



{ 2011-2012 }

college catalog

{ welcome to }

Hocking College



For over 40 years, this wonderful community of teachers and learners has been helping thousands of people just like you achieve their dreams of a college education and a brighter future.

We hope you'll join their ranks.

- If you are a recent high school graduate with a desire to start a career as quickly and economically as possible, we have a place for you.
- If you have not yet decided on a specific career, and want time to explore your options, we have a place for you.
- If you are interested in earning a baccalaureate degree, but want a more personal, less expensive environment, we have a place for you.
- If you have always wanted to finish the degree you started years ago, we have a place for you.
- If you live in a different part of the world, and want to study at a safe and welcoming American college, we have a place for you.
- If you need to develop new technical skills for our new global economy, we have a place for you.
- If you are an active member of the military, or a returning veteran seeking a place that truly understands your experiences, we have a place for you.

In the pages that follow, we hope you'll find what you've been waiting for. We take pride in being a unique, innovative, and experience-based institution that focuses on your success.

We're not like everyone else, and we won't treat you like you're everyone else, either.

We've been waiting over 40 years for you to discover us, but you don't have to wait another day to discover your future.

Come for a visit. Then stay for a great education. There is a place for you at Hocking College.

Dr. Ron Erickson
President, 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.

Vision

Hocking College will be an exemplary learning community that creates a culture of high-quality learner-centered education, dynamic educational change, and community and economic responsiveness.

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.

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Programs of Study

Energy Institute

Advanced Energy and Fuel Cells
Automotive Hybrids
Construction Management – HVAC

School of Arts and Sciences

Addiction Studies (Counseling)
Addiction Studies and Corrections
American Art, Design and Marketing
Associate of Individualized Study
Associate of Technical Study
Early Childhood Education
Music Management
Transfer Module

School of Engineering, Business and Computer Information Technologies

Accounting and Financial Services
Architectural and Mechanical Design
Biotechnology*
Broadcast Production and Engineering
Business Management and Entrepreneurship
Computer and Information Support Services*
Computer Programming
Construction Management – Carpentry
Construction Management – Commercial and Residential Electricity
Digital Game Design
E-Business and Web Design
Industrial Ceramics Engineering
Interactive Multimedia
Network Systems
Office Management

School of Health and Nursing

Culinary and Dietary Management
Fitness Management
Massage and Spa Therapy
Massage Therapy
Medical Assistant
Medical Records/Health Information Management
Nursing - PN/ADN Ladder
Nursing Level I - Practical Nursing Diploma
Nursing Level I - Practical Nursing - Evening/Weekend*
Nursing Level II - Enrichment/Associate Degree
Opticianry
Physical Therapist Assistant
Spa Management*
Surgical/Operating Room Technology

McClenaghan Center for Hospitality Training

Baking
Culinary Arts
Hotel and Restaurant Management
International Hospitality*

School of Natural Resources

Archaeology
Ecotourism and Adventure Travel
Equine Health and Complementary Therapies
Farrier Science and Business
Fish Management and Aquaculture Sciences
Fisheries Resource Management and Aquaculture
Forest Management
Geoenvironmental Science
Heavy Equipment Management
Landscape Management
Natural and Historical Interpretation
Natural Resources Law Enforcement
Parks and Recreation*
Wilderness Horsemanship
Wildlife Resources Management
Wildlife Science

School of Public Safety Services

Fire and Emergency Services
Police Science
Social Services, Corrections and Criminal Justice

Certificate Programs

Dietary Manager Certificate
EMT Paramedic Certificate
Firefighter Certificate
GIS/GPS Certificate
Heavy Equipment Operator Certificate
Massage Therapy Certificate
Peace Officer Basic Certificate
Ranger Academy Certificate
Timber Harvesting and Tree Care Certificate

Prison Programs

for incarcerated students

Automotive Parts Management
Food Service Management
Hospitality Management
Landscape Management

* These programs are no longer accepting new students.

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

In addition to accreditation through the Higher Learning Commission, program-specific approvals, accreditations and recognitions include 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	Ohio Medical Board
Medical Assistant	Commission on Accreditation of Allied Health Education Programs American Association of Medical Assistants
Medical Records/Health Information Management	Council on Education of the American Health Information Management Association In collaboration with the Commission on Accreditation of Allied Health Education Programs
Nursing Level I and II	Ohio Board of Nursing National League for Nursing Accrediting Commission
Dietary Manager Certificate	Dietary Manager Association
Office Management	Association of Collegiate Business Schools and Programs
Opticianry	Ohio Optical Dispensers Board
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association
Police Science	Ohio Peace Officer Training Council
Natural Resources Law Enforcement National Ranger Training Institute	United States Department of Interior National Park Service United States Fish and Wildlife Service City and Guilds Institute of London, England Ohio Peace Officer Training Council

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 at both campuses, 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. Seven complete associate degree programs are available at the Perry Campus. The Perry Campus features the latest Interactive Video Distance Laboratory, facilitating delivery of instruction between Nelsonville Campus and Perry Campus.

Situated in Logan, Ohio, our newest location is the Hocking College Energy Institute. In October 2009, this structure, which is built to LEED Platinum standards of energy efficiency, opened its doors as a learning lab for our Advanced Energy students. Green features are incorporated into everything at this site - within all courses and within 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

Mike Brooks *Nelsonville, Ohio*
Chairman of the Board, Rocky Brands, Inc.

Mike Budzik *Logan, Ohio*
Former Chief of the Ohio Division of Wildlife

Frank Newlon *New Lexington, Ohio*
Businessman

Gary Starner *Logan, Ohio*
Governor Appointed

Andrew Stone *Athens, Ohio*
Director of Public Works, City of Athens

Dr. Keith Taulbee *Logan, Ohio*
Chiropractor

Robert Troxel *Athens, Ohio*
Chief, Athens Fire Department

Paula Tucker *Logan, Ohio*
Former Mayor, City of Logan

Darlene Wells *Somerset, Ohio*
Deputy Chief Information Officer, State of Ohio

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 skills, 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 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; capstone experiences; and portfolio assessment, along with other methods. Students are asked to participate in these important activities to assure themselves and others the highest quality education.

Hocking College's assessment program supports the institution's mission. The College also assesses the effectiveness of developmental programs designed to enable under-prepared students to complete college level courses. Finally, it is beginning to assess the Success Skills, eight general competencies common to all degree programs.

QUARTERS TO SEMESTERS TRANSITION

In preparing for the autumn 2012 transition from a quarter system to a semester system, Hocking College commits to a mutually beneficial partnership with students to facilitate a smooth transition. The progress and success of our students is the highest priority in planning and the implementation of the semester conversion.

A successful partnership places responsibilities on both parties. Each Hocking College student making the transition can expect that advising resources will be made available to assist him or her in defining a specific path to degree completion. We will work with each student to ensure that he or she is able to maintain his or her academic progress before, during and after the conversation to semesters.

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.

Saturday Information Sessions

Saturdays may be more convenient a campus visit. Sessions start at 1 p.m. on one Saturday each month. These visits include admissions and financial aid information, program overviews and a campus tour. Some offices and faculty visits may not be available on Saturdays.

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 D 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.

Official transcripts are required.

RETURNING STUDENT ADMISSIONS

Students who previously attended Hocking College, who have been absent for more than one term, must comply with the Readmission Process and payment requirements. Contact Admissions Processing for additional information.

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.

Post-Secondary Education Options (PSEO) Enrollment

Hocking College welcomes eligible Post-Secondary Education Options (PSEO) students Freshman thru Senior. There are two educational options for students. Interested students should make an appointment through the Office of Educational Outreach to verify their eligibility.

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 through the Office of Educational Outreach.

MILITARY ADMISSIONS

Service Members Opportunity College (SOC)

As an approved Service Members 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 through Army eLearning.

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.

Hocking College VA Points of Contact

Christopher Mays, Military Education Enrollment Manager

740.753.7014

maysc@hocking.edu

Michael Belcher, Director of Military Education

740.753.6161

belcher@hocking.edu

Alan Markovich, Registrar and On-Campus VA Certifying Official

740.753.7075

markovich_a@hocking.edu

COMPASS/ASSET PLACEMENT ASSESSMENT

COMPASS and ASSET are two methods of assessment in math, writing and reading that are part of Hocking's enrollment, scheduling and registration process. These assessments help identify the level of classes students should schedule in their first term. The goal is to ensure that classes are at the appropriate level for students—not too easy and unchallenging and not so difficult that they feel overwhelmed. ASSET is a paper and pencil version of the assessment and each area is timed at 25 minutes per section. COMPASS is a computerized version of the assessment and is untimed. Pencil and paper is provided. Calculators may not be used during the assessment.

Exception to this assessment process: International students whose first language is not English, active duty service members and transfer students who have completed course work beyond placement courses and who are not applying to nursing.

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/University Bound program. Some programs may require additional criteria. Prospective students having neither a high school diploma nor an equivalency certificate should schedule an appointment with an admissions representative.

ASSESSMENT INTERPRETATION

Reading	Course #		# ASSET	COMPASS	ACT
Fundamentals of Reading and Writing	COMM044*	R0	23-35	0-65	
OR Communication Reading and Writing	COMM054	R1			
No Reading Needed		R2	36 - 53	66 - 100	19 and above

Any student who is in the above assessment reading score range must be placed in either COMM 044 or COMM 054. However, the writing assessment score (below) determines which class, 044 or 054, the student should be placed in. Both COMM- 044 and COMM- 054 are four hours of writing instruction and two hours of reading instruction.

**If a student tests out of COMM-044 for reading but falls into the COMM-044 level for writing, the student should RETEST with ASSET, which has proved a more reliable measure as a retest.*

Writing	Course #		# Asset	Compass	Act
Fundamentals of Reading and Writing	COMM044*	W0	23 - 31	0 - 22	
Communications Reading and Writing	COMM054	W1	32 - 42	23 - 77	

Only students who test out of reading may be placed into Comm I, Comm II or Engl 151.

Communications I	COMM121	W1	32 - 42	23 - 77	
Communications II	COMM122				
OR Freshman Composition	ENGL151	W2	43 - 54	78 - 100	21 and above

NOTE: Additional important points for COMM-044 and COMM-054 placement: Students who complete COMM-044 are expected to move to COMM-054, not another COMM I. Students who complete COMM-054, which is a COMM I, are expected to move to COMM II.

Math

Basic Math	MATH101	M0	23 - 39	0 - 50*	
Pre-Algebra	MATH102	M1	40 - 44	(see note below)	
Intro to Algebra	MATH108				
OR Pharm Math	MATH104	M2	45+	51 - 100	23 and above
Comp. College Algebra	MATH113	M2		65 - 100	23 and above

**Students who assess into Basic Math may request to reassess by taking the MCT test in the Math PACE Lab in John Light 363.*

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, 740.753.7107. Inquiries regarding compliance with any of these federal regulations may be directed to Equity Compliance Officers Dr. Stephen Miller, JL 241, or John Sanders, Oakley 204.

The Hocking College 504 Compliance Officer is Laura Kreider, 740.753.7038, Oakley 210.

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 applicants, employees or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship or disability. Questions about this should be directed to the Human Resources Department, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7038. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7107.

NON-DISCRIMINATION POLICY

Hocking College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Title IX of the Educational Amendments of 1972, prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract, or loan. Title IV of the Civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of race, sex, religion, color or national origin. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individual with disabilities.

Equal educational opportunity includes: admissions, recruitment, extra-curricular programs and assistance, employment, health and insurance services and athletics. Inquiries regarding compliance with any of these federal regulations may be directed to Equity Compliance Officers Dr. Stephen Miller, JL241, or John Sanders, Oakley 204, or the Department of Education, the Office of Federal Contract Compliance or the Equal Employment Opportunity Commission.

ABILITY TO BENEFIT

Any student admitted to Hocking College who does not have a high school diploma or GED is admitted on the basis of the institution's determination of the student's ability to benefit from a college education. Students admitted under this classification are not eligible for federal financial aid programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study or Federal Stafford Student Loan) until ability to benefit can be determined. All ability to benefit students desiring federal student aid must achieve minimum scores on a standardized assessment test that is administered by The Work Station in The Plains, Ohio (740.797.1405) in order to receive federal funding.

Registration Procedures

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. Each department also has an academic success coordinator who can assist students with any academic concerns.

Advisors and academic success coordinators 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.

There are three ways to register for classes:

1. WebAdvisor
2. Cashier and Records Office*
3. Academic Departments

**The only way to register for classes without full payment and to enroll in the payment plan is to visit the Cashier and Records Office, John Light Concourse.*

Registering for 12-18 credit hours of classes places students in full-time status (a requirement for international students.)

NEW REGISTRATION POLICY

Please be aware that Hocking College has enacted a new Registration Policy. Beginning fall quarter 2011, course registration will close after the first Friday of each quarter. Students will still be permitted to enroll in courses that have not yet started and those in the areas served by the Office of Educational Outreach, Oakley 210.

ADDING AND DROPPING COURSES

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

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

Courses completed and/or with grades posted cannot be dropped. Refund calculation is based on the regular Refund and Withdrawal Policy of the College.

In the event that payments and/or refunds result from add/drops:

1. The student is responsible for the payment of any additional tuition or fees due to adding/dropping a class(es).
2. After the fifteenth calendar day of the term, financial aid cannot be used to pay additional tuition and fees.

ADDING A COURSE

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

If specific course sections have available space and have no individually-specific registration requirements, students may add courses to their existing course registration up through the fifteenth day of a term.

If a section is already filled to capacity or has special registration requirements, a student will only be allowed to add a course with the course instructor's signature and a school stamp. To obtain permission to add a class in these cases, students must check with the department or faculty offering the course and get a school stamp on the Add/Drop Form.

After the fifteenth day of the term, a student must have the instructor's or academic administrator's signature and school stamp on the Add/Drop Form to be allowed to add a class. Students adding classes must pay all charges for the class at the time of registration if the addition of the class results in additional charges.

PACE classes may be added any day of the term. Flex classes may be added any day up to and including the day the class begins.

To add any class at any time that has reached its enrollment cap (filled to capacity), students must have the school stamp on an Add/Drop Form. To add any class that will create an overload (over 18 total credit hours), requires a signature from the advisor or academic administrator.

In the event that the course(s) being added has a prerequisite, the Cashier and Records Office requires a statement, faculty signature and school stamp on the Add/Drop Form.

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. For financial aid purposes, adding and/or dropping classes after the fifteenth day of a term will not affect a student's financial aid calculations for that term, but may reduce a student's aid eligibility in future terms. International students who drop below fulltime status may be jeopardizing their F-1 immigration status.

- Courses completed and/or with grades posted cannot be dropped.
- The last day to drop a traditional class is the end of the seventh week of the term, with no refund.
- The last day to drop a PACE class is the seventh week after the registration date for that class.
- The last day to drop a Flex Class that meets only one session/day is the day before that class meets.

- The last day to drop a Flex Class that meets two or more sessions/days is the point at which 7/11th or 63 percent of the course has passed.
- Dropping all registered classes for a term automatically constitutes a Withdrawal and the student will be processed as a Withdrawal and will be subject to the rules and regulations governing Withdrawals.

Late Drops: Only academic administrators may approve drops after the posted deadlines and only under extenuating circumstances; school stamp required.

Refund information for dropping classes or withdrawing:

- 100 percent refund before term starts.
- 90 percent refund - First day up to the fifteenth day of the term.
- 0 percent refund - Sixteenth day and thereafter.

Courses dropped after the first day will receive a "DP" on the transcript.

The last day to drop a course (receive a "DP" on the transcript) or Withdraw from the College (receive a "W" on the transcript), no refund, is the end of the seventh week of the term.

ATTENDANCE

The academic and laboratory demands of many technical and general programs make class attendance essential for success. The instructor for each course establishes specific attendance requirements, and instructors are required to keep a record of absences for each student. Students receiving assistance from federal agencies such as the Veterans Administration and the Bureau of Vocational Rehabilitation are required by those agencies to attend classes regularly.

AUDITING OF COURSES

Students may enroll in courses for no credit by registering (by the fifteenth day of the term) on an audit basis. A student who audits a course is not expected to carry out assignments or take examinations, and class attendance for the auditing student is optional. A student who audits a course pays the regular fee, but receives a grade of AU that carries no credit. Students may not change to or from an audit to a credit basis after the fifteenth day of the term. Regular fees must be paid for auditing a class. Audit registration/change forms are available at the Cashier and Records Office, JL Concourse. Instructor permission is required to audit a course; a signature on the audit registration/change 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 who are unsure of a desired program should consult Career Services. Once the decision is made, students should complete the Change of Program form. Change of Program forms are submitted to the Cashier and Records Office, John Light Concourse.

WITHDRAWING FROM THE COLLEGE

A student may withdraw from the College during a term for which he/she is registered for classes. Once a student has registered for classes, the only way to completely and officially leave the College is to complete the withdrawal process. It is extremely important that any student wishing to completely withdraw from the College for the term officially complete the withdrawal process. Failure to withdraw officially can cause future registration and financial aid problems. Dropping all classes automatically constitutes a withdrawal and the student will be processed as a withdrawal and be subject to the rules and regulations governing withdrawals.

Withdraw requests must be submitted by e-mail to:

withdraw@hocking.edu. Students are required to include the following in the body of the e-mail:

- First & Last Name
- Student ID Number or last 4 digits of your Social Security Number
- Date of Birth
- Current Mailing
- The term from which you are withdrawing

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

TUITION AND FEE ADJUSTMENTS UPON WITHDRAWING

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

- 100 percent refund before term starts.
- 90 percent refund – First day up to the fifteenth day of the term
- 0 percent refund – Sixteenth day and thereafter

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 and Records Office and require approximately 30 days from the time the withdrawal is submitted.

The fee adjustment policy for modular, weekend and flexibly-scheduled courses will use the same percentages as above. However, the time periods involved are proportional to the length of the term, module or class period.

TUITION AND GENERAL SERVICE FEE (2011-12 Academic Year)*

Residents of Ohio

Full-time Fee	12-18 credits	\$1,331 per quarter
Part-time Fee	1-11 credits	\$111 per credit hour

Students Residing Outside of Ohio

Full-time Fee	12-18 credits	\$2,662 per quarter
Part-time Fee	1-11 credits	\$222 per credit hour

International Students

Full-time Fee	12-18 credits	\$2,662 per quarter
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**All fees are subject to change without prior notice. Course and uniform fees, if required, are in addition to tuition and general service fees.*

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

ADDITIONAL EXPENSES

While there will be high variability in the following expenses, they should be considered for budget planning purposes:

Room and Board

Will vary depending on accommodations.

Books

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.

Program Fees

Program fees provide for national and international experiences, staffing of elective courses, development of alternative modes of instruction, low student to faculty ratios to assure student safety or enhance learning and malpractice liability insurance in appropriate programs.

Course Fees

Course fees provide for consumable materials used in the course and provides for technical equipment, computers and software used in the course.

Supplies

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

RESIDENCY POLICY

Because Hocking College is supported by taxpayers of Ohio, out-of-state students must pay a tuition surcharge. A student's residence is determined at the time of enrollment, according to the residency policy of the Ohio Board of Regents. Questions regarding residency requirements should be directed to the Concourse front desk.

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 printout showing schedule and statement of account is handed to the student at the time of registration. 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
- Full Third Party Arrangements
- 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 and Records Office
3301 Hocking Parkway
Nelsonville, OH 45764

Phone: Call 740.753.7029, Cashiers and Records Office
(Visa/MC/Discover/Debit Card/American Express/
Money Order)*

At the Window: Office Hours: 8:30 AM – 4:30 PM, Monday – Friday

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 is more than Total Charges a refund will be triggered

ADDITIONAL CASHIER AND RECORDS DEPARTMENT SERVICES

To avoid delay in processing requests, please call the number listed below directly. Leave name, telephone number and a brief message (if necessary.) Please allow 24 hours for a return call.

Make a payment	740.753.7029
Request a Hocking College transcript	740.753.7026
(must be in writing)	
Enrollment Verification for Insurance Purposes.....	740.753.7023
(must be in writing)	
On-campus Housing Application/Billing	740.753.7024
Third Party Sponsors	740.753.7066
Graduation Application/Diploma/Certificate Request	740.753.7025
Past Due Accounts	740.753.7021

MONTHLY PAYMENT PLAN

Hocking College offers the option of a balanced payment plan that divides the balance due into affordable monthly payments. A variety of plans are available. 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 and Records Office, John Light Concourse, 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: CARS Office
3301 Hocking Parkway
Nelsonville, OH 45764

Cash, check, credit card or use WebAdvisor (need UserID 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 Cashier and Records Office.

Financial Aid

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

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

In order to be considered for financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA). Students may also complete a Hocking College Scholarship Application. In order to be given first priority consideration for certain grants and scholarships (SEOG, as an example), applicants must apply by February 28 for the upcoming academic year. Applications filed after February 28 will be considered on the basis of available funding. To determine eligibility for Financial Aid, follow this process:

Step 1**Complete the Free Application for Federal Student Aid (FAFSA.)**

Students must complete the FAFSA to be considered for eligibility for all need-based state and federal financial aid programs. The FAFSA is available online at www.fafsa.ed.gov.

Step 2

List Hocking College as the first choice of the colleges you plan to attend.

Hocking's Title IV School Code is **007598**.

Step 3:**Submit FAFSA.**

Students must complete the FAFSA online. In the event that a paper FAFSA is required, one must be requested from the FAFSA website. The Student Aid Report that is used to determine eligibility for need-based financial aid will be sent to those completing the FAFSA. The FAFSA should be completed after January 1 of the enrollment year. Students submitting their FAFSA by February 28 receive priority consideration for maximum aid.

NEED-BASED FINANCIAL AID

The following financial aid programs are offered:

- Federal Pell Grant
- Academic Competitiveness Grant
- Supplemental Educational Grant (SEOG)
- Federal College Work Study or Part-Time Employment
- Student Loans
- Parent Plus Loan

SCHOLARSHIPS

Visit www.hocking.edu/payforcollege/scholarships for scholarship applications. Students who return the application by the posted deadline will be considered for Hocking scholarships. The website also features outside sources for scholarship funds.

THIRD PARTY

Students may qualify for payment support from agencies such as the U.S. Military, Bureau of Vocational Rehabilitation, Workforce Investment Act and Union Education Trust.

SATISFACTORY ACADEMIC PROGRESS (SAP) GUIDELINES

Federal regulations require that all college Financial Aid Programs enforce a set of rules and regulations called Satisfactory Academic Progress standards. Students can lose their financial aid by failing to maintain standards of satisfactory academic progress. SAP is a complex system of two satisfactory progress items: grades and credit hours. These two significant factors in assessing SAP indicate whether or not a student is satisfactorily making progress toward his/her degree or certificate program and can complete that program within a specified period of time. If either too few credit hours are completed in a term (or succeeding terms) or if grades earned are too low to allow the student to meet graduation requirements, the student is assessed as not making satisfactory progress toward his/her educational goal. SAP regulations apply when assessing whether or not a student is eligible to receive financial aid, including but not limited to the following: federal Title IV Funds (Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, College Work Study, and/or Student Loans including PLUS Loans), state funds, scholarships and student employment.

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

Students 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:

- A. Any student who successfully completes at least 10 credit hours in a term is considered to be making Satisfactory Progress.
- B. Any student who successfully completes less than 10 credit hours in a term must have completed at least 70 percent of those credit hours attempted that term to be considered as making Satisfactory Progress. 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: A, B, C, D, S, CT, CW*, CE*, CA*, CS*, CL*, T*

Unacceptable: F, I, U, PR, 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.

Grade Definitions (other than A – F)

- S Satisfactory
- CL Credit for Life Experience
- I Incomplete
- U Unsatisfactory
- CT Continuing
- PR Progress
- AU Audit
- CE Credit by Examination
- T Transfer
- CA Credit by Advanced Standing
- DP Dropped Course
- W Withdrew from College

If the student later has an Unacceptable Grade (see above) posted for such a course, the college must retroactively reassess the student's progress and may, if conditions warrant, have to assess the student as not meeting SAP standards and return all federal Title IV and state funds awarded during and after ineligibility status.

CT Effect

When a student receives a CT (Continuing) for a course, it is assumed that the student is making satisfactory progress toward his/her educational goal.

PR Effect

Although a PR is considered as making progress for academic purposes, this is not the case for meeting SAP standards and continuing financial aid eligibility.

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

When a student repeats course work already on their transcript the highest grade achieved is used in calculating the cumulative grade point average (GPA.) All credit hours attempted are used in calculating maximum time frame.

Total Time in College Effect

Total Terms or Maximum Time Frame: While not specifically part of SAP, the federal government sets specific maximum time frames that 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. Typically, for full-time students, the normal maximum time frame allowed for coursework is 135 credit hours attempted. Some degrees/certificates are alternative-length programs so a student's eligibility is adjusted accordingly.

Typically, for part-time students, the normal maximum time frame allowed for coursework is adjusted accordingly but still calculated against the equivalent of 135 credit hours attempted.

Whenever a student reaches their maximum time frame, the student usually becomes ineligible for Title IV Funds. Regardless of the circumstances, when a student has matriculated for 275 credit hours attempted, he/she becomes ineligible for Title IV Aid programs.

For a detailed explanation, ask a financial aid associate and/or ask for the Maximum Time Frame Guidelines.

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 (probation) for the next term of attendance. 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.

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)

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 hold must complete the number of credit hours that are lacking, or complete enough credit hours to achieve the minimum cumulative GPA at their own expense, as no federal or state aid or institutional scholarships can be awarded to help cover college costs. Not attending or “sitting out” of college for a length of time does not reinstate financial aid.

SAP Appeal Process

Students who believe there are extenuating circumstances that should be considered in relation to their lack of SAP may file an SAP Appeal Form (with supporting documentation) for special consideration. Such Appeals are judged along federal guidelines for leniency and are not automatic. No student should assume such an appeal can be granted. Extenuating circumstances would normally be considered anything beyond the reasonable control of the student (major medical situations, natural disasters, severe external problems not of the student’s creation.)

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	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.07
C+	2.3	F	0.0 (course failure)

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

- S Satisfactory
- U Unsatisfactory
- AU Audit
- PR PACE course in progress (converts to an F or U one term after receiving grade)
- CT Continuing course
- I Incomplete
- W Withdrawal
- CE* Credit by examination
- CA* Credit by advanced standing
- CL* Credit for life experience
- CS Course substitution
- T* Transfer

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

CALCULATION OF GPA

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

1. Multiply the grade points times the number of credit hours to determine the points using the following equivalencies:
 - A = 4
 - A- = 3.7
 - B+ = 3.3
 - B = 3
 - B- = 2.7
 - C+ = 2.3
 - C = 2
 - C- = 1.7
 - D+ = 1.3
 - D = 1
 - F = 0
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) or “progress” (PR) PACE grade. Eligibility is determined by the course instructor and PACE procedures. After completing the course, a grade change form, submitted by the instructor, is required.

PROBATION AND ACADEMIC DISMISSAL

The Vice President of Academic and Student Affairs will determine academic dismissal from the institution in all cases. Students will be placed on academic probation if, after completing the following credit hours, they have failed to earn the corresponding minimum cumulative grade point averages.

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

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

Students on academic probation two consecutive terms who have not earned the required grade point average will be subject to academic dismissal. Students will be subject to academic dismissal if their cumulative grade point average falls below .750 at any time after completing 20 hours. Individual requests to appeal dismissal should be made to the Vice President Academic and Student Affairs.

FRESH START

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

- Students must not have been registered for at least three consecutive years prior to the date of return to the college.
- Students must have successfully earned at least 12 credit hours toward their degree since re-enrolling in college. The student must have a new 2.00 overall/accumulated grade point average.
- Students may use the Fresh Start rule one time and must have received grades lower than a "C" for the (term or terms) being petitioned for removal.
- Students wishing to petition for a Fresh Start GPA should contact the Dean of Student Affairs office to initiate the process.

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 30 credits from Hocking College in addition to credits awarded by any special credit method and/or credit transferred from other colleges. Students in specific Hocking College approved programs (e.g. College @ Work) must earn a minimum of 15 credits in addition to any special credit and/or transfer credit.
- Attain a "C" (2.00) average in all technical courses for the specific degree program and a "C" (2.00) total overall cumulative point average toward the specified degree at Hocking College.
- Successfully complete COMM 122 (Communications II) and COMM 123 (Communications III) or ENGL 151 (Freshman Compositions) and ENGL 152 (Advanced Essay Skills) and any additional communications requirements as specified by the official program curriculum.
- Successfully complete MATH 108 (Introduction to Algebra) and all math requirements as specified by the official program curriculum.
- Successfully complete all courses included in Hocking College Core Curriculum
- Complete and file an Application for Graduation form with the Cashier and Records Office.

Note: Credits in fundamental and developmental courses do not meet graduation requirements. Fundamental courses are MATH 101 (Basic Mathematics) and COMM 044 (Fundamentals of Reading and Writing). Developmental courses are MATH 102 (Pre College Algebra), COMM 044, COMM 054 (Communications Reading and Writing) and COMM 121 (Communications I).

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

DUAL DEGREES

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

TECHNOLOGIST CERTIFICATE, CERTIFICATE OF CONCENTRATION, TECHNICAL CERTIFICATE, OCCUPATIONAL CERTIFICATE AND CERTIFICATE OF COMPLETION REQUIREMENTS

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

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. For all other services, please contact the Office of the Dean of Student Affairs, John Light Hall Concourse.

Academic Success Coordinators

Academic Success Coordinators are available in academic departments to provide help and support to assist students in their academic journey.

Academic Success Coaches in Residence Halls

Hocking Heights 108
740.753.6103

Success Coaches are available to residence hall students for retention and support services and to assist in their academic journey.

Access Center, Office of Disability Services

John Light Hall 249
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 assists 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.

Alumni Association

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

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. The Bookstore is adjacent to the main parking area.

Campus Ministry

John Light 251
740.753.6014

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

Campus Police

Campus Safety Building
740.753.6598

The Campus 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

John Light Hall 191
740.753.6106

For some students, their career choice is unclear. The Career Services Center Helps students explore interests, aptitudes and achievement levels as well as educational programs that match the student's aptitude and interests. Career Services advisors help students become more informed of the numerous possible professions and determine if one of those professions connects with the student's interests, values, skills, personality, work, home and social environments. Each student's situation is evaluated on an individual basis, which may involve a discussion about the person's perceived personal or institutional barriers that may have to be resolved in order to earn a degree and to actively pursue employment in the job market.

Students are given the opportunity to work with professional advisors to develop and improve their resumes, cover letters and interviewing skills. In addition, students are given many opportunities to network with potential future employers through classroom visits, recruitment visits, on-campus interviews and job fairs held throughout the year.

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, high-ropes course, 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 Kick-Off Day on the first day of fall term. During Welcome Week, the first week of fall 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. Theme weekends include Sibs and Kids Weekend, Family Weekend and Parents Weekend. A Climbing Competition is held in winter and a Frisbee Golf Competition in spring. The Nursing program holds a Pinning Ceremony at the end of each term and annual graduation in June.

Community Outreach Center

John Light Hall 249K
740.753.7111

Hocking College places a high value on learning through service to the community and many courses include service-learning components. The Community Outreach Center (COC), houses information about regional service-learning and volunteer opportunities. Students pitch in to help established community partners such as Habitat for Humanity, The Salvation Army and local food pantries, homeless shelters and soup kitchens, just to name a few. Some classes opt to hold bake sales and raffles to raise money for families or students in need. Others work to improve the environment. Whatever the cause, students are discovering the rewards that come from sharing time and skills with the community. Students who wish to provide help as special community needs arise should email the COC coordinator to be added to a list on on-call volunteers.

Counseling Services

John Light Hall 256
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.

Department of Job and Family Services

John Light Hall 251A
740.753.7042

A satellite office of Athens County Job and Family Services is available for qualified students. A full range of services are offered.

Dining Services

John Light Hall, Second Floor
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 by the John Light Dining Hall.

Early Learning Center

740.753.2140

The Early Learning Center is the campus day care center and preschool serving infants, toddlers and preschool children. Application is required. The facility is a safe, protected learning environment for children and is convenient for parents attending the College.

Equity Compliance and Equal Opportunity Officers

John Light Hall 241
740.753.6101
Human Resources Office
Oakley 204

Hocking College is committed to abiding by all federal regulations requiring the provision of equal educational and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Inquiries regarding the College's compliance with these federal regulations may be directed to the Equity Compliance and Equal Opportunity Offices listed above.

Help Desk

John Light Hall 265
740.753.6113

The Help Desk provides support for students needing assistance to establish IDs and passwords for WebAdvisor, WebCT, College email and E-Portfolio.

Hocking College Library

Davidson Hall, First Floor
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

John Light Hall 174
740.753.7044

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

Judiciaries

John 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)

John 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

Provides the following services for students:

- Individualized tutoring in language skills
- Consultation for writing assistance
- Study skills tutoring
- Word processing for class assignments and personal writing
- Development of resumes
- Development of job search letters
- Computer assisted instruction
- Resource books
- Audio-visual materials
- Special advisory staff
- Quiet study area
- Internet educational research
- Writing and study skills workshops
- E-Portfolio assistance

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.

Outdoor Pursuits

Student Center
740.753.6541

The Outdoor Pursuits program at Hocking College includes a challenging 18 hole Frisbee Golf Course, a 40-foot climbing wall complete with a rappelling platform, a simulated ice climb and intermediate level track. The first retractable, indoor high ropes course hangs above the gym floor. 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, climbing and high ropes. 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.

PACE Labs

The Social Science PACE lab offers two PACE courses in Psychology (Introduction to Psychology and Developmental Psychology,) as well as two courses in Sociology (Introduction to Sociology and Human Relations in Organizations.) The lab offers academic support not only for PACE students but also for students taking Psychology or Sociology courses in online or traditional formats.

Peer Tutoring

Oakley 312
740.753.6135

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 Nelsonville Campus:

Student Center
740.753.6545

Hocking College Perry Campus:

Pat Chute
740.753.7546

Hocking College Energy Institute:

Jessie McDonald
740.380.9315

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

John Light Hall 193
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.

Reading Lab

Oakley 306
740.753.6146

- Assessment of reading skills
- Reading assistance
- Computer assisted instruction
- Individual instruction
- Reading skills enrichment
- Advanced reading courses

Robbins Crossing

740.753.6344

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 contact Giles Lee or 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 Health Insurance

John Light Hall Concourse
740.753.7100

Accident and Sickness Health Insurance is recommended for all students who are not otherwise covered by a health insurance policy. It can be purchased, if desired, through Student Assurance Services. Information, brochures and applications are available at the Concourse Front Desk, John Light Hall or online at www.sas-mn.com.

Student Employment

Concourse Front Desk
First Floor, John 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 John 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.

As there are a limited number of student employment positions on campus, interested students should visit

www.hocking.edu/studentemployment, to view possible options.

Study Abroad

John Light Hall 196
740.753.7047

To prepare students for the global market of the twenty-first century, real-world work experience happens throughout Ohio and all around the world. Internships and practicum experiences enhance any Hocking College academic program, and international immersion opportunities provide cross-cultural insight, too. Opportunities in international immersion exist in countries throughout the world. Ten academic programs require one or more terms of study abroad, and well over 100 students travel to destinations in which they work and study, and learn about themselves.

Testing Center

John Light 363

To allow for make-up exams and special arrangements students have pre-arranged with instructors, the Testing Center is available. Limited Compass placement testing is also available in the Testing Center.

University Center

Oakley 210
740.753.7079

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 Franklin University, the University of Rio Grande, the University of Cincinnati and Ohio Christian University, just to name a few, allow students to affordably pursue credit for a four-year degree from coursework completed at Hocking College.

WebAdvisor

Help Desk, John Light 265
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.

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 Coordinator 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.

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 through the Health Center, located in John Light Hall, Room 241.

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 Health Center, John Light Hall 241, 740.753.7100
- Hocking College Office of Residence Life, Downhour Hall, 740.753.6591
- Hocking College Police Department, 740.753.6598
- Campus Ministry, 740.753.6401

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 above 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 staff of one full-time police chief, four full-time police officers, and three 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 staffs 30 student employees as Campus Safety Officers and five 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 electronic mail, 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

In fall 2009, the Hocking College Police Department launched a new notification service called NIXLE. The service 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 obtain 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 Chief of Police in consultation with the President or his/her designee, 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), electronic mail 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 care takers 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 e-mail 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, or the restaurant at The Inn at Hocking College, the College's full-service hotel.

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, smoke and alcohol-free environment.

Hocking College offers five residence halls. Hocking Heights, Down-hour and North Halls are conveniently located on the main campus just behind the John Light Dining Hall, while Sycamore Hall and Summit on the River are a short distance from campus. 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 Hall opened for the first time in Fall 2008. In addition to lodge-like architecture designed to take advantage of spectacular views of the valley, these 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 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 refrigerator kitchen and dining areas 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.

STUDENT RIGHT TO PRIVACY (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. Under FERPA, a student has the right to:

- Inspect and review his/her records, except information about other students, confidential letters of recommendation with access right waived and notes made by and remaining in the sole possession of the maker.
- Amend an incorrect record.
- Consent to disclosure of educational records (with exceptions.) A written signature is required prior to releasing all information except:
- "Directory information" – Information considered public by the College including: name, address, telephone listing, program/major, dates of attendance, honors recognition certificates and degrees awarded. This information will be disclosed even in the absence of consent unless the student files written notice requesting the College not to disclose any or all of the categories. This notice must be filed annually to avoid automatic disclosure of directory. The notice should be filed with the Cashier and Records Office.
- To an employee/agent of the institution with a legitimate educational interest
- To another institution where the student is seeking enrollment
- To the Federal Department of Education
- To parents of dependent students (proof of dependency is required)
- To state/local officials in conjunction with legislative requirements
- To address a health/safety emergency, including to provide information about alcohol/substance abuse to parents of a student
- In connection with the receipt of financial aid
- To comply with a judicial order or lawfully subpoena.

FERPA Definitions:

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

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

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 members 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. Information and support is also available from Hocking College Health and Wellness Center, John Light Hall 241. 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 of 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 resource.

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 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

In accordance with Issue 5 (passed November 2006), Hocking College is tobacco-free. College policy states the use of any tobacco products, including cigarettes, cigars, pipe tobacco, smokeless tobacco/snuff and chewing tobacco, is hereby banned from Hocking College owner and managed properties, except in private vehicles or any other designated areas, strictly following the guidelines established by the State of Ohio Smoke Free Workplace Act.

Faculty, staff and students violating this policy are subject to College disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (Ohio revised Code, Chapter 3794). Visitors who violate this policy may be denied access to Hocking College campuses and may ultimately be subject to arrest for criminal trespass.

Student Complaint & Review Board

CLASSROOM CONCERNS

Students who encounter problems related to their educational career (including grade appeal) are encouraged to seek resolution. With regard to concerns with classroom experiences, disputes or disagreements are best resolved as directly as possible with the instructor.

If this step does not provide acceptable results, the Dean of the academic department is the next step.

If resolution is not reached at the Dean level, the Associate Provost is the next point of contact.

With the Associate Provost, if resolution is not reached, students will be instructed to complete the Formal Grievance Process.

GENERAL CONCERNS

Students wishing to file a complaint with regard to their experience at Hocking College (not related to instructors or final grades) can pick up an Institutional Complaint and Review Form from the Student Affairs Office, JL 148.

- The student should fill out the form with as many details as possible, attach any documentation supporting the complaint, and return the form to the Student Affairs Office, JL 148.
- Once received, the Dean of Student Affairs will convene the Institutional Complaint and Review Board (ICRB) to discuss the complaint. Responsibility to investigate the complaint will be assigned to the most appropriate office represented on the ICRB. Members of the ICRB can include (but are not limited to):
 - Dean of Student Affairs
 - Associate Provost
 - Title IX/504 Compliance Officer
 - Behavioral Intervention Team Chair
 - Bursar
 - Director of Financial Aid
 - Other staff as deemed appropriate and/or a designee of any previously mentioned.
- Investigations should be completed and presented to the ICRB within ten (10) working days of the incident. At this time, several options are available:
 - Written notification of the resolution to the student
 - The ICRB may elect to broaden the scope of the investigation by inviting the complainant and/or relative faculty, staff, or students to provide further clarification,
 - Dismissal of the complaint
- Complaints may be dismissed for the following reasons:
 - Incomplete complaint form
 - Lack of documentation/evidence
 - Policy adherence

APPEAL GUIDELINES

- Any appeal of the decision by any college hearing body specified in this document must be made by the student found in violation within five (5) working days of the date of notice of the decision.
- Appeals may be arranged for the following reasons:
 - Procedures were not followed
 - The decision was based on misinterpretation of the policy
 - New evidence
- Appeal forms are available from the Office of the Vice President for Academic and Student Affairs/Provost.
- The completed form should be returned to the Office of the Vice President for Academic and Student Affairs/Provost within five (5) working days.
- The Vice President for Academic and Student Affairs/Provost will do one of the following:
 - Hear the appeal and make a final determination
 - Return the appeal to the ICRB in the event of new evidence
 - Dismiss the appeal
- In considering the original evidence presented to the ICRB, and in light of alleged new evidence, the Office of the Vice President for Academic and Student Affairs/Provost will return the decision to the ICRB only if the new evidence is of such a nature to change the outcome of the original hearing.
- Student will be notified within ten (10) working days of the appeal decision.

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 variations 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 file a formal grievance initially.

GRIEVANCE PROCESS DETAILS:

1. The grievant, student advocate, respondent(s), and immediate supervisor(s) 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.
2. 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.
3. The general procedures to be followed are explained by the chairperson.
4. The written grievances statement will be read aloud by the student or his advocate at the discretion of the presiding officer.
5. 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.
6. Each side will have a maximum of 15 minutes to make an opening presentation, following the reading of statement summaries from both parties.
7. The Hearing Administration will have the opportunity to raise questions or request clarification regarding the written statements and the opening presentations.
8. 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.
9. 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/Provost who will select another non-involved administrator to review the case materials for a decision.
10. 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.
11. 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.
12. The student is informed of their rights to Level II appeal.
13. To appeal a Level I decision, the student must submit an appeal form to the Provost/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 Dean of Student Affairs will provide a complete file of information to the Provost/Vice President for Academic and Student Affairs. 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 Dean of 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 Provost/ 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 Provost/Vice President of Academic and Student Affairs, within the three working days time limitation. The Provost/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 Provost/Senior Vice President for 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.

Advanced Energy & Fuel Cells

Location: Hocking College Energy Institute, Logan Ohio
Neil Hinton, Dean

Description

Be on the cutting edge of technology with Hocking College's program in Advanced Energy and Fuel Cells. As the United States strives to reduce its dependence on foreign oil and to reduce greenhouse gasses generated by traditional fossil fuels such as gasoline, a great demand for energy technicians trained to construct, install, troubleshoot, modify and test multiple types of advanced energy equipment has been created. Hocking's program trains students in non-fossil fuel energy applications. The course of study includes mobile, stationary and portable fuel cells as well as solar and wind power, biofuels and geothermal technologies.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Advanced Energy and Fuel Cells:

- Installs, operates, and maintains advanced energy systems;
- Exhibits customer and workplace courtesy;
- Utilizes math, science and engineering techniques to implement advanced energy solutions;
- Determines technical and economic advantages of advanced energy systems using applicable computer software, appropriate research and networking;
- Applies technology and drafting/design skills in manufacturing process;
- Demonstrates business and leadership skills;
- Implements, practices, and monitors safety measures;
- Utilizes project management, time management and organizational skills;
- Communicates professionally and effectively with co-workers, customers and vendors; and,
- Interacts with customers, and educates local community members on advanced energy standards, incentives and environmental regulations.

Career Opportunities

Possible job opportunities for the Advanced Energy & Fuel Cell program graduates include:

- Hydrogen Storage Technician
- Advanced Battery Development Technician
- Solid Oxide Fuel Cell (SOFC) Production Technician
- Proton Exchange Membrane (PEM) Fuel Cell Technician
- Cryogenics Technician
- Fuel Cell Research & Development Technical Assistant
- Advanced Energy Research & Development Technical Assistant
- Solar Photovoltaics Installation Technician
- Biofuels Processing Technician
- Biofuels Research & Development Technical Assistant
- Wind Energy Technician

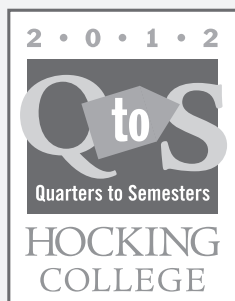


Associate of Applied Science in Advanced Energy and Fuel Cells

Course No.	First Quarter	Credit Hours
ISE-110	Fuel Cells Practices I	3.00
AE-101	Introduction to Alternative Energy	1.00
ISE-115	Environmental and Safety Fundamentals	3.00
MICS-121	Microsoft Office	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
	Totals	14.00

Course No.	Second Quarter	Credit Hours
ISE-216	Fundamentals of Batteries	3.00
AE-102	Introduction to Wind Power	1.00
CHEM-130	Fundamentals of Chemistry	4.00
EE-126	Introduction to Electricity	4.00
MATH-108	Introduction to Algebra	4.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
DD-117	Blueprint Reading for Alternative Energy	3.00
COMM-123	Communications III	3.00
PHYS-202	Physics-Heat, Light and Sound	3.00
ISE-210	Instruments and Process Controllers	3.00
ISE-130	AC Power Systems	3.00
Totals		15.00



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Automotive Hybrids

Location: Hocking College Energy Institute, Logan Ohio

Neil Hinton, Dean

James Baker, Coordinating Instructor

Description

Changes in the automotive industry have created a demand for technicians trained to troubleshoot, repair, maintain and test multiple types of advanced and hybrid automobiles, trucks and buses. Hocking College's Automotive Hybrids program trains students in conventional and cutting-edge vehicular applications. The course of study will cover all automotive areas with an emphasis on hybrid and advanced automotive applications. Students in the Automotive Hybrids program will not only study fuel cell technology and principles, but will also learn about the creation and testing of advanced fuels such as biodiesel, ethanol, and hydrogen. Plug-in Hybrid Electric Vehicles (PHEV's), electric cars, and flex-fuel vehicles will also be studied. This program is designed for students who have some background in automotive service and repair either through training or work experience.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Advanced Energy and Fuel Cells - Major in Automotive Hybrids:

- Demonstrate an entry-level ability to diagnose and repair systems related to an automobile with an emphasis on hybrid technology;
- Demonstrates proficient use of computer technology;
- Applies strategy based diagnostic processes;
- Demonstrates mechanical aptitude;
- Demonstrates industry standard safety practices;
- Utilizes time wisely;
- Communicates effectively and in a professional manner;
- Applies mathematical skills; and,
- Conveys a professional and ethical image.

Career Opportunities

Possible job opportunities for this program include:

- Fleet technicians
- Automotive service technicians
- Sales and marketing of vehicular diagnostic equipment
- Vehicular laboratory technicians
- Automotive research and development

Students will also have the skills necessary to work as a technical assistant in fuel cell and advanced energy research and development.

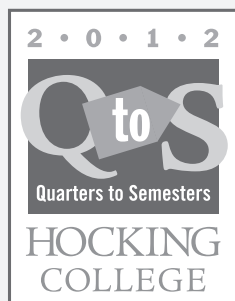


Associate of Applied Science in Advanced Energy and Fuel Cells, Major in Automotive Hybrids

Course No.	First Quarter	Credit Hours
ISE-105	Vehicular Steering, Suspension & Brakes	3.00
ISE-110	Fuel Cells Practices I	3.00
ISE-126	Vehicular Electricity	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
ISE-103	Introduction to Engineering Technology	1.00
	Totals	14.00

Course No.	Second Quarter	Credit Hours
ISE-135	Fundamentals Vehicular Batteries	3.00
CHEM-130	Fundamentals of Chemistry	4.00
COMM-123	Communications III	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	14.00

Course No.	Third Quarter	Credit Hours
DD-117	Blueprint Reading for Alternative Energy	3.00
ISE-113	Alternative Energy Fuels	3.00
ISE-117	Advanced Energy Semiconductors	3.00
ISE-140	Vehicular Drive Systems	3.00
EE-126	Introduction to Electricity	3.00
	Totals	15.00



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Addiction Studies & Corrections

Locations: Main and Perry Campus

School of Arts & Sciences

Laurel Ransom, Dean

Guy Taylor, Coordinating Instructor

Become part of the treatment team. Experience Ohio's only two-year program that prepares students for licensure as a chemical dependency counselor. Students will gain practical, professional experience through immersion in residential, diversion, outpatient and prevention practicum sites. The Addictions and Corrections program also prepares students to enter the field as Chemical Dependency Counselors who wish to work within the field of criminal justice and corrections. This program is particularly suited to those students who primarily wish to enter the workforce upon completion of their associate's degree.

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.

Job Titles include:

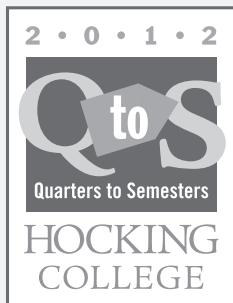
- Chemical Dependency Counselor
- Prevention Specialist
- Case Manager
- Clinical Case Worker
- Corrections Officer
- Probation Officer



Course No.	First Quarter	Credit Hours
ADDC-210	Theories of Addiction	1.00
ADDC-212	Individual Counseling	1.00-1.25
ADDC-214	Group Counseling	1.00
ADDC-216	Assessment and Diagnosis	1.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
MICS-121A	Microsoft Office - Word Processing	1.00
PSYC-150	Introduction to Psychology	3.00
PSYC-154	Interpersonal Relationships	3.00
	Totals	15.00-15.25

Course No.	Second Quarter	Credit Hours
PSYC-151	Developmental Psychology	3.00
ADDC-220	Relational Counseling	1.00
ADDC-222	Neurobiology of Addiction	1.00
ADDC-224	Fundamentals of Prevention	1.00
ADDC-226	Treatment Planning	1.00
COMM-123	Communications III	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	14.00

Course No.	Third Quarter	Credit Hours
ADDC-230	Ethical and Documentation Issues	1.00
ADDC-232	Criminal Justice Treatment Methods	1.00
ADDC-234	Multiculturalism and Treatment	1.00
ADDC-236	Treatment for Adolescents	1.00
ADDC-286	Addiction Studies Practicum Orientation	2.00
CJ-107	Probation and Parole	3.00
CJ-100	Criminal Justice Systems	3.00
PSYC-152	Abnormal Psychology	3.00
Totals		15.00



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Addiction Studies (Counseling)

School of Arts & Sciences

Laurel Ransom, Dean

Guy Taylor, Coordinating Instructor

Description

Become part of the treatment team. Experience Ohio's only two-year program that prepares students for licensure as a chemical dependency counselor. Students will gain practical, professional experience through immersion in residential, diversion, outpatient and prevention practicum sites. The Addiction Studies (Counseling) program prepares students to enter the field as Chemical Dependency Counselors working in a wide variety of environments including outpatient, residential, inpatient, and community based settings. 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.

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.

Job Titles include:

- Chemical Dependency Counselor
- Prevention Specialist
- Case Manager
- Clinical Case Worker
- Corrections Officer
- Probation Officer

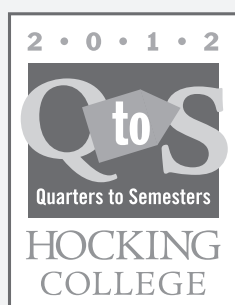


Associate of Science in Addiction Studies

Course No.	First Quarter	Credit Hours
ADDC-210	Theories of Addiction	1.00
ADDC-212	Individual Counseling	1.00-1.25
ADDC-214	Group Counseling	1.00
ADDC-216	Assessment and Diagnosis	1.00
ENGL-151	Freshman Composition	5.00
GS-101	Focus on Success	1.00
MATH-113	Comprehensive College Algebra	5.00
Totals		15.00-15.25

Course No.	Second Quarter	Credit Hours
PSYC-151	Developmental Psychology	3.00
ADDC-220	Relational Counseling	1.00
ADDC-222	Neurobiology of Addiction	1.00
ADDC-224	Fundamentals of Prevention	1.00
ADDC-226	Treatment Planning	1.00
BIOS-100	Health Science - The Human Machine	3.00
PSYC-101	General Psychology	5.00
SOCI-101	General Sociology	5.00
Totals		20.00

Course No.	Third Quarter	Credit Hours
ADDC-230	Ethical and Documentation Issues	1.00
ADDC-232	Criminal Justice Treatment Methods	1.00
ADDC-234	Multiculturalism and Treatment	1.00
ADDC-236	Treatment for Adolescents	1.00
ADDC-286	Addiction Studies Practicum Orientation	2.00
CHEM-130	Fundamentals of Chemistry	4.00
COMM-130	Speech	3.00
PSYC-151	Developmental Psychology	3.00
	Totals	16.00



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American Art, Design & Marketing

School of Arts & Sciences

Laurel Ransom, Dean

Mark Hackworth, Coordinating Instructor

Description

Students will develop the skills necessary to become an accomplished artist. Whether they are already an established artist or just beginning to explore their artistic side, this program offers students an opportunity to develop techniques and professional skills to be competitive in the field. Students will learn how to build a professional portfolio of creative work, develop marketing skills related to the business of art, and learn, through experience, the fundamentals of gallery operations. Students will choose between three areas of specialization in their first quarter: glass, ceramics or photography. Elective courses include painting, drawing, photography and small metals/jewelry.

Program Outcomes

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

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

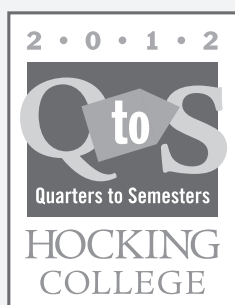


Associate of Applied Business in American Art, Design and Marketing

Course No.	First Quarter	Credit Hours
ART-101	Design I	3.00
ART-108	Introduction to Glass Studio	3.00
ART-109	Introduction to Ceramic Studio	3.00
ART-110	Art Appreciation	4.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
***	Art Elective	2.00
	Totals	19.00

Course No.	Second Quarter	Credit Hours
ART-102	Design II	3.00
ART-107	Digital Photography	3.00
COMM-123C	Communications III - Creative Writing	3.00
ART-111	Glass Studio I-Casting	3.00
ART-113 OR	Ceramic Studio I - Figurative Sculpture	3.00
***	Sociology Elective	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
ART-103	Design III	3.00
ART-105	Photoshop	3.00
HUM-205	Ethics in the Arts	3.00
MATH-108	Introduction to Algebra	4.00
ART-121	Glass Studio II-Fused & Slump	3.00
ART-123	OR Ceramic Studio II - Combined Techniques	3.00
Totals		16.00



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Associate of Individualized Study

School of Arts & Sciences
Laurel Ransom, Dean
Mason Martin, Associate Dean

Description

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.

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 Individualized Study

An AIS is awarded for the satisfactory completion of a minimum of 90 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 60 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.

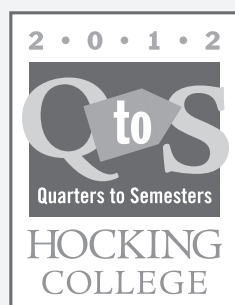
The AIS process involves the following steps:

- Enroll in GS 135, AIS Degree Development Seminar;
- Contact the four-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 54-60 credits, into their AIS plan.



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Associate of Technical Study

School of Arts & Sciences
Laurel Ransom, Dean
Mason Martin, Associate Dean

Description

The Associate of Technical Study (ATS) is awarded for successful completion of a minimum of 90 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.

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 designed to meet the career goals of the individual student.

Associate of Technical Study

The ATS program must have an area of concentration that is equivalent to 45-quarter credit hours in technical studies and clearly identifiable with a career objective. The area of concentration can be formed either by:

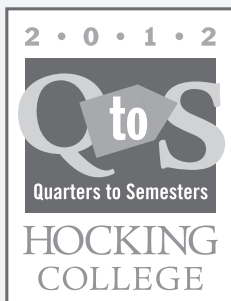
- A coherent combination of technical courses selectively drawn from two or more technical programs currently offered by Hocking College to serve a career objective which would not be adequately addressed by one of those existing programs; or
- Courses completed or training received at other institutions of higher education, vocational centers, or other educational enterprises judged by Hocking College to be of college level to a maximum of 45-quarter credit hours, prior to the declaration of candidacy for the degree.

The typical ATS 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 the ATS degree plan students will:

- Enroll in GS 137, ATS Degree Development Seminar if they have 60 credits or less on their Hocking College transcript;
- Submit occupational documentation for the career requiring a blend of programs as a part of their application for an ATS 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 the student's degree approval committee.



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Early Childhood Education

School of Arts & Sciences

Laurel Ransom, Dean

Mar Magyary, Coordinating Instructor

Description

Hocking's Early Childhood Education provides the training required for employment in the early childhood education field. This program offers students a wide range of skills that they will find helpful in their work with children. 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 students to become licensed and work as an early childhood educator within Ohio school systems.

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 -
 - o Use a variety of media communication tools, including audiovisual aids and computer technology, to enrich learning opportunities;
 - o Apply knowledge of adaptive and assisted learning devices for handicapped students; and,
 - o Evidence technology skills (at a minimum) at the School Net Novice Training Level.



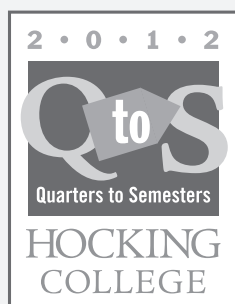
Career Opportunities

As a graduate of the Early Childhood Education, students 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 graduates to work in private childcare settings and private homes.

Associate of Applied Science in Early Childhood Education

Course No.	First Quarter	Credit Hours
ED-100	Introduction to Early Childhood Education	4.00
ED-125	Early Childhood Practicum I	2.00
ED-115A	Health & Safety in Childhood -Communicable Disease	1.00
ED-115B	Health and Safety in Childhood - Child Abuse	1.00
EM-108	Cardiopulmonary Resuscitation	1.00
EM-134	Standard First Aid	1.00
GS-101	Focus on Success	1.00
PSYC-101	General Psychology	5.00
PSYC-150 OR	Introduction to Psychology	3.00
Totals		14.00-16.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
ED-116	Creative Experiences in Early Childhood	4.00	ED-201	Premath and Science with Young Children	4.00
ED-117	Creative Experiences in Early Childhood Practicum	2.00	ED-205	Social Studies for Early Childhood	4.00
ED-135	Classroom Technology Applications in Education	.00	ENGL-151	Freshman Composition	5.00
ED-121	Emergent Reading and Literacy	4.00	COMM-115	Children's Literature	3.00
SOCI-101	General Sociology	5.00	***	Health Promotion Elective 1	1.00
SOCI-160	OR Introduction to Sociology	3.00	Totals		17.00
	Totals	17.00-19.00			



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Music Management with Specialization in Production

School of Arts & Sciences

Laurel Ransom, Dean

Neal Schmitt, Coordinating Instructor

Description

This program is designed to prepare students for careers in music production and music management while also revealing many other entry-ways into the music industry.

For the first two quarters, all music 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. In the third quarter of study, students 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

Program Outcomes

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

- 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.

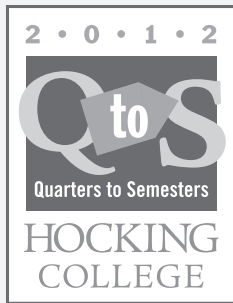


Associate of Applied Business in Music Management

Course No.	First Quarter	Credit Hours
MUS-125	Elements of Music I	4.00
MUS-126	Music Business Introduction	3.00
GS-101	Focus on Success	1.00
MUS-195	Contemporary Music Genre	3.00
MUS-130	Music Computer Applications	3.00
***	Private Music Lessons	1.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours
MUS-140	Music Production	4.00
MUS-145	Music Publishing	3.00
MUS-120	Recording Studio Introduction	4.00
MUS-137	Elements of Music II	3.00
SOCI-169	Human Relations in Organizations	3.00
	Totals	17.00

Course No.	Third Quarter	Credit Hours
MUS-180	New Media and Technologies	3.00
MUS-190	Record Label Operations	3.00
MUS-135	Songwriting: Lyricism	3.00
COMM-122	Communications II	3.00
MUS-150	Recording Techniques	3.00
MUS-213 OR	Artist Management	3.00
Totals		15.00



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Transfer Module

School of Arts & Sciences
Laurel Ransom, Dean

Description

The Transfer Module is a program for students planning to transfer to another public institution in Ohio, and have the goal of achieving a Bachelor's Degree. The Transfer Module program is an Ohio-wide program that's guaranteed to transfer to another public institution if students complete the module of 54 - 60 credit hours. With lower costs, smaller classes and student-centered faculty, Hocking College offers this as an ideal way for students to get started on their educational goals.

Program Outcomes

This program is designed to meet individual goals and objectives.

Career Opportunities

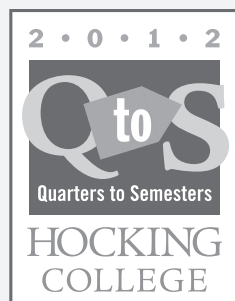
The Transfer Module is designed to meet the basic education requirements for students who wish to transfer to a four-year institution or who are working towards a bachelor's degree.

Transfer Module Certificate

Courses are found in the following areas:

- English Composition
- 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.



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Accounting and Financial Services

Locations: Main and Perry Campus

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Ted Lynch, Coordinating Instructor, Main Campus

Pat Chute, Coordinating Instructor, Perry Campus

Description

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 includes training in the use of commercial software packages including Peachtree, MS Office, Drake, and QuickBooks software.

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 efficiently;
- 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

Graduates of the Hocking College Accounting and Financial Services program 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.

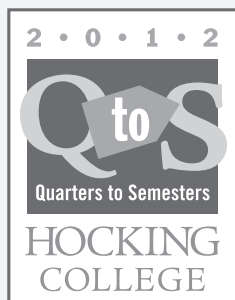


Associate of Applied Business in Accounting and Financial Services

Course No.	First Quarter	Credit Hours
ACC-120	Payroll Accounting	3.00
ACC-100	Accounting I	3.00
ACC-130	Desktop Machine Operations	2.00
BUS-102	Principles and Practices of Management I	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
OAT-180	Keyboarding	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
ACC-101	Accounting II	3.00
ACC-110	Accounting Simulation	1.00
ACC-140	Individual Taxation	3.00
BUS-103	Principles and Practices of Management II	3.00
COMM-123	Communications III	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	17.00

Course No.	Third Quarter	Credit Hours
ACC-102	Accounting III	4.00
ACC-111	Advanced Accounting Simulation	1.00
ACC-150	Business Taxation	4.00
ACC-162	Microcomputer Accounting	2.00
COMM-130	Speech	3.00
COMM-135 OR ***	Verbal Career Skills Social Science/Psychology Elective	3.00
	Totals	17.00



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Architectural & Mechanical Design

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

David Barger, Coordinating Instructor

Description

Architectural and Mechanical Design offers a future of employment in many occupational settings. As a drafter, students 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 and networking technology and operating systems, the drafting and design program provides extensive training in graphic communication and critical thinking.

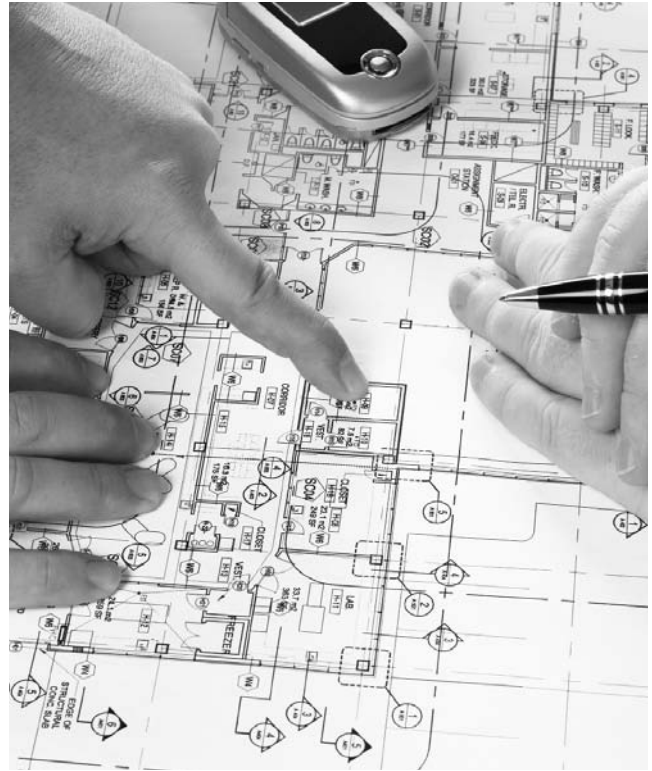
Program Outcomes

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.

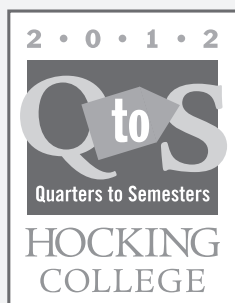


Associate of Applied Science in Architectural and Mechanical Design

Course No.	First Quarter	Credit Hours
DD-101	Engineering Drawing I	3.00
DD-114	CAD/Blueprint Reading	3.00
ARC-101	Introduction to Architecture	2.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
ISE-103	Introduction to Engineering Technology	1.00
MATH-108 OR	Introduction to Algebra	4.00
MATH-113	Comprehensive College Algebra	5.00
Totals		17.00-18.00

Course No.	Second Quarter	Credit Hours
ARC-105	Architecture I - Detailing	3.00
ARC-110	Architecture Software	2.00
DD-102	Engineering Drawing II	3.00
COMM-123	Communications III	3.00
OAT-115	Microsoft Word and Excel	2.00
MATH-110 OR	Geometry and Trigonometry	4.00
MATH-115	Pre-Calculus	5.00
Totals		17.00-18.00

Course No.	Third Quarter	Credit Hours
ARC-115	Building Codes	3.00
DD-115	AutoCAD Concepts	3.00
NRM-123	Surveying and Mapping I	3.00
OAT-222	Office Presentations - PowerPoint	1.00
PHYS-201	Physics - Motion	3.00
SOCI-169	Human Relations in Organizations	3.00
	Totals	16.00



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Biotechnology*

*This program is no longer accepting new students.

School of Engineering, Business, Computer & Information Technology
Neil Hinton, Dean
Getachew Boru, Coordinating Instructor

Description

The Hocking College Biotechnology program offers a unique learning experience for students wanting to gain the in-depth instruction and specialized laboratory practice required to work in this challenging and expanding field. Biotechnology is the use of biological processes to solve problems or make useful products. It is an applied science that uses living cells and materials produced by cells to create pharmaceutical, diagnostic, agricultural and environmental products.

Program Outcomes

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

- Demonstrates professional behavior, skills, and attitudes including life-long learning;
- Demonstrates and continues to develop basic technical competency including those that support research, development and critical thinking;
- Demonstrates basic computer skills and uses appropriate software;
- Supports lab maintenance and inventory;
- Functions as a contributing team member;
- Communicates effectively through writing, speaking, listening, and reading with coworkers, supervisors, partners, and customers;
- Performs basic biotechnology techniques according to safe practices (OSHA) as well as industry standards (GLP-Good Laboratory Practice and GPM-General Management Practices);
- Applies principles of quality management systems (FDA-Food Drug Administration, ISO- International Organization for Standardization) to projects and work; and,
- Demonstrates knowledge of current Biotechnologies (transgenic animals, recombinant pharmaceutical products, cloning) and their global impact and how these new technologies are viewed by different cultures in different parts of the world.

Career Opportunities

Advances in knowledge about genetics and molecules have caused increased growth in the field of biotechnology. The U.S. Department of Labor estimates that careers in biotechnology will continue to expand with the fastest growth occurring in pharmaceutical and scientific research and development firms. Sample career opportunities include quality control/assurance technician, biomedical laboratory technician, genetic engineering technician, laboratory assistance, and development/research technician.

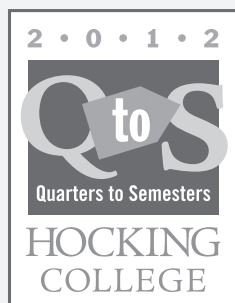


Associate of Applied Science in Biotechnology

Course No.	First Quarter	Credit Hours
BIOS-180	Introduction to Biotechnology	3.00
CHEM-130	Fundamentals of Chemistry	4.00
GS-101	Focus on Success	1.00
MATH-108	Introduction to Algebra	4.00
MICS-121	Microsoft Office	3.00
Totals		15.00

Course no.	Second quarter	credit hours
BIOS-181	Biosafety Procedures	3.00
BIOS-182	Cell Biology	4.00
BIOS-282	Cell Culturing Techniques	4.00
CHEM-135	Instrumentation	4.00
Totals		15.00

Course No.	Third Quarter	Credit Hours
MICR-201	Microbiology	4.00
ENGL-151	Freshman Composition	5.00
MATH-111	Intermediate Algebra	4.00
***	Biotechnology Elective	3.00
	Totals	16.00



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Broadcast Production & Engineering

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Harry Tompkins, Coordinating Instructor

Description

The Broadcast Production and Engineering program is unique in that it offers both production and technical skills in one program. This program provides students an opportunity to exercise both their creative and analytical mind. Upon completion, graduates are prepared for careers in the broadcast industry and related fields such as radio, television, video production and engineering.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Broadcast Production and Engineering:

- Use all common video production equipment (e.g., cameras, recorders, editing equipment, switchers, lights);
- Use all common audio production equipment (e.g., microphones, mixers, patch bay, and compressor/limiter);
- Use and interpret all common video test equipment (e.g., waveform monitor/vector scope);
- Use and interpret all common audio test equipment (e.g., decibel meter, real-time analyzer);
- Use general purpose electronic test equipment (e.g., dual trace oscilloscope, digital multimeter, function generator, power supply, breadboard);
- Produce a video production from script to final edit;
- Draw and interpret electronic schematic diagrams;
- Draw and interpret audio and video signal flow diagrams;
- Troubleshoot and repair minor electronic and mechanical failures; and,
- Be reliable, be responsible, and have a professional attitude.

Career Opportunities

An Associate degree in Broadcast Production and Engineering prepares graduates with a wide range of skills and for employment in many different areas including: radio stations, television stations, commercial production facilities, recording studios, colleges, hospitals, law enforcement agencies, cable companies, satellite, cable and broadcasting networks and professional sports organizations. Job titles include broadcast technician, production technician, videographer, broadcast producer and maintenance technician.

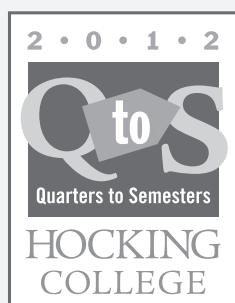


Associate of Applied Science in Broadcast Production and Engineering

Course No.	First Quarter	Credit Hours
BC-112	Broadcast Field Production Television	
	Field Production	3.00
BC-113	Broadcast Systems Video Systems	4.00
BUS-100	Small Business Management I	3.00
GS-101	Focus on Success	1.00
ISE-103	Introduction to Engineering Technology	1.00
SOCI-169	Human Relations in Organizations	3.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours
BC-124	Digital Broadcasting I	2.00
NET-120	Computer Architecture and Hardware	2.00
BUS-101	Small Business Management II	3.00
SOCI-165	Cross Cultural Studies	3.00
SOCI-160	Introduction to Sociology	3.00
	Totals	13.00

Course No.	Third Quarter	Credit Hours
BC-110	Broadcast Studio Production Television Studio Production	4.00
BC-130	Broadcast News Gathering Electronic News Gathering	3.00
DD-114	CAD/Blueprint Reading	3.00
COMM-122	Communications II	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	17.00



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Business Management & Entrepreneurship

Locations: Main and Perry Campus

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Bill Rood, Coordinating Instructor, Main Campus

Brenda Hoops, Coordinating Instructor, Perry Campus

Description

Hocking's Business Management and Entrepreneurship program prepares students for work in a variety of business careers ranging from manager trainee to field sales. The program is designed to meet the needs of those new to the business world as well as individuals already in the field of business. The flexibility of the Business Management and Entrepreneurship program allows students to tailor the program to meet their own career goals and interests. Students may specialize a course of study by completing approximately 15 credit hours in one of the following focused areas:

- Accounting
- Human resource management
- Microcomputer applications
- Real estate
- Retail marketing management
- Marketing
- E-Business

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 students for entry-level positions as a manager or a manager trainee, and ultimately, to own and operate a business. Specialized certificates also provide opportunities for employment as a personnel manager, realtor or sales associate.

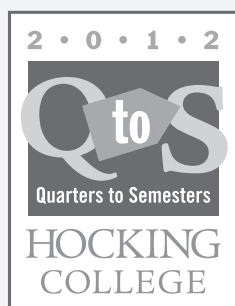


Associate of Applied Business in Business Management and Entrepreneurship

Course No.	First Quarter	Credit Hours
BUS-100	Small Business Management I	3.00
BUS-110	Marketing	3.00
ACC-100	Accounting I	3.00
BUS-105	History of American Business	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
OAT-180	Keyboarding	1.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
BUS-101	Small Business Management II	3.00
BUS-102	Principles and Practices of Management I	3.00
ACC-101	Accounting II	3.00
BUS-200	Business Law	3.00
COMM-123A	Communications III - Job Communication	3.00
***	Business Management Elective	3.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
BUS-103	Principles and Practices of Management II	3.00
ACC-162	Microcomputer Accounting	2.00
BUS-201	Advanced Business Law	4.00
ECON-140	Principles of Microeconomics	4.00
MATH-108	Introduction to Algebra	4.00
	Totals	17.00



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Computer & Information Support Services*

*This program is no longer accepting new students.

School of Engineering, Business, Computer & Information Technology
Neil Hinton, Dean
Ken Wiseman, Coordinating Instructor

Description

Computer and Information Support Services students learn the building, repairing, upgrading and troubleshooting of computers and related network systems. The graduate will have an in-depth knowledge of such systems. Several electronics courses in the curriculum help develop this intimate understanding. Some of the courses include AC/DC Electronics, Database Management, Security Management and Server Management. Electronic project building courses are also included in the curriculum. The student will also have knowledge of web design, troubleshooting/maintenance and office productivity software programs. Three certification prep classes are in the curriculum.

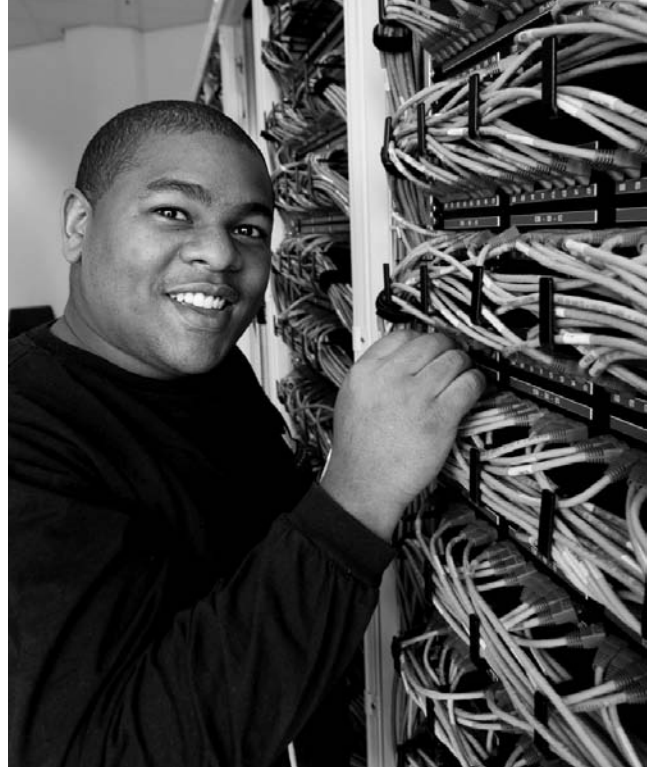
Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Computer and Information Support Services:

- Properly read and understand an electronic/electrical schematic;
- Properly use a digital multimeter and oscilloscope to measure current, resistance, and voltage;
- Troubleshoot, repair, maintain, build, and upgrade computer workstations and servers;
- Install, troubleshoot, correct, and upgrade operating systems and application software; and,
- Fabricate electronics equipment.

Career Opportunities

Graduates of the Computer Information and Support Services program are eligible for employment as a PC Support Specialist/Technician, Call Center Support Representative/Help Desk Technician, Technical Support Engineer or Software Application Specialist. Job growth for the Computer Support Specialist is projected to be strong, growing 18 percent nationally and 30 percent within Ohio within the next 10 years.

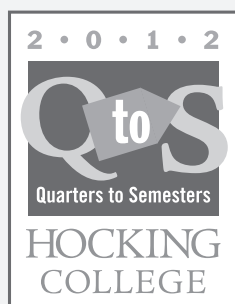


Associate of Applied Science in Computer and Information Support Services

Course No.	First Quarter	Credit Hours
CISS-104	Basic Electronics	3.00
CISS-105	Operating Systems & Applications I	3.00
GS-101	Focus on Success	1.00
IM-110	Graphic Design	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	14.00

Course No.	Second Quarter	Credit Hours
CISS-110	Operating Systems & Applications II	3.00
CISS-120	Telecommunication Theory	2.00
CISS-280	Current Topics I	2.00
EC-102	Introduction to E-Business	3.00
NET-110	Networking Basics I - Discovery I	3.00
COMM-122	Communications II	3.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
CISS-128	PC Maintenance I	4.00
COMM-104	Job Search Techniques	1.00
NET-115	Networking Basics II - Discovery II	3.00
SOCI-153	Social and Cultural Awareness	4.00
COMM-130	Speech	3.00
COMM-135 OR	Verbal Career Skills	3.0
Totals		15.00



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Computer Programming

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Marcia Welch and Sharon Morel, Coordinating Instructors

Description

The Computer Programming curriculum prepares students to enter the information technology profession as an entry-level programming professional. Students will learn by doing; hands-on experience is emphasized in reality-based and project-based learning situations. Students will work in modern labs with faculty present to assist and answer questions. Students write software application programs in Visual Basic.Net, Java and C++. Web page applications will be developed in HTML, XML, DHTML and JavaScript, while SQL and Oracle PL/SQL will be used for relational database management applications. In other courses students gain experience in client server concepts, operating systems, computer hardware and architecture and networking applications.

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;
- Write appropriate documentation for security protocols in a network environment;
- 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.



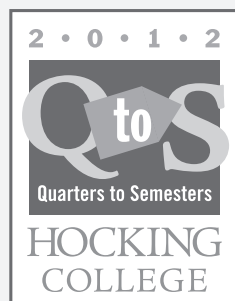
Associate of Applied Business in Computer Programming

Due to the sequencing of courses in the curriculum, students wishing to complete the degree in six consecutive quarters (excluding summer) must begin fall quarter. However, students may enter the program at the start of any quarter with the understanding that completion of the degree will take longer than two years.

It is possible to get two degrees, Computer Programming and Network Systems, in three years at Hocking College. Students choosing to pursue both degrees must start fall quarter with the Computer Programming curriculum and then complete the Network Systems course work in their third year. It will take more than three years to complete both degrees if a student begins his or her studies winter, spring or summer quarter.

Course No.	First Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
CS-100	Program Analysis I	3.00	CS-101	Program Analysis II	3.00
MICS-115	PC Operating Systems	3.00	CS-140	JCL For LINUX/UNIX	3.00
MICS-144	Introduction to Word	1.00	MICS-111	Advanced Visual Basic	3.00
BUS-100	Small Business Management I	3.00	MICS-141	Introduction to Excel	1.00
COMM-122	Communications II	3.00	MATH-108	Introduction to Algebra	4.00
EC-102	Introduction to E-Business	3.00	COMM-130	Speech	3.00
GS-101	Focus on Success	1.00	COMM-135 OR	Verbal Career Skills	3.00
	Totals	17.00		Totals	17.00

Course No.	Second Quarter	Credit Hours
MICS-110	Introduction to Visual Basic	3.00
NET-100	Introduction to Web Page Design	1.00
NET-110	Networking Basics I - Discovery I	3.00
CS-155	Applied Statistical Packages	3.00
IM-110	Graphic Design	3.00
COMM-123	Communications III	3.00
	Totals	16.00



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Construction Management – Carpentry

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Todd Hoffman, Coordinating Instructor

Description

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.

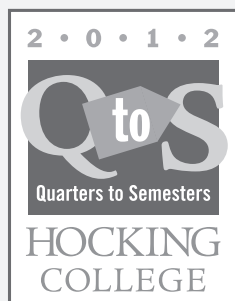


Associate of Technical Study in Construction Management - Carpentry

Course No.	First Quarter	Credit Hours
CMCP-271A	Carpentry Tools and Materials	3.00
CM-100	Basic Construction Skills	4.00
GS-101	Focus on Success	1.00
MATH-108	Introduction to Algebra	4.00
***	Construction Management Elective	3.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours
CMCP-271B	Floors and Walls	3.00
CMCP-271C	Roofs, Windows and Doors	3.00
ISE-202	Basic Construction Safety	3.00
COMM-122	Communications II	3.00
***	Construction Management Elective	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
CMCP-272A	Site Layout and Preparation	3.00
CMCP-272B	Concrete Foundations and Finishing	3.00
SUPR-239	Construction Supervision	3.00
COMM-123	Communications III	3.00
COMM-135	Verbal Career Skills	3.00
	Totals	15.00



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Construction Management – Commercial & Residential Electricity

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Todd Hoffman and Mike Summers, Coordinating Instructors

Description

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-Commercial & 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.

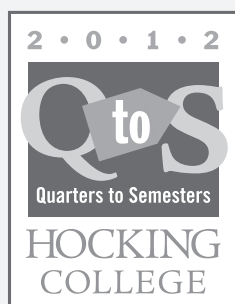


Associate of Technical Study in Construction Management Residential and Commercial Electricity

Course No.	First Quarter	Credit Hours
CMEL-261A	Electrical Hardware and Safety	3.00
CMEL-261B	Electrical Theory and Procedures	3.00
CM-100	Basic Construction Skills	4.00
GS-101	Focus on Success	1.00
MATH-108	Introduction to Algebra	4.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours
CMEL-261C	Wiring Applications	3.00
CMEL-262A	Alternating Current	3.00
ISE-202	Basic Construction Safety	3.00
MICS-121	Microsoft Office	3.00
COMM-122	Communications II	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
CMEL-262B	Conductors and Fittings	3.00
CMEL-262C	Electric Service Installation	3.00
BIOS-101	Environmental Science	3.00
COMM-135	Verbal Career Skills	3.00
SUPR-239	Construction Supervision	3.00
	Totals	15.00



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Digital Game Design

School of Engineering, Business, Computer & Information Technology
 Neil Hinton, Dean
 Harrison Walsh, Coordinating Instructor

Description

Students will prepare to enter the world of interactive games as they become immersed in digital game development through the Digital Game Design program at Hocking College. This six-quarter program is designed to allow students to gain hands-on experience with cutting edge equipment and programs used in the digital game creation world today. Using MAYA, Z-Brush and Adobe Creative Suite, students will be working with real-world equipment on the artistic and creative end of gaming. This degree program focuses on design while introducing students to fundamental game design programming skills.

Program Outcomes

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

- Creates, designs, and repairs digital gaming components and systems;
- Fabricates and tests prototypes;
- Follows the standards of industry quality and usability;
- Demonstrates computer skills that enable game design and development;
- Applies sound business and economic principles to achieve and maintain profitability in the gaming industry; and,
- Demonstrates effective verbal and written communication skills as an individual and as a team member.

Career Opportunities

As the digital gaming industry field expands, so do the options for career pathways. Possible careers for graduates of the Hocking College Digital Game Design program include:

- Game designer
- Level Designer
- Environment Artist
- Modeler
- Video game journalist
- Game Tester

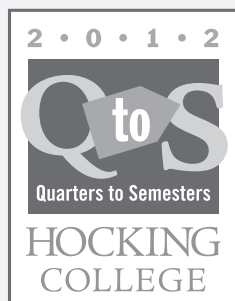


Associate of Applied Science in Digital Game Design

Course No.	First Quarter	Credit Hours
ART-101	Design I	3.00
CS-100	Program Analysis I	3.00
GAM-112	Digital Foundations	3.00
IM-110	Graphic Design	3.00
AART-115	Drawing I	3.00
GS-101	Focus on Success	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
GAM-110	Game Design and Production	3.00
GAM-122	Digital Imaging for Game Design	3.00
AART-120	Drawing II	3.00
ENGL-151	Freshman Composition	5.00
MATH-113	Comprehensive College Algebra	5.00
	Totals	19.00

Course No.	Third Quarter	Credit Hours	Course No.	Summer Quarter	Credit Hours
GAM-130	The Creative Process	3.00	GAM-294A	Digital Game Cooperative Work Experience A	3.00
MICS-110	Introduction to Visual Basic	3.00	GAM-294B OR	Digital Game Cooperative Work Experience B	5.00
IM-115	Three-D Graphics	3.00	GAM-296A OR	Digital Game Practicum A	2.00
PHYS-201	Physics - Motion	3.00	GAM-296B OR	Digital Game Practicum B	3.00
SOCI-169	Human Relations in Organizations	3.00	Totals		2.00-5.00
	Totals	15.00			



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E-Business & Web Design

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Marty Hanlin, Coordinating Instructor

Description

In today's knowledge economy, one of the fastest growing job sectors is in information technology (IT). The E-Business program prepares students to be a flexible IT professional. The program begins with Certified Internet Webmaster courses and teaches students to build professional e-business sites. In addition to the associate degree, students can also earn a private Webmasters certification from ProSoft Inc., the world's largest certifier of Internet Webmasters. The E-Business program teaches students to connect sites to product databases, market websites, the legal environment surrounding e-business, and how to secure their customers' information over the internet.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in E-Business and Web Design program:

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

Career Opportunities

Certified Internet Webmaster is the largest internet job-role certification. It is increasingly recognized and accepted as the standard vendor-neutral certification by corporations, academic organizations, commercial training centers and industry publications. No other internet job-role certification can claim the size, credibility and acknowledgment as CIW. Graduates of the E-Business and Web Design Technology are eligible for employment in many broad areas of IT. E-Business and Web Design students can be web designers, e-business marketing professionals and internet working professionals.

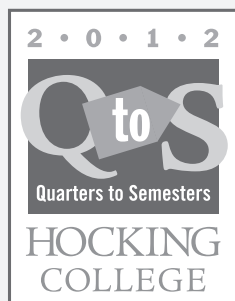


Associate of Applied Business in E-Business and Web Design

Course No.	First Quarter	Credit Hours
EC-100	Internet Webmaster I	4.00
EC-102	Introduction to E-Business	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
NET-110	Networking Basics I - Discovery I	3.00
SOCI-169	Human Relations in Organizations	3.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
EC-200	Internet Webmaster II	4.00
COMM-123A	Communications III - Job Communication	3.00
CS-100	Program Analysis I	3.00
IM-110	Graphic Design	3.00
MATH-108	Introduction to Algebra	4.00
NET-100	Introduction to Web Page Design	1.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
EC-101	Business Needs Analysis	3.00
EC-110	E-Marketing	4.00
EC-201	Internet Webmaster III	4.00
IM-120	Interactive Media I	3.00
MICS-115	PC Operating Systems	3.00
	Totals	17.00



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Industrial Ceramics Engineering

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Gail Jordan, Coordinating Instructor

Description

The Industrial Ceramics Engineering Program is the only engineering technology program in the United States that exclusively trains technicians for the ceramic industry. Students train in well-equipped technical and production laboratories to prepare them for the diverse ceramic industry and its wide range of products:

- Construction materials - brick, tile, cements, windows and fiberglass;
- Consumer goods - pottery and china, bathroom fixtures, lamp and glassware coatings, spark plugs
- Industrial products - furnace linings, electrical insulators, grinding and cutting tools, chemical reaction media, nuclear applications;
- Electronic components - sensors, capacitors, resistors, magnets; and,
- Advanced applications - aerospace and automotive materials, tool coatings, armor, biomedical implants, fiber optics, superconductors, fuel cells.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Industrial Ceramics Engineering:

- Use technical skills to select raw materials; process material, form shapes; dry products; operate and manage high-temperature processes; and finish, inspect, and package products;
- Recognize, maintain, and control chemical, physical, and cosmetic qualities of products using standardized testing (i.e. ASTM), data analysis, troubleshooting, and problem-solving techniques;
- Promote safety practices and comply with safety, health, and environmental regulations (i.e. OSHA, MSHA, EPA);
- Demonstrate and continue to develop professional and personal skills such as leadership;
- Engage in cost-effective process/product development and improvement;
- Use mathematical, analytical and computer skills effectively;
- Demonstrate clear and concise oral and written communications skills; and,
- Demonstrate the ability to interact with others including supervisors, employees, suppliers, customers, and regulatory officials.

Career Opportunities

Graduates may find employment as process, quality or research technicians, production supervisors, or technical service representatives in many segments of the ceramic industry. Job titles may include: assistant to the plant manager; drying and firing supervisor; management trainee; process development technician; quality control technician; R and D laboratory technician; sales representative; slip and glaze technician.

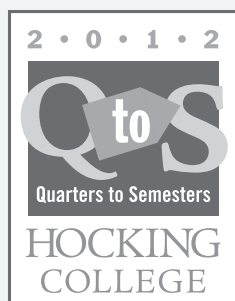


Associate of Applied Science in Industrial Ceramics Engineering

Course No.	First Quarter	Credit Hours
CER-105	Structural Clay Products	3.00
CHEM-130	Fundamentals of Chemistry	4.00
COMM-122	Communications II	3.00
MATH-108	Introduction to Algebra	4.00
GS-101	Focus on Success	1.00
ISE-103	Introduction to Engineering Technology	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
CER-120	Refractories	3.00
MICS-121	Microsoft Office	3.00
CHEM-102	Introduction to Chemistry II	3.00
COMM-123	Communications III	3.00
PHYS-202	Physics - Heat, Light, and Sound	3.00
SOCI-165	Cross Cultural Studies	3.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
CER-104	Combustion I	3.00
CER-130	Whitewares	3.00
CER-110	Focus on Ceramics I (SL/CR)	1.00
DD-114	CAD/Blueprint Reading	3.00
COMM-104	Job Search Techniques	1.00
MATH-110	Geometry and Trigonometry	4.00
COMM-130	Speech	3.00
COMM-135 OR	Verbal Career Skills	3.00
Totals		18.00



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Interactive Multimedia

School of Engineering, Business, Computer & Information Technology
Neil Hinton, Dean
Jeff Stickler, Coordinating Instructor

Description

Interactive Multimedia encompasses a broad array of skills and technologies. Take digital pictures and manipulate them. Create logos and artwork. Shoot digital video, add exciting visual effects, and create a DVD masterpiece. Create sound effects and music tracks. Combine all of these together, and then write scripts and programs to make them come alive. Interactive Multimedia students will not just use YouTube, Amazon, Facebook, eBay and Second Life, they will create them. Work on real projects for real people, and learn to assess a client's needs, map out a plan, and then create a finished product the client will love.

Program Outcomes

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

Graduates of the Interactive Multimedia Technology can choose from a number of job titles. Become an animator, audio/visual specialist, media designer, production assistant, virtual reality designer, web designer, multimedia programmer, web content designer, writer, project manager, visual design consultant, plus many more possibilities.

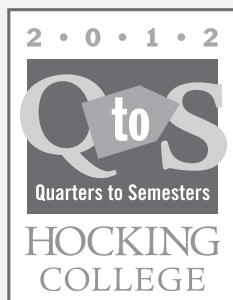


Associate of Applied Science in Interactive Multimedia

Course No.	First Quarter	Credit Hours
IM-110	Graphic Design	3.00
NET-110	Networking Basics I - Discovery I	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
MATH-108	Introduction to Algebra	4.00
	Totals	14.00

Course No.	Second Quarter	Credit Hours
EC-102	Introduction to E-Business	3.00
IM-112	Illustration	2.00
ART-110	Art Appreciation	4.00
COMM-123	Communications III	3.00
CS-100	Program Analysis I	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
IM-115	Three-D Graphics	3.00
IM-120	Interactive Media I	3.00
NET-100	Introduction to Web Page Design	1.00
BUS-100	Small Business Management I	3.00
EC-110	E-Marketing	4.00
MICS-142	Introduction to Access	1.00
COMM-130	Speech	3.00
COMM-135 OR	Verbal Career Skills	3.00
	Totals	18.00



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Network Systems

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Marcia Welch and Sharon Morel, Coordinating Instructors

Description

The Network Systems curriculum prepares students to enter the information technology profession as an entry-level networking professional. Students learn by doing: hands-on experience is emphasized in reality-based and project-based learning situations. Students will work in modern labs with faculty present to assist and answer questions. Hocking College is a Cisco Networking Academy site. In partnership with Cisco Systems, the Networking Academy CCNA curriculum consists of four Cisco courses.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Network Systems program:

- 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;
- Apply 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 Network Systems program find that there are opportunities in this field. Typical entry-level jobs include the following: network administrator, network technician and network operator. After some experience, job titles would include network systems engineer, network designer or LAN\WAN engineer. Most computer jobs, especially those with large companies, are to be found in 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.



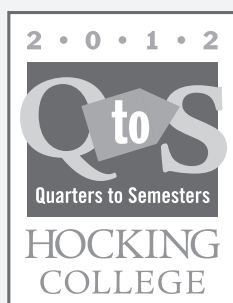
Associate of Applied Science in Network Systems

Due to the sequencing of courses in the curriculum, students wishing to complete the degree in six consecutive quarters (excluding summer) must begin fall quarter. However, students may enter the program at the start of any quarter with the understanding that completion of the degree will take longer than two years.

It is possible to get two degrees, Computer Programming and Network Systems, in three years at Hocking College. Students choosing to pursue both degrees must start fall quarter with the Computer Programming curriculum and then complete the Network Systems course work in their third year. It will take more than three years to complete both degrees if a student begins his or her studies winter, spring or summer quarter.

Course No.	First Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
CS-100	Program Analysis I	3.00	CS-140	JCL For LINUX/UNIX	3.00
MICS-115	PC Operating Systems	3.00	MICS-142	Introduction to Access	1.00
MICS-144	Introduction to Word	1.00	NET-100	Introduction to Web Page Design	1.00
BUS-100	Small Business Management I	3.00	NET-115	Networking Basics II - Discovery II	3.00
COMM-122	Communications II	3.00	NET-120	Computer Architecture and Hardware	2.00
EC-102	Introduction to E-Business	3.00	MATH-108	Introduction to Algebra	4.00
GS-101	Focus on Success	1.00	COMM-130	Speech	3.00
	Totals	17.00	COMM-135 OR	Verbal Career Skills	3.00
			Totals		17.00

Course No.	Second Quarter	Credit Hours
CS-125	Computer Numbering Systems	1.00
MICS-141	Introduction to Excel	1.00
NET-110	Networking Basics I - Discovery I	3.00
MICS-110	Introduction to Visual Basic	3.00
CS-155	Applied Statistical Packages	3.00
IM-110	Graphic Design	3.00
COMM-123	Communications III	3.00
	Totals	17.00



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Office Management

School of Engineering, Business, Computer & Information Technology

Neil Hinton, Dean

Barb Sunderlin, Coordinating Instructor

Description

Skilled office assistants are an integral part of today's business environment and opportunities for advancement are better than ever. The Office Management program provides an opportunity for students to achieve superior administrative office skills needed to meet the ever-changing demands of the office environment. This 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. Extensive computer training in numerous software packages including Windows, Photoshop, and Microsoft Office applications such as Word, Excel, PowerPoint, Access and Publisher is also included.

Program Outcomes

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

- 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

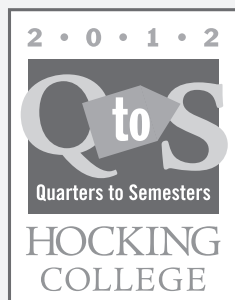
Graduates of the Office Management program will have a broad base of skills that enable them to work in many office settings including office manager, administrative assistant, word processor, legal or medical secretary.



Associate of Applied Business in Office Management

Course No.	First Quarter	Credit Hours
OAT-110	Office Procedures I	3.00
OAT-113	Office Management Computer Systems	1.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
MATH-108	Introduction to Algebra	4.00
OAT-100	Information Processing	2.00
OAT-180	Keyboarding	1.00
OAT-190	Business Communication Skills I	2.00
Totals		17.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
OAT-107	Telephone Skills	1.00	OAT-114	Workplace Technologies	2.00
OAT-111	Office Procedures II	3.00	OAT-121	Speed Building I	1.00
OAT-112	Records Management	1.00	OAT-200	Introduction to Transcription	3.00
OAT-211	Word Processing - Word Perfect	3.00	OAT-216	Word Processing - Microsoft Word	3.00
ACC-100	Accounting I	3.00	OAT-218	Office Budgeting Using Excel	3.00
COMM-123A	Communications III - Job Communication	3.00	OAT-296A	Office Management Practicum I	2.00
HLTH-103	Healthy People	1.00	PSYC-154	Interpersonal Relationships	3.00
OAT-195	Business Communication Skills II	2.00	Totals		17.00
	Totals	17.00			



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Culinary & Dietary Management

School of Allied Health & Nursing
Lynne Peterson, Dean
Donna Wamsley, Coordinating Instructor

Description

The Culinary and Dietary Management course of study trains students in the fundamentals of cooking and managing dietary operations with the goal of providing optimum nutritional care through healthy foods and quality foodservice management. Core coursework covers fundamentals in cooking, foodservice management, human resource management, nutrition, and food safety and sanitation. Students who complete the coursework will receive the Associate Degree of Applied Science in Culinary and Dietary Management and two certificates, Certificate in Dietary Management and Occupational Cooking Certificate.

Program Outcomes

The following outcomes are skills and knowledge cultivated in students seeking the Associate of Applied Science in Culinary and Dietary Management:

- Apply the principles of safety and sanitation in food service operations;
- Perform basic cooking techniques - roast, sauté, broil, bake, knife skills;
- Manage equipment use and maintenance;
- Participate in, or supervise, food purchasing, receiving, and inventory control;
- Demonstrate leadership and organizational skills in human resource management;
- Supervise food production activities that meet nutritional guidelines, budgetary restraints and client acceptance;
- Gather nutrition data through routine nutrition screening, reviewing intake records and visual meal rounds;
- Implement diet plans and physician diet orders using appropriate modifications;
- Utilize standard nutrition care procedures;
- Develop menus that meet the nutritional needs of clients;
- Provide basic nutrition education; and,
- Demonstrate professional behavior by adhering to the professional code of ethics of the Dietary Managers Association and the American Culinary Federation.

Career Opportunities

Employment in foodservice is less dependent on economic conditions, and continues to grow steadily. This is especially true in healthcare where the demand for culinary expertise is growing at a dramatic pace. Most graduates find jobs in healthcare – nursing homes, rehabilitation centers, senior living communities and hospitals. Others are employed in correctional facilities, schools and the military. The fastest-growing segment in the non-commercial market is in eldercare, an area where the skills of the Culinary and Dietary Manager can be a perfect fit.

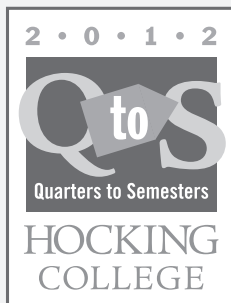


Associate of Applied Science in Culinary and Dietary Management

Course No.	First Quarter	Credit Hours
DT-100	Survey of Dietetics	2.00
DT-101	Dietetic Directed Practice I	2.00
DT-102	Basic Nutrition	5.00
COMM-122	Communications II	3.00
CULA-109	Safety and Sanitation	3.00
GS-101	Focus on Success	1.00
Totals		16.00

Course No.	Second Quarter	Credit Hours
DT-103	Food Preparation Principles	3.00
DT-106	Food Production Management	3.00
DT-111	Dietetic Directed Practice II	2.00
DT-120	Normal and Modified Menu Planning	3.00
MATH-108	Introduction to Algebra	4.00
MICS-121	Microsoft Office	3.00
Totals		18.00

Course No.	Third Quarter	Credit Hours
DT-110	Applied Nutrition	3.00
DT-119	Food Purchasing for Health Care Institutions	3.00
DT-121	Dietetic Directed Practice III	2.00
DT-122	Supervision in Dietetics	3.00
COMM-123	Communications III	3.00
BIOS-100	Health Science - The Human Machine	3.00
BIOS-112	OR The Human Organism	3.00
	Totals	17.00



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Fitness Management

School of Allied Health & Nursing
Lynne Peterson, Dean
Bill Finnearty, Coordinating Instructor

Description

Hocking College's Fitness Management program provides students with training for employment in the fitness industry – from fitness trainer and strength conditioning coach to manager of a fitness facility. Students gain skills necessary for personal as well as group fitness assessment and training as they prepare for national certification through the American College of Sports Medicine (ACSM), the National Strength and Conditioning Association (NSCA), the American Council on Exercise (ACE) and/or the National Council of Strength and Fitness (NCSF). First aid and cardiopulmonary resuscitation certification are included as part of the program with additional lifeguard and aerobic certification available. This program also provides students with the business skills needed to operate a personal training business or manage a fitness facility.

Program Outcomes

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

- 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, and anatomical and physiological responses to flexibility and design 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 free weights 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 recommend 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; and,



- Prepare a basic business plan required to start a personal trainer business that includes market analysis, services offered, management style, feasibility and marketing plan.

Career Opportunities

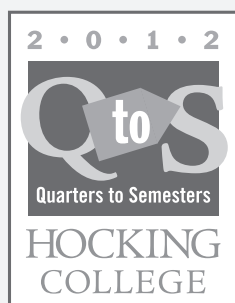
Endless employment opportunities exist in the fitness industry. Graduates of the Hocking College Fitness Management program find employment as personal trainers, strength and conditioning coaches or group exercise teachers in both private business and established facilities, commercial and corporate facilities, and community and recreational settings.

Associate of Applied Science in Fitness Management

Course No.	First Quarter	Credit Hours
DT-102	Basic Nutrition	5.00
FT-100	Introduction to Health & Lifestyle Choices	4.00
FT-110	Introduction to Fitness	2.00
BIOS-112	The Human Organism	3.00
EM-108	Cardiopulmonary Resuscitation	1.00
GS-101	Focus on Success	1.00
OAT-222	Office Presentations - PowerPoint	1.00
***	Health Promotion Elective 1	1.00
	Totals	18.00

Course No.	Second Quarter	Credit Hours
FT-125	Fitness Testing (SL/CR)	3.00
FT-160	Resistance Training and Strength Coaching	4.00
BIOS-113	Anatomy and Physiology I	3.00
EM-134	Standard First Aid	1.00
PSYC-101	General Psychology	5.00
***	Health Promotion Elective 1	1.00
	Totals	17.00

Course No.	Third Quarter	Credit Hours
FT-130	Aerobic and Group Exercise	3.00
FT-296A	Group Exercise and Fitness Testing Practicum	3.00
BIOS-114	Anatomy and Physiology II	3.00
HLTH-101	Medical Terminology I	3.00
COMM-122	Communications II	3.00
ENGL-151 OR	Freshman Composition	5.00
PED-107	Beginning Swimming	1.00
PESS-218 OR	Lifeguard Training	2.00
	Totals	16.00-19.00



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Massage & Spa Therapy

School of Allied Health & Nursing
Lynne Peterson, Dean
Jeannie Faulkner, Coordinating Instructor

Description

Hocking College's Massage and Spa Therapy program includes the clinically-oriented Massage Therapy certificate program, which prepares you for licensure by the Ohio Medical Board. Upon completion of this program, you will demonstrate basic assessment skills of the musculo-skeletal system and a variety of massage techniques. The spa courses have been created to enhance the massage therapy licensure by providing hands-on training in areas such as ayurvedic treatments; body scrubs and detoxifying treatments; herbal and natural treatments; aromatherapy treatments; hand, back and foot treatments; and hydrotherapy treatments.

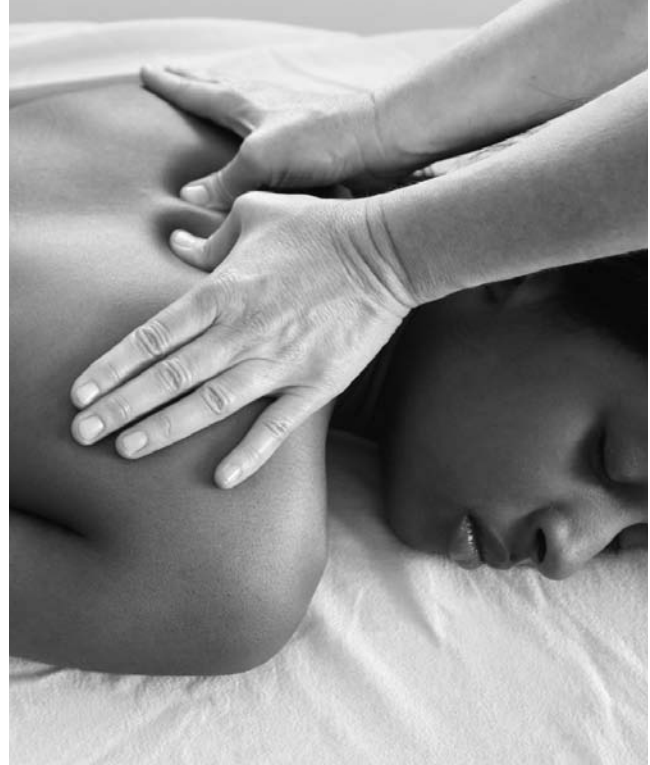
Program Outcomes

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

As an Ohio Licensed Massage Therapist, graduates may operate their own independent practice, and have the freedom to treat patients with musculoskeletal problems without referral. They may also choose to own and operate a spa/wellness based practice. The massage therapy licensure, along with an associate degree in Massage/Spa Therapy, offers graduates a wide variety of other employment opportunities as a massage therapist or lead spa therapist in spas, wellness centers and holistic bodywork centers. The specific spa therapy training will enhance career choices and eventually may lead to a career as a corporate wellness manager, spa director, spa guest relations supervisor or spa therapies trainer.

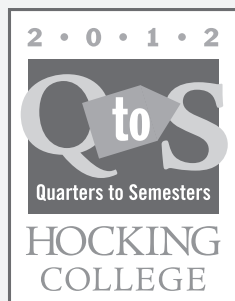


Associate of Technical Study in Massage and Spa Therapy

Course No.	First Quarter	Credit Hours
MT-110	Swedish Massage I	3.00
SPA-100	Introduction to Spa Industry	3.00
SPA-118	Spa Computer Applications	3.00
SPA-250	Aromatherapy Treatments	3.00
BIOS-151	Massage Anatomy and Physiology I	4.00
GS-101	Focus on Success	1.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
MT-120	Swedish Massage II	3.00
SPA-203	Herbal and Natural Treatments	3.00
BIOS-152	Massage Anatomy and Physiology II	4.00
COMM-122	Communications II	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	17.00

Course No.	Third Quarter	Credit Hours
MT-130	Swedish Massage III	1.00
MT-135	Myology for Massage Therapists	3.00
MT-140	Ethics for Massage Therapists	2.00
SPA-225	Hand, Foot and Back Treatments	3.00
BIOS-153	Massage Anatomy and Physiology III	4.00
COMM-123	Communications III	3.00
EM-133	CPR for the Professional Rescuer	1.00
EM-134	Standard First Aid	1.00
	Totals	18.00



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Massage Therapy

School of Allied Health & Nursing
Lynne Peterson, Dean
Mark Cullen, Coordinating Instructor

Hocking College's Massage Therapy program is a clinically oriented program, which prepares students for licensure by the Ohio Medical Board. Upon completion of this well-rounded program, the graduate 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 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.

Program Outcomes

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

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

Career Opportunities

Massage Therapy graduates who pass the Ohio Medical Board 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.

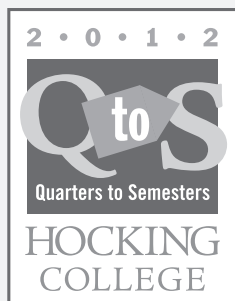


Associate of Technical Study in Massage Therapy

Course No.	First Quarter	Credit Hours
BUS-100	Small Business Management I	3.00
BUS-102	Principles and Practices of Management I	3.00
BUS-165	Advertising	3.00
MT-110	Swedish Massage I	3.00
BIOS-151	Massage Anatomy and Physiology I	4.00
GS-101	Focus on Success	1.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
BUS-101	Small Business Management II	3.00
MT-120	Swedish Massage II	3.00
BIOS-152	Massage Anatomy and Physiology II	4.00
BUS-200	Business Law	3.00
EM-134	Standard First Aid	1.00
MATH-108	Introduction to Algebra	4.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
BUS-103	Principles and Practices of Management II	3.00
MICS-121A	Microsoft Office - Word Processing	1.00
MT-130	Swedish Massage III	1.00
MT-135	Myology for Massage Therapists	3.00
MT-140	Ethics for Massage Therapists	2.00
BIOS-153	Massage Anatomy and Physiology III	4.00
EM-133	CPR for the Professional Rescuer	1.00
PSYC-150	Introduction to Psychology	3.00
	Totals	18.00



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Medical Assistant

School of Allied Health & Nursing

Lynne Peterson, Dean

Kathy West and Dawn Shingler, Coordinating Instructors

Description

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 both 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; and patient transactions, billing and bookkeeping. Medical clinical responsibilities include measuring vital signs, assisting with examinations and minor office surgery, sterilizing instruments, preparing and administering medications as directed by a physician, laboratory testing in urinalysis, hematology and microbiology and drawing blood.

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.

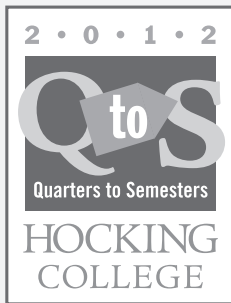


Associate of Applied Science in Medical Assistant

Course No.	First Quarter	Credit Hours
MA-100	Basic Clinical Assisting Procedures	5.00
MA-102	Medical Office Procedures I	2.00
BIOS-112	The Human Organism	3.00
GS-101	Focus on Success	1.00
HLTH-101	Medical Terminology I	3.00
OAT-180	Keyboarding	1.00
PSYC-150	Introduction to Psychology	3.00
	Totals	18.00

Course No.	Second Quarter	Credit Hours
MA-112	Medical Law and Ethics	3.00
MA-120	OB, GYN, Pediatric Clinical Assisting Procedures	4.00
MA-122	Medical Office Procedures II	2.00
BIOS-113	Anatomy and Physiology I	3.00
EM-133	CPR for the Professional Rescuer	1.00
EM-134	Standard First Aid	1.00
MA-221	Medical Management Computerization	4.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
MA-110	Family Practice Clinical Assisting Procedures	4.00
MA-223	Computer Applications in Medical Assisting	2.00
BIOS-114	Anatomy and Physiology II	3.00
COMM-122	Communications II	3.00
COMM-135	Verbal Career Skills	3.00
PSYC-151	Developmental Psychology	3.00
	Totals	18.00



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Medical Records / Health Information Management

School of Allied Health & Nursing

Lynne Peterson, Dean

Karen Wright, Coordinating Instructor

Description

The Medical Records/Health Information Management Technology prepares students 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 specialist is trained in assembling, analyzing, and abstracting medical records, as well as coding and indexing diagnoses and treatment used for research, reimbursement and statistical analysis.

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 students 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 as independent contractors working as consultants for nursing facilities, large group practices, lawyers and small rural hospitals.

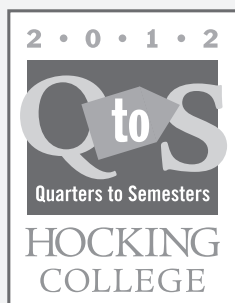


Associate of Applied Science in Medical Records/Health Information Management

Course No.	First Quarter	Credit Hours
HIM-100	Health Information and Health Agency Orientation	3.00
HIM-110	Health Records and Procedures I	3.00
HLTH-101	Medical Terminology I	3.00
BIOS-112	The Human Organism	3.00
GS-101	Focus on Success	1.00
MICS-144	Introduction to Word	1.00
PSYC-154	Interpersonal Relationships	3.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
HIM-112	Health Information and the Law	3.00
HLTH-111	Medical Terminology II	3.00
BIOS-113	Anatomy and Physiology I	3.00
COMM-122	Communications II	3.00
COMM-150	Punctuation and Grammar	2.00
MICS-141	Introduction to Excel	1.00
MICS-142	Introduction to Access	1.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
HIM-121	Health Records and Procedures II	3.00
BIOS-114	Anatomy and Physiology II	3.00
EM-134	Standard First Aid	1.00
MATH-108	Introduction to Algebra	4.00
MICS-152	Advanced Access	2.00
PSYC-150	Introduction to Psychology	3.00
***	Health Promotion Elective 1	1.00
	Totals	17.00



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Nursing: Practical Nursing

School of Allied Health & Nursing

Lynne Peterson, Dean

Terri Milligan, Associate Dean

Description

Hocking College offers a unique two-year Career Ladder Nursing Program. Students may enter and exit the nursing program at different levels, according to their educational background and career goals. Students are admitted to the Nursing program quarterly. The first year (quarters one, two, three and four) results in a Diploma in Practical Nursing and prepares students for licensure and practice as a Licensed Practical Nurse. Students will be eligible to take the National Council Licensure Examination (NCLEX) to become a Licensed Practical Nurse. Hocking College Level I (PN) graduates who meet specified academic and clinical requirements may proceed into the second level of the program (to complete quarters five, six, and seven).

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.

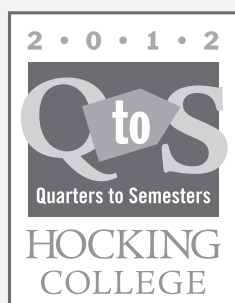


Diploma in Practical Nursing

Course No.	First Quarter	Credit Hours
NT-100	Fundamentals and Gerontology Nursing	3.00
NT-101	Nursing Clinical Experience I	4.00
NT-102	Caring Relationships With Clients and Families	1.00
BIOS-112	The Human Organism	3.00
GS-101	Focus on Success	1.00
NT-113	Nutrition Across the Lifespan	1.00
PSYC-150	Introduction to Psychology	3.00
MATH-104	Pharmacology Math	1.00
NT-106	OR Clinical Math Skills	1.00
Totals		17.00

Course No.	Second Quarter	Credit Hours
NT-110	Fundamentals of Maternal and Newborn Nursing	3.00
NT-111	Nursing Clinical Experience II	4.00
NT-112	Psychosocial and Ethical Issues in Nursing	1.00
NT-114	Pharmacology Introduction and Drug Administration	1.00
BIOS-113	Anatomy and Physiology I	3.00
BIOS-135	Basics of Health and Disease	1.00
NT-103	Essential Nutrients	1.00
Totals		14.00

Course No.	Third Quarter	Credit Hours
NT-120	Nursing of the Adult	3.00
NT-121	Nursing Clinical Experience III	4.00
NT-122	Legal and Professional Issues in Nursing	1.00
NT-123	Nutritional Care I	1.00
NT-124	Pharmacology for Nurses: Drug Class I	1.00
BIOS-114	Anatomy and Physiology II	3.00
PSYC-151	Developmental Psychology	3.00
	Totals	16.00



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Nursing: Registered Nursing

School of Allied Health & Nursing

Lynne Peterson, Dean

Lori Peden, Associate Dean

Hocking College offers a unique two-year Career Ladder Nursing Program. Students may enter and exit the nursing program at different levels, according to your educational background and career goals. Students are admitted to the Nursing program quarterly.

Enrichment Quarter

Licensed Practical Nurses from other nursing programs and Hocking College Level I (PN) graduates who have been out of school for more than 18 months, enter Level II (quarter five) after successful completion of a one or two quarter enrichment program. The Enrichment Quarter(s) prepares practicing LPNs for the second year of the nursing program. The Enrichment Quarter may be completed in one quarter (full-time option) or may be extended over a two-quarter period (part-time option).

Level II (RN)

Hocking College Level I (PN) graduates who meet specified academic and clinical requirements may proceed into the second level of the nursing program (to complete quarters five, six, and seven). Students who successfully progress through Enrichment within one quarter (full-time option) or two quarters (part-time option) may progress into Level II. The second year prepares students for licensure and practice as a registered nurse. The student who successfully completes the three quarters of the Level II program earns an Associate Degree in Applied Science and is entitled to sit for the National Council Licensure Examination (NCLEX) to become a Registered Nurse.

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

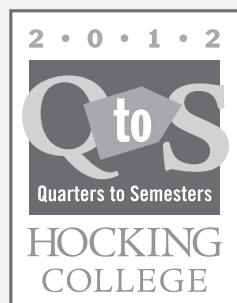
Registered Nurses (RNs) are employed in hospitals, nursing homes, home health agencies and clinics. After obtaining experience and appropriate orientation, RN graduates are also utilized in specialty areas such as obstetrics, pediatrics, intensive care units, coronary care units and community health agencies. Nursing graduates may be requested to work evening, night and weekend shifts.

Associate of Applied Science in Nursing

Course No.	First Quarter	Credit Hours
NT-100	Fundamentals and Gerontology Nursing	3.00
NT-101	Nursing Clinical Experience I	4.00
NT-102	Caring Relationships With Clients and Families	1.00
BIOS-112	The Human Organism	3.00
GS-101	Focus on Success	1.00
NT-113	Nutrition Across the Lifespan	1.00
PSYC-150	Introduction to Psychology	3.00
MATH-104	Pharmacology Math	1.00
NT-106	OR Clinical Math Skills	1.00
Totals		17.00

Course No.	Second Quarter	Credit Hours
NT-110	Fundamentals of Maternal and Newborn Nursing	3.00
NT-111	Nursing Clinical Experience II	4.00
NT-112	Psychosocial and Ethical Issues in Nursing	1.00
NT-114	Pharmacology Introduction and Drug Administration	1.00
BIOS-113	Anatomy and Physiology I	3.00
BIOS-135	Basics of Health and Disease	1.00
NT-103	Essential Nutrients	1.00
Totals		14.00

Course No.	Third Quarter	Credit Hours
NT-120	Nursing of the Adult	3.00
NT-121	Nursing Clinical Experience III	4.00
NT-122	Legal and Professional Issues in Nursing	1.00
NT-123	Nutritional Care I	1.00
NT-124	Pharmacology for Nurses: Drug Class I	1.00
BIOS-114	Anatomy and Physiology II	3.00
PSYC-151	Developmental Psychology	3.00
Totals		16.00

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Opticianry

Location: Perry Campus
 School of Allied Health & Nursing
 Charles T. Taylor, Dean
 Scott B. Carroll, Coordinating Instructor

Description

The program provides a combination of hands-on lab experience, clinical experience and a solid knowledge base. Students will use their skills to interpret prescriptions to 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, students will learn to determine if glasses and lenses are exactly as ordered. The program prepares students to successfully complete the licensing examinations to become an Ohio Licensed Dispensing Optician (LDO).

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

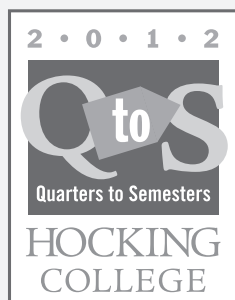


Associate of Applied Science in Opticianry

Course No.	First Quarter	Credit Hours
BIOS-112	The Human Organism	3.00
EM-133	CPR for the Professional Rescuer	1.00
GS-101	Focus on Success	1.00
HLTH-101	Medical Terminology I	3.00
MATH-108	Introduction to Algebra	4.00
OPT-100	Introduction to Opticianry	2.00
PSYC-150	Introduction to Psychology	3.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
OPT-101	Geometric Optics I	3.00
OPT-131	Ophthalmic Dispensing I	3.00
BIOS-115	Anatomy and Physiology of the Eye	3.00
COMM-122	Communications II	3.00
EM-134	Standard First Aid	1.00
PSYC-154	Interpersonal Relationships	3.00
***	Health Promotion Elective 1	1.00
	Totals	17.00

Course No.	Third Quarter	Credit Hours
MICS-121	Microsoft Office	3.00
OPT-102	Geometric Optics II	3.00
OPT-121	Optical Clinical Experience I	3.00
OPT-132	Ophthalmic Dispensing II	3.00
COMM-123	Communications III	3.00
BUS-100	Small Business Management I	3.00
BUS-102 OR	Principles and Practices of Management I	3.00
	Totals	18.00



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Physical Therapist Assistant

School of Allied Health & Nursing
Lynne Peterson, Dean
Katherine Kropf, Coordinating Instructor

Description

The Physical Therapist Assistant program consists of a year of general courses followed by a year of technical course work and clinical experiences. Students will be qualified to work directly under the supervision of a licensed physical therapist to restore function when disease or injury results in pain and limited movement or mobility.

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 care; 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.

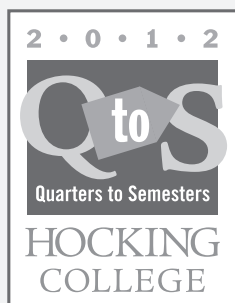


Associate of Applied Science in Physical Therapist Assistant

Course No.	First Quarter	Credit Hours
BIOS-112	The Human Organism	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
HLTH-101	Medical Terminology I	3.00
MATH-108	Introduction to Algebra	4.00
PSYC-150	Introduction to Psychology	3.00
PTA-100	Introduction to Physical Therapy	2.00
	Totals	19.00

Course No.	Second Quarter	Credit Hours
BIOS-113	Anatomy and Physiology I	3.00
COMM-123	Communications III	3.00
HLTH-111	Medical Terminology II	3.00
HUM-203	Ethics, Values, and Morality	3.00
PSYC-151	Developmental Psychology	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
MICS-121	Microsoft Office	3.00
BIOS-114	Anatomy and Physiology II	3.00
PHYS-103	Physics	3.00
COMM-130	Speech	3.00
COMM-135 OR	Verbal Career Skills	3.00
SOCI-153OR	Social and Cultural Awareness	4.00
SOCI-165	Cross Cultural Studies	3.00
	Totals	15.00-16.00



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Spa Management*

*This program is no longer accepting new students.

School of Allied Health & Nursing
Lynne Peterson, Dean
Jeannie Faulkner, Coordinating Instructor

Description

Spa management students will be exposed to spa business operations designed to provide a comprehensive understanding of all aspects of spa management. Learn skills such as cost-effective staffing strategies, budget development, management and streamlined operations. Additionally, students gain hands on knowledge in spa techniques related to aromatherapy, hydrotherapy and Ayurvedic treatments. The demand for qualified spa professionals greatly outweighs the supply. Hocking College will prepare students to meet this need with comprehensive coursework in spa treatments, retail and vendor management, marketing, and a variety of other spa industry courses.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Spa Management:

- Communicate effectively with clients, coworkers, managers, vendors, and industry professionals;
- Use design and marketing strategies to create a potential business and to build a brand;
- Develop attitudes such as progressive thinking and creative vision, and apply analytical skills to determine potential success of a business;
- Utilize fiscally sound business management strategies to operate a spa;
- Determine elements needed for a successful employee team and develops skill to hire and retain them;
- Use creativity to define, develop, and promote unique spa experiences which remain true to spa philosophy and employ sound business practices; and,
- Maintain health and safety as defined by industry standards and state regulations.

Career Opportunities

An associate degree in Spa Management offers graduates a wide variety of employment opportunities including front desk management, spa coordinator, product and service account specialist, and eventually leading to positions such as spa marketing coordinator, director of spa sales, spa support supervisor, spa director or spa consultant.

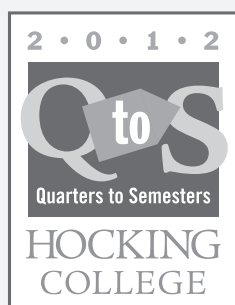


Associate of Technical Study in Spa Management

Course No.	First Quarter	Credit Hours
SPA-100	Introduction to Spa Industry	3.00
SPA-118	Spa Computer Applications	3.00
SPA-250	Aromatherapy Treatments	3.00
BIOS-136	Wellness Anatomy & Physiology I	3.00
EM-133	CPR for the Professional Rescuer	1.00
EM-134	Standard First Aid	1.00
GS-101	Focus on Success	1.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours
SPA-230	Complementary Therapies and Wellness	3.00
SPA-203	Herbal and Natural Treatments	3.00
BIOS-137	Wellness Anatomy & Physiology II	3.00
COMM-122	Communications II	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
SPA-112	Overview of Massage Therapy	3.00
SPA-115	Spa Industry Trends	3.00
SPA-225	Hand, Foot and Back Treatments	3.00
COMM-123	Communications III	3.00
SOCI-169	Human Relations in Organizations	3.00
SPA-216	Spa Industry Legal Issues	3.00
	Totals	18.00



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Surgical / Operating Room Technology

School of Allied Health & Nursing

Lynne Peterson, Dean

Carol Adelsberger, Coordinating Instructor

The Surgical/Operating Room Technology program is a multi-skilled allied health profession. Graduates will function as a member of the health care delivery team by delivering surgical patient care. Surgical technologists work with other members of the surgical team to ensure a safe, efficient operating room environment. The Surgical/Operating Room Technology is a joint effort between Hocking College and Central Ohio Technical College (COTC). This two-year associate degree program is six consecutive quarters in length with the technical portion of the program beginning each fall quarter. The program is designed for full-time enrollment with classes offered during the daytime and evening at the Hocking campus. The surgical technology theory courses are online.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Surgical/Operating Room Technology:

- Demonstrate knowledge and practice of basic care concepts;
- Utilize spiritual, cultural, and developmental concepts in the role of the surgical technologist;
- Apply knowledge from biopsychological science and advanced concepts of surgical technology in performing the roles of the surgical technologist;
- Demonstrate psychomotor competencies in performing the skills required of the surgical technologist;
- Utilize critical thinking skills in the delivery of the perioperative care as the surgical technologist;
- Communicate effectively with clients, families and significant others, and members of the surgical team;
- Practice within the legal and ethical boundaries of the role of the surgical technologist; and,
- Accept responsibility for continuing professional and personal growth.

Career Opportunities

Surgical/Operating Room Technology graduates who pass the national certification exam are employed by hospitals, mainly in operating and delivery rooms. Others are employed in clinics and surgical centers, and in the offices of physicians and dentists who perform outpatient surgery.

Requirements for Acceptance

Students are accepted into the Surgical/Operating Room Technology on a space-available basis, by date of admission file completion, after meeting the following criteria:

- Complete the Hocking College admission application and submit the application fee.
- Apply for admission to Central Ohio Technical College online at www.cotc.edu and submit the application fee. Submit a copy of your COTC acceptance letter to the Hocking College Admissions Processing, 3301 Hocking Parkway, Nelsonville OH 45764.
- Complete Hocking College course placement assessment (ASSET, COMPASS and/or ACT) and achieve scores which would place you



into college-level course work (i.e., Communications II, Algebra, and "No Reading Needed.")

	Reading	Writing	Math
ASSET	36 or greater	43 or greater	45 or greater
COMPASS	66 or greater	78 or greater	51 or greater
ACT	19 or greater	21 or greater	23 or greater

Scores are valid for four years. Students have the opportunity to take the placement assessment a total of three times. The ASSET test has only two forms and it can be taken only twice. There are many versions of the COMPASS test. If you do not achieve the required scores after the first test, you should speak to the Surgical/Operating Room Technology program coordinator. Recommendations for remediation will be given. If you are unsuccessful after testing three times, you may take the developmental courses required by your score. It is required that these courses be taken at Hocking College. If you choose to take the developmental courses you do not have to complete the second or third ASSET or COMPASS test. Completion of the required course work meets the entrance requirement.

- Provide an official transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. High school diplomas

earned through correspondence schools are not acceptable with the exception of those granted by the American School, Chicago, Illinois, after September 1, 1974. Official transcripts must be mailed directly from the school to the Hocking College Admissions Processing Office.

- If you have attended another college or university, request an official transcript be mailed to the Hocking College Admissions Processing Office. Official transcripts must be mailed directly from the school to the Hocking College Admissions Processing Office.
- In addition to mailing transcripts to Hocking College, you must mail official copies of your high school and college transcripts to the Central Ohio Technical College, 1179 University Drive, Newark OH 43055.
- Have a 2.00 grade point average or greater in your last educational setting.
- Complete biology in high school within the past five years with a "C" grade or higher or you must have college credit in biology. If you do not meet this criteria, the recommended Hocking College course is BIOS 100 (Health Science: The Human Machine.)
- Complete college chemistry within the past five years with a "C" grade or higher. If you do not meet this criteria, the required Hocking College course is CHEM 130 (Fundamentals of Chemistry). MATH 102 (Pre-Algebra) is the prerequisite for CHEM 130.
- Complete algebra in high school within the past five years with a "C" grade or higher or you must have college credit in algebra. If you do not meet this criteria, the recommended Hocking College course is MATH 108 (Introduction to Algebra.)

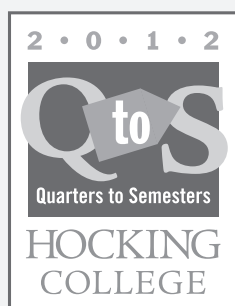
Associate of Applied Science in Surgical/ Operating Room Technology

in Collaboration with Central Ohio Technical College

Course No.	First Quarter	Credit Hours
ST-100	Fundamentals of Surgical Technology Lab	2.00
ST-101	Patient Care Concepts Laboratory	2.00
STCT-4631	Fundamentals of Surgical Tech - Theory (COTC4631)	3.00
STCT-4633	Patient Care Concepts - Theory (COTC4633)	3.00
BIOS-112	The Human Organism	3.00
EM-133	CPR for the Professional Rescuer	1.00
GS-101	Focus on Success	1.00
HLTH-101	Medical Terminology I	3.00
Totals		18.00

Course No.	Second Quarter	Credit Hours
MICS-121	Microsoft Office	3.00
ST-110	Basic Case Preparation - Lab	1.00
ST-111	Surgical Procedures I - Clinical	3.00
STCT-4635	Basic Case Preparation - Theory (COTC4635)	2.00
STCT-4637	Surgical Procedures I - Theory (COTC4637)	2.00
BIOS-113	Anatomy and Physiology I	3.00
COMM-122	Communications II	3.00
Totals		17.00

Course No.	Third Quarter	Credit Hours
ST-120	Surgical Procedures II - Clinical	3.00
STCT-4601	Pharmacology for Surgical Assistants (COTC4601)	3.00
STCT-4639	Surgical Procedures II - Theory (COTC4601)	2.00
BIOS-114	Anatomy and Physiology II	3.00
COMM-123	Communications III	3.00
MICR-201	Microbiology	4.00
Totals		18.00



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Baking

McClenaghan Center for Hospitality Training
Tom Lambrecht, Dean
Chuck Steadman, Coordinating Instructor

Description

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. They will then apply their new skills in the hospitality department's two facilities – The Inn at Hocking College and Rhapsody, the college-owned hotel and restaurant.

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

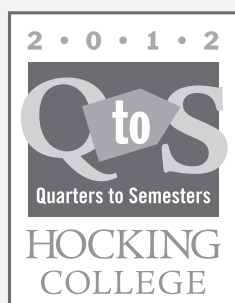
The demand for baking graduates continues to grow each year. Trained chefs are needed throughout the country in hotels, restaurants, resorts, hospitals, country clubs and more. Hocking graduates begin their careers as bakers and pastry chefs and are well prepared for advancement.



Associate of Applied Business in Culinary Arts, Major in Baking

Course No.	First Quarter	Credit Hours
CULA-115	Breads and Baking Basics	3.00
COMM-122	Communications II	3.00
CULA-109	Safety and Sanitation	3.00
CULA-130	Introduction to Baking Industry	2.00
CULA-150	Nutrition in Commercial Food Service Operations	3.00
EM-134	Standard First Aid	1.00
GS-101	Focus on Success	1.00
MATH-107B	Hospitality and Business Math	4.00
MATH-108B OR	Introduction to Algebra for Business	4.00
Totals		20.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
CULA-105	Pastries and Desserts	3.00	CULA-262	Candy and Confections	3.00
CULA-137	Cake Production	3.00	COMM-123	Communications III	3.00
CULA-138	Classical Pastries	3.00	PSYC-154	Interpersonal Relationships	3.00
MICS-121	Microsoft Office	3.00	ACC-100	Accounting I	3.00
CULA-132	Baking Lab I	5.00	HOTR-140 OR	Basic Financial Accounting	3.00
CULA-201 OR	Culinary Arts Lab I	6.00	CULA-133	Baking Lab II	5.00
	Totals	17.00-18.00	CULA-212 OR	Culinary Arts Lab II	6.00
			Totals		17.00-18.00



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Culinary Arts

McClenaghan Center for Hospitality Training

Tom Lambrecht, Dean

Chuck Steadman, Coordinating Instructor

Description

The Culinary Arts program trains student chefs in the fundamentals of cooking as well as the management skills of today. Students learn from experienced chefs in a modern cooking laboratory. They then apply their new skills at the Inn at Hocking College and Rhapsody, the College's own hotel and restaurant training facilities.

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

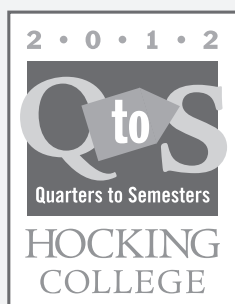
The demand for culinary graduates continues to increase. Trained chefs are needed throughout the country in hotels, restaurants, resorts, hospitals, cruise ships, country clubs and more. Hocking graduates begin their careers as cooks and bakers and are well prepared for advancement.



Associate of Applied Business in Culinary Arts

Course No.	First Quarter	Credit Hours
CULA-111	Stocks, Sauces, and Soups	3.00
COMM-122	Communications II	3.00
CULA-101	Introduction to Culinary Arts	2.00
CULA-109	Safety and Sanitation	3.00
CULA-150	Nutrition in Commercial Food Service	
	Operations	3.00
EM-134	Standard First Aid	1.00
GS-101	Focus on Success	1.00
MATH-107B	Hospitality and Business Math	4.00
MATH-108 OR	Introduction to Algebra	4.00
	Totals	20.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
CULA-112	Salads, Sandwiches, and Eggs	3.00	CULA-106	Meat, Poultry, and Seafood Processing	3.00
CULA-115	Breads and Baking Basics	3.00	CULA-113	A La Carte Cookery	3.00
CULA-201	Culinary Arts Lab I	6.00	CULA-125	Basic Table Service	3.00
CULA-145	Food Products Identification and Purchasing	3.00	COMM-123	Communications III	3.00
MICS-121	Microsoft Office	3.00	ACC-100	Accounting I	3.00
	Totals	18.00	HOTR-140 OR	Basic Financial Accounting	3.00
			Totals		15.00



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Hotel & Restaurant Management

McClenaghan Center for Hospitality Training

Tom Lambrecht, Dean

Anne Polenchar, Coordinating Instructor

Description

Students learn every aspect of both hospitality and restaurant management, from basic skills through management training. The Hocking College program caters to a diverse market of individuals, from recent high school graduates to those that have prior experience in the field of hospitality. Other benefits of the program include transferable credits from hospitality career centers offering approved curriculum, internationally recognized programming delivered to Sandals properties throughout the Caribbean, certified courses through the American Hotel and Lodging Association and extensive hands-on training at The Inn at Hocking College.

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.

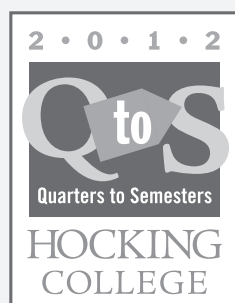


Associate of Applied Business in Hotel and Restaurant Management

Course No.	First Quarter	Credit Hours
HOTR-223	Hospitality Practicum Experience I (SL/CR)	3.00
HOTR-233	Food and Beverage Controls	3.00
HOTR-235	Food and Beverage Services	3.00
GS-101	Focus on Success	1.00
HOTR-110	Managing the HACCP Process	3.00
MATH-107B	Hospitality and Business Math	4.00
MATH-108 OR	Introduction to Algebra	4.00
Totals		17.00

Course No.	Second Quarter	Credit Hours
HOTR-224	Hospitality Practicum Experience II (SL/CR)	3.00
COMM-122	Communications II	3.00
HOTR-241	Front Office Operations	3.00
HOTR-242	Housekeeping Management	3.00
HOTR-140	Basic Financial Accounting	3.00
Totals		15.00

Course No.	Third Quarter	Credit Hours
HOTR-115	Ethics & Security Management Security Management	3.00
SUPR-117	Hospitality Supervision	3.00
HOTR-225	Hospitality Practicum Experience III (SL/CR)	3.00
HOTR-263	Facilities Management	3.00
COMM-123	Communications III	3.00
EM-134	Standard First Aid	1.00
	Totals	16.00



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International Hospitality*

*This program is no longer accepting new students.

McClenaghan Center for Hospitality Training
Tom Lambrecht, Dean
Anne Polenchar, Coordinating Instructor

Description

The International Hospitality program enables students to earn an associate degree while alternating campus-based learning experiences with applied learning experiences at resorts around the world. From working at the college-owned and operated Inn at Hocking College to immersion quarters out of country, students will be globally marketable in all areas of hospitality.

Program Outcomes

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

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

Career Opportunities

Graduates of the International Hospitality program are employed in entry-level positions and management trainee positions at international hotels, restaurants and private clubs.

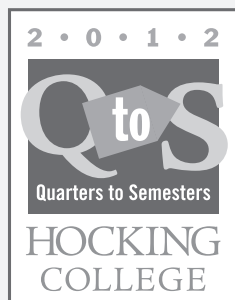


Associate of Applied Business in International Hospitality

Course No.	First Quarter	Credit Hours
HOTR-170	Hospitality Sales and Marketing	3.00
HOTR-228	Club Management Practicum (SL/CR)	2.00
HOTR-233	Food and Beverage Controls	3.00
SPAN-111	Elementary Spanish I	4.00
GS-101	Focus on Success	1.00
HOTR-110	Managing the HACCP Process	3.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
HOTR-234	Bar and Beverage Management	3.00
HOTR-280	International Hospitality Training I	6.00
HOTR-293	International Directed Practice	7.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
HOTR-115	Ethics & Security Management Security Management	3.00
HOTR-263	Facilities Management	3.00
COMM-122	Communications II	3.00
EM-134	Standard First Aid	1.00
HOTR-126	Hospitality Leadership and Management	3.00
MATH-107B	Hospitality and Business Math	4.00
MATH-108 OR	Introduction to Algebra	4.00
	Totals	17.00



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Archaeology

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Annette Ericksen, Coordinating Instructor

Description

The Archaeology program prepares you for a career as a field and laboratory archaeological technician in both the public and private sector of archaeology and provides sufficient background for growth and advancement in the profession of archaeology. Archaeology is the study of the human past. It is a subdivision of anthropology, which is the study of human cultural and physical evolution.

Program Outcomes

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

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

Career Opportunities

Many cultural resource management firms in the Midwest region and government agencies hire Hocking Archaeology graduates annually. Some even hire top graduates before they seek other candidates. The Bachelor of Science in Archaeology offered by the University of Rio Grande is designed to complement the unique associate degree in Archaeology from Hocking College. These degrees will give graduates a distinctive edge for archaeological employment including field and laboratory supervisor for state and federal government agencies, cultural resource management firms and research assistants.

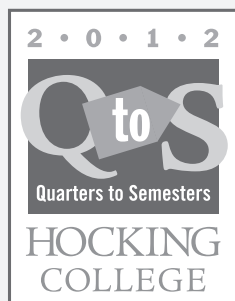


Associate of Applied Science in Archaeology

Course No.	First Quarter (Fall)	Credit Hours
MICS-121	Microsoft Office	3.00
ARCH-101	Principles of Archaeology	4.00
ARCH-106	Biological Anthropology	4.00
ENGL-151	Freshman Composition	5.00
GS-101	Focus on Success	1.00
	Totals	17.00

Course No.	Second Quarter (Winter)	Credit Hours
ARCH-102	World Prehistory	4.00
ARCH-216	Archeology Lab Methods - Prehistoric Ceramics	2.00
ARCH-220	Historic Preservation & Environmental Law	3.00
GEOL-100	Essentials of Geology	3.00
MATH-113	Comprehensive College Algebra	5.00
	Totals	17.00

Course No.	Third Quarter (Spring)	Credit Hours
ARCH-103	North American Prehistory	5.00
ARCH-104	Archaeology Lab Methods - Lithics	2.00
ARCH-105	Geoarchaeology	4.00
NRM-123	Surveying and Mapping I	3.00
NRM-125	Map Reading and Interpretation	2.00
Totals		16.00



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Ecotourism & Adventure Travel

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Steve Roley and Dave Wakefield, Co-Coordinating Instructors

Description

Ecotourism, by definition, is travel that focuses on being environmentally and culturally responsible while appreciating nature and promoting conservation. Students will study nature and ecological sciences, interpretive/tour guide services, wilderness skills, hospitality tourism and the lodging business. Students will 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.

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

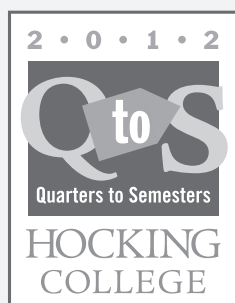
Graduates of the Ecotourism and Adventure Travel program are employed in private and public ecotourism sites including positions in national parks, environmental and community education centers (zoos, museums, aquariums, nature centers), resort and lodge operations, adventure camps, adventure leadership schools, adventure therapy programs, outdoor education schools and the tourism industry.



Associate of Applied Science in Ecotourism and Adventure Travel

Course No.	First Quarter	Credit Hours
ECO-108	Sustainable Development	2.00
INTP-109	Night Interpretation	2.00
INTP-115	Interpretive Methods	3.00
INTP-116	Interpretive Guide Seminar	1.00
BIOS-109	Dendrology	3.00
GS-101	Focus on Success	1.00
OAT-140	Presentations and Publications	1.00
ECO-100	Introduction to Ecotourism and Adventure Travel	3.00
Totals		16.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
ECO-117	Ecotourism Business, Marketing and Packaging	5.00	ECO-122	Ecotourism Guiding	2.00
NRM-125	Map Reading and Interpretation	2.00	ECO-135	Conference and Festival Management	2.00
COMM-122	Communications II	3.00	NRM-110	Chainsaw Operation	1.00
SOCI-165	Cross Cultural Studies	3.00	BIOS-102	Ecology	3.00
MATH-108	Introduction to Algebra	4.00	BIOS-132	Field Biology	3.00
	Totals	17.00	BIOS-271	Ornithology	3.00
			ECO-105	Ecotourism Employment Seminar	1.00
			***	Ecotourism Elective	1.00
				Totals	16.00



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Equine Health & Complementary Therapies

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Tina Romine, Coordinating Instructor

Description

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. Students 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. Courses such as equine business management, equine marketing and brochure development, and accounting provide students with a solid business background.

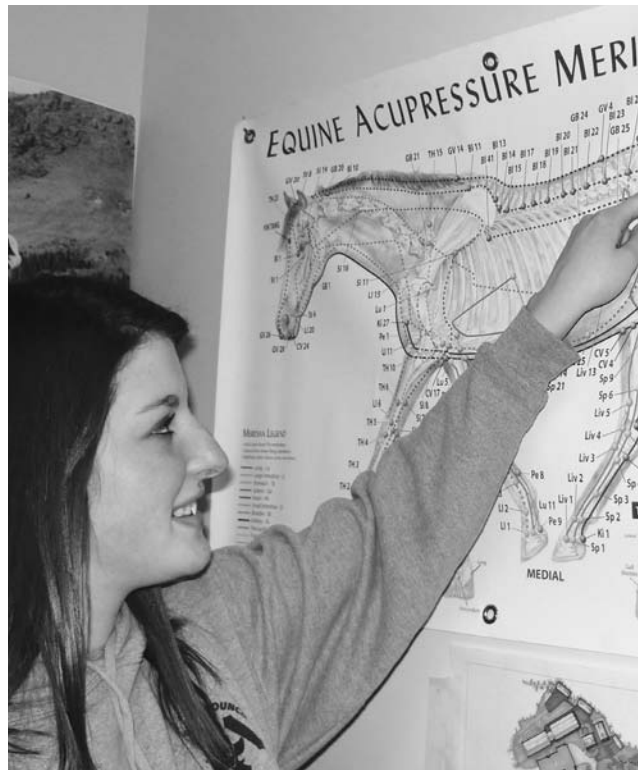
Program Outcomes

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, treatment-based massage for specific equine disorders;
- 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 or as a veterinarian assistant.

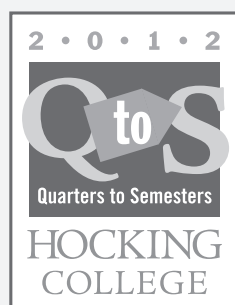


Associate of Applied Science in Equine Health and Complementary Therapies

Course No.	First Quarter	Credit Hours
EQSI-103	Horse Care Handling	3.00
EQSI-110	Wilderness Riding I	3.00
EQSI-116	Equine Anatomy and Physiology I	3.00
BIOS-103	General Biology	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
EQSI-112	Equine Health Care I	3.00
EQSI-113	Equine Nutrition and Supplements	3.00
EQSI-201	Horse Program Management	3.00
EQSI-210	Horseshoeing I	3.00
EQSI-119	Equine Business Management	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
EQSI-160	Equine Massage	3.00
EQSI-262	Equine Conformation	3.00
COMM-123	Communications III	3.00
EM-129	First Responder	2.00
EQSI-143	Equine Marketing and Brochure Development	3.00
PSYC-154	Interpersonal Relationships	3.00
	Totals	17.00



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Farrier Science & Business

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Lance Booth, Coordinating Instructor

Description

Hocking College offers one of a 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. The business portion of this program provides students with not only basic business skills, but also the development of a business plan to get started in establishing a successful farrier business.

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.

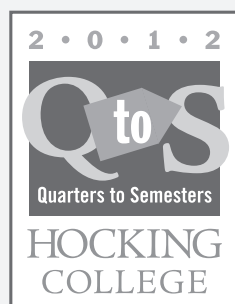


Associate of Technical Study in Farrier Science and Business

Course No.	First Quarter	Credit Hours
EQSI-103	Horse Care Handling	3.00
EQSI-116	Equine Anatomy and Physiology I	3.00
EQSI-150	Leathercraft I	3.00
BIOS-103	General Biology	3.00
EQSI-210	Horseshoeing I	3.00
GS-101	Focus on Success	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
EQSI-112	Equine Health Care I	3.00
EQSI-215	Horseshoeing II	3.00
BUS-100	Small Business Management I	3.00
MATH-108	Introduction to Algebra	4.00
COMM-122	Communications II	3.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
EQSI-135	Forging I	3.00
EQSI-216	Horseshoeing III	3.00
EQSI-262	Equine Conformation	3.00
EQSI-110	Wilderness Riding I	3.00
EQSI-143	Equine Marketing and Brochure Development	3.00
	Totals	15.00



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Fish Management & Aquaculture Sciences / Fisheries Resource Management & Aquaculture

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Lloyd Wright, Coordinating Instructor

Description

Both the Fisheries Resource Management and Fish Management and Aquaculture Sciences programs prepare students for a career working with both game and non-game species of fish. The choice of program depends on whether the student intends to enter the job market upon completion of his or her two-year degree from Hocking or whether the student plans to continue on to complete a Bachelor of Science degree in a four-year program after leaving Hocking College.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Fisheries Resource Management and Aquaculture and 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 Fisheries Resource Management 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. The Fish Management and Aquaculture Sciences students take additional hours in math, biology, and more transferable classes in Social Sciences that aid in transfer to another college. Upon completion of the Sciences program, students will qualify for the same two-year degree positions as the Management program but will be better prepared to go on to a four-year program. Most professional positions with the United States Forest Service, U.S. Park Service, and the U.S. Fish and Wildlife Service require a four-year degree, as do many state fish and game agencies outside Ohio.

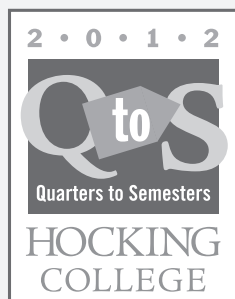


Associate of Applied Science in Fish Management and Aquaculture Sciences

Course No.	First Quarter	Credit Hours
FMAQ-110	Fish Culture I	4.00
FMAQ-115	Hatchery Maintenance - Structure	3.00
GS-101	Focus on Success	1.00
NRM-113	Watercraft Operation and Maintenance	2.00
NRM-125	Map Reading and Interpretation	2.00
BIOS-120	Botany	3.00
WLM-100	Fish and Wildlife Careers	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
BIOS-170	Zoology	3.00
MICS-121	Microsoft Office	3.00
ENGL-151	Freshman Composition	5.00
NRM-114	Recreation Employment Seminar	1.00
***	Sociology Elective	3.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
BIOS-268	Ichthyology	3.00
BIOS-132	Field Biology	3.00
NRM-150	Stream Water Quality Monitoring (SL/CR)	1.00
WLM-156	Wildlife Identification and Natural History	3.00
COMM-225	Technical Writing	3.00
COMM-130	Speech	3.00
COMM-135 OR	Verbal Career Skills	3.00
ENGL-152	Advanced Essay Skills	1.00
ENGL-153 OR	Service Research (SL/CR)	1.00
Totals		17.00



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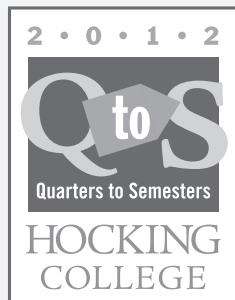
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Associate of Applied Science in Fisheries Resource Management and Aquaculture

Course No.	First Quarter	Credit Hours
FMAQ-110	Fish Culture I	4.00
FMAQ-115	Hatchery Maintenance - Structure	3.00
BIOS-120	Botany	3.00
NRM-125	Map Reading and Interpretation	2.00
GS-101	Focus on Success	1.00
NRM-111	Natural Resources Equipment	1.00
WLM-100	Fish and Wildlife Careers	1.00
NRM-169	Natural Resources Exposition I	0.50
Totals		15.50

Course No.	Second Quarter	Credit Hours
BIOS-170	Zoology	3.00
NRM-110	Chainsaw Operation	1.00
COMM-122	Communications II	3.00
MATH-108	Introduction to Algebra	4.00
PSYC-154	Interpersonal Relationships	3.00
SOCI-165	OR Cross Cultural Studies	3.00
SOCI-169	OR Human Relations in Organizations	3.00
SUPR-235	OR Supervision and Leadership	3.00
COMM-130	Speech	3.00
COMM-135	OR Verbal Career Skills	3.00
Totals		17.00

Course No.	Third Quarter	Credit Hours
BIOS-268	Ichthyology	3.00
BIOS-132	Field Biology	3.00
MICS-121A	Microsoft Office - Word Processing	1.00
MICS-121C	Microsoft Office - Spreadsheet	1.00
COMM-123	Communications III	3.00
MATH-110	Geometry and Trigonometry	4.00
NRM-113	Watercraft Operation and Maintenance	2.00
Totals		17.00



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Forest Management

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Jim Downs, Coordinating Instructor

Description

Issues in forest management, forest ecology, reforestation, and reclamation are central to Hocking's Forest Management program. As a forest technician, 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.



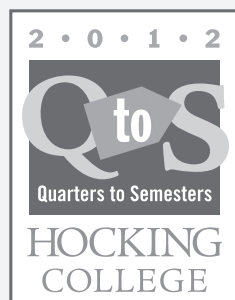
Career Opportunities

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 Quarter	Credit Hours
FOR-111	Forest Dendrology	3.00
COMM-122	Communications II	3.00
EM-134	Standard First Aid	1.00
FOR-100	Focus on Forestry I	1.00
FOR-149	Basic Wildland Firefighting	2.00
GS-101	Focus on Success	1.00
MATH-108	Introduction to Algebra	4.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours	Course no.	Third quarter	credit hours
FOR-120	Photo Interpretation	3.00	FOR-113	Reforestation and Pesticides	2.00
FOR-231	Forest Products Utilization	3.00	FOR-123	Forest Measurements	4.00
COMM-123	Communications III	3.00	FOR-124	Forest Ecology	3.00
FOR-101	Focus on Forestry II	1.00	NRM-110	Chainsaw Operation	1.00
GEOL-105	Soils	3.00	FOR-102	Focus on Forestry III	1.00
MATH-110	Geometry and Trigonometry	4.00	COMM-130	Speech	3.00
	Totals	17.00	COMM-135 OR	Verbal Career Skills	3.00
			Totals		14.00



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GeoEnvironmental Science

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Mike Caudill, Coordinating Instructor

Description

The GeoEnvironmental Science program prepares students 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. 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.

Program Outcomes

The following outcomes are knowledge, skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in GeoEnvironmental Technology:

- 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 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/Specialist, Environmental Science
- Environmental Field Technician, Environmental Cleanup
- Environmental Equipment Technician
- Environmental Inspector
- Geotechnical Specialist, Mining and Reclamation Inspector
- Oil/Gas Well Inspector
- Environmental Lab Technician, Drilling Inspector
- Soils Technician, 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.

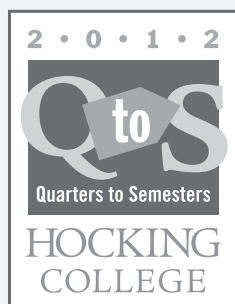


Associate of Applied Science in GeoEnvironmental Technology

Course No.	First Quarter	Credit Hours
ENGL-151	Freshman Composition	5.00
NRM-125	Map Reading and Interpretation	2.00
GEOL-110	Physical Geology	4.00
GENV-110	Environmental Laws and Policy	3.00
MICS-121C	Microsoft Office - Spreadsheet	1.00
GS-101	Focus on Success	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
GENV-120	GeoEnvironmental Site Assessment I	3.00
EM-134	Standard First Aid	1.00
MATH-108	Introduction to Algebra	4.00
GEOL-105	Soils	3.00
GEOL-120	Historical Geology	4.00
	Totals	15.00

Course No.	Third Quarter	Credit Hours
GENV-130	GeoEnvironmental Sampling & Monitoring I	3.00
NRM-123	Surveying and Mapping I	3.00
NRM-286	Watershed Management	3.00
GEO-102	Introduction to GPS	2.00
GEOL-103	Environmental Geology	4.00
	Totals	15.00



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Heavy Equipment Management

Locations: Main and Perry Campus

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Ted Hayes, Coordinating Instructor

Description

The Heavy Equipment Management program responds to the growing concern for our environment and the need for technicians qualified in the restoration of environmentally unstable land and water. Students will gain experience in surveying, mapping, land management and soils, and heavy equipment maintenance, operation and repair. Heavy equipment operation allows students to become proficient in small, medium and large dozers, trackhoe, excavator, rubber tired backhoe, road grader and off-road dump trucks. Hands-on training includes safety, maintenance procedures, pre-checks, start-up, and actual operation of the equipment.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Heavy Equipment Management:

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

Career Opportunities

The Heavy Equipment Management program prepares graduates for positions as heavy equipment operators, restoration technicians, commercial truck drivers and heavy equipment mechanic.

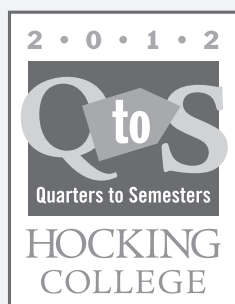


Associate of Technical Study in Heavy Equipment Management

Course No.	First Quarter	Credit Hours
ERT-101	Equipment Operations I	6.00
ERT-107	Heavy Equipment Maintenance and Repair I	2.00
EM-133	CPR for the Professional Rescuer	1.00
EM-134	Standard First Aid	1.00
ERT-110	Construction Basics	3.00
GS-101	Focus on Success	1.00
	Totals	14.00

Course No.	Second Quarter	Credit Hours
ERT-100	Surveying Concepts and Blueprint Review	3.00
ERT-102	Equipment Operations II	6.00
ERT-108	Heavy Equipment Maintenance and Repair II	2.00
ERT-121	Welding	2.00
MICS-121	Microsoft Office	3.00
ERT-175	CDL Permit Preparation	1.00
ERT-177 OR	Commercial Driver License 200 Hour	6.00
	Totals	17.00-22.00

Course No.	Third Quarter	Credit Hours
ERT-103	Equipment Operations III	6.00
ERT-109	Heavy Equipment Maintenance and Repair III	2.00
BIOS-101	Environmental Science	3.00
GEOL-105	Soils	3.00
MATH-108	Introduction to Algebra	4.00
	Totals	18.00



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Landscape Management

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Andrew Freeman, Coordinating Instructor

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 teaches students the skills of landscape design, horticulture, supervision and leadership and project development. Students 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.

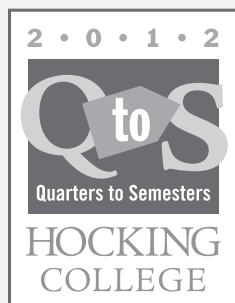


Associate of Applied Science in Landscape Management

Course No.	First Quarter	Credit Hours
LAND-110	Horticulture I - Trees and Shrubs	3.00
LAND-120	Landscape Design I	3.00
NRM-110	Chainsaw Operation	1.00
NRM-111	Natural Resources Equipment	1.00
BIOS-120	Botany	3.00
GS-101	Focus on Success	1.00
LAND-100	Landscape Careers	1.00
MICS-121A	Microsoft Office – Word Processing	1.00
	Totals	14.00

Course No.	Second Quarter	Credit Hours
ERT-111	Diesel, Gas, and Small Engine Repair	3.00
LAND-115	Landscape Plant Care I	3.00
LAND-125	Landscape Design II	3.00
COMM-135	Verbal Career Skills	3.00
GEOL-105	Soils	3.00
	Totals	15.00

Course No.	Thrid Quarter	Credit Hours
LAND-135	Horticulture II - Conifers, Vines and Groundcovers	3.00
LAND-140	Landscape Design III	3.00
COMM-104	Job Search Techniques	1.00
COMM-122	Communications II	3.00
EM-134	Standard First Aid	1.00
MATH-108	Introduction to Algebra	4.00
	Totals	15.00



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Natural & Historical Interpretation

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Gary Bergstrand, Coordinating Instructor

Description

Since its inception, the Natural and Historical Interpretation program at Hocking College has become renown for training experienced, confident and talented educators. Interpreters are basically teachers whose classrooms are without walls. Students are trained to educate others about the environment, and our 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 will be placed on practical experience leading programs with groups of all kinds, as well as exhibit design, and development of outdoor study sites.

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, interpretative 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

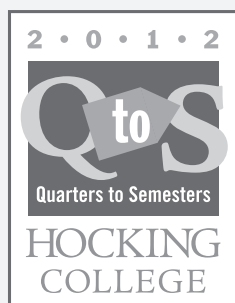
Graduates of the Natural and Historical Interpretation program are prepared to perform as practitioners within private and public educational settings, including national, state, and metropolitan parks, residential camps, museums, zoos and educational institutions. Job titles may include park naturalist, outdoor/environmental education specialist, museum educator, zoo educator, living history interpreter, tour guide, camp program specialist, interpretive ranger and adventure guide.



Associate of Applied Science in Natural and Historical Interpretation

Course No.	First Quarter	Credit Hours
BIOS-109	Dendrology	3.00
INTP-100	Introduction to Interpretation	2.00
MICS-121A	Microsoft Office - Word Processing	1.00
NRM-120	Woodshop	1.00
BIOS-170	Zoology	3.00
ENGL-151	Freshman Composition	5.00
GS-101	Focus on Success	1.00
Totals		16.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
INTP-115	Interpretive Methods	3.00	INTP-118	Environmental Education Techniques	4.00
INTP-116	Interpretive Guide Seminar	1.00	NRM-113	Watercraft Operation and Maintenance	2.00
BIOS-120	Botany	3.00	NRM-110	Chainsaw Operation	1.00
COMM-124	Communications IV	3.00	NRM-111	Natural Resources Equipment	1.00
EM-133	CPR for the Professional Rescuer	1.00	WLM-156	Wildlife Identification and Natural History	3.00
EM-134	Standard First Aid	1.00	BIOS-132	Field Biology	3.00
INTP-114	Interpretive Employment Seminar	1.00	BIOS-271	Ornithology	3.00
PSYC-115	Educational Psychology	4.00	Totals		17.00
	Totals	17.00			



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Natural Resources Law Enforcement

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Ken Temple, Coordinating Instructor

Description

The Natural Resources Law Enforcement program prepares graduates 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:

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

Career Opportunities

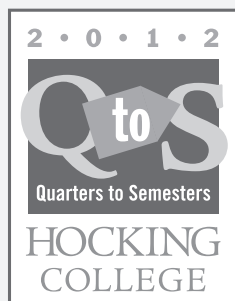
Graduates of the Natural Resources Law Enforcement program are eligible for employment as park rangers at private, local, county, state, and federal levels. Job titles may include: park officer, law enforcement officer, environmental police officer, game protector and watercraft officer.



Associate of Applied Science in Natural Resources Law Enforcement

Course No.	First Quarter	Credit Hours
NRM-110	Chainsaw Operation	1.00
NRM-111	Natural Resources Equipment	1.00
RNGR-100	Introduction to Ranger Services	1.00
RNGR-107	NR Information Technology and Equipment Operation	3.00
BIOS-109	Dendrology	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
MATH-108N	Introduction to Algebra for Natural Resources	4.00
RNGR-102Q	Ranger Fitness and Health	1.00
Totals		18.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
INTP-115	Interpretive Methods	3.00	BIOS-269	Gamefish Identification	1.00
INTP-116	Interpretive Guide Seminar	1.00	NRM-113	Watercraft Operation and Maintenance	2.00
RNGR-103	Natural Resources Criminal Law I	3.00	RNGR-104	Natural Resources Criminal Law II	3.00
WLM-156	Wildlife Identification and Natural History	3.00	RNGR-126	Search and Rescue Introduction	1.00
MICS-121	Microsoft Office	3.00	BIOS-132	Field Biology	3.00
NRM-114	Recreation Employment Seminar	1.00	COMM-123	Communications III	3.00
RNGR-102Q	Ranger Fitness and Health	1.00	BIOS-269	Gamefish Identification	1.00
COMM-130	Speech	3.00	RNGR-123	Rappelling and Rope Techniques	1.50
COMM-135 OR	Verbal Career Skills	3.00	RNGR-102Q	Ranger Fitness and Health	1.00
	Totals	18.00	RNGR-226	Vertical Rope Rescue	1.25
			Totals		17.75



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Parks & Recreation*

*This program is no longer accepting new students.

School of Natural Resources
 Larry Coon, Dean
 Ken Bowald, Associate Dean
 Ron Cass, Coordinating Instructor

Description

The Parks and Recreation program provides core courses selected from a variety of technologies designed to prepare students for a career in the field of Natural Resources. This program provides a broad background in the identification, life history, and management, protection and conservation of our natural resources. Upon graduation, students will possess a strong background in environmental principles, concepts, and applied field practices required for entry-level positions in the broad field of natural resources.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Parks and Recreation:

- Identify flora and fauna using dichotomous key and life histories;
- Collect, analyze and interpret field data;
- Design, implement and monitor natural resource management practices;
- Use interpretive skills to educate the public about natural, cultural and historical resources;
- Demonstrate safe use, maintenance, and repair of tools and equipment;
- Develop skills for facility maintenance and repair;
- Perform assigned duties and responsibilities in a safe and professional manner;
- Obtain and maintain professional certifications and licenses such as first responder, first aid, CPR, Ohio Boater Education Certification (OBEC), Red Card, Commercial Drivers License (CDL), applicators license for pesticides and herbicides, etc;
- Demonstrate and apply knowledge of laws, regulations and policies in the field of natural resources;
- Demonstrate computer proficiency using current technology and software;
- Develop and demonstrate professional qualities, human relations and interpersonal skills; and,
- Build community cooperation and partnerships through education of public and private entities concerning goals of natural resource agencies.

Career Opportunities

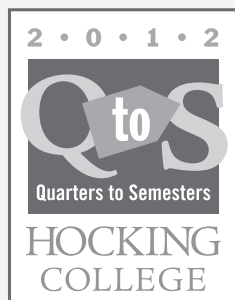
The Parks & Recreation program provides core courses to prepare students as natural resources technicians. Students have many options available to them in conservation, ecology, environmental and natural resources fields.



Associate of Applied Science in Parks and Recreation

Course No.	First Quarter	Credit Hours
BIOS-109	Dendrology	3.00
NRM-110	Chainsaw Operation	1.00
NRM-120	Woodshop	1.00
NRM-111	Natural Resources Equipment	1.00
BIOS-120	Botany	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
MICS-121A	Microsoft Office - Word Processing	1.00
MICS-121B	OR Microsoft Office - Database	1.00
MICS-121C	OR Microsoft Office - Spreadsheet	1.00
Totals		14.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
BIOS-123	Winter Dendrology	3.00	BIOS-268	Ichthyology	3.00
WLM-156	Wildlife Identification and Natural History	3.00	NRM-113	Watercraft Operation and Maintenance	2.00
BIOS-170	Zoology	3.00	NRM-286	Watershed Management	3.00
MATH-108	Introduction to Algebra	4.00	BIOS-132	Field Biology	3.00
MICS-147	Introduction to PowerPoint	1.00	COMM-123	Communications III	3.00
NRM-114	Recreation Employment Seminar	1.00	WLM-245	Wildlife Techniques	3.00
NRM-125	Map Reading and Interpretation	2.00	Totals		17.00
	Totals	17.00			



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Wilderness Horsemanship

School of Natural Resources

Larry Coon, Dean

Ken Bowald, Associate Dean

Heath Harter, Coordinating Instructor

Description

The Wilderness Horsemanship program is built on teaching students practical experience in working with horses, mules and people in wilderness settings. It's more than just outfitting and different than winning ribbons. Students will drive wagons through various terrain, teach new students riding techniques and learn to properly use and repair necessary equipment. Electives offer options in equine health care and massage, and 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

Graduates will be eligible for the following positions:

- Riding instructor
- Stable or barn manager
- Outfitter/Packer
- Guide/Wrangler
- Leather worker
- Teamster
- Groomer

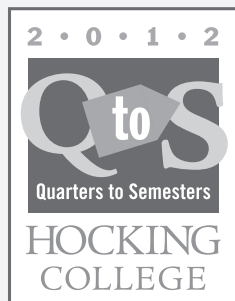


Associate of Applied Science in Wilderness Horsemanship

Course No.	First Quarter	Credit Hours
BIOS-103	General Biology	3.00
EQSI-103	Horse Care Handling	3.00
EQSI-110	Wilderness Riding I	3.00
EQSI-116	Equine Anatomy and Physiology I	3.00
EQSI-150	Leathercraft I	3.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
	Totals	19.00

Course No.	Second Quarter	Credit Hours
EQSI-112	Equine Health Care I	3.00
EQSI-113	Equine Nutrition and Supplements	3.00
EQSI-115	Wilderness Riding II	3.00
NRM-110	Chainsaw Operation	1.00
EQSI-111	Equine Employment Seminar	2.00
MATH-108	Introduction to Algebra	4.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
EQSI-120	Wilderness Riding III	3.00
EQSI-130	Farm Equipment Operation and Maintenance	2.00
EQSI-220	Trail Maintenance	3.00
MICS-121A	Microsoft Office - Word Processing	1.00
COMM-123	Communications III	3.00
NRM-125	Map Reading and Interpretation	2.00
***	Social Science/Psychology Elective	3.00
	Totals	17.00



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Wildlife Resources Management / Wildlife Sciences

School of Natural Resources
Larry Coon, Dean
Ken Bowald, Associate Dean
Cheryl Mollohan, Coordinating Instructor

Description

The Wildlife Resources Management and Wildlife Sciences majors prepare students for a career working with both game and non-game species of fish and wildlife. The choice of majors depends on whether a student intends to continue on to complete a Bachelor of Science degree in a four-year program after leaving Hocking College, or whether he or she plans to enter the job market upon completion of a two-year degree from Hocking.

The Wildlife Resources Management degree is designed for students interested primarily 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. The Wildlife Sciences degree is designed for students considering going on for a four-year bachelor's degree. Students in the Science degree take additional hours in math, biology, and more transferable classes in Social Sciences that aid in transfer to another school.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science Wildlife Resources Management and Associate of Applied Science in Wildlife Sciences:

- 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

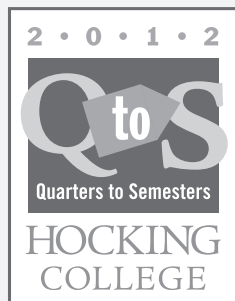
The Wildlife Resources Management degree will qualify graduates for entry-level jobs such as county wildlife officer, fish or wildlife technician, park naturalist, and county soil and water conservation district wildlife specialist positions in Ohio, plus some technician and assistant jobs with other state and federal agencies. The Wildlife Sciences degree will qualify graduates for the same type of positions as the Management degree, but upon completion of a four-year degree graduates will also be eligible for all types of entry-level positions with federal and state agencies throughout the United States.



Associate of Applied Science in Wildlife Resources Management

Course No.	First Quarter	Credit Hours
BIOS-109	Dendrology	3.00
WLM-156	Wildlife Identification and Natural History	3.00
BIOS-120	Botany	3.00
ENGL-151	Freshman Composition	5.00
GS-101	Focus on Success	1.00
WLM-100	Fish and Wildlife Careers	1.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours	Course No.	Third Quarter	Credit Hours
BIOS-123	Winter Dendrology	3.00	BIOS-268	Ichthyology	3.00
NRM-110	Chainsaw Operation	1.00	WLM-245	Wildlife Techniques	3.00
NRM-125	Map Reading and Interpretation	2.00	BIOS-132	Field Biology	3.00
WLM-202	Wildlife Ecology and Issues	3.00	BIOS-271	Ornithology	3.00
BIOS-170	Zoology	3.00	FOR-222	Introduction to Forestry	3.00
COMM-130	Speech	3.00	GEOL-101 OR	Geology	3.00
ENGL-152	Advanced Essay Skills	1.00	Totals		15.00
ENGL-153 OR	Service Research (SL/CR)	1.00			
Totals		16.00			



Curriculum and course fee changes for 2012-2013 are currently being finalized.

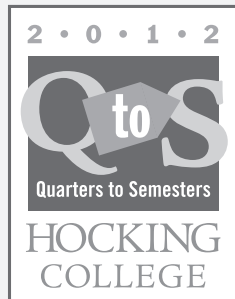
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Associate of Applied Science in Wildlife Sciences

Course No.	First Quarter	Credit Hours
BIOS-109	Dendrology	3.00
NRM-110	Chainsaw Operation	1.00
NRM-125	Map Reading and Interpretation	2.00
WLM-156	Wildlife Identification and Natural History	3.00
BIOS-121	Biology I	4.00
GS-101	Focus on Success	1.00
WLM-100	Fish and Wildlife Careers	1.00
	Totals	15.00

Course No.	Second Quarter	Credit Hours
BIOS-123	Winter Dendrology	3.00
WLM-202	Wildlife Ecology and Issues	3.00
BIOS-122	Biology II	4.00
ENGL-151	Freshman Composition	5.00
FOR-222	Introduction to Forestry	3.00
INTP-115 OR	Interpretive Methods	3.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
BIOS-268	Ichthyology	3.00
WLM-245	Wildlife Techniques	3.00
BIOS-132	Field Biology	3.00
BIOS-271	Ornithology	3.00
GEO-100	Introduction to GIS	2.00
WLM-220 OR	Wildlife Radiotelemetry	2.00
ENGL-152	Advanced Essay Skills	1.00
ENGL-153 OR	Service Research (SL/CR)	1.00
	Totals	15.00

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Fire and Emergency Services

School of Public Safety Services

Susan White, Dean

Steve Campbell, Coordinating Instructor

Ohio EMS Accreditation #315

Description

The Fire and Emergency Services program prepares students to meet community needs for fire and emergency medical protection. Students may begin the program by scheduling fire courses the first year or may choose to begin with emergency medical courses. The one-year Fire Fighter portion of the program offers the certification courses for Fire Fighter I and Fire Fighter II. Fire fighting training is conducted at the Hocking Davis Fire Training Facility. The one-year Emergency Medical portion of the program prepares graduates to work as a paramedic. A fully-equipped ambulance serves as a training vehicle and Hocking College's medical lab simulates an emergency room.

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-B and/or EMT-P 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.

Career Opportunities

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

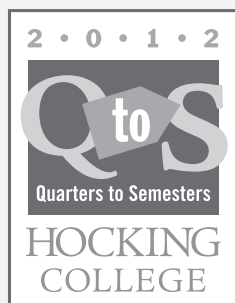


Associate of Technical Study in Fire and Emergency Services

Course No.	First Quarter	Credit Hours
EM-102	Defensive Driving and Emergency Vehicle Operation	1.00
FS-110	Fire Fighter I	9.00
GS-101	Focus on Success	1.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
MATH-108	Introduction to Algebra	4.00
	Totals	16.00

Course No.	Second Quarter	Credit Hours
FS-116	Fire Prevention and Investigation Techniques	2.00
FS-253	Fire Hydraulics	3.00
EM-100	Emergency Victim Care	10.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
	Totals	16.00

Course No.	Third Quarter	Credit Hours
FS-115	Fire Fighter II (Capstone)	8.00
FS-296	Fire Science Practicum	2.00
COMM-122	Communications II	3.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
	Totals	14.00



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Police Science

School of Public Safety Services

Susan White, Dean

Larry Hatem, Coordinating Instructor

Description

The Police Science program prepares students 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. Students 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

Program Outcomes

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

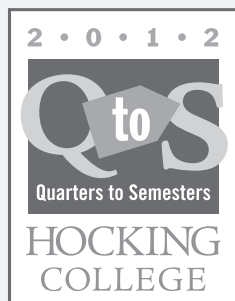
Upon graduation from the Police Science program, OPOTC Peace Officer Basic Academy or the OPOTC Private Security Academy, students become qualified for employment as a law enforcement or private security officer in the State of Ohio. Career opportunities for law enforcement officers are available at 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 Quarter	Credit Hours
CJ-132	Law Enforcement Photography	3.00
PSCI-102	Law Enforcement Ethics	3.00
PSCI-235	Police Report Writing	2.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
Totals		13.00

Course No.	Third Quarter	Credit Hours
PSCI-106	Radio Dispatch 911	2.00
PSCI-161	Computer Applications Law Enforcement II	3.00
PSCI-216	Police Firearms	3.00
CJ-263	Crisis Recognition and Referral	2.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
MATH-108	Introduction to Algebra	4.00
COMM-130	Speech	3.00
COMM-135 OR	Verbal Career Skills	3.00
Totals		18.00

Course No.	Second Quarter	Credit Hours
CJ-222	Laws of Arrest, Search, and Seizure	2.00
CJ-121	Ohio Criminal Law	2.00
COMM-123	Communications III	3.00
EM-134	Standard First Aid	1.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
PSCI-160	Computer Applications Law Enforcement I	2.00
PSYC-101	General Psychology	5.00
PSYC-150 OR	Introduction to Psychology	3.00
Totals		14.00-16.00

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Social Services, Corrections and Criminal Justice

Locations: Main and Perry Campus

School of Public Safety Services

Susan White, Dean

William Moorman, Coordinating Instructor, Main Campus

Tammy Monk, Coordinating Instructor, Perry Campus

Description

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 an adult community-based residential facility, a prison and a multi-county jail, mental health or a human services/children's services agency. Students will observe human services 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.

Career Opportunities

Graduates of the Social Services, Corrections and Criminal Justice program begin their careers in corrections or human services 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.

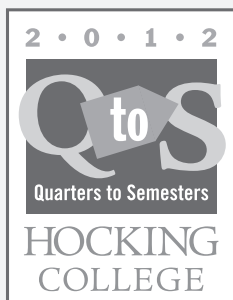


Associate of Applied Science in Social Services, Corrections and Criminal Justice

Course No.	First Quarter	Credit Hours
CJ-108	Residential Services	3.00
CJ-190	Chemical Abuse and Dependency	4.00
SS-100	Social Services Helping Professions	2.00
COMM-122	Communications II	3.00
GS-101	Focus on Success	1.00
MICS-121A	Microsoft Office - Word Processing	1.00
PSYC-154	Interpersonal Relationships	3.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
JUV-102	Juvenile Delinquency	2.00
CJ-122	Civil Law	3.00
SS-110	Interviewing Techniques	3.00
COMM-12	Communications III	3.00
MATH-108	Introduction to Algebra	4.00
PSYC-150	Introduction to Psychology	3.00
	Totals	18.00

Course No.	Third Quarter	Credit Hours
CJ-107	Probation and Parole	3.00
SS-135	Client Documentation and Case Record	3.00
CJ-100	Criminal Justice Systems	3.00
SOCI-165	Cross Cultural Studies	3.00
COMM-130	Speech	3.00
PSYC-151	Developmental Psychology	3.00
PSYC-152 OR	Abnormal Psychology	3.00
	Totals	18.00



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Dietary Manager's Certificate

School of Allied Health & Nursing
Lynne Peterson, Dean
Donna Wamsley, Coordinating Instructor

Description

This program is designed for those aspiring to careers in foodservice management – particularly in healthcare and other non-commercial foodservice settings. Students who complete the certificate are eligible to take the national certification exam offered by the Dietary Managers Association. This exam is offered twice a year at sites across the country. Two credentials are earned upon passing the exam – Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP). Credentialing exam and student membership information can be accessed online. The Hocking College Dietary Manager Program has been approved by the Dietary Managers Association.

Career Opportunities

CDM's and CFPP's are nationally recognized experts at managing food service operations. Most dietary managers work in healthcare – nursing homes, rehab facilities, senior living communities, or hospitals. Job opportunities are also at schools and correctional facilities. In healthcare settings, dietary managers often manage food and nutrition departments, typically working with Registered Dietitians and other members of the healthcare team.

Program Outcomes

Certified dietary managers work together with registered dietitians to provide quality nutritional care for clients and perform the following tasks on a regular basis:

- Conduct routine client nutritional screening which includes food/fluid intake information;
- Calculate nutrient intake;
- Identify nutrition concerns and make appropriate referrals;
- Implement diet plans and physicians' diet orders using appropriate modifications;
- Utilize standard nutrition care procedures;
- Document nutritional screening data in the medical record;
- Review intake records, do visual meal rounds, and document food intake;
- Participate in client care conferences;
- Provide clients with basic nutrition education;
- Specify standards and procedures for food preparation;
- Continuously improve care and service using quality management techniques;
- Supervise preparation and serving of therapeutic diets and supplemental feedings;
- Manage a sanitary foodservice environment;
- Protect food in all phases of preparation, holding, service, cooling, and transportation;
- Purchase, receive, and store food following established sanitation and quality standards;
- Purchase, store, and ensure safe use of chemicals and cleaning agents;
- Manage equipment use and maintenance;
- Develop work schedules, prepare work assignments;



- Prepare, plan, and conduct departmental meetings and in-service programs;
- Interview, hire, and train employees;
- Conduct employee performance evaluations;
- Recommend salary and wage adjustments for employees;
- Supervise, discipline, and terminate employees;
- Supervise business operations of dietary department;
- Prepare purchase specifications and orders for food, supplies, and equipment;
- Develop annual budget and operate within budget parameters; and,
- Develop and implement policies and procedures.

Dietary Manager Certificate

Course No.	Course Name	Credit Hours
DT-101	Dietetic Directed Practice I	2.00
DT-102	Basic Nutrition	5.00
DT-103	Food Preparation Principles	3.00
DT-106	Food Production Management	3.00
DT-110	Applied Nutrition	3.00
DT-111	Dietetic Directed Practice II	2.00
DT-119	Food Purchasing for Health Care Institutions	3.00
DT-120	Normal and Modified Menu Planning	3.00
DT-121	Dietetic Directed Practice III	2.00
DT-122	Supervision in Dietetics	3.00
COMM-122	Communications II	3.00
MATH-108	Introduction to Algebra	4.00
CULA-109	Safety and Sanitation	3.00
HOTR-110 OR	Managing the HACCP Process	3.00
	Totals	39.00

TOTAL CREDIT HOURS: **39.00**

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EMT Paramedic Certificate

School of Public Safety Services

Susan White, Dean

Helen Newland, Coordinating Instructor

Program

The EMT Paramedic Certificate program prepares students for entry-level employment as an Emergency Medical Technician Paramedic (Advanced Life Support.)

Occupational Certificate in EMT - Paramedic

Course No.	First Quarter	Credit Hours
EM-101	EMT Paramedic Clinical I	2.00
EM-102	Defensive Driving and Emergency Vehicle Operation	1.0
EM-107	Introduction to Paramedic	9.00
BIOS-112	The Human Organism	3.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
MATH-104	Pharmacology Math	1.00
	Totals	17.00

Course No.	Second Quarter	Credit Hours
EM-110	EMT Paramedic I	10.00
EM-111	EMT Paramedic Clinical II	2.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
SOCI-152	Social & Cultural Awareness	4.00
	Totals	17.00

Course No.	Third Quarter	Credit Hours
EM-117	EMT Paramedic Clinical III	2.00
EM-120	EMT Paramedic II	10.00
HLTH-102Q	Public Safety Services Fitness and Health	1.00
COMM-104	Job Search Techniques	1.00
	Totals	14.00

Course No.	Summer Quarter	Credit Hours
EM-113	EMT Squad Experience (Capstone)	6.00
EM-140	EMT Paramedic III	6.00
COMM-123	Communications III	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. This is a sample course sequence resulting in a degree. Students should consult with their program advisor regarding their academic plans.



Geographic Information & Global Positioning Systems

School of Natural Resources

Larry Coon, Dean

Mike Hass, Coordinating Instructor

Description

The GIS/GPS Certificate program offers a unique blend of outdoor activity and computer technology. The program develops a student's talents in mapping, scientific data collection, computers, and much more. Applications of this technology vary widely and include environmental monitoring, natural resource management, emergency planning and transportation systems design. This certificate can be added to any of the other degree options in the School of Natural Resources. Typically, several of the classes required in the certificate are also required in the degree program, making it easy for students to complete without greatly extending their graduation date.

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, models and programs;
- Use information technology (IT) skills to administer and maintain hardware, software and other specialized equipment;
- Assist in development and implementation of a project plan while monitoring time and budget 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 and utility companies.

Depending upon each individual's academic program, background and history of field experiences, entry-level salaries in the GIS/GPS industry may range from \$22,000 to \$27,000 annually.



Occupational Certificate in Geographic Information and Global Positioning Technology

Course No.	Courses	Credit Hours
GEO-100	Introduction to GIS	2.00
GEO-101	Intermediate GIS	3.00
GEO-102	Introduction to GPS	2.00
MATH-108	Introduction to Algebra	4.00
GEO-135	GPS Applications I	3.00
GEO-200	GIS Applications I	3.00
NRM-125	Map Reading and Interpretation	2.00
NRM-123	Surveying and Mapping I	3.00
Totals		22.00

Hocking College reserves the right to modify curricular requirements, to change course content and change course fees at any time. This is a sample course sequence resulting in a degree. Students should consult with their program advisor regarding their academic plans.

Massage Therapy Certificate

School of Allied Health & Nursing
Lynne Peterson, Dean
Mark Cullen, Coordinating Instructor

Hocking College's Massage Therapy certificate program is a two-year part-time evening program, which starts each fall and runs for six consecutive quarters, including summer, and ends at the completion of the winter quarter of the second year. 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 Ohio Medical Board Massage Therapy 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 Ohio Medical Board 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 Certificate

Course No.	Courses	Credit Hours
MT-110	Swedish Massage I	3.00
BIOS-151	Massage Anatomy and Physiology I	4.00
MT-120	Swedish Massage II	3.00
BIOS-152	Massage Anatomy and Physiology II	4.00
EM-134	Standard First Aid	1.00
EM-133	CPR for the Professional Rescuer	1.00
MT-130	Swedish Massage III	1.00
MT-135	Myology for Massage Therapists	3.00
BIOS-153	Massage Anatomy and Physiology III	4.00
MT-200	Pathology for Massage Therapists	3.00
MT-210	Massage Techniques I	3.00
BIOS-154	Massage Anatomy and Physiology IV	4.00
MT-220	Massage Techniques II	3.00
BIOS-155	Massage Anatomy and Physiology V	4.00
MT-230	Massage Techniques III	3.00
MT-240	Massage Integration Seminar	4.00
MT-250	Massage Clinical	2.00
	Totals	50.00



Hocking College reserves the right to modify curricular requirements, to change course content and change course fees at any time. This is a sample course sequence resulting in a degree. Students should consult with their program advisor regarding their academic plans.

National Ranger Training Institute

School of Natural Resources

Larry Coon, Dean

Bill DeWeese, Coordinating Instructor

Description

The National Ranger Training Institute (NRTI) at Hocking College is one of the premier training centers for National Park Service approved Seasonal Officer Training. Since the early 1980's, the College has provided the highest quality training to hundreds of students, many of whom have gone on to find employment in the natural resources law enforcement and emergency services fields. Utilizing the finest instructors available and applying the most advanced training techniques possible, results in students who are well equipped for successful entry into the natural resources law enforcement field.

Program Outcomes

The National Ranger Training Institute is a blend of the National Park Service (NPS) Seasonal Ranger Training, U.S. Fish and Wildlife Service (FWS) Seasonal Wildlife Refuge Officer Training and Ohio Peace Officer Training Commission Peace Officer Basic Training. It consists of 18 weeks, or approximately 724 hours, of classroom and laboratory training.

The program provides seasonal law enforcement training certification for both federal agencies and is approved by the United States Department of the Interior. Graduates will be eligible to receive both NPS and FWS seasonal law enforcement commissions and state, county or local commissions in Ohio. These commissions enable the bearer to carry firearms, make arrests, and investigate violations of the Code of Federal Regulations, U.S. Code and Ohio Revised Code.

Career Opportunities

The NRTI serves two groups of students. One group consists of students working towards an Associate Degree in Natural Resources Law Enforcement. These students take the National Ranger Training Program as the final step in their academic career, prior to seeking employment as rangers.

The second group is made up of students from throughout the country seeking the necessary certification to apply for seasonal law enforcement positions. Due to the short length of time needed to complete the program, many students find it possible to travel to Hocking College, take the course, and return home, without the disruption to their lives that a longer program would entail. These students are especially welcome due to the unique perspective they bring to the program.



Occupational Certificate in Ranger Academy Certificate

Course No.	Course Names	Credit Hours
RNGR-238A	Ranger Academy - A	12.00
RNGR-238B	Ranger Academy - B	12.00
Totals		24.00

Hocking College reserves the right to modify curricular requirements, to change course content and change course fees at any time. This is a sample course sequence resulting in a degree. Students should consult with their program advisor regarding their academic plans.

Timber Harvesting and Tree Care Certificate

School of Natural Resources

Larry Coon, Dean

Mike Kessler, Coordinating Instructor

Description

The Timber Harvesting and Tree Care Certificate provides certification at the following levels:

Level One provides orientation to 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, and tree felling are parts of this course. Bulldozers, skidders, and knuckleboom loaders and log trucks are introduced.

Level Two provides site specific, forest management planning, silviculture, soils, indicator plant identification, use of computer and general office equipment, tree felling, climbing and bucking. Maximum tree yield and skidder are expanded. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws.

Occupational Certificate in Timber Harvesting and Tree Care Level I

Course No.	Course Name	Credit Hours
THTC-100	Timber Harvesting and Tree Care I	6.00
THTC-101	Timber Harvesting and Tree Care II	6.00
THTC-102	Timber Harvesting and Tree Care III	6.00
Totals		18.00

Occupational Certificate in Timber Harvesting and Tree Care Level II

Prerequisites: Timber Harvesting and Tree Care Level I Certificate

Course No.	Course Name	Credit Hours
THTC-100	Timber Harvesting and Tree Care I	6.00
THTC-101	Timber Harvesting and Tree Care II	6.00
THTC-102	Timber Harvesting and Tree Care III	6.00
FOR 103	Introduction to Timber Stand Improvement	2.00
FOR 104	Introduction to Tree Planting	1.00
FOR 109	Introduction to Forest Dendrology	2.00
Totals		23.00

Hocking College reserves the right to modify curricular requirements, to change course content and change course fees at any time. This is a sample course sequence resulting in a degree. Students should consult with their program advisor regarding their academic plans.



American Art

AART-100 Introduction to Stained Glass 2.00 cr

History of stained glass, color theory and techniques of design; and traditional techniques of construction of stained glass. By the end of the course, the student completes a beginner level window hanging and designs and constructs either a window panel that can hang independently, a lamp shade or a piece of glass freestanding sculpture.

Class (1.00), Lab (3.00)

AART-102 Jewelry Making 2.00 cr

Basic jewelry construction techniques with base metals such as copper, bronze and brass. Includes cutting, forming, soldering and finishing. Provides an excellent foundation in jewelry creation that prepares interested students for further study and copper enameling.

Class (1.00), Lab (2.00)

AART-103 Introduction to Ceramic Arts 2.00 cr

Properties of clay and glazes; traditional techniques of pinching, coiling, building with slabs and modeling to form functional ware and decorative sculpture; tools and materials; and basic firing methods.

Class (1.00), Lab (2.00)

AART-105 Raku Ceramics 2.00 cr

Experimental primitive pit and Raku firings outdoors, using various combustibles for different effects. Students use traditional techniques of pinching and building with slabs to form functional ware and decorative sculpture.

Class (1.00), Lab (2.00)

Prerequisites: take AART-103

AART-106 Jewelry Silver Casting 2.00 cr

Art of creating rings in sterling silver. Techniques include: wax carving, spruing, and lost wax casting.

Class (1.00), Lab (2.00)

AART-109 Beginning Flameworking - Glass 2.00 cr

Techniques in forming glass by using a torch. Students learn beadmaking, working in borosilicate "Pyrex" glass. This class emphasizes basic understanding of glass, tools, equipment and the development of technique. Form, design, and color are an important aspect of this class. Students apply their skills to make a finished piece of jewelry, sculpture or ornament.

Class (1.00), Lab (2.00)

AART-110 Advanced Stained Glass 2.00 cr

Emphasis is placed on developing the student's skills and professionalism, and on learning new techniques, including fusing glass, beadmaking and etching on glass. Students create larger three-dimensional projects, such as lamps or kaleidoscopes and/or construct larger window panels.

Class (1.00), Lab (3.00)

Prerequisites: take AART-100

AART-113 Oil Painting 3.00 cr

Exploring the fundamentals of oil painting. Projects are based on composition, use of color and content, with a final project encompassing all of these.

Class (2.00), Lab (2.00)

AART-115 Drawing I 3.00 cr

Basic drawing involving line, shape, value and composition, following primary on observational drawing.

Class (2.00), Lab (2.00)

Equivalent to AART-115

AART-116 Beginning Digital Imaging 2.00 cr

Basic introduction to digital photography and/or imaging. It will introduce the beginning student to working with and understanding digital media from both a technical and aesthetic point of view.

Class (1.00), Lab (2.00)

AART-117 Wheel Throwing 2.00-3.00 cr

Basic ceramic wheel throwing techniques including how to make cylinders, mugs and bowls.

Class (2.00), Lab (3.00)

AART-118 Flameworking II 2.00 cr

Develops and refines flameworking skills with emphasis on design, structure and production. Students complete artwork, which can be marketed. Students practice and develop confidence through repetition of work.

Class (1.00), Lab (2.00)

Prerequisites: take AART-109

AART-119 Hot Glass 2.00 cr

Introduction to the art and craft of working with hot glass.

Class (1.00), Lab (2.00)

AART-120 Drawing II 3.00 cr

Review of introductory drawing techniques coupled with a focus on exposure to varied media and subject matter to further develop drawing abilities.

Class (2.00), Lab (2.00)

Prerequisites: take AART-115(8894)

AART-121 Hot Glass II 2.00 cr

Expands on the basic skills learned in Hot Glass I. Demonstrates techniques needed to complete individual ideas and goals. Shows the importance of beginning to make unique statements.

Class (1.00), Lab (2.00)

Prerequisites: take AART-119

AART-125 Intermediate Jewelry Making 2.00 cr

Intermediate jewelry construction techniques with sterling silver. Techniques include advanced soldering, chain making, clasps, granulation and various stone settings.

Class (1.00), Lab (2.00)

AART-126 Ceramic Tableware 2.00 cr

Hand build functional ceramic tableware using hump and slump techniques and the use of an extruder. Create unique and attractive functional works from platters to boxes, plates to mugs. Simple slab methods create distinctive pieces with easily mastered clay basics. Designed for the student who has some experience with clay.

Class (1.00), Lab (2.00)

Prerequisites: take AART-103

AART-127 Native American Flute Construction 2.00 cr
History of Native American Flute through oral tradition, music and the construction process with an understanding of tribal significance. Includes a variety of playing styles and personal instruction on the nuances of how to play the sacred instrument of the Native American people.
Class (1.00), Lab (3.00)
Prerequisites: take AART-100

AART-128 Fused Glass I 2.00 cr
Lab (6.00)

AART-129 Fused Glass II 2.00 cr
Lab (6.00)
Prerequisites: take AART-128

AART-290 American Arts Special Topic 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

Accounting

ACC-100 Accounting I 3.00 cr
(Fall, Winter, Spring and Summer)
Introduction to the double-entry system of bookkeeping and the basic accounting cycle. The sole proprietorship is presented in the form of a retail establishment. Emphasizes individual effort through the use of a workbook and practice set.
Class (2.00), Lab (3.00)
Equivalent to 1230-1230

ACC-101 Accounting II 3.00 cr
Basic bookkeeping and general accounting procedures. Includes accrual accounting, inventory methods and accelerated depreciation.
Class (2.00), Lab (3.00)
Equivalent to Prerequisites: take ACC-100

ACC-102 Accounting III 4.00 cr
Introduction to accounting with an emphasis on corporate organization. Includes accounting methods for capital stock and corporate bonds, and manufacturing from an accounting viewpoint
Class (3.00), Lab (4.00)
Equivalent to Prerequisites: take ACC-100

ACC-105 QuickBooks for Small Business 2.00 cr
The commercial software, QuickBooks, is used in accounting applications including managing revenue, expenses, payroll and creating financial statements.
Class (1.00), Lab (4.00)
Prerequisites: take ACC-100

ACC-110 Accounting Simulation 1.00 cr
Retail store work-simulation for applying concepts covered in ACC 100.
Class (1.00), Lab (1.00)
Equivalent to Prerequisites: take ACC-100
Corequisite courses: ACC-100

ACC-111 Advanced Accounting Simulation 1.00 cr
Wholesale establishment work-simulation for applying concepts covered in ACC 101.
Class (1.00), Lab (1.00)
Equivalent to Prerequisites: take ACC-100
Corequisite courses: ACC-101

ACC-120 Payroll Accounting 3.00 cr
Principles and procedures of payroll record keeping and accounting. Includes taxes, insurance programs, optional deductions and the process of calculating and recording these items.
Class (2.00), Lab (3.00)

ACC-130 Desktop Machine Operations 2.00 cr
Use of an accounting machine and application of basic machine skills to the solution of business and accounting problems. Includes exercises to develop a proficiency on the ten-key adding machine, calculator and electronic calculator.
Class (2.00), Lab (2.00)

ACC-140 Individual Taxation 3.00 cr
Study and application of federal income tax law. Emphasis on the preparation of federal income tax returns for individuals.
Class (2.00), Lab (3.00)

ACC-150 Business Taxation 4.00 cr
In-depth study of the application of general tax rules and returns for business organizations.
Class (3.00), Lab (4.00)

ACC-162 Microcomputer Accounting 2.00 cr
(Winter and Spring)
Introduction to software packages available for basic accounting. Application of concepts introduced in introductory accounting courses and mastery of basic microcomputer skills.
Class (1.00), Lab (4.00)
Prerequisites: take ACC-100

ACC-200 Basic Cost Accounting 3.00 cr
Introduction to the bookkeeping system used in job order costing, including source of data used and internal control procedures.
Class (2.00), Lab (3.00)
Prerequisites: take ACC-100

ACC-201 Advanced Cost Accounting 4.00 cr
Continuation of ACC 200. Emphasizes production data and cost flow, budgetary control and manufacturing cost standards.
Class (3.00), Lab (3.00)
Prerequisites: take ACC-200

ACC-210 Cost Accounting Simulation 1.00 cr
Manufacturing work-simulation covering the job cost system. Application of concepts covered in ACC 200
Lab (3.00)
Prerequisites: take ACC-200

ACC-220 Non-Profit Accounting I 4.00 cr
 Fundamentals of accounting for the non-profit field. Covers all levels of local, state and federal government. Principles and practices are related to financial planning and control.
Class (3.00), Lab (3.00)
Prerequisites: take ACC-100

ACC-221 Non-Profit Accounting II 4.00 cr
 Completes the case study started in ACC 200, the modified accrual basis of accounting for municipalities. Internal service funds, enterprise funds and fiduciary funds are emphasized. General fixed asset group of accounts and general long-term debt group of accounts complete the series.
Class (3.00), Lab (3.00)
Prerequisites: take ACC-100

ACC-230 Intermediate Accounting I 3.00 cr
 Part one of a two-quarter course introducing principles and objectives of financial accounting and how they evolved. Includes practical present day application to accounts, statements and accounting theory.
Class (2.00), Lab (3.00)
Prerequisites: take ACC-100

ACC-231 Intermediate Accounting II 4.00 cr
 Advanced financial accounting theory and principles. Emphasizes in-depth comprehension of corporate financial statements.
Class (3.00), Lab (3.00)
Prerequisites: take ACC-100

ACC-235 Applications in Excel 3.00 cr
 Merges commonly used accounting techniques with current spreadsheet software. Emphasis is placed on comprehensive financial applications rather than individual procedures. Includes both in-depth programming and practical application of accounting concepts.
Class (2.00), Lab (3.00)
Prerequisites: take ACC-101, BUS-247

ACC-250 Auditing (Capstone) 3.00 cr
 Introduces the advanced accounting student to the duties and scope of operations of the internal auditor. Field trips and practice audits demonstrate the practical aspects of internal control and the function of an auditor. Does not qualify the student to be internal auditor.
Class (2.00), Lab (3.00)
Prerequisites: take ACC-101

ACC-290 Accounting Special Topics 1.00-5.00 cr
 Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

ACC-291 Accounting Individual Study 1.00-5.00 cr
 Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

ACC-292 Accounting Field Experience 1.00-3.00 cr
 On-the-job training in an accounting facility through special arrangements with an instructor.
Lab (1.00)

ACC-293 Accounting Directed Practice 2.00-8.00 cr
 Directed practice instruction in the performance of a particular function from an assigned instructor and observed and critiqued by the instructor in a repeat performance of that function.
Class (1.00), Lab (35.00)

ACC-294 Accounting Cooperative Work Experience 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 quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.
Class (1.00), Lab (70.00)

ACC-296 Accounting Practicum 2.00 cr
 Placement in an actual working environment for a minimum amount of time to gain experience before graduation.
Class (1.00), Lab (8.00)

ACC-297 Accounting Observation Hour 1.00-3.00 cr
 Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.
Lab (1.00)

ACC-298 Accounting Internship 3.00-9.00 cr
 On the job training in the work place of a cooperating agency. Coordinated by an instructor.
Class (3.00), Lab (40.00)

Addiction Studies

ADDC-210 Theories of Addiction 1.00 cr
 Theories of addiction based on cognitive-behavioral, disease-based, genetic, general systems, biomedical, as well as biopsychosocial models that contribute to our current understanding of addiction processes.
Class (1.00), Lab (1.25)

ADDC-212 Individual Counseling 1.00-1.25 cr
 Current evidenced-based treatment strategies that now constitute "best practice" methods in the treatment of abuse and addiction processes.
Class (1.00), Lab (1.25)

ADDC-214 Group Counseling 1.00 cr
 Psychoeducational, skill development, cognitive-behavioral, support and interpersonal process group models specifically developed for use with addicted populations have significant correlations with successful treatment. Explores these five primary group models and their application in the treatment of drug use and dependence.
Class (1.00), Lab (1.25)

ADDC-216 Assessment and Diagnosis 1.00 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, DSMIV-R and interviewing techniques. The appropriate scope of practice of the substance abuse professional, ethical/confidentiality concerns, multi-axeldiagnostic procedures and use of ASAM placement criteria in the treatment of addiction are addressed.

Class (1.00), Lab (1.25)

ADDC-220 Relational Counseling 1.00 cr

Addiction has been shown to be an isolating and debilitating illness, often resulting in limited social skills, damaged support systems and impoverished relationships. During the last two decades, it has become increasingly apparent that family structure and dynamics plan an important role in the continuation of substance abuse within a family. Identifies common interpersonal impairments within addicted populations and appropriate intervention strategies. General systems concepts, marital stressors and the impact addiction has on family members are also explored.

Class (1.00), Lab (1.25)

ADDC-222 Neurobiology of Addiction 1.00 cr

To understand how drugs influence psychological processes, it is necessary to have some knowledge of the normal functioning of the brain and central nervous system as well as the impact that drugs have on the mind and body of the chemically addicted individual. Students develop a conceptual understanding of basic neurological processes and how they are altered through the use of specific psychoactive substances. Students review basic principles of psychopharmacology related to the treatment of addiction and explore current medications used in the treatment process.

Class (1.00), Lab (1.25)

ADDC-224 Fundamentals of Prevention 1.00 cr

Prevention measures in the field of substance abuse are becoming increasingly important. Studies have indicated a 2 -3 percent decrease in adolescent drug use after exposure to research-based prevention curriculums. Examines the tenets of primary, secondary and tertiary substance abuse prevention methods in educational, community and criminal justice environments.

Class (1.00), Lab (1.25)

ADDC-226 Treatment Planning 1.00 cr

Introduces a treatment planning process in which the substance abuse professional and client identify and rank order problems that need resolution, establish agreed upon immediate and long-term goals and decide on treatment methods and resources which are to be used in the treatment process. Students are introduced to the basics of substance abuse case management, preparing them to interface with the services, agencies, resources and individuals necessary to assist clients in their recovery from substance abuse and dependence.

Class (1.00), Lab (1.25)

ADDC-230 Ethical and Documentation Issues 1.00 cr

Introduces students to the array of specific reports and record keeping that are part of the practice of the substance abuse professional. Charting the results of assessments and treatment plans, report writing, progress note preparation, discharge summaries, psycho-social assessment preparation and methods for recording other client-related data are covered. Students are Introduced to HIPAA regulations specific to substance abuse treatments as well as the legal and ethical components of substance abuse treatment.

Class (1.00), Lab (1.25)

ADDC-232 Criminal Justice Treatment Methods 1.00 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 contributor 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 (1.00), Lab (1.25)

ADDC-234 Multiculturalism and Treatment 1.00 cr

Ethnicity and culture are social systems that influence the attitudes and behaviors of individuals and groups with respect to alcohol and drug use. These systems have been shown to possess some of the strongest determinants of drinking patterns that impact treatment and recovery. Provides students with an overview of cultural and ethnic issues' impact on drug use and dependence. Explores specifics related to alcohol and other drug use within gay/lesbian populations, the elderly, women, IV drug users as well as other special populations.

Class (1.00), Lab (1.25)

ADDC-236 Treatment for Adolescents 1.00 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 (1.00), Lab (1.25)

ADDC-240 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 (1.00), Lab (1.00)

ADDC-250 Clinical Case Manage, EMT 3.00 cr

Class (3.00), Lab (2.00)

ADDC-286 Addiction Studies Practicum Orientation 2.00 cr

Class (1.00), Lab (3.00)

ADDC-287 Addiction Studies Practicum I 3.00 cr

Class (2.00), Lab (10.00)

ADDC-288 Addiction Studies Practicum II 3.00 cr

Class (2.00), Lab (10.00)

ADDC-289 Addiction Studies Practicum III 3.00 cr
Class (2.00), Lab (10.00)

Architecture

ARC-101 Introduction to Architecture 2.00 cr
 Survey course to allow the student to develop an appreciation for various architectural styles and architectural elements used in creating building designs as well as learn about the architecture career field.
Class (2.00)

ARC-105 Architecture I - Detailing 3.00 cr
 How to develop details for structural steel, reinforced concrete, standard walls, stairs and fireplaces.
Class (1.00), Lab (5.00)
Equivalent to DD-200

ARC-110 Architecture Software 2.00 cr
 Use of various types of architectural software to develop a basic house design.
Class (1.00), Lab (2.00)

ARC-115 Building Codes 3.00 cr
 Building codes and how the application of building codes and variances affect the design of buildings and architectural projects.
Class (3.00), Lab (2.00)

ARC-200 Rendering and Basic Model Building 2.00 cr
 How to develop presentation drawing and models of a basic house design. Includes an artistic rendering and scale model of a basic house design.
Class (2.00), Lab (2.00)

ARC-205 Architecture II - Residential 3.00 cr
Class (1.00), Lab (5.00)
Equivalent to DD-201
Prerequisites: take DD-115 ARC-105

ARC-210 Energy Efficient Design and Materials 2.00 cr
 Energy efficient designs and basic floor plans incorporating some of those designs.
Class (2.00), Lab (2.00)

Archaeology

ARCH-101 Principles of Archaeology 4.00 cr
 Basic concepts of modern archaeology including techniques, methods and theories.
Class (4.00)

ARCH-102 World Prehistory 4.00 cr
 Introduces fundamental methods and theories of Archaeology. Examines worldwide cultural evolution from the first evidence of tool making to complex civilization.
Class (4.00)

ARCH-103 North American Prehistory 5.00 cr
 Human migration into the new world, cultural history of North America with an emphasis on the Ohio valley up to 350 years before the present.
Class (4.00), Lab (3.00)

ARCH-104 Archeology Lab Methods - Lithics 2.00 cr
 Methods and techniques of stone tool analysis. Emphasizes lithic artifact classification and typology, flint-knapping, cataloging photography and use-wear analysis
Class (1.00), Lab (3.00)
Prerequisites: take ARCH-101

ARCH-105 Geoarchaeology 4.00 cr
 Scope and purpose of Geoarchaeology. Practical applications of geological principles to Archaeological studies.
Class (2.00), Lab (6.00)
Prerequisites: take GEOL-101, ARCH-101

ARCH-106 Biological Anthropology 4.00 cr
 Introduces evolutionary theory, genetics, primatology, modern human variability and paleoanthropology. Discusses the ethics of race and human origins.
Class (4.00)

ARCH-201 Archaeological Field Methods 12.00 cr
 Current methods and techniques of Phase I, II and III investigations. Includes research design implementation, surface and subsurface testing, land navigation, total station mapping, field cartography and how to process recovered materials. This course requires physical exertion.
Class (4.00), Lab (24.00)
Prerequisites: take ARCH-105

ARCH-210 Archaeological Careers 1.00 cr
 How, where and when to obtain an archaeological job. Includes the history of cultural resource management, vitae construction, job expectations, preservation law and future education options.
Class (1.00)

ARCH-214 Archaeology Lab Method - Zooarchaeology 2.00 cr
 Laboratory methods and analytical techniques for osteological animal remains from archaeological contexts.
Class (1.00), Lab (3.00)
Prerequisites: take ARCH-101

ARCH-215 Paleoethnobotany 4.00 cr
 Plant-human relationships as they apply to the archaeological record. Methods and approaches to the collection, processing and analysis of plant remains in cultural resource management.
Class (2.00), Lab (6.00)
Prerequisites: take ARCH-101

ARCH-216 Archaeology Lab Methods -Prehistorical Ceramics 2.00 cr
 Methods and techniques of prehistoric ceramic analysis, including ceramic history, identification, documentation, cataloging, defining, classification and typology.
Class (1.00), Lab (3.00)
Prerequisites: take ARCH-101

ARCH-219 Laboratory Management and Curation (Capstone) 4.00 cr

Organization and technical skills to manage and curate archaeological specimens.

Class (2.00), Lab (6.00)

Prerequisites: take ARCH-101, ARCH-220

ARCH-220 Historical Preservation and Environmental Law 3.00 cr

Federal and state legislation related to cultural resource management including the legal justification and parameters for archaeological impact studies and archaeological ethics. Lab exercises involve guest speakers with activities, visitation to CRM firms and government agencies.

Class (2.00), Lab (3.00)

Prerequisites: take ARCH-101

ARCH-221 Historic Archaeology - Capstone 2.00 cr

Survey of the methods of identification, collection and analysis of archaeological sites and materials from the proto-historic to early twentieth century.

Class (1.00), Lab (4.00)

Prerequisites: take ARCH-101

ARCH-225 Archaeotourism 5.00 cr

Discusses the critical partnership of historic preservation, economic development and tourism in Peru. Students assess the sustainability of historic and prehistoric sites in Peru, meet with Peruvian parties involved with historic preservation and Eco/Heritage tourism and develop models for future plans of action.

Class (3.00), Lab (6.00)

ARCH-280 Cultural Anthropology 4.00 cr

Covers basic concepts of anthropology with a primary attention on cultural anthropology. Focus will be on methodology, diversity, adaptation, kinship, gender, religion and current issues in the field.

Class (4.00)

ARCH-290 Archaeology Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

ARCH-295 Archaeology Seminar 0.25-3.00 cr

Discussion of topics related to anthropology, archaeology and Native American history based on readings from primary literature and presentations.

Class (3.00)

ARCH-296 Archaeology Practicum 2.00 cr

Directed practicum in a cultural resources field to provide students an opportunity to apply previously learned concepts and practices in a work situation. Allows the participant to acquire on-the-job training. Familiarizes with the cooperating agency and its operation. The seminar allows students to discuss natural resources experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.

Class (1.00), Lab (7.00)

Art

ART-101 Design I 3.00 cr

Investigation of design concepts and methods with emphasis on principles. Studio activities include creative problem solving and research involving color theory, function and applications in the making of art.

Class (2.00), Lab (3.00)

ART-102 Design II 3.00 cr

Exploration in 3-D design and the interactions of different media through mass, plane, volume and space.

Class (2.00), Lab (3.00)

Prerequisites: take ART-101

ART-103 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 (3.00)

Prerequisites: take ART-102

ART-105 Photoshop 3.00 cr

Basic photographic techniques. Design and creation of graphic elements. Uses Adobe Photoshop to create, modify and combine graphic elements towards the completion of two dimensional artworks.

Class (2.00), Lab (3.00)

ART-107 Digital Photography 3.00 cr

An introduction to digital black and white photography focusing on basic elements of photography such as composition, light, subject and content, with an emphasis on photography as it relates to fine art and as a path to individual expression.

Class (2.00), Lab (3.00)

ART-108 Introduction to Glass Studio 3.00 cr

In this introduction to contemporary glass art, the fundamentals of material usage, design and construction are the backdrop of an approach to this medium. Student learn the basics of many approaches such as fusing, slumping and stained glass. In addition to many other techniques taught, the history of studio glass and its place in contemporary art are discussed. Students gain an understanding of how to operate the studio and how to maintain a safe and professional environment.

Class (1.00), Lab (6.00)

ART-109 Introduction to Ceramic Studio 3.00 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. Students will gain an understanding of basic glazing techniques and applications. Students will comprehend the five different stages of clay and gain knowledge of kiln usage and firing procedures. Running a professional, safe studio with minimal investment will be explored.

Class (1.00), Lab (6.00)

ART-110 Art Appreciation 4.00 cr

The study of the elements and principles of art and exploration of forms of expression by various artists from a wide array of visual media. A broad survey course intended to develop the student's understanding of the materials and techniques artists use as well as critical thinking and visual interpretation skills.

Class (4.00)

ART-111 Glass Studio I - Casting 3.00 cr

Adds to the skills from the introductory course and focuses attention into a specific facet of the medium. Includes how to kiln and ladle cast glass. Mold and object making are covered extensively. Kiln operation and firing procedures are covered to give the student a full understanding of this process. Students begin to learn more about function versus fine based art.

Class (1.00), Lab (6.00)

Prerequisites: take ART-100

ART-113 Ceramic Studio I - Figure Sculpture 3.00 cr

Figurative sculpture using basic hand building techniques including detailed technical information on facial features and proportions. Focus is on the expression and gesture of the figure. Torsos, busts, fingers and animals are made using hollow form sculpting techniques. Found object impressions, mark making and carving in wet clay develop surface and story. Includes work with earthenware and multiple electric firings. Decoration techniques include a painterly approach to under-glazes and glazes. Some non-traditional finishes are explored for non-functional sculptural pieces.

Class (1.00), Lab (6.00)

ART-121 Glass Studio II - Fused and Slump 3.00 cr

Using traditional and non-traditional techniques, the students now begin a much more advanced approach to flat glass. Includes how to push the limits of fused and slumped glass. By executing an array of techniques, such as painting, sandblasting and kiln carving, the student begins to understand the full potential of this medium. Specific emphasis is placed on design and idea enhancement. Students design, construct, fire and display their work.

Class (1.00), Lab (6.00)

Prerequisites: take ART-111

ART-123 Ceramic Studio II - Combined Technology 3.00 cr

Explores techniques to be used in various combinations to produce engaging art pottery and art pieces. Compositions rely on the relationship between parts, using advanced joining techniques and combined hand and wheel skills. Surface treatments using stretched slabs, slip inlay, textures, impressed designs, carving and piercing are an integral part of the work. Ceramic materials are combined with one or a variety of other materials for aesthetic or structural reasons. Extensive glaze tests are conducted. A Raku and/or a smoke fire kiln are used.

Class (1.00), Lab (6.00)

Prerequisites: take ART-113

ART-131 Glass Studio III - Hot Glass 3.00 cr

Basics of glassblowing in the hot studio and flame-working in the warm studio. Proper tool usage and safety protocols are covered extensively. Teaches basic techniques and how to use knowledge of other approaches in the two studios. Exposure to solid sculpting in the hot glass studio and a limited amount of figurative sculpting. Material types, uses in industry and historical context are included.

Class (1.00), Lab (6.00)

Prerequisites: take ART-121

ART-133 Ceramic Studio III - Tile Mural 3.00 cr

Using traditional casting techniques, students are introduced to mold-making processes while investigating the meaning of multiples and repeated forms. Students start with designing and molding low-relief tiles. Then they move off the flat tile plane into the third dimension, from shallow to ultra-deep relief with a variety of additive and subtractive sculpting techniques. Glaze and decorating choices for enhancing dimensional texture are explored, as well as installation procedures. Students design, construct, fire, glaze and install a small tile mural.

Class (1.00), Lab (6.00)

Prerequisites: take ART-123

ART-141 Glass Studio IV - Refined Sculpture 3.00 cr

Student is encouraged to hone skills and define work more extensively. Student is challenged to engage and respond to the work being produced. Includes discussion of the context in which they are producing art. Students are encouraged to work on grander scales and begin to utilize multiple surface treatments.

Class (1.00), Lab (6.00)

Prerequisites: take ART-131

ART-143 Ceramic Studio IV - Sculpture Communication 3.00 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. Class projects ask students to use topics such as mass media, sexuality, ego, irony/sincerity and context as mediums for production. Students are encouraged to work in a variety of scales using advanced joining techniques and combined hand-building skills. Surface treatments are an integral part of the sculptures.

Class (1.00), Lab (6.00)

Prerequisites: take ART-133

ART-151 Glass Studio V - Capstone 4.00 cr

Student designs, creates and executes work for a final exhibition. A cohesive body of work is produced and installed by the student. Students then document their work with photos and create a portfolio.

Class (1.00), Lab (9.00)

Prerequisites: take ART-141

ART-152 Craft Studio V - Metals 4.00 cr

Advanced work in metal-smithing techniques. The student works toward a final exhibition in metals.

Class (1.00), Lab (12.00)

Prerequisites: take ART-142

ART-153 Ceramic Studio V - Capstone 4.00 cr

Students design and create a cohesive body of work for visual display and install their own final exhibition. Students document their show with photos which may be used for future applications-grant requests, gallery presentation and festival or show entries incorporating marketing skills.

Class (1.00), Lab (9.00)

Prerequisites: take ART-143

ART-161 Craft Studio VI 2.00 cr

Advanced study in clay, glass or metal. Permission of instructor.

Class (1.00), Lab (3.00)

ART-210 Gallery Operations 2.00 cr
Introduction to gallery management. Includes how to organize exhibitions, public relations skills, installation and design and general maintenance of an art gallery.
Class (1.00), Lab (3.00)

ART-260 Art Portfolio Development 3.00 cr
Class (3.00)

ART-290 Art Special Topics 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

ART-294 Craft Cooperative Work Experience 6.00 cr
Hands-on experience as an apprentice to a local craftsman or gallery.
Class (1.00), Lab (40.00)

ART-296 Craft Practicum 2.00 cr
Hands-on experience in portfolio development, product presentation and marketing tools. Explore selling opportunities through festival, gallery and wholesale show research.
Class (1.00), Lab (7.00)

ART-296A Art Practicum A 2.00 cr
Hands-on experience in portfolio development, product presentation and marketing tools. Explore selling opportunities through festival, gallery and wholesale show research.
Class (1.00), Lab (7.00)

ART-296B Art Practicum B 2.00 cr
Hands-on experience in portfolio development, product presentation and marketing tools. Explore selling opportunities through festival, gallery and wholesale show research.
Class (1.00), Lab (7.00)

Automotive

AU-101P Technical Skills for Parts 3.00 cr
Basic automotive systems, terms, skills, tools and safety.
Class (3.00)

AU-102P Measurement Skills for Parts 3.00 cr
Measuring devices such as micrometers, calipers and torque wrenches; documentation of measurements; and knowledge of machining tools to bring component hardware into specification.
Class (3.00)

AU-103P Electrical Systems for Parts 5.00 cr
Testing and diagnosis of starters, alternators, lighting systems, batteries and wiring components and introduction of ignition systems and their function.
Class (5.00)

AU-104P Fuel Delivery Systems and Parts 3.00 cr
Engine fuels and air/fuel delivery systems, diagnosis operation, maintenance and replacement of system components.
Class (3.00)

AU-105P Steering, Suspension and Brakes 3.00 cr
Diagnosis, part recognition and repair of problematic chassis functions. Develop basic skills in diagnosis and repair of brake systems, suspension and steering systems as well as alignment procedures and specifications.
Class (3.00)

AU-115 HVAC for Parts 3.00 cr
Engine cooling systems and passenger compartment comfort controls. Students will be required to interpret manifold gauge readings and diagnose and repair HVAC problems including drivability controls. Knowledge of auto electrical systems is required.
Class (3.00)

AU-119 ASE Certification Prep I 1.00 cr
All aspects of managing automotive aftermarket parts store with requirements necessary to pass ASE Parts Management Certification test.
Class (1.00)

AU-150 Introduction to Parts Management 3.00 cr
An introduction to the industry from the viewpoint of history, social impact organizational structure, manpower needs and future growth.
Class (3.00)

AU-151 Parts Systems and Procedures 3.00 cr
Operations and tasks expected in a parts store or dealer operation. Jobber catalogs, use of computers, invoice handling and general parts room sales.
Class (3.00)

AU-153 Painting and Refinishing 6.00 cr
Surface preparation; federal, state and local regulations; safety techniques; masking; advanced painting techniques; color matching; performing spot, panel and overall refinishing repairs.
Class (6.00), Lab (1.00)

AU-154 Non-Structural Damage Repair 4.00 cr
Damage analysis, shop safety, tools and repair techniques. Includes direct and indirect damage, replacing/repairing panels, movable glass and materials selection.
Class (4.00), Lab (1.00)

AU-155 Structural Damage Repair 6.00 cr
Structural damage analysis and measurement, safety, equipment, damage repairs. Includes structural repair and alignment, structural glass and ability to repair vehicles that have received light to heavy structural damage.
Class (6.00), Lab (1.00)
Prerequisites: take AU-219

AU-156 Mechanical and Electrical System 3.00 cr
Special automotive mechanical and system operations and diagnostics; including personal and environmental safety, suspension, safety, restraint and air conditioning systems. Ability to perform system diagnostics according to industry standards.
Class (3.00), Lab (1.00)
Prerequisites: take AU-219

AU-161 Parts Management 3.00 cr

Generating estimates, shop scheduling, parts ordering and inventory control, customer service and records management, state and federal regulations relating to automotive parts sales.

Class (3.00)

AU-200P Powertrain Components 3.00 cr

Fluid couplings, torque converters, valve bodies, clutch and band operation and power flow. Principles of operation for manual transmission, clutch assemblies, automatic trans axle and other powertrain components.

Class (3.00)

AU-210P Recycling and Salvage Operations 3.00 cr

Salvage yard/automotive recycling business operation, including processes for recovering/recycling and disposing of components, solids, liquids and gasses, auctions and other sources of recycled parts, inventory management, theft control, counter operation and recovering of towing of vehicle.

Class (3.00)

AU-219 ASE Certification Prep II 1.00 cr

Information required to be an ASE certified truck part specialist.

Class (1.00)

AU-290 Automotive Management Special Topics 1.00-5.0 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

AU-291 Individual Study (Auto Management) 1.00-5.00 cr

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

Class (5.00)

AU-292 Automotive Management Field Experience 1.00-4.00 cr

On-the-job training in an automotive facility through special arrangement with an instructor.

Lab (1.00)

AU-293 Auto Management Directed Practice 2.00-8.00 cr

Student receives instruction in the performance of a particular function from an assigned instructor and then is observed and critiqued by the instructor in a repeat performance.

Class (1.00), Lab (35.00)

AU-294 Auto Management Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member. Includes at least one on-site visit during the quarter. Student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

AU-296 Automotive Management Practicum 3.00 cr

Placement in a working environment for a minimum amount of time to gain experience before graduation. Prerequisite: First year technical courses.

Class (2.00), Lab (7.00)

Prerequisites: take AU-219

AU-297 Auto Management Observation Hour 1.00-3.00 cr

Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

AU-298 Automotive Management Internship 3.00-6.00 cr

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

Lab (3.00)

Broadcasting

BC-110 Broadcast Studio Production 4.00 cr

Using the college's professionally equipped television studio, students learn the main aspects of live, multiple camera, television studio productions. Upon completion of this course, students are able to operate television studio cameras, video production switches, character generators, professional videotape recorders and audio mixing consoles. Also covered are basic microphone and television studio lighting techniques. By producing a regularly scheduled campus newscast, students develop hands-on skills that will enable them to produce, direct and engineer live television studio productions from script to credits.

Class (3.00), Lab (2.00)

Corequisite courses: BC-130

BC-112 Broadcast Field Production 3.00 cr

Using the college's live remote production vehicle, students acquire the skills necessary to deal with the unique challenges associated with live, on-location television productions. Upon completion of this course, students are able to operate portable television studio cameras, video production switches, character generators, professional videotape recorders and audio mixing consoles. By participating in live coverage of campus and community special events and semiprofessional football games, the students develop hands-on skills that enable them to produce, direct and engineer live remote television field productions from scripts to credits.

Class (2.00), Lab (2.00)

Corequisite courses: BC-113

BC-113 Broadcast Systems 4.00 cr

Using the college's broadcast engineering laboratory, students learn the main aspects of video systems. Upon completion of this course, students are able to construct video cables and troubleshoot and repair video equipment. By using both the college's television studio and remote production vehicle, students learn the basics of audio and video systems design and installation.

Class (3.00), Lab (2.00)

Corequisite courses: BC-112

BC-123 Broadcast IT Infrastructure I 4.00 cr

Through lectures, hands-on labs and field trips, this course addresses current Information Technology (I.T.) issues as they relate to radio and television broadcasting. Students will learn hard-wired and wireless computer network protocols, streaming media and encoding standards, media ingest, storage and playout systems and basic wiring and configuration including data cable construction.

Class (4.00)

BC-124 Digital Broadcasting I 2.00 cr

Main aspects of digital broadcasting including digital high definition radio and television broadcasting systems, standard vs. high definition broadcasting, ATSC standards, video aspect ratios, scanning techniques, picture resolutions and line rates, server and IP based broadcast facilities, studio and RF digital technologies.

Class (1.00), Lab (2.00)

BC-130 Broadcast News Gathering 3.00 cr

Using portable camcorders and linear videotape editing systems, students learn the main aspects of electronic news gathering and linear, cuts-only videotape editing. Upon completion of this course, students are able to script, shoot and edit a complete news package that is ready to use in a live television studio newscast. By participating in a regularly scheduled campus newscast, students develop hands-on skills that enable them to produce short packages from script to credits.

Class (2.00), Lab (2.00)

Corequisite courses: BC-110

BC-217 Broadcast IT Infrastructure II 4.00 cr

Through lectures, hands-on labs and field trips, this course addresses current information technology issues as they relate to radio and television broadcasting. Students will learn to setup cross platform media networks, streaming media on network servers for availability over the internet and encode projects for delivery to multiple types of networks and end users.

Class (4.00)

BC-218 Digital Broadcasting II 2.00 cr

Main aspects of digital broadcasting including digital cable, digital satellite, internet multimedia, multicasting and datacasting. Includes digital broadcast systems design and integration and the future of radio and television broadcasting.

Class (1.00), Lab (2.00)

BC-230 Advanced Broadcast Production 4.00 cr

Advanced aspects of digital non-linear video post production using the college's Apple Macintosh computers and software. Advanced video post production applications such as Motion, Soundtrack, LiveType and DVD Studio Pro are introduced. By participating in real life projects for the college and the community, students develop hands-on skills that enable them to create programs from script to credits.

Class (3.00), Lab (3.00)

Corequisite courses: BC-235

BC-235 Non - Linear Video Editing 4.00 cr

Using the college's Apple and Windows computers, students learn the main aspects of digital non-linear video editing. Upon completion of this course, students are able to operate professional digital camcorders and both Apple's Final Cut Pro and Avid's McXZpress digital non-linear editing software. By participating in real life projects for the college and the community, students develop hands-on skills that enable them to create programs from script to credits.

Class (3.00), Lab (2.00)

Prerequisites: take BC-112, BC-113, BC-110, BC-130

Corequisite courses: BC-230

BC-280 Broadcast Current Topics 0.25-4.00 cr

Familiarization with state-of-the-art broadcasting and telecom-munications equipment and technologies.

Class (4.00)

BC-290 Special Topics (Broadcast) 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

BC-291 Broadcast Individual Study 1.00-5.00 cr

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

Class (5.00)

BC-292 Field Experience (Broadcast) 1.00-4.00 cr

On-the-job training in a broadcasting facility through special arrangement with an instructor.

Lab (1.00)

BC-293 Broadcast Directed Practice 2.00-8.00 cr

The student in directed practice receives instruction in the performance of a particular function from an assigned instructor and then is observed and critiqued by the instructor in a repeat performance of that function.

Class (1.00), Lab (35.00)

BC-294 Broadcast Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

BC-296 Broadcast Practicum 2.00-5.00 cr

Experience gained working at a broadcast facility off campus.

Class (1.00), Lab (20.00)

BC-296A Broadcast Practicum I 4.00 cr

The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (21.00)

BC-296B Broadcast Practicum II 4.00 cr

The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (21.00)

BC-297 Broadcast Observation Hour 1.00-3.00 cr
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.
Lab (1.00)

BC-298 Broadcast Internship 3.00-9.00 cr
On the job training in the work place of a cooperating agency. Coordinated by an instructor.
Class (3.00), Lab (40.00)

Biological Sciences

BIOS-100 Health Science - The Human Machine 3.00 cr
Scientific skills are integrated into a practical approach to the study of the human body. Basic biological concepts are covered while educating the student in science to make informed choices.
Class (3.00)

BIOS-101 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)
Equivalent to NSC-101

BIOS-102 Ecology 3.00 cr
Covers fundamental concepts of ecology and a survey of the world's major ecosystem types. Emphasis is placed on understanding and interpreting ecosystem functions as well as applicability of ecological principles to human societies, including human impacts on ecosystem types.
Class (2.00), Lab (3.00)

BIOS-103 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-104 Subtropical Ecology 3.00 cr
Subtropical 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 (2.00), Lab (3.00)

BIOS-109 Dendrology 3.00 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 (2.00), Lab (3.00)
Equivalent to REC-111

BIOS-112 The Human Organism 3.00 cr
Introductory human anatomy emphasizing understanding structural levels of the body from molecules to organ systems. The organization of each body system is covered. Terminology necessary for explanation of critical concepts including metabolism, homeostasis and inheritance.
Class (3.00), Lab (2.00)
Equivalent to HC-100, BIOS-151

BIOS-113 Anatomy and Physiology I 3.00 cr
Reproductive, endocrine, circulatory, excretory and respiratory systems with emphasis on their normal physiology. Includes a demonstration of physiological principles, dissection of appropriate specimens and microscopic examination of tissues.
Class (3.00), Lab (2.00)
Equivalent to BIOS-152, HC-110
Prerequisites: take BIOS-112

BIOS-114 Anatomy and Physiology II 3.00 cr
Nervous, special sensory, integumentary, skeletoarticular, muscular and digestive systems with emphasis on their normal physiology. Laboratory experience offers the opportunity to further clarify learning through the use of audiovisuals, microscopic and gross exercises illustrating anatomical and physiological properties.
Class (3.00), Lab (2.00)
Equivalent to HC-120, BIOS-153
Prerequisites: take BIOS-112

BIOS-115 Anatomy and Physiology of The Eye 3.00 cr
Class (3.00)
Prerequisites: take BIOS-112

BIOS-116 Anatomy and Physiology III 3.00 cr
Advanced course which covers selected topics in the major systems of the body including digestive, cardiovascular, respiratory, nervous, muscular, excretory and reproductive systems. Also addresses selected topics in inorganic chemistry, cellular physiology, histology and genetics.
Class (3.00), Lab (2.00)
Prerequisites: take BIOS-112, BIOS-113, BIOS-114

BIOS-118 Rain Forest Ecology/Central America 5.00 cr
A survey of community ecology and basic principles of succession, climax, structure and roles habitats and unique ecosystems found in the tropics. Includes a review of major work biomes focusing on the various tropical biomes in the regions visited. Major emphasis is given to plant identification and the role of various plants in rainforest communities, co-evolution, seed dispersal, invasiveness and use in the landscape and culture. The role of watershed and wetlands is incorporated into the discussion of biomes and their particular influence on avifauna, endangered species and restoration efforts of at risk habitats.
Class (5.00)

BIOS-120 Botany 3.00 cr
Study of taxonomy as well as structural and functional adaptations of major phyla.
Class (2.00), Lab (3.00)

BIOS-121 Biology I 4.00 cr

Overview of basic biological principles common to all organisms including requirements for the basic components of life, evolution of life on earth, cellular structure and function and reproduction and growth of organisms.

Class (3.00), Lab (3.00)

BIOS-122 Biology II 4.00 cr

Continues the overview of basic biological principles begun in Biology I. Concepts covered include energetics of organisms and populations, genetics, systematics and evolutionary relationships of various plant and animal groups and biological diversity.

Class (3.00), Lab (3.00)

Prerequisites: take BIOS-121

BIOS-123 Winter Dendrology 3.00 cr

Studies the identification of Ohio trees in the winter condition by sight and by using keys, buds, twigs, fruit, bark and growth habitats.

Class (2.00), Lab (3.00)

BIOS-132 Field Biology 3.00 cr

Studies the identification of the spring flowering plants; life histories, habitat requirements and field identification of reptiles, aquatic insects and amphibians, including an introduction to fresh water ecology.

Class (2.00), Lab (3.00)

BIOS-135 Basics of Health and Disease 1.00 cr

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)

Prerequisites: take BIOS-112

BIOS-136 Wellness Anatomy and Physiology I 3.00 cr

Class (3.00)

BIOS-137 Wellness Anatomy and Physiology II 3.00 cr

Class (3.00)

BIOS-140 Enrichment Anatomy and Physiology 3.00 cr

Review of the anatomy and physiology of the human body along with an emphasis on basic information about fluids and electrolytes.

Class (3.00), Lab (1.00)

BIOS-151 Massage Anatomy and 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)

Equivalent to BIOS-112, HC-100, HC-271

BIOS-152 Massage Anatomy and Physiology II 4.00 cr

Study of the control systems of the body with emphasis on healthy physiology of the nervous and endocrine systems. Some pathology as pertains to those particular systems will be included as will the healing effects of massage.

Class (4.00)

Equivalent to BIOS-113, HC-110, HC-280

Prerequisites: take BIOS-151

BIOS-153 Massage Anatomy and Physiology III 4.00 cr

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 (4.00)

Equivalent to BIOS-114, HC-120, HC-281

Prerequisites: take BIOS-152

Corequisite courses: MT-140, MT-130, MT-135

BIOS-154 Massage Anatomy and Physiology IV 4.00 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 (4.00)

Prerequisites: take BIOS-153

Corequisite courses: MT-200, MT-210

BIOS-155 Massage Anatomy and Physiology V 4.00 cr

Respiratory system, metabolism, the urinary system, fluid, electrolyte and acid-based homeostasis, the reproductive system and development and inheritance as it pertains to massage therapy.

Class (4.00)

Prerequisites: take BIOS-154

Corequisite courses: MT-150, MT-220

BIOS-170 Zoology 3.00 cr

Introductory zoology course with emphasis on taxonomy and structural and functional adaptations of major animal phyla.

Class (2.00), Lab (3.00)

BIOS-180 Introduction to Biotechnology 3.00 cr

Introduces major concepts in biotechnology including history of biotechnology; techniques of the biotechnology, such as recombinant DNA technology; gene and genomics; biotech products; forensics; use of biotechnology in animals, plants and microbes; bioremediation and bioethics.

Class (3.00)

Prerequisites: take BIOS-282

BIOS-181 Biosafety Procedures 3.00 cr

Introduces laboratory safety procedures. Includes concepts of current good laboratory practices (cGLP), current good manufacturing practices (cGMP) and standard operating procedures (SOP).

Class (3.00)

BIOS-182 Cell Biology 4.00 cr

Fundamental aspects of cell structure and function. Includes cell complexity, organizational hierarchy, cell surface, plasma membrane, cytoplasmic membrane systems, cell growth and differentiation, metabolism, preservation of cells and sterile methods.

Class (3.00), Lab (3.00)

Prerequisites: take BIOS-180

BIOS-185 Bioprocess Technology 3.00 cr

Introduces major concepts in industrial bioprocessing and fermentation technology and theoretical and practical application of biotechnology. Overviews microbial growth, bioprocessing operation, principles of biochemical separation, design and function of bioreactor and fermentation and cell culture process.

Class (3.00), Lab (1.00)

Prerequisites: take BIOS-182

BIOS-200 Pathophysiology for Nurses 3.00 cr

Explores recurring pathological changes in body structure and function leading to alterations in health. Emphasis is placed on identifying interferences in basic human needs of metabolism, immunity, tissue perfusion cardiovascular, respiratory, renal and neurological function. Correlation to the clinical setting is made with expected human responses, signs, symptoms and laboratory data.

Class (3.00), Lab (1.00)

Prerequisites: take one group (take NT-130, NT-134 /take BIOS-140)

BIOS-201 Advanced Anatomy 4.00 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 (3.00), Lab (3.00)

BIOS-202 Kinesiology 4.00 cr

Introduction to biomechanical principles of human movement with applications to physical therapy assessment and treatment.

Prerequisite: Admission to PTA

Class (3.00), Lab (3.00)

BIOS-235 Entomology 3.00 cr

Covers taxonomy and ecology of the common insect orders and families, including collection, preservation and display, exploration of insect environments, life histories, population dynamics and impacts on human culture.

Class (2.00), Lab (2.00)

BIOS-239 Aquatic Entomology 1.00 cr

Identification, ecology and collection of Ohio aquatic insect species. Includes field and laboratory identification, use of taxonomic keys and sampling methods.

Lab (1.00)

BIOS-257 Night Field Biology 2.00 cr

An outdoor field course introducing animals often heard, but seldom seen at night. Frogs, toads, salamanders, night birds and aquatic insect life are some examples. Students are introduced to spring wildflowers and wild foods. This is a general introduction to Ohio's night life designed for the public, as well as the interested student.

Class (2.00), Lab (1.00)

BIOS-268 Ichthyology 3.00 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), Lab (3.00)

BIOS-269 Gamefish Identification 1.00 cr

Studies the identification and life history of Ohio's game and threatened fish species, including field and laboratory identification.

Class (1.00), Lab (1.00)

BIOS-270 Birds of Central America 3.00 cr

Central American birds including habitats, importance to the rainforest ecosystem, topography, unique evolutionary attributes, migration and residential status and threats to survival. Students identify birds from sight and song.

Class (1.00), Lab (6.00)

BIOS-271 Ornithology 3.00 cr

Study of local birds including both migrants and residents. Habitat requirements, nesting habits, general behavioral patterns and anatomical characteristics are studied.

Class (2.00), Lab (3.00)

BIOS-272 Herpetology 3.00 cr

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 (2.00), Lab (2.00)

BIOS-275 DNA Forensics 3.00 cr

Basic understanding of the use of DNA analysis in Forensic Science. Introduces the student to the organization of a DNA laboratory and techniques involved in the collection, extraction and quantitation of DNA. The principle of DNA amplification (PCR), the use of DNA analysis techniques (electrophoresis, Southern Blot and hybridization), probes and restriction enzymes are also presented. DNA lab quality control and legal and ethical considerations associated with the forensic use of DNA are addressed as well.

Class (3.00), Lab (2.00)

Prerequisites: take BIOS-281, CHEM-135

BIOS-280 Biotechnology Computer Applications 3.00 cr

Basic skills necessary to use computers to access, gather, store, retrieve, organize, analyze and report data. Emphasizes how to use spreadsheets for graphic presentation and descriptive statistics and PowerPoint presentation in the bioscience laboratory.

Class (2.00), Lab (2.00)

Prerequisites: take BIOS-180

BIOS-281 Molecular Biology 4.00 cr

Introduces major concepts in molecular bases of heredity and genes, handling and working with DNA, protein and RNA, methods and principles of DNA sequencing, fingerprinting, technique in bacterial transformation, cloning and plasmid isolation.

Class (3.00), Lab (3.00)

BIOS-282 Cell Culturing Techniques 4.00 cr

Basic sterile animal cell culture techniques through the growth, maintenance and preservation of adherent and suspension cells in culture. Topics include primary and secondary cell culture techniques, cell passage or seeding, trypsinization and media supplementation, cell counting, determining viability, cryopreservation, media preparation and associated math skills.

Class (3.00), Lab (3.00)

Prerequisites: take BIOS-281

BIOS-285 Bioscience Technical Operation 4.00 cr

Methods of production, testing and regulation of biological materials. Includes principles of quality assurance and integration of current good laboratory practices (cGMP) and current good manufacturing practices (cGMP).

Class (4.00), Lab (1.00)

Prerequisites: take BIOS-284

BIOS-286 Biotechnology Manufacturing 4.00 cr

Class (3.00), Lab (3.00)

Prerequisites: take BIOS-285

BIOS-287 Biotechnology Capstone 3.00 cr

Practical applications of biological laboratory procedures in a supervised academic, industrial or government field site and/or laboratory. Patents validation for patent requirements, confidentiality, trade secrets, batch records/sheets, written procedures, lot numbers, expiration dates, FDA, ISO certified, cGMP, GLP, QC and QA
Class (1.00), Lab (8.00)

BIOS-288 Basic DNA Forensics 3.00 cr

Basic understanding of the use of DNA analysis in Forensic Science. Introduces the student to the organization of a DNA laboratory and techniques involved in the collection, extraction and quantitation of DNA. The principle of DNA amplification (PCR), the use of DNA analysis techniques (electrophoresis) and restriction enzymes are also presented. DNA lab quality control and legal and ethical considerations associated with the forensic use of DNA are addressed as well. Laboratory techniques include spectrophotometry, DNA isolation and purification, PCR and RFLP technique, DNA fingerprinting, reading and understanding DNA fingerprint.
Class (2.00), Lab (2.00)

BIOS-290 Biological Sciences Special Topic 0.25-5.00 cr

A structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

BIOS-296 Biotechnology Practicum 2.00 cr

Class (1.00), Lab (8.00)

Business

BUS-100 Small Business Management I 3.00 cr

Principles of operating a business from the standpoint of ownership. Covers small business in the U.S., starting a business, problems in starting a business, management functions applied, financing and capital, physical plant, legal considerations, licenses and government regulations.
Class (3.00), Lab (2.00)

BUS-101 Small Business Management II 3.00 cr

Continuation of principles of operating a business focusing on daily operations. Advertising/promotion, marketing, accounting/record keeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities and handling problems.
Class (3.00), Lab (2.00)
Prerequisites: take BUS-100

BUS-102 Principals and Practices of Management I 3.00 cr

First in a two part series providing a comprehensive introduction to management theory and practice. Planning and organizing provide the major focus.
Class (3.00), Lab (2.00)

BUS-103 Principals and Practices of Management II 3.00 cr

Second in a two part series continues the examination of management theory and practice with an emphasis on current trends in management. Along with leadership and motivation, the course discusses both the individual and interpersonal processes contributing to this part of management.
Class (3.00), Lab (2.00)

BUS-105 History of American Business 3.00 cr

Origins and development of modern American business. Emphasizes the nature of the economic, social and political environments, the manner in which such environments affect business policy and how lessons from the past relate to present business practices.
Class (3.00)

BUS-106 International Business 3.00 cr

Understanding the functions, responsibilities, advantages, problems and operations of international corporations in a global marketplace.
Class (3.00)
Prerequisites: take BUS-100

BUS-110 Marketing 3.00 cr

Fundamentals of modern marketing. Consumer behavior, marketing strategy, product pricing and promotion and distribution.
Class (3.00), Lab (2.00)

BUS-113 Customer Service I 3.00 cr

Identification of internal and external customers, importance of delivering quality customer service, defining customer needs, wants and desires and awareness of how attitudes and habits can enhance or destroy customer service.
Class (3.00)

BUS-114 Customer Service II 3.00 cr

Dealing with difficult, angry and unsatisfied customers; what adds value to a customer's experience; how to listen to customers; how to project a professional image; customer service on the telephone; and the importance of building customer loyalty.
Class (3.00)
Prerequisites: take BUS-113

BUS-120 Personal Finance 3.00 cr

(Fall, Winter, Spring and Summer)
 Consumer information on coping with major financial decisions in life including taxes, consumer credit, insurance and savings plans.
Class (3.00)

BUS-125 Principles of Finance 4.00 cr

Financial operations of small, medium and large size businesses and investors.
Class (3.00), Lab (3.00)
Prerequisites: take ACC-100

BUS-130 Sales 3.00 cr

Introduction to the sales function in the retail sphere of operations including the selling background such as product, customer, competition analysis and the company; the selling process covering planning, the sales presentation, handling objections and questions and closing the sale; the differences between industrial and retail selling with emphasis on retail selling; and sales management including construction of sales forces and program planning.

Class (2.00), Lab (3.00)

BUS-165 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 (3.00), Lab (2.00)

BUS-180 Business Ethics 3.00 cr

Ethical problems encountered in the business world through discussion of contemporary social issues facing businesses. Topics include individual work habits, employee responsibilities and community involvement.

Class (3.00)

BUS-185 Retail Management 3.00 cr

Introduction to the retail industry from a management perspective. Structure and opportunities in retailing, franchising, location and layout, organization, sales promotion, customer services, merchandise management and control, buying procedures, markup, pricing, stock turnover and analysis of current merchandising policies.

Class (3.00)

BUS-186 Retail Store Operations 3.00 cr

(Spring and Summer)

Daily operations in retail institutions. Emphasizes the role and responsibility of the manager.

Class (3.00)

BUS-200 Business Law 3.00 cr

(Fall, Winter, Spring and Summer)

The legal environment within which businesses must operate. The study of US Civil Law, US Court Systems, alternative dispute resolution methods, the US Constitution and traditional business law topics. The above topics will be integrated with the environmental factors of ethics, social responsibilities, current legal issues, cultural diversity, international law and international issues.

Class (3.00)

BUS-201 Advanced Business Law 4.00 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 integrated with the environmental factors of ethics, social responsibility, current legal issues, cultural diversity, international law and international issues.

Class (4.00)

Prerequisites: take BUS-200

BUS-210 Human Resources Management 3.00 cr

Techniques of managing people, and rules and laws regulating employment. An understanding of the principles of management prior to entering the course is helpful.

Class (3.00), Lab (2.00)

Prerequisites: take BUS-103

BUS-211 Advanced Marketing 3.00 cr

Complex applications of marketing theory in the real business world. The emphasis is on actual cases including many well-known names and organizations through the use of theatrical films, written cases, field experiences and microcomputer analysis.

Class (3.00), Lab (2.00)

Prerequisites: take BUS-110

BUS-213 Customer Service Management I 3.00 cr

Characteristics of service, three concepts of strategic success, essential features of a commitment-based organization, strategies used to promote a positive service culture within the workplace, guidelines for the delivery of great customer service and five basic concepts of quality.

Class (3.00)

Prerequisites: take BUS-114

BUS-214 Customer Service Management II 3.00 cr

The meaning of "enhancing customer value," importance of service standards, how to write and implement service standards, three fundamental factors needed to create employee value, factors which impact customer loyalty, the leadership roles of managers, the strategies for managing the service function, and the importance of feedback, recognition and rewards in motivating employees.

Class (3.00)

Prerequisites: take BUS-213

BUS-215 Customer Service Leadership I 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 (3.00)

Prerequisites: take BUS-214

BUS-216 Customer Service Leadership II 3.00 cr

How to measure the organizational climate of the workplace, successfully manage conflict at the workplace, review employee performance in a manner that will make employees want to increase productivity and handle terminations effectively, including effective coaching, feedback, counseling and discipline techniques and activities of successful team leaders.

Class (3.00)

Prerequisites: take BUS-215

BUS-230 Labor-Management Relations 3.00 cr

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

Class (3.00), Lab (2.00)

Prerequisites: take BUS-102, BUS-103

BUS-240 Managerial Accounting 3.00 cr

Managerial control and decision making through the use of accounting methods. Emphasizes cost control, accounting for overhead, capital budgeting and inventory control.

Class (2.00), Lab (3.00)

Prerequisites: take ACC-100

BUS-243 Business Systems Control 3.00 cr

Operation and function of internal control in the modern business. Topics include auditing procedures, asset maintenance and special problems relating to security.

Class (2.00), Lab (3.00)

BUS-247 Excel for Windows 3.00 cr

Introduction to the use of Excel for business applications. Excel's use as a spreadsheet, graphics and database tool is preceded by an introduction to the Microsoft Windows operating system, which is required for Excel.

Class (2.00), Lab (3.00)

BUS-248 Advanced Excel 3.00 cr

(Winter and Spring)

Use of Microsoft Excel spreadsheet program for managerial and analytical applications including payroll accounting, depreciation of fixed assets and inventory.

Class (2.00), Lab (3.00)

Prerequisites: take ACC-100, BUS-247

BUS-260 Business Planning - Capstone 3.00 cr

Functions necessary to develop and start a business, culminating in the submission of a business prospectus by each student.

Class (2.00), Lab (3.00)

Prerequisites: take BUS-103, BUS-200, ACC-101, BUS-248

BUS-266 Entrepreneurship 3.00 cr

Methods for starting a business. Includes a general understanding of products, services and markets; the business plan; capital and other assets; the marketing plan; and legal and financial considerations.

Class (3.00)

BUS-267 Project Management 3.00-6.00 cr

Developing and managing projects within organizations. Includes defining the project, goals and objectives, budgeting, scheduling, building the team, activity management, developing milestones and evaluating outcomes. Examination of use of grants, contracts, computers and other technical assistance as components of a project.

Class (3.00)

BUS-290 Business Management Special Topics 0.25-10.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (10.00)

BUS-291 Business Management Individual Study 1.00-5.00 cr

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

Class (5.00)

BUS-292 Business Management Field Experience 1.00-4.00 cr

On-the-job training in a business management facility through special arrangement with an instructor.

Lab (1.00)

BUS-293 Business Management Directed Practice 2.00-8.00 cr

Instruction in the performance of a particular function from an assigned instructor, which is then observed and critiqued in a repeat performance of that function by the instructor.

Class (1.00), Lab (35.00)

BUS-294 Business Management 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 quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (70.00)

BUS-296 Business Management 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 (7.00)

BUS-297 Business Management Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

BUS-298 Business Management Internship 3.00-9.00 cr

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

Class (3.00), Lab (40.00)

Compressor

CAGS-100 Precision Instruments 3.00 cr

In-depth study of precision instruments. Bore calipers, vernier calipers, micrometers and other commonly used devices. Fits and tolerances are discussed as well as the use of factor manuals.

Class (1.00), Lab (6.00)

CAGS-101 Introduction to Compressed Air System 3.00 cr

Introduction to the compressor technology. Provides an overview of various types of compressors and conditioning equipment utilized by industry. Theory of gas compression, compression ratios and gas laws.

Class (3.00)

CAGS-202 Controls I 3.00 cr

Electrical controls utilized by industrial equipment systems, functional control panels and interpretation of electrical ladder diagrams, volt-ohm meters, amp meters and other associated electrical test equipment.

Class (2.00), Lab (3.00)

CAGS-209 NGV Fill Station Repair/Maintenance 2.00 cr

Proper maintenance and troubleshooting procedures needed to operate an NGV refueling station, with special emphasis given to the topics of safety, preventive maintenance and electrical-mechanical diagnostic procedures.

Class (2.00)

CAGS-291 Individual Study Compressor 1.00-5.00 cr

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

Class (5.00)

CAGS-292 Compressor Field Experience 1.00-4.00 cr

On-the-job training in a compressor facility through special arrangements with an instructor.

Lab (1.00)

CAGS-293 Compressor Directed Practice 2.00-8.00 cr

Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

Class (1.00), Lab (35.00)

CAGS-294 Compressor Cooperative Work Experience 2.00-5.00 cr

An on or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

CAGS-297 Compressor Observation Hour 1.00-3.00 cr

Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

CAGS-298 Compressor Internship 3.00-9.00 cr

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

Class (3.00), Lab (40.00)

Ceramics

CER-104 Combustion I 3.00 cr

(Spring Only)

Fundamentals of combustion including principles of combustion, fuels, combustion chemistry, burner equipment and controls, combustion analysis, heat transfer and efficient use of kilns and furnaces to manufacture ceramic products.

Class (3.00), Lab (2.00)

Prerequisites: take CHEM-102, MATH-108E

CER-105 Structural Clay Products 3.00 cr

(Fall Only)

Study of raw materials, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to the structural clay products segment of the ceramics industry. Related areas such as masonry cements are also addressed.

Class (3.00), Lab (2.00)

CER-110 Focus on Ceramics I (SL/CR) 1.00 cr

(Spring Only)

Introduction to ceramic industries and career opportunities featuring current events and specific segments of the field. Includes common processing methods and tests to emphasize importance of technical resources and follower-ship. Includes service learning/civic engagement (SL/CR) assignments that will fulfill the technical SL/requirement for the Industrial Ceramics Technology curriculum.

Class (1.00), Lab (1.00)

CER-115 Focus on Ceramics II (SL/CR) 1.00 cr

(Spring Only)

Current events in the ceramic industries and specific segments of the field, including common processing methods and tests to practice mentoring and leadership. Includes service learning/civic engagement (SL/CR) assignments that will fulfill the technical SL/CR requirement for the Industrial Ceramics Technology curriculum.

Class (1.00), Lab (1.00)

Prerequisites: take CER-110

CER-120 Refractories 3.00 cr

(Winter Only)

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 (3.00), Lab (2.00)

Prerequisites: take MATH-108E, CHEM-100

CER-130 Whitewares 3.00 cr

(Spring Only)

Study of raw materials, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to the whitewares segment of the ceramics industry. Related topics such as art ceramics are also discussed.

Class (3.00), Lab (2.00)

Prerequisites: take CER-120, COMM-122

CER-201 Combustion II 3.00 cr

(Fall Only)

Examines fuel burning systems, including burner equipment, piping and controls; combustion analysis; heat transfer as it affects refractory and burner system designs; and the use of kilns and furnaces to manufacture products.

Class (2.00), Lab (3.00)

Prerequisites: take CER-104, COMM-122

CER-202 Glasses 2.00 cr

(Fall Only)

Study of raw materials, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to the glasses segment of the ceramics industry. Other vitreous systems such as glazes and porcelain enamels are also discussed, to a limited extent.

Class (2.00), Lab (2.00)

Prerequisites: take COMM-122, MATH-108E, CHEM-102

Corequisite courses: CER-204

CER-203 Statistic Quality and Process Control 3.00 cr

(Fall Only)

The theory of quality control in manufacturing processes, profitable systems and customer satisfaction is discussed, as well as the organization of quality control and the implementation of basic quality control methods.

Class (2.00), Lab (4.00)

Prerequisites: take COMM-122, MATH-108, CHEM-100

CER-204 Glazes, Enamels and Decorating 1.00 cr

(Fall Only)

Laboratory practice of batch calculations for glazes and other vitreous systems; methods of preparing, applying and evaluating glazes and vitreous enamels; and decorating techniques used for glass and ceramic products.

Lab (1.00)

Prerequisites: take COMM-122, MATH-108E, CHEM-102

Corequisite courses: CER-202

CER-205 Current Topics and Technology 0.50-3.00 cr

An introduction to new developments in the field of ceramic materials.

Class (3.00)

CER-208 Technical Laboratory - Capstone 4.00 cr

(Spring Only)

Introduces precision equipment used for analysis, investigation and determination of material properties in ceramic and other material industries. Elements of all Hocking College Success Skills are incorporated into this course and all are assessed.

Class (3.00), Lab (3.00)

Prerequisites: take MATH-121, CHEM-100, CHEM-102

CER-220 Engineering Ceramics 2.00 cr

(Winter Only)

Study of raw materials, compositions, manufacturing processes, properties, test methods, standards and environmental issues related to the engineering ceramics segment of the ceramics industry including electronic ceramics, nuclear and environmental ceramics and basic science.

Class (2.00), Lab (2.00)

Prerequisites: take COMM-122, MATH-110, CHEM-102, CER-130

CER-230 Design of Experiments and Statistics Application 3.00 cr

(Winter Only)

Study of how to design experiments and apply advanced statistical methods. Includes planning experimental investigation and conducting experiments to efficiently acquire meaningful data, using Design of Experiments (DOE) software, performing process capability studies and analyses and using Statistical Process Control (SPC) software.

Class (2.00), Lab (3.00)

Prerequisites: take CER-203, COMM, MATH-110, CHEM-102

CER-290 Ceramic Special Topics 0.50-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

CER-291 Ceramic Individual Study 1.00-5.00 cr

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

Class (5.00)

CER-292 Ceramic Field Experience 1.00-4.00 cr

On-the-job training in a ceramics facility through arrangements with an instructor.

Lab (1.00)

CER-293 Ceramic Directed Practice 2.00-8.00 cr

Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued in a repeat performance of that function by the instructor.

Class (1.00), Lab (35.00)

CER-294 Ceramic Cooperative Work Experience 3.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (20.00)

CER-296 Ceramic Practicum 2.00 cr

Placement in a work environment related to ceramics technology. The seminar includes discussion of job-related experiences and issues.

Class (1.00), Lab (8.00)

Prerequisites: take CER-220

CER-297 Ceramic Observation Hour 1.00-3.00 cr

Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

CER-298 Ceramic Internship 3.00-9.00 cr

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

Class (3.00), Lab (40.00)

Chemistry

CHEM-102 Introduction to Chemistry II 3.00 cr

The second introductory course in chemical principles. Topics include chemical calculations, properties of liquids, solids and gases, water solutions, chemical equilibrium and acid/base chemical reactions.

Class (3.00), Lab (2.00)

Prerequisites: take CHEM-100, MATH-102

CHEM-130 Fundamentals of Chemistry 4.00 cr

Atomic and molecular structure, periodic table and states of matter.

Class (3.00), Lab (3.00)

Prerequisites: take MATH-102

CHEM-131 Environmental Chemistry 4.00 cr
General course in fundamental chemical principles, including inorganic, organic and environmental aspects. Problem solving, experimentation measurements and application are explored.
Class (3.00), Lab (3.00)
Prerequisites: take MATH-108N

CHEM-135 Instrumentation 4.00 cr
Theory and practice of laboratory instrumentation with emphasis on biotechnology applications. Introduces operation maintenance of cell culture incubator, laminar flow hood, water polishers, pipettors, autoclaves, centrifuges and microscopes. Principles of measurement and calibration using analytical balances, volumetric apparatus and pH meters is presented in the context of a GLP/cGMP environment. Quantitative analysis of nucleic acid using UV-Vis spectrophotometry measurements is described. Amplification of DNA using P cr machine and separation of bio-molecules by electrophoresis is discussed.
Class (4.00), Lab (1.00)
Prerequisites: take BIOS-180

CHEM-236 Biochemistry 4.00 cr
Major concepts in structure, function, properties; specific roles of carbohydrates, lipids, amino acids, proteins and nucleic acids. Topics include molecular components of cells, protein dynamics, metabolism and its regulation and biological information transfer; energetics of metabolic reactions; structure, function, kinetics and mechanisms of enzymes; and cofactors, pathways and regulation of intermediary metabolism. Laboratory techniques include spectrophotometry, protein isolation and purification and chromatography; protein and enzyme analysis; electrophoresis of proteins; DNA isolation; PCR technique, cloning and isolation of plasmid DNA
Class (4.00), Lab (1.00)
Prerequisites: take CHEM-130

CHEM-290 Chemistry Special Topics 1.00-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

CHEM-291 Chemistry Independent Study 1.00-5.00 cr
Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

Computer and Information Support

CISS-104 Basic Electronics 4.00 cr
Building, measuring and troubleshooting basic electronic circuits.
Class (3.00), Lab (3.00)

CISS-110 Advanced Operating Systems and Applications 3.00 cr
In-depth functions of PC operating systems and applications beyond what a normal PC user (MICS 115) would encounter will be the focus in this class.
Class (2.00), Lab (3.00)
Prerequisites: take MICS-115

CISS-120 Telecommunication Theory 2.00 cr
The different types of telecommunication encoding, transmission and decoding schemes will be the scope of the class.
Class (1.00), Lab (2.00)
Prerequisites: take CISS-104

CISS-128 PC Maintenance I 4.00 cr
Building, maintaining, troubleshooting and upgrading PC hardware systems will be the scope of this class. All aspects of how individual parts work inside the PC will be covered.
Class (3.00), Lab (3.00)
Prerequisites: take CISS-104

CISS-215 PC Maintenance II 4.00 cr
Troubleshooting and repair work is performed. Includes advanced knowledge of PC circuit subsystems and software programs (i.e. device drivers and troubleshooting programs.)
Class (3.00), Lab (3.00)
Prerequisites: take CISS-128

CISS-225 PC Maintenance III 4.00 cr
Class (3.00), Lab (3.00)
Prerequisites: take CISS-215

CISS-240 Net+/Server+ Certification Pre 2.00 cr
Prepares the student to sit for the Network+ and Server+ exams.
Class (2.00)
Prerequisites: take NET-110, CISS-110, CISS-225

CISS-245 A+ Certification Preparation 2.00 cr
Prepares the student to sit for the A+ certification exam.
Class (2.00)
Prerequisites: take CISS-110, CISS-225, NET-110

CISS-250 MCDST Preparation 2.00 cr
Prepares the student to sit for the MCDST certification exam.
Class (2.00)
Prerequisites: take CISS-110, CISS-225, NET-110

CISS-255 ISS Certification Prep Lab 1.00 cr
Laboratory setting for the A+, Net+ and MCDST certification preparation classes.
Class (2.00)

CISS-280 Current Topics I 2.00 cr
Researching current products and trends in the industry.
Class (2.00)

CISS-281 Current Topics II 2.00 cr
Changes in computer technology including the latest developments in computer hardware and software. Future trends are analyzed.
Class (2.00)
Prerequisites: take CISS-280

CISS-282 Current Topics III 2.00 cr
Changes in computer technology including the latest developments in computer hardware and software. Future trends are analyzed.
Class (2.00)
Prerequisites: take CISS-281

CISS-296 CISS Practicum 2.00 cr
 On-site shadowing and/or working as an information systems support technician for a company.
Class (1.00), Lab (8.00)
Prerequisites: take CISS-110, CISS-225, NET-110

Criminal Justice

CJ-100 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 (2.00)

CJ-105 Sign Language 1.00 cr
 Introduction to communication needs of the deaf community. The student learns and practices conversational sign language skills that will facilitate the provision of services to signing clients and their families.
Lab (2.00)

CJ-107 Probation and Parole 3.00 cr
 Probation, parole and community-based correction programs. Legal considerations, detention processes, community treatment programs, social investigations, the use of community resources, the role of the probation and parole officer in community service and the supervision of offenders.
Class (2.00), Lab (3.00)
Equivalent to CORR-106, CORR-106

CJ-108 Residential Services 3.00 cr
Class (2.00), Lab (4.00)
Equivalent to CORR-105

CJ-121 Ohio Criminal Law 2.00 cr
 Comprehensive study of the Ohio Revised Code. Elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. A consideration of the laws that govern the operation of Ohio's criminal justice system.
Class (2.00), Lab (2.00)

CJ-122 Civil Law 3.00 cr
Class (2.00), Lab (3.00)
Equivalent to CORR-122

CJ-127 Victim Awareness 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.
Class (3.00), Lab (1.00)

CJ-132 Law Enforcement Photography 3.00 cr
 Traditional historic methods of crime scene photography to present technological advancements in multiple aspects of photography related to law enforcement.
Class (2.00), Lab (3.00)

CJ-150 Juvenile Delinquency and Procedures 2.00 cr
 Causes and prevention of delinquency and the rules governing the disposition of juveniles from intake to the final adjudication.
Class (2.00)

CJ-162 Reality Therapy 3.00 cr
 Concepts of Reality Therapy, Choice Theory and the counseling environment including role play demonstrations and practice of individual counseling. Also includes clarification of wants, determining behavioral direction, seven forms of evaluation and characteristics of plans.
Class (3.00), Lab (2.00)
Equivalent to CORR-161

CJ-181 Aikido Self Defense 1.00 cr
 Aikido based self defense study of the use of force and defensive tactics. Focuses on joint lock and joint manipulation of the wrist, elbow and shoulder. Each student should be in sound physical condition prior to participation.
Lab (1.00)

CJ-182 ASP Tactical Baton Basic Certification 0.50 cr
 Handling and proper application of the ASP Tactical Baton. ASP certification will be given for successful completion.

CJ-190 Chemical Abuse and Dependency 4.00 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 (4.00)

CJ-220 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 (3.00)
Equivalent to JUV-110

CJ-222 Laws of Arrest, Search and Seizure 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)

CJ-230 Adult Sexual Offender 3.00 cr
 Modus operandi and cycle of the adult sex offender, specifically in the areas of victim selection, activities, attitudes, sexual drive and inhibition. Issues of supervision, classification, treatment strategies and legal aspects are examined.
Class (3.00)

CJ-250 Criminology 3.00 cr
 Introduces concerns that constitute criminology as a science. Terminology, the nature and extent of crime, the causes of crime and criminality and the impact of crime on social change.
Class (3.00)

CJ-260 Correctional Administration (Capstone) 3.00 cr

(Winter and Spring)

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 (3.00)

Equivalent to CORR-217

CJ-263 Crisis Recognition and 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), Lab (2.00)

CJ-286 Chemical Dependency Practicum Orientation 2.00 cr

An overview of treatment, dependency and intervention.

Orientation to Ohio's chemical dependency counselor certification process.

Class (1.00), Lab (3.00)

CJ-287 Chemical Dependency Practicum I 3.00 cr

Work in a supervised counseling experience in the chemical dependency field meeting requirements of the board.

Class (2.00), Lab (10.00)

Prerequisites: take CJ-286

CJ-288 Chemical Dependency Practicum II 3.00 cr

Work in a supervised counseling experience in the chemical dependency field meeting requirements of the board.

Class (2.00), Lab (10.00)

Prerequisites: take CJ-287

CJ-289 Chemical Dependency Practicum III 3.00 cr

Work in a supervised counseling experience in the chemical dependency field meeting requirements of the board.

Class (2.00), Lab (10.00)

Prerequisites: take CJ-288

Construction Management

CM-100 Basic Construction Skills 4.00 cr

Introduction to construction maintenance through modules in basic safety, construction math, hand tools, power tools, blueprints and basic rigging.

Class (4.00)

CM-102 Construction Surveying 3.00 cr

Automatic levels, total stations, horizontal and vertical alignment along with calculations, building layout and GPS equipment and software.

Class (3.00), Lab (1.00)

CM-103 Construction Law 3.00 cr

Application of legal principles in the areas of contracts, specifications and human resources.

Class (3.00)

CM-104 Construction Estimating 3.00 cr

Examines the costs of labor, equipment and materials as well as bonds, insurance and quantity measurement for bidding packages.

Class (3.00), Lab (1.00)

CM-105 Construction Project Management 3.00 cr

Discusses practical project control, scheduling, bidding, procurement, construction and closeout, labor planning and job-site administration.

Class (3.00), Lab (1.00)

CM-201 Construction Management Experience I 3.00 cr

Practice work in a construction trades environment. Coordinated by an instructor.

Lab (9.00)

CM-202 Construction Management Experience II 3.00 cr

Practice work in a construction trades environment. Coordinated by an instructor.

Lab (9.00)

Prerequisites: take CM-201

CM-203 Construction Management Experience III 3.00 cr

Practice work in a construction trades environment. Coordinated by an instructor.

Lab (3.00)

CM-204 OSHA Construction Safety 1.00 cr

Provides construction workers, supervisors and other personnel responsible for construction activities with an awareness of construction safety and health concerns in the construction industry. Includes Introduction to OSHA, electrical safety, control of hazardous emergencies, fall protection, scaffolds, cranes and rigging, trenching and excavations, fire prevention, permit-required confined space entry, materials handling, power tool use and guarding, stairways and ladders.

Class (1.00)

CM-210 ACI Certification Field Test Level I 0.50 cr

Class (0.50)

CM-290 Construction Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

CM-ELEC Construction Management. Elective

Construction Management - Carpentry

CMCP-151 Basic Cabinetmaking 3.00 cr

Basic woodworking materials and processes. Covers tool selection and safety procedures to perform small tasks using hand and power tools.

Class (3.00), Lab (1.00)

CMCP-153 Intermediate Cabinetmaking 3.00 cr

In-depth examination of wood joinery projects. Includes door and drawer construction, use of hardware and trim.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-151

CMCP-271A Carpentry Tools and Materials 3.00 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 and portable power tools.

Class (2.00), Lab (2.00)

CMCP-271B Floors and Walls 3.00 cr

Residential floor systems and materials and general procedures used in wall and ceiling framing. Includes floor framing systems, floor systems, sills, floor joists, wood frame wall layout, exterior walls, masonry wall framing construction, metal studs and estimating frame walls and ceiling materials.

Class (3.00), Lab (1.00)

CMCP-271C Roofs, Windows and Doors 3.00 cr

Methods and procedures used in roof framing and the selection and installation of residential windows and exterior doors. Includes types of trusses, roof layout, sheeting, framing, pre-hung windows and doors, thresholds, garage door installation and installation of weather-stripping and locksets.

Class (3.00), Lab (1.00)

CMCP-272A Site Layout and Preparation 3.00 cr

Principles, equipment and methods used to perform the site layout responsibilities of individuals on-site, understanding and using site plan drawings and methods of job site communication. Includes construction drawings, site/plot drawing interpretations, measurement conversions, taping and leveling equipment, curing methods and reinforcing materials.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-271C

CMCP-272B Concrete Foundations and Finish 3.00 cr

Procedures involved in the construction of concrete foundations and flatwork, concrete form and equipment and materials used in cutting, bending, splicing and tying reinforcement steel for concrete structures. Includes footings, pier forms, edge forms, s creeds and reinforcement bars.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-272A

CMCP-272C Patented Forms and Wall Systems 3.00 cr

Procedures involved in the safe handling, placement and finishing of concrete. Includes concrete equipment, concrete finishing, concrete during patented forms, moving a flying form system and the installation of tilt-up wall systems.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-272B

CMCP-273A Exterior Finishes 3.00 cr

Siding and roofing materials used and residential and light commercial construction. Includes installation procedures for wood, metal and vinyl siding, shingles, roll roofing, tiles, roof vents, gutter down spouts and insulation.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-272C

CMCP-273B Interior Finishes I 3.00 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 (3.00), Lab (1.00)

Prerequisites: take CMCP-273A

CMCP-273C Interior Finishes II 3.00 cr

Installation of doors, ceilings, trim and cabinets. Includes metal door frame, wooden doors, window installation baseboard, ceiling molding, paneling, flooring resilient, carpet installation, hardwood flooring, cabinet construction and installation.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-273B

CMCP-274A Advanced Roof and Floor Systems 3.00 cr

Advance topic in site layout, roofing systems and flooring materials. Includes site layout tools and instruments, structures and building lines, elevation, commercial roofing, lap seams, standing seams, floor system structures, floor coverings, working drawings and fireproofing methods.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-273C

CMCP-274B Advanced Wall and Stair Systems 3.00 cr

Advanced wall systems and custom or advanced stair systems. Includes general construction methods, wall finishes, fireproofing, paneling, wainscoting, stair components, finishing stairs and light construction equipment.

Class (3.00), Lab (1.00)

Prerequisites: take CMCP-274A

CMCP-274C Welding for Carpenters 3.00 cr

Introduction to equipment and procedures used in oxyfuel cutting and shielded metal arc welding. Includes safety, start-up, start-restart, equipment, electrodes, electrode classification, codes and welding proficiency.

Class (3.00), Lab (1.00)

Construction Management - Electrical

CMEL-261A Electrical Hardware and Safety 3.00 cr

Safety rules and regulations for electricians including precautions for various electrical hazards found on the job and OSHA mandated lock-out/tagout procedure. Introduction to conduit bending and installation techniques for using hand-operated and step conduit benders, cutting, reaming and threading conduit; hardware and systems used to mount and support boxes, receptacles and other electrical components; types of anchors and supports, their applications and how to install them safely; electrical concepts used in Ohm's Law applied to DC series circuits; atomic theory; electromotive force; resistance; and electric power equations.

Class (3.00), Lab (1.00)

CMEL-261B Electrical Theory and Procedures 3.00 cr

Series, parallel and series-parallel circuits; the proper selection, inspection, use and maintenance of common electrical test equipment, types and applications of raceways, wireways and ducts; layout of NEC and types of information found within the code book.

Class (3.00), Lab (1.00)

CMEL-261C Wiring Applications 3.00 cr

Types and applications of conductors and proper wiring techniques common to commercial, industrial and residential construction and maintenance. Includes electrical blueprints.

Class (3.00), Lab (1.00)

CMEL-262A Alternating Current 3.00 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 (3.00), Lab (1.00)

CMEL-262B Conductors and Fittings 3.00 cr

Covers selecting and sizing outlet boxes, pull boxes and junction boxes; transportation, storage and set-up of cable reels; requirements for cable tray; methods of terminating and splicing conductors of all types and sizes.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-262A

CMEL-262C Electric Service Installation 3.00 cr

Covers methods of installation for both single and three-phase service; descriptions of fuses, circuit breakers, contractors, relays; basic principles of electrical lighting. Includes practical applications, installation and short-circuit calculation.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-262B

CMEL-263A Load Calculations 3.00 cr

Introduces industry standards for electrical work including branch circuits, rating, derating and residential and commercial loads; types and numbers of conductors and use of overcurrent protection. Includes insulation, current-carrying capacity and temperature ratings.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-262C

CMEL-263B Distribution Equipment 3.00 cr

Covers popular receptacles and switches; explains distribution equipment, transformer types, construction connections, protection and grounding, incandescent, fluorescent and HID lamps. Includes electrical drawing identification and troubleshooting techniques.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-263A

CMEL-263C Motors and HVAC Systems 3.00 cr

Covers single and multi-motor calculations, motor maintenance, motor controllers, basic principles of refrigeration and air conditioning, NEC requirements, compressors, HVAC control wiring, hazardous location information and equipment. Includes troubleshooting techniques for listed applications.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-263B

CMEL-264A Lighting and Emergency Systems 3.00 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.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-263C

CMEL-264B Electronic and Alarm Systems 3.00 cr

Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), alarm system maintenance, current, constant-current and shielded transformers, solid state controls and advanced HVAC controls utilizing solid state circuitry.

Class (3.00), Lab (1.00)

Prerequisites: take CMEL-264A

CMEL-264C Solid State Circuitry 2.00 cr

Explains how welding machines operate, covers resistance heating elements, impedance heating, skin effect heating and motor maintenance techniques including vibrations testing, metering power factors and testing running temperatures.

Class (2.00), Lab (1.00)

Prerequisites: take CMEL-264B

CMEL-264D High Voltage Applications 1.00 cr

Covers the NEC and manufacturers' requirements for high voltage terminations and splices.

Class (1.00), Lab (1.00)

Prerequisites: take CMEL-264C

CMEL-265 Residential Electricity I 6.00 cr

Covers electrical safety; Ohm's law; series, parallel and series-parallel circuits; AC circuits; the use of electrical test equipment; raceways; wireways; anchors; supports; fasteners; conduit bending; outlet, pull and junction boxes; conductors; wiring techniques and conductor terminations and splices. Includes lockout/tagout procedures and application of the National Electrical Code.

Class (6.00), Lab (2.00)

Prerequisites: take CM-100

CMEL-266 Residential Electricity II 6.00 cr

Covers electrical blueprints, receptacles, switches, conductors, commercial and industrial wiring, residential wiring, grounding, circuit breakers, fuses, installation of single- and three-phase electric service, electric lighting, lamps, ballasts and lighting controls. Includes service calculations and application of the National Electrical Code.

Class (6.00), Lab (2.00)

Prerequisites: take CM-100 CMEL-265

CMEL-290 S.T. Construction Management - Electrical 1.00-5.00 cr

Class (1.00)

Construction Management - HVAC

CMHV-131A HVAC Fundamentals I 3.00 cr

Basic principles of heating, ventilating and air conditioning. Career opportunities in HVAC, training and apprenticeship program. How to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum and temperature. The purpose and use of tools such as wrenches, saws, hammers, drills and measuring instruments, along with instructions on their safe use and maintenance.

Class (3.00), Lab (1.00)

CMHV-131B HVAC Fundamentals II 3.00 cr

Basics of heating, ventilating and air conditioning. Career opportunities in HVAC, training and apprenticeship programs is covered.

Class (3.00), Lab (1.00)

CMHV-131C Introduction to Cooling and Heating 3.00 cr

Basic electricity including generation, distribution, electrical components, DC circuits and electrical safety.

Class (3.00), Lab (1.00)

CMHV-132A Heat Distribution and Mechanical Maintenance 3.00 cr

Air distribution systems, principles of furnace venting, mechanical maintenance procedures and alternating current circuits and components. Includes air flow measurement, psychometric charts and AC circuit testing.

Class (3.00), Lab (1.00)

Prerequisites: take CMHV-131C

CMHV-132B HVAC Electronics and Controls 3.00 cr

Solid state electronics theory; operation, testing and adjustment of electric furnaces; thermostats; humidity devices and expansion devices. Includes electric, electronic and pneumatic HVAC controls.

Class (3.00), Lab (1.00)

Prerequisites: take CMHV-132A

CMHV-132C Compressors/Heat Pumps/Refrigeration 3.00 cr

AC compressor systems, reverse cycle heating, refrigerant handling and equipment servicing consistent with EPA regulations. Includes heat pump installation and service procedures.

Class (3.00), Lab (1.00)

Prerequisites: take CMHV-132B

CMHV-233A Preventive Maintenance and Troubleshooting 3.00 cr

Preventive maintenance and troubleshooting techniques for electrical components, electronic controls and gas heat appliances. Includes procedures for servicing and testing components and controls.

Class (3.00), Lab (1.00)

Prerequisites: take CMHV-132C

Construction Management - Industrial Maintenance

CMIM-224A Solid State Controls 4.00 cr

Operating principles of solid state controls along with practical applications. Includes lighting, wiring systems, electric generators, storage batteries, motor braking, jogging, plugging and safety interlocks.

Class (4.00), Lab (1.00)

Prerequisites: take APIM-223D

CMIM-224B Refrigeration 2.00 cr

Components and operation of refrigeration systems with emphasis on commercial food preservation applications. Includes components and operation of icemakers.

Class (2.00), Lab (1.00)

Prerequisites: take CMIM-224A

CMIM-224C HVAC Electricity and Controls 4.00 cr

Principles of refrigeration and air conditioning controls, components, HVAC control wiring and solid state circuitry.

Class (4.00), Lab (1.00)

Prerequisites: take CMIM-224B

CMIM-224D Valves and Steam Systems 4.00 cr

Maintenance and operation of various valve and steam system components. Includes valve replacements, repacking, gaskets, steam traps, steam system turn-on, shutdown and preventive maintenance.

Class (4.00), Lab (1.00)

Prerequisites: take CMIM-224C

CMIM-290 Special Topics Industrial Maintenance 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

Prerequisites: take CM-100

Communications

COMM-044 Fundamentals of Reading and Writing 6.00 cr

Students expand their vocabulary, increase their ability to analyze complex text, improve their writing skills and gain confidence as readers and writers. Does not apply toward graduation requirements.

Class (6.00)

Prerequisites: take RDGFUND-RDG

COMM-050 Fundamentals of Communication 4.00 cr

Development of basic writing skills for the student with demonstrated need. Focus on paragraph writing with emphasis on sentence structure, parts of speech, punctuation, spelling, grammar and proofreading. Does not apply toward graduation requirements.

Class (4.00)

Prerequisites: take COMMEND-COMM

COMM-051 Fundamentals of Reading 4.00 cr

(Fall, Winter, Spring and Summer)

Review of the fundamentals of general reading. Class work is individualized skills. Emphasis on word attack, comprehension and vocabulary skills. Does not apply toward graduation requirements.

Class (4.00)

Prerequisites: take RDGFUND-RDG

COMM-054 Communications Reading and Writing 6.00 cr

Provides students with practice for developing reading and writing skills through a series of readings, discussions, individualized instruction and writing practice. Prepares students for a reading and writing test that demonstrates readiness for college work such as Communications II, English 151, as well as coursework in the technologies.

Class (6.00)

Prerequisites: take COMM-044 or RDGCOMM-RDG

COMM-100 Communications Tutor 1.00-3.00 cr

Individualized instruction tailored to students' needs. Skills covered correspond to these objectives required in Communications I and Communications II.

Class (1.00)

COMM-101 Spelling Skills 1.00 cr

Designed to identify and correct individual spelling weaknesses.

Class (1.00)

COMM-102 Vocabulary Skills 1.00 cr

Improvement of vocabulary through recognition and word usage.

Class (1.00)

COMM-104 Job Search Techniques 1.00 cr

(Fall, Winter, Spring and Summer)

Provides information related to the job search. Strategies involved in identifying and defining a suitable position, designing a resume, preparing related correspondence, applying for the position and interviewing in person or by telephone.

Class (1.00)

Equivalent to GS-102

Prerequisites: take COMM-121 or COMM2-COMM

COMM-105 Research Skills 1.00 cr

Identifies types of research needed for both on-the-job and classroom research presentations including primary and secondary research skills and approaching the process through a step-by-step method.

Class (1.00)

COMM-110 Reading Communications 3.00 cr

(Fall, Winter, Spring and Summer)

Individualized, self-paced instruction in reading comprehension and vocabulary development. Students weak in reading skills, as determined by tests, are required to enroll in this course prior to enrolling in Communications I and II.

Class (3.00)

Prerequisites: take COMM-051 or RDGCOMM-RDG

COMM-115 Childrens Literature 3.00 cr

Designed to familiarize students with various types of quality literature for children. Emphasis will be on selecting appropriate literature for different age groups, becoming familiar with different genres and reading or reviewing specific selections from these genres.

Class (3.00)

COMM-121 Communications I 4.00 cr

(Fall, Winter, Spring and Summer)

Paragraph development and short essay composition. Writing as a process stressed with emphasis on pre-writing and revision. The student required to take Communications I must successfully complete the course before enrolling in Communications II.

Class (4.00)

Prerequisites: take COMM-110, COMM-044 or COMM1-COMM

COMM-122 Communications II 3.00 cr

(Fall, Winter, Spring and Summer)

Develops writing skills through medium length writing assignments, concentrating on organizing and unifying essay components, studying various methods of development for different communications purposes, supporting and defending ideas in writing and showing evidence of creative and critical thinking in writing. Emphasizes writing as a process, pre-writing and revision.

Class (3.00)

Equivalent to 1010-1010

Prerequisites: take COMM-121, COMM-054 or COMM2-COMM

COMM-123 Communications III 3.00 cr

(Fall, Winter, Spring and Summer)

Communications III/IV options are advanced composition courses designed to hone and refine the writing skills developed in Communications II. Each of these options focuses on a particular subject or issue and requires that the student write longer essays, projects and/or journals that deal with some aspect of the topic or subject. Each Communications III/IV option requires the student to write a short research paper dealing effectively with the ideas of others.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123A Communications III- Job Communication 3.00 cr

(Fall, Winter, Spring and Summer)

Emphasizes skills necessary to write effectively in an office, industry, government or service. Basic principles and formats used in writing letters, memos and informal reports.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123B Communications III - Contemporary Issues 3.00 cr

(Fall, Winter, Spring and Summer)

Developing critical thinking skills through reading, thinking, analyzing, discussing and writing about issues that are of current interest on local, state, national and international levels.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123C Communication III- Creative Writing 3.00 cr

(Fall, Winter, Spring and Summer)

Introduction to writing contemporary poetry, fiction and creative essays through reading, discussion and practice. The emphasis of the course is on writing, pre-writing activities, brainstorming, evaluation and analysis.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123D Communications III - Community Service 3.00 cr

(Fall, Winter, Spring and Summer)

Explores the need for community volunteers, identification of types of community service, determining personal and professional value of volunteerism and discussing potential pitfalls.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123E Communications III-Literature, an Introduction 3.00 cr

(Fall, Winter, Spring and Summer)

Short story as a form of written communication, focusing primarily on content, theme and style. Through reading assignments, a variety of essays and Class discussions, students develop critical thinking skills and sharpen awareness of the range and potential of written English.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123F Communications III - Sports Readings 3.00 cr

(Fall, Winter, Spring and Summer)

Promotes the improvement of composition skills through personal narratives, journals and various analytical modes of expression. Defines sports in broad terms to distinguish between professional, amateur and recreational sports.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123G Communications III - Issues in Media 3.00 cr

(Fall, Winter, Spring and Summer)

Explores critical media issues including effects of the mass media and how to deal with them. Development of critical thinking and writing skills.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123H Communications III - Nature Readings 3.00 cr

(Fall, Winter, Spring and Summer)

Investigation of man's relationship with nature in the practical, spiritual and aesthetic sense. Students are encouraged to explore, identify and cultivate their own feelings about and perceptions of nature.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123L Communications III - Science Fiction 3.00 cr

Develops writing and thinking skills in science fiction. Focuses on a chronological selection of short stories and science fiction films. Ideas and issues presented, as well as the manner of presentation, will be discussed.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123N Communications III-Writing for TV/Radio 3.00 cr
(Winter and Spring)

Focuses on script writing forms, principles and techniques for several types of productions including commercials, features, documentaries and educational programs. Includes the research and writing of a documentary script. Broadcasting majors will have the opportunity to use their scripts in actual production.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123P Communications III - Mystery and Detective Writing 3.00 cr

Develops writing and thinking skills in mystery and detective fiction. Focuses on chronological selection of short stories tracing the development of the detective story. The ideas and issues presented, as well as the genre itself, will be discussed. Essay writing, objective and essay tests and a research project will be required.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123Q Communications III - Death and Dying 3.00 cr

Advanced reading and writing class which explores the process of physical death and the accompanying emotional, psychological and spiritual challenges and growth which can occur as the body dies. Students read materials on the subject, critically analyze a variety of cultural and religious perspectives on death and apply their own belief system to this analysis to create a philosophy of living this mortal life.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123R Communications III - Understanding/ Appreciating Film 3.00 cr

Surveys the history of film, emphasizing watching films and writing critically about them. Includes films from various decades, representing several genres.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123S Communications III - Writing/Social Activism 3.00 cr

Explores the connection between writing and social activism. Studies social activism in history and the immediate community.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123T Communications III - Appalachian Heritage 3.00 cr

(Fall, Winter, Spring and Summer)

Enriches understanding and appreciation of Appalachian heritage through writing about literature, music and film.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-123X Communications III - Music and Culture 3.00 cr

Encourages students to explore how our lives are expressed through the music we make and influenced by the music to which we listen. Includes class discussion, listening sessions, film study, assigned readings, essay writing and the crafting of a documented research paper.

Class (3.00)

Equivalent to COMM-123Y, COMM-123W, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122 or ENGL-151

COMM-123Y Communications III-Writing for Travel Abroad**3.00 cr**

Designed specifically for students traveling abroad. Through writing assignments, students reflect on different aspects of their travel. Research paper is also completed.

Class (3.00)

Equivalent to COMM-123W, COMM-123X, COMM-123V, COMM-123U, COMM-123T, COMM-123R, COMM-123S, COMM-123Q, COMM-123P, COMM-123N, COMM-123L, COMM-123A, COMM-123B, COMM-123C, COMM-123D, COMM-123E, COMM-123F, COMM-123G, COMM-123H, COMM-123, COMM-123J, COMM-123K, COMM-123M

Prerequisites: take COMM-122

COMM-124 Communications IV**3.00 cr**

(Fall, Winter, Spring and Summer)

Communications III/IV options are advanced composition courses designed to hone and refine the writing skills developed in Communications II. Each of these options focuses on a particular subject or issue and requires that the student write longer essays, projects and/or journals that deal with some aspect of the topic or subject. Each Communications II/IV option requires the student to write a short research paper dealing effectively with the ideas of others.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124A Communications IV - Job Communication**3.00 cr**

(Fall, Winter, Spring and Summer)

Writing effectively in an office, industry, government or service. Covers basic principles and formats used in writing letters, memos and informal reports.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124B Communications IV - Contemporary Issues**3.00 cr**

(Fall, Winter, Spring and Summer)

Developing critical thinking skills through reading, thinking, analyzing, discussing and writing about issues that are of current interest on local, state, national and international levels. Students keep a journal, write essays and complete a research paper.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124C Communications IV - Creative Writing**3.00 cr**

(Fall, Winter, Spring and Summer)

Introduction to writing contemporary poetry, fiction and creative essays through reading, discussion and practice. The emphasis of the course is on writing, pre-writing activities, brainstorming, evaluation and analysis.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124D Communications IV - Community Service**3.00 cr**

(Fall, Winter, Spring and Summer)

Explores the need for community volunteers, identifies the types of community service, determines the personal and professional value of volunteerism and potential pitfalls.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124E Communications IV - Literature, an Introduction**3.00 cr**

(Fall, Winter, Spring and Summer)

Explores the short story as a form of written communication, focusing primarily on content, theme and style. Students develop critical thinking skills and sharpen awareness of the range and potential of written English.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124F Communications IV - Sports Readings**3.00 cr**

(Fall, Winter, Spring and Summer)

Defines sports in broad terms to distinguish between professional, amateur and recreational sports. Analysis of sports from varying perspectives of active participants, spectators, the media and detractors of athletics.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124G Communications IV - Issues in Media 3.00 cr

(Fall, Winter, Spring and Summer)

Explores critical media issues, including effects of the mass media and how we view and deal with them.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124H Communications IV - Nature Readings 3.00 cr

(Fall, Winter, Spring and Summer)

Investigates man's relationship with nature in the practical, spiritual and aesthetic sense. Students are encouraged to explore, identify and cultivate their own feelings about and perceptions of, nature.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124L Communications IV - Science Fiction 3.00 cr

Develops writing and thinking skills in science fiction. Focuses on a chronological selection of short stories and science fiction films. Ideas and issues presented, as well as the manner of presentation, will be discussed.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124N Communications IV - Writing for TV/Radio 3.00 cr

Focuses on script writing forms, principles and techniques for several types of productions, including commercials, features, documentaries and educational programs. Includes the research and writing of a documentary script. Broadcasting majors will have the opportunity to use their scripts in actual production.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124P Communications IV - Mystery and Detective Writing 3.00 cr

Develops writing and thinking skills in mystery and detective fiction. Focuses on chronological selection of short stories tracing the development of the detective story. The ideas and issues presented, as well as the genre itself, will be discussed. Essay writing, objective and essay tests and a research project will be required.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124Q Communications IV - Death and Dying 3.00 cr

Advanced reading and writing class which explores the process of physical death and accompanying emotional, psychological and spiritual challenges and growth which can occur as the body dies. Students read materials on the subject, critically analyze a variety of cultural and religious perspectives on death and apply their own belief system to this analysis to create a philosophy of living this mortal life.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124R Communications IV- Understanding/ Appreciating Film 3.00 cr

Surveys the history of film, emphasizing watching films and writing critically about them. Includes films from various decades, representing several genres.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124S Communications IV- Writing and Social Activism 3.00 cr

Explores the connection between writing and social activism. Studies social activism in history and the immediate community.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124T Communications IV - Appalachian Heritage 3.00 cr

(Fall, Winter, Spring and Summer)

Enriches understanding and appreciation of Appalachian heritage through writing about literature, music and film.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124W Communications IV - Script Writing 3.00 cr

Introductory course designed to provide students with an opportunity to explore the art of developing characters, action and ideas in the form of a play script. Students will learn to select significant dialog, condense time and action and create material that is likely to engage audiences.

Class (3.00)

Equivalent to COMM-124Y, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-124X Communications IV - Music and Culture 3.00 cr

Encourages students to explore how our lives are expressed through the music we make and influenced by the music to which we listen. Includes class discussion, listening sessions, film study, assigned readings, essay writing and the crafting of a documented research paper.

Class (3.00)

Equivalent to COMM-124Y, COMM-124W, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124K, COMM-124M

Prerequisites: take COMM-122 or ENGL-151

COMM-124Y Communications IV Writing /Travel Abroad 3.00 cr

Designed specifically for students traveling abroad. Through writing assignments, students reflect on different aspects of their travel. A research paper is also completed.

Class (3.00)

Equivalent to COMM-124W, COMM-124X, COMM-124V, COMM-124U, COMM-124T, COMM-124R, COMM-124S, COMM-124Q, COMM-124P, COMM-124N, COMM-124L, COMM-124A, COMM-124B, COMM-124C, COMM-124D, COMM-124E, COMM-124F, COMM-124G, COMM-124H, COMM-124J, COMM-124K, COMM-124M

Prerequisites: take COMM-122

COMM-125 IT Project Documentation 1.00 cr

Cohort Class offered in conjunction with the Applications in Information Technology (CS 214) course to improve the written and public speaking skills required of students in meeting the CS 214 course criteria.

Class (1.00)

Prerequisites: take COMM-122

Corequisite courses: CS-214

COMM-126 Network Program Documentation 1.00 cr

MLA citation style, specifically as it relates to writing a technical research paper. Special attention is paid to professionalism, including writing style issues, report organization and format and to the correct attribution of on-line sources.

Class (1.00)

Prerequisites: take COMM-122

Corequisite courses: NET-240

COMM-130 Speech 3.00 cr

(Fall, Winter, Spring and Summer)

Extemporaneous speaking skills through informative, demonstrative and persuasive speeches. The student learns to analyze audiences, choose and narrow topics, develop content through library and other resources, clearly organize speech material and effectively deliver finished speech to class audience.

Class (3.00)

Prerequisites: take COMM-054, COMM-121, ENGL-151 or COMM2-COMM

COMM-135 Verbal Career Skills 3.00 cr

(Fall, Winter, Spring and Summer)

Develops the oral communication skills used in the workplace through discussion, role playing and reading about such topics as interviewing, practicing accepted office etiquette and handling various communications situations.

Class (3.00)

Prerequisites: take COMM-054 COMM-121 COMM-122 ENGL-151 or COMM2-COMM

COMM-150 Punctuation and Grammar 2.00 cr

Covers rules governing English grammar, punctuation and mechanics; focusing on troublesome areas of grammar such as pronoun usage, subject/verb agreement, verb forms and sentence fragments; punctuation such as commas, semicolons, apostrophes, quotation marks, hyphens, dashes, brackets and parentheses; and mechanics: capitalization, spelling rules, the use of numerals and abbreviation rules.

Class (2.00)

COMM-225 Technical Writing 3.00 cr

(Fall, Winter, Spring and Summer)

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

Class (3.00)

Prerequisites: take COMM-122, ENGL-151

COMM-229 Technical Writing for The Arts 3.00 cr

Organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written reports. Concentrates on the arts grant writing and artist project proposals.

Class (3.00)

Prerequisites: take COMM-122

COMM-289 Special Topics in Communication 0.25-5.00 cr**COMM-290 Communications Special Topics 1.00-5.00 cr**

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

COMM-290A Communications Special Topic **1.00-5.00 cr**
Class (5.00)

COMM-290B Communications Special Topics **1.00-5.00 cr**
Class (5.00)

COMM-290C Special Topics in Communication C **0.25-5.00 cr**

COMM-290D Special Topics in Communication D **0.25-5.00 cr**

COMM-291 Communications Independent Study **1.00-5.00 cr**
 Individual study or research. Topics are arranged on an individualized basis with instructor permission.
Class (5.00)

COMM-292 Communications Field Experience **1.00-4.00 cr**
 On-the-job training in a facility through special arrangement with an instructor.
Lab (1.00)

COMM-295 Seminar in Community Service **1.00-3.00 cr**
 Discusses job-related concerns and assistance with practicum.
Class (2.00)

COMM-296 Communications Practicum **1.00 cr**
 Places student in a work environment for a minimum amount of time to gain experience before graduation.
Lab (1.00)

COMM-297 Communications Observation Hour **1.00-3.00 cr**
 Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.
Lab (1.00)

Corrections

CORR-105 Residential Services **3.00 cr**
 Operation and programming of juvenile and adult correctional institutions, detention centers, community-based residential facilities and county jail infrastructure, including their history, functions, sociology, programs and effectiveness. Emphasizes direct, practical observation and learning experiences through visitations, instructional materials and guest lectures.
Class (2.00), Lab (4.00)
Equivalent to SS-105, CJ-108

CORR-106 Probation and Parole **3.00 cr**
 Probation, parole and community-based correction programs. Legal considerations, detention processes, community treatment programs, social investigations, the use of community resources, the role of the probation and parole officer in community service and the supervision of offenders.
Class (3.00), Lab (2.00)
Equivalent to CJ-107, CJ-107.

CORR-122 Civil Law **3.00 cr**
 Cases, statutory and constitutional law specifically applied to the field of corrections. Overview of the development of correctional law with an emphasis on general principles. Includes study of landmark cases and their influence on correctional personnel, agencies and clientele.
Class (2.00), Lab (3.00)
Equivalent to CJ-122

CORR-151 Unarmed Self-Defense **2.00 cr**
 Unarmed self-defense tactics are studied and practiced to prepare the student for defensive maneuvers required in correctional work. The student receives the same training as provided by the Department of Rehabilitation and Correction in-service.
Class (1.00), Lab (4.00)

CORR-160 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)
Equivalent to SS-160, SS-160
Prerequisites: take CORR-260

CORR-161 Reality Therapy **3.00 cr**
 Concepts of Reality Therapy, Choice Theory and the counseling environment including role play demonstrations and practice of individual counseling. Also includes clarification of wants, determining behavioral direction, seven forms of evaluation and characteristics of plans.
Class (3.00), Lab (2.00)
Equivalent to CJ-162

CORR-162 Special Needs Clients **3.00 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 (3.00)
Prerequisites: take PSYC-150

CORR-216 Correctional Firearms **3.00 cr**
 Introduction to modern correctional firearms. Topics include nomenclature; weapons care, proper use; restrictions and liability; transporting arms; and home/office safety procedures. Range practice of both the pistol and shotgun are included.
Class (2.00), Lab (4.00)
Prerequisites: take SEPS-205

CORR-217 HSC Management (Capstone) 3.00 cr

(Winter and Spring)

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 (3.00)

Equivalent to CJ-260

CORR-220 Adult Sexual Offender 3.00 cr

Modus operandi and cycle of the adult sex offender, specifically in the areas of victim selection, activities, attitudes, sexual drive and inhibition. Issues of supervision, classification, treatment strategies and legal aspects are examined.

Class (3.00)

CORR-222 Social Services Programming 3.00 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 (3.00)

Equivalent to SS-222

CORR-235 Client Documentation 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, presentness 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)

Equivalent to SS-135, SS-135

Prerequisites: take COMM-122

CORR-255 Disruptive Behavior Management 3.00 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.

Class (2.00), Lab (3.00)

Equivalent to SS-255

CORR-260 Interviewing Techniques 3.00 cr

Techniques of interviewing hostile and uncooperative clients are emphasized. Developing good attending skills and interpreting body language is emphasized. Introduces the use of audio and video equipment as a learning tool.

Class (2.00), Lab (3.00)

Equivalent to SS-110, SS-110

CORR-261 Approaches to HSC Counseling 2.00 cr

Comparative study of approaches, theories and techniques utilized in human services and correctional programming

Class (2.00), Lab (2.00)

Equivalent to SS-261

Prerequisites: take CORR-260

CORR-262 Counseling Techniques 3.00 cr

Explores counseling techniques for purposes of identification and application of strategies/ interventions utilized with clients in human services and corrections. Includes specific types of counseling to address child abuse and domestic violence.

Class (2.00), Lab (3.00)

Equivalent to SS-262

Prerequisites: take CORR-261

CORR-265 Case Management (Capstone) 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 (3.00), Lab (2.00)

Equivalent to SS-265

Prerequisites: take CORR-262

CORR-290 Corrections Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

CORR-291 Corrections Individual Study 1.00-5.00 cr

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

Class (5.00)

CORR-292 Corrections Field Experience 1.00-4.00 cr

On-the-job training in a corrections facility through special arrangement with an instructor.

Lab (1.00)

CORR-294 Corrections Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

CORR-296 Corrections Practicum 3.00-7.00 cr

Students choose, interview for and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses and to have a hands-on experience under the supervision of a site supervisor in the selected agency. Students compare and contrast their learning experiences and support one another in the seminar.

Class (2.00), Lab (35.00)

CORR-296A HSC Practicum A 2.00 cr

Students choose, interview and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses and to have a hands-on experience under the supervision of a site supervisor in the selected agency, and contrast their learning experiences and support one another in the seminar.

Class (1.00), Lab (7.00)

Equivalent to SSCJ-296A

Prerequisites: take CORR-298

CORR-296B HSC Practicum B 2.00 cr

Students choose, interview and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses and to have a hands-on experience under the supervision of a site supervisor in the selected agency, and contrast their learning experiences and support one another in the seminar.

Class (1.00), Lab (7.00)

Equivalent to SSCJ-296B

Prerequisites: take CORR-298

CORR-297 Corrections Observation Hour 0.50-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Class (3.00)

CORR-298 HSC Practicum Orientation 2.00 cr

Preparation for obtaining and completing two required practicums associated with human services and corrections. Includes development of a cover resume, goals and job search skills.

Class (1.00), Lab (3.00)

Equivalent to SSCJ-298

CORR-299 Corrections Field Placement 3.00-4.00 cr

An alternative to the practicum experience offered to the second-year student. The student will be placed with and work in an agency at least half time (280 hours) during the quarter. The agency where the student is placed must be an agency within the student's career choice and be able to provide experience that supplements classroom experience. This is a special arrangement course offered at faculty discretion.

Class (2.00)

Prerequisites: take CORR-298

Computer Science

CS-101 Program Analysis II 3.00 cr

Emphasis on program efficiency and economy. The flowchart is used as the primary tool to diagram problem solutions. Emphasizes structured design in flowcharting the solution to problems containing counters, accumulators, control breaks and arrays.

Class (3.00), Lab (2.00)

Prerequisites: take CS-100

CS-125 Computer Numbering Systems 1.00 cr

(Winter and Spring)

Principles of numbering systems. Includes binary, octal and hexadecimal conversions, arithmetic operations, as well as byte organization and ASCII and EBCDIC coding schemes.

Class (1.00)

CS-140 JCL for LINUX/UNIX 3.00 cr

Fundamentals of the UNIX operating system on all types of computer systems, including PCs, workstations and mainframes. Basics of the UNIX system in conjunction with programming concepts. Linux, a popular server and desktop operating system, is used to illustrate these basic concepts and programming techniques.

Class (2.00), Lab (4.00)

CS-155 Applied Statistical Packages 3.00 cr

Uses computer statistical packages to analyze classical decision theory (hypothesis testing) problems. Analysis of marketing information and questionnaire data are emphasized in hands-on applications.

Class (3.00), Lab (2.00)

CS-200 Introduction to Networking 3.00 cr

Concepts and components involved in networking computers for hardware and software resource sharing.

Class (3.00), Lab (2.00)

Prerequisites: take MICS-115

CS-201 Network Applications (SL/CR) 4.00 cr

Advanced topics in protocols, TCP/IP protocol suite, network utilities, wireless communication and networking media. This course also contains a service learning component.

Class (3.00), Lab (4.00)

Prerequisites: take NET-110

CS-210 Introduction to C++ 3.00 cr

Basic elements of the C++ programming language using Microsoft's Integrated Development Environments (IDE) Includes variables, control structures, functions, arrays, input/output operations, data types, strings, arithmetic operations and object oriented programming.

Class (2.00), Lab (5.00)

Prerequisites: take CS-101

CS-211 Advanced C++ 3.00 cr

Advanced topics of the C++ language using Microsoft Visual C++ Integrated Development Environment (IDE) including pointers, references, advanced functions, arrays, inheritance, special classes, special functions, I/O streams, the preprocessor, templates and exceptions/error handling.

Class (2.00), Lab (5.00)

Prerequisites: take CS-210

CS-214 Applications in Information Technology (Capstone) 2.00 cr

Capstone course for the computer science technology. Working individually or in small groups, students design, produce and document one or more systems that involve current topics or fulfill an institutional request in the area of information technology.

Class (1.00), Lab (4.00)

Prerequisites: take CS-240, NET-200, MICS-152, MICS-111, COMM-122

Corequisite courses: COMM-125

CS-225 Programming in JAVA 3.00 cr
Introduces the key components of Java by creating and manipulating data using methods and decision making. Includes working with external classes, arrays and data. Projects are created as Java Abstract Windows Applets or as stand-alone applications, then saved, compiled and executed.

Class (2.00), Lab (5.00)

Prerequisites: take CS-100

CS-240 Database Management 2.00 cr
Database Management 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 or Oracle.

Class (2.00), Lab (2.00)

Prerequisites: take MICS-142

CS-245 ORACLE Applications 3.00 cr
Covers ORACLE database structure, creation, maintenance and SQL, with in-depth presentations and hands-on lab assignments. Utilizes a current development tool to create web-based database applications.

Class (2.00), Lab (5.00)

Prerequisites: take CS-240

CS-290 Computer Science Special Topic 1.00-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

CS-291 Computer Science Individualized Study 1.00-5.00 cr

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

Class (5.00)

CS-292 Computer Science Field Experience 1.00-4.00 cr
On-the-job training in a computer science facility through special arrangement with an instructor.

Lab (1.00)

CS-294 Computer Science Coop Work Experience 3.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

CS-296 Computer Science Practicum 2.00 cr
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (8.00)

CS-297 Computer Science Observation Hour 1.00-3.00 cr
Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

CS-298 Computer Science Internship 6.00-9.00 cr
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor.

Class (3.00), Lab (40.00)

Culinary Arts

CULA-100 Overview of Culinary Arts in Instruction 3.00 cr
Overview of the field of culinary arts. Topics include history of food service, safety and sanitation, equipment identification and usage, cooking methods, recipes, menus and presentation of food products.

Class (3.00)

CULA-101 Introduction to Culinary Arts 2.00 cr
Introduction to the field of culinary arts includes study of culinary history, the role of the chef, kitchen organization, tools and equipment, cooking methods and basic knife handling and sharpening skills.

Class (2.00), Lab (1.00)

CULA-105 Pastries and Desserts 3.00 cr
Preparation of Danish pastries, croissants, puff pastry, choux paste and tortes. Includes introduction to marzipan, gum paste, chocolate molding and pulled sugar.

Class (1.00), Lab (4.00)

Prerequisites: take CULA-115

CULA-106 Meat/Poultry/Seafood Process 3.00 cr
Meats, poultry and seafood used by the food service industry. Includes identification, grading, yield and portion control. The student participates in cutting various products.

Class (2.00), Lab (3.00)

Prerequisites: take CULA-101, CULA-111, CULA-112

CULA-107 Basic Garden Manager 3.00 cr
Creation of buffet table arrangements and displays using cold food materials with emphasis on the use of tools, ice, vegetables, butter and fruit in the preparation.

Class (1.00), Lab (4.00)

Prerequisites: take CULA-112

CULA-109 Safety and Sanitation 3.00 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.

Class (3.00)

CULA-111 Stocks, Sauces and Soups 3.00 cr
Preparation of foods utilized in commercial kitchens including stocks, soups, sauces, vegetables and farinaceous products.

Class (2.00), Lab (3.00)

CULA-112 Salads, Sandwiches and Eggs 3.00 cr
Introduction to pantry and breakfast cookery including salads, salad dressings, sandwiches and breakfast preparations.

Class (2.00), Lab (3.00)

CULA-113 A la Carte Cookery 3.00 cr

Fundamentals of meat, poultry and seafood cookery. Preparation of entrees cooked to order, accompaniments, garnishing, plate appearance and time management.

Class (1.00), Lab (4.00)

Prerequisites: take CULA-112

CULA-115 Breads and Baking Basics 3.00 cr

Bakery products, tools and equipment, weights and measures and the baking process. Preparation of yeast dough products and quick breads. The role the pastry chef and bake shop management is reviewed.

Class (2.00), Lab (3.00)

CULA-116 Hospitality Menu Planning 2.00 cr

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.

Class (2.00), Lab (1.00)

Prerequisites: take HOTR-110

CULA-125 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 and beverage service.

Class (2.00), Lab (3.00)

CULA-129 Baking Measures and Percentages 1.00 cr

Class (1.00)

Corequisite courses: CULA-130

CULA-130 Introduction to Baking Industry 2.00 cr

Baking history, terminology and organization. Includes study of heat transfer, baking procedures, tools and equipment. Baking careers and professional organizations are also presented.

Class (2.00), Lab (1.00)

Corequisite courses: CULA-129

CULA-131 Baking Technology 3.00 cr

The science of baking with a concentration on food nutrition and food chemistry. Develops a basic understanding of baking concepts such as gluten development and the use of leavening agents.

Class (2.00), Lab (3.00)

Prerequisites: take CULA-115, CULA-130

CULA-132 Baking Lab I 5.00 cr

Introduces to the commercial bakeshop and provides hands-on experience for the beginning baker. Each student is required to complete 132 hours of production in the Ramada Inn kitchen.

Class (1.00), Lab (12.00)

Prerequisites: take CULA-130, CULA-115

CULA-133 Baking Lab II 5.00 cr

Supervision, production, organization and advanced baking techniques. Students will log a total of 132 hours in a baking facility and one hour weekly with the instructor for orientation.

Class (1.00), Lab (12.00)

Prerequisites: take CULA-132

CULA-134 Baking Lab III 5.00 cr

Students will log a total of 132 hours of high volume production baking in a baking facility. Students will meet weekly with instructor for one hour of orientation.

Class (1.00), Lab (12.00)

Prerequisites: take CULA-133

CULA-135 Petite Fours and Miniatures 3.00 cr

Preparation of traditional petit fours and miniatures based upon preparation methods, texture or principle ingredients - dry, fresh, iced, almond, glazed fruits, chocolates and truffles.

Class (1.00), Lab (4.00)

CULA-136 Yeast Dough Production 3.00 cr

Concentration on yeast fermentation, retarding and gluten development. The student will produce a wide variety of yeast dough and yeast products.

Class (2.00), Lab (3.00)

CULA-137 Cake Production 3.00 cr

Baking and decorating various types of cakes and tortes. Provides hands-on baking and advanced decorating techniques for all occasions.

Class (2.00), Lab (3.00)

CULA-138 Classical Pastries 3.00 cr

Introduction to classical pastries and sugarwork including puff pastry products, choux paste products and classical desserts, advanced decorating techniques and edible display pieces.

Class (2.00), Lab (3.00)

Prerequisites: take CULA-115, CULA-130

CULA-139 Cookie Development 3.00 cr

Techniques of producing a variety of cookies stressing ingredients and their functions. Hands-on experience baking and decorating cookies.

Class (2.00), Lab (3.00)

CULA-145 Food Products Identification and Purchasing 3.00 cr

Identification and utilization of various food products used in commercial cooking. Purchasing, receiving, storing and issuing products are reviewed.

Class (3.00)

CULA-150 Nutrition in Communications Food Service Operations 3.00 cr

Elements of hospitality menu design incorporating current nutritional guidelines.

Class (3.00)

CULA-201 Culinary Arts Lab I 6.00 cr

Introduction to the kitchen environment through on-the-job training in various kitchen positions at the Ramada Inn. Hours include week-ends, evenings, days and holidays.

Class (1.00), Lab (15.00)

CULA-212 Culinary Arts Lab II 6.00 cr

Assignment of specific work duties at the Inn at Hocking College for an average of 20 hours per week. During the quarter, students are instructed in and will perform basic tasks associated with kitchen and dining room operations. Work days include mornings, afternoons, evenings, weekends and holidays.

Class (1.00), Lab (15.00)

Equivalent to CULA-294

Prerequisites: take CULA-201

CULA-213 Culinary Arts Lab III 6.00 cr

Scheduled for an average 20 hours per week at the Inn at Hocking College, the student assumes a leadership role in all areas of the kitchen with an emphasis on supervisory techniques. Hours include weekends, mornings, nights and holidays.

Class (1.00), Lab (15.00)

Prerequisites: take CULA-212

CULA-217 Classical and International Cuisine 3.00 cr

An opportunity for the student skilled in cookery to expand knowledge of food preparation into the area of world respected traditional dishes. Includes conventional methods of preparation for gourmet recipes and convenience foods.

Class (2.00), Lab (3.00)

Prerequisites: take CULA-106, CULA-218

CULA-218 American Regional Cuisine 3.00 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 (4.00)

Prerequisites: take CULA-111, CULA-112, CULA-101

CULA-229 Culinary Arts Salon 1.00 cr

Preparation for the challenges of hot and cold culinary salons. Show pieces, buffet setup, materials and equipment flow and team organization.

Lab (1.00)

CULA-230 Advanced Food Management 3.00 cr

In-depth evaluation of controlling expenses in a restaurant situation. Through hands on exercises plus evaluation and discussion of the results of these exercises, students learn to maximize the profits of a fine dining restaurant.

Class (2.00), Lab (3.00)

CULA-231 Fine Dining Food Presentation 3.00 cr

Through discussion, demonstration, research and practical exercises, students learn presentation of food as an important component to American fine dining. Includes practice of plate presentation, concepts such as creating height, color contrast and balance of flavors, to present clear looking presentations. These concepts represent the customer's first impression of the food in a fine-dining restaurant.

Class (2.00), Lab (3.00)

CULA-232 Restaurant Inventory Control 3.00 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 (2.00), Lab (3.00)

CULA-233 Restaurant Menu Planning and Marketing 3.00 cr

In-depth study of the menu as an important sales component to a fine dining restaurant. Menu components such as pricing, design and marketing are discussed. Students gain valuable experience being directly involved in the ongoing process of developing and marketing a seasonal menu in a fine dining restaurant.

Class (2.00), Lab (3.00)

CULA-250 Culinary Capstone Experience 3.00 cr

A final synthesis and evaluation course for the culinary student. Practice and prepare for the culinary 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 in culinary arts.

Class (1.00), Lab (4.00)

Prerequisites: take CULA-105, CULA-106, CULA-107, CULA-218,

CULA-251 Dietary and Culinary -Capstone 5.00 cr

Class (2.00), Lab (6.00)

CULA-255 BMCA - Capstone 5.00 cr

Class (5.00)

CULA-262 Candy and Confections 3.00 cr

Candy making techniques with an emphasis on chocolate molding, dipping and enrobing, hard candies, marzipan work and specialty desserts.

Class (2.00), Lab (3.00)

CULA-263 Bakeshop Operations 2.00 cr

Development, management and organization of wholesale, retail and in-house bake and pastry shops.

Class (2.00)

CULA-270 Catering 3.00 cr

Review and discussion of special equipment and laws regarding the movement and serving of food. Includes planning an off-premise catering function and determining the profitability of the function.

Class (1.00), Lab (4.00)

CULA-281 Food Lab I 3.00 cr

The student, assigned to specific work groups in an institutional setting of Hocking College, practices basic techniques of food preparation, sanitation and dining room operation. The development of behaviors which demonstrate cooperative work habits are emphasized.

Class (3.00), Lab (1.00)

CULA-282 Food Lab II 3.00 cr

The student, assigned to specific work groups in an institutional setting of Hocking College, practices techniques of food preparation, sanitation, plate and multiple course presentation and dining room operation. Emphasis is placed on the behavior which demonstrates cooperative work habits and food production techniques.

Class (3.00), Lab (1.00)

CULA-290 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-291 Culinary Arts Individual Study 1.00-5.00 cr

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

Class (5.00)

CULA-292 Culinary Arts Field Experience 1.00-4.00 cr

On-the-job training in a culinary arts facility through special arrangement with an instructor.

Lab (1.00)

CULA-294 Culinary Arts Cooperative Work Experience 4.00 cr

(Spring and Summer)

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Includes an on-campus seminar.

Class (2.00), Lab (20.00)

Equivalent to CULA-212

Prerequisites: take CULA-109, CULA-125, CULA-106, CULA-150,

CULA-296 Culinary Arts Practicum 2.00-7.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (42.00)

CULA-297 Culinary Arts Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

CULA-298 Culinary Arts Internship 3.00-9.00 cr

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Class (3.00), Lab (40.00)

CULA-298A Fine Dining Culinary Internship I 6.00 cr

Hands on experience in a fine dining restaurant working under a certified chef following standardized recipes and daily production sheets while training on the various production stations in the kitchen. Students are responsible for the safety and sanitation of the kitchen. Seminar includes discussions of customer feedback and student progress.

Class (2.00), Lab (28.00)

CULA-298B Fine Dining Culinary Internship II 6.00 cr

This advanced lab provides experience in supervision, inventory control, sanitation, expediting and food quality control in a fine dining situation. Students assume the responsibility of operating the different production stations in the kitchen. Seminar includes discussion of customer feedback and student progress.

Class (2.00), Lab (28.00)

Drafting and Design

DD-101 Engineering Drawing I 3.00 cr

Provides a basic understanding and interpretation of the language of drawing for the beginning engineering student. Includes an Introduction to the language of drawing, use and care of drafting instruments, lettering, geometric construction, sketching, multiview drawing and dimensioning.

Class (1.00), Lab (5.00)

DD-102 Engineering Drawing II 3.00 cr

Intermediate drafting concepts including sectioning, auxiliary views, parallel line pictorial drawings, working drawings and piping drawings.

Class (1.00), Lab (5.00)

Prerequisites: take DD-203

DD-103 Engineering Drawing III 3.00 cr

Specialized mechanical drafting concepts and detailing. Includes sheet metal layouts, gearing, cam calculations and specification, threads, fasteners, springs, introductory geometric tolerancing and true positioning and presentation graphics.

Class (1.00), Lab (5.00)

Prerequisites: take DD-102, DD-115

DD-106 AutoCAD for GIS 3.00 cr

Introductory course in AutoCAD tailored specifically for skills needed in GIS operations.

Class (2.00), Lab (3.00)

DD-114 CAD/Blueprint Reading 3.00 cr

Introduces the various CAD commands and blueprint reading concepts to the student. The content will be directed toward meeting the individual technologies enrolled in the course, i.e. Automotive-Car Schematics, Alternative Energy-Floor plan layout, Drafting and Design-varied.

Class (1.00), Lab (5.00)

Equivalent to DD-113, DD-111, DD-105, DD-203, DD-104, DD-117

DD-115 AutoCAD Concepts 3.00 cr

A computer based orthographic drawing course. Includes standard procedures for layout, design and execution of industrial design drawings while learning basic and intermediate skills necessary to manipulate the personal computer based drafting program, AutoCAD

Class (2.00), Lab (4.00)

Prerequisites: take DD-101, DD-114, DD-102

DD-117 Blueprint Reading / Alternative 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)

Equivalent to DD-114

DD-200 Architecture I - Detailing 3.00 cr

Terms, symbols and details of an architectural set of working drawings as applied to the design of residential buildings.

DD-202 Advanced Drafting/CAD 3.00 cr

Technical drafting representation as applied to industrial products and process. Computer aided and traditional drafting used in the study of advanced dimensioning practices, tolerancing, design drawings, working drawings and welding drawings.

Class (2.00), Lab (4.00)

Prerequisites: take DD-103

DD-205 Die Design 3.00 cr

Introduction to the design and detailing of typical industrial die sets. Topics include die calculation, blanking dies, piercing dies and bending dies.

Class (2.00), Lab (4.00)

Prerequisites: take DD-202

DD-210 Geometric Tolerancing and Dimensions 2.00 cr

Methods of indicating geometric tolerances by means of geometric characteristic symbols are discussed and applied to specific situations.

Class (1.00), Lab (2.00)

Prerequisites: take DD-102, DD-203

DD-211 Parametric Modeling -- Inventory 3.00 cr

Three dimensional computer based orthographic drawing including standard procedures of layout, design and execution of industrial design drawing as well as basic and intermediate skills to manipulate the personal computer based drafting program Inventor to create parts and assemblies.

Class (1.00), Lab (4.00)

Prerequisites: take DD-103

DD-250 Drafting and Design Project Selection and Research -Capstone 2.00 cr

Steps required to satisfactorily complete the three capstone courses. Includes choosing and beginning a project and research topic.

Class (1.00), Lab (2.00)

DD-251 Drafting and Design Project Presentation -Capstone 3.00 cr

Research of capstone project topic and work on the project. Includes preparation for capstone presentation.

Class (2.00), Lab (2.00)

Prerequisites: take DD-250

Corequisite courses: COMM-225

DD-290 Drafting and Design Specific Topics 0.50-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

DD-291 Drafting and Design Individual Study 1.00-5.00 cr

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

Class (5.00)

DD-292 Drafting and Design Field Experience 1.00-4.00 cr

On-the-job training in a drafting and design facility through special arrangement with an instructor.

Lab (1.00)

DD-294 Drafting and Design Coop Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

DD-296 Drafting and Design Practicum 2.00 cr

Practical experience in a drafting and design environment. The seminar includes discussion of job-related experiences and issues.

Class (1.00), Lab (8.00)

DD-297 Drafting and Design Observation Hour 1.00-3.00 cr

Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

DD-298 Drafting and Design Internship 3.00-9.00 cr

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Class (3.00), Lab (40.00)

Dietetic

DT-100 Survey of Dietetics 2.00 cr

A survey of the profession of dietetics, the objectives of a dietetic department and the responsibilities of assistants, technicians and dietitians in a variety of health care facilities. Dietetic personnel are defined as nutritionists, supervisors and educators. Topics covered include definition of the profession, types of dietetic services, level of training in dietetics, policies and procedures, management responsibilities in dietetics and some federal regulations that effect nursing homes.

Class (2.00)

DT-101 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)

DT-102 Basic Nutrition 5.00 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.

Class (5.00)

DT-103 Food Preparation Principles 3.00 cr

Principles of food preparation of eggs and dairy products, breads, fruits, vegetables, soups and sauces, meat, poultry and fish. Emphasis on proper techniques to prepare palatable foods while retaining nutritional value.

Class (2.00), Lab (4.00)

DT-106 Food Production Management 3.00 cr

Planning, organizing, controlling and evaluating a food service operation in a health care institution. Topics include recipe standardization, portion control, inventory control, production scheduling, equipment use and maintenance, food service methods and quality assurance.

Class (3.00)

DT-110 Applied Nutrition 3.00 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 (3.00)

Prerequisites: take DT-102

DT-111 Dietetic Directed Practice II 2.00 cr

Practice of material taught in course work offered during the second quarter. Assignment to a hospital or long term care facility one day per week and meets with an instructor once a week. Assignments include diet histories, food production and office procedures.

Class (1.00), Lab (7.00)

Prerequisites: take DT-101, DT-102, HCTR-110

DT-119 Food Purchasing/Health Care Institution 3.00 cr

Food purchasing function of a health care institution. Government regulations and controls, development and use of forms to aid in the purchasing operation, writing specifications to insure standards in food commodities, exploring the varieties and purchase forms of major food categories and determining amounts of food to purchase for number and size of portions.

Class (3.00)

DT-120 Normal and Modified Menu Planning 3.00 cr

Individual and institutional menu planning. Practice in using the diet manual to plan basic modified diets for persons in health care facilities including modifications of sodium, diabetic, fiber, bland, protein, fat and liquid diets.

Class (3.00)

Prerequisites: take DT-102

DT-121 Dietetic Direct Practice III 2.00 cr

An opportunity to practice material taught in the course work offered during the third quarter.

Class (1.00), Lab (7.00)

Prerequisites: take DT-111

DT-122 Supervision in Dietetics 3.00 cr

Leadership and supervision characteristics of people who supervise employees in a dietary department. Employee needs, leadership characteristics and styles, motivation, direction and control, dealing with personnel problems, interviewing, training, counseling and evaluating employees and effective communications at work.

Class (3.00)

DT-200 Diet Therapy I 3.00 cr

Nutritional intervention used in diseases of the endocrine, cardiovascular and renal systems.

Class (3.00)

Prerequisites: take DT-120, DT-110

Corequisite courses: DT-205, DT-202

DT-210 Diet Therapy II 3.00 cr

Nutritional intervention used in febrile illness, diseases of the gastrointestinal, musculoskeletal and biliary systems, surgical and stressed patients, neoplastic diseases, allergies, food medication interactions and childhood illnesses.

Class (3.00)

Prerequisites: take DT-200

Corequisite courses: DT-215, DT-212

DT-212 Nutrition Education Methods 2.00 cr

Development of skills in the teaching/learning process in nutrition education with individuals and groups. The student develops and uses lesson plans, teaching materials and audiovisual aids in nutrition education.

Class (2.00)

Prerequisites: take DT-110, DT-200

Corequisite courses: DT-215, DT-210

DT-215 Dietetic Directed Practice V 2.00 cr

Practice of nutrition care procedures and food service management in a health care setting. The student works with patients who require dietary management of gastrointestinal, biliary and neoplastic diseases, with surgical patients and with patients who are physically stressed and require nutrition supplementation. Assignments also include employee training and evaluation, safety engineering and training and planning production schedules.

Class (1.00), Lab (7.00)

Prerequisites: take DT-205

Corequisite courses: DT-212, DT-210

DT-220 Current Topics in Dietetics 2.00 cr

An opportunity to explore topics of professional interest in greater depth and to present nutrition literature findings.

Class (2.00)

Prerequisites: take DT-200, DT-210

Corequisite courses: DT-225, HC-106

DT-225 Dietetic Directed Practice VI 3.00 cr

Practice of nutrition care in the hospital dietary department, community nutrition education program, school food service and in long term care facilities. The student assesses dietary habits and nutritional needs, writes care plans, performs dietary department activities, evaluates modified recipes and instructs patients as assigned.

Class (1.00), Lab (10.00)

Prerequisites: take DT-215

Corequisite courses: DT-220, HC-106

DT-230 Management of Quantity Food Systems 3.00 cr

Overview of institutional food services. Management organization, menu planning, material control, personnel methods, equipment and facilities are discussed from an institutional perspective.

Class (3.00)

Prerequisites: take DT-120, DT-122

DT-290 Dietetic Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

DT-291 Dietetic Individual Study 1.00-5.00 cr

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

Class (5.00)

DT-292 Dietetic Field Experience 1.00-4.00 cr

On-the-job training in a dietetics facility through special arrangement with an instructor.

Lab (1.00)

DT-293 Dietetic Directed Practice 2.00-8.00 cr

Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

Class (1.00), Lab (35.00)

DT-294 Dietetic Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

DT-296 Dietetic Practicum 2.00-7.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (42.00)

DT-297 Dietetic Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

DT-298 Dietetic Internship 3.00-9.00 cr

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Class (3.00), Lab (40.00)

E-Commerce

EC-100 Internet Webmaster I 4.00 cr

Basic knowledge of e-commerce including terms, internet infrastructure, client software, HTML tags, search engines, network topologies, network hardware devices, network protocols and collecting customer information.

Class (4.00)

EC-101 Business Needs Analysis 3.00 cr

Explores and applies emerging business needs analysis models focusing on what companies must be doing today if they are to be competitive in the future. Includes SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, BPM (Business Process Management) Analysis, JAD (Joint Application Development) Analysis, TOC (Theory of Constraints) Analysis and Competency Based Analysis.

Class (3.00)

EC-102 Introduction to E-Business 3.00 cr

Introduces the tools of e-commerce on the Internet utilizing search engine techniques, installing plug-ins, networking fundamentals, TCP/IP and electronic servers.

Class (3.00)

EC-103 Introduction to E-Commerce 2.00 cr

Introduces the learner to the world of e-commerce.

Class (1.00), Lab (2.00)

EC-110 E-Marketing 4.00 cr

Basic knowledge of the Internet as a marketing research tool, digital technologies, networks, consumer online behavior, web business models, customer relationship support, new product development, online community building, Internet pricing models and e-marketing plans.

Class (4.00)

EC-115 E-Law and Ethics 3.00 cr

Basic knowledge of legal issues surrounding information security, on-line transactions, rights in electronic commerce, regulating information content and regulating online content.

Class (3.00)

EC-130 E-Market Research 3.00 cr

Basic knowledge of e-marketing, internet users and behaviors, product and pricing, e-marketing communication, the internet as a distribution channel, customer relationship management, leveraging technologies and E-marketing planning.

Class (2.00), Lab (3.00)

EC-150 E-Business Networking and Security 3.00 cr

Issues surrounding doing business over the Internet. Including advanced networking concepts, authentication, TCP/IP, firewalls, secure socket layers, encryption, certificates and digital signatures.

Class (3.00)

Prerequisites: take EC-100

EC-200 Internet Webmaster II 4.00 cr

Creation and management of web sites with tools such as Macromedia Dreamweaver 3.0 and Flash 4.0, FrontPage 2000, Dynamic HTML and various multimedia and CSS standards. Students also develop third-generation web sites, evaluate design tools, discuss future technology standards and explore the incompatibility issues surrounding current browsers. Focuses on theory, design and web construction, along with information architecture concepts, web project management, scenario development and performance evaluations.

Class (3.00), Lab (2.00)

EC-201 Internet Webmaster III 4.00 cr

How to conduct business online and the technological issues associated with constructing an electronic-commerce web site. Students implement a genuine transaction-enabled business-to-consumer web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed and explore how they can complement an existing business infrastructure. Includes hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions.

Class (3.00), Lab (2.00)

EC-205 E-Finance 3.00 cr

Hardware and software platforms to perform financial transactions over the internet. Includes secure protocols, authentication methods, certificate servers, SET transactions, automated clearinghouses, electronic fund transfers and legal issues.

Class (2.00), Lab (3.00)

EC-210 E-Supply Chain Management 3.00 cr

Use of technologies to manage e-commerce supply chains over the internet, customer value chains, supply chain software applications, EDI transactions, vendor and supplier value chains.

Class (3.00)

EC-212 E-Commerce Brand Management 3.00 cr

Use of traditional and internet marketing strategies to build brand awareness of products. Includes analyzing successful internet companies such as Yahoo, Dell, Amazon and Cisco and their branding strategies, banner ads, email campaigns and community building.

Class (3.00)

EC-250 E-Commerce Regulation 3.00 cr

International and US laws and regulations surrounding e-commerce transaction including tariffs, taxes, cyberspace laws, governing organizations, data privacy, shipping regulations and digital conflict resolution.

Class (3.00)

EC-260 E-Commerce Capstone 3.00 cr

Class (3.00)

EC-280 Current Topics in E-Commerce (Capstone) 0.25-3.00 cr

Current issues involving e-commerce including regulations, e-commerce software, business models and laws in the e-commerce field.

Class (3.00)

EC-281 Computer Security and Legal Issues 1.00 cr

Focuses on issues surrounding personal security, internet security and e-business security and the legal issues that surround them on the internet. The topics include: securing a personal computer, securing personal information, internet concepts, authentication, TCP/IP security, firewalls, secure socket layers, encryption, certificates and digital signatures. Will focus on the legal issues of privacy, intellectual property rights and current online laws.

Class (1.00), Lab (1.00)

EC-290 E-Commerce Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

EC-296 E-Commerce Practicum 2.00-3.00 cr

Placement in a work environment to gain experience.

Class (1.00), Lab (16.00)

EC-298 E-Commerce Internship 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

Ecotourism

ECO-100 Introduction to Ecotourism and Adventure Travel 3.00 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. Weekly field trips to local ecotourism sites are used to illustrate the academic material.

Class (1.00), Lab (6.00)

ECO-101 Island Resource Planning and Management 3.00 cr

Basic theories and principles of sustainable development and ecosystem management as they apply to a small island/developing nation's natural resources. Includes planning, development and implementation of an effective management plan and the role of ecotourism enterprises in these processes.

Class (2.00), Lab (3.00)

ECO-102 High Altitude Conditioning 1.00 cr

Lab (1.00)

ECO-103 Mountaineering Equipment/Backpack 2.00 cr

Selection, use and care of general camping and backpacking equipment, as well as equipment used for mountaineering in severe conditions. Low impact travel and camping techniques are stressed.

Class (1.00), Lab (4.00)

ECO-104 Adventure Leadership-Mountaineering 7.00 cr

Adventure leadership skills using an extended mountaineering trip and the Wilderness Educators Associations curriculum. Technical skills associated with high altitude mountaineering. Experience work of professional guides on an international trip.

Class (2.00), Lab (15.00)

ECO-105 Ecotourism Employment Seminar 1.00 cr

Class (1.00), Lab (1.00)

ECO-107 Sustainable Development in Central America 5.00 cr

An assessment of global and local environmental issues pertaining to soil, water, land, population, energy, transportation, agricultural and resource management and the regulatory legislation. Students survey and assess the impact of alternatives and CERES standards by using a SWOT analysis tool.

Class (5.00)

ECO-108 Sustainable Development 2.00 cr

Study in developing ventures that are environmentally, economically and socially sustainable. The focus is on environmental impact, economic feasibility and maintaining regional cultural integrity. Ecotourism, tourism paying for conservation, local economic development, education and business development regionally are addressed.

Class (1.00), Lab (3.00)

ECO-117 Ecotourism Business, Marketing and Packing 5.00 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 (4.00), Lab (3.00)

ECO-122 Ecotourism Guiding 2.00 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 (1.00), Lab (3.00)

Prerequisites: take INTP-115

ECO-128 Basic Rock Climbing 1.50 cr

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 will include but not be limited to rock climbing equipment, selection and use, climbing methods, movement on the rock, route grading, belaying the climber, top roping and the basic fundamentals of lead climbing. Proper use, storage and care of the equipment is stressed. Safety procedures and practices shall be the ultimate rule in this class. It should be noted that this class requires a great deal of physical stamina and agility.

Class (0.75), Lab (2.25)

Prerequisites: take RNGR-123

ECO-131 Eco Lodge/Field Station Management 3.00 cr

Field station operation including day to day hospitality aspects for guests such as food and beverage service, rooms and accommodations, safety and security and emergency response. Operation and maintenance of the facilities, vehicles and water craft is addressed. Includes hands-on problem solving and planning exercises for each of the topics under study.

Class (1.00), Lab (6.00)

ECO-135 Conference and Festival Management 2.00 cr

Basic skills necessary to plan and orchestrate an organized event, conference, or festival along with "hands on" experience running an actual festival.

Class (1.00), Lab (2.00)

ECO-144 Canoeing I - 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 (1.00)

ECO-145 Self/Wind Propelled Watercraft 3.00 cr

Covers basic navigational skills, terminology and safety issues related to non motorized water craft, 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 (3.00)

ECO-148 Sport Rock Climbing 1.25 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.

Class (0.50), Lab (2.25)

ECO-149 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-155 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 (1.00)

ECO-177 Open Water Scuba Diver (PDIC) 3.00 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 certification 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 (2.00), Lab (3.00)

ECO-179 Sport and Ice Climbing 1.00 cr

Various styles and techniques of climbing using both indoor climbing wall and ice.

Class (0.50), Lab (1.50)

ECO-185 Resource Area Management (Capstone) 4.00 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, interpretive systems and resource 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.

Class (2.00), Lab (6.00)

Prerequisites: take BIOS-109, BIOS-132

ECO-188 Camping Equipment and Backpacking 3.00 cr

A survey of equipment and techniques necessary for low impact camping. Includes a three day backpacking trip.

Class (1.00), Lab (6.00)

ECO-199 Open Water Scuba Diver (PADI) 3.00 cr

Skin diving and SCUBA diving, leading to PADI (Professional Association of Dive Instructors) Open Water Diver and PADI Advanced Open Water Diver certifications.

Class (2.00), Lab (3.00)

ECO-227 Emergency Response to Hazardous Materials 2.00 cr

Analysis of chemical reaction as it relates to fire. Hazards of radioactive materials, poisonous gases and LP gases. Methods of transportation of hazardous materials, DOT regulations and markings are included.

Class (2.00), Lab (2.00)

ECO-229 Wilderness First Responder 3.00 cr

(Winter and Spring)

Immediate care for an injured or suddenly ill person in remote areas is covered.

Class (1.00), Lab (6.00)

ECO-280 PADI Rescue Diver 2.00 cr

Effective diver rescue and first aid skills. Prepares divers to manage realistic rescue situations. Increases awareness of dive safety and encourages divers to anticipate and prevent problems.

Class (1.00), Lab (5.00)

Prerequisites: take ECO-199

ECO-281 PADI Divemaster 4.00 cr

Knowledge, attitudes, judgment and skills for supervising certified divers in shore-based and boat-based diving activities and for assisting with training divers in PADI courses.

Class (1.00), Lab (9.00)

Prerequisites: take ECO-199

ECO-283 Advanced Leadership/Flatwater Paddling 5.00 cr

Develops adventure leadership skills using an extended flatwater paddling trip and the wilderness educators.

Class (2.00), Lab (9.00)

ECO-289 Adventure Leadership 5.00 cr

Develops the student's ability to manage an expedition, focusing experiential training through the vehicle of an extended trip in the wilderness.

Class (2.00), Lab (9.00)

ECO-290 Ecological Service Projects in Central America 5.00 cr

Socio-biological and cultural terminology and concepts applied to study of history, religion, education, sub-cultures, sociological, economic, political, environmental, agricultural, arts and music of Belize and Costa Rica. Service is an integral component in each new region.

Class (3.00), Lab (6.00)

ECO-292 Ecotourism Field Experience 3.00 cr

This required course allows the participants to select the area of concentration (natural resources, ecotourism, hotel/restaurant management) for field of study. This course usually occurs in the summer and is taken regionally or internationally. As with the eco-tour lab it is intended to provide an in depth focus of an eco-tour site.

Lab (36.00)

Prerequisite: first year technical courses

ECO-294 Ecotourism Cooperative Work Experience 6.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

ECO-296 Ecotourism Practicum 2.00 cr

A practicum in the ecotourism field to provide an opportunity to apply previously learned concepts and practices in a work situation. Additionally the student becomes familiar with the cooperating agency and its operation. The seminar allows the student to discuss ecotourism experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.

Class (1.00), Lab (7.00)

ECO-298 Ecotourism Internship 6.00-9.00 cr

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

Class (3.00), Lab (20.00)

Economics

ECON-140 Principles of Microeconomics 4.00 cr

Introduction to major principles and issues of American economics measuring the economy, income distribution, unemployment, inflation, profit, taxes and current economic issues and trends affecting the student's technical field.

Class (4.00)

ECON-240 Principles of Macroeconomics 4.00 cr

Study of economics in terms of whole systems and the interrelationship among sectors of the economy.

Class (4.00)

ECON-290 Economics Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

ECON-291 Economics Independent Study 1.00-5.00 cr

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

Class (5.00)

Education

ED-100 Introduction to Early Childhood Education 4.00 cr

Overview of the profession of early childhood education and the role of the teacher and the education paraprofessional.

Class (4.00)

ED-110 Childhood Development Practicum I 2.00 cr

Lab experience working with children in the early childhood setting.

Class (1.00), Lab (8.00)

ED-111 Childhood Development Practicum II 2.00 cr

Lab experience working with children in the early childhood setting.

Class (1.00), Lab (8.00)

ED-115 Health and Safety/Early Childhood Development 3.00 cr

Health and safety knowledge and skills needed in working with children, including communicable diseases, first aid, environmental safety and child abuse.

Class (3.00)

ED-115A Health and Safety/Childhood-Communicable Diseases 1.00 cr

Health and safety knowledge and skills needed in communicable disease when working with children.

Class (1.00)

ED-115B Health and Safety/Child-Child Abuse 1.00 cr

Health and safety knowledge and skills needed in child abuse when working with children.

Class (1.00)

ED-115C Health and Safety/Childhood-First Aid 1.00 cr

Health and safety knowledge and skills needed in first aid when working with children.

Class (1.00)

ED-116 Creative Experience/Early Childhood 4.00 cr

Selection, preparation, presentation and evaluation of activities and materials in arts, music, language, psychosocial and physical development in early childhood.

Class (4.00)

ED-117 Creative Experience/Early Child Practicum 2.00 cr

Observation and presentation of creative experiences in approved early childhood settings.

Class (1.00), Lab (8.00)

ED-121 Emergent Reading and Literacy 4.00 cr

Emphasizes the development of reading and literacy from a global view of language, thinking and learning. Attention is given to methods and materials with emphasis on the use of literacy within the framework of age and individual appropriateness.

Class (4.00)

Prerequisites: take ED-100

ED-125 Early Childhood Practicum I 2.00 cr

Lab experience in assisting with planning, guiding, supervising and evaluating children's growth and behavior in early childhood education.

Class (1.00), Lab (8.00)

ED-132 Music and Movement 4.00 cr

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 for both subjects.

Class (4.00)

Prerequisites: take ED-100

ED-135 Classroom Technical Applications in Education 4.00 cr

(Winter and Spring)

Focuses on the use of technology to increase the effectiveness, efficiency and appeal of instruction to diverse learners. Use of computers for education material production and presentation is emphasized.

Class (3.00), Lab (3.00)

Prerequisites: take ED-100

ED-141 Observing and Recording Childhood Literature 4.00 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 (8.00)

Prerequisites: take ED-100

ED-200 Guidance and Classroom Management 4.00 cr

Application of theories and principles of guidance by directed observation of adult-child interactions and supervised participation in early childhood education programs.

Class (4.00)

Prerequisites: take ED-100

ED-201 Premath and Science With Young Science 4.00 cr

Selection, preparation, presentation and evaluation of premath, math and science activities and materials.

Class (3.00), Lab (3.00)

Prerequisites: take ED-100

ED-205 Social Studies for Early Childhood 4.00 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 (4.00)

Prerequisites: take ED-100

ED-210 Diversity in Early Childhood Education 4.00 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 and family forms) background experiences.

Class (3.00), Lab (3.00)

Prerequisites: take ED-100

ED-220 Education of Exceptional Children 4.00 cr

Survey of special education emphasizing multidisciplinary approach, integration and current trends in providing education to children with special needs. Legal rights under the Individuals with Disabilities Education Act are addressed.

Class (3.00)

Prerequisites: take ED-100

ED-225 Introduction to Integrated Curriculum (Capstone) 4.00 cr

Introduces the integrated curriculum for young children. The relationship among how young children learn, what they find in their environment and the integration of their curricula is examined.

Class (4.00)

Prerequisites: take ED-100

Corequisite courses: ED-296, PSYC-162

ED-290 Special Topics - Education 0.25-5.00 cr

Structured exploration of a certain topic(s) by participants in a group.

Class (5.00)

ED-296 Early Child Education Practicum II (Capstone) 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 (20.00)

Prerequisites: take ENGL-151, MATH-120

Corequisite courses: ED-225, PSYC-162

Electronics

EE-101 DC Circuits 4.00 cr

The study of electronic fundamentals. Begins with an introduction to direct current circuits and the three fundamental quantities of electronics (current, voltage and resistance) Ohm's and Watt's laws will be applied to series, parallel and series-parallel circuits. Students will learn to test and troubleshoot components and circuits. Labs emphasize practical application of the DC circuit theory.

Class (3.00), Lab (3.00)

EE-102 AC Circuits 4.00 cr

A continuation of EE 101, this course covers Ohm's and Watt's laws as applied to alternating current circuits. The characteristics of inductors, transformers, capacitors and the circuits they comprise will be examined. Labs emphasize practical application of the AC circuit theory.

Class (3.00), Lab (3.00)

Prerequisites: take EE-101

EE-108 Introduction to Electronics 2.00 cr

Class (1.00), Lab (3.00)

EE-109 Semiconductor Devices I 4.00 cr

A study of electronic fundamentals, covering series and parallel resonant circuits, low pass, high pass, band pass, band stop filters, diode rectification, power supply filtering, transistor fundamentals, power amplifiers and common amplifier configurations.

Class (3.00), Lab (3.00)

EE-115 Semiconductor Devices II 4.00 cr

Operation and application of field effect transistors and thyristors, amplifier operation and configurations, oscillators and wave shaping circuits and schematic interpretation including DC biasing and signal flow. Lab will utilize equipment in addition to circuit construction with individual components.

Class (3.00), Lab (3.00)

Prerequisites: take EE-109

EE-121 Electronics for PC Techs II 4.00 cr

Digital electronics including types of digital circuits (logic gates, flip-flops, counters, encoders, decoders); schematic interpretation and building and troubleshooting these circuits.

Class (3.00), Lab (3.00)

Prerequisites: take EE-107

EE-123 Electronic Fabrication I 2.00 cr

Fabrication of electronic devices/equipment. New skills such as soldering and layout design are included.

Class (1.00), Lab (3.00)

Prerequisites: take EE-107, EE-127

EE-124 Electronic Fabrication II 2.00 cr

Advanced, complex projects are manufactured to further hone fabrication and assembly skills.

Class (1.00), Lab (3.00)

Prerequisites: take EE-123

EE-126 Introduction to 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)

Prerequisites: take MATH-102

EE-127 Electronics for PC Technicians III 4.00 cr

Semiconductor circuitry including transistors, diodes, op amps, voltage regulators and comparators, their related circuitry, schematic interpretation and building and troubleshooting circuits.

Class (3.00), Lab (3.00)

Prerequisites: take EE-107

EE-128 PC Maintenance I 4.00 cr

The hardware of a personal computer (PC) including the internal workings of hard drives, monitors, power supplies, CD-ROMs, modems and motherboards. The student learns how to build a PC and troubleshoot hardware systems.

Class (3.00), Lab (3.00)

Prerequisites: take EE-121, EE-131, EE-107

EE-129 PC Maintenance II 4.00 cr

Troubleshooting and repair work is performed. Includes advanced knowledge of PC circuit subsystems and software programs (i.e. device drivers and troubleshooting programs)

Class (3.00), Lab (3.00)

Prerequisites: take EE-128

EE-130 PC Maintenance III 4.00 cr

Troubleshooting and repair work is the focus of the class effectively gaining field experience in the classroom environment.

Class (3.00), Lab (3.00)

Prerequisites: take EE-129

EE-190 Electronics Certification Block I 14.00 cr

George Brown College Electronics Certification Block I certificate.

Class (14.00)

Equivalent to EE-101, EE-102, EE-108 and EE-109

EE-191 Electronics Certification II 12.00 cr

George Brown College Electronics Certification Block II certificate.

Class (12.00)

Equivalent to EE-261, EE-262, and EE-115

Prerequisites: take EE-101, EE-102, EE-108, EE-109

EE-192 Electro - Mechanical Certification I 14.00 cr

George Brown College Electro- Mechanical Block I certificate.

Class (14.00)

Equivalent to EE 101, EE 102, EE 108 and EE 109

EE-193 Electro - Mechanical Certification II 15.00 cr

This George Brown College Electro- Mechanical Block II certificate.

Class (15.00)

Equivalent to EE 261, EE 262, EE 115 and EE 225

Prerequisites: take EE-101, EE-102, EE-108, EE-109

EE-194 Programmable Logic Control 14.00 cr

George Brown College Programmable Logic Control Certificate.

Equivalent to EE 261, EE 262, EE 268, and CS 200,

Class (14.00)

EE-201 Microcontrollers I 4.00 cr

Microcontroller programming languages and use of these programs to perform microcontroller basic functions.

Class (3.00), Lab (3.00)

EE-202 Microcontrollers II 4.00 cr

Study of microcontrollers at that system level.

Class (3.00), Lab (3.00)

Prerequisites: take EE-201

EE-203 Microcontrollers III - Capstone 4.00 cr

Advanced study of micro-controllers at the system level.

Class (3.00), Lab (3.00)

Prerequisites: take EE-202

EE-225 Industrial Electronics I 3.00 cr

Computerized control equipment used by industry for machine control, including the Allen Bradley programmable logic controller (PLC). Students build, test and troubleshoot projects using the PLC, computers, relays, motors and pneumatic controls.

Class (2.00), Lab (3.00)

EE-226 Electronic Certification 2.00 cr

Preparation for the Certified Electronics Technician test from ISCET. Includes a review of fundamental electronic principles, math, AC and DC circuits, transistors, troubleshooting and repair techniques. The student is not required to take the CET exam at the end of the course.

Class (1.00), Lab (3.00)

Prerequisites: take EE-121, EE-127, EE-107

EE-230 Linear IC's 3.00 cr

Application of operational amplifiers, comparators, phase locked loops, voltage regulators and other linear integrated circuits. Linear and switching power supplies are also discussed.

Class (2.00), Lab (3.00)

EE-240 Computers/Electronic Technician I 4.00 cr

The personal computer including operating systems, major subsystems, application software and basic troubleshooting.

Class (3.00), Lab (3.00)

EE-261 Digital Logic I 4.00 cr

Fundamentals of digital logic including classification of analog and digital signals, fundamental logic gates, Boolean algebra, combinational logic, latches and flip-flops. The student will learn and apply the principles of digital logic by building and troubleshooting digital circuits in the laboratory.

Class (3.00), Lab (3.00)

EE-262 Digital Logic II 4.00 cr

Flip-flops, one shots, asynchronous counters, synchronous counters, IC up/down counters and troubleshooting techniques. The student builds digital circuits using both digital IC's and a digital logic trainer.

Class (3.00), Lab (3.00)

Prerequisites: take EE-261

EE-264 Network+ and Server+ Certification 2.00 cr

Prepares the student for the Network+ and Server+ certification exam.

Class (2.00)

Prerequisites: take EE-130

EE-265 A+ Certification Preparation 2.00 cr

Preparation for the software and hardware portions of the A+ examination including mock exams.

Class (2.00)

Prerequisites: take EE-130, EE-131

EE-268 Programmable Logic Controllers 4.00 cr

Introduces programmable logic controllers (PLCs) and basic stamp micro-controllers including how controllers work and how to program them. Including circuitry such as relays, sensors and motor (items that the PLCs control)

Class (3.00), Lab (3.00)

Prerequisites: take EE-131, EE-130

EE-269 MCDST Preparation 2.00 cr

Prepares student to successfully pass the Microsoft Certified Desktop Support Technician exams MS 70-271 and MS 70-272.

Class (2.00)

Prerequisites: take EE-130, EE-131

EE-270 Information Support Services Certification Lab 1.00 cr

Hands on lab to complement the A+, Network and Server+ and MCDST prep classes.

Lab (1.00)

Prerequisites: take EE-130, EE-131

EE-281 Current Topics II 2.00 cr

Changes in computer technology including the latest developments in computer hardware and software. Future trends are analyzed.

Class (2.00)

Prerequisites: take EE-280

EE-282 Current Topics III 2.00 cr

Changes in computer technology including the latest developments in computer hardware and software. Future trends are analyzed.

Class (2.00)

Prerequisites: take EE-281

EE-290 Information Support Services Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

EE-291 Information Support Services Individual Study 1.00-5.00 cr

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

Class (5.00)

EE-292 Information Support Services Field Experience 1.00-4.00 cr

On-the-job training in an electronics facility through special arrangement with an instructor.

Lab (1.00)

EE-294 Information Support Service Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

EE-296 Information Support Services Practicum (SL/CR) 2.00 cr

Placement in the work force to perform actual computer/electronics duties. The seminar includes discussion about the work experiences.

Class (1.00), Lab (8.00)

Prerequisites: take EE-226, EE-130, EE-131

EE-297 Information Support Services Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

EE-298 Information Support Services Internship 3.00-9.00 cr

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

Class (3.00), Lab (40.00)

Emergency Medical

EM-100 Emergency Victim Care 10.00 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 stabilization of the patient at the emergency scene, while moving the patient to and from the emergency vehicle and while en route to definitive care. Includes 10 hours of clinical experience. 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.

Class (9.00), Lab (4.00)

Prerequisites: take EM-133, MATH-108, COMM1, COMM-121 or COMM-122

EM-101 EMT Paramedic Clinical I 2.00 cr

Introduction to the hospital environment, medical procedures and the complex interrelationship of total patient care. Includes observation time for learning the functions of the members of the patient care team. Experience with rescue squads arranged on an individual basis. Prerequisite: See instructor.

Class (1.00), Lab (5.00)

Prerequisites: take EM-100

Corequisite courses: EM-107

EM-102 Defensive Driving and Emergency Vehicle Operation 1.00 cr

Intended to teach the skills necessary to prepare a new driver or refresh junior or senior driver in emergency vehicle driving techniques.

Class (1.00), Lab (2.00)

EM-107 Introduction to Paramedic 9.00 cr

Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology and symptomatology. Major emphasis is placed upon transition from EMT to EMT-Paramedic, body systems, patient assessment and recognition of acute medical emergencies. Pertinent medical terminology is integrated into all aspects of this course. The laboratory component includes venipuncture, blood glucose test, airway management, IM injections, subcutaneous injections, Didactic instruction and practical training in intravenous therapy are an integral part of this course.

Class (8.00), Lab (6.00)

Prerequisites: take EM-100, COMM-122, MATH-108

Corequisite courses: EM-101

Prerequisite noncourses: EMT Basic Certification, BCI and I Background Check, 13 Panel Urine Drug Screen

EM-108 Cardiopulmonary Resuscitation 1.00 cr

Practical course for lay persons in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. Card issued upon completion.

Class (1.00)

EM-110 EMT Paramedic I 10.00 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 pharmacology, cardiology, symptomatology and obstetrics/gynecology. Pertinent medical terminology is integrated. The laboratory component includes venipuncture, blood glucose test, airway management, IM injections, integrated into all aspects of this course. The laboratory component includes drug therapy, ECG interpretation and defibrillation.

Class (8.00), Lab (6.00)

Prerequisites: take EM-101, EM-107

Corequisite courses: EM-111

EM-111 EMT Paramedic Clinical II 2.00 cr

Practical hospital experience in a variety of patient care areas. Emphasizes cardiac and respiratory care and treatment of the acutely ill patient.

Prerequisites: EM one technical courses

Class (1.00), Lab (5.00)

Prerequisites: take EM-107, EM-101

Corequisite courses: EM-110

EM-113 EMT Squad Experience - Capstone 6.00 cr

Practical vehicle-clinical observation and experience including assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor.

Class (2.00), Lab (16.00)

take EM-101, EM-111, EM-117

Corequisite courses: EM-140

EM-117 EMT Paramedic Clinical III 2.00 cr

Class (1.00), Lab (5.00)

Prerequisites: take EM-110, EM-111

Corequisite courses: EM-120

EMT-120 Paramedic II 10.00 cr

Continuing study of the DOT National Standards Curriculum pertaining to the EMT Paramedic level. Includes pathophysiology, symptomatology and treatment of select medical/surgical conditions. Major emphasis is on cardiology, geriatric patients, assessment management, ambulance operation and responding to terrorist acts. Pertinent medical terminology is integrated. The laboratory component includes patient assessment, body systems, ambulance operation, cardiology and IV therapy.

Class (8.00), Lab (6.00)

Prerequisites: take EM-110, EM-111

Corequisite courses: EM-117

EM-128 Rope Rescue Techniques 2.00 cr

Repelling plus securing and stabilizing the patient for extrication.

Class (1.00), Lab (3.00)

EM-129 First Responder 2.00 cr

Follows the DOT National Standards Curriculum pertaining to First Responder. Includes how to cope with various medical injuries and illnesses encountered in emergency situations. Students learn to recognize signs and symptoms, apply the correct technical treatment. Treatment for stabilization of the patient at the emergency scene and to work and communicate with other emergency personnel. The laboratory component teaches procedures necessary for the care of sick and injured patients, including patient assessment, airway management, medical and traumatic emergency treatment, obstetrics and ambulance operations.

Class (1.00), Lab (3.00)

EM-133 CPR/Professional Rescuer 1.00 cr

(Fall, Winter, Spring and Summer)

Practical course for health professionals in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. Card issued upon completion.

Class (1.00)

Equivalent to HC-106

EM-134 Standard First Aid 1.00 cr

Prepares the student to meet the needs of most situations when emergency first aid care is needed and medical assistance is not excessively delayed. Increases knowledge of personal safety and accident prevention. Prerequisite: See instructor.

Class (1.00)

Equivalent to HC-114

EM-135 First Aid Recertification Course 0.25-0.50 cr

Reviews the standard first aid skills a person needs to act as the first link in the emergency medical services system. Prepares participants to respond correctly in emergencies. Skills and techniques learned will help the student stay calm and make decisions appropriate to keep a victim alive and injuries from becoming worse until the EMS system arrives. Course consists of adult CPR skills and first aid skills for injuries as well as medical emergencies. Prerequisite: Current adult CPR and First Aid course.

Class (5.00), Lab (1.00)

EM-136 CPR Recertification Course 0.25-0.50 cr

Review of adult, infant and child CPR and community CPR courses. Information includes dealing with respiratory emergencies that could lead to cardiac arrest and providing first aid for cardiac emergencies. Prerequisite: Current CPR card.

Class (0.50), Lab (1.00)

EM-137 Cardiopulmonary Resuscitation 0.25-1.00 cr

Instructor course in cardiopulmonary resuscitation leading to instructor certification through the American Heart Association or American Red cross. Basic instruction techniques, background information on heart attacks and rationale for application of CPR.

Class (1.00), Lab (1.00)

EM-138 Standard First Aid Instructor 1.00 cr

American Red Cross Standard First Aid and Adult CPR Instructor Course. Application of varying teaching methods used by the American Red Cross to provide the public with knowledge and skills necessary in an emergency. Upon successful completion of this course the participant will be certified as an American Red Cross Standard First Aid Instructor. (All American Red Cross requirements must be met before student may teach classes.)

Class (1.00)

EM-139 Tactical Medical Response 0.50 cr

Combat tactics, specialized equipment and specialized medical intervention to ballistic and blast type injuries for health care professionals providing medical care under hostile conditions.

Class (0.36), Lab (1.10)

Prerequisites: take EM-100

EM-140 EMT Paramedic III - Capstone 6.00 cr

Continuing study of the DOT National Standards Curriculum pertaining to the EMT Paramedic level. Includes pathophysiology, symptomatology and treatment of traumatic patients. Major emphasis of the course is on the trauma patient. Pertinent medical terminology is integrated. The laboratory component includes IV therapy, trauma support, ECG interpretation and defibrillation.

Class (5.00), Lab (4.00)

Prerequisites: take EM-107, EM-110, EM-120

Corequisite courses: EM-113

EM-150 EMT Paramedic Refresher 2.00 cr

Covers all DOT modules with emphasis on practical skills.

Class (2.00), Lab (2.00)

Prerequisites: take EM-107, EM-110, EM-120

EM-202 Advanced Cardiac Life Support 1.00 cr

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.

Class (1.00), Lab (1.00)

EM-203 Emergency Rescue Operations 4.00 cr

Emergency rescue operations including the heavy rescue unit. Includes the use of special extrication tools and study and practice of rescue operations on water, highways and industrial locations.

Class (3.00), Lab (4.00)

EM-213 Public Administration Relations and Education 2.00 cr

Provides the emergency medical service and fire command officer with a better understanding of fire and EMS safety problems and accepted administrative methods. Management problems are approached from the point of view of the fire or EMS chief, fire command officer and the chief administrator.

Class (2.00), Lab (2.00)

EM-217 Wilderness EMT 3.00 cr

Special problems associated with prolonged patient care, severe environments and limited equipment will be addressed. This is the definitive medical training course for all rural EMS providers and wilderness rescue team members. Includes emergency rescue simulations.

Class (2.00), Lab (3.00)

Prerequisites: take EM-100

EM-276 EMT Exam Preparation 3.00 cr

An intense review of the DOT EMT objectives designed for students needing additional instruction before taking the National Registry Exam. Includes instruction in EMS course content at the appropriate level of certification (EMT-Basic, EMT-Intermediate and EMT-Paramedic.) Areas of emphasis are based on the student's performance on exams. Includes one-on-one instruction, work sheets, practice exams, study skills and test taking strategies.

Class (2.00), Lab (5.00)

EM-290 Emergency Medical Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

EM-291 Emergency Medical Individual Study 1.00-5.00 cr

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

Class (5.00)

EM-292 Emergency Medical Field Experience 1.00-4.00 cr

On-the-job training in an emergency medical facility through special arrangement with an instructor.

Lab (1.00)

EM-296 Emergency Medical Practicum 2.00-7.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (42.00)

EM-297 Emergency Medical Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

EM-298 Emergency Medical Internship 3.00-9.00 cr

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Class (3.00), Lab (40.00)

English

ENGL-151 Freshman Composition 5.00 cr

Strengthens writing skills through a variety of composing and revising strategies to develop essays which are well organized, coherent, error-free and suited to their purpose and audience. Essays may draw from personal experience, include critical response to readings or require research.

Class (5.00)

Prerequisites: take COMM-121 or COMM2-COMM

ENGL-152 Advanced Essay Skills 1.00 cr

Continues essay-writing practice begun in ENGL-151 with emphasis on persuasion.

Class (1.00)

Prerequisites: take ENGL-151

ENGL-153 Service Research (SL/CR) 1.00 cr

Practices civic responsibility by designing an individual project within the framework of social, cultural, political, or environmental community action. The project experience explores how personal involvement can effect change.

Class (1.00)

Prerequisites: take COMM-110, COMM-121

ENGL-253 American Literature I 4.00 cr

A series of seminal works and critical commentary on those works will be read and discussed as students discover how America's early historical and cultural developments helped to shape a distinctive national literature. Fundamental methods of literary theory and textual analysis will be introduced. Noteworthy pre-colonial, colonial and post-colonial writers will be studied closely.

Class (4.00)

Prerequisites: take COMM-122 or ENGL-151

ENGL-255 American Literature II 4.00 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 Transcendentalist movement, existentialism, the Harlem Renaissance, the Beats and post modern writing are discussed in detail.

Class (4.00)

Prerequisites: take COMM-122 or ENGL-151

Equine Sciences

EQSI-103 Horse Care Handling 3.00 cr

Introduces the basics of stable management including proper approach, catch and release of horses, stall cleaning, proper feeding techniques, grooming, leading and handling of horses.

Class (2.00), Lab (5.00)

Corequisite courses: EQSI-110

EQSI-104 Primitive Tools 2.00 cr

Proper care, maintenance and safe operation of non-power tools used in the backcountry.

Class (1.00), Lab (3.00)

EQSI-110 Wilderness Riding I 3.00 cr

Basics of proper horse care and horsemanship, how to safely handle the horse and properly feed, groom, saddle and bridle the working trail horse. Riding instruction focuses on proper mounting and safe riding skills in a trail situation.

Class (2.00), Lab (3.00)

Corequisite courses: EQSI-103

EQSI-111 Equine Employment Seminar 2.00 cr

Career choices in the equine industry and related education and training requirements. Includes a job search, writing resumes and cover letters, answering advertisements, interviewing and accepting a job offer.

Class (2.00)

EQSI-112 Equine Health Care I 3.00 cr

Basic health care for horses including preventative health care.

Class (3.00), Lab (1.00)

EQSI-113 Equine Nutrition and Supplements 3.00 cr

Feeds and feeding of the equine at all ages and levels of performance.

Class (3.00)

EQSI-115 Wilderness Riding II 3.00 cr

Development of confidence and skills needed to handle and care for the working trail horse.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-103, EQSI-110

EQSI-116 Equine Anatomy and Physiology I 3.00 cr

Covers the structure and function of the anatomical systems of the horse.

Class (3.00), Lab (1.00)

EQSI-117 Equine Anatomy and Physiology II 4.00 cr

The skeletal, muscular, respiratory, cardiovascular, digestive, urinary, nervous, endocrine and reproductive systems are studied and cross referenced to determine soundness, conformation and motion.

Class (3.00), Lab (3.00)

Prerequisites: take EQSI-116, BIOS-103

EQSI-119 Equine Business Management 3.00 cr

Examination of steps taken to build a private business in the Equine Industry. Skills include developing a business plan, financial management, accounting, customer service, human resource management, analysis of business risks and meeting industry standards.

Class (3.00)

EQSI-120 Wilderness Riding III 3.00 cr

Advanced backcountry trail riding to safely handle the horse in the most difficult trail situations in this region. Major aspects of handling trail horses are covered including loading and traveling with horses and caring for horses during transport.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-115.

EQSI-123 Equine Health Care II 4.00 cr

Advanced studies of horse related diseases, parasites, identification methods, vaccination, treatment, medications and record keeping.

Class (3.00), Lab (3.00)

Prerequisites: take EQSI-112, EQSI-124, EQSI-116

EQSI-124 Equine Acupressure I 2.00 cr

Acupressure concepts and theory; methods of observation; acupoint and meridian system hands-on experience. Upon completion of all required course work, the participant will receive a Certificate of Completion, Level I Trainee from "Acupressure and Canine Inc."

Class (1.00), Lab (3.00)

EQSI-126 Animal Acupressure - Meridian System 1.00 cr

Animal Acupressure is based on traditional Chinese medicine's meridian theory. This introduction to meridian theory focuses on the 12 major meridians and two of the extraordinary vessels. Meridians are discussed in the context of their location, function, indications, origins and termination and physiological connection with other meridians. How the meridian system functions and the inter-relatedness of the meridian system are key concepts of this course.

Class (1.00)

EQSI-127 Animal Acupressure - Acupoints 1.00 cr

Acupoints along the meridian pathways are used to balance energy throughout the animal's body during the point work segment of an acupressure treatment. This course focuses on meridian theory, point classification, the functions and locations of major animal acupoints. Acupoints located along the 12 major meridians and two extraordinary vessels will be considered in this course. The anatomical location, category and function of specific acupoints are addressed. Indications and contra-indications of point use are also covered.

Class (1.00)

EQSI-128 Animal Acupressure-Five Elements 1.00 cr

The five-element theory is one of the cornerstones of traditional Chinese medicine. It is an essential conceptual framework for the practice of animal acupressure. This course is an introduction to the theory of the Five-Elements. The characteristics of each element including their relationship with the body organs, physiological significance and assessment indicators are covered. The cycles of creation and control are addressed along with specific point selection based on one theory of the Five-Elements.

Class (1.00)

EQSI-129 Animal Acupuncture- Traditional Chinese Method 1.00 cr

Overview of the theoretical foundations of Traditional Chinese Medicine (TCM) including the fundamental components of TCM: Yin and Yang, Chi energy, blood and body fluids, Shen, Essences and the Zang Fu organs. Establishes the philosophical and operational underpinnings of TCM and how it specifically relates to animal acupressure.

Class (1.00)

EQSI-130 Farm Equipment Operation and Maintenance 2.00 cr

Safety maintenance and operation of tractors, light trucks, horse trailers and many types of farm equipment used in horse barn facilities.

Class (1.00), Lab (3.00)

Equivalent to NRM-111, WLM-140, NRM-130

EQSI-132 Equine Acupressure II 2.00 cr

Acupressure theory and meridian system review, hands-on point work for specific conditions, in-depth work with the five element theory and other essential healing techniques and complementary modalities. Upon completion of all required course work, the participant will receive a Certificate of Completion, Level II Practitioner from "Acupressure and Canine Inc."

Class (2.00), Lab (2.00)

Prerequisites: take EQSI-124

EQSI-133 Equine Aromatherapy 2.00 cr

Introduces aromatherapy and essential oils and gives the basic skills and knowledge needed to perform an aromatherapy treatment on your horse.

Class (1.00), Lab (3.00)

EQSI-135 Forging I 3.00 cr

Skills necessary to maintain and build a coal fire and proper use of a gas forge. Includes coal fire types, heating process of coal and heat treatments. Laboratory practice in building coal fire, tool making, metal-lurgy, shoe making and shoeing with handmade shoes.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-210, EQSI-215

EQSI-136 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 and tool making with tool steel and preparing a shoe board for the American Farriers Association certification.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-135

EQSI-143 Equine Marketing/Brochure Development 3.00 cr

Effective marketing techniques used and applied in the equine industry, such as news releases. Brochures are developed.

Class (2.00), Lab (3.00)

EQSI-150 Leather Craft I 3.00 cr

Covers leather craft and leather repair related to horse tack, including tool in repairing and constructing tack items such as bridles, halters and related equipment.

Class (2.00), Lab (4.00)

EQSI-151 Leather Craft II 3.00 cr

Free hand leather projects that utilize tooling and sewing for the completion of assignments.

Class (1.00), Lab (4.00)

Prerequisites: take EQSI-150

EQSI-160 Equine Massage 3.00 cr

Origin and philosophy of equine massage with major essentials on the physiological benefits of equine massage and the proper approach, assessment and application of massage techniques.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-115, EQSI-103, EQSI-116

EQSI-161 Advanced Equine Massage 3.00 cr

Enhances previously learned equine massage skills, prepares for professional equine massage and includes exposure to alternative therapies.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-160

EQSI-200 Horse Packing 3.00 cr

Basic skills in packing horses and mules and basic repair of harness and tack.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-110, EQSI-103

EQSI-201 Horse Program Management 3.00 cr

Management practices used in horse operations and facilities. Includes buying horses, cost of health care, feeding, worming, buildings, fencing and equipment. Management techniques will be stressed including cost saving decisions.

Class (3.00), Lab (1.00)

EQSI-210 Horseshoeing I 3.00 cr

Skills necessary to replace a lost shoe on the back country trail. Lecture covers basic horse leg anatomy, horseshoes, nails and lameness problems. Laboratory practice in shaping horseshoes cold and shoeing horses.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-103

EQSI-212 Mounted Police Certification 2.00 cr

Hands-on certified training course with exposure to scenarios and skill building training techniques that give students the minimum skills needed to perform in a mounted patrol. A passing grade is required for students to receive their certification. Certification is also at the discretion of Hocking College.

Class (1.00), Lab (3.00)

EQSI-215 Horseshoeing II 3.00 cr

Studies cold keg-shoeing techniques, including financial and record keeping aspects of operating a shoeing business.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-210

EQSI-216 Horseshoeing III 3.00 cr

Developing advanced shoeing techniques (hot-fitting, shoeing with pads and shoeing with toe and quarter clips.) Lecture covers business plan, financial and horse record-keeping aspects of operating a shoeing business.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-215

EQSI-217 Horseshoeing IV 3.00 cr

A closer look at three parts of the hoof (wall, sole and frog) and the structure and how correct and incorrect shoeing affects gait, foot diseases, injuries and lameness. Also, footcare practice as it relates to feeding and health is discussed.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-216

EQSI-220 Trail Maintenance 3.00 cr

This course is designed to teach the basic skills needed to develop and maintain multiple-use trails. New forest service guidelines will be used to cover design, construction and maintenance of high-use, low-impact trail systems.

Class (2.00), Lab (3.00)

Prerequisites: take NRM-110

EQSI-225 Campus Park Patrol- Capstone (SL/CR) 3.00 cr

Studies exposure to situations faced as front country mounted ranger and emphasizes safely handling horses in traffic, around crowds and children.

Class (1.00), Lab (6.00)

Prerequisites: take EQSI-120

EQSI-230 Team Driving I 3.00 cr

Introduces the basics of using horses and mules in harness, singularly and as a team. Training, handling and hitching of horses are included.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-130

EQSI-235 Team Driving II 3.00 cr

This course is designed to take the student beyond basics of driving both single and draft teams. Students will have numerous opportunities to hitch and drive teams on various types of equipment and wagons.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-230, EQSI-115

EQSI-240 Colt Training I 3.00 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.

Class (1.00), Lab (6.00)

Prerequisites: take EQSI-120

EQSI-245 Colt Training II 3.00 cr

For the student who has successfully completed NR-118 and wishes to continue the 90 to 180 day training program with colts. Emphasis is placed on completing training for a started colt and working with a problem horse.

Class (1.00), Lab (6.00)

Prerequisites: take EQSI-120, EQSI-240, EQSI-103

EQSI-250 Teaching Horseback Riding 3.00 cr

(Winter and Spring)

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.

Class (1.00), Lab (7.00)

Prerequisites: take EQSI-120

EQSI-255 Advanced Packing and 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 (12.00)

Prerequisites: take EQSI-210, EQSI-200, EQSI-115

EQSI-256 Advanced Packing II 4.00 cr

Students function as work crew supervisors and lead packers during a seven day extended working pack trip into a western wilderness area. Students will be responsible for the care of horses in travel and at the trail head.

Lab (4.00)

Prerequisites: take EQSI-255

EQSI-258 Corrective Shoe/Gait Analysis (SL/CR) 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 lamenesses. Also includes the gait and stance of the lame horse.

Class (3.00), Lab (6.00)

Prerequisites: take EQSI-136, EQSI-216

EQSI-260 Equine Health Care/Complimentary Therapies 5.00 cr

Equine health care with special emphasis on dealing with large groups of horses in remote wilderness/ranch settings.

Class (3.00), Lab (6.00)

Prerequisites: take EQSI-120

EQSI-261 Equine Nutrition 3.00 cr

Feeds and feeding of the equine at all ages and levels of performance.

Class (3.00)

Prerequisites: take EQSI-115

EQSI-262 Equine Conformation 3.00 cr

Covers equine conformation relative to function and soundness.

Class (2.00), Lab (3.00)

EQSI-263 Broodmare and Foal Care (SL/CR) 3.00 cr

This clinic is designed to give lecture information as well as hands-on experience with the broodmare before, during and after the birth of the foal.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-120

EQSI-264 Equine Anatomy and Physiology 5.00 cr

Cover the structure and function of the anatomical systems of the horse.

Class (4.00), Lab (4.00)

Prerequisites: take EQSI-120

EQSI-267 Equine Reproduction and Breeding (Capstone) 3.00 cr

Covers the breeding soundness exam through early pregnancy, including stallion management, collection and evaluation of semen and artificial insemination.

Class (2.00), Lab (3.00)

Prerequisites: take EQSI-120

EQSI-290 Equine Science Special Topics 0.50-5.00 cr

A structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

EQSI-294 Equine Science Cooperative Work Experience 6.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

EQSI-296 Equine Science Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

EQSI-298 Equine Science Internship 3.00-9.00 cr

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

Class (2.00), Lab (40.00)

Equipment Operations

ERT-100 Survey Concepts/Blueprint Review 3.00 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 (3.00), Lab (2.00)

ERT-101 Equipment Operations I 6.00 cr

Knowledge, skills and safe working techniques related to heavy equipment operation. Maintenance and service of each type of equipment is practiced.

Class (2.00), Lab (12.00)

ERT-102 Equipment Operations II 6.00 cr

Proper equipment operation including maintenance procedures, dozing techniques, straight dozing, slot dozing, side cutting, ripping procedures, proper dozing efficiencies, undercarriage wear and guidelines, warning labels and safe operating procedures.

Class (2.00), Lab (12.00)

Prerequisites: take ERT-101

ERT-103 Equipment Operations III 6.00 cr

Advanced techniques and safe work practices involved in equipment operation. Provides “hands-on” experience in service, maintenance, operation and safety.

Class (2.00), Lab (12.00)

Prerequisites: take ERT-102

ERT-107 Heavy Equipment Maintenance and Repair I 2.00 cr

Basic knowledge of preventive maintenance and minor repair procedures for heavy equipment. Provides hands-on experience in performing equipment repair in the field including how to troubleshoot problems systematically. Inspection of cooling and fuel systems.

Class (1.00), Lab (3.00)

ERT-108 Heavy Equipment Maintenance and Repair II 2.00 cr

Intermediate procedures for troubleshooting heavy equipment problems in the field. Changing and disposal of fluids and filters. Identification and diagnosis of electrical components and use of wiring diagrams. Inspection of lubrication systems.

Class (1.00), Lab (3.00)

Prerequisites: take ERT-107

ERT-109 Heavy Equipment Maintenance and Repair III 2.00 cr

Advanced use of heavy equipment field and shop tools and diagnostic equipment. Inspection of drive train components and brake systems. Replacement of hydraulic hoses and lines.

Class (1.00), Lab (3.00)

Prerequisites: take ERT-108

ERT-110 Construction Basics 3.00 cr

Formulas and calculations 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 (3.00)

ERT-111 Diesel/Gas/Small Engine Repair 3.00 cr

Covers routine maintenance and light repair of two and four cycle internal combustion engines.

Class (2.00), Lab (3.00)

ERT-120 Hydraulics/Mechanical System Maintenance/Repair 3.00 cr

Discusses the theory, design and function of hydraulic systems and drive chain components of forest harvesting machinery.

Class (2.00), Lab (3.00)

ERT-121 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 (3.00)

Equivalent to FMAQ-119

ERT-124 Advanced Welding 2.00 cr

Designed for maintenance trades and kindred workers who are familiar with the basics of welding and fabrication, advanced techniques of welding utilizing MIG, electric arc and oxyacetylene equipment are taught. Shop setup and applicable safety procedures are also included.

Class (1.00), Lab (3.00)

Prerequisites: take ERT-121

ERT-175 CDL Permit 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-176 Commercial Driver License 160 Hour 5.00 cr

Prepares the student to sit for both the written and in vehicle portions of the State of Ohio Commercial Driver's License examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes hands-on experience in proper service, maintenance, operation and safety of a commercial vehicle.

Lab (16.00)

ERT-201 Construction Business Management 3.00 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 SBDC and other start up agencies.

Class (3.00), Lab (2.00)

ERT-204 Equipment Operations IV 6.00 cr

Safe work practices involved in equipment operation, general site management and planning along with cost efficiencies and contracts, particular attention focused on trackhoe operation.

Class (2.00), Lab (12.00)

Prerequisites: take ERT-103

ERT-205 Equipment Operations V 6.00 cr

Safe work practices involved in equipment operation. Each student advances to a higher skill level on all equipment and learns about the different types of lubricants and fluids required for operation of the equipment. Additional attention is focused on off highway trucks.

Class (2.00), Lab (12.00)

Prerequisites: take ERT-204

ERT-206 Equipment Operations VI (Capstone) 6.00 cr

Safe work practices involved in equipment operation. This course has established standards of performance supported by a carefully structured learning process which brings operators to a measurable proficiency. Such training is unique to the industry. The resulting higher skills will improve productivity and machine performance, reduce operating costs and enhance safety.

Class (2.00), Lab (12.00)

Prerequisites: take ERT-205

ERT-215 Job Appraisal and Bidding 3.00 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 (6.00)

Prerequisites: take ERT-100, ERT-201

ERT-290 Environmental Restoration Special Topics 0.25-5.00 cr

A structured exploration of a specific topic(s) by participants in a group.

Class (3.00), Lab (3.00)

ERT-294 Equipment Operation Cooperative/Apprenticeship 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 operation. The seminar portion allows the student to discuss natural resources experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.

Class (2.00), Lab (40.00)

ERT-294A Equipment Operation Cooperative/Apprentice A 6.00 cr

Directed cooperative apprenticeship is designed to provide students with an avenue 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 operation.

Class (2.00), Lab (40.00)

Prerequisites: take ERT-103

ERT-294B Equipment Operation Cooperative/Apprentice B 6.00 cr

Directed cooperative apprenticeship is designed to provide students with an avenue 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 operation.

Class (2.00), Lab (40.00)

Prerequisites: take ERT-294A

ERT-294C Equipment Operation Cooperative/Apprentice C 6.00 cr

The seminar allows the student to discuss work and business experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.

Class (2.00), Lab (40.00)

Prerequisites: take ERT-294B

ERT-296 Environmental Restoration Practice 2.00 cr

An on- or off campus work experience.

Class (1.00), Lab (7.00)

ERT-298 Equipment Operations Internships 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

English Support

ES-051 ES Conversational/Fundamentals 3.00 cr

(Fall, Winter, Spring and Summer)

Introductory course for the student for whom English is a second language. Emphasizes survival oral/aural communication skills through the study and practice of common and emergency vocabulary, conversation and pronunciation of spoken American English.

Class (3.00), Lab (2.00)

ES-052 ES Reading - Fundamentals 5.00 cr

(Fall, Winter, Spring and Summer)

Introductory course for the student for whom English is a second language. Strongly emphasizes survival recognition and understanding of textual material by study and practice of common and emergency vocabulary through the use of selected reading materials.

Class (5.00)

ES-053 ES Writing/Grammar Fundamentals 5.00 cr

(Fall, Winter, Spring and Summer)

Introductory course for the student for whom English is a second language. Strongly emphasizes basic writing and grammar skills through use and practice.

Class (5.00)

ES-054 ES Integrated Skills/Fundamentals 3.00 cr

(Fall, Winter, Spring and Summer)

Introductory course for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice in specific labs.

Class (2.00), Lab (3.00)

ES-058 ES Fundamentals Special Topics 1.00-8.00 cr

(Fall, Winter, Spring and Summer)

Introductory course for the student for whom English is a second language.

Class (8.00)

ES-061 ES Conversation Beginner I 1.00-4.00 cr

(Fall, Winter, Spring and Summer)

Beginning course for the student for whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversation abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English.

Class (3.00), Lab (2.00)

ES-062 ES Reading/Beginner I 5.00 cr

(Fall, Winter, Spring and Summer)

Beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of reading comprehension through the use of selected basic reading materials.

Class (5.00)

ES-063G ES Grammar - Beginning I 4.00 cr

(Fall, Winter, Spring and Summer)

Beginning course for the student for whom English is a second language. Strongly emphasizes the use and practice of basic English grammar structures derived from selected texts.

Class (4.00)

ES-063W ES Writing, Beginning I 4.00 cr
(Fall, Winter, Spring and Summer)
Beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills using basic English grammatical structures derived from selected texts.
Class (4.00)

ES-064 ES Integrated Skills/Beginner I 3.00 cr
(Fall, Winter, Spring and Summer)
Beginning course for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice in specific labs.
Class (2.00), Lab (3.00)

ES-068 ES Beginner I Special Topics 1.00-8.00 cr
(Fall, Winter, Spring and Summer)
Beginning I course for the student for whom English is a second language.
Class (8.00)

ES-071 ES Conversation Beginner II 1.00-4.00 cr
(Fall, Winter, Spring and Summer)
Continuing course for the student whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversation abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English.
Class (4.00), Lab (3.00)

ES-072 ES Reading/Beginner II 1.00-5.00 cr
(Fall, Winter, Spring and Summer)
Continuing beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of reading comprehension through the use of selected basic reading materials.
Class (5.00)

ES-073 ES Writing and Grammar/Beginner II 1.00-8.00 cr
(Fall, Winter, Spring and Summer)
Continuing beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills through the use and practice of basic English grammatical structures derived from selected texts.
Class (8.00)

ES-073G ES Grammar - Beginning II 4.00 cr
(Fall, Winter, Spring and Summer)
Continuing beginning course for the student for whom English is a second language. Strongly emphasizes the use and practice of basic English grammar structures derived from selected texts.
Class (4.00)
Prerequisites: take ES-063G

ES-073W ES Writing, Beginner II 4.00 cr
(Fall, Winter, Spring and Summer)
Continuing beginning course for the student for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills using basic English grammatical structures derived from selected texts.
Class (4.00)
Prerequisites: take ES-063W

ES-074 ES Integrated Skills/Beginner II 1.00-4.00 cr
(Fall, Winter, Spring and Summer)
Continuing beginning course for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice in specific labs.
Class (4.00)

ES-078 ES Beginner II Special Topics 1.00-8.00 cr
(Fall, Winter, Spring and Summer)
Beginning II course for the student for whom English is a second language.
Class (8.00)

ES-082 ES Reading/Intermediate I 1.00-5.00 cr
(Fall, Winter, Spring and Summer)
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of reading comprehension through the use of selected basic reading texts.
Class (5.00)

ES-083 ES Writing and Grammar/Intermediate I 1.00-8.00 cr
(Fall, Winter, Spring and Summer)
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the development and strengthening of writing skills through the use and practice of basic English grammatical structures derived from selected texts.
Class (8.00)

ES-083G ES Grammar, Intermediate I 4.00 cr
(Fall, Winter, Spring and Summer)
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the development the use and practice of basic English grammatical structures derived from selected texts.
Class (4.00)
Prerequisites: take ES-073G

ES-083W ES Writing, Intermediate II 4.00 cr
(Fall, Winter, Spring and Summer)
Developmental course on the beginning intermediate level for the student for whom English is a second language. Strongly emphasizes the development of writing skills using basic English grammatical structures derived from selected texts.
Class (4.00)
Prerequisites: take ES-073W

ES-084 ES Integrated Skills/Intermediate I 1.00-5.00 cr
(Fall, Winter, Spring and Summer)

Developmental course on the beginning intermediate level for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice in specific labs.

Class (5.00)

ES-088 ES Intermediate I Special Topics 1.00-8.00 cr
(Fall, Winter, Spring and Summer)

Developmental course on the beginning intermediate level for the student for whom English is a second language.

Class (8.00)

ES-091 ES Conversation Intermediate II 1.00-5.00 cr
(Fall, Winter, Spring and Summer)

Continuing developmental course on the mid-intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of oral/aural conversational abilities and listening comprehension through the study and practice of common vocabulary, conversational forms and the pronunciation of spoken American English. Includes an increasing focus on academic types of listening/speaking tasks and note taking.

Class (5.00)

ES-092 ES Reading/Intermediate II 1.00-5.00 cr
(Fall, Winter, Spring and Summer)

Continuing developmental course on the mid-intermediate level for the student for whom English is a second language. Strongly emphasizes the strengthening of reading comprehension and critical analysis through the use of selected reading texts. Includes an increasing focus on academic types of reading. Includes the Success Skill Demonstrates Community, Cultural and Global Awareness.

Class (5.00)

ES-093 ES Writing and Grammar/Intermediate II 1.00-8.00 cr
(Fall, Winter, Spring and Summer)

Continuing developmental course on the mid-intermediate level for the student for whom English is a second language. Strongly emphasizes the expansion and strengthening of writing and grammar skills through the use and practice of English grammatical structures using selected texts. Includes an increasing focus on academic types of writing as well as emphasis on preparation for the Communications sequence.

Class (8.00)

ES-093G ES Grammar, Intermediate II 4.00 cr
(Fall, Winter, Spring and Summer)

Continuing developmental course on the upper-intermediate level for the student for whom English is a second language. Strongly emphasizes the expansion and strengthening of writing and grammar skills through the use and practice of English grammatical structures using selected texts.

Class (4.00)

Prerequisites: take ES-083G

ES-093W ES Writing, Intermediate II 4.00 cr
(Fall, Winter, Spring and Summer)

Continuing developmental course on the upper-intermediate level for the student for whom English is a second language. Strongly emphasizes the expansion and strengthening of writing through the use and practice of English grammatical structures using selected texts. Includes an increasing focus on academic types of writing as well as emphasis on preparation for the Communication sequence.

Class (4.00)

Prerequisites: take ES-083W

ES-094 ES Integration Skills/Intermediate II 1.00-3.00 cr
(Fall, Winter, Spring and Summer)

Continuing developmental course on the mid-intermediate level for the student for whom English is a second language. Integrates and extends conversation, reading and writing skills through supervised practice in specific labs.

Class (3.00)

ES-098 ES Intense Academic English I 1.00-12.00 cr
(Fall, Winter, Spring and Summer)

A mid-intermediate course for the student for whom English is a second language. Emphasis on preparing the mid-level English Support student for the challenges of the Intermediate II level.

Class (12.00)

ES-099 ES Intense Academic English II 1.00-12.00 cr
(Fall, Winter, Spring and Summer)

A high intermediate course for the student for whom English is a second language. The emphasis is on preparing the high intermediate English Support student for the challenges of public speaking, composition and reading as required by the Communications sequence.

Class (5.00)

ES-290 Special Topics - English Support 1.00-6.00 cr
(Fall, Winter, Spring and Summer)

Fundamentals to high/intermediate course for the student for whom English is a second language. Emphasis is on providing continuing support in English Support classes for the student with special topic needs.

Class (6.00)

Fish Management and Aquaculture

FMAQ-110 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.

Class (3.00), Lab (5.00)

FMAQ-112 Fish Culture II 4.00 cr

Basic requirements for limnological and water quality and testing for aquaculture, gonadal development, artificial propagation and spawning techniques egg-taking and hatchery, methods of larval and fry rearing, prophylactic measures and pond preparation.

Class (3.00), Lab (5.00)

Prerequisites: take FMAQ-110

FMAQ-114 Fish Culture III (Capstone) 4.00 cr

Freshwater fish species production methods with special emphasis on species currently being reared commercially in Ohio and the Midwest.

Class (3.00), Lab (5.00)

Prerequisites: take FMAQ-112

FMAQ-115 Hatchery Maintenance/Structure 3.00 cr

Basic concepts of surface maintenance, carpentry, electricity 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 amperage, current and resistance, series and parallel circuits and basic wiring. Knowledge of block and brick laying, mixing and pouring concrete.

Class (2.00), Lab (3.00)

FMAQ-119 Hatchery Maintenance/Welding 2.00 cr

Principles and calculations and basic concepts of electric arc and gas welding, brazing and soldering.

Class (1.00), Lab (3.00)

Equivalent to ERT-121

FMAQ-120 Hatchery Equipment and Maintenance 2.00 cr

Safety, maintenance and operation of tractors, light trucks, light trailers and many types of hatchery equipment used in hatchery and aquaculture facilities.

Class (1.00), Lab (3.00)

FMAQ-210 Aquatic Plants and Control 3.00 cr

Identification of aquatic plants and algae through the use of taxonomic keys and the role of aquatic plants in aquaculture. The proper and accepted methods of controls sufficient to obtain a state pesticide applicators license.

Class (2.00), Lab (3.00)

FMAQ-221 Fish Management I 3.00 cr

Covers physical, chemical, biological and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing the factors are practiced in laboratory.

Class (2.00), Lab (3.00)

Prerequisites: take BIOS-268, NRM-217

FMAQ-238 Fish Management II (Capstone) 4.00 cr

Discusses methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques.

Class (2.00), Lab (6.00)

Prerequisites: take FMAQ-221

FMAQ-271 Fish Pathology 3.00 cr

Fish disease and pathology, including the most common parasitic, bacterial, viral and environmental fish diseases in hatcheries and the etiology, epidemiology and therapeutics are discussed.

Class (2.00), Lab (3.00)

Prerequisites: take NRM-217, BIOS-268

FMAQ-290 Fish Management and Aquaculture Special Topics 0.25-5.00 cr

A structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

FMAQ-294 Fish Management and Aquaculture Cooperative Work Experience 6.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

FMAQ-296 Fish Management and Aquaculture Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

Forestry

FOR-100 Focus on Forestry I 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.

Class (1.00), Lab (1.00)

FOR-101 Focus on Forestry II 1.00 cr

Writing the resume and searching for summer employment in forestry.

Class (1.00), Lab (1.00)

FOR-102 Focus on Forestry III 1.00 cr

Forestry technical skills enhancement in tree identification, silvics, use of map and compass and basic tree measurements.

Class (1.00), Lab (1.00)

FOR-109 Introduction to Forest Dendrology 2.00 cr

Basic tree identification stressing major area species using common names only. Focuses on site characteristics and strategies for identification.

Class (1.00), Lab (3.00)

FOR-111 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. Major forest types and species from other regions of the U.S. are investigated.

Class (1.00), Lab (6.00)

FOR-113 Reforestation and Pesticides 2.00 cr

Study, planning and application of practices used for artificial regeneration and establishment of woody vegetation on disturbed lands and practices used in controlling pests.

Class (1.00), Lab (3.00)

FOR-120 Photo Interpretation 3.00 cr

Tools used in the planning and management of natural resources.

Class (1.00), Lab (6.00)

Prerequisites: take MATH-108N

FOR-123 Forest Measurements 4.00 cr

Accurate quantification of forest resources utilizing tools, mathematical equations and sampling techniques.

Class (2.00), Lab (6.00)

Prerequisites: take MATH-108N

FOR-124 Forest Ecology 3.00 cr

Covers 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 (2.00), Lab (3.00)

FOR-131 Forest Entomology and Pathology 3.00 cr

Insects, diseases and their economic impact on forest, ornamental and street trees, stressing identification and potential control.

Class (2.00), Lab (3.00)

FOR-149 Basic Wildland Firefighting 2.00 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 Inter-agency 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 (2.00), Lab (2.00)

FOR-150 Natural Restoration Prescribed Burns 3.00 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 (2.00), Lab (3.00)

Prerequisites: take FOR-149

FOR-200 Focus on Forestry IV 1.00 cr

Enhancement of networking skills, personal and professional development and in-depth exploration of career opportunities in forestry, including state and federal government, forest industry and consulting.

Class (1.00), Lab (1.00)

FOR-201 Focus on Forestry V 1.00 cr

Employment skills development including researching potential employers, writing cover letters and resumes and participating in mock interviews are covered.

Class (1.00), Lab (1.00)

FOR-202 Focus on Forestry VI 1.00 cr

Forestry technical skills enhancement in tree identification, silvics, use of map and compass, silviculture prescription and measurement principles.

Class (1.00), Lab (1.00)

FOR-205 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 (3.00)

FOR-210 Forest Mensuration 4.00 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 (2.00), Lab (6.00)

Prerequisites: take FOR-120, FOR-123, MATH-110

FOR-220 Applied Silviculture 4.00 cr

Cultural techniques applied to growing, harvesting and regenerating forest crops in North America.

Class (2.00), Lab (6.00)

Prerequisites: take FOR-123, FOR-111, FOR-124, COMM-122

FOR-222 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-226 Production Analysis 3.00 cr

Basic time study and cost analysis techniques used in a variety of forestry operations.

Class (2.00), Lab (3.00)

Prerequisites: take MATH-108

FOR-230 Forest Management (Capstone) 4.00 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 (2.00), Lab (6.00)

Prerequisites: take FOR-220, FOR-210

FOR-231 Forest Products Utilization 3.00 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 sawings and pulpwood into finished goods while minimizing waste.

Class (1.00), Lab (6.00)

FOR-235 Silviculture Harvesting Applications 3.00 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 (6.00)

Prerequisites: take FOR-220, FOR-120

FOR-245 Forestry Presentation Techniques 3.00 cr

Focuses on education and outreach of forestry principles through research, professional writing, presentation and service opportunities. Provides the skills necessary for professional presentations to industry and community.

Class (2.00), Lab (3.00)

Prerequisites: take COMM-122, COMM-130, MICS-147

FOR-276 Best Management Practices 0.25-1.00 cr
Studies how to plan, build and maintain forest access roads to meet state and federal water quality standards in forested ecosystems. Includes forest hydrology, planning road systems, protecting streamside management zones and road maintenance.
Class (1.00)

FOR-282 Safety Training/Plan-Log/Sawmill 0.25 cr
Writing an OSHA required safety plan and developing safety training programs for a logging or sawmill business. A safety training course is offered as a demonstration of appropriate planning and training.
Class (0.25)

FOR-290 Forest Management Special Topics 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

FOR-291 Forest Management Individual Study 1.00-5.00 cr
Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

FOR-292 Forest Management Field Experience 1.00-3.00 cr
On-the-job training in a forestry facility through special arrangement with an instructor.
Lab (1.00)

FOR-294 Forest Management Cooperative Work Experience 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 quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.
Class (1.00), Lab (70.00)

FOR-296 Forest Management Practicum 2.00 cr
This course consists of 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 also allows the participant to acquire on-the-job training. Additionally, the student will become familiar with the cooperating agency and its operation. The student will perform duties commensurate with the interests of the cooperating agency and Hocking College. These duties will be educationally appropriate to the student's chosen field of study. These same duties will mesh with the agency's daily routine and overall mission. The seminar aspect will allow the student to discuss natural resources experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.
Class (1.00), Lab (7.00)

FOR-297 Forest Management Observation 1.00-3.00 cr Hour
Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.
Lab (1.00)

FOR-298 Forest Management Internship 6.00-9.00 cr
On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.
Class (3.00), Lab (40.00)

Fire Science

FS-103 Introduction to Fire and Emergency Services 3.00 cr
Training in the fire fighting profession including use of tools and equipment, chemistry of fire, extinguishment and rescue techniques. Prepares the learner for the vigorous academic challenges of the Firefighter I and Firefighter II courses.
Class (1.00), Lab (8.00)

FS-105 Orientation to Fire Services 1.00 cr
Introduction to duties, responsibilities and concerns of the fire service personnel. Includes history and development of the fire services, fire equipment and apparatus, communications, records and reports, insurance rating systems and the law as it relates to the fire department operations and the responsibilities of various emergency service ranks.
Class (1.00), Lab (1.00)

FS-110 Fire Fighter I 9.00 cr
Provides first phase of training for the in the fire fighting profession for individuals to work under direct supervision. Includes use of tools and equipment, chemistry of fire, extinguishments and rescue techniques. Following successful completion of the course the student is eligible to test for fire fighting certification through the Ohio Department of Public Safety. This course meets National Fire Protection Association, Inc. (NFPA- 1001) standards for fire fighting I and Ohio Standards for part-time fire fighters.
Class (5.00), Lab (15.00)
Prerequisites: take EM-133, EM-134
Corequisite courses: EM-133, EM-134

FS-115 Fire Fighter II - Capstone 8.00 cr
Provides the second level of training in the fire fighting profession for individuals to work under minimum direct supervision. Fire Fighter II reviews basic skills learned in Fire Fighter I and introduces advanced skills in arson detection investigation, hydrants, standpipes, sprinkler systems and inspections. The course meets National Fire Protection Association, Inc. (NFPA-1001) standards for Fire Fighter II as well as Ohio Standards.
Class (5.00), Lab (12.00)
Prerequisites: take FS-110

FS-116 Fire Prevention and Investigative Technique 2.00 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. 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-128 Cold Water Near Drowning 0.25 cr
Introduction to cold water, medical aspects of hypothermia, hazards of getting to the victim, the rescue trailer and equipment. Workshops in cold water diving equipment and training, water safety for the surface rescuer, interviewing witnesses and victim care and handling. Approved by the Ohio Department of Natural Resources Division of Water craft.
Class (1.00)

FS-131 Ice Rescue 0.25 cr
Ohio Department of Natural Resources Division of Water craft 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.
Class (0.50)

FS-225 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-253 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)
Prerequisites: take MATH-108
Corequisite courses: MATH-108

FS-290 Fire/EMT Special Topics 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)
Prerequisites: FS-103 and 36 hour certification

FS-292 Fire Science Field Experience 1.00-4.00 cr
On-the-job training in a fire service facility through special arrangement with an instructor.
Lab (1.00)

FS-294 Fire Science Cooperative Work Experience 2.00-5.00 cr
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.
Class (1.00), Lab (40.00)

FS-296 Fire Science Practicum 2.00 cr
Placement in a work environment to gain experience.
Class (1.00), Lab (7.00)
Prerequisites: take FS-110

FS-297 Fire Science Observation Hour 1.00-3.00 cr
Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.
Lab (1.00)

FS-298 Fire Science Internship 3.00-6.00 cr
On the job training in the work place of a cooperating by an instructor.
Lab (3.00)

Fitness Training

FT-100 Introduction to Health and Lifestyle 4.00 cr
Basic components, principles, terminology and practices in fitness as outlined by the American College of Sports Medicine (ACSM) and other nationally recognized exercise and fitness organizations and authors. Addresses historical and professional perspectives to include employment opportunities and national certification requirements.
Class (4.00)

FT-110 Introduction to Fitness 2.00 cr
Components of fitness, major fitness organizations and development of a safe and diverse personal fitness plan.
Class (1.00), Lab (3.00)

FT-125 Fitness Testing (SL/CR) 3.00 cr
Covers the five components of fitness: strength, cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Hands-on testing and evaluation by scientific means in accordance with the American College of Sports Medicine (ACSM) guidelines are utilized.
Class (2.00), Lab (3.00)
Prerequisites: take FT-110

FT-130 Aerobic and Group Exercise 3.00 cr
Advanced program prescriptions designed to enhance aerobic/cardiorespiratory endurance (VO₂ max) Includes periodization, cross training, circuits, FITTE and PROVRBS. Students learn how to safely and correctly use and incorporate various aerobic machines, non-machine techniques and group exercise classes.
Class (2.00), Lab (3.00)
Prerequisites: take FT-110

FT-150 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 ongoing research that prepares the fitness and exercise specialist to succeed in diverse settings.
Class (3.00)

FT-160 Resistance Training/Strength Coaching 4.00 cr
Advanced training systems and program prescriptions designed to enhance strength, power endurance and speed. Includes periodization, biomechanics, designing training programs, proper spotting, safety, speed, agility, flexibility, demographic/equipment differences and historical and current theories and principles.
Class (3.00), Lab (3.00)
Prerequisites: take FT-110

FT-200 Exercise Physiology/Kinesiology 4.00 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 (4.00)

Prerequisites: take FT-110, FT-125, FT-160, FT-210, BIOS-112

FT-210 Personal Fitness Trainer 3.00 cr

Develops a business and fitness plan required to become a personal fitness trainer. Serves as a template to establish a professional portfolio of required legal, business, equipment and human relations forms and competencies required to succeed as a professional personal trainer.

Class (3.00), Lab (1.00)

Prerequisites: take FT-296A

FT-220 Fitness Management/Program Administration 4.00 cr

Applies the business and management principles required for a successful modern fitness facility. Emphasis is placed on customer safety, satisfaction and retention through prudent operation principles.

Class (4.00)

Prerequisites: take BIOS-112, FT-110, FT-125, FT-150, FT-160, FT-210

FT-230 Fitness Certification Preparation 3.00 cr

An intense certification preparation course for the American College of Sports Medicine's (ACSM) Health Fitness Instructor (HFI) and National Strength and Conditioning Association's (NSCA) Certified Personal Trainer (CPT) exams by reviewing knowledge and practical skills and abilities.

Class (3.00)

Prerequisites: take BIOS-112, FT-125, FT-200, FT-210, DT-102

FT-290 Fitness Management Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

FT-296 Fitness Management Practicum 11.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (30.00)

FT-296A Group Exercise/Fitness Test Practicum 3.00 cr

Integrates previously acquired fitness assessment skills to provide a thorough evaluation and establish a safe and effective exercise program while adhering to the seven principles of exercise planning (progression, regularity, overload, variety, recovery, balance and specificity) Nutritional guidance and weight management techniques are included.

Class (2.00), Lab (7.00)

Prerequisites: take FT-125, FT-160, EM-108

FT-296B Fitness Management Practicum 5.00 cr

The capstone experience that includes on-site training at a pre-approved site.

Class (1.00), Lab (30.00)

Prerequisites: take FT-200, FT-296C, BIOS-113, BIOS-114, DT-102, DT-110

FT-296C Personal Trainer Practicum 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. Nutritional guidance and weight management techniques are included in the assessments in addition to a two year periodization plan that safely and successfully progresses each trainee to exceed the minimum fitness standards and improve their overall health and wellness.

Class (2.00), Lab (7.00)

Prerequisites: take FT-125, FT-210

Gaming Design

GAM-110 Game Design and Production 3.00 cr

Principles of computer game design in terms of game structure, playability, attractiveness, structure, balance, complexity, addictiveness, originality and graphical style. History and development of game design and what is state-of-the-art in this field.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-160

GAM-112 Digital Foundations 3.00 cr

Introduction to Macintosh operating system, peripherals and storage of graphic-based work. Discussion of bit-mapped versus vector graphics and their strengths and weaknesses. A broad overview of some of the software and the parameters it defines for the artist.

Class (2.00), Lab (3.00)

GAM-122 Digital Imaging for Game Design 3.00 cr

This course is designed to give students a broad range of skills in the world of using software tools to create illusions either realistic or stylized. After Effects, Photoshop, Illustrator and Flash are the tools to achieve effects on vector and raster art work as well as video. Some of the topics covered will be lighting, particle effects, masking, rotoscoping, keyframe animation, Introduction to 3D space and green screen compositing.

Class (2.00), Lab (3.00)

GAM-130 The Creative Process 3.00 cr

Use of design software such as Adobe Photoshop, Illustrator, InDesign, GoLive, Acrobat8 and Dreamweaver.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-112

GAM-150 Introduction to Maya 3.00 cr

Introduction to Maya 3D software used for modeling, animation, visual effects and rendering techniques.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-130

GAM-160 Computer Graphics I 3.00 cr

Introduction to Pixologic's Z-brush and use of Wacom stylus tablets. Includes sculpting, masking, sub tools, layers, alpha creation, human anatomy and Z-brush to Maya workflows.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-130

GAM-200 Game Programming Foundations II 3.00 cr

Simulation/gaming production and implementation process. Advanced concepts and implementation techniques central to the game and simulation development process.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-140

GAM-210 Computer Graphics II 3.00 cr

Advanced techniques for optimizing geometry and preparing textures for real-time gaming. Includes texture mip-mapping, UV layouts, image processing, specular maps, height maps, texture baking, alphas, terraforming and levels of detail. Students develop an idea for a game level. Once the look and flow of their level is clearly defined through concept art and story, the students create the objects in Maya and then export them to their levels created in Torque Game Engine Advanced.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-160

GAM-220 Game Programming Foundations III 3.00 cr

This final course in the sequence continues with advanced topics in simulation/gaming design and implementation.

Class (2.00), Lab (3.00)

Prerequisites: take GAM-200.

GAM-230 Game Design (Capstone) 4.00 cr

How to properly rig and weight paint animated objects and characters using Maya. How to create .cfg files and the advantages and disadvantages of using .dts files for animation in Torque Game Engine Advanced.

Class (2.00), Lab (6.00)

Prerequisites: take GAM-220.

GAM-240 Game Design Portfolio Development 3.00 cr

Class (2.00), Lab (3.00)

GAM-290 S.T. - Gaming 0.25-5.00 cr**GAM-294A Digital Game Cooperative Work Experience A 3.00 cr**

An on- or off-campus paid work experience plus an on campus seminar.

Class (1.00), Lab (20.00)

GAM-294B Digital Game Cooperative Work Experience B 5.00 cr

An on- or off-campus paid work experience plus an on campus seminar.

Class (1.00), Lab (40.00)

GAM-296A Digital Game Practicum A 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 (7.00)

GAM-296B Digital Game Practicum B 3.00 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 (14.00)

Environmental

GENV-100 GeoEnvironmental Careers 1.00 cr

Survey of potential governmental and private sector employment opportunities for entry-level geoenvironmental scientists, including pertinent internet sites and e-mail delivery of employment postings. Includes resume preparation and selected governmental and private sector speakers.

Class (1.00)

GENV-110 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.

Class (3.00)

GENV-111 OSHA HazWoper Health and Safety 2.00 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.

Class (1.00), Lab (3.00)

GENV-112 OSHA HazWoper Health and Safety Refresher 1.00 cr

Eight-hour OSHA HazWoper refresher course which is required annually for workers at sites where hazardous contaminants may be present.

Class (1.00)

Prerequisites: take GENV-111

GENV-120 GeoEnvironmental Site Assessment I 3.00 cr

Concentrates on collection and assembly of site-use information utilizing site visits, historical map and aerial photo review, personal interviews and governmental databases. Culminates in preparation of Phase I Environmental Assessment report including conclusions regarding potential environmental liabilities.

Class (2.00), Lab (3.00)

GENV-130 GeoEnvironmental Sampling and Monitor I 3.00 cr

A practical course focused on the fundamentals of sampling, describing, quantifying, analyzing, documenting and depicting the physical and chemical attributes of water, rock, sediment and soil.

Class (2.00), Lab (3.00)

Prerequisites: take GEOL-100 or GEOL-101

GENV-220 GeoEnvironmental Site Assessment II 3.00 cr

Focus is on practical application of sampling and monitoring techniques to assess the existence soil, groundwater and surface water contamination at a site of interest. Findings and recommendations will be presented in a professional style Phase II Environmental Assessment report.

Class (2.00), Lab (3.00)

Prerequisites: take GENV-120, GENV-230

GENV-230 GeoEnvironmental Sampling and Monitor II 4.00 cr

Class (2.00), Lab (6.00)

Prerequisites: take GENV-130, GENV-280

GENV-280 GeoEnvironmental Subsurface Investigation 4.00 cr

Applies geoenvironmental techniques and concepts to determine the site-specific extent, level and source of soil, groundwater and/or surface water contamination. Culminates in a professional-style site characterization report with recommendations for cleanup and remediation strategies.

Class (2.00), Lab (6.00)

GENV-294 GeoEnvironmental Cooperative Experience 6.00 cr

Class (6.00), Lab (40.00)

GENV-296 GeoEnvironmental Practicum 2.00 cr

Class (1.00), Lab (7.00)

Geographic Information Systems

GEO-100 Introduction to GIS 2.00 cr

Covers the skills needed to use traditional map information. Geographic Information Systems will be defined and its use in government and industry will be examined.

Class (1.00), Lab (3.00)

Prerequisites: take MICS-112

GEO-101 Intermediate GIS 3.00 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 (2.00), Lab (3.00)

Prerequisites: take GEO-100

GEO-102 Introduction to GPS 2.00 cr

Concepts of the Global Positioning System and its history, design and application are discussed. Students will have an opportunity to collect and evaluate positional data with GPS receivers.

Class (1.00), Lab (3.00)

GEO-104 Introduction to GPS and GIS 4.00 cr

Concepts of the Global Positioning System and its history, design and application are discussed. Students have an opportunity to collect positional data with GPS receivers. Students manipulate this data utilizing appropriate application of different Geographical Information System analyses techniques.

Class (2.00), Lab (6.00)

GEO-120 Cartography 3.00 cr

Theoretical understanding of the map making process combined with technical skill development exercises to create topographic, thematic and cadastral maps concentrating on computerized mapping.

Class (2.00), Lab (3.00)

GEO-130 Applied Coordinate Relations 3.00 cr

Reviews and applies GIS/GPS coordinated relationship concepts based on information created and received on the GIS/GPS computers. Digital terrain models will be discussed and demonstrated. Students will learn how to apply rotations and transformation plane coordinate systems using computer cogo applications software, map projections and state plane coordinate systems.

Class (2.00), Lab (3.00)

Prerequisites: take MATH-113

GEO-135 GPS Applications I 3.00 cr

Uses GPS survey units to engage in control and other survey methods.

Class (2.00), Lab (3.00)

GEO-136 GPS Applications II 2.00 cr

Academic projects that stress skills learned in prior GPS courses. Additionally students select applications from an industry area such as natural resources, utilities, government or business.

Class (2.00), Lab (2.00)

GEO-137 Spatial Databases 3.00 cr

Concepts and uses of spatial databases that form the basis of GIS. Techniques to design, create and manipulate spatial databases are discussed. The focus of the course is on relational databases and includes Access and ArcGIS geodatabases and data models.

Class (2.00), Lab (3.00)

Prerequisites: take GEO-100, GEO-101

GEO-140 Intermediate GPS 2.00 cr

Introduces data dictionary development and carrier phase processing.

Class (1.00), Lab (3.00)

Prerequisites: take GEO-102

GEO-145 Internet Mapping and GIS 3.00 cr

Beginning and intermediate concepts and practices used to display GIS data on the Internet. Software and programming languages used include: HTML, JavaScript, PDF, SVG, ArcIMS, Google Maps and Google Earth. Practical approaches to online mapping are emphasized.

Class (2.00), Lab (3.00)

Prerequisites: take GEO-100

GEO-200 GIS Applications I 3.00 cr

Understanding of GIS applications on the Hocking College campus with real world data.

Class (1.00), Lab (6.00)

Prerequisites: take GEO-101

GEO-204 Remote Sensing 3.00 cr

Remote sensing as a means of data acquisition for resource analysis and mapping is covered, including a variety of remote sensors (photographic and non photographic) that sample wavelengths within the electromagnetic spectrum. Multistage sampling of natural resources will be discussed.

Class (2.00), Lab (3.00)

Prerequisites: take GEO-200

GEO-205 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), Lab (1.00)

GEO-207 Natural Resources GPS and Mapping 1.00 cr

Basics of the GPS system, GPS navigation, data collection with consumer grade GPS and simple mapping. Emphasizes low cost or affordable solutions to navigating, collecting and mapping field data.

Class (1.00), Lab (1.50)

GEO-210 GIS Applications II (SL/CR) 2.00 cr

Academic projects that stress skills learned in data mining and data transformation. Additionally, students select projects from an industry area such as natural resources, utilities government or business.

Class (2.00), Lab (2.00)

Prerequisites: take GEO-100, GEO-101, GEO-137, GEO-145

GEO-220 GIS Projects Capstone 3.00 cr

Completion of GIS projects from clients in the local area. Projects selected may be on-going endeavors with local entities.

Class (2.00), Lab (4.00)

Prerequisites: take GEO-210

GEO-230 GPS Projects Capstone 3.00 cr

Completion of GPS projects from clients in the local area. Selected may be on-going endeavors with local entities.

Class (2.00), Lab (4.00)

GEO-290 GIS/GPS Special Topics 2.00-5.00 cr

Structured exploration of a specific topic by participants in a group.

Class (5.00)

GEO-291 GIS/GPS Individual Study 0.25-5.00 cr

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

Class (5.00)

GEO-292 GIS/GPS Field Experience 1.00-4.00 cr

On-the-job training in a geographic facility through special arrangement with an instructor.

Lab (1.00)

GEO-293 GIS/GPS Directed Practice 1.00-8.00 cr

Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

Lab (1.00)

GEO-294 GIS/GPS Cooperative Work Experience 6.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

GEO-296 GIS/GPS Practicum 2.00-7.00 cr

This course consists of 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 also allows the participant to acquire on-the-job training. Additionally, the student will become familiar with the cooperating agency and its operation. The student will perform duties commensurate with the interests of the cooperating agency and Hocking College. These duties will be educationally appropriate to the student's chosen field of study. These same duties will mesh with the agency's daily routine and overall missions. The seminar aspect will allow the student to discuss natural resources experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.

Class (1.00), Lab (42.00)

GEO-297 GIS/GPS Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

GEO-298 GIS/GPS Internship 3.00-6.00 cr

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Lab (3.00)

Geography

GEOG-201 Geography 3.00 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), Lab (3.00)

Geology

GEOL-100 Essentials of Geology 3.00 cr

Class (2.00), Lab (3.00)

Equivalent to REC-132, GEOL-101

GEOL-102 Environmental Geology 5.00 cr

Introduction to the natural processes which shape Earth and the ways in which humankind interacts with geologic environment. Students assess the impact of geologic processes on human endeavors, evaluate how human activities can adversely affect geological processes and resources and characterize, identify and interpret the origin of Earth materials.

Class (3.00), Lab (6.00)

Equivalent to GEOL-103

GEOL-103 Environmental Geology 4.00 cr

Landscape management techniques and the principles of soil science are combined to provide a comprehensive perspective of natural resource management as it relates to soil characteristics, soil conservation and soil management.

Class (2.00), Lab (6.00)

Equivalent to GEOL-102

GEOL-105 Soils 3.00 cr

Landscape management techniques and the principles of soil science are combined to provide a comprehensive perspective of natural resource management as it relates to soil characteristics, soil conservation and soil management.

Class (2.00), Lab (3.00)

GEOL-110 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.

Class (3.00), Lab (3.00)

GEOL-120 Historical Geology 4.00 cr

Class (3.00), Lab (3.00)

Prerequisites: take GEOL-100 or GEOL-110

GEOL-220 Geology of Ohio 3.00 cr

Class (3.00), Lab (3.00)

Prerequisites: take GEOL-100 or GEOL-110

GEOL-250 Introduction to Hydrology 4.00 cr

Class (3.00), Lab (3.00)

Prerequisites: take GEOL-100, GEOL-110 or GEOL-103

GEOL-260 Introduction to Engineering Geology 4.00 cr

Class (3.00), Lab (3.00)

Prerequisites: take GEOL-100, GEOL-110 or GEOL-103

GEOL-270 Geomorphology 4.00 cr

Introduction to the study of the Earth's landforms and landscape. The course focuses on surficial processes and landform development.

Class (3.00), Lab (3.00)

Prerequisites: take GEOL-101

Government

GOVT-142 American Government and Politics 3.00 cr

Overview of the functions, structures, institutions, processes and products of the national government and the impact of these on the citizens. Emphasis is placed on relating discussions in the classroom to the personal world and to conceptualizing how government and politics function in the real world.

Class (3.00)

GOVT-290 Government Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

GOVT-291 Government Individual Study 1.00-5.00 cr

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

Class (5.00)

General Studies

GS-101 Focus on Success 1.00 cr

Orientation, information and personal success course designed to empower students with the knowledge, skills and attitudes possessed by successful students. Special emphasis is placed upon group and hands-on learning in the areas of personal success, college success, technology success, learning success and our Success Skills for school, the work place and life. The emphasis of this course encourages the building of professional development habits that will prepare you for a good job upon graduation.

Class (1.00)

GS-110 Applied Concepts/Employment - Tutors 0.50-1.00 cr

Overview of and training for positions within the on-campus employment system. Aspects of employment related to professionalism, confidentiality, personal commitment to the job and performance evaluations. Applicable to any work situation.

Class (1.00)

GS-125 Smart Start 1.00 cr

Group bonding exercises which build a network for the learner's college career as well as sports, outdoor pursuits, social and recreational activities are offered. Activities orient students to campus and surrounding areas, including learning assistance facilities and various recreational facilities and opportunities.

Lab (1.00)

GS-126 Orientation Leadership 1.00 cr

Orientation leaders participate in mentoring and leadership roles to assist in the orientation of new students to the Hocking College campus.

Lab (1.00)

GS-129 Orientation to College and Service Learning 3.00 cr

Policies and procedures, systems, curriculum, resources, certificate and degree requirements and the responsibilities of students entering college. Effective methods for becoming a master student are reviewed along with topics such as time management, note taking, test anxiety and creativity. Orientation to various community service projects within the D.R.C., completion of an in-class project and preparation of a written proposal for an individual community service project for completion of recompense for the education provided.

Class (3.00)

GS-130 PASS/Personal Academic Success Strategies 4.00 cr

(Fall, Winter, Spring and Summer)

Fine tunes skills needed to succeed in college course work. 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 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 service learning/civic responsibility requirements for graduation.

*Class (4.00)***GS-132 Career Strategies 0.50-3.00 cr**

Increases self knowledge, interpersonal strengths and occupational awareness. Synthesizes career planning components into an effective career strategy for personal fulfillment.

*Class (3.00)***GS-135 AIS Degree Development Seminar 1.00 cr**

(Fall, Winter, Spring and Summer)

Development of individual plan for Associate of Individualized study degree with guidance of an instructor in Arts and Sciences.

*Class (1.00)***GS-136 University Bound Seminar 1.00 cr**

(Fall, Winter, Spring and Summer)

Prepares general education students for transfer to four-year institutions. Students identify educational and career goals, develop curriculum plans and research four-year institutions and programs to meet goals.

*Class (1.00)***GS-137 ATS Degree Development Seminar 1.00 cr**

(Fall, Winter, Spring and Summer)

Development of individual plan for Associate of Technical Study degree with guidance of an instructor in Arts and Sciences.

*Class (1.00)***GS-138 Smart Start Logistics 1.00 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 (1.00)***GS-170 High Ropes Weekend 1.00 cr**

Introduces the participant to the various methods, equipment and techniques that are being used currently in high ropes programs including challenge by choice, communication, equipment, teamwork and trust. Safety procedures and practices are stressed.

*Class (0.50), Lab (2.50)***GS-251 Prior Learning Documentation 1.00 cr**

Students analyze, document and present learning acquired prior to enrolling in a format appropriate for receiving credit for Learning from Experience and/or credit by Advanced Standing.

*Class (1.00)***GS-252 Portfolio Completion 3.00-9.00 cr**

For the non-traditional student wishing to earn credit for life experience. Students identify skills, knowledge and values gained from their experiences and training and equate this learning to college level programs via the completion of a portfolio.

*Class (2.00)***GS-253 Bridge Course Portfolio 3.00-6.00 cr***Class (3.00)***GS-290 General Studies Special Topics 0.50-5.00 cr**

Structured exploration of a specific topic(s) by participants in a group.

*Class (5.00)***GS-291 General Studies Individualized Study 1.00-5.00 cr**

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

*Class (5.00)***GS-292 Civic Engagement 1.00-3.00 cr**

Explore a variety of avenues for meaningful engagement within the community. Learn the concepts of service-learning, civic engagement and civic responsibility, as a continuum of community involvement and the educational and personal benefits inherent in purposeful reflection.

*Class (1.00)***GS-296 General Studies Practicum 2.00-3.00 cr***Class (2.00), Lab (21.00)***GS-296A General Studies Practicum A 3.00 cr***Class (1.00), Lab (14.00)***GS-296B General Studies Practicum B 3.00 cr***Class (1.00), Lab (14.00)***GS-298 General Studies Internship 3.00-9.00 cr**

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Class (3.00), Lab (40.00)

Health Information Management

HIM-100 Health Information/Health Agency Orientation 3.00 cr

Introduction to the health information management field and the structure, characteristics and documentation requirements of various health care facilities. Includes the value and uses of the medical record and the roles and functions of the HIM technology practitioner. The influence, roles and functions of regulatory and accrediting agencies are presented as well as an introduction to the roles and functions of the American Health Information Management Association.

Class (3.00)

HIM-110 Health Records and Procedures I 3.00 cr

Introduction to acute care hospitals and ambulatory care facilities, their ownership, mission and organizational structure; the Uniform Health Discharge Data Set (UHDDS); the Uniform Bill 82/92 (UB 82)/ HCFA form 1500; how the medical record is compiled, abstracted, appropriate medical record content; knowledge of JCAHO, conditions of participation and AOA documentation requirements for acute care and ambulatory patient records.

Class (2.00), Lab (4.00)

HIM-112 Health Information and The Law 3.00 cr

Develops the student's knowledge of legal principles that apply to health information as follows: how to preserve the confidentiality of patient-related data, how to prepare a medical retention plan based on current legal statute, JCAHO, Medicare and Medicaid requirements; respond to various requests for health information via case studies, authorizations for release of information, court orders and subpoenas. Issues such as releasing health information in a medical emergency, faxing health information, charging for copies, the legality of informed consents and common legal terminology are also introduced in this course.

Class (3.00)

HIM-120 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 (4.00)

Prerequisites: take BIOS-112, HLTH-111, BIOS-113, BIOS-114, HLTH-101

Corequisite courses: BIOS-135, HIM-215

HIM-121 Health Records and Procedures II 3.00 cr

The student learns the role of federal, state and local governments and non-government entities and their effect on medical record documentation, the current mechanisms of financing health care, patient care and information technology and their impact on health care systems, the role of HIM professional in today's health care environment, the importance of data integration and clinical data management, the difference between manual and electronic processing of data, the importance of quality data and the mechanisms to ensure quality, the importance of consistency and compatibility in data collection within a health care facility, how to conduct quality assessment/clinical pertinence reviews, evaluate an information systems database, how to examine current storage retrieval systems and determine alternative solutions to solve identified problems, the main coding systems currently in use, the factors that affect coding reimbursement, the overall purpose of registering and the fundamental purposes of health information systems.

Class (2.00), Lab (4.00)

Prerequisites: take HIM-100, HIM-110

HIM-200 Health Statistics 3.00 cr

Health data collection methodologies. Topics include health data definitions, collection of health data, computing institutional statistics and presentation of health data. Develops skills in preparing data for analysis, calculating institutional statistics and interpreting statistical data.

Class (2.00), Lab (3.00)

HIM-201 Health Information Management Directed Practice I 4.00 cr

Directed practice in the recognition of ethical responsibilities inherent in the role of the health information management technician. Practice of medical record procedures including filing, maintenance and acquisition of health records, handling and responding to requests for information, transcription, outpatient coding and forms development, design, approval, evaluation and usage.

Lab (4.00), Class (1.00)

Prerequisite: All first year HIM courses

HIM-203 Classification Systems II 3.00 cr

Applied Concepts of Coding, the second in a series of two coding courses, allows the student to expand the information gained in HIM 120, especially regarding sequencing of codes; using the information contained in the medical record to choose the principal diagnosis and procedure. The interrelationship of disease and procedure classification systems, disease and procedure indices, physician profiles and case mix classification systems will be explored. Students will be assigning codes using ICD-9-CM classification systems.

Class (2.00), Lab (4.00)

Prerequisites: take HIM-120

HIM-204 Current Topics/Health Information Management 0.50-3.00 cr

Topics of current interest in health information management.

Class (3.00)

HIM-210 Healthcare Reimbursement Methodology 3.00 cr

Medical claim cycle from the time the patient calls for an appointment until the financial transaction for the encounter is completed. Types of insurance payers and the history and mechanics behind twelve reimbursement methodologies are discussed. Standard requirements for both inpatient and outpatient billing are discussed.

Class (2.00), Lab (2.00)

Prerequisites: take HLTH-101

HIM-211 Health Information Management Directed Practice II 4.00 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 (4.00)

Prerequisites: take HIM-201

HIM-212 Health Information Management Directed Control 3.00 cr

Quality assurance, utilization review, risk management, regulatory agencies driving quality assurance/quality improvement and reimbursement procedures in health care facilities.

Class (3.00)

Prerequisites: take HLTH-101, HLTH-111, BIOS-113, BIOS-114

HIM-215 Interpreting Diagnostic Data 2.00 cr

Interpretation of Diagnostic Data teaches the student how to decipher laboratory terminology, abbreviations and common drugs via the use of case studies, laboratory and drug reference texts as well as Educodes modules on the world wide web. The students' medical terminology and medical record content interpretation skills are honed to help them properly sequence diagnoses and identify comorbidities and complications that enhance the student's ability to accurately arrive at DRG, ICD-9-CM, APC and CPT code assignment.

Class (2.00), Lab (1.00)

Corequisite courses: HIM-120, BIOS-135

HIM-220 Planning for Health Information Service 3.00 cr

Introduction to the techniques used in planning, organizing, controlling and directing a Health Information Department. Case study projects focus on developing the student's knowledge and skills at identifying and selecting resources necessary to support departmental operations and information systems. Using case studies, the student determines equipment and supply needs for current and/or new systems. The student develops business writing skills by writing proposals for administrators objectively defending the rationale for decisions regarding the selection of equipment, supplies, storage systems and personnel. In addition, the student is introduced to the concepts of human relations and personnel management, budgeting, flow charting, preparing P charts and designing floor plans to scale. Students plan and present a continuing education session for their instructor and classmates and evaluate the results of a Joint Commission survey and prepare a plan of correction.

Class (3.00)

Prerequisites: take HIM-200

HIM-221 Health Information Management Direct Practice III 4.00 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 (4.00)

Prerequisites: take HIM-211, HIM-201

HIM-222 Classification Systems III 3.00 cr

Introduces the current procedural terminology text; CPT codes, HCPCS and CPT editorial notations; evaluation and management codes; different surgical packages; the inclusive global concept of the AMA CPT-4 surgical package; starred procedures; coding of surgical repairs; correct usage of casting codes; application of medicine codes and correct ways to attack and write modifiers. Prerequisite: First year and fourth and fifth quarter HIM courses.

Class (3.00), Lab (1.00)

Prerequisites: take HIM-203

HIM-223 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 (3.00)

Equivalent to HC-220

Prerequisites: take HIM-203

HIM-290 Health Information Management Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

HIM-291 Health Information Management Individual Study 1.00-5.00 cr

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

Class (5.00)

HIM-292 Health Information Management Field Experience 1.00-4.00 cr

On-the-job training in a health information management facility through special arrangement with an instructor.

Lab (1.00)

HIM-293 Health Information Management Directed Practice 2.00-8.00 cr

Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function. Prerequisite: Instructor permission.

Class (1.00), Lab (35.00)

HIM-294 Health Information Management Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

HIM-296 Health Information Management Practicum 2.00-7.00 cr

The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (42.00)

HIM-297 Health Information Management Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity. Prerequisite: Instructor permission.

Lab (1.00)

HIM-298 Health Information Management Internship 3.00-9.00 cr

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

Class (3.00), Lab (40.00)

Health

HLTH-101 Medical Terminology I 3.00 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 (3.00)

Equivalent to HC-101

HLTH-102 Health Promotion Elective 1.00 cr

Knowledge, skills and attitudes related to health promotion and physical fitness for life.

Class (1.00)

HLTH-102A Dance Aerobics 1.00 cr

Enjoyable exercise program of dance and jogging steps choreographed to brisk music to strengthen and increase the efficiency of the cardiovascular system. The lightweight component utilizes small one to three pound hand weights in simple routines to tone the upper body. Dynabands improve muscular strength and endurance of the lower body.

Lab (2.00)

Equivalent to HC-102A

HLTH-102C 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)

HLTH-102D Smoking Cessation 1.00 cr

A highly structured eight-session smoking cessation program that follows the American Lung Association (ALA) proven Freedom From Smoking (FFS) format that introduces different pharmacological and psychological principles to help individuals gain control and change their smoking behavior.

Class (1.00), Lab (1.00)

HLTH-102E 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 (3.00)

HLTH-102H Aerobics and Toning 1.00 cr

Comprehensive and balanced program that works every major muscle group in the body. Includes aerobic conditioning, muscular strengthening and stretching designed to improve cardiovascular fitness, muscle strength, endurance and flexibility. Aerobic portion of class may involve step, kickboxing or circuit training.

Class (1.00), Lab (1.00)

HLTH-102K 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.

Class (2.00)

HLTH-102M Aqua Aerobics 1.00 cr

Aerobic water program using simple rhythmic movements choreographed to brisk music. Improves cardiovascular health, muscular fitness, flexibility and assists 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. Being able to swim is not a requirement.

Class (1.00), Lab (1.00)

HLTH-102N Yoga and Pilates 1.00 cr

An alternative system for optimal fitness and health, integrating yoga and pilates for complete fitness, strength and flexibility. Ties traditional (and non traditional) poses together to affect many different aspects of the body. Brings out the natural, innate power of movement in the human body. Emphasizes strength, flexibility, balance and stamina.

Class (1.00), Lab (1.00)

HLTH-102P 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)

HLTH-102Q Public Safety Services Fitness and Health 1.00 cr

Aerobic muscle strengthening and stretching circuit training program designed to improve cardiovascular fitness, muscle strength, endurance and flexibility. Each participant is pre- and post-tested in seven areas of fitness.

Lab (4.00)

Prerequisite: Must be OPOTA Blend student

HLTH-102S 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)

HLTH-102U 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)

HLTH-102V Tennis 1.00 cr

Tennis is a life-long leisure and exercise activity including forehand stroke, backhand stroke, serving, footwork, scoring, doubles and singles play.

Lab (2.00)

HLTH-102X Advanced Power Yoga 1.00 cr

Emphasizes Astranga Yoga form, inversions and strength training techniques using small hand-held weights. Small Class environment with individualized hands-on instruction.

Class (1.00), Lab (1.00)

HLTH-102Y Yoga 0.50-1.00 cr

This course 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 will learn to identify their body's reaction to stress and methods to relax the body as a tool for stress reduction. All posture (asanas) are identified by their Sanskrit name. Yoga philosophy is presented as it relates to the practice of asana.

Class (1.00), Lab (1.00)

HLTH-103 Healthy People 1.00 cr

(Fall, Winter, Spring and Summer)

A practical course using a holistic perspective to promote personal health and wellness. Stress management, nutrition, beginning a fitness program, environmental factors and behavior change strategies are included.

Class (1.00)

HLTH-104 Healing Arts 1.00 cr

(Fall, Winter, Spring and Summer)

Explores energy-based therapies used to assist the body's own restorative processes in promoting a return to homeostasis, or balance and their place in modern health-care. Healing Touch and Therapeutic Touch, medically based energy therapy modalities, are discussed and basic healing sequences are demonstrated and taught. Other complementary therapies such as meditation and breath training are also demonstrated and taught. There is an emphasis on the scientific background and professional standards of these modalities.

Class (1.00)

HLTH-106A Tai Chi I - Yang Style 0.50-1.00 cr

Part one of Yang Style Long Form Tai Chi is a relaxing and gentle form of exercise. When practiced correctly, develops strength, stamina, flexibility, balance and calms the mind.

Lab (2.00)

HLTH-106D Tai Chi I - Qi Gong Style 0.50-1.00 cr

Section one of the White crane Qi Gong and Tien Shan Pai Yang Style Tai Chi is a combination of meditation, self-defense and exercise. The main goal is the gathering and releasing of chi (energy or natural force). The result is an energetic form of mental and physical practice that develops strength, stamina, flexibility and balance.

Lab (2.00)

HLTH-106E Tai Chi II - Qi Gong Style 1.00 cr

Section two of the White crane Qi Gong and Tien Shan Pai Yang Style of Tai Chi is a combination of meditation, self-defense and exercise. The main goal is the gathering and releasing of chi (energy or natural force.) The result is an energetic form of mental and physical practice that develops strength, stamina, flexibility and balance.

Lab (1.00)

HLTH-107 Tae Kwon Do 1.00 cr

Translated as a method of defense with feet and hands. Teaches use of the body as a weapon with maximal effectiveness. Regular practice provides harmonious development, maximum resistance and agility. Considered as both a sport and a way of self-defense, both aspects presently define this ancient Korean martial art.

Lab (2.00)

HLTH-111 Medical Terminology II 3.00 cr

A continuation of Medical Terminology I. Anatomical, physiological and pathological terminology pertaining to selected body systems and medical specialties are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed.

Class (3.00)

Equivalent to HC-111

Prerequisites: take HLTH-101

HLTH-136 Introduction to Health Care Practice 2.00 cr

Orientation to safe and effective basic health care practice including patient assessment and documentation, infection control, body mechanics, oxygen delivery and environmental safety considerations.

Class (1.00), Lab (2.00)

HLTH-148 Health and Wellness for Students 1.00 cr

An introductory course to health promotion and wellness maintenance throughout adulthood. Provides a basic knowledge of health and health promotion and encourages application of healthy behaviors. Identification of concepts and skills that are essential to maintaining a healthy lifestyle are addressed and learners are directed to resources that will continue to enhance their knowledge of health and wellness. Injuries and illnesses that are common to the college student are specifically addressed. Written communication skills, web research and evaluation and self-reflection are practiced.

Class (1.00)

HLTH-149 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)

Equivalent to HC-149

HLTH-150 Phlebotomy Technical Training 8.00 cr

Eighty hours of classroom instruction combined with 60 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 60 hours.

Class (8.00), Lab (2.00)

HLTH-151 State Tested Nursing Assistant 7.00 cr

A 90 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 (6.00), Lab (4.00)

HLTH-152 Community Health Advocacy 2.00 cr

This entry level community health course gives students the knowledge of resources in their community and the skills and empowerment to help clients/patients/community members make behavioral changes in the areas of health promotion and disease prevention. Classroom lecture/discussion focuses on the role of a community health advocate, resources in the community, knowledge of health promotion and disease prevention, HIPPA regulations, medical law and ethics, communication techniques and hands-on training experience in the pathway models to solve healthcare problems. Students explore their community resources outside the classroom.

Class (2.00)

Equivalent to HLTH-202

HLTH-166 Complementary Therapies 0.50-1.00 cr

Introduces general public and health professionals to natural and complementary therapies. Includes pain control through acupressure and non-drug therapies, stress management, vitamin and herb therapy.

Class (1.00)

HLTH-202 Community Health 2.00 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 (2.00)

Equivalent to HLTH-152

HLTH-290 Special Topics - Health 0.50-8.00 cr

A structured exploration of a specific topic(s) by participants in a group.

Class (8.00)

Hotel/Restaurant

HOTR-101 Mixology and Bar Management 1.00 cr

Basic understanding of how to mix drinks. Surveys basic drinks and other spirits and includes management principles. Emphasizes cost control and purchasing.

Class (1.00), Lab (1.00)

Corequisite courses: HOTR-231

HOTR-102 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), Lab (1.00)

HOTR-104 Hospitality Management Development (Capstone) 4.00 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. Includes summative assessments for all eight Success Skills and multiple Program Outcomes. Practices ethical, legal and safe professional behavior. Communicates effectively with colleagues, supervisors and guests. Calculates food and beverage costs and initiates standards, budgets, labor, menu planning and inventories. Practices acceptable guest service skills. Uses relevant computer and software competently. Practices accounting principles, including but not limited to, budgets, labor, menu planning and inventories. Completes a security audit. Presents the image of an educated, professionally dressed, well-groomed employee with good interpersonal skills.

Class (2.00), Lab (14.00)

Prerequisites: take HOTR-223, HOTR-224, HOTR-225, HOTR-226, HOTR-227

HOTR-107 Hospitality Industry Training 3.00 cr

(Winter and Spring)

Provides the ability to train personnel in new or established hotel/restaurant operations.

Class (3.00), Lab (2.00)

Equivalent to HOTR-107P, HRCA-107

HOTR-107P Hospitality Industry Training 3.00 cr

(Winter and Spring)

Provides the ability to train personnel in new or established hotel/restaurant operations. Prerequisite: Must have completed at least 60 credit hours in Culinary Arts or Hotel/Restaurant.

Class (3.00)

Equivalent to HOTR-107, HRCA-107

HOTR-108 Hospitality Human Resources 3.00 cr

(Winter and Spring)

Basic understanding of hospitality resource management.

Class (3.00), Lab (2.00)

HOTR-110 Managing the HACCP Process 3.00 cr

Student's 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 (2.00)

HOTR-110P Managing the HACCP Process 3.00 cr

Student's 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)

HOTR-111 Food Management I 3.00 cr

Management organization, menu planning, material control, recipes and costing, personnel methods, equipment and facilities, food production methods and an introduction to baking and desserts.

Class (2.00), Lab (3.00)

Equivalent to HOTR-111P

HOTR-111P Food Management I 3.00 cr

Management organization, menu planning, material control, recipes and costing, personnel methods, equipment and facilities, food production methods and an introduction to baking and desserts.

Class (2.00)

Equivalent to HOTR-111

HOTR-114 Food Management/Preparation I 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 (3.00)

Prerequisites: take HOTR-110, HOTR-233, HOTR-235

HOTR-115 Ethics and Security Management 3.00 cr

(Winter and Spring)

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 (3.00), Lab (2.00)

Equivalent to HOTR-115P

HOTR-115P Ethics and Security Management 3.00 cr

(Winter and Spring)

Security and loss prevention for hospitality properties. Safety and loss are addressed as necessary management programs and policies to ensure successful operations.

Class (3.00)

Equivalent to HOTR-115

HOTR-118 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 (2.00)

HOTR-120 Introduction to Hospitality Industry 2.00 cr

Introduction to the world's fastest growing industry. Students are exposed to factors that impact tourism through their careers. Included are research methods, marketing, planning and other applications. Major themes in visitation are explored, including historic sites, eco-tourism, shopping and recreation.

Class (2.00)

HOTR-122 Tourism and Hospitality Industry 2.00 cr

This course provides an introduction to the world's fastest-growing industry throughout their careers, planning and other applications.

Class (2.00)

HOTR-124 Convention Management/Service 3.00 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. 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.

Class (3.00), Lab (2.00)

HOTR-126 Hospitality Leadership and Management 3.00 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 (3.00), Lab (2.00)

HOTR-140 Basic Financial Accounting 3.00 cr

Application of practical accounting techniques to the hospitality service industry. Emphasizes the needs of management and the application of accounting concepts and techniques to managerial decision making. Front office procedures, food and beverage control and useful hotel and restaurant statistics are surveyed.

Class (3.00), Lab (2.00)

HOTR-170 Hospitality Sales and Marketing 3.00 cr

Basic knowledge and practical experience in developing marketing plans for hotel/motel properties. Provides a background in hospitality sales and advertising. Focuses on practical sales techniques; proven approaches to selling to targeted markets; and the advertising role in sales.

Class (3.00), Lab (2.00)

HOTR-223 Hospitality Practicum Exploration I (SL/CR) 3.00 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.

Class (1.00), Lab (14.00)

HOTR-224 Hospitality Practicum Exploration II (SL/CR) 3.00 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.

Class (1.00), Lab (14.00)

HOTR-225 Hospitality Practicum Exploration III (SL/CR) 3.00 cr

(Winter and Spring)

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.

Class (1.00), Lab (14.00)

HOTR-226 Hospitality Practicum Exploration IV (SL/CR) 3.00 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 service learning projects.

Class (1.00), Lab (14.00)

HOTR-227 Hospitality Practicum Exploration V (SL/CR) 3.00 cr

Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. The learner assumes the role of supervisor and is responsible 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 supervisor/trainer. Includes service learning projects.

Class (1.00), Lab (14.00)

HOTR-228 Club Management Practice (SL/CR) 2.00 cr
(Winter and Spring)

Integrates hands-on experience with academic instruction. Application of classroom concepts to practical situations in assigned work stations at The Inn at Hocking College.

Class (1.00), Lab (8.00)

HOTR-229 International Hospitality Training 9.00 cr

Practical hospitality training experience procured through portfolio development, mentor, preceptor recommendations and instructor evaluation.

Class (1.00), Lab (4.00)

HOTR-230 International Hotels-Development/Marketing 2.00 cr

Today's hospitality managers must understand the international business world in the rapidly changing global arena. This book features extensive coverage of cultural diversity issues and strategies for attracting guests from around the world and meeting their unique needs.

Class (2.00)

HOTR-231 Serving Alcohol With Care 1.00 cr

Serving alcohol with care, understanding Ohio Liquor Laws and recognizing effects of alcohol consumption. Prepares the student to deal with potential alcohol related problems and aid in the recognition and fulfillment of social/moral obligations while engaged in the sale and service of alcoholic beverages. Upon successful completion, a certificate from the American Hotel and Motel Association is issued.

Class (1.00)

Corequisite courses: HOTR-102

HOTR-232 Contemporary Club Management 3.00 cr

Provides basic knowledge of the private club industry including marketing, human resources, food and beverage outlets, computers and leadership.

Class (3.00), Lab (2.00)

HOTR-233 Food and Beverage Controls 3.00 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 (3.00), Lab (2.00)

HOTR-234 Bar and Beverage Management 3.00 cr

Basic concepts of beverage service in a restaurant situation including wine, beer, cocktail and non-alcoholic beverage service. Bar organization is demonstrated. Students study pricing and selling concepts.

Class (2.00), Lab (2.00)

Equivalent to HOTR-234P

HOTR-234P Bar and Beverage Management 3.00 cr

Introduction to bar and beverage management. Planning, equipping, staffing, operating and marketing a facility. How beverages are made, purchased, controlled and mixed into different kinds of drinks. Music, entertainment, lighting and a review of Ohio laws, service and food are discussed.

Class (3.00)

Equivalent to HOTR-234

HOTR-235 Food and Beverage Services 3.00 cr

Basic knowledge, practical experience and service concepts in food and beverage operations in hospitality. Ohio laws and regulations for alcohol control are reviewed.

Class (3.00), Lab (2.00)

Equivalent to HRCA-230, HOTR-235P, HOTR-235P

HOTR-235P Food and Beverage Services 3.00 cr

Principles of quality service and development of food and beverage service skills. Topics include dining room service, buffet and banquet service, table cookery, wines, spirits and beers. Ohio laws and regulations for alcohol control are reviewed.

Class (3.00)

Equivalent to HRCA-230, HOTR-235, HOTR-235

HOTR-236 Budgeting for Hospitality Industry 3.00 cr

(Winter and Spring)

The budgeting process for the hospitality industry. Use of computerized spreadsheets in order to easily produce budgets.

Class (3.00), Lab (2.00)

Prerequisites: take HOTR-140, HOTR-118

HOTR-237 Marketing and Sales Lab 4.00 cr

Integrates "hands-on" experience and application of classroom concepts to practical situations in the sales and marketing department at the Inn at Hocking College, the on-campus operational hotel.

Lab (4.00)

HOTR-238 Financial Management Lab 4.00 cr

Integrates hands-on experience in financial management with academic instruction. Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College.

Lab (4.00)

HOTR-240 Hospitality Managerial Accounting 3.00 cr
Analysis of financial statements, identification of costs, development of realistic budgets, forecasting and planning cash flow in order to make effective managerial, business and operational decisions.
Class (3.00)

HOTR-241 Front Office Operations 3.00 cr
Front desk operation providing quality service to the guest of the motel, hotel or inn. Delivered in a hybrid format that combines traditional and online delivery.
Class (3.00), Lab (2.00)
Equivalent to HOTR-241P, HOTR-241P

HOTR-241P Front Office Operations 3.00 cr
Introduction to technical innovation and technical theory such as yield management, manual night audit and record procedures. Combines technical theory with quality service concepts.
Class (3.00)
Equivalent to HOTR-241, HOTR-241

HOTR-242 Housekeeping Management 3.00 cr
Basic housekeeping management.
Class (3.00), Lab (2.00)
Equivalent to HOTR-242P

HOTR-242P Housekeeping Management 3.00 cr
Planning, organizing, staffing, directing and controlling housekeeping operations within budgets.
Class (3.00)
Equivalent to HOTR-242

HOTR-243 Hospitality Law 3.00 cr
Areas of the law that impact day-to-day operations in the hospitality industry. Increases awareness of potential legal problems to enable resolution before they result in liability.
Class (3.00), Lab (2.00)

HOTR-244 Audits and Controls/Lodging Establishment 2.00 cr
Principles of managerial and basic marketing management concepts. Covers the management of personnel and routine managerial duties.
Class (1.00), Lab (3.00)

HOTR-245 Fund Destination Management and Marketing 3.00 cr
Class (3.00), Lab (2.00)

HOTR-256 Restaurant Bar and Beverage I 3.00 cr
Class (3.00), Lab (2.00)

HOTR-257 Restaurant Bar and Beverage II 3.00 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 (2.00), Lab (3.00)

HOTR-260 Marketing of Hospitality Services 3.00 cr
Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships.
Class (3.00)

HOTR-263 Facilities Management 3.00 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 (3.00), Lab (2.00)

HOTR-275 Resort Management/Development 3.00 cr
Application of successful business resort concepts to any type of property. Reflects the increase in importance attached to vacation travel and special weekend packages.
Class (3.00)

HOTR-276 Introduction to Hospitality Real Estate 2.00 cr
An introduction to hospitality real estate from both a broker and buyer viewpoint including: proforma, feasibility studies, market studies, break-even analysis, cap rates, cash-on-cash return, real estate terms and law, contracts offers, acceptances, construction methods and types, loan packaging, payment computation and wrap mortgages.
Class (2.00)

HOTR-277 Architectural Development/Design 2.00 cr
An overview of hospitality architectural development and design including: construction methods, functional design considerations, proper topographical locations, parking considerations, ancillary services and design, recreational facilities, restaurant design, lounge design, banquet and meeting room design, sleeping room design, common area design and location, market and feasibility studies, deciding capacities and needs, furniture, fixture and equipment requirements and interior decoration.
Class (2.00)

HOTR-280 International Hospitality Training I 6.00 cr
Class (9.00)

HOTR-281 International Hospitality Training II 9.00 cr
Class (9.00)

HOTR-290 Hotel/Restaurant Special Topic 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

HOTR-291 Individual Study Hotel/Restaurant 1.00-5.00 cr
Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

HOTR-292 Hotel and Restaurant Field Experience 3.00 cr
On-the-job training in a hotel/restaurant facility through special arrangement with an instructor.
Lab (3.00)

HOTR-293 International Directed Practice 7.00 cr
Practical experience at an international hospitality site.
Class (1.00), Lab (18.00)

HOTR-294 Hotel/Restaurant Cooperative Work Experience 4.00-8.00 cr
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.
Class (2.00), Lab (80.00)

HOTR-296 Hotel and Restaurant Practicum 2.00 cr

The student is placed in an actual working environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (8.00)

HOTR-297 Hotel/Restaurant Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

HOTR-298 Hotel and Restaurant Internship 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

HOTR-298 Advanced Table Service Internship I 6.00 cr

Hands-on experience in a fine dining restaurant focusing on advanced table service and customer satisfaction skills. Students are responsible for the sanitation of the restaurant. Seminar includes discussion of customer feedback and student progress.

Class (2.00), Lab (28.00)

HOTR-298B Advanced Table Service Internship II 6.00 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 (2.00), Lab (28.00)

Humanities

HUM-200 Introduction 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)

Prerequisites: take COMM-121

HUM-201 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)

Prerequisites: take COMM-121

HUM-202 Understanding/Appreciating Theatre Art 3.00 cr

Designed to give participants an opportunity to increase their insight and understanding of theatre art. Students will study the historical tradition of theatre art, its ever-changing place in society and the composite talents and skills that create the drama, the productions and their performances an audience sees.

Class (3.00)

HUM-203 Ethics, Values and Morality 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 value formation.

Class (3.00)

HUM-204 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 classical, jazz, popular, folk and Broadway music of the last one hundred years.

Class (3.00)

HUM-205 Ethics in The Arts 3.00 cr

Ethical and moral behavior in the craft business.

Class (3.00)

HUM-206 Philosophy of Art 3.00 cr

A studio course with an emphasis on the conceptual activity of art making. An introduction to a variety of methodologies for developing and executing ideas including research, assessment, analysis and critical thinking. Particular attention given to conceptual structures and decision-making processes.

Class (3.00)

HUM-207 Introduction to World Religion 4.00 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 sociological functions of religion including sects, cults and atheism are also explored.

Class (4.00)

HUM-290 Humanities Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

HUM-291 Humanities Individual Study 1.00-5.00 cr

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

Class (5.00)

Interactive Multimedia

IM-110 Graphic Design 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 (3.00)

IM-112 Illustration 2.00 cr

Basics of illustration using Adobe Illustrator software to design and create graphics for use in web sites, video and print. Students use essential Illustrator tools, including the pen and pencil, gradients and gradient meshes, brushes, styles and layers.

Class (1.00), Lab (3.00)

IM-115 Three-D Graphics 3.00 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 (2.00), Lab (3.00)

IM-120 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 (3.00)

IM-125 Interactive Media III 4.00 cr

Class (3.00), Lab (3.00)

Prerequisites: take IM-120

IM-130 Interactive Media II 3.00 cr

Use of Macromedia Director's scripting language, Lingo, to create advanced media presentations. Students combine media elements, including video, into an interactive program.

Class (2.00), Lab (3.00)

Prerequisites: take IM-120

IM-210 Video/Interactive Multimedia 4.00 cr

Proper techniques for shooting video, lighting and microphone use. Project planning tools, such as scripts and storyboards, are created. Final Cut Pro software is used to edit video into a finished program.

Class (3.00), Lab (3.00)

IM-220 Video Compositioning 2.00 cr

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 (1.00), Lab (3.00)

Prerequisites: take IM-130, IM-110, IM-112, IM-210

Corequisite courses: IM-222, IM-224

IM-222 Dynamic Web Media 2.00 cr

Use of Macromedia Flash to create animated media for the web. Students combine graphic and audio elements and use Flash to control behavior. Completed animation is saved to disk in Flash format and incorporated into a web page.

Class (1.00), Lab (3.00)

Prerequisites: take IM-130, IM-110, IM-112, IM-210

Corequisite courses: IM-220, IM-224

IM-224 Interactive Media Distribution 2.00 cr

Distribution of media programs via CD, DVD and the web. Students use Adobe Photoshop and Media 100 Cleaner to compress video, audio and still images for the desired medium. Bandwidth and hardware requirements and limitations are discussed and demonstrated.

Class (1.00), Lab (3.00)

Prerequisites: take IM-130, IM-110, IM-112, IM-210

Corequisite courses: IM-220, IM-222

IM-230 Multi-Media Portfolio Development 3.00 cr (Capstone)

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 (3.00)

Prerequisites: take IM-220, IM-222, IM-224

IM-290 Interactive Multimedia Special Topic 1.00-5.00 cr

A structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

IM-294 Interactive Multimedia Cooperative 3.00-5.00 cr Work Experience

An on-or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

IM-296 Interactive Multimedia Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (8.00)

IM-298 Interactive Multimedia Internship 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

Interpretive Services

INTP-109 Night Interpretation 2.00 cr

Techniques of planning and presenting night programs for a variety of audiences and settings.

Class (1.00), Lab (3.00)

Corequisite courses: INTP-115

INTP-114 Interpretive Employment Seminar 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-115 Interpretive Methods 3.00 cr

Principles and practices to prepare and conduct guided visitor activities including guided walks and illustrated programs. Professionalism and communication skills are included.

Class (2.00), Lab (3.00)

INTP-116 Interpretive Guide Seminar 1.00 cr

Preparation and submission of an application for National Association for Interpretation's certified Interpretive Guide credentials using projects and information from Interpretive Methods.

Class (1.00)

Corequisite courses: INTP-115

INTP-117 Interpretive Interaction Techniques 2.00 cr

Covers effective interaction with the audience during a presentation. Nonverbal skills, talents, gimmicks and innovative techniques are used to build a repertoire for naturalists, tour guides, teachers, speakers or anyone who communicates.

Class (1.00), Lab (3.00)

Prerequisites: take INTP-115

INTP-118 Environmental Education Techniques 4.00 cr

Introduction to environmental education curriculum, techniques and programs. Course work includes practical application and national certifications.

Class (3.00), Lab (3.00)

INTP-120 Outdoor Programs 2.00 cr

Development and preparation of interpretive programs using environmental and outdoor educational activities successful on formal school sites and non-formal learning centers including nature centers, parks and camps.

Prerequisite: REC 115

Class (1.00), Lab (3.00)

INTP-210 Recreation Programming 2.00 cr

Studies how to plan leisure time activities for the general public. Responding to human needs, recognizing physical capabilities and limitations of individuals or groups and identifying appropriate activities for special populations is covered.

Class (1.00), Lab (3.00)

Prerequisites: take INTP-115

INTP-215 Historical Interpretation Technology 2.00 cr

Studies the processes of historical interpretation which utilize third and first person techniques. This is a period research and characterization course and required each participant to develop a character which keeps with the period and assigned theme. The importance of research in revealing the people, lifestyles, mannerisms, dress, industry, education, medicine, politics and religion of the period is emphasized.

Class (1.00), Lab (3.00)

Prerequisites: take INTP-115

INTP-216 Historic Skills 3.00 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)

INTP-216A Historic Skills-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.

Class (1.00), Lab (3.00)

INTP-216C Historic Skills-Spinning 2.00 cr

Introduces processes used in creating yarn spun from wool and other natural fibers using a drop spindle and/or a spinning wheel. Includes research and practical application of techniques used in the creating of usable yarn. Through the process of spinning, yarns and threads are created that can then be utilized in any number of techniques for creating a finished item. Through research, the student can determine what type of yarn is best to create for a particular item.

Class (1.00), Lab (3.00)

INTP-220 Historical Perspectives (SL/CR) 2.00 cr

Historical research as related to interpretive programming is covered with examination of the settlement and growth of the Hocking Valley through the use of archival materials, libraries, private collections and other resources.

Class (1.00), Lab (3.00)

Prerequisites: take INTP-215

INTP-225 Development/Design Outdoor Study Sites 2.00 cr

A survey of existing and potential outdoor education sites that evaluate areas for safety and identifies activities that best show the ecological concepts of the site.

Class (1.00), Lab (3.00)

Prerequisites: take INTP-210

INTP-230 Self-Guided Interpretive/Exhibit Design 3.00 cr

(Winter and Spring)

Self-guiding interpretive activities including signs and labels, trails, auto tours, tape recordings and interpretive publications are discussed emphasizing design and layout of self-guiding systems as well as production of support media.

Class (2.00), Lab (3.00)

Prerequisites: take INTP-115

INTP-231 Nature Painting 1.00 cr

Nature painting with emphasis on watercolor and acrylic painting.

Lab (1.00)

INTP-240 Nature Center/Museum Operations (Capstone) 2.00 cr

Practical, hands-on experience in nature center and museum operations planning and delivering of audiences.

Class (1.00), Lab (4.00)

Prerequisites: take INTP-215

Corequisite courses: INTP-230

INTP-254 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 (1.00)

INTP-269 Event Planning I 1.00 cr

An introduction to operating and planning outdoor historical events and expositions with an emphasis on logistics and physical set-up.

Lab (1.00)

INTP-270 Event Planning II 1.00 cr

Conducting an outdoor event with emphasis on planning, layout, maintenance, daily operations and logistics.

Lab (1.00)

INTP-290 Interpretive Services Special Topics 0.25-5.00 cr
A structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

INTP-294 Interpretive Services Cooperative Work Experience 6.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.
Class (2.00), Lab (40.00)

INTP-296 Interpretive Services Practicum 2.00 cr
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.
Class (1.00), Lab (7.00)

INTP-298 Interpretive Services Internship 6.00-9.00 cr
On-the-job training in the workplace of a cooperating agency. Coordinated by an instructor.
Class (3.00), Lab (40.00)

Industrial Systems

ISE-101 Basic CNC Machining 3.00 cr
Program the YCM-40 supermax milling machine by using basic general and miscellaneous codes and by using pre-programmed sequences. Includes milling of pockets, contours and bolt circles. Course includes basic shop safety.
Class (2.00), Lab (3.00)

ISE-102 Intermediate CNC Machining 3.00 cr
Intermediate programming using general and miscellaneous codes, advanced use of pre-programmed sequences. Review of standard machine safety. Machining of more advanced projects.
Class (2.00), Lab (3.00)
Prerequisites: take ISE-101

ISE-103 Introduction to Engineering Technology 1.00 cr
Explores the possibilities and differences of various engineering technologies. Students will gain a basic understanding of each technical program at Hocking College and the educational requirements for each.
Class (1.00)

ISE-104 Basics of Electronics 4.00 cr
Class (3.00), Lab (3.00)

ISE-105 Auto Steering, Suspension, Brakes 3.00 cr
A comprehensive study of automotive steering, suspension and brake systems including power assist (electrical, hydraulic and vacuum) anti-lock brake systems and electronically adjustable suspension systems.
Class (3.00), Lab (2.00)

ISE-107 Fundamentals of Materials 2.00 cr
Physical, chemical and mechanical properties of materials and their behavior.
Class (2.00), Lab (2.00)
Prerequisites: take COMM-121

ISE-108 Materials Redistribution 3.00 cr
Casting, forming and shaping of materials, including casting methods, rolling, forging, extrusion, sheet metal forming and powder metallurgy.
Class (3.00), Lab (2.00)
Prerequisites: take COMM-121

ISE-109 Material Removal and Assembly 3.00 cr
Aspects of the manufacturing environment and how materials and processes impact the designers, the world and product designs.
Class (2.00), Lab (4.00)
Equivalent to DD-109, EGR-110
Prerequisites: take DD-101, DD-203

ISE-110 Fuel Cells Practices I 3.00 cr
Fuel cell technology and principles, various fuel cell types, specific designs and applications.
Class (3.00), Lab (2.00)

ISE-113 Alternative Energy Fuels 3.00 cr
Properties of fuels used in hydrogen extraction such as diesel, methanol, ethanol, coal, natural gas, propane, wood and landfill gas. Reformer systems are also studied.
Class (3.00), Lab (2.00)

ISE-114 Introduction to Robotics 5.00 cr
The first area of concentration is designed to introduce the student to the fundamental concepts of robotics and describe some basic applications. It will cover operating principles of a manipulator and describes four types of actuators found in industry. The history of robotics is presented, as well as an overview of the main applications for industrial robots. The advantages of robots are also outlined and the main components associated with robotic systems are explored. NOTE: This course covers the following GBS Robotics Modules: 1. Introduction to Robotics 2. Robot Classifications 3. Manipulators and End Effectors.
Class (2.00), Lab (9.00)
Prerequisites: take ISE-116, ISE-116, ISE-122

ISE-115 Environmental/ Safety Equipment 3.00 cr
Standard safety practices for use in the laboratory and industry. Requirements for the safe handling storage and proper disposal procedures for chemical and hazardous materials. The legal aspects of OSHA and EPA requirements as they affect employees and employers
Class (3.00)

ISE-116 Robotics II 3.00 cr
This course covers payload, accuracy, repeatability and resolution in modern industrial robotics. The student will learn to apply compliance parameters to determine overall performance and explain the various factors affecting the accuracy of a robot. This course includes the study of both analog and digital sensors, including mechanical switches, temperature sensors, proximity detectors, strain gages and photoelectric sensors. An introduction to object identification is presented using practical and theoretical examples of industrial applications of this technology. An introduction to robot inspection and speech recognition is also presented in this module. NOTE: This course covers the following GBC Robotics Modules: 6. Payload, Repeatability and Accuracy 7. Object Detection 8. Vision, Touch and Sound
Class (2.00), Lab (9.00)
Prerequisites: take ISE-114, ISE-118, ISE-122

ISE-117 Advanced Energy Semiconductors 3.00 cr

A study of solar energy, silicon semiconductor diodes and PV system components, including photovoltaic modules, batteries and inverters.

Class (3.00), Lab (2.00)

ISE-118 Advanced Robotics 5.00 cr

This course provides an introduction to robot software, programming languages and various programming techniques associated with industrial robots. On-line and off-line programming, teach pendants and automatic programming are presented using a combination of theoretical and laboratory exercises utilizing robotics simulation software. NOTE: This course covers the following GBC Robotics Modules: 9. Robot Programming 10. Robot safety 12. Applications 13. Artificial Intelligence

Class (3.00), Lab (8.00)

Prerequisites: take ISE-114, ISE-116, ISE-122

ISE-120 Economics of Alternative Energy 3.00 cr

Identifies and assigns costs to the processing steps of different alternative energy systems. The overall industrial and consumer prices for each system are compared against the current prices for today's hydrocarbon fuels.

Class (3.00)

ISE-122 Robotic Systems and Communication 5.00 cr

This course covers work, energy, power and torque and presents an introduction to gears, linkages and direct drive systems. The student will learn the principles of electric drives and fluid power and their application in industrial robotic systems. Hydraulic and pneumatic drives are also presented with an emphasis on practical applications and troubleshooting. NOTE: This course covers the following GBC Robotics Modules: 4. Robot Drive Systems 5. Servo Systems 11. Communications

Class (5.00)

Prerequisites: take ISE-114, ISE-116, ISE-118

ISE-126 Automotive Electricity 3.00 cr

Vehicular electrical systems including traditional, hybrid and hydrogen fuel cell vehicles. Includes the impact of the 42 volt NICAD system.

Class (3.00), Lab (2.00)

ISE-130 AC Power Systems 3.00 cr

Study of alternating current electricity, single-and three-phase electrical power and troubleshooting industrial electrical systems. Includes effects of capacitance and inductance, loss factors, interpreting electrical schematic diagrams and how to isolate problem components in electrical circuits.

Class (3.00), Lab (2.00)

Prerequisites: take EE-126, MATH-110

ISE-135 Fundamentals of Automotive Batteries 3.00 cr

Battery theory and construction, with an emphasis on hybrid vehicle batteries. Automotive starting and charging systems are studied. The use of battery, charging system and starting system test equipment are included.

Class (2.00), Lab (3.00)

Prerequisites: take ISE-126(8209)

ISE-140 Automotive Drive Systems 3.00 cr

Diagnosis and repair of automatic, manual and continuously variable transmissions and transaxles.

Class (2.00), Lab (3.00)

ISE-150 NABCEP Entry Level Solar PV 2.00 cr

Five-day intensive training that teaches the basic technology and skills required for entry level knowledge of the design and installation of solar photovoltaic systems. This course satisfies the requirements for a board recognized training program that is needed, along with work experience, to qualify to sit for the full NABCEP PV Installer Certification Exam.

Class (1.50), Lab (2.50)

ISE-201 Occupational Safety 3.00 cr

Ohio safety codes and accepted safety practices and procedures pertaining to employees and employers. Workers compensation, safety design, inspection, personal protective equipment, safety analysis and responsibility.

Class (3.00)

Equivalent to EGR-201, ISE-202

ISE-202 Basic Construction Safety 3.00 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 (3.00)

Equivalent to EGR-201, ISE-201

ISE-203 Heavy Equipment Safety 3.00 cr

Class (3.00)

ISE-204 Introduction to Engineering Design 3.00 cr

Teaches problem-solving skills using a design development process. Models of product solutions are created, analyzed and communicated using solid modeling computer design software.

Class (1.00), Lab (4.00)

ISE-205 Principles of Engineering 3.00 cr

Helps students understand the field of engineering/engineering technology. Exploring various technology systems and manufacturing processes will help students learn how engineers and technicians use math, science and technology in an engineering problem solving process to benefit people. Also includes concerns about social and political consequences of technological change.

Class (1.00), Lab (4.00)

ISE-206 Automotive HVAC 3.00 cr

A study of automotive air conditioning, heating and ventilation systems. Includes auto air temperature control plus air conditioning and heater testing and diagnosis.

Class (2.00), Lab (3.00)

ISE-207 Geothermal Renewable Energy Systems 3.00 cr

Efficiency and operation of a geothermal renewable energy system including the mechanics of heat pump operation and the relationship between past refrigerants and the environmentally friendly refrigerants. Specific attention is devoted to the relationship between refrigerant and heat pump design for optimum efficiency. Also includes the relationship between Coefficient of Performance (COP) and Energy Efficiency Ratio (EER) and how these values relate to the overall operational efficiency of a geothermal system. Lab instruction is structured to provide the student with hands-on experience in the assembly, operation and performance testing of a working geothermal system by employing the same methods required for a field installation. Field trips to active geothermal installations provide perspective to the magnitude and importance of geothermal systems in reducing both energy consumption and our carbon footprint in this rapidly growing industry.

Class (3.00), Lab (2.00)

ISE-210 Instruments and Process Control 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 (3.00), Lab (2.00)

Prerequisites: take MATH-110

ISE-213 Industrial Automation 3.00 cr

Design and operation of hydraulic and pneumatic systems, introduction to digital interfaces and Programmable Logic Controllers, integration of controllers to complete robotics systems.

Class (3.00), Lab (2.00)

ISE-214 Solar Energy 3.00 cr

Solar electrical generating systems including commercial and residential solar panel systems, solar system costs and maintenance.

Class (3.00), Lab (2.00)

ISE-215 Wind Turbines and Hydroelectrics 3.00 cr

Energy systems based on wind and water including utility-scale turbines and single small turbines used in homes, agricultural and industrial applications. Material issues for turbines used for water and wind applications are also explored. The impact of connecting small-scale wind and hydroelectric systems to the national energy grid is also examined.

Class (3.00), Lab (2.00)

ISE-216 Fundamentals of Batteries 3.00 cr

Batteries utilized in homes and industry including chemical reactions, cranking amperage, electrolytes, temperature effects, venting, corrosion issues, safety considerations, battery materials and environmental disposal factors.

Class (3.00), Lab (2.00)

ISE-217 Metals and Corrosion 3.00 cr

Factors affecting the corrosion of engineering metals used in the energy field. Chemical corrosion equations at the anode and cathode are reviewed with emphasis placed on steam boilers, turbines and fuel cell applications. The preventative methods of plating, coating, surface treating and alloying to reduce corrosion are also studied.

Class (3.00), Lab (2.00)

ISE-218 Cryogenics 3.00 cr

Liquefied gases and cryogenics including processes to liquefy gases, transportation and storage, gas law calculations, safety practices and properties of metals at low temperatures. Special emphasis is placed on the properties of liquefied hydrogen gas.

Class (3.00), Lab (2.00)

ISE-219 Automated Testing 4.00 cr

The application of microcontrollers to automate testing and data acquisition of different alternative energy systems. Activities will include hard wiring system components and interfacing the hardware and software.

Class (3.00), Lab (3.00)

ISE-220 Automotive Electronics 3.00 cr

Vehicular systems management, driver information, collision avoidance and active controls. Includes study of audible communication, head-up display and voice activation.

Class (3.00), Lab (2.00)

ISE-225 Engines and Alternative Power 3.00 cr

System interface and energy management for greater efficiency and extended range. Includes the need for increased electrical power using constant output of microturbines.

Class (3.00), Lab (2.00)

ISE-230 Automotive Hybrids (Capstone) 3.00 cr

The capstone course and project will utilize all facets of the subjects learned in the Automotive Hybrids course. The learner will use the skills gained over the previous two years to diagnose and repair actual automobiles in real life situations. On top of that, the capstone project will allow the learner to put to use the skills obtained in the course to design and create a project that incorporates automotive and alternative energy technologies.

Class (3.00)

ISE-240 Automotive Diagnostics 4.00 cr

A cumulative capstone course; a summation of all the skills learned during the previous five courses in the Automotive Hybrid program. Includes the training to utilize advanced diagnostic equipment to access OBD I and OBD II codes and features and to use the information from the diagnosis to make repairs.

Class (3.00), Lab (3.00)

ISE-290 Special Topics/Industrial Engineering 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

ISE-294 Alternative Energy Cooperative Work Experience 2.00-5.00 cr

An on- or off- campus paid work experience. The course allows the student to gain industrial work experience in their selected career technology.

Class (1.00), Lab (40.00)

ISE-295 Automotive Hybrids Cooperative Experience 5.00 cr

An on- or off- campus paid work experience. The course allows the student to gain industrial work experience in their selected career technology.

Class (1.00), Lab (40.00)

ISE-296 Alternative Energy Practicum 3.00 cr
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.
Class (1.00), Lab (14.00)

ISE-296A Advanced Energy Practicum 3.00 cr
An on-or-off-campus work experience which allows the student to gain experience in the advanced energy field.
Class (1.00), Lab (14.00)

ISE-296B Automotive Hybrids Practicum 2.00 cr
An on-or-off-campus work experience which allows the student to gain experience in the automotive hybrid field.
Class (1.00), Lab (7.00)

Juvenile Corrections

JUV-101 Family Dynamics 3.00 cr
Study and discussion of family interaction and functioning in response to external and internal pressures. Analysis of various multi-cultural families' abilities to mold and direct their members. Review of symptoms of family dysfunction that come to the attention of human services and corrections agencies and official and therapeutic responses to those problems. Students compare and contrast their own families of origins to the material covered in the class to better assist them in working with others in the future.
Class (3.00), Lab (2.00)

JUV-102 Juvenile Delinquency 2.00 cr
History, nature and extent of juvenile delinquency. Theories of causation are reviewed in the study of past and current prevention, control and treatment methods.
Class (2.00), Lab (1.00)

JUV-105 Child Abuse 3.00 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.
Class (3.00), Lab (2.00)
Prerequisites: take JUV-102

JUV-110 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 (3.00)
Equivalent to CJ-220

JUV-111 Juvenile Sexual Offender 3.00 cr
A comprehensive overview of the juvenile offender who has been involved with sexually acting out, sexual abuse or sexual assault. An examination of the typology of this offender occurs as well as the causes of such behavior. An extensive case study enables the student to learn to assess the offender, classify and identify risk and develop treatment recommendations. Current treatment interventions are provided by guest speakers who work directly with juvenile offenders.
Class (3.00)
Prerequisites: take JUV-110

Landscape Management

LAND-100 Landscape Careers 1.00 cr
Landscapers from a variety of companies concerned with the landscape management profession participate in this course and discuss educational requirements of prospective employers, projection of job opportunities and methods of applying for specific jobs. Job search techniques are stressed. Letters of application, resume writing and interviewing techniques are included.
Class (1.00)

LAND-110 Horticulture I Trees and Shrubs 3.00 cr
Identification of woody landscape plants common to the Midwest including identifying trees and shrubs through the use of dichotomous keys, site characteristics and physical appearance.
Class (2.00), Lab (4.00)

LAND-115 Landscape Plant Care I 3.00 cr
Covers various problems with landscape plants including insects, fungi, diseases, soil fertility problems, growth habits and the proper care and treatment of each.
Class (2.00), Lab (4.00)

LAND-120 Landscape Design I 3.00 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 (2.00), Lab (3.00)

LAND-125 Landscape Design II 3.00 cr
Students design landscapes from field survey notes from interviews of prospective clients and convert notes to a base plan design that is presentable to client and includes materials and plant lists according to industry design standards.
Class (2.00), Lab (3.00)

LAND-130 Landscape Construction 6.00 cr
Construction materials, specifications and construction methods will be taught and implemented via hands-on installation of landscapes.
Class (4.00), Lab (6.00)

LAND-135 Horticulture II Conifers Vines 3.00 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 (2.00), Lab (3.00)

LAND-140 Landscape Design III 3.00 cr
Landscape architectural designs using industry standards for commercial landscapes.
Class (2.00), Lab (3.00)

LAND-200 Landscape Project Management (Capstone) 5.00 cr
Class (2.00), Lab (11.00)

LAND-205 Horticultural III- Ornamental Trees/Shrubs 3.00 cr
Class (2.00), Lab (3.00)

LAND-210 Turf Management and Irrigation 4.00 cr
Class (3.00), Lab (3.00)

LAND-215 Landscape Business Management 3.00 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 (2.00), Lab (4.00)

LAND-220 Landscape Plant Care II 3.00 cr
 Introduces and provides an overview of plant care in the winter months and propagating 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 to build knowledge about each plant's functional usage.
Class (2.00), Lab (3.00)

LAND-225 Landscape Ecology 3.00 cr
 Landscape principles, concepts and structure are reviewed. Landscape environments, populations, communities, energy and ecosystems, dynamics and the human role in landscape development are discussed, observed and applied to management practices.
Class (2.00), Lab (3.00)

LAND-230 Landscape Plant Care III 3.00 cr
 Introduces green house and nursery plant care, field care techniques and business and management practices and principles.
Class (2.00), Lab (3.00)

LAND-294 Landscape Coop Work Experience 6.00 cr
 An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.
Class (2.00), Lab (40.00)

LAND-296 Landscape Practicum 2.00 cr
 This course consists of a directed practicum in a natural resources field to allow students to apply previously learned concepts and practices in a work situation. It also allows the participant to acquire on-the-job training. Additionally, the student becomes familiar with the cooperating agency and its operation. The student performs duties commensurate with the interests, routine and mission of the cooperating agency and Hocking College. These duties are educationally appropriate to the student's chosen field of study. The seminar allows the student to discuss natural resources experiences with emphasis on public relations, management styles, personal and professional growth, expectations, job performance and site analysis.
Class (1.00), Lab (7.00)

LAND-296A Landscape Practicum A 6.00 cr
Class (1.00), Lab (40.00)

LAND-296B Landscape Practicum B 4.00 cr
Class (1.00), Lab (24.00)

Language

LANG-112 Conventional Spanish 2.00 cr
 Introductory Spanish course designed for study abroad students emphasizing basic language patterns in order to give and receive information in different settings.
Class (2.00), Lab (1.00)

LANG-290 Languages Special Topics 1.00-5.00 cr
 Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

LANG-291 Languages Individual Study 1.00-5.00 cr
 Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

Medical Assistant

MA-100 Basic Clinical Assisting Process 5.00 cr
 Fundamental clinical assisting procedures in the family practice medical office. Emphasizes procedures employed in the general patient examination including medical asepsis, vital signs, positioning and draping, measuring height and weight, obtaining patient symptoms, charting, health history, patient preparation for and assisting with the physical examination, distance and near visual acuity testing, color vision testing, eye and ear instillations and irrigations and obtaining specimens for laboratory analysis.
Class (4.00), Lab (3.00)

MA-102 Medical Office Procedures I 2.00 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-110 Family Practice Clinical Assistance Procedures 4.00 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 (3.00), Lab (3.00)
Prerequisites: take MA-100

MA-112 Medical Law and Ethics 3.00 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 (3.00)

MA-113 Nutrition for Medical Assistants 4.00 cr

Introduction to the science of nutrition. Prepares the application of nutritional concepts to patient care. Emphasizes the function, food sources and dietary deficiencies of nutrients. Includes the process of digestion; menu planning for childhood and adolescence, the elderly and the pregnant patient; food poisoning, food preservation and additives; dental care; modified diet therapy for diabetes mellitus and cardiovascular and gastrointestinal disorders.

Class (4.00)

MA-115 Medical Transcription 3.00 cr

Transcribing medical reports from cassette transcribers. Emphasizes spelling, punctuation, grammar and proofreading. Patient histories, physical examinations, progress notes, discharge summaries, x-ray reports and letters are transcribed by the student.

Class (2.00), Lab (4.00)

Prerequisites: take OAT-180

MA-120 OB/GYN/Pediatric Clinical Assistance Procedure 4.00 cr

Presentation of theory and techniques required by the medical assistant to perform gynecologic, obstetric and pediatric examining room techniques. Includes the menstrual cycle and gynecologic examination, instructing the patient in methods of birth control, signs and symptoms of pregnancy, the prenatal examination, problems of pregnancy, growth and development of the embryo and fetus, labor and delivery, care of the newborn and the pediatric examination.

Class (3.00), Lab (3.00)

Prerequisites: take MA-110

MA-122 Medical Office Procedures II 2.00 cr

Filing systems, procedures, equipment and supplies, retention schedules, patient records, types of health insurance coverage, initiating and updating records, insurance terminology, handling insurance claims, coding for professional services, provisions of Blue Cross, Blue Shield, Medicare, Medicaid, CHAMPUS and Workers' Compensation and typing insurance forms.

Class (2.00), Lab (2.00)

Prerequisites: take OAT-100, MA-102

MA-200 Advanced Clinical Assisting Procedures 5.00 cr

Procedures employed in administering patient therapy and diagnostic testing, administration of medications, performing venipuncture, running an electrocardiogram, administering ultrasound treatments, assisting with sigmoidoscopy and patient preparation and positioning for x-rays.

Class (4.00), Lab (3.00)

MA-202 Basic Pharmacology for Medical Assistants 4.00 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 (4.00)

MA-203 Medical Assistant Externship I 4.00 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 (4.00)

Prerequisites: take MA-102, MA-112, MA-122, MA-120, MA-223,

MA-204 Medical Assistant Externship II 4.00 cr

Lab (4.00)

Continuation of MA 203

Prerequisites: take MA-203

MA-205 Medical Assistant Externship III 4.00 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.

Lab (4.00)

Prerequisites: take MA-204

MA-206 Electronic Medical Record 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 aspects of appropriate documentation. Includes computer experience using word processing and an electronic medical record application program.

Class (1.00), Lab (2.00)

MA-220 Medical Laboratory Procedures 6.00 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 (5.00), Lab (3.00)

Prerequisites: take MA-200

MA-221 Medical Management Computerization 4.00 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 (3.00), Lab (3.00)

MA-222 Medical Office Procedures III 4.00 cr

Financial and business records in a physician's office. Methods of billing, extending credit, installment payments, collection methods and problems, laws pertaining to credit and collection, banking terminology and services, checking accounts, accounting systems, daily service records, combined cash journals, patients' and general ledgers, disbursement records, petty cash records, financial statements, payroll taxes and deductions, tax returns, employee earning records and payroll registers are covered.

Class (3.00), Lab (3.00)

Prerequisites: take MA-122

MA-223 Computer Applications in Medical Assisting 2.00 cr

Medical office computer applications. Functions performed by medical office management application programs which include file maintenance, patient registration, posting transactions, appointments, patient billing, insurance billing and reports.

Class (1.00), Lab (3.00)

MA-224 Advanced Pharmacology for Medical Assistants 3.00 cr

Advanced principles of pharmacology relating to the medical office. Emphasis is placed on the correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. Documentation of drug administration and assessment for side effects/benefits of drugs is thoroughly discussed. Use, action, side effects, implications of medications that are dispensed and prescribed in the medical office including digestive drugs and drugs affecting the urinary, nervous, endocrine and respiratory systems. Drugs that are used to control pain are presented with special emphasis on the medical assistants' responsibilities when administering and/or working with controlled substances.

Class (3.00)

MA-225 Case Studies in Medical Assistant 3.00 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 (3.00)

MA-239 Principals/Techniques-Electrocardiography 1.00 cr

Theory and techniques of electrocardiography including patient preparation and the running, care and maintenance of the ECG

Lab (1.00)

MA-290 Medical Assistant Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

MA-291 Medical Assistant Individual Study 1.00-5.00 cr

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

Class (5.00)

MA-292 Medical Assistant Field Experience 1.00-4.00 cr

On-the-job training in a medical assistance facility through special arrangement with an instructor.

Lab (1.00)

MA-293 Medical Assistant Directed Practicum 2.00-8.00 cr

Directed practice instruction in the performance of a particular function from an assigned instructor and then observed and critiqued by the instructor in a repeat performance of that function.

Class (1.00), Lab (35.00)

MA-294 Medical Assistant Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

MA-296 Medical Assistant Practicum 2.00-7.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (42.00)

MA-297 Medical Assistant Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

MA-298 Medical Assistant Internship 3.00-9.00 cr

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

Class (3.00), Lab (40.00)

Mathematics

MATH-101 Basic Mathematics 4.00 cr

Rounding and order of operations with whole numbers; integers; fractions; mixed numbers and decimals; application problems are emphasized.

Class (4.00)

MATH-102 Pre-Algebra 4.00 cr

Percents, measurements conversions, exponents, square roots and introduction to algebraic expressions and equations. Application problems are emphasized.

Class (4.00)

Prerequisites: take MATH-101 or MATHPRE-MATH

MATH-104 Pharmacology Math 1.00 cr

(Fall, Winter, Spring and Summer)

Medication dosage and basic intravenous calculations.

Class (1.00)

Equivalent to MATH-108H

Prerequisites: take MATH-102 or MATHALG-MATH

MATH-107B Hospitality and Business Math 4.00 cr

Measurement systems and converting measurements both within and between systems; percents; basic algebraic equations; evaluating formulas; ratios and proportions. Emphasizes applications of these areas specific to the restaurant and hotel industries but also to daily life.

Class (4.00)

Equivalent to MATH-108, MATH-108B, MATH-108E, MATH-108H, MATH-108N, MATH-201H, MATH-201, MATH-171, MATH-201B, MATH-201E, MATH-201N

Prerequisites: take MATH-101 or MATHALG-MATH

MATH-108 Introduction to Algebra 4.00 cr

(Fall, Winter, Spring and Summer)

Ratio and proportion, algebraic expressions and linear equations, literal equations, inequalities, graphing. Application problems are emphasized.

Class (4.00)

Equivalent to MATH-107B, MATH-108B, MATH-108E, MATH-108H, MATH-108N, MATH-201H, MATH-201, MATH-171, MATH-201B, MATH-201E, MATH-201N

Prerequisites: take MATH-102 or MATHALG-MATH

MATH-109 Business Math 4.00 cr

An algebraic approach to solve applied business math problems. Includes basic statistics, interest, taxes, depreciation, annuities, investment and other business applications.

Class (4.00)

Prerequisites: take MATH-108, MATH-108B, MATH-108E, MATH-108H or MATH-108N

MATH-110 Geometry and Trigonometry 4.00 cr

(Fall, Winter, Spring and Summer)

Plane and solid geometry; right triangle trigonometry, laws of sine and cosine. Word problems are emphasized.

Class (4.00)

Prerequisites: take MATH-108, MATH-108B, MATH-108H, MATH-108N or MATH-108E

MATH-111 Intermediate Algebra 4.00 cr

(Fall, Winter, Spring and Summer)

Basic manipulations and operations involving algebraic terms, factoring and removal of monomial factors, algebraic fractions and equations involving fractions, exponents (zero, negative and fractional) and radicals. Word problems are emphasized.

Class (4.00)

Prerequisites: take MATH-108

MATH-112 Advanced Algebra 4.00 cr

(Fall, Winter, Spring and Summer)

Solving quadratic equations (by using either the quadratic formula or factoring), natural and common logarithms, solving equations by graphing, solving simultaneous equations (using graphing, substitution, addition/subtraction, or determinants); and the manipulation of vectors and their sums. Word problems are emphasized.

Class (4.00)

Prerequisites: take MATH-111

MATH-113 Comprehensive College Algebra 5.00 cr

Linear and quadratic equations and inequalities, factoring, fractions, radicals and exponents, simultaneous linear equations and simple graphing techniques.

Class (5.00)

MATH-115 Pre-Calculus 5.00 cr

Selected topics from algebra, geometry, trigonometry and statistics. Includes and evaluates the Success Skills "Maintains Professional Skills and Attitudes" and "Demonstrates Math Skills."

Class (5.00)

Prerequisites: take MATH-113

MATH-120 Elementary Topics/Mathematics 4.00 cr

Provides students preparing to teach mathematics to children in grades K-8 with opportunities to explore mathematical ideas using a problem solving approach and a variety of manipulative materials. The focus is the enhancement of a deep, conceptual understanding of number systems and their properties. Emphasis is placed on problem solving, reasoning and the ability to communicate mathematical thinking orally and in writing. The relationship of the content studied to the Ohio Academic Content Standards is included.

Class (4.00)

Prerequisites: take MATH-102

MATH-150 Food Service Math 2.00 cr

(Winter and Spring)

Basic arithmetic operations, including the application of basic math operations to food service problems such as recipes, portioning and daily report completion are covered.

Class (2.00), Lab (1.00)

MATH-163A Business Calculus I 4.00 cr

Limits and continuity, differentiation, rates of change, differentiation techniques, higher order derivatives, maximization/minimization problems, implicit differentiation, exponential and log functions and derivatives of exponential and log functions.

Class (4.00)

Prerequisites: take MATH-112 or MATH-113

MATH-163B Business Calculus II 4.00 cr

Indefinite Integrals, Definite Integrals and techniques of integration with applications will be covered in this course.

Class (4.00)

Prerequisites: take MATH-163A

MATH-174 Math for Automotive 3.00 cr

Math and algebra formulas, expressions and equations to solve the technical problems found in the automotive industry. Includes percentages, ratio and proportions, powers and roots, English/metric measurements and conversions as well as graphs and charts.

Class (3.00)

MATH-250 Statistics/Natural Resources 5.00 cr

Introduces basic statistical measures employed in natural resource professions. Emphasizes core concepts and calculation of specific measures as well as appropriate application of these measures utilizing natural resource data. Topics include measures of central tendency and dispersion, the normal distribution and confidence intervals, correlation and regression sampling and hypothesis testing using t-test, ANOVA, Chi Square and various nonparametric tests.

Class (5.00)

Prerequisites: take MATH-108

MATH-251 Introduction to Natural Resources Statistic 1.00 cr

(Winter and Spring)

Measures of central tendency, measures of dispersion, percentile rank, normal curve and confidence intervals will be included.

Class (1.00)

Prerequisites: take MATH-108

MATH-290 Mathematics Special Topics 0.50-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

MATH-291 Mathematics Individual Study 1.00-5.00 cr

(Fall, Winter, Spring and Summer)

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

Class (5.00)

Microbiology

MICR-201 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)

Prerequisites: take BIOS-112

Micro Computer

MICS-101 Basic Computer Skills 1.00 cr

This course provides the student with a basic understanding of the operation of a microcomputer with hands-on use of popular computer applications in word processing, spreadsheets, email and web browsing.

Class (1.00), Lab (1.00)

MICS-110 Introduction to Visual Basic 3.00 cr

Object oriented programming language 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. Includes writing organized statements and testing the program while remaining inside the same IDE.

Class (2.00), Lab (5.00)

MICS-111 Advanced Visual Basic 3.00 cr

Continuation of Visual Basic including 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 (2.00), Lab (5.00)

Prerequisites: take MICS-110

MICS-115 PC Operating Systems 3.00 cr

Examines the basic commands and features of PC operating systems including Windows, DOS and Linux. Students learn to install, setup, configure and troubleshoot operations systems.

Class (1.00), Lab (4.00)

MICS-121 Microsoft Office 3.00 cr

Introduces the integrated software package, Microsoft Office. Students design and manipulate files to apply the major functions of the word processing, database and spreadsheet modules of this package.

Class (2.00), Lab (3.00)

MICS-121A Microsoft Office-Word Processing 1.00 cr

(Fall, Winter, Spring and Summer)

A hands-on course which presents the word processing component and lab assignments using the software package Microsoft Office.

Class (1.00), Lab (1.00)

MICS-121B Microsoft Office-Database 1.00 cr

(Winter and Spring)

A hands-on course which presents the database component and lab assignments using the software package Microsoft Office.

Class (1.00), Lab (1.00)

MICS-121C Microsoft Office-Spreadsheet 1.00 cr

A hands-on course which presents the spreadsheet component of and lab assignments using the software package Microsoft Office.

Class (1.00), Lab (1.00)

MICS-141 Introduction to Excel 1.00 cr

(Winter and Spring)

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.

Lab (3.00)

MICS-142 Introduction to Access 1.00 cr

Introduces the database management software, Microsoft Access. Includes creating and modifying tables, entering and editing data, creating and modifying simple and advanced queries, creating and modifying forms and reports and establishing relationships between tables. Students design and/or manipulate multiple databases in completing "hands on" assignments.

Class (1.00), Lab (2.00)

MICS-144 Introduction to Word 1.00 cr

Introduces the word processing software, Microsoft Office Word including creating and editing documents, spell checking, formatting pages, merging documents, using columns and working with graphics. Manipulate multiple word processing documents to apply the major functions of Word.

Lab (2.00)

MICS-147 Introduction to PowerPoint 1.00 cr

Introduction to Microsoft Office PowerPoint 2003, including creating, modifying, customizing and enhancing presentations and charts. Additional skills include working with tables, charts, multimedia objects, such as video, audio and hyperlinks and using advanced slideshow features such as slide animation and transitions to deliver captivating presentations. Designed for students who are interested in learning the fundamentals needed to create and modify presentations and for students who wish to gain knowledge that will augment their public presentations. Students learn to use appropriate and complementary effects to effectively deliver their presentation material.

Lab (1.00)

MICS-152 Advanced Access 2.00 cr

Includes creating database files, designing forms and sub-forms, using advanced multiple table queries and designing compiles reports, charts and macros.

Class (2.00), Lab (2.00)

Prerequisites: take MICS-142

MICS-201 Desktop Publishing 2.00 cr

Computer-aided page layout and publishing for writing, assembling and designing publications such as business reports, newsletters, trade journals and brochures, by combining text and graphics. Introduces the student to desktop publishing terms and techniques and use of a popular desktop publishing software package in order to create various types of publications.

Class (2.00), Lab (2.00)

MICS-290 Microcomputer Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

MICS-291 Microcomputer Individual Study 1.00-5.00 cr

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

Class (5.00)

Military Science

MSC-100 Basic Marksmanship 3.00 cr

Credit by advanced standing for students in military who have completed basic training.

Class (3.00)

MSC-105 Military Science Lab I 3.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (3.00)

MSC-105A Military Science Lab I-A 1.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (1.00)

MSC-105B Military Science Lab I-B 1.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (1.00)

MSC-105C Military Science Lab I-C 1.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (1.00)

MSC-106 Military Science Lab II 3.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (3.00)

Prerequisites: take MSC-105

MSC-106A Military Science Lab II-A 1.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (1.00)

MSC-106B Military Science Lab II-B 1.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (1.00)

MSC-106C Military Science Lab II-C 1.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (1.00)

MSC-107 Military Science Lab III 3.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (3.00)

Prerequisites: take MSC-106

MSC-108 Military Science Lab IV 3.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (3.00)

Prerequisites: take MSC-107

MSC-109 Military Science Lab V 3.00 cr

Applies military concepts to practical situations related to career success. Learners assume responsibility for documentation of relevance to career success.

Lab (3.00)

Prerequisites: take MSC-108

MSC-290 Special Topic - Military Science 3.00-15.00 cr
 Credit by advanced standing awarded based on American Council on Education guidelines for occupation specialty codes for all branches of military service.
Class (15.00)

Massage Therapy

MT-110 Swedish Massage I 3.00 cr
 History of massage, principles of hygiene, professional ethics, Ohio scope of practice, anatomical landmarks and Kellogg's chapters on "The Physiological Effects of Massage" and "Rules Relating to Massage." Lab covers basic palpation and begins Kellogg's "Massage of Special Regions." Prerequisite: Certificate of Preliminary Education from the Ohio Medical Board.
Class (2.00), Lab (3.00)

MT-120 Swedish Massage II 3.00 cr
 Kellogg's chapters on "The Procedures of Massage" and "Special Methods of Zabludowski and Metzger" and a continuation of "Massage of Special Regions" in the lab setting.
Class (2.00), Lab (3.00)
Prerequisites: take MT-110

MT-130 Swedish Massage III 1.00 cr
 Kellogg's chapters on "The Therapeutic Applications of Massage," "The Rest Cure" and other pertinent concepts discussed by the author. Lab continues with Kellogg's chapter on "Massage of Special Regions" and "Special Methods of Zabludowski and Metzger."
Lab (3.00)
Prerequisites: take MT-120
Corequisite courses: MT-140, MT-135, BIOS-153

MT-135 Myology for Massage Therapists 3.00 cr
 Attachments, actions and innervations of the muscles most pertinent to massage therapists including palpation, observation, drawing and muscle testing.
Class (2.00), Lab (2.00)
Prerequisites: take MT-120, BIOS-152
Corequisite courses: MT-140, MT-130, BIOS-153

MT-140 Ethics for Massage Therapists 2.00 cr
 Professional medical ethics, scope of practice and related issues for massage therapists.
Class (2.00)
Prerequisites: take MT-110, MT-120, BIOS-151, BIOS-152
Corequisite courses: MT-130, MT-135, BIOS-153

MT-150 Massage Business and Law 2.00 cr
 Business practices, advertising, billing, medical codes and jurisprudence for massage therapists.
Class (2.00)
Prerequisites: take MT-210, BIOS-154
Corequisite courses: MT-220, BIOS-155

MT-200 Pathology/Massage Therapists 3.00 cr
 Full array of pathologies covered in standard texts. The lab focuses primarily on disorders or imbalances specific to the musculoskeletal system for determination of treatment versus referral. Skills include orthopedic assessment; postural gait and goniometric analysis; pulse and blood pressure.
Class (2.00), Lab (3.00)
Prerequisites: take BIOS-153, MT-130
Corequisite courses: BIOS-154, MT-210

MT-210 Massage Techniques I 3.00 cr
 Review of essential concepts from Kellogg's treatise on massage. Theory and practice of deep tissue massage techniques and trigger point therapy.
Class (2.00), Lab (3.00)
Prerequisites: take MT-130
Corequisite courses: MT-200, BIOS-154

MT-220 Massage Techniques II 3.00 cr
 Review of essential concepts from Kellogg. Theory and practice of myofascial release work and PIMR stretches.
Class (2.00), Lab (3.00)
Prerequisites: take MT-210
Corequisite courses: MT-150, BIOS-155

MT-230 Massage Techniques III 3.00 cr
 Massage Techniques III is the third and final course designed to enhance the student's clinical skills. This course serves to review and integrate previous technique approaches into effective therapy protocols for common musculoskeletal problems in each region of the body. Additionally, brief introductions to a variety of new manual therapies are presented to expand the student's repertoire of techniques and their awareness of other approaches within the massage therapy profession.
Class (2.00), Lab (3.00)
Prerequisites: take MT-220

MT-240 Massage Integration Seminar 4.00 cr
 Swedish massage particularly as it relates to human anatomy and physiology throughout the different levels of organization and a cross the various systems of the body.
Class (4.00)
Prerequisites: take MT-220, EM-133, EM-134

MT-250 Massage Clinical 2.00 cr
 Clinical performance of 30 one hour massage sessions under the guidance of the instructor.
Class (1.00), Lab (3.00)
Prerequisite: HC 182, HC 278 and HC 283
Prerequisites: take MT-220

MT-290 Massage Therapy Special Topics 0.25-5.00 cr
 Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

Music

MUS-120 Recording Studio Introduction 4.00 cr

Components of a typical recording studio, basics of audio engineering and audio system design and installation. Upon completion of students are able to assess equipment needs, set-up for a typical recording session and record basic audio tracks.

Class (3.00), Lab (3.00)

MUS-122 Private Bass Lessons 1.00 cr

Deeper understanding of and proficiency with the bass with the assistance of a specialist.

Class (1.00)

MUS-125 Elements of Music I 4.00 cr

This course builds an understanding of the basic elements of music that provide the foundational skills necessary for the diverse world of musical careers. Students are introduced to basic musical concepts and how to use them in practical applications.

Class (4.00)

MUS-126 Music Business Introduction 3.00 cr

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 any music business entity and understand the relationship to the processes in the music industry.

Class (3.00)

MUS-130 Music Computer Applications 3.00 cr

Basics of operating system OSX and associated computer hardware. Upon completion of this course, students are able to assess equipment needs and comfortably operate in a Macintosh computer environment.

Class (2.00), Lab (3.00)

MUS-131 Music Ensemble 1.00 cr

Singing in a vocal ensemble that performs a variety of musical repertoire, with emphasis on the technical aspects of singing. Basic elements of music are reviewed and students participate in group performances. The course is an elective for music majors and non-music majors.

Lab (2.00)

MUS-132 Private Guitar Lessons 1.00 cr

Deeper understanding of and proficiency with the guitar with the assistance of a specialist.

Class (1.00)

MUS-135 Songwriting: Lyricism 3.00 cr

Beginning composition comprehension/ craft with an emphasis on lyric writing and popular musical styles while addressing the skills and knowledge needed to actively pursue a professional career in songwriting or a related field. Encourages student collaboration; a deeper knowledge of musical terms, style and aesthetics; and performance opportunities for original student work. In order to approach the art of composition in various ways, students are expected to attend area concerts, contribute to QandA in-class sessions with local artists and composers and keep a detailed songwriting journal.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-125

MUS-137 Elements of Music II 3.00 cr

Continues to develop an understanding of material Introduced in the Elements of Music I course. Further exploration of musical concepts includes written and aural training that allows for more mastery of the material.

Class (3.00)

Prerequisites: take MUS-125

MUS-140 Music Production 4.00 cr

Role of a music producer and the qualities of music production, including session management, budgeting and scope of the project, evaluation of instrumentation tracking and mixing. Upon completion of this course, students are able to manage any given recording session both creatively and fiscally.

Class (3.00), Lab (3.00)

Prerequisites: take MUS-120

MUS-142 Private Drum Set Lessons 1.00 cr

Deeper understanding of and proficiency with percussion with the assistance of a specialist.

Class (1.00)

MUS-143 Percussion Ensemble 2.00 cr

Through weekly group rehearsal and private instruction, students study fundamental percussion techniques, ensemble skills and professional performance prep, using standard percussion ensemble literature and pieces written specifically for the group and the students' abilities. The class culminates in an ensemble recital at the end of the quarter.

Class (1.00), Lab (2.00)

Prerequisites: take MUS-142

MUS-145 Music Publishing 3.00 cr

Using the college's music business resources, students learn the fundamentals of global music environment, including product development, marketing and promotions, artist management and intellectual property issues unique to identify foreign countries. Upon completion of this course, students are able to identify foreign revenue streams and the best way to capitalize upon said revenue streams.

Class (3.00)

Prerequisites: take MUS-126

MUS-147 Elements of Music III 3.00 cr

This four-part course sequence develops a student's understanding for the most commonly used structures, forms, textures and procedures in music, while developing corresponding written and analytical skills for application in the musical world. Topics include equal temperament, notational practices, major and minor key signatures, homophonic/polyphonic textures, intervals, compound intervals, scales and modes, rhythms, chord-types, cadence types, extended harmony, harmonic function/progressions, through composed music, binary and ternary forms, figured bass, compositional procedures, harmonic motions, impressionists forms and sonata form.

Class (3.00), Lab (3.00)

Prerequisites: take MUS-137.

MUS-150 Recording Techniques 3.00 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 effective engineering decisions. Areas of study include: studio protocol, critical listening/ear training as it relates to aesthetic and technical engineering decisions, troubleshooting, musical format and acoustical issues.

Class (2.00), Lab (3.00)

Equivalent to BC-207

Prerequisites: take MUS-140

MUS-152 Private Piano, Synthesizer, Keyboard 1.00 cr

Deeper understanding of and proficiency with the piano with the assistance of a specialist.

Class (1.00)

MUS-155 Artist Management 3.00 cr

Operations of artist managers including: networking, administration, commissions, fees, negotiating deals, budgeting and the responsibility to the artist as well as the responsibility of the artists. The roles and an analysis of business managers, personal managers and road/tour managers is conducted. Upon successful completion of the course, the student has an understanding of artist management as well as the contract points and responsibilities involved.

Class (3.00)

Prerequisites: take MUS-126

MUS-157 Elements of Music IV 3.00 cr

This four-part course sequence develops a student's understanding for the most commonly used structures, forms, textures and procedures in music, while developing corresponding written and analytical skills for application in the musical world. Topics include equal temperament, notational practices, major and minor key signatures, homophonic/polyphonic textures, intervals, compound intervals, scales and modes, rhythms, chord-types, cadence types, extended harmony, harmonic function/progressions, through composed music, binary and ternary forms, figured bass, compositional procedures, harmonic motions, impressionists forms and sonata form.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-147

MUS-162 Private Voice Lessons 1.00 cr

Deeper understanding of and proficiency with the voice with the assistance of a specialist.

Class (1.00)

MUS-167 Elements of Music V 3.00 cr

This four-part course sequence develops a student's understanding for the most commonly used structures, forms, textures and procedures in music, while developing corresponding written and analytical skills for application in the musical world. Topics include equal temperament, notational practices, major and minor key signatures, homophonic/polyphonic textures, intervals, compound intervals, scales and modes, rhythms, chord-types, cadence types, extended harmony, harmonic function/progressions, through composed music, binary and ternary forms, figured bass, compositional procedures, harmonic motions, impressionists forms and sonata form.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-157

MUS-170 Music Law 3.00 cr

Basics of US Copyright Law, including: key terminology, copyright ownership, transfers, works for hire, protection of musical arrangements and sound recordings, mechanical, synchronization and performance licensing, infringement and remedies and the currently evolving legal landscape. Upon completion of this course, students are able to successfully conduct rights management.

Class (3.00)

Prerequisites: take MUS-126

MUS-172 Private Brass Lessons 1.00 cr

Performance skills on trumpet, trombone, french horn, baritone/euphonium or tuba through one-on-one interaction with a specialist. Skills learned include, but are not limited to, tone production, musicality and characteristic literature.

Class (1.00)

MUS-177 Aural Training I 1.00 cr

This two-part course sequence involves the development of aural ear-training skills and musicianship skills in order to achieve a common level of musicianship for musicians worldwide. Topics include sight-singing, solfege systems, rhythmic reading and the aural comprehension of theoretical materials, which includes intervals, scales, modes, rhythms, sonorities, cadence types and harmonic progressions.

Lab (2.00)

Prerequisites: take MUS-147

MUS-178 Aural Training II 1.00 cr

This two-part course sequence involves the development of aural ear-training skills and musicianship skills in order to achieve a common level of musicianship for musicians worldwide. Topics include sight-singing, solfege systems, rhythmic reading and the aural comprehension of theoretical materials, which includes intervals, scales, modes, rhythms, sonorities, cadence types and harmonic progressions.

Lab (2.00)

MUS-180 New Media and Technologies 3.00 cr

New and emerging technologies shaping the music business (.mp3, internet radio, streaming, podcasting, ringtones and satellite radio) as well as traditional technologies that are still being employed (terrestrial radio, CDs and music videos.) Upon completion of this course, students are able to successfully create a variety of media in both new and traditional technologies. By using the college's "Live @ Stuart's" webcast event, students are also able to successfully conduct internet-based operations at college musical events.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-130

MUS-185 History of Rock and Roll 3.00 cr

A comprehensive overview of the foundations, evolution, expansion and current state of a thoroughly American art form: Rock and Roll. Examines 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 50 years.

Class (3.00)

MUS-190 Record Label Operations 3.00 cr

Function and structure of both major and independent record labels, including a and r, production, licensing, manufacturing, promotion, marketing and tour support. Upon completion of this course, students are able to successfully communicate with personnel at both major and independent record labels. Using the college's student-run record label, students are able to successfully conduct record label operations.

Class (3.00)

Prerequisites: take MUS-126

MUS-195 Contemporary Music Genre 3.00 cr

Understanding contemporary music genre is based on the individuals in the music industry who were influential in introducing the new acts that defined specific genres-producers, record labels and artists.

Class (3.00)

MUS-201 Music Software and Sequencing 3.00 cr

Exposes students to advanced techniques within software and MIDI using applications such as iTunes, Reason, LogicExpress, LogicPro, Ableton Live, Roxio Toast and Pro Tools. Students are given tasks where a resolution to a problem is required within a competitive deadline. Students also 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.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-150

MUS-202 Live Sound 3.00 cr

Main elements of conducting live sound, including equipment needs, space requirements, set-up and troubleshooting and mixing and recording live sound. Upon successful completion of this course, students are able to successfully conduct live sound in a variety of environments. By using the college's "Live @ Stuarts" series and music showcase events, students are able to successfully conduct live sound at college events.

Class (2.00), Lab (3.00)

Equivalent to BC-121, THEA-210

Prerequisites: take MUS-120

MUS-203 Studio Management 3.00 cr

Aspects of studio management and ownership, including equipment maintenance and construction, pricing and fee structure, union considerations, budgeting personnel and staffing and accounting. Upon completion of this course, students are able to successfully submit a business plan for start-up of their own studio.

Class (3.00)

Prerequisites: take MUS-126

MUS-204 Mixing and Mastering 3.00 cr

Upon completion, students will establish a process using plug-ins and automation to mix down multi-track project to stereo including additional editing, time based effects, equalization, compression and gating. Students demonstrate critical listening and communication skills to critique fellow students' work. Professionalism in the studio, backing up of work and client communication are also stressed.

Class (2.00), Lab (3.00)

Equivalent to BC-208

Prerequisites: take MUS-150

MUS-206 Music Marketing and Merchandise 3.00 cr

Traditional and non-traditional marketing and merchandising of recorded music, including marketing plans; record promotion; retail, internet and non-traditional distribution; and graphic design considerations. Upon completion of this course, students are able to successfully market and merchandise recordings through a variety of distribution channels.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-126

MUS-207 Music Industry Entrepreneurship 3.00 cr

Traditional and non-traditional management of business opportunities in the music industry, including publishing, record labels, management, promotions and booking and technology companies. Students are able to successfully submit a business plan for their own business.

Class (3.00)

Prerequisites: take MUS-126

MUS-208 Concert Booking and Promotion 3.00 cr

All elements related to booking and promoting concerts including securing venues, ticket sales, marketing and accommodating musicians.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-126

MUS-209 Music Performance II 3.00 cr

Continues to build essential musicianship skills including ensemble cohesiveness, rhythmic integrity, melody and harmony recognition and execution, performing confidently, as well as non-verbal communication between fellow musicians and the audience.

Class (1.00), Lab (6.00)

Prerequisites: take MUS-160

MUS-210 Songwriting/Composing/Arranging 3.00 cr

Composition and arranging practices aimed at individual and greater class interests/needs/passions. Addresses the skills and knowledge needed to actively pursue a career in composition or a related field. Building upon knowledge of practical music theory and musical aesthetics and genres, this course gives students opportunities not only to compose and arrange original work, but also to experience performing classwork and/or hearing work performed by others. Core concepts include chord tones, ear training, progressive chord motion, harmonic and melodic studies, various rhythmic exploration, lyric writing and diverse song forms.

Class (1.00), Lab (6.00)

Prerequisites: take MUS-209

MUS-211 Music Capstone Preparation 3.00 cr

Students will prepare and rehearse capstone performances.

Class (2.00), Lab (3.00)

Prerequisites: take MUS-210

MUS-212 Music Performance III 3.00 cr

Reviews concepts as well as building skills through rehearsal-style class. Explores styles such as be-bop, cool, big-band, various latin styles and fusion.

Class (1.00), Lab (6.00)

Prerequisites: take MUS-211

MUS-213 Artist Management 3.00 cr

Using the college's music business resources, students learn the operations of artist managers, including networking, administration, commissions, fees, negotiating deals, budgeting and the responsibility to the artist as well as the responsibility of the artists. The roles and an analysis will be conducted of business managers, personal managers and road/tour managers. Upon successful completion of the course, the student will have an understanding of artist management as well as the contract points and responsibilities involved.

Class (3.00)

Prerequisites: take MUS-126

MUS-215B Music Study Abroad B 2.00 cr

Study at Hocking College's sister institution Havering College, in Essex, England.

Class (2.00)

MUS-220 Music Capstone 5.00 cr

A capstone project designed to give students the opportunity to demonstrate their understanding of the music business as it relates to production, performance and business management. Completion of the course involves selection of a student artist, recording, pressing of product, marketing and promotion and distribution of the artist's product. This course culminates with a product release event for the artist and record label.

Class (1.00), Lab (12.00)

Prerequisites: take MUS-170, MUS-201 or MUS-167

MUS-250 Radio Operations (Capstone) 3.00 cr

A capstone project designed to give students the opportunity to demonstrate their understanding of radio as it relates to production, performance and business management. Completion of the course involves promotion of the Hocking College Records releases to Hocking College Radio and other radio venues, on-air events showcasing Hocking College Records and Hocking College Showcase artists and production involvement in a weekly radio program.

Class (2.00), Lab (3.00)

MUS-290 Special Topics in Music 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

MUS-294 Music Cooperative Work Experience 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 quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (60.00)

MUS-294A Music Cooperative Work Experience A 3.00 cr

An on-or off-campus paid work experience plus an on-campus seminar.

Class (1.00), Lab (20.00)

MUS-294B Music Cooperative Work Experience B 5.00 cr

An on-or off-campus paid work experience plus an on-campus seminar.

Class (1.00), Lab (40.00)

MUS-296 Music Practicum 5.00 cr

Placement in an actual working environment for a minimum amount of time to gain experience before graduation.

Class (2.00), Lab (21.00)

MUS-296A Music Practicum A 2.00 cr

Placement in a work environment to gain experience.

Class (1.00), Lab (7.00)

MUS-296B Music Practicum B 3.00 cr

Placement in a work environment to gain experience.

Class (1.00), Lab (14.00)

Network Systems

NET-100 Introduction to Web Page Design 1.00 cr

Introduces the fundamentals of developing web pages. Topics include common formats and functions of HyperText Mark-up Language (HTML), the web site development process and creating/editing web pages with links, tables, frames and image maps.

Class (1.00), Lab (2.00)

NET-110 Networking Basics I - Discovery I 3.00 cr

Hands-on introduction to networking concepts and technologies for home and small businesses. Uses tools and hardware to develop the skills necessary to plan and implement small networks across a range of applications.

Class (2.00), Lab (3.00)

Prerequisites: take CS-120

NET-115 Networking Basics II - Discovery II 3.00 cr

Develops the skills necessary to provide customer support to users of small-to-medium-sized networks and a cross a range of applications. Includes an introduction to routing and remote access; addressing and network services; and servers that provide e-mail services, web space and authenticated access.

Class (2.00), Lab (3.00)

Prerequisites: take NET-110

NET-120 Computer Architecture/Hardware 2.00 cr

Examines the architecture of mainframe and personal computers (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 (3.00)

NET-200 Advanced Web Page Design 3.00 cr

Continuation of introduction to Web Page Design. Presentation and hands-on laboratory experience cover forms, style sheets, JavaScript, DHTML and XML.

Class (2.00), Lab (4.00)

Prerequisites: take NET-100

NET-210 Cisco II 3.00 cr
Components and operation of routers and routing protocols. Students analyze configure, verify and troubleshoot RIP, EIGRP and OSPF. Includes recognition and correction of common routing issues and problems.

Class (2.00), Lab (5.00)

Prerequisites: take NET-110

NET-211 Cisco III 3.00 cr
Components and operation of switches and converged switched networks. Students perform the following tasks: configure a switch for basic functionality; implement Spanning Tree Protocol, VLANs, VTP and Inter-VLAN routing; implement a wireless LAN in a small to medium sized network.

Class (2.00), Lab (5.00)

Prerequisites: take NET-210

NET-212 Cisco IV 3.00 cr
WAN technologies and network services required by covered applications in enterprise networks. Students implement and configure common data link protocols and how to apply WAN security concepts, access control and addressing services. Students are able to detect, troubleshoot and correct common enterprise network implementation issues.

Class (2.00), Lab (5.00)

Prerequisites: take NET-211, COMM-122

NET-215 Network Systems Security 3.00 cr
Introduces security issues including security policies, risk analysis, vulnerabilities, intrusion methodologies, security auditing and assessment, intrusion detection and incident response procedures.

Class (2.00), Lab (3.00)

Prerequisites: take NET-211, CS-201

NET-220 Server Management 4.00 cr
Introduces 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; as well as integrating internal networks with the Internet plus exploring and evaluating current networking technologies.

Class (3.00), Lab (4.00)

Prerequisites: take CS-201

NET-225 Network Communication Theory 2.00 cr
Introduces communications theory, including digital and analog signals, multiplexing, modulation and codes, bandwidth and noise in communications systems.

Class (2.00), Lab (1.00)

Prerequisites: take NET-110

NET-240 Cisco V 4.00 cr
Advanced routing topics. Students learn to extend IP addresses using VLSM and route summarization; configure OSPF, EIGRP, IS-IS and BGP; control network activity using access list-based features; and redistribute routes between different routing protocols such as RIP, IGRP, EIGRP and OSPF. Prepares the student for the Cisco Routing Exam (640-503), one of the four exams which make up the Cisco CCNP certification.

Class (2.00), Lab (6.00)

Prerequisites: take NET-212

Corequisite courses: COMM-126

NET-280 Current Topics in Network Systems 1.00 cr
Examines "hot" topics and current trends in the networking field.

Class (1.00), Lab (1.00)

Prerequisites: take NET-110

NET-290 Network Systems Special Topics 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.

NET-294 Network Systems Cooperative Work Experience 3.00-5.00 cr

An on or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

NET-296 Network Systems Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (8.00)

NET-298 Network Systems Internship 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

Natural Resources Management

NRM-110 Chainsaw Operation 1.00 cr

Operation and maintenance of chainsaws are used in the maintenance and management of recreation and wildlife areas. This class is designed for individuals unfamiliar with safety and operation techniques.

Lab (4.00)

NRM-111 Natural Resources Equipment 1.00 cr

Introduction to field equipment including tractors and their implements and a variety of landscaping equipment. Focuses on safety, operation and maintenance.

Lab (4.00)

Equivalent to WLM-140, EQSI-130, NRM-130

NRM-113 Watercraft Operation/Maintenance 2.00 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-114 Recreation 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 employees, projection of job opportunities and methods of applying for specific jobs. Job techniques are stressed.

Class (1.00), Lab (1.00)

NRM-120 Woodshop 1.00 cr

Studies the development of correct safety habits in the use of power equipment and hand tools, placing emphasis on operational safety techniques, daily routine machinery inspections, minor maintenance repairs and personal and group safety rules. The care, use and maintenance of hand tools, power tools and woodworking machinery will be stressed throughout the course.

Lab (1.00)

NRM-123 Surveying and Mapping I 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)

Equivalent to NR-123

Prerequisites: take MATH-108

NRM-124 Surveying and Mapping II 3.00 cr

(Winter and Summer)

A study of surveying operations used in providing horizontal and vertical control for mapping projects and developing 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 (2.00), Lab (3.00)

Prerequisites: take NRM-123

NRM-125 Map Reading and Interpretation 2.00 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.

Class (2.00), Lab (2.00)

NRM-150 Stream Water Quality Monitor (SL/CR) 1.00 cr

This technical service learning course provides water quality data from the Hocking River for use by the state, regional and local environmental, land use and planning and educational communities. Students conduct all aspects of stream water quality data collection, curation and distribution which will include field sampling, laboratory analysis, data entry and web page development and maintenance.

Lab (3.00)

NRM-163 Foraging Edible/Medicinal Plants 2.00 cr

Studies foraging techniques including proper field identification, preparation and uses of plants for food, emergency first aid, shelter and tools.

Class (1.50), Lab (1.00)

NRM-176 Wetlands Determination 3.00 cr

Students involved in this Class will gain an understanding regarding the functional role of wetlands in both natural and socio-economic settings. Land use and legislative history will frame the students' exploration of wetlands up to their present local/global status. Field techniques will include environmental assessment strategies, delineation and mapping activities as they relate to wetland identification, restoration and management.

Class (2.00), Lab (3.00)

NRM-206 Conservation Management (Capstone) 4.00 cr

A capstone experience for students in Natural Resource Management. Students assess the attributes of a land unit through field inventories and develop a conservation plan for the area designed to protect or restore the health of the land into the future.

Class (2.00), Lab (6.00)

Prerequisites: take GEO-100, NRM-210 or WLM-215

NRM-210 Woodland Ecology 3.00 cr

Studies local plant communities, succession and forest types, major North American vegetation types and the ecology of Ohio and analyzes vegetation types in various communities by the use of plot surveys and line transects.

Class (2.00), Lab (3.00)

Prerequisites: take BIOS-109

NRM-217 Aquatic Ecology 3.00 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), Lab (3.00)

Prerequisites: take BIOS-132

NRM-222 Recreation Area Maintenance 2.00 cr

(Winter and Spring)

Studies the planning, development, operation and management of outdoor recreation facilities such as trails, campgrounds, picnic areas and water areas.

Lab (4.00)

Prerequisites: take NRM-110, NRM-120 or NRM-130

NRM-225 Natural Resources Service Project/ Central America (SL/CR) 5.00 cr

Socio-biological and cultural terminology and concepts applied to study of history, religion, education, sub-cultures, sociological, economic, political, environmental, agricultural, arts and music of Belize and Costa Rica. Service is an integral component in each new region.

Class (5.00)

NRM-270 Relational Law Enforcement/Visitor Safety 3.00 cr

Interpretation and implementation of Ohio Laws pertaining to parks, campgrounds, marinas, water and waste water, insurances alcohol and drugs, food service and vending. Includes visitor safety and protection.

Class (2.00), Lab (3.00)

NRM-272 Visitor Programming and Development 3.00 cr

Techniques of fundraising event planning, advertising, resource programming and staffing and faculty management. Techniques used in developing and implementing programs are reviewed and incorporated into programming. Includes community relations.

Class (2.00), Lab (3.00)

NRM-273 Lake Resources and Seasonal Management 3.00 cr

Identification and control of aquatic vegetation that inhabit lakes, ponds and streams. Also, how to utilize and maximize resources to generate operating income such as fishing, swimming, marinas, shelter houses, festivals, hunting, Forest Management, plus winter, spring, summer and fall natural activities.

Class (2.00), Lab (3.00)

NRM-286 Watershed Management 3.00 cr

Introduces watershed management topics and practices. Students complete the US EPA Watershed Academy. Watershed professionals address agency missions and goals as well as policies or laws regulating their decisions and actions. Includes site visits; projects involving federal, state or local organizations; active participation in a wetland determination and delineation training.

Class (1.00), Lab (3.00)

NRM-290 Natural Resources Management Special Topics 0.25-6.00 cr

Structured exploration of a specific topic(s) by participants in a group.
Class (6.00)

NRM-291 Natural Resources Management Individual Study 1.00-5.00 cr

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

Class (5.00)

NRM-292 Natural Resources Management Field Experience 1.00-3.00 cr

On-the-job training in a recreation and wildlife facility through special arrangement with an instructor.

Lab (1.00)

NRM-294 Natural Resources Management Cooperative Work Experience 6.00 cr

An on or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

NRM-296 Natural Resources Management Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

NRM-297 Natural Resources Management Observation Hour 1.00-3.00 cr

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

NRM-298 Natural Resources Management Internship 3.00-9.00 cr

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

Lab (3.00)

Nursing

NT-100 Fundamentals and Gerontology Nursing 3.00 cr
(Fall, Winter, Spring and Summer)

Introduction to the principles and practices of nursing fundamentals, basic nursing techniques, gerontology and patient assessment.

Class (3.00)

Corequisite courses: NT-101, NT-102

NT-100A Fundamentals and Gerontology Nursing A 1.50 cr
(Fall, Winter, Spring and Summer)

Includes an introduction to the principles and practice of nursing fundamentals, basic nursing techniques, gerontology and patient assessment. Completion of NT-100A and NT-100B fulfills requirement. Prerequisites: Admission to Level I.

Class (1.50)

Corequisite courses: NT-101A, NT-102

NT-100B Fund and Gerontology Nursing B 1.50 cr
(Fall, Winter, Spring and Summer)

Includes an introduction to the principles and practice of nursing fundamentals, basic nursing techniques, gerontology and patient assessment.

Class (1.50)

Prerequisites: take NT-100A

Corequisite courses: NT-101B

NT-101 Nursing Clinical Experience I 4.00 cr
(Fall, Winter, Spring and Summer)

Utilizes the nursing process at a beginning level and applies the principles of nursing fundamentals and gerontology to a culturally diverse population. The lab component of the course correlates with NT-100.

Lab (4.00)

Corequisite courses: NT-100, NT-102

NT-101A Nursing Clinical Experience I-A 2.00 cr
(Fall, Winter, Spring and Summer)

Nursing Clinical Experience I provides the opportunity for students to utilize the nursing process at a beginning level and to apply the principles of nursing fundamentals and gerontology to a culturally diverse population. Completion of NT-101A and NT-101B completes NT-101

Lab (2.00)

Corequisite courses: NT-100A, NT-102

NT-101B Nursing Clinical Experience I-B 2.00 cr
(Fall, Winter, Spring and Summer)

Nursing Clinical Experience I provides the opportunity for students to utilize the nursing process at a beginning level and to apply the principles of nursing fundamentals and gerontology to a culturally diverse population. The lab component of the course correlates with NT-100.

Lab (2.00)

Prerequisites: take NT-101A

Corequisite courses: NT-100B

NT-102 Caring Relationship/Client and Families 1.00 cr

(Fall, Winter, Spring and Summer)

Student-faculty seminar focusing on concepts related to communication skills and attitudinal elements essential to the nurse-client relationship. Utilizing nursing process theory, students explore the spiritual, cultural and psychosocial dynamics of illness, loss, institutionalization and the grieving process.

Class (1.00), Lab (1.00)

Corequisite courses: NT-100, NT-101

NT-103 Essential Nutrients 1.00 cr

(Fall, Winter, Spring and Summer)

Essential nutrients and their food sources, digestion, absorption and metabolism.

Class (1.00)

Prerequisites: take NT-113

NT-105 Nursing Charting Skills 1.00 cr

(Fall, Winter, Spring and Summer)

Seminar on basic charting skills, legal guidelines and styles of charting.

Class (1.00)

NT-106 Clinical Math Skills 1.00 cr

(Fall, Winter, Spring and Summer)

Methods and processes of mathematical calculations in the clinical setting. Emphasis is placed on accurately calculating medication dosages and select physiological calculations including age related diversity. Opportunities for manipulation of medication administration equipment are incorporated.

Class (1.00), Lab (1.00)

NT-110 Fundamentals of Maternal and Newborn Nursing 3.00 cr

(Fall, Winter, Spring and Summer)

Utilizing the nursing process, the basic principles and practices of care during the antepartum, intrapartum, postpartum and neonatal periods are covered. Includes biological and behavioral changes associated with the normal reproductive process, common complications of pregnancy and common anomalies/complications of the newborn period, including prematurity.

Class (3.00)

Prerequisites: take MATH-104, NT-113, NT-102, NT-101, NT-100

Corequisite courses: NT-111, NT-112, NT-114

NT-110A Fundamentals of Maternal/Newborn Nursing -A 1.00 cr

(Fall, Winter, Spring and Summer)

Utilizing the nursing process, the basic principles and practices of care during the antepartum, intrapartum, postpartum and neonatal periods are covered. Course content includes biological and behavioral changes associated with the normal reproductive process, common complications of pregnancy and common anomalies/complications of the newborn period, including prematurity.

Class (1.00)

Prerequisites: take NT-100B, NT-102, NT-103, MATH-104

Corequisite courses: NT-111A, NT-112, NT-114

NT-110B Fundamentals of Maternal/Newborn Nursing -B 1.00 cr

(Fall, Winter, Spring and Summer)

Utilizing the nursing process, the basic principles and practices of care during the antepartum, intrapartum, postpartum and neonatal periods are covered. Course content includes biological and behavioral changes associated with the normal reproductive process, common complications of pregnancy and common anomalies/complications of the newborn period, including prematurity. NT-110.

Class (2.00)

Prerequisites: take NT-110A

Corequisite courses: NT-111B

NT-111 Nursing Clinical Experience II 4.00 cr

(Fall, Winter, Spring and Summer)

Provides the opportunity for students to utilize the nursing process in applying the principles of fundamentals and maternal newborn nursing. Incorporated in the clinical setting are selected nursing techniques used to provide care for the childbearing family. A variety of experiences are utilized to assist students in applying classroom content to the clinical setting. There is an associated lab component with this course. Service Learning/Civic Responsibility is a requirement for this course.

Lab (4.00)

Prerequisites: take NT-100, NT-101, NT-102, NT-113, MATH-104, BIOS-112

Corequisite courses: NT-110, NT-112, NT-114

NT-111A Nursing Clinical Experience II -A 2.00 cr

(Fall, Winter, Spring and Summer)

Provides the opportunity for students to utilize the nursing process in applying the principles of fundamentals and maternal-newborn nursing. Incorporated in the clinical are selected nursing techniques to provide care for the childbearing family. Assist students in applying classroom content to the clinical setting. There is an associated lab component with this course.

Lab (2.00)

Prerequisites: take BIOS-112, NT-101B, NT-102, NT-103, MATH-104

Corequisite courses: NT-110A, NT-112, NT-114

NT-111B Nursing Clinical Experience II -B 2.00 cr

(Fall, Winter, Spring and Summer)

Principles of maternal newborn nursing to provide care for the childbearing family. The lab component of this course correlates with NT-110. The first five weeks of clinical will be completed in the first module NT-111A. The completion of this second five weeks of clinical will complete the full four credits for Nursing Experience II.

Lab (2.00)

Prerequisites: take NT-111A, NT-110B

Corequisite courses: NT-110B

NT-112 Psychosocial/Ethics Issues in Nursing 1.00 cr

(Fall, Winter, Spring and Summer)

Seminar using nursing process theory to explore nursing interventions, including concepts of interpersonal relationships and communication, on a variety of psychosocial and ethical topics. Awareness of and tolerance for developmental, cultural and lifestyle variations is encouraged.

Class (1.00), Lab (1.00)

Prerequisites: take NT-102

Corequisite courses: NT-114, NT-110, NT-111

NT-113 Nutrition Across The Lifespan 1.00 cr

(Fall, Winter, Spring and Summer)

Normal nutritional needs of people at all stages of the lifespan, from the prenatal to geriatric periods, including common nutritional problems such as obesity, food allergies and the normal aging process.

Class (1.00)

NT-114 Pharmacology Introduction/Drug Administration 1.00 cr

(Fall, Winter, Spring and Summer)

Introduction to pharmacology terminology, sources of information about drugs, herbs and dietary supplements, legal regulations concerning drugs, herbs and dietary supplements and the nursing process related to the administration of drugs, herbs, dietary supplements and intravenous solutions. Incorporates the relationship of drug administration to concepts of health and culture.

Class (1.00), Lab (1.00)

Prerequisites: take MATH-104, NT-100

Corequisite courses: NT-110, NT-111, NT-112

NT-120 Nursing of The Adult 3.00 cr

(Fall, Winter, Spring and Summer)

Focuses on common health alterations of adult clients including concepts and skills related to nursing practice. Using the nursing process as a framework, includes modules on cardiovascular, hematological, endocrine, respiratory, gastrointestinal, renal and gynecological problems. Communication techniques for supportive interactions with clients and families are discussed as well as aspects of professionalism.

Class (3.00)

Prerequisites: take NT-112, NT-113, NT-114, BIOS-113

Corequisite courses: NT-121, NT-122, NT-123, NT-124

NT-120A Nursing of the Adult A 1.50 cr

(Fall, Winter, Spring and Summer)

Common health alterations of adult clients, including cardiovascular, hematological, endocrine, respiratory, gastrointestinal, renal and gynecological problems. Communication techniques for supportive interaction with clients and families are discussed. Will cover half of Nursing of the Adult. This section, along with Section B, is equivalent to the full three credit hour course.

Class (1.50)

Prerequisites: take NT-110B, NT-111B, NT-112, NT-113, NT-114, BIOS-113

Corequisite courses: NT-121A, NT-122, NT-124

NT-120B Nursing of the Adult B 1.50 cr

(Fall, Winter, Spring and Summer)

Common health alterations of adult clients including cardiovascular, hematological, endocrine, respiratory, gastrointestinal, renal and gynecological problems. Communication techniques for supportive interaction with clients and families are discussed. NT-120B, along with NT-120A is equivalent to the full three credit hour course.

Class (1.50)

Prerequisites: take NT-120A

Corequisite courses: NT-121B, NT-123

NT-121 Nursing Clinical Experience III 4.00 cr

(Fall, Winter, Spring and Summer)

Supervised clinical experience in the case of adult care with common health alterations. Observation in surgery is included as well as nutrition and pharmacology experiences. Requires demonstration of the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. Emphasis is placed on nursing skills, therapeutic communication, professionalism and accountability. There is an associated laboratory component with this course.

Lab (4.00)

Prerequisites: take NT-114, NT-113, NT-112, BIOS-113

Corequisite courses: NT-120, NT-122, NT-123, NT-124

NT-121A Nursing Clinical Experience III A 2.00 cr

(Fall, Winter, Spring and Summer)

Supervised clinical experience in the care of adult clients with common health alterations. Observation in critical care and surgery are included as well as nutrition and pharmacology experience. Requires demonstration of the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. Emphasis is placed on nursing skills, therapeutic communication, professional behavior and accountability. The lab component correlates with NT-120. The first five weeks of clinical will be completed in NT-121A. After completion of NT-121B, the full four credits for Nursing Clinical III will be completed.

Lab (2.00)

Prerequisites: take NT-110B, NT-111B, NT-112, NT-103, NT-114, BIOS-113

NT-121B Nursing Clinical Experience III B 2.00 cr

(Fall, Winter, Spring and Summer)

Supervised clinical experience in the care of adult patients with common health alterations. Observations in critical care units and surgery included as well as nutrition and pharmacology experiences. Requires demonstration of the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. Emphasis is placed on nursing skills, therapeutic communication, professional behavior and accountability. The lab component correlates with NT-120. The completion of this second five weeks of clinical will complete the full four credits for Nursing Clinical Experience III.

Lab (2.00)

Prerequisites: take NT-121A

Corequisite courses: NT-120B, NT-123

NT-122 Legal/Professional Issues in Nursing 1.00 cr

(Fall, Winter, Spring and Summer)

Seminar focusing on concepts related to interpersonal relationships and communication within nursing. Students investigate the legal aspects of nursing. Utilizing nursing process theory, the students also focus on nursing interventions related to depression and suicide.

Class (1.00)

Prerequisites: take NT-112

Corequisite courses: NT-120, NT-121

NT-123 Nutritional Care I 1.00 cr

(Fall, Winter, Spring and Summer)

Routine hospital diets and the special nutritional care indicated in treating disorders of various body systems.

Class (1.00)

Prerequisites: take NT-110, NT-113

Corequisite courses: NT-120, NT-121

NT-124 Pharmacology for Nurses/Drug Class I 1.00 cr
(Fall, Winter, Spring and Summer)

Principles and techniques of administering oral and parenteral medications and the actions, side 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 appropriate administration of drugs; and for the proper assessment, care, evaluation and education of the patient. Relationship to the concept of health and culture are included.

Class (1.00), Lab (1.00)

Prerequisites: take NT-114

Corequisite courses: NT-120, NT-121

NT-130 Nursing of The Adult and Child 3.00 cr
(Fall, Winter, Spring and Summer)

Care for adults and children through the lifespan in various community settings. The nursing process is used as a framework to study sensory, motor, immune and integumentary function as well as pediatric nursing concepts related to care of well and ill children. Includes aspects of disease prevention, health maintenance and rehabilitation.

Class (3.00)

Prerequisites: take NT-120, NT-121, NT-122, NT-123, NT-124, BIOS-114

Corequisite courses: NT-131, NT-132, NT-134

NT-130A Nursing of the Adult and Child A 1.50 cr
(Fall, Winter, Spring and Summer)

Care of adults and children through the lifespan. Includes sensory, motor, immune and integumentary functioning as well as pediatric nursing concepts related to cardiovascular, respiratory and gastrointestinal disturbances. Aspects of disease prevention, health maintenance and rehabilitation are also included. NT-134A will cover half of Nursing of the Adult and Child. This section, along with NT-130B, is equivalent to the full three credit hour course.

Class (1.50)

Prerequisites: take NT-120B, NT-121B, NT-122, NT-123, NT-124, BIOS-114

Corequisite courses: NT-131A

NT-130B Nursing of the Adult and Child B 1.50 cr
(Fall, Winter, Spring and Summer)

Care of adults and children through the lifespan. Includes sensory, motor, immune and integumentary functioning, as well as pediatric nursing concepts related to cardiovascular, respiratory and gastrointestinal disturbances. Aspects of disease prevention, health maintenance and rehabilitation are also included.

NT-130B will cover half of the Adult and Child. NT-130A along with NT-130A is equivalent to the full three credit hour course.

Class (1.50)

Prerequisites: take NT-130A

Corequisite courses: NT-131B

NT-131 Nursing Clinical Experience IV (SL/CR) 4.00 cr
(Fall, Winter, Spring and Summer)

Care for adult and pediatric clients with alterations in health and observation of the growth and development of children in various community settings. Requires demonstration of the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. The laboratory component of the course correlates with NT-130.

Lab (4.00)

Prerequisites: take NT-124, NT-123, NT-122, NT-121, NT-120, BIOS-114

Corequisite courses: NT-130, NT-132, NT-134

NT-131A Nursing Clinical Experience IV A 2.00 cr
(Fall, Winter, Spring and Summer)

Care of adult and pediatric clients with alterations in health and observation of the growth and development of children in various community settings. Requires the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. The laboratory component of the course correlates with NT-130. The first five weeks of clinical will be completed in NT-131A. After completion of NT-131, the full four credits for Nursing Clinical Experience IV will be completed.

Lab (2.00)

Prerequisites: take NT-120B, NT-121B, NT-122, NT-123, NT-124, BIOS-114

Corequisite courses: NT-130A

NT-131B Nursing Clinical Experience IV B 2.00 cr
(Fall, Winter, Spring and Summer)

Care of adult and pediatric clients with alterations in health and observation of the growth and development of children in various community settings. Requires the ability to integrate concepts in order to plan, prioritize and modify the nursing plan of care. The laboratory component of the course correlates with NT-130. Concurrent with NT-130. The completion of the second five weeks of clinical will complete the full four credits for Nursing Clinical Experience IV.

Lab (2.00)

Prerequisites: take NT-131A

Corequisite courses: NT-130B

NT-132 Transition Introduction to LPN Practice 1.00 cr
(Fall, Winter, Spring and Summer)

Seminar focusing on concepts related to communications skills, interpersonal relationships and attitudinal elements essential to the nursing profession. Focuses on preparing the student for the transition into the world of nursing. Utilizing nursing process theory, students explore special areas of nursing such as child abuse, hospice and the nursing care of the terminally ill child.

Class (1.00)

Prerequisites: take NT-122

Corequisite courses: NT-130, NT-131

NT-134 Pharmacology for Nurses/Drug Class II 1.00 cr
(Fall, Winter, Spring and Summer)

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 (1.00), Lab (1.00)

Prerequisites: take NT-124

NT-135 IV Therapy for the Practical Nurse 1.00 cr
(Fall, Winter, Spring and Summer)

An introductory course that includes theoretical and clinical knowledge related to the role, accountability and responsibility of the Practical Nurse in IV Therapy.

Class (1.00), Lab (1.00)

Prerequisites: take NT-120 NT-121

Corequisite courses: NT-130, NT-131

NT-138 Nursing Clinical Externship 3.00 cr

An off-campus, unpaid, post-licensure work experience coordinated by a faculty member. Graduate works in a clinical setting with an assigned mentor from the clinical facility to obtain 240-250 hours of work experience before entering Level II nursing. Includes a seminar hour which provides a forum for the student, mentor and instructor to discuss the student's progress in refining the Level I Program Exit Outcomes and the Hocking College Success Skills.

Class (1.00), Lab (2.00)

NT-140 Enrichment Adult Health Nursing 5.00 cr

Reviews and enriches the student's knowledge of adult health nursing. Emphasizes common health problems and utilization of the nursing process in planning and caring for adults with these conditions. This course includes the principles and practice of related technical skills and opportunities for supervised activities in the nursing lab and in health care facilities.

Class (4.00), Lab (4.00)

NT-142 Enrichment Dynamics 1.00 cr

Review of key areas covered in all of the Level I Dynamics courses. Emphasis is placed on the study of communication skills, interpersonal relations, patient rights and the role of nurse on the health care team.

Class (1.00), Lab (1.00)

NT-143 Enrichment Nutrition 1.00 cr

Reviews and enriches knowledge of nutrients and nutritional care. Includes seven mandatory topics: macronutrient review, metabolism and weight control, food safety, diabetes mellitus, cardiovascular disorders, tube feedings and pregnancy. One optional topic must be chosen for independent student review.

Class (1.00)

NT-144 Enrichment Pharmacology 2.00 cr

Reviews and enriches the knowledge of pharmacology and related nursing care. Selected drug classifications are presented with emphasis on patient care implications of drugs including information required by a nurse for appropriate administration of the drug and the proper assessment care, evaluation and education of the patient.

Class (2.00)

NT-146 Enrichment Child Health Nursing 2.00 cr

Reviews and enriches knowledge of pediatric nursing, infant through adolescence. Physical, cognitive and psychosocial factors are presented. Emphasis is placed on the study of common health problems and utilization of the nursing process in caring for children with those conditions. Patient/family teaching, the child's response to hospitalization, communication techniques, utilization of community resources and cultural factors are stressed.

Class (2.00)

NT-147 Enrichment Maternity/Newborn Nursing 2.00 cr

Reviews and enriches knowledge and understanding of obstetrical nursing. Use of the nursing process in the delivery of holistic health care in this setting is emphasized.

Class (2.00)

NT-200 Mental Health Nursing 3.00 cr

(Fall, Winter, Spring and Summer)

Addresses the nurses role with a variety of frequently experienced psychosocial needs and mental health problems. One major focus is the sensitivity of the student nurse to his/her own needs, the enhancement of communications skills and the therapeutic use of self. The other major emphasis is on the student's increased awareness of and sensitivity to the psychosocial/mental health needs of people across the lifespan and of people experiencing mental health problems. Mental healthcare across the wellness-illness continuum and over the lifespan is discussed with emphasis on building supportive relationships and corroboratively providing care through implementing the nursing process.

Class (3.00), Lab (1.00)

Equivalent to NT-200A, NT-200B

Corequisite courses: NT-201

NT-200A Mental Health Nursing A 1.00 cr

(Fall, Winter, Spring and Summer)

Addresses the nurses role with a variety of frequently experienced psychosocial needs and mental health problems. One major focus is the sensitivity of the student nurse to his/her own needs, the enhancement of communications skills and the therapeutic use of self. The other major emphasis is on the student's increased awareness of and sensitivity to the psychosocial/mental health needs of people across the lifespan and of people experiencing mental health problems. Mental healthcare across the wellness-illness continuum and over the lifespan is discussed with emphasis on building supportive relationships and corroboratively providing care through implementing the nursing process.

Class (1.00), Lab (0.50)

Equivalent to NT-200, NT-200B

Corequisite courses: NT-201

NT-200B Mental Health Nursing B 2.00 cr

(Fall, Winter, Spring and Summer)

Addresses the nurses role with a variety of frequently experienced psychosocial needs and mental health problems. One major focus is the sensitivity of the student nurse to his/her own needs, the enhancement of communications skills and the therapeutic use of self. The other major emphasis is on the student's increased awareness of and sensitivity to the psychosocial/mental health needs of people across the lifespan and of people experiencing mental health problems. Mental healthcare across the wellness-illness continuum and over the lifespan is discussed with emphasis on building supportive relationships and corroboratively providing care through implementing the nursing process.

Class (1.50), Lab (0.50)

Equivalent to NT-200, NT-200A

Corequisite courses: NT-201

NT-201 Nursing Clinical Experience V 3.00 cr

(Fall, Winter, Spring and Summer)

Opportunities to observe and/or to provide basic nursing care for people experiencing mental health problems. Including both inpatient mental health facilities and community experiences. A variety of teaching-learning experiences are utilized to assist students in applying classroom content and in the continuing development of critical thinking skills. Emphasis is placed on increased awareness of and sensitivity to the needs of self and others and on the enhancement of interpersonal skill development.

Lab (3.00)

Equivalent to NT-201A, NT-201B, NT-201A, NT-201B

Corequisite courses: NT-200

NT-201A Nursing Clinical Experience V -A 2.00 cr
(Fall, Winter, Spring and Summer)

Opportunities to observe and/or to provide basic nursing care for people experiencing mental health problems. Including both inpatient mental health facilities and community experiences. A variety of teaching-learning experiences are utilized to assist students in applying classroom content and in the continuing development of critical thinking skills. Emphasis is placed on increased awareness of and sensitivity to the needs of self and others and on the enhancement of interpersonal skill development.

Lab (4.50)

Equivalent to NT-201, NT-201B, NT-201, NT-201B

Corequisite courses: NT-200A

NT-201B Nursing Clinical Experience V -B 1.00 cr
(Fall, Winter, Spring and Summer)

Opportunities to observe and/or to provide basic nursing care for people experiencing mental health problems. Including both inpatient mental health facilities and community experiences. A variety of teaching-learning experiences are utilized to assist students in applying classroom content and in the continuing development of critical thinking skills. Emphasis is placed on increased awareness of and sensitivity to the needs of self and others and on the enhancement of interpersonal skill development.

Lab (4.50)

Equivalent to NT-201, NT-201A, NT-201, NT-201A

Corequisite courses: NT-200B

NT-210 Advanced Nursing of the Adult I 3.00 cr
(Fall, Winter, Spring and Summer)

This is the first course in a two-course sequence, focusing on advanced nursing of the adult. The nursing process is applied to the care of adult patients with a variety of selected, well-defined complex health alterations. The student is able to function in the role of the nurse to facilitate the patient and family in achieving and maintaining their highest level of functioning.

Class (3.00)

Equivalent to NT-210A, NT-210B

Prerequisites: take NT-202, NT-201, NT-200, BIOS-200

Corequisite courses: NT-211

NT-210A Advanced Nursing of Adult I -A 1.00 cr
(Fall, Winter, Spring and Summer)

This is the first course in a two-course sequence, focusing on advanced nursing of the adult. The nursing process is applied to the care of adult patients with a variety of selected, well-defined complex health alterations. The student is able to function in the role of the nurse to facilitate the patient and family in achieving and maintaining their highest level of functioning.

Class (1.50)

Equivalent to NT-210, NT-210B

Prerequisites: take NT-201B, NT-200B, BIOS-200

Corequisite courses: NT-211A

NT-210B Advanced Nursing of the Adult I -B 2.00 cr
(Fall, Winter, Spring and Summer)

This is the first course in a two-course sequence, focusing on advanced nursing of the adult. The nursing process is applied to the care of adult patients with a variety of selected, well-defined complex health alterations. The student is able to function in the role of the nurse to facilitate the patient and family in achieving and maintaining their highest level of functioning.

Class (1.50)

Equivalent to NT-210, NT-210A

Prerequisites: take NT-210A, NT-211A, BIOS-200

Corequisite courses: NT-211B

NT-211 Nursing Clinical Experience VI 5.00 cr
(Fall, Winter, Spring and Summer)

Provides clinical experience in acute care settings. Emphasis is placed on providing nursing care to adult clients with a variety of complex health alterations. Opportunity is provided for the student to apply nursing knowledge in the performance of intermediate and advanced nursing skills. The laboratory component of the course correlates with NT-210.

Lab (5.00)

Equivalent to NT-211A, NT-211B, NT-211A, NT-211B

Prerequisites: take NT-202, NT-201, NT-200, BIOS-200

Corequisite courses: NT-210

NT-211A Nursing Clinical Experience VI -A 3.00 cr
(Fall, Winter, Spring and Summer)

Provides clinical experience in acute care settings. Emphasis is placed on providing nursing care to adult clients with a variety of complex health alterations. Opportunity is provided for the student to apply nursing knowledge in the performance of intermediate and advanced nursing skills. The laboratory component of the course correlates with NT-210.

Lab (7.50)

Equivalent to NT-211, NT-211B, NT-211, NT-211B

Prerequisites: take NT-202, NT-201B, NT-200B, BIOS-200

Corequisite courses: NT-210A

NT-211B Nursing Clinical Experience VI -B 2.00 cr
(Fall, Winter, Spring and Summer)

Provides clinical experience in acute care settings. Emphasis is placed on providing nursing care to adult clients with a variety of complex health alterations. Opportunity is provided for the student to apply nursing knowledge in the performance of intermediate and advanced nursing skills. The laboratory component of the course correlates with NT-210.

Lab (7.50)

Equivalent to NT-211, NT-211A, NT-211, NT-211A

Prerequisites: take NT-202, NT-211A, BIOS-200

Corequisite courses: NT-210B

NT-213 Nutritional Care II 1.00 cr
(Fall, Winter, Spring and Summer)

Nutritional assessment, iatrogenic malnutrition, vegetarian regimes and nutritional needs in thermal injury, cancer and mental illness. Expands upon prior knowledge in cardiovascular disorders, sodium modifications and tube feeding. Students must be concurrently enrolled in NT-210 and NT-211, must be and LPN and accepted into the RN clinical program.

Class (1.00)

Corequisite courses: NT-210, NT-211

NT-216 Transition to RN Leadership/Management 1.00 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 (1.00), Lab (1.00)

NT-217 Applied Pharmacology for RN 1.00 cr

(Winter and Spring)

An advanced pharmacology course that focuses on the Registered Nurse (RN) role in the provision of safe, effective client care as it applies to pharmacological therapy.

Class (1.00), Lab (1.00)

Prerequisites: take NT-210, NT-211

NT-217A Applied Pharmacology for RN -A 0.50 cr

(Winter and Spring)

An advanced pharmacology course that focuses on the Registered Nurse (RN) role in the provision of safe, effective client care as it applies to pharmacological therapy.

Class (0.50), Lab (0.50)

Prerequisites: take NT-210B, NT-211B

NT-217B Applied Pharmacology for RN -B .0.50 cr

(Winter and Spring)

An advanced pharmacology course that focuses on the Registered Nurse (RN) role in the provision of safe, effective client care as it applies to pharmacological therapy.

Class (0.50), Lab(0.50)

Prerequisites: take NT-217A

NT-220 Advanced Nursing of the Adult II 3.00 cr

(Fall, Winter, Spring and Summer)

Second course in a two-course sequence focusing on advanced nursing of the adult. The nursing process is applied to the care of adult clients with a variety of selected, well defined, complex health alterations.

Class (3.00), Lab (1.00)

Equivalent to NT-220A, NT-220B

Prerequisites: take NT-211, NT-210, NT-213, PSYC-151

Corequisite courses: NT-221

NT-220A Advanced Nursing of Adult II -A 2.00 cr

(Fall, Winter, Spring and Summer)

Second course in a two-course sequence focusing on advanced nursing of the adult. The nursing process is applied to the care of adult clients with a variety of selected, well defined, complex health alterations.

Class (1.50), Lab (0.50)

Equivalent to NT-220, NT-220B

Prerequisites: take NT-211B, NT-210B, NT-213, PSYC-151

Corequisite courses: NT-221A

NT-220B Advanced Nursing of Adult II -B 1.00 cr

(Fall, Winter, Spring and Summer)

Second course in a two-course sequence focusing on advanced nursing of the adult. The nursing process is applied to the care of adult clients with a variety of selected, well defined, complex health alterations.

Class (1.50), Lab (0.50)

Equivalent to NT-220, NT-220A

Prerequisites: take NT-220A, NT-221A, NT-213, PSYC-151

Corequisite courses: NT-211B

NT-221 Nursing Clinical Experience VII 5.00 cr

(Fall, Winter, Spring and Summer)

Clinical experience in an acute care setting. Emphasizes utilization of the nursing process in the provision of care to adult/child clients with a variety of complex health alterations. Incorporates the professional nurse role components of leader/manager and client/family teacher.

Lab (5.00)

Equivalent to NT-221A, NT-221B, NT-221A, NT-221B

Prerequisites: take PSYC-151, NT-213, NT-211, NT-210

Corequisite courses: NT-220

NT-221A Nursing Clinical Experience VII -A 2.00 cr

(Fall, Winter, Spring and Summer)

Clinical experience in an acute care setting. Emphasizes utilization of the nursing process in the provision of care to adult/child clients with a variety of complex health alterations. Incorporates the professional nurse role components of leader/manager and client/family teacher.

Lab (7.50)

Equivalent to NT-221, NT-221B, NT-221, NT-221B

Prerequisites: take PSYC-151, NT-213, NT-211B, NT-210B

Corequisite courses: NT-220A

NT-221B Nursing Clinical Experience VII -B 3.00 cr

(Fall, Winter, Spring and Summer)

Clinical experience in an acute care setting. Emphasizes utilization of the nursing process in the provision of care to adult/child clients with a variety of complex health alterations. Incorporates the professional nurse role components of leader/manager and client/family teacher.

Lab (7.50)

Equivalent to NT-221, NT-221A, NT-221, NT-221A

Prerequisites: take PSYC-151, NT-213, NT-220A, NT-221A

Corequisite courses: NT-220B

NT-223 Leadership and Practice Issues/RN 1.00 cr

Applies concepts of leadership and management to complex situations (prioritization, delegation, decision making.) The role of the RN as manager of care is applied through case studies. Communication skills essential for the RN patient care manager are further developed and practiced. The RN's role in cost containment, risk management, quality management and organizational change are explored.

Class (1.00), Lab (1.00)

NT-225 Advanced Maternal/Child Nursing 1.00 cr

(Fall, Winter, Spring and Summer)

Advanced study and review of maternal-child nursing during the student's final quarter of Level II nursing. Includes fetal development; nursing assessment and care during pregnancy, birth and postpartum newborn care and complications; child growth and development and health alterations during the infancy, toddler, preschool, school-age and adolescent periods.

Class (1.00), Lab (1.00)

Prerequisites: take NT-210, NT-211

NT-290 Nursing Special Topics 0.25-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

NT-291 Nursing Individual Study 1.00-5.00 cr
Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

NT-292 Nursing Field Experience 1.00-4.00 cr
On-the-job training in a nursing facility through special arrangement with an instructor.
Lab (1.00)

NT-293 Nursing Directed Practice 2.00-8.00 cr
Directed practice instruction in the performance of a particular function by the instructor.
Class (1.00), Lab (35.00)

NT-294 Nursing Cooperative Work Experience 2.00-5.00 cr
An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.
Class (1.00), Lab (40.00)

NT-296 Nursing Practicum 2.00-7.00 cr
The student is placed in a work environment for a minimum amount of time to gain experience before graduation.
Class (1.00), Lab (42.00)

NT-297 Nursing Observation Hour 1.00-3.00 cr
Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.
Lab (1.00)

NT-298 Nursing Internship 3.00-6.00 cr
On-the-job training in the work place of a cooperating agency. Coordinated by an instructor. Prerequisite: Level I graduate.
Lab (3.00)

Office Administration

OAT-100 Information Processing 2.00 cr
Information Processing is designed to teach formats for business correspondence and manuscripts with emphasis on correct techniques, proofreading and accuracy. Further development of keyboarding speed measured in words per minute and accuracy of one error per minute on five-minute timings is a major component of this course. Numeric keypad instruction is part of this course.
Class (2.00), Lab (2.00)

OAT-102 Document Processing 3.00 cr
Advanced computer applications with emphasis on a wide range of productivity tasks including assignments that require advanced planning, prioritizing and critical thinking. Develops the ability to create and key materials utilizing previously learned skill sets involved in microcomputer office applications. Requires proficiency with word processing, spreadsheets, database and presentation media software to plan, create and format document solutions.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-220, OAT-215

OAT-107 Telephone Skills 1.00 cr
Aspects of telephone use in an office. Includes single line telephones and multi-button computerized systems, recording messages, long distance procedures, directory assistance and handling emergency situations.
Class (1.00), Lab (1.00)

OAT-110 Office Procedures I 3.00 cr
Overview of the modern business office. Methods that may be encountered in any size office and professional procedures for carrying out duties including secretarial/receptionist duties and records management. Opportunities in the secretarial field and various levels of secretarial work are explored. Personal qualifications, proper attitude and conduct are stressed through problem solving situations.
Class (3.00), Lab (2.00)

OAT-111 Office Procedures II 3.00 cr
Gives the executive assistant background to lend administrative support to today's busy executives, to use judgment and make decisions, work without supervision and be able to apply word processing principles to process information.
Class (3.00), Lab (2.00)
Prerequisites: take OAT-110

OAT-112 Records Management 1.00 cr
Basic overview of records management terminology, concepts and procedures to successfully manage records. The rules and filing procedures established by the Association of Records Managers and Administrators (ARMA) are used for the proper coding and filing of records alphabetically, numerically, geographically or by subject.
Class (2.00)

OAT-113 Office Management Computer Systems 1.00 cr
Use of computer systems technology to classify, sort, record, retrieve and transmit information. Includes the operating system, customizing and configuring windows, file and folder management, sharing information between applications, backing up data and communicating with the internet.
Class (1.00), Lab (1.00)

OAT-114 Workplace Technologies 2.00 cr
Includes use of e-mail systems, pocket PCs, digital cameras, scanners, fax machines, PC tablets, as well as web page production and use of other electronic advances.
Class (1.00), Lab (2.00)

OAT-115 Microsoft Word and Excel 2.00 cr
Hands-on experience using word processing and spreadsheet software.
Class (2.00), Lab (2.00)

OAT-121 Speed Building I 1.00 cr
Improves touch typing utilizing correct finger position while building speed and accuracy.
Class (1.00), Lab (2.00)
Prerequisites: take OAT-180

OAT-140 Presentations and Publications 1.00 cr
Lab (1.00)

OAT-180 Keyboarding 1.00 cr
Basic instruction on the alphanumeric keyboard. The student learns to operate a computer keyboard without looking at the keys which allows them to key in information swiftly and efficiently.
Class (1.00), Lab (1.00)

OAT-190 Business Communication Skills I 2.00 cr
Writing, speaking, listening and reading to prepare for transcription in the modern business office by using a reference manual. Competencies include grammar, punctuation, capitalization, abbreviations, number style, plurals and possessives, spelling word division, editing and proof-reading. Techniques and procedures for proofreading and editing letters, memos, reports and manuscripts.
Class (1.00), Lab (3.00)

OAT-195 Business Communication Skills II 2.00 cr
A continuation and application of Business Communication Skills I, using a reference manual to create business communication. Offers a wide range of communication skills that are used by business people to present ideas clearly and persuasively. Gives specific examples of the communication techniques that lead to sound decision making and effective teamwork.
Class (1.00), Lab (2.00)
Prerequisites: take OAT-190

OAT-200 Introduction to Transcription 3.00 cr
Introduction to the desktop cassette transcriber. Includes proper care of equipment and transcribing techniques stressed to produce mailable copy. Emphasizes communication and proofreading skills.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-100, OAT-190

OAT-211 Word Processing - WordPerfect 3.00 cr
Hands-on experience in word processing using the software COREL WordPerfect.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-100

OAT-215 Office Database Management - Access 2.00 cr
Using Access, Office Management students will learn how to create, organize, process, store, maintain, retrieve, sort and print all types of business data used in an office environment. By creating queries students will also learn how to manage information such as data on customers, product data, purchasing and buying data and information on services performed for customers or clients.
Class (2.00), Lab (2.00)

OAT-216 Word Processing-Microsoft Word 3.00 cr
Hands on experience in word processing using the software Microsoft Word.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-100

OAT-217 Skill Building I 1.00 cr
Focuses on improving specific keyboarding skills using a skill building system of conditioning, drill and digraph analysis. Assessment sessions and timed writings are designed to measure skill progress in keying straight copy.
Lab (1.00)
Prerequisites: take OAT-180

OAT-218 Office Budgeting Using Excel 3.00 cr
Through extensive lab work, students learn to prepare spreadsheets, compile and manipulate databases and develop graphs using Excel. Through the application of Excel, students read, prepare and analyze budgets.
Class (2.00), Lab (3.00)

OAT-219 Skill Building II 1.00 cr
Advanced skill building system of conditioning, drill and digraph analysis focusing on improving specific keyboarding skills and speed. Assessment sessions and timed writings are designed to measure skill progress by keying straight copy.
Lab (1.00)
Prerequisites: take OAT-217

OAT-220 Office Procedures III 3.00 cr
A continuation of office procedures including preparation of documents in administrative, legal and medical offices.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-111, OAT-211, OAT-216

OAT-222 Office Presentation/PowerPoint 1.00 cr
This course introduces PowerPoint presentation graphics program. Will have hands-on experience with on-screen presentations, paper print-outs, overhead transparencies, notes, handouts, outlines, slides and web documents.
Class (1.00), Lab (2.00)

OAT-230 Administrative Transcription 3.00 cr
Development of proficiency in producing mailable copy of dictated letters, memos, reports and material with changes and corrections. Communications involve areas in banking, accounting, government, data/word processing and insurance.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-100, OAT-200

OAT-240 Integrated Office Software 3.00 cr
Hands-on advanced course which reinforces knowledge and application of software programs previously learned.
Class (2.00), Lab (4.00)
Prerequisites: take OAT-102, OAT-211, OAT-216, OAT-200, OAT-250, OAT-270

OAT-250 Office Publications/Presentation 3.00 cr
Office Publications introduces the student to various publishing terms and techniques using Publisher. The student creates various types of publications.
Class (2.00), Lab (4.00)

OAT-260 Office Simulation (Capstone) 3.00 cr

Capstone course which develops the ability to use all the office knowledge and skills learned from previous office coursework. Includes the ability to prioritize and manage tasks for an efficient business office, composing, use of all types of office files, financial record keeping, transcription, electronic and paper calendaring and filing, word processing, spreadsheet and database assignments. Following instructions, implied as well as stated, is required. Through the use of simulations, provides realistic experiences representative of the tasks performed by executive and administrative assistants.

Class (2.00), Lab (4.00)

Prerequisites: take OAT-102, OAT-216, OAT-218, OAT-211, OAT-250, OAT-240

OAT-280 Legal Transcription 3.00 cr

Use of the cassette transcriber to type legal documents. Stresses correct spelling, punctuation and placement and accurate proofreading.

Class (2.00), Lab (4.00)

Prerequisites: take OAT-200

OAT-290 Office Management Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

OAT-291 Office Management Individual Study 1.00-5.00 cr

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

Class (5.00)

OAT-292 Office Management Field Experience 1.00-4.00 cr

On-the-job training in a secretarial facility through special arrangement with an instructor.

Lab (1.00)

OAT-294 Office Management Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

OAT-296 Office Management Practicum 5.00 cr

The student is placed in an office two days a week to gain experience before graduation.

Class (2.00), Lab (23.00)

Prerequisites: take OAT-102, OAT-160, OAT-220, OAT-230, OAT-250

OAT-296A Office Management Practicum I 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

Prerequisites: take OAT-107, OAT-110, OAT-111, OAT-113, OAT-190

OAT-296B Office Management Practicum II 3.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (16.00)

Prerequisites: take OAT-102, OAT-296A, OAT-220, OAT-230, OAT-250

OAT-297 Office Management Observation 1.00-3.00 cr Hour

Participation in an educational experience as observer of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

OAT-298 Office Management Internship 3.00-9.00 cr

On the job training in the work place of a cooperating agency. Coordinated by an instructor.

Lab (3.00)

Opticianary

OPT-100 Introduction to Opticianry 2.00 cr

An introduction to opticianry in the United States, historically and currently. Provides an overview of the nature of the work of the optician, working conditions, employment opportunities and job outlook. Introduces basic optical principles and concepts of lens design and frame fitting.

Class (2.00)

OPT-101 Geometric Optics I 3.00 cr

The nature of light, the behavior of light when it encounters various refractive and reflective surfaces, lens power, indices and prism. Verification of lenses by hand neutralization, lensometry.

Class (2.00), Lab (3.00)

OPT-102 Geometric Optics II 3.00 cr

Lens design; decentration of spheres, cylinders and spherocylinders; effects of decentration on oblique cylinders; effects of prism thickness; refraction of multiple light rays; lens form, analysis and verification.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-101

OPT-103 Geometric Optics III 3.00 cr

Optical considerations with increasing lens power. Prism and accommodation at near; calculating vertical imbalance; corrected curve theory; special lens designs to include aspheric, high-plus and high minus lenses; Fresnel prisms; and magnification problems.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-102

OPT-111 Mechanical Optics I 3.00 cr

Study of the finishing process. The edging process is practiced as it relates to single vision and multifocal lens designs in sphere, cylinder and spherocylindrical form, progressive lens designs and occupational lens designs. Special edge treatments are discussed.

Class (2.00), Lab (3.00)

OPT-112 Mechanical Optics II 3.00 cr

Theory and application of technical skill related to lens surfacing procedures; manufacturing of prescriptions to include thickness, surface curvature and lens blank selection; surfacing techniques for various lens styles and material are included.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-111

OPT-121 Optical Clinical Experience I 3.00 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 (6.00)

OPT-122 Optical Clinical Experience II 3.00 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 (6.00)

Prerequisites: take OPT-121

OPT-123 Optical Clinical Experience III 3.00 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 (6.00)

Prerequisites: take OPT-122

OPT-124 Optical Clinical Experience IV 6.00 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 (16.00)

Prerequisites: take OPT-123

OPT-131 Ophthalmic Dispensing I 3.00 cr

Ophthalmic frames, styles, materials and frame parts are covered. Frame styling and selection, prescription considerations, standard alignment and adjustment of ophthalmic eyewear are presented. Lens materials and characteristics, as well as multifocal types and interpupillary measurement are covered.

Class (2.00), Lab (3.00)

OPT-132 Ophthalmic Dispensing II 3.00 cr

Absorptive lenses, reference point placement, multifocal height and lens blank size determination are discussed. Frame repair and modifications are covered. Includes the ordering of the correct absorptive or tinted lenses and a discussion of ethics and legal issues. Immediate dispensing techniques are covered.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-131

OPT-133 Ophthalmic Dispensing III 3.00 cr

Advanced fitting techniques including cataract lens fitting, vertex distance and progressive lenses as well as sports, safety and advanced special dispensing situations. Inventory and frame board management is included.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-132

OPT-201 Contact Lenses I 3.00 cr

Theory, design, optical principles, terminology and history of contact lenses; indications and contradictions for contact lens wear; anatomy and physiology of the eye related to contact lenses; principles and techniques of various verification and diagnostic instrumentation; patient education on care, cleaning, insertion and removal of rigid and hydrogel contact lenses.

Class (2.00), Lab (3.00)

OPT-202 Contact Lenses II 3.00 cr

Fundamental techniques and fitting procedures of hydrogel and rigid lenses to include spherical and toric lens designs; evaluation of lens fit to include ocular integrity and visual performance.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-201

OPT-203 Contact Lenses III 3.00 cr

Advance techniques of contact lens fitting are examined and practical applications in the fitting process are experienced.

Class (2.00), Lab (3.00)

Prerequisites: take OPT-202

OPT-204 Ophthalmic Assisting 2.00 cr

Refractive status of the eye and its correction. Techniques and diagnostic procedures used to evaluate visual function and ocular health. Preliminary testing, data collection, patient handling, chairside assisting and blood pressure measurement.

Class (2.00)

OPT-220 Refraction 3.00 cr

Entry-level knowledge of theory and performance of refraction in the eye; study of ocular media, ametropia neutralization, astigmatism, objective and subjective refraction, anomalies of vision, clinical refraction and retinoscopy; pitfalls and aids to refractionist.

Class (2.00), Lab (3.00)

Physical Education

PED-100 IBO Master Bowhunter 1.00 cr

Assists the bowhunter to develop and improve bowhunting skills. Emphasis is placed on bowhunter responsibilities including equipment, turning the bow and arrow, shooting ability, trajectory, range estimation, buck fever, tree stand usage and safety. Shooting exercises at 3-D targets are a priority in emphasizing bowhunter responsibilities.

Class (1.00), Lab (2.00)

PED-101 Recreation 0.50 cr

Recreational facilities and opportunities at the Hocking College Student Center and surrounding area in a class intended for community members.

PED-103 Golf 1.00 cr

The student will learn and perform the basic skills and rules of golf.

Lab (1.00)

PED-105 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-107 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 (1.00)

PED-108 Climbing 1.00 cr

Methods, equipment and techniques used in the sport of rock climbing including rock climbing equipment care, selection, storage and use; climbing methods, movement on the rock, route grading, belaying the climber, top roping and the basic fundamentals of lead climbing. Safety procedures and practices are stressed.

Lab (1.00)

PED-109 Fitness 1.00 cr

Introduction to personal fitness and recreational activities including a new way of becoming more physically fit.

Lab (2.00)

PED-113 Dance Revolution 1.00 cr

An enjoyable exercise program choreographed for video game fans. Gaming system and practice pads are used to learn various dance steps to a variety of upbeat music that can be adjusted for a beginner or expert. This course provides a cardiovascular workout, toning and flexibility exercises. Each student is given a chance to demonstrate what they learn on the main dance pads.

Lab (2.00)

PED-116 Karate 0.50-1.00 cr

Participation in warm-up, demonstrations and sparring using moves within the Karate discipline. Includes origins and history of the sport.

Lab (2.00)

PED-122 Power Walk 1.00 cr

Stretching, warming up exercises and walking various distances over different terrain at different levels of speed and intensity.

Lab (2.00)

PED-126 Spin and Yoga Combination 1.00 cr

Thirty minute spin workout learning safe and healthy exercise intensity followed by thirty minute power yoga workout emphasizing core strength building, flexibility and relaxation.

Lab (2.00)

PED-127 Spinning 0.50-1.00 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-129 Mountain Biking 1.00 cr

Aerobic training in different types of riding workouts including safe and healthy exercise intensity and fundamental information regarding your own fitness level. Enter and attempt a race. Discover local areas to mountain bike.

Lab (1.00)

PED-131 Deep Water Conditioning 1.00 cr

Develops basic conditioning (aerobic and anaerobic) with use of a flotation device in deep water (above participants' heads) and resistance exercises. Provides a gradual increase in difficulty level to allow each participant greater levels of personal conditioning. Includes development of aspects of personal health awareness.

Lab (1.00)

PED-139 Beginning Kickboxing 1.00 cr

Beginning level kickboxing lessons teaching fundamentals of basic kickboxing. Learn basic kicks and punches and how to defend against them. Improves flexibility, muscle tone and strength and coordination.

Lab (2.00)

PED-140 Speed and Agility for Fitness 1.00 cr

Focuses on acceleration, speed and change of direction. Includes mainly anaerobic endurance training while sharpening reflexes and improving body control.

Lab (2.00)

PED-144 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 (1.00)

PED-145 Personal Yoga 1.00 cr

Under the professional supervision and guidelines of a personal trainer and RYT Yoga teacher, uses a combination of traditional exercises, Yoga asanas, flexibility breathing and meditation techniques. Includes muscular endurance and strength, breathing, balance and flexibility training. Individual, realistic goals are jointly set by the student and instructor.

Lab (3.00)

PED-146 Yoga Therapy 1.00 cr

Lab (2.00)

PED-147 Personal Pilates 1.00 cr

Lab (3.00)

PED-148 Physical Training Boot Camp 1.00 cr

Lab (2.00)

PED-191 Archery 0.50 cr

Concepts and practice of basic marksmanship using the re-curve bow.

PED-263 Basketball 1.00 cr

Rules, regulations and safety practices for the game of basketball. Includes participation and officiating games.

Lab (1.00)

PED-290 Recreation/Fitness Special Topics 0.25-10.00 cr

A range of sports, fitness, social and recreational options will be offered.

PESS-120 Women's Self Defense 0.50-1.00 cr

Basic self defense for women including perception, awareness, avoidance and techniques in evasion, escape and physical defense. Includes techniques to be used in a sexual assault or deadly force attack.

PESS-218 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.
Lab (2.00)

Physics

PHYS-106 Physics for Radiologic Technology 5.00 cr
 Concepts of electrical energy, electromagnetic energy, production of x-radiation, interaction with matter and the x-ray tube, circuitry and special equipment.
Class (4.00), Lab (2.00)
Prerequisites: take RAT-111, RAT-122, RAT-265, RAT-132

PHYS-103 Physics 3.00 cr
 Introduces basic physics principles applied to mechanics (force and motion, friction, leverage, kinetic and potential energy, work), heat, light, sound (heat transfer, electromagnetic radiation, lasers, sound propagation) and electricity.
Class (3.00), Lab (2.00)
Prerequisites: take MATH-108

PHYS-201 Physics - Motion 3.00 cr
 Introduction to physics for engineering technologies. Covers the study of forces, Newton's laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids.
Class (3.00), Lab (2.00)
Prerequisites: take MATH-108

PHYS-202 Physics - Heat, Light and Sound 3.00 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 (2.00)
Prerequisites: take MATH-108

Police Science

PSCI-102 Law Enforcement Ethics 3.00 cr
 Current ethical standards for public service employees and ethical issues facing law enforcement officers and the law enforcement profession.
Class (3.00)

PSCI-106 Radio Dispatch 911 2.00 cr
 Procedures of public safety dispatching including LEED's operation. APCD certification. Prerequisite: OPOTA Blend student.
Class (2.00), Lab (2.00)

PSCI-108 Defensive Driving/ Cruiser Operation 1.00 cr
 Public safety vehicle operation as well as development of driver skills in a vehicle driving range. Prerequisite: OPOTA Blend student.
Class (1.00), Lab (2.00)

PSCI-110 Cultural Sensitivity/Law Enforcement 1.00 cr
 Includes OPOTC student performance objectives and OPOTC emphasis regarding cultural diversity and sensitivity.
Class (1.00)

PSCI-160 Computer Applications Law Enforcement I 2.00 cr
 (Winter and Spring)
 Computers and software for law enforcement, computer security needs, preventing computer abuse and applications to investigation, evidence control, crime scene reconstruction and records management.
Class (1.00), Lab (3.00)

PSCI-161 Computer Applications Law Enforcement II 3.00 cr
 Computers and software used in law enforcement management. Emphasizes software utilized in law enforcement including diagramming software, web sources, presenting software and reporting tools.
Class (2.00), Lab (3.00)

PSCI-180 Criminalistics I 3.00 cr
 Fingerprint systems used in the criminal justice systems. Includes the Henry and the N,CLC methods of fingerprint classification and methods used to take major crime prints and rolled fingerprints.
Class (1.00), Lab (5.00)

PSCI-205 Advanced Patrol Procedures (CA) 3.00 cr
 (Winter and Spring)
 Duties of the police officer on the street including the procedures and guidelines for safely and legally answering all types of calls.
Class (2.00), Lab (3.00)

PSCI-210 Crime Prevention and Community 2.00 cr
 Methods used by criminal justice personnel in crime prevention and community relationships including programs and systems.
Class (2.00), Lab (1.00)

PSCI-216 Police Firearms 3.00 cr
 General design of pistols, shotguns and rifles used and seen in the law enforcement profession. Includes ammunition styles, designs and intended purposes; basic shooting techniques; procedures and basic range safety rules.
Class (2.00), Lab (5.00)

PSCI-220 Covert Operations 3.00 cr
 Planning covert investigations, developing cover stories and investigative tactics including officer controlled purchases, undercover officer buys, confidential informant buys, surveillance, report writing and managing confidential informants.
Class (2.00), Lab (3.00)
Prerequisites: take PSCI-235, CJ-121, CJ-122, PSCI-260

PSCI-230 Court Procedures 2.00 cr
 An overview of the American court system and rules of criminal court procedures. Introduces the role of the law enforcement officer in the court. Prepares the learner to manage an alleged criminal offense from the initial gathering of evidence, to filing of a criminal complaint and testifying in court.
Class (1.00), Lab (3.00)
Prerequisites: take PSCI-235, CJ-121, CJ-122

PSCI-235 Police Report Writing 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), Lab (1.00)

Prerequisites: take COMM-122

PSCI-240 Advanced Investigation (Capstone) 3.00 cr

Scientific investigation of all types of crime including an in-depth study of homicide investigation.

Class (2.00), Lab (3.00)

Prerequisites: take PSCI-280

PSCI-250 Peace Officer College Academy 24.00 cr

Prepares the individual for a career in law enforcement. Introduction to performance objectives outlined by the Ohio Peace Officer Training Council. Upon successful completion the student will be eligible for the Ohio Peace Officer certification exam.

Class (24.00), Lab (24.00)

PSCI-251 Semi-Automatic Instructors - OPOTC 0.25-5.00 cr

Directed to officers having training assignments. The course will meet part of the OPOTC requirements for both basic training instructors and re-qualification instructors and includes semi-auto pistol operation and handling, pistol design and function, safety operation, cycle failure and recovery, target engagement, shooter problems and correction and pistol maintenance.

Class (5.00)

PSCI-252 Revolver Instructor - OPOTC 0.25-5.00 cr

Designed to provide the firearms instructor candidate with an in-depth view of instructional methods and procedures for teaching various methods of revolver shooting. The majority of this course will be conducted at an outdoor lab site. Students should be prepared for extended outdoor activities in a variety of weather conditions.

Class (5.00)

PSCI-253 Shotgun Instructor - OPOTC 0.25-5.00 cr

Designed to meet a portion of the OPOTC requirements to instruct the shotgun in basic training or in-service.

Class (5.00)

PSCI-255 Peace Officer Basic - Theory 12.00 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 (4.00), Lab (24.00)

PSCI-256 Peace Officer Basic - Physical Skills 12.00 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 (4.00), Lab (24.00)

Prerequisites: take PSCI-255

PSCI-260 Interviewing and Interrogation 2.00 cr

Tactics and techniques of the art of interrogation. Emphasizes methods to properly and adequately solicit information to solve crime.

Class (2.00), Lab (2.00)

PSCI-265 Critical Incident Management 4.00 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 (2.00), Lab (5.00)

Prerequisites: take PSCI-250E, COMM-122, PSCI-260

PSCI-270 Police Administration/Supervision 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 (1.00), Lab (2.00)

PSCI-280 Criminalistics II 3.00 cr

Scientific methods of investigation. Recognizing, gathering, preserving, evaluating and processing evidence. Includes the physical technologies used in processing criminal evidence in the police laboratory.

Class (1.00), Lab (5.00)

Prerequisites: take PSCI-180

PSCI-283 Special Operations in Law Enforcement 5.00 cr

Concepts and practices of special operations including communications, team management, team movement and tactics, close quarter firing techniques and first aid.

Class (5.00), Lab (5.00)

Prerequisites: take PSCI-250A, PSCI-250B, PSCI-250C

PSCI-290 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-291 Police Science Individual Study 1.00-5.00 cr

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

Class (5.00)

PSCI-292 Police Science Field Experience 1.00-4.00 cr

On-the-job training in a police facility through special arrangement with an instructor.

Lab (1.00)

PSCI-294 Police Science Cooperative Work Experience 2.00-5.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (1.00), Lab (40.00)

PSCI-296A Police Science Practicum - Communications (SL/CR) 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

Prerequisites: take COMM-122

PSCI-296B Police Science Practicum - Patrol (SL/CR) 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

Prerequisites: take PSCI-296A, COMM-122

PSCI-297 Police Science Observation Hour 1.00-3.00 cr

Participation in an educational experience as observers of practitioners representative of the occupational area. The student may participate at times in the actual work activity.

Lab (1.00)

PSCI-298 Police Science Internship 3.00 cr

Provides the OPOTC certified Law Enforcement recruit/student the opportunity to work as a sworn member of a law enforcement agency. Recruit/student works with the approval of the Chief of Police or Sheriff under the supervision and guidance of an assigned FTO and/or other supervisor as well as the guidelines of the college internships program.

Class (1.00), Lab (16.00)

Psychology

PSYC-101 General Psychology 5.00 cr

A comprehensive and in-depth study of the theories and applications of psychology. Overviews topics in clinical and experimental psychology including history, methods, physiological bases of behavior, sensation and perception, consciousness, motivation and emotion, learning, cognitive processes, human development; personality, abnormal behaviors, stress and social processes.

Class (5.00)

PSYC-115 Educational Psychology 4.00 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); effective instructional strategies and classroom management; assessment of student learning.

Class (4.00)

PSYC-120 Women's Retreat 1.00 cr

Addresses personal growth issues pertaining to women. With activities, films and literary reflections as components of the course, each woman has the opportunity to share as individuals and as group members.

Class (1.00)

PSYC-123 Women's Lives Around The World 1.00 cr

Themes and diversities in the lives of women in other parts of the world. Guest speakers from other cultural backgrounds will share their experience and knowledge on what it means to be women in their corners of the world.

Class (1.00)

PSYC-140 Issues in Child Development 4.00 cr

Child development issues are explored within four separate class modules: children with special needs, developmentally appropriate discipline, communicating with children and adolescents and infants.

Class (4.00)

Prerequisites: take ED-100

PSYC-150 Introduction to Psychology 3.00 cr

(Fall, Winter, Spring and Summer)

A survey of the background, development and current thinking in the field of psychology. Includes an overview of the major areas of psychology. Special emphasis is given to the areas of memory, personality, consciousness and physiological psychology, motivations and emotion, developmental psychology, learning, psychological disorders and stress and coping.

Class (3.00)

Equivalent to 0050-0050, 0050-0050

PSYC-150A Introduction to Psychology Module A 1.00 cr

(Fall, Winter, Spring and Summer)

Basic concepts in psychology including an introduction to the field of psychology, research methods, memory, personality theories and assessment. Provides a broad overview of key terms, concepts and theoretical approaches which provide the groundwork for further study in the field of psychology. This module, along with

PSYC-150B and PSYC-150C, is equivalent to the full three credit hour course, introduction to Psychology.

Class (1.00)

PSYC-150B Introduction to Psychology Module B 1.00 cr

(Fall, Winter, Spring and Summer)

Basic concepts of psychology including consciousness and physiological psychology, motivation and emotion and human development. Provides an overview of key terms, concepts and theoretical approaches which provide the groundwork for further study in the field of psychology. This module, along with

PSYC-150A and PSYC-150C, is equivalent to the full three credit hour course, introduction to Psychology.

Class (1.00)

PSYC-150C Introduction to Psychology Module C 1.00 cr

(Fall, Winter, Spring and Summer)

Basic concepts in psychology including learning theories, psychological disorders, health, stress and coping. Provides an overview of key terms, concepts and theoretical approaches which provide the groundwork for further study in the field of psychology. This module along with PSYC-150A and PSYC-150B, is equivalent to the full three credit hour course, Introduction to Psychology.

Class (1.00)

PSYC-151 Developmental Psychology 3.00 cr

(Fall, Winter, Spring and Summer)

Physical, neurological, social, emotional and cognitive development of an individual from conception to death. Emphasizes normal growth and development of the individual with discussion of biological and environmental factors that can cause developmental abnormalities and differences.

Class (3.00)

Prerequisites: take PSYC-150 or PSYC-101

PSYC-151A Developmental Psychology Module A 1.00 cr

Introduction to developmental theory and research. Genetics, physical, emotional, social and intellectual development of an individual from conception through infancy. Emphasis will be on normal growth and development with discussion of biological and environmental factors that may influence development. This module, along with PSYC-151B and PSYC-151C, is equivalent to the full three credit hour course, Developmental Psychology, PSYC-151.

Class (1.00)

Prerequisites: take PSYC-150 or PSYC-101

PSYC-151B Developmental Psychology Module B 1.00 cr

(Fall, Winter, Spring and Summer)

Physical, emotional, social and intellectual development of an individual from early childhood through adolescence. Emphasis will be on normal growth and development with discussion of biological and environmental factors that may influence development. This module, along with PSYC-151A and PSYC-151C, is equivalent to the full three credit hour course, Developmental Psychology, PSYC-151.

Class (1.00)

Prerequisites: take PSYC-150 or PSYC-101

PSYC-151C Developmental Psychology Module C 1.00 cr

(Fall, Winter, Spring and Summer)

Physical, emotional, social and intellectual development of an individual from early adulthood through death. Emphasis will be on normal development with discussion of biological and environmental factors that may influence development. This module, along with PSYC-151A and PSYC-151B, is equivalent to the full three credit hour course, Developmental Psychology, PSYC-151.

Class (1.00)

Prerequisites: take PSYC-150 or PSYC-101

PSYC-152 Abnormal Psychology 3.00 cr

(Fall, Winter, Spring and Summer)

Characteristics of emotional disturbances, mental illnesses and related social deviance in the United States. Includes identification, diagnosis and treatment of mental disturbances.

Class (3.00)

Prerequisites: take PSYC-150 or PSYC-101

PSYC-154 Interpersonal Relationships 3.00 cr

(Fall, Winter, Spring and Summer)

Interpersonal processes aimed at personal growth and development leading to enhanced relationships in one's life.

Class (3.00)

PSYC-160 Behavioral Sciences Statistics 5.00 cr

Introduces basic statistical measures employed in the behavioral sciences. Emphasizes core concepts and calculation of specific statistical measures as well as appropriate application of those measures. Includes measures of central tendency and dispersion, basic probability, the normal distribution and confidence intervals, correlation and regression, sampling and hypothesis testing using t-test, ANOVA, Chi Square and various non-parametric tests.

Class (5.00)

PSYC-162 Child and Adolescent Development 4.00 cr

Explores physical, emotional, social and intellectual development of an individual from conception through adolescence. Emphasis on normal growth and development with discussion of biological and environmental factors that influence development.

Class (4.00)

Prerequisites: take PSYC-150 or PSYC-101

PSYC-290 Psychology Special Topics 1.00-5.00 cr

Structured exploration of a specific topic(s)

Class (5.00)

PSYC-291 Psychology Individual Study 1.00-5.00 cr

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

Class (5.00)

Physical Therapist Assistant

PTA-100 Introduction to Physical Therapy 2.00 cr

An introduction to healthcare 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 healthcare systems.

Class (2.00)

PTA-200 Fundamentals of Physical Therapy 4.00 cr

Basic patient handling skills including vital signs and pertinent emergency procedures, draping, positioning, bed mobility, transfers, body mechanics, assist devices, wheelchair mobility and range of motion exercises. Includes bandages, dressings, wrapping, sterile and isolation techniques. Legal and ethical responsibilities and documentation are introduced.

Class (3.00), Lab (4.00)

PTA-203 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, electrotherapeutic agents and massage. Includes the assessment of pain, sensation and segmental length, girth and volume.

Class (3.00), Lab (4.00)

PTA-204 Musculoskeletal Problems 4.00 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 (3.00), Lab (4.00)

Prerequisites: take PTA-200, BIOS-201, PTA-211, PTA-203

Corequisite courses: PTA-206

PTA-206 PTA Clinical Experience I 5.00 cr

Applies acquired skills in the clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. Addresses the clinical experience and issues in physical therapy.

Class (1.00), Lab (16.00)

Prerequisites: take PTA-200, BIOS-201, PTA-211, PTA-203

Corequisite courses: PTA-204

PTA-207 PTA Clinical Issues/Role Transition 2.00 cr

Preparation for the transition from student to professional and review of the licensure exam.

Class (2.00)

Prerequisites: take PTA-210, PTA-214, PTA-216

Corequisite courses: PTA-226

PTA-210 Cardiopulmonary Function 3.00 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.

Class (2.00), Lab (3.00)

Prerequisites: take PTA-204, PTA-206, PTA-211

Corequisite courses: PTA-216

PTA-211 Pathophysiology of Disease 3.00 cr

Various disease processes, particularly those seen in the physical therapy setting. Includes related pharmacology.

Class (3.00)

PTA-214 Rehabilitation Procedures 5.00 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 (4.00), Lab (4.00)

Prerequisites: take PTA-204, PTA-206, PTA-211

Corequisite courses: PTA-216

PTA-216 PTA Clinical Experience II 5.00 cr

Skills acquired to date are applied in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. In the seminar, clinical experience and issues in physical therapy are discussed.

Class (1.00), Lab (16.00)

Prerequisites: take PTA-204, PTA-206, BIOS-202

Corequisite courses: PTA-214

PTA-226 PTA Clinical Experience III -Capstone 12.00 cr

Full time clinical affiliation under the supervision of a licensed physical therapist or physical therapist assistant.

Lab (12.00)

Prerequisites: take PTA-210, PTA-214, PTA-216

Corequisite courses: PTA-207

PTA-290 PTA Special Topics .25-5.00 cr

Structured exploration of a specific topic/s by participants in a group.

Radiologic Technology

RAT-111 Clinical Education I 4.00 cr

Orientation to hospital and radiology organization, radiographic procedures involved with the skeletal system, respiratory tract and abdomen; introduction to competency performances, film analysis and presentation.

Lab (4.00)

Prerequisites: take RAT-121, RAT-131

RAT-112 Clinical Education II 4.00 cr

Radiographic positioning of gastrointestinal, biliary and urographic procedures.

Lab (4.00)

Prerequisites: take RAT-111, RAT-122, RAT-265, RAT-132

RAT-121 Introduction to Radiology/Positioning 4.00 cr

Orientation to the field of radiography, history, x-ray production, image production, positioning upper extremities and chest.

Class (3.00), Lab (2.00)

Prerequisites: take ALH-103, COMM-122, HLTH-101, HLTH-136, MATH-113

RAT-122 Radiographic Positioning 4.00 cr

Radiographic positioning of the lower extremities and axial skeleton; patient interactions and film analysis.

Class (3.00), Lab (2.00)

Prerequisites: take RAT-121, RAT-131

RAT-123 Fluoroscopy in Radiology 5.00 cr

Positioning and procedures involved in gastrointestinal, genitourinary systems; fluoroscopy; use of contrast medias, reactions and technical considerations.

Class (4.00), Lab (2.00)

Prerequisites: take RAT-111, RAT-122, RAT-265, RAT-132

RAT-130 Skeletal Anatomy for Radiology 1.00 cr

Class (1.00)

RAT-131 Patient Care in Radiology 2.00 cr

Legal and professional aspects, infection control, patient safety and assessment techniques related to care of the patient in radiography department.

Class (1.00), Lab (2.00)

Prerequisites: take ALH-103, COMM-122, HLTH-101, HLTH-136, MATH-113

RAT-132 Ethics and Law in Radiology 2.00 cr

The historical and philosophical basis of ethics, elements of ethical behavior and practical dilemmas, concepts of law and legal principles including professional standards and scopes of practice.

Class (2.00)

Prerequisites: take RAT-121, RAT-131

RAT-199 Computers in Medical Imaging 2.00 cr

Overview of computers in medical imaging including hardware, software, peripheral devices. Its use in CT, MRI, digital imaging, computer-aided diagnosis plus information and image management.

Class (2.00)

Prerequisites: take RAT-212, RAT-218, RAT-219, RAT-222

RAT-211 Clinical Education III 4.00 cr

Continuation of clinical exposure to procedures involved with the gastrointestinal, genitourinary, skeletal and respiratory systems with emphasis in disease; begin minor affiliate rotations; film analysis and presentation.

Lab (4.00)

RAT-212 Clinical Education IV 6.00 cr

Special radiographic procedures including tomography, angiography, myelography, mammography, CT scans and quality control measures; formulating technique; film critique and presentations.

Lab (6.00)

Prerequisites: take RAT-112, RAT-123, PHY-106

RAT-213 Clinical Education V 8.00 cr

Clinical exposure to sub-specialties and other career opportunities; continuation of routine and special radiographic procedures; film analysis and presentation.

Lab (8.00)

Prerequisites: take RAT-212, RAT-218, RAT-219, RAT-222

RAT-214 Clinical Education VI 4.00 cr

Total exposure to the hospital environment and performance of all functions of the radiographer in fluoroscopy, general and mobile radiography; completion of final competency assessments.

Lab (4.00)

Prerequisites: take RAT-215

RAT-215 Pathology for Radiographers 2.00 cr

Radiographic appearance of diseases and technique adjustments for both additive and destructive pathologies.

Class (2.00)

Prerequisites: take RAT-199, RAT-213, RAT-231

RAT-218 Advanced Radiographic Practice 2.00 cr

Speciality practice considerations related to geriatrics, pediatrics, mobile, surgical and trauma radiography and mammography.

Class (2.00)

Prerequisites: take RAT-112, RAT-123, PHY-106

RAT-219 Pharmacology for Radiography 1.00 cr

General pharmacological principles as they pertain to the practice of radiography. Emphasis placed on major drug classes prescribed medically as well as those having specific indications in radiology.

Class (1.00)

Prerequisites: take RAT-112, RAT-123, PHY-106

RAT-222 Principals of Radiographic Technique 5.00 cr

Principles of exposure formulation, image quality factors and variables, quality assurance and testing, film and image processing.

Class (4.00), Lab (2.00)

Prerequisites: take RAT-112, RAT-123, PHY-106

RAT-226 Synopsis in Radiography 2.00 cr

Testing and preparation for the national registry examination. Synthesizing current knowledge in radiologic technology applicable to fluoroscopic, general and mobile radiography.

Class (2.00)

Prerequisites: take RAT-215

RAT-229 Quality Management and Medical Imaging 1.00 cr

Basic principles and concepts of quality management and overview of quality assurance testing applicable to the radiographic system.

Class (1.00)

Prerequisites: take RAT-215

RAT-231 Sectional Anatomy 2.00 cr

Human gross anatomy analyzing structures in the transverse (axial), sagittal and coronal planes, with applications in modern medical imaging.

Class (2.00)

Prerequisites: take RAT-212, RAT-218, RAT-219, RAT-222

RAT-232 Radiation Biology 2.00 cr

Fundamental principles of molecular and cellular effects of x-ray interaction, health physics and radiation protection.

Class (2.00)

Prerequisites: take RAT-215

RAT-261 Radiography Practicum 2.00-8.00 cr

Clinical experience involving a variety of patient procedures. Experiences include, but are not limited to, fluoroscopy, mobile and general radiography. Eight to 40 clinic/practicum hours per week.

Class (1.00), Lab (40.00)

RAT-265 Seminar in Radiology 1.00 cr

Current issues and developments in radiologic technology. Case studies of selected topics.

Class (1.00)

Prerequisites: take RAT-121, RAT-131

Real Estate

RE-101 Real Estate Principles 4.00 cr

Introduction to real estate as a business and profession. Includes license, law, ethics, purchase agreements, escrow and title work, advertising, appraisals, sales, market trends, taxes, assessments and the role and influence of real estate in the economy.

Class (4.00)

RE-102 Real Estate Law 4.00 cr

Legal phase of realty transactions from the listing of the property to the closing of the escrow. Review for owners, brokers, salesmen, mortgage and escrow officers.

Class (4.00)

RE-103 Real Estate Finance 2.00 cr
Financial instruments, availability of mortgage credit, risk analysis and federal agencies influencing real estate transactions.
Class (2.00)

RE-104 Real Estate Appraisal 2.00 cr
Real estate appraisal concerns in estimating the value of property. Includes salvage, book, investment, aesthetic, sentimental, cash, replacement and market values; how these values are related to real property values and how appraisal values can then be used.
Class (2.00)

RE-290 Real Estate Special Topics 1.00-5.00 cr
Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

RE-291 Real Estate Individual Study 1.00-5.00 cr
Individual study or research. Topics are arranged on an individual basis with instructor permission.
Class (5.00)

Recreation

REC-101 Outdoor Pursuits Climbing 0.75 cr
Climbing outdoors including general technique, appropriate equipment usage, belay styles and techniques. Challenges both the beginner and advanced climber. Includes a climbing trip.

REC-103 Outdoor Pursuits Whitewater Kayak 0.75 cr
Whitewater kayaking terminology, skills, equipment and river hydrology including strokes, rescue procedures and proper technique of maneuvering a craft through the water correctly. All ability levels (beginner - advanced) may participate in the course trip.

Ranger Services

RNGR-100 Introduction to Ranger Service 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 (3.00)

RNGR-102 Natural Resources 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 (4.00)

RNGR-103 Natural Resources Criminal Law I 3.00 cr
Examines the protection and stewardship of natural and cultural resources. Varies from insect infestations of timber stands to wastewater management to historic site preservation.
Class (2.00), Lab (2.00)

RNGR-104 Natural Resources Criminal Law II 3.00 cr
Laws of arrest, search and seizure including the fourth, fifth and fourteenth amendments to the Constitution.
Class (2.00), Lab (3.00)

RNGR-107 Natural Resources Information Technology/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)

RNGR-109 Natural Resources Administration and Management 3.00 cr
Administrative component of resource management from campground management to monitoring subcontractors and for-fee users.
Class (3.00)

RNGR-110 Forensic Science 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.
Class (2.00), Lab (3.00)

RNGR-112 Law Enforcement Management/Operations 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)

RNGR-113 How to Get Government Jobs 1.00 cr
How to accurately complete U.S. government employee application form 171, with related forms and National Park Service seasonal employment application form 10-139, with related forms. Includes basic principles for filling out various state and metropolitan park employment applications.
Class (1.00)

RNGR-114 Collection/Preservation of Evidence 3.00 cr
The proper way to handle a crime scene and to collect, preserve and prepare the evidence for submission through the judicial system.
Class (2.00), Lab (3.00)

RNGR-123 Repelling and Rope Techniques 1.50 cr
Familiarization with the principles of repelling. Includes lab experience.
Class (0.75), Lab (2.25)

RNGR-126 Search and Rescue Introduction 1.00 cr

Introduction to Search and Rescue course is a National Association for Search and Rescue (NASAR) course designed to provide knowledge concerning the general responsibilities, the skill and abilities and the equipment needed by persons who would be participating in a search or rescue mission. The course content includes topics in three major areas: searcher survival, search and rescue. The course is based around the rural and wilderness environments but the material is recommended as a basis for all Search and Rescue (SAR) environments. The introduction to Search and Rescue is a stepping stone to higher level courses of training for emergency personnel. It provides a common starting point in training for the new person to SAR and in many cases an excellent refresher course for the more experienced SAR worker. This common starting point provides continuity during SAR operations and future training of all team members. This course is also designed to prepare the student for certification, according to the knowledge objectives defined in the NASAR standards for SAR Technician III.

Class (1.00)

RNGR-160 Survival Techniques for Wilderness 3.00 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 healthcare techniques.

Class (2.00), Lab (3.00)

RNGR-226 Vertical Rope Rescue 1.25 cr

Examination of training exercises in rope rescue techniques. Covers rescue of persons injured and/or stranded on ledges, over cliffs, etc. Emphasizes teamwork, proper use, care and storage of equipment and safety procedures. Includes Z drags, high lines and tyrolean traverses for the raising and lowering of victims, equipment and the rescuer.

Class (0.75), Lab (1.50)

Prerequisites: take RNGR-123

RNGR-230 Intermediate Rescue Rigging 1.00 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. Teamwork is emphasized throughout. Includes lower/haul systems, belay systems, a-frames, gin poles, load vectoring on guiding lines and high lines 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 (0.50), Lab (2.00)

Prerequisites: take RNGR-226

RNGR-238 Ranger Academy 24.00 cr

Prepares the learner for Law Enforcement positions with natural resources agencies in Ohio and for seasonal positions with the National Park Service and U.S. Fish and Wildlife Service. Successful completion certifies the student as having completed both the Ohio Peace Officer Basic Training and the Seasonal Officer Training curriculum.

Class (8.00), Lab (48.00)

RNGR-238A Ranger Academy - A 12.00 cr

Basic law enforcement program which prepares rangers and park officers to perform law enforcement in areas administered by state and local agencies in Ohio and reciprocal states and seasonal positions with the National Park Service and U.S. Fish and Wildlife Service. Scenarios and classes are designed to meet the unique requirements of the park and wildlife law enforcement field.

Class (4.00), Lab (24.00)

RNGR-238B Ranger Academy - B 12.00 cr

Basic law enforcement program which prepares rangers and park officers to perform law enforcement in areas administered by state and local agencies in Ohio and reciprocal states and seasonal positions with the National Park Service and U.S. Fish and Wildlife Service. Scenarios and classes are designed to meet the unique requirements of the park and wildlife law enforcement field. Must be taken quarter immediately following RNGR-238A

Class (4.00), Lab (24.00)

RNGR-290 Special Topics (Ranger) 0.25-8.00 cr

Class (6.00)

RNGR-294 Ranger Services Cooperative Work Experience 6:00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

RNGR-296 Ranger Services Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

RNGR-298 Ranger Services Internship 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

Sociology

SOCI-101 General Sociology 5.00 cr

A comprehensive and in-depth study of the theories and applications of sociology including the nature of human society, social behaviors and factors affecting their development. Includes culture, socialization, social organization, groups, institutions, normative and deviant behavior and social stratification.

Class (5.00)

SOCI-153 Social and Cultural Awareness 4.00 cr

Exploration, development and understanding of human relations skills and the different kinds of human interactions within various cultural contexts and global settings.

Class (4.00)

SOCI-154 United States Culture Studies 3.00 cr

Compares the cultures of the USA and the international students' home countries. Develops essential cultural information to prepare students to better integrate into the USA's popular culture in their educational, and possible work, experiences.

Class (3.00)

Prerequisites: take COMM-121

SOCI-155 Comparative Culture Studies Bahamas (SL/CR) 3.00 cr

Provides an opportunity to compare the cultures of the USA and another country. Students will learn essential cultural information to prepare them to travel to and do research in another country. By going abroad, they will experience the similarities and differences in these national cultures. This knowledge will increase skills in relating effectively to people from diverse backgrounds.

Class (3.00)

SOCI-160 Introduction to Sociology 3.00 cr
(Fall, Winter, Spring and Summer)

Aspects of human society and social behavior. Theory, current thinking and contemporary social issues are discussed. Includes topics in normative and deviant behavior, social institutions and social stratification.

Class (3.00)

SOCI-161 Sociology of Family Living 3.00 cr
(Fall, Winter, Spring and Summer)

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-162 Social Issues 4.00 cr

An analysis of the social issues and social problems affecting American society. Topics include a consideration of how social issues are identified, analyzed and resolved. Applies critical thinking and reading skills to a variety of social issues including homosexuality, drug abuse, violence, healthcare, poverty, the environment and the family.

Class (4.00)

SOCI-165 Cross Cultural Studies 3.00 cr
(Fall, Winter, Spring and Summer)

Similarities and differences of people from various racial and cultural heritages. Includes discussion of people from diverse groups living in the United States.

Class (3.00)

SOCI-169 Human Relations/Organizations 3.00 cr
(Fall, Winter, Spring and Summer)

Concepts, skills and techniques which relate to the human aspects of work. Emphasizes human interaction, dynamic factors and personal development as well as legal and ethical issues in the work place.

Class (3.00)

SOCI-290 Sociology Special Topics 0.50-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Class (5.00)

SOCI-291 Sociology Individual Study 1.00-5.00 cr

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

Class (5.00)

Spa

SPA-100 Introduction to Spa Industry 3.00 cr

This course is designed to provide valuable information about the spa industry, including the history and philosophy of spas, the psychology behind the growing spa business, therapies offered and the role of spa management.

Class (3.00)

SPA-104 Spa Job Search Techniques 3.00 cr

Spa related employment searching, identifying and defining a suitable position, designing a resume, preparing related correspondence, applying for the position and interviewing in person or by telephone. Students will begin professional e-portfolios.

Class (3.00)

SPA-110 Spa Customer Service 3.00 cr

Customer service techniques utilized in the spa industry including the elements necessary to create an inviting and relaxing environment for clients.

Class (3.00)

SPA-112 Overview of Massage Therapy 3.00 cr

Forms of massage and related spa procedures and the legal limitations for licensed massage therapists, cosmetologists and aestheticians in regards to the performance of these services.

Class (3.00)

SPA-115 Spa Industry Trends 3.00 cr

Spa culture and current trends in the industry including medical and eco spas, Ayurvedic, detoxification and "niche" destination spas.

Class (3.00)

SPA-118 Spa Computer Applications 3.00 cr

Business management using computer programs specifically designed for the spa setting including marketing, payroll, scheduling and inventory reports.

Class (2.00), Lab (2.00)

SPA-121 Spa Wellness Concepts 2.00 cr

Basics of the mind, body, spirit, fitness and nutrition are emphasized in spa operations. Students design a personal wellness program and incorporate it into personal lifestyle.

Class (2.00)

SPA-126 Ayurvedic Techniques 3.00 cr

Hands-on application of treatments used globally in spas, with an emphasis on Ayurvedic techniques including Abhyanga and Shirodhara, in addition to eastern indigenous herbal body wrap treatments.

Class (2.00), Lab (2.00)

SPA-140 Hydrotherapy Treatments 3.00 cr

An exploration of water and its therapeutic properties in addition to its use in the spa environment. An in-depth look at the properties of water and history of hydrotherapy. Students will gain knowledge through hands-on application of various spa treatments including thermotherapy and cryotherapy, in addition to other basic spa wet room treatments.
Class (2.00), Lab (2.00)

SPA-150 Esthetician I 8.00 cr

First course in a three part 600 hour program to prepare the individual for the Ohio State Board of Cosmetology Esthetician licensing exam. Includes skin care; history and opportunity; professional image; sanitation and disinfection; anatomy, physiology and chemistry; cosmetic chemistry; and basics of electricity.
Class (8.00)

SPA-151 Esthetician II 8.00 cr

Second course in a three part 600 hour course to prepare the individual for the Ohio State Board of Cosmetology Esthetician licensing exam. Includes physiology and the histology of skin, skin disorders and diseases, skin analysis, massage, basic facials and treatments, hair removal and makeup.
Class (8.00)

Prerequisites: take SPA-150

SPA-152 Esthetician III 8.00 cr

Third course in a three part 600 hour program to prepare the individual for the Ohio State Board of Cosmetology Esthetician licensing exam. Includes the salon/spa business, selling products and services and career planning.
Class (8.00)

SPA-203 Herbal and Natural Treatments 3.00 cr

An overview of herbal concepts and natural spa procedures and treatments. Explores the properties of herbs and natural products and their relationship to spa therapy and spa body treatments.
Class (2.00), Lab (2.00)

SPA-212 Spa Marketing 3.00 cr

Fundamentals of developing a spa marketing plan by identification of target market, performing a competitive analysis, strength and weakness analysis and a description of the unique selling position of the spa. Students prepare and present proposed logo design, spa menu and advertising concepts.
Class (3.00)

SPA-214 Retail Management for Spas 3.00 cr

Introduces spa industry products, companies and vendors; how to select products considering client base; retail management and inventory control. After successful completion of this course, the student is eligible to take ISPA's Retail Management for Spas exam for certification.
Class (3.00)

SPA-216 Spa Industry Legal Issues 3.00 cr

This course focuses on spa operation/legal issues including negotiations, employee relations and vendor contracts.
Class (3.00)

SPA-222 Spa Employee Management 3.00 cr

Importance of effective leadership within the management team focusing on human relations, employee retention, business culture and the value of cross training.
Class (3.00)

SPA-225 Hand, Foot and Back Treatments 3.00 cr

Defined spa treatments and the importance of add-on treatments for hands, feet and back.
Class (2.00), Lab (2.00)

SPA-226 Spa Cuisine 3.00 cr

How to develop healthy cuisine programs to compliment the spa atmosphere.
Class (2.00), Lab (2.00)

SPA-227 Body Scrub/Detoxifying Treatment 3.00 cr

Types of body scrubs and skin treatments, body wraps and detoxifying treatments.
Class (2.00), Lab (2.00)

SPA-230 Complementary Therapies/Wellness 3.00 cr

How to help clients and staff connect the in-spa treatments and complimentary therapies to at-home regimens to promote wellness and give longevity to results provided by the spa professional. Includes techniques to pair spa services to provide an ultimate experience or result for the spa guest.
Class (3.00)

SPA-240 International Spa Design 3.00 cr

Elements necessary for the creation of a memorable spa experience. Space design, lighting, treatment rooms, relaxation rooms and more are explored.
Class (2.00), Lab (3.00)

SPA-250 Aromatherapy Treatments 2.00 cr

Connections between the mind and body and the effects on health and wellness as well as forms of aromatherapy.
Class (1.00), Lab (2.00)

SPA-260 Spa Management (Capstone) 5.00 cr

Students demonstrate skills learned throughout the program through immersion in a working spa environment.
Class (3.00), Lab (6.00)

SPA-294 Spa Cooperative Work Experience 4.00 cr

An on- or off-campus paid work experience plus an on-campus seminar.
Class (4.00)

SPA-294A Spa Cooperative Work Experience A 5.00 cr

An on- or off-campus paid work experience plus an on-campus seminar.
Class (1.00), Lab (40.00)

SPA-294B Spa Cooperative Work Experience B 5.00 cr

An on- or off-campus paid work experience plus an on-campus seminar.
Class (1.00), Lab (40.00)

SPA-296 Spa Practicum 2.00 cr
Placement in a work environment to gain experience.
Class (1.00), Lab (7.00)

SPA-296A Spa Practicum A 2.00 cr
Placement in a work environment to gain experience.
Class (1.00), Lab (7.00)

SPA-296B Spa Practicum B 3.00 cr
Placement in a work environment to gain experience.
Class (1.00), Lab (14.00)

Spanish

SPAN-111 Elementary Spanish I 4.00 cr
Introductory Spanish Class for students with little to no background in Spanish. Includes developing proficiency in listening, reading, speaking and writing essential to interactive language learning. Covers practical development of Spanish vocabulary useful for daily life functions as well as pronunciation, grammatical functions, usage and insight into the cultures of the countries in which Spanish is a primary language.
Class (4.00)

SPAN-112 Beginning Spanish II 4.00 cr
Class (4.00)
Prerequisites: take SPAN-111

Social Services

SS-100 Social Services Helping Professional 2.00 cr
Class (2.00), Lab (2.00)

SS-101 Family Dynamics 3.00 cr
Study and discussion of family interaction and functioning in response to external and internal pressures. Analysis of various multicultural families abilities to mold and direct their members. Review of symptoms of family dysfunction that come to the attention of human services and corrections agencies and official and therapeutic responses to those problems. Students compare and contrast their own families of origins to the material covered in the class to better assist them in working with others in the future.
Class (3.00), Lab (2.00)

SS-110 Interviewing Techniques 3.00 cr
Techniques of interviewing hostile and uncooperative clients are emphasized. Developing good attending skills and interpreting body language is emphasized. Introduces the use of audio and video equipment as a learning tool.
Class (2.00), Lab (3.00)
Equivalent to CORR-260, CORR-260

SS-135 Client Documentation 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, presentness 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)
Equivalent to CORR-235, CORR-235
Prerequisites: take COMM-122

SS-160 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)
Equivalent to CORR-160, CORR-160
Prerequisites: take CORR-260

SS-162 Special Needs Clients 3.00 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 (3.00)
Prerequisites: take PSYC-150

SS-222 Social Services Programming 3.00 cr
Exploration into the areas of Medicaid, Healthy Start, Medicare, Title II and 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 (3.00)
Equivalent to CORR-222

SS-255 Disruptive Behavior Management 3.00 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.
Class (2.00), Lab (3.00)
Equivalent to CORR-255

SS-261 Introduction to Counseling 2.00 cr
Comparative study of approaches, theories and techniques utilized in human services and correctional programming
Class (2.00), Lab (2.00)
Equivalent to CORR-261
Prerequisites: take CORR-260

SS-262 Counseling Techniques 3.00 cr
Explores counseling techniques for purposes of identification and application of strategies/ interventions utilized with clients in human services and corrections. Includes specific types of counseling to address child abuse and domestic violence.
Class (2.00), Lab (3.00)
Equivalent to CORR-262
Prerequisites: take CORR-261

SS-265 Case Management (Capstone) 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 and the development of treatment plans are required.
Class (3.00), Lab (2.00)
Equivalent to CORR-265
Prerequisites: take CORR-262

Social Service and Criminal Justice

SSCJ-280 SSCJ Current Topics 0.25-5.00 cr
Current topics and issues as well as new development in the field of corrections are reviewed, studied and discussed.
Class (5.00)
Equivalent to CORR-280

SSCJ-296A SSCJ Practicum A 3.00 cr
Students choose, interview and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses, to have an hands-on experience under the supervision of a site supervisor in the selected agency, contrast their learning experiences and support one another in the seminar.
Class (2.00), Lab (10.00)
Equivalent to CORR-296A
Prerequisites: take CORR-298

SSCJ-296B SSCJ Practicum B 3.00 cr
Students choose, interview and arrange an experience with an agency that provides services to clients in the human services or corrections field. This field experience allows the student to practice skills and utilize knowledge gained in courses, to have an hands-on experience under the supervision of a site supervisor in the selected agency, contrast their learning experiences and support one another in the seminar.
Class (2.00), Lab (10.00)
Equivalent to CORR-296B
Prerequisites: take CORR-298

SSCJ-298 SSCJ Practicum Orientation 2.00 cr
Preparation for obtaining and completing two required practicums associated with human services and corrections. Includes development of a cover resume, goals and job search skills.
Class (1.00), Lab (3.00)
Equivalent to CORR-298

Surgical Technology

ST-100 Fundamentals of Surgical Technology Lab 2.00 cr
Practice of sterile techniques and introduction to surgical instrumentation, operating room equipment and creating a sterile field. Included in this course is an opportunity to shadow a surgical technologist.
Lab (2.00)
Corequisite courses: STCT-4631, STCT-4633

ST-101 Patient Care Concepts Lab 2.00 cr
This course is designed to enable the student to become skilled in assisting with the preparation, transporting, positioning and anesthesia of the surgical patient. Skills included in this course are aseptic technique, positioning, skin preparation, care of specimens, use of thermo-regulatory devices, vital signs, handling of blood replacement components, urinary catheterization and emergency procedures.
Lab (2.00)
Corequisite courses: STCT-4633, STCT-4631

ST-110 Basic Case Preparation Lab 1.00 cr
This laboratory course is designed to build on the student's knowledge of basic surgical technology skills, professionalism and ethics. The role of the surgical technologist is developed and applied in laboratory procedures.
Lab (1.00)
Prerequisites: take STCT-4633, STCT-4631
Corequisite courses: STCT-4635

ST-111 Surgical Procedures I - Clinical 3.00 cr
This course is designed to build on the student's knowledge of basic surgical techniques, professionalism and ethics. The role of the surgical technologist is developed and applied in basic surgical procedures. The principles of asepsis and patient care concepts of positioning, prepping, draping and procedural techniques are applied directly to the investigation of general, gastrointestinal, obstetrics, gynecological and orthopedical surgical procedures. Maintaining the integrity, safety and efficiency of the sterile and non-sterile areas throughout surgical procedures will be emphasized.
Lab (3.00)
Prerequisites: take STCT-4633, STCT-4631, EM-133
Corequisite courses: STCT-4637

ST-120 Surgical Procedures II - Clinical 3.00 cr
This course is designed to build on the student's knowledge of surgical technology with emphasis on clinical surgical applications in ophthalmic, ear/nose/throat, dental/oral/maxillofacial, plastic and reconstructive and neurological surgical procedures. Emphasis is on future development of surgical skills.
Lab (3.00)
Prerequisites: take STCT-4637, ST-111
Corequisite courses: STCT-4639

ST-200 Surgical Procedures III - Clinical 3.00 cr

This course is designed to build on the student's knowledge of surgical technology with emphasis on clinical surgical applications in thoracic, cardiovascular, peripheral vascular and urologic surgical procedures. Emphasis is on further development of surgical skills.

Lab (3.00)

Corequisite courses: STCT-4641

ST-201 Pediatric Surgery - Clinical 1.00 cr

This course is designed to build on the student's knowledge of surgical technology with emphasis on clinical surgical applications. Clinical experiences will emphasize adapting pediatric concepts in the surgical setting. Students will be given the opportunity to scrub in these pediatric specialty surgeries: general surgery, urology, orthopedic, neurosurgery, thoracic surgery, cardiovascular surgery, ophthalmology, plastic surgery and ENT surgery.

Lab (1.00)

Prerequisites: take STCT-4639, ST-120

Corequisite courses: STCT-4643

ST-210 Advanced Surgical Technology Practicum - Clinical 3.00 cr

This course is designed to build on the student's knowledge of surgical technology with emphasis on clinical surgical applications. Students are expected to work with on preceptor during this course and are expected to perform in the clinical practice with minimal assistance.

Lab (3.00)

Prerequisites: take STCT-4643, ST-201, STCT-4641, ST-200

Corequisite courses: STCT-4645

ST-220 Specialty Surgical Practice - Clinical 3.00 cr

This course is designed to build on the student's knowledge of surgical technology with emphasis on two specialty clinical surgical applications. Students are expected to select two specialty areas and focus on those surgical areas.

Lab (3.00)

Prerequisites: take STCT-4647, STCT-4645, ST-210

Corequisite courses: STCT-4651

STCT-4601 Pharmacology/Surgical Assistant (COTC4601) 3.00 cr

The role of surgical technologist in safe handling of drugs according to operating room policies and procedures. Classification of drugs; federal and state pharmacy regulations applying to the surgical patient; the complications and safety of the patient during local, regional and general anesthesia administration. Dosage calculation, life saving drugs and other drugs commonly used in the operation room are discussed.

Class (3.00)

Prerequisites: take STCT-4635, STCT-4637

STCT-4631 Fundamentals/Surgical Tech - Theory (COTC4631) 3.00 cr

This course is an introduction to surgical technology. Different types of healthcare facilities, the roles of the different surgical team members and aspects of the physical environment of the surgical suite are studied. The history of the development of surgery as well as ethical, moral and legal responsibilities is discussed. In this course, the student will also discuss communication skills, interpersonal and interdepartmental relationship skills needed.

Class (3.00)

Corequisite courses: ST-100

STCT-4633 Patient Care Concept Theory (COTC4633) 3.00 cr

The students will be introduced to the layout of the operating room suite, sterile and sub-sterile areas. The importance of skill preparation, positioning and anesthesia of surgical patients will be discussed. The students will also be introduced to aseptic technique, care of specimen, use of thermoregulatory devices, vital signs handling of blood replacement components, urinary catheterization and emergency procedures.

Class (3.00)

Corequisite courses: ST-101

STCT-4635 Basic Case Preparation Theory (COTC4635) 2.00 cr

This course builds on the previously acquired knowledge of human anatomy and physiology, introduction to surgical technology, basic instrumentation, surgical equipment and supplies; sutures and stapling devices will be discussed and demonstrated. Students will learn the proper care, handling, use and assembly of instruments and equipment. Also discussed during this course will be draping techniques and maintenance of the sterile field.

Class (2.00)

Prerequisites: take STCT-4633, STCT-4631

Corequisite courses: ST-110

STCT-4637 Surgical Procedures I Theory (COTC4637) 2.00 cr

This course is designed to acquaint the student with the operating room procedures and techniques necessary to function as an assistant in the operating room. Discussed during this course will be relevant anatomy, indications for surgery, special equipment and supplies, purpose and expected outcome and possible complications for procedures in the following surgical specialties: general and gastrointestinal, obstetric and gynecologic and orthopedic. Students will have clinical experiences in the above areas, functioning as a second scrub, first scrub or assistant circulator under the supervision of a certified surgical technologist or registered nurse.

Class (2.00)

Prerequisites: take STCT-4633, STCT-4631

Corequisite courses: ST-111

STCT-4639 Surgical Procedure II Theory (COTC4601) 2.00 cr

This course is an extension of Surgical Procedures I. Discussed during this course will be the relevant anatomy, indications for surgery, special equipment and supplies, purpose and expected outcome and possible complications for procedures in the following surgical specialties: ophthalmic, ear/nose/throat, dental/oral/maxillofacial, plastic and reconstructive and neurological surgery.

Class (2.00)

Prerequisites: take STCT-4637, ST-111

Corequisite courses: ST-120

STCT-4641 Surgical Procedure III Theory (COTC4641) 2.00 cr

This course is an extension of Surgical Procedures II A and B. Discussed during this course will be the relevant anatomy, indications of surgery, special equipment and supplies, purpose and expected outcome and possible complications for procedures in the following surgical specialties: thoracic cardiovascular, peripheral vascular and urologic. Students will have clinical experience in the above areas, functioning as a second scrub, first scrub, or assist circulator under the supervision of a certified surgical technologist or registered nurse.

Class (2.00)

Prerequisites: take STCT-4639, ST-120

Corequisite courses: ST-200

STCT-4643 Pediatric Surgery Theory (COTC4643) 2.00 cr

This a full term course designed to acquaint the student with the pediatric patients and a variety of surgical procedures unique to the pediatric patients.

Class (2.00)

Prerequisites: take STCT-4639, ST-120

Corequisite courses: ST-201

STCT-4645 Advanced Surgical Tech Practicum (COTC4645) 2.00 cr

This a full term course focusing on continuing surgical theory. It provides study of special problems that correlate with the individual needs and interests of the students during clinical practice. Clinical supervised practice is an integral part of this course.

Class (2.00)

Prerequisites: take STCT-4643, ST-201, STCT-4641, ST-200

Corequisite courses: ST-210

STCT-4647 Professional Trends/Issues Surgical Technology (COTC4647) 3.00 cr

This course is designed to prepare the student for the workplace. Topics discussed will be: factors that affect the student's personal life, professional relations and organizations, preparation for the national certification examination, type of healthcare delivery agencies, accrediting agencies and job seeking skills.

Class (3.00)

Prerequisites: take STCT-4641, STCT-4643

Corequisite courses: STCT-4645, ST-210

STCT-4649 Surgical Technology Seminar (COTC4649) 2.00 cr

This course is designed to provide the correlation between previously learned concepts and clinical application. It is designed to aid in transition from surgical technology student to entry level surgical technologist. Topics discussed in this course include general, OB/GYN, vascular, GU, cardiothoracic, plastic and ophthalmology surgeries. Requirements for ethical and legal practice as defined by the National Association of Surgical Technologists will be reviewed and discussed.

Class (2.00)

Prerequisites: take STCT-4647

Corequisite courses: STCT-4651, ST-220

STCT-4651 Specialities Surgical Practicum Theory (COTC4651) 2.00 cr

This course is a continuation of 4647 with additional surgical specialties presented. For example: Transplant surgery, trauma, ophthalmology, cardiac surgery, orthopedic, plastic and neurology surgery. The student will select two specialty areas and specialize in those areas. The student will be expected to transfer and build on previous content and experiences.

Class (2.00)

Prerequisites: take STCT-4647

Corequisite courses: ST-220, STCT-4649

Supervision

SUPR-117 Hospitality Supervision 3.00 cr

Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.

Class (3.00), Lab (2.00)

SUPR-235 Supervision and Leadership 3.00 cr

(Winter and Spring)

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-237 Executive Leadership 1.00 cr

Perspectives on the supervisor's changing role with regard to organizational mission and supervisory styles. Strategies and skills for effectively communicating, developing teams, working with varying personality styles, motivating staff and handling difficult employees.

Class (1.00)

SUPR-237A Executive Leadership 0.50 cr

Perspectives on the supervisor's changing role with regard to organizational mission and supervisory styles. Strategies and skills for effectively communicating, developing teams, working with varying personality styles, motivating staff and handling difficult employees.

Class (0.50)

SUPR-239 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-241 Spa Supervision 3.00 cr

Introduces the fundamental principles, processes and practices of spa management and supervision. Effective supervisory skills and successful management skills. Includes techniques on "welcoming" the trainee. International Spa Association Certified Spa Supervisor (CSS) certification included.

Class (3.00)

SUPR-245 Train The Trainer 3.00 cr

Class (3.00)

SUPR-290 Supervision/Leadership Special Topic 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

Social Work

SW-102 Introduction to Social Work/Welfare 4.00 cr

Introduces students to the broad spectrum of social welfare services available in the U.S. and globally. Introduces the profession of social work, which utilizes the social welfare institution as a means of assisting individuals, families and groups in need and its history. Breadth of knowledge is emphasized by a review of current social issues, including poverty, violence, racism, sexism, homophobia, education, aging, mental health, disabilities, substance abuse as well as social work's response to them. Offered at Hocking College through the Ohio University Social Work partnership. All students registering for this class must be registered with the University Center.
Class (4.00)

Timber Harvesting and Tree Care

THTC-100 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. Soren Eriksson's chainsaw training Levels I and II. General, site specific forest management planning, silviculture, soils, indicator plant identification, production and cost analysis, physical training and tree felling are parts of this course. Bulldozers, skidders, knuckleboom loaders and log trucks are introduced.
Class (2.00), Lab (12.00)

THTC-101 Timber Harvest/Tree Care II 6.00 cr

Soren Eriksson's chainsaw training Levels III and IV methods are taught. Site specific, forest management planning, silviculture, soils, indicator plant identification, use of computer and general office equipment, tree felling, limbing and bucking are included. Maximum tree yield and skidder use are expanded. 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)

Prerequisites: take THTC-100

THTC-102 Timber Harvest/Tree Care III 6.00 cr

This mini-operations Level I field course concentrates on Level III safety, forest management plans, silviculture, soils, indicator plants, production and cost analysis, physical training, advanced chainsaw use and felling, Level II skidder operation, developing timber sale contracts, advanced bulldozer and log loader operation and the introduction to clearing saws and the sawbuck. 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 (2.00), Lab (12.00)

Prerequisites: take THTC-101

THTC-200 Timber Harvest/Tree Care IV 6.00 cr

This mini operations Level II field course concentrates on Level IV safety, forest management plans, silviculture, soils, indicator plants, production and cost analysis, physical training, advanced chainsaw use and felling, Level III skidder operation, developing timber sale contracts, advanced bulldozer and log loader operation, introduction to log truck operation and Level II clearing saws and the saw-buck operation. Development of climbing skills with an emphasis on efficient movement in the trees, rigging and lowering techniques for pruning, topping and tree removal. Use of the chainsaw in trees.
Class (2.00), Lab (12.00)

Prerequisites: take THTC-102

THTC-201 Timber Harvest/Tree Care V 6.00 cr

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)

Prerequisites: take THTC-200

THTC-202 Timber Harvest/Tree Care VI 12.00 cr

Continuation of Timber Harvesting and Tree Care V. Capstone synthesis and final student evaluation of production skills.
Class (4.00), Lab (24.00)

Prerequisites: take THTC-201

THTC-290 Timber Harvest/Tree Care Special Topics 0.25-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.

Tree Care

TRC-114 Tree Care Mechanics and Equipment 3.00 cr

Common problems affecting trees and the use of equipment in treatment.
Class (1.00), Lab (6.00)

TRC-290 Special Topics -Tree Care 1.00-5.00 cr

Structured exploration of a specific topic(s) by participants in a group.
Class (5.00)

Wildlife Management

WLM-100 Fish and Wildlife Careers 1.00 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 (1.00)

WLM-102 Animal Handling 3.00 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 (2.00), Lab (5.00)

WLM-139 Field Ecology 3.00 cr

The fundamental concepts of ecology are illustrated by the study of various plant communities. Analysis of oligotrophic lake systems is by invertebrate sampling and water testing.

Class (2.00), Lab (3.00)

Prerequisites: take BIOS-132, BIOS-109, BIOS-123

WLM-156 Wildlife I.D./Natural History 3.00 cr

Life history, habitat and distribution and identification of select waterfowl, upland game birds and mammals found in the east central United States including current sexing and aging techniques for select species.

Class (2.00), Lab (3.00)

WLM-162 Winter Weeds 1.00 cr

Studies winter identification techniques for common plants, with emphasis on herbaceous and shrubby species.

Class (1.00)

WLM-170 Black Bear Management I 3.00 cr

Studies black bear evolution, distribution, taxonomy, life history, habitat and population management and presents techniques for capture and handling of bears and investigation and resolution of bear-human conflicts.

Class (3.00)

WLM-171 White Tail Deer Management I 3.00 cr

Studies biology and management of the white tail deer in the United States and details the differences between quantity, quality and trophy management systems.

Class (3.00)

WLM-201 Ecology/Management of Upland Game I 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-202 Wildlife Ecology and Issues 3.00 cr

Considers current wildlife issues from an ecological systems and concepts perspective by researching, observing, discussing and evaluating the impacts of various land practices, legislation and human activities on wildlife habitat and populations.

Class (2.00), Lab (3.00)

WLM-203 Environmental Ethics 4.00 cr

Class (4.00)

WLM-208 Aquatic Field Sampling/Southeast Ohio 1.00cr

Studies field sampling techniques for aquatics systems in Southeast Ohio including sampling using seines and electroshocking.

Prerequisites: take BIOS-268

WLM-210 Wildlife Law and Policy 4.00 cr

Identifies various agencies responsible for, or which effect, the management of wildlife and its habitat and discusses the role that various federal, state and local agencies have on wildlife populations and habitat. Overviews important federal and state legislation that impacts wildlife population and habitats. Traces the development of environmental law and policy at the state, federal and international levels.

Class (4.00)

WLM-215 Wildlife Management I (SL) 3.00 cr

Theory and techniques of wildlife management with emphasis on forest game, including habitat evaluation, habitat management planning, species management, censusing, population dynamics, harvest management, predator/predator relationships and threatened and endangered species management.

Class (2.00), Lab (3.00)

Prerequisites: take WLM-156

WLM-220 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.

Class (1.00), Lab (3.00)

Prerequisites: take WLM-156, WLM-245

WLM-230 Wildlife Habitat Improvements 1.00 cr

Lab (4.00)

Prerequisites: take NRM-111

WLM-239 Wildlife Management II (CR-Capstone) 4.00 cr

A 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, Woodland Ecology, 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 non-game species, carnivores, reptile/amphibians, deer surveys 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), Lab (6.00)

Prerequisites: take WLM-100, WLM-202, WLM-210, WLM-215

WLM-241 Ohio Birds of Prey 1.00 cr

Emphasizes the life histories of identification characters, habitat, typical prey and general breeding biology. Applicable aging and sexing techniques, basic census methods and the distribution of selected species are discussed. Lab work includes an auditory census of owls and field identification of local raptors using field marks, silhouettes, flight patterns and pellet analysis.

Class (1.00), Lab (1.00)

WLM-245 Wildlife Techniques 3.00 cr

Techniques used to evaluate wildlife populations including auditory surveys, trapping, habitat evaluation investigations, radiotelemetry, field planning and reporting, use of wildlife literature, presentation of biological materials and improvement of field habits and methods.

Class (2.00), Lab (3.00)

Prerequisites: take WLM-156

WLM-249 Western Game Animals 3.00 cr

Covers the life history, habitats and distribution of western North American game birds and mammals. A few non-game mammals are included to represent that segment of the western fauna.

Class (3.00)

WLM-251 Ecology/Management of Waterfowl 3.00 cr

Habitat requirements, management techniques, ranges and migration patterns, management history and problems, diseases and identification of the waterfowl resources of North America are discussed.

Class (3.00)

WLM-290 Special Topics (Wildlife Management) 0.25-6.00 cr

Class (6.00)

WLM-294 Wildlife Management Cooperative Work Experience 6.00 cr

An on- or off-campus paid work experience coordinated by a faculty member with at least one on-site visit during the quarter. Each student must be enrolled in an on-campus seminar. One credit is awarded for a minimum of 10 clock hours of work experience scheduled during a standard work week.

Class (2.00), Lab (40.00)

WLM-296 Wildlife Management Practicum 2.00 cr

The student is placed in a work environment for a minimum amount of time to gain experience before graduation.

Class (1.00), Lab (7.00)

WLM-298 Wildlife Management Internship 6.00-9.00 cr

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

Class (3.00), Lab (40.00)

Women's Studies

WS-100 Introduction to Women's Studies 4.00 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, 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 (4.00)

Glossary

Ability to Benefit – Students who enter Hocking College without a high school diploma or GED must complete Ability to Benefit in order to receive federal financial aid. Contact the Work Station in The Plains for assistance at 740.797.1405.

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 quarters, 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 – Local 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.

Career Services – Students can find career counseling and assessment, a career and employment library and job information here.

CARS – Cashier and Records Office, located in the John Light Concourse.

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 associate degree.

Change of Academic Program – To change from one academic program to another, students meet with an academic faculty advisor, who will make the change. 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 Public Safety Services, Health and Nursing) at the college.

Dean's List – Students who have a grade point average of 3.3 or above; have no grade below a "C;" are carrying 12 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.

Developmental Courses – These pre-college courses in reading, mathematics, science and English help develop basic skills and prepare students for college level course work.

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, either on a form that is submitted to the Cashier and Records Office or on WebAdvisor.

Elective – Courses that fulfill the requirements for a degree but aren't 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 46 quarter 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.

Fresh Start Policy – Those returning to the college after an absence of at least three consecutive years, can choose a one-time-only "Fresh Start" option of having their grade point average recalculated from the point of re-enrollment. Students won't lose credit for previous course work with a grade of "S," "P," "C" or better.

Full-time Student – Is registered for 12 or more credit hours per quarter.

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.

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 and Records 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.

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.

PACE – Personally Accelerated Career Education

Part-time Student – Registered for 11 credit hours or less per quarter.

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.

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.

Quarter – The academic year at Hocking is divided into four terms known as fall, winter, spring and summer quarters. In Autumn 2012, the curriculum will change to semesters. See “Semesters.”

Registration for Classes – Before each quarter 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 doesn’t automatically change residency.

Residency for Graduation Purposes – Students have 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.”

Satisfactory Academic Progress (SAP) – To be eligible for federal student aid at Hocking College, students must complete 75 percent of the hours they enroll in and earn a 2.0 G.P.A. each term. Students also have a maximum of 153 credit hours to complete a degree program and a maximum of 77 credit hours to complete a certificate program.

Scholar’s List – Same as Dean’s List but recognizes students who are carrying less than 12 credit hours.

Second Year Student – One who is registered in a specific program and has earned at least 46 quarter 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 quarter. When students register, they must choose both a course and a section for that course.

Semester – One of two terms into which many colleges divide the school year. Hocking will be transitioning to a semester academic year in Autumn 2012.

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 outside the regular classroom for some Hocking classes. Students should ask their advisor or visit Oakley 312 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.

WebCT – Hocking's Learning Management system where online courses are located.



