credit hours. Of those 60 credits, a minimum of 30 must be technical credits (typically degree specific classes) and the other 30 must be general credits (ENGL, MATH, PSYC, SOCI...).
· Complete and file an Application for Graduation form through WebAdvisor.

Note: Credits in fundamental and developmental courses do not meet graduation requirements. Fundamental courses are MATH 0044 (Basic Mathematics) and ENGL 0044 (Fundamental Composition with Reading). Developmental courses are MATH 0054 (Elementary Algebra) and ENGL 0054 (Beginning Composition with Reading).

Students must meet all financial obligations to the college (such as library and parking fines) before their diploma or certificate is issued.

College Services for Students

The following information is provided to create an awareness of the many campus services that are in place to help students succeed at Hocking College.

Academic Success Center

First Floor, Davidson Hall

The Academic Success Center is where learning communities can form. Students can sign-up for a study group, form their own study group, use technology based tutorials or work with tutors. The Academic Success Center has a variety of tools, all of which are designed to support a student's goal to graduate and be successful.

Office of Disability Services

Academic Success Center, Davidson Hall
740.753.7107

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.

Bookstore

740.753.6186

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 program are available, as well as an assortment of convenience items.

Campus Police

Campus Safety Building
740.753.6598

The Hocking College Police Department provides security service 24 hours-a-day, seven-days-a-week 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 safety services. Parking permits and escort services are available through the Police Department. Through Nixle, the Hocking College Police Department issues community notifications. Go to **www.nixle.com/register** to request the level of information you want to receive via email or text messages.

Career Services

The process of career development begins with the student's initial inquiry about Hocking College and continues beyond graduation. Career Services can help the job search at any level: A current student looking for an internship, a new graduate looking for the first professional job or an alumni looking for a new opportunity. Visit **hocking.edu/careerservices** to access a variety of career resources including self assessment tools, job search sites and information on upcoming career fairs.

Students, alumni and affiliated employers may take advantage of the free Hocking College Online Job Board, College Central Network. College Central Network is the prime location for students and alumni to make connections with employers that are seeking to hire Hocking College students and graduates. Students may register on College Central Network at **www.collegecentral.com/hockingcollege**

Co-curricular Events

Student Center
740.753.6539

The Hocking College Student Center is a 10-million-dollar recreational facility in the heart of campus. This state-of-the-art building offers a fitness area, climbing wall, swimming pool, gym, basketball, volleyball and tennis courts, indoor track, organized sports, club room, outdoor pursuits, multiplex, frisbee golf course and sports fields used for everything from archery to soccer. The doors open early each day and stay open late to accommodate students' fitness schedules. The building was designed for hands-on students who would rather be a participant than a spectator. The center hosts an impressive list of programs and recreational equipment sure to satisfy everyone from the competitive athlete to the more occasional user.

The Student Center hosts a variety of events during the college calendar. Smart Start is a week-long recreation program for new students in the fall followed by New Student Welcome Day on the first day of autumn term. During Welcome Week, the first week of autumn term, students can check out clubs, sports and social events. Hocking's finest students are honored at the STARS ceremonies throughout the year. Job fairs, health fairs, blood drives, dances and sports, Outdoor Pursuits, club events and aerobics take place all year round. A climbing competition is held in winter and a disc golf competition in spring. The Nursing program holds a Pinning Ceremony at the end of each term and annual graduation in May.

Counseling Services

Oakley 204
740.753.6095

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 all students have the opportunity to develop to their potential. All services are free and confidential.

Dining Services

Light Hall 265A
740.753.7118

Students who have questions about menus, ingredients, eating on campus or would like to make a special menu request should visit the Dining Services office.

Help Desk

Light Hall 181
740.753.6113

The Help Desk provides support for students needing assistance to establish IDs and passwords for WebAdvisor, Moodle and college email.

Hocking College Library

Academic Success Center, Davidson Hall
740.753.6334

The Hocking College Library is rich with resources for class projects and independent study. The library staff helps students develop research techniques.

International Student Services

Light Hall 156
740.753.7122

International Student Services provides assistance to prospective and enrolled international students.

Judiciaries

Light Hall 269
740.753.6072

The Office of Campus Judiciaries is responsible for upholding the Hocking College Student Code of Conduct.

The Learning Connection (TLC)

Light Hall 255
740.753.7113

The Learning Connection program offers specialized academic support for students who are the first in their families to pursue a college education.

The Learning Lab

Oakley 306
740.753.6124

The Learning Lab is a place where faculty and students study together, a place for finding encouragement and solutions. Services offered by The Learning Lab include personal help from faculty who volunteer their time to help students, computers, textbooks on closed reserve and quiet study area.

Nature Center

740.753.6326

The Hocking Woods Nature Center features an interpretive building, wildlife habitats, ponds, walkways, feed stations and seasonal programs for the public and groups of school children.

Activities are designed and conducted by Hocking College Natural and Historical Interpretation students in the School of Natural Resources. Located near the Hocking Woods Nature Center is also the Raptor Rehab Center that provides care for injured birds who cannot care for themselves. Hocking College students are able to learn about the birds and the eco-system while sharing this information with school groups and scout programs.

Office of the Foundation and Alumni Affairs

The Office of Alumni Affairs exists to foster a fellowship of alumni, perpetuate a source of collegiate heritage for the present and future well being of Hocking College. Alumni Affairs provides special discounts, sponsors alumni social activities, establishes scholarships and publishes an alumni newsletter. Graduates are encouraged to keep the Office of Alumni Affairs informed of change of address or name by emailing **alumni@hocking.edu** or calling **740.753.7010**.

Outdoor Pursuits

Student Center
740.753.6541

The Outdoor Pursuits program at Hocking College includes a challenging 18-hole disc golf course, a 40-foot climbing wall complete with a rappelling platform, a simulated ice climb and intermediate level track. Trips are offered throughout the school year and include kayaking, climbing, bouldering, skiing, hiking and whitewater rafting. Classes offered in this area include mountain biking and climbing. Students may also become involved in the Green Club for environmental issues and Climbing Club which hosts a popular Climbing Contest each February. Check out the Outdoor Pursuits website on **www.hocking.edu/studentlife/outdoor**.

Peer Tutoring

Academic Success Center
740.753.6333

The Peer Tutoring Program provides free tutoring assistance to any registered Hocking College student. Students who are hired as tutors are certified by the course instructor as being competent in the course material and as having the interpersonal skills necessary to work well with other students. Tutors are available for many courses on a regular basis. Both individual and group tutoring are available in some courses. In addition, the program coordinator will attempt to fill any request for a tutor even if one is not already available for a particular course.

Students are encouraged to request tutoring services as soon as they realize they could benefit from some extra assistance in a course.

Phi Theta Kappa

Danita Glenn
740.753.6502

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. This organization is highly recommended for students interested in pursuing a four-year degree. Excellent scholarship opportunities are available. Check out the PTK website: **http://www.ptk.org/**

Placement Testing

DVD 108
740.753.7131

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.

Robbins Crossing

740.753.6326

Robbins Crossing is a learning laboratory for the Natural and Historical Interpretation program at Hocking College, as well as a living history site where mid-nineteenth century skills and crafts are demonstrated by students and community volunteers. Visitors from the Hocking Valley community and Hocking College students and staff are invited to use Robbins Crossing as a gathering place for weddings, cookouts in our fire ring, club meetings, picnics and as a park for relaxation.

Smart Start

Student Center
740.753.6530

Smart Start is a week of activities before fall term begins for new students. A variety of trips, sports, shows, activities, arts and crafts start early in the morning and students can choose their activities until late at night. This is a great week to get to know campus, check out clubs, aerobic classes and most of all to make friends that will last throughout college and beyond. For more information, visit the Smart Start website at **www.hocking. edu/smartstart**

STARS

Student Center
740.753.6530

Student Team Academic Recognition System (STARS) is an awards ceremony held each term where students who have made Dean's List are presented with their certificates. Groups of students who have made an outstanding contribution to campus and community life are awarded with plaques to honor their achievements. PTK Honors Society inducts new members at each STARS. Family and friends are invited to come and enjoy some refreshments at the start of the evening then applaud their student and take photos as each person is recognized.

Student Employment

Front Desk
Student Services Concourse, Light Hall
740.753.7080

Two employment programs exist on campus: Federal Work Study and Part-Time employment. The programs are similar in that both are coordinated by the Financial Aid Department in Light Hall, both allow the individual offices throughout the college to facilitate the interviewing and hiring of qualified students, and that students typically work 15 hours per week throughout the campus.

The major difference between the two programs is their source of funding:
· The Federal Work-Study program is partially funded by the federal government and provides part-time employment to students who demonstrate financial need. Eligibility for Federal Work Study is determined by the Financial Aid Office.
· The Part-Time Employment program is fully funded by the college, and is not part of a student's financial aid package. Regardless of financial need, students may apply for Part-Time Employment positions.

There are a limited number of student employment positions on campus, interested students can view possible options at **www.hocking.edu/studentemployment**.

University Center

JL 193
740.753.6083

The University Center supports students with plans to transition to a four-year college or a master's program after completing studies at Hocking. Our partnerships with many universities nationwide allow students to affordably pursue credit for a four-year degree from coursework completed at Hocking College.

WebAdvisor

Light Hall 181
740.753.6113

WebAdvisor is the online system that serves as the information backbone for all students enrolled at Hocking College. Students can register, add and drop courses, view aspects of financial aid, apply for graduation, as well as a variety of functions that are required throughout their academic career. Assistance with WebAdvisor is available at the Help Desk and with student advisors.

General Information

Alcohol and Drug Policy

Required by Drug Free Schools

Hocking College is an alcohol and drug free college and is unequivocally opposed to the misuse/distribution of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act of 1994, Hocking College's Alcohol and Drug Policy and Program are designed to prevent alcohol and drug problems within the college setting. The policy and program are designed to identify problems at the earliest stage, motivate the affected individuals to seek help and to direct the individual toward the best assistance available.

Student Compliance with Hocking College's Alcohol and Drug Policy

All students are expected to abide by the terms of this policy. The unlawful possession, use, distribution, manufacture or dispensation of legal and illegal drugs, controlled substances and alcohol by students and employees on college property or as part of college activities is prohibited. The lawful use and dispensation of alcohol may be sanctioned for college-sponsored events or at the Inn at Hocking College.

Standards of Conduct

Hocking College is committed to maintaining a campus free of illegal drugs, the unlawful use of illicit drugs, and the unlawful or unsanctioned use of alcohol. During certain campus events, it is the policy of Hocking College to permit the possession, consumption, and sale of alcoholic beverages on campus and at off-campus events in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Liquor Control and the policies of Hocking College. Hocking College has the responsibility of upholding federal, state and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to possible judicial sanctions, arrest and prosecution.

Hocking College Student Sanctions

All Hocking College, students are expected to abide by the terms of this policy. In cases of civil or criminal actions against a Hocking College student, the college does reserve the right, for educational purposes, to review any action taken by authorities. At the college's discretion, further sanctions may be introduced if the student's conduct has interfered with the college's exercise of its educational objectives or responsibilities to its members.

The Hocking College Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a Code I offense and the student will be subject to maximum sanction of disciplinary expulsion or any sanction not less than probation. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

Disciplinary sanctions for violations will be imposed by Hocking College in accordance with the appropriate college disciplinary procedures. Such sanctions may include:
. Community Incident Report, Statements of Concern
. Referral to the Director of Student Rights, Responsibilities and Judicial Affairs for violations of Student Code of Conduct
. Notification of Parents
. Educational Intervention
. Fines
. Dismissal or termination of student employment
. Referral for prosecution

A disciplinary sanction may include the completion of counseling and assessment, fines, attendance at an education/intervention program, fees related to sanctioned program, restitution and community service. Students are guaranteed due process.

The college will impose such penalty or penalties against a student found to have possessed, consumed, sold, or otherwise provided marijuana or other drugs on campus or at college-related functions off-campus as, at the college's discretion, is deemed appropriate. In determining the penalty, the college will give consideration to all circumstances of the case, including the drug involved, the particular act involved, the number of prior violations of the Student Code of Conduct, and the threat to the safety and health of the college community in general. A student admitted to Hocking College accepts the responsibility to conform to all Hocking College rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, parental notification, fines or disciplinary probation.

Judicial Amnesty Protocol

It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol or other substances. People may be reluctant to seek help in such alcohol or other substance related emergencies because of potential judicial consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation

occurs. Since these emergencies are potentially life threatening, **Hocking College seeks to reduce barriers to seeking assistance**. To this end, the Judicial Amnesty Protocol was established.

How does Judicial Amnesty Protocol work?

The Director of Student Rights, Responsibilities & Judicial Affairs and the Coordinator of Addiction Studies will determine eligibility for the Judicial Amnesty on a case-by-case basis.

Acceptance of Judicial Amnesty does not preclude a summons or citation from law enforcement, nor are students exempt from other Student Code of Conduct disciplinary action or decisions by Hocking College Police, Department of Residence Life or other initiating departments.

To achieve these aims, the Judicial Amnesty Protocol provides that discretion will be exercised, as permitted under the Hocking College Student Code of Conduct as follows:

. Students who receive medical treatment for an alcohol/drug-related incident will be eligible for consideration for Judicial Amnesty.
. Students who report an alcohol/drug-related incident or act on behalf of a student who requires medical attention will be eligible for consideration in Judicial Amnesty.
. The college reserves the right to review Judicial Amnesty for students with multiple alcohol/drug violations and a history of student code of conduct violations.

If an individual who receives emergency medical attention related to his or her consumption of alcohol or other substances completes a required educational follow-up with the Coordinator of Addiction Studies he or she will **not be subject to judicial action** regarding underage consumption and/or possession of alcohol and illegal drugs, and/or disorderly conduct.

The individual receiving amnesty will not be required to meet with the Director of Student Rights, Responsibilities & Judicial Affairs, and will receive a written educational follow up rather than a written reprimand. Students eligible for Judicial Amnesty must complete all terms of the program. A person who does not fulfill the educational program may be cited for non-compliance under the Student Code of Conduct.

Calling on behalf of someone else

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other substance related emergency and who themselves may be in violation of Hocking College's Student Code of Conduct in regards to possession of alcohol, provision of alcohol to an underage person, and/or disorderly conduct, will also be considered for eligibility for Judicial Amnesty, and would not be subject to judicial action for the Code violations. The caller must stay with the person until medical help arrives in order to be eligible.

To ensure continuous review and evaluate effectiveness, the Judicial Amnesty participants will be assessed annually through data comparison, participant surveys, focus groups and staff interviews.

Local, State, And Federal Laws And Sanctions

Applicable legal sanctions under local, state, or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from the Hocking Police Department.

Local: Nelsonville City Ordinance
State: Ohio Revised Code Chapters
. 2925 - Drug Offenses
. 3719 - Controlled Substances
. 4301 - Liquor Control Laws
Federal:
. Federal (Harrison)
   Narcotic Act Federal
. Narcotic Drugs Import and Export Act
. Federal Food, Drug and Cosmetic Act.

Information, Counseling and Referrals Regarding Drugs and Alcohol

Information and counseling for individuals concerned about their own or others' drug/alcohol use is available, free of charge though the Counseling Center, located in Oakley 204.

The college recognizes that students who have used or are using drugs may need help and wish to seek counseling. College counseling staff is available for such help. Special topic seminars are presented regarding education and prevention issues regarding alcohol and drug use/abuse.

The professional and administrative staff of the college will endeavor to preserve the confidential nature of conferences with students seeking help or referred by Campus Judiciaries, subject to any overriding legal investigative powers of federal, state or local law authorities, and subject to the need of the college to take whatever action it deems necessary to safeguard the institution and the health of the student body.

Consistent with its role as an institution of higher learning, Hocking College will endeavor to emphasize the education of the student in its attempt to develop campus-wide programs of prevention and intervention. Students violating the Alcohol and Drug Policy will be subject to disciplinary action through the Office of Campus Judiciaries.

Substance abuse resource information (booklets, brochures, pamphlets) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based approved substance abuse counseling and rehabilitation services are available through a variety of college sources.

- Hocking College Office of Residence Life, Downhour Hall, 740.753.7043
- Hocking College Police Department, 740.753.6598

Other Resources:

- Health Recovery Services Information and Referral, 740.592.6720
- Careline Hotline 24-Hour Crisis Intervention, Information and Referral, 888.475.8484
- Tri-Country Mental Health and Counseling Services: Athens County, 740.592.3091
  Hocking County, 740.385.6594
  Vinton County, 740.596.4809
  Alcohol, Drug Addiction and Mental Health Services (317 Board), 740.593.3177

You may anonymously contact any of the listed resources for information about: Alcoholics Anonymous, Narcotics Anonymous, Codependents Anonymous and Al-Anon.

Alcohol And Drug Violations

The Hocking College Police Department investigates and enforces drug and alcohol violations occurring on the Nelsonville campus in cooperation with local, state and federal law enforcement agencies. Violations of drug and alcohol laws will result in criminal prosecution and referral to Hocking College Judiciaries.

Judiciary sanctions under the Student Code of Conduct range from short-term probation to expulsion. Hocking College maintains strict enforcement of drug and alcohol laws. The Department of Student Affairs is responsible for substance abuse education/prevention. The Hocking College Police Department works cooperatively with local law enforcement agencies and organizations such as Mothers Against Drunk

Driving and Ohio Binge Drinking Prevention Initiative to prevent drug and alcohol violations around the college community.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistic Act, the statistics for all Hocking College campuses and properties can be found at **www.hocking.edu**. Contact the Hocking College Police Department at **740.753.6598** to obtain the report in its entirety.

Drug and Alcohol – Parent/Guardian Notification Policy

In the fall of 1998, the law that prohibited colleges and universities from releasing disciplinary records of students 18 years of age or older without their consent was amended. As a result, public colleges and universities were given the option of informing parents/guardians of alcohol and drug offenses committed by their students who are under 21 years of age.
Hocking College has since adopted the Drug and Alcohol Parental/Guardian Notification Policy.

- First alcohol violations of the Hocking College Student Code of Conduct, (regardless of the age of the offender) will be handled within the Department of Campus Judiciaries and require parental notification.
- First drug violations of the Hocking College Student Code of Conduct, regardless of how minor, will require parental notification.

Please Note: Residence Hall violations and off-campus violations are included as part of a student's Judicial Record.

Statement on Binge Drinking

Binge drinking is a common problem on college campuses and carries a number of risks and negative consequences. Unfortunately many students do not identify drinking behavior as "binge drinking."

Binge drinking is defined as, "drinking a lot in a short amount of time;" it is not just about quantity of drinks. For a woman, consuming four or more drinks in a row one or more times in a two-week period constitutes binge drinking. For a man, consuming five or more drinks in a row one or more times in a two-week period defines binge-drinking behavior.

When a person drinks alcohol quickly, his or her blood alcohol level goes up quickly. This can cause various social, legal and medical problems and can lead to alcohol poisoning or even death. Frequent binge drinking can lead to long-term

problems with alcohol. Binge drinking and related activities are a violation of the Mental or Bodily Harm provision of the Hocking College Student Code of Conduct. Violation of a Code I offense may result in sanctions of suspension or expulsion of the individual or organization from the college. When a student is identified with possible abusive or problem drinking, the college will attempt to intervene in a therapeutic manner through Campus Judicial sanction for referral to possible counseling and/or intervention programs.

Hocking Behavioral Intervention Team

The Hocking Behavioral Intervention Team (BIT) is a group of staff and faculty who assess at-risk situations on the Nelsonville, Logan and Perry campuses and develops action plans to address such situations. The BIT is a multidisciplinary team comprised of Residence Life, Counseling Center, Judicial Affairs, Campus Safety, Faculty and other applicable parties. The team meets weekly to discuss incidents of student behavior

and to assess, intervene and monitor any concerns referred to the HBIT through the Student Incident Reporting system.

Incidents may include the following:
. Suicide attempts or expression of suicidal thoughts or feelings
. Students who threaten to harm other students, staff or community
. Relationship violence situation
. Students with weapons on campus
. Disruptive behavior in classroom
. Aggressive students
. Projects or papers that contain violent or threatening content
. Serious student drug and alcohol related behaviors

Hocking College Campus Police Department

The Hocking College Police Department is located behind Light and Oakley Halls off of Loop Road and is next to the Hocking Heights Residence Hall. The department is a full service police agency that derives its authority from Ohio Revised Code Section 3345.04. The Hocking College Police Department operates 24 hours-a-day, 365 days-a-year to provide safety, police and parking services to the campus community. The primary objective of the department is to provide a safe and healthy environment that enhances campus living and learning experiences and compliments the college's educational mission.

The department maintains a full-time police chief and full and part-time police officers. The officers are uniformed and armed, commissioned by the college with full enforcement and arrest

powers, and provide vehicle and foot patrols throughout the college community.

In addition to the police officers, the department also has student employees as Campus Safety Officers and student employees as Parking Enforcement Officers. These students provide communication services to the Police Department and assist police officers with campus patrol, emergency message services, motorist assists and parking enforcement, but have no arrest or police authority.

The Police Department is a proactive agency that provides community oriented policing to the Hocking College community. Members of the community are encouraged to report criminal activity or emergency situations to the department by calling the campus extension 6598, or 740.753.6598.

Officers work closely with other law enforcement agencies in the enforcement of federal, state and local statutes, as well as college regulations. Additionally, the police department maintains mutual aid contracts with the City of Nelsonville, the Athens County Sheriff's Office, and the Ohio University Police Department, giving officers police authority in these jurisdictions when appropriate. The department also maintains radio communications with local agencies (such as police, fire and EMS.)

Further, the department communicates regularly with all other local law enforcement agencies, facilitating the exchange of crime-related reports and statistics to both ensure a safe living environment for our students and provide accountability for actions of students while they are a representative of the institution.

Crime Alerts, Statistics And Regulatory Reporting

The Campus Crime Alert is designed to inform the college community of crimes committed on or near campus in order to heighten safety awareness as well as to request information that will assist the Hocking College Police Department or other local law enforcement agencies in the arrest and conviction of the perpetrator when crimes have been committed against persons or property.

When a crime that presents an immediate threat to the safety of members of the campus community is reported to the Campus Police Department or another local police agency, the Hocking College Police Department will issue a Campus Crime Alert.

Immediate notification of a significant emergency or dangerous situation involving an immediate threat to the health of safety of students or staff occurring on campus will be made, unless issuing an alert would compromise the efforts to contain the emergency. The alert will be distributed through the emergency and community notification service (NIXLE), a network of on-campus buildings and all residence halls, as well as through email to the college community.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that all institutions of higher education which receive federal financial assistance produce an annual security report which is distributed to all current students and employees and a summary of which is available to all prospective students and employees. This information is available on the Hocking College website at **www.hocking.edu**.

Community Notification System – NIXLE

The NIXLE Notification System allows for improved communication with students, employees and family members of our campus community. Through NIXLE, Hocking delivers messages securely via e-mail and cell phone, supporting and expanding community outreach efforts. The system provides a quick, efficient, and secure way to get neighborhood-level information out to community members who subscribe to the system. Notifications might be considered in the following instances:

. Flooding or traffic accident closes a roadway on or near campus –NIXLE advisory would allow community members to plan accordingly when traveling to or leaving campus. A follow-up message can also be sent to advise when road conditions improve and travel has resumed;
. Public safety emergency requires people to stay in their buildings or remain away from campus - NIXLE alert will notify subscribers what is happening, allowing them to take a proactive role in their own safety.
. Planned event will be utilizing a specific area of campus – NIXLE message sent prior to the event will allow everyone to be informed and plan accordingly.
. Other uses: Crime alerts, cancellations/closures, large-scale public works projects, traffic safety implications around large fire scenes, community events such as parades, fireworks, picnics, details about a health emergency in the area, utility outage advisories or boil orders.

Anyone can register for NIXLE at **nixle.com/register**. No spam or advertising is associated with NIXLE Municipal Wire messages. The system is available at no cost. However, standard text message rates apply for subscribers who do not have text plans with their cell phone providers.

Division of Parking

Established by college resolution, the Hocking College Police Department is charged with enforcing parking rules and regulations established by the institution and administer the appeals process. As related motor vehicle, traffic and parking policies of Hocking College were enacted to facilitate the productive work of faculty, staff and students, as well as other persons on the college property, managing vehicular traffic is imperative to providing a positive environment.

In addition to enforcement responsibilities, the Division of Parking is responsible for special parking lot reservations and issuing the required campus parking permits.

All campus community members parking on college property must purchase a parking permit. When students obtain their Hocking College parking permit, they will receive a copy of the parking rules and regulations that include a map of parking locations. Rules and regulations are strictly enforced.

Deviation From Standard Business Operations

Decisions to close the institution, close business offices or cancel classes will be made by the Hocking College President or his/her designee, in consultation with the Chief of Police, and other college administrators as appropriate. These decisions are made operating under the belief that the college is a community and as such is normally open. In the event of severe weather conditions or emergency situations, the college may suspend normal operations and/or classes. The institution equally values the safety and lives of all students, staff, faculty and visitors while recognizing that effective operations of the college must be maintained.

The levels of operational status are:
. Closed
. Classes cancelled and business offices closed (with essential personnel reporting)
. Delayed opening
. Early release
. Localized and temporary closings

Reliable college status information is available through the home page at **hocking.edu**, the emergency and community

notification service (NIXLE), email and numerous regional media outlets.

Children on Campus

Children 14 years of age and under must be accompanied and attended by an adult while on the campus. Adults who bring children with them to the campus may be asked to control the actions of the children or remove them from the campus if the children create a disturbance to the orderly functioning of the college. Children are not to be in classrooms, laboratories or clinical sessions unless they have an assigned role in the curriculum/educational program.

Children cannot be left unattended while parents/adult caretakers are in class. If children are left unattended, parents will be contacted in class and asked to remove the children from campus. Children cannot be left unattended in hallways, computer labs, vehicles, or other areas on campus, including the Student Center.

Communicable Disease

Hocking College seeks to reduce the risk of communicable disease among students and staff and to avert the possibility of an epidemic within the college community. For the purpose of this policy, a communicable disease is defined as a highly contagious disease spread from person to person by casual contact that can lead to a serious potential epidemic or pandemic environment that may threaten the health of the campus community.

All students, faculty and staff are encouraged to promptly report suspected incidents of infection, take appropriate precautions and cooperate with the college's efforts to limit the consequences of infection. It is the policy of the college to safeguard the welfare of students and employees while maintaining the operations of the college in an effective and efficient manner.

Computer and Network Usage

Hocking College provides computing resources to support the academic and administrative activities of the institution. The resources are intended for the sole use of the college faculty, staff, students and other authorized users. Computing resources include host computer systems, personal computers, communications networks, printers, software and files.

Hocking College encourages the use of email and the internet and respects the privacy of users. It does not routinely inspect, monitor, or disclose information without the holder's consent. However, Hocking College reserves the right to monitor its computing resources to protect the integrity of the computer and network systems. In addition, Hocking College may deny access to email/internet services and may inspect, monitor, or disclose when files and activity required by and consistent with law when there is substantiated reason to believe that violations of policy or law have taken place.

Hocking College expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Hocking College is a state agency, all information stored in computers owned by Hocking College is presumed to be a public record and subject to disclosure under the Ohio Public Records Law.

Users do not own accounts on college computers, but are granted the privilege of using the computing and network hardware and software resources. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and other college employees to access user files and monitor system activity. By utilizing Hocking College computing and network resources, you give consent to accessing and monitoring, in order to enforce this policy and to protect the integrity of computer systems or the rights or property of the college. System administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to legal search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on computer facilities are considered "education records" under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. section 1232(g)).

Enforcement

Infractions of the Hocking College Computer and Network Usage Policy will be referred to the Office of Campus Judiciaries. Minor infractions of this policy when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved at the procedural interview level. Repeated minor infractions or misconduct that is more serious may result in any sanction not less than the temporary or permanent loss of computer access privileges or the modifications

of those privileges: More serious violations include, but are not limited to:

- Unauthorized use of computer resources
- Attempts to steal passwords or data
- Unauthorized use or copying of licensed software
- Repeated harassment or threatening behavior
- Any offense that violates local, state or federal laws may result in the immediate loss of all college computing privileges and referral to appropriate law enforcement authorities

Standards

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account
- Using the campus network to gain unauthorized access to any computer system
- Connecting unauthorized equipment to campus network
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data
- Knowingly or carelessly performing an act that will interfere with the normal operations of computer terminals, peripherals or networks
- Knowingly or carelessly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document
- Violating terms of applicable software licensing agreements or copyright laws
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images and other multi-media files
- Using college resources for commercial activity such as creating products or services for sale
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user
- Initiating or propagating electronic chain letters
- Inappropriate mass mailing including multiple mailings newsgroups, mailing lists, or individuals, e.g. "spamming" "flooding" or "bombing"
- Forgoing or misrepresenting the identity of a user or machine in an electronic communication
- Transmitting and/or receiving, reproducing, materials that

are slanderous or defamatory in nature, or that otherwise violate existing laws or usage regulations. Displaying obscene, lewd or sexually harassing images or text in a public computer facility or location that can be in view of others

- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner
- Using college systems for commercial or profit-making purposes without written authorization from the college administration
- Disobeying lab and system policies, procedures and protocol (example: time limits on workstation usage and printing charges)
- Deliberate introduction, creation or propagation of computer viruses

Dining Services

Through Dining Services, students can find a variety of meal choices every day of the week. Students have the option of paying per purchase or purchasing a meal plan for convenience and cost savings. Minimum plans are required for all students living in campus managed housing. On-campus restaurants offer meals from breakfast through dinner, including grab-and-go options. Nearby in Nelsonville, additional restaurants are available for a change of pace or a special family occasion, including fine-dining at Rhapsody, a gourmet restaurant managed by the Culinary Arts students.

On-Campus Housing

In our campus-managed residence halls, it's easy for students to get involved in the college community. In each hall, students find support from Residence Life staff and a whole new circle of friends in a safe, drug, tobacco and alcohol-free environment.

Hocking College offers three residence halls. Hocking Heights, Downhour and North Halls are conveniently located on the main campus just behind the Hawks Nest Dining Hall. Additionally, there are two additional non-college-owned halls located a short distance from campus, Sycamore Hall and Summit on the River. The staff members that residents interact with most frequently are the Resident Success Mentors (RSMs.) In addition to enforcing policies, the RSM staff coordinates educational events that take place in the residence halls covering topics such as coping with homesickness, using strengths to develop strong study skills, and time management. Each building has its own special features, which can be found online at **www.hocking.edu/housing**.

Downhour Hall and North Halls are organized into suites. Each double room features semi-loft beds and a bathroom shared by suite. These halls are co-ed by suite.

Hocking Heights Residence Hall offers single, double and triple rooms and facilities include in-room microwaves and refrigerators, on-site laundry and kitchen facilities, a community room, on-site study rooms and internet access.

Summit on the River and Sycamore Halls feature double rooms, a limited number of triples, with internet access, microwaves and refrigerators, and common areas with televisions. Outside amenities include picnic areas with barbecue grills, basketball courts, horseshoe pits and a sand volleyball court.

Off-Campus Housing

Students seeking off-campus housing should refer to local newspapers and other advertising for the most up-to-date information. Some resources may include *The Athens Messenger* or the *Athens News*, both of which have online editions.

Firearms and Dangerous Weapons

Hocking College is committed to providing its students, staff and visitors an environment that is safe and secure. This commitment includes prohibiting students, staff and visitors from possessing or having under their control a weapon or dangerous ordnance while on the Hocking College campus or conducting college business while off college property or in a college vehicle. Additionally, the college is committed to the responsible management of wildlife resources and allowing conditional hunting and trapping while still maintaining an environment that is safe for educational and occupational experiences.

A weapon or dangerous ordnance includes, but is not limited to: a firearm, club, brass-knuckles, any martial arts weapon, a stun gun, explosives or a knife (other than a small folding knife carried in the pocket or sheath with a blade less than four inches.)

The term "Hocking College campus" shall include all the lands and facilities owned, leased or managed by Hocking College. Any staff, student or visitor who possesses a concealed carry permit issued by the State of Ohio or another state which Ohio has reciprocity, must secure the firearm in the trunk of their vehicle immediately upon entering the Hocking College campus pursuant to the Ohio Revised Code.

Students who reside in all college-owned and managed Residence Halls are not permitted to store weapons on campus or in their vehicle. These students may inquire with Campus Police for off-campus storage options.

Two weeks prior to the beginning of any hunting season in which hunting will occur on the Hocking College Campus, the Dean of the School of Natural Resources shall provide reminder notification to the Natural Resources faculty to avoid sending students into hunting areas for class activities.

The exemption to this policy is:
· Staff member specifically authorized by the staff member's appointing authority.
· Faculty, staff or student while engaged in an authorized educational purpose Hunting/trapping on the land owned by Hocking College campus is permissible under the following conditions:
· Hocking College staff, student and invitees must make application to the Director of Campus Safety or designee, a minimum of 48 hours prior to receiving a hunting and/or trapping permit.
· Hunters or trappers requesting to hunt/trap at the Lake Snowden campus may make application 48 hours in advance to the Lake Snowden Park Manager.
· Hunters and trappers must carry permit on their person and present it when requested by any Hocking College Police Officer or ODNR Wildlife Enforcement Officer.
· Hunting and trapping must be done in accordance with Ohio Revised, ODNR regulations and Hocking College hunting regulations.
· Hunting and/or trapping must only be done in authorized areas. A copy of maps can be obtained at the Hocking College Department of Campus Safety, School of Natural Resources and the Lake Snowden Park Office.
· Only bow hunting will be permitted on campus areas with the following exceptions for Lake Snowden. Lake Snowden will sponsor certain special hunts involving a firearm (e.g. youth hunt, waterfowl hunting, handicap hunt.)

Fire Alarms

When the fire alarm sounds, immediately leave the building and walk to a safe distance from the buildings (parking areas.) A notice is posted in each classroom and office designating the exit to be used. During evacuation, each faculty/staff member is charged with the prompt and safe exit of students, visitors and of themselves. The fire alarm will stop only when all buildings have been evacuated. Once the "all clear" signal is given,

students may re-enter the buildings. Failure to comply with official directions in a fire alarm is a violation of the Student Code of Conduct.

Fire Safety Disclosure

Federal Law requires the publication of an annual Fire Safety Report containing information regarding the campus fire safety practices and standards. Statistics related to incidents of fire are provided on the Federal Disclosure page on the Hocking College website, with the crime statistics. Information will be provided to students in the Residential Hall Handbook, updated annually.

Gambling Statement

Students and college-approved organizations are expected to abide by the federal and state laws related to gambling. Examples of gambling may include but are not limited to: Sponsoring or organizing raffles or any exchanges of money for a chance to win something; Betting, wagering or selling pools; Playing card games for money; and Using Hocking College resources (phones, meeting spaces, computers, etc.) to facilitate gambling

Menacing by Stalking Statement

Under Ohio Law, Menacing by Stalking is defined as: The act of a person who, on more than one occasion, follows, pursues, or harasses another, and by engaging in a pattern of conduct, knowingly causes another to believe that the offender will cause the person physical harm, or cause the person mental distress. All forms of stalking are violations of the Mental or Bodily Harm provision of the Student Code of Conduct. Students found in violation of this provision are subject to a range of disciplinary sanctions including disciplinary expulsion from the college. If an individual believes they are being stalked, they should report their concerns to Campus Police to obtain assistance in seeking protection. In addition, the concerned individual should also contact the Athens County Victim Assistance Program of the Athens County Prosecutor's Office at **740.592.3212**, to report the problem and seek assistance. If the stalker is a former spouse or partner, contact My Sister's Place, a shelter house for women and children of family violence, **740.593.3402** for emergency help and information.

Sexual Assault

For the purpose of this statement, sexual assault is defined as any unwanted sexual behavior between two or more persons to which one person does not or cannot consent. In describing sexual assault, Hocking College relies upon Ohio state law concerning sexual imposition, which is much broader than the traditional concept of rape. Hocking College prohibits sexual conduct or contact with others which can involve compelling a person to submit to sexual conduct or contact by force or threat of force, use of intoxicants to substantially impair the survivor's power to give consent, engaging in such acts when there is reasonable cause to believe the person suffers from a mental state which renders him/her incapable of understanding the nature if the contact, the offender knows that the sexual conduct or contact is offensive to the person or is reckless in that regard, or where the person is under 13 years of age.

A goal of Hocking College is to create a campus community free from interpersonal abuse including sexual assault. Sexual intrusions and violations of any degree are serious offenses and compromise the integrity of the college community. All forms of sexual assault are violations of the Mental or Bodily Harm section of the Hocking College Student Code of Conduct. Students found in violation of this provision are subject to a range of disciplinary sanctions including disciplinary expulsion from Hocking College. Hocking College directs judicial/disciplinary efforts that respect the personal rights of both victim and alleged perpetrator.

Hocking College considers both physical surroundings and educational programming in addressing prevention of sexual assault on campus. The institution continually reviews and modifies the physical surroundings to foster security and safety. Hocking College examines such factors as campus signs, lighting and locking procedures. The college develops co-curricular educational experiences concerning sexual assault prevention. Involved students, faculty, staff and community members promote information and discussion on interpersonal abuse concerns. Additionally, Hocking College recognizes that individuals reduce their risk of sexual assault through a process of learning and practicing preventative actions. Hocking College and its community actively support sexual assault survivors. Hocking College has a coordinated response system that attends to the survivors' physical and emotional well-being.

All reports of sexual assault are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns, investigative needs, and state statutes. In addition, Hocking College publishes and disseminates annual statistics on incidents of sexual assault.

Students affected by sexual assault may also seek assistance by negotiating housing and academic accommodations. Members of the Hocking College community who have been sexually assaulted are strongly encouraged to talk with a counselor, consider obtaining medical assistance and report the crime to Hocking College Police Department. Counseling services are available on an as-needed basis. Counseling services are free and confidential. Survivors are advised to consider medical attention for three reasons: testing and/or treatment of sexually transmitted diseases; pregnancy or physical injuries; and for legal evidence collection, which is important if the survivor wishes to prosecute at any point in time. Note: when an alleged assault is treated in an emergency room, the law enforcement agency in the jurisdiction where the assault occurred is automatically notified.

A criminal investigation will follow at the survivor's discretion. It is noted that some sexual assault survivors have waited for days, months or years to seek assistance. At anytime, a Hocking College student who is a survivor of sexual assault may seek counseling from the Hocking College Counseling Center or other community counseling resources.

Survivors are encouraged to report the assault as soon as possible to Hocking College personnel and/or the appropriate law enforcement agency. Early reporting will assist in the investigation and collection of evidence relevant to the case. All reports of sexual assault are confidential. Reporting the sexual assault to the authorities in no way compels an individual to pursue a specific course of action. However, reporting does enable an individual to be apprised of the medical, emotional, legal and college judicial options for dealing with the assault.
Hocking College desires to maintain a campus community free from interpersonal abuse including sexual assault. Hocking College commits its resources to the following processes:
1) to provide crisis intervention for victims; 2) disciplinary and/or criminal consequences for the alleged offenders; and
3) to educate and promote discussion on interpersonal abuse and violence.

Social Networking Sites
Facebook (and other internet social networking forums) create as many obligations as they do opportunities for expression. Hocking College cannot control or limit who views Facebook pages or other Internet expressions of the individual's identity. Hocking College is not responsible for any negative ramifications (such as from employers, families, strangers) that may result from students' marketing of themselves on internet forums.

Hocking College asks that all students consider the following before posting anything on Facebook or other social networking sites:
- **Invincibility:** Think about your marketability today in college social circles and who you might want to be in five or ten years. Take into account your obligations regarding proper conduct as a citizen and potential ramifications of your actions. This includes, but is not limited to: potential employers viewing Facebook; potential libelous reprimands for statements made about a professor or other person; college staff reviewing materials posted construed as inappropriate. Students should consider how they are branding themselves on the internet.
- **Caching:** This means if something on Facebook (or equivalent), even for a day or two is posted and then removed, it still remains accessible to the rest of the world on the Internet. The procedure to get something removed from Google (which doesn't take into account other search engines) is a lengthy bureaucratic procedure that doesn't guarantee your posting will cease from Internet existence.
- **Legal:** Be sure to take the feelings and representation of others into account. The student may be liable for damages under either defamation or libel. Posted photographs or information about someone may be construed to be an "invasion of privacy" or "false light" or "misappropriation of likeness."

Statement on Hazing
Hocking College maintains the autonomy of campus organizations and clubs within the constraints of the established rules and regulations as outlined in the Student Code of Conduct. Membership in campus organizations and clubs and activities undertaken by said membership and individuals must be consistent with the stated purposes of the organization and the educational mission of Hocking College. Any activities that may be construed as hazing are specifically and unequivocally prohibited.

Hazing is a violation of the Mental or Bodily Harm provision of the Hocking College Student Code of Conduct. Violation of a Code I offense may result in sanctions of suspension or expulsion of the individual or organization from the college. When a campus organization, club or individual is found to be involved in a possible hazing activity, the college shall initiate disciplinary action. Such action shall be conducted in compliance with conduct proceeding as outlined in the Student Code of Conduct. Organizations and/or individuals found in violation of the Student Code of Conduct shall be subject to the range of sanctions as outlined in the code.

Statement of Liability

Hocking College is not responsible for the loss of money or valuables of any person or for the loss of damage of any resident's property by fire, water or theft. Residents are encouraged to carry personal property insurance. All students should carry health insurance.

Student IDs

Student Identification Cards are not only used for identification, but also needed for access to certain buildings and to obtain services from the Hocking College Library, Bookstore, Dining Services and Student Center. Also, several local businesses offer student discounts with ID. Initial IDs are created at no charge. Students must have a computerized Hocking College Schedule and Photo ID (State ID or Drivers License) to obtain a Student ID. Replacement costs for a lost/stolen ID is $25.

Tobacco-Free Campus Policy

Hocking College will be a smoke and tobacco-free environment for all members of the college community. This includes employees, students, visitors, volunteers, patrons and customers.

For the purpose of this policy, the college is defined as facilities, property and grounds used to carry out the mission of Hocking College at any location. This will also extend to college parking lots and sidewalks adjacent to college buildings and grounds in keeping with the Nelsonville City policies. There will be no designated smoking or tobacco use areas.

The use of tobacco or smoking products is defined as all nicotine, tobacco-derived or containing products, and plant based products including, but not limited to cigarettes (e.g., clove, bidis kreteks), electronic cigarettes, vaping, cigars and cigarillos, hookah-smoked products and oral tobacco (spit and spit less, smokeless, chew, snuff).

As in the past, the first offense will result in a warning citation and requirement to take an online course through the American Cancer Society in lieu of a $100 fine. Second offense will result in a $100 fine and a requirement to take the online course. Repeat offenses will be subject to a $100 fine for each offense.

Student Grievance Procedure

(Please note: The Student Grievance Procedure is a function separate from that of the Student Complaint Review Board and should be used when all other options are exhausted).

The purpose of the Hocking College Student Grievance Procedure is to provide a system for the internal administrative review of student concerns, with the goal of a fair and equitable resolution of the issue(s). The Student Grievance Procedure is designed for students who believe they have been treated unfairly regarding any college issue(s), denial of due process rights, discrimination/discriminatory treatment, and/or any action which has had an unfair and adverse impact on a student's learning experience. Throughout this process, the position of all parties will be evaluated in a fair and impartial manner. The procedure consists of two stages: the informal stage and the formal stage.

Process Of Grievances

The Student Grievance Procedure provides the student a right to be heard with no loss of college privileges until an official decision has been reached. The following represents general operating guidelines for the Student Grievance Procedures. No amount of guidelines or details could adequately address every possible situation, therefore, some variances may occur. The primary consideration in any student grievance process is fundamental fairness to all parties concerned.

Student Advocacy Option

At any stage in the procedure, students may request the assistance of an advocate through the Dean of Student Affairs office. The advocate will review the student's concern, discuss various options and provide direction through the Student Grievance Procedures.

If a student's concern deals exclusively with a student's final course grade, please follow the Academic Grade Appeal Process. If a student's complaint involves unfair treatment, discrimination or other factors which have adversely impacted students rights or access to the student's learning experience, process the complainant through the Student Grievance Process. In all instances of formal grievance proceedings involving a student with a disability, the campus 504 Coordinator will serve as the student advocate and liaison. The campus 504 Coordinator will also assist students in the completion of all necessary forms applicable to a formal grievance.

Step 1: Informal Stage

A student has a responsibility to talk with an instructor or a staff member about a grievance he or she may have. A staff member has a similar obligation to make himself or herself available to a student for objective discussion of a complaint. Any member of the college community should generally encourage the student to discuss the matter with the party involved.

An advocate may, at the student's request, act as a liaison with the involved department in an effort to work through the issues. If the grievance is not resolved at this stage, the student should talk with the academic administrator or supervisor and an informal meeting between the parties involved, and the director/academic administrator, should be arranged. If the staff member involved is also the academic administrator, the role will be assumed by the next individual in the administrative chain of command. If the student is not satisfied with the above results, he/she should proceed with formal Student Grievance procedures in Step 2.

Step 2: Formal Stage

If a grievance is not resolved through informal discussion and the student desires to carry forward his or her protest, he or she will state the grievance in writing by filing a Request for a Student Grievance Hearing form, available from the Associate Provost. Once the final grievance is submitted in writing, the grievance as stated cannot be changed. No new issues or persons may be added to the grievance statement during the hearing.

The completed forms will be submitted to the Associate Provost who will then forward a copy of the student's grievance to the staff member and supervisor or director involved. The filing of a student grievance must be initiated within six weeks of the date the situation occurred. Maximum time limits for scheduling of grievance hearings may be extended at the discretion of the Associate Provost.

The Hocking College process provides each student the opportunity for an advocate to assist in case compilation. The advocate must be a member of the college community or a student who is in good standing at the college. A person serving in an advisory or advocate capacity may not participate directly in the hearing or address the board on behalf of the student unless, in the sole discretion of the hearing board or hearing officer, there exists a communication difficulty sufficiently severe as to prevent a fair hearing or in extenuating circumstances,

acknowledged by the hearing officer. In the Student Grievance Procedure, neither the college nor the individual will be represented by legal counsel. Student's rights to student due process will be provided during the hearing procedures.

How To File A Student Grievance Formal Procedure – Level 1

1. To file a grievance, the student must schedule a meeting with an advocate available through the Associate Provost office to discuss the grievance and complete the necessary paperwork. The
student will indicate on the official form, a list of witnesses to be called or to submit written statements. Statements must be attached to form when submitted. (Note: Any person found making false or misleading statements in a hearing procedure will be subject to Campus Judiciary Board proceedings.)
2. Respondent(s) to the grievance is/are named.
3. A copy of the grievance will be forwarded to the respondent(s) who are appropriate college officials. The respondent(s) will provide a written response, any supporting documentation needed, and a list of witnesses to be called or to submit written statements. A copy of the respondent(s) response will be forwarded to the student grievant prior to the hearing date. Both parties, the grievant and the respondent must summarize their written statements in a maximum of two pages. Reasonable time will be given to both parties for elaboration, if needed, during the hearing.
4. The Associate Provost will schedule the hearing, when possible, within 10 working days of receipt of the official written grievance.

Student Grievances Regarding a Disability

The Student Grievance Procedure is inclusive of student grievances specifically regarding disabilities. In all instances of informal and formal grievance proceedings involving a student concern regarding a disability, the campus 504 Coordinator will serve as the chair. The Student Grievance Procedure provides the student a right to be heard with no loss of college privileges until an official decision has been reached. Note: Under Section 504 and Title IX, a grievant may bypass the Informal Stage and opt to site a formal grievance initially.

Grievance Process Details:

1. The grievant, student advocate, respondent(s), and immediate supervisor(s)

2. are the only persons who will be present, in addition to the reviewing directors, unless approved in advance by the chairperson. All hearings shall be closed to protect the student's right to confidentiality. The exclusion of lawyers or law-trained professionals from the grievance procedure does not take away any disputant's right to resort to the courts if the dispute is not resolved in the grievance procedure.
3. Two administrators will conduct the hearing: the Associate Provost or designee, serving as chairperson, and providing a written summary of the proceedings, and a non-involved administrative director.
4. The general procedures to be followed are explained by the chairperson.
5. The written grievances statement will be read aloud by the student or his advocate at the discretion of the presiding officer.
6. The written response to the grievance statement will be read aloud by the respondent. If respondent does not appear, but sends written response, that response will be read, verbatim, to the grievant. A copy of the response will be provided to the grievant prior to the hearing.
7. Each side will have a maximum of 15 minutes to make an opening presentation, following the reading of statement summaries from both parties.
8. The Hearing Administration will have the opportunity to raise questions or request clarification regarding the written statements and the opening presentations.
9. Witnesses will be heard or statements from witnesses will be read. Only one witness will be present at a time and may be questioned by the Hearing Administrators. The Hearing Administration will be in charge of this process and determine the length of time for each witness.
10. Following the hearing, the Hearing Administrators confer and reach a decision. Consultation with the department may be needed in cases involving compromise. In the event a consensus cannot be reached, the case will be referred to the Vice President of Academic and Student Affairs who will select another non-involved administrator to review the case materials for a decision.
11. The hearing shall be closed and will be recorded by the chairperson, or designee, to provide an accurate record of the proceedings. The recording remains in the possession of the chairperson until after time for an appeal, at which time it will be destroyed. Copies of the recording are not provided. The presiding officer reserves the right to exclude persons from the hearing if they are disruptive, or to postpone the hearing because of disruptive or menacing behavior of participants and/or observers.

12. Within 10 working days, barring extenuating circumstances, both parties will be notified in writing of the Hearing Administrator's decision. The decision is clear, brief and restricted to the individual student case. Illustrative documents reviewed at the hearing may accompany the transcript.
13. The student is informed of their rights to Level II appeal.
14. To appeal a Level I decision, the student must submit an appeal form to the Vice President of Academic and Student Affairs within three working days of notification of decision from Level I. The written request must state the grounds on which the appeal is being made.

The fact that one does not like or disagrees with the administrative decision is not grounds for an appeal.

Student Grievance Hearing – Staff Selection Procedures

The Associate Provost may appoint a designee who will, in turn, appoint another non-involved college administrator, as hearing officers for student grievances.

The student may request a college advocate to be present at the hearing. The advocate must be a member of the college community (Counselor, Student Affairs representative, faculty, staff or a student who is in good standing at the college.)
The role of the advocate is to assist the student in preparation for the formal hearing. The advocate participates only as an observer during the hearing. Exception may be made at the discretion of the chairperson.

Every attempt will be made to provide for organization balance in the selection of staff for hearing or review of grievances. Directors or vice presidents will not hear or review cases involving persons in their respective units.

Should a Level II appeal be enacted, the Associate Provost will provide a complete file of information to the Vice President for Academic and Student Affairs/Provost. Level II review remains an independent process at the college. A Level II decision is returned to the Level I review team. Files on college student grievance cases are maintained in the Office of the Vice President of Academic and Student Affairs for three years.

Student Grievance Appeal Procedures

To appeal a Level I decision, the student must submit an official appeal to the Associate Provost within three working days of notification of the Level I decision. The written request must state the grounds on which the appeal is being made.

The grounds for appeals are limited to the following reasons:
. Decision is viewed as arbitrary or unreasonable;
. Decision resulted from an obvious procedural error;
. Decision is not in accordance with the facts presented; or,
. Presentation of documented, new information that was not available at the time of the hearing, which may suggest modification of the decision.

Appeal forms are available from the Vice President of Academic and Student Affairs. Request for an appeal form begins the appeal process. The student may request assistance from Student Affairs to complete the necessary paperwork.

The completed form, with documentation attached, is to be returned to the office of the Vice President of Academic and Student Affairs, within the three working days time limitation. The Vice President of Academic and Student Affairs makes the determination if the appeal will be allowed.

An appeal will be limited to a review of the record of the initial hearing and supporting documents except when explaining the basis of new information was not available at the hearing. If an appeal is denied, the original Level I decision is implemented.

Decisions

The Appeal Decision is presented in writing to the parties involved, within a reasonable period of time. The Vice President of Academic and Student Affairs may:
. Return the matter to the appropriate hearing body with a recommendation to revise the decision;
. Return the matter to the appropriate original hearing body for a rehearing;
. Affirm the decision on which the appeal is based and implement the original decision; or,
. Dismiss the appeal.

Accounting & Financial Services

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

Hocking College's Accounting and Financial Services program offers a wide variety of training to meet the needs of the accounting field. In this two-year associate degree program, students will learn non-profit accounting, cost accounting, payroll accounting, federal taxation and auditing. Course work in this Acounting Degree program includes training in the use of commercial software packages including Peachtree, MS Office, Drake and QuickBooks software.

Hocking College provides training in all of these essential accounting courses to prepare students for work in this field. Working in accounting and financial services is as important today as it has ever been and this accounting degree program from Hocking College offers the necessary coursework and training to meet those important needs.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Accounting and Financial Services:

· Use appropriate entry-level accounting skills;
· Interact effectively with peers and superiors in the work place;
· Effectively use a microcomputer to develop and maintain cost, non-profit and general ledger accounting systems;
· Manually prepare federal and state tax returns for payroll and income;
· Prepare federal tax returns on a microcomputer;
· Use commercial spreadsheet software proficiently;
· Use word processing software proficiently;
· Perform data entry accounting tasks and understand the results;
· Effectively prepare to transfer to four-year colleges, if wishing to continue formal education;
· Effectively read and interpret financial statements; and,
· Effectively use routine accounting equipment, including 10-key adding machine.

Career Opportunities

U.S. News and World Report's 2014 Best Jobs Issue ranked accounting as third best career. The unemployment rate in the accounting field is half the national average and the growth rate is 13%, expected for the next ten years, according to the U.S. Bureau of Labor Statistics' most recent report. Demand for accounting professionals is at an all time high and projected to continue. The median salary for accountants in 2012 was $63,550 according to the Occupational Outlook Handbook.

As a graduate of the Accounting and Financial Services program, you may be employed in a certified public accounting firm, bank, small business, manufacturing firm, or a non-profit organization such as a college, hospital or government agency.

Associate of Applied Business in Accounting and Financial Services

Course No.	First Semester	Credit Hours
ACC-1101	Financial Accounting I	3.00
ACC-1120	Payroll Accounting	3.00
ACC-1130	Desktop Machine Operations	3.00
ENGL-1510	English Composition I	4.00
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
***	Misc. Elective	1.00
	Totals	**18.00**

Course No.	Second Semester	Credit Hours
ACC-1102	Financial Accounting II	4.00
ACC-1105	Computerized Accounting	3.00
ACC-1175	Budgeting and Cost Containment	3.00
ACC-1220	Non-Profit Accounting	3.00
COMM-1130	Speech	3.00
	Totals	**16.00**

Course No.	Third Semester	Class Hours
ACC-2200	Cost Accounting	4.00
ACC-2140	Taxation	4.00
ACC-2110	Accounting Simulation	2.00
ENGL-2223	Business Writing	3.00
***	Arts/Humanities Elective	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Class Hours
ACC-2230	Intermediate Accounting	4.00
ACC-2250	Auditing	4.00
ACC-2210	Cost Accounting Simulation	2.00
ACC-2296	Accounting Practicum	2.00
***	Social Science/Psychology Elective	3.00
	Totals	**15.00**

	Total Credit Hours	**65.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Addiction Counseling

School of Arts, Business & Science
Sarah Parker-Clever, Dean
This program is offered at our Main Campus in Nelsonville and our Perry Campus in New Lexington.

Program
Become part of the treatment team. Experience Ohio's only two-year program that prepares you for licensure as a chemical dependency counselor. Gain practical experience through immersion in residential, diversion, outpatient and prevention practicum sites where you will gain hands on real world professional experience.

Hocking College offers the Addiction Counseling degree and a certificate program in Addiction Counseling.

Both programs provide students with the classroom training hours and supervised clinical internship hours required to apply for the licensure exam offered by the Ohio Chemical Dependency Board as Licensed Chemical Dependency Counselors, following successful completion of the licensure exam and fulfilling the work hour requirements of the licensing board. The programs also meet the licensure recommendations of the International Certification & Reciprocity Consortium, which sets the international standards for competency-based chemical dependency counselors.

The Addiction Counseling program prepares students to enter the field as Chemical Dependency Counselors who wish to work within the fields of chemical dependency, criminal justice and corrections. Students can also enter the field as Chemical Dependency Counselors working in a wide variety of environments including outpatient, residential, inpatient, and community based settings.

This program is particularly suited to those students who primarily wish to enter the workforce upon completion of their associate degree. However, in addition to preparing students to enter the workforce, this program also prepares students to continue their education in the fields of counseling, education and human services at four-year colleges.

Program Outcomes
The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Addiction Counseling:
· Demonstrates and implements basic knowledge of counseling theories and techniques to diverse populations;
· Demonstrates and applies knowledge of addiction theories to the clinical;
· Maintains professional standards and ethical boundaries;
· Gathers clinical information systematically to assess and support diagnosis and ongoing treatment;
· Compiles and completes accurate documentation in a timely manner;

· Practices respectful interpersonal awareness and clinical leadership skills;
· Maintains, encourages and contributes to professional development; and,
· Interfaces with allied community support and prevention services.

Career Opportunities
Job growth is strong in this field, with an expected increase of 34 percent in the number of Ohio jobs in the next 10 years. Source: CareerOneStop; Bureau of Labor Statistics.

Job Titles include:
· Chemical Dependency Counselor
· Prevention Specialist
· Case Manager
· Clinical Case Worker
· Corrections Officer
· Probation Officer

Associate of Technical Study in Addiction Counseling

Course No.	First Semester	Credit Hours
ADDC-1110	Principles of Addiction	4.00
ADDC-1210	Theories of Addiction & Clinical Ethics	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
PSYC-1101	General Psychology	3.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
ADDC-1222	Neurobiology/Clinical Psychopharmacology	3.00
ADDC-1216	Assessment/Diagnosis/Treatment Planning	3.00
ADDC-1286	Chemical Dependency Lab Orientation	3.00
ENGL-2123	English Composition II: Contemporary Issues	3.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
ADDC-2214	Theory & Practice of Group Counseling	4.00
ADDC-2212	Individual & Relational Counseling	4.00
ADDC-2287	Chemical Dependency Practicum I	3.00
ADDC-2224	Multiculturalism and Prevention Issues	3.00
PSYC-2151	Developmental Psychology	3.00
	Totals	**17.00**

Course No.	Fourth Semester	Credit Hours
ADDC-2250	Clinical Case Management	4.00
ADDC-2288	Chemical Dependency Practicum II	3.00
PSYC-2152	Abnormal Psychology	3.00
HUM-2203	Introduction to Ethics	3.00
COMM-1130	Speech	3.00
	Totals	**16.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Architectural & Mechanical Design

School of Arts, Business & Science
Sarah Parker-Clever, Dean
The Architectural and Mechanical Design program is offered exclusively at Hocking College's Logan Campus.

Program

Architectural and Mechanical Design offers jobs in many occupational settings. As a drafter, you will be at the center of a changing world. Ideas, sketches, notes, data and workable plans are the instruments of change. Using computer assisted drafting software, networking technology and operating systems, the Architectural and Mechanical Design program provides extensive training in graphic communication and critical thinking to prepare you for future mechanical design jobs.

Your mechanical design job preparation starts with your drafting training in our on-campus labs. Continue your design training with software used to produce 2-dimensional and 3-dimensional drawings and become proficient in navigating the commands. Finally, you will create a basic set of residential house plans and architectural details. Prepare for design jobs by learning why you draw things while you are learning how to draw.

Get real world mechanical design job or architectural job experience in a practicum where you'll apply what you've learned to a real situation. Connect with one of the companies who contact the program needing assistance with CAD projects.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Architectural and Mechanical Design:

· Create graphical communication documentation using standard rules of industry;
· Demonstrates skills in technical software (CAD, computer aided drafting, spreadsheets, databases and word processors);
· Problem solves, verifies and implements recommended design changes;
· Conforms to, interprets and understands industry codes for drawings;
· Executes approved methods for design and uses efficient tools and/or procedures;
· Uses adaptable personal and professional skills to prioritize, plan and meet deadlines;
· Applies skill expertise in job specific preliminary measurement and research;
· Performs necessary job related mathematics;
· Demonstrates a professional code of ethics and accountability; and,
· Delivers effective communication skills, individual or collaborative.

Career Opportunities

Hocking's Architectural and Mechanical Design graduates are actively involved in diverse and often unexpected settings. Since drafting is the language of human creation, anywhere something is being made or planned, a drafter is not far removed. The job titles include CAD operators, drafting/project engineers, engineer's assistants, and engineering specialists. Graduates can work in a vast number of fields, far exceeding those necessarily offered by technology specific programs.

Associate of Applied Science in Architectural and Mechanical Design

Course No.	First Semester	Credit Hours
AMD-1101	Mechanical Design	5.00
AMD-1102	Materials and Processes	4.00
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
***	Social Science/Psychology Elective	3.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
AMD-1105	Architecture Design	4.00
AMD-1106	Building Codes & Designing for Efficiency	3.00
ENGL-1510	English Composition I	4.00
PHYS-1201	Physics - Motion	4.00
MICS-1141	Introduction to Word & Excel	1.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
AMD-2202	Advanced Mechanical Design	4.00
NRM-1123	Surveying and Mapping	3.00
AMD-2203	Modeling	3.00
COMM-1130	Speech	3.00
EE-1126	Electricity	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
AMD-2206	Advanced Architectural Design	4.00
AMD-2207	Civil Engineering & Site Plan	2.00
GEO-1104	Introduction to GPS and GIS	3.00
MATH-1110	Geometry and Trigonometry	3.00
AMD-2296	Architecture & Mechanical Design Practicum	2.00
ENGL-1104	Job Search Techniques	1.00
	Totals	**15.00**

Total Credit Hours   **63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Art, Design & Marketing

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

At Hocking College, students develop the skills necessary to become accomplished artists in the two-year art and design degree program. Whether you are already an established artist or you're just beginning to explore your artistic side, this program offers you an opportunity to develop techniques and professional skills to be competitive in your field. Learn how to build a professional portfolio of creative work, develop marketing skills related to the business of art and experience the fundamentals of gallery operations through hands-on learning opportunities.

The Associate of Applied Business in Art, Design and Marketing is designed for students who plan to complete their higher education at Hocking College and enter the job market upon graduation.

The curriculum is composed of two tracks, 3D studio and 2D studio. The 3D studio area includes glass and ceramics. Glass specialization offers classes in glassblowing, flameworking, fusing, casting and other sculptural applications. Ceramics offers courses in sculpture, dinnerware, raku and wheel throwing. The 2D studio offers photography, drawing and painting.

Work with reputed and respected artisans to develop skills in a particular studio area. As seniors, students will represent their chosen studio area by exhibiting a final series of artwork in the annual Senior Art Exhibition displayed in the Hocking College Art Gallery. This project counts as the Art, Design and Marketing capstone. Portfolio development and interviews may lead to internship opportunities.

Through business and marketing courses, students develop presentation, marketing and management skills while learning to handle taxes, permits, pricing and distribution. Network with working artisans and statewide arts organizations.

The Art, Design and Marketing program offered at Hocking College prepares students for a wide range of opportunities in the field of art, design and marketing, and the business principles provide a well-rounded education that allows students to enter the workforce with confidence.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Art, Design and Marketing:

· Practice effective business strategies;
· Develop and implement a marketing plan;
· Balance and integrate personal and professional life;
· Practice critical thinking skills;
· Set up, maintain, and manage a safe and effective studio;
· Demonstrate knowledge of context and history of arts and crafts;
· Develop a high level of skills in craftsmanship and design; and,
· Practice high standards of professionalism and ethics.

Career Opportunities

Your associate degree in Art, Design and Marketing offers you a wide variety of employment opportunities including artist/entrepreneur, entry-level gallery associate, and regional art business manager.

Associate of Applied Business in Art, Design and Marketing

Course No.	First Semester	Credit Hours
ART-1101	Design I (2D)	3.00
ART-1110	Art Appreciation	3.00
IM-1101	Computer Graphics	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
***	Art Studio I	3.00
	Totals	**17.00-18.00**

Course No.	Second Semester	Credit Hours
ENGL-2124	English Composition Ii: Creative Writing	3.00
MATH-1108	Intermediate Algebra	3.00
ART-1102	Design II (3D)	3.00
ART-1107	**OR** Digital Darkroom (2D)	3.00
***	Art Studio II	3.00
PSYC-1101	General Psychology	3.00
SOCI-1101	**OR** Introduction to Sociology	3.00
***	Art Studio Electives	2.00
	Totals	**15.00-16.00**

Course No.	Third Semester	Credit Hours
ART-1115	Drawing (2D)	3.00
HUM-2205	Issues in The Arts	3.00
EC-1102	Developing & Managing an Online Business	3.00
***	Art Studio III	3.00
***	Art Studio Electives	2.00
***	Science Elective for Art	3.00
	Totals	**15.00-16.00**

Course No.	Fourth Semester	Credit Hours
ART-2103	Design III	3.00
ART-1113	Oil Painting (2D)	3.00
COMM-1130	Speech	3.00
ART-2260	Art Marketing Portfolio Development	3.00
***	Art Studio IV	3.00
***	Art Studio Electives	2.00
	Totals	**15.00-16.00**

	Total Credit Hours	**62.00-66.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Arts

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The curriculum for the Associate of Arts (AA) degree, grounded in the traditional liberal arts, prepares students to enter a broad variety of bachelor's degree majors, and provides students with skills that employers want most, such as proficiency in decision-making and problem-solving, oral and written communication skills, quantitative reasoning ability, the ability to work independently or as part of a team and the capacity to understand and use different modes of reasoning.

The Associate of Arts degree is an affordable option for students who plan to transfer to four-year institutions after completing the first two years of study at Hocking College. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided the field they will enter or the four-year institution they will attend.

Program Outcomes

The Associate of Arts is a customized program designed to meet the career goals of the individual student.

Associate of Arts

Course No.	First Semester	Credit Hours
ENGL-1510	English Composition I	4.00
PSYC-1101	General Psychology	3.00
HUM-2203	Introduction to Ethics	3.00
GS-1000	HC Cornerstone	1.00
ART-1110	Art Appreciation	3.00
	OR HUM-2202 Theatre Appreciation Art	3.00
	Totals	**14.00**

Course No.	Second Semester	Credit Hours
ARCH-2280	Cultural Anthropology	3.00
DT-1102	Basic Nutrition	3.00
***	English Elective	0.00
MATH-1113	College Algebra	4.00
MATH-2250	**OR** Introductory Statistics	4.00
MATH-1130	**OR** Pre-Calculus	6.00
HUM-2201	Western Civilization and Culture	3.00
HUM-2200	**OR** Introduction to World Literature	3.00
	Totals	**13.00-15.00**

Course No.	Third Semester	Credit Hours
COMM-1130	Speech	3.00
HUM-2207	Introduction to World Religions	3.00
SOCI-1101	Introduction to Sociology	3.00
***	AA Elective I	0.00
	Totals	**9.00**

Course No.	Fourth Semester	Credit Hours
BIOS-1112	The Human Organism	3.00
BIOS-1113	**OR** Anatomy and Physiology I	3.00
PSYC-1120	Organizational Behavior	3.00
ECON-1140	**OR** Principles of Microeconomics	2.00
ECON-2240	**OR** Principles of Macroeconomics	2.00
HUM-2201	Western Civilization and Culture	3.00
HUM-2200	**OR** Introduction to World Literature	3.00
	Totals	**8.00-9.00**

Total Credit Hours   **61.00-63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course

Associate of Individualized Study

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The Associate of Individualized Study (AIS) is an individually planned program designed to serve an educational objective that cannot be served through another Hocking College degree program. The typical AIS student plans to attend a four-year college or university, has unusual career goals, may be an entrepreneur, and may want to complete 30 credits from two or more technical programs.

An individualized study program is a worthwhile option for many students, and its flexibility that allows one to transfer to another college in Ohio or out-of-state is particularly attractive. For the freedom to develop your own degree program, choose the Associate of Individualized Study program at Hocking College.

Associate of Individualized Study

An AIS is awarded for the satisfactory completion of a minimum of 60 credit hours with a concentration of 30 or more credit hours in one of the following:

· A coherent combination of courses from a minimum of two and a maximum of four Hocking College associate degree programs;
· Up to 30 credit hours for documented educational experiences or courses completed at other institutions of higher learning or educational enterprises judged acceptable by Hocking College; or,
· An unusual but academically coherent combination of technical and general studies courses.

The Associate of Individualized Study process involves the following steps:

· Enroll in GS 1135, AIS Degree Development Seminar;
· Contact the 4-year college or university to learn their requirements for a bachelor's degree in order to incorporate those requirements into the student's AIS plan at Hocking College;
· Select academic advisors from each area of concentration to sit on the student's degree approval committee; and,
· The student may also choose to incorporate Hocking's Transfer Module, which requires 36-40 credits, into your Associate of Individualized Study program.

Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development

Career Opportunities

The Associate of Individualized Study is a customized program designed to meet the career goals of the individual student.

Associate of Science

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The curriculum for the Associate of Science (AS) degree prepares students to enter a broad variety of bachelor's degree majors with a focus on either social or natural sciences. It also provides students with skills that employers want most, such as proficiency in decision-making and problem-solving, oral and written communication skills, quantitative reasoning ability, the ability to work independently or as part of a team, and the capacity to understand and use different modes of reasoning.

The Associate of Science degree is an affordable option for students who plan to transfer to four-year institutions after completing the first two years of study at Hocking College. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided the field they will enter or the four-year institution they will attend.

Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development.

Career Opportunities

The Associate of Science is a customized program designed to meet the career goals of the individual student.

Associate of Science

Course No.	First Semester	Credit Hours
ENGL-1510	English Composition I	4.00
PSYC-1101	General Psychology	3.00
GS-1000	HC Cornerstone	1.00
ART-1110	Art Appreciation	3.00
HUM-2202	**OR** Theatre Appreciation Art	3.00
HUM-2203	Introduction to Ethics	3.00
HUM-2207	**OR** Introduction to World Religions	3.00
***	AS Elective I	0.00
	Totals	**14.00**

Course No.	Second Semester	Credit Hours
MATH-1113	College Algebra	4.00
ARCH-2280	Cultural Anthropology	3.00
DT-1102	Basic Nutrition	3.00
HUM-2201	Western Civilization and Culture	3.00
HUM-2200	**OR** Introduction to World Literature	3.00
***	English Elective	0.00
	Totals	**13.00**

Course No	Third Semester	Credit Hours
COMM-1130	Speech	3.00
SOCI-1101	Introduction to Sociology	3.00
MATH-1163	Business Calculus	5.00
***	AS Elective I	0.00
	Totals	**11.00**

Course No.	Fourth Semester	Credit Hours
BIOS-1112	The Human Organism	3.00
BIOS-113	**OR** Anatomy and Physiology I	3.00
PSYC-1120	Organizational Behavior	3.00
ECON-1140	**OR** Principles of Microeconomics	2.00
ECON-2240	**OR** Principles of Macroeconomics	2.00
***	AS Elective II	0.00
	Totals	**5.00-6.00**

Total Credit Hours	**62.00-63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Associate of Technical Study

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The Associate of Technical Study (ATS) is awarded for successful completion of a minimum of 60 credit hours of an individually planned technical education program designed to respond to a student's need for specialized technical education not currently available in the formal degree programs available at Hocking College.

The Associate of Technical Study program must have an area of concentration that is equivalent to 30 credit hours in technical studies and clearly identifiable with a career objective. The area of concentration can be formed either by:

· A coherent combination of technical study courses selectively drawn from two or more technical programs currently offered by Hocking College to serve a career objective which would not be adequately addressed by one of those existing programs; or

· Courses completed or training received at other institutions of higher education, vocational centers, or other educational enterprises judged by Hocking College to be of college level to a maximum of 30 credit hours, prior to the declaration of candidacy for the degree.

The typical technical student is seeking a unique, flexible degree that combines two or more technical degree programs from Hocking College, needs a degree as soon as possible for their current job, or has already completed many technical credits but lacks focus in one specific technology.

In preparing your Associate of Technical Study degree plan you will:

· Enroll in GS 1137, Associate of Technical Study Degree Development Seminar if you have 30 credits or less on your Hocking College transcript;

· Submit occupational documentation for the career requiring a blend of technologies as a part of your application for an Associate of Technical Study degree. One of the following may be used:
  ○ Job Description from the industry or other third party source;
  ○ Letter from an employer; or,
  ○ Document from the industry regarding qualifications required.

· Select degree programs to blend together to fit this career's needs; and,

· Select academic advisors from each area of concentration to sit on your degree approval committee.

This technical study program allows Hocking College to call itself one of the most comprehensive Ohio technical schools. As an Ohio technical college, Hocking prepares students for the workforce by providing a technical degree that is built upon a strong, but flexible basis that caters to a variety of students' needs — the Associate of

Technical Study is another great degree option provided by Hocking College.

Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development.

Career Opportunities

The Associate of Technical Study is a customized program design to meet the career goals of the individual student

Baking

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The Baking program trains student chefs in the fundamentals of baking and pastry production as well as the management skills of the modern kitchen. Students will learn from experienced chef instructors in a modern food production facility, then apply their new skills in the hospitality department's two facilities — Starbrick Bistro and Rhapsody. Emphasis is placed on hands-on experience through community involvement, outside activities and networking, participation with industry and professional development.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Culinary Arts with a Major in Baking:

· Identify and use safety and sanitation measures involved in the food service industry;
· Perform basic baking and pastry techniques in an industry environment;
· Operate a variety of restaurant equipment efficiently, effectively and safely;
· Use recipes, production sheets and function sheets;
· Perform the required tasks of conversion and costing;
· Display a positive attitude, a good work ethic and appropriate professional behavior;
· Use effective oral, written and non-verbal communication skills with coworkers and management;
· Perform basic computer functions;
· Apply basic concepts of menu development, purchasing, inventory control, food storage and labor cost control; and,
· Work professionally in a teamwork environment.

Career Opportunities

The demand for baking graduates continues to grow each year. Trained chefs are needed throughout the country in hotels, restaurants, resorts, hospitals, country clubs and more. Hocking graduates begin their careers as bakers and pastry chefs and are well prepared for advancement.

Associate of Applied Business in Culinary Arts – Major in Baking

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CULA-1101	Introduction to Baking & Culinary Industry	2.00
CULA-1109	Safety and Sanitation	2.00
ENGL-1510	English Composition I	4.00
MICS-1123	Microsoft Office - Word Processing	1.00
CULA-1115	Baking Development: Breads & Pastries	3.00
MATH-1108	Intermediate Algebra	3.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
CULA-1132	Baking Production Lab Experience I	3.00
CULA-1105	Classical Pastries, Cakes & Desserts	3.00
CULA-1116	Planning, Purchasing & Table Service	3.00
CULA-1136	Yeast Dough Production	3.00
COMM-1130	Speech	3.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
ACC-1101	Financial Accounting	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
CULA-2135	Petit Fours and Miniatures	3.00
CULA-2270	Catering and Banquet Management	3.00
CULA-2262	Candy and Confections	3.00
CULA-2133	Baking Production Lab Experience II	3.00
CULA-2294	**OR** Culinary Field Experience	3.00
	Totals	**18.00**

Course No.	Fourth Semester	Credit Hours
CULA-2253	Capstone Experience in Baking	3.00
CULA-2263	Bakeshop Operations	2.00
PSYC-1120	Organizational Behavior	3.00
SUPR-2117	Hospitality Supervision	2.00
BIOS-1100	Human Machine	3.00
BIOS-1101	**OR** Environmental Science	3.00
CULA-2134	Baking Production Lab Experience III	3.00
CULA-2294	**OR** Culinary Field Experience	3.00
	Totals	**16.00**

	Total Credit Hours	**66.00**

*Hocking College reserves the right to modify curricular requirements, to change
course content, and change course fees at any time.*

Business Management & Entrepreneurship

School of Arts, Business & Science
Sarah Parker-Clever, Dean
This program is offered at our Main Campus in Nelsonville and our Perry Campus in New Lexington.

Program

Hocking's Business Management and Entrepreneurship degree program prepares you for work in a variety of business management jobs and careers ranging from manager trainee to field sales. The program is designed to provide entrepreneurship training to those new to the business world as well as individuals already in the field of business.

Completion of a practicum in area businesses, industries or agencies provides an opportunity for you to implement skills learned. You may choose to continue skill development by completing an optional internship or co-operative work experience.

The training you receive from the Business Management and Entrepreneurship degree program is invaluable when you are looking for any business management jobs. Hocking College gives you the tools and skills you need to work in the field of business, or to start your own. With great entrepreneurship training and business management courses, Hocking College is the ideal place to get your degree.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Business Management and Entrepreneurship:

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

Career Opportunities

Completion of the Business Management and Entrepreneurship program prepares you for entry-level positions as a manager or a manager trainee, and ultimately, to own and operate your own business. Specialized certificates also provide opportunities for employment as a personnel manager, realtor or sales associate.

Associate of Applied Business in Business Management and Entrepreneurship

Course No.	First Semester	Credit Hours
BUS-1100	Small Business Management I	3.00
BUS-2130	Sales	3.00
BUS-2247	MS Excel for Windows	3.00
ACC-1101	Accounting I	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
EC-1102	Developing & Managing an Online Business	3.00
BUS-1110	Marketing	3.00
BUS-1102	Principles and Practices of Management	3.00
MATH-1108	Intermediate Algebra	3.00
ENGL-2223	Business Writing	3.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
BUS-2210	Human Resources Management	3.00
BUS-2125	Principles of Finance	3.00
EC-2267	E-Project Management	3.00
ECON-1140	Principles of Microeconomics	3.00
COMM-1130	Speech	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
BUS-2296	Business Practicum	2.00
BUS-2243	Business Security	3.00
BUS-1200	Business Law	3.00
HUM-2203	Introduction to Ethics	3.00
SUPR-2235	Supervision and Leadership	3.00
***	Misc. Elective	1.00
	Totals	**15.00**

	Total Credit Hours	**62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Computer Programming

School of Arts, Business & Science
Sarah Parker-Clever, Dean
The Computer Programming program is offered exclusively at Hocking College's Logan Campus.

Program

The Computer Programming degree curriculum prepares you to enter the information technology profession as an entry-level computer programming professional. You will learn by doing; hands-on experience is emphasized in reality-based and project-based learning situations. You will work in modern labs with faculty present to assist and answer questions.

You will write software application programs in Java, C# and C++. Web page applications will be developed in HTML, CSS3 and JavaScript, while SQL and Oracle PL/SQL will be used for relational database management applications. In other courses, you will gain experience in client server concepts, operating systems, computer hardware and architecture and networking applications.

To be successful in Computer Programming, you must possess good problem solving skills, basic math skills and the ability to follow verbal and written directions. A willingness to work hard, patience, persistence and attention to detail are keys to success in computer programming, and will lead to opportunities for life.

Due to the sequencing of the courses in the Computer Programming curriculum, if you wish to complete the degree in four consecutive semesters (excluding summer), you must begin autumn semester. However, you may enter the Computer Programming program at the start of any semester with the understanding that completion of the degree will take longer than two years.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Computer Programming:
· Analyze a problem and develop a logical plan for a solution;
· Develop, test, debug and implement a software application to perform a specific task;
· Utilize current communication and security protocols in a network environment;
· Perform common and administrative tasks on multiple operating platforms;
· Identify and utilize resources for continuous professional growth and development;
· Exhibit professional work ethic and professional conduct; and,
· Interact effectively in both technical and non-technical environments.
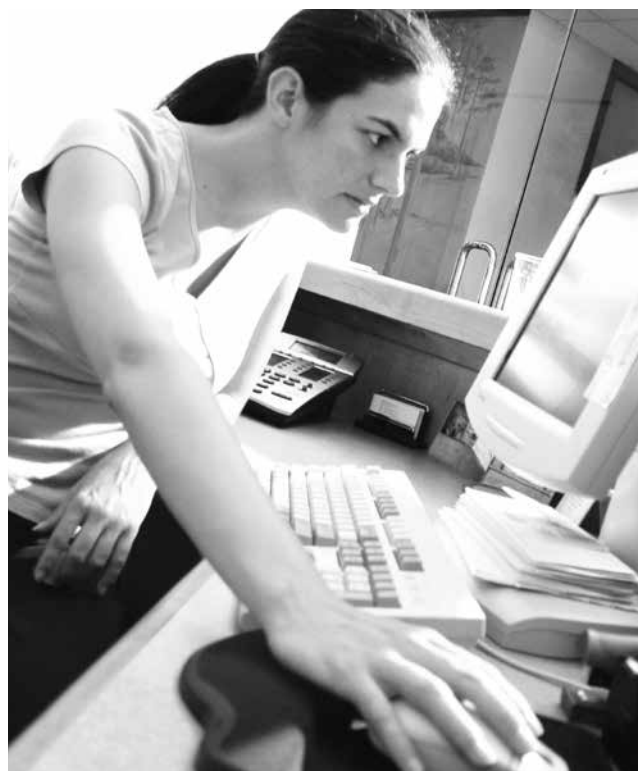
Career Opportunities

Graduates of the Computer Programming program are eligible for employment as entry-level programmers and computer operators in large or small companies. Typical entry level job titles include data entry operator, computer operator, programmer and programmer analyst. Most computer jobs, especially those with large companies, are found in the metropolitan areas, which may require relocation after graduation.

Graduates also have the ability to continue their education at a four-year college or university, usually as a junior through available transfer opportunities.

Course No.	First Semester	Credit Hours
CS-1101	Programming Logic	4.00
NET-1100	Web Page Design	3.00
NET-1120	Computer Hardware & Operating Systems	3.00
MICS-1142	Microsoft Access	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
	Totals	**18.00**

Course No.	Second Semester	Credit Hours
CS-1140	UNIX/Linux	3.00
CS-2210	Introduction to C++	3.00
MATH-1108	Intermediate Algebra	3.00
CS-2240	Database Management Applications	4.00
COMM-1130	Speech	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
CS-2250	Server-Side Scripting (Capstone)	3.00
PSYC-1120	Organizational Behavior	3.00
CS-2211	Advanced C++	3.00
CS-2202	Programming in JAVA I	3.00
NET-1111	CISCO I: Introduction to Networks	4.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
CS-2214	IT Project Management (Capstone)	2.00
CS-2203	Programming in JAVA II	3.00
CS-2255	Programming Applications	3.00
HUM-2203	Introduction to Ethics	3.00
***	Natural Science Elective	3.00
	Totals	**14.00**

	Total Credit Hours	**64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Culinary Arts

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The Culinary Arts program trains student chefs in the fundamentals of cooking as well as the management skills of today. You will learn from experienced chefs in a modern cooking laboratory. They then apply their new skills in the Starbrick Bistro and Rhapsody, the college's restaurant training facilities. Emphasis is placed on hands-on experience through community involvement, outside activities and networking, participation with industry and professional development.

Accreditation

Accredited through the American Culinary Federation Education Foundation Accrediting Commission.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Culinary Arts:
· Identify and use safety and sanitation measures involved in the food service industry;
· Perform basic cooking techniques (roast, saute', broil, bake, knife skills);
· Operate a variety of restaurant equipment efficiently, effectively and safely;
· Use recipes, production sheets and function sheets;
· Perform the required tasks of conversion, costing and ordering;
· Display a positive attitude, a good work ethic and appropriate professional behavior;
· Use effective oral, written and non-verbal communication skills with coworkers and management;
· Perform basic computer functions;
· Apply basic concepts of menu development, purchasing, inventory control, food storage and labor cost control; and,
· Work professionally in a teamwork environment.

Career Opportunities

The demand for culinary graduates continues to increase. Trained chefs are needed throughout the country in hotels, restaurants, resorts, hospitals, cruise ships, country clubs and more. Hocking graduates begin their careers as cooks and bakers and are well prepared for advancement.

Associate of Applied Business in Culinary Arts

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CULA-1101	Introduction to Baking & Culinary Industry	2.00
ENGL-1510	English Composition I	4.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
CULA-1111	Stocks; Soups; Sauces and Vegetable Cookery	3.00
MATH-1108	Intermediate Algebra	3.00
MICS-1123	Microsoft Office - Word Processing	1.00
CULA-1109	Safety and Sanitation	2.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
SUPR-1117	Hospitality Supervision	2.00
CULA-1201	Culinary Arts Lab I	4.00
CULA-1116	Planning, Purchasing & Table Service	3.00
CULA-1115	Baking Development: Breads & Pastries	3.00
CULA-1113	Fundamentals of Cuisine	3.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
COMM-1130	Speech	3.00
CULA-2106	Meat/Poultry/Seafood Production & Commissary	3.00
CULA-2270	Catering and Banquet Management	3.00
CULA-2107	Garde Manger	3.00
CULA-2212	Culinary Arts Lab II	3.00
CULA-2294	**OR** Culinary Field Experience	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
CULA-2218	American & International Cuisine	3.00
CULA-2250	Culinary Capstone Experience	3.00
PSYC-1120	Organizational Behavior	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
ACC-1101	Financial Accounting I	3.00
BIOS-1100	Human Machine	3.00
BIOS-1101	**OR** Environmental Science	3.00
	Totals	**18.00**

	Total Credit Hours	**65.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Cyber Security & Network Systems

School of Arts, Business & Science
Sarah Parker-Clever, Dean
The Network Systems and Cyber Security program is offered exclusively at Hocking College's Logan Campus.

Program

Securing data systems is a major ongoing challenge in today's world, and our Network Systems and Cyber Security degree program can prepare you to enter this exciting and challenging field. There is a growing need for more hands-on experienced professionals. Employment of information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics.

It is an analyst's job to fix cyber attack issues to prevent hackers from stealing data or creating havoc within networks. Information security analysts' responsibilities continue to expand as the number of cyber attacks increase, leading to an increase in the number of professionals needed in the field today.

Some of the leading industries for cyber security professionals are finance and insurance, information, computer systems and management. Our program prepares students for the numerous career opportunities in such industries demanding cyber security analysts.

Students in the program will be exposed to reality-based situations and projects assisted by experienced faculty members. The program will prepare students to be technically proficient in both operating systems and networking technologies by practicing specific disciplines and responsibilities that occur in real companies.

Hocking College is a Cisco Networking Academy partner. The Cisco Networking Academy is highly regarded for its hands-on learning approach to the IT field, and provides a curriculum based on the current trends in the industry and the skills required for IT specialists.

As a security professional, you must be technically proficient in both operating systems and networking technologies. The first year of the program focuses on developing skills in these areas. During the second year, security is the focus. Some skills students will develop include network analysis (packet sniffing), cryptography and VPNs, intrusion detection and prevention systems, firewalls, wireless networking and wireless security, penetration testing and ethical hacking.

Many employers prefer candidates to have general certifications to show knowledge in specific areas. Several courses in this curriculum specifically cover the topics of these industry certification exams: Cisco CCENT, CompTIA Security+, Certified Ethical Hacker and Cisco CCNA Security. Students pursuing a career as an IT security specialist may want to pursue and obtain one or more of these certifications to show specialized knowledge in specific subject areas.

The courses needed for the cyber security program are sequential in order to attain skills and experience needed for the challenging field. Students are encouraged to begin autumn semester if they wish to complete the degree on time. However, students may enter the program at the start of any semester with the understanding that completion of the degree will take longer than two years.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Network Systems Technology - Cyber Security Major:
· Analyze a problem and develop a logical plan for a solution;
· Design, implement, maintain and troubleshoot a small business network;
· Document network architecture, hardware and software;
· Perform common and administrative tasks on multiple operating platforms;
· Identify and describe the characteristics of protocols used in networking;

- Identify and describe current trends in cyber security;
- Install and configure PC-based security software (anti-virus, anti-malware, password management and browser-based);
- Utilize current industry tools to identify, analyze and document network traffic;
- Configure a Virtual Private Network (VPN) for secure communication over insecure networks;
- Configure and implement firewalls to protect network infrastructure;
- Install, configure and implement a secure wireless network infrastructure;
- Identify and utilize resources for continuous professional growth and development;
- Exhibit professional work ethic and professional conduct; and,
- Interact effectively in both technical and non-technical environments.

Career Opportunities

According to the U.S. Bureau of Labor Statistics and industry groups, employment opportunities in networking with a cyber security focus are expected to be much better than average for the foreseeable future. As more companies are moving online, the demand for cyber security professionals is rapidly increasing in numerous industries across the United States. Most computer jobs, especially those with large companies, are found in metropolitan areas, which may require relocation after graduation.

Typically, students would enter the field as a network technician or network operator. After further experience, job titles would include IT security specialist, infosec technician, information security manager, IT security analyst and network security consultant.

Graduates also have the ability to continue their education at a four-year college or university, usually as a junior, through transfer opportunities.

Course No.	First Semester	Credit Hours
CYBR-1100	Security Awareness	3.00
NET-1111	Cisco I - Introduction to Networks	4.00
NET-1120	Computer Hardware & Op Systems	3.00
MICS-1141	Introduction to Word & Excel	1.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
CS-1140	UNIX/Linux	3.00
CYBR-1200	Security+ Certification	3.00
NET-1112	Cisco II - Routing and Switching Essent	4.00
COMM-1130	Speech	3.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
CYBR-2100	Cyber Ethics and Cyber Law	3.00
CYBR-2102	Cisco CCNA Security	3.00
NET-2201	Network Applications (SL/CR)	3.00
NET-2220	Server Management	3.00
MICS-1126	Microsoft Office-Presentation	1.00
PSYC-1120	Organizational Behavior	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
CYBR-2200	Network Analysis	3.00
CYBR-2201	Ethical Hacking	3.00
NET-2215	Network Systems Security	3.00
ENGL-1104	Job Search Techniques	1.00
HUM-2203	Introduction to Ethics	3.00
***	Natural Science Elective	3.00
	Totals	**16.00**

	Total Credit Hours	**64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Early Childhood Education

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The Early Childhood Education degree program at Hocking College provides the training required for employment in the early childhood education field. This degree program offers you a wide range of skills that you will find helpful in your work with children. Early Childhood Education courses include childhood development, instructional strategies, academic skills, general education, special education, classroom management and application of technology in the classroom. This program provides the course work for you to become licensed and work as an early childhood educator within Ohio schools.

If you plan to continue your early childhood education for full teacher certification at a four-year institution, the Early Childhood Education Program provides a solid base of course work for transfer. If your goal is teaching at the middle school or high school levels, we encourage you to meet with an adviser in the School of Arts and Sciences regarding appropriate course work.

The Early Childhood Education degree program at Hocking College prepares students to work in Ohio schools through a variety of courses that are essential to one's success as an early childhood educator. For a comprehensive and high-quality early childhood education degree program, Hocking College is the perfect choice.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Early Childhood Education:

· Demonstrate the basic academic skills required to proficiently assist P-K through third grade students in reading, writing, mathematics, and social studies;
· Demonstrate understanding of and apply best practices in helping children to learn and develop;
· Provide assistance that supports the intellectual, social, emotional, and personal development of all learners;
· Demonstrate an understanding of the purpose and value of programs for individuals with exceptional learning needs and the role of the paraprofessional in providing services to all children and youth with disabilities;
· Demonstrate knowledge of and apply effective instructional and assessment strategies to assist in teaching and learning in a variety of settings;
· Demonstrate an understanding of the principles of effective classroom management and individualized behavior interventions;
· Use a range of strategies to promote positive relationships, cooperation, and purposeful learning in the classroom;
· Demonstrate understanding of, follow, and use prescribed district and agency policies and procedures; including emergency procedures, to ensure the safety, health and general well-being of learners;

· Demonstrate the ability to communicate effectively with colleagues, follow instructions, and use problem-solving and other skills to work as an effective member of an instructional team;
· Practice ethical and professional standards of conduct, including the requirements of confidentiality and reporting; and,
· Demonstrate the ability to assist with technology and media –
  ◦ use a variety of media communication tools, including audiovisual aids and computer technology, to enrich learning opportunities;
  ◦ apply knowledge of adaptive and assisted learning devices for handicapped students; and,
  ◦ evidence technology skills (at a minimum) at the School Net Novice Training Level.

Career Opportunities

As a graduate of the Early Childhood Education program, you will possess the skills and licensure required to work as an educational paraprofessional (teacher's aide) in the state school systems. In addition, completion of this program allows you to work in private child care settings and private homes.

Associate of Applied Science in Early Childhood Education

Course No.	First Semester	Credit Hours
ED-1100	Introduction to Education	3.00
PSYC-1101	General Psychology	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
ED-1121	Emergent Reading & Children's Literature	3.00
ED-1125	Early Childhood Practicum I	2.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
ED-1135	Educational Technology Education	3.00
ED-1116	Creative Experiences in Early Childhood	4.00
ED-2201	Math & Science with Young Children	3.00
HUM-2203	Introduction to Ethics	3.00
ED-1115	Community Healty/Safety & Nutrition and Communicable Diseases	2.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
ED-2220	Education of the Exceptional Child	3.00
ED-2141	Observing and Recording Behavior	3.00
ED-2200	Guidance and Classroom Management	3.00
PSYC-1115	Educational Psychology	3.00
MATH-1120	Elementary Topics in Mathematics	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
ED-2225	Intro to the Integrated Curriculum	3.00
ED-2296	Early Childhood Education Practicum II (Capstone)	4.00
COMM-1130	Speech	3.00
ED-2216	Communities, Families and Schools	3.00
PSYC-2170	Child Development	3.00
	Totals	**16.00**

	Total Credit Hours	**62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Hotel & Restaurant Management

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

Associate of Applied Business in Hotel and Restaurant Management
Are you seeking a hospitality management and restaurant training degree? Why not consider one of the best hotel schools offering higher education in hotel management?

Our program caters to a diverse market of individuals. Whether you are a recent high school graduate or have prior experience in the field of hospitality, we will design a unique program to fit your needs.
· Transferable credits from hospitality career centers offering approved curriculum;
· Certified courses through the American Hotel and Lodging Association;
· Online hospitality courses;
· Extensive hands-on training;
· Cooperative work experience or internships at participating sites to include: Walt Disney World College Program, Hyatt, Hilton, Westin, Ritz Carlton, Marriott, Holiday Inn, The Greenbrier, The Homestead, Sandals; and,
· Excellent job placement

You'll learn every aspect of both hospitality and restaurant training from basic skills through management training, leading you to a high paying hospitality job.

Advance in your career of hospitality jobs by obtaining certifications in the following areas:
· Food and Beverage Management;
· Accounting and Financial Management;
· Rooms Division Management;
· Marketing and Sales;
· Human Resource Management; and
· Club Management

All courses are taught with materials from the Educational Institute of the American Hotel and Lodging Association, and your faculty is former and current hotel and restaurant managers, district and regional managers, director of operations and hotel owners.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Hotel and Restaurant Management:
· Communicates clearly and concisely through all forums and facets of job performance with associates, guests and vendors;
· Demonstrates professional skills and attitudes;
· Practices ethical conduct;
· Demonstrates knowledge of current state and federal laws influencing human resource operations;

· Attracts, assembles, trains and retains quality individuals;
· Demonstrates organizational and prioritization skills;
· Assembles, supervises, leads and motivates individuals and teams;
· Interprets and analyzes financial operations;
· Anticipates, recognizes and resolves situations utilizing problem solving skills;
· Exhibits exceptional service, hospitality and attention to guest satisfaction;
· Performs basic skills for all areas of hotel and restaurant operations;
· Demonstrates basic knowledge of sales and marketing concepts;
· Provides and maintains guest safety and security; and,
· Demonstrates ability to control, calculate and correct food and beverage cost.

Career Opportunities

Graduates of the Hotel and Restaurant Management program are employed in entry-level positions and management trainee positions with nationally recognized independent hotels, restaurants and private clubs.

Associate of Applied Business in Hotel and Restaurant Management

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
HOTR-1223	Hospitality Practicum Experience I	2.00
HOTR-1234	Bar and Beverage Management	2.00
HOTR-1235	Food and Beverage Services	2.00
HOTR-1118	Hospitality Computer Systems	2.00
HOTR-1233	Food and Beverage Controls	2.00
MATH-1108	Intermediate Algebra	3.00
SUPR-1117	Hospitality Supervision	2.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
ENGL-1510	English Composition I	4.00
HOTR-1224	Hospitality Practicum Experience II	3.00
HOTR-1241	Front Office Operations	2.00
HOTR-1114	Food Management	2.00
HOTR-1242	Housekeeping Management	2.00
HOTR-1245	Events Planning	2.00
ACC-1101	Financial Accounting I	3.00
	Totals	**18.00**

Course No.	Third Semester	Credit Hours
HOTR-2170	Hospitality Sales & Marketing	2.00
HOTR-2225	Hospitality Practicum Experience III	2.00
HOTR-2108	Hospitality Human Resources	2.00
HOTR-2124	Convention Management	2.00
COMM-1130	Speech	3.00
BIOS-1100	Human Machine	3.00
BIOS-1101	**OR** Environmental Science	3.00
	Totals	**14.00**

Course No.	Fourth Semester	Credit Hours
HOTR-2104	Hospitality Management Development (capstone)	3.00
HOTR-2275	Resort Management	2.00
HOTR-2232	Contemporary Club Management	2.00
HOTR-2115	Ethics & Security Management	2.00
HOTR-2243	Hospitality Law	2.00
PSYC-1101	General Psychology	3.00
EM-1134	CPR & First Aid for Community & Workplace	1.00
	Totals	**15.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Interactive Multimedia

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

Interactive Multimedia encompasses a broad array of skills and technologies. In the Interactive Multimedia program, you will:

· Create and manipulate digital photos
· Create logos and artwork
· Shoot and edit video
· Record music and sound effects
· Create 3D worlds
· Design visual effects
· Write scripts and programs to add interactivity

Interactive Multimedia also involves working with data and information. You will use standard industry tools to store, retrieve, organize and present information in a meaningful way. In this program, you will create simple websites, e-commerce portals and social media.

Learn how to create appealing websites and products that work well and meet the client's needs. The Interactive Multimedia program allows you to work on real-world client projects to gain knowledge and skill in assessing client objectives, mapping out plans for implementation and creating a finished product that meets the client's needs.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate in Applied Science in Interactive Multimedia:

· Establishes, builds, and nurtures relationships in a team environment;
· Demonstrates professional and ethical behavior;
· Displays personal commitment, ownership and investment in client relationships and completion of projects;
· Demonstrates strong knowledge of a wide range of technical skills and multimedia development tools;
· Creates the information architecture for a multimedia project;
· Plans and organizes projects effectively, responds to changes and challenges as necessary, and archives accordingly;
· Analyzes and evaluates the effectiveness of multimedia products and makes appropriate adjustments;
· Communicates effectively with internal and external constituents;
· Continually acquires and adapts new skills and knowledge and evolves technical expertise in parallel with industry trends; and,
· Generates creative concepts, designs and ideas.
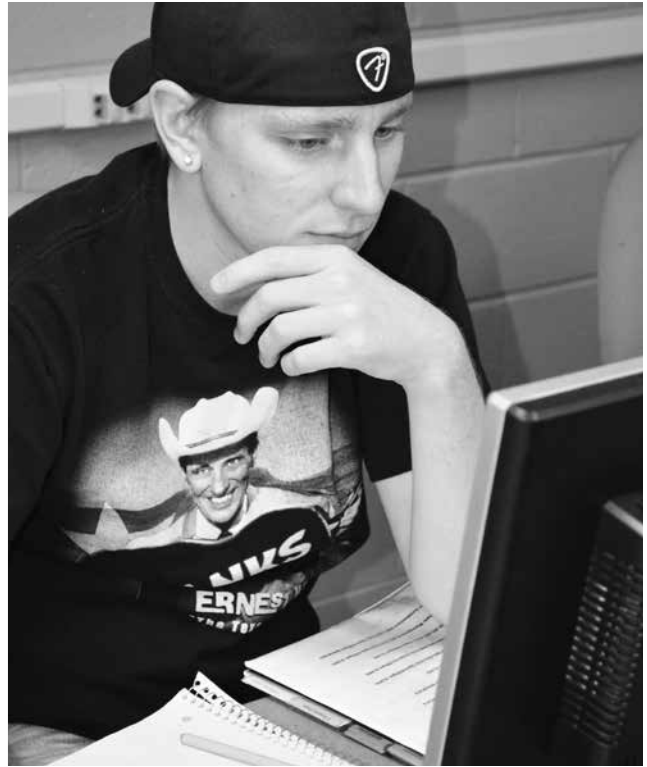
Career Opportunities

Although the top choices for graduates with Interactive Multimedia degrees include web developers, multimedia artists/animators or graphic designers, many more possibilities are available. As a graduate of the Interactive Multimedia program you can choose from a number of job titles including:

· animator
· audio/visual specialist
· media designer
· production assistant
· virtual reality designer
· web designer
· web developer
· multimedia programmer
· web content designer
· writer
· project manager
· visual design consultant

Associate of Applied Science in Interactive Multimedia

Course No.	First Semester	Credit Hours
IM-1101	Computer Graphics	3.00
EC-1102	Developing & Managing an Online Business	3.00
IM-1131	Interactive Media I	3.00
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
NET-1100	Web Page Design	3.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
IM-1132	Interactive Media II	4.00
IM-1150	Design Concepts	3.00
CS-1100	Problem Solving and Analysis	3.00
ART-1110	Art Appreciation	3.00
***	Natural Science Elective	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
IM-2210	Video Production & Compositing	4.00
IM-2133	Interactive Media III	4.00
MUS-1130	Introduction to Digital Production	4.00
ENGL-1510	English Composition I	4.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
IM-2250	3D Graphics	2.00
IM-2260	Multimedia Portfolio Development	4.00
ENGL-1104	Job Search Techniques	1.00
***	Sociology Elective	3.00
COMM-1130	Speech	3.00
	Totals	**13.00**

	Total Credit Hours	**61.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Music Management

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Associate of Applied Business in Music Management

When most people think of the music industry, they think of either performing as an artist or working for a record label. Most careers in the music industry, however, likely involve people you have never heard of performing music management jobs you never knew existed. This music management degree program is designed to prepare students for careers in music production and music management while also revealing many other entryways into the music industry.

Initially, all music management degree students complete a series of core classes that develop the foundational skills needed for virtually any career in commercial music. These core classes include music production, music theory, publishing, record label operations and new media. Students then select one of two areas of specialization — production or music management. Some students even elect to pursue both certificates. Students then dive in deeper into their chosen path.

Production

Students in this track intensify their experience by learning in a studio environment how to record, mix and produce music from a variety of genres. Hocking College is one of the premier music schools in Ohio, in this regard, with labs located at Washington Hall, including two state-of-the-art multitrack recording studios and several recording and isolation spaces. Additionally, Washington Hall's large Apple Macintosh computer lab is further equipped with recording interfaces at each station and cutting-edge software for recording and sequencing.

Music Management

Students interested in the business of music and entertainment may elect for lab and coursework in this track. Students learn how to manage artists and artists' careers, book and promote concerts, market and merchandise music, operate a record label, understand entertainment law and copyright issues and engage in entrepreneurship. This track prepares students for a wide variety of music management jobs.

Lessons

Music management degree students are required to take private music instruction. Lessons available include: guitar, piano, voice, bass guitar, brass, strings, keyboard and drum set. Lesson times are arranged with the individual instructor. Additionally, students can also participate in Vocal Ensemble, Percussion Ensemble or the Mixed Ensemble.

Internships and Capstone

All students enrolled in the music management degree program further their studies by completing an internship in the music industry and a capstone project with their peers during their final term. Faculty are available to help locate and solidify internships, proofread resumes and counsel students where look for positions. Capstone is a series of cumulative projects synthesizing knowledge acquired at Hocking

College. Additionally, Management and Production students are brought together to collaborate on projects, such as recording and releasing a digital EP for a featured artist.

Educational Travel Opportunities

Annual trips to large conventions and festivals provide excellent networking and learning opportunities. Past trips have included the South By Southwest Music Festival in Austin, Texas and Potluck Conference in New Orleans, Louisiana (formerly Tape–Op Conference) and a tour of recording studios in Columbus, Ohio. Other trips include the Rock and Roll Hall of Fame in Cleveland, OH and the AES Student Summit in St. Louis, MO.

If you already have an intensive musical background you are encouraged to share your experiences with the School of Arts & Sciences. You may receive advanced credit for some courses, based upon experience equated to the college level coursework.

Few music schools in Ohio offer as many opportunities as the music management degree program at Hocking College. Students get a unique, in-depth experience with this program, preparing them for any and all music management jobs that are out there — and if they're not, this degree program teaches students the skills to make them exist.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Music Management:

· Manages people, projects and self;
· Establishes, builds and maintains business and interpersonal relationships;
· Utilizes human relation skills to balance strengths of artists and demands of the industry;
· Embraces technology and adapts to changes;
· Promotes skills and strengths of the musician;
· Engages in entrepreneurship to plan, execute, promote and improvise careers;
· Develops, maintains, and balances artistic, technical and business management skills;
· Uses professional knowledge and instincts to recognize quality and to engage in risk;
· Exercises judgment and makes ethical decisions as they relate to the music industry; and,
· Respects physical, mental and emotional health of self and others.

Career Opportunities

Graduates are employed as studio engineers, music producers, artist managers, record label personnel, concert promoters, tour crew, music publishers, booking agents and musicians.

Associate of Applied Business in Music Management

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
ENGL-1510	English Composition I	4.00
MUS-1137	Foundations of Music Theory	3.00
MUS-1145	Music Industry Fundamentals	3.00
MUS-1130	Introduction to Digital Production	4.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
MUS-1195	20th Century Music & Contemporary Genres	3.00
MUS-1180	Interactive Multimedia Technologies	3.00
MUS-2296	Industry Internship Experience	2.00
MUS-1150	Recording and Mixing Concepts	3.00
MUS-1146	**OR** Music Publishing	4.00
	Totals	**14.00-15.00**

Course No.	Third Semester	Credit Hours
HUM-2205	Issues in the Arts	3.00
***	Music Electives	12.00-14.00
	Totals	**15.00-17.00**

Course No.	Fourth Semester	Credit Hours
COMM-1130	Speech	3.00
ENGL-1104	Job Search Techniques	1.00
MUS-2220	Music Capstone	4.00
***	Natural Science Elective	3.00
MUS-2227	Music Business Enterprise	3.00
MUS-2203	**OR** Music Production Synthesis	3.00
	Totals	**15.00**

	Total Credit Hours	**59.00-62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Office Administration

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

Skilled Office Assistants are an integral part of today's business environment and opportunities for advancement are better than ever.

The Office Administration degree program provides an opportunity for you to achieve superior administrative office skills needed to meet the ever-changing demands of the office environment. This office management training program encompasses the integration of 21st Century workforce skills by emphasizing communication, information management and administrative procedures vital for success in today's business office.

Students in the Office Administration program will obtain abilities and skills that apply to numerous areas of the administrative office. Some of these skills include extensive computer training in numerous software packages, QuickBooks, records management, human resources, sales, marketing, customer service, administration and management.

As part of the office management degree program, students have the opportunity to enhance career and professional development by integrating both classroom study and work experience by completing an office practicum in a professional office setting. Many students have gained full-time employment at their practicum site following graduation.

Hocking College serves as an Ohio business college to thousands of students from all parts of Ohio and other areas of the US.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Office Administration

· Demonstrates effective organization, prioritization and management of the office environment;
· Practices appropriate professionalism as an office administrator;
· Effectively communicates verbally, nonverbally and in writing;
· Applies appropriate technology to effectively manage the office environment;
· Performs mathematical functions;
· Treats people with respect and appreciates cultural diversity;
· Practices personal wellness; and,
· Demonstrates commitment to life long learning.

Career Opportunities

As a graduate of the Office Administration program, you will have a broad base of skills which allow you to work in many office settings including corporate offices, small businesses, schools, hospitals, government offices, legal offices and medical offices. This program will prepare you for a career as an office manager, administrative assistant, word processor, records management assistant, data entry specialist and virtual assistant.

Associate of Applied Business in Office Administration

Course No.	First Semester	Credit Hours
BUS-1100	Small Business Management	3.00
OAT-1100	Office Procedures I	3.00
MICS-1216	Comprehensive Word Processing	3.00
ACC-1101	Financial Accounting I	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
BUS-1110	Marketing	3.00
OAT-1101	Office Procedures II	3.00
MICS-1142	Microsoft Access	3.00
MATH-1108	Intermediate Algebra	3.00
BUS-1102	Principles and Practices of Management	3.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
OAT-1114	Electronic Communications	3.00
COMM-1130	Speech	3.00
ACC-1105	Computerized Accounting	3.00
BUS-2247	MS Excel for Windows	3.00
BUS-2215	Customer Service	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
OAT-2296	OAT Practicum	2.00
OAT-2260	Office Simulation Capstone	3.00
OAT-2240	Integrated Office Software	3.00
MICS-1126	Microsoft Office-Presentation	1.00
HUM-2203	Introduction to Ethics	3.00
SUPR-2235	Supervision and Leadership	3.00
	Totals	**15.00**

	Total Credit Hours	**62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Petroleum Technology

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

The Petroleum Technology program leads to the completion of an associate degree through Stark State College, an approved ShaleNet training provider. Students can complete the first year of an Associate of Applied Science degree program at Hocking, then choose one of five Petroleum Technology tracks to complete at Stark State: Pipeline Technician, Instrumentation Electronics Technician, Production Technician, Industrial Process Operation or Petroleum Industrial Mechanics Technology.
Note: This program is not approved for Title IV Financial Aid.

Career Opportunities

The current oil and gas boom in the United States has resulted in new job opportunities and Ohio sits atop large portions of the Utica Shale formation, a large reserve the U.S. is only just beginning to tap. According to the latest Ohio Department of Jobs and Family Services Ohio Shale Quarterly Economic Trends for Ohio Oil and Gas Industries report, core shale-related employment, which includes such things as pipeline construction and well drilling, increased more than 110 percent from the third quarter of 2011 to the third quarter of 2014. The largest percent growth in employment for the core shale-related industries during that time frame was in the Southeast region of the state, which saw in increase of 227 percent.

Program Outcomes

This one year program prepares students to complete their associate degree with Stark State College in one of five degree tracks in the oil and gas career fields. They include:
· Industrial Process Operation Technology
· Petroleum Industrial Mechanics Technology
· Petroleum Technology - Instrumentation Electronics Technician
· Petroleum Technology - Pipeline Technician
· Petroleum Technology - Production Technician
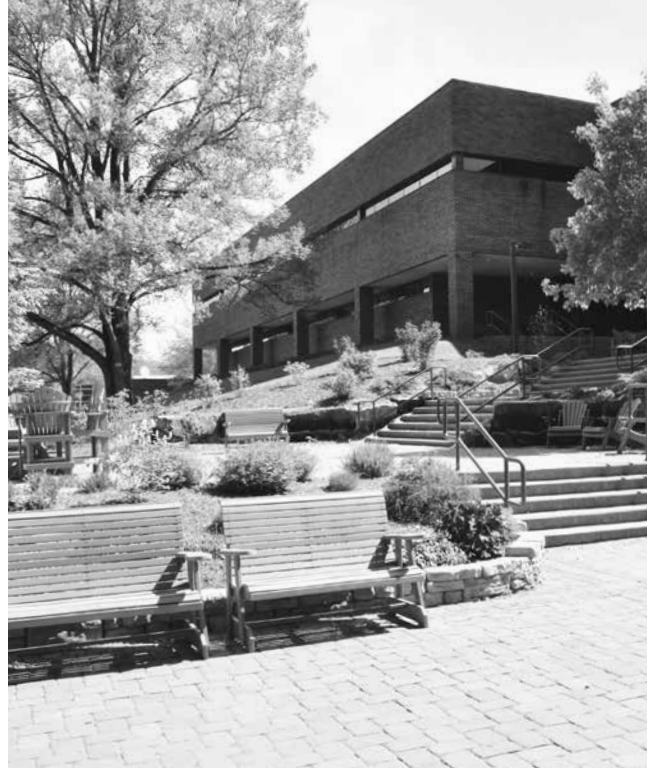
Occupational Certificate in Petroleum Technology - Industrial Mechanics

Course No.	First Semester	Credit Hours
PET-1101	Introduction to Petroleum Industry	3.00
ENGL-1510	English Composition I	4.00
MATH-1113	College Algebra	4.00
PHYS-1201	Physics - Motion	4.00
GS-1000	HC Cornerstone	1.00
ERT-1121	Welding	2.00
	Totals	**18.00**

Course No.	First Semester	Credit Hours
EE-1230	Electrical Circuits & Devices	4.00
NET-1111	Cisco I - Introduction to Networks	4.00
ENGL-2225	Technical Writing	3.00
PSYC-1120	Organizational Behavior	3.00
ENGL-2123	English Composition II: Contemp Issues	3.00
	Totals	**17.00**

	Total Credit Hours	**35.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Transfer Module

School of Arts, Business & Science
Sarah Parker-Clever, Dean

Program

If a bachelor's degree is your goal or if you are planning to transfer to another public institution in Ohio, check out the Transfer Module.

The Transfer Module program is an Ohio-wide program that's guaranteed to transfer to another public institution if you complete the module of 36 - 40 credit hours. With lower costs, smaller classes and student-centered faculty, Hocking College offers this program as an ideal way to get started on your educational goals.

Courses are found in the following areas:
· English Composition
· Oral Communications
· Mathematics
· Arts/Humanities
· Social and Behavioral Sciences
· Natural and Physical Sciences

The Hocking College Transfer Module includes general courses already required in technical programs as well as courses for transfer only. Because individual programs may differ in specific course requirements for general education, the articulation of the Transfer Module may vary from one program to another.

With the ability to easily transfer credits to another college in Ohio, the Transfer Module from Hocking College is the ideal program for a student looking to obtain a degree from another institution. The mix of general education courses for specific technical programs and transfer courses allows students to get a head-start on their education as they look to move on to a program at another college in Ohio.

Program Outcomes

This program is designed to meet individual goals and objectives.

Career Opportunities

The Transfer Module is designed to meet the basic education requirements for students who wish to transfer to a four-year institution or who are working towards a bachelor's degree.

Fire & Emergency Services

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

The Fire and Emergency Services program prepares you to meet community needs for fire and emergency medical protection. Students may begin the program by scheduling fire courses the first year, or you may choose to begin with emergency medical courses. If beginning with the emergency medical sequence, you must have an Ohio EMT (Emergency Medical Technician) Certificate.

The Fire and Emergency Services program offers Firefighter I and II, EMT and Paramedic certification courses over five semesters. Fire classes follow standards established by National Fire Protection Association 1001, and the Ohio Department of Public Safety. Hocking College maintains an on-site fire training facility including fire apparatus, burn structure and related equipment. Graduates take the Ohio Firefighter Certification Exam administered by the Ohio Department of Public Safety.

EMT and Paramedic classes follow the curriculum requirements established by the U.S. Department of Transportation. Hocking College EMT program provides a fully equipped EMS vehicle, and medical lab classroom that simulates an emergency room. Students must take the National Registry Exam to be certified at the end of their program.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Fire and Emergency Services:

· Provide emergency fire services under the direct supervision of a fire officer;
· Provide emergency medical services, working within the confines of EMT and/or Paramedic certification;
· Provide basic emergency rescue services;
· Provide emergency hazardous material services, working within the confines of First Responder Hazardous Materials Awareness and Operations level;
· Maintain readiness of emergency equipment;
· Maintain facilities;
· Demonstrate public relations skills;
· Communicate with coworkers, supervisors and the public;
· Write reports;
· Perform fire fighter math skills; and,
· Practice human relations skills and maintain a code of ethics.

Certificates

Numerous certificates are available as part of, or in addition to, the associate degree program in Fire and Emergency Services. Certificates in the Fire and Emergency Services area include:

· 36 Hour Volunteer Firefighter
· Firefighter I
· Firefighter II
· APCO Basic Telecommunicator 911
· Emergency Medical Technician
· Advanced Emergency Medical Technician
· Paramedic

Career Opportunities

Graduates are employed as fire fighter EMTs and Paramedics. Employment is available with municipal fire departments, governmental and privately-owned emergency services, industrial fire, health or emergency services, police, forest and recreational services.

Associate of Technical Study in Fire and Emergency Services

Course No.	First Semester	Credit Hours
FS-1115	Fire Fighter II	10.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
PSS-1101	Public Safety Services Fitness & Health	1.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
	Totals	**16.50**

Course No.	Second Semester	Credit Hours
EM-1100	EMT-Basic Lecture	6.00
EM-1101	EMT-Skills Lab	1.00
BIOS-1112	The Human Organism	4.00
ENGL-1510	English Composition I	4.00
PSS-1102	Public Safety Services Fitness & Health	1.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
EM-2107	Paramedic I	7.00
EM-2102	Paramedic Lab Skills I	2.00
EM-2101	Paramedic Practicum I	2.00
FS-1116	Fire Prevention and Investigation Technology	3.00
PSS-2101	Public Safety Services Fitness & Health	1.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
EM-2110	Paramedic II	7.00
EM-2112	Paramedic Lab Skills II	1.00
EM-2111	Paramedic Practicum II	2.00
PSYC-1101	General Psychology	3.00
ENGL-1104	Job Search Techniques	1.00
PSS-2102	Public Safety Services Fitness & Health	1.00
FS-2253	Fire Hydraulics	3.00
	Totals	**18.00**

Course No.	Summer Semester	Credit Hours
EM-2140	Paramedic III	7.00
EM-2141	Paramedic Lab Skills III	2.00
EM-2113	Paramedic Field Practicum III	3.00
COMM-1130	Speech	3.00
	Totals	**15.00**

	Total Credit Hours	**80.50**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fitness Management

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

Hocking College's Fitness Management Technology provides you with training for employment in the fitness industry — from a Certified Personal Trainer (CPT), Group Fitness Instructor (GFI), and Certified Lifeguard to manager of a fitness facility or even ownership of your own personal business. Our new affiliation with The American Council on Exercise (ACE) and dynamic hands-on curriculum provides our graduates with the skills and certifications necessary to start working as a CPT, GFI, or Lifeguard at some of the most exciting and challenging fitness facilities in the world.

This program also provides you with the management and leadership skills needed to operate your own personal training business or serve as a manager at one of the top facilities in the country. You will develop a business plan that includes a professional portfolio of required legal, business, equipment and human relation forms while developing competencies needed to succeed as a professional fitness provider. Experience and confidence grow as you and your classmates plan and execute hands-on campus and community events such as our Weight-Lifting Competition, Indoor Triathlon, Pump & Run and 5K Road Race.

The program concludes by taking the ACE Certified Personal Trainer Exam, after which you will embark on a multi-day field trip to several of the nation's best fitness facilities. This all culminates with a 300 hour, off campus internship at a fitness or wellness center tailored to your goals, where you will have an opportunity to apply your fitness knowledge in a real-world setting.
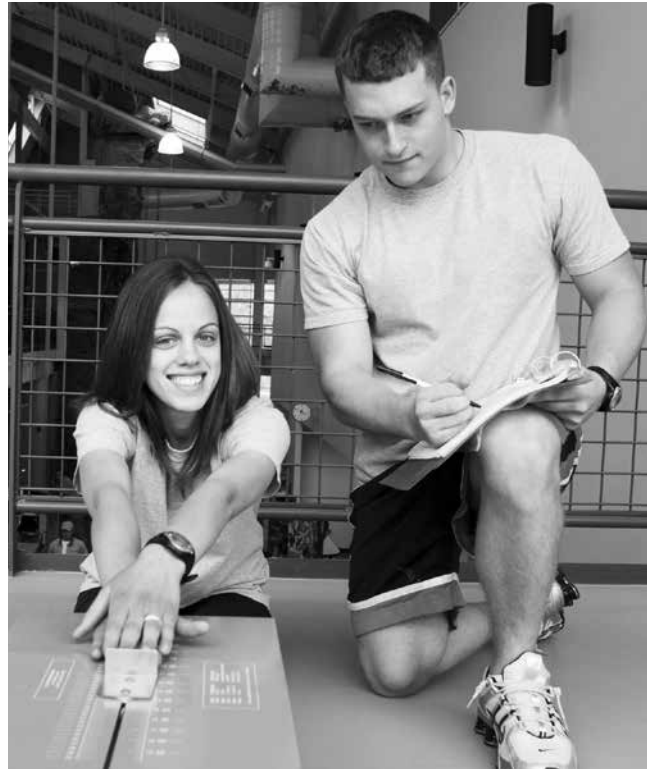
Licensure and Certification

In addition to taking the ACE GFI and CPT certification exams that are integrated in the curriculum, Graduates of the Fitness Management Technology program are also eligible to take the following national certification exams: American College of Sports Medicine (ACSM) Health Fitness Specialist (HFS) and CPT, and the National Strength and Conditioning Association (NSCA) CPT.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking an Associate in Applied Science in Fitness Management Technology Degree:

· Create a portfolio of in-demand skills required in the fitness and recreation industry
· Demonstrate ability to obtain complete fitness assessments that include the following: body composition, flexibility, cardiorespiratory and muscular strength and endurance
· Design safe, appropriate and effective exercise programs that incorporate the five components of fitness (cardiorespiratory, flexibility, body composition and muscular strength and endurance) while adhering to proper prescription guidelines (frequency, intensity, type, time and enjoyment) that are based on the client's fitness level, goals and special considerations
· Describe the benefits, limitations, anatomical and physiological responses to flexibility and designs appropriate warm-up and developmental plans using active, passive, dynamic Proprioceptive Neuromuscular Facilitation (PNF) stretches for all body parts
· Demonstrate proper techniques for lifting and spotting resistance training exercises on numerous free weight and machine apparatuses while ensuring proper breathing and use of weight belts and supporting equipment
· Develop resistance training programs that incorporate needs analysis exercise selection, training frequency, exercise order, training load and repetitions, volume and rest period for various populations, skill levels and training experience
· Research business and management principles required for a successful modern fitness facility and recommends appropriate customer safety, satisfaction and retention measures
· Present the four periods of a traditional periodization model to include the three preparatory phases and then design conditioning programs for various populations

· Identify the coronary heart disease risk factors (both threshold and mechanistic classifications) and provide strategies to reduce cardiovascular disease
· Prepare a basic business plan required to start a personal trainer business that includes market analysis, services offered, management style, feasibility and marketing plan
· Demonstrate management and business skills while developing and conducting special events such as weight-lifting competition, indoor triathlon and road races or completing community service projects with the Special Olympics, assisting our veteran's or hosting sporting events for the community

The following general or core outcomes are work and life skills, behaviors and attitudes cultivated in all students seeking an Associate Degree in Fitness Management Technology:
· Communicate effectively
· Demonstrate math skills
· Demonstrate knowledge of science and the environment
· Demonstrate learning and critical thinking skills
· Maintain professional skills and attitudes
· Practice human relations skills
· Demonstrate community, cultural and global awareness
· Maintain a code of ethics

Career Opportunities

Endless employment opportunities exist in the fitness industry. Graduates of the Hocking College Fitness Management Technology program find employment as certified personal trainers, group fitness instructors, and fitness managers in a variety of commercial, corporate and community or recreational settings. Graduates may also unleash their entrepreneurial skills by becoming an owner/operator of their own business. Annual starting salaries range from $21,000-$32,000 depending upon employment location.

Associate of Applied Science in Fitness Management

Course No.	First Semester	Credit Hours
FT-1110	Introduction to Fitness	3.00
FT-1160	Resistance Training	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
MICS-1126	Microsoft Office - Presentation	1.00
MICS-1125	Microsoft Office - Spreadsheet	1.00
MICS-1126	Microsoft Office - Word Processing	1.00
***	Health Promotion Elective 1	1.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
FT-1125	Fitness Testing (SL/CR)	3.00
FT-1130	Aerobic and Group Exercise	3.00
PSYC-1101	General Psychology	3.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	**OR** College Algebra	4.00
PED-1401	Beginning Swimming	1.00
PED-1403	**OR** Lifeguard Training	2.00
***	Health Promotion Elective 1	1.00
	Totals	**14.00-16.00**

Course No.	Third Semester	Credit Hours
FT-2296	Group Exercise & Testing Practicum	3.00
FT-2220	Fitness Management	3.00
DT-1102	Basic Nutrition	3.00
BIOS-1113	Anatomy and Physiology I	4.00
***	Health Promotion Elective 1	1.00
	Totals	**14.00**

Course No.	Fourth Semester	Credit Hours
FT-2210	The Personal Fitness Trainer	3.00
FT-2230	ACE Certification Preparation	4.00
BIOS-1114	Anatomy and Physiology II	4.00
***	Health Promotion Elective 1	1.00
COMM-1130	Speech	3.00
ENGL-1104	Job Search Techniques	1.00
	Totals	**16.00**

Course No.	Summer Semester	Credit Hours
FT-2291	Professional Development Field Trip	1.00
FT-2298	Internship Practicum	3.00
	Totals	**4.00**

	Total Credit Hours	**64.00-66.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Massage Therapy

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

The Hocking College Massage Therapy program is a clinically-oriented program, which prepares students for licensure by the Ohio State Medical Board. Upon completion of this well-rounded program, you will possess a solid foundation in the understanding of human anatomy and physiology, demonstrate general office and medical record keeping skills, utilize functional assessments of the musculoskeletal system and perform a wide variety of massage therapy techniques.

You will be able to apply these skills to treat a broad array of musculoskeletal conditions, promote well being and general relaxation. By the completion of the program, you should be able to enhance circulatory function, exercise pain management and apply stress reduction.

Massage Therapy is one the fastest growing areas in the health field today, and Ohio is the first state to license this profession. Massage Therapy is a legally defined term relating to the application of manual treatment for musculoskeletal conditions or general stress management, specifically from a massage therapist licensed by the Ohio State Medical Board. To become licensed in Ohio, you must successfully complete an approved 750-hour professional massage therapy program and pass the Ohio State Medical Board Exam.

Every state approved massage therapy program in Ohio conforms to a basic set of educational guidelines as determined by the state medical board. However, these guidelines allow a great deal of room for individuality within each program. At Hocking College, we believe that our massage therapy program is one of the most comprehensive programs in Ohio. Our two-year state approved massage therapy degree program is designed to prepare students to successfully enter this exciting profession with much more than entry-level skills.

In addition to two semesters of general massage procedures, our program provides a strong foundation in advanced clinically-based skills such as trigger point therapy, myofascial release and craniosacral therapy, along with in-depth functional assessment to address musculoskeletal conditions.

Another notable component of our comprehensive program is the spa therapy courses, which include hydrotherapy, aromatherapy, ayurvedic and cross-cultural therapies, herbal and natural therapies and body scrubs and wraps. These courses are essential for those wishing to work in spas, as well as those who plan to include these healing modalities in their own private practice.

Altogether our balance of general, clinical and spa therapy massage treatments give our graduates the skills necessary to make them highly marketable in a variety of massage related fields. Because Hocking College is a state run college, the cost of our program is significantly less than proprietary massage schools.

Program Options

Massage Therapy Degree Program: The Associate of Technical Studies in Massage Therapy program provides a comprehensive course of study in general massage, clinically-based massage procedures and spa therapy massage and modalities. The Hocking College Massage Therapy Degree Program begins each autumn semester and extends for four consecutive semesters, including summer.

Massage Therapy Certificate Program: Our Massage Therapy Certificate program, while not leading to a degree, complies with the Ohio State Medical Board requirements for licensure after passing the required qualifying examination. This part-time evening program includes all of the general massage and clinically-based massage courses. While the spa therapy courses are not included in the certificate program, any or all of them may be added to the certificate course of study as per the interest of the student. Like the degree program, the certificate program begins each autumn semester and extends for four consecutive semesters, including summer. For more information on this option, please look under Short Term Certificates, on the program page.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Studies in Massage Therapy:

· Assesses and performs appropriate massage therapy treatments;
· Develops client relationships;
· Maintains a safe environment;
· Demonstrates professionalism and maintains professional ethical behaviors;
· Demonstrates office management and business skills;
· Documents patient care;
· Interacts with other health care providers and the community; and,
· Practice life-long learning in profession.

Career Opportunities

Licensed Massage Therapy graduates often work as self-employed, independent practitioners, practicing in professional or home offices. Other employment opportunities include working in medical or chiropractic offices, clinics, hospitals, health clubs, spas, resorts, corporate and factory work sites or working with athletic teams. The ever-growing awareness of the health benefits derived from Massage Therapy continues to create new venues of employment opportunities for well-trained and resourceful therapists.

Associate of Technical Study in Massage Therapy

Course No.	First Semester	Credit Hours
MT-1110	Massage Therapy I	3.00
BIOS-1151	Massage Anatomy and Physiology I	4.00
ENGL-1510	English Composition I	4.00
MT-1114	Hydrotherapy	3.00
GS-1000	HC Cornerstone	1.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
MT-1120	Massage Therapy II	2.00
MT-1140	Ethics for Massage Therapists	2.00
MT-1135	Kinesiology/Myology - Massage Therapists	4.00
BIOS-1152	Massage Anatomy and Physiology II	4.00
MT-1125	Aromatherapy & Natural Treatments	3.00
	Totals	**15.00**

Course No.	Summer Semester	Credit Hours
MT-1126	Ayurvedic & Cross Cultural Treatments	3.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
MT-2210	Advanced Clinical Therapies	3.00
MT-2200	Pathology for Massage Therapists	3.00
MATH-1108	Intermediate Algebra	3.00
ACC-1101	Accounting I	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
MT-2230	Massage Therapy III	3.00
MT-2250	Massage Therapy Clinical	2.00
BIOS-2154	Massage Anatomy & Physiology Integration	4.00
COMM-1130	Speech	3.00
MT-2150	Massage Therapy Business and Law	2.00
PSYC-1101	General Psychology	3.00
	Totals	**17.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Medical Assistant

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

This program provides students with the knowledge to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Medical Assistants are the only allied health professional specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. These multi-skilled personnel can perform administrative and clinical procedures.

Medical management responsibilities include:
· Computer applications
· Patient reception
· Schedule, coordinate and monitor appointments
· Establish, organize and maintain patient medical records
· Coding and processing insurance claims
· Patient transactions, billing and bookkeeping
· Arranging for hospital admissions and laboratory services

Medical clinical responsibilities include:
· Measuring vital signs
· Assisting with examinations
· Sterilizing instruments
· Assisting with minor office surgery
· Preparing and administering medications as directed by a physician
· Taking medical histories
· Running electrocardiograms
· Laboratory testing in urinalysis, hematology and microbiology
· Explaining treatment procedures to a patient
· Drawing blood
· Removing sutures and changing dressings

Accreditation

Commission on Accreditation of Allied Health Education Programs (**www.caahep.org**) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Medical Assistant:
· Performs a wide range of clinical skills to promote care of patients and families effectively;
· Conducts patient education to ensure continuity of care;
· Directs office business by performing a variety of administrative duties;
· Communicates effectively with staff, doctors, patients, community and other medical personnel;
· Maintains professional skills and attitudes with colleagues and patients; and,
· Maintains, coordinates and documents policies and procedures for office.

Career Opportunities

The Medical Assistant program prepares graduates for entry-level careers in ambulatory health care settings such as medical offices and clinics, and provides the student with a background sufficient for growth and advancement in the medical assisting profession. Entry-level jobs include Certified Medical Assistant, either clinical, administrative or both; Phlebotomist; or Electrocardiograph Technician.

Medical Assistants are ranked as one of the fastest growing occupations over 2008-18. Job placement for our program is approximately 90 to 95 percent.

Associate of Applied Science in Medical Assistant

Course No.	First Semester	Credit Hours
MA-1100	Basic Clinical Assisting Procedures	5.00
MA-1102	Medical Office Procedures I	3.00
MA-1112	Medical Law and Ethics	2.00
ENGL-1510	English Composition I	4.00
HLTH-1101	Medical Terminology	2.00
GS-1000	HC Cornerstone	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
MA-1110	Family Practice Assisting Procedures	5.00
MA-1221	Medical Management Computerization	2.00
MA-2224	Pharmacology for Medical Assistants	5.00
BIOS-1112	The Human Organism	4.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
MA-2200	Advanced Clinical Assisting Procedures	4.00
MA-2206	Computer Applications-Medical Assisting	2.00
MA-2203	Medical Assistant Practicum I	3.00
PSYC-1101	General Psychology	3.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
MA-2220	Medical Laboratory Procedures	4.00
MA-2225	Case Studies in Medical Assisting	2.00
MA-2204	Medical Assistant Practicum II	3.00
MA-2222	Medical Office Procedures II	3.00
COMM-1130	Speech	3.00
	Totals	**15.00**

	Total Credit Hours	**64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Medical Records / Health Information Management

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean
This program is offered at our Main Campus in Nelsonville and Perry Campus in New Lexington.

Program

The Medical Records/Health Information Management program will prepare you for an exciting career as a Registered Health Information Technician (RHIT). A Registered Health Information Technician is skilled in health information management systems and procedures, has completed an academic program and has satisfactorily passed a national certification exam. A RHIT uses computer applications to assemble, analyze, abstract medical records and they often specialize in coding diagnoses and procedures for reimbursement and research.

Registered Health Information Technicians may also perform data retrieval for quality assurance activities, transcribe medical reports and medical staff committee meeting minutes, protect confidential patient information and assist physicians and other health care personnel with appropriate medical record documentation practices.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Medical Records/ Health Information Management:

· Applies codes accurately using current and appropriate technology;
· Communicates effectively with internal and external customers;
· Exhibits skills that promote quality improvement;
· Exhibits skills to insure the security of Personal Health Information (PHI);
· Utilizes current technology efficiently to manage and interpret data;
· Demonstrates interpersonal skills (i.e. managing time, meeting deadlines, reacting to change appropriately, behaving ethically); and,
· Utilizes guidelines and regulations to ensure compliance with internal and external policies.

Career Opportunities

The Medical Records/Health Information Management program prepares you for positions ranked by health care facilities as among the five positions in greatest demand. Technicians are employed by hospitals, ambulatory care centers, nursing homes, mental health agencies, substance abuse agencies, hospices, consulting firms, insurance companies, large physician group practices, veterinary hospitals, government facilities and federal and state prisons. Health information management technicians may work from home as coders, medical editors, claims analysts, medical billers or independent contractors working as consultants for nursing facilities, large group practices, lawyers and small rural hospitals.

Associate of Applied Science in Medical Records/Health Information Management

Course No.	First Semester	Credit Hours
HIM-1100	Health Records and Procedures I	3.00
HIM-1112	HIM Legal Aspects	2.00
HLTH-1101	Medical Terminology	2.00
BIOS-1113	Anatomy and Physiology I	4.00
GS-1000	HC Cornerstone	1.00
MICS-1141	Introduction to Word & Excel	1.00
ENGL-1510	English Composition I	4.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
HIM-1121	Health Records and Procedures II	2.00
BIOS-1114	Anatomy and Physiology II	4.00
PSYC-1101	General Psychology	3.00
HIM-1120	Classification Systems I	3.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	**OR** College Algebra	4.00
	Totals	**15.00-16.00**

Course No.	Third Semester	Credit Hours
HIM-2203	Classifications II	3.00
HIM-2215	Understanding/Interpreting E-Health Record	3.00
HIM-2210	Healthcare Reimbursement	3.00
BIOS-2135	Human Diseases	3.00
ENGL-1104	Job Search Techniques	1.00
MICS-1142	Microsoft Access	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
HIM-2222	Classification III	3.00
HIM-2220	Financial & Resource Management	3.00
HIM-2221	Capstone Computer Applications	2.00
HIM-2200	Health Statistics & Quality Management	3.00
COMM-1130	Speech	3.00
	Totals	**14.00**

	Total Credit Hours	**62.00-63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Nursing: Practical Nursing

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

Hocking College offers a three clinical/theory semester program which results in a Diploma in Practical Nursing. Courses include fundamentals, geriatrics, obstetrics and medical surgical nursing. Additional classes focus on basic psychology, anatomy and physiology, nutrition and pharmacology. Hands-on experience begins in the nursing skills lab before patient/client contact in extended care and assisted living facilities or hospitals.

PN

The Diploma in Practical Nursing and prepares you for licensure and practice as a Licensed Practical Nurse. You will be eligible to take the National Council Licensure Examination (NCLEX) to become a Licensed Practical Nurse. Hocking College Level PN graduates who meet specified academic and clinical requirements may elect to apply to the PN2RN track to pursue an Associate Degree in Nursing.

Students are required to complete Pre-Clinical requirements, such as a background check, drug screen, physical examination, STNA Certification and CPR for the Professional Rescuer prior to beginning clinical/theory coursework.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained in hospitals, long-term care facilities, home healthcare agencies, schools, clinics, and camps within a 75-mile radius of the college. Students are responsible for their own transportation to clinical sites. Applicants should meet with a nursing advisor to determine an individualized academic plan.

Accreditation

Approved by the
Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215
614.466.3947

Accredited by the
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000

Frequently Asked Questions (FAQ):

I have applied to Hocking and received the general acceptance letter in the mail. What is the next step?
Submit a High School Transcript, GED or Expected Graduation Form, and take the Accuplacer Test. Make an appointment to take the HESI A2 Admission Test.

What do I need to do to schedule my classes?
Meet with an advisor.

What is a SEP? Why do I need that?
The Student Educational Plan (SEP) is a graduation plan formulated between an advisor and the student. Students must meet with an advisor to plan their course of study for each term based on the curriculum in their program. The SEP is required. Once an advisor approves it, the student may register for classes.

What is the wait to get into the Clinical/Theory portion Nursing Program at Hocking?
You will be assigned a clinical/theory start term upon completion of your admission file requirements.

Will I be required to have my State Tested Nursing Assistant (STNA) Certification?
STNA Certification is required.

I already have received my LPN, and want to know what I need to do to get into the RN program at Hocking?

Hocking College provides a PN2RN transition program. For more information, contact Michele Hanson at 740.753.6376.

What are other considerations concerning admissions and NCLEX eligibility?

The Ohio Board of Nursing may deny, suspend or revoke a certificate of license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program. If you have any questions, visit the Ohio Board of Nursing website.

What if I am interested in obtaining my BSN?

Through our University Center, we have established partnerships with four-year colleges and universities.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Diploma in Practical Nursing:

· Participates collaboratively in the nursing process by contributing to assessment, planning, implementation and evaluation of individualized, holistic plans of care;
· Uses critical thinking skills in all areas of LPN practice;
· Provides empathetic and compassionate care;
· Practices basic principles of effective and therapeutic communication with clients, significant others and health team members;
· Provides basic information to meet the learning needs of clients;
· Uses nursing knowledge, skills and current technology to provide and promote safe nursing practice;
· Provides basic nursing care based on developmental, biological, psychological, socio-cultural and spiritual differences in clients;
· Safely performs basic clinical skills;
· Safely administers and contributes to the evaluation of the effectiveness of medications and treatments;
· Practices within the profession's ethical and legal framework and is accountable for own nursing practice and care delegate;
· Assumes responsibility for professional growth, self-development and lifelong learning; and,
· Demonstrates understanding of the levels of authority and responsibility and uses basic leadership skills to delegate nursing care tasks.

Career Opportunities

Licensed Practical Nurses (LPNs) are usually employed in medical-surgical units in hospitals, nursing homes, home health agencies and clinics. Nursing graduates may be requested to work evening, night and weekend shifts.

Diploma in Practical Nursing

Course No.	First Semester	Credit Hours
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
BIOS-1113	Anatomy and Physiology I	4.00
NT-1000	PN Introduction to Holistic Care	6.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
PSYC-1101	General Psychology	3.00
NT-1014	PN Introduction to Pharmacology	2.00
NT-1010	PN Care Across Lifespan	7.00
BIOS-1114	Anatomy and Physiology II	4.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
NT-1020	PN Care of Diverse Clients	7.00
NT-1030	PN Legal/Transition	1.00
NT-1034	PN Drug Classifications	2.00
NT-1031	PN Child Health	1.00
NT-1035	PN IV Therapy	1.00
PSYC-2151	Developmental Psych.	3.00
	Totals	**15.00**

	Total Credit Hours	**46.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Nursing: Registered Nursing

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

Hocking College offers a four clinical/theory semester, which results in an associate's degree.

The Associate of Applied Science in Nursing prepares students to apply and take the National Council of Licensure Examination for Registered Nurses (NCLEX-RN).

Students are required to complete Pre-Clinical requirements, such as a background check, drug screen, physical examination, STNA Certification and CPR for the Professional Rescuer general coursework prior to beginning clinical coursework.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained in hospitals, long-term care facilities, home health care agencies, schools, clinics and camps within a 75-mile radius of the college. Students are responsible for their own transportation to clinical sites. Applicants should meet with a nursing advisor to determine an individualized academic plan.

Accreditation

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Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215
614.466.3947

Accredited by the
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000

Frequently Asked Questions (FAQ):

I have applied to Hocking and received the general acceptance letter in the mail. What is my next step?
Submit a High School Transcript, GED or Expected Graduation Form, and take the Accuplacer Test. Make an appointment to take the HESI A2 Admission Test.

What do I need to do to schedule my classes?
Meet with an advisor, and bring a copy of your transcript from WebAdvisor.

What is a SEP? Why do I need that?
The Student Educational Plan (SEP) is a graduation plan formulated between an advisor and the student. Students must meet with an advisor to plan their course of study for each term based on the curriculum in their program. The SEP is required. Once an advisor approves it, the student may register for classes.

What is the wait to get into the clinical/theory portion Nursing Program at Hocking?
You will be assigned a clinical/theory start term upon completion of your admission file requirements.

Will I be required to have my State Tested Nursing Assistant (STNA) Certification?
STNA Certification is required.

I already have received my LPN, and want to know what I need to do to get into the RN program at Hocking?
Hocking College provides a PN2RN transition program. For more information, contact Michele Hanson at 740.753.6376.

What are other considerations concerning admissions and NCLEX eligibility?
The Ohio Board of Nursing may deny, suspend or revoke a certificate of license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program. If you have any questions, visit the Ohio Board of Nursing website.

What if I am interested in obtaining my BSN?
Through our University Center, we have established partnerships with four-year colleges and universities.

Program Outcomes
The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Nursing:
· Uses the nursing process (assessment, analysis, development of nursing diagnoses, implementation and evaluation) as a basis for decision making in developing individualized, holistic plans of care;
· Uses the nursing process to collaboratively develop a plan of care with the client and other health team members;
· Provides empathetic and compassionate care;
· Applies and facilitates all levels of communication with a focus on therapeutic communication in the nurse-client relationship;
· Develops and implements teaching plans that are specific to the clients' level of development and understanding;
· Uses nursing knowledge, critical thinking, judgment, skills and current technology to provide and promote safe nursing practice;
· Adapts and provides specialized nursing care based on knowledge of developmental, biological, psychological, socio-cultural and spiritual differences in clients;
· Safely performs basic and complex clinical skills;
· Safely administers and evaluates the effectiveness of medications and treatments;
· Practices within the profession's ethical and legal framework and is accountable for own nursing practice and for those under supervision;
· Assumes responsibility for professional growth, self-development, and the use of resources for life-long learning;
· Demonstrates leadership skills through use of assertive behaviors, appropriate delegation of tasks and supervision of assistive and/or unlicensed personnel, and licensed practical nurses; and,
· Demonstrates an awareness of community and world health issues and their impact on individuals and health care.

Career Opportunities
According to the Bureau of Labor Statistics, 2.6 million RN jobs were in the U.S. in 2008, making up 60 percent of healthcare occupations. Hospital positions accounted for 60 percent of these jobs. Other common areas of employment include medical offices, home healthcare and extended care facilities. Salaries at the entry level for RN's range from $30,000 to $45,000. The median RN wage in the US is estimated at $64,690.

Associate of Applied Science in Nursing

Course No.	Pre-Clinical	Credit Hours
PSYC-1101	General Psychology	3.00
BIOS-1113	Anatomy and Physiology I	4.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
MATH-1108	Intermediate Algebra	3.00
OR MATH-1113	College Algebra	4.00
	Totals	**15.00-16.00**

Course No.	First Semester	Credit Hours
NT- 1110	RN Basics Gero/Adult Health I	8.00
BIOS-1114	Anatomy and Physiology II	4.00
NT-1112	RN Holistic Care	2.00
NT- 1121	RN Ethical/Legal Issues	1.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
NT- 11 20	RN Adult Hlth II/Maternal NB	8.00
NT- 1114	RN Beginning Pharmacology	2.00
NT-1200	Micro/Patho	2.00
HLTH-1202	Community Health	1.00
	Totals	**13.00**

Course No.	Third Semester	Credit Hours
NT-2010	RN Adult Health III/Mental Health	8.00
NT-2014	RN Applied Pharmacology	1.00
PSYC-2151	Developmental Psychology	3.00
	Totals	**12.00**

Course No.	Fourth Semester	Credit Hours
NT-2020	Nursing Care of Patients W/Complex Health Alterations	9.00
NT-2024	Leadership in Nursing	2.00
NT-2015	RN Child Health	1.00
COMM-1130	Speech	3.00
	Totals	**15.00**

Total Credit Hours		**70.00-71.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Nursing: Transition Program - PN2RN

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

The PN2RN track is a three semester course of study that allows a Licensed Practical Nurse to complete the requirements for an associate's degree and become eligible to take the NCLEX-RN. After successful completion of the PN2RN Transition semester, the student is admitted, as space permits, into the final two clinical semesters of the associate degree program.

The LPN must apply for admission to Hocking College, provide verification of an active, unrestricted license as an LPN and successfully complete the HESI (A2) admission test.

Students are also required to submit evidence of a clean background check and drug screen, physical examination and CPR for the Professional Rescuer certification before beginning clinical coursework.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained in hospitals, long-term care facilities, home health care agencies, schools, clinics and camps within a 75-mile radius of the college. Applicants should meet with a nursing advisor to determine an individualized academic plan.

Students are responsible for their own transportation to clinical sites.

Accreditation

Approved by the
Ohio Board of Nursing
17 South High Street, Suite 400
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3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000

Frequently Asked Questions (FAQ):

I have applied to Hocking and received the general acceptance letter in the mail. What is my next step?
Submit a High School Transcript, GED or Expected Graduation Form, and take the Accuplacer Test. Make an appointment to take the HESI A2 Admission Test.

What do I need to do to schedule my classes?
Meet with an advisor.

What is a SEP? Why do I need that?
The Student Educational Plan (SEP) is a graduation plan formulated between an advisor and the student. Students must meet with an advisor to plan their course of study for each term based on the curriculum in their program. The SEP is required. Once an advisor approves it, the student may register for classes.

What is the wait to get into the Clinical/Theory Portion Nursing Program at Hocking?
You will be assigned a clinical/theory start term upon completion of your admission file requirements.

I already have received my LPN, and want to know what I need to do to get into the RN program at Hocking?
Hocking College provides a PN2RN transition program. For more information, contact Michele Hanson at 740.753.6376.

What are other considerations concerning admission and NCLEX eligibility?

The Ohio Board of Nursing may deny, suspend or revoke a certificate or license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program. If you have any questions, visit the Ohio Board of Nursing website.

What if I am interested in obtaining my BSN?

Through our University Center, we have established partnerships with four-year colleges and universities.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Nursing:

· Uses the nursing process (assessment, analysis, development of nursing diagnoses, implementation and evaluation) as a basis for decision making in developing individualized, holistic plans of care;
· Uses the nursing process to collaboratively develop a plan of care with the client and other health team members;
· Provides empathetic and compassionate care;
· Applies and facilitates all levels of communication with a focus on therapeutic communication in the nurse-client relationship;
· Develops and implements teaching plans that are specific to the clients' level of development and understanding;
· Uses nursing knowledge, critical thinking, judgment, skills and current technology to provide and promote safe nursing practice;
· Adapts and provides specialized nursing care based on knowledge of developmental, biological, psychological, socio-cultural and spiritual differences in clients;
· Safely performs basic and complex clinical skills;
· Safely administers and evaluates the effectiveness of medications and treatments;
· Practices within the profession's ethical and legal framework and is accountable for own nursing practice and for those under supervision;
· Assumes responsibility for professional growth, self-development, and the use of resources for life-long learning;
· Demonstrates leadership skills through use of assertive behaviors, appropriate delegation of tasks and supervision of unlicensed personnel, and licensed practical nurses; and,
· Demonstrates an awareness of community and world health issues and their impact on individuals and health care.

Career Opportunities

According to the Bureau of Labor Statistics, 2.6 million RN jobs were in the U.S. in 2008, making up 60 percent of healthcare occupations. Hospital positions accounted for 60 percent of these jobs. Other common areas of employment include medical offices, home healthcare and extended care facilities. Salaries at the entry level for RN's range from $30,000 to $45,000. The median RN wage in the US is estimated at $64,690.

Associate of Applied Science in Nursing

Course No.	PN2RN Co-Requisites	Credit Hours
PSYC-1101	General Psychology	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
MATH-1108	Intermediate Algebra	3.00
MATH-1113	**OR** College Algebra	4.00
	Totals	**11.00-12.00**

Course No.	PN2RN Transition Semester	Credit Hours
NT-1140	PN2RN Adult Health	3.00
NT-1147	PN2RN Maternal Newborn	1.00
NT-1142	PN2RN Holistic Care & RN Transition	2.00
NT-1144	PN2RN Pharmacology	2.00
NT-1141	PN2RN A&P/Micro/Patho	2.00
	Totals	**10.00**

Course No.	Recognition of PN	Credit Hours
NT-1050	Concepts of Nursing Care	10.00
NT-1060	Concepts of Nursing Science	10.00
	Totals	**20.00**

Course No.	Third Semester	Credit Hours
NT-2010	RN Adult Health III/Mental Health	8.00
NT-2014	RN Applied Pharmacology	1.00
PSYC-215l	Developmental Psychology	3.00
HLTH-1202	Community Health	1.00
	Totals	**13.00**

Course No.	Fourth Semester	Credit Hours
NT-2020	Nursing Care of Patients with Complex Health Alterations	9.00
NT-2024	Leadership in Nursing	2.00
NT-2015	RN Child Health	1.00
COMM-1130	Speech	3.00
	Totals	**15.00**

	Total Credit Hours	**69.00-70.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Opticianry

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean
The Opticianry program is offered exclusively at the Perry Campus in New Lexington, Ohio

Program

The Opticianry program is offered exclusively at Hocking College's Perry Campus in New Lexington, Ohio.

The program provides a combination of hands-on lab experience, clinical experience and a solid knowledge base.

Courses include Anatomy and Physiology of the Eye, Ophthalmic Dispensing, Geometric Optics, as well as Contact Lenses and Refraction. You will use your skills to interpret prescriptions and design, adapt and dispense optical aids, and grind and polish the lenses in preparation for their insertion into frames. Using optical tools, instruments and gauges, your education will give you the ability to determine if glasses and lenses are exactly as ordered. The second year of study includes off-campus clinical experiences in various optical settings in and around the local area.

The coursework prepares students to successfully complete the licensing examinations to become an Ohio Licensed Dispensing Optician (LDO). State licensing for graduates is administered through the Ohio Optical Dispensers Board. Board examinations are administered by The American Board of Opticianry (ABO) and the National Contact Lens Examiners (NCLE). The Hocking Opticianry program is approved by the Ohio Optical Dispensers Board.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Opticianry:
· Maintains professionalism and career development;
· Communicates and maintains effective relations with patients/customers;
· Operates and maintains opticianry equipment proficiently;
· Maintains records and assists business functions;
· Performs preliminary eye examinations;
· Demonstrates proficiency in fitting, dispensing, insertion of; and removal of both rigid and hydrogel contact lenses;
· Instructs patients about insertion, removal and care of both rigid and hydrogel contact lenses;
· Employs proficient dispensing skills;
· Observes safe work practices; and
· Uses math skills (algebra, geometry, trigonometry) needed for routine opticianry applications.
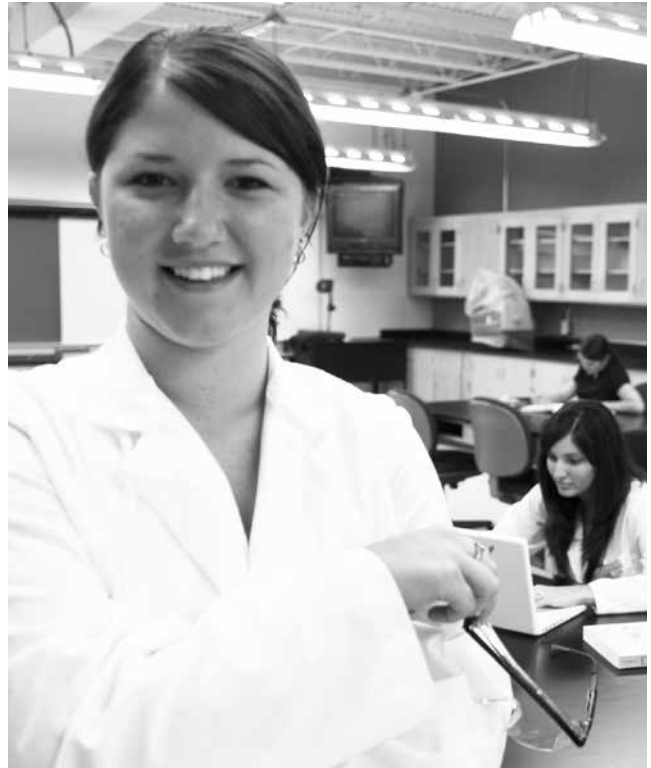
Career Opportunities

Graduates of the Opticianry program are employed in the following:
· Optical and other retail stores
· Offices of ophthalmologists and optometrists
· Hospital and eye care clinics
· Optical laboratories
· Manufacturers
· State and federal agencies

Associate of Applied Science in Opticianry

Course No.	First Semester	Credit Hours
OPT-1100	Introduction to Opticianry	3.00
BIOS-1112	Human Organism	4.00
GS-1000	HC Cornerstone	1.00
HLTH-1101	Medical Terminology	2.00
MATH-1108	Intermediate Algebra	3.00
PSYC-1101	General Psychology	3.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
EM-1134	**OR** CPR Professional/First Aid for Healthcare Provider	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
OPT-1101	Geometric Optics I	3.00
OPT-1131	Ophthalmic Dispensing I	3.00
BIOS-1115	Anatomy and Physiology of the Eye	2.00
ENGL-1510	English Composition I	4.00
BUS-1102	Principles and Practices of Management	3.00
MICS-1141	Introduction to Word & Excel	1.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
OPT-2102	Geometric Optics III	3.00
OPT-2132	Ophthalmic Dispensing II	3.00
OPT-2201	Contact Lenses I	3.00
OPT-2121	Opticianry Practical Experience I	2.00
ENGL-1104	Job Search Techniques	1.00
COMM-1130	Speech	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
OPT-2202	Contact Lenses II	3.00
OPT-2111	Mechanical Optics	3.00
OPT-2220	Opthalmic Assisting	3.00
OPT-2122	Opticianry Practical Experience II	2.00
HUM-2203	Introduction to Ethics	3.00
	Totals	**14.00**

	Total Credit Hours	**62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Physical Therapist Assistant

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program
Physical therapist assistants are technically educated healthcare providers who work under the supervision of a licensed physical therapist to restore function when disease or injury results in pain and limited movement abilities. Physical therapy intervention can also prevent further injury. When a patient seeks physical therapy services, the physical therapist performs an initial evaluation and develops a plan of care. The physical therapist assistant carries out the plan of care and reports the patient's response to the supervising physical therapist.

Responsibilities of a physical therapist assistant may include, but are not limited to the following:
· Assisting the physical therapist during the evaluation;
· Performing data collection (test and measurement) techniques;
· Administering intervention treatments utilizing heat, cold, ultrasound, electrical current, water, light, massage and other hands-on treatment techniques exercise programs;
· Fitting and instructing patients in the use of assistive devices such as crutches, walkers, canes and wheelchairs;
· Instructing patients in activities of daily living;
· Documenting relevant aspects of patient care;
· Maintaining and setting up treatment equipment;
· Maintaining department inventories;
· Participating in quality assurance activities;
· Scheduling patients; and,
· Performing as a manager of a rehabilitative services department.

The Physical Therapist Assistant program consists of a year of general courses followed by a year of technical course work and clinical experiences.

Requirements for Acceptance into the Physical Therapist Assistant Program

Selective Admissions Process
The first or generals year of the Physical Therapist Assistant program is open to all applicants. The standards of the Physical Therapist profession are established by the American Physical Therapy Association and regulated by licensure in the state of Ohio. In order to provide a program that promotes student success, it is important to select students who meet rigorous curriculum requirements. Specific requirements for acceptance into the clinical portion of the program are listed in this document.

Clinical Year Requirements
The following changes have been implemented effective May 5, 2014. Students desiring to be selected into the clinical year of the Physical Therapist Assistant (PTA) Program (semesters three, four and five) beginning autumn 2016 will:

· Apply to the Hocking College Physical Therapist Assistant program (admission to the first year — semesters one and two — of the PTA program). Once you have met all admission requirements you must submit a PTA Clinical Year Application. The Clinical Year Application deadline is January 1 of each year.
· Submit an official high school transcript or GED.
· Students with transferable college credit will request that an official transcript be sent directly to the Office of the Registrar, JL 191, 3301 Hocking Parkway, Nelsonville, Ohio 45764.
· Complete 50 observation/volunteer hours. Twenty (20) hours must be completed in an acute care setting, and thirty (30) hours must be completed in a non-acute setting such as a clinic, rehab or long-term care center OR the equivalent in full-time or part-time employment in a physical therapy department. Observation hours must be performed no more than two years prior to the date of application to Hocking College. Completion of these hours must be submitted on the Hocking College observation log form found on the Hocking College website.
· Obtain two positive recommendations from the Physical Therapist (PT) or Physical Therapist Assistant (PTA), not related to the applicant, under whom you observed or were employed. Recommendations must be completed on the Hocking College PTA recommendation form found on the Hocking College website.

· Complete all semester one and semester two course work with a grade of "C" or higher. Students may take a class no more than two times to earn the "C" or higher grade. If the student does not achieve the required grade in two attempts they are not eligible for the PTA program.

· Obtain an overall minimum grade point average (GPA) of 2.5. This applies to courses completed at Hocking College as well as credits transferred from another institution.

· Complete the TEAS V exam and submit the score. The test score must be dated within the past 18 months to be eligible for selection into the clinical year of the program. Information related to the TEAS exam schedule will be available June 2015.

After successful completion of all criteria outlined, the student may apply for admission into the clinical year of the program (semesters three, four and five) by submitting a PTA Clinical Year Application. It is the applicant's responsibility to ensure that all requirements have been met and verified with their advisor. Selection of the students will be completed in late March 2016 and each March thereafter for admission into the autumn semester.

Criteria	Points
High school transcript or GED on file	10
Observation/volunteer hour log complete	10
Positive recommendation from PT/PTA supervising during acute care observations	10
Positive recommendation from PT/PTA supervising during non-acute care observations	10
Semester 1 and 2 course work completed with a grade of "C" or higher	20
Overall GPA mulitplied by 5 rank order	20
TEAS exam score rank ordered	20
Total	**100**

1. Applicants will be notified of selection via their Hocking College e-mail address by March 31, 2016 and each March 31 of subsequent years. Please do not call for information regarding the selection results. Those not selected will be rank ordered on an alternate list.

2. If a selected student declines their seat before May 31, the first student on the alternate list will be offered that seat. The process will continue until all seats are filled.

3. Students who remain on the alternate list after May 31 will need to reapply, along with other applicants, for the next year. Alternate list placement does not guarantee a seat for the following year.

Program Outcomes

Data used to calculate graduation rate (PTA program) Hocking College:

Year Cohort Began	Beginning Size of Cohort	Number Graduating on Time	Number Graduating in 150% of Time	Number that did not Graduate	Number Ultimately Graduating (100% - 150% expected time)	Graduation Rate
2010	30	21	4	-	25	83.30%
2011	30	21	-	-	-	70.00%
2012	30	23	3	-	26	86.70%
2013 - Summer	15	14	-	1	-	93.33%
2013 - Autumn	38	29	5 Students Still Enrolled	Pending	Pending	Pending

Data used to calculate Licensure (NPTE-PTA) Pass Rates - Hocking College PTA Program:

Graduation Year Taking Exam	Number of Graduates Exam on First Attempt	Number of Graduates Passing	Number of Graduates Passing Exam on Repeated Attempts	Ultimate Pass Rate
2011	20	18	19	90.00%
2012	21	16	19	90.05%
2013	23	12	20	87.00%

Data Used to Calculate Employment Rate:

Graduation Year	Employment Rate
2011	
2012	Three Year Av. 79.33%
2013	

Hocking College advisors are available to help you; answer questions about the selective admissions process; develop a student educational plan to meet your goals; and assist with general education course registration. To schedule an advising appointment, contact the PTA Advisor at **740.753.6419**. We look forward to assisting you with your career goals.

Accreditation

Physical Therapist Assistant Program at Hocking College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; Telephone: **703.706.3245**; Email: **accreditation@apta.org**; Website: **www.capteonline.org**. The program's current status is probationary accreditation; for more information see: **http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/**

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Physical Therapist Assistant:

· Within the scope of practice of the physical therapist assistant, safely and effectively implement data collection techniques and interventions identified in the plan of care established by the supervising physical therapist;
· Communicate verbally and nonverbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner;
· Exhibit professional behavior reflecting legal, ethical, and safe standards; meeting expectations of patients/clients and the profession; and displaying cultural sensitivity;

· Complete accurate and timely documentation that follows the guidelines of state practice acts, the practice setting, and other regulatory agencies;
· Effectively manage daily operations including the organizational planning and operation of physical therapy services, participating in quality assurance activities, and providing information for billing and reimbursement purposes;
· Plan and organize individualized patient interventions established by the physical therapist such as adjusting or withholding intervention based on patient status, identifying alternatives within the plan of care, and reporting changes in patient status to the supervising physical therapist;
· Under the direction and supervision of the physical therapist, participate in coordinating continuity of care including instructing other members of the health care team; providing patient related instruction to patients, family members, and caregivers; and participating in discharge planning and follow-up car; and,
· Educate others about the role of the physical therapist assistant, which may include being a clinical instructor, and engage in life-long learning.

Career Opportunities

Physical Therapist Assistants are employed in a variety of settings such as hospitals, outpatient clinics, home health settings, nursing homes, rehabilitation facilities, and school systems. According to data collected by the Bureau of Labor Statistics in 2013, the annual mean salary for Physical Therapist Assistants in southern Ohio is $53,720.

Associate of Applied Science in Physical Therapist Assistant

Course No.	First Semester	Credit Hours
BIOS-1113	Anatomy and Physiology I	4.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
HLTH-1101	Medical Terminology	2.00
PSYC-1101	General Psychology	3.00
PTA-1100	Introduction to Physical Therapy	1.00
MICS-1123	Microsoft Office - Word Processing	1.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
BIOS-1114	Anatomy and Physiology II	4.00
PSYC-2151	Developmental Psychology	3.00
MATH-1108	Intermediate Algebra	3.00
COMM-1130	Speech	3.00
HUM-2203	Introduction to Ethics	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
BIOS-2201	Advanced Anatomy	3.00
PTA-2200	Fundamentals of Physical Therapy	4.00
PTA-2203	Physical Therapy Procedures	4.00
PTA-2211	Pathophysiology of Disease	2.00
	Totals	**13.00**

Course No.	Fourth Semester	Credit Hours
BIOS-2202	Kinesiology	2.00
PTA-2204	Musculoskeletal Problems	3.00
PTA-2210	Cardiopulmonary Function	2.00
PTA-2214	Rehabilitation Procedures	3.00
PTA-2206	PTA Directed Practice I	4.00
	Totals	**14.00**

Course No.	Fifth Semester	Credit Hours
PTA-2216	PTA Directed Practice II	4.00
PTA-2226	PTA Directed Practice III	4.00
PTA-2207	PTA Clinical Issues and Role Transition	1.00
ENGL-1104	Job Search Techniques	1.00
	Totals	**10.00**

	Total Credit Hours	**69.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Police Science

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean

Program

The Police Science program prepares you to become a law enforcement professional in the State of Ohio. Program courses provide hand-on training in criminalistics, photography, interrogation techniques and dispatching practices. You will also have the opportunity to become certified in firearms, unarmed self-defense techniques, armed private security officer and other areas of law enforcement specialty training. The program includes two police practicums with law enforcement agencies — the first with emergency communications in a 911 radio center, the second a student ride-along where the student experiences first-hand the daily responsibilities of a law enforcement professional.

Police Science students may also gain further experience in an internship program with the Hocking College Police Department. Police Science students who have successfully completed one year of the Police Science program and the OPOTC Peace Officer Basic Training, 582-hour program, may be selected into a one year internship with the Hocking College Police Department as a Reserve Police Officer.

The Police Science Program includes the Ohio Peace Officer Basic Training Academy and the Ohio Private Security Academy authorized by the Ohio Peace Officer Training Commission. Upon successful completion of the academy course work, the student may sit for exams to become an Ohio Certified Peace Officer or an Ohio Certified Armed Private Security Officer.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate in Applied Science in Police Science:
· Demonstrate ethical behavior in all aspects of the profession including cultural diversity, racism, sexism, corruption and public trust;
· Identify crimes in accordance with Ohio Revised Code;
· Classify crimes in accordance with Ohio Revised Code;
· Determine that the elements of a crime have been committed;
· Determine the cause of a motor vehicle collision;
· Perform crime prevention activities with outside agencies;
· Recommend crime prevention techniques for specific needs;
· Use appropriate professional behavior;
· Communicate effectively in the writing of basic and investigative reports;
· Communicate effectively verbally in the presentation of speeches and demonstrations;
· Testify effectively in court and present evidence in accordance with Ohio and Federal Rules of Evidence;
· Perform crime scene photography and present it as evidence in a mock court;
· Perform accident scene photography and present it as evidence in court;
· Perform evidence photography and present it as evidence in court;
· Demonstrate competence in general crime scene processing;
· Demonstrate physically a document that maintains the chain of evidence while processing a mock crime scene;
· Maintain training/duty equipment and work area for safety while conducting academic pursuits;
· Demonstrate through academic exercise the utilization of applicable law enforcement math skills at mock crime scenes;
· Demonstrate through academic exercise the utilization of applicable law enforcement math skills at mock accident scenes;
· Demonstrate through academic exercise the ability to assess and respond to various situations quickly during mock experiential learning exercises;
· Work cooperatively with other public safety service agencies utilizing practicums and projects in the field;
· Meet or exceed Force Continuum competencies; and,
· Demonstrate improvement in physical fitness and wellness education through initial and summative physical assessments during the prescribed period of time.

Career Opportunities

Upon graduation from the Police Science program, OPOTC Peace Officer Basic Academy or the OPOTC Private Security Academy, students become qualified for employment as a law enforcement or private security officer in the State of Ohio. Career opportunities for law enforcement officers are available at the state and local level in police departments, sheriff offices and state enforcement agencies. Career opportunities for private security include providing security for the medical, chemical, financial, commerce, housing, retail and entertainment industries.

Associate of Applied Science in Police Science

Course No.	First Semester	Credit Hours
PSCI-1121	Constitutional and Criminal Law	2.00
PSCI-1132	Law Enforcement Photography/Courtroom Photos	3.00
PSCI-1102	Ethics and Cultural Diversity in Law Enforcement	3.00
EM-1134	CPR Professional/First Aid for Healthcare Provider	1.00
PSCI-1161	Police Computer Applications	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
PSS-1101	Public Safety Services Fitness & Health	1.00
PSYC-1101	General Psychology	3.00
PSCI-1180	Crime Scene Investigation & Criminalistics	3.00
MATH-1108	Intermediate Algebra	3.00
PSCI-2225	Law Enforcement Reporting, Writing & Report	3.00
PSCI-1163	Probation & Parole Working with Law Enforcement	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
PSCI-2106	Radio Dispatch 911	2.00
PSCI-2260	Interviewing Techniques	2.00
PSCI-2105	Ohio Juvenile Crime & The Court System	2.00
PSCI-2297	Police Science Communication 911 Prac. Communication (SL/CR)	2.00
COMM-1130	Speech	3.00
PSS-2101	Public Safety Services Fitness & Health	1.00
PSCI-2245	Traffic Investigation	2.00
PSCI-2209	Homeland Security & Terrorism	2.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
PSCI-2270	Leadership, Supervision & Administration	2.00
ENGL-1104	Job Search Techniques	1.00
PSCI-2230	Ohio Criminal Rules & Court Procedures	3.00
PSS-2102	Public Safety Services Fitness & Health	1.00
PSCI-2296	Police Science Patrol Practicum (SL/CR)	2.00
PSCI-2265	Critical Incident Management	2.00
PSCI-2205	Patrol Operations & Firearms	3.00
	Totals	**14.00**

	Total Credit Hours:	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Social Services, Corrections & Criminal Justice

School of Health & Safety
Dr. Bonnie Allen-Smith, Dean
This program is offered at our Main Campus in Nelsonville and our Perry Campus in New Lexington.

Program

The Social Services, Corrections and Criminal Justice program emphasizes the importance of serving and assisting adults and families. Course work balances theory and practice in preparing students to effectively help others. Practical experience includes interface with adult community-based residential facilities, prisons, multi-county jails, mental health agencies or social services/children's services agencies. You will observe a variety of environments and apply classroom theory through practical experiences.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Social Services, Corrections and Criminal Justice:

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

Career Opportunities

Graduates of the Social Services, Corrections and Criminal Justice program begin their careers in corrections or social service agencies as chemical abuse counselors, intake workers, caseworkers, social service case aids, social workers assistants, case managers, crisis intervention workers, mental retardation/developmental disabilities behavior management aids, correctional officers, probation officers, community, governmental and private agency employees.

Associate of Applied Science in Social Services, Corrections and Criminal Justice

Course No.	First Semester	Credit Hours
GS-1000	HC Cornerstone	1.00
CJ-1100A	Criminal Justice Systems, Module 1	3.00
SS-2222	Social Services Programming	2.00
CJ-1120	Thinking Errors	3.00
SS-2201	Family Dynamics	3.00
ENGL-1510	English Composition I	4.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
CJ-1190	Chemical Abuse and Dependency	3.00
SSCJ-1198	Practicum Orientation	2.00
MATH-1108	Intermediate Algebra	3.00
CJ-2227A	Victim Awareness, Module 1	2.00
CJ-1163	Crisis Recognition Referral	3.00
SS-2202	Protective Services	2.00
	Totals	**15.00**

Course No.	Third Semester	Credit Hours
SS-2262	Counseling Techniques	3.00
COMM-1130	Speech	3.00
SSCJ-2296	Practicum, Module 1, Social Services	3.00
SSCJ-2296-A	Workplace Issues: Seminar #1	1.00
SS-2260	Group Counseling Techniques	3.00
SS-2266	Diverse Populations	3.00
SS-2203	Special Needs Clients	2.00
	Totals	**18.00**

Course No.	Fourth Semester	Credit Hours
CJ-2264	Capstone - Correctional Administration	3.00
SS-2265	Capstone - Case Management	3.00
SSCJ-2297	Practicum B	3.00
CJ-2204	The Sexual Offender	2.00
HUM-2203	Introduction to Ethics	3.00
CJ-1100B	Criminal Justice System Module #2 - Judicial Systems/Sentencing	3.00
	Totals	**17.00**

	Total Credit Hours	**66.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Construction Management – Carpentry

School of Natural Resources
Kimberly Mullen, Dean
This program is offered exclusively at our Logan Campus

Program

The Construction Management program responds to the growing need for individuals trained in management and skilled craftwork. Construction managers are involved in the planning, estimating, scheduling and execution of a variety of commercial and residential projects. Opportunities also exist for those who aspire to manage their own businesses as independent contractors. Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio, and exam assessment.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Technical Study in Construction Management - Carpentry:

· Displays knowledge and demonstrates basic skills of the commercial and residential carpentry trade following the National Center for Construction, Education and Research (NCCER) curriculum as a guideline;
· Organizes total build process in a safe, effective and efficient (within budget) manner to meet customer expectations;
· Exhibits supervisory, leadership and management skills;
· Interprets contract documents (records/drawings) for purpose of estimating materials and labor;
· Demonstrates problem solving skills;
· Communicates effectively with others (public, clients, employees, vendors, owners, supervisors, employers); and,
· Demonstrates professional ethics.

Career Opportunities

Graduates of the Construction Management-Carpentry program are employed as construction estimators, construction sales managers, purchasing managers, independent contractors, crew foremen and carpenters. With a few years of experience, graduates can move up the career ladder at a faster pace.

Associate of Technical Study in Construction Management - Carpentry

Course No.	First Semester	Credit Hours
CMCP-1100	NCCER Level 1: Basic Framing	6.00
CM-1101	Basic Construction Safety	2.00
MATH-1108	Intermediate Algebra	3.00
ENGL-1510	English Composition I	4.00
GS-1000	HC Cornerstone	1.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
CMCP-1200	NCCER Level 2: Internal/External Finishes	6.00
BUS-1100	Small Business Management I	3.00
MICS-1141	Introduction to Word & Excel	1.00
COMM-1130	Speech	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
CMCP-2300	NCCER Level 3: Rig & Concrete	6.00
CM-2103	Construction Law	3.00
CM-2104	Material Estimating - Carpentry	3.00
BIOS-1101	Environmental Science	3.00
ENGL-1104	Job Search Techniques	1.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
CMCP-2400	NCCER Level 4: Commercial Construction	6.00
CM-2105	Project Management	3.00
PSYC-1120	Organizational Behavior	3.00
***	Construction Management Elective	3.00
	Totals	**15.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Construction Management – Commercial & Residential Electricity

School of Natural Resources
Kimberly Mullen, Dean
This program is offered exclusively at our Logan Campus

Program

The Electrical Construction Management program responds to the growing need for individuals trained in commercial and residential electricity management and skilled craftwork. Electricity construction managers are involved in the planning, estimating, scheduling and execution of a variety of commercial and residential projects. Opportunities also exist for those who aspire to manage their own businesses as independent electrical contractors. Prior work experience and/or completion of apprenticeship programs may result in credit hours being awarded by advanced standing, portfolio and exam assessment.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Technical Study in Construction Management - Commercial and Residential Electricity:
· Displays knowledge and demonstrates basic skills of the commercial and residential electricity trade following the National Center for Construction, Education and Research (NCCER) curriculum as a guideline;
· Organizes total build process in a safe, effective and efficient (within budget) manner to meet customer expectations;
· Exhibits supervisory, leadership and management skills;
· Interprets contract documents (records/drawings) for purpose of estimating materials and labor;
· Demonstrates problem solving skills;
· Communicates effectively with others (public, clients, employees, vendors, owners, supervisors, employers); and,
· Demonstrates professional ethics.

Career Opportunities

Graduates of the Construction Management-Commercial and Residential Electricity program are employed as construction estimators, construction sales managers, purchasing managers and electricians.
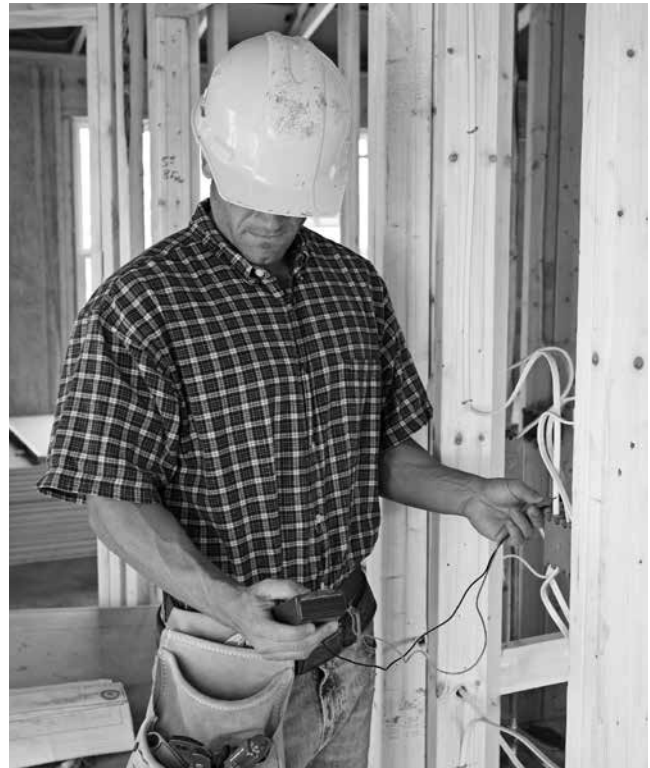
Associate of Technical Study in Construction Management Residential and Commercial Electricity

Course No.	First Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
GS-1000	HC Cornerstone	1.00
ENGL-1510	English Composition I	4.00
CMEL-1100	NCCER Level 1: Electricity Trades	6.00
CM-1101	Basic Construction Safety	2.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
CMEL-1200	NCCER Level 2: Residential Wiring	6.00
BUS-1100	Small Business Management	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
MICS-1141	Introduction to Word & Excel	1.00
COMM-1130	Speech	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
CMEL-2300	NCCER Level 3: Commercial Wiring Applications	6.00
CM-2103	Construction Law	3.00
CM-2106	Material Estimating-Electricity	3.00
BIOS-1101	Environmental Science	3.00
ENGL-1104	Job Search Techniques	1.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
CMEL-2400	NCCER Level 4: Advanced Electricity Topics	6.00
CM-2105	Project Management	3.00
PSYC-1120	Organizational Behavior	3.00
***	Construction Electrical Elective	3.00
	Totals	**15.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Ecotourism & Adventure Travel

School of Natural Resources
Kimberly Mullen, Dean

Program

Ecotourism has been the fastest growing niche travel market for the last several years. Ecotourism, by definition, is travel that focuses on being environmentally and culturally responsible while appreciating nature and promoting conservation. You will study nature and ecological sciences, interpretive/tour guide services, wilderness skills, hospitality tourism and the lodging business. Experience some of the most unique training opportunities in the United States by obtaining skills that focus on travel that is environmentally sound, culturally sensitive and economically sustainable. In addition, each term offers a specialized focus to add to your education. Students build their skills and knowledge in:

· Basic biological sciences
· Environmental issues
· Outdoor leadership skills
· Wilderness travel skills
· Natural history and cultural interpretation
· Resource and business management
· Assessment of ecotour-related ventures
· Sustainable resource management

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Ecotourism and Adventure Travel:

· Assess and evaluate tourist-based activities as they relate to sustainable development;
· Plan, develop, and execute guided and self-guided interpretation programs that focus on natural and cultural history of a given area;
· Inventory, develop and implement resource management plans for natural areas and ecotourist sites;
· Initiate and implement, through networking with community action groups, regional ecotourism activities;
· Assess, develop plans for and identify steps of implementation for the transformation of a traditional hospitality operation to an environmentally sound operation;
· Demonstrate competency in the safe operation and care of watercraft;
· Effectively operate front desk and minor operation of an ecotourism facility;
· Assess and evaluate a wilderness area for qualities that will make it an appropriate site for adventure leadership training;
· Plan, develop and execute a trip that focuses on developing wilderness skills and leadership;
· Evaluate all types of equipment pertaining to outdoor travel, as to their appropriateness and effectiveness in a variety of situations;
· List many sources for outdoor gear;
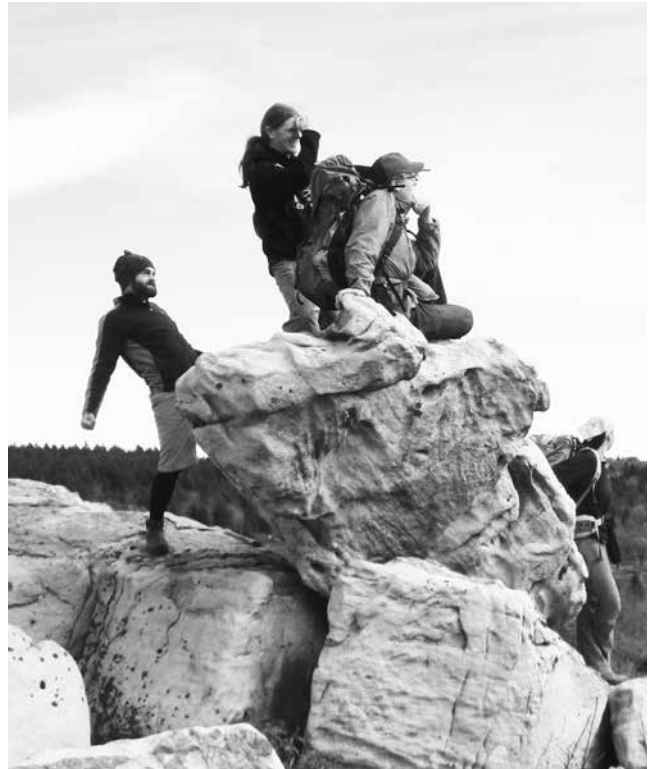
· Analyze, minimize and communicate the environmental impact of different outdoor activities and procedures on specific environments; and,
· Safely lead inexperienced participants into a remote wilderness setting.

Career Opportunities

Graduates of the Ecotourism and Adventure Travel Program 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, adventure camps, adventure leadership schools, adventure therapy programs, outdoor education schools and the tourism industry.

Associate of Applied Science in Ecotourism and Adventure Travel

Course No.	First Semester	Credit Hours
ECO-1100	Introduction to Ecotourism and Adventure Travel	2.00
BIOS-1109L	Dendrology Lab	2.00
***	Social Science Elective	3.00
ECO-1106	Principles of Ecotourism & Sustainability	3.00
INTP-2109	Night Interpretation	1.00
BIOS-1109	Dendrology	1.00
GS-1000	HC Cornerstone	1.00
ECO-1135	Event Management	1.00
INTP-1121	Interpretive Guide Techniques	3.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
BIOS-1132	Field Biology	1.00
BIOS-2271	Ornithology	1.00
BIOS-1132L	Field Bioilogy Lab	1.00
BIOS-2271L	Ornithology Lab	1.00
ENGL-1510	English Composition I	4.00
ECO-1107	Geography for Ecotourism	2.00
NRM-1163	Foraging Edible and Medicinal Plants	1.00
ECO-1117	Sustainable Business Management	3.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
	Totals	**15.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
ECO-2289	Adventure Leadership	4.50
ECO-1144	Canoeing Fundamentals	1.00
ECO-1188	Camping Equipment & Backpacking	2.00
ECO-1155	Whitewater Rescue	1.00
NRTI-1148	Sport Rock Climbing	0.50
ECO-1199	Open & Advanced Open Water Scuba - Bahamas	2.00
ECO-1145	Wind & Self-Propelled Watercraft	2.00
BIOS-1104	Coastal & Marine Ecology-Bahamas	2.00
NRTI-1123	Rappelling & Vertical Rope Rescue	1.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
ECO-2185	Sustainable Resource Area Management	3.00
ECO-2105	Ecotourism & Adventure Careers	1.00
ECO-2229	Wilderness First Responder	1.00
COMM-1130	Speech	3.00
ECO-2122	Ecotourism Guiding	3.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**14.00**

	Total Credit Hours	**64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Equine Health & Complementary Therapies

School of Natural Resources
Kimberly Mullen, Dean

Program

The Equine Health and Complementary Therapies Program focuses on the health care component of the horse industry. The program was developed to meet the industry demand for qualified horse care technicians. You will develop skills in traditional health care such as nutrition, anatomy and physiology, broodmare and foal care and non-traditional complementary therapies.

In addition to traditional health care, Hocking's program includes the newer disciplines of equine acupressure and massage. This unique component teaches you proper massage techniques for applying pressure to and kneading muscles that are prone to fatigue and stress. Courses such as equine business management, equine marketing and brochure development and accounting provide you with a solid business background.

You will gain valuable hands-on experience throughout the program. In broodmare classes, you will find yourself scheduled on an all-night foal watch. In health care, you will be performing many of the functions of a veterinarian assistant. The campus is home to more than 50 horses, enabling students to gain hands-on massage experience.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Equine Health and Complementary Therapies:

· Provide advanced horse health care including preventative health care;
· Properly identify feeds and feeding requirements of equine at all ages and levels of performance;
· Demonstrate a variety of equine massage techniques;
· Competently perform therapeutic-based massage for specific equine conditions;
· Demonstrate a variety of equine acupressure techniques;
· Perform basic shoeing techniques;
· Provide proper broodmare and foal care;
· Demonstrate an understanding of equine reproduction and breeding;
· Identify, maintain, and use safety procedures with horses, tack and related equipment;
· Perform safety inspection procedures in daily operations;
· Properly feed/water horses, groom/bathe horses and clean stalls;
· Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating and emergency shoeing and trimming;
· Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching, catching, haltering and ponying;
· Use a computer for word processing and storing of data; and,
· Communicate professionally with coworkers and with the public.

Career Opportunities

Graduates of the Equine Health and Complementary Therapies program are prepared for employment in a wide variety of jobs in the equine industry, such as a breeding farm, boarding operation, rehabilitation facility, veterinarian assistant or running a business.

Associate of Applied Science in Equine Health and Complementary Therapies

Course No.	First Semester	Credit Hours
EQSI-1103	Horse Handling and Management	4.00
EQSI-1110	Wilderness Riding I	2.00
EQSI-1118	Horseshoeing I	2.00
EQSI-1116	Equine Anatomy and Conformation	3.00
***	Biology Elective	3.00
GS-1000	HC Cornerstone	1.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
EQSI-1112	Equine Health Care I	3.00
ENGL-1510	English Composition I	4.00
EQSI-1160	Equine Massage I	3.00
***	Social Science Elective	3.00
EQSI-1113	Equine Nutrition and Supplements	2.00
	Totals	**15.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
EQSI-2103	Green Horse Handling	3.00
EQSI-2211	Equine Employment	1.00
COMM-1130	Speech	3.00
EQSI-2224	Equine Acupressure I	3.00
EQSI-2212	Equine Health Care II	3.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
EQSI-2267	Equine Reproduction & Foaling (capstone)	5.00
EQSI-2217	Equine Anatomy and Physiology	3.00
EQSI-2229	Equine Business & Marketing	3.00
EQSI-2161	Equine Massage II	3.00
	Totals	**14.00**

	Total Credit Hours	**62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Farrier Science & Business

School of Natural Resources
Kimberly Mullen, Dean

Description

Hocking College offers one of the few farrier science associate degree programs in the United States. The Farrier Science and Business program offers a unique combination of farrier skills and business management. Students will learn the newest and safest techniques for shoeing horses as they develop skills on both gas and coal forges. Classes such as care and handling, gait analysis and nutrition provides students with a solid background in horse care.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Farrier Science and Business:

· Operate and maintain basic farrier equipment;
· Demonstrate a variety of forging techniques;
· Perform proper shoeing techniques;
· Develop a plan to establish a farrier business;
· Apply business skills as they pertain to the equine industry;
· Identify, maintain, and use safety procedures with horses, tack and related equipment;
· Perform safety inspection procedures in daily operations;
· Properly feed/water horses, groom/bathe horses and clean stalls;
· Communicate professionally with coworkers and with the public;
· Provide basic horse health care including preventive health care; and,
· Properly identify feeds and feeding requirements of equine at all ages and levels of performance.

Career Opportunities

The Farrier Science and Business program provides students with very specialized skills. Employment may be found in all areas of the equine industry, such as at a dude ranch, in the race horse industry or in private stables. Graduates are also prepared to establish their own farrier business.

Many farriers are self-employed. The business portion of this program provides you with not only basic business skills such as management and accounting, but also marketing and brochure development and business skills specific to the equine industry. You will also develop a business plan to get you started in establishing a successful farrier business.

Associate of Technical Study in Farrier Science and Business

Course No.	First Semester	Credit Hours
EQSI-1103	Horse Handling and Management	4.00
EQSI-1110	Wilderness Riding I	2.00
EQSI-1118	Horseshoeing I	2.00
EQSI-1116	Equine Anatomy and Conformation	3.00
EQSI-1150	Leathercraft	2.00
GS-1000	HC Cornerstone	1.00
	Totals	**14.00**

Course No.	Second Semester	Credit Hours
EQSI-1215	Horseshoeing II	3.00
EQSI-1112	Equine Health Care I	3.00
EQSI-1135	Forging I	3.00
MATH-1108	Intermediate Algebra	3.00
EQSI-1113	Equine Nutrition and Supplements	2.00
	Totals	**14.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
EQSI-2216	Horseshoeing III	3.00
EQSI-2103	Green Horse Handling	3.00
ENGL-1510	English Composition I	4.00
NRM-1119	Natural Resources Welding	2.00
***	Biology Elective	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
EQSI-2258	Corrective Shoeing-Gait Analysis Analysis-Capstone (SL/CR)	5.00
EQSI-2229	Equine Business & Marketing	3.00
EQSI-2211	Equine Employment	1.00
COMM-1130	Speech	3.00
***	Social Science Elective	3.00
	Totals	**15.00**

	Total Credit Hours	**60.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Fish Management & Aquaculture Sciences

School of Natural Resources
Kimberly Mullen, Dean

Program

The Fisheries Resource Management and Aquaculture Sciences program prepares students for a career working with both game and non-game species for fish. The program prepares students for positions with county and state water management agencies, state and federal Divisions of Natural Resources, which require a two-year degree, and private enterprise aquaculture facilities.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Fish Management and Aquaculture Sciences:

· Utilize current skills and techniques in fish and wildlife management to work effectively in a diversity of settings;
· Collect, analyze, interpret and apply fish population and habitat data;
· Apply ecological and scientific understanding of natural systems to fish issues or problems, and to evaluate and manage fish habitats and populations;
· Know environmental laws, regulations and policy and understand their implications to fish and wildlife;
· Communicate professionally and effectively with diverse audiences orally and in written form;
· Work and behave ethically and appropriately as a fish professional; and,
· Culture fish species at our campus fish hatchery.

Career Opportunities

The Fish Management and Aquaculture Sciences program prepares students for entry-level jobs such as fish technician, hatchery technician, aquaculturist, watershed coordinator, fish handler and fish research assistant.

Associate of Applied Science in Fish Management and Aquaculture Sciences

Course No.	First Semester	Credit Hours
FMAQ-1110	Fish Culture I	4.00
FMAQ-1115	Hatchery Maintenance - Structure	2.00
ENGL-1510	English Composition I	4.00
NRM-1111	Natural Resources Equipment	1.00
NRM-1110	**OR** Chainsaw Operations and Maintenance	1.00
EM-1108	CPR & First Aid for Community & Workplace	1.00
GS-1000	HC Cornerstone	1.00
***	Social Sciences Elective	3.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
BIOS-1132	Field Biology	1.00
BIOS-1170	Zoology	2.00
WLM-1156	Wildlife Ecology and ID	1.50
BIOS-1132L	Field Biology Lab	1.00
BIOS-1170L	Zoology Lab	1.00
WLM-1156L	Wildlife Ecology and ID Lab	1.50
NRM-1119	Natural Resources Welding	2.00
BIOS-2268L	Ichthyology Lab	1.00
BIOS-2268	Ichthyology	2.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**16.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
NRM-2217	Aquatic Ecology	2.00
COMM-1130	Speech	3.00
NRM-2217L	Aquatic Ecology Lab	1.00
GEO-1104	Introduction to GPS and GIS	3.00
NRM-1125	Map Reading and Interpretation	1.00
NRM-1113	Watercraft Operation and Maintenance	1.00
GENV-1100	Stream Water Quality Monitoring(SL/CR)	1.00
CHEM-1131	Environmental Chemistry	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
FMAQ-2220	Fish Culture II	4.00
FMAQ-2238	Fish Management (Capstone)	4.50
FMAQ-2239	Pond Nuisance Control	1.00
FMAQ-2239	Fish Health	2.00
NRM-1114	How to get Government Jobs	.50
	Totals	**12.00**

	Total Credit Hours	**61.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Forest Management

School of Natural Resources
Kimberly Mullen, Dean

Program

Sound forestry practices are more important today than ever before. Responsible and sustainable management of renewable resources and the environment during a time of increasing demand for forestry goods and services represents a tremendous challenge to today's foresters. Issues in forest management, forest ecology, reforestation and reclamation are central to Hocking's Forest Management program.

As a forest technician, your responsibilities will include collection and interpretation of forest data, documentation of environmental conditions, prescribing and implementing forest management practices, checking contract compliance, supervision of field crews and public relations. The program combines a solid academic background with extensive field training. Classroom work is followed by field experience in the safe use of tools and equipment as well as conducting forest inventories, planting trees, wildland fire fighting, and trips to area forestry institutions and businesses.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Forest Management:

· Identifies species of trees using individual characteristics, dichotomous keys and site information;
· Applies knowledge of forest ecology, including plant succession, soils, environmental protection, weather/climate influences and relations of trees to other organisms;
· Practices sound silviculture and reforestation techniques;
· Protects and enhances wooded environments with fire control and use.
· Uses knowledge of the impact of, and methods for controlling insects, diseases and animals;
· Correctly uses equipment and techniques to perform forest and tree measurements;
· Correctly performs land surveys;
· Performs aerial photo and map interpretation;
· Uses effective harvesting techniques, including safe and environmentally sound operation of equipment;
· Collects and analyzes data toward the development and implementation of a project;
· Implements sound forest management plans with an understanding of multiple use principles and awareness of forest products utilization;
· Demonstrates proactive supervision and inspection skills for compliance and enforcement of forest management practices /projects;
· Demonstrates effective communication, math, computer and critical thinking skills;
· Demonstrates professionalism and a strong work ethic;
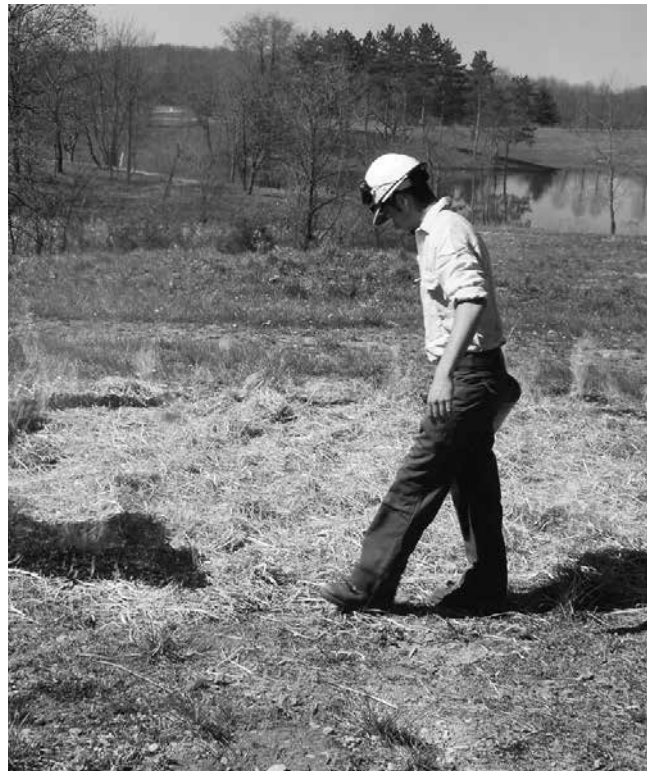
· Practices business management and marketing techniques to attain set targets/goals in a cost effective manner;
· Demonstrates safe working practices; and,
· Cultivates lifelong learning.

Career Opportunities

Graduates of the Forest Management program are eligible for employment with public and private forestry organizations and operate forestry equipment ranging from a hand compass to the surveyor's transit to chainsaws and bulldozers. Students are qualified for positions such as forestry technician, nursery operator, timber cruiser, restoration and reforestation specialist, fire prevention and suppression worker, insect and disease control technician and log grader.

Associate of Applied Science in Forest Management

Course No.	First Semester	Credit Hours
FOR-1111	Forest Dendrology	3.00
FOR-1100	Forestry Careers	1.00
ENGL-1510	English Composition I	4.00
THTC-1101	Introduction to TImber Harvest/Tree Care	3.00
EM-1108	CPR & First Aid for Comm. & Workspace	1.00
FOR-1132	Forest Products Utilization	1.00
FOR-1125	Forest Soils	2.00
GS-1000	HC Cornerstone	1.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
FOR-1123	Forest Measurements	3.00
FOR-1112	Forestland Navigation and Mapping	3.00
GEO-1104	Introduction to GPS and GIS	3.00
FOR-1124	Forest Ecology	2.00
FOR-2219	Reforestation & Pesticide Applications	2.00
COMM-1130	Speech	3.00
	Totals	**16.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
FOR-2220	Applied Silviculture	3.00
FOR-2221	Wildland and Prescribed Fire	3.00
MATH-1113	College Algebra	4.00
WLM-2215L	Wildlife Mnagement Lab	1.00
FOR-2226	Forest Operations	2.00
WLM-2215	Wildlife Management	2.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
FOR-2230	Forest Management	3.00
BIOS-1132	Field Biology	1.00
FOR-2205	Forest Issues and Policy	2.00
FOR-2210	Forest Mensuration	3.00
BIOS-1132L	Field Biology Lab	1.00
FOR-1131	Forest Entomology and Pathology	2.00
***	Social Science Elective	3.00
	Totals	**15.00**

	Total Credit Hours	**64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

GeoEnvironmental Science

School of Natural Resources
Kimberly Mullen, Dean

Program

The GeoEnvironmental Science program prepares you to enter the ranks of the technicians, scientists, project managers, planners, and regulators who work daily to preserve and restore the quality of our natural environment. Start a geoenvironmental career as a field and/or laboratory technician by securing one of the over 15,000 new, fulltime, permanent jobs projected for the period 2006-2016 by the U.S. Department of Labor, Bureau of Labor Statistics. Then, build on the solid foundation you laid at Hocking College to advance your position or further your education.

GeoEnvironmental Science is an interdisciplinary field that applies geoscience such as geology, hydrology and soil science, knowledge and techniques to assessing, monitoring, and remediating environmental problems that result from the intersection of Earth's natural processes and human endeavors. GeoEnvironmental specialists apply their knowledge and skills to a broad array of environmental issues and problems including these related to shale-gas development. For example:

· They are pollution detectives who locate and track the spread of contamination threatening safe drinking water supplies, and then pinpoint the nature and source of contamination;
· They protect and restore some of our most critical natural resources by evaluating and monitoring groundwater, surface water and soil contamination and designing and implementing corrective strategies;
· They limit the proliferation and expansion of industrial pollution by reclaiming contaminated industrial sites, "brownfields", for commercial redevelopment; and,
· They evaluate rock, soil and sediment to determine suitability and guide engineering and design approaches to reduce the environmental damage and hazards that accompany construction and improper siting of man-made structures such as highways, landfills, bridges, dams, large buildings, shale-gas drilling sites and mines.

The GeoEnvironmental Science curriculum is exceptional and unique. It was developed in concert with potential industry and government employers and is taught by experienced professionals. The curriculum is built around three core areas: geoscience, geoenvironmental techniques and environmental policy and safety. It is distinguished by many unique and specialized courses that teach critical concepts and hands-on skills.

Program Outcomes

The following outcomes are knowledge, skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in GeoEnvironmental Science:

· Demonstrate knowledge of regional geology of Ohio and Midwest;
· Read and interpret project documents such as maps, specifications and scope of work;

· Review guidance documents and comply with procedures, policies and laws;
· Compile historic and field data to assist in development of reports;
· Collect representative surface water and groundwater samples and implement groundwater monitoring plans;
· Select, operate, calibrate and maintain field and lab equipment;
· Conduct hydrogeological testing for quality and quantity;
· Collect, identify and describe soil, rock and sediment samples;
· Perform geotechnical testing of soil and rock and evaluate parameters;
· Maintain quality control of field samples;
· Operate or assist with subsurface drilling and sampling equipment;
· Collect survey and/or Global Positioning System (GPS) data for Computer Aided Design (CAD) and/or Global Information Systems (GIS) applications; and,
· Utilize word processing, spreadsheet and mapping software.

Career Opportunities

Potential Job Titles:
· Environmental Monitoring Technician
· Environmental Engineering Technician

· Environmental Scientist
· Environmental Inspector
· Geological Technician
· Geoscience Technician
· Soils Technician
· Environmental Specialist
· Urban Conservationist
· Stormwater Manager
· Environmental Field Technician
· Geotechnical Specialist
· Mining and Reclamation Inspector
· Oil/Gas Well Inspector
· Environmental Lab Technician
· Drilling Inspector
· Geophysical Technician

Importantly, employment in these technical specialties is traditionally full-time and permanent. Most of these positions are with environmental consulting firms, geotechnical engineering companies and government agencies. There are several hundred prospective employers across Ohio and the Midwest and many employers have offices in other regions and other countries.

Shale-gas development is expanding job opportunities for GeoEnvironmental Science graduates. Environmental and engineering companies employing GeoEnvironmental Science graduates contract services to support shale-gas drilling, development and production activities. In this capacity graduates are involved in environmental and geotechnical assessment of; new pipeline routes, drilling and production pads, compressor station sites, staging areas etc. Equally important, graduates are conducting pre-drilling sampling and analysis of surface and groundwater, contributing to water availability studies, as well as, sampling and monitoring hydraulic fracturing flow-back fluids. As shale-gas development activities continue to expand, jobs for GeoEnvironmental Science can be expected to increase as well.

Associate of Applied Science in GeoEnvironmental Science

Course No.	First Semester	Credit Hours
ENGL-1510	English Composition I	4.00
GEOL-1110	Physical Geology	4.00
MATH-1108	Intermediate Algebra	3.00
GENV-1100	Stream Water Quality Monitoring (SL/CR)	1.00
GENV-1110	Environmental Laws and Policy	3.00
GS-1000	HC Cornerstone	1.00
	Totals	**16.00**

Course No.	Second Semester	Credit Hours
GEOL-1120	Historical Geology	4.00
GENV-1140	GeoEnvironmental Site Assessment	4.00
GEOL-1105	Introduction to Soils	3.00
CHEM-1131	Environmental Chemistry	3.00
	Totals	**14.00**

Course No.	Summer Semester	Credit Hours
WLM-2204	Wetland Ecology and Management	2.00
NRM-2296	**OR** Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
GENV-2230	GeoEnvironmental Sampling & Monitoring	4.00
GEOL-2220	Geology of Ohio	2.00
GEOL-2250	Petroleum and Mineral Resource Hydrogeology	2.00
GENV-2240	Mineral Resource Management	3.00
GEO-1104	Introduction to GPS and GIS	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
COMM-1130	Speech	3.00
GEOL-2260	Introduction to Engineering Geology	3.00
GEOL-2270	Geomorphology	3.00
GENV-2280	GeoEnvironmental Subsurface Invest.	3.00
GENV-2225	OSHA HazWoper Health & Safety Training	.50
GENV-2114	GeoEnvironmental Careers	.50
***	Social Science Elective	3.00
	Totals	**16.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Heavy Equipment Management

School of Natural Resources
Kimberly Mullen, Dean

Program
The Heavy Equipment Management program provides practical academic and hands-on experience for developing multiple skill sets utilized in industries using heavy machinery. These skills help individuals interested in entering the various industries that use heavy equipment to build, maintain and advance communities and infrastructure. This program allows students to become proficient in operating machines such as a bulldozer, tracked excavator, backhoe, road grader, skid steer, vibratory compactor, wheel loader and off road dump truck. The hands-on training emphasizes safety and includes maintenance procedures, pre-start checks, shut down procedures and optical or laser grade checking instruments.

This program is offered at the Main Campus in Nelsonville, Ohio and Perry Campus in New Lexington, Ohio.

Program Outcomes
The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Technical Study in Heavy Equipment Management:

1. Identify construction site and heavy equipment safety hazards and the proper use and maintenance of protective personal equipment;
2. Perform pre-start and shut-down walk around and inspection procedures and secure equipment for proper parking and/or loading and transportation;
3. Read blueprints and topographical maps, operate laser leveling devices, and calculate slope percentages;
4. Digitally display, store, and retrieve data related to site plan calculations and maintenance records;
5. Perform basic welding functions, basic hydraulic system analysis and small engine and mechanical repairs as needed;
6. Communicate with co-workers, supervisors, and the public in a professional and responsible manner;
7. Calculate slope ratios and percentages, grade and elevation, bench height, and cubic foot material and load amount;s
8. Operates heavy equipment efficiently, responsibly, and safely;
9. Practice land management awareness principles such as positive drainage, fertilization, water quality, and soil pH; and,
10. Construct and perform maintenance on state and national forest trails, work on a variety of construction projects (residentia l and commercial).

Career Opportunities
The Heavy Equipment Manabeent program prepares graduates for occupations in commercial and residential construction and extraction work, highway construction and maintenance work, pipelines, landfills, landscaping, environment al restoration, commercial trucking, and heavy equipment maintenance.

· Construction and extraction work
· Highway maintenance
· Pipelines
· Landfills
· State and national forest trail maintenance and construction
· Landscaping
· Environmental restoration
· Equipment sales and service
· Environmental testing
· Consulting
· Equipment rentals
· Equipment transportation
· Site development
· Agricultural land clearing and drainage

Associate of Technical Study in Heavy Equipment Management

Course No.	First Semester	Credit Hours
ERT-1101	Equipment Operations I	6.00
ERT-1110	Construction Basics	3.00
CM-1101	Basic Construction Safety	2.00
GS-1000	HC Cornerstone	1.00
MATH-1108	Intermediate Algebra	3.00
ERT-1121	Welding	2.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
ERT-1107	Heavy Equipment Maintanence and Repair I	3.00
NRM-1123	Surveying and Mapping	3.00
ENGL-1510	English Composition I	4.00
GEO-1104	Introduction to GPS and GIS	3.00
BIOS-1101	Environmental Science	3.00
	Totals	**16.00**

Course No.	Third Semester	Credit Hours
ERT-2203	Equipment Operations II	8.00
COMM-1130	Speech	3.00
***	Sociology Elective	3.00
	Totals	**14.00**

Course No.	Fourth Semester	Credit Hours
ERT-2204	Heavy Equipment Apprenticeship	11.00
FOR-1125	Forest Soils	2.00
ERT-1177	Commercial Driver License	3.00
CM-1107	**OR** Forklift & Scissor Lift Certification	3.00
	Totals	**16.00**

	Total Credit Hours	**63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Landscape Management

School of Natural Resources
Kimberly Mullen, Dean

Description

Major landscape companies across the country have an increasing need for qualified managers to join their staff. Hocking College's unique Landscape Management program will teach you the skills of landscape design, horticulture, supervision and leadership and project development. You will be prepared to construct and maintain landscapes using the latest technology and sustainable resource management principles.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Landscape Management:

· Identifies landscape plants, with and without keys/field guides, and knows basic life histories;
· Prepares beds properly for planting, including digging, tilling, fertilizing and mulching;
· Provides customer service and client education related to landscape ecology and sustainability;
· Maintains landscaped facilities and environments;
· Applies business management skills;
· Practices appropriate landscape industry safety standards (operates and maintains basic machinery safely);
· Obtains and maintains professional certifications and licensures related to the landscape industry;
· Communicates and works effectively with diverse groups and cultures;
· Creates and implements sustainable landscape design;
· Demonstrates technical skills that meet landscape industry standards.;
· Installs various landscape components following industry standards (hardscapes, carpentry, irrigation, turf, lighting); and,
· Maintains ethical standards.

Career Opportunities

Endless opportunities exist for graduates of the Landscape Management program. Graduates find employment as landscape crew leader, arborist, nursery technician, irrigation foreman, hardscape estimator, climber, specialty gardener, lawn care technician, plant health care technician, tree farm manager and landscape sales.

Associate of Applied Science in Landscape Management

Course No.	First Semester	Credit Hours
LAND-1110	Landscape Plants I	1.50
LAND-1205	Landscape Plants II	1.50
LAND-2218	Grounds and Landscape Management	1.50
LAND-1210	Turfgrass Management	1.50
GS-1000	HC Cornerstone	1.00
FOR-1125	Forest Soils	2.00
NRM-1111	Natural Resources Equipment	1.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
GEO-1104	Introduction to GPS and GIS	3.00
BIOS-1120	Botany	2.00
BIOS-1120L	Botany Lab	1.00
	Totals	**17.00**

Course No.	Second Semester	Credit Hours
LAND-1352	Landscape Plants III	1.50
LAND-1353	Landscape Plants IV	1.50
MICS-1125	Microsoft Office - Spreadsheet	1.00
MATH-1108	Intermediate Algebra	3.00
EM-1108	CPR & First Aid for Comm. & Workplace	1.00
LAND-2221	Ornamental Pest Control	1.00
LAND-2220	Integrated Plant Management	1.50
***	Social Science Elective	3.00
	Totals	**13.50**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
LAND-2225	Adv Landscape Construction/Estimating	2.00
LAND-2130	Landscape Construction	2.00
ENGL-1510	English Composition I	4.00
LAND-1120	Landscape Design I	1.50
FOR-1111	Forest Dendrology	3.00
LAND-2240	Herbaceous Ornamental Plants I	1.50
	Totals	**14.00**

Course No.	Fourth Semester	Credit Hours
LAND-2200	Landscape Project Mgt (Capstone:SL/CR)	4.00
LAND-1125	Landscape Design II	1.50
BUS-1100	Small Business Management	3.00
LAND-2245	Herbaceous Ornamental Plants II	1.50
COMM-1130	Speech	3.00
***	General Technical Elective	3.00
	Totals	**16.00**

	Total Credit Hours	**62.50**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Natural & Historical Interpretation

School of Natural Resources
Kimberly Mullen, Dean

Program

Since its inception, the Natural and Historical Interpretation program at Hocking College has become renowned for training experienced, confident and talented educators. Interpreters are teachers whose classrooms exist outside the four walls of a building. As a student in the Natural and Historical Interpretation program, you will be trained to educate others about the environment and human connections to it. Classes use the backdrop of Southeastern Ohio to extract stories of interest in the natural world and the history of nearby areas. Emphasis is placed on practical experience, leading programs with groups of all kinds, exhibit design and development of interpretive sites. You will also receive unique training in researching and developing living history subjects and techniques.

Hocking Woods Nature Center provides Interpretation students the opportunity to work with captive wildlife, including raptors and reptiles. We even have a planetarium for learning and teaching about astronomy and night interpretation.

Robbins Crossing is a collection of authentic log homes that allows students to practice "living history" presentations in period clothing, designed to engage visitors in the skills and lifestyles of the past including blacksmithing, wood stove cooking and woodworking.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Natural and Historical Interpretation:

· Interprets accurate information in an interactive, entertaining, and educational fashion to the satisfaction of a variety of audiences;
· Demonstrates leadership abilities in group programming situations, both educational and recreational;
· Prepares programs and materials that strive to achieve the mission of the overseeing agency;
· Demonstrates ability and desire to research and gather information from a variety of sources, including computer usage related to library and internet information;
· Exhibits ability to work cooperatively with other interpreters and professionals;
· Exhibits professional behaviors, such as promptness and preparation for programming assignments;
· Demonstrates effective written communication skills, including customer correspondence, interpretive publications and displays;
· Demonstrates effective use of technology, including web development and social networking opportunities;
· Demonstrates ability to assess and maintain clean, safe facilities and resources; and,
· Initiates and maintains professional contacts in the interpretation field.
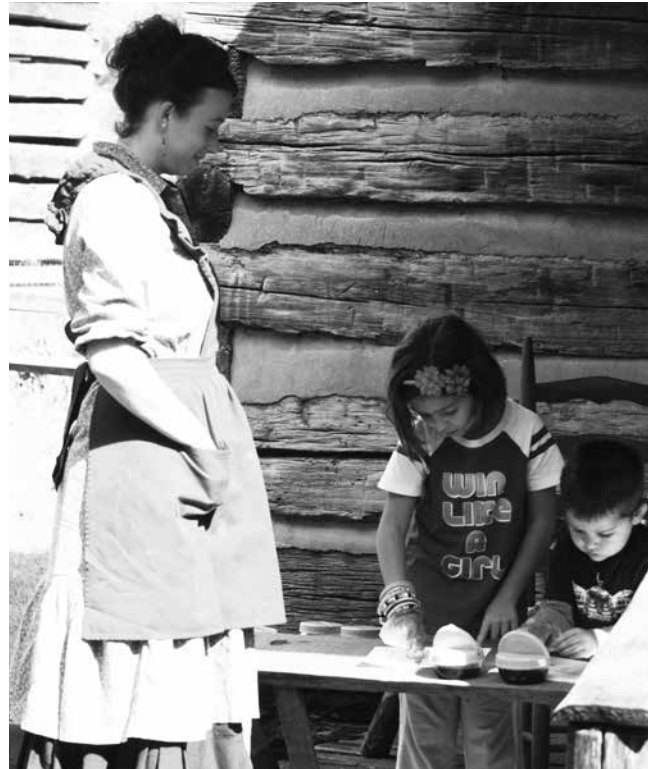
Career Opportunities

Graduates of the Natural and Historical Interpretation program are prepared to perform as practitioners within private and public educational settings, including national, state, and metropolitan parks, residential camps, museums, zoos and educational institutions.

Job titles may include:
· Park Naturalist
· Outdoor/Environmental Education Specialist
· Museum Educator
· Zoo Educator
· Living History Interpreter
· Tour Guide
· Camp Program Specialist
· Interpretive Ranger and Adventure Guide

Depending upon each individual's academic program, background and history of field experiences, entry-level salaries in the natural resources industry may range from $15,000 - $30,000 annually, with lower range employers providing room, board, transportation and uniforms.

Associate of Applied Science in Natural and Historical Interpretation

Course No.	First Semester	Credit Hours
ENGL-1510	English Composition I	4.00
BIOS-1109	Dendrology	1.00
BIOS-1109L	Dendrology Lab	2.00
WLM-1156L	Wildlife Ecology and ID Lab	1.50
INTP-1100	Introduction to Interpretation	2.00
GS-1000	HC Cornerstone	1.00
INTP-1114	Interpretive Employment Seminar	1.00
WLM-1156	Wildlife Ecology and ID	1.50
	Totals	**14.00**

Course No.	Second Semester	Credit Hours
INTP-1118	Environmental Education Techniques	3.00
INTP-1121	Interpretive Guide Techniques	3.00
BIOS-2271	Ornithology	3.00
BIOS-1132	Field Biology	2.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
NRM-1111	**OR** Natural Resources Equipment	1.00
BIOS-2271L	Ornithology Lab	1.00
BIOS-1132L	Field Biology Lab	1.00
***	BIOS-112/1120L	3.00
	OR BIOS-1170/1170L	3.00
	Totals	**14.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.		
Third Semester	**Credit Hours**	
INTP-2215	Historical Interpretation	3.00
INTP-2109	Night Interpretation	1.00
NRM-2217	Aquatic Ecology	2.00
INTP-2230	Interpretive Facilities & Displays	2.00
NRM-2217L	Aquatic Ecology Lab	1.00
MATH-1108	Intermediate Algebra	3.00
***	Social Science Elective	3.00
INTP-2254	Nature Drawing I	1.00
	Totals	**16.00**

Course No.	Forth Semester	Credit Hours
GEOL-1130	Environmental Geology	3.00
INTP-2240	Interpretive Center Operations: Capstone	2.00
ENGL-2126	English Composition Ii: Nature Readings	3.00
NRM-1125	Map Reading and Interpretation	1.00
COMM-1130	Speech	3.00
NRM-1113	Watercraft Operation and Maintenance	1.00
GEOL-1104	Introduction to GPS and GIS	3.00
	Totals	**16.00**

	Total Credit Hours	**62.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Natural Resources Law Enforcement

School of Natural Resources
Kimberly Mullen, Dean

Program

The Natural Resources Law Enforcement program prepares you for emergency service and visitor assistance careers in the natural resources field. The program is designed to teach the skills necessary to protect life and resources from harm in federal, state, local, and privately-held parklands, natural areas, recreational sites and managed resource areas. Rangers frequently engage in law enforcement, search and rescue, emergency medicine, fire fighting, visitor and user assistance, resource management and education.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Natural Resources Law Enforcement program:

· Exhibits a professional, personal and ethical lifestyle consistent with law enforcement standards;
· Demonstrates knowledge of the laws of arrest, search and seizure;
· Meets or exceeds fitness standards at local, state and federal agencies;
· Demonstrates basic skills related to investigation and evidence processing;
· Listens and communicates effectively (written and oral) internally and externally;
· Demonstrates a working knowledge of natural resources technical skills; and,
· Applies administrative, leadership and management skills.

Career Opportunities

Graduates of the Natural Resources Law Enforcement Program are eligible for employment as park rangers at private, local, county, state and federal levels.
Job titles may include:

· Park Police Officer
· Law Enforcement Officer
· Environmental Police Officer
· Game Protector
· River Ranger

Associate of Applied Science in Natural Resources Law Enforcement

Course No.	First Semester	Credit Hours
FOR-1111	Forest Dendrology	3.00
NRLW-1107	Natural Resources Information Technology and Equipment Operation	3.00
NRLW-1100	Introduction to Natural Resources Law Enforcement	1.00
GS-1000	HC Cornerstone	1.00
NRLW-1101	Natural Resources Law Fitness	1.00
ENGL-1510	English Composition I	4.00
NRLW-1111	Handgun Safety and Proficiency	1.50
NRM-1125	Map Reading and Interpretation	1.00
NRM-1110	Chain Saw Operations and Maintenance	1.00
NRM-1111	**OR** Natural Resources Equipment	1.00
	Totals	**16.50**

Course No.	Second Semester	Credit Hours
INTP-1121	Interpretive Guide Techniques	3.00
NRLW-1103	Natural Resources Criminal Law	3.00
WLM-1156	Wildlife Ecology and ID	1.50
NRLW-1102	Natural Resources Law Fitness	1.00
WLM-1156L	Wildlife Ecology and ID Lab	1.50
MATH-1108	Intermediate Algebra	3.00
***	Natural Resource Science Elective	3.00
	Totals	**16.00**

Course No.	Summer Semester	Credit Hours
NRLW-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
NRLW-2209	Natural Resources Administration and Management	2.00
GEO-1102	Introduction to GPS	2.00
WLM-2245	Wildlife Techniques	2.00
FOR-1149	Basic Wildland Firefighting	1.50
WLM-2245L	Wildlife Techniques Lab	1.00
***	Social Science Elective	3.00
NRLW-2101	Natural Resources Law Fitness	1.00
NRLW-1114	How to get Government Jobs	.50
NRM-1113	Watercraft Operation and Maintenance	1.00
	Totals	**14.00**

Course No.	Fourth Semester	Credit Hours

NRLW-2212	Law Enforcemet Management & Operations	3.00
NRLW-2210	Forensic Science/Collection & Preservation (Capstone)	3.00
WLM-2215	Wildlife Management	2.00
BIOS-2269	Gamefish Identification	0.50
NRLW-2102	Natural Resources Law Fitness	1.00
WLM-2215L	Wildlife Management Lab	1.00
NRM-1124	Rapelling & Vertical Rope Rescue	1.00
EM-1108	CPR & First Aid for Comm. & Workplace	1.00
COMM-1130	Speech	3.00
	Totals	**15.50**

Total Credit Hours		**64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Wilderness Horsemanship

School of Natural Resources
Kimberly Mullen, Dean

Program
The horse industry told us what they need in graduates, and we built this program.
· Gain practical experience in working with horses, mules and people in wilderness settings.
· More than just outfitting and different than winning ribbons

It's about working with horses...
· Drive wagons through various terrain
· Teach new students riding techniques
· Learn to properly use necessary equipment and repair it if needed

Elective courses offer even more options:
· Equine health care
· Equine massage
· Farrier courses

Program Outcomes
The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Wilderness Horsemanship:
· Identify, maintain and use safety procedures with horses, tack, and related equipment;
· Perform safety inspection procedures in daily operations;
· Properly feed/water horses, groom/bathe horses and clean stalls;
· Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating and emergency shoeing and trimming;
· Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching catching, haltering and ponying;
· Manage horses without assistance while mounting/dismounting;
· Tack and untack properly, to include fit and adjustment;
· Use wilderness riding skills, including packing care of stock and use of packing equipment;
· Use a computer for word processing and storing of data;
· Communicate professionally with coworkers and with the public;
· Operate and maintain basic maintenance equipment, including chain saw, basic farm equipment and primitive hand tools;
· Handle horses at walk, trot, canter and in varying terrain;
· Provide basic horse health care including preventative health care;
· Properly identify feeds and feeding requirements of equine at all ages and levels of performance; and,
· Demonstrate competency in leathercraft and leather repair related to tack.

Career Opportunities
Right after graduation, you could become a...
· Riding Instructor
· Stable or Barn Manager
· Outfitter/Packer
· Guide/Wrangler
· Leather Worker
· Teamster
· Groomer
In a few years, you could be in a...
Management position

Associate of Applied Science in Wilderness Horsemanship

Course No.	First Semester	Credit Hours
EQSI-1130	Farm Equipment and Maintenance	1.00
EQSI-1103	Horse Handling and Management	4.00
EQSI-1110	Wilderness Riding I	2.00
EQSI-1118	Horseshoeing I	2.00
EQSI-1116	Equine Anatomy and Conformation	3.00
EQSI-1150	Leathercraft	2.00
GS-1000	HC Cornerstone	1.00
	Totals	**15.00**

Course No.	Second Semester	Credit Hours
EQSI-1115	Wilderness Riding II	2.00
ESQI-2230	Team Driving	2.00
***	Biology Elective	3.00
EQSI-1112	Equine Health Care I	3.00
EQSI-2200	Horse Packing	3.00
	Totals	**13.00**

Course No.	Summer Semester	Credit Hours
EQSI-2296	Natural Resources Practicum & Seminar	2.00
EQSI-2255	**OR** Advanced Packing and Wilderness Skills	4.00
	Totals	**2.00-4.00**

Course No.	Third Semester	Credit Hours
ENGL-1510	English Composition I	4.00
MATH-1108	Intermediate Algebra	3.00
EQSI-2250	Teaching Horseback Riding	4.00
EQSI-1113	Equine Nutrition and Supplements	2.00
EQSI-2211	Equine Employment	2.00
EQSI-2220	Trail Maintenance & Primitive Tools	2.00
	Totals	**16.00**

Course No.	Fourth Semester	Credit Hours
EQSI-2240	Colt Training (Capstone)	4.00
EQSI-2225	Campus Park Patrol (Capstone - SL/CR)	3.00
COMM-1130	Speech	3.00
EQSI-2229	Equine Business & Marketing	3.00
***	Social Science Elective	3.00
	Totals	**16.00**

	Total Credit Hours	**62.00-64.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Wildlife Resources Management

School of Natural Resources
Kimberly Mullen, Dean

Description

The Wildlife program at Hocking College is a hands-on, experience-based curriculum. Students actively learn and practice field skills here that they will only hear about in other more traditional wildlife management programs. In addition, students leave our program with a strong conceptual understanding of wildlife management, ecology and conservation, as well as botany and plant ecology and identification, and natural resources as a whole. Skills learned include wildlife, fish and plant field and lab identification; wildlife field data collection techniques such as survey, capture, radio telemetry, habitat and population sampling; and other general field skills such as map reading, watercraft operation and natural resources equipment operation.

The Wildlife Resources Management degree is designed for students interested in seeking employment in fish and wildlife careers after acquiring their two-year associate degree. Most positions with Ohio county and state parks and the Ohio Division of Wildlife, require a two-year wildlife degree.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science Wildlife Resources Management:

· Demonstrates technical skills and techniques in wildlife management to work effectively in diverse settings;
· Applies biological knowledge and skills to manage wildlife habitat and populations;
· Collects, analyzes, interprets and applies wildlife/fish population and habitat data;
· Communicates effectively in writing and speech with public and other natural resources professionals;
· Models ethical, leadership and supervisory skills;
· Interprets, applies and communicates natural resources law and policy; and,
· Demonstrates math skills for utilization in practical fields and other wildlife applications.

Career Opportunities

The Wildlife Resources Management degree will qualify graduates for entry-level jobs such as county wildlife officer, fish or wildlife technician, park naturalist and county soil and water conservation district wildlife specialist positions in Ohio, plus some technician and assistant jobs with other state and federal agencies.

Associate of Applied Science in Wildlife Resources Management

Course No.	First Semester	Credit Hours
WLM-1156	Wildlife Ecology and ID	1.50
WLM-1156L	Wildlife Ecology and Identification Lab	1.50
BIOS-1120	Botany	2.00
BIOS-1120L	Botany Lab	1.00
GS-1000	HC Cornerstone	1.00
ENGL-1510	English Composition I	4.00
BIOS-1109	Dendrology	1.00
BIOS-1109L	Dendrology Lab	2.00
NRM-1125	Map Reading and Interpretation	1.00
WLM-2204	Wetland Ecology and Management	2.00
WLM-2220	**OR** Wildlife Radiotelemetry	2.00
FOR-1149	**OR** Basic Wildland Firefighting	1.50
	Totals	**16.50-17.00**

Course No.	Second Semester	Credit Hours
WLM-2245	Wildlife Techniques	2.00
WLM-2245L	Wildlife Techniques Lab	1.00
BIOS-1170	Zoology	2.00
BIOS-1170L	Zoology Lab	1.00
BIOS-2268	Ichthyology	2.00
BIOS-2268L	Ichthyology Lab	1.00
BIOS-2271	Ornithology	1.00
BIOS-2271L	Ornithology Lab	1.00
BIOS-1132	Field Biology	1.00
BIOS-1132L	Field Biology Lab	1.00
MATH-1108	Intermediate Algebra	3.00
	Totals	**16.00**

Course No.	Summer Semester	Credit Hours
NRM-2296	Natural Resources Practicum & Seminar	2.00
	Totals	**2.00**

Course No.	Third Semester	Credit Hours
WLM-2215	Wildlife Management	2.00
WLM-2215L	Wildlife Management Lab	1.00
WLM-2210	Wildlife & NR Law and Policy	3.00
NRM-2217	Aquatic Ecology	2.00
NRM-2217L	Aquatic Ecology Lab	1.00
GEO-1104	Introduction to GPS and GIS	3.00
FMAQ-2221	Introduction to Fish Management	3.00
CHEM-1131	**OR** Environmental Chemistry	3.00
	Totals	**15.00**

Course No.	Fourth Semester	Credit Hours
COMM-1130	Speech	3.00
WLM-2251	Biostatistics for Wildlife Management	3.00
WLM-2239	Wildlife Capstone	2.00
WLM-2239L	Wildlife Capstone Lab	2.00
***	Social Science Elective	3.00
	Totals	**13.00**

	Total Credit Hours	**62.50-63.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

EMT Paramedic Certificate

School of Health & Safety
Bonnie Smith, Dean

Program

To prepare students for entry-level employment as an Emergency Medical Technician Paramedic (Advanced Life Support).

Occupational Certificate in EMT - Paramedic

Course No.	Pre-requisite	Credit Hours
EM-1100	EMT-Basic Lecture	6.00
EM-1101	EMT-Skills Lab	1.00
EM-1103	EMT Practicum	3.00
BIOS-1112	The Human Organism	4.00
	Totals	**14.00**

Course No.	First Semester	Credit Hours
EM-1109	Advanced EMT Lecture	8.00
EM-1110	Advanced EMT Lab	2.00
EM-1111	Advanced EMT Practicum	4.00
	Totals	**14.00**

Course No.	Second Semester	Credit Hours
EM-2101	Paramedic Practicum I	2.00
EM-2102	Paramedic Lab Skills I	2.00
EM-2107	Paramedic I	7.00
	Totals	**11.00**

Course No.	Third Semester	Credit Hours
EM-2110	Paramedic II	7.00
EM-2111	Paramedic Practicum II	2.00
EM-2112	Paramedic Lab Skills II	1.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
	Totals	**10.50**

Course No.	Fourth Semester	Credit Hours
EM-2140	Paramedic III	7.00
EM-2141	Paramedic Lab Skills III	2.00
EM-2113	Paramedic Practicum III	3.00
	Totals	**12.00**

| | **Total Credit Hours** | **61.50** |

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Geographic Information & Global Positioning Systems

School of Natural Resources
Kimberly Mullen, Dean

Program

The GIS/GPS Technology offers a unique blend of outdoor activity and computer technology. The Geographic Information and Global Positioning Technology captures interest and develops talent in mapping, scientific data collection, computers and much more. Applications of this technology vary widely and include environmental monitoring, natural resource management, emergency planning, transportation systems design and site analysis.

Geographic Information System, or GIS, is a computer system capable of capturing, manipulating, analyzing and displaying geographic data. Global Positioning System, or GPS, is a system that uses satellites and ground based receivers to find locations and create geographic data. GIS/GPS technology is expanding rapidly across business, industry and government. This new technology is sweeping land management professions. Students will experience the revolutionary manner in which GIS manages, manipulates, analyzes and displays geographically referenced data. GIS offers unparalleled planning speed and versatility to land managers.

This 16-credit certificate is a great addition to any of the other degree options in the School of Natural Resources. Typically, several of the classes required in the certificate program are also required in other Natural Resource programs. This makes it easy for students to complete the certificate without greatly extending their graduation date. The surveying and mapping skills acquired in this certificate will increase the employment possibility of any Hocking College graduate. Furthermore, these skills are also quite attractive to both private and government organizations, as well as Baccalaureate students that use spatial data as a part of their business. These courses are offered on a regular basis but can also be offered in a more compact and modular form if there is a group need.

Please contact Natural Resources at 740.753.6291 if you have a request to offer these classes to an industry group in a particular format.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Geographic Information and Global Positioning Technology Certificate:
· Collect, manipulate and manage data using geospatial equipment, techniques, and methods;
· Utilize basic geographic information systems (GIS), global positioning systems (GPS), surveying and cartographic skills;
· Ensure quality of data and product meets professional and industry standards;
· Create effective visual, tabular and analytical products i.e. maps, graphs, charts, statistics, databases, tables and models;

· Ability to think spatially and perform spatial analysis on geographically referenced data;
· Assist in development and implementation of a project plan while monitoring time constraints;
· Use verbal and written communication skills;
· Use interpersonal skills to collaborate with others, establish relationships, network, market and advocate for projects and the profession;
· Develop professional skills and continue to update them; and,
· Exhibit versatility and the ability to change, problem solve and maintain balance.

Career Opportunities

Geographic Information and Global Positioning is currently used at all levels of government, business and industry. Employment opportunities are available with auditors, city planners, engineers, fire and police departments, resource planners, service providers, utility companies, and federal, state and local governments.

Occupational Certificate in GIS/GPS

Course No.	First Semester	Credit Hours
NRM-1125	Map Reading and Interpretation	1.00
NRM-1123	Surveying and Mapping	3.00
GEO-1104	Introduction to GPS and GIS	3.00
	Totals	**7.00**

Course No.	Second Semester	Credit Hours
MATH-1108	Intermediate Algebra	3.00
GEO-1101	Intermediate GIS	2.00
DEO_2135	GIS & GPS Applications	3.00
	Totals	**8.00**

	Total Credit Hours	**15.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Massage Therapy Certificate

School of Health & Safety
Bonnie Smith, Dean

Hocking College's Massage Therapy certificate program is a two academic year part-time evening program. Upon completion of this well-rounded program, students will possess a solid foundation in the understanding of human anatomy and physiology, utilize functional assessments of the musculo-skeletal system and perform a wide variety of massage therapy techniques. Students will be able to apply these skills for circulatory enhancement, pain management, stress reduction, general relaxation and to treat a broad array of musculo-skeletal conditions. Though it is not a degree program, this comprehensive certificate course of study meets all of the requirements necessary for graduates to qualify for the State Medical Board of Ohio licensing examination.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Certificate in Massage Therapy:
• Assesses and performs appropriate massage therapy treatments;
• Develops client relationships;
• Maintains a safe environment;
• Demonstrates professionalism and maintains professional ethical behaviors;
• Documents patient care;
• Interacts with other health care providers and the community; and,
• Practice life-long learning in profession.

Career Opportunities

Massage Therapy graduates who pass the State Medical Board of Ohio exam often work as self-employed practitioners, either in professional or home offices or operating house-call practices. Other employment opportunities include: working in medical or chiropractic offices, clinics, hospitals, health clubs, spas, resorts, corporate and factory work sites or working with athletic teams. The ever-growing awareness of the health benefits derived from Massage Therapy continues to create new venues of employment opportunities for well-trained and resourceful therapists.

Occupational Certificate in Massage Therapy

Course No.	First Semester	Credit Hours
MT-1110	Massage Therapy I	3.00
BIOS-1151	Massage Anatomy and Physiology I	4.00
	Totals	**7.00**

Course No.	Second Semester	Credit Hours
MT-1120	Massage Therapy II	2.00
MT-1140	Ethics for Massage Therapists	2.00
MT-1135	Kinesiology/Myology - Massage Therapists	4.00
BIOS-1152	Massage Anatomy and Physiology II	4.00
MT-2150	Massage Therapy Business and Law	2.00
EM-1134	CPR Pro/1st Aid for Healthcare Provider	1.00
	Totals	**15.00**

Course No.	Third Semester (Summer)	Credit Hours
MT-2210	Advanced Clinical Therapies	3.00
MT-2200	Pathology for Massage Therapists	3.00
BIOS-2153	Massage Anatomy & Physiology III	3.00
	Totals	**9.00**

Course No.	Fourth Semester	Credit Hours
MT-2230	Massage Therapy III	3.00
MT-2250	Massage Therapy Clinical	2.00
BIOS-2154	Massage Anatomy & Physiology Integration	4.00
	Totals	**9.00**

	Total Credit Hours	**40.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Timber Harvesting & Tree Care Certificate

School of Natural Resources
Kimberly Mullen, Dean

Description

The Timber Harvesting/Tree Care Certificate provides experience in basic climbing equipment and its proper use in tree forestry. General and site-specific forest management planning, silviculture, soils, indicator plant identification, production and cost analysis, physical training, tree felling, climbing and bucking are included. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws. Bulldozers, skidders and knuckleboom loaders and log trucks are also introduced.

Students completing this certificate can work in a variety of fields, including: forest or timber industry, land management, landscape management, forest management, urban tree management, park systems, government agencies, tree care companies, harvest operations and timber assessment.

Career Opportunities

Students who complete the Timber Harvesting and Tree Care Certificate will be able to utilize their skills in the following positions:
· Logger/ Logging Contractor
· Truck Driver
· Arborist
· Urban Forester
· Equipment Operator
· Grounds/Maintenance

Occupational Certificate in Timber Harvesting and Tree Care

Course No.	First Semester	Credit Hours
THTC-1101	Introduction to Timber Harvest/Tree Care	3.00
FOR-1111	Forest Dendrology	3.00
FOR-1125	Forest Soils	2.00
GS-1000	HC Cornerstone	1.00
***	THTC Elective 1	3.00
	Totals	**12.00**

Course No.	Second Semester	Credit Hours
THTC-1102	Timber Harvesting and Tree Care II	3.00
FOR-2219	Reforestation & Pesticide Applications	2.00
***	THTC Elective 2	7.00
	Totals	**12.00**
	Total Credit Hours	**24.00**

Hocking College reserves the right to modify curricular requirements, to change course content, and change course fees at any time.

Accounting

ACC-1101 Financial Accounting I (3.00 cr.)
An introduction to the double-entry system of bookkeeping, the basic accounting cycle and general accounting procedures. Emphasis is on both service and merchandising businesses concluding with formal presentation of financial statements. Emphasis on individual effort through the use of a workbook and practice set.
Class (2.00), Lab (2.00).

ACC-1102 Financial Accounting II (4.00 cr.)
Continuation of accounting with an emphasis on corporate organization and accounting procedures. Includes accounting for inventory, depreciation, bad debt and various topics such as corporation stocks, financial statements analysis and other corporate accounting procedures.
Class (3.00), Lab (2.00).
Requisite courses: Take ACC-1101; (Required, Previous).

ACC-1105 Computerized Accounting (3.00 cr.)
Introduction to software packages QuickBooks and Peachtree, used in accounting applications including managing revenue, expenses, payroll and creating financial statements.
Class (2.00), Lab (2.00).

ACC-1120 Payroll Accounting (3.00 cr.)
A study of the principles and procedures of payroll record-keeping and accounting. Includes taxes, insurance programs, optional deductions and the process of calculating and recording these items. The course concludes with a practical exercise in an entire payroll system.
Class (2.00), Lab (2.00).

ACC-1130 Desktop Machine Operations (3.00 cr.)
Use of the electronic printing calculator, electronic display calculator and computer keypad on the keyboard in the solution of common business and accounting problems.
Class (2.00), Lab (2.00).

ACC-1175 Budgeting and Cost Containment (3.00 cr.)
An introduction to budget design, preparation and implementation with an emphasis on the measurement and management of cost efficiency. Includes revenue maximization and preparation of pro-forma financial statements.
Class (3.00).

ACC-1220 Non-Profit Accounting (3.00 cr.)
Fundamentals of accounting for the non-profit field. Covers all levels of government-local, state and federal. The principles and practices are related to financial planning and control.
Class (2.00), Lab (2.00).

ACC-2110 Accounting Simulation (2.00 cr.)
Merchandising business simulation in which all aspects of day-to-day operations for a three month period must be recorded in various journals, ledgers and financial reports.
Class (2.00).

ACC-2140 Taxation (4.00 cr.)
Study and application of federal income tax law. Includes the preparation of federal income tax returns for individuals and businesses. Business entities covered include proprietorships, partnerships and corporations.
Class (3.00), Lab (2.00).

ACC-2200 Cost Accounting (4.00 cr.)
A study of manufacturing and other cost accounting activities, focusing on topics such as job order, process, standard and other cost systems. Includes internal control, production reporting and cost management.
Class (3.00), Lab (2.00).

ACC-2210 Cost Accounting Simulation (2.00 cr.)
A manufacturing work-simulation covering the process cost system. Application of concepts covered in Cost Accounting. Simulates a typical cost of production reporting and spreadsheet programming. Students will program spreadsheet applications for multi-departmental, sequential period reporting.
Class (1.00), Lab (2.00).
Requisite courses: Take ACC-2200; (Required, Previous).

ACC-2230 Intermediate Accounting (4.00 cr.)
Introduction to the objectives of financial accounting and the principles evolved from those objectives. Includes practical present day application to accounts and statements and accounting theory. Emphasizes in-depth comprehension of financial statements.
Class (3.00), Lab (2.00).

ACC-2240 Managerial Accounting (3.00 cr.)
Introduces advanced accounting students to the duties and scope of operations of the auditing profession. Field trips and practice audits demonstrate the practical aspects of internal control and the function of an auditor.
Class (2.00), Lab (2.00).

ACC-2250 Auditing (4.00 cr.)
Introduces advanced accounting students to the duties and scope of operations of the auditing profession. Field trips and practice audits demonstrate the practical aspects of internal control and the function of an auditor.   Auditing is utilized as the capstone course for the accounting program.
Class (3.00), Lab (2.00).

ACC-2296 Accounting Practicum (2.00 cr.)
Introduction to the actual field experience through placement in an accounting or related job setting. The student will be required to secure an approved position in an entry level situation and complete 125 hours of "hands on" practical experience utilizing previous classroom training.
Class (1.00), Lab (8.00).

Addiction Counseling

ADDC-1110 Principles of Addiction   **(4.00 cr.)**
Students will be provided an overview of the field of addictions, including the epidemiology of substance use disorders, models and theories of addiction, introduction to the systems and procedures of substance abuse treatment, the role of the professional counselor as well as methods and approaches used in clinical evaluation.
Class (3.00), Lab (2.00).

ADDC-1210 Theories of ADDC/Clin. Ethics   **(3.00 cr.)**
Theories of addiction and clinical ethics examines contemporary and historical theories of addiction from cognitive-behavioral, disease-based, genetic, as well as bio/psycho/social/spiritual approaches. Students will explore the application of theory to practice and be exposed to best-practice approaches in the field of chemical dependency and addictions.
Class (2.00), Lab (2.00).

ADDC-1216 Assessment/Diagnosis/Tx Plan   **(3.00 cr.)**
Screening, assessment and diagnostic processes form the basis for the development of effective treatment strategies for addiction. The tools and methods used by the substance abuse professional for determining client appropriateness and eligibility for treatment; as well as identification of the problems, needs, strengths and weaknesses of the client are explored. Students receive training in the use of evidenced-based "best practice" assessment tools and instruments such as the SADDI, MAST, ASI, MMPI, DSM IV-R, and interviewing techniques. The appropriate scope of practice of the substance abuse professional, ethical/confidentiality concerns, multi-axel diagnostic procedures and use of ASAM placement criteria in the treatment of addiction are addressed.
Class (2.00), Lab (2.00).

ADDC-1222 Neurobio/Clin Psychopharm.   **(3.00 cr.)**
Students will develop a conceptual understanding of basic neurological process and how they are altered through the use of specific psychoactive substances. Basic principles of psychopharmacology related to the treatment of addiction including drug administration, absorption, distribution, classes of drugs of abuse and current medication used in the treatment process.
Class (2.00), Lab (2.00).

ADDC-1245 Group Studies At The Add. Stud   **(2.00 cr.)**
The summer Institute of Addiction Studies exposes student to current trends and developments in the fields of chemical dependency treatment and prevention. Through a cooperative relationship with the Addiction Studies Institute, participants are provided access to national and regional leaders actively engaged in research and clinical practice. The goal of the institute is to energize and equip participants by providing state of the art information in treatment planning, prevention, intervention, family work, wellness and recovery.
Class (2.00).

ADDC-1286 Chemical Depend. Lab Orient.   **(3.00 cr.)**
Students gain practical experience with residential, sentencing alternative and school based prevention programs of Hocking College. Course will introduce the student to the 12 core functions of substance abuse counselor, internship requirements, assist the student in engaging in a process of self-assessment, and development of personalized goals and objectives.
Class (2.00), Lab (2.00).

ADDC-2212 Indiv./Relational Counseling   **(4.00 cr.)**
This course provides a framework for individual, marital, and family counseling related to chemical dependency along with related historical, theoretical, and legal-ethical issues. Discussion focuses on how the novice counselor approaches situations, uses skills, and develops a unique human-to-human relationship with clients. Topics such as spirituality, philosophy, diversity, and post-modernism are woven into these discussions. Research and emerging trends also are considered.
Class (3.00), Lab (2.00).

ADDC-2214 Theory/Pract. -Group Couseling   **(4.00 cr.)**
The theory and practice of group counseling course provides information on counseling theories related to groups, group development, and methods and procedures related to the group treatment of chemical dependency and addictions. Students will be introduced to theories of group counseling, group methods and group procedures.
Class (3.00), Lab (2.00).

ADDC-2224 Multicult. and Prevent. Issues   **(3.00 cr.)**
This course is designed to assist students in understanding the impact of social/cultural forces upon the development of chemical dependency and addiction. Students will explore various components of our pluralistic society and how oppressive systems can exclude and harm individuals. Change theory and advocacy principles will be introduced to help students develop the skills and background needed for chemical dependency counseling.
Class (2.00), Lab (2.00).

ADDC-2232 Crim Justice Treatment Methods   **(3.00 cr.)**
Strong empirical evidence over the past few decades has consistently shown that substance abuse treatment reduces crime. It has also been found that active substance abuse is a major contributer to high recidivism rates in both adolescent and adult populations. Explores the unique aspects involved in providing treatment to incarcerated adolescents and adults as well as enhancing treatment continuity as inmates are released from penal institutions and return to the community.
Class (2.00), Lab (2.00).

ADDC-2236 Adolescent Treatment Methods   **(3.00 cr.)**
Because children and adolescents are experiencing rapid physiological, soci-cultural, and psychological development, treatment strategies traditionally designed for adults must be adapted with developmental concerns in mind. Explores the critical legal, social, psychological and cultural systems to consider when treating children and adolescents for alcohol and drug problems.
Class (2.00), Lab (2.00).

ADDC-2240 Choices (1.00 cr.)

Assists individuals in making informed decisions regarding the role that alcohol and drug use will take in their lives. Examines the biological, social and psychological impact of drug use; legal and social consequences of drug use; develops decision making skills; and assists participants in formulating a personal choice regarding alcohol, tobacco and other drug use.
Class (0.50), Lab (1.50).

ADDC-2250 Clinical Case Management (4.00 cr.)

Capstone course incorporating prior information to assist in utilizing a team approach to providing services to clients. Mock case studies are used to utilize the APIE method of providing case management services to both adjudicated persons and clients seeking services in the human services agencies.
Class (3.00), Lab (2.00).

ADDC-2260 Gambling and Behav. Addictions (4.00 cr.)

This course provides an overview of the etiology, assessement strategies and treatment approaches for the treatment of gambling addiction and the related behavioral addictions. Students will explore advances of neurological, psychological and developmental processes related to the assessment, diagnosis and treatment of gambling and behavioral addictions.
Class (3.00), Lab (2.00).

ADDC-2287 Chemical Dependency Pract. I (3.00 cr.)

Students will meet the requirements of the State of Ohio in the 12 core functions of the substance abuse counselor by completing internships in a variety of correctional and social service agencies. Students will identify and practice the 12 core functions of the chemical dependency counselor. No less than one hour per week of direct clinical observation and feedback will be provided by the course instructor and field supervisor. Students must be onsite a minimum of five hours weekly.
Class (2.00), Lab (7.00).

ADDC-2288 Chemical Dependency Pract. II (3.00 cr.)

Students will meet the requirements of the Ohio Chemical Dependency Board for supervised practice in the 12 core functions of the substance abuse counselor by completing internships in a variety of correctional and social service agencies. Students will identify and practice the 12 core functions of the chemical dependency counselor. No less than one hour per week of direct clinical observation and feedback will be provided by the course instructor and field supervisor. Students must be onsite a minimum of five hours weekly.
Class (2.00), Lab (7.00).

ADDC-2289 Chemical Dependency Prac III (3.00 cr.)

Students will meet the requirements of the Ohio Chemical Dependency Board for supervised practice in the 12 core functions of the substance abuse counselor by completing internships in a variety of correctional and social service agencies. Students will identify and practice the 12 core functions of the chemical dependency counselor.
Class (2.00), Lab (7.00).

Alternative Energy

AE-1000 Intro to Alternative Energy (2.00 cr.)

Provides the student with an introduction to the renewable/advanced/green industries and energy sources.
Class (1.00), Lab (2.00).

AE-1101 Electricity & Wiring Prac. I (5.00 cr.)

An introduction to electricity, wiring codes and practices. Includes electrical safety practices, electrical circuit theory including Ohm's law, the National Electrical Code and an overview of electrical interconnection techniques.
Class (3.00), Lab (4.00).
Requisite courses: Take MATH-0044 or MATH-102; (Required, Previous).

AE-1102 Intro to Sustain. Build. Tech. (2.00 cr.)

Overview of sustainable building technology including design elements, features and techniques which can be used in commercial or residential buildings to improve their performance in energy savings, water conservation, carbon emissions reduction, improved environmental quality and overall environmental stewardship.
Class (2.00).

AE-1103 Introduction to Fuel Cells (3.00 cr.)

This is a beginning course in the study of fuel cell technology. The history and need for fuel cells will be covered. Some topics will include different fuel cell types, applications, basic fuel cell thermodynamics, fuel cell electrochemistry and fuel cell charge transport.
Class (2.00), Lab (2.00).

AE-1201 Electricity & Wiring Prac. II (5.00 cr.)

Continued and advanced study of electricity, wiring codes and practices. Includes alternating current electrical circuit theory, single and three phase wiring, over-current protections system, grounding and bonding and an overview of the electrical switching and control techniques.The National Electrical Code and it's application to alternative energy generation systems is also covered.
Class (3.00), Lab (4.00).
Requisite courses: Take AE-1101; (Required, Previous).

AE-2101 Solar Photovoltaic Systems I (4.00 cr.)

An introduction to solar photovoltaic systems and components. Includes an overview of solar energy theory, issues in selecting an installation site and a study of the components that make up a solar electricity generating system.
Class (3.00), Lab (2.00).
Requisite courses: Take AE-1201; (Required, Previous).

AE-2102 Solar Photovoltaic Systems II (5.00 cr.)

A continuing study of solar photovoltaic systems and components. Includes the mechanical and electrical design concerns of installing a solar electricity generating system, permits and regulations concerning solar pv system installation and an analysis of the economics of solar projects. Solar certifications and career options are also covered.
Class (4.00), Lab (2.00).
Requisite courses: Take AE-2101; (Required, Previous).

AE-2103 Intermediate Fuel Cells (3.00 cr.)
Class (2.00), Lab (2.00).
Requisite courses:
Take AE-1103; (Required, Previous).

AE-2104 Electrochem Energy & Fuel Cells (3.00 cr.)
Overview of electrolysis, corrosion of dissimilar metals and the currents generated by this process, the operation of chemical batteries during charge and discharge cycles and of fuel cells turning chemical energy back into electrical energy. Also includes the practical application of these devices and processes in real world situations.
Class (2.00), Lab (2.00).
Requisite courses: Take 1 of the following groups; 1)AE-1201 and CHEM-1101 2)AE-1201 and CHEM-130; (Required, Previous).

AE-2106 Wind & Hydroelectric Power Gen (3.00 cr.)
Introduction to energy systems based on the movement of wind and water. Small and utility-scale wind turbines as used in home in addition to agricultural and industrial wind and hydroelectric applications are discussed.
Class (2.00), Lab (2.00).
Requisite courses: Take AE-1201; (Required, Previous).

AE-2108 Solar Thermal Energy Systems (3.00 cr.)
Overview of the historic background, applied theory, principles and future of solar thermal systems.
Class (2.00), Lab (2.00).

AE-2200 Alternative Energy Capstone (4.00 cr.)
Application of the testing and evaluation of alternative energy systems for their predicted vs. actual operational energy output, complimented by the analysis of their true economic viability. Career building and job search skills also included.
Class (2.00), Lab (4.00).

AE-2290 Special Topics/Alt Energy (0.25-5.00 cr.)
Structured exploration of a specific topic(s) by participants in a group.
Class ().

AE-2296 Advanced Energy Practicum (2.00 cr.)
The student is placed in a work environment for a minimum amount of time to gain experience before graduation. An on or off campus unpaid work experience coordinated by a faculty member.
Class (1.00), Lab (8.00).
Requisite courses: Take 1 of the following groups; 1)Take AE-1101, AE-1201, AE-2101; 2) Take ISE-104, EE-126, ISE-130, ISE-214; (Required, Previous). Take AE-2102; (Required, Concurrent).

Architecture & Mechanical Design

AMD-1101 Mechanical Design (5.00 cr.)
This course presents drafting fundamentals including: freehand sketching, geometric construction, orthographic projection, annotation, sectioning, auxiliary projections, and working drawing.
Class (3.00), Lab (4.00).

AMD-1102 Materials and Proccesses (4.00 cr.)
This course discusses and applies basic materials used in manufacturing of metals, plastics, and ceramics. Additionally, threads, fasteners, sheet metal developments, and assembly will be addressed. Also, introduces the aspects of manufacturing environment with casting, forming or shaping of materials, and how materials or processes impact product designs.
Class (2.00), Lab (4.00).

AMD-1105 Architecture Design (4.00 cr.)
A study of architectural drawing and design, including: architectural terminology and symbology and details or architectural working drawings for both commercial and residential structures.
Class (2.00), Lab (4.00).

AMD-1106 Building Codes and Designing (3.00 cr.)
Building codes and how the application of building codes and variances affect the design of buildings and architectural projects and the awareness of the effect of a efficient design.
Class (2.00), Lab (2.00).

AMD-2202 Advanced Mechanical Design (4.00 cr.)
This course presents the concepts of complex design necessary in the production of mechanical parts and assemblies. The concepts include tolerance dimensions, geometric dimensions, appropriate material selection, design and assembly practices. Content areas: extended dimensioning practices, design drawing, detail drawing, advanced working drawings, and welding drawings.
Class (2.00), Lab (4.00).
Requisite courses: TAKE AMD-1101; (Required, Previous).

AMD-2203 Modeling (3.00 cr.)
An inventory study of 3D presentations used in the field of architecture and mechanical. The course includes CAD modeling, 2D artistic output representations of the models and traditional 3D creation of models and introduce the design using Solid Modeling and parametric Modeling in design.
Class (1.00), Lab (4.00).

AMD-2206 Advanced Architectural Design (4.00 cr.)
This course is a study of the details and drawings required for a basic set of residential house plans, including building standards for residential and commercial buildings. Upon completion of this course the student will be able to recognize the basic concepts needed in detailing and drawing residential house plans. Upon completion of this course the students will understand the different requirements for commercial building drawing sets.
Class (2.00), Lab (4.00).

AMD-2207 Civil Engineering & Site Plan (2.00 cr.)
This course is a study of site planning and understanding of all civil engineering drawings, archival drawings, site plans, grading plans, cut and fill schematics. Including sewage system detailing, parking layouts, terrain modeling with contour mapping, utility layouts, site development, and details.
Class (1.00), Lab (2.00).

AMD-2296 Architecture & Mech Design Pra (2.00 cr.)
The student will acquire practicum in the field of Architecture and Mechanical Design to develop skills in the field and learn about the working environment. This practicum site could lead to full time employment or used to support the required need for experience before employment.
Class (1.00), Lab (8.00).

Art

ART-1101 Design I (2D) (3.00 cr.)
Design I is an investigation of design concepts and methods with emphasis on principles. Studio activities include creative problem solving and research involving line, shape, texture, value and color.
Class (2.00), Lab (2.00).

ART-1102 Design II (3D) (3.00 cr.)
This course consists of exploration in 3-D design and the interactions of different media through mass, plane, volume and space.
Class (2.00), Lab (2.00).

ART-1105 Photoshop (2D) (3.00 cr.)
This course explores the fundamentals of Adobe Photoshop techniques for the Art Program. Through a variety of projects, students develop a thorough understanding of basic digital image manipulation.
Class (2.00), Lab (2.00).

ART-1107 Digital Darkroom (2D) (3.00 cr.)
This course exxplores the fundamentals of Adobe Photoshop techniques for the digital photographer. Work flow basics and the processing of digital images, from camera to printer, are the emphasis.
Class (2.00), Lab (2.00).

ART-1108 Glass Studio I (3D) (4.00 cr.)
Glass! Fragile, molten and seductive it is a material that can be manipulated into almost anything. In this course the student will learn the basics of glass art, three-dimensional construction, and a contemporary/historical context using techniques in blown and cast glass. Additionally, students will have the chance to incorporate surface treatments such as sand blasting, color patterns, and numerous tool techniques. By the end of this course students should be able to develop templates and designs for their projects.
Class (3.00), Lab (2.00).

ART-1109 Flame Worked Glass I (3D) (4.00 cr.)
This course is designed to be an introduction to using a torch to melt and manipulate soft (soda lime) glass. Students will learn how to use an array of tools to sculpt and produce various objects.
Class (3.00), Lab (2.00).

ART-1110 Art Appreciation (3.00 cr.)
Art Appreciation is the study of the elements and principles of art, and a chance to explore forms of expression by various artists from a wide array of visual media. This is a broad survey course, intended to develop students understanding of the materials and techniques artists use as well as develop students critical thinking and visual interpretation skills.
Class (3.00).

ART-1111 Ceramic Studio I (3D) (4.00 cr.)
In this introduction to contemporary ceramic art, the elements and principles of design will be the backbone for the creation of vessels and sculptural forms. Students will construct functional vessels using basic hand building techniques, including pinch, slab and coil construction methods, as well as the skills required to fashion the form by throwing on the wheel.
Class (3.00), Lab (2.00).

ART-1113 Oil Painting (2D) (3.00 cr.)
This course explores the fundamentals of oil painting techniques, color theory application, and archival materials and their functions. Through a variety of observational and conceptual painting exercises, students will develop a thorough understanding of basic oil painting materials and methods.
Class (2.00), Lab (2.00).

ART-1115 Drawing (2D) (3.00 cr.)
This course explores the fundamentals of drawing techniques including line, shape, value, texture, and composition. Through a variety of drawing exercises in visual construction, students develop a thorough understanding of basic drawing materials and methods.
Class (2.00), Lab (2.00).

ART-1118 Photo Studio I, B & W (2D) (3.00 cr.)
This course is an introduction to digital black and white photography. The course focuses on basic elements of photography such as composition, light, subject, and content with an emphasis on photograpy as it relates to fine art and as a path to individual expression.
Class (2.00), Lab (2.00).

ART-1119 Glass Blowing I (3D) (4.00 cr.)
The purpose of this course is to learn the art of glass blowing. From the beginning the student will learn how to work with molten glass in a team style effort. Tool technique, solid/blowing approach, safety, and color usage will all be covered.
Class (3.00), Lab (2.00).

ART-1121 Glass Studio II (3D) (4.00 cr.)
The purpose of this course is to take what was learned in Glass Studio 2 and accelerate it by learning even more advanced techniques in glass. Beyond the basics of glass fusing and 3D construction that was taught in the first class. We will be implementing the major process that is kiln-casting. Students will incorporate many surface treatments such as painting on glass with enamels, etching, and sand blasting/carving. By the end of this course students should be able to develop templates, designs, and outcomes for their work. In addition, the students will be able to develop projects that incorporate these techniques and many others. The goals for this course is to design, execute, and critiques. Lastly, the students will research and write a paper on 'function versus fine art' and compare it to the glass and art world at large.
Class (3.00), Lab (2.00).

ART-1126 Ceramic Dinnerware (3D) (4.00 cr.)
Make distinctive, functional plates, bowls, mugs, and more. A range of forming techniques, including wheel throwing and hand building, will be utilized to produce place settings and accessory pieces. Emphasis will be on well-designed forms, surface decoration and an extended glaze palette.
Class (3.00), Lab (2.00).

Course Descriptions

ART-1130 Raku & Primitive Firing (3D)   **(3.00 cr.)**
Students will participate in primitive firings, raku firings and horsehair raku. These experimental firings will take place outdoors, using various combustibles for different effects. At the start of the semester, students will concentrate on traditional forming techniques of pinching anc building with slabs to form functional ware and decorative sculpture.
Class (1.00), Lab (6.00).

ART-1131 Wheel Throwing   **(3.00 cr.)**
An introductory ceramics course that implements a potter's wheel. Emphasis on techniques and design.
Class (1.00), Lab (6.00).

ART-1209 Flame Worked Glass II (3D)   **(3.00 cr.)**
This course is designed to be a continuation of the skills and knowledge learned in Flame Worked Glass I. However, students will be working with borosilicate glass. Students will broaden their experience at the torch in many aspects with more emphasis on design, structure, and refinement of color usage.
Class (1.00), Lab (6.00).

ART-1211 Ceramic Studio II-Sculpture 3D   **(4.00 cr.)**
Students are encouraged to perfect their individual aesthetic expressions by defining and refining a signature style of sculpture. Students are challenged to respond, construct, and align themselves with ideas and theories to make provocative, engaging work that communicates. Students are encouraged to work in a variety of scales using advanced joining techniques and combined hand-building skills.
Class (3.00), Lab (2.00).

ART-1219 Photo Studio II-Color/Con 2D   **(3.00 cr.)**
Introduces principles of color photography, approaching color photographs as a means of expression and communication. Students will study and explore basic photographic concepts through a variety of projects. They will participate in open critiques as they develop a common vocabulary for discussing art. This is a digital course requiring a DSLR-type camera.
Class (2.00), Lab (2.00).

ART-2103 Design III   **(3.00 cr.)**
Design concepts applied to individual projects in either 2D or 3D media. Emphasis on the development of a personalized body of work.
Class (2.00), Lab (2.00).

ART-2111 Ceramic Studio III (3D)   **(4.00 cr.)**
Students will be introduced to mold-making processes while investigating the meaning of multiples and repeated forms. Students will design, construct, fire, glaze and install a small tile mural. Students will also explore the methods of production potter with repeated thrown forms.
Class (3.00), Lab (2.00).

ART-2121 Glass Blowing II (3D)   **(3.00 cr.)**
In this course the student will learn advanced techniques in glassblowing. Beyond the basics of Glassblowing I, new color techniques and surface treatments will be covered. Focus will be on proper blowing techniques, tool usage and historical reference.
Class (1.00), Lab (6.00).

ART-2131 Glass Studio III (3D)   **(4.00 cr.)**
The purpose of this course is to further the students understanding of glass as a medium for craft and art. Through multiple assignments we will start to use the medium as a voice for artistic expression. Special focus will be on generating good idea making skills and following through with well made objects. Projects for the student will include sand casting multiple objects, blowing glass into their own molds, and fused glass roll ups.
Class (3.00), Lab (2.00).
Requisite courses: Take ART-1121; (Required, Previous).

ART-2139 Photo Studio III-Li/Nar (2D)   **(3.00 cr.)**
This is an introduction to studio lighting in connection with technical and conceptual aspects of product photography. Emphasis on design, visual purpose, and clarity. Topics covered, photographing objects of art, the portrait, and commercial applications. Requires a DSLR camera.
Class (2.00), Lab (2.00).

ART-2141 Glass Studio IV (3D)   **(4.00 cr.)**
The purpose of this course is to help the student continue in the processes they have already been taught so they may finish the final project. The "capstone" or final exhibit will be a culmination of all that has been learned and then translated into work for a final exhibition. By using techniques already taught such as but not limited to blowing, kiln casting and fusing, the student will finish with a body of work that should be cohesive, well thought out, and has a high regard for craftsmanship.
Class (3.00), Lab (2.00).

ART-2149 Photo Studio IV - Capstone 2D   **(3.00 cr.)**
Student will work directly with the instructor to develop a final body of work that will be exhibted at the conclusion of Spring Semester.
Class (2.00), Lab (2.00).

ART-2151 Ceramic Studio IV - Capstone 3D   **(4.00 cr.)**
Using the techniques developed in Ceramic Studios I-III, students will design and create a body of work for visual display and sale. Students will install their own final exhibition in the Hocking College Gallery, as a group show with other graduating seniors.
Class (3.00), Lab (2.00).

ART-2259 Art Marketing Business Plan   **(3.00 cr.)**
This art marketing class will introduce and prepare the working artist to search for business opportunities that are available.
Class (2.00), Lab (3.00).

ART-2260 Art Marketing Portfolio Dev   **(3.00 cr.)**
Students will build a portfolio of business tools and a promotional packet. The successful promotion and marketing of their art after graduation is the goal of this class. They will produce a packet that contains a business card, cover letter, resume, bio, artist statement and photo pages of their current work, ready to hand out to galleries and shows for representation and applications. To reach a wider audience, they will make a self-mailing brochure that promotes their wholesale items or a body of work.
Class (2.00), Lab (2.00).

Biological Sciences

BIOS-1100 Human Machine (3.00 cr.)
Scientific skills are integrated into a practical approach to the study of the human body including the structure and function of the human body and mechanisms for maintaing homeostasis within it. Coursework includes the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems in addition to endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.
Class (3.00).

BIOS-1101 Environmental Science (3.00 cr.)
Introduces environmental science and demonstrates how scientific principles and methods are applied nationally and globally in managing the earth's ecosystems, emphasizing concepts and principles that apply to both natural and built environments.
Class (3.00).

BIOS-1103 General Biology (3.00 cr.)
Introductory biology with an emphasis on cellular organization and reproduction, energy transformations, and on structures and functions of selected representatives of the five major kingdoms of life.
Class (2.00), Lab (3.00).

BIOS-1104 Coastal & Marine Ecology-Baham (2.00 cr.)
Sub-tropical terrestrial and marine ecosystems. Through hands-on analysis of the various biotic and abiotic factors, students gain understanding of the relationship between organisms and their roles within their respective ecosystems.
Class (1.00), Lab (2.00).

BIOS-1109 Dendrology (1.00 cr.)
Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.
Class (1.00).
Requisite courses: BIOS-1109L, Dendrology Lab; (Required, Concurrent).

BIOS-1109L Dendrology Lab (2.00 cr.)
Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.
Lab (4.00).
Requisite courses: BIOS-1109, Dendrology Lecture; (Required, Concurrent).

BIOS-1112 The Human Organism (4.00 cr.)
Introductory human anatomy emphasizing understanding structural levels of the body from molecules to organ systems. The organization of each body system is covered. Course sequence is designed to include terminology necessary for explanation of critical concepts — metabolism, homeostasis, and inheritance. Laboratories enhance lecture coverage of major concepts.
Class (3.00), Lab (2.00).

BIOS-1113 Anatomy and Physiology I (4.00 cr.)
The course is the first course in a two-semester sequence in which human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Anatomy & Physiology I includes: basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; and special senses.
Class (3.00), Lab (2.00).

BIOS-1114 Anatomy and Physiology II (4.00 cr.)
Anatomy & Physiology II is a continuation of Anatomy & Physiology I and includes: the endocrine system, the cardiovascular system, the lymphatic system and immunity; the respiratory system; the digestive system, metabolism, the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems.
Class (3.00), Lab (2.00). Requisite courses: Take BIOS-1113; (Required, Previous).

BIOS-1115 Anat. & Physiology of The Eye (2.00 cr.)
A study of the composition and physiology of the eye and the ocular adnexa. Common disease and pathology will be introduced. Ocular pharmacology along with visual field function will be covered.
Class (2.00).
Requisite courses: Take BIOS-1100; (Required, Previous).

BIOS-1120 Botany (2.00 cr.)
An introductory study of taxonomy as well as a review of structural and functional adaptations of major plant phyla, protista, and fungi.
Class (2.00).
Requisite courses: Take BIOS-1120L (Botany Lab); (Recommended, Concurrent).

BIOS-1120L Botany Lab (1.00 cr.)
An Introductory study of taxonomy as well as a review of structural and functional adaptations of major plant phyla, protista, and fungi.
Lab (2.00).
Requisite courses: Take BIOS-1120 (Botany Lecture); (Recommended, Concurrent).

BIOS-1132 Field Biology (1.00 cr.)
Studies the identification of the spring flowering plants, life histories, habitat requirements, and field identifications of reptiles, aquatic insects, and amphibians, including an introduction to fresh water ecology.
Class (1.00).
Requisite courses:Take BIOS-1132L (Field Biology Lab); (Required, Concurrent).

BIOS-1132L Field Biology Lab (1.00 cr.)
Studies the identification of the spring flowering plants, ferns, and grasses; life histories, habitat requirements, and field identifications of reptiles, aquatic insects, and amphibians, including an introduction to fresh water ecology.
Lab (3.00).
Requisite courses: Take BIOS-1132 (Field Biology Lecture); (Required, Concurrent).

Course Descriptions

BIOS-1133 Canada Field Ecology **(2.00 cr.)**

Biological sciences course covering aspects of field sampling, identification of organisms from and ecology, of Northern Canadian ecosystems. Course covers field sampling techniques of both plants and animals and identifcation with dichotomous keys. Several habitats are studied so students can compare can contrast the ecology encompasses within Haliburton Forest in Northern Ontario.
Class includes 4 weeks in Canada. Lab (4.00).

BIOS-1140 PN2RN A&P/Patho/Micro **(3.00 cr.)**

This course combines both online and classroom learning activities. The course is designed to expand the student's knowledge of anatomy and normal physiology. Content also explores recurring pathological changes in body structure and function leading to alterations in health. The microbiology content focuses on the study of common organisms causing diseases including nosocomial infections and precautions needed to avoid such infections. Correlation to the clinical setting is made with expected human responses, signs, symptoms and laboratory data.
Class (2.00), Lab (2.00).
Requisite courses:
NOTE: *Current unrestricted LPN license and admission into the PN2RN program are required; (Required, Previous).*

BIOS-1151 Massage Anatomy & Physiology I **(4.00 cr.)**

This is the first of four consecutive A&P courses designed specifically for massage therapy students. It includes Tortora's Principles of Anatomy and Physiology chapters one through eleven, including: Body Systems, Principles of Chemistry, The Cell, The Tissues, The Integumentary System, The Axial Skeleton, The Appendicular Skeleton, Articulation, Muscle Tissue, and The Muscle System.
Class (3.00), Lab (2.00).
Requisite courses: Take MT-1110. Student must be at least 18 years of age with a H.S. diploma or GED as per Ohio Medical Board; (Required, Previous or concurrent).

BIOS-1152 Massage Anat.& Physiology II **(4.00 cr.)**

Massage Anatomy and Physiology II is the second in a series of four classes designed specifically for students of massage therapy. This course covers Tortora's Principles of Anatomy and Physiology chapter twelve through twenty one including: Nervous Tissue, The Spinal Cord and Spinal Nerves, The Brain and Cranial Nerves, Sensory, Motor and Integrative Systems, The Special Senses, The Autonomic Nervous System, The Endocrine System, Blood, The Heart, and The Cardiovascular System.
Class (3.00), Lab (2.00).
Requisite courses: Take MT-1110 and BIOS-1151; (Required, Previous).
Take MT-1140, MT-1135 and MT-1120; (Required, Previous or concurrent).

BIOS-1170 Zoology **(2.00 cr.)**

An introductory zoology course with emphasis on taxonomy and structural and functional adaptations of major animal phyla.
Class (2.00).
Requisite courses: Take BIOS-1170L (Zoology Lab); (Required, Concurrent).

BIOS-1170L Zoology Lab **(1.00 cr.)**

An introductory zoology course with emphasis on taxonomy and structural and functional adaptations of major animal phyla.
Lab (2.00).
Requisite courses: Take BIOS-1170 (Zoology Lecture); (Required, Concurrent).

BIOS-1200 Micro/Patho/Pharmacology **(3.00 cr.)**

This course combines both online and classroom learning activities. The content explores recurring pathological changes in body structure and function leading to alterations in health. Correlation with the clinical setting is made with expected human responses, signs, symptoms, and laboratory data. The microbiology content focuses on the study of common disease-causing organisms and their effect on body tissue structure and function. The causes, effects and prevention of health care associated infections and explored.
Class (2.00), Lab (2.00).
Requisite courses: Take BIOS-1114; (Required, Previous).

BIOS-1201 Micro/Patho/Pharmacology **(3.00 cr.)**

This course combines both online and classroom learning activities. The content explores recurring pathological changes in body structure and function leading to alterations in health. Correlation with the clinical setting is made with expected human responses, signs, symptoms, and laboratory data. The microbiology content focuses on the study of common disease-causing organisms and their effect on body tissue structure and function. The causes, effects and prevention of health care associated infections are explored.
Class (2.00), Lab (2.00).
Requisite courses: Take BIOS-1114; (Required, Previous).

BIOS-1202 PN2RN Micro/Patho/Pharm **(3.00 cr.)**

This course combines both online and classroom learning activities. The content explores recurring pathological changes in body structure and function leading to alterations in health. Correlation with the clinical setting is made with expected human responses, signs, symptoms, and laboratory data. The microbiology content focuses on the study of common disease-causing organisms and their effect on body tissue structure and function. The causes, effects and prevention of health care associated infections and explored.
Class (2.00), Lab (2.00).
Requisite courses: Take BIOS-1114; (Required, Previous).

BIOS-1272 Herpetology **(2.00 cr.)**

An introduction to reptiles and amphibians with emphasis on Ohio species. Techniques of capturing, handling and maintaining species in captivity and ecology, behavior and evolution of the major groups are discussed.
Class (1.00), Lab (2.00).

BIOS-2135 Human Diseases **(3.00 cr.)**

This is an online course that focuses on common human health alteration. The etiology, clinical manifestation, common diagnostic procedures and treatments of common health alteration are explored. Predisposing factors and prevention measures are discussed.
Class (3.00).
Requisite courses: Take BIOS-1114; (Required, Previous).

BIOS-2153 Massage A & P III (3.00 cr.)

Massage Anatomy and Physiology III is the third in a series of four classes designed specifically for students of massage therapy. This course covers Tortora's Principles of Anatomy and Physiology chapters twenty two through twenty nine including: The Lymphatic System, The Respiratory System, The Digestive System, Metabolism, The Urinary System, Fluid, Electrolyte, and Acid-Base Homeostasis, The Reproductive System, and Development and Inheritance.

Class (3.00).

Requisite courses: Take MT-1110, MT-1120, MT-1140, MT-1135, BIOS-1151 and BIOS-1152; (Required, Previous). Take MT-2210 and MT-2200; (Required, Previous or concurrent).

BIOS-2154 Massage A&P Integration (4.00 cr.)

Massage Anatomy & Physiology Intergration is designed to re-examine, organize, clarify, highlight and integrate the information acquired from all of the previous anatomy & physiology courses, including Kinesiology & Myology, and Pathology. Emphasis will be on the salient concepts and areas most pertinent for clinical practive and MBLEx exam.

Class (4.00).

Requisite courses: Take MT-1110, MT-1120, MT-1140, MT-1135, MT-2150, BIOS-1151, BIOS-1152, BIOS-2153, MT-2210 and MT-2200; (Required, Previous). Take MT-2230 and MT-2250; (Required, Previous or concurrent).

BIOS-2201 Advanced Anatomy (3.00 cr.)

Study of the anatomy of the musculoskeletal, circulatory, and nervous systems with primary focus on the musculoskeletal system, concentrating on, but not limited to, muscle attachments, innervations, and actions. The laboratory component includes the study of human cadavers.

Class (2.50), Lab (1.50).

Requisite courses: Take BIOS-1114; (Required, Previous).

BIOS-2202 Kinesiology (2.00 cr.)

An introduction to biomechanical principles of human movement with applications to physical therapy data collection and intervention. Prerequisite: Admission to PTA.

Class (1.00), Lab (3.00).

Requisite courses: Take BIOS-2201; (Required, Previous).

BIOS-2235 Entomology (3.00 cr.)

An introduction to over 20 orders of insects. Taxonomy, Ecology, and Behavior are emphsized in both lecture and lab. Keying and identification of insects from order to species level. A collection is required of all students. Collecting and preservation techniques are also covered.

Class (2.00), Lab (2.00).

BIOS-2239 Aquatic Entomology (0.50 cr.)

Introductory course covering biology, ecology and taxonomy of freshwater aquatic insects. Course has a heavy emphasis on identification and this concept is reinforced by the students building a proper collection of locally collected aquatic insects.

Lab (1.00).

BIOS-2268 Ichthyology (2.00 cr.)

Studies the identification, ecology and morphology of Ohio fish species, including field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.

Class (2.00).

Requisite courses: Take BIOS-2268L (Ichthyology Lab); (Required, Concurrent).

BIOS-2268L Ichthyology Lab (1.00 cr.)

Studies the identification, ecology and morphology of Ohio fish species, including field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.

Lab (3.00).

Requisite courses: Take BIOS-2268 (Ichthyology Lecture); (Required, Concurrent).

BIOS-2269 Gamefish Identification (0.50 cr.)

Studies the identification and life history of Ohio's game and threatened fish species, including field and laboratory identification.

Lab (1.50).

BIOS-2271 Ornithology (1.00 cr.)

A study of local birds including both migrants and residents. Includes: origin and evolution anatomical characteristics, mating and nesting habits, general behavioral patterns, habitat requirements, and conservation.

Class (1.00).

Requisite courses: Take BIOS-2271L (Field Ornithology Lab); (Required, Concurrent).

BIOS-2271L Ornithology Lab (1.00 cr.)

Identification and differentiation of locally occurring avian species by orders and families, and recognition of habitat associations and seasonal occurrence.

Lab (2.00).

Requisite courses: Take BIOS-2271 (Field Ornithology Lecture); (Required, Concurrent).

BIOS-9135 Basics of Health and Disease (1.00 cr.)

The Basics of Health and Disease is an introductory course that explores the meaning of health and disease. Emphasis is placed on the mechanisms of homeostasis, and the causes and effects of disease in the human body.

Class (1.00), Lab (1.00).

BIOS-9153 Massage Anat. & Physiology III (2.75 cr.)

A study of the maintenance of the human body including how the body maintains homeostasis on a daily basis. A study of the interrelations among the cardiovascular, lymphatic, respiratory, digestive and urinary systems will be included.

Class (2.75).

Requisite courses: Take BIOS-152; (Required, Previous).

Take MT-140, MT-130 and MT-135; (Required, Previous or concurrent).

BIOS-9154 Massage Anat. & Physiology IV (2.75 cr.)

The endocrine systems, the cardiovascular system including the heart, blood, vessels and hemodynamics, and the lymphatic system as it pertains to massage therapy.

Class (2.75).

Requisite courses: Take BIOS-153; (Required, Previous). Take MT-200 and MT-210; (Required, Previous or concurrent).

Business

BUS-1100 Small Business Management   **(3.00 cr.)**
The principles of operating a business in the U.S. Topics include basic business concepts and strategies, introduction to the marketing, management, location, facilities, operational and financial functions of a small business. Daily operations including advertising/promotion, purchasing, security, time management and conflict resolution are addressed.
Class (2.00), Lab (2.00).

BUS-1101 Small Business Management II   **(3.00 cr.)**
This course is a continuation of the principles of operating a small business in the U.S. focusing on daily operations, advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities, and handling problems.
Class (2.00), Lab (3.00).

BUS-1102 Princ. & Pract of Management   **(3.00 cr.)**
Introduction to management theory and practice focusing on planning and organizing. Examines management theory and practice with an emphasis on current trends in management. Along with leadership and motivation, the course also discusses both the individual and interpersonal processes contributing to this part of management.
Class (3.00).

BUS-1110 Marketing   **(3.00 cr.)**
Fundamentals of marketing. Includes product, pricing and promotion, market research and distribution.
Class (2.00), Lab (2.00).

BUS-1120 Personal Finance   **(3.00 cr.)**
Consumer information on coping with major financial decisions in life including taxes, consumer credit, insurance and savings plans.
Class (2.00), Lab (3.00).

BUS-1200 Business Law   **(3.00 cr.)**
The legal environment within which business must operate. The study of U.S. civil law, the court systems, alternative dispute resolution methods, the U.S. constitution, and traditional business law topics.
Class (3.00).

BUS-1201 Advanced Business Law   **(3.00 cr.)**
An introduction to the wide range of legal limitations and concerns placed upon business and the consumer by various legal systems. Areas of study are: civil law of property, insurance, wills/trusts, credit/bankruptcy, agency, business organization(s) and employment law. These individual topices integrated with the environmental factors of ethics, social responsibility, current legal issues, cultural diversity, international law and international issues.
Class (2.00), Lab (3.00).

BUS-2125 Principles of Finance   **(3.00 cr.)**
Financial operations of businesses and investors. This course describes the financial operations of small, medium and large businesses.
Class (2.00), Lab (2.00).

BUS-2130 Sales   **(3.00 cr.)**
Introduction to the sales function with emphasis on selling as a profession, preparation for relationship selling and the relationship selling process. The course will explore these general areas through applied activities with identified web based tools and actual products and services.
Class (2.00), Lab (2.00).

BUS-2165 Advertising   **(3.00 cr.)**
External advertising for a retail operation covering basic advertising areas including television, radio, newspaper, magazine, direct mail and outdoor. Concentration on practical matters of copy writing, layout and design, campaign construction and market segmentation.
Class (2.00), Lab (3.00).

BUS-2210 Human Resources Management   **(3.00 cr.)**
Techniques of managing people, rules and laws regulating employment. An understanding of the principles of management prior to entering the course is helpful.
Class (2.00), Lab (2.00).

BUS-2215 Customer Service   **(3.00 cr.)**
Common definitions of leadership; leadership styles; the five major characteristics of a stepping-out-with-confidence leader; how to lead through commitment; thirteen principles of managing people effectively; and development of human skills, counseling skills, and problem solving skills.
Class (2.00), Lab (2.00).

BUS-2243 Business Security   **(3.00 cr.)**
This is a course for second year business majors emphasized systems and control management in areas of areas of asset protection, system design and implementation, and performance type audits.
Class (2.00), Lab (2.00).

BUS-2247 MS Excel for Windows   **(3.00 cr.)**
Introduction to the use of Excel for business and accounting applications. Prepare spreadsheets, compile and manipulate databases and develop graphs. Includes advanced formulas and functions, financial and what-if analyses, webpage creations and external data usage.
Class (2.00), Lab (2.00).

BUS-2260 Business Planning   **(3.00 cr.)**
Functions necessary to develop and start a small business, culminating in the submission of a business prospectus by each student. This course is a capstone course for the business management and entrepreneurship associate degree program.
Class (2.00), Lab (3.00).

BUS-2294 Business Mgt. Cooperative Work   **(2.00-8.00 cr.)**
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the semester. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.
Class (1.00), Lab (10.00).

BUS-2296 Business Practicum (2.00 cr.)
"Hands-on" experience in a business of the student's choice with the approval of the practicum coordinator. The seminar includes discussion of job-related concerns and assistance with the practicum.
Class (1.00), Lab (8.00).

Ceramics

CER-1104 Combustion (4.00 cr.)
Study of fuels, combustion chemical reactions, design and controls of fuel burning systems, kilns and other industrial heating equipment, combustion analysis, fundamentals of heat transfer and fluid flow, for efficient manufacturing of ceramic products.
Class (3.00), Lab (2.00).

CER-1105 Clays & Clay Products (SL/CR) (5.00 cr.)
Study of history, compositions, manufacturing processes, properties, test methods, standards, and environmental issues related to the Structural Clay Proudcts, and to a lesser extent Whitewares, divisions of the ceramics industry. Includes geology, extraction and procurement of clay raw materials, and related technical areas such as masonry cements and art ceramics. Basic techniques to search for jobs in the ceramics industries are introduced.
Class (4.00), Lab (2.00).

CER-1120 Refractories (2.00 cr.)
Study of raw materials, compositions, manufacturing processes, properties, test methods, standards, and environmental issues related to the refractories segment of the ceramics industry. Related topics such as high-temperature cements and abrasives are also addressed.
Class (1.00), Lab (2.00).

CER-2203 Statist Qual & Process Control (3.00 cr.)
Study of approaches to control of processes and quality for manufacturing products profitably. Includes the role of the technician in quality and process control, basic statistics, the implementation of basic quality control methods, gauge capability analyses, process capability studies, and using Statistical Process Control (SPC) software.
Class (2.00), Lab (2.00).
Requisite courses: Take 1 group; 1)Take MATH-1108, CHEM-1101, ENGL-1122 or ENGL-1510; 2)Take MATH-108, CHEM-130, COMM-122; 3)Take ENGL-151, MATH-108, CHEM-130; (Required, Previous).

CER-2208 Technical Laboratory (4.00 cr.)
Capstone technical course introduces precision equipment used for analysis, investigation and determination of properties of materials and products in the ceramic and other material industries. Includes planning experimental investigations and conducting experiments to efficiently acquire meaningful data, using Design of Experiments (DOE) principles and software.
Class (3.00), Lab (2.00).

CER-2209 Ceramic Industrial Projects (1.00 cr.)
Lab (6.00).

CER-2210 Vitreous Systems (SL/CR) (3.00 cr.)
Study of raw materials, compositions and formulations, manufacturing processes, properties, test methods, standards, and environmental issues related to glasses and other vitreous systems such as glazes, procelain enamels, and decorations used for glass and ceramic products. Includes historical development of art and technology for these products and techniques. Techniques to search for jobs in glass and other ceramics industries are practiced.
Class (2.00), Lab (2.00).
Requisite courses: Take 1 group; 1)Take CER-1105, MATH-1108, CHEM-1101, ENGL-1122 or ENGL-1510; 2)Take CER-105, MATH-108, CHEM-130, COMM-122; 3)Take ENGL-151, CER-105, MATH-108, CHEM-130; (Required, Previous).

CER-2220 Engineered Ceramics (1.00 cr.)
Study of raw materials, compositions, manufacturing processes, properties, test methods, standards, and environmental issues related to the Engineering Ceramics division of the ceramics industry. Related topics such as electronic ceramics, nuclear and environmental ceramics, and basic science are also discussed. Includes planning and environmental investigations and conducting experiments to efficiently acquire meaningful data, using Design of Experiments (DOE) principles and software.
Lab (2.00).

CER-2294 Ceramic Cooperative Work Exper (2.00 cr.)
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the semester. Each student must also be enrolled in an on-campus seminar.
Class (1.00), Lab (20.00).

CER-2296 Ceramic Practicum/Seminar (2.00 cr.)
Capstone work experience course: "Hands-on" placement in a work environment related to ceramics technology to gain experience before graduation. The seminar includes discussion of job-related experiences and concerns.
Class (1.00), Lab (8.00).

Chemistry

CHEM-1101 Fundamentals of Chemistry (4.00 cr.)
Atomic and molecular structure, periodic table and states of matter.
Class (3.00), Lab (3.00).

CHEM-1102 Chemistry I (4.00 cr.)
Chemical calculations, properties of liquids, solids and gases, water solutions, chemical equilibrium and acid/base chemical reactions.
Class (3.00), Lab (3.00).
Requisite courses: TAKE 1 group 1)MATH-1108 and CHEM-1101; 2)MATH-108 AND CHEM-130; (Required, Previous).

CHEM-1131 Environmental Chemistry (3.00 cr.)
A general course in fundamental chemical principles, including inorganic, organic and environmental aspects. Problem solving, experimentation measurements, and application are explored.
Class (2.00), Lab (3.00).
Requisite courses: Take MATH-1108 or MATH-1113; (Required, Previous).

Criminal Justice

CJ-1100 Criminal Justice Systems   **(3.00 cr.)**
Introduction to law enforcement, prosecution, courts and corrections components of the system of justice in the U.S. Considers the history, philosophy and functions of these components as well as current problems and issues.
Class (2.00), Lab (3.00).

CJ-1100A CJS Module #1: Incarceration   **(3.00 cr.)**
A study of correctional institutions, their history, function, sociology, programs, and effectiveness. Emphasis is on direct, practical observation, and learning experience through visitations, instructional materials and guest lectures.
Lab (6.00).

CJ-1100B CJS Module #2: Judicial Syste   **(3.00 cr.)**
Class (2.00), Lab (2.00).
Requisite courses:
Take CJ-1100A; (Required, Previous).

CJ-1100C CJS Module #3: Probation/Parol   **(2.00 cr.)**
Class (1.00), Lab (3.00).
Requisite courses:
Take CJ-1100B; (Required, Previous).

CJ-1100D CJS Module #4: Sentencing & T   **(2.00 cr.)**
Class (1.00), Lab (3.00).
Requisite courses:
Take CJ-1100C; (Required, Previous).

CJ-1120 Thinking Errors   **(3.00 cr.)**
An introduction to dysfunctional cognitive and behavioral patterns of adolescents involved with the juvenile justice system. Identification, assessment and intervention(s) related specifically to thinking errors are explored.
Class (2.00), Lab (2.00).

CJ-1121 Constitut., Crim. & Civil Law   **(2.00 cr.)**
Overview of the U.S. Constitution, the Bill of Rights, constitutional amendments and the Ohio Revised Code as they relate to law enforcement. Elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. Also included will be an examination of the differences between criminal and civil law with an emphasis on how civil law affects law enforcement.
Class (2.00).

CJ-1132 Law Enforcement Photography   **(3.00 cr.)**
Traditional methods of crime scene photography to present day technological advancements in multiple aspects of photography related to law enforcement.
Class (2.00), Lab (3.00).

CJ-1163 Crisis Recognition & Referral   **(3.00 cr.)**
Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.
Class (2.00), Lab (2.00).

CJ-1190 Chemical Abuse and Dependency   **(3.00 cr.)**
Topics pertinent to drug and alcohol abuse in the U.S. Effects of stimulants, depressants and hallucinogens, identification of drugs and drug users, drug offenses, the history of drug laws, law enforcement strategies, alcoholism and treatment and prevention methods.
Class (2.00), Lab (2.00).

CJ-1222 Criminal Rules and Procedures   **(2.00 cr.)**
Comprehensive examination of the Ohio Revised Code, major Supreme Court decisions, and the Ohio Rules of Criminal Procedure, generally addressing the laws of arrest, search, and seizure.
Class (2.00).
Requisite courses: TAKE CJ-1121 OR CJ-121; (Required, Previous).

CJ-2150 Juvenile Delinquency & Proced   **(2.00 cr.)**
Juvenile procedures and delinquency. Causes and prevention of delinquency and the rules governing the disposition of juveniles from intake to the final adjudication.
Class (2.00).

CJ-2204 The Sexual Offender   **(2.00 cr.)**
Modus operandi and cycle of the juvenile and adult sex offender. The causes and the results of that behavior will be compared with current treatment interventions.
Class (1.00), Lab (2.00).

CJ-2209 Homeland Security & Terrorism   **(2.00 cr.)**
In-depth look into the roles and responsibilities of local, state, and national agencies and their involvement in Homeland Security and terrorism. Legislation focused on includes the patriot act and executive orders.
Class (2.00).

CJ-2227 Victim Awareness/Res. Justice   **(3.00 cr.)**
Impact of victimization and its relevance in the treatment of the offender. Impact of criminal behavior on the victim; how the offender convinces others that he is the victim; and how criminal thinking and rehabilitation. Role playing as a technique and its use in victim awareness programs. Also focuses on the three areas addressing the needs of the victim, the offender and his/her family, and the community.
Class (2.00), Lab (3.00).

CJ-2227A Victim Awareness Module 1: Res   **(2.00 cr.)**
Class (1.00), Lab (3.00).

CJ-2227B Victim Awareness Module 2: Pro   **(2.00 cr.)**
Class (1.00), Lab (3.00).

CJ-2260 Correctional Admin **(3.00 cr.)**
Problem-solving, planning and evaluation, time management, supervision, grantsmanship, research appreciation and external auditing procedures. Includes problems that confront human services and corrections administration.
Class (2.00), Lab (3.00).

CJ-2263 Crisis Recognition & Referral **(2.00 cr.)**
Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.
Class (2.00).

Construction Management – Carpentry

CM-1101 Basic Construction Safety **(2.00 cr.)**
A comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues.
Class (2.00).

CM-1107 Forklift & Scissor Lift Certif **(3.00 cr.)**
This course teaches Forklift and Scissor lift operation and through in-class testing and lab compentency testing provides the student with a certification in Forklift and Scissor Lift Operation.
Class (2.00), Lab (2.00).

CM-1112 Fire Alarm Systems **(4.00 cr.)**
This course provides an introduction to fire alarm systems. The course focuses on the theory, codes, design, and installation methods. Topics covered include: types of fire alarm systems; initiating devices; notification devices; fire safety funcitions; power supplies; signals and signaling; public fire alarm systems; fire alarm system wiring; communication methods for fire alarm systems; and fire alarm system testing, inspection and service.
Class (3.00), Lab (2.00).

CM-1210 ACI Field Tech Cert: Concrete **(0.25 cr.)**
ACI Field Technician Certification Program. A concrete field testing technician-Grade 1 is an individual who has demonstrated the knowledge and ability to properly perform and record the results of seven basic field tests on freshly mixed concrete.
Class (8.00), Lab (4.00).

CM-2103 Construction Law **(3.00 cr.)**
Application of legal principles in the areas of contracts, specifications. Discusses aspects of construction law dealing with contract interpretation, common dispute areas in construction (liability, changed conditions, time and subcontractors), surety bonds, insurance and alternate dispute resolution methods.
Class (3.00).

CM-2104 Material Estimating - Carpentry **(3.00 cr.)**
Examines the costs of labor, equipment, and materials as well as bonds, insurance, and quantity measurement for bidding packages related to carpentry. Will also cover possible software applications if applicable.
Class (3.00).

CM-2105 Project Management **(3.00 cr.)**
Examines the costs of labor, equipment and materials as well as bonds, insurance and quantity measurements for bidding electrical packages. Will also cover possible software applications if applicable.
Class (3.00).

CM-2106 Material Estimating-Electricit **(3.00 cr.)**
Examines the costs of labor, equipment, and materials as well as bonds, insurance, and quantity measurement for bidding electrical packages. Will also cover possible software applications if applicable.
Class (3.00).

CM-2108 Electrical Project Management **(3.00 cr.)**
Examines electrical pre-construction planning practices, early warning signs of project distress, tool and material control systems, safety practices, partnering strategies, total quality management, assurance and contract risk management. Studies commissioned by ELECTRI International (The Foundation for Electrical Construction, Inc., founded by the National Electrical Contractors Association).
Class (3.00).
Requisite courses: Complete CMEL-2300; (Required, Previous).

CM-2292 Construction Practicum **(2.00 cr.)**
This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.
Class (1.00), Lab (7.00).
Requisite courses: Complete 1 of the following groups: 1) CMEL-1100 and CMEL-1200; 2) CMCP-1100 and CMCP-1200; 3) AE-1101 and AE-1201; (Required, Previous).

CMCP-1100 NCCER Lvl 1 Basic Framing **(6.00 cr.)**
Introduction to carpentry trade, wood building materials, fasteners, adhesives, hand and power tools. Includes wood and lumber terms, calculating lumber and wood product quantities, portable power tools.
Class (5.00), Lab (3.00).

CMCP-1200 NCCER Lvl 2: Int/Ext Finishes   **(6.00 cr.)**
Stairs, metal stud framing and drywall installation techniques. Includes finish stairs, stringers, metal studs, gypsum drywall, fire and sound rated walls, drywall patching and finishing.
Class (5.00), Lab (3.00).
Requisite courses: Take CMCP-1100; (Required, Previous).

CMCP-2300 NCCER Level 3: Rig & Concrete   **(6.00 cr.)**
Introduction to basic rigging, including identification and inspection of common rigging hardware and equipment. Covers synthetic slings, wire rope, chains, shackles, eyebolts and hooks, as well as block and tackle, chain hoists, come-a-longs and jacks. Also an introduction to the properties, characteristics and uses of concrete, including estimated volumes, testing and curing methods.
Class (5.00), Lab (3.00).
Requisite courses: TAKE CMCP-1200; (Required, Previous).

CMCP-2400 NCCER Level 4: Comm. Constr.   **(6.00 cr.)**
Principles, equipment and methods used to prepare, layout, design and build commercial level construction projects.
Class (5.00), Lab (3.00).
Requisite courses: Take CMCP-2300; (Required, Previous).

Construction Management – Electrical

CMEL-1100 NCCER Level 1:ELEC. Trades   **(6.00 cr.)**
Types and applications of conductors and proper wiring techniques common to commercial, industrial, and residential construction and maintenance. Includes electrical blueprints.
Class (5.00), Lab (3.00).

CMEL-1200 NCCER Lvl 2: Residential Wir.   **(6.00 cr.)**
Covers characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.
Class (5.00), Lab (3.00).
Requisite courses: Take CMEL-1100; (Required, Previous).

CMEL-2300 NCCER Lvl 3: Comm. Wiring App   **(6.00 cr.)**
Covers characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.
Class (5.00), Lab (3.00).
Requisite courses: Take CMEL-1200; (Required, Previous).

CMEL-2400 NCCER Lvl 4: Adv Elec Top.   **(6.00 cr.)**
Covers load calculations for residential, commercial, farming applications, lighting applications, installation and wiring, NEC installation requirements for electric generators and storage batteries, function and operation of basic electronic devices and numerous other advanced electrical topics.
Class (5.00), Lab (3.00).
Requisite courses: Take CMEL-2300; (Required, Previous).

Communications

COMM-1130 Speech   **(3.00 cr.)**
Emphasizes communication process and extemporaneous speaking skills through informative, demonstrative and persuasive speeches. The student learns to analyze audiences, choose and narrow topics, develop content through library and other resources, use presentation aids, clearly organize speech material and effectively deliver finished speeches to a class audience.
Class (3.00).
Requisite courses: Take 1 course; ENGL-1122 or ENGL-1510, ENGL-1122A, COMM-122 or ENGL-151; (Required, Previous).

COMM-1154 Interpersonal Communication   **(3.00 cr.)**
This course is designed to familiarize the student with various interpersonal processes through lecture, discussion and experiential tasks. Information presented is aimed at personal growth and development leading to enhanced relationships in one's life.
Class (3.00).

COMM-1165 Cross Cultural Communication   **(3.00 cr.)**
Similarities and differences of people from various racial and cultural heritages. Includes discussion of people from diverse groups living in the United States, U.S. and other nation's immigration policy affecting these groups, various responses taking between the groups, and consequental impact such responses have on the makeup of the "global community."
Class (3.00).

Computer Science

CS-1100 Problem Solving and Analysis   **(3.00 cr.)**
This course introduces problem solving techniques and beginning programming concepts using object-oriented software with a drag-and-drop interface. Basic computer terminology and algorithm development are discussed. Students learn about methods, events and logical structores by creating their own event-driven programs.
Class (2.00), Lab (2.00).

CS-1101 Programming Logic   **(4.00 cr.)**
This course introduces program logic using the flowchart as the primary tool to diagram problem solutions. Basic computer terminology and the hierarchy of evaluation for arithmetic assignment statements are discussed. Problems containing decision making, counters, accumulators, indicators, control breaks, and arrays are flowcharted and evaluated. Structorued design concepts are also covered.
Class (3.00), Lab (2.00).

CS-1110 Programming in Visual Basic (3.00 cr.)

In this course the object oriented programming language, Visual Basic, is used to write Windows based programs. Visual Basic has a user interface called integrated development environment (IDE) which includes all the tools necessary to create and test a program. Concepts include writing organized statements and testing the program while remaining inside the same IDE. It also includes building multitier programs with classes, arrays, windows database applications working with database files, using Web forms ASP.Net applications files, Web forms with databases, and Crystal Reports.

Class (1. 00), Lab (4.00).

CS-1140 UNIX/Linux (3.00 cr.)

This course introduces the fundamentals of the UNIX and Linux operating systems. It includes basics of the UNIX and Linux systems in conjunction with programming concepts, by covering utilities, master files, manage and query data, create shell scripts.

Class (2.00), Lab (2.00).

CS-2202 Programming in JAVA I (3.00 cr.)

Students learn the fundamentals of object-based programming: objects, methods, classes, variables, number types, strings, control structures, testing, debugging, arrays, exceptions, inheritance, streams and graphical user interface (GUI) and exception errors.

Class (2.00), Lab (2.00).

Requisite courses: Take CS-2210; (Required, Previous).

CS-2203 Programming in JAVA II (3.00 cr.)

Students learn the advanced elements of the Java Programming language: streams, readers, and writers, software life cycle, recursion, sorting and searching algorithms, data structures, multithreading, internet networking, relational database, Java Server Pages and Servlets.

Class (2.00), Lab (2. 00).

Requisite courses: Take CS-2202; (Required, Previous).

CS-2210 Introduction to C++ (3.00 cr.)

This course introduces the basic elements of the C++ programming language. It includes input/output operations, arithmetic operators, control structures, user-defined functions, data types, strings, and arrays.

Class (1.00), Lab (4.00).

Requisite courses: Take CS-1101 OR CS-101; (Required, Previous).

CS-2211 Advanced C++ (3.00 cr.)

This course covers the advanced elements of the C++ programming language. It includes vector types, structs, classes and data abstraction, inheritance and composition, pointers, classes, virtual functions, abstract classes, overload and templates and exception handling.

Class (1.00), Lab (4.00).

CS-2214 IT Project Management (Capsto (2.00 cr.)

This is the first capstone course for the computer programming technology. Working individually or in groups, students design, produce and document one or more systems that involve current topics or can fulfill institutional requests in the area of information technology.

Class (1.00), Lab (2.00).

CS-2240 Database Management & Applicat (4.00 cr.)

This course introduces the structure, function and use of database processing and management. Students create and access typical business databases using current database management software, such as Microsoft Access, Microsoft SQL Server, MySQL and/or Oracle. Applications are developed using the Oracle database and current SQL,PL/SQL and web development tools.

Class (2.00), Lab (4.00).

CS-2250 Server-Side Scripting (3.00 cr.)

In this course server side scripts are used to generate dynamic, database-driven websites. It includes the use of PHP and ASP.net to connect to databases and generate HTML code. Side by side case studies of PHP (Hypertext Pre-Processor) and ASP (Active Server Pages) are conducted. Both structured and object-oriented methods of design are covered. Emphasis is also placed on validation of user input and code security when working with databases. The basics of setting-up an Apache server with PHP, ASP and MySQL are also covered.

Class (1.00), Lab (4.00).

Requisite courses: Take MICS-1142, NET-1100, CS-2210 and CS-2240; (Required, Previous). Take CS-2211; (Required, Previous or concurrent).

CS-2255 Programming Applications (3.00 cr.)

Students research, evaluate, create, and demonstrate current computer programming business applications. Applications consist of open source software, mobile applications, and C# programming projects. Research topics comprise of modern business applications software. Job search methods encompass job market research, resume and letter writing, and interviewing techniques.

Class (2.00), Lab (2.00).

Requisite courses: Take NET-1100, CS-2211 and CS-2202; (Required, Previous).

Culinary Arts

CULA-1002 Safety and Sanitation (1.00 cr.)

Introductory principles of sanitation and safety in the food service industry. Students develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by the Educational Foundation of the National Restaurant Association. This course is a CTAG = CTCF001-Safety & Sanitation.

Class (1.00).

CULA-1003 HACCP/Ohio (2.00 cr.)

Examination of HACCP standards at the level of industry administration and execution. Students will develop and implement strict HACCP operations within the programs many production concepts as they would apply to the food service industry. In compliance with state of Ohio Health Department instruction on standards of sanitation as they would apply to Ohio Food Service Facilities. Student must have ServeSafe certifcation to take this course.

Class (1.50), Lab (1.50).

Requisite courses: CULA-1002; (Required, Previous).

Course Descriptions

CULA-1101 Intro to Baking & Culinary Ind   **(2.00 cr.)**

An introduction to the field of Baking and Culinary Arts. Industry history, role of the executive chef, kitchen organization, tools and equipment, production methods, work habits and controls. Baking/Pastry and Culinary history, the worldwide growth of the food industry and how it has affected social development across cultures. Examine the role of the various brigade levels, kitchen organization, tools and equipment, cooking methods, work habits, and professionalism, and the various forms of production, labor and operational cost controls.

Class (1.00), Lab (2.00).

CULA-1105 Classical Pastries, Cakes, Des   **(3.00 cr.)**

An introduction to classical pastries and sugar work. The students prepare puff pastry products, choux paste products, and classical desserts and are introduced to advanced decorating techniques and edible display piece. Student will also concentrate on baking and decorating various types of cakes and tortes as well as the production of classical pastry pieces. This course will provide hands on baking and advanced production techniques for all occasions. A major portion of the class will be spent on learning about the production costs of pastry production.

Class (1.00), Lab (4.00).

Requisite courses: Take CULA-1115; (Required, Previous). Take CULA-1109; (Required, Previous or concurrent).

CULA-1109 Safety and Sanitation   **(2.00 cr.)**

Introductory principles of sanitation and safety in the food service industry. Students develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by the Educational Foundation of the National Restaurant Association. Examination of HACP standards at the level of industry administration and execution. Students will develop and implement strict HACCP operations within the programs many production concepts as they would apply to the food service industry.

Class (2.00).

CULA-1111 Stocks Soups Sauces & Veg Cook   **(3.00 cr.)**

Preparation of various foods utilized in commercial kitchens. Students will prepare stocks, soups,sauces,vegetables and farinaceous products.

Class (1. 00), Lab (4.00).

CULA-1113 Fundamentals of Cuisine   **(3.00 cr.)**

Fundamentals of meat, poultry and seafood cookery. Preparation of entrees cooked to order, accompaniments, garnishing, plate appearance and time management. The student will be introduced to various levels of production from pantry through line production for breakfast, lunch, dinner, as well as banquet and party production standards. Topics include: cooking techniques, course development, production standards and techniques for pantry and line production.

Class (1.00), Lab (4.00).

Requisite courses: Take CULA-1109, CULA-1111; (Required, Previous or concurrent).

CULA-1115 Baking Dev: Breads & Pastries   **(3.00 cr.)**

Bakery products, tools and equipment, weights and measures and the baking process. Preparation of yeast dough products and quick breads. An introduction to pastries and sugar. Students prepare puff pastry products, choux paste products, and classical desserts. Students are introduced to pastry decoration, pastillage, and pulled sugar. The role the pastry chef and bake shop management is reviewed.

Class (1.00), Lab (4.00).

CULA-1116 Plan, Purchase & Table Serv.   **(3.00 cr.)**

An intensive study in the planning, utilization, pricing and integrating of a menu into a commercial food establishment. The menu concept as it relates to the entire operation is critically analyzed. Students will produce workable menus, as well as development of skills related to training in the art of table service. American, French and Russian service will be presented and practiced. Includes training in the areas of wine and beverage service, various food production techniques, marketing and promotion of food. Including a comprehensive study of the identification and utilization of various food products used in commercial cooking.

Class (1.00), Lab (4.00).

Requisite courses: Take CULA-1109; (Required, Previous or concurrent).

CULA-1130 Intro to Baking Industry   **(3.00 cr.)**

An introductory course to familiarize students with the baking industry. Students examine baking history, the development and impact of baking on social development, terminology and organization. Students also explore heat transfer, baking lab procedures, tools and equipment. Baking careers and professional organizations are presented.

Class (1.00), Lab (6.00).

CULA-1132 Baking Production Lab Exp I   **(3.00 cr.)**

Students are required to do 96 hours of production and a one hour weekly meeting with the instructor for orientation in the school-owned and operated The Inn at Hocking college kitchen. The course is designed to introduce students to a commercial bakeshop and to provide valuable hands on experience for the beginning baker.

Class (1.00), Lab (6.00).

Requisite courses: Take CULA-1109; (Required, Previous or concurrent).

CULA-1136 Yeast Dough Production   **(3.00 cr.)**

The concentration is on this essential area of baking. This course provides detailed information on yeast fermentation, retarding, and gluten development. The student will produce a wide variety of yeast dough products.

Class (1.00), Lab (4.00).

Requisite courses: Take CULA-1115, CULA-1109; (Required, Previous or concurrent).

CULA-1201 Culinary Arts Lab I   **(4.00 cr.)**

Introduction to the kitchen environment through on-the-job training in various kitchen positions with the Inn at Hocking College. Hours include weekends, evenings and holidays. Students will be assessed by oral or written presentation and onsite practical evaluation. The purpose of the assessment is to measure the learning goals, which include the student's reflection of the experience and the skills gained by participating in the operational kitchen setting as well as their participation in multiple service learning project activites.

Class (1.00), Lab (6.00).

Requisite courses: Take CULA-1109; (Required, Previous or concurrent).

CULA-2106 Meat/Poultry/Seafood Prod/Comm   (3.00 cr.)
An in depth study of various meats, poultry, and seafood used by the food service industry including identification, grading, yield, and portion control. Maximum utilization is stressed during cutting demonstrations. Students actually cut various products; work with production holding and HACP standards for holding, issuing inventory and cost controls.
Class (1.00), Lab (4.00).
Requisite courses: Take CULA-1109 and CULA-1113; (Required, Previous). Take 1 group; Take MATH-0054, ENGL-0054; Take MATH-1108, ENGL-1122 or ENGL-1510; (Required, Previous or concurrent).

CULA-2107 Garde Manger   (3.00 cr.)
Studies the creation of buffet table arrangements an emphasis on the use of tools for non-edible center pieces and fresh fruit and vegetable carvings in the preparation of decorative table, platter, and plate arrangements.
Class (1.00), Lab (4.00).
Requisite courses: Take CULA-1111, CULA-1113 and CULA-1109; (Required, Previous).

CULA-2133 Baking Prod. Lab Exp. II   (3.00 cr.)
Supervision, production, organization, and advanced baking techniques. Students will log a total of 96 hours in a baking facility and one hour weekly with the instructor for orientation.
Class (1.00), Lab (6.00).
Requisite courses: Take CULA-1109 and CULA-1115; (Required, Previous).

CULA-2134 Baking Prod. Lab Exp. III   (3.00 cr.)
Students will log a total of 96 hours of high volume production baking in a baking facility. Students will meet weekly with instructor for one hour of orientation.
Class (1.00), Lab (6.00).
Requisite courses: Take CULA-1109, CULA-1115 and CULA-2133; (Required, Previous).

CULA-2135 Petit Fours and Miniatures   (3.00 cr.)
The student will be able to prepare an assortment of traditional petit fours, meticulously prepared. The five categories based upon preparation methods, texture or principle ingredients - dry, fresh, iced, almond, glazed fruits, chocolates and truffles.
Class (1. 00), Lab (4.00).
Requisite courses: Take CULA-1109 and CULA-1105; (Required, Previous). Take 1 group; Take ENGL-1122 or ENGL-1510, MATH-1108; Take ENGL-0054, MATH-0054; (Required, Previous).

CULA-2150 Nutrition in Comm Food Svc   (3.00 cr.)
This course provides an overview of the function of nutrients needed by human s to maintain health; sources of these nutrients and ways dietary habits affect health. Recommended changes in dietary patterns, food preparation, and menu planning principles will incorporate these nutrition recommendations. Menu planning for specified diets will also be reviewed. This course includes hands-on learning experiences using computers and small group activites to reinforce major ideas, production techniques related to the prepartation of healthy cuisine. Topics related to production standards for specific dietary needs through production of food meeting specific dietary needs.
Class (2.00), Lab (2.00).
Requisite courses: Take CULA-1109; (Required, Previous).

CULA-2212 Culinary Arts Lab II   (3.00 cr.)
Assignment of specific work duties at the Rhapsody for an average of 12 hours per week. During the semester, students are instructed in and will perform basic tasks associated with kitchen and dining room operations. Work days include mornings, afternoons, evenings, weekends and holidays.
Class (1.00), Lab (6.00).
Requisite courses: Take CULA-1109 and CULA-1201; (Required, Previous).

CULA-2218 American & Intl Cuisine   (3.00 cr.)
An introduction to various American cuisines. Volume food production of American regional Cuisines. Emphasizes plating, garnishing, and time management. The cuisines are studied and menus are planned, prepared and served. Utilizing various aspects of menu delivery. Equally then introduction to the various world cuisines prepared in the traditional manner. The student will study the concept of volume food, menus will be planned, prepared and served with emphasis placed on plating, garnishing and time management.
Class (1.00), Lab (4.00).
Requisite courses: Take CULA-1109, CULA-1111 and CULA-1113; (Required, Previous or concurrent).

CULA-2250 Culinary Capstone Experience   (3.00 cr.)
A final synthesis and evaluation course for the culinary student. Students practice and prepare for the culinary program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examination designed by the American Culinary Federation and intended to determine the student's ability to enter the hospitality industry in culinary arts.
Class (1.00), Lab (5.00).
Requisite courses: Take CULA-2106 and CULA-2107; (Required, Previous).

CULA-2251 Dietary and Culinary Capstone   (2.00 cr.)
A final synthesis and evaluation course for the dietary & culinary student. Students practice and prepare for the program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examination and intended to determine the student's ability to enter the nutrition industry.
Class (1.00), Lab (3.00).

CULA-2253 Capstone Experience in Baking   (3.00 cr.)
A final synthesis and evaluation course for the baking student. Students practice and prepare for the Baking program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examinations designed by the American Culinary Federation and intended to determine the student's ability to enter the hospitality industry within the baking industry.
Class (1.00), Lab (5.00).
Requisite courses: Take CULA-1109 and CULA-2135; (Required, Previous).

CULA-2262 Candy and Confections   (3.00 cr.)
A comprehensive study of candy making techniques with an emphasis on chocolate molding, dipping and enrobing, hard candies, marzipan work and specialty desserts.
Class (1.00), Lab (4.00).
Requisite courses: Take CULA-1105 and CULA-1109; (Required, Previous).

Course Descriptions

CULA-2263 Bakeshop Operations   **(2.00 cr.)**
Development, management and organization of wholesale, retail and in-house bake and pastry shops.
Class (2.00).

CULA-2270 Catering and Banquet Mgt   **(3.00 cr.)**
A complete look at the expanding catering industry. This course defines sound catering and banquet management principles along with practical exercises designed to give the student solid hands-on catering and banquet experience.
Class (1.00), Lab (4.00).
Requisite courses: Take CULA-1109; (Required, Previous).

CULA-2275 Food Preservation I   **(2.00 cr.)**
Basic traditional methods for preserving fresh food will be discussed and practiced in this class. Methods which will be introduced include water bath canning, food dehydration, infused liquids and freezing.
Class (1.00), Lab (2.00).

CULA-2275A International Cuisine   **(3.00 cr.)**
Participate in an international travel experience related to the development and understanding of cuisine for the nation of Germany.
Class (2.00), Lab (3. 00).
Requisite courses: Take CULA-1109 CULA-1101; (Required, Previous).

CULA-2276 Food Preservation II   **(2.00 cr.)**
Advanced methods of food preservation will be studied, including canning, dehydration, seasoning and spice blends, infused oils, packaging and labeling of products.
Class (1.00), Lab (2.00).

CULA-2276A Intern Culinary Field Exper.   **(3.00 cr.)**
Participate in an international field experience related to the development and understanding of international work experience in the nation of Germany.
Class (2.00), Lab (3.00).
Requisite courses: Take CULA-1109, CULA-1101; (Required, Previous).

CULA-2290 Culinary Arts Special Topics   **(1.00-5.00 cr.)**
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00).

CULA-2294 Culinary Field Experience   **(3.00 cr.)**
An off-campus paid culinary work experience coordinated by a faculty member.
Lab (36.00).
Requisite courses: Take CULA-1109 and CULA-1201; (Required, Previous).

CULA-2297 Culinary Field Exp. I   **(1.00 cr.)**
An off-campus paid culinary field experience coordinated by a faculty member. This course is a CTAG = CTCF004.
Lab (12.00).

CULA-2298 Culinary Field Exp. II   **(2.00 cr.)**
An off-campus paid culinary field experience coordinated by a faculty member.
Class (), Lab (24.00).
Requisite courses: Take CULA-2297; (Required, Previous).

CULA-9116 Menu Planning   **(2.00 cr.)**
An intensive study in the planning, utilization, pricing and integrating a menu into a commercial food service establishment. The menu concept as it relates to the entire operation is analyzed. Students will produce workable menus.
Class (2.00), Lab (1.00).

CULA-9125 Basic Table Service   **(3.00 cr.)**
Training in the art of table service. American, French and Russian service will be presented and practiced. Includes training in the areas of wine, beverage service and various food production techniques common to service functions.
Class (2.00), Lab (3.00).

CULA-9137 Cake Production   **(2.00 cr.)**
Baking and decorating various types of cakes and tortes. Provides hands-on baking and advanced decorating techniques for all occasions.
Class (1.00), Lab (3.00).

CULA-9217 Classical & Int'l Cuisine   **(2.00 cr.)**
An introduction to the various world cuisines prepared in the classical manner. Student will study the concept of volume food production in the classical manner. Menus will be planned, prepared and served with emphasis placed on plating, garnishing, and time management. TRANSITION COURSE.
Class (1.00), Lab (3.00).
Requisite courses: Take CULA-109, CULA-111, CULA-112, AND CULA-113 OR CULA-1109 AND CULA-1111 AND CULA-1113; (Required, Previous).

CULA-9218 American Regional Cuisine   **(2.00 cr.)**
Introduction to American cuisines with an emphasis on volume food production of American regional cuisines through plating, garnishing and time management. Cuisines are studied, and menus are planned, prepared and served.
Class (1.00), Lab (3.00).
Requisite courses: Take CULA-109, CULA-111, CULA-112 AND CULA-113 OR CULA-1109 AND CULA-1111 AND CULA-1113; (Required, Previous).

CULA-9232 Restaurant Inventory Control   **(2.00 cr.)**
Using a hands-on approach, students study restaurant inventory control as a vital component to restaurant profitability. Includes experience and knowledge about controlling inventory, the relation of inventory to the profit and loss statement, receiving and verifying food and supply deliveries and communication with the food suppliers.
Class (1.00), Lab (3.00).

Cyber Security

CYBR-1100 Security Awareness   **(3.00 cr.)**
This course is an introduction to current cybersecurity issues and trends in business and industry. Students install and configure software and tools used to ensure personal, Internet, mobile, and computer security.
Class (2.00), Lab (2.00).

CYBR-1200 Security+ Certification (3.00 cr.)
CompTIA Security+ prepares students with the knowledge of security concepts, tools, and procedures to react to security incidents, it ensures that security personnel are anticipating security risks and guarding against them.
Class (2.00), Lab (2.00).
Requisite courses: Take NET-1111; (Required, Previous).

CYBR-2100 Cyber Ethics and Cyber Law (3.00 cr.)
National and international policies and legal considerations related to cybersecurity are presented and discussed. Issues include personal privacy, intellectual property, cybercrime and cyberwarfare. Students are also exposed to other technology issues including interdisciplinary influences and concerns that must be addressed in developing or implementing effective national cybersecurity laws and policies.
Class (3.00).
Requisite courses: Take CYBR-1100; (Required, Previous).

CYBR-2102 Cisco CCNA Security (3.00 cr.)
CCNA Security is designed to help students develop specialized security skills to advance their careers. The curriculum helps prepare students for entry-level security career opportunitites.
Class (2.00), Lab (2.00).
Requisite courses: Take NET-1112; (Required, Previous).

CYBR-21200 Network Analysis (3.00 cr.)
In this course students utilize current packet sniffing and flow monitoring tools and applications to capture, log, process, analyze, and document network traffic and flows. Students develop skills in recognizing normal and abnormal traffic to identify attacks and security breaches.
Class (2.00), Lab (2.00).
Requisite courses: Take NET-2201 and CYBR-2102; (Required, Previous).

CYBR-2201 Ethical Hacking (3.00 cr.)
A lab-intensive interactive environment providing opportunities for participants to scan, test, hack and secure their own systems. Participants will gain in-depth knowledge and pratical experience with current essential security system and ethical hacking. This course prepares for the EC-Council Certified Ethical Hacker exam 312-50.
Class (2.00), Lab (2.00).
Requisite courses: Take CYBR-2200; (Required, Previous or concurrent).

Drafting & Design

DD-1114 CAD/Blueprint Reading (3.00 cr.)
Introduces the various CAD commands and Blueprint reading concepts to the student. When possible content will be directed toward individual student technologies.
Class (1.00), Lab (4.00).

DD-1117 Blueprint Reading / Alt Energy (3.00 cr.)
This course is an introduction to basic blueprint reading, wiring schematics and basic AutoCAD commands for the Alternative Energy programs.
Class (2.00), Lab (2.00).

Dietetic

DT-1101 Dietetic Directed Practice I (2.00 cr.)
Provides opportunities for the student to practice material taught in course work offered during the first quarter. Faculty permission is required for enrollment.
Class (1.00), Lab (7.00).
Requisite courses: Take DT-1102 and DT-1106; (Required, Previous or concurrent).

DT-1102 Basic Nutrition (3.00 cr.)
Effect of nutritional status on health, detailing specific nutrient requirements of human adults to maintain good health. Topics include nutrient sources and functions, energy needs, digestion and metabolism, basic food groups, dietary guidelines, cultural dietary habits, food and nutrition in the community and food additives. Success skills incorporated are: Communicates Effectively; Demonstrates Math Skills; Demonstrates Learning and Critical Thinking Skills; Maintains Professional Skills and Attitudes; Demonstrates Knowledge of Science and Environment; Demonstrates Community, Cultural and Global Awareness; Maintains a Code of Ethics.
Class (3.00).

DT-1103 Food Science (3.00 cr.)
Food products are compared and evaluated in relation to expected characterisics of the product. Emphasis is placed on proper techniques to prepare palatable foods while retaining their nutritive values.
Class (2.00), Lab (3.00).

DT-1110 Applied Nutrition (2.00 cr.)
Description of the particular nutritional concerns of people throughout the lifespan: pregnancy, childhood, adolescence, maturity, dental health, physical exercise, weight maintenance and the interpretation of nutrition information and diet fads.
Class (2.00).

DT-1111 Dietetic Direct Practice II (2.00 cr.)
An opportunity to practice material taught in the course work offered during the semester.
Class (1.00), Lab (7.00).
Requisite courses: Take DT-1101, DT-1106, DT-1102; (Required, Previous).
Take DT-1106, DT-1102, DT-1101; (Required, Previous or concurrent).

DT-1120 Nutrition for Dietary Manager (2.00 cr.)
Individual and institutional menu planning using principles of menu planning. Practice in using the diet manual to plan basic modified diets for persons in health care facilities including modifications of sodium, diabetic, fiber, bland, protein, fat and liquid diets.
Class (2.00).

DT-1122 Human Resource Management (2.00 cr.)
Classic functions of management and their use by an effective supervisor. Topics include: employee needs, leadership characteristics and styles, motivation, direction and control, dealing with personnel problems, interviewing, training, counseling and evaluating employees and effective communications at work.
Class (2.00).

E-Commerce

EC-1100 Webmaster I   (4.00 cr.)
The objective of the course is to teach learners basic knowledge of E-business including e-commerce, Internet infrastructure, client software, HTML tags, search engines, network topologies, network hardware devices, network protocols, web design concepts, web designs software including Microsoft and Adobe products. The course will also include domain management and web hosting concepts.
Class (3.00), Lab (3.00).

EC-1101 Business Needs Analysis   (3.00 cr.)
The objective of the course is to teach learners to apply emerging business needs analysis models focusing on what companies must be doing today if they are to be competitive in the future. The course will include SWOT, (Strengths, Weakness, Opportunities, Threats) Analysis, BPM (Business Process Management) Analysis, JAD (Joint Application Development), MBM (Market Based Management) Analysis, TOC (Theory of Constraints) Analysis and Competency based Analysis.
Class (2.00), Lab (3.00).

EC-1102 Dev & Managing an Online Busin   (3.00 cr.)
Basic knowledge of E-Commerce servers, network topologies, payment transactions, security issues, development strategies, storefront options, design issues, development software and collecting customer information. These topics will include introduction to Internet Business Revenue Models, Payment Models, Internet Business Security, EMarketing, ELaw, and Internet Logistics.
Class (2.00), Lab (2.00).

EC-1150 E-Bus Networking & Security
(3.00 cr.)
The security in E-Commerce class focuses on issues surrounding doing business over the Internet. The topics include: advanced networking concepts, authentication, TCP/IP, firewalls, secure socket layers, encryption, certificates and digital signatures.
Class (2.00), Lab (3.00).

EC-2200 Webmaster II   (4.00 cr.)
This course teaches students how to create and manage Web sites with tools such as Macromedia Dreamweaver and Flash, FrontPage, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, also with information architecture concepts, Web project management, scenario development and performance evaluations.
Class (3.00), Lab (3.00).

EC-2210 E-Supply Chain Management   (3.00 cr.)
The objective of the course is to teach learners knowledge Supply Chain Management and the infrastructure, benefits verses costs, payment issues, customer service, global logistics, reverse logistics, database standards and outsourcing. Students will learn about global logistics, electronic data interchange and certificate validation.
Class (2.00), Lab (3.00).

EC-2212 E-Marketing, Branding Mgt & SE   (3.00 cr.)
Marketing on the Internet that covers SEO, Social Media, Pay Per Click, Banner Ads and Branding on the Internet. Topics include knowledge of E-Marketing, Internet Users and Behaviors, Product & Pricing, E-Marketing Communication, the Internet as a Distribution Channel, Building an Internet Brand, Search Engine, Marketing, Customer Relationship Management, Leveraging Technologies and E-Marketing Planning.
Class (2.00), Lab (2.00).

EC-2250 E-Commerce Law and Regulations   (4.00 cr.)
The objective of the course is to teach learners knowlege of the legal issues surrounding information Security, Online Transactions, Right in Electronic commerce, Regulating Information Content and Regulation Information Content and Regulating Online content. The regulation aspect will inclue international issues, payment conversion, shipping issues, custom and tariffs.
Class (3.00), Lab (3.00).

EC-2260 Current Topics (Capstone)   (3.00 cr.)
Students will implement their knowledge to review and skills in their capstone course. Students will develop an online portfolio and use in concert with Hocking College's e-portfolio. This course will be a review of all major topics included in the E-Business curriculum. Topics include web design, e-marketing, supply chain, networking, e-law regulations, e-business models and ethics.
Class (2.00), Lab (3.00).

EC-2267 E-Project Management   (3.00 cr.)
The objective of the course is to teach learners Information Technology Project Management skills. The course will prepare students to take the Project Management Certification test. Subject areas will include, human resource managment, communication management, time and cost management, scope and integration management, quality control, risk and procurement man.
Class (2.00), Lab (2.00).

EC-2296 E-Commerce Practicum   (2.00 cr.)
Students will implement their knowledge and skills by taking on a community project for a local company or non-profit organization. Students will be expected to work 8 hours a week throughout the semester.
Class (1.00), Lab (8.00).

Ecotourism

ECO-1100 Intro to Ecotourism & Adv Trav   (2.00 cr.)
An overview of Ecotourism. The meaning(s) of environmentally responsible travel and visitation, as well as the complexities of meshing tourists with protected cultural and natural resources areas, are studied. Detail components such as visitors, resource conservation, interpretive services, impacts on local communities, sustainable development, hospitality and eco-ethics. An immersion-based learning experience takes place in this course currently to either Haliburton Forest in Ontario, Canada or to the Nantahala Outdoor Center in Wesser, North Carolina.
Lab (5.00).

ECO-1106 Princ. of Ecotourism & Sust. (3.00 cr.)
Study in ventures that are environmentally, economically and socially sustainable. The focus is on environmental impact, economic feasibility and maintaining regional cultural integrity. Ecotourism, tourism paying for conservation, local economic development, education and business development regionally and worldwide are addressed. Regional site visits of sustainable businesses are included.
Class (1.50), Lab (4.50).

ECO-1107 Geography for Ecotourism (2.00 cr.)
An examination of the economic and geographic factors that determine natural resource distribution, availability and utilization. Also examines the earth's surface region by region in order to determine resource availability, transportation concerns and environmental compatibility of resource use.
Class (2.00).

ECO-1117 Sustainable Business Management (3.00 cr.)
Examination of steps taken to build a private business in ecotourism and adventure travel. Skills include developing a business plan, financial management, accounting, customer service, human resource management, analysis of business risk and meeting industry standards.
Class (1.50), Lab (3.00).

ECO-1135 Event Management (1.00 cr.)
Basic skills necessary to plan and orchestrate an organized event, conference, or festival along with "hands on" experience running an actual festival.
Lab (2.00).

ECO-1144 Canoeing Fundamentals (1.00 cr.)
Fundamentals of canoeing as prescribed by the American Red Cross including choice of canoes for particular activities, strokes necessary for flatwater paddling and simple rescue techniques.
Lab (2.00).

ECO-1145 Wind & Self Propelled Watercraft (2.00 cr.)
Covers basic navigational skills, terminology and safety issues related to non motorized watercraft, including deep-water sailing (may include wind surfing, sea kayaking, and dinghy operation). Emphasis is placed on supervision of these activities in an educational or recreational setting, as well as maintenance of the associated equipment.
Lab (4.00).

ECO-1148 Sport Rock Climbing (0.50 cr.)
An introduction to the basics of indoor sport climbing on fixed-gear and outdoor traditional climbing in the field. Students develop a wide range of climbing skills, as well as the ability to select, use, care for and store equipment in a safety oriented environment.
Lab (1.00).

ECO-1149 Environmental Service (1.00 cr.)
A project-based Service Learning experience focused on environmental improvement in the local area. Students develop skills and gain an appreciation for the environment and the community. Students reflect upon future involvement in volunteer work.
Class (0.50), Lab (1.50).

ECO-1155 Whitewater Rescue (1.00 cr.)
Designed for recreational paddlers or those teaching recreational paddlers. Each student practices skills on mock river accidents such as pinning and entrapment, concentration on self rescue, proper use of throw bags, stabilization, snag line techniques and two drag systems on moving water.
Lab (2.00).

ECO-1188 Camping Equipment & Backpack (2.00 cr.)
A survey of equipment and techniques necessary for low impact camping. Includes a three day backpacking trip.
Lab (4.00).

ECO-1199 Open/Adv. Op Wtr Scuba -Baha (2.00 cr.)
Skin Diving and SCUBA diving, leading to Open Water Diver and Advanced Open Water Diver certifications.
Lab (4.00).

ECO-2105 Ecotourism & Adventure Careers (1.00 cr.)
Speakers concerned with Ecotourism and Adventure Travel participate in this course, covering educational requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Resume creation, online postings, and network marking are covered. Job search techniques are also stressed.
Class (1.00).

ECO-2122 Ecotourism Guiding (3.00 cr.)
Planning and orchestrating eco, adventure, culture or nature based tours. Key methods of working with and developing customer relation skills is included. Students lead an actual tour of the region for the public and/ or student peers.
Class (1.50), Lab (4.50).

ECO-2185 Sustainable Resource Area Mgt (3.00 cr.)
This course involves the process of master planning for natural/cultural resource management areas. Areas of study include: land acquisition, boundaries, resource inventories, planning of access ways, day use facilities, concessions, and interpretive systems, plus resouce maintenance and management strategies. The lab portion of this course consists of planning exercises in the field at a resource management area. Completion of a master management plan for the assigned resource area is required.
Lab (6.00).

ECO-2229 Wilderness First Responder (1.00 cr.)
Immediate care for an injured or suddenly ill person in remote areas is covered.
Lab (2.00).

ECO-2289 Adventure Leadership (4.50 cr.)
Develops the student's ability to manage an expedition, focusing experiential training through the vehicle of an extended trip in the wilderness.
Class (1. 00), Lab (7.00).

ECO-2296 Ecotourism Practicum & Seminar (2.00 cr.)
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

Economics

ECON-1140 Principles of Microeconomics (3.00 cr.)
An introduction to the branch of economics that deals with human behavior and choices as they relate to relatively small units (an individual, a firm, an industry, or a single market), from both a conceptual and practical point of view.
Class (2.00), Lab (2.00).

ECON-2240 Principles of Macroeconomics (3.00 cr.)
Study of economics in terms of whole systems and the interrelationship among sectors of the economy.
Class (2.00), Lab (2.00).

Education

ED-1100 Introduction to Education (3.00 cr.)
This course is an overview of the profession of education and the role of the teacher. Students engage in a variety of experiences that broadly explore the purposes of schools in society and the knowledge, dispositions, and performances required to be an effective teacher today. The course offers the historical foundations of education in American schools. Students are introduced to the major philosophies of education and their impact on and evidence in classrooms.
Class (3.00).

ED-1105 Social Studies for Early Child (3.00 cr.)
Provides students with the knowledge and tools needed to be effective early childhood social studies teachers. Students learn strategies to integrate social studies with all other subject areas, allow for diverse learners to experience social studies in their everyday classroom activities and meet the State of Ohio Standards.
Class (3.00).

ED-1115 Community Health/Safety & Nut (2.00 cr.)
Introduction to major issues affecting the health and safety of young children in early childhood settings.
Class (2.00).

ED-1116 Creative Exp/Early Childhood (4.00 cr.)
This course explores the selection, preparation, presentation, and evaluation of activities and materials in art, music, language, and physical development in early childhood. It also focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation, students work with the concepts of age and developmental appropriateness when designing experiences in these areas.
Class (3.00), Lab (2.00).

ED-1121 Emergent Reading & Child's Lit (3.00 cr.)
This course emphasizes the development of reading and literacy from a global view of language, thinking and learning, and explores a wide variety of children's literature and its application to curriculum. Attention is given to methods and materials with emphasis on the use of literacy within the framework of age and individual appropriateness.
Class (3.00).

ED-1125 Early Childhood Practicum I (2.00 cr.)
Student lab experience: assisting with the planning, guiding, supervising, and evaluating of children's development and behavior in early childhood education.
Class (1.00), Lab (7.00).
Requisite courses: Take ED-1100; (Required, Previous or concurrent).

ED-1135 Educational Technology (3.00 cr.)
It encompasses effectively identifying, locating, evaluating, designing, preparing and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Candidates will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project. Candidates will also investigate cultural issues regarding the use of technology as well as maintaining professional skills and attitudes.
Class (3.00).

ED-2141 Observing & Recording Behavior (3.00 cr.)
Documenting children's cognitive and academic learning and their social, emotional, and physical development by using a variety of observational strategies such as running records, anecdotal records, checklists, rating scales, time sampling, event sampling, and formal observational instruments.
Class (2.00), Lab (7.00).
Requisite courses: Take ED-1100 and ED-1125; (Required, Previous).

ED-2200 Guidance and Classroom Mgt. (3.00 cr.)
Application of theories and principles of guidance and classroom management as it applies to the early childhood setting. Documenting children's cognitive and academic learning and their social, emotional, and physical development by using a variety of observational strategies such as running records, anecdotal records, checklists, rating scales, time sampling, event sampling, and formal observational instruments.
Class (3.00).
Requisite courses: Take ED-1100 and ED-1125; (Required, Previous).

ED-2201 Math & Science With Young Children (3.00 cr.)
This course encompasses the selection, preparation, presentation, and evaluation of math and science activities and materials.
Class (3.00).

ED-2210 Diversity in Early Child Education (3.00 cr.)
Focuses on increasing awareness, sensitivity, and understanding of the diverse cultural, ethnic, linguistic, religious, and family backgrounds of children in early childhood education. Clinical experience in an early childhood setting that provides an opportunity to interact with children who share diverse (cultural, linguistic, ethnic, racial, socio-economic, family forms, etc.) background experiences.
Class (3.00).
Requisite courses: TAKE ED-1100; (Required, Previous).

ED-2216 Communities, Families and Scho (3.00 cr.)

The course emphasizes the importance of effective communication between parents, communities and educators. Factors affecting the home/school relationship and the role of the school or center in establishing a strong working relationship are stressed. Emphasis is placed on encouraging active parent participation in early childhood programs both private and public. The course includes the history of education and the impact on families both past and present, the examination of models of healthy families, diverse families, and the effect of drugs, alcohol, and disabilities on the family unit. The course includes creating written communications with families and any requirements designated by the state and/or school system. In addition, the course explores the interrelated roles of the home, school and community in meeting the physical, mental, educational, health and safety needs of young children.
Class (3.00).

ED-2220 Education of Exceptional Child (3.00 cr.)

This is a survey course covering the identification, developmental characteristics, and intervention strategies for exceptional children and youth across educational and community settings.
Class (3.00).
Requisite courses: Take ED-1100; (Required, Previous).

ED-2225 Intro to Integrated Curriculum (3.00 cr.)

This capstone course is a culmination of student work that seeks to show how education can be organized in such a way that it cuts across subject matter lines, bringing together diverse aspects of the curriculum into meaningful association to focus on broad areas of study.
Class (3.00).

ED-2290 Special Topics - Education (0.25-5.00 cr.)

Structured exploration of a certain topic(s) by participants in a group.
Class (0.25).

ED-2296 Early Child Educ Prac II (4.00 cr.)

Practicum experience in assisting with planning, guiding, supervising, and evaluating children's growth and behavior in early childhood education.
Class (2.00), Lab (14.00).
Requisite courses: Take ED-2200; (Required, Previous).

Electronics

EE-1126 Electricity (3.00 cr.)

Fundamentals of electricity and the function and operation of electrical test equipment. Includes multimeters, oscilloscopes, and AC and DC signal generators. The function of basic electrical components is studied and used in the analysis of AC and DC series and parallel circuits. Voltage, current, resistance and power are analyzed mathematically and through practical application in the laboratory.
Class (2. 00), Lab (2.00).
Requisite courses: Take MATH-1108; (Recommended, Previous or concurrent).

EE-1230 Electrical Circuits & Devices (4.00 cr.)

Provides a general understanding of electricity and the operation of electrical devices. Students will be able to make electrical measurements and basic calculations involving voltage, current, resistance, reactance, capacitance and power. Students will learn how to supply power to commercial equipment.
Class (3.00), Lab (2.00).
Requisite courses: Take MATH-1108; (Required, Previous).

Emergency Medical

EM-1100 EMT-Basic Lecture (6.00 cr.)

Follows the DOT National Standards Curriculum pertaining to EMT-Basics. Includes medical injuries and illness encountered in emergency situations. Students learn to recognize symptoms and apply treatment for stablilization of the patient at the emergency scene, while moving the patient to and from the emergency vehicle and while en route to definitive care.
Class (6.00).

EM-1101 EMT-Skills Lab (1.00 cr.)

The laboratory component teaches procedures necessary for the care of sick and injured patients, including patient assessment, airway management, medical and traumatic patient emergency treatment, obstetrics and ambulance operations. Includes 10 hours of clinical experience associated with this course that coordinates with the level of course work taught in the classroom and lab. The student will be assigned a clinical site and site instructor where he/she will observe and participate in basic Emergency Care.
Lab (3. 00).

EM-1102 Emergency Vehicle Def Driving (1.00 cr.)

Instruction and practice towards the principles and practices of defensive driving particularly as it relates to emergency vehicles operating under emergency conditions.
Class (1.00), Lab (2.00).

EM-1103 EMT Practicum (3.00 cr.)
Class (1.00), Lab (15.00).

EM-1105 CPR for the Community (0.50 cr.)

Practical course for laypersons in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. An American Safety and Health Institute CPR card will be issued upon successful completion of the course.
Class (), Lab (1.50).

EM-1106 Standard First Aid (0.50 cr.)

A practical course for laypersons in recognition of emergency care procedures for standards First Aid principles and practices. An American Safety and Health Institute First Aid card will be issued upon successful completion of the course. .
Lab (1.50).

Course Descriptions

EM-1108 CPR/First Aid **(1.00 cr.)**
A practical course for laypersons in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies as well as First Aid principles and practices. An American Safety and Health Institute CPR and First Aid Card will be issued upon successful completion of the course.
Class (), Lab (3.00).

EM-1109 Advanced EMT Lecture **(8.00 cr.)**
Follows the DOT National Standards Curriculumn pertaining to Advanced EMT. Includes medical injuries and illness encountered in emergency situations. Students learn to recognize symptoms and apply treatment for stabilization of patient at the emergency scene, while moving the patient to and from the emergency vehicle and while en route to definitive care. The student will understand the pathophsology of intravenous fluid administration and the skill required to initiate venipuncture techniques. The course includes 10 hours of clinical experience. The laboratory component teaches procedures necessary for the care of sick and injured patients, including patient assessment, airway managment, medical and traumatic patient emergency treatment, obstetrics and ambulance operations.
Class (8.00).

EM-1110 Advanced EMT Lab **(2.00 cr.)**
Lab (4.00).

EM-1111 Advanced EMT Practicum **(4.00 cr.)**
Class (1.00), Lab (20.00).

EM-1134 CPR Pro/1st Aid for HC Prov. **(1.00 cr.)**
A practical course for Health Care Professionals in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies as well as First Aid principles and practices. An American Safety & Health Institute Pro CPR and First Aid card will be issued upon successful completion of the course.
Class (), Lab (3.00).

EM-1136 CPR/SFA Recertification **(0.25 cr.)**
This course is taken when the certification period has expired for the different levels of CPR/SFA. By taking this course and successfully completing it will renew the appropriate level of CPR/SFA certification for a period of two years.
Lab (1.00).
Requisite courses: Take 1 group; Take EM-1134 or EM-1108; Take EM-134 or EM-108; (Required, Previous).

EM-1276 Emt-Basic Test Prep **(2.00 cr.)**
Develops student study skills, test taking skills and a review of medical injuries and illness. The student will review symptoms and treatments for stabilizing the patient at an emergency scene.
Class (1.00), Lab (3.00).
Requisite courses: Take EM-1100 and EM-1101 OR EM-100; (Required, Previous).

EM-2101 Paramedic Practicum I **(2.00 cr.)**
The hospital clinical experiences offered to the student are coordinated with the level of course work taught in the classroom. The purposes of each assigned learning activity are to: 1) define the the field of emergency medicine and the technical skills needed to function in a professional manner; 2) explore personal skills and develop them in the work arena; and 3) become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.
Class (1.00), Lab (8.00).
Requisite courses: Take 1 group; Take EM-1100, EM-1101, BIOS-1112; Take EM-100, BIOS-1112, EM-101; (Required, Previous). Take EM-2102 and EM-2107; (Required, Concurrent).

EM-2102 Paramedic Lab Skills I **(2.00 cr.)**
Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Lab (4.00).
Requisite courses: Take 1 group; Take EM-1100, EM-1101, BIOS-1112; Take EM-100, BIOS-1112, EM-101; (Required, Previous). Take EM-2101 and EM-2107; (Required, Concurrent).

EM-2107 Paramedic I **(7.00 cr.)**
Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Class (7.00).
Requisite courses: Take 1 group; Take EM-1100, EM-1101, BIOS-1112; Take EM-100, BIOS-1112, EM-101; (Required, Previous). Take EM-2101 and EM-2102; (Required, Concurrent).

EM-2110 Paramedic II **(7.00 cr.)**
Study of the DOT National Standards Curriculum pertaining to the Paramedic level. This includes the study of pathophysiology, symptomatology, and treatment of select medical/surgical conditions. Major emphasis is on EMT-Paramedic Theory.
Class (7.00).
Requisite courses: Take EM-2107; (Required, Previous).

EM-2111 Paramedic Practicum II **(2.00 cr.)**
The hospital clinical experiences offered to the student are coordinated with the level of course work taught in the classroom. The purposes of each assigned learning activity are to: 1) define the the field of emergency medicine and the technical skills needed to function in a professional manner; 2) explore personal skills and develop them in the work arena; and 3) become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.
Class (1.00), Lab (8.00).
Requisite courses: Take EM-2101; (Required, Previous).

EM-2112 Paramedic Lab Skills II **(1.00 cr.)**
Continues the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Lab (3.00).
Requisite courses: Take EM-2102; (Required, Previous).

EM-2113 Paramedic Practicum III**(3.00 cr.)**
Squad experience including assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor.
Class (1.00), Lab (16.00).
Requisite courses: Take EM-2111; (Required, Previous). Take EM-2140 and EM-2141; (Required, Concurrent).

EM-2140 Paramedic III**(7.00 cr.)**
Continuation of the DOT National Standards Curriculum pertaining to the Paramedic level. This includes the study of pathophysiology, symptomatology, and treatment of select medical/surgical conditions. Major emphasis is on EMT-Paramedic Theory and preparation for the National Registry Examination.
Class (7.00).
Requisite courses: Take EM-2110; (Required, Previous). Take EM-2113 and EM-2141; (Required, Concurrent).

EM-2141 Paramedic Lab Skills III**(2.00 cr.)**
Continues the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Lab (4.00).
Requisite courses: Take EM-2112; (Required, Previous). Take EM-2113 and EM-2140; (Required, Concurrent).

EM-2202 Adv Adult and Pediatric Care**(1.00 cr.)**
The first portion of this course is designed to meet the needs of practicing coronary care nurses, paramedics or doctors who wish to advance or assess their skills in cardiac life support. Taught by American Safety and Health Institute ACLS instructors. The pediatric portion of this course was developed by the American Academy of Pediatrics to meet the US Department of Transportation National Standards Curriculum for Pediatric Education for the Advanced EMS Provider.
Class (1.00).
Requisite courses: Take EM-202; (Required, Previous). Take EM-2140 and EM-2141; (Required, Previous or concurrent).

EM-2277 National Registry Preparation**(2.00 cr.)**
This course covers medical injuries and illness encountered in emergency situations as well as techniques utilized during test taking. The student reviews symptoms and treatments for stabilizing the patient at the emergency scene, moving a victim to or from the emergency vehicle and definitive care to treating facilities.
Class (2.00).
Requisite courses: Take EM-2140, EM-2141 and EM-2113; (Required, Previous or concurrent).

EM-2290 Emergency Medical Spec Topics**(0.25-5.00 cr.)**
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00).

English

ENGL-0034
Foundations of Reading & Writing Developmental writing and reading course designed to prepare students for college level English courses.
Class ().
Requisite courses: Placement via assessment. (Required, Previous).

ENGL-0044 Fund. Composition With Reading**(4.00 cr.)**
Fundamental Composition with Reading is a course meant to prepare students to be successful in Beginning Composition with Reading ENGL-0054. It is designed to develop critical reading skills and to increase comprehension and vocabulary skills. Basic writing skills are developed. An integrated approach is used to enable students to transfer knowledge and skills to college, professional, and personal reading and writing tasks. The course does not apply toward graduation requirements but is designed to provide necessary tools for success in college.
Class (4.00).
Requisite courses: Placement via assessment. (Required, Previous).

ENGL-0054 Beg Composition With Reading**(4.00 cr.)**
Beginning Composition with Reading is a developmental course meant to prepare students to be successful in English Composition I. Instructors use an integrated instructional approach that encourages students to practice and develop both reading and writing skills. Through reading, writing, and discussion, students will further hone skills that will enable them to both successfully complete all coursework and write a final college-level test essay.
Class (4.00).
Requisite courses: Take ENGL-0044 or placement via assessment. (Required, Previous).

ENGL-0121 Beginning Composition**(3.00 cr.)**
Beginning Composition is a developmental course meant to prepare students to be successful in English Composition I. Instructors use instructional approaches that encourage students to practice and develop writing and thinking skills. Through reading, writing and discussion, students will develop and refine skills that will enable them to both successfully complete all coursework and write a final college-level test essay.
Class (3.00).

ENGL-1104 Job Search Techniques**(1.00 cr.)**
Job Search Techniques is a one-credit course designed to prepare you to take charge of your own career planning. Through self-analysis of your talents, preferences and skills, you will begin to develop a career plan. Further, you will practice the various marketing techniques (job market research, resume and letter writing and interviewing) necessary to obtain the right job for you.
Class (1.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous or concurrent).

Course Descriptions

ENGL-1150 Punctuation and Grammar   **(2.00 cr.)**
Rules governing English grammar, punctuation and mechanics. Focuses on troublesome areas of grammar: pronoun usage, subject-verb agreement, verb forms and sentence fragments; punctuation: commas, semicolons, apostrophes, quotation marks, hyphens, dashes, brackets and parentheses; and mechanics: capitalization, spelling rules, the use of numerals, abbreviation rules.
Class (2.00).

ENGL-1152 Research Skills   **(1.00 cr.)**
Research Skills is a course designed to provide more intensive practice in the writing of essay. The course will focus on: 1) supporting and defending your own ideas in writing; 2) analyzing and debating the arguments of others; 3) selecting source material to use in your own argumentative essay. 4) The presentation of academic articles. The course consists of two essays: one is the article critique which involves writing an essay in response to an editorial or persuasive piece published in a newspaper or magazine; the second is the agrumentative essay on a topic of your choice which incorporates material from outside sources. You will also be asked to participate in the reading and response of academic articles.
Class (1.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-1510 English Composition I   **(4.00 cr.)**
In this course, students will develop writing skills through a total of 20 pages of medium-length writing assignments. Writing as a process will be stressed with emphasis on prewriting and revision. Students will be involved in in-class workshops and will confer individually with the instructor.
Class (4.00).
Requisite courses: Take ENGL-0054 or Placement test. (Required, Previous).

ENGL-2123 English Composition II: CI   **(3.00 cr.)**
English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2124 English Composition II: CW   **(3.00 cr.)**
English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2125 English Composition II: MC   **(3.00 cr.)**
English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2126 English Composition II: Nat.   **(3.00 cr.)**
English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2127 English Comp II: Journalism   **(3.00 cr.)**
This course is an introductory course for journalism. Students will learn how to gather information, analyze the information, write up gathered information in a variety of journalistic styles and work effectively individually and in groups. Students will study the nature, purposes and influences of previous journalistic work within the social, political and economic historical setting. Students will be able to articulate their individual philosophical and ethical stances and determine how their thinking would impact our current social, political and international contexts.
Class (3.00).

ENGL-2223 Business Writing   **(3.00 cr.)**
This course will emphasize skills necessary to write effectively in an office in industry, business, government and/or services. Basic principles and formats used in writing letters, memos and research reports will be covered, and library methods and documentation style will be reviewed and practiced. Job search skills will also be reviewed and evaluated such as resumes and cover letters.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2225 Technical Writing   **(3.00 cr.)**
This course involves organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written documents. Assignments will include audience analysis, purpose and format appropriate for letters, memos, reports and other documents used in technical areas.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2253 American Literature I (3.00 cr.)

This course is designed to introduce students to American literary history from a recognized period of commencement (1624) to the close of the antebellum era of the mid-ninteenth century (1860). Students will consider historical events in light of their general impact on writers of the time and look at how those writers influenced political, social, and cultural developments. Important literary movements and a range of genres will be discussed and analyzed through a series of close readings and critical discussions. The class will also undertake a general but useful student of literary theory. The course may be orgianized either historically or thematically.

Class (3.00).

Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

ENGL-2255 American Literature II (3.00 cr.)

 A selection of important work is examined as students explore relationships between mid-nineteenth and twentieth century American literature to other related aspects of American life, specifically with regard to the subjects of philosophy, race, and modern culture. New England's Transcendentialist movement, existentialism, the Harlem Renaissance, the Beats and post modern writing are discussed in detail.

Class (3.00).

Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

Equine Science

EQSI-1000 Equine Introduction (1.00 cr.)

A basic introduction of general equine topics, including health care, horseshoeing, transporting horses, equipment use and repair, leatherwork and more.

Class (1.00).

EQSI-1102 Horse Care & Handling (3.00 cr.)

Introduces the basics of stable management, including feeding, grooming, leading, and handling of horses, as well as the identification and care of tack related equipment.

Class (2.00), Lab (3.00).

EQSI-1103 Horse Handling and Management (4.00 cr.)

Introduces the basics of stable management including feeding, grooming, leading and handling of horses, as well as the identification and care of tack related equipment. Management practices used in hours operations and facilities if covered as well as buying horses, cost of health care, feeding, worming, buildings, fencing and equipment used, and cost saving decisions. Class (2.00), Lab (4.00).

EQSI-1110 Wilderness Riding I (2.00 cr.)

Development of confidence and skills needed in the basics of proper horse care and horsemanship to include: how to safely handle, groom, saddle and bridle and care for before and after riding the working trail horse. Riding instruction focuses on proper mounting, center balance and skills needed to ride in a wilderness trail setting.

Lab (4.00).

Requisite courses: Take EQSI-1103; (Required, Previous or concurrent).

EQSI-1112 Equine Health Care I (3.00 cr.)

Basic health care for horses including vaccinations, parasite control, preventative health care. Common diseases and lameness will also be covered.

Class (2.00), Lab (2.00).

EQSI-1113 Equine Nutrition & Supplements (2.00 cr.)

Covers feeds and feeding of the equine at all ages and levels of performance.

Class (2.00).

EQSI-1115 Wilderness Riding II (2.00 cr.)

Designed to advance previously learned skills in Wildrness I and to polish riding skills needed to safely handle the horse in more difficult trail situations.

Lab (4.00).

EQSI-1116 Equine Anatomy & Conformation (3.00 cr.)

Covers the structure and function of the anatomical systems of the horse. Covers equine conformation relative to function and soundness.

Class (2.00), Lab (2.00).

EQSI-1118 Horseshoeing I (2.00 cr.)

Skills necessary to replace a lost shoe on the back country trail. Lecture covers basic horse leg anatomy, horseshoes, nails and lameness problems and the history of horseshoeing. Laboratory practice in shaping horseshoes cold and shoeing horses.

Lab (4.00).

EQSI-1130 Farm Equipment & Maintenance (1.00 cr.)

Safety maintenance and operation of tractors, light trucks, horse trailers, and many types of farm implements used in horse barn facilities.

Lab (2.00).

EQSI-1135 Forging I (3.00 cr.)

Skills necessary to use a gas forge. Includes heating process of steel and heat treatments. Laboratory practice in tool making, metallurgy, shoe making and different types of hammer blows.

Class (2.00), Lab (2.00).

EQSI-1150 Leathercraft (2.00 cr.)

Covers basic leather working skills including cutting, sewing, color alteration, repair, tooling and stamping through the design and construction of leather projects.

Lab (2.00), Class (1.00).

EQSI-1160 Equine Massage I (3.00 cr.)

Origin and philosophy of equine massage with major emphasis on the physiological benefits of equine massage and the proper approach, assessment and application of massage techniques.

Class (2.00), Lab (2.00).

EQSI-1201 Horse Management (1.00 cr.)

Management practices used in hours operations and facilities if covered as well as buying horses, cost of health care, feeding, worming, buildings, fencing and equipment used, and cost saving decisions.

Class (0.50), Lab (1. 50).

EQSI-1215 Horseshoeing II (3.00 cr.)
Studies cold keg-shoeing techniques, barefoot trimming and using the X,Y,Z of balancing. Lecture covers business plan, financial and horse record-keeping aspects of operating a shoeing business. Shoeing with pads and shoeing with toe and quarter clips.
Class (), Lab (4.00).

EQSI-2103 Green Horse Handling (3.00 cr.)
Methods used to train and handle young, green horses. The student starts with young, green horses and begins from halter breaking to round pen training. The student teaches horses how to load into trailers, pick up feet, bathing and clipping. Emphasis is placed on getting the young, green horse desentized.
Class (2.00), Lab (2.00).

EQSI-2161 Equine Massage II (3.00 cr.)
Enhances previously learned equine massage skills acquired from Equine Massage I. Additional training provided to better prepare the student for a professional massage business.
Class (2.00), Lab (2.00).

EQSI-2200 Horse Packing (3.00 cr.)
Basic skills in packing horses and mules and basic repair of harness and tack.
Lab (4.00), Class (1.00).
Requisite courses: Take EQSI-1110; (Required, Previous).

EQSI-2211 Equine Employment (1.00 cr.)
Helps the student to make career choices in the equine industry and have an understanding of related education and training requirements. Develops the student's job search techniques, writing resumes, references, cover letters, thank you letters and interviewing practices.
Class (1.00).

EQSI-2212 Equine Health Care II (3.00 cr.)
Advanced studies of horse related diseases, parasites, identification methods, vaccination, treatment, medications. Acupressure and alternative therapies will be covered.
Class (2.00), Lab (2.00).
Requisite courses: Take EQSI-1112; (Required, Previous).

EQSI-2216 Horseshoeing III (3.00 cr.)
Developing advanced hot shoeing techniques (hot-fitting, hot seating and shoeing with toe and quarter clips). Using the dynamic PBM (Proper Balance & Movement) techniques of trimming. We will also be studying the many types of shoes for the performance horse.
Class (2.00), Lab (2.00).
Requisite courses: Take EQSI-1215; (Required, Previous).

EQSI-2217 Equine Anatomy & Physiology (3.00 cr.)
The skeletal, muscular, respiratory, cardiovascular, digestive, urinary, nervous, endocrine and reproductive systems are studied and cross referenced to determine soundness and conformation.
Class (2.00), Lab (2.00).

EQSI-2220 Trail Maintenance & Prim Tools (2.00 cr.)
Proper care, maintenance and safe operation of non-powered tools in the backcountry. Additionally, basic skills needed to develop and maintain multiple-use trails will be applied. New forest service guidelines will be used to cover design, construction and maintenance of high-use, low-impact trail systems.
Class (1.00), Lab (2.00).

EQSI-2223 Animal Acupressure Online (2.00 cr.)
Overview of the theoretical foundations of Traditional Chinese Medicine (TCM) including the fundamental components of TCM as applied to Animal Acupressure, including Meridian Theory, Acupoint Theory, and 5 Element Theory.
Class (2.00).
Requisite courses: Take EQSI-2224; (Required, Previous or concurrent).

EQSI-2224 Equine Acupressure (3.00 cr.)
Equine acupressure concepts and theory; methods of observation; acupoint and meridian systems hands-on experience. Overview of the theoretical foundations of Traditional Chinese Medicine (TCM) including the fundamental components of TCM as applied to Animal Acupressure, including Meridian Theory, Acupoint Theory, and 5 Element Theory.
Class (2.00), Lab (2.00).
Requisite courses: Take EQSI-1103, EQSI-1116; (Required, Previous).

EQSI-2225 Campus Park Patrol-Cap-SL/CR (3.00 cr.)
Emphasizes safely handling horses in traffic, around crowds, children and exhibiting professional skills while interacting with horses and the public in a variety of situations. This is one of three possible capstone courses for the Wilderness Horse degree in addition to having a Service Learning/Civic responsibility component.
Class (1.00), Lab (4.00).

EQSI-2229 Equine Business & Marketing (3.00 cr.)
Effective marketing techniques used and applied in the equine industry, such as news releases; brochures are developed. Examination of steps taken to build a private business in the equine industry including the developing of a business plan, financial management, accounting, customer service, human resource management, analysis of business risks and meeting industry standards.
Class (3.00).

EQSI-2230 Team Driving (2.00 cr.)
Introduces the basics of using horses and mules in harness, singularly and as a team. Training, handling and hitching of horses are included.
Lab (4.00).

EQSI-2232 Equine Acupressure II (2.00 cr.)
Equine acupressure concepts and meridian system review, hands on point work for specific conditions, case studies required. Upon completion of all required work, the participant will receive a Certificate of Completion, Equine Acupressure Level II from "Tallgrass Animal Acupressure Institute."
Class (1.00), Lab (2.00).

EQSI-2236 Forging II **(3.00 cr.)**
Skills necessary to build handmade creased shoes with many different alterations (clips, heel caulks, square toes, etc.) and properly apply them to the horse. Laboratory practice in different types of shoe making.
Class (2.00), Lab (3.00).
Requisite courses: Take EQSI-1215 and EQSI-1135 OR EQSI-215 and EQSI-135; (Required, Previous). Take EQSI-2216; (Required, Previous or concurrent).

EQSI-2240 Colt Training (capstone) **(4.00 cr.)**
Methods used to train trail and pack horses. The student starts with young, green horses and covers from halter breaking to round pen training. The student teaches horses how to load into trailers, how to accept bits and saddles and how to perform as mountain trail horses. Emphasis is placed on completing training for a started colt and working with a problem horse. This is one of three possible capstone classes for the Wilderness Horse Degree.
Class (1.00), Lab (6.00).

EQSI-2250 Teaching Horseback Riding **(4.00 cr.)**
The major objective of the course is safety. Good horse management, effective programming, and creative teaching methods, which are appropriate for wilderness riding as well as ring work, are stressed without sacrificing safety, skills or fun. This course has a Service Learning/Civic Responsibility component.
Lab (8.00).

EQSI-2251 Therapeutic Riding **(1.00 cr.)**
This class will introduce different methods of communication to persons with developmental disabilities. By using the horse it will help increase physical, mental, and emotional well-being. This course has a Service Learning/Civic Responsibility component.
Class (1.00), Lab ().
Requisite courses: Take EQSI-2250; (Required, Previous or concurrent).

EQSI-2255 Adv Packing & Wilderness Skill **(4.00 cr.)**
Nine days of intensive training as a wilderness trail maintenance crew member for the U.S. Forest Service. Students transport their horse and pack mules to a western wilderness area and spend six days packing into the wilderness where, they practice skills required of wilderness rangers. The course is designed as a cooperative practicum with the National Park Service and the U. S. Forest Service.
Lab (8.00). Requisite courses: Take 1 group; Take EQSI-1110 ,EQSI-1115, EQSI-2200; Take EQSI-110, EQSI-115, EQSI-210, EQSI-200; (Required, Previous).

EQSI-2258 Corrective Shoeing-Gait Analysis **(5.00 cr.)**
Provides the student with the knowledge, skills and techniques of trimming and shoeing horses with common foot problems, including: founder, Navicular Syndrome, abscesses, and many other lameness's. Also includes the gait and stance of the lame horse. This course had a Service Learning/Civic Responsibility component.
Class (1.00), Lab (8.00).

EQSI-2267 Eq Reprod & Foaling (Capstone) **(5.00 cr.)**
Covers the breeding soundness exam through pregnancy & foaling, including stallion management, collection and evaluation of semen, artificial insemination. Includes hands-on experience with the broodmare before during and after the birth of the foal. This course has a Service Learning/Civic Responsibility component.
Class (1.00), Lab (8.00).

EQSI-2291 Equine Aromatherapy **(2.00 cr.)**
This course will introduce you to aromatherapy, and how to safely use essential oils. Covers different application techniques to include equine acupressure with essential oils. Upon completion of all required coursework, the participant will receive a Certificate of Completion, Equine Aromatherapy from "Tallgrass Animal Acupressure Institute".
Class (1.00), Lab (2.00).
Requisite courses: Take EQSI-1103 EQSI-1160, EQSI-2224, EQSI-103, EQSI-160, EQSI-124; (Required, Previous).

EQSI-2296 Equine Science Pract & Seminar **(2.00 cr.)**
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

EQSI-2297 Technology Assistant-Forest Ma **(2.00 cr.)**
Technology/instructor assistance with classroom and lab preparations (before, during, and following), special projects, marketing, and field trips.
Class (1.00), Lab (7.00).

Equipment Operations

ERT-1100 Surv Concepts/Blueprint Reading **(2.00 cr.)**
How maps and surveys are made and used, including how to plot traverses from field notes using heading and distances; how to gather surveying information; how to read and comprehend blueprints.
Class (1.00), Lab (2.00).

ERT-1101 Equipment Operations I **(6.00 cr.)**
Beginning level knowledge and skills with an emphasis on communication and safety in heavy equipment operation. Pre-start maintenance and service on each piece of equipment is outlined and practiced. Various dozer and excavator operations techniques will be introduced and performed. The functions and importance of the gauges, indicator lights, and safety warning devices will be explained and tested in the field.
Class (4.00), Lab (4.00).

ERT-1102 Equipment Operations II **(6.00 cr.)**
Recognition and assessment of overhead and underground hazards and the purpose of The Ohio Utilities Protection Service will be addresses. Instruction and demonstration in proper transmission use will be part of both classroom and field activities. Safe sloping and benching of excavations using OSHA standard guidlines will be covered in class and in the field. The practical benefits of team effort and cooperation will be explained and encouraged.
Class (4.00), Lab (4.00).

Course Descriptions

ERT-1107 Heavy Equip Maint & Repair I   **(2.00 cr.)**
Basic concepts of preventive maintenance, and minor repair procedures for heavy equipment are introduced. Provides hands-on experience in performing equipment repair in the field, including how to troubleshoot problems systematically. Inspection procedures of cooling and fuel systems are conducted. Covers the proper use of safety equipment and safety procedures in a shop atmosphere.
Class (1.00), Lab (2.00).

ERT-1108 Heavy Equip Maint & Repair II   **(2.00 cr.)**
Advanced use of heavy equipment shop tools and diagnostic equipment. Inspection of undercarriage, hydrostatic drive train components, cooling and climate control systems, air and hydraulic brake systems and electrical systems. Covers the proper use of safety procedures in a shop atmosphere.
Class (1.00), Lab (2.00).
Requisite courses: Take ERT-1107; (Required, Previous).

ERT-1110 Construction Basics   **(3.00 cr.)**
Formulas and calcuations needed most when working on site construction including calculations associated with moving equipment such as figuring grades, slopes, resistant and material weights.
Class (2.00), Lab (2. 00).

ERT-1111 Diesel/Gas/Small Engine Repair   **(2.00 cr.)**
Covers routine maintenance and light repair of two and four cycle internal combustion engines.
Class (1.00), Lab (3.00).

ERT-1121 Welding   **(2.00 cr.)**
Covers general methods of welding, oxyacetylene, brazing, soldering, ARC, TIG, MIG and Heliarc. Typical operations such as butt, lap, filler and vee welds are demonstrated.
Class (1.00), Lab (2.00).

ERT-1125 Heavy Equipment Safety   **(2.00 cr.)**
The essentials of safety standards and practices for employees and employers, using heavy equipment and other tools of the trade within the Construction Industry. The Occupational Safety and Health Administration's published regulations are used as the basis for teaching hazard recognition, hazard elimination &/or prevention in the workplace.
Class (2.00).

ERT-1175 CDL Preparation   **(1.00 cr.)**
Prepares the student to sit for both the written and in-vehicle portions of the State of Ohio Commercial Drivers License examination. Teaches various techniques and safe driving practices for commercial vehicles and includes hands-on experience in proper service, maintenance, operation and safety of a commercial vehicle.
Class (1.00).

ERT-1177 Comm Driver License 200 Hr   **(5.00 cr.)**
Prepares the student to sit for both the written and in vehicle portions of the commercial drivers license examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes "hands-on" experience in proper service, maintenance, operation and safety of a commercial vehicle.
Lab (12.00), Class (1.00).

ERT-2101 Materials Prep & Classification   **(3.00 cr.)**
This course is designed to provide students with the knowledge to determine factors inherent to materials used and found on construction sites that regulate proper fill, compaction and safety choices. Testing procedures and classification systems are identified and relevance to engineering properties explaind to help the students gain proficiency in determining construction fill, compaction and excavation requirements.
Class (2.00), Lab (2.00).

ERT-2201 Construction Business Mgt.   **(2.00 cr.)**
Review and examination of steps that are needed to start and build a private business in the construction industry. Skills include developing a business plan, financial plan, and marketing plan. Students also learn skills related to customer service and human resource management and work with S.B.D.C. and other start up agencies.
Class (1.00), Lab (2.00).

ERT-2203 Equipment Operations III   **(6.00 cr.)**
The safe loading and unloading of equipment from equipment hauling trailers will be detailed and practiced on site. The setup and use of grade checking equipment will be covered in classroom and field situations. Continued emphasis on safe epuipment operation is still high priority. More opportunities become available in this level to observe and practice leadership in field operation and maintneance situations. Procedures for increased productivity and environmental responsibilities in all phases of earth moving and safe, efficient, practices for retrieving disabled equipment are detailed.
Class (4.00), Lab (4.00).

ERT-2204 Equipment Operations IV   **(6.00 cr.)**
Troubleshooting skills in mechanical and production problems will be advanced in field situations along with opportunities for supervised leadership scenarios in safety and operational tasks. The student will be invited to contribute observations of onsite safety and performance during the daily post-work discussions. The student will be expected to complete a Capstone project that combines and showcases the various skills and acquired techniques thoughout the previous levels and other classes in the Heavy Equipment Management Technology.
Class (4.00), Lab (4.00).

ERT-2209 Heavy Equip Maint & Repair III   **(2.00 cr.)**
Advanced use of heavy equipment field and shop tools and diagnostic equipment. Inspection of drive train componenets and brake systems. Replacement of hydraulic hoses and lines.
Class (1.00), Lab (3.00).

ERT-2214 Heavy Equipment Employment Sem   **(1.00 cr.)**
This course is designed to provide students with knowledge of the proper procedure in creating their resume and cover letter, proper dress and procedure of an interview process. There could be an actual Job Fair component with a journal required depending on employer availablility.
Class (1.00).

ERT-2215 Job Appraisal and Bidding   **(2.00 cr.)**
Site analysis to determine job costs, work with code enforcement officials and retailers to determine material prices, and preparation of bids which will generate a profit on the project.
Class (1.00), Lab (2.00).

ERT-2294 Equip Op Coop/Apprentice   (6.00 cr.)
Cooperative work experience provides students with an opportunity to apply previously learned concepts and practices in a work situation. It also allows participants to acquire on the job training, and become familiar with the cooperating agency and its operations.
Lab (40.00).

English Support

ESL-1107R ESL Special Topics Reading-L1   (1.00-5.00 cr.)
Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1108G ESL Special Topics: Grammar   (1.00-5.00 cr.)
Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1109W ESL Special Topics: Writing   (1.00-5.00 cr.)
Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1110C ESL Spcl Topics: Conversation   (3.00-5.00 cr.)
Introductory course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (4.00).

ESL-1111R ESL Reading-Level 1 Intro   (4.00 cr.)
An introductory course for students for whom English is a second language. Strongly emphasizes survival recognition and understanding of textual material by study and practice of common and emergency vocabulary as well as the introduction of basic reading comprehension through the use of selected beginning reading materials.
Class (5.00).

ESL-1112G ESL Grammar-Level 1 Intro   (4.00 cr.)
An introductory course for students for whom English is a second language. Strongly emphasizes survival recognition, understanding and use of the most basic grammatical structures as well as the introduction of beginning English grammatical structures.
Class (4. 00).

ESL-1113W ESL Writing-Level 1 Intro   (4.00 cr.)
Introductory course for the student for whom English is a second language. Strongly emphasizes survival recognition, understanding and use of the most basic writing skills as well as the introduction of basic English grammatical structures through structured writing practice.
Class (4.00).

ESL-1114C ESL Conversation-L1 Intro   (5.00 cr.)
Introductory course for the student for whom English is a second language. Strongly emphasizes survival recognition, understanding and use of the most basic oral/aural conversation skills and listening comprehension through the study and structured practice of common and emergency vocabulary, basic pronunciation of spoken American English, listening exercises, conversations and dialogues.
Class (5.00).

ESL-1117R ESL Spcl Topic Reading L2 Beg   (1.00-5.00 cr.)
Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1118G ESL Spcl Topic Grammar L2 Beg   (1.00-5.00 cr.)
Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1119W ESL Spcl Topic Writing L2 Beg   (1.00-5.00 cr.)
Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1120C ESL Spcl Topic Conversation 2   (3.00-5.00 cr.)
Beginning course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1121R ESL Reading-Lvl 2 Beginning   (4.00 cr.)
A beginning course for students for whom English is a second language. Strongly emphasizes recognition and understanding of textual material by study and practice of common and emergency vocabulary as well as development and strengthening of basic reading comprehension through the use of selected beginning-level reading materials.
Class (4.00).

ESL-1122G ESL Grammar-Lvl 2 Beginning   (4.00 cr.)
A beginning course for students for whom English is a second language. Strongly emphasizes recognition and understanding of the most basic grammatical structures as well as development and strengthening of the beginning English grammatical structures.
Class (4.00).

Course Descriptions

ESL-1123W ESL Writing-Lvl 2 Beginning   (4.00 cr.)
A beginning course for students for whom English is a second language. Strongly emphasizes recognition, understanding and use of the most basic writing skills as well as the development and strengthening of beginning English grammatical structures through structured writing practice.
Class (4.00).

ESL-1124C ESL Conversation L2 Beg   (3.00 cr.)
A beginning course for students for whom English is a second language. Strongly emphasizes recognition, understanding and use of the most basic oral/aural conversation skills and listening comprehension through the study and structured practice of common vocabulary, conversational forms and the pronunciation of spoken American English. This practice may also include listening for academic purposes.
Class (5.00).

ESL-1127R ESL Spcl Topic Reading L3 Low   (1.00-5.00 cr.)
Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (4.00).

ESL-1128G ESL Spcl Topic Grammar L3 Low   (1.00-5.00 cr.)
Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (4.00).

ESL-1129W ESL Spcl Topic Writing L3 Low   (1.00-5.00 cr.)
Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (4.00).

ESL-1130C ESL Spcl Topic Conversat. L3   (3.00-5.00 cr.)
Low intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (4.00).

ESL-1131R ESL Reading-L3 Low Intermed.   (4.00 cr.)
A low-intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of reading comprehension and critical analysis and understanding of textual material and vocabulary word families through the use of selected reading text that introduces an increasing focus on academic content.
Class (4.00).

ESL-1132G ESL Grammar-Lvl 3 Low Interm.   (4.00 cr.)
A low-intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of intermediate English grammatical structures that begins to focus on academic grammar use.
Class (4.00).

ESL-1133W ESL Writing-Lvl 3 Low Interm.   (4.00 cr.)
A low-intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills using intermediate English grammatical structures. Includes an increasing focus on critical analysis in basic academic types of writing.
Class (4.00).

ESL-1134C ESL Conversation L3 Low Inter   (3.00 cr.)
A low- intermediate course for students for whom English is a second language. Strongly emphasizes the development and strengthening of listening and speaking skills (includes conversation and listening comprehension for academic purposes)using intermediate English grammar structures, common and specific academic vocabulary, conversational forms and the pronunciation of spoken American English. This oral/aural practice includes personal information, general and specific academic topics, current events, and a focus on critical thinking and speaking in academic work, including presentations and discussions.
Class (1.00).

ESL-1137R ESL Spcl Topic reading L4 H I   (1.00-5.00 cr.)
High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1138G ESL Spcl Topic Grammar L4 H I   (1.00-5.00 cr.)
High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1139W ESL Spcl Topic Writing L4 H I   (1.00-5.00 cr.)
High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1140C ESL Spcl Topic Conversation 4   (3.00-5.00 cr.)
High intermediate course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1141R ESL Reading-L4 High Intermed   **(4.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes the strengthening of reading comprehension and critical analysis through the use of selected reading text(s) that focus on reading with academic content, learning through reading, and an academic study-reading approach.
Class (4.00).

ESL-1142G ESL Grammar-L4 High Intermed   **(4.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes strengthening of intermediate English grammatical structures that focus on academic grammar use.
Class (4.00).

ESL-1143W ESL Writing-L4 High Intermed   **(4.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes strengthening of academic writing skills, editing, and critical analysis.
Class (4.00).

ESL-1144C ESL Conversation L4 Hi Inter   **(3.00 cr.)**

A high intermediate course for students for whom English is a second language. Strongly emphasizes strengthening of spoken American English pronunciation skills through developing accurate listening and speaking skills that incorporate English grammatical structures, common and specific academic vocabulary and conversational forms. This oral/aural practice includes personal information, academic topics, current events topics, and a focus on critical thinking and speaking in oral/aural situations.
Class (1.00).

ESL-1147R ESL Spcl Topic Reading L5/Adv   **(1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in reading and vocabulary. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1148G ESL Spcl Topic Grammar L5/Adv   **(1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in grammar. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1149W ESL Spcl Topic Writing L5/Adv   **(1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in writing. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1150C ESL Spcl Topic Conversation 5   **(1.00-5.00 cr.)**

Advanced course for the student for whom English is a second language. Emphasizes the strengthening of the English language comprehension through the use of selected work in listening, speaking and pronunciation. **Note:** ESL faculty assessment, placement and permission into the class required.
Class (1.00).

ESL-1151R ESL Reading-Level 5   **(5.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of reading comprehension and critical analysis through the use of selected reading text(s) that focus on learning and using an academic study-reading approach.
Class (5.00).

ESL-1152G ESL Grammar-Level 5   **(4.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of English grammatical structures in academic writing and reading.
Class (4.00).

ESL-1153W ESL Writing-Level 5   **(4.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of academic writing skills and critical analysis.
Class (4.00).

ESL-1154C ESL Convers/Pronunciation-L5   **(5.00 cr.)**

Course on the advanced level for the student for whom English is a second language. Emphasizes strengthening of spoken American English pronunciation skills through developing accurate listening and speaking skills that incorporate English grammatical structures, common and specific academic vocabulary, and conversational forms. This oral/aural practice includes personal information, basic academic and current events topics and focuses on critical thinking and speaking in oral/aural situations work.
Class (5.00).

ESL-1155TR TOEFL Prep Reading-Lvl 5   **(5.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their reading and vocabulary skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic reading and strongly emphasizes the expansion and strengthening of reading and vocabulary skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.
Class (5.00).

ESL-1156TS TOEFL Prep Speaking-Lvl 5   **(4.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their speaking skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic speaking emphasizes the expansion and strengthening of speaking skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.
Class (4.00).

ESL-1157TW TOEFL Prep Writing-Lvl 5   **(6.00 cr.)**

This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their writing skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic writing and emphasizes the expansion and strengthening of timed writing skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.
Class (6.00).

ESL-1158TL TOEFL Prep Listening-Lvl 5 (3.00 cr.)
This TOEFL preparation course is designed for advanced level ESL (English as a Second Language) students interested in improving their listening skills to prepare for the TOEFL Test (paper-based and iBT). The course focuses on academic listening and strongly emphasizes the expansion and strengthening of academic listening skills in conjunction with test-taking strategies and general preparation for the TOEFL Test.
Class (3.00).

Fish Management & Aquaculture

FMAQ-1110 Fish Culture I (4.00 cr.)
Basic extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculating systems; fish handling procedures; feeding and inventory practices; water quality parameters, record keeping and applied math. Basic requirements for limnological and water quality and testing for aquaculture, gonodal development, artificial propagation and spawning techniques, egg-taking and hatchery, methods of larval and fry rearing, prophylatic measures pond preparation.
Class (2.00), Lab (5.00).

FMAQ-1115 Hatchery Maintenance-Structure (2.00 cr.)
Basic concepts of surface maintenance, carpentry, electricity, plumbing and masonry as it applies to fisheries and aquaculture; including use of wood tools, saws, drills, hand tools and portable power tools. Knowledge of voltage amerage, current and resistance, series and parallel circuits, and basic wiring. Knowledge of block and brick laying, mixing and pouring concrete. Knowledge of water transport, pipe types, installation and repair.
Class (1.00), Lab (2.00).

FMAQ-2220 Fish Culture II (4.00 cr.)
Basic extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculating systems; fish handling procedures, feeding and inventory practices; water quality parameters, record keeping and applied math.
Class (2.00), Lab (5.00).
Requisite courses: Take FMAQ-1110; (Required, Previous).

FMAQ-2221 Intro to Fish Management (3.00 cr.)
Covers physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors are practiced in laboratory. Techniques of fish sampling are practice in the laboratory.
Class (2.00), Lab (3.00).

FMAQ-2238 Fish Management (Capstone) (4.50 cr.)
Discusses methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques. Covers physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors are practiced in laboratory.
Class (2.00), Lab (5.00).
Requisite courses: Take NRM-2217 or BIOS-2268; (Required, Previous).

FMAQ-2239 Pond Nuisance Control (1.00 cr.)
Discuss, demonstrate and practice methods and techniques used identification, prevention, and management of common aquatic nuisance problems associated with recreational and commercial fish production ponds.
Class (), Lab (2.00).
Requisite courses: Take FMAQ-2240; (Required, Concurrent).

FMAQ-2240 Fish Health (2.00 cr.)
Discuss, demonstrate and practice methods and techniques used in identification, prevention and treatment of common fish health problems associated with commercial and public sportfish and foodfish culture operations.
Class (1.00), Lab (2.00).
Requisite courses: FMAQ-2239 is a Co-Requisite for FMAQ-2240; (Required, Concurrent).

FMAQ-2296 Fish Mgt & Aqua. Pract & Semin (2.00 cr.)
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

FMAQ-2390 Fish Sampling & Assessment (3.00 cr.)
Discuss, demonstrate and practice methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques.
Class (1.00), Lab (6.00).
Requisite courses: Take FMAQ-2221; (Required, Previous or concurrent).

Forestry

FOR-1100 Forestry Careers (1.00 cr.)
An introduction to forestry and natural resources career choices, focusing on methods to improve student success including career exploration, networking and personal and professional development.
Lab (2.00).

FOR-1101 Focus on Forestry II (1.00 cr.)
Writing an effective resume and cover letter and searching for summer employment in Forestry. Forestry technical skills enhancement in tree identification, silvics, use of map and compass, and basic tree measurements.
Lab (3.00).

FOR-1111 Forest Dendrology (3.00 cr.)
Identification of woody plants found in the Central Hardwoods region using bark, leaves, twigs, fruit, site and growth form. Use of dichotomous keys. Silvical characteristics, distribution, soil and site requirements, economic uses and other benefits to man are explored. Major forest types and species from other regions of the U.S. are investigated.
Class (1.00), Lab (4.00).

FOR-1112 Forestland Navigation and Mapp (3.00 cr.)
Tools used in the navigation, mapping, planning, and management of forests and other natural resources.
Class (1.00), Lab (4.00).

FOR-1123 Forest Measurements (3.00 cr.)
Accurate quantification of forest resources utilizing tools, mathematical equations and sampling techniques.
Class (1. 00), Lab (4.00).

FOR-1124 Forest Ecology (2.00 cr.)
Forest community relationships, synecology and autecology which can be applied to the technical aspects of forestry such as silviculture, mensuration, forest management and timber harvesting.
Class (1.00), Lab (3.00).

FOR-1125 Forest Soils (2.00 cr.)
The development, interpretation, and mapping of forest soils. Techniques in analyzing physical and chemical properties of soil including problem soils and the impact of forestry practices on soil conditions.
Class (1.00), Lab (2.00).

FOR-1131 Forest Entomology & Pathology (2.00 cr.)
Insects, diseases and their economic impact on forest, ornamental and street trees, stressing identification and potential control.
Class (1.00), Lab (3.00).

FOR-1132 Forest Products Utilization (1.00 cr.)
The utilization of products and services of the central hardwood region is covered including traditional and non-involved flow of goods and services from the forest to the final product. Emphasizes the conversion of hardwood saw logs and pulpwood into finished goods while minimizing waste.
Lab (3.00).

FOR-1149 Basic Wildland Firefighting (1.50 cr.)
Includes the Basic Fire Fighter S-130 course and the Introduction to Fire Behavior S-190 course developed by the National Wildfire Coordinating Group. The successful participant is eligible for the National Interagency Qualifications System Red Card. Includes basic skills required by wildfire fighters, fire organization, use of safety equipment, size up, line construction, use and maintenance of tools. Course S-190 is a prerequisite for all wildfire fighters.
Class (0.50), Lab (2.00).

FOR-2205 Forest Issues and Policy (2.00 cr.)
Examines environmental issues, policy , and law from a scientific viewpoint, with emphasis on the ecological, social and economic factors of a working forest.
Class (1.00), Lab (2.00).

FOR-2210 Forest Mensuration (3.00 cr.)
Designed to develop the skills necessary for effective field assessment of the forest resource. Accumulated skills developed in previous forestry courses are blended with new skills to produce overall abilities in the art and science of "cruising," an important base skill required of all forest technicians.
Class (1.00), Lab (4.00).
Requisite courses: Take FOR-1123 FOR-1112; (Required, Previous).
Take FOR-2230; (Required, Concurrent).

FOR-2219 Reforestation & Pesticide App (2.00 cr.)
Study, planning and application of practices used for controlling woody vegetation with pesticides.
Class (1.00), Lab (3.00).

FOR-2220 Applied Silviculture (3.00 cr.)
Cultural techniques applied to growing, harvesting and regenerating forest crops in North America.
Class (1. 50), Lab (4.50).
Requisite courses: TAKE FOR-1111 and FOR-1123; (Required, Previous).

FOR-2221 Wildland and Prescribed Fire (3.00 cr.)
This course includes the following government courses which are prerequisite for Wildland Fire Fighters. Basic Firefighter S-130 course; Introduction to Fire Behavior S-190 course; Human Factors on the Fire Line L-180 course and Introduction to the Incident Command I-100. These courses were developed by the National Wildfire Coordinating Group. The successful participant is eligible for the National Interagency Qualifications System RED CARD. Includes: basic skills required by wildland fire fighters; fire organization; use of safety equipment; size up: Line construction; mop up; and use and maintenance of hand tools. Prescribed burning as a tool in natural resources to achieve the following forest management objectives: natural regeneration, competition control, hazard reduction and habitat manipulation.
Class (1.00), Lab (4.00).

FOR-2222 Introduction to Forestry (3.00 cr.)
Introduction to the field of forestry including the historical, social and economic factors involved with the management of public and private forest lands in the United States.
Class (2.00), Lab (3.00).

FOR-2226 Forest Operations (2.00 cr.)
Principles of operating a forestry business and basic time study and cost analysis techniques used in a variety of foresty operations.
Class (1.00), Lab (2.00).

FOR-2230 Forest Management (3.00 cr.)
This course focuses on the management of upland central and Appalachian hardwood forests. Forest regulation problems are applied to various properties under different economic, social, and biological circumstances.
Class (1.50), Lab (4.50).
Requisite courses: Take FOR-2220; (Required, Previous).

FOR-2235 Silviculture Harvesting Apps (2.00 cr.)
Examines various harvesting systems used to achieve a variety of silviculture objectives. The pros and cons of each are discussed in a classroom setting and during on-site field trips. Proper layout and design of a harvesting operation are included, taking into consideration and following all Best Management Practices.
Class (1.00), Lab (3.00).
Requisite courses: Take FOR-1112 or FOR-120; (Required, Previous).

FOR-2296 Forestry Practicum & Seminar (2.00 cr.)
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

FOR-2297 Technology Assistant-Forest Ma (2.00 cr.)
Technology/instructor assistance with classroom and lab preparations (before, during, and following), special projects, marketing, and field trips.
Class (1.00), Lab (7.00).

FOR-9150 Natural Res. Prescribed Burns (1.50 cr.)
Prescribed burning as a tool in natural resources to achieve the following forest management objectives: natural regeneration, competition control, hazard reduction and habitat manipulation.
Class (1.00), Lab (1.50).
Requisite courses: Take FOR-149; (Required, Previous).

Fire Science

FS-1102 Emerg. Vehicle Def. Driving (0.50 cr.)
Instruction and practice revolved around principles and practices of defensive driving particularly as it relates to emergency vehicles operating under emergency conditions.
Lab (1.50).
Requisite courses: Student must have current valid drivers license. (Required, Previous).

FS-1103 Introduction to Firefighting (3.00 cr.)
This course provides an introduction to the fire fighting profession for individuals to work under direct supervision of the fireground. The course includes those knowledge and skill objectives required by the Volunteer Firefighter's Course in the State of Ohio. These objectives include Fire Department Organization, Firefighter Safety, Fire Behavior, Personal Protective Clothing and Breathing Apparatus, Ventilation, Portable Fire Extinguishers, Ground Ladders, Fire Control, Loss Control, Forcible Entry Tools, Rescue, Water Supply, Hose and Appliances and Fire Streams. Following successful completion of the course the student is eligible to test for the State of Ohio Volunteer Firefighter Certification by the Ohio Department of Public Safety.
Class (2.00), Lab (3.00).

FS-1110 Firefighter I (5.00 cr.)
Provides the first phase of training in the fire fighting profession for individuals to work under direct supervision. Includes use of tools and equipment, chemistry of fire, extinguishments and search and rescue techniques. Following successful completion of the course, the student is eligible to test for fire fighting certification through the the Ohio Department of Public Safety. This course meets National Fire Protection Association Inc. (NFPA-1001) standards for Fire Fighter I and Ohio Standards for part-time fire fighting.
Class (6.00), Lab (8.00).

FS-1115 Fire Fighter II (10.00 cr.)
Provides first phase of training in the fire fighting profession for individuals to work under direct supervision. Includes use of tools and equipment, chemistry of fire, extinguishments, search and rescue techniques. This course, in the second level of training, FFII, prepares individuals to work under minimal direct supervision. Topics include, but are not limited to, the introduction of advanced skills in arson detection, investigation, hydrants, standpipes, sprinkler systems, inspections and public education. This course meets National Fire Protection Association, Inc. (NFPA-1001) standards for fire fighting I and II. Additionally, to test for Ohio certification as FFII, the Ohio revised Code 4765-11-13 also requires successful completion of a sixteen-hour emergency vehicle operation course that meets the requiremnts of NFPA standards 1451 and 1002 as well as documentation of completion of national Incident Management System courses IS-100 and IS-700.
Class (6.00), Lab (13.00).

FS-1116 Fire Prev & Investig Technique (3.00 cr.)
Fundamentals necessary to conduct basic fire and life safety inspections and to recognize basic fire and life safety hazards associated with various occupancies. Meets selected objectives of NFPA Standard 1031, (Professional Qualifications Standard for Fire Inspector, Level 1). Does not replace the Public Safety Services Training Inspector 1 certification. Includes an overview of the fire fighter's responsibilities for determining cause of fire and fire scene procedures.
Class (2.00), Lab (2.00).

FS-1117 Firefighter Survival & Rescue (2.00 cr.)
Firefighter survival techniques along with advanced skills in Rapid Intervention Teams and basic rope rescue skills.
Class (1.00), Lab (3.00).

FS-1131 Ice Rescue (0.25 cr.)
Ohio Department of Natural Resources Division of Watercraft approved course teaches techniques used in ice rescue. Includes judging ice strengths, how ice is formed, identifying types of ice and the multiple factors which affect ice strength, the study of rescue techniques and hands-on training in the use of recommended equipment.
Lab (30.25).

FS-1225 Basic River Rescue (2.00 cr.)
Theory and practical applications of moving water rescue techniques. Emphasizes laboratory activities. Active participation in organized teams which perform mock river rescues of trapped people in hazardous water situations.
Class (1.00), Lab (3.00).

FS-1299 Rope Rescue Techniques (2.00 cr.)
Recommended for rescue personnel who will be sent down to the injured party. Emphasis is on rappelling techniques, safely reaching, securing, stabilizing and packaging the patient for extraction. It is also recommeded for rescue personnel who need basic knowledge of all facets of the rescue operation. The course is intended to build a strong, safe foundation for the student's participation on a high angle rope rescue team.
Class (1.00), Lab (3.00).

FS-2253 Fire Hydraulics **(3.00 cr.)**
Fireground hydraulics and water supply used to properly calculate pump discharge pressure, fire attack, hose layouts, friction loss, elevation and pressure problems in hose lays. Meets some of the requirements of NFPA 1002, Fire Apparatus Driver/Operator 2003 Edition. The text addresses the objectives listed in the Fire Protection Hydraulics and Water Supply curriculum at the National Fire Academy.
Class (3.00).

FS-2290 Fire/EMT Special Topics **(0.25-5.00 cr.)**
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00).

Fitness Training

FT-1110 Introduction to Fitness **(3.00 cr.)**
An introduction to personal fitness course that exposes the new fitness technology student to the components of fitness, major fitness organizations and development of a safe and diverse personal fitness plan.
Class (2.00), Lab (2.00).

FT-1120 Yoga for Fitness Management **(1.00 cr.)**
Provides students with instruction in Hatha Yoga. Students learn how to identify musuloskeletal imbalancesand create an Asana Yogo practice for clients.
Class (0.50), Lab (1.50).

FT-1125 Fitness Testing (SL/CR) **(3.00 cr.)**
An in depth course covering the five components of fitness: Cardiovascular Endurance; Muscular Strength; Muscular Endurance; Flexibility and Body Composition. Hands-on testing and evaluation by scientific means IAW the American College of Sports Medicine (ACSM) and other national guidelines are utilized.
Class (2.00), Lab (2.00).
Requisite courses: Take FT-1110; (Required, Previous).

FT-1130 Aerobic and Group Exercise **(3.00 cr.)**
A practical application course requiring students to discuss and apply advanced program prescriptions designed to enhance aerobic/cardiorespiratory endurance (VO2 max). Periodization, Cross Training, Circuits, FITTE, and PROVRBS are applied. Students will learn how to safely and correctly use and incorporate various modes of popular aerobic machines (Stair Climber, Treadmills, Bikes and Elliptical Trainers, Rowing Machines), non-machine techniques (Walking, Running, Biking, Swimming and group exercise classes. Prepares students to take ACE Group Fitness Instructor Exam which is included in the class.
Class (2.00), Lab (2.00).
Requisite courses: Take FT-1110; (Required, Previous).

FT-1160 Resistance Training **(3.00 cr.)**
A practical application course that requires students to discuss and apply advanced training systems and program prescriptions designed to enhance strength, power endurance and speed. Periodization, biomechanics, designing training programs, proper spotting, safety, speed, agility, flexibility, demographic/equipment differences and historical and current theories and principles are discussed and applied.
Class (2.00), Lab (2.00).

FT-1500 Officiating Sports **(2.00 cr.)**
Introduction to officiating course that covers objectives, conduct, communication skills, decision making skills, conflict management, fitness, time management, legal rights and responsibilities, business aspects, and career development. This class is required for all specific officiating courses and the sport track certification. This class meets OHSAA certification requirements.
Class (1.00), Lab (3.00).

FT-1501 Officiating Football **(1.00 cr.)**
Based on the mechanics devised and endorsed by the national Federation of State High School Association (FSHA) indentifying guidelines, expectations, procedures and responsibilities and pre-post game responsibilities for refereeing football by participating as an official at Hocking College or an approved league for the completion of that league or season.
Lab (3.00).
Requisite courses: TAKE FT-1500; (Required, Previous). Take FT-1500; (Required, Previous or concurrent).

FT-1503 Officiating Basketball **(1.00 cr.)**
A course based on the mechanics devised and endorsed by the national Federation of State High School Association (FSHA) indentifying guidelines, expectations, procedures and responsibilities and pre-post game responsibilities for refereeing basketball by participating—officiating at Hocking College or an approved league for the completion of that league.
Lab (3.00).
Requisite courses: Take FT-1500; (Required, Previous).

FT-1504 Officiating Softball **(1.00 cr.)**
A course based on the mechanics devised and endorsed by the national Federation of State High School Association (FSHA) indentifying guidelines, expectations, procedures and responsibilities and pre-post game responsibilities for refereeing baseball/softball by participating—officiating at Hocking College or an approved league for the completion of that league.
Lab (3.00).
Requisite courses: Take FT-1500; (Required, Previous).

FT-2201 Group Aerobic Pract. **(2.00 cr.)**
Students immerse themselves in the operations and requirements to run, organize and operate a successful group aerobics program. Instructor Permission required.
Class (1.00), Lab (7.00).
Requisite courses: Take EM-1134, FT-1130 and FT-2296 OR FT-130, EM-134 AND FT-296C; (Required, Previous).

FT-2210 The Personal Fitness Trainer **(3.00 cr.)**
A practical application course that prepares the student to develop a business and fitness plan required to become a personal fitness trainer. This course will serve as a template to establish a professional portfolio of required legal, business, equipment/maintenance, human relations and training tracking forms required to succeed as a professional personal trainer. The course also incorporates ENGL 1104 Job Search Techniques reqirements that include: cover letter, resume, job interviewing techniques and completion of a professional interview.
Class (2.00), Lab (2.00).
Requisite courses: Take FT-2220; (Required, Previous).

Course Descriptions

FT-2211 Periodization Programming   **(3.00 cr.)**
A practical application course in which students will first identify traditional and non-traditional Periodization plans and then design a year-long Macrocycle that includes a 7-step needs analysis and all Meso-cyles and Microcycles and then formally present the plan to peers and the instructor via PowerPoint presentation.
Class (2.00), Lab (3.00).
Requisite courses: Take FT-1130 and FT-1160 OR FT-130 AND FT-160; (Required, Previous).

FT-2220 Fitness Management Projects   **(3.00 cr.)**
A comprehensive course that applies the business and management principles required for a successful modern fitness facility hosting a weightlifting competition and 5K community and campus run. Emphasis is placed on marketing, promotion, safety, and professional execution of both events held for Hocking College students, staff and community members.
Class (2.00), Lab (2.00).
Requisite courses: Take FT-1125; (Required, Previous).

FT-2230 ACE Certification and Prep   **(4.00 cr.)**
A national cerification preparation course that includes lecture and lab preparation for successful national certification exams and meets the American Council on Exercise (ACE) partner with education require-ments.
Class (3.00), Lab (2.00).
Requisite courses: Take FT-1125 or permission of instructor; (Required, Previous).

FT-2231 Certification Prep (Part 2)   **(3.00 cr.)**
National certification preparation course that includes lecture and lab preparation for national certification exams and meets the American Council on Exercise (ACE) partner with education requirements.
Class (2.00), Lab (3.00).
Requisite courses: Take FT-2230 OR FT-230; (Required, Previous).

FT-2290 Fitness Mgt Special Topics   **(0.25-5.00 cr.)**
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00).

FT-2291 Professional Dev. Field Trip   **(1.00 cr.)**
Course exposes student to fitness jobs/internship opportunities in professional world-class environments while also improving group cohe-sion, moral, and community and culture awareness while participating in various physical fitness activities and fitness evaluations in varied set-tings. Students will complete resume, cover letters, and business research on facilities to be visited prior to departure during the lecture portion of the class. The field trip portion will comprise of a 3-4 day trip averaging 12-16 hours per day of activity.
Class (1.00), Lab (1.00).
Requisite courses: Take FT-2210; (Required, Previous).

FT-2296 Group Exercise & Testing Prac   **(3.00 cr.)**
A practical course that integrates previously acquired fitness assessment skills and personal training knowledge to provide a thorough evaluation for establishing a safe and effective exercise program. Guidelines and skills presented during Introduction of Fitness, Fitness Testing, Resistance Training, Aerobics and Group Exercise and Personal Trainer classes are administered to several first year Fitness Management and Police Academy participants. Body Composition, Flexibility, Cardiorespiratory, Muscular Strength and Endurance, Blood Pressure, and Target Heart Rate assessments are provided on all participants followed by detailed exercise plans that meets the needs of the personal goals and or the Ohio Police Academy standards while adhering to the 7 principles of exercise planning (Progression, Regularity, Overload, Variety, Recovery, Balance, and Specificity).
Class (2.00), Lab (7.00).
Requisite courses: Take FT-1125; (Required, Previous).

FT-2298 Directed Practice   **(3.00 cr.)**
The capstone experience that includes on-site training at a pre-approved site.
Class (2.00), Lab (3.00).
Requisite courses: Take FT-2210; (Required, Previous).

FT-2402 Aqua Specialist Practicum   **(2.00 cr.)**
Students serve as assistant or works as a lifeguard or pool manager for the duration of one aquatic season or semester immersing themselves in the operations and requirements to run organize and operate a success-ful aquatics program.
Class (1.00), Lab (7.00).
Requisite courses: Take PED-1403 and EM-1134 or PESS-218 AND EM-134; (Required, Previous).

FT-2501 Coaching/Org. Sports Pract.   **(2.00 cr.)**
An off campus practicum consisting of a 'sport season' of no less than 12-weeks that is supervised by an approved coach, athletic director or league administrator. Provides student firsthand experience at planning, training and executing a successful sports/athletic program.
Class (1.00), Lab (7.00).

FT-9150 Psychology for Fitness   **(3.00 cr.)**
Expands on basic concepts learned in introductory psychology to explore theories of personal motivation, the benefits of exercise and on-going research that prepares the fitness and exercise specialist to succeed in diverse settings.
Class (3.00).
Requisite courses: Take FT-296A; (Required, Previous).

FT-9200 Exercise Physiology/Kinesiolog   **(3.00 cr.)**
The body's response to exercise and fitness in a variety of settings and conditions for diverse populations. Expands on concepts taught in earlier physiology, fitness and health courses.
Class (3.00).
Requisite courses: Take FT-1110, FT-1130 AND FT-1160 OR FT-110, FT-130 AND FT-160; (Required, Previous).

GeoEnvironmental

GENV-1100 Stream Water Qual Monit SL/CR   (1.00 cr.)
This technical service learning course provides physical and chemical water quality data from the Hocking River for use by the state, regional, and local environmental, land-use, planning, and educational communities. Students function as water quality monitoring group conducting field sampling, laboratory analysis.
Lab (1.50), Class (0.50).

GENV-1110 Environmental Laws and Policy   (3.00 cr.)
Overview of important environmental laws such as RECRA, CERCLA, NEPA, and the Clean Water Act, as well as state-level regulations. Consideration given to technical implications of compliance with and agency enforcement of policies. Emphasis on laws and regulation that bear on groundwater and soil contamination issues.
Class (3.00).

GENV-1140 GeoEnviron Site Assessment   (4.00 cr.)
Focuses on evaluating site uses and confirming the existence and nature of soil, groundwater, and surface water contamination. Includes preparation of a Phase 1 Environmental Assessment report with conclusions regarding potential environmental liability. Culminates with assessment findings and recommendations presented in a professional-style ASTM Phase II Environmental Assessment report.
Class (2.00), Lab (4.00).

GENV-2114 GeoEnvironmental Careers   (0.50 cr.)
Helps the student to make career choices in the GeoEnvironmental industry and have an understanding of related education and training requirements. Develops the student's job search techniques, writing resumes, references, cover letters, thank you letters and interviewing practices.
Lab (1.00).

GENV-2210 Hydroscience   (3.00 cr.)
Introduction to surface water and groundwater hydrology relative to water resource use, management, protection and remediation. Integrated consideration to fluvial hydrodynamics, storm-water management, groundwater flow and containment transport, water quality, municpal water supply and wastewater treatment.
Lab (2.00), Class (3.00).

GENV-2225 OSHA HazWoper Hlth & Safety   (0.50 cr.)
A safety training course covering protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations included in 29 CFR 1910.120. Required by OSHA for workers at sites where hazardous contaminants may be present.
Lab (2.00).

GENV-2230 GeoEnviron Sampling & Monitor   (4.00 cr.)
A practical course on the fundamentals of sampling, describing, quantifying, analyzing, documenting and depicting the physical and chemical attributes of groundwater, surface water, bedrock, sediment and soil. Includes a comprehensive, practical survey of GeoEnviornment sampling and monitoring techniques and protocols that are accepted and approved by governmental regulatory agencies, including both traditional and newer techniques. Emphasis on learning and adopting good field techniques to maintain Quality Assurance and Control for sampling events.
Class (2.00), Lab (5.00).
Requisite courses: Take GENV-1140; (Required, Previous).

GENV-2240 Petroleum and Mineral Res. Mgm   (3.00 cr.)
Survey of the environmental and safety aspects of the coal and mineral mining, and oil and gas extraction industries. Considers regulation of active mining, oil and gas drilling and production activities, as well as, permitting procedures for new activities. Addresses environmental hazards posed by mining and oil and gas drilling activities and reclamation of affected sites.
Class (2.00), Lab (3.00).
Requisite courses: Take GEOL-1110 and GENV-1110; (Required, Previous).

GENV-2280 GeoEnviron Subsurface Invest.   (3.00 cr.)
Applies GeoEnvironmental techniques and concepts to determine the site-specific extent, level and source of soil, groundwater, and/or surface water contamination. Culimnates in a professional-style site characterization report with recommendations for cleanup and remediation strategies.
Class (1.00), Lab (4.00).

GENV-2296 GeoEnvironmental Pract & Semi   (2.00 cr.)
A directed practicum in a natural resources field.
Class (1.00), Lab (7.00).

Geographic Information Systems

GEO-1100 Introduction to GIS   (2.00 cr.)
Covers the skills needed to use traditional map information. The basic concepts and uses of Geographic Information Systems will be introduced and defined as it pertains to government and industry. Exercises include the mapping, display, editing, and analysis of spatial data, using ArcGIS software.
Class (1.00), Lab (3.00).

GEO-1101 Intermediate GIS   (2.00 cr.)
Technical inner workings of GIS. Students will explore, examine and experience the rules and operations that govern data storage, data analysis and data display.
Class (1.00), Lab (3.00).
Requisite courses: Take GEO-1100 or GEO-1104 or GEO-100 or GEO-104; (Required, Previous).

Geology

GEO-1102 Introduction to GPS (2.00 cr.)

The basic history, design, concepts and uses of the Global Positioning System are introduced and defined. Exercises include the opportunity to use GPS receivers to navigate, collect and display positional data and use Pathfinder Office software to correct and export positional data and create data dictionaries.
Class (1.00), Lab (2.00).

GEO-1104 Introduction to GPS and GIS (3.00 cr.)

The basic history, design, concepts and uses of the global positioning system are introduced and defined. Exercises include the opportunity to use GPS receivers to navigate, collect and display positional data and use Pathfinder Office software to correct and export positional data and create data dictionaries Introduces carrier phase processing. Covers the skills needed to use traditional map information. The basic concepts and uses of Geographic Information Systems will be introduced and defined as it pertains to government and industry. Exercises included the mapping, display, editing, and analysis of spatial data, using ArcGIS software. Students manipulate this data utilizing appropriate application of different Geographical Information System analysis techniques.
Class (1.00), Lab (5. 00).

GEO-1105 Heavy Equipment GPS (2.00 cr.)

Concepts of the Global Positioning System and its history, design, and application are discussed as it pertains to use in the heavy equipment industry. Students will have an opportunity to collect and evaluate positional data with GPS receivers.
Class (1.00), Lab (3.00).

GEO-1135 GPS Applications I (3.00 cr.)

Introduces carrier phase processing. Uses GPS survey units to engage in control and other survey methods.
Class (1.00), Lab (6.00).
Requisite courses: Take GEO-1102 or GEO-1104 or GEO-102 or GEO-104; (Required, Previous).

GEO-2135 GIS & GPS Applications (3.00 cr.)

Academic projects that stress skills learned in pre-requisite courses. Additionally students select projects in industry areas such as natural resources, utilities, government, or businesses.
Class (1.00), Lab (6.00).

GEO-2204 Remote Sensing (2.00 cr.)

Remote sensing as a means of data acquisition for resource analysis and mapping is covered, including a variety of remote sensors that sample wavelengths within the electromagnetic spectrum. Multi-stage sampling of natural resources will be discussed.
Class (1.00), Lab (3.00).

GEO-2205 Geographics Employment Seminar (1.00 cr.)

Speakers from a variety of agencies and corporations with the growth and human resource needs of the geographics industry participate in this course. Education requirements of prospective employees, projection of job opportunities and methods of applying for specific jobs are covered. Job search on the internet is stressed.
Class (1.00).

GEOL-1100 Essentials of Geology (3.00 cr.)

An introduction to the scope and purpose of the science of geology. Covers basic considerations and procedures in identifying common rocks and minerals; the conditions and processes that form the earth; and how these earth-forming processes affect man and man's use of the earth.
Class (2.00), Lab (3.00).

GEOL-1105 Introduction to Soils (3.00 cr.)

An introduction to the principles of soil science with emphasis on the practical significance of soil assessment, classification, management, and conservation. Considers the applied implications of soil characteristics and soil distribution to natural resource management, environmental, and engineering issues and problems.
Class (2.00), Lab (2.00).

GEOL-1110 Physical Geology (4.00 cr.)

Examination of the fundamental principles of the earth sciences and their relation to minerals, rocks, and the processes acting upon and within the Earth. Lab includes identification and interpretation of minerals and rocks, as well as, interpretation and utilization of topographic and geologic maps.
Class (3.00), Lab (3.00).

GEOL-1120 Historical Geology (4.00 cr.)

An overview of the geologic origin of Earth with emphasis on the physical, chemical, and biological evolution of North America.
Class (3.00), Lab (3. 00).

GEOL-1130 Environmental Geology (3.00 cr.)

Introduction to the natural processes which shape Earth and the ways in which humankind interacts with geologic environment. Includes evaluations of the impact of geologic processes on human endeavors, as well as, examples of how human activities can adversely affect geological processes and resources.
Class (2.00), Lab (3.00).

GEOL-2220 Geology of Ohio (2.00 cr.)

A stratigraphic and genetic survey of Ohio's rocks and sediments. Examines the distribution of Ohio's geologic hazards, geoenvironmental problems, and geologic resources in the context of regional and statewide stratigraphic frameworks.
Class (1.00), Lab (2.00).
Requisite courses: Take GEOL-1120; (Required, Previous).

GEOL-2250 Hydrogeology (3.00 cr.)

An introduction to the occurrence, distribution, movement, chemistry, utilization, contamination, protection, and remediation of Earth's most precious resource with an emphasis on groundwater.
Class (2.00), Lab (3.00).
Requisite courses: Take GEOL-1110 and MATH 1108; (Required, Previous).

GEOL-2260 Introduction to Engr. Geology   (3.00 cr.)
An introduction to the engineering and environmental applications of geology emphasizing methods of assessing and mitigating geologic constraints on highway construction, site development, mining, waste disposal, and water resource development and management.
Class (2.00), Lab (3.00).

GEOL-2270 Geomorphology   (3.00 cr.)
An introduction to the study of the Earth's landforms and landscape. The course focuses on surficial processes and landform development. Students will construct and evaluate multiple working hypotheses to ascertain chronology of and geology processes responsible for landscape formation.
Class (2.00), Lab (3.00).

Government

GOVT-1142 American Government & Politics   (3.00 cr.)
This course provides an overview of the functions, structures, institutions, processes and products of the national government and the impact of these on the citizens. Emphasis in the course is placed on relating discussions in the classroom to the personal world and to conceptualize how government and politics function in the real world.
Class (3.00).

General Studies

GS-1000 HC Cornerstone   (1.00 cr.)
Orientation to the HC processes and procedures. In conjunction, student will be prepared for academic success.
Class (1.00).

GS-1001 Hc Cornerstone - Accelerated   (0.50 cr.)
HC Cornerstone—Accelerated is a course designed to orient students to Hocking College specific information which will pave the way for the student's future success. It will meet for 8 hours beginning week three of the semester and be worth a half credit. Students must meet eligibility requirements listed on the Hocking College website.
Class (0.50).

GS-1100 College Peer Tutoring   (0.50 cr.)
Provides basic forms and information needed for a student to become a successful and competent peer tutor.
Class (0.50).

GS-1110 Applied Concepts/Employ-Tutor   (0.50 cr.)
The purpose of this course is to enable the learner to describe the role of a tutor and the interpersonal skills and academic abilities a tutor needs; discuss the goals of tutoring; describe how to set mutual expectations between the student and tutor; describe methods of establishing rapport and dialogue with the student; define and create a tutorial plan; and review various effective study skills and share them with the tutee.
Class (0.50).

GS-1125 Smart Start   (0.50 cr.)
Various group bonding exercises which build a network for the learner's college career. Activities orient students to campus and surrounding areas, including learning assistance facilities and various recreational facilities and opportunities.
Lab (1.50).

GS-1126 Orientation Leadership   (0.50 cr.)
Orientation leaders participate in mentoring and leadership roles to assist in the orientation of new students to the Hocking College campus.
Lab (1.50).

GS-1130 PASS/Pers Acad Success Strat   (3.00 cr.)
Students will be fine tuning skills needed to succeed in college coursework. Effective methods for becoming a master student are reviewed each week along with topics such as time management, note-taking, test anxiety, creativity, relationships, personal learning styles, learning resources and career development. Students will gain insight into personal values and goals, increase study skill abilities, and become familiar with campus and community resources. Students are actively involved, for a critical goal of PASS is to enable students to "learn how to learn." PASS will provide opportunities for campus interaction, orientation, and information directly related to student success. This course satisfies the general SL/CR requirement for graduation.
Class (3.00).

GS-1135 AIS & ATS Degree Development   (1.00 cr.)
This seminar is for the exclusive development of an Individualized Degree Program. During this seminar, the student will learn the requirements for creating an Associate of Individualized Study/Associate of Technical Study. Necessary for the development of their individualized program, the student will learn how to create and develop their own curriculum to match the general education requirements of Hocking College along with their individual educational needs, which includes creating learning outcomes for their program.
Class (1.00).

GS-1136 University Bound Seminar   (1.00 cr.)
This seminar will help the student define their educational goals and assist them in making the right choices to be successful. There will be professional help from Hocking College advisors to guide the student and strong support from their peers as they make important decisions for their future. Each week the student will be introduced to a new step in preparing for their transition from Hocking College to their next college or university experience.
Class (1.00).

GS-1137 ATS Degree Development Sem   (1.00 cr.)
This seminar is for the exclusive development of an Individualized Degree Program. During this seminar, the student will learn the requirements for creating an Associates of Technical Study. Necessary for the development of their individualized program, the student will learn how to create and develop their own curriculum to match the general education requirements of Hocking College along with their individual educational needs, which includes creating learning outcomes for their program.
Class (1.00).

GS-1138 Smart Start Logistics (0.50 cr.)
Logistical support to the Smart Start program including various group exercises which build a network for the learner's college career. Activities orient students to campus and surrounding areas, including learning assistance facilities and various recreational facilities and opportunities.
Lab (1.50).

GS-1140 Paraprofessional Training (1.00 cr.)
The student will participate in a range of leadership endeavors in their respective areas of work; prior to the beginning of fall semester, attend various training sessions and participate in a variety of training exercises and during the Samrt Start week, on-the-job experiences; interact with college administrators and for interaction and understanding of their views and expectations for student leaders on campus.
Class (1.00).

GS-2290 General Studies Special Topics (1.00-5.00 cr.)
Arts and Sciences special topics course.
Class (5.00).

Health Information Management

HIM-1100 Health Records & Procedures I (3.00 cr.)
Student analyzes health data, conducts documentation analysis between health records & patient's progress. Students applies policies and procedures to ensure accuracy of records also differentiates the roles of various providers and disciplines throughout the continuum of healthcare and responds to their information needs.
Class (2.00), Lab (3.00).

HIM-1112 HIM Legal Aspects (2.00 cr.)
Learner applies, analyzes and synthesizes healthcare privacy, confidentiality, legal and ethical issues related to the legislative and regulatory processes.
Class (2.00).

HIM-1120 Classification Systems I (3.00 cr.)
Nomenclatures and classification systems. Focuses on assignment of codes utilizing coding principles for ICD-9-CM. Identification of the principle diagnosis, principle procedure and sequencing of selected codes.
Class (2.00), Lab (3.00).

HIM-1121 Health Records & Procedures II (2.00 cr.)
The student will analyze, break down and infer health data structure, content and standards: data versus information, health information media (such as paper, computer, web based) the structure and use of health information (individual, comparative, aggregate, health record data collection tools (forms, screens, etc.), data sources (primary/secondary), data storage and retrieval and healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS. Student analyzes and synthesizes: type and content of health record (paper, electronic computer-based, e-health-personal, web based) health record documentation requirements (such as accreditation, certification, licensure) and data quality and integrity.
Class (2.00), Lab (2.00).

HIM-2200 Health Stats. & Quality Mgt (3.00 cr.)
Students grasp, apply, break down, find evidence to support divergent conclusions and apply prior knowledge and skills to indices, databases, and registries, healthcare statistics, descriptive statistics (such as means, frequencies, ranges, percentiles, standard deviations, statistical applications with health care data, data selection, interpretation and presentation, and knowledge-based research techniques (such as library, MEDLINE, and web-based). Students also grasp, analyze and find evidence for quality assessment and improvement (such as process, collection tools, data analysis, reporting techniques, utilization management, case management, regulatory quality monitoring and outcome measures and monitoring.
Class (3. 00).
Requisite courses: Take MATH-1108 or MATH-1113; (Required, Previous or concurrent).

HIM-2203 Classifications II (3.00 cr.)
Focuses on learners practicing the assignment of ICD-9-CM codes according to the Uniform Hospital Discharge Data Set (UHDDS) guidelines as well as assigning and sequnecing codes for outpatient and ambulatory care settings according to the Official Guidelines for Coding and Reporting. Students utilize WbCT and EduCode computer software modules online as well as texts to code numerous case study scenarios.
Class (2.00), Lab (3.00).
Requisite courses: Take HIM-1120, BIOS-1113 and HLTH-1101; (Required, Previous).

HIM-2210 Healthcare Reimbursement (3.00 cr.)
Students analyze commercial, managed care and federal insurance plans, regulatory guidelines (NCDs and OIOs) as well as payment methodologies and systems (such as capitation, prospective payment systems, RBRVS). In addition, students break down billing processes and procedures such as claims, explanation of benefits, advanced beneficiary notification and electronic data interchange. Learners apply prior knowledge and skills to chargemaster maintenance and reimbursement monitoring and reporting.
Class (2.00), Lab (3.00).
Requisite courses: Take HIM-1120, BIOS-1113, HLTH-1101; (Required, Previous).

HIM-2215 Under/Interp E-Health Record (3.00 cr.)
The learner analyzes, infers, breaks down: collection and maintenance of health data (such as data elements, data sets, and databases); conducts analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status; applies policies and procedures to ensure the accuracy of health data; verifies timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries and/or data bases, applies current laws, accreditation, licensure and certification standards related to health information initiatives from the national, state , local and facility level and differentiates the roles of various providers and disciplines throughout the continuum of healthcare and responds to their information needs.
Class (1.00), Lab (4.00).
Requisite courses: Take BIOS-1113, HLTH-1101, HIM-1120; (Required, Previous).

HIM-2220 Financial/Resource Mgt (3.00 cr.)
The student will analyze and make recommendations for items to include in budgets and contracts; monitor and order supplies needed for work processes; monitor and report staffing levels and productivity standards for health information functions, use tools and techniques to monitor, report and improve processes, monitor coding and revenue cycle processes; recommend cost-saving and efficient means of achieving work processes and goals; and contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.
Class (2.00), Lab (3.00). Requisite courses: Take MATH-1108 or MATH-1113; (Required, Previous or concurrent).

HIM-2221 Capstone Computer Application (2.00 cr.)
This is a capstone course and learners apply computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools, communication and internet technologies (such as networks, intranet and standards), common software applications (such as word processing, spreadsheet, database, graphics), Voice Recognition technology and system acquisition and evaluation. Students analyze/distinguish health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology and pharmacy) and evaluate Health Information specialty systems (such as ROI, coding, registries) and application of systems and policies to health information systems and functions and health care data requests.
Class (1.00), Lab (2.00).
Requisite courses: Take MICS-1141; (Required, Previous).

HIM-2222 Classification III (3.00 cr.)
The student analyzes, breaks down, infers and applies prior knowledge and skills to principles and applications of coding systems (such as ICD, CPT, DSM), diagnostic and procedural groupings (such as DRG, APC, RUGs, SNOMED), case mix analysis and indexes, severity of illness systems, coding compliance strategies, auditing, and reporting such as CCI plans and coding quality monitors and reporting.
Class (2.00), Lab (3.00).
Requisite courses: Take HIM-2203; (Required, Previous).

HIM-2223 Personnel Supervision (3.00 cr.)
Functions and techniques of personnel management. Topics include external and internal organizational factors influencing personnel activities, employee selection, employee assimilation, employee compensation and environmental factors.
Class (2.00), Lab (3.00).

HIM-9120 Classification Systems I (3.00 cr.)
Nomenclatures and classification systems. Focuses on assignment of codes utilizing coding principles for ICD-9-CM. Identification of the principle diagnosis, principle procedure and sequencing of selected codes.
Class (2.00), Lab (3.00).
Requisite courses: Take BIOS-112 (7476), HLTH-111, BIOS-113, BIOS-114, HLTH-101; (Required, Previous). Take BIOS-135 and HIM-215; (Required, Previous or concurrent).

HIM-9211 Hlth Info Mgt Direct Prac II (2.75 cr.)
Application of classroom learning and hands-on experience with entry level competencies for Accredited Record Technician. Practice of medical record procedures include filing, maintenance and acquisition of health records, handling and responding to requests for information, transcription, outpatient coding and forms development, design, approval, evaluation and usage.
Lab (9.00).
Requisite courses: Take HIM-201; (Required, Previous).

HIM-9221 Hlth Info Mgt Direct Prac III (2.75 cr.)
Prepares the HIM student to competently perform functions in a medical record department and recognize the ethical responsibilities inherent in the role of the HIM technician. Practice of medical record procedures including flow charting, employee work scheduling, quality and quantity standards, quality assurance studies, updating job descriptions and disease research.
Lab (9.00).
Requisite courses: Take HIM-211 HIM-201; (Required, Previous).

Health

HLTH-1006 Basics of Med Administration (1.00 cr.)
This course involves the study of methods and processes of mathematical calculations in the clinical setting as well as opportunities to manipulate medication administration equipment. In addition, the relationship with basic pharmacological terminology will be introduced.
Class (1.00).
Requisite courses: Take MATH-0054 or placement in MATH-1108 and guaranteed clinical start date within 1 year. (Required, Previous).

HLTH-1100 Introduction to Nursing-RN (1.00 cr.)
The course addresses the concepts, skills and attitudes foundational to the practice of caring, competent nursing.
Class (1.00).

HLTH-1101 Medical Terminology (2.00 cr.)
The principles of building a basic medical vocabulary are practiced with an emphasis on prefixes, suffixes and roots. Basic spelling and pronunciation rules are covered. Anatomical, physiological and pathological terminology pertaining to selected body systems are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed.
Class (2.00).

HLTH-1102 PSS Fitness & Health (1.00 cr.)
An in-depth look into wellness issues in the public safety sector with an emphasis placed upon fitness strategies for public safety professionals. Stress management, nutrition, beginning a fitness program, environmental factors and behavior change strategies will be included.
Lab (2.00).

HLTH-1148 Health & Wellness (1.00 cr.)
Healthy behaviors are examined and discussed. Students will work on a project to assess, explore and implement new behaviors to create healthy living alternatives.
Class (1.00).

HLTH-1149 Stress and Stress Management (1.00 cr.)
Examines the effects of stress on emotional, physical and spiritual well-being and includes techniques to reduce stress in daily life.
Class (1.00).

HLTH-1150 Phlebotomy Technical Training (11.00 cr.)
Eighty hours of classroom instruction combined with 40 hours of clinical experience prepares student for entry level positions as phlebotomists and to be certified as Registered Phlebotomy Technicians. Classroom instruction includes 40 hours of lecture and 40 hours of skill practice in the lab. Clinical instruction is 40 hours.
Class (8.00), Lab (8.00).

HLTH-1151 State Tested Nursing Assistant (7.00 cr.)
A 110 hour course/program designed to prepare you to take the Ohio STNA exam required for employment in a long term care facility. The course also includes CPR and First Aid.
Class (6.50), Lab (1.00).

HLTH-1202 Community Health (1.00 cr.)
Examines health concepts, policies, and practices from a global, holistic, and social environment perspective. Students discuss the social determinants of health, health promotion, epidemiology, and effective community health initiatives. This is a Service Learning/Civic Responsibility course.
Class (1.00).
Requisite courses: Take COMM-122 or ENGL-1122 or ENGL-1510; (Required, Previous).

HLTH-2024 Trends and Issues (2.00 cr.)
This course is designed to prepare the student for the transition into the world of nursing utilizing concepts of leadership and management of care (including prioritization, delegation, and clinical decision making). Job search techniques are covered. This course combines both online and classroom learning activities.
Class (2.00).
Requisite courses: Take NT-2010, NT-1121, and NT-2014; (Required, Previous). Take NT-2020 and NT-2015; (Required, Previous or concurrent).

Hotel/Restaurant

HOTR-1001 Food & Bev. Mgt, Serv. & San. (6.00 cr.)
This course is designed to provide the student with the basic understanding of managing a bar. Provides students with basic knowledge and practical experience, which will enable them to assist in developing service concepts in Food and Beverage Operations in Hospitality. Students will learn to keep guest satisfaction high through effective quality and cost-control management, ensure compliance with the FDA Food Code and reduce risks through a Hazard Analysis Critical Control Point approach.
Class (3.00), Lab (9.00).

HOTR-1003 Hospitality Super & Controls (6.00 cr.)
PART A: This course is designated to provide the student with a basic overview of the hospitality industry with a historical perspective. PART B: Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles. PART C: Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long term customer relationships. Includes cost, sales and control of food and beverage operations.
Class (3.00), Lab (9.00).

HOTR-1004 Office Ops, Acc, & Mgt. Tech. (6.00 cr.)
Introduction to double entry bookkeeping, the basic accounting cycle, journals and journals entries, general ledger and financial statement production. This course also gives the student a starting point in regards to front desk operation and its computer systems.
Class (3.00), Lab (9.00).

HOTR-1005 Housekeeping & Facilities Mgt (4.00 cr.)
PART A - This course is designed to provide students with a basic understanding of housekeeping management. PART B - Provides students with maintenance and engineering data. Topics include energy management, heating, refrigeration, ventilation, air conditioning, electricity and water systems. Practical exercises on food service equipment and use of tools and materials are included in this course.
Class (2.00), Lab (6.00).

HOTR-1101 Mixology (1.00 cr.)
Focus on the art and specialized science of spirits, mixed consumable alcohol and drink mixing. Study of both the history and trends leading to the modern sales of liquor and mixed drinks, the bar and beverage industry today, and proper bar management. Both legal and financial elements of the beverage industry will be examined. Students will participate in the technical aspects of drink design and production as well as examine the production techniques of distillation and compounding of liquor. Traditions, trends, proper glasses, presentations and terminology are studied. This course is open to students 21 years of age and over.
Class (1.00).

HOTR-1102 Wines and Beers (1.00 cr.)
Focus on wines and beers of the world including their origin and history. Wine growing regions of Europe, North America and countries new to wine exportation are studied. Traditions, trends, proper glasses, presentation and terminology are covered. Must be at least 21 years of age.
Class (1.00).

HOTR-1110 Managing the HACCP Process (2.00 cr.)
Students will learn to keep guest satisfaction high through effective quality and cost-control management, ensure compliance with the FDA Food Code and reduce risks through a Hazard Analysis Critical Control Point approach.
Class (1.00), Lab (3.00).

HOTR-1114 Food Management (3.00 cr.)
Food service management including analysis of menus, recipes, inventory control, yield test and cost comparisons of food and labor situations related to food service. Students plan, prepare, serve and clean up a food service function.
Class (2.00), Lab (2.00).

HOTR-1118 Hospitality Computer Systems (2.00 cr.)
Designed to show computer applications for all hospitality functional areas, including the basics of purchasing, implementing, maintaining and effectively managing today's information systems.
Class (1.00), Lab (2.00).

HOTR-1120 Intro to Hospitality Industry (2.00 cr.)
Provides the student with a basic overview of the hospitality industry with a historical perspective.
Class (1.00), Lab (3.00).

HOTR-1140 Basic Financial Accounting (2.00 cr.)
Introduction to double entry bookeeping, the basic accounting cycle, journals and journals entries, general ledger and financial statement production.
Class (2.00).

HOTR-1223 Hospitality Prac Exp I (2.00 cr.)
Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Students assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees.
Class (1.00), Lab (7.00).

HOTR-1224 Hospitality Prac Exp II (2.00 cr.)
Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Learners assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees. Includes assessment of both Success Skills and Program Outcomes and service learning projects.
Class (1.00), Lab (7.00).

HOTR-1233 Food and Beverage Controls (2.00 cr.)
Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long-term customer relationships. Includes cost, sales and control of food and beverage operations.
Class (1. 00), Lab (2.00).

HOTR-1234 Bar and Beverage Management (2.00 cr.)
This course is designed to provide the student with the basic understanding of managing a bar.
Class (1.00), Lab (2.00).

HOTR-1235 Food and Beverage Services (2.00 cr.)
Basic knowledge and practical experience which enable them to assist in developing service concepts in food and beverage operations in hospitality.
Class (1.00), Lab (2.00).

HOTR-1241 Front Office Operations (2.00 cr.)
Front desk operation providing quality service to the guest of the motel, hotel or inn.
Class (1.00), Lab (2.00).

HOTR-1242 Housekeeping Management (2.00 cr.)
Basic housekeeping management.
Class (1.00), Lab (2.00).

HOTR-1245 Events Planning (2.00 cr.)
Class (1.00), Lab (2.00).

HOTR-1263 Facilities Management (2.00 cr.)
Energy management, heating, refrigeration, ventilation, air conditioning, electricity and water systems. Practical exercises in food service equipment and use of tools and materials.
Class (1.00), Lab (3.00).

HOTR-2001 Convention Mgt. & Marketing (4.00 cr.)
PART A: This course will take an in-depth look at the nature and scope of today's meetings and conventions market. Students will learn how the hospitality industry is responding to the increasing demands of the market and learn how selling to and servicing the conventions and meetings market offers the opportunity for graduates to experience an exciting and rewarding career with unlimited potential. PART B: Basic knowledge and practical experience enabling the student to develop strategic marketing plans for the hospitality industry. Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships. This course is designed to provide students with a background in hospitality sales and advertising. Although marketing concepts are also discussed, the course focuses on practical sales techniques; proven approaches to selling to targeted markets; and the advertising role in sales.
Class (2.00), Lab (6. 00).

HOTR-2002 Hosp. Leadership, Club & Resor (6.00 cr.)
PART A: Principles and techniques of managing quality work performance and product production in an ever changing and increasingly diverse labor market through process management, empowerment, communication, teamwork, goal-setting, coaching and conflict management skills. Upon successful completion, a certificate from the American Hotel and Motel Association is issued. PART B: This course is designed to provide the students with the basic understanding of resort management. PART C: This course is designed to provide learners with a basic understanding of the private club industry. The learner is first introduced to the world of private clubs. Secondly, the learner is taught what it takes for club managers to truly lead their clubs and their staff members. Finally, the learner is exposed to various club operational areas and topics such as: marketing, human resources, food and beverage outlets, and computers.
Class (3.00), Lab (9.00).

HOTR-2003 Human Resources and Budgeting (4.00 cr.)
PART A: This course is designed to provide students with a basic understanding of hospitality resources management. Provides students with the ability train personnel in new or established hospitality operations. PART B: This course is designed to provide students with a thorough knowledge of the budgeting process for the hospitality industry. Additionally the student will become well versed in the use of computerized spreadsheets in order to easily produce these budgets.
Class (2.00), Lab (6.00).

Course Descriptions

HOTR-2004 Law, Ethics & Security Mgmt.   **(4.00 cr.)**
Effective security techniques including safety programs and modern loss prevention tools. Special emphasis is given to security needs in the hospitality industry addressing the unique features of a property, its assets, guests and employees. Explores the latest, most sophisticated, and automated security systems. Students are taught how to evaluate individual security system needs and how to implement them. Examines business values and ethics that impact managerial decisions in the hospitality industry. This course is designed to acquaint the students with those areas of the law that will have a significant impact on day-to-day operations in the hospitality industry. Awareness of potential legal problems will enable resolution before they could result in liability.
Class (2.00), Lab (6.00).

HOTR-2104 Hosp. Management Devol.(capst)   **(3.00 cr.)**
An opportunity to be trained and to perform as a manager in a full service hotel. Includes all aspects of property management and daily property supervision and leadership.
Class (1.00), Lab (4.00).
Requisite courses: Take HOTR-1223, HOTR-1224; (Required, Previous).

HOTR-2108 Hospitality Human Resources   **(2.00 cr.)**
Basic understanding of hospitality human resource management focusing on training personnel in new or established hospitality operations.
Class (1. 00), Lab (2.00).

HOTR-2115 Ethics & Security Management   **(2.00 cr.)**
Effective security techniques including safety programs and modern loss prevention tools. Special emphasis is given to security needs in the hospitality industry addressing the unique features of a property, its assets, guests and employees. Explores the latest, most sophisticated, and automated security systems. Students are taught how to evaluate individual security system needs and how to implement them. Examines business values and ethics that impact managerial decisions in the hospitality industry.
Class (1.00), Lab (2.00).

HOTR-2124 Convention Management   **(2.00 cr.)**
This course will take an in-depth look at the nature and scope of today's meetings and conventions market. Students will learn how the hospitality industry is responding to the increasing demands of the market and learn how selling to and servicing the conventions and meetings market offers the opportunity for graduates.
Class (1.00), Lab (2.00).

HOTR-2126 Hospitality Leadership & Mgmnt   **(2.00 cr.)**
Principles and techniques of managing quality work performance and product production in an ever changing and increasingly diverse labor market through process management, empowerment, communication, teamwork, goal-setting, coaching and conflict management skills. Upon successful completion, a certificate from the American Hotel and Motel Association is issued.
Class (1.00), Lab (3.00).

HOTR-2170 Hospitality Sales and Marketng   **(2.00 cr.)**
Basic knowledge and practical experience enabling the student to develop strategic marketing plans for the hospitality industry. Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships.
Class (1.00), Lab (2.00).

HOTR-2225 Hosp Prac Exp III   **(2.00 cr.)**
Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Learners assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees. Includes assessment of both Success Skills and Program Outcomes and service learning projects.
Class (1.00), Lab (7.00).

HOTR-2232 Contemporay Club Management   **(2.00 cr.)**
Provides basic knowledge of the private club industry including marketing, human resources, food and beverage outlets, computers and leadership.
Class (1.00), Lab (2.00).

HOTR-2236 Budgeting for Hospitality Industry   **(2.00 cr.)**
The budgeting process for the hospitality industry. Use of computerized spreadsheets in order to easily produce budgets.
Class (1.00), Lab (3.00).
Requisite courses: Take HOTR-1118 or HOTR-118 and MICS-121; (Required, Previous).

HOTR-2243 Hospitality Law   **(2.00 cr.)**
Areas of the law that significant impact on day-to-day operations in the hospitality industry. Increases awareness of potential legal problems to enable resolution before they result in liability.
Class (1.00), Lab (2.00).

HOTR-2275 Resort Management
(2.00 cr.)
Provides the student with the basic understanding of resort management.
Class (1.00), Lab (2.00).

HOTR-2292 Marketing Field Trip   **(1.00 cr.)**
Researching potential sources of business, gathering market data and information, analyzing potential customer needs, selling services, conducting cold sales calls and maintaining long term customer relationships through the marketing of hospitality properties by conducting a sales blitz.
Lab (3.00).

HOTR-2294 Hotel/Restaurant Coop Work Exp   **(3.00 cr.)**
This work experience course may be taken multiple times for credit and is a substitution for up to four labs: HOTR 224, 225, 226 and 227.
Class (1.00), Lab (20.00).

HOTR-9140 Hospitality Accounting   **(2.00 cr.)**

An introduction to double entry bookkeeping, the basic accounting cycle, journals and journal entries, general ledger and financial statement production. The financial entity is presented in the form of a full service hotel facility and is designed to provide students with a detailed understanding of financial accounting concepts thereby enabling the student to function in an On Property Accountants environment. The understanding of financial accounting concepts is useful to both managers and supervisors in the hospitality industry. TRANSITION COURSE.
Class (2.00).

HOTR-9257 Restaurant Bar & Beverage II   **(2.00 cr.)**

Advanced practical class in bar and beverage management. Includes practical experience in beer, wine and liquor service; bar organization and sanitation; inventory control; menu pricing and development; and customer relations.
Class (1.00), Lab (3.00).

HOTR-9298 Adv Table Srvce Internship II   **(4.00 cr.)**

Students work in a fine dining restaurant under the direct supervision of the instructor. Includes hands-on experience in management of reservations, seating charts, phone etiquette, communication and fine dining customer service and sales. Seminar includes discussion of customer feedback and student progress.
Class (1.00), Lab (12.00).

Humanities

HUM-2200 Intro to World Literature   **(3.00 cr.)**

Examines various literary works representing historical periods from the ancient world through the twentieth century. Presents a progression of literary styles and forms representing the universality of human concerns through the ages.
Class (3.00).

HUM-2201 Western Civilization & Culture   **(3.00 cr.)**

Provides an understanding that the human experience is not, and has never been, a series of stagnant, isolated moments. Students will learn to appreciate the fact that all people have not shared the same world views, opportunities and problems.
Class (3.00).

HUM-2202 Theatre Appreciation   **(3.00 cr.)**

This introductory course is designed to give participants an opportunity to increase their insight and understanding of theatre arts. Students will study the historical tradition of theatre, its ever-changing place in society, and the composite talents and skills that create the drama, the production, and the performances an audience sees.
Class (3.00).

HUM-2203 Introduction to Ethics   **(3.00 cr.)**

Rationales by which individuals and societies determine what constitutes ethical and moral behavior. Includes an overview of moral philosophy and theories of justice and human rights.
Class (3.00).

HUM-2204 Twentieth Century Music USA   **(3.00 cr.)**

Explores the predominant music of the United States during the twentieth century. Includes an examination of the foundations and development of the classical, jazz, popular, folk and Broadway music of the last one hundred years.
Class (3.00).

HUM-2205 Issues in The Arts   **(3.00 cr.)**

Examines issues and rationales by which individuals and society determine what constitutes ethical and moral behavior in the arts, as well as investigating the philosophical nature of beauty and the criteria for what defines art.
Class (3.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or ENGL-1122A; (Required, Previous).

HUM-2207 Introduction to World Religion   **(3.00 cr.)**

Overview of the dominant religions of eastern and western cultures and the various aspects of each, including beliefs, rituals and adherents throughout the world. The nature and social functions of religion including sects, cults and atheism are also explored.
Class (3.00).

Interactive Multimedia

IM-1101 Computer Graphics   **(3.00 cr.)**

Design and creation of graphic elements. Basic photographic techniques. Composition, balance, harmony and exposure are discussed. Students use Adobe Photoshop to create, modify and combine graphic elements for use in web sites, video and print.
Class (2.00), Lab (2.00).

IM-1131 Interactive Media I   **(3.00 cr.)**

Use of Macromedia Director software to create interactive media presentations. Students plan and execute programs combining digital photographs, digital audio, vector art and other elements into a unified whole. The completed presentation is mastered to CD-ROM.
Class (2.00), Lab (2.00).

IM-1132 Interactive Media II   **(4.00 cr.)**

Use of Adobe Flash software to create an intractive game. Students will create graphic elements for characters, backgrounds, and other game objects, then use ActionScript code to allow the player to control and manipulate game objects and detect collisions. ActionScript will also be used to calculate the player's score; count lives and/or health remaining; determine when the game is over and act accordingly; and keep a high score list. Students will also use Flash to create a web form. Students will create text fields and other form elements, then use ActionScript to validate the user's input and save the information in a Shared Object. Concepts and methods of Object Oriented Programming will be introduced.
Class (2.00), Lab (4.00).
Requisite courses: Take IM-1131; (Required, Previous).

IM-1150 Design Concepts (3.00 cr.)

This course introduces students to concepts of design that affect the appearance, usability and accessibility of multimedia projects. Students will learn the advantages and limitations of many different types of media, and demonstrate appropriate design choices. Broad design concepts such as color theory, texture, rhythm and harmony, accessibility, and usability will be discussed. Students will apply these concepts by designing media for web, DVD and print delivery.
Class (2.00), Lab (2.00).
Requisite courses: Take IM-1101; (Required, Previous).

IM-2133 Interactive Media III (4.00 cr.)

This third course in the Interactive Media series will teach the student how to use the information learned in IM 1300 and IM 1800 to produce a professional interactive multimedia project.
Class (2.00), Lab (4.00).
Requisite courses: Take IM-1132; (Required, Previous).

IM-2210 Video Production & Compositing (4.00 cr.)

An indepth look at the use of Adobe AfterEffects software to create composite media incorporating still images, video, titles and audio. Students add elements to a timeline, using keyframes to control element position, size, rotation, transparency and other behavioral traits. Students then transfer the completed composition to videotape and to a non-linear video editing system.
Class (2.00), Lab (4.00).
Requisite courses: Take IM-1150; (Required, Previous).

IM-2250 Three-D Graphics (2.00 cr.)

Uses 3D graphics software to create and animate three dimensional models. Discussion topics include working in three dimensional space; advantages and disadvantages of various rendering methods; spline-based modelling; facet-based modelling; lighting; surface maps; and creating motion paths.
Class (1.00), Lab (2.00).

IM-2260 Multimedia Portfolio Developme (4.00 cr.)

This capstone experience requires the creation of a media production which meets a specific need for a client (business, organization, faculty member, etc). Skills and techniques learned in earlier classes are combined in new ways and developed beyond the basics. Each student works to become an expert in a particular aspect of media production and presents new methods and techniques to the class. Additionally, each student creates a portfolio which can be used to demonstrate abilities to employers.
Class (2.00), Lab (4.00).

Interpretive Services

INTP-1100 Introduction to Interpretation (2.00 cr.)

An orientation to the field of interpretation with field trips to interpretive facilities to observe professional interpreters.
Lab (4.00).

INTP-1101 Intro to Env Education Tech. (1.50 cr.)

Introduction to environmental education curricula and techniques. Course work includes practical application and national certifications.
Class (0.50), Lab (2.00).

INTP-1114 Interpretive Employment Sem (1.00 cr.)

Speakers from a variety of agencies concerned with the management of natural resources participate in this course, covering educational requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Job search techniques are stressed.
Class (1.00).

INTP-1118 Environmental Education Tech. (3.00 cr.)

Development of skills related to hands on approach of teaching in the outdoors and about the natural world. Coursework includes certification in Project WILD, Project WET, and Project Learning Tree. Students will investigate existing curriculum resources, as well as creative development of individual techniques related to various content areas. Emphasis is placed on relating programming to existing public school proficiencies and grade-specific outcomes. Introduction to effective recreational programming to be incorporated, including team-building initiatives. Practical application to be implemented at local schools and events.
Class (1.00), Lab (4.00).

INTP-1121 Interpretive Guide Techniques (3.00 cr.)

Principles and practices to prepare and conduct guided visitor activities including guided walks and illustrated programs. Preparation and submission of an application for the National Association for the Interpretation Certified Interpretive Guide credentials. Professionalism and communication skills are included.
Class (1.00), Lab (4.00).

INTP-1216 Historic Blacksmithing (2.00 cr.)

Historical blacksmithing, the art and practice of using fire, anvil and hammer to create useful and artistic items of various metals. Includes shop safety, how to build and maintain a coal fire in a blacksmith forge, and how to use problem solving techniques in blacksmithing work.
Lab (3.00), Class (1.00).

INTP-2109 Night Interpretation (1.00 cr.)

Techniques of planning and presenting night programs for a variety of audiences and settings.
Lab (2.00).
Requisite courses: Take INTP-1121; (Required, Previous or concurrent).

INTP-2215 Historical Interpretation (2.00 cr.)

Introduction to research and program development related to cultural and historical interpretation. Coursework will focus on both practical, pre-industrial historical skills and local history content. Practical application of historical skills to be conducted at Robbins Crossing Living History Site. Service learning component involves research and development of programming for local organizations and institutions.
Class (1.00), Lab (3.00).
Requisite courses: Take INTP-1121 or INTP-116; (Required, Previous).

INTP-2230 Interp. Facilites & Displays (3.00 cr.)

Complete site inventory indentifying individual interpretive site needs. Self-guiding interpretive activities including signs and labels, trains, digital audio tours, and interpretive publications are discussed, emphasizing design and layout of self-guiding systems as well as production of support media.
Class (2.00), Lab (2.00).
Requisite courses: Take INTP-1121; (Required, Previous).

INTP-2240 Interpretive Center Ops-Capst (2.00 cr.)

Practical, hands-on experience in nature center and museum operations planning and delivering of audiences.

Class (1.00), Lab (2.00).

Requisite courses: Take INTP-1121, INTP-1118, INTP-2215, INTP-2230; (Required, Previous).

INTP-2254 Nature Drawing I (1.00 cr.)

Techniques of illustration are presented with emphasis on pen and ink. A number of completed plates are required, which are critiqued and graded on a one-to-one basis with the student.

Lab (0.75), Class (0.75).

INTP-2296 Interp. Practicum & Seminar (2.00 cr.)

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.

Class (1.00), Lab (7.00).

Industrial Systems

ISE-1150 Solar Photovoltaic Des/Install (3.00 cr.)

This five-day intensive training teaches the basic technology and skills required for entry-level knowledge of the design and installation of solar photovoltaic systems. These skills do not replace electrical, technical and engineering trades; rather they are appropriate for a supervised position with a PV installer or other PV industry company. Participants who successfully complete the exam given at the end of this training are granted the PV Entry Level Certificate of Knowledge issued by the North American Board of Certified Energy Practitioners (NABCEP). This five-day training also satisfies the requirements for a board recognized program that is needed, along with work experience, to qualify to sit for the full NABCEP PV Installer Certification Exam.

Class (3.00).

ISE-1202 Basic Construction Safety (2.00 cr.)

A comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for directors, foremen and field supervisors, the program provides complete information on OSHA compliance issues. Results in a 30 hour OSHA card.

Class (2.00).

ISE-2210 Instruments & Process Controls (3.00 cr.)

Basic theory and instrument function, measurement and response limitations, calibration of instruments and an analysis of industrial process instrumentation and operations. Pneumatic, hydraulic, electrical, electronic, electromechanical and other combinations of instruments are used.

Class (2.00), Lab (2.00).

Landscape Management

LAND-1000 Landscape Equipment Operations (2.00 cr.)

Introduction to the powered equipment commonly used in the field of landscaping. Includes chainsaws, tractors and their implements, mowers, trimmers, bobcats, trailers, and other associated equipment. This course focuses on safety, operation and maintenance and loading and unloading of equipment.

Class (1.00), Lab (2.00).

LAND-1110 Landscape Plants I (1.50 cr.)

Identification of woody landscape plants common to the lowlands of the Midwest including identifying trees and shrubs through the use of dichotomous keys, site characteristics and physical appearance.

Class (1.00), Lab (1.00).

LAND-1120 Landscape Design I (1.50 cr.)

Drafting and freehand drawing techniques commonly used in landscape plans including plan view, elevation, section, details and perspectives. Blueprint reading, base plan preparation will also be covered.

Class (0.50), Lab (2. 00).

LAND-1125 Landscape Design II (1.50 cr.)

This class will instruct the students regarding more advanced components of design in the landscape. However much of this class will be the re-enforcement and application of principles and elements learned in Design 1. The student will graphically apply his knowledge, skills and abilities in the design of several project throughout the semester.

Class (0.50), Lab (2.00).

LAND-1205 Landscape Plants II (1.50 cr.)

Identification of landscape plants common to the Midwest, native and non-native focusing primarily on shrubs. The identification charactersitics of each tree will be identified and examined as well as lansdscape characteristics in an effort to understand the growth requirements and limitations of the plants with the goal being proper plant usage leading to long term sustainability in the landscape.

Class (1.00), Lab (1.00).

Requisite courses: Take LAND-1110 or LAND-110; (Required, Previous).

LAND-1210 Turfgrass Management (1.50 cr.)

Identification, establishment and care of turf and related weed, insect, disease, and cultural problems associated with turfgrass managment.

Class (1. 00), Lab (1.00).

Requisite courses: Take LAND-1110, BIOS-1120; (Required, Previous).

LAND-1352 Landscape Plants III (1.50 cr.)

Identification of woody landscape plants common to the Midwest including identifying conifers, vines, groundcovers, annuals and perennials through the use of dichotomous keys, site characteristics and physical appearance.

Class (1.00), Lab (1.00).

LAND-1353 Landscape Plants IV (1.50 cr.)

Identification of ornamental landscape plants common to the Midwest including identifying trees, shrubs, and perennials through the use of dichotomous keys, site characteristics and physical appearance.

Class (1.00), Lab (1.00).

LAND-2130 Landscape Construction (2.00 cr.)
Construction materials, specifications and construction methods will be taught and implemented via hands-on installation of landscapes.The principles of estimating, pricing and bidding residential and commercial landscape projects accurately and confidently.
Class (1.00), Lab (2.00).
Requisite courses: Take LAND-1000, LAND-1110, LAND-1120, NRM-1123, MICS-1124; (Required, Previous).

LAND-2200 Landscape Project Mgt-Capstone (4.00 cr.)
Capstone course that includes: designing landscape improvements within budget, preparing cost estimates, scheduling labor and equipment, locating and purchasing materials, and implementing improvements as a group.
Class (2.00), Lab (4.00).
Requisite courses: Take LAND-1110, LAND-1125, LAND-1000, LAND-2220, LAND-1205, LAND-2130, LAND-2215, LAND-110, LAND-125, LAND-220, LAND-205, LAND-215; (Required, Previous).

LAND-2215 Landscape Business Management (2.00 cr.)
Examination of steps taken to build a private business in landscape management. Skills include developing a business plan, financial management, accounting, customer service, human resource management, analysis of business risk and meeting industry standards.
Class (1.00), Lab (3.00).

LAND-2218 Grounds and Landscape Mgmt (1.50 cr.)
Studies the planning, development, operation and management of outdoor facilities such as grounds, hiking trails, bike trails, picnic areas, water areas, lawns, snow removal, leaf contral, pruning, etc.
Class (1.00), Lab (1. 00).
Requisite courses: Take LAND-1000 and LAND 1210; (Required, Previous).

LAND-2220 Integrated Plant Management (1.50 cr.)
Covers various problems with landscape plants including insects, fungi, diseases, soil fertility problems, growth habits, etc. and the proper care and treatment of each.
Class (1.00), Lab (1.00).
Requisite courses: Take LAND-1110, LAND-1205; Take GEOL-1105 or FOR-1125; (Required, Previous).

LAND-2221 Ornamental Pest Control (1.00 cr.)
Covers sustainable cultural practices used in the landscape. Introducing and providing an overview of plant care in winter months and propagating new plants. Deciduous and evergreen and flower plant characteristics and usage for groups of plant materials propagation techniques are used. Plants are grouped by a single usage theme or function, and associations since alternative groupings could be made. These groupings are the beginning of a framework upon which you will build knowledge about each plant's functional usage.
Class (0.50), Lab (1.00).

LAND-2225 Adv Land Construction & Est (2.00 cr.)
Concepts relating to the ecology and sustainability of landscapes are studied. Considers current landscape issues from an ecological systems and sustainability perspective by researching, observing, discussing and evaluating the impacts of various landscape construction and management practices.
Class (1.00), Lab (2.00).

LAND-2240 Herbaceous Ornamental Plants I (1.50 cr.)
Identification of late summer and fall herbaceous landscape plants that are commonly used in the Midwest. Plants covered will be annuals, perennials, herbs, bulbs, tropicals and herbaceous and woody vines. Plant cultivars, ornamental characteristics and landscape uses will be taught along with the identification of each plant with the goal being for students to be able to identify and properly sit/use each variety that is covered in the course.
Class (1.00), Lab (1.00).

LAND-2245 Herbaceous Ornamntal Plants II (1.50 cr.)
Identification of late spring and early summer herbaceous landscape plants that are commonly used in the Midwest. Plants covered will be annuals, perennials, herbs, bulbs, tropicals and herbaceous and woody vines. Plant cultivars, ornamental characteristics and landscape uses will be taught along with the identification of each plant with the goal being for students to be able to identify and properly sit/use each variety that is covered in the course.
Class (1.00), Lab (1.00).

LAND-2296 Landscape Practicum & Seminar (2.00 cr.)
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

LAND-2300 Landscape Academy (7.00 cr.)
Prepares students for local, state or national landscape certifications in softscape installation, ornamental maintenance, turf maintenance and irrigation. Provides an in-depth study of commonly used cultivar and varieties of ornamental woody and herbaceous landscape plants.
Class (3.00), Lab (12.00).
Requisite courses: Take LAND-1000, LAND-1110, and LAND-1205; (Required, Previous).

Mathematics

MATH-0034
Able Math Developmental math course designed to prepare students for college level math courses.
Requisite courses: Placement via assessment; (Required, Previous).

MATH-0044 Basic Mathematics (4.00 cr.)
Rounding and order of operations with whole numbers; integers; fractions and mixed numbers; decimals; percents and conversion. Applications of these topics and order of operations are emphasized.
Class (4.00).
Requisite courses: Placement via assessmet; (Required, Previous).

MATH-0054 Elementary Algebra (4.00 cr.)

Introduction to algebraic expressions and equations, exponents, square roots, graphing, inequalities and proportions. Application problems are emphasized.

Class (4.00). Requisite courses: Complete 1 of the follow groups: 1) Take MATH-0044; 2)Take MATH-101; 3) Take MATH-102; 4)Placement; (Required, Previous).

MATH-1108 Intermediate Algebra (3.00 cr.)

Systems of equations, arithmetic of polynomials, rational expressions, factoring, fractional equations, inequalities, exponents, quadratic equations, absolute values, functions and graphs. Application problems are emphasized.

Class (3.00).

Requisite courses: Placement via assessment; (Required, Previous).

MATH-1108A Intermediate Algebra With Supp (4.00 cr.)

Systems of equations, arithmetic of polynomials, rational expressions, factoring, fractional equations, inequalities, exponents, quadratic equations, absolute values, functions and graphs. Application problems are emphasized.

Class (4.00).

Requisite courses: Complete MATH-0054 or MATH-108 with a grade of C- or higher, or placement via assessment; (Required, Previous).

MATH-1110 Geometry and Trigonometry (3.00 cr.)

Plane and solid geometry, right triangle trigonometry, law of sine and cosine. Word problems are emphasized.

Class (3.00).

Requisite courses: Complete MATH-0054, or MATH-108 with a grade of C- or higher, or placement via assessment; (Required, Previous).

MATH-1113 College Algebra (4.00 cr.)

Algebraic and graphical study of linear, quadratic, polynomial, rational, root/radical/power, exponential, logarithmic and piecewise-defined functions. Solving equations and systems of equations.

Class (4.00).

Requisite courses: Complete MATH-1108 or MATH-113 with a minimum grade of C-, or via placement; (Required, Previous).

MATH-1115 Trigonometry (4.00 cr.)

A study of trigonometric functions, equations, angles/triangles, identities, and vectors.

Class (4.00).

Requisite courses: Take MATH-1108 or MATH-1108A; (Required, Previous).

MATH-1120 Elementary Topics in Math (3.00 cr.)

The course focuses on the development of arithmetic and number systems, including whole numbers, integers, and rational numbers. Probability and data analysis are studied as applications of rational numbers are emphasized. Mathematical representation and communication.

Class (3.00).

Requisite courses: Complete MATH-0054, or MATH-108 with a minimum grade C-, or via placement; (Required, Previous).

MATH-1130 Pre-Calculus (6.00 cr.)

Algebraic and graphical study of linear, quadratic, polynomial, rational, radical exponential, logarithmic, piecewise functions. Solving equations and systems of equations. Trig functions, equations angles/triangles, identities and vectors.

Class (6.00).

Requisite courses: This course is for dual-enrollment students only.

MATH-1163 Business Calculus (5.00 cr.)

A study of limits, derivatives, and integration, considered analytically, numerically and graphically.

Class (5.00).

Requisite courses: Take MATH-1113 with a minimum grade of C-; (Required, Previous).

MATH-2250 Introductory Statistics (4.00 cr.)

Introduces basic statistical measures. Emphasis will be on core concepts and calculation of specific measures as well as appropriate application of those measures. Topics include measures of central tendency and dispersion, various statistical distributions (to include normal, student's t, Chi Square, and F), confidence intervals, correlation and regression, sampling and hypothesis testing, ANOVA, and introductory probability concepts.

Class (4.00).

Requisite courses: Take MATH-0054 or placement via assessment; (Required, Previous).

Medical Assistant

MA-1100 Basic Clinical Assisting Proc (5.00 cr.)

An introductory level course presenting the theory and techniques required by the medical assistant to perform basic level procedures in the family practice medical office.

Class (4.00), Lab (3.00).

MA-1102 Medical Office Procedures I (3.00 cr.)

Administrative or office duties of a medical assistant in a physician's office. Includes answering, screening and placing telephone calls; scheduling patient appointments and hospital admissions; handling patient information brochures; purchasing equipment and supplies, paying invoices, inventory control, storing supplies and drugs and equipment establishing priorities for work and office procedures manual.

Class (2.00), Lab (2.00).

MA-1110 Family Pract Asst Proced (5.00 cr.)

Intermediate level clinical procedures in the family practice medical office. Emphasizes tissue healing and surgical sepsis including the application of heat and cold, bandaging, cast application and removal, crutch walking, sterilization and disinfection, minor office surgery and urinalysis.

Class (4.00), Lab (3.00).

Requisite courses: Take MA-1100; (Required, Previous).

Course Descriptions

MA-1112 Medical Law and Ethics (2.00 cr.)
Medical ethics and law in the medical office setting. Analyzes medical office situations to determine ethical and legal status. Includes a history of medicine, the Medical Practice Acts, the physician-patient relationship, confidentiality, implied, verbal and written consent, malpractice, creating and terminating a contract and professional law liability. Identifies reports required by law and emphasizes professionalism in the medical office.
Class (2.00).

MA-1221 Medical Mgt Computerization (2.00 cr.)
Computer concepts and applications for the medical office. Emphasizes utilization of microcomputers in the medical office including the data processing cycle, components of the computer system, selection of hardware and software, secondary storage devices, the disk operating system (DOS) and medical office management applications.
Class (1. 00), Lab (3.00).

MA-2200 Adv Clinical Assisting Proced (4.00 cr.)
Procedures employed in administering patient therapy and diagnostic testing, administration of medications, performing venipuncture, running an electrocardiogram, administering ultrasound treatments, assisting with sygmoidoscopy and patient preparation and positioning for x-rays.
Class (3. 00), Lab (3.00).
Requisite courses: Take MA-1100 and MA-1110; (Required, Previous).

MA-2203 Medical Assistant Practicum I (3.00 cr.)
Directed practicum in a medical office, clinic or comprehensive health care facility where the student spends two days each week performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included to discuss experiences.
Class (1.00), Lab (16.00).
Requisite courses: Take MA-1100, MA-1110, MA-1102, MA-1221, MA-2224, HLTH-1101, BIOS-1112, MA-1112; (Required, Previous).

MA-2204 Med Assistant Practicum II (3.00 cr.)
Directed practicum in a medical office, clinic, or comprehensive health care facility to provide direct patient contact; apply clinical and administrative theory to practical situations; perform clinical and administrative procedures in a medical office; and gain insight into the medical assistant role in the health care team. Two days each week are spent in a general or specialty practice office performing administrative and clinical skills under the supervision of a preceptor.
Class (1.00), Lab (16.00).
Requisite courses: Take MA-2203 or MA-203; (Required, Previous).

MA-2206 Computer Appl. in M.A. (2.00 cr.)
Detailed study of the function of electronic medical records including file maintenance of patient medical record, patient registration, patient transactions, appointments, patient billing, insurance billing and legal apsects of appropriate documentation. Includes computer experience using word processing and an electronic medical record application program.
Class (1.00), Lab (3.00).
Requisite courses: Take MA-1221; (Required, Previous).

MA-2220 Medical Laboratory Procedures (4.00 cr.)
Theory and techniques required to perform laboratory tests in the medical office. Emphasizes patient preparation, completion of laboratory forms, collection of specimens for testing in the medical office or for transporting to an outside laboratory, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Clinical procedures include venipuncture, obtaining a capillary blood specimen, blood banking, hematologic laboratory tests, blood chemistry tests, microbiologic laboratory tests and urinalysis.
Class (3.00), Lab (3.00).
Requisite courses: Take MA-1100, MA-1110, MA-2200; (Required, Previous).

MA-2222 Medical Office Procedures II (3.00 cr.)
Introduces handling financial and business records in a physician's office. Presents insurance and coding for the medical office.
Class (2.00), Lab (3.00).
Requisite courses: Take MA-1102; (Required, Previous).

MA-2224 Pharm for Med Assistants (5.00 cr.)
Pharmacology principles relating to the medical office. Emphasizes correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. The use, action, side effects, implications, contraindications and route of drugs commonly administered, dispensed and prescribed in the medical office including antihistamines, immunizing agents, antibiotics, cardiovascular drugs, digestive drugs and drugs affecting the urinary, nervous and respiratory systems.
Class (5.00).

MA-2225 Case Studies in Medical Assist (2.00 cr.)
Integration of all components of the Medical Assistant curriculum. Through simulated case studies, the student demonstrates competency in knowledge and skills required for entry level employment in a medical office or clinic. Assists the student in preparation for the Certification Examination for Medical Assistants.
Class (2.00).
Requisite courses: Take MA-2200, MA-2206,MA-2203; (Required, Previous).

MA-2300 Adv. Skills for Medical Assist (5.00 cr.)
A presentation of the theory and techniques required by the medical assistant to preform in the medical office. Emphasis is placed upon techniques including Intravenous Therapy, Foley Catheter Insertion, Instructing the Patient on the use of an Insulin Pump, Wound Care, Applying a Holter Monitor, Assisting with Joint injection and Joint Aspriation, Assisting with a LEEP procedure, and Audiology Testing. Clinical Procedures included in this course are practiced and evaluated in a laboratory setting.
Class (4.00), Lab (3.00).
Requisite courses: Take MA-1100, MA-1110; (Required, Previous).

Microbiology

MICR-1201 Microbiology (4.00 cr.)

How microorganisms live in the world around us and our relationship to them. Systematically covers bacteriology, immunology, mycology, viruses and parasites.

Class (4.00), Lab (1.00).

Micro Computer

MICS-1121 Microsoft Office (3.00 cr.)

Note that this course does NOT teach basic computer skills. It is assumed that the student already has some basic computer skills. This course introduces the word processing, spreadsheet, database and presentation components of the integrated software package, Microsoft Office. Students design and manipulate files to apply the major functions of the Word, Excel, Access, and Powerpoint modules of this package.

Class (2.00), Lab (2.00).

MICS-1123 Microsoft Office-Word Process (1.00 cr.)

Note that this course does NOT teach basic computer skills. It is assumed that the student already has some basic computer skills. This course introduces the word processing component of the integrated software package, Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Word module of this package.

Class (1.00).

MICS-1124 Microsoft Office-Database (1.00 cr.)

Note that this course does NOT teach basic computer skills. It is assumed that the student already has some basic computer skills. This course introduces the database component of the integrated software package, Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Access module of this package.

Class (1.00).

MICS-1125 Microsoft Office-Spreadsheet (1.00 cr.)

Note that this course does NOT teach basic computer skills. It is assumed that the student already has some basic computer skills. This course introduces the spreadsheet component of the integrated software package, Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Excel module of this package.

Class (1.00).

MICS-1126 Microsoft Office-Presentation (1.00 cr.)

Note that this course does NOT teach basic computer skills. It is assumed that the student already has some basic computer skills. This course introduces the presentation component of the integrated software package, Microsoft Office. Students design and manipulate multiple files to apply the major functions of the Powerpoint module of this package.

Class (1.00).

MICS-1141 Intro to Word & Excel (1.00 cr.)

Introduces the spreadsheet software Microsoft Office Excel including creating and modifying spreadsheets and charts, as well as using the database capabilities. Students design and manipulate multiple spreadsheet and database files to apply the major functions of Excel. Success Skills addressed and practiced in this course include communicating effectively, demonstrating math skills, critical thinking, professional skills and attitudes, human relations, knowledge of science and the environment, and ethics.

Lab (2.00).

MICS-1142 Microsoft Access (3.00 cr.)

In this course, the student learns and works with database concepts, terminology and design of databases; normalize and relate tables, and implement referential integrity; create database queries and advanced multiple table queries; create forms and sub-forms, and complex reports; add charts, graphics and calculations to forms and reports; and create macros to automate tasks. Some prior experience using Microsoft Windows is required; the course fully prepares the student for the Microsoft Office Specialist Certification for Microsoft Access 2007.

Class (2.00), Lab (2.00).

MICS-1201 Desktop Publishing (1.00 cr.)

This course uses computer aided page layout and publishing for writing, assembling and designing publications, such as business reports, newsletters, trade journals and brochures, by combining text and graphics. The student is introduced to desktop publishing terms and techniques and use of a popular desktop publishing software package in order to create various types of publications.

Lab (3.00).

MICS-1216 Comprehensive Word Processing (3.00 cr.)

This is a course designed to train the student in the operations of word processing by demonstration and hands on application using the latest version of Microsoft Word.

Class (2.00), Lab (2.00).

Massage Therapy

MT-1000 Intro. to Comp. Therapy/Well. (2.00 cr.)

This course is specifically designed to provide valuable information about the massage and wellness industry, including the history and philosopy of massage, spas, traditional naturopathy, the psychology behind the industry and an examination of various alternative and complementary modalities.

Class (2.00).

Course Descriptions

MT-1110 Massage Therapy I   **(3.00 cr.)**
This massage therapy course covers Mark Beck's Theory and Practice of Therapeutic Massage chapters: Historical Overview of Massage, Sanitary and Safety Practices, Effects, Benefits, Indications, and Contraindications of Massage, Applications of Massage Techniques, Procedures for Complete Body Massages and Classical Massage Techniques. Additionally this course introduces students to medical ethics and the Ohio massage therapy scope of practice and discusses current research on relevant manual therapy procedures for the entire body as described by Beck and other various sources.
Class (2. 00), Lab (2.00).
Requisite courses: Take BIOS-1151. Student must be 18 years of age with H.S. diploma or GED as per Ohio Medical Board. (Required, Previous or concurrent).

MT-1114 Hydrotherapy   **(3.00 cr.)**
An exploration of thermotherapy and body treatments for both wet room and dry room including contrast therapy, reflexive therapy, ice massage, body scrubs, beginning hot and cold stone massage, hot and cold body wraps, steam treatments, plus historicial background of thermal bathing.
Class (2.00), Lab (2.00).

MT-1120 Massage Therapy II   **(2.00 cr.)**
This lab course covers: application of massage procedures as per licensing board classifications, introduction of deep tissue work and other non-Swedish Massage techniques, and development and individualization of massage routines for various time blocks and specific applications.
Lab (4.00).
Requisite courses: Take MT-1110, BIOS-1151; (Required, Previous). Take MT-1135, MT-1140 and BIOS-1152; (Required, Previous or concurrent).

MT-1125 Aromatherapy/Natural Treat.   **(3.00 cr.)**
An overview of plant based essential oils and herbal treatments specifically for clinical use by massage therapists. Students will utilize knowledge and skills learned through hands-on practice. Coursework includes historical background, extraction methods and safety considerations in addition to professional application for massage therapists.
Class (2.00), Lab (2.00).

MT-1126 Ayurvedic & Cross Cult Treat   **(3.00 cr.)**
A comprehensice guide to Ayurvedic techniques, as well as other treatment approaches originating in China, Japan, Thailand, etc. Coursework includes theoretical and practical application of various alternative approaches to healing with emphasis on bodywork treatments.
Class (2.00), Lab (2.00).

MT-1135 Kinesiology & Myology for MT   **(4.00 cr.)**
Kinesiology & Myology for massage therapists focuses on the salient aspects of muscles including: origins, insertions, innervations, and the biomechanics of major joints. Additionally the class will include lab experience involving manual muscle testing, palpation, observation of pro-sected cadavers, and other relevant exercises.
Class (3.00), Lab (2.00).
Requisite courses: Take MT-1110, BIOS-1151; (Required, Previous).

MT-1140 Ethics for Massage Therapists   **(2.00 cr.)**
This course focuses on ethical considerations, scope of practice, and professional boundary issues in the massage therapy profession and also explores the body-mind connection in relation to patient armoring and character development.
Class (2.00).
Requisite courses: Take MT-1110 and BIOS-1151; (Required, Previous). Take MT-1120, BIOS-1152 and MT-1135; (Required, Previous or concurrent).

MT-1151 Massage Anatomy & Physiology I   **(4.00 cr.)**
An intensive study of the cellular and tissue levels of organization. A study of the integumentary system as well as principles of support and movement as accomplished by the skeletal, articular and muscular body systems will be included.
Class (4.00).
Requisite courses: Take MT-1110; (Required, Previous or concurrent).

MT-2150 Massage Business and Law   **(2.00 cr.)**
Massage Business theory and entrepreneurial skills needed to build and to maintain a practice will be introduced consisting of billing, medical codes, marketing strategies, networking, and making appropriate referrals. Professional jurisprudence will be addressed.
Class (2.00).
Requisite courses: Take MT-2210, BIOS-2153; (Required, Previous). Take MT-2230, MT-2250, BIOS-2154; (Required, Previous or concurrent).

MT-2200 Pathology/Massage Therapists   **(3.00 cr.)**
Pathology for Massage Therapists is designed to introduce students to key elements of sanitation, hygiene, Universal Precautions, and a wide array of medical conditions including their signs, symptoms, etiologies and specific indication and contraindications for massage therapy. Additionally the class covers S.O.A.P note recording along with various assessment procedures pertinent to future massage therapists including pulse, blood pressure, functional assessment, and postural, gait, and goniometric analysis.
Class (3.00).
Requisite courses: Take MT-1120, MT-1140, MT-1135, and BIOS-1152; (Required, Previous). Take MT-2210 and BIOS-2153; (Required, Previous or concurrent).

MT-2210 Adv. Clinical Therapies   **(3.00 cr.)**
This course covers Mark Beck's Theory and Practice of Therapeutic Massage chapters on: Hydrotherapy, Athletic/Sports Massage, Therapeutic Procedures, Consultation and Documentation, Clinical Massage Techniques, Massage in Medicine, and Massage for Special Populations. The lab portion of this class provides in-depth coverage of the theory and application of trigger point therapy, post-isometric stretching, deep tissue strokes, myofascial release, and joint mobilization techniques, as well as the integration of all previously learned techniques to address specific conditions.
Lab (6.00).
Requisite courses: Take MT-1120, MT-1140, MT-1135,BIOS-1152; (Required, Previous). Take BIOS-2153 and MT-2200; (Required, Previous or concurrent).

MT-2225 Spa Treatments for MT **(1.00 cr.)**
Overview of treatment protocols and applications of body wraps and scrubs, reflexology, add-on treatments and other modalities commonly used in a wet or dry room setting in private practice, spa or wellness center.
Lab (2.00).

MT-2230 Massage Therapy III **(3.00 cr.)**
The course covers the fundamental theory and application of craniosacral therapy and serves to introduce students to a variety of massage techniques both modern and ancient that were developed in various cultures around the world. These techniques include, but are not limited to: hot stone massage, massage cupping, reflexology, energy work, positional release techniques, Ayurvedic massage and shirodhara, Chair Massage and Oriental meridian-based therapies, etc. Additionally this course covers Beck's Theory and Practice of Therapeutic Massage chapter on Additional Therapeutic Modalities and briefly reviews all of the chapters from Beck's book that were covered in previous courses as preparation for licensing exams.
Class (2.00), Lab (2. 00).
Requisite courses: Take MT-2200, BIOS-2153, MT-2210; (Required, Previous). Take BIOS-2154 and MT-2250; (Required, Previous or concurrent).

MT-2250 Massage Therapy Clinical **(2.00 cr.)**
Clinical performance of minimum of 30 one-hour massage sessions under the guidance of the instructor. All students required to treat at least one LMT.
Lab (4.00). Requisite courses: Take MT-2200, BIOS-2153, MT-2210; (Required, Previous). Take MT-2230 and BIOS-2154; (Required, Previous or concurrent).

MT-9135 Myology for Massage Therapists **(2.00 cr.)**
Attachments, actions and innervations of the muscles most pertinent to massage therapists including palpation, observation, drawing and muscle testing.
Class (2.00).
Requisite courses: Take MT-120 BIOS-152; (Required, Previous). Take MT-140, MT-130 and BIOS-153; (Required, Previous or concurrent).

MT-9250 Massage Therapy Clinical **(1.00 cr.)**
Clinical performance of a minimum of 30 one hour massage sessions under the guidance of the instructor. All students required to treat at least one LMT.
Lab (3.00).
Requisite courses: Take MT-120, MT-140, MT-135, MT-220 and BIOS-155; (Required, Previous). Take MT-2230, BIOS-2154 and MT-2150; (Required, Previous or concurrent).

Music

MUS-1100 South by Southwest Experience **(1.00 cr.)**
Gain valuable interactions and experience with leading industry professionals by attending The South by Southwest (SXSW) Conferences & Festivals, which offers a unique convergence of original music, independent films, and emerging technologies. Fostering creative and professional growth alike, SXSW is the premier destination for discovery (sxsw.com, 2011). Along with obtaining insight and advice on how to pursue their career choice in the music industry. Build strategic partnerships and connections with employers, colleagues, and potential clients. Observe the scope and networks that exist within today's current music market.
Lab (3.00).

MUS-1122 Music Private Lessons-Bass **(1.00 cr.)**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Lab (0.50).

MUS-1130 Intro to Digital Production **(4.00 cr.)**
Using the college's digital recording lab and multi-track recording studio, students will learn the main components of utilizing a DAW system, the fundamentals of digital recording in a commercial studio and the basics of audio production. Upon completion of this course, students will have a general understanding of industry programs such as Protools, Reason, and Garageband and will be able to adequately produce a variety of projects in these applications. Students will also be able to assess equipment needs, understand and execute setting up for a typical recording session, and record basic audio tracks in a studio environment. Additional skills will include digital file management and conversion, as well as content sharing online.
Class (3.00), Lab (2.00).

MUS-1131 Hocking College Singers **(1.00 cr.)**
This course is open to all students interested in singing in a college choir. In addition to public performances of standard choral literature, this course includes basic vocal techniques, basic music theory, improvement of sight reading, musicianship skills, music fundamentals, and music history and appreciation as it relates to choral literature. Prerequisite training is not necessary, but encouraged.
Lab (2.00).

MUS-1132 Music Private Lessons-Guitar **(1.00 cr.)**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class (1.00).

MUS-1133 Group Lessons-Guitar **(1.00 cr.)**
Students will learn beginning guitar in a group setting, with a focus on music fundamentals and proper playing technique.
Lab (2.00).

Course Descriptions

MUS-1137 Foundations of Music Theory   **(3.00 cr.)**
This course is designed to provide students an understanding of the fundamentals of music theory as it relates to notation, performance, and songwriting. Students will learn musical concepts in a classroom setting as well as a lab setting, providing the opportunity for exposure to playing the piano and reading musical notation.
Class (2.00), Lab (2.00).

MUS-1140 WLCI Radio Station   **(3.00 cr.)**
This course is designed to integrate the student into the practical hands-on operations of WLCI, Hocking College's FCC licensed broadcast radio station. Students have the opportunity to hold staff and/or executive positions. Enrolled students will run all functions asociated with station including programming, underwriting, station promotion and building a fan base through outreach activities including, but not limited to, event, social media and fundraiding. Formal class time will be used as a General Staff Meeting while lab hours will be used to create content and promote the station.
Class (2.00), Lab (2.00).

MUS-1142 Mus Private Lesson-Drums & Per   **(1.00 cr.)**
This course provides individualized instruction in percussion technique and repertoire focusing on a student's experience, ability, and needs.
Class (1.00).

MUS-1145 Music Industry Fundamentals   **(3.00 cr.)**
Using the college's music business resources, students will learn the main aspects of the music industry, including artist, songwriter, publisher, record label, and manager revenue streams. Upon completion of this course, students are able to identify virtually any music business entity and understand the structural relationships and processes involved in the music industry, as well as the ever-changing landscape of music distribution and consumption. Emphasis will also be placed on the importance and opportunity that music licensing presents, both for the publisher and the writer. After taking this class, students will be able to competently discuss and explain the parameters of music publishing, from both the writer and publisher views, and explain the potential benefits it provides to today's artists.
Class (2. 00), Lab (2.00).

MUS-1146 Music Publishing   **(3.00 cr.)**
The music publishing course gives music management students an in-depth view of the publishing world from several perspectives (artist, label, publisher, attorney, etc.) Students are introduced to the various concepts and methods of song protection, marketing, licensing and the multiple business mechanisms that can affect the use of their songs and those of their clients. Students are also given the tools and instruction to start their own publishing company, along with a comprehensive knowledge of the laws, regulations, forms and contracts necessary to operate it.
Class (3.00).

MUS-1150 Recording and Mixing Concepts   **(4.00 cr.)**
Upon completion, students are able to utilize Pro Tools and record a typical studio tracking session. Students continue to develop engineering skills and knowledge and apply critical listening skills to affective engineering decisions. Areas of study include; studio protocol, critical listening/ear training as it relates to aesthetic and technical engineering decisions, troubleshooting, musical formats and acoustical issues. Students will establish a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed.
Class (3.00), Lab (2.00).
Requisite courses: Take MUS-1130; (Required, Previous).

MUS-1152 Music Private Lesson-Piano, Syn   **(1.00 cr.)**
This course provides individualized instruction in piano technique and repertoire focusing on a student's experience, ability, and needs.
Class (1.00).

MUS-1153 Group Lessons: Piano   **(1.00 cr.)**
Students will learn beginning piano in a group setting, with a focus on music fundamentals and proper playing technique.
Class (2.00).

MUS-1162 Music Private Lesson-Voice   **(1.00 cr.)**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class (1.00).

MUS-1172 Music Private Lessons-Brass   **(1.00 cr.)**
This course provides individualized instruction in brass technique and repertoire focusing on a student's experience, ability, and needs.
Class (1.00).

MUS-1180 Interactive Multimedia Tech   **(3.00 cr.)**
Using the college's music business, recording, and radio resources, students will learn the new and emerging multimedia technologies shaping the entertainment world (email, cloudservices, photography, graphic design, web design, video production, streaming, social networking, blogging, etc.). Upon completion of this course, students will be able to understand and employ a variety of media in emergent technologies.
Class (2.00), Lab (2.00).

MUS-1182 Music Private Lessons-Strings   **(1.00 cr.)**
This course provides individualized instruction in string technique and repertoire focusing on a student's experience, ability, and needs.
Lab (1.00).

MUS-1185 History of Rock and Roll **(2.00 cr.)**
A comprehensive overview of the foundations, evolution, expansion, and current state of a thoroughly American art form: Rock and Roll. This course will examine the influences that birthed Rock and Roll, its explosive impact on the musical, social, and political cultures of the United States and beyond, as well as the significant eras and subcultures that have dominated the musical landscape of Rock and Roll for the past fifty years.
Class (2.00).

MUS-1192 Electric Ensemble **(1.00 cr.)**
This course is designed to provide a performance venue for students with the direct supervision of faculty. Members attend weekly rehearsals, plus performances and extra rehearsals as needed. Active student leadership is strongly encouraged. The course is available by audition only.
Lab (2.00).

MUS-1195 20th Century Music & Contemp Genres **(3.00 cr.)**
20th Century Music and Genres introduces the student to the modern music industry structure and its major players by revealing the origin of the music business. It helps the student to recognize the cyclic nature of consumer technology and its impacts. Along with origin and nature of the music business, the student will be introduced to new technologies for their viability. Finally, a strong survey of modern and historic musical genres is given that will include the following American music forms: Folk, Country, Blues, Rock, Jazz, Broadway, Film, and Classical.
Class (3.00).

MUS-1200 Production Maintenance **(3.00 cr.)**
Through lecture and hands-on labs, this course introduces the student to many of the technical aspects of audio and video production, including basic electricity and electronics, Ohm's Law, equipment troubleshooting and maintenance and audio/video cable and connector fabrication and repair. Also covered will be the use of digital multimeters, oscilloscopes, frequency counters, function generators and power supplies. Upon completion, the student will be able to use common audio and video test equipment to troubleshoot and repair common problems in audio and video cables and equipment as well as fabricate, from scratch, all common audio and video cables.
Class (2.00), Lab (2.00).

MUS-2201 Introduction to Logic **(2.00 cr.)**
This hands-on course introduces students to the primary features and basic user interface of Logic Express. Students will create their own song using Logic's comprehensive array of software instruments, Apple Loops and DSP effects. In-depth lessons will cover MIDI and audio recording, streamlined editing and arrangement techniques, automation, and scoring to picture.
Class (1.00), Lab (2.00).

MUS-2202 Live Sound Production **(3.00 cr.)**
This course will familiarize students with a variety of sound reinforcement systems. Students will have the ability to professionally and safely prepare, set up and operate these systems. Topics covered also include the knowledge and understanding of the science of live sound, communication with performers and the art of listening. Students will use a PA system to provide sound reinforcement for several scheduled events.
Class (2.00), Lab (2.00).

MUS-2203 Audio Production Synthesis **(4.00 cr.)**
Students utilize prerequisite knowledge gained at Hocking College to refine production skills including: writing, producing, recording, editing and mixing audio material.
Class (3.00), Lab (2.00).
Requisite courses: Take MUS-2204; (Required, Previous).

MUS-2204 Creative Mixing and Sequencing **(4.00 cr.)**
Upon completion, students will establish, a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed. Students will be exposed to advanced techniques within software and MIDI using applications such as iTunes, Reason, Waveburner, Roxio Toast, and ProTools. Students will learn how to effectively combine their preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming. Students will also be given tasks where a resolution to a problem is required within a competitive deadline.
Class (3.00), Lab (2.00).
Requisite courses: Take MUS-1150; (Required, Previous).

MUS-2206 Music Distribution & Marketing **(3.00 cr.)**
Using the college's music lab and business resources, students will learn the fundamentals of distributing and marketing music product, as well as the function of branding artists in today's music market. Students will learn both new and traditional methods of marketing music products and will cover subjects such as marketing plans, record promotion, physical and digital distribution, streaming licenses, online and traditional retail, as well as products and licensing opportunities. Upon completion of this course, students will be able to successfully distribute and market their music products through a variety of distribution channels.

Attention will also be given to the structure and functions of both major and independent record labels, as well as self-releasing opportunities. Concepts and functions covered will included: A&R, Contracts, Business Infrastructure, Manufacturing, Promotion, and Creative Marketing. Students will also be able to grasp the necessary steps and procedures involved in starting a grassroots label, or operating as a self-employed artist, in their regional market.
Class (2.00), Lab (3.00).

MUS-2207 Music Entrepreneurship **(3.00 cr.)**
There are more opportunities now to make money in the music industry then ever before. While there are no guarantees to success, proper planning and preparation can improve your chances. There are five areas we cover in this class. 1). Discovery identification and assessment of what it takes to be a successful entrepreneur. 2). Students will conceive, research and write a business plan for an original and innovative music business idea that solves an issue. Marketing, promotion and press releases will be covered. 3). Launching a micro-business 4). Exploring why some companies thrive while others die by analyzing successful companies and interviewing current business owners. 5). Continue to use production skills acquired in other classes.
Class (2.00), Lab (3.00).
Requisite courses: Take MUS-2208; (Required, Previous).

MUS-2208 Concert Booking and Promotion   **(4.00 cr.)**

The touring industry also employs thousands of professionals in every support role imaginable. Concert revenue has become a vital avenue for artists to connect with fans and to create sources of revenue. This course provides you with an overview of booking, touring, and concert promotion industry. Simultaneously, this course's emphasis is to provide a "hands on" component to touring and concert promotion. This class will act as the promoter and booking agent for act(s) signed to Can't Live Without Records. During this term you will research existing live performance venues, build a venue database, contact venues to book shows, negotiate terms for personal appearances, building label awareness, build the band's fanbase, create several promotional tools, advance the shows and submit reports of your work.

Class (3.00), Lab (2.00).

Requisite courses: Take MUS-1145; (Required, Previous).

MUS-2210 Essentials of Songwriting   **(2.00 cr.)**

A focus on the essentials used in music writing and the application in the genre of your choice.

Class (1.00), Lab (2.00).

MUS-2212 Live Sound 2   **(3.00 cr.)**

Live Sound 2 takes students into the digital realm of live sound production. Students learn complex line array configurations, along with more advanced signal processing and patching. Students will also become familiar with the installation of digital sound systems and are made to feel at home among industry standard live digital consoles and various relative equipment preparing them with a competitive edge in the field of live sound production.

Class (2.00), Lab (2.00).

MUS-2220 Music Capstone   **(4.00 cr.)**

Normally, the label's sole function is to create and sell records. As an education institution Can't Live Without Records will feature and promote artists based on creative commons licensure. Meaning, we will give our product away freely.

The team will, at different times, act as A&R, publicity, marketing and promotion while also performing administrative duties. Working professionally as a team, you will fill out a team contract, create a timeline and divide the work accordingly.

Some items will probably work better if just one person works on it. Other items will work better if both members contribute. Additionally, some action items demand top priority.

Class (3.00), Lab (2.00).

Requisite courses: Take MUS-2203 or MUS-2227; (Required, Previous or concurrent).

MUS-2227 Music Business Synthesis   **(4.00 cr.)**

This is the final individual component of all music business students, that will be the Management/Business component of the Final Group Capstone Project in MUS 2150.

Class (3.00), Lab (2.00).

MUS-2296 Industry Internship Experience   **(2.00 cr.)**

Under the guidance of an assigned Staff Adviser, students will be expected to complete a minimum of 100 hours of a supervised internship work experience. This work experience is to be a music industry employment opportunity that is closely aligned to the student's field of study. In order to complete their requirements, students will chronicle their experience through an online journal and final evaluation paper, and will be expected to submit a log of their hours and an evaluation from their employer.

Class (1.00), Lab (7.00).

Network Systems

NET-1100 Web Page Design   **(3.00 cr.)**

In this course students develop and enhance web pages and websites. It includes the format, function, and syntax of the Hypertext Mark-up Language (HTML). The website development process is addressed. Students create and edit web pages with links, tables, frames and image maps. The use of forms, cascading style sheets, JavaScript, DHTML, and XML are covered.

Class (2.00), Lab (2.00).

NET-1110 Networking Basics Discovery I   **(2.00 cr.)**

This course is a hands-on introduction to networking concepts and technologies for home and small businesses. Tools and hardware are used to develop the skills necessary to plan and implement small networks across a range of applications.

Class (1.00), Lab (2.00).

NET-1111 Cisco I - Intro to Networks   **(4.00 cr.)**

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundatation for the curriculum.

Class (2.00), Lab (4.00).

NET-1112 Cisco II - Routing & Switching   **(4.00 cr.)**

Describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be ablt to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.

Class (2.00), Lab (4.00).

NET-1115 Networking Basics Discovery II   **(2.00 cr.)**

In this course students develop the skills necessary to provide customer support to users of small-to-medium-sized networks and across a range of applications. The course provides an introduction to routing and remote access, addressing and network services. Students become familiar with servers that provide email services, web space, and authenticated access.

Class (1.00), Lab (2.00).

Requisite courses: Take NET-1110; (Required, Previous).

NET-1120 Computer Hardware & OP System (3.00 cr.)

This course examines the basic commands and features of personal computer (PC) operating systems. Students learn to install, setup, configure and troubleshoot DOS, Windows and Linux operating systems. Students also examine the architecture of mainframe and PCs, including hardware components of a PC and how they interact. Installing, configuring, and troubleshooting PC hardware and software are covered.
Class (1.00), Lab (4.00).

NET-2201 Network Applications (SL/CR) (3.00 cr.)

This course covers advanced topics in protocols, TCP/IP protocol suite, network utilities, wireless communication and networking media. A service learning component is also included.
Class (2.00), Lab (2.00).
Requisite courses: Take NET-1110; (Required, Previous).

NET-2210 Cisco Exploration 2 (3.00 cr.)

Components and operation of routers and routing protocols are examined in this course. Students analyze, configure, verify, and troubleshoot RIP, EIGRP and OSPF. Recognition and correction of common routing issues and problems are included.
Class (2.00), Lab (2.00).
Requisite courses: Take NET-1115; (Required, Previous).

NET-2211 Cisco Exploration 3 & 4 (Capstone) (4.00 cr.)

This course encompasses the last two components of the CCNA preparation courses. LAN Switching and Wireless focuses on configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), Inter-VLAN Routing, VLAN Trunking Protocol (VTP) and wireless networking. Accessing the WAN focuses on the following topics: WAN technology and terminology, PPP, Frame Relay, network security, securing Cisco devices, Access Control Lists (ACLs), NAT, DHCP, IPv6, and network troubleshooting.
Class (2.00), Lab (4.00).

NET-2213 Cisco III - Scaling Networks (4.00 cr.)

Describes the architecture, components and operations of routers and switches in a larger and more complex newtork. Students learn how to configure routers and switches for advanced functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issure with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.
Class (3.00), Lab (2.00).
Requisite courses: Take NET-1111 and NET-1112; (Required, Previous).

NET-2214 Cisco IV (4.00 cr.)

This course encompasses the last component of the CCNA preparation courses. The Connecting Networks module enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.
Class (2. 00), Lab (4.00).
Requisite courses: Take NET-2211; (Required, Previous).

NET-2215 Network Systems Security (3.00 cr.)

In this course, the student learns security concepts and issues including laws and ethics, security policies, risk analysis, vulnerabilities, intrusion methodologies, security auditing and assessment, intrusion detection, incident response procedures, cryptography and firewalls. Students gain hands-on experience from exercises on both the Linux and Microsoft Windows platforms.
Class (2.00), Lab (2.00).

NET-2220 Server Management (3.00 cr.)

In this course, the student learns post-installation and day-to-day administration tasks in a Windows based network. Exercises include installing and configuring a network server operating system, web, ftp and database servers, creating a domain tree and implementing group and security policies, managing users and computer into orgaizational usits, integrating internal networks with the Internet, as well as exploring and evaluating current networking technologies.
Class (1.00), Lab (4.00).
Requisite courses: Take NET-2201; (Required, Previous or concurrent).

NET-22213 DO NOT USE (4.00 cr.)

Describes the architecture, components and operations of routers and switches in a larger and more complex newtork. Students learn how to configure routers and switches for advanced functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issure with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.
Class (3.00), Lab (3.00).
Requisite courses: Take NET-1111 and NET-1112; (Required, Previous).

Natural Resources Law Enforcement

NRLW-1000 Handgun Safety and Proficiency (1.50 cr.)

Forty hours of instruction including classroom and range hours. The purpose is to train the student to the skill level of proficiency demanded of the course. Requires the firing of practice rounds until proficiency can be demonstrated by the student prior to testing by certified instructors. During all portions of the class range and weapons safety will be administered.
Class (0.50), Lab (1.00).

NRLW-1100 Introduction to NR Law Enforcement (1.00 cr.)

An overview of the Natural Resources emergency services field. Addresses agency identities and roles. Differentiates between Ranger and Police. Examines unique issues in field such as ARPA, environmental crimes, game law enforcement, and generalist/multiple role of rangers.
Lab (1.50), Class (0.50).

Course Descriptions

NRLW-1101 NR Law Fitness   **(1.00 cr.)**
Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.
Lab (2.00).

NRLW-1102 NR Law Fitness   **(1.00 cr.)**
Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.
Lab (2.00).

NRLW-1103 NR Criminal Law   **(3.00 cr.)**
Explores consitiutional Law, Laws of Arrest, Search and Seizure and the Ohio Revised code. Examines the protection and stewardship of natural and cultural resources. Varies from insect infestations of timber stands to wastewater management to historic sites preservation.
Class (2.00), Lab (3. 00).

NRLW-1107 Nr Info Technolog/Equipment   **(3.00 cr.)**
Overview of technology in the field such as computer-based reporting: GIS/GPS; advanced radio and data systems; videography; digital photography; environmental and criminal surveillance equipment and data management systems.
Class (2.00), Lab (3.00).

NRLW-2101 NR Law Fitness   **(1.00 cr.)**
Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.
Lab (2.00).

NRLW-2102 NR Law Fitness   **(1.00 cr.)**
Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.
Lab (2.00).

NRLW-2209 NR Administration and Mgt   **(2.00 cr.)**
Administrative component of resource management from campground management to monitoring subcontractors and for-fee users.
Class (2.00).

NRLW-2210 Forensic Sci/Collection & Pre   **(3.00 cr.)**
Study of physical evidence used to prosecute modern cases including ballistics, tool marks, hairs and fibers, body fluids, DNA, tire impressions, teeth marks, fingerprints, shoe impressions, paint and glass fragments and the procedures for the collection and preservation of these items.
Class (2. 00), Lab (3.00).

NRLW-2212 Law Enforcemet Mgt. & Ops   **(3.00 cr.)**
Policy and procedure from natural resources law enforcement agencies. Includes the legal process for good policy and procedure development, scheduling of manpower and prioritizing functions within a law enforcement agency.
Class (2.00), Lab (3.00).

NRLW-2214 NR Employment Seminar   **(1.00 cr.)**
Speakers from a variety of agencies concerned with the management of natural resources participate in this course, covering education requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Job search techniques are stressed.
Class (1.00).

NRLW-2296 NR Law Practicum & Seminar   **(2.00 cr.)**
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

Natural Resources Management

NRM-1110 Chain Saw Oper & Maintenance   **(1.00 cr.)**
Introduction to chainsaw useage using the Soren Eriksson method. It provides an overview of chain saw safety, basic tree felling, saw maintenance, chain sharpening techniques commonly used in the field of Natural Resources.
Lab (2.00).

NRM-1111 Natural Resources Equipment   **(1.00 cr.)**
Introduction to the powered equipment commonly used in the field of Natural Resources. Includes tractors and their implements, ATVs, trailers and other associated equipment. The course focuses on safety, operation and maintenance.
Lab (2.00).

NRM-1113 Watercraft Operation & Maintenance   **(1.00 cr.)**
Boating safely, legally and competently on inland waters in small craft such as canoe and outboard motorboat, use of trailers and use of associated safety gear.
Lab (2.00).

NRM-1114 How to Get Government Jobs   **(0.50 cr.)**
Designed for people who are seeking employment or advancement in government positions and specifically provides "hands-on" training in how to accurately and complete fill out applications for federal employment.
Class (0.50).

NRM-1119 Natural Resources Welding   **(2.00 cr.)**
Principles and calculations and basic concepts of electric arc and gas welding, brazing and soldering.
Lab (4.00).

NRM-1123 Surveying and Mapping   **(3.00 cr.)**
Plane surveying procedures and applications for distance, direction and elevation measurements, use and care of surveying instruments including the transit, hand level and engineering level. History, basic applied mathematics, units of measurement and the public land survey system are explored. Basic survey mapping techniques are introduced.
Class (2.00), Lab (3.00).
Requisite courses: Take MATH-0054 or MATH-1108; (Required, Previous).

NRM-1124 Rappelling & Vertical Rope Res   **(1.00 cr.)**
Familiarization with the principles of rappelling. Examination of training exercises in rope rescue techniques. Covers rescue of persons injured and/or stranded on ledges, over cliffs, etc. Emphasized teamwork, proper use, care and storage of equipment and safety procedures.
Lab (2.00).

NRM-1125 Map Reading and Interpretation   **(1.00 cr.)**
Theoretical understanding of maps and map making are combined with technical exercises designed to help the student manipulate, enlarge and transcribe maps for other uses. Introduction to The Public Land Survey, Latitude and Longitude, Universal Transverse Mercator, and The State Plain Coordinate grid systems. Determination of azimuth, bearings, distance, area and the interpretation of textual land survey documentation.
Lab (2.00).

NRM-1148 Sport Rock Climbing   **(0.50 cr.)**
Basics of indoor sport climbing on fixed gear and outdoor traditional climbing in the field. Students develop a wide range of climbing skills, as well the ability to select, use, care for and store equipment, in a safety oriented environment.
Lab (1.00).

NRM-1160 Survival Techns for Wilderness   **(2.00 cr.)**
An introduction to wilderness survival techniques,including compass and map reading, construction of emergency shelters, controlled fires, personal hygiene in the wilderness setting, preparation of native foods, survival medical treatment and health care techniques.
Class (1.50), Lab (1.50).

NRM-1163 Foraging Edible/Medic. Plants   **(1.00 cr.)**
Studies foraging techniques including proper field identification, preparation and uses of plants for food, emergency first aid, shelter and tools.
Lab (2.00).

NRM-1177 Open Water Scuba Diver (PDIC)   **(1.50 cr.)**
This SCUBA course meets or exceeds the standards set by the Recreational Scuba Training Council (RSTC), Professional Diving Instructors Corporation (PDIC), and the National Park Service (NPS) for Open Water dive cetification and NPS-4 Diver In Training (DIT) status. The course consists of, but is not limited to, a minimum of 15 hours of lecture concerning diver physics, equipment usage, safety rules and procedures, first aid as related to the diver and the aquatic environment. A minimum of 15 hours of pool sessions is also included which details the water skills necessary to using Self- Contained Underwater Breathing Apparatus (SCUBA) safely and effectively. After the required classroom, pool hours and competencies have been met, two days of open water diving will be conducted. The participant will conduct two dives on each of those two days for certification and evaluation purposes.
Class (0.50), Lab (3.00).

NRM-1230 Intermediate Rescue Rigging   **(0.50 cr.)**
In-depth examination of rope rescue technique and equipment with the rescue of persons injured or stranded on ledges, over cliffs, buildings, water towers or hanging from any height from rope or fall protection, etc. Teamwork is emphasized throughout. Includes lower/haul systems, belay systems, a-frames, gin poles, load vectoring on guiding lines and highlines for the extraction and manipulation of victims, equipment and the rescuer. Proper selection, use, care and storage of the equipment is stressed. Safety procedures and practices are included.
Class (0.25), Lab (0.75).

NRM-2217 Aquatic Ecology   **(2.00 cr.)**
Covers aquatic ecosystems including lakes, rivers and wetlands; placing emphasis on hydrology, interrelationships and identification of major communities and community assessment.
Class (2.00).
Requisite courses: Take NRM-2217L, Aquatic Ecology Lab; (Required, Concurrent).

NRM-2217L Aquatic Ecology   **(1.00 cr.)**
Covers aquatic ecosystems including lakes, rivers and wetlands; placing emphasis on hydrology, interrelationships and identification of major communities and community assessment.
Lab (3.00).
Requisite courses: Take NRM-2217, Aquatic Ecology Lecture; (Required, Concurrent).

NRM-2290 Natural Res. Mgmt Spec. Topics   **(0.25-6.00 cr.)**
Special topics course. Description, content and outcomes will vary by offering.
Class (6.00).

NRM-2292 Advanced Rescue Rigging   **(0.50-6.00 cr.)**
In-depth examination of rope rescue technique and equipment as well as current pull and drop testing techniques will be examined. Followed by an examination of techniques and equipment involved in the rescue of persons injured or stranded on ledges, over cliffs, buildings, in caves, water towers or hanging from any height from rope or fall protection, etc. Teamwork is emphasized throughout. Proper selections, use, care and storage of the equipment is stressed throughout the course. Safety procedures and practices are included.
Class (0.25), Lab (0.75).

NRM-2296 Natural Res. Practicum & Sem   (2.00 cr.)
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours. MEETS OHIO BOARD OF REGENTS REQUIREMENTS FOR PRACTICUM HOURS.
Class (1.00), Lab (7.00).
Requisite courses: Student must complete one semester of academic work at Hocking College before registering for Natural Resources Practicum and Seminar. (Required, Previous).

NRM-9124 Surveying and Mapping II   (1.50 cr.)
A study of surveying operations used in providing horizontal and vertical control for mapping projects and develops horizontal traversing and trigonometric leveling skills. Appropriate instrument procedures are implemented. Coordinate geometry is used to determine location of survey control points and data analysis.
Class (1.00), Lab (1.50).
Requisite courses: Take NRM-123; (Required, Previous).

Nursing

NT-1000 PN Intro to Holistic Care   (6.00 cr.)
The focus of this course in the theory, lab and clinical setting will be the attainment of the knowledge, skills and attitudes foundational to the practice of caring, client assessment and competent nursing as a practical nurse.
Class (3.00), Lab (9.00).
Requisite courses: NOTE: Admission to first semester of PN program and current CPR certification. (Required, Previous).

NT-1003 PN Nutrition   (1.00 cr.)
An overview of the relationship of essential nutrients and health maintenance throughout the lifespan, including adult wellness, pregnancy, infants, children and the elderly is covered. Emphasis will be on making healthful, nutrient-rich choices from a variety of foods using recognized guidelines as well as the specific conditions of deficiency or excess leading to over-nutrition or under-nutrition.
Class (1.00).

NT-1006 Basics of Med Administration   (1.00 cr.)
This course involves the study of methods and processes of mathematical calculations in the clinical setting as well as opportunities to manipulate medication administration equipment. In addition, the relationship with basic pharmacological terminology will be introduced.
Class (1.00).
Requisite courses: NOTE: Tests into MATH 1108 on math placement test or have successfully completed MATH 0054; (Required, Previous).

NT-1010 PN Care Across Lifespan   (7.00 cr.)
The theory, lab, and clinical components of this course provide an introduction to the principles and practice of practical nursing fundamentals, basic nursing techniques, and patient assessment across the lifespan.
Class (3.00), Lab (12.00).
Requisite courses: Take NT 1000; (Required, Previous).

NT-1014 PN Intro Pharmacology   (2.00 cr.)
This course emphasizes the nursing process related to medication administration for the practical nurse. The study of pharmacokinetics will be incorporated as well as the relationship of drug administration to concepts of health and body system alterations.
Class (2.00).
Requisite courses: Take HLTH 1006; (Required, Previous). Take NT-1010; (Required, Previous or concurrent).

NT-1020 PN Care of Diverse Clients   (7.00 cr.)
The course focuses on common health alterations of adult clients. Using the nursing process as a framework, course content includes modules on a variety of medical-surgical conditions. The clinical rotations occur primarily in the adult acute care medical-surgical setting.
Class (3.00), Lab (12.00).
Requisite courses: Take NT-1010 and NT-1014; (Required, Previous).

NT-1030 PN Legal/Trans.   (1.00 cr.)
This course focuses on concepts related to interpersonal skills and attitudinal elements essential to nursing practice. Students will investigate the legal aspects of nursing and the legal and ethical issue of child abuse. Preparing the student for the transition into the world of nursing will be emphasized.
Class (1.00), Lab ().
Requisite courses: Take NT-1010; (Required, Previous). Take NT-1020; (Required, Previous or concurrent).

NT-1031 PN Child Health   (1.00 cr.)
This course will focus on providing developmentally appropriate, family-centered care to children and their families within the scope of practice of the practical nurse. Emphasis will be placed on characteristics of the well child and common pediatric health alterations.
Class (1.00).
Requisite courses: Take NT-1010; (Required, Previous). Take NT-1020 and PSYC-2151; (Required, Previous or concurrent).

NT-1034 PN Drug Classifications   (2.00 cr.)
This course focuses on selected drug classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by a practical nurse for the proper assessment, care, evaluation and education of the patient.
Class (2.00).
Requisite courses: Take NT-1014; (Required, Previous). Take NT-1020; (Required, Previous or concurrent).

NT-1035 PN IV Therapy   (1.00 cr.)
An introductory course that includes theoretical and clinical knowledge related to the role, accountability, and responsibility of the Practical Nurse in IV Therapy. This course combines both online and skills lab learning activities.
Lab (3.00).
Requisite courses: Take HLTH 1006; (Required, Previous). Take NT-1010; (Required, Previous or concurrent).

NT-1050 Concepts of Nursing Care   (10.00 cr.)
This course recognizes advanced standing of a licensed practical nurse in the areas of planning and delivering basic nursing care. Current unrestricted LPN license and successful completion of the PN2RN courses are required.

NT-1060 Concepts of Nursing Science (10.00 cr.)

This course recognizes advanced standing of a licensed practical nurse in the areas of understanding structure and function of the body, the basic developmental, biological, psychological, and socio-cultural differences in clients, and the safe administration of medications. Current unrestricted LPN license and successful completion of the PN2RN courses are required.

NT-1100 Introduction to Nursing-RN (1.00 cr.)

The course addresses the concepts, skills and attitudes foundational to the practice of caring, competent nursing.

Class (1.00).

NT-1110 RN Basics Gero/Adult Health I (8.00 cr.)

The focus of this course in the theory, lab, and clinical setting will be the attainment of the knowledge, skills and attitudes that promote safe and effective basic nursing care of adult and geriatric clients. The majority of clinical experience will be set in Extended Care Facilities.

Class (4.00), Lab (12.00).

Requisite courses: NOTE: Admission to the Nursing Clinical Program. (Required, Previous). Take NT-1112; (Required, Previous or concurrent).

NT-1112 RN Holistic Care (2.00 cr.)

Content underlines caring relational skills. Utilizing the nursing process, the holistic dimensions of care are applied in caring for people with challenging care situations across the lifespan and care continuum.

Class (2.00), Lab ().

Requisite courses: Take NT-1100; (Required, Previous). Take NT-1110; (Required, Previous or concurrent).

NT-1114 RN Beg. Pharmacology (2.00 cr.)

This course focuses on the Registered Nurse's responsibilities when administering medication from selected classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by the nurse for the proper assessment, care, evaluation and education of the patient.

Class (2.00).

Requisite courses: Take HLTH 1006; (Required, Previous). Take NT-1120; (Required, Previous or concurrent).

NT-1120 RN Adult Hlth II/Maternal NB (8.00 cr.)

This course is a combination of Adult Health and Maternal Newborn. The theory, lab and clinical components promote safe and effective nursing care to childbearing families and adults with common health alternatives.

Class (3.00), Lab (15.00).

Requisite courses: Take NT-1110, BIOS-1114, NT-1112 AND NT-1121; (Required, Previous). Take NT-1114 and BIOS 1200; (Required, Previous or concurrent).

NT-1121 RN Ethical/Legal Issues (1.00 cr.)

Students will explore legal and ethical issues in nursing. This course focuses on the implementation of the RN role in ways that reflect integrity, responsibility, and a commitment to caring and advocacy for diverse patients within a variety of settings.

Class (1.00).

Requisite courses: Take NT-1110; (Required, Previous or concurrent).

NT-1123 Nutrition for Nurses (1.00 cr.)

This course covers essential nutrients, nutritional assessments and interventions aimed at targeting healthy body weight and healthy nutrition for clients with and without underlying health alterations.

Class (1.00).

Requisite courses: Take BIOS-1113; (Required, Previous).

NT-1140 PN2RN Adult Health (3.00 cr.)

This course combines both online and classroom learning activities. It is designed to expand the student's knowledge of adult health nursing. Emphasis is placed on the nursing process in planning and caring for adults with common health problems. This course includes supervised activities in the nursing lab.

Class (2.00), Lab (2.00).

Requisite courses: NOTE: All PN graduates will be required to enter via the PN2RN Transition Curriculum. Admission to Hocking College Placement Testing Test into Math 1108 or 1113 Test into ENGL 1122 Completed application of PN2RN program Proof of completion of PN program HESI admission test scoring RN level required. (Required, Previous).

NT-1142 PN2RN Holistic Care & RN tran (2.00 cr.)

This course combines online and classroom learning activities. Content focuses on caring relational skills in providing holistic care to people with challenging care situations across the lifespan and care continuum. Implementation of the RN scope of practice and nursing process is explored.

Class (1.00), Lab (2.00).

Requisite courses: NOTE: All PN graduates will be required to enter via the PN2RN Transition Curriculum. Admission to Hocking College Placement Testing Test into Math 1108 or 1113 Test into ENGL 1122 Completed application of PN2RN program Proof of completion of PN program HESI admission test scoring RN level required.

NOTE: PSYC 1101 must be taken either prior to or concurrently with NT 1142. (Required, Previous or concurrent).

NT-1144 PN2RN Pharmacology (2.00 cr.)

This course combines both online and classroom learning activities. This course focuses on the registered nurse's responsibility related to medication administration for selected drug classifications.

Class (2.00).

Requisite courses: Complete either MATH-1108 or MATH-1113; (Required, Previous).

NT-1147 PN2RN Maternal Newborn (1.00 cr.)

This course combines both online and classroom learning activities. It is designed to expand the student's knowledge of maternal/newborn nursing. Use of the nursing process in the delivery of holistic health care in this setting is emphasized.

Class (1.00).

Requisite courses: NOTE: Current unrestricted LPN license and admission into the PN2RN program are required Completion of a maternal/newborn clinical rotation in student's prior Practical Nursing curriculum. Hybrid course: A portion of this course requires face-to-face classroom time, and a portion requires access to online course activities via a computer. (Required, Previous).

Course Descriptions

NT-2010 RN Adult Hlth III/Mental Hlth (8.00 cr.)
RN Adult Health III Module, in the theory, lab, and clinical setting, will build on NT 1120. Hospital acute care settings are utilized for clinical rotations. Mental Health Module focuses on the concepts and skills needed with clients experiencing mental health alterations. Clinical rotation is in mental health treatment settings.
Class (3.00), Lab (15.00).
Requisite courses: Take NT-1112, NT-1114, NT-1120 and BIOS-1200; (Required, Previous). Take NT-2014; (Required, Previous or concurrent).

NT-2014 RN Applied Pharm (1.00 cr.)
This course focuses on the RN's role in the provision of safe, effective client care as it applies to pharmacological therapy. Applied clinical reasoning skills are emphasized, using information to mitigate error and support decision making.
Class (1.00). Requisite courses: Take NT-1110, NT-1114, NT-1120 and BIOS-1200; (Required, Previous). Take NT-2010 and PSYC-2151; (Required, Previous or concurrent).

NT-2015 RN Child to Adult Health (1.00 cr.)
This course includes developmentally appropriate, family centered care of children from infancy through adolescence. Promotion of healthy growth and development as well as care of children with a variety of pediatric health alterations will be discussed.
Class (1.00).
Requisite courses: Take BIOS-1200 AND PSYC-2151; (Required, Previous). Take NT-2020 and NT-2024; (Required, Previous or concurrent).

NT-2016 RN Child Health (1.00 cr.)
This course includes developmentally appropriate, family centered care of children from infancy through adolescence. Promotion of healthy growth and development as well as care of children with a variety of pediatric health alterations will be discussed.
Class (1.00).
Requisite courses: Take BIOS-1200 AND PSYC-2151; (Required, Previous). Take NT-2020 and NT-2024; (Required, Previous or concurrent).

NT-2020 Care of Patients w/Cmplx Hlth (9.00 cr.)
This course focuses on the implementation of the RN role to reflect a commitment to evidence-based practice, caring, and advocacy and integrating knowledge, skills, and attitudes to promote safe, effective nursing care for diverse and complex patients.
Class (5.00), Lab (13.00).
Requisite courses: Take NT-2010 and NT-2014; (Required, Previous). Take NT-2024 and NT-2015; (Required, Previous or concurrent).

NT-2024 Leadership, Trends, Issues Nrs (1.00 cr.)
This course is designed to prepare the student for the transition into the world of nursing utilizing concepts of leadership and management of care (including prioritization, delegation, and clinical decision making). Job search techniques are covered. This course combines both online and classroom learning activities.
Class (1.00).
Requisite courses: Take NT-2010, NT-1121, and NT-2014; (Required, Previous). Take NT-2020 and NT-2015; (Required, Previous or concurrent).

NT-9000 PN Challenges of Care (1.00 cr.)
Content focuses on awareness of self, the development of relational skills, and skills needed for challenging care situations.
Class (1.00). Requisite courses: Take NT-100 and NT-102; (Required, Previous).

NT-9006 Drug Book Basics & Med Labels (0.25 cr.)
Supplements NT 106 or MATH 104 to meet the course outcomes of NT 1006. Focuses on interepretation of drug labels and how to utilize a nursing drug reference.
Class (0.25).
Requisite courses: Take MATH-104 or NT-106; (Required, Previous).

NT-9010 RN Adult Health III (4.00 cr.)
RN Adult Health III: The focus of this module in the theory, lab, and clinical setting will build on NT 1120. Theory, Lab, and Clinical content will emphasize the further development of clinical reasoning and nursing judgment needed for the safe and effective nursing care of adults. The bio-psyco-social dimensions of health and illness are addressed in depth. A variety of hospital acute care settings are utilized for clinical rotations.
Class (3.00), Lab (12.00).
Requisite courses: Complete NT-1112, NT-1114, NT-1120, and BIOS-1200; (Required, Previous). Take NT-2014; (Required, Previous or concurrent).

NT-9120 RN Adult Health II (4.00 cr.)
This course is composed of theory, skills lab, and clinical. The focus of this module in the theory, lab and clinical setting will build on NT 1110, using the nursing process as a framework. Students continue to develop the knowledge, skill and attitudes that promote safe and effective nursing care of adults with common health alterations. The student will gain clinical experience in the acute care setting.
Class (3.00), Lab (12.00).
Requisite courses: Complete NT-1110 and BIOS-1114; (Required, Previous). Take NT-1114; (Required, Previous or concurrent).

NT-9121 RN Ethical/Legal Issues (1.00 cr.)
Explores legal and ethical issues in nursing. This course focuses on the implementation of the RN Role in ways that reflect integrity, responsibility, and a commitment to caring and advocacy for diverse patients within a variety of settings.
Class (1.00).
Requisite courses: Take NT-100; (Required, Previous).

NT-9134 Pharm for Nrses/Drug Class II (0.75 cr.)
Actions, dosages, adverse effects, and interactions of medications in selected drug classifications. Emphasis is placed on patient care, implications of drugs, incorporating information required by a nurse for the proper assessment, care, evaluation and education of the patient. Herb and dietary supplement interactions with medications are also discussed. Relationship to the concepts of health and culture are included.
Class (0.75).
Requisite courses: Take NT-124; (Required, Previous).

NT-9216 Transition to RN Ldrshp/Mgt   **(0.75 cr.)**
Introductory course to Level II nursing. Builds the foundation for growth and application of RN leadership and management skills. Assists the learner to grow in role as a nurse from LPN to RN. The scope of practice between the role of LPN/RN are explored. Identification of concepts and skills that are essential to be a successful RN are applied. Communications skills, ethical and legal issues, and professionalism are discussed. Skills needed to be successful as a Level II student are discussed and practiced. Learners discuss the Level II curriculum mpa and visualize the plan for growth in their scope of practice throughout the program.
Class (0.75).

Office Administration

OAT-1100 Office Procedures I   **(3.00 cr.)**
This course presents a realistic overview of the modern business office. Methods that may be encountered in any size office and professional procedures for carrying out responsibilities including administrative assistant duties. Opportunities in the administrative assistant field and various levels of work are explored. Personal qualifications, proper attitude, and conduct are stressed through problem solving situations.
Class (2.00), Lab (2.00).

OAT-1101 Office Procedures II   **(3.00 cr.)**
A continuation of Office Procedures I, this course gives the executive assistant background to lend administrative support to today's busy executives. Students complete projects that require critical thinking, teamwork, interpersonal and leadership skills while applying appropriate procedures to manage the administrative functions of an office.
Class (2.00), Lab (2.00).
Requisite courses: Take OAT-1110 OR OAT-110; (Required, Previous).

OAT-1110 Office Management Theory   **(3.00 cr.)**
This course presents a realistic overview of the modern business office. Methods that may be encountered in any size office and professional procedures for carrying out responsibilities including administrative assistant duties. Opportunities in the administrative assistant field and various levels of work are explored. Personal qualifications, proper attitude, and conduct are stressed through problem solving situations.
Class (1.00), Lab (3.00).

OAT-1111 Office Procedures   **(2.00 cr.)**
A continuation of Office Procedures I, this course gives the executive assistant background to lend administrative support to today's busy executives. Students complete projects that require critical thinking, teamwork, interpersonal and leadership skills while applying appropriate procedures to manage the administrative functions of an office.
Class (1.00), Lab (3.00).
Requisite courses: Take OAT-1110 or OAT-110; (Required, Previous).

OAT-1113 Computer Basics   **(1.00 cr.)**
In this course, the student will be introduced to computer systems, hardware, and software. By receiving hands-on experience, the student will become knowledgeable of the windows operating system, storing and organizing data, email, and the Internet.
Lab (2.00).

OAT-1114 Electronic Communications   **(3.00 cr.)**
Includes use of email systems, pocket PCs, digital cameras, scanners, fax machines, pc tablets, as well as web page production and use of other electronic advances.
Class (2.00), Lab (2.00).

OAT-1115 Computer Applic for Industry   **(1.00 cr.)**
This is a hands-on course where students will learn to use skills available in Microsoft Word, Excel, and PowerPoint for applications in industry. Microsoft Word is a word processing program with which the students will create and format common business and personal documents. Using Microsoft Excel, students will learn how to prepare spreadsheets, compile and manipulate databases, and develop graphs. Microsoft PowerPoint will be used to present, reinforce, and illustrate concepts. Decision-making and problem-solving skills are integrated throughout the work required in this course.
Lab (3.00).

OAT-1140 Electronic Publications   **(1.00 cr.)**
This is a hands-on course where students will learn to use the skills available in Microsoft Publisher and PowerPoint. Students will be introduced to publishing terms and techniques to create various types of publications and presentations.
Lab (3.00).

OAT-1180 Keyboarding Techniques   **(1.00 cr.)**
This course offers basic instructions on the alphabetic keyboard and 10 key pad. Emphasis is placed on developing keyboarding speed and accuracy skills, reinforcing the English language, and the ability to think and key. The course will improve touch typing utilizing correct finger position while building speed and accuracy.
Lab (3.00).

OAT-1190 Business Communication Skills   **(3.00 cr.)**
This course presents methods to provide training that gives the student opportunity to become competent in all phases of communications including writing, speaking, listening, and reading to prepare for transcription and communication in the modern business office by using a reference manual.
Class (2.00), Lab (3.00).

OAT-1216 Word Processing-Word   **(3.00 cr.)**
This is a course designed to acquaint the student with the operations of word processing by demonstration. The student will receive hands-on experience using a microcomputer using the MICROSOFT WORD 2007 software.
Class (2.00), Lab (2.00).

OAT-1282 Financial Services   **(2.00 cr.)**
This course is designed to give the student, as a consumer, background information on coping with certain major financial decisions in life, including basic personal budgeting. The course will also include introduction to the double-entry system of bookkeeping and the basic accounting cycle. Software programs will be utilized.
Class (1.00), Lab (3.00).

Course Descriptions

OAT-2115 Medical Transcription **(3.00 cr.)**
Students should develop an understanding of medical terminology with emphasis on transcription using the Stop/Start transcription system to create medical documents. Students will develop skills in the medical field through the typing of reports such as history and physicals, radiology reports, operative reports, pathology reports, discharge summaries, and autopsies.
Class (2.00), Lab (3.00).
Requisite courses: Take OAT-1190, OAT-2200, or OAT-195 and OAT-200; (Required, Previous).

OAT-2200 Introduction to Transcription **(3.00 cr.)**
This course provides intensive instruction and practice in listening and transcribing mailable copy from recorded and direct dictation. Emphasis is on accuracy, formatting, proofreading and language arts skills.
Class (2.00), Lab (3.00).
Requisite courses: Take OAT-1190 or OAT-195; (Required, Previous).

OAT-2215 Database Mgt. Using Access **(2.00 cr.)**
Using Microsoft Access, students will design, organize, process, update and manage business data information to develop reports and forms used in an office environment.
Class (1.00), Lab (3.00).

OAT-2218 Office Budgeting Using Excel **(3.00 cr.)**
Using Microsoft Excel, students will design, create, format and customize spreadsheets, build formulas and create and edit charts and tables. By utilizing these skills the student will compile and manipulate personal and professional budgets in order to maintain financial stability.
Class (2. 00), Lab (3.00).

OAT-2220 Specialized Applications **(2.00 cr.)**
This course presents the office procedures that an administrative assistant may need to know in specialized offices such as in a medical, legal, government, education, or technical field. The methods, terminology, and forms that the office assistant will encounter in each of these specialized areas are presented. Some of the work requires composing and word processing assignments. Following instructions, implied as well as stated, is required. Through the use of simulations, the course provides realistic experience with a variety of activities representative of the tasks performed by specialized executive and administrative secretaries.
Class (1.00), Lab (3.00).
Requisite courses: Take OAT-1111 and OAT-1216 or OAT-112 and OAT-216; (Required, Previous).

OAT-2230 Administrative Transcription **(3.00 cr.)**
The Stop/Start transcription system is used to type documents. The techniques of machine transcription are reinforced and continued from Introduction to Transcription. Students should develop proficiency in producing mailable copy of dictated letters, memos, reports and material with changes and corrections. Correct spelling, punctuation, and placement are highly stressed, as well as accurate proofreading.
Class (2.00), Lab (3.00).
Requisite courses: Take OAT-1190 and OAT-2200 or OAT-195 and OAT-200; (Required, Previous).

OAT-2240 Integrated Office Software **(3.00 cr.)**
Hands-on advanced course which reinforces knowledge and application of software programs previously learned.
Class (2. 00), Lab (2.00).
Requisite courses: Take OAT-102, OAT-211, OAT-216, OAT-200, OAT-250, OAT-270; (Required, Previous).

OAT-2250 Off. Publications/Presentation **(2.00 cr.)**
This course will introduce the student to various publishing terms and techniques using Microsoft Publisher, PowerPoint, and Adobe Photoshop Elements. The student will create various types of publications and presentations.
Class (1.00), Lab (3.00).

OAT-2260 Office Simulation Capstone **(3.00 cr.)**
Through the use of simulations, this course provides realistic experiences with a variety of activities representative of the tasks performed by executive and administrative assistants. This course develops the student's ability to type difficult materials so that it would be acceptable in a business office. Most copy is unarranged-much of it is in longhand. Some of the work requires composing, use of all types of office files, financial record keeping, transcription, electronic and paper calendaring and filing, and word processing assignments. Following instructions, implied as well as stated is required.
Class (2.00), Lab (2.00).
Requisite courses: Take OAT-2215, OAT-2220 and OAT-2250 or OAT-215, OAT-220 and OAT-250; (Required, Previous).

OAT-2280 Legal Transcription **(3.00 cr.)**
The Stop/Start transcription system is used to type legal documents. The techniques of machine transcription are reinforced and continued from Introduction to Transcription. Students should develop proficiency in legal terminology producing mailable copy of dictated letters, memos, reports, and material with changes and corrections. Correct spelling, punctuation, and placement are highly stressed, as well as accurate proofreading.
Class (2. 00), Lab (3.00).
Requisite courses: Take OAT-1190 and OAT-2200 or OAT-195 and OAT-200; (Required, Previous).

OAT-2296 OAT Practicum **(2.00 cr.)**
This practicum is planned for the Office Management student to provide on-the-job experience before graduating, working under the supervision of an administrative secretary or administrative assistant in the option the student has chosen — medical, legal, executive, or general.
Class (1.00), Lab (8.00).
Requisite courses: Take OAT-2215, OAT-2220 and OAT-2250 or OAT-215, OAT-220 and OAT-250; (Required, Previous).

Opticianry

OPT-1100 Introduction to Opticianry   **(3.00 cr.)**
An introduction to healthcare in the United States, historically and currently, as it relates to the optician. Provides an overview of the nature of the work of the optician, working conditions, employment opportunities and job outlook. Introduction to basic optical principles and concepts of lens design and frame construction, and markings and ocular anatomy.
Class (3.00).

OPT-1101 Geometric Optics I   **(3.00 cr.)**
This course examines the nature of light, and details the behavior of light when it encounters various refractive and reflective surfaces. The course examines lens power, indices, prism and lens form and design. Refraction of multiple light rays, and effects of decentration on spheres, cylinders, spherocylinders and oblique cylinders. Lab covers verification and neutralization of lenses, and the various verification tools.
Class (2. 00), Lab (2.00).
Requisite courses: Take OPT-1100, BIOS-1100; (Required, Previous).

OPT-1131 Ophthalmic Dispensing I   **(3.00 cr.)**
This course deals with frame styling and selection, prescription considerations, standard alignment and adjustment of ophthalmic eyewear. Lens materials and characteristics as well as multifocal types, construction and measurement are presented. Interpupillary measurements are covered. Absorptive lenses are introduced.
Class (2.00), Lab (2.00). Requisite courses: Take OPT-1100, BIOS-1100; (Required, Previous).

OPT-2102 Geometric Optics II   **(3.00 cr.)**
This course covers optical considerations with increasing lens power. Prism and accommodation at near, and calculating vertical imbalance. IT introduces the student to the correct curve theory, and special lens designs to include aspheric, high plus and high minus lenses. Fresnel prisms and magnifications problems. Lab continuation of lens neutralization and verification utilizing various optical tools.
Class (2.00), Lab (2.00).
Requisite courses: Take OPT-1101, OPT-1131 and BIOS-1115; (Required, Previous). Take OPT-2132, OPT-2201 and OPT-2121; (Required, Previous or concurrent).

OPT-2111 Mechanical Optics   **(3.00 cr.)**
Study of the finishing and surfacing process. The edging process will be practiced as it relates to single vision and multifocal design. Spotting, blocking, edging, hand edging, verification of spectacle lenses. This course also introduces the student to the theory of surfacing procedures. The surfacing of lenses including thickness, surface curvatures and lens blank selection. Surfacing equipment is introduced.
Class (2.00), Lab (2.00).
Requisite courses: Take OPT-2132; (Required, Previous).

OPT-2121 Opticiary Practical Exp I   **(2.00 cr.)**
Experience in a business in the optical field applying practical knowledge gained in the classroom. The seminar includes discussion of job-related concerns and situations faced by the student in their practicum, job requirements and employment opportunities.
Class (1.00), Lab (7.00). Requisite courses: Take OPT-1101, OPT-1131, BIOS-1115; (Required, Previous). Take OPT-2102, OPT-2132 and OPT-2201; (Required, Previous or concurrent).

OPT-2122 Opticianry Practical Exp II   **(2.00 cr.)**
Experience in a business in the optical field applying practical knowledge gained in the classroom. The seminar includes discussion of job-related concerns and situations faced by the student in their practicum, job requirements and employment opportunities.
Class (1.00), Lab (7.00).
Requisite courses: Take OPT-2121; (Required, Previous). Take OPT-2202, OPT-2111, OPT-2220; (Required, Previous or concurrent).

OPT-2132 Ophthalmic Dispensing II   **(3.00 cr.)**
This course covers advanced fitting techniques to include cataract lens fitting, vertex distance compensation and progressive lenses. Absorptive lenses, sports eyewear, and special dispensing situations. Lens blank size determination, legal and ethical issues and board management are discussed.
Class (2.00), Lab (2.00).
Requisite courses: Take OPT-1131; (Required, Previous). Take OPT-2102, OPT-2201 and OPT-2121; (Required, Previous or concurrent).

OPT-2201 Contact Lenses I   **(3.00 cr.)**
Historical review as well as theory, design, and optical principles of contact lenses; indications and contraindications for contact lens wear; anatomy and physiology as related to contact lenses; principles and techniques of various verification and diagnostic instrumentation; patient education on care, cleaning, and insertion and removal of ridged and hydrogel contact lenses; contact lens terminology. Basic fitting principles of spherical RGP and spherical hydrogel contact lenses. Lab will introduce the student to the use of keratometer, loupe and slit lamp. Slit lamp evaluation of contact lenses.
Class (2.00), Lab (2.00).
Requisite courses: Take OPT-1101, OPT-1131,BIOS-1115; (Required, Previous). Take OPT-2102, OPT-2132 and OPT-2121; (Required, Previous or concurrent).

OPT-2202 Contact Lenses II   **(3.00 cr.)**
Advance procedures of contact lens fitting are examined and practical applications in the fitting process are experienced. Problem solving of contact lens related signs and symptoms will also be covered.
Class (2.00), Lab (2.00).
Requisite courses: Take OPT-2201; (Required, Previous).

OPT-2220 Opthalmic Assisting   **(3.00 cr.)**
This course covers entry level knowledge of the relates to the human eye. It includes a study of the ocular media, ametropia, neutralization, astigmatism, objective and subjective refraction, anomalies of vision, clinical refraction and retinoscopy. Introduces student to the preliminary tests and testing procedures and equipment.
Class (2.00), Lab (2.00).
Requisite courses: Take OPT-2132; (Required, Previous).

Physical Education

PED-1200 Aerobic Kickboxing   **(1.00 cr.)**

A cardiovascular workout choreographed to brisk music that mimics kickboxing training. Designed to improve the cardiovascular system and sharpen reflexes. Increases muscle tone and strength, flexibility and coordination.

Lab (2.00).

PED-1201 Aerobics and Toning   **(1.00 cr.)**

A balanced exercise program that involves aerobic conditioning, muscular toning, and flexibility exercises. It works every major muscle group in the body. This course is designed to improve the cardiovascular system, muscular fitness, and flexibility over an extended period of weeks.

Lab (2.00).

PED-1202 Dance Aerobics   **(1.00 cr.)**

A fun and enjoyable exercises program choreographed for the non-dancer. Learn various dance steps to a variety of upbeat music set at a comfortable level. Special focus is placed on progression and heart rate monitoring for safety and effectiveness. This course provides flexibility and muscular conditioning as well as a cardiovascular workout.

Lab (2.00).

PED-1203 Spinning   **(1.00 cr.)**

Participate in different types of riding workouts and learn safe and healthy exercise intensity. Learn fundamental information regarding personal fitness level.

Lab (2.00).

PED-1204 Step Aerobics   **(1.00 cr.)**

A comprehensive and balanced exercise program choreographed to upbeat music. Involves standing floor movements and alternating step patterns on a stepping platform. A fun and enjoyable exercise program that provides aerobic conditioning, muscular toning and strengthening, and flexibility exercises. Special focus is placed on heart rate monitoring for safety and effectiveness.

Lab (2.00).

PED-1205 Zumba   **(1.00 cr.)**

Participate in different types of latin cardio dance workouts and learn safe and healthy exercise intensity. Learn fundamental information regarding personal fitness level. Zumba is appropriate for participants of all fitness levels.

Lab (2.00).

PED-1210 Group Fitness Mix   **(1.00 cr.)**

Participate in a variety of group fitness classes including, but not limited to spinning, pilates, yoga, group calisthenics, aqua fitness, swimming, step aerobics, aerobic kickboxing, circuit training and outdoor cardiovascular activity. This course is designed to improve the cardiovascular system, muscular fitness and flexibility over an extended period of weeks.

Lab (2.00).

PED-1300 Climbing   **(1.00 cr.)**

This climbing class serves to introduce the participant to the various methods, equipment, and techniques that are being used currently in the sport of rock climbing. These subjects include: rock climbing equipment care, selection and use, climbing methods, movement on the rock, route grading, belaying the climber, top roping, and the basic fundamentals of lead climbing, as well as the proper use, storage, and care of the equipment. Safety procedures and practices are stressed.

Lab (2.00).

PED-1301 Fitness   **(1.00 cr.)**

Introduction to personal fitness and recreational activities including a new way of becoming more physically fit.

Lab (2.00).

PED-1302 Health Promotion Elective   **(1.00 cr.)**

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

Lab (2.00).

PED-1303 Power Walk   **(1.00 cr.)**

Participate 50 minutes walking workout, learning safe and healthy exercise intensity.

Lab (2.00).

PED-1304 Recreation   **(0.50 cr.)**

Recreational facilities and opportunities at the Hocking College Student Center and surrounding area in a class intended for community members.

Lab (3.00).

PED-1305 Personal Training   **(1.00 cr.)**

Works toward the achievement of individualized and realistic goals set by both the student and instructor. The student works under the professional supervision and guidelines of a personal trainer to achieve these goals. This course involves muscular endurance and strength, cardiovascular, and flexibility training.

Lab (2.00).

PED-1306 Training for 10K   **(1.00 cr.)**

Students learn to set up a training program to complete and compete a 6.2 mile race.

Class (0.50), Lab (1.50).

PED-1307 Indoor Triathlon Training   **(1.00 cr.)**

Students learn to set up a training program to complete and compete a short triathlon.

Class (0.50), Lab (1.50).

PED-1308 Fitness Weight Loss   **(1.00 cr.)**

Looks at common weight loss roadblocks, and proposes suggestions and motivation to overcome such. Discusses the health risks of being overweight, the real economic costs of weight, assessing current weight levels, and establishing a goal weight. Also provides information on nutrition and exercise for weight management.

Class (1.00).

PED-1400 Aqua Fitness (1.00 cr.)
A balanced exercise program designed to improve cardiovascular health, muscular fitness, flexibility and assist with weight control. The buoyancy of the water reduces the stress placed on weight bearing joints making exercise in the water ideal for those with arthritis, joint problems, or those who are new to exercise. Involves simple movements and exercises in the deep and shallow ends of the pool with the use of water weights and flotation devices.
Lab (2.00).

PED-1401 Beginning Swimming (1.00 cr.)
Creates a sound foundation for aquatic and safety skills. Learn fundamental aquatic locomotion, floating, proper breathing techniques, and what to do in an aquatic emergency.
Lab (2.00).

PED-1402 Swim for Fitness (1.00 cr.)
Participate in swim workouts and learn safe and healthy exercise intensity. Learn fundamental information regarding personal fitness level.
Lab (2. 00).

PED-1403 Lifeguard Training (2.00 cr.)
American Red Cross Lifeguard Training course teaches candidates the skills and knowledge needed to prevent and respond to aquatic emergencies.
Class (1.50), Lab (1.50).

PED-1404 Water Safety Instructor (2.00 cr.)
Certifies student to teach water safety classes through the American Red Cross. *Candidates must possess a current Fundamentals of Instructor Training (FIT) certificate. *Successfully demonstrate swimming the following strokes: Front Crawl (25 yards), Backstroke (25 yards), Breaststroke (25 yards), Sidestroke (25 yards), Butterfly (demonstrate).
Class (1.00), Lab (2. 00).

PED-1405 Beginning Tennis (0.50 cr.)
An intro course teaching the fundamental skills of tennis. This includes basic strokes; the forehand and the backhand drives, the serve, and volley. Also, history, rules, scoring, and court etiquette of basic singles and doubles court play.
Lab (1.50).

PED-1406 Lifeguard Training Recertifica
American Red Cross Lifeguard Training course teaches candidates the skills and knowledge needed to prevent and respond to aquatic emergencies.
Class (1.50).

PED-1500 Archery (1.00 cr.)
Instruction and practice in the basic principles of archery using the recurve and compound bows. Become a Basic Archery Instructor.
Lab (2.00).

PED-1501 Golf (1.00 cr.)
The student will learn and perform the basic skills and rules of golf.
Lab (2.00).

PED-1502 Tennis (1.00 cr.)
Life long leisure and exercise activity including forehand stroke, backhand stroke, serving, footwork, scoring, doubles and singles play.
Lab (2.00).

PED-1503 Basketball (1.00 cr.)
Includes participating, officiating and learning the regulations and safety practices for the game of Basketball.
Lab (2.00).

PED-1504 Wrestling (1.00 cr.)
Stduents will paticipate in all aspects of wrestling.
Lab (2.00).

PED-1600 Yoga (1.00 cr.)
Yoga provides participants with instruction in Hatha Yoga postures (Asanas). The practice of Asanas contributes to physical strength and flexibility. In this class, close attention is paid to spinal alignment and postural detail. The precision required of this practice allows participants to identify poor postural habits and movement patterns. Participants learn to identify their body's reaction to stress and methods to relax the body as a tool for stress reduction. All postures (Asanas) are identified by their Sanskrit name. Yoga philosophy is presented as it relates to the practice of Asana.
Lab (2 00).

PED-1601 Karate (1.00 cr.)
Participation in warm-up, demonstrations and sparring using moves within the Karate discipline. Includes origins and history of the sport.
Lab (3.00).

PED-1602 Pilates (1.00 cr.)
Pilates method of exercise based on relaxation, concentration, control, breathing, fluid movement, and precision. Includes beginning and intermediate mat exercises.
Lab (2.00).

PED-1603 Tai Chi 24 Form (1.00 cr.)
24 Movement Yang Style Tai Chi Chaun is a set of relaxing exercises that develop internal power for health and martial arts.
Lab (2.00).

PED-1604 Tuning and Toning (1.00 cr.)
A balanced exercise program that works every major muscle group in the body while placing emphasis on strengthening the back and abdominal muscles. Designed to improve muscular fitness and flexibility. Improves the cardiovascular system by keeping the heart rate elevated due to the use of minimal rest periods.
Lab (2.00).

PED-1605 Yoga and Pilates (1.00 cr.)
Integrates the practice of Yoga and the work of Joseph Pilates for an alternative system to improve fitness, strength, flexibility, balance and coordination. Ties traditional and non-traditional poses together to affect different aspects of the body. Focuses on breathing techniques, exercise form and posture, adn forms of mediation.
Lab (2.00).

PED-1606 Power Yoga   **(1.00 cr.)**
A flowing form of yoga that is dance-like in its grace. Ties traditional and non-traditional poses together to affect many different aspects of the body with the entire routine. Brings out the natural, innate power of movement in the human body. Emphasizes strength, flexibility, balance, and stamina.
Lab (2.00).

PED-1607 Personal Yoga   **(1.00 cr.)**
Works toward the achievement of individualized and realistic goals set by both the student and instructor. The student works under the professional supervision and guidelines of a personal trainer and RYT Yoga teacher, using a combination of traditional exercises, Yoga asanas, flexibility, breathing and meditation techniques. This course involves muscular endurance and strength, breathing balance, and flexibility training.
Lab (2.00).

PED-1608 Personal Pilates   **(1.00 cr.)**
Works toward the achievement of individualized and realistic goals set by both the student and instructor. The student works under the professional supervision and guidelines of the Pilates instructor to achieve these goals. This course involves various Pilates techniques on the mat and use of equipment to help strengthen core muscles and bring the body in to balance. Includes breathing techniques and is designed to improve stability, coordination, balance, muscular strength and endurance, and flexibility.
Lab (2.00).

Petroleum

PET-1101 Intro to Petroleum Industry   **(3.00 cr.)**
This course provides an overview of the oil and natural gas industry. Topics covered include history of petroleum, basic geology, drilling, production, transportation, refining, gas processing, storage, environmental health and safety concerns and the economic and energy impact of petroleum products.
Class (3.00).

Physics

PHYS-1201 Physics - Motion   **(4.00 cr.)**
Covers the study of forces, Newton's laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids.
Class (3.00), Lab (3.00).
Requisite courses: Take MATH-1108; (Required, Previous or concurrent).

PHYS-1202 Physics - Heat, Light, & Sound   **(4.00 cr.)**
Heat transfer, energy transformation, heat engines, air conditioning, wave motion and vibration, sound and hearing, light wave motion, mirrors and lenses, reflections, refraction, absorption and dispersion of light, diffraction and interference and optical instruments.
Class (3. 00), Lab (3.00).
Requisite courses: TAKE MATH-1108; (Required, Previous or concurrent).

Police Science

PSCI-1102 Ethics & Cultural Diversity   **(3.00 cr.)**
Current ethical standards for public service employees and ethical issues facing law enforcement officers and the law enforcement profession. Examination of methods and techniques used by criminal justice personnel in crime prevention and community relationship programs.
Class (2.00), Lab (2. 00).

PSCI-1115 Introduction to Policing   **(2.00 cr.)**
This course provides an overview of the criminal justice system in the United States and enables students to understand the philosophy and development of the criminal justice system, the current situation of criminal justice agencies and institutions and their challenges.
Class (2.00), Lab ().

PSCI-1121 Constitution and Criminal Law   **(2.00 cr.)**
This course is designed to acquaint the student with the US Constitution, the Bill of Rights and constitutional amendments that relate to law enforcement. It will include a comprehensive study of the Ohio Revised Code.
Class (2.00).

PSCI-1132 Law Enforcement Photo/Courtroom   **(3.00 cr.)**
Traditional methods of crime scene photography to present day technological advancements in multiple aspects of photography related to law enforcement.
Class (2.00), Lab (2.00).

PSCI-1161 Police Computer Applications   **(3.00 cr.)**
Computers and software used in law enforcement management. Empahsizes software utilized in law enforcement including diagraming software, web sources, presenting software and reporting tools.
Class (2.00), Lab (2.00).

PSCI-1163 Probation & Parole Working Wit   **(3.00 cr.)**
This course provides the students with the understanding of the fundamentals of the role of the probation, parole officer in community service programs and the supervision of the offenders/clients.
Class (3.00).
Requisite courses: Take PSCI-1121; (Required, Previous).

PSCI-1180 Crime Scene Investigation & Cr   **(3.00 cr.)**
Scientific investigation of all types of crime including an in-depth study of homicide investigation both field and lab.
Class (2.00), Lab (2.00).

PSCI-1216 Police Firearms   **(3.00 cr.)**
Modern firearms nomenclature, weapons care, proper use, restrictions, liability, transporting weapons and home/office safety procedures. Students will be instructed in firing range procedures, propoer shooting techiques and shooting exercises. Weapons and ammunition provided.
Class (2.00), Lab (2.00).

PSCI-1222 Criminal Rules and Procedures   **(2.00 cr.)**
Comprehensive examination of the Ohio Revised Code, major Supreme Court decisions, and the Ohio Rules of Criminal Procedure, emphasizing rules regarding the laws of arrest, search, and seizure.
Class (2.00).

PSCI-2105 Ohio Juvenile Crime & The Court   **(2.00 cr.)**
This course relates important aspects of the Ohio Juvenile Laws and how the Ohio Juvenile Court Systems differentiate from the Adult Criminal Justice Systems.
Class (2.00).

PSCI-2106 Radio Dispatch 911   **(2.00 cr.)**
Comprehensive examination of police communication systems including radio, telephone and interpersonal communications. The course is designed to give the student practical experience in developing communication skills necessary for effective public safety communication operations.
Class (1.00), Lab (2.00).

PSCI-2205 Patrol Operations & Firearms   **(3.00 cr.)**
Includes scenario exercises demonstrating how police officers respond to, and answer all types of calls following proper procedures and guidelines in a legal, safe and tactical manner.
Class (2.00), Lab (3.00).

PSCI-2209 Homeland Security & Terrorism   **(2.00 cr.)**
In-depth look into the roles and responsibilities of local, state, and national agencies and their involvement in Homeland Security. Includes information concerning the Patriot Act, Presidential Directives and Terrorism.
Class (2.00).

PSCI-2220 Covert Operations   **(3.00 cr.)**
Planning covert investigations, developing cover stories and investigative tactics including officer controlled purchases, undercover officer buys, confidential informent buys, surveillance, report writing and managing confidential informants.
Class (2.00), Lab (3.00).
Requisite courses: Take CJ-1121 and CJ-1222 or CJ-121 and CJ-222; (Required, Previous).

PSCI-2225 Law Enforcement Report Writing   **(3.00 cr.)**
This course is designed to instruct students preparing for a career in law enforcement in writing complete, accurate, and clear police reports emphasis on correct and concise usage and to design law enforcement forms.
Class (3.00).

PSCI-2230 Ohio Criminal Rules & Ct Pr   **(3.00 cr.)**
Court procedures and the United States judicial system. Focuses on the trial process, report writing, pre-trial, use of exhibits, direct examination and cross-examination of law enforcement officers.
Class (2.00), Lab (2.00).

PSCI-2235 Police Reports   **(2.00 cr.)**
Writing effective police reports. The participant learns to find and record all relevant facts, analyze and organize findings as well as distinguish fact from hearsay, conclusion and opinion and communicate all relevant findings in a well written report.
Class (2.00).
Requisite courses: Take ENGL-1122 or ENGL-1510 or COMM-122; (Required, Previous).

PSCI-2245 Traffic Investigation   **(2.00 cr.)**
Overview of Ohio Traffic Laws; specifically the Ohio Revised Code, Title 45, Motor Vehicles-Aeronautics-Watercraft laws. Includes vehicle crash investigation techniques.
Class (1.00), Lab (2.00).

PSCI-2255 Peace Officer Basic Academy   **(18.00 cr.)**
Provides basic police training based on Student Performance Objectives (SPOs) as outlined by the Ohio Peace Officer Training Council. Upon successful completion the student is eligible to take the Ohio Peace Officer certification exam.
Class (25.00), Lab (15.00).

PSCI-2256 Peace Office Basic Academy   **(4.00 cr.)**
Prepares individuals for a career in private security. The academy will provide instruction in all the units and topics outlined by the Ohio Peace Officer Training Council for certification as an armed private security officer. Upon successful completion, the student will be eligible for the Ohio Peace Private Security certification exam.
Class (8.00), Lab (4.00).

PSCI-2260 Interviewing Techniques   **(2.00 cr.)**
Tactics and techniques of the art of interrogation. Emphasizes methods to properly and adequately solicit information to solve crime from a known or possible suspect, witness, victim or other person involved in the matter.
Class (2.00).

PSCI-2263 Crisis Recognition & Referral   **(2.00 cr.)**
Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur in the lives of people and identifies helping behaviors until professional help is obtained or referral is completed. Various community resources are identified.
Class (2.00).

PSCI-2265 Critical Incident Management   **(2.00 cr.)**
Overview of managing traditional and non-traditional crime scenes including critical incident characteristics; incident command concepts; command post operations; hazardous incidents; major multi-scene operations; team work; working with fire, emergency medical services, multi law enforcement agencies, local and state emergency management agencies (EMA) and problems encountered by the incident commander.
Class (1.00), Lab (2.00).

PSCI-2270 Leadership, Supervision & Admi   **(2.00 cr.)**
Introduction to the administration of policing agencies. Basic organizational and management principles and individual line and staff elements in terms of their purpose, organization and administration.
Class (2.00).

PSCI-2290 Police Science Special Topics (0.25-9.00 cr.)
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00), Lab (5.00).

PSCI-2296 Pol. Sci. Patrol Practicum (2.00 cr.)
Practical experience through student observation while accompanying law enforcement officers in a patrol car for one eight hour shift per week, for a total of 120 hours.
Class (1.00), Lab (8.00).
Requisite courses: Take PSCI-2297; (Required, Previous).

PSCI-2297 Pol. Sci. Comm 911 Practicum (2.00 cr.)
Provides practical experience by observing law enforcement communication officers performing their duties and responsibilities in a 9-1-1 dispatch center. The student will work an eight hour shift per week with a total of 120 hours per semester in the communication center.
Class (1.00), Lab (8.00).

PSCI-2298 Pol. Sci. Comm & Patrol Prac (2.00 cr.)
Provides practical experience by observing law enforcement communication officers performing their duties and responsibilities in a 9-1-1 dispatch center. The student will work an eight hour shift per week with a total of 60 hours per semester in the communication center. The student will also spend the other half of the semester observing law enforcement officers in a patrol car during eight hour shifts for 60 hours.
Class (1.00), Lab (8.00).

Public Safety Services

PSS-1101 Public Safety Services Fitness (1.00 cr.)
Knowledge, skills and attitudes related to health promotion and physical fitness for life.
Lab (2.00).

PSS-1102 Public Safety Services Fitness (1.00 cr.)
Knowledge, skills and attitudes related to health promotion and physical fitness for life.
Lab (2.00).

PSS-2101 Public Safety Services Fitness (1.00 cr.)
Knowledge, skills and attitudes related to health promotion and physical fitness for life.
Lab (2.00).

PSS-2102 Public Safety Services Fitness (1.00 cr.)
Knowledge, skills and attitudes related to health promotion and physical fitness for life.
Lab (2.00).

Psychology

PSYC-1101 General Psychology (3.00 cr.)
This course serves as a comprehensive and in-depth study of the theories and applications of psychology. The course consists of an overview of topics in the areas of both clinical and experimental psychology including memory, personality, consciousness, physiological bases of behavior, sensation and perception, motivation and emotion, human development, learning, abnormal behaviors and social processes.
Class (3.00).
Requisite courses: Take ENGL 0054 or Placement in ENGL 1122 or ENGL-1510; (Required, Previous).

PSYC-1101H General Psychology Honors (3.00 cr.)
This course is a comprehensive study of the theories and applications of psychology. This course is for students accepted in the Hocking College Honors Program.
Class (3.00).
Requisite courses: Take 1 group; Take COMM-122 or ENGL-151; Take ENGL-1122 or ENGL-1510 or ENGL-1122A; Take ENGL-0054 or ENGLCMP-ENGL; (Required, Previous).

PSYC-1115 Educational Psychology (3.00 cr.)
The applications of psychological theories, models and principles to education settings. Major topics include an overview of education; cognitive, language, social and affective development; cognitive, behavioral, humanistic, and social learning models of learning; thinking and remembering; theories of motivation; intelligence and creativity; individual differences and their affect (culture, gender, social class, ethnicity, etc); effective instructional strategies and classroom management; assessment of student learning.
Class (3.00).

PSYC-1120 Organizational Behavior (3.00 cr.)
Students will study human behavior in the workplace. In addition, students will study, experience, and demonstrate individual and group behavior techniques that work in the world of work. Topics include personality influences, motivation, conflict & negotiation, group and team processes, job design and satisfaction, decision making and communication, organizational culture, and diversity, legal and ethical issues in contemporary organizations.
Class (3.00).

PSYC-1160 Behavioral Sciences Statistics (4.00 cr.)
Behavioral Statistics introduces basic statistical measures employed in the behavioral sciences. Emphasis will be on core concepts and calculation of specific statistical measures as well as appropriate application of those measures. Topics include measures of central tendency and dispersion, basic probability, the normal distribution and confidence intervals, correlation and regression, sampling, and hypothesis testing. This course includes and evaluates "Maintains Professional Skills and Attitudes" and "Demonstrates Math Skills."
Class (4.00).
Requisite courses: Take PSYC-1101; (Required, Previous).

PSYC-2151 Developmental Psychology (3.00 cr.)
Physical, emotional, social and intellectual development of an individual from conception to death. Emphasizes normal growth and development of the individual with discussion of genetic and environmental factors that can cause developmental abnormalities.
Class (3.00).
Requisite courses: Take PSYC-1101; (Required, Previous).

PSYC-2152 Abnormal Psychology (3.00 cr.)
This course is designed to introduce the student to the scientific study of abnormal behavior through examination of the most prevalent behavioral and emotional problems in the population. The concepts of normality, abnormality, psychopathology, and treatment methods are presented and discussed. The course presents students with an opportunity to understand some of the controversial issues and unresolved problems that psychologists undertake as they attempt to ameliorate psychological suffering in the population.
Class (3.00).
Requisite courses: Take PSYC-1101; (Required, Previous).

PSYC-2170 Child Development (3.00 cr.)
Explores physical, emotional, social, and cognitive development of an individual from conception through childhood. The coursework emphasizes normal growth and development with discussions of biological and environmental factors that influence development.
Class (3.00).
Requisite courses: Take PSYC-1101 or PSYC-1115; (Required, Previous).

PSYC-2171 Adolescent Development (3.00 cr.)
Explores physical, emotional, social, and cognitive development of an individual throughout adolescence. The coursework emphasizes normal growth and development with discussions of biological and environmental factors that influence development.
Class (3.00).
Requisite courses: Take PSYC-1101 or PSYC-101; (Required, Previous).

PSYC-2250 Theories of Personality (3.00 cr.)
This course examines the origins, major underlying assumptions, basic personality structure and major theoretical concepts of major theories of personality. Students will become more familiar with a number of techniques and instruments widely grasp of personality theories will hopefully help them apply their knowledge to the understanding of their own as well as other people's personalities.
Class (3.00).
Requisite courses: Take PSYC-1101 or PSYC-101; (Required, Previous).

Physical Therapy Assistant

PTA-1100 Intro to Physical Therapy (1.00 cr.)
An introduction to health care in the United States, historically and currently, particularly as it relates to physical therapy and the roles of the physical therapist and physical therapist assistant. Provides an overview of the various health professionals and health care systems.
Class (1.00).

PTA-2200 Fund. of Physical Therapy (4.00 cr.)
Basic patient handling skills, draping, positioning, bed mobility, transfers, body mechanics, assistive devices, wheelchair mobility and range of motion exercises.
Class (3.00), Lab (4.00). Requisite courses: Take PTA-1100; (Required, Previous). Take BIOS-2201; (Required, Previous or concurrent).

PTA-2203 Physical Therapy Procedures (4.00 cr.)
The body's mechanisms for inflammation and repair and the physiologic and therapeutic effects of physical agents including superficial and deep heat, cryotherapy, hydrotherapy, topical agents, compression pump, electotherapeutic agents, and massage. Includes the assessment of pain, sensation, and segmental length, girth and volume.
Class (3.00), Lab (4.00).

PTA-2204 Musculoskeletal Problems (3.00 cr.)
Injury, disease and treatment of the musculoskeletal systems emphasizing orthopedic dysfunctions. Includes physiologic and therapeutic effects and the application of diathermy, ultraviolet light and traction. Principles are applied across age and diagnoses lines including pediatric and geriatric populations. Pharmacological interventions and actions are addressed.
Class (2.00), Lab (3.00).
Requisite courses: Take PTA-2200 PTA-2203; (Required, Previous).
Take PTA-2206, PTA-2210, PTA-2214; (Required, Previous or concurrent).

PTA-2206 PTA Directed Practice I (4.00 cr.)
The student will have the opportunity to practice skills acquired to date in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. A seminar component will address the clinical experience and issues in physical therapy including resume writing and interviewing.
Class (1.00), Lab (16.00).
Requisite courses: Take PTA-2200, PTA-2203, PTA-2211; (Required, Previous). Take PTA-2204, PTA-2210, PTA-2214 and BIOS-2202; (Required, Previous or concurrent).

PTA-2207 PTA Clin. Issues/Role Trans. (1.00 cr.)
Preparation for the transition from student to professional and review of the licensure exam. This is a capstone course.
Class (1.00).
Requisite courses: Take PTA-2226; (Required, Previous or concurrent).

PTA-2210 Cardiopulmonary Function (2.00 cr.)
Physiology of exercise, energy metabolism and principles of aerobic conditioning. Includes cardiorespiratory and physiology, cardiac rehabilitation and pulmonary diseases and treatment. Methods of exercise training are reviewed. Pharmacological interventions and actions are included. This is a capstone course.
Class (1.00), Lab (2.00).
Requisite courses: Take PTA-2200, PTA-2203; (Required, Previous). Take PTA-2206; (Required, Previous or concurrent).

PTA-2211 Pathophysiology of Disease (2.00 cr.)
This course will familiarize the student with various disease processes, particularly those seen in the physical therapy setting. It will include related pharmacology.
Class (2.00).

PTA-2214 Rehabilitation Procedures **(3.00 cr.)**
Neuromuscular physiology, injury, disease and rehabilitation. Includes patient treatment following amputation. Principles are applied across age and diagnoses lines and include pediatric and geriatric populations. Pertinent pharmacological interventions and actions are discussed.
Class (2.00), Lab (3.00).
Requisite courses: Take PTA-2200, PTA-2203; (Required, Previous).
Take PTA-2206; (Required, Previous or concurrent).

PTA-2216 PTA Directed Practice II **(4.00 cr.)**
Full time clinical affiliation under the supervision of a licensed physical therapist or physical therapist assistant.
Class (1.00), Lab (15.00).
Requisite courses: Take PTA-2206; (Required, Previous).

PTA-2226 PTA Directed Practice III **(4.00 cr.)**
Full time clinical affiliation under the supervision of a licensed physical therapist or physical therapist assistant.
Class (1. 00), Lab (15.00).
Requisite courses: Take PTA-2216; (Required, Previous).

Sociology

SOCI-1101 Introduction to Sociology **(3.00 cr.)**
A comprehensive and in-depth study of the theories and applications of Sociology. This course covers the nature of human society, social behaviors and factors affecting their development. Topics include culture, socialization, social organization, groups, institutions, normative and deviant behavior and social stratification.
Class (3.00).
Requisite courses: Take ENGL 0054 or Placement in ENGL 1122; (Required, Previous).

SOCI-1161 Sociology of Family Living **(3.00 cr.)**
Examines sociological concepts and research methods as they relate to marriage and family. Family composition, gender and sex roles, foundations of marriage, methods of communication, life cycles of the family, parenting and family dysfunctions. Includes cultural comparison of various family and marriage forms.
Class (3.00).

SOCI-2153 Collective Behavior **(3.00 cr.)**
Collective Behavior approaches human behavior in opposition to the assumption that action is instituted by individuals within a social context. This assumption permeates much of contemporary ideas centered on trend analysis. Collective Behavior takes a different approach. Collective action is not merely the sum of individual action. Emergent action of a collective occurs when individuals' actions work in concert with and in relation to one another. In sum, collective behavior is "doing things together." This class is an introduction to this approach and field of analysis.
Class (3.00).
Requisite courses: Take SOCI-1101 or SOCI-101; (Required, Previous).

SOCI-2162 Social Problems **(3.00 cr.)**
The purpose of the class is to familiarize the student with Societal Problems.This course introduces the student to contemporary issues and trends, theories behind each, and possible ramifications upon the student. Topics include Sexuality, Crime, Violence, Alcohol, Drugs, Racism, Education, Family, etc.
Class (3.00).
Requisite courses: Take SOCI-1101 or SOCI-101; (Required, Previous).

SOCI-2165 Race and Ethnicity **(3.00 cr.)**
This course examines differences and inequalities of racial and ethnic groups in America. Specific historical, socioeconomic, and political experiences of various racial and ethnic groups in America are examined. Theories of social reaction and the evolution of race and ethnicity nationally and globally are postulated.
Class (3.00).
Requisite courses: Take SOCI-1101 or SOCI-101; (Required, Previous).

SOCI-2210 Sociology of Poverty **(3.00 cr.)**
Explores the framework, factors, trends, and public policies socially impacting poverty.
Class (3.00).
Requisite courses: Take SOCI-1101 or SOCI-101; (Required, Previous).

SOCI-2220 Social Psychology **(3.00 cr.)**
Explores the self, interactions and social influence through the scientific methods of social psychology.
Class (3.00).
Requisite courses: Take SOCI-1101 or SOCI-101; (Required, Previous).

SOCI-2267 Deviant Behavior **(3.00 cr.)**
This course provides an overview of theoretical, empirical, and policy issues in the sociology of deviance. The emphasis is on the theoretical approaches in the sociology of deviance and the policies of these perspectives. Students should be able to engage in scholarly thinking about deviance and the control thereof as important social and sociological issues.
Class (3. 00).
Requisite courses: Take SOCI-1101 or SOCI-101; (Required, Previous).

Social Services

SS-1100 Social Services Professions **(3.00 cr.)**
Comprehensive look at social services programming available for individuals, children and families, including the elderly, in communities. Emphasis on federal, state, local and privately funded services. Students will explore careers available in the SSCCJ fields.
Class (2.00), Lab (3.00).

SS-1110 Interviewing Techniques **(3.00 cr.)**
Introduction to the theory and practice of interviewing in a correctional, criminal justice, or social series setting. Emphasis is placed on the development of good attending skills, learning to respond to specific feelings and thoughts, and the importance of self-awareness.
Class (2.00), Lab (3.00).

SS-1155 Disruptive Behavior Management   **(2.00 cr.)**

Therapeutic and non-offensive skills and techniques to de-escalate a disruptive situation and to assist the disruptive person in reestablishing internal and behavioral control. A five level model of verbal and physical interventions designed to create a safe environment for clients and staff is presented and practiced using role playing.

Lab (5.00).

SS-1155A Behavioral Mgt. Module #1: Dis   **(2.00 cr.)**

When clients in social service and educational settings become verbally and/or physically disruptive, employees in the helping professions must utilize therapeutic and non-offensive skills and techniques to de-escalate the situation and assist the disruptive person in reestablishing internal and behavioral control. This course presents a five-level model of non-offensive and therapeutic verbal and physical interventions designed to create a safe environment for clients and staff. Many role-play scenarios will be created to simulate interventions.

Lab (5.00).

SS-1155B Behavioral Mgt. Module #2: Cri   **(2.00 cr.)**

Class (1.00), Lab (3.00).

Requisite courses: Take SS-1155A; (Required, Previous).

SS-2201 Family Dynamics   **(3.00 cr.)**

The study of family dynamics, both healthy and unhealthy, will be the focus of the course. A discussion of family interaction and functioning in response to external and internal stressors on the system and the rules and roles the members take on as a response will be highlighted. There will be a review of symptoms of family dysfunction that come to the attention of authoritative agencies and the use of structural family theory will be analyzed. Films depicting different cultures will be viewed, compared, and analyzed based on material covered in the book, lectures, and class discussions.

Class (1.00), Lab (4.00).

SS-2202 Protective Services   **(2.00 cr.)**

An overview of the dynamics, laws and legal issues related to child abuse, neglect and abandonment. Emphasizes current and future impact and personality development.Protective Services for youths will be explored.

Class (1.00), Lab (2.00).

Requisite courses: Take CJ-1163 or CJ-263; (Required, Previous).

SS-2203 Special Needs Clients   **(2.00 cr.)**

This service learning course provides sensitivity to and better understanding of special needs clients. The needs of individuals with physical and medical disabilities, mental retardation, learning disabilities and emotional and mental illness are reviewed along with effective ways of interfacing with and advocating for these clients. The students explore the rights of persons with disabilities and provide hours of direct service to an agency and or client with special needs.

Class (1.00), Lab (2.00).

SS-2222 Social Services Programming   **(2.00 cr.)**

A comprehensive look at social services programming available for individuals, children and families, including the elderly, in communities. There will be an emphasis on federally-, state-, local-, and privately-funded services. Students will explore careers available in the SSCCJ fields and will provide an overview of the various helping professions.

Class (1.00), Lab (2.00).

SS-2260 Group Work Techniques   **(3.00 cr.)**

Use of short term group procedures pertaining to group dynamics when working to change personal, criminal, addictive and abhorrent behavior. Includes the stages of group as well as effective leader characteristics and skills. Emphasis is on personal change of affective and cognitive distortions that effect behavior. Hands-on experience includes participating in the group experience, observing the group dynamics and co-facilitation of at least one group.

Class (2.00), Lab (3.00).

Requisite courses: Take SS-1110 and SS-1155 or SS-110 and SS-255; (Required, Previous).

SS-2262 Counseling Techniques   **(3.00 cr.)**

Comparative study of the major counseling theories. Students begin to develop an eclectic style of counseling through studying the philosophy, key components, goals, techniques, and procedures of each approach.

Class (2.00), Lab (2.00).

Requisite courses: Take SS-1110 or SS-110; (Required, Previous).

SS-2262A Counseling Module #1   **(2.00 cr.)**

An introduction to the theory and practice of interviewing in a correctional, criminal justice, or human services setting. Emphasis is placed on the development of good attending skill, learning to respond to specific feelings and thoughts, and the importance of self-awareness. Students are introduced to the use of audio and videotape as learning tools.

Class (1.00), Lab (3. 00).

SS-2262B Counseling Module #2   **(2.00 cr.)**

Class (1.00), Lab (3.00).

Requisite courses: Take SS-2262A; (Required, Previous).

SS-2262C Counseling Module #3   **(3.00 cr.)**

Class (1.00), Lab (4.00).

Requisite courses: Take SS-2262B; (Required, Previous).

SS-2263 Group Counseling Techniques   **(3.00 cr.)**

Class (1.00), Lab (4.00).

Requisite courses: Take SS-2262B; (Required, Previous).

SS-2265 Case Management   **(3.00 cr.)**

This capstone course incorporates prior information to assist the students in utilizing a team approach to providing services to clients. Several mock case studies are provided in which the teams must utilize the APIE method of providing case management services to both adjudicated persons and clients seeking services in the human services agencies. planning, intervention and evaluation. the development of treatment plans are required.

Class (2.00), Lab (3.00).

SS-2266 Diverse Populations (3.00 cr.)
Overview of specific information regarding diverse populations served in social services, corrections, criminal justice and substance abuse treatment settings. When providing custody, supervision, services or treatment for diverse persons the helper must have awareness of specific variables including culture, ethnicity, religion, sexual orientation, social class, mental and physical health issues, substance use and abuse and others.
Class (2.00), Lab (2.00).
Requisite courses: Take CJ-1100, CJ-1120 and SS-1155 or CJ-107, CJ-108, CJ-122, CJ-220 and SS-255; (Required, Previous).

SS-2266A Diverse Populations Module #1 (2.00 cr.)
Class (1.00), Lab (3.00).

SS-2266B Diverse Populations Module #2 (2.00 cr.)
Class (1.00), Lab (3.00).
Requisite courses: Take SS-2266A; (Required, Previous).

SS-2266C Diverse Populations Module #3 (2.00 cr.)
Class (1.00), Lab (3.00).

SS-9135 Client Doc and Case Record (3.00 cr.)
Practical experience in preparing the diverse forms, reports and logs that accompany correctional work. Emphasis on intake, home studies, presentence and investigative report writing and case recording. Routine shift logs, incident reports, and risk assessment forms are also covered.
Class (2.00), Lab (3.00).
Requisite courses: Take COMM-122; (Required, Previous).

SS-9222 Social Services Programming (2.00 cr.)
Exploration into the areas of Medicaid, Healthy Start, Medicare, Title II, Social Security Programs for children and adults, General Assistance Programs, programs for seniors and veterans, Child Support Enforcement Agency, Nursing Home programs, and other social services programs that may be locally, state, or federally funded.
Class (2.00), Lab (2.00).

SS-9261 Introduction to Counseling (2.00 cr.)
Comparative study of approaches, theories and techniques utilized in human services and correctional programming.
Class (2. 00), Lab (3.00).
Requisite courses: Take CORR-260; (Required, Previous).

Social Service & Criminal Justice

SSCJ-1198 Practicum Orientation (2.00 cr.)
Preparation of SSCCJ practicum. Through a series of lecture/discussions, guest speakers, mock interviews and other experiences the student will learn about practicum requirements, engage in a process of self assessment, develop personalized goals and objectives and a finished professional resume. By the end of the course the students will interview with and be accepted by at least one agency that will supervise her/his practicum A experience where the students will compete 150 hours of work experience on site.
Class (1.00), Lab (2.00).

SSCJ-2264 Capstone Correctional Administ (3.00 cr.)
Class (1.00), Lab (4.00).

SSCJ-2265 Captsone Case Management (3.00 cr.)
Class (1.00), Lab (4.00).

SSCJ-2265A CAPSTONE Module #1– Case Mgt (3.00 cr.)
Class (2.00), Lab (3.00).

SSCJ-2265B CAPSTONE Module #2– Correcti (2.00 cr.)
Class (1.00), Lab (3.00).

SSCJ-2296 Practicum Module #1: Social S (3.00 cr.)
Class (2.00), Lab (7.00).
Requisite courses: Take SSCJ-1198; (Required, Previous).

SSCJ-2296A Workplace Issues: Seminar #1 (1.00 cr.)
Lab (2.00).

SSCJ-2297 Practicum Module #2: Criminal (3.00 cr.)
Class (2.00), Lab (7.00).
Requisite courses: Take SSCJ-2296; (Required, Previous).

SSCJ-2297A Workplace Issues: Seminar #2 (1.00 cr.)
Lab (2.00).

Supervision

SUPR-1117 Hospitality Supervision (2.00 cr.)
Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.
Class (2.00).

SUPR-1239 Construction Supervision (3.00 cr.)
Examines the leadership role of construction field supervisors regarding managing people, problem solving, quality control and scheduling.
Class (3.00).

SUPR-2117 Hosp Supervision/Cul Account. **(4.00 cr.)**
Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles as they effect both management as well as the individual seeking employment within the industry. An introduction to double entry bookkeeping, the basic accounting cycle, journals and journal entries general ledger and financial statement production. The financial entity is presented in the form of a full service hotel facility and is designed to provide students with a detailed understanding of financial accounting concepts thereby enabling the student to function in an On Property Accountants environment. The understanding of financial accounting concepts is useful to both managers and supervisors in the hospitality industry.
Class (4.00).

SUPR-2235 Supervision and Leadership **(3.00 cr.)**
Designed for managers and supervisors who enter at the first line of management and supervision. Introduces the fundamental principles, processes and practices of management and supervision.
Class (3.00).

SUPR-9117 Hospitality Supervision **(2.00 cr.)**
Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.
Class (2.00).

Timber Harvesting & Tree Care

THTC-1100 Timber Harvesting/Tree Care I **(6.00 cr.)**
Orientation to basic climbing equipment and its proper use in tree forestry. Saddles, climbing ropes and knots for the beginning climber. Chainsaw training methods. General, site specific forest management and tree felling are parts of this course. Tree felling, limbing and bucking are included. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws.
Class (2.00), Lab (12.00).

THTC-1101 Intro to Timber Harvest/Tree C **(3.00 cr.)**
Introduction to conventional hardwood logging operations and tree care. Safety, work procedures, care and maintenance of equipment, basic climbing gear, ropes, knots.
Class (1.00), Lab (6.00).

THTC-1102 Timber Harvest/Tree Care II **(3.00 cr.)**
Chainsaw training methods, and general, site specific, forest management and tree felling are parts of this course. Bulldozers, skidders, knuckle-boom loaders and log trucks, tree felling, limbing and bucking are introduced. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws. Selection, use and maintenance of hand tools used in tree surgery and aboriculture. Operation and maintenance of power equipment including chainsaws, chipper trucks, chipper and stump grinder.
Class (1.00), Lab (6.00).
Requisite courses: Take THTC-1100 or THTC-100; (Required, Previous).

THTC-2200 Timber Harvest/Tree Care III **(6.00 cr.)**
Selection, use and maintenance of hand tools used in tree surgery and aboriculture. Concentrates on safety, forest management plans, silviculture, soils, indicator plants, production and cost analysis, physical training, advanced chainsaw use and felling, skidder operation, developing timber sale contracts, advanced bulldozer and log loader operation, introduction to log truck operation.
Class (2.00), Lab (12.00).
Requisite courses: Take THTC-1102 or THTC-102; (Required, Previous).

THTC-2202 Timber Harvest/Tree Care IV **(6.00 cr.)**
Capstone syntheses and final student evaluation of production skills. Diagnosis of tree problems and development of appropriate treatment techniques. Tree problems diagnosed include construction, cable and lightning damage. Students also learn to recognize trees that are likely to cause structural damage to buildings and how to safely remove hazardous trees.
Class (2.00), Lab (12.00).
Requisite courses: Take THTC-2200 or THTC-200; (Required, Previous).

Wildlife Management

WLM-1100 Fish and Wildlife Careers **(0.50 cr.)**
Exposes the student to the wildlife profession through the use of guest speakers from a variety of wildlife and land management agencies. Educational requirements, skills, and job opportunities for various jobs are discussed, along with job search techniques and methods for applying for various types of wildlife jobs.
Class (0.50).

WLM-1109 Animal Handling **(2.00 cr.)**
Basic facts and skills necessary to care for and handle wild animals including reptiles and raptors for museum/nature center rehabilitation and programmatic purposes.
Class (1.00), Lab (2.00).

WLM-1156 Wildlife Ecology and Identific **(1.50 cr.)**
This course is the first wildlife management class wildlife resources management students take at Hocking College. Lectures cover animal ecology and taxonomy, ecology and management of upland game birds, waterfowl and mammals.
Class (1.50).
Requisite courses: Take WLM-1156L; (Wildlife Ecology and Identification Lab); (Recommended, Concurrent).

WLM-1156L Wildlife Ecology and ID Lab **(1.50 cr.)**
Labs for this wildlife management class are hands-on where students handle parts of birds used for identification, aging, and sexing (heads, wings, tails, and feet) and parts of mammals for identification (skins and skulls). During lab, students learn how to identify, age, and/or sex six upland game birds, 25 waterfowl species, six waterbirds, and 31 mammals.
Lab (3.00).
Requisite courses: Take WLM-1156; (Wildlife Ecology and Identification - Lecture); (Recommended, Concurrent).

WLM-1157 Wildlife Tracks and Signs   (1.00 cr.)
Provides an introduction to the tracks and signs of Ohio's Wildlife. Students will gain a working knowledge of track and spoor identification, mammalian gaits, baseline locomotion, scat identification, scat and hair collection, and preservation methods.
Lab (2.00).

WLM-2171 White Tail Deer Management   (3.00 cr.)
Studies white-tailed deer evolution, taxonomy, distribution, life history, habitat requirements, and harvest management strategies. Presents information on resolution of human-deer conflicts.
Class (3.00).

WLM-2201 Ecology /Mgt Upland Game Birds   (3.00 cr.)
Studies the ecology and management of upland game birds with an intensive review and analysis of the natural history and distribution of popular game birds including bobwhite quail, wild turkey, ring-necked pheasants, ruffed grouse, prairie chickens, sharp-tailed grouse, sage grouse, and spruce grouse. Emphasis is placed on habitat management techniques, population dynamics, harvest strategies and behavior.
Class (3.00).

WLM-2203 Environmental Ethics   (3.00 cr.)
An introductory study of traditional ethical theories and systems (i.e. deontology, natural law, virtue ethics, utilitarianism, ethical relativism), and how these systems of ethics apply in humankind's relationship toward the natural world. Discusses and analyzes the use of ethical theory in the development of environmental laws and policies and the management of natural resources. Explains and applies ethical theory to specific environmental problems and issues. Both personal and professional ethics will be explored. In addition, the course will examine and discuss current environmental ethical approaches such as Aldo Leopold's Land Ethic, Deep Ecology, Peter Singer's Utilitarianism and Animal Liberation Movement, Ecofeminism, and Taylor's Biocentric Ethics.
Class (2.00), Lab (2.00).

WLM-2204 Wetland Ecology and Management   (2.00 cr.)
This course provides a comprehensive study on the ecological development, physical characteristics and values of wetlands in North America with an emphasis on the wetland types that occur in the Midwest. It will examine wetland classification methods and introduce students to field methods for wetland determination and delineation. In addition, the course will provide instruction on concepts and practices of wetland design, restoration and managment of wildlife.
Lab (4.00).

WLM-2210 Wildlife & NR Law and Policy   (3.00 cr.)
Identifies various agencies responsible for, or which effect, the management of wildlife and its habitats, and discusses the role that various federal, state, and local agencies have on wildlife populations and habitats.
Class (2.00), Lab (2.00).

WLM-2211 Eco&mgmt of Grassland Wildlife   (3.00 cr.)
Ecology and conservation of indigenous and introduced grassland ecosystems with focus on the tall-grass prairie region. Identification of cool and warm season grasses based on field characteristics, morphological features, and use of keys. Vegetative sampling techniques for the qualitative evaluation of grassland breeding bird habitat.
Class (3.00).

WLM-2215 Wildlife Management   (2.00 cr.)
Focuses on the theory and techniques of wildlife management with emphasis on an ecosystem approach to management, including the discussion of forest, edge-ecotone, grassland, riparian and wetland ecosystems. Covers plant succession and disturbance ecology, landscape and population ecology concepts. Discusses applied wildlife management methods, including; habitat inventory and evaluation, habitat management practices, planning and species management in ecosystem context.
Class (2.00).
Requisite courses: Take WLM-2215L (Wildlife Management Lab); (Required, Concurrent).

WLM-2215L Wildlife Management Lab   (1.00 cr.)
Students make habitat management recommendations for the following wildlife species (based on information provided in lab): gray and fox squirrels, cerulean warbler, wild turkey, ruffed grouse, American woodcock, Indiana bat, bobwhite quail, cottontail rabbit, wood duck, and grassland nesting birds. In addition, field labs include mast surveys, timber stand improvement, girdling trees, and habitat suitability determination for wood duck and bobwhite quail.
Lab (3.00).
Requisite courses: Take WLM-2215 (Wildlife Management Lecture); (Required, Concurrent).

WLM-2220 Wildlife Radiotelemetry   (2.00 cr.)
Techniques used to instrument and track radio-marked animals and data analysis. Use and evaluation of transmitter types, antenna types, and receiver types. Field labs include monitoring free-ranging, instrumented animals.
Lab (4.00).
Requisite courses: Take WLM-1156 WLM-2245; (Required, Previous).

WLM-2221 Ecology & Mgt of Waterfowl   (3.00 cr.)
Habitat requirements, habitat and harvest management, survey and population assessment methods, capture and handling methods, ranges and migration patterns, management history and problems, diseases, human-waterfowl conflicts and identification of the waterfowl resources of North America are discussed.
Class (3.00).

WLM-2239 Wildlife Capstone   (2.00 cr.)
This capstone course designed to synthesize prior learning and integrate this synthesis with additional wildlife management techniques. Students conduct a comprehensive wildlife and habitat resource survey on an assigned property using techniques and knowledge learned in previous wildlife classes, plus knowledge from other classes such as Dendrology, Field Biology, Ornithology, Mathematics and Communications. Additionally, students learn new wildlife management skills, techniques, and knowledge necessary to conduct a comprehensive inventory of existing wildlife populations and habitat. Techniques covered include investigation of carnivores, birds, small mammals, and collection and preparation of scientific specimens. Each student collects, analyzes and synthesizes data into individual written and oral reports. Students are also required to read, interpret, and synthesize information from technical and scientific literature.
Class (2.00).
Requisite courses: Take WLM-2239L; (Required, Concurrent).

WLM-2239L Wildlife Capstone Lab (2.00 cr.)
Labs for the wildlife capstone class are held at the Sauber Center and in the Natural Resource Building pathology lab. Many of the labs are hands-on field labs in which students work in groups of four to collect data for their homework assignments. Field labs require the use of equipment to collect data. Students collect data from the field and are assigned homework projects on such topics as snag and cavity trees, downed woody vegetation, vegetation structure, small mammals, and birds. Each student is assigned a wildlife species for which they must prepare a written and oral report. The reports have strict format and content guidelines. The final project of the year is an oral presentation on camera trap findings. Each group of four students is given two trail cameras that are set up in an assigned area for eight weeks.
Lab (6.00).
Requisite courses: Take WLM-2239; (Required, Concurrent).

WLM-2245 Wildlife Techniques (2.00 cr.)
Covers the use of wildlife literature, preparation of technical reports, estimating wildlife population numbers, wildlife radiotelemetry, capture, handling, and marking wildlife, habitat measurements, harvest management, wildlife diseases, wildlife damage, urban wildlife management, human-wildlife conflict, and small population management techniques.
Class (2.00).
Requisite courses: Take WLM-2245L; (Required, Concurrent).

WLM-2245L Wildlife Techniques Lab (1.00 cr.)
Lab topics covered include using wildlife literature through the college library, aging and sexing techniques, assessment of nutritional status and reproductive performance, radiotelemetry, capture and handling, census and survey techniques, habitat evaluation, food habit analysis, wildlife necropsy, cause of death investigation, wildlife damage assessment, managing humans, and urban development and wildlife management. Students are assigned a research project and must collect data, prepare a written report according to strict format requirements, and prepare a PowerPoint presentation on their findings. These labs and research projects require equipment.
Lab (3.00).
Requisite courses: Take WLM-2245; (Required, Concurrent).

WLM-2251 Biostatistics for Wildlife Mgt (3.00 cr.)
Fundamental concepts of experimental design and analysis in traditional and contemporary wildlife managment inquiry. Data sets that highlight both field and laboratory research will be analyzed, interpreted, and summarized using both univariate and multivariate statistical techniques.
Class (3.00).

WLM-2264 Ecology & Management of Bats (3.00 cr.)
Studies bat identification, evolution, taxonomy, distribution, life history, habitat requirements, and management strategies. Presents information on bat myths and management strategies to resolve human-bat conflicts.
Class (3.00).

WLM-2296 Wildlife Practicum & Seminar (2.00 cr.)
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours.
Class (1.00), Lab (7.00).

Women's Studies

WS-1100 Intro to Women's Studies (3.00 cr.)
An interdisciplinary course that focuses on both the social and structural experiences of women as well as the significance and social implications of gender in society. An examination of the diverse experiences, perspectives, contributions, cultural beliefs, and stereotyped images of women in different times and places. An exploration of the history of women's movements and feminist perspectives.
Class (3.00).

Glossary

Academic Advisor – Advisors help students plan their program of study and course selection.

Academic Probation – If a student's grade point average is below 2.0 for two consecutive semesters, he or she is in danger of being dismissed from school. A student on probation should see their academic advisor prior to the time of registration for classes.

Academic Program – Student's academic area of study.

Accreditation – To become accredited, a college, university or particular degree program must meet or exceed certain minimum education competency standards (local, state or national.)

Admission – Fulfilling all entrance requirements so a student may register for classes.

Alumni – Graduates of Hocking College are called alumni.

Articulation Agreements – Colleges and universities agree to identify courses that will transfer and may guarantee junior status to Hocking students. Also, Hocking agrees to give college credit for selected course work taken in high school. Other articulation agreements exist with companies or agencies and may only apply to specific degree programs.

Associate Degree – This degree awarded by Hocking is in a career area or transfer program. Students need to talk to an academic advisor about degree types, such as Associate of Arts (A.A.), Associate of Applied Science (A.A.S.) and Associate of Science (A.S.).

Associate of Individualized Study (A.I.S.) – Those who want to design their own degree program should use the different courses of study in liberal arts or combine the liberal arts with technical areas of study.

Associate of Technical Study (A.T.S.) – Those who have technical degree goals that cannot be met through existing programs may find this a good alternative.

Audit – To take a course without being responsible for homework or tests, students may audit a class. Students will not earn a grade for an audited class, but the course will show on their record as an audit. Auditing students register during late registration and pay the regular tuition.

Bachelor's Degree – Also called a baccalaureate degree, the bachelor's degree is awarded by a four-year institution and usually indicates successful completion of at least a four-year course of study.

Certificate of Completion – This program of study trains students in skills essential to a particular career area, but not at the level required for an associates degree.

Change of Academic Program – To change from one academic program to another, students meet with an academic faculty advisor and complete a form in the Registrar's Office. This change will be indicated on the students' records and will not affect the cumulative grade point average.

Credit Hour – Usually refers to the number of hours per week a student attends class and for which he or she can earn credits toward completion of a course of study. In many cases, the number of hours per week that a class meets determines the number of credit hours the class is "worth."

Curriculum – The total program of courses required for a degree or certificate in the student's academic program.

Dean – This administrator directs an academic school (such as Health & Safety, Natural Resources) at the college.

Dean's List – Students who have a grade point average of 3.5 or above; have no "F" or "I" grades in the term; are carrying 9 or more credit hours; and are in good academic standing are on the "Dean's List" each term.

Degree Audit – A review to determine progress toward the completion of a degree. For those who change academic programs, a separate degree audit is needed. (This is different from "auditing" a course.) Degree audits can be printed from WebAdvisor.

Distance Learning – Students can take courses anytime, any place through video, online and at off-campus sites.

Drop/Add – If students need to add a course or drop a course after registering or want to change sections, they must complete the drop/add process, on a form that is submitted to the Registrar's Office.

Elective – Courses that fulfill the requirements for a degree but are not in the academic program subject area.

Estimated Family Contribution (EFC) – Is a calculated formula established to determine a family's financial strength and what they are able to contribute toward the students' education.

Expunge – Remove a grade from the transcript.

Federal Parent Loan for Undergraduate Students (FPLUS) – A federal direct loan program designed to assist parents with student's educational costs.

Federal Stafford Loan Program (FSLP) – A federal direct loan program designed to assist a student with educational costs.

Federal Supplemental Educational Opportunity Grant (FSEOG) – A federal grant provided to assist a student with exceptional financial need as determined by the EFC.

Federal Work Study Program (FWSP) – Provides opportunities for part-time employment either on or off campus. To determine eligibility, students should stop by the Office of Financial Aid Services.

Financial Aid – Grants, scholarships, loans and federal work-study positions that help in financing college education.

Financial Aid Hold – Occurs when a student fails to complete hours and or fails to meet SAP guidelines.

First Year Student – One who is registered in a specific program and has earned fewer than 31 semester hours of credit, including transfer credit.

Free Application for Federal Student Aid (FAFSA) – The application submitted by a student and parent(s) to the U.S. Department of Education to determine eligibility for federal and state financial aid.

Full-time Student – Is registered for 12 or more credit hours per semester.

General Education Diploma (G.E.D.) – This nationally recognized high school equivalency diploma is awarded for successfully completing the G.E.D. test.

Grade Point Average (G.P.A.) – Students can calculate their G.P.A. by dividing the total number of points assigned to the letter grades earned (for instance, a B = 3 points) by the total number of credit hours completed in a given period.

Hybrid Course – A portion of the course requires face-to-face classroom time, and a portion requires access to online course activities via a computer.

Hold – Those students who owe fees, such as parking or library fines, or have books or equipment that belong to the college, will not be able to register further or get a transcript. This is called putting a "hold" on the students' records.

I.D. Card – Required for all Hocking College students. Bookstore, Cashier's Office, library and student center all require student ID to be presented. Meal plans and residence hall access are also tied to the student's ID card. The first ID card is free of charge, with replacement cards costing $25.

Individualized Degrees – These programs are Associate of Technical Study and Associate of Individualized Study. Students design the program with help of the A.I.S./A.T.S. coordinator.

Judicial Hold – The consequence of failing to comply with judicial sanctions.

Judicial Probation – Occurs as a result of judicial sanctions and must be complied with to remain in good standing.

Moodle – Hocking's Learning Management system where online courses are located.

National Student Loan Database System (NSLDS) – Database for federal student aid where students can find out about the aid received throughout their academic history.

Non-credit – No grades are awarded for certain educational experiences, such as one-day workshops on improving skills.

Part-time Student – Registered for 11 credit hours or less per semester.

PELL – Federally funded grant awarded by the federal government. If eligible, this award adjusts to how many hours the student is enrolled. Enrollment status is full time (12 or more hours), three-quarter time (9-11 hours), half-time (6-8 hours), or less than half (5 hours or less.)

Placement Testing – Those who want to work toward a Hocking degree or certificate take this assessment of skills in English, mathematics and reading to help determine course placement.

Glossary

Prerequisite – For a particular area of study, students have to complete all courses as preliminary work before they can register for a more advanced course.

Program Outcomes – At the end of the degree program, students need to have acquired specific skills and knowledge called outcomes.

Promissory Note (PN) – The binding legal document the student signs before he or she receives a student loan.

Registration for Classes – Before each semester begins, students have a registration period to sign up for courses and pay fees.

Residency for Fee Purposes – Established by the State of Ohio, these rules determine the amount of tuition and fees a student has to pay based on several factors, including where he or she lives. Changing an address does not automatically change residency.

Residency for Graduation Purposes – Students are required to complete the last 30 hours of credit at Hocking to get a degree. Students in specific Hocking-approved programs must earn a minimum of 15 credits in addition to any special credit and/or transfer credit. See "Graduation Requirements."

Sanctions – Penalties to provide incentives for obedience with the Hocking College Student Code of Conduct.

Satisfactory Academic Progress (SAP) – To be eligible for federal student aid, students must meet Satisfactory Academic Progress (SAP) standards. There are qualitative (grades) and quantitative (credits) measures used to determine SAP. For a complete description of the SAP policy, please visit: **http://www.hocking.edu/documents/PayForCollege/sapGuidelines.pdf**

Second Year Student – One who is registered in a specific program and has earned at least 31 semester hours of credit, including transfer credit, but not a degree.

Section of a Course – A section is one of a number of classes offering the same course in the same semester. When students register, they must choose both a course and a section for that course.

Semester – The academic year at Hocking College is divided into three terms known as Autumn, Spring and Summer Semesters.

Sequence – A series of courses taken in a specific order.

Service Learning – Service Learning is a teaching method that combines community service with academic instruction focusing on critical, reflective thinking and civic responsibility. Service Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility and commitment to the community.

TBA – "To be arranged," indicates that meeting details are still pending with an academic department to complete a course requirement.

Transcript – Prospective colleges, universities and employers may require this official written record of students' course registrations and grades.

Tuition – The dollar amount students pay for academic instruction.

Tutor – Person who provides help with academic work. Free academic assistance is available outside the regular classroom for some Hocking classes. Students should ask their advisor or visit the Academic Success Center for tutoring assistance.

University Center – A program designed to assist students plan their transfer to four-year colleges and universities.

Verification – Process by which the U.S. Department of Education or Hocking College requires the student and parent to submit certain written documents to confirm the information on the FAFSA. The documents may include, but are not limited to, tax forms, household size and untaxed income received.

WebAdvisor – Hocking's online Registration & Student Records system.

LEGEND

1	Light Hall (JL)		14	Downhour Hall
2	Oakley Hall (OAKL)		15	North Hall
3	Student Center (SCTR)		16	Burn Tower
4	Shaw Lab (SHAW)		17	Campus Greens Office
5	Davidson Hall (DVD)		18	Bookstore
6	Academic Success Center		19	Robbins Crossing
	Public Safety Services (PSS)		21	The Inn at HC (Inn)
7	Visual Arts Center (VAC)			The McClenaghan Center for Hospitality Training
8	Natural Resources (NR)		22	Nature Center (HVNC)
9	Horse Barn (NNR)		23	Summit Residence Hall
10	Horse Barn (NR/NNR)		24	Sycamore Residence Hall
11	Farrier Sciences		25	Fleet Garage (IEC)
12	Campus Police		26	Law Enforcement Range (Range)
13	Hocking Heights			

	Railroad Tracks	
	Bike Path	
	Bridge	
33	US Route 33	
691	State Route 691	
HP	Hocking Parkway	
F	Parking (Faculty & Staff)	
S	Parking (Student)	
V	Parking (Visitor)	
	Campus Police	
★	Admissions (First Floor)	
●	Hawks Nest Dining (Second Floor)	

Columbus & Lancaster

33

Hocking Parkway

Hocking River

N

26

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23

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14

13

12

1

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4

5

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25

Tennis Courts

Loop Road - One Way

Starbrick Memorial

Shelter House

MAIN CAMPUS MAPS

Hocking River

33

Athens

HP

691

Bike Path

To The Inn

Fleet Garage

HOCKING COLLEGE

McClenaghan Training Center

HP

691

Bike Path

THE INN AT HOCKING COLLEGE

21

S

HOCKING
COLLEGE