



**SUMMER QUARTER 2012 June 18 - August 10, 2012**

<b>May 7-11</b>	Priority registration – Students enrolled and students any of the previous four quarters
<b>May 14</b>	Open registration begins
<b>May 28</b>	College Closed for Memorial Day
<b>June 1</b>	Last day to pay without late fee for students enrolled in Summer Quarter
<b>June 6</b>	Last day to pay for students enrolled in Summer A and C terms
<b>June 8</b>	General registration 8:00 a.m.-5 p.m. Records Office, Rhodes Hall Room 220 Payment is due at time of registration
<b>June 11</b>	Mature Citizens and SOCHE registration begins
<b>June 16</b>	Registration and payment; offices open 9 a.m.-12 p.m. Greene Center offices open 9 a.m.-12 p.m.
<b>June 18</b>	Summer A and C begin
<b>June 19</b>	Last day to register/add for Summer A and C Payment due at time of registration
<b>July 4</b>	College closed for Independence Day
<b>July 10</b>	Last day to drop with a W for Summer A
<b>July 21</b>	Last day to pay for Summer B
<b>July 20</b>	Summer A ends
<b>July 25</b>	Last day to drop with a W for Summer C
<b>Aug 10</b>	Summer C ends

**FALL SEMESTER 2012 August 20 – December 15, 2012**

<b>May 7-11</b>	Priority registration – Students enrolled and students any of the previous four quarters
<b>May 14</b>	Open registration begins
<b>Aug 2</b>	Last day to pay without late fee for students enrolled in Fall Semester
<b>Aug 8</b>	Last day to pay fees for students enrolled in Fall Semester
<b>Aug 10</b>	Payment is due at time of registration
<b>Aug 13</b>	Mature Citizens and SOCHE registration begins
<b>Aug 18</b>	Registration and payment; offices open 9 a.m.-12 p.m. Greene Center offices open 9 a.m.-12 p.m. Payment is due at time of registration
<b>Aug 20</b>	Fall Semester begins for A and C terms
<b>Sept 3</b>	College closed for Labor Day
<b>Sept 27</b>	Last day to drop with a W for Fall A term
<b>Oct 8-13</b>	Midterm week for Fall C term
<b>Oct 13</b>	Fall A term ends
<b>Oct 15</b>	Fall B term begins
<b>Nov 5</b>	Last day to drop with a W for Fall C term
<b>Nov 12</b>	College closed for Veterans Day
<b>Nov 28</b>	Last day to drop with a W for Fall B term
<b>Nov 22-24</b>	College Closed for Thanksgiving
<b>Dec 11-15</b>	Final exams for Fall B and C terms
<b>Dec 15</b>	Fall Semester ends

**SPRING SEMESTER 2013 January 7 – May 4, 2013**

<b>Nov 26</b>	Priority registration – Students enrolled and students any of the previous four quarters
<b>Dec 3</b>	Open registration begins
<b>Dec 14</b>	Last day to pay without late fee for students enrolled in Spring Semester
<b>Dec 19</b>	Last day to pay fees for for students enrolled in Spring semester
<b>Dec 21</b>	Payment is due at time of registration
<b>Dec 23-26</b>	College Closed for Christmas
<b>Dec 31</b>	Mature Citizens and SOCHE registration begins
<b>Jan 1</b>	College Closed – New Year's Day Holiday
<b>Jan 5</b>	Registration and payment; offices open 9 a.m.-12 p.m. Greene Center offices open 9 a.m.-12 p.m. Payment is due at time of registration
<b>Jan 7</b>	Spring Semester begins for A and C terms
<b>Jan 21</b>	College Closed – Martin Luther King Day
<b>Feb 8</b>	Last day to drop with a W for Spring A term
<b>Feb 25–Mar 2</b>	Midterm week for Spring C term
<b>Feb 25–Mar 2</b>	Finals week for Spring A term
<b>Mar 2</b>	Spring A term ends
<b>Mar 11</b>	Spring B term begins
<b>Mar 29</b>	Last day to drop with a W for Spring C term
<b>Apr 29</b>	Last day to drop with a W for Spring B term
<b>Apr 30–May 4</b>	Finals week for Spring B and C terms
<b>May 3</b>	Graduation
<b>May 4</b>	Spring semester ends

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# Welcome to Clark State



Dear Students,

Welcome to Clark State! Whether you are just beginning your college career, training for a new job or career advancement, or want to take classes to brush up on your skills, I'm confident you'll find the time you spend here rewarding.

More than 5,200 students attended their community's college, Clark State, last year. These students are as diverse as the programs they are studying, ranging in age from late teens to baby boomers. Their reasons for choosing Clark State are simple: great education, convenient location, affordable tuition, online course offerings and credits that transfer to four-year universities.

With more than 80 degree and certificate programs in some of today's most in-demand career fields, you're sure to find the major that is right for you. Clark State continues to be a leader in online learning, offering hundreds of online courses each quarter, as well as online degrees.

Your College Catalog is designed to assist you in learning more about Clark State, our policies and your course of study. You'll also find out more about the student services and activities available on campus. For your convenience, this catalog can be accessed online at [www.clarkstate.edu](http://www.clarkstate.edu).

I wish you the best of luck as you move forward toward a college degree and a new and exciting career.

Best Regards,

A handwritten signature in cursive script that reads "Karen E. Rafinski".

Karen E. Rafinski, Ph.D.

This Catalog was prepared prior to the 2012 - 2013 academic year for informational purposes only. The educational programs are changed whenever it is necessary to stay abreast of rapid changes in technology and our world. Clark State reserves the right to alter or amend any item contained herein without notice. We encourage you to consult with your advisor or the appropriate College official for confirmation of matters that are essential to your program of study.

Clark State Community College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability, and any other protected group status as defined by law or College policy in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

In accordance with the Americans with Disabilities Act, it is the policy of Clark State to provide reasonable accommodations to persons with disabilities. If you require disability-related accommodations, please contact the Office of Disability Services at (937) 328-6019.

Please address correspondence to Clark State Community College, Post Office Box 570, Springfield, Ohio 45501 or telephone (937) 325-0691.

## About Clark State

Whether you have chosen Clark State because of our small class sizes, devotion to quality education, affordability, or exceptional variety of programs, we're glad you did. The following information will tell you more about Clark State and how it evolved into the progressive learning institution it is today. It will also give you valuable insight into our mission and how we can help you achieve your academic goals.

### History of the College

Clark State Community College began in 1962 as the Springfield and Clark County Technical Education Program in an effort to meet the post-secondary, technical education needs of Springfield and the surrounding area. In 1966 the name was changed to Clark County Technical Institute (CCTI) and was chartered by The Ohio Board of Regents as Ohio's first technical college. In 1972, ten years after its birth, CCTI had grown to 1,000 students and officially became Clark Technical College. New programs in agriculture, business, engineering technologies, health, public services and general studies were developed in response to the community's changing educational and economic needs.

In the 1970s the College re-examined its mission and determined that programs, which can be transferred to four-year colleges, should be included as a secondary focus. In order to accomplish this, many new courses in humanities and social sciences were added to the curriculum. By 1985 Clark Technical College had developed one of the broadest general education programs of any technical college in the state. It was this solid foundation, together with the many

strong technical programs, that made the evolution to a community college a smooth and logical step.

On July 1, 1988, The Ohio Board of Regents approved the change of Clark Technical College to Clark State Community College. As a result of this action, Clark State added the Associate of Arts and Associate of Science degrees (university parallel programs) to the nearly 30 technical associate degrees and certificates it had offered for years. The College now has more than 80 degree and certificate programs.

Today Clark State looks proudly at its past and looks forward to the future, ready to meet the needs of today's and tomorrow's students.

### Vision

Opportunity without boundaries, learning without end, achievement without limits.

### Mission

The purpose of Clark State Community College is to foster individual and community prosperity through access to the highest-quality, learning-centered education. This purpose will be achieved when these outcomes are met:

### Student Success

- Learners achieve their goals by acquiring the knowledge and skills needed to prosper in the 21st century economy.
- Students are successful in transferring to further education consistent with skills attained and personal goals.
- Students achieve their educational and career goals.
- Students become lifelong learners through participating in opportunities for personal and professional growth.

### Workforce Development

Employers' workforce skill demands and training needs are met, thus supporting area economic development.

### Access/Opportunity

Barriers to accessing education and training are minimized for a diverse student population.

### Community Development

The community recognizes the College as an integral partner in advancing the quality of life.

## Guiding Principles

We believe in the power of education to change people's lives. Toward that end, we commit to the following principles:

- Place learners first.
- Trust, respect and care for those with whom we work and serve.
- Embrace and value the diverse communities we serve.
- Seek to improve continuously.
- Act as good stewards of the resources with which we are entrusted.
- Create synergy through partnerships.
- Aspire to be innovative and creative.
- Celebrate the accomplishments of our College community.

# Assessment of Student Academic Achievement

## Improving Student Learning

The Board of Trustees, faculty and staff affirm that student learning is at the core of our purpose as a College. The ability to measure learning accomplishes two purposes: it allows us to demonstrate our accountability to our various publics, but more importantly, it provides us with the capacity to impact and improve the degree of learning that goes on in our College.

The College has developed a Plan to Assess Student Academic Achievement, in accordance with the requirements of The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. The plan ensures the College has specific learning outcomes for each of its degree programs and validates that students earning degrees have achieved those outcomes. Validity measures include instructor assessment, certification examinations, national standard examinations, employer surveys, success of student transfer and evaluations by external professionals. The results of the assessment efforts are used to improve instruction as necessary to guarantee that our students can succeed in the workforce or in further education.

## Facilities

Clark State Community College's main campus location is in Springfield, Ohio. Clark State also has satellite locations in Beaver Creek, Bellefontaine, and in various high schools and Career Technology Centers in the region. The Springfield campus has two locations: the Leffel Lane Campus at 570 East Leffel Lane, situated on the southern border of Springfield just north of Interstate 70, and the Downtown Campus located in the heart of downtown Springfield. Major city streets and city bus service provide easy travel between campuses. You will find our easy-to-follow campus maps on the inside of the back cover. The Clark State Greene Center is located in Beaver Creek in Hobson Hall in the College Park development at 3775 Pentagon Blvd. The Clark State satellite location in Bellefontaine is on the campus of Ohio Hi-Point Career Center at 2280 State Route 540.

## Online Learning

Online learning at Clark State offers alternative modes of instructional delivery for students who, for a variety of reasons, may not be able to attend traditionally scheduled classes.

Clark State offers almost 250 online and hybrid courses. In online courses, all instructional and lab activities are completed in an online environment. Online courses require no visits to campus; however, students may be required to use a proctored testing facility. Hybrid courses combine the elements of the traditional, face-to-face classroom and online instruction. These hybrid courses require attendance at scheduled sessions on campus or at clinical locations for lectures, labs, or clinical experiences. The time spent on campus is generally 50% less than for traditional courses; the remainder of the time is spent in the online environment. The College also offers self-paced

and directed-learning courses. In self-paced courses, the students set their own pace and can take up to two semesters to complete their coursework. Directed-learning courses are self-paced courses except that class work must be completed on Clark State's campus using the provided Directed-Learning Lab and its resources.

Through these alternative modes of instructional delivery, accredited courses are accessible to anyone, anywhere, at any time, providing students with a convenient way to complete their degrees. Students enroll and progress through their courses following an established calendar of assignments. As long as they meet the established deadlines for contributions, students can participate at times convenient for them.

Online courses and programs have full approval from The Higher Learning Commission. It is recommended that students interested in online or hybrid coursework take the SmarterMeasure assessment. It helps students determine their readiness and potential for success in an online learning environment. Additional information can be found on the Online Learning website at [www.clarkstate.edu/online\\_learning.php](http://www.clarkstate.edu/online_learning.php).

## Accreditations/Approvals

Clark State Community College is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, or 1-800-621-7440.

The Realtime/Judicial Reporting and Broadcast Caption/CART programs are approved by the National Court Reporters Association, 8224 Old Courthouse Road, Vienna, VA 22182-3808, (703) 556-6272.

The Early Childhood Education program is approved by the Ohio Department of Education for Pre-Kindergarten Associate Certification, 25 South Front Street, Columbus, OH 43215, (877) 644-6338.

The Registered Nursing program is approved by the Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, OH 43215-7410, (614) 466-3947, [www.nursing.ohio.gov](http://www.nursing.ohio.gov) and accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, [www.nlnac.org](http://www.nlnac.org).

The Practical Nursing program is approved by The Ohio Board of Regents and The Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, OH 43215-7410, (614) 466-3947, [www.nursing.ohio.gov](http://www.nursing.ohio.gov).

The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 33756, (727) 210-2350, Fax (727) 210-2354, [www.caahep.org](http://www.caahep.org).



The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, IL. 60018, (773) 714-8880, [www.nacls.org](http://www.nacls.org).

The Paramedic program (#398-OH) is accredited by the Ohio Department of Public Safety Services, Division of Emergency Medical Services, 1970 West Broad Street, Columbus, Ohio 43218-2073. (800) 233-0785.


The Physical Therapist Assistant program is accredited by the Commission on Accreditations in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, VA 22314, (800) 999-2782, www.captionline.org.

The Firefighter program (#308-OH) is accredited by the Ohio Department of Public Safety Services, Division of Fire Services, 1970 West Broad Street, Columbus, OH 43218, (800) 233-0785.

## Technical Degrees

Our technical degree programs are designed as two-year programs provided you attend Clark State on a full-time basis. Many of our students, however, take longer than two years to complete degree requirements. Although many courses from the technical programs are transferable, these programs are designed primarily as pre-employment programs. If you choose to complete dual majors in related associate degree programs, you should allow yourself about two additional semesters to complete both programs. The following technical degrees are offered: Associate of Applied Business (AAB), Associate of Applied Science (AAS), and Associate of Technical Studies (ATS). Programs designated with a  are also available at the Clark State Greene Center campus in Beaver Creek; programs with a  are available only at the Greene Center campus in Beaver Creek.


## Advanced Technical Intelligence

<b>Advanced Technical Intelligence</b>	AAS	
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## Agriculture Technologies

<b>Agricultural Business Technology</b>	AAB
Agricultural Engineering Technology Option	AAB
<b>Horticultural Industries</b>	AAS
Golf Course Operations Option	AAS
Landscape Design Option	AAS
Nursery Operations Option	AAS
Parks and Recreation Operations Option	AAS
Turf and Landscape Operations Option	AAS

## Arts & Sciences

<b>Career and Technical Education</b>	ATS	
<b>Graphic Design Technology</b>	AAB	
<b>New Media Technology</b>	AAB	

## Business Technologies

<b>Accounting Technology</b>	AAB	
<b>Computer Networking Technology</b>	AAB	
Technical Systems Support Option	AAB	
<b>Computer Software Development Technology</b>	AAB	
<b>CyberSecurity/Information Assurance Technology</b>	AAS	
<b>GIS/Geospatial Technology</b>	AAS	
<b>Information Services Library Paraprofessional</b>	AAS	
<b>Judicial Court Reporting</b>	AAB	
Broadcast Captioning/CART Option	AAB	
<b>Paralegal Technology</b>	AAS	
<b>Professional Services Management</b>	ATS	
<b>Management Technology</b>	AAB	
Insurance Option	AAB	
Human Resource Management Option	AAB	
Logistics and Supply Chain Management Option	AAB	
Marketing Option	AAB	
<b>Office Administration Technology</b>	AAB	
Medical Office Administration Major	AAB	


## Diesel Technology

<b>Diesel Technology</b>	ATS
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## Industrial & Engineering Technologies

<b>Computer-Aided Design Technology</b>	AAS
<b>Industrial Technology</b>	AAS
<b>Manufacturing Engineering Technology</b>	AAS
<b>Mechanical Engineering Technology</b>	AAS

## Health & Human Services Technologies

<b>Early Childhood Education</b>	AAS	
<b>Medical Assisting</b>	AAS	
<b>Medical Laboratory Technology</b>	AAS	
<b>Nursing Transition LPN to RN (Clark State Community College - Springfield Regional School of Nursing)</b>	AAS	
<b>Nursing Transition Paramedic to RN (Clark State Community College - Springfield Regional School of Nursing)</b>	AAS	
<b>Physical Therapist Assistant Technology</b>	AAS	

Registered Nursing Technology (Clark State Community College - Springfield Regional School of Nursing)	AAS
Registered Nursing Technology (Clark State Community College - Springfield Regional School of Nursing) - Evening - Weekend	AAS
Social Services Technology	AAS

GIS Database Specialist Certificate	
GIS Image Analyst Certificate	
GIS Programming Certificate	
Human Resources Management Certificate	
Judicial Reporting Scopist Certificate	
Logistics and Supply Chain Management Certificate	
Marketing Certificate	
Medical Coding Certificate	
Medical Transcription Certificate	
Mobile Application Programming Certificate	
Network Administration Certificate	
Network Infrastructure Certificate	
Nurse Aide Certificate	
Paramedic Certificate	
Paramedic Certificate for RN	
Patient Care Technician Certificate	
Phlebotomy Certificate	
Police Academy	
Property Insurance Claims Certificate	
Small Business Certificate	
Supervisory Certificate	
Supply Chain Management Degree+	
Technical Support Certificate	
Theatre Arts Administration Certificate	
Web Development Certificate	

## Public Services

Criminal Justice	AAS	
Corrections	AAS	
Emergency Medical Services/Paramedic Technology	AAS	

## Certificate Programs

Accounting Certificate	
Computer-Aided Design Certificate	
Electrical Maintenance Certificate	
Management Certificate	
Manufacturing Certificate	
Medical Assisting Certificate	
Multi-Skilled Healthcare Certificate	
Photography Certificate	
Practical Nursing Certificate	
Office Administration Certificate	

## Departmental Certificates

Advanced Medical Coding Certificate	
Advanced Technical Intelligence Certificate	
Chemical Dependency Certificate	
Child Development Associate (CDA) Certificate (every other year)	
Communication Certificate	
Computer Programming Certificate	
Customer Service Certificate	
CyberSecurity Certificate	
Diesel Technology Certificate	
Electrocardiography Certificate	
Electronics Certificate	
EMT-Basic Certificate	
EMT-Intermediate Certificate	
Firefighter Level I	
Firefighter Level II	
GIS Analyst Certificate	

## Associate of Technical Studies

Clark State also offers an Associate of Technical Studies degree if your career needs are not met by one of our technical degree programs. The flexibility of this program permits you to work with an advisor to construct an inter-disciplinary degree program from present course offerings. The program may include courses from more than one technology based on your specific goals.

To pursue an Associate of Technical Studies, you need to apply prior to completing 40 credit hours. You can apply at any division office. An advisor will be assigned to work with you to devise a specific program, which must then be approved by the division dean.

An Associate of Technical Studies program must contain at least 30 credit hours of technical courses, 28 credit hours of nontechnical courses and 6 credit hours of electives.

# General Education

CORE (Common Outcomes Required in Education) is Clark State Community College's philosophy of general education – the general body of common knowledge, concepts, and attitudes essential to functioning effectively in a complex, diverse, and changing world. The common CORE supports learners in their journey toward life-long fulfillment.

Upon completion of an associate degree from Clark State, a graduate will be able to do the following:

- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

The faculty under leadership of the College's Assessment Committee has established criteria and tools by which student achievement of the CORE is assessed and reported in all academic programs.

## General Education Requirements for Technical Programs

As a Clark State student, you are required to complete courses that focus on the development of skills and knowledge in general education. These courses include requirements in written and oral communication, arts and humanities, social and behavioral sciences, mathematics and physical/natural sciences..

Students in technical programs take English I, plus at least three additional credit hours in the area of oral and written communication. Technical students must also take a minimum of 3 credit hours from either arts/humanities or social/behavioral sciences and at least 3 credit hours from mathematics or natural/physical sciences. The remaining three general education credits may come from any one of the areas already mentioned. Technical programs may define which courses a student must take in a given area or they may allow the student to select the courses from the list below.

In recognition of the growing importance of global awareness and increasing diversity, you will also be required to take at least one of these four general education courses that contain a significant amount of international material. Courses meeting this requirement are designated with a GA following each course. Students registering for courses should use the following list:

### Written and Oral Communication

- COM 1110 Interpersonal Communication I (GA)
- COM 1130 Introduction to Mass Communication
- COM 1170 Small Group Communication (GA)
- COM 1210 Public Speaking I
- ENG 1112 English II
- ENG 2211 Business Communication (GA)
- ENG 2230 Technical Report Writing

### Social and Behavioral Sciences

- ECO 1100 General Economics\*
- ECO 2210 Macroeconomics
- ECO 2220 Microeconomics
- GEO 1000 Introduction to GIS and Cartography (GA)
- GEO 1100 World Human Geography (GA)
- GEO 2200 World Regional Geography (GA)
- PLS 1100 American National Government
- PLS 1200 American Issues
- PLS 1300 Political Issues (GA)
- PLS 2200 Constitutional Law
- PLS 2300 International Politics (GA)
- PSY 1111 Psychology I (GA)
- PSY 2218 Introduction to Educational Psychology
- PSY 2223 Lifespan Human Growth and Development
- PSY 2300 Abnormal Psychology
- RST 2600 Regional Studies: North India (GA)
- RST 2700 Regional Studies: Africa (GA)
- RST 2800 Regional Studies of Latin America (GA)
- SOC 1110 Introduction to Sociology (GA)
- SOC 2220 Comparing Cultures (GA)
- SOC 2230 Social Problems
- SOC 2240 Racial and Cultural Minorities (GA)
- SOC 2250 Sociology of Poverty: Feminization of Poverty
- SOC 2260 Sociology of Sex and Gender

### Arts and Humanities

- ART 1001 Art History I (GA)
- ART 1002 Art History II (GA)
- ART 1300 Appreciation of the Arts (GA)
- ENG 1600 Introduction to Literature (GA)
- ENG 2300 Great Books: World Literature (GA)
- ENG 2500 American Literature
- ENG 2610 British Literature to 1700 (GA)
- ENG 2620 British Literature 1700-present (GA)
- FRN 1111 French I (GA)
- FRN 1112 French II (GA)
- HON 2810 Science & Religion (GA)
- HST 1110 Western Civilization to 1600 (GA)
- HST 1120 Western Civilization Since 1600 (GA)
- HST 1210 American History to 1865
- HST 1220 American History Since 1865
- HST 2200 Topics in African-American History and Culture (GA)
- MUS 1130 Music Appreciation (GA)
- PHL 2000 Critical Thinking
- PHL 2050 Deductive Logic
- PHL 2100 Ethics (GA)
- PHL 2300 Medical Ethics (GA)
- PHL 2400 Philosophy of World Religions (GA)
- SPN 1100 Survival Spanish (GA)
- SPN 1111 Spanish I (GA)
- SPN 1112 Spanish II (GA)
- THE 1130 Introduction to Theatre (GA)
- THE 1133 Script Analysis
- THE 2241 Theatre History I (GA)
- THE 2422 Theatre History II (GA)

\*ECO 1110 cannot be used as a general education elective in any program that requires ECO 2221 or ECO 2222.



## Mathematics and Physical/Natural Sciences


BIO 1101	Fundamentals of Human Biology
BIO 1105	Fundamentals of Anatomy and Physiology
BIO 1131	Microbiology
BIO 1410	Fundamentals of Biology
BIO 1510	Biology I
BIO 1520	Biology II
BIO 2121	Anatomy and Physiology I
BIO 2122	Anatomy and Physiology II
CHM 1100	Chemistry and Society (GA)
CHM 1120	Survey of General, Organic, and Biological Chemistry
CHM 1150	Introduction to General Chemistry (GA)
CHM 1210	General Chemistry I
CHM 1220	General Chemistry II
CHM 2110	Organic Chemistry I
CHM 2120	Organic Chemistry II
GLG 1114	Ohio Field Geology
GLG 1129	Survey of Earth Science
GLG 1131	Physical Geology
GLG 1132	Historical Geology
MTH 1050	Mathematics in Today's World
MTH 1060	Business Mathematics
MTH 1115	Industrial Calculations
MTH 1200	Technical Math for Agriculture
MTH 1280	College Algebra
MTH 1340	Pre-Calculus
MTH 2100	Calculus for the Management, Life and Social Sciences
MTH 2200	Calculus I
MTH 2220	Calculus II
MTH 2240	Multivariable Calculus
MTH 2330	Differential Equations
MTH 2530	Matrix Algebra
PHY 1100	Fundamentals of Physics
PHY 1200	Introduction to Astronomy
PHY 1501	General Physics I with Algebra
PHY 1502	General Physics II with Algebra
STT 2640	Elementary Statistics I
STT 2650	Elementary Statistics II

# Transfer Options

Students commonly combine credits to reach an academic goal, such as an associate degree or a bachelor's degree. Transferring credit includes the mobility between high school and college institutions; between two or more colleges; for example, community college to community college, or between a community college and a four-year institution. For the high school student, it may include transferring college credit received during high school to an institution of higher education. This may have been accomplished through Tech Prep, Post Secondary Educational Opportunities (PSEO), College in the Classroom (CITC), or articulated credit from a Career Center.

Many students who begin their college career at Clark State Community College (CSCC) intend to eventually transfer their CSCC credits to a university to obtain a bachelor's degree. Our transfer degree programs are designed to fulfill many of the pre-major and general education requirements of the first two years of a traditional four-year or bachelor's degree. The Associate of Arts degree or the Associate of Science degree at Clark State are transfer degrees and are designed to facilitate that process. The General Transfer options within the Associate of Arts and Associate of Science degrees are flexible, allowing students to choose their individual courses from within certain predetermined categories or areas (see Degree Program section). Because of this flexibility students should consult carefully with their intended transfer destination to ensure optimal transfer of Clark State credits to another institution. Information in the Ohio Transfer Module (OTM), the Transfer Assurance Guidelines (TAGS), Career Technical Assurance Guidelines (CTAGS) and U. Select explains in detail how to use these advising tools to choose courses for a seamless transition to the transfer institution. In addition, Clark State has developed university parallel transfer degrees through articulation agreements with most four-year colleges and universities in the area.

Programs designated with a  are also available at the Greene Center campus in Beavercreek.

Programs with a  are available only at the Greene Center campus in Beavercreek.

Specific degrees and transfer plans with the Associate of Arts and Associate of Science degrees include:

- Associate of Arts 
- Associate of Science 
- Advanced Technical Intelligence 
- Aviation Technology Concentration
- Aviation Technology Pilot Flight Certificate
- Business Transfer - Wright State University 
- Chemistry Transfer – Wright State University 
- Engineering Transfer 
- English Transfer – Wright State University 

Students who seek an Associate of Applied Business degree or Associate of Applied Science degree do so to readily obtain employment with skills gained in Clark State technical courses/curriculum. While these programs are not necessarily designed to transfer to most four-year institutions/universities, there are specific universities that have developed bachelor's degrees to accommodate the AAB and AAS students. Clark State has developed articulation agreements with many of these universities.

All students should work with their academic advisor initially and then their faculty advisor to develop academic goals, including course schedules that would facilitate a timely transition to a four-year institution.

Clark State also serves students whose goal it is to obtain occasional credit to transfer back to a home institution. This is referred to as transient coursework. Interested students should meet with their home institution's academic advisor to select the appropriate coursework from Clark State. Upon enrolling at Clark State, an academic advisor, as well as the Records and Registration Office, will assist the student with necessary documentation.

## The following information can be found in this section:

**Clark State/Wright State University Gateway Program**  
**Guidelines for Effective Transfer**  
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## Clark State/Wright State University Gateway Program

The Gateway Program is a unique partnership between WSU and CSCC to maximize the opportunities for students to be successful in completing both Associate and Bachelor's degrees. There are three pathways associated with the Gateway program.

The Gateway Pathway option is designed for regional students who desire to begin their academic career with CSCC on a "fail safe" transfer associate degree pathway with intention to matriculate on to WSU to complete a Bachelor's degree. These students will be co-advised by CSCC and WSU during their first two years with CSCC. They may also participate with the housing, meal plans, and all other WSU amenities. Students should declare their desire to participate in the Gateway Pathway option on entry to CSCC.

The Gateway Residence option is intended to serve students who seek initial WSU admission and are guided to CSCC for further college readiness preparation prior to full admission to WSU. These students may participate in the WSU housing, meal plans, and all other University amenities while they are enrolled with CSCC. These students will remain with CSCC academically as long as needed to become fully prepared to matriculate to WSU and will be jointly advised while enrolled with CSCC.

The Gateway Recovery option is intended for students who begin their academic career with WSU and struggle. These students will be encouraged to enter the Gateway Recovery program with CSCC which will serve them academically to bring them to full preparation to return to WSU. These students may also remain fully engaged with WSU while they are enrolled with CSCC including housing, meal plans, etc. As with the Pathway and Residence options, Recovery students will be advised by WSU as well as CSCC while participating with the Recovery option.

## Guidelines for Effective Transfer

You should determine the four-year college or university to which you will transfer and your prospective major as early as possible in your academic program. Then request a catalog from the prospective transfer institution early and become familiar with its admissions policies, scholarship options/deadlines and degree requirements. Generally, you will receive credit for most of your courses at the transfer institutions if you have worked carefully with Clark State advisors and with personnel at the prospective transfer institutions. The transfer institutions, however, will make the final determinations. A minimum of 60 semester credit hours are required to graduate with a Clark State Associate of Art or Associate of Science degree. Work with an advisor and sign up for appropriate courses each term.

The primary purpose of the AA and AS degree is to provide transfer credit to four-year colleges and universities. Students regularly transfer to other institutions in areas such as Business,

Psychology, English, Theatre, Sociology, Urban Affairs, Art, Agriculture, Education, Engineering Sciences, and Engineering Technologies.

More than half of the Clark State transfer students are traditional students between the ages of 18 and 22. Tuition and fees at Clark State are about 50 percent less than those of public four-year institutions. This, coupled with small classes and a low student-to-instructor ratio, makes Clark State a great place to earn the first two years of a bachelor's degree.

Clark State Community College has transfer agreements with the following four-year institutions for students completing AA and AS transfer degrees and/or students completing AAS and AAB Technical degrees.

- Antioch University Midwest
- Bluffton University
- Capital University
- Central State University
- Defense Acquisition University
- DeVry Institute of Technology
- Franklin University and Franklin University Community College Alliance Programs
- Kaplan
- Miami University, College of Applied Science
- Miami University, Hamilton/Middletown
- Mount Vernon Nazarene University
- Ohio Dominican University
- The Ohio State University
- Ohio University
- Park University
- Strayer
- University of Cincinnati, UC College of Business
- University of Phoenix
- University of Toledo
- Urbana University
- Wilberforce University
- Wittenberg University
- Wright State University


## U. Select










Clark State Community College is a member of U. Select. Information about the transferability of Clark State's credit hours may be found by accessing U. Select at CAS at <https://oh.transfer.org/uselect/>. Students interested in transferring credits to Clark State may access U. Select to determine credit equivalency. Please note that not all colleges/universities are listed in U. Select. To verify credit transferability, please submit your official transcripts to the Admission's Office, Clark State Community College, P.O. Box 570, Springfield, Ohio 45501. The U. Select was developed as an online tool that serves as a gateway to participating institutions' automated degree audit and transfer articulation systems. Upon creating a free account in U. Select, students and/or parents may view course equivalencies, see program requirements, enter and store coursework, and request an evaluation of transfer work toward a specific program.

## Wright State University - Transfer Options

Wright State University has developed the following articulation (transfer) agreements. These agreements outline which courses students should take in order to complete an associate degree at their current institution and to transfer into the specific major(s) indicated on the agreement.

- Anthropology
- Art/Art History
- Biological Science
- Biomedical Engineering
- Business
- Business Education
- Chemistry
- Clinical Lab Science
- Communication
- Computer Science (Bioinformatics & Business options)
- Early Childhood
- Electrical Engineering
- Engineering Physics
- English Education
- Environmental Sciences
- Exercise Biology
- Geography or Urban Affairs
- Health and Physical Education
- History
- Industrial and Systems Engineering
- Liberal Arts
- Mathematics
- Mechanical Engineering
- Middle Childhood Education
- Middle Childhood Education Concentration in Language Arts
- Nursing
- Nursing Completion
- Organizational Leadership
- Physics
- Political Science
- Psychology
- Rehabilitation Services
- Social Sciences Education
- Social Work
- Sociology
- Urban Affairs

In addition to these transfer guides, Clark State and Wright State have developed curriculum-specific transfer guides for the following degrees. These guides are included in the degree programs section of the Catalog. Programs designated with a  are also available at the Greene Center campus in Beaver Creek.

- Pre-Business 
- Pre-Chemistry
- Pre-English 
- Pre-Mathematics 
- Pre-Physics+ 
- Pre-Psychology (BA) 
- Pre-Psychology (BS) 
- Pre-Social Work 
- Pre-Teacher Education, Middle Child Language Arts/Social Studies 
- Pre-Teacher Education, Middle Child Math/Science 

## Franklin University - Transfer Options

Through a special alliance with Franklin University, graduates of technical programs (Associate of Applied Business or Associate of Applied Science degrees) at Clark State can complete a Bachelor of Science degree online with the completion of a selected number of additional bridge courses at Clark State and 40 semester hours (the equivalent of approximately 1½ years) at Franklin. All Clark State courses are referred to as bridge courses and all Franklin courses are referred to as completion courses. Clark State graduates who are part of the Alliance program are able to continue using the Clark State library, computer labs, and other resources while they continue their studies at Franklin University.

With this program, a student completes an associate degree at Clark State in a technical area such as management, manufacturing, engineering technology, physical therapist assistant, corrections or any of our other applied programs.

The student then determines which of different majors he or she would like to pursue at Franklin. A student also completes any additional bridge courses at Clark State that he or she has not already taken—all at Clark State prices.

Each Franklin University major also identifies specific Clark State courses as part of the technical or major area bridge. A few majors include additional general education bridge courses. All other courses taken as part of the associate degree at Clark State become part of the elective bridge courses.

Students can find a separate Bridge and Completion Guide for each Franklin University major on the Clark State website. Students should consult with their academic advisor or the Transfer and Articulation Specialist for assistance with these guides. The majors currently available at Franklin University via this alliance include the following:

- Accounting
- Allied Healthcare Management
- Applied Management
- Applied Psychology
- Business Administration
- Business Economics
- Business Forensics
- Computer Science
- E-Marketing
- Financial Management
- Financial Planning
- Forensic Accounting
- Healthcare Information Systems Management
- Healthcare Management
- Human Resources Management
- Information Technology
- Interactive Media Design
- Interdisciplinary Studies
- Management
- Management Information Sciences
- Marketing
- Organizational Communication
- Operation and Supply Chain Management
- Public Relations
- Public Safety Management
- Safety, Security & Emergency Management
- Web Development

## Urbana University - Transfer Options

Clark State students may transfer credits to Urbana University through the traditional, general education pathway by completing the Associate of Arts or Associate of Science degrees or through Associate of Applied Business or Associate of Applied Science degrees for the School of Adult and Graduate Education.

Urbana University's Bachelor of Science Completion Programs are grounded in adult education theory, offer direct admission to upper division studies with block credit granted for professional courses completed as part of an applied associate degree. No challenge exams or prior knowledge validations are required. A professional license/certification in the respective discipline confirms the student's readiness to undertake a degree completion program.

Urbana University's Seamless Alliance Program outlines the courses that a student needs to successfully complete, based on the Associate degree they have earned, for a Bachelor of Science Degree from Urbana University. Seamless articulation agreements are available in the following Clark State programs:

- Associate of Applied Science in Nursing to Urbana University's degree completion for Bachelor of Science in Nursing.
- Associate of Applied Science in Physical Therapy Assistant to Urbana University's degree completion for Bachelor of Science in Healthcare Management.
- Associate of Applied Science in Medical Laboratory Technology to Urbana University's degree completion for Bachelor of Science in Healthcare Management.
- Associate of Applied Business in Accounting to Urbana University's Bachelor degree completion for Bachelor of Science in Business – Accounting.
- Associate of Applied Business in Management to Urbana University's Bachelor degree completion for Bachelor of Science In Business - General Management.
- Associate of Applied Business in Human Resource Management to Urbana University's Bachelor degree completion for Bachelor of Science in Business - Human Resource Management.
- Associate of Applied Business in Marketing to Urbana University's Bachelor degree completion for Bachelor of Science in Business – Marketing.
- Associate of Applied Business in Management to Urbana University's Adult Education Bachelor degree completion for Bachelor of Science in Business Management with an emphasis in Organizational Leadership.
- Associate of Applied Science in Criminal Justice to Urbana University's Adult Education Bachelor degree completion for Bachelor of Science in Criminal Justice Leadership.
- Associate of Applied Science in Social Service Technology to Urbana University's Adult Education Bachelor degree completion for Bachelor of Science in Human Services Leadership.

## Antioch Midwest - Transfer Options

Antioch Midwest is a campus of Antioch University, which is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Antioch Midwest offers Bachelor of Arts degrees through its degree completion program.

Clark State Community College and Antioch Midwest have developed an articulation agreement for students who earn an Associate degree from Clark State and wish to continue their undergraduate education. The purpose of the agreement is to provide a smooth curricular transition for students, allowing them to transfer from Clark State to Antioch Midwest without loss of credits or duplication of coursework.

Antioch Midwest offers the following Bachelor of Arts degrees:

- Early Childhood Education
- Health and Wellness
- Human Development
- Human Services Administration
- Humanities
- Management
- Project Management (Certificate)

## Wittenberg University - Transfer Options

Wittenberg University is a nationally recognized college for the liberal arts and sciences affiliated with the Evangelical Lutheran Church in America. Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity. Eligible students will enter Wittenberg through one of two pathways, traditional or adult. Clark State students should consult their academic advisor for more information.

Traditional entrance is designed for students 22 years old or younger. Interested Clark State students should have completed an Associate of Arts or Associate of Science degree. The LEAD program is the adult/non-traditional gateway into Wittenberg, whether for Evening/Weekend or Day study (or both). Through this program a Clark State student may pursue studies toward the fulfillment of personal and career goals.

## Bluffton University - Transfer Options

Bluffton University is a liberal arts university in northwestern Ohio founded in 1899 and affiliated with Mennonite Church USA. Shaped by that historic peaceful church tradition, and nourished by a desire for excellence in all phases of its programs, Bluffton University seeks to prepare students of all backgrounds for life as well as vocation, for responsible citizenship, for service to all peoples, and ultimately for the purposes of God's universal kingdom.

Bluffton University holds a certificate of authorization from The Ohio Board of Regents to confer the degrees of Bachelor of Arts, Bachelor of Science, Master of Arts in Education, Master of Arts in Organizational Management, and Master of Business Administration. Bluffton University is accredited by The Higher Learning Commission and a member of The North Central Association.

Bluffton is accredited by the National Council for Accreditation of Teacher Education (NCATE) and approved by the State Department of Education of Ohio for the preparation of teachers at the initial and advanced levels in the regular academic fields and in specialized fields. The social work program is accredited by the Council on Social Work Education at the bachelor's level, and the dietetics program is accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. Bluffton University is an accredited institutional member of the National Association of Schools of Music. Clark State students may complete a Bachelor degree at Bluffton either through the accelerated adult degree completion program (BCOMP) or through the traditional undergraduate programs.

Students choosing Bluffton University's Cohort-based Organizational Management Program (BCOMP), an adult accelerated Bachelor's degree completion program, will attend classes one night a week at the Brinkman Educational Center of Clark State Community College.

Individualized academic advising and one-stop customer services are provided. Degrees may be completed in as few as four semesters.

### BCOMP Objectives

- To prepare students for managerial-level positions.
- To enhance the skills of students currently holding managerial positions.
- To enable students to capitalize on their work and life experience.
- To help working adults finish their degrees through a program that is convenient, structured and tailored to meet their needs.

Students who choose the traditional route are eligible to complete any of the 40-plus majors offered at Bluffton University. Courses required to complete a major will depend on the major completed at Clark State and the major desired for the Bachelor of Arts degree at Bluffton and will be evaluated individually.

## Ohio University - Transfer Options

Ohio University is dedicated to providing opportunities for high-quality higher education to residents across Ohio. The Ohio University Community College Partnership with Clark State Community College helps the university deliver on that promise, bringing bachelor's degree completion programs to students where they live and work.

Clark State students may take courses from both Ohio University and Clark State to complete a Bachelor degree from Ohio University. The collaboration helps to meet the diverse and unique needs of working professionals who want to advance their education and their careers.

Discover your promise at Ohio University without having to leave home. If you cannot attend classes at any of the six Ohio University campuses, you can become an Ohio University student through our community college partnership programs and experience the Ohio University environment, the people, the opportunities, and quality education.

The following three programs are available:

### **Bachelor of Technical and Applied Studies (BTAS)**

The Bachelor of Technical and Applied Studies (BTAS) is designed for students who have already completed an associate degree in a technical program (applied science or applied business degree) from an accredited community college, regional campus, or technical college, and who want to further their education by completing the requirements for a bachelor's degree.

### **Bachelor of Criminal Justice**

Designed for those who have completed an associate degree in a related field, such as criminal justice or law enforcement, this degree enhances ability to advance a career.

### **RN-to-BSN: Bachelor of Science in Nursing**

A degree program designed especially for registered nurses (RNs) who want to further their educations and advance their careers by earning a Bachelor degree in nursing.

## Northwest Ohio Allied Health Education Consortium

Clark State Community College has joined the Northwest Ohio Allied Health Education Consortium (NOANEC) to expand local allied health training options. Through this consortium, which includes Marion Technical College, Northwest State Community College, Rhodes State College and Urbana University, Clark State will begin offering three new health programs: Radiographic Imaging Technology, Respiratory Care Practitioner and Occupational Therapist Assistant. Students will be enrolled at both Clark State and Rhodes State and complete their general education classes and basic program classes through Clark State at one of our campuses or online. Technical courses will be taught by Rhodes State faculty through distance learning on the Clark State campus. Clinical requirements will take place at a regional healthcare facility. Students will need to periodically travel to the Rhodes State campus in Lima for skills lab instruction and hands-on practice.

Visit [www.ohioalliedhealth.com](http://www.ohioalliedhealth.com) for more information.

## Policy of Statewide Articulation Agreement Institutional Transfer

The Ohio Board of Regents in 1990, following the directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, The Ohio Board of Regents will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

### Transfer Module

The Ohio Board of Regents Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education curriculum in AA, AS, and bachelor's degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree programs to complete the entire transfer module. The Transfer Module contains the following:

- 54-60 quarter hours or 36-40 semester hours of course credit in the following areas
- English composition (minimum 5-6 quarter hours or 3 semester hours).
- Mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours).
- Arts/humanities (minimum 9 quarter hours or 6 semester hours).
- Social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours).
- Natural sciences (minimum 9 quarter hours or 6 semester hours).

Oral communication and interdisciplinary areas may be included as additional options.

Additional elective hours from among these areas or from oral communication, foreign language, or interdisciplinary areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each state-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted.

Students may be required, however, to meet additional general education requirements at the institution to which they transfer.

For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfer to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive the benefits in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

Select courses to fulfill the minimum requirements in each section below.

Complete the remaining hours of the Transfer Module by selecting additional courses listed in any of the sections to total the 36 semester hours required for the Transfer Module.

Be sure to check with your academic advisor to ensure that the courses selected are appropriate for the major and the transfer institution selected and that they are consistent with the minimum graduation requirements of this institution. Also, check the college catalog for any prerequisites required.

Clark State students completing the AA or AS degree requirements will have satisfied this Transfer Module unless program articulation agreements signed by other colleges and universities dictate otherwise.

### English Composition

ENG 1111	English I	3
ENG 1112	English II	3

### Oral Communication

COM 1210	Public Speaking	3
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### Mathematics

Complete a minimum of three semester hours chosen from the following:

MTH 1050	Mathematics and Today's World	3
MTH 1280*	College Algebra I	4
MTH 1340*	Pre-calculus	5
MTH 2100*	Calculus for the Management, Life and Social Science	5
MTH 2200*	Calculus I	5
MTH 2220*	Calculus II	5
MTH 2240*	Multivariable Calculus	4
MTH 2330*	Differential Equations	3
MTH 2540*	Matrix Algebra	5
STT 2640*	Statistics I	3
STT 2650*	Statistics II	2

\* Approval pending



## Arts & Humanities

Complete six semester hours by choosing three semester hours from Category A and three semester hours from Category B

### Category A

ART 1300	Appreciation of the Arts	3
ART 1001	Art History I	3
ART 1002	Art History II	3
ENG 1600	Introduction to Literature	3
ENG 2300	Great Books: World Literature	3
ENG 2500	American Literature	3
ENG 2610	British Literature to 1700	3
ENG 2620	British Literature 1700-Present	3
THE 1130	Theatre Appreciation	3
THE 1133	Script Analysis	3
THE 2241	Theatre History I	3
THE 2242	Theatre History II	3

### Category B

HST 1110	Western Civilization to 1600	3
HST 1120	Western Civilization since 1600	3
HST 1210	American History to 1865	3
HST 1220	American History 1865-Present	3
PHL 2000	Critical Thinking	3
PHL 2050	Deductive Logic	3
PHL 2100	Ethics	3
PHL 2300	Medical Ethics	3
PHL 2400	Philosophy of World Religions	3

## Social & Behavioral Sciences

Complete six semester hours chosen from at least two different subject areas from among the following:

ECO 1100	General Economics	3
ECO 2210	Principles of Macroeconomics	3
ECO 2220	Principles of Microeconomics	3
GEO 1100	World Human Geography	3
GEO 2200	World Regional Geography	3
PLS 1100	American National Government	3
PLS 1300	Political Issues	3
PLS 2200	Constitutional Law	3
PLS 2300	Introduction to International Relations	3
PSY 1111	Psychology I	3
PSY 2223	Lifespan Human Growth & Development	3
PSY 2300	Abnormal Psychology	3
RST 2600	Regional Studies: North India	3
RST 2700	Regional Studies: Africa	3
RST 2800	Regional Studies: Latin America	3
SOC 1110	Sociology	3
SOC 2220	Comparing Cultures	3
SOC 2230	Social Problems	3
SOC 2240	Racial and Cultural Minorities	3
SOC 2250	Sociology of Poverty	3
SOC 2260	Sociology of Sex and Gender	3

## Natural & Physical Sciences

Complete one, two-course sequence in the same science chosen from the sequences with asterisks or complete two courses from two separate content areas.

BIO 1101	Fundamentals Of Human Biology	4
BIO 1131	Microbiology	3
BIO 1410	Fundamentals of Biology	4
BIO 1420	Global Biology	4
BIO 2121	Anatomy & Physiology I	4
BIO 2122	Anatomy & Physiology II	4
BIO 1510	Biology I	5
BIO 1520	Biology II	5
CHM 1100	Chemistry and Society	4
CHM 1150	Intro to General Chemistry	4
CHM 1160	Intro to Organic Chemistry	4
CHM 1210	General Chemistry I	5
CHM 1220	General Chemistry II	5
CHM 2110	Organic Chemistry I	5
CHM 2120	Organic Chemistry II	5
GLG 1130	Earth Science	4
GLG 1131	Physical Geology	4
GLG 1132	Historical Geology	4
GLG 1133	Environmental Geology	4
PHY 1000	Fundamentals of Scientific Methods	3
PHY 1100	Fundamentals of Physics	4
PHY 1200	Introduction to Astronomy	4
PHY 1501	General Physics I	6
PHY 1502	General Physics II	5
PHY 2501	General Physics I with Calculus	5
PHY 2502	General Physics II with Calculus	5

Additional Transfer Module Eligible courses that do not fit into the above categories:

### Foreign Language

SPN 1111	Spanish I	3
SPN 1112	Spanish II	3
SPN 2111	Spanish III	3
SPN 2112	Spanish IV	3
FRN 1111	French I	3
FRN 1112	French II	3

## Transfer Assurance Guides

Transfer Assurance Guides (TAGS) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio's university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged. For additional information, see [www.regents.ohio.gov/transfer/tagcourses/index.php](http://www.regents.ohio.gov/transfer/tagcourses/index.php).

## Career Technical Assurance Guides (CTAGS)

Career Technical Assurance Guides (CTAGS) serve as advising tools and are part of the statewide course guarantee offered by the career-technical credit initiative. The Ohio Board of Regents and the Ohio Department of Education developed policies and procedures to ensure that students at an adult career-technical education institution or secondary career-technical education institution can transfer agreed upon technical courses completed there (that adhere to recognized industry standards) to any state institution of higher education "without unnecessary duplication or institutional barriers."

## Conditions for Transfer Admission

Ohio residents with associate degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.

In order to encourage completion of the bachelor's degree, students who are not enrolled in an AA or AS degree program but have earned 60 semester or 90 quarter hours or more of credit toward a bachelor's degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.

Students who have not earned an AA or AS degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students on a competitive basis. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

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

## Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed (D or better) college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed AA or AS degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed with a D or better. This policy does not override standards and/or requirements of entrance into specific academic programs. (For example, if native students are required to earn a grade of C or better for a specific course in a major, transfer students must meet the same requirement. The D course would be accepted for transfer credit, but it would not be applied to the specific course in the major. [See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D]).

Pass/fail courses, credit-by-examination courses, experiential-learning courses, and other non-traditional credit courses that meet these conditions will also be accepted and posted to the student record.

## Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, Career Technical Assurance Guides, and U. Select for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year.

This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

## Appeals Process

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institutions' appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

## Transfer Credits to Clark State

You can be granted credit toward a degree at Clark State for work completed at other regionally accredited colleges and universities for courses with a grade of C or better (D or better for courses completed fall 2005 or later). Some credits may not apply to specific degree programs. The credits must have been earned within a certain time period to be considered current and acceptable. An official transcript needs to be submitted from each college where credits were earned. Transfer credit is evaluated on a course-by-course basis once you have applied to Clark State. Until you are notified of your transcript evaluation, you are responsible for not duplicating courses for which you may obtain transferable credit.

Applicable technical and basic courses taken within the last five years generally will be accepted to meet program requirements. Some technologies have more stringent requirements. Contact your division in order to determine what requirements apply.

If you change majors while attending Clark State, you should ask the Records and Registration Office to re-evaluate the transcript for additional transfer credits. Those required by the new major will be considered toward degree completion. Transferred credits are counted in the cumulative hours completed but are not counted in the cumulative grade point average. Decisions regarding acceptance of transfer credit are made by division deans and the Transfer and Articulation Specialist. If you disagree with a decision, you may follow the appeals process. The appeals process begins with the completion of the Appeal for Credit form located in the Records and Registration Office.



# Student Services

2012  
2013

Experience everything Clark State has to offer! From financial aid and scholarship opportunities to career placement and tutoring services, successful students take advantage of Student Services.

# Getting Started

Clark State Community College is committed to providing each student with the maximum opportunity to develop and learn. As such, we adhere to an Open Admissions policy.

Admission to the College is offered to applicants who are high school graduates or possess GED equivalency; to applicants over 18 years of age, who have the ability to benefit from the College's programs or courses; and to applicants eligible to participate in the various special programs offered at the College. Admission to the College does not ensure admission to a particular program of study. Many technologies have established additional requirements that must be fulfilled prior to acceptance. All prospective applicants are encouraged to contact the Admissions Office for specific information.

For some students, additional coursework in science, mathematics, and English may be needed prior to enrollment in certain courses and programs. Such coursework is determined through a review of a student's past academic record or through the College Placement Test. While all degree programs can be completed in two years of full-time study, it may take longer for some students. This is particularly true if the student is attending on a part-time basis, if the student needs to take college preparatory courses, or if the student is also working.

Once you have decided Clark State is the right college for you, there are a few things you need to do to get started.

*The following steps can be accomplished at either Clark State's Leffel Lane Campus located at 570 E. Leffel Lane in Springfield or at the Greene Center Campus located at 3775 Pentagon Blvd. in Beavercreek.*

## Apply for Admission

Sara T. Landess Technology & Learning Center, Room 120, or at the Greene Center. You may also complete an application online at [www.clarkstate.edu/apply](http://www.clarkstate.edu/apply). If you have questions, please contact the Admissions Office at (937) 328-6028, the Greene Center at (937) 429-8819, or [admissions@clarkstate.edu](mailto:admissions@clarkstate.edu).

## Apply for Financial Aid

Rhodes Hall, Room 210. If you need help paying for your education, you must complete a FAFSA (Free Application for Federal Student Aid). If you have questions, please visit the Financial Aid Office. You may also contact them at (937) 328-6034, the Greene Center (937) 429-8819, or [finaid@clarkstate.edu](mailto:finaid@clarkstate.edu).

## Request that your high school and college transcripts be sent to the Clark State Admissions Office.

If you have previous college credits to transfer into Clark State, or you are registering for a class that requires prerequisites, the College will need a copy of your college transcripts. If you are entering either of the Realtime Reporting programs, you must also submit your high school transcript to the Admissions Office, P.O. Box 570, Springfield, OH 45501 or to the Greene Center.

If you deliver your college transcripts in person to either campus, be sure those transcripts remain sealed in their original envelopes to retain their "official" status.

## Take the Compass Placement Test

Success Center, Room 117, Sara T. Landess Technology and Learning Center or at the Greene Center. This test will determine the level of classes in which you will have the most success during your first quarter at Clark State. No appointment is necessary. Testing on the Leffel Lane campus is available from 8:30 a.m.-7 p.m., Monday through Thursday and 8:30 a.m.-4 p.m. on Fridays. Testing at the Greene Center is available from 8 a.m.-7 p.m., Monday through Thursday; 8 a.m.-4 p.m. on Friday; and 8:30-11:30 a.m. on Saturday. During the summer, all offices close at 2 p.m. on Fridays at all campuses. Allow yourself 1 ½-2 hours to take the tests. Testing may not be necessary if you have transfer English and math college courses or adequate ACT or SAT scores. Your transcripts or scores must be on file at the time of registration. You may contact the Success Center at (937) 328-3849, the Greene Center at (937) 429-8819, or [successcenter@clarkstate.edu](mailto:successcenter@clarkstate.edu).

## Attend Orientation

Orientation will help you navigate your education at Clark State and assist you in making the transition to a college environment. Orientation will allow you to explore and utilize pertinent campus resources, services and technologies. You will have the chance to meet other new students, faculty, and staff. You can register for orientation online at [www.clarkstate.edu/new\\_student/orientation\\_registration.php](http://www.clarkstate.edu/new_student/orientation_registration.php) or by calling (937) 328-6084 or (937) 429-8819. If you are a police academy student, you do not have to attend orientation.

You will complete the following at orientation:

- Meet with our advising staff members who will help you decide on your first course schedule.
- Obtain your schedule and invoice from the Records and Registration Office – Rhodes Hall, Room 220 or at the Greene Center. You may contact the Records and Registration Office at (937) 328-6015, (937) 429-8819, or [records@clarkstate.edu](mailto:records@clarkstate.edu).
- Pay for or arrange for payment of your classes in the Cashier's Office – Rhodes Hall, Room 211 or at the Greene Center. Payment may be submitted in person or with a credit card at (937) 328-6048, (937) 429-8819, or [cashier@clarkstate.edu](mailto:cashier@clarkstate.edu).
- If you need help paying for your classes, you can attend an optional Financial Aid session.
- If you self-pay, you can bring your class schedule to the bookstore and purchase your books. If you are receiving financial aid to help pay for your books, you must bring photo ID. The bookstore is located in Rhodes Hall, Room 103 and at the Greene Center. You may contact the bookstore at (937) 328-6099, (937) 429-8918, or (937) 429-8819, or [bookstore@clarkstate.edu](mailto:bookstore@clarkstate.edu).
- Obtain your parking pass from the bookstore Cashier at the Leffel Lane campus or at the Greene Center. Parking passes must be displayed in your vehicle when you are using Clark State's parking lots. Parking is FREE.

### Obtain your student ID

You may obtain your ID in Rhodes Hall, Room 220, or at the Greene Center. Two weeks after the start of the term, photo IDs are taken in the Records and Registration Office and at the Greene Center. Please bring an existing photo ID with you.

### Have your Student ID Validated

You may have your student ID validated at the Library, Sara T. Landess Technology and Learning Center, Room 122 or at the Greene Center. Your validated student ID will allow you to access and check out materials at the Clark State Library and the Wright State University Paul Dunbar Library. You may contact the Clark State Library at (937) 328-6022 or [library@clarkstate.edu](mailto:library@clarkstate.edu).

### Undecided about your Major or Need Help Finding a Job or Career advice?

If you are undecided about your major or need help finding a job or career advice, visit our Office of Career Management located in the Sara T. Landess Technology and Learning Center, Room 110. You may also contact them at (937) 328-6093

or [careers@clarkstate.edu](mailto:careers@clarkstate.edu). If you would like to schedule an appointment with Career Management at the Greene Center, indicate this preference when you contact the Office

## What Kind of Student Are You?

### Adult Student

School is probably just one of many responsibilities that you will have to keep track of during your normal day. Clark State will work with your busy schedule by offering flexible day and evening class schedules at our four campus locations or online with over 150 courses offered each semester, so that you can maintain your career, family, and home. Clark State offers over 80 programs and certificates both credit and non-credit that will assist you with your transition into college or help you start on the path to a new career. We encourage you to take full advantage of our services for adult students that include academic advising, financial aid and scholarships, veterans services, and career management to name a few. Additional information on entrance requirements and services can be obtained through the Admissions Office at (937) 328-6028 or (937) 429-8819 or email [admissions@clarkstate.edu](mailto:admissions@clarkstate.edu).

### High School Student

High school students have a variety of options to earn college credits before they graduate. To learn more about becoming a Clark State student while you are still in high school, contact your high school guidance counselor or the Admissions Office at (937) 328-6028 or (937) 429-8819.

- Post-Secondary Enrollment Option (PSEO)
- College in the Classroom (CITC)
- College Tech Prep
- Advanced Placement
- International Bachelor's
- Seniors to Sophomores
- Jump Start Option

### Post-Secondary Enrollment Option (PSEO) Program Student

The Post-Secondary Enrollment Option Program provides high school students with an additional educational option to take college classes. The program is intended to complement the high school college preparatory curriculum.

Your high school counselors can help you decide if this program is right for you. In addition, high school counselors are responsible for explaining the equivalency, or lack of equivalency, of a given course at Clark State in meeting high school graduation requirements. The Admissions Office can provide you with additional information and entrance requirements.

High school students who are not enrolled in the Post-Secondary Enrollment Option Program (PSEO) and are seeking to enroll at Clark State should refer to the Jump Start Option instructions.

## College in the Classroom (CITC)

Clark State's College in the Classroom (CITC) program creates partnerships with local high schools by awarding college credit to high school students who are in courses determined to be college-level and taught by appropriately credentialed high school teachers.

High school students attend class at their high school and receive high school credit and college credit at the same time in a wide variety of subjects.

Your high school counselors can help you decide if the classes you are taking meet the Clark State requirements for credit and can facilitate your enrollment.

CITC students earn Clark State college credit at a reduced tuition rate of \$25 per credit hour, and this credit is transferable to many two-year and four-year colleges and universities in Ohio.

All CITC course final grades will be based on the final letter grade the student receives in the high school class. Grades will be calculated according to the high school teacher's standards. This is the grade that will show on the official college transcript. The Admissions Office can provide you with additional information and entrance requirements.

## College Tech Prep Student

Tech Prep is the national initiative which creates curriculum pathways between high schools and career centers and colleges. Clark State is part of the Northwest Ohio Tech Prep Regional Center. Students in career technology programs and area high schools may receive college credit for their high school technology training. Clark State has articulations with career centers and high schools in Clark, Champaign, Logan and Greene counties.

Clark State offers pathways in:

- Agriculture/Landscape/ Turf Management
- Computer Aided Design
- Criminal Justice
- Digital Media
- Early Childhood
- Engineering Technologies
- Financial Services
- Geographic Information Systems (GIS) and Geospatial Technologies
- Graphic Design
- Health Occupations/Nursing/Physical Therapy Assistant
- High School of Business
- Interactive Media
- Medical Assisting
- Networking
- Office Administration
- Supply Chain Management
- Software Design
- Teaching Professions
- Project Lead the Way

Clark State also offers an Associate of Technical Studies degree for students whose technical skills are not offered in a technical degree program. This is offered to career center and high students in career tech programs such as carpentry, cosmetology and welding and others.

Clark State Community College offers the George Mueller Tech Prep Scholarship to all qualified Tech Prep students from Clark, Champaign, Logan and Greene County career centers and high schools.

For more information contact Tech Prep office at 328-3888 or Scholarships at 328-3882.

## Jump Start Option

High school students who are not participating in the Post-Secondary Enrollment Option (PSEO) Program can still enroll in college classes on Clark State's campus while in high school. Students interested in this option must be at least 15 years of age and have completed ninth grade. All costs associated with attending college classes under this option are the responsibility of the student and his or her parents or guardian. For more information please contact the Admissions Office or the Greene Center.

## New Student

If you are a new student who has never attended a college, you need to take the placement test and attend Orientation. If you do not have a high school diploma or a GED certificate and are at least 19 years of age, you must achieve a minimum score on the placement test for eligibility for Title IV Funds (federal financial aid). You will be granted conditional admission to the College until you have successfully completed any required developmental courses and earned at least a 2.0 GPA in your first 24 hours of college-level coursework.

## Transfer Student

If you are transferring from an accredited college or university, you need to submit official college transcripts for courses you want evaluated for transfer credit. Official transcripts must be mailed directly from the college, or hand-carried, sealed and unopened, to the Clark State Admissions Office or to the Greene Center.

## Active WPAFB Military Personnel

If you are military personnel with active orders from Wright-Patterson Air Force Base with a military badge, you are eligible for our special, reduced tuition rate of \$45 per credit hour. You may take the required general education courses at Clark State and transfer them back to the Community College of the Air Force (CCAF) and apply them to your associate degree. You may also transfer your credits from CCAF to one of the many Clark State degree programs.

You may choose to begin your bachelor's degree by completing an Associate of Arts or Associate of Science transfer degree at Clark State. You may opt to complete one of our fail-safe transfer degrees and begin as a junior at Wright State University.

Or, you may complete our Transfer Module set of courses and transfer those courses to the college/university of your choice.

You may be interested in one of our technical degrees or certificates in business, technology, criminal justice, or allied health. For more information, call the Greene Center at (937) 429-8913 or the Springfield Campus at (937) 328-6014.

## Veteran

If you are a veteran or a dependent of a veteran, you may qualify for educational benefits. If you have served in the military, Selected Reserve, or National Guard, financial assistance for college may be available. An academic advisor specializing in educational benefits for veterans will assist students who qualify for this type of assistance to cover the expense of college tuition.

Our advisors will help you complete the appropriate VA forms to receive your educational benefits and provide important information on what you must do to maintain the benefit while taking classes at Clark State.

For more information or to receive personal assistance, please contact the Registrar at (937) 328-6014.

## Student with Work/Life Experience

If you would like to earn credit for your life experiences, you may put together prior learning portfolios that are assessed by members of the Clark State faculty. To learn more about earning college credit for your past experiences, contact (937) 328-3852 or visit the Arts and Sciences Division.

## Mature Citizens Program

If you are over 60 years of age, you may enroll in college credit and noncredit classes on a space-available basis. Normal admission requirements as well as instructional and general fees are waived. In addition to course enrollment, you'll have the opportunity to use the College facilities and educational services. We also encourage you to take part in student activities. If you would like more information, call or visit the Clark State Admissions Office or the Greene Center.

## International Student Admission

Clark State is authorized under federal law to accept non-immigrant (F-1 visa) students. Students wishing to enroll under this immigration status must apply through the Admissions Office following the instructions and guidelines on our website, [www.clarkstate.edu/international.php](http://www.clarkstate.edu/international.php). The following documents are required:

**International Student Application:** This application can be found on our website, [www.clarkstate.edu/international\\_admissions.php](http://www.clarkstate.edu/international_admissions.php).

**School Transcripts - High School/College:** All students are required to submit official copies of high school and college transcripts, translated in English. Faxed or unofficial copies will not be accepted.

**TOEFL Scores:** If English is not your native language, you must prove English language competency through one of the following:

- A satisfactory score on the TOEFL (Test of English as a Foreign Language), with a minimum composite score of 60 (Internet-based) or 500 (paper-based). Prospective students applying from abroad must submit an official TOEFL score report to the College. The TOEFL number for Clark State is 1127.
- College-level English course with a grade of a C or better.

**Financial Support:** Student and sponsor must complete the Financial Certification and Affidavit of Scholarship. To satisfy Visa application requirements, the student must show adequate finances to cover the expected period of study. Financial aid for international students is not available. Sponsor/student must provide current financial documentation such as bank statements, employment/salary letters, tax returns, etc. The documentation must be less than six months old, include the sponsor's name, and be signed by the appropriate bank or government official.

**Acknowledgement of Responsibility:** All international students are required to complete an Acknowledgement of Responsibility form.

Clark State will issue an I-20 for an F-1 student visa only after the necessary documents have been received and evaluated. Please submit all documents together. Incomplete application packages will not be processed.



# Admissions Process

The Admissions Office is available to help you get started at Clark State. Located in the Sara T. Landess Technology and Learning Center, Room 120, and at the Greene Center. Complete the Clark State admissions application and submit it to Admissions Office. An application may also be completed and submitted from the website at [www.clarkstate.edu](http://www.clarkstate.edu). Students interested in applying to the College are encouraged to submit applications early. Completed applications are required for both full-time and part-time students. All necessary materials may be obtained by contacting the Admissions Office. Students shall be accepted into the College after their completed application has been received by the Admissions Office. Students applying to health programs must also complete additional admissions requirements as noted in the section on Health and Human Services Programs. Students applying to the Realtime Reporting programs must submit a high school transcript upon graduation or GED certificate.

Applicants are notified of their acceptance within 14 days of the Admissions Office receiving their application. All admission procedures apply to both full-time and part-time students. New students can register for Orientation online at [www.clarkstate.edu/new\\_student\\_orientation\\_registration.php](http://www.clarkstate.edu/new_student_orientation_registration.php) or by calling (937) 328-6084 or (937) 429-8819 or [admissions@clarkstate.edu](mailto:admissions@clarkstate.edu).

## Entrance Exams

As an open admissions institution, Clark State does not require college entrance exams. However, if you are a high school student, you are encouraged to take either the ACT or SAT, especially if you will be transferring to a four-year college to complete a bachelor's degree. The following scores on these tests will exempt you from having to take initial placement tests:

- Students are excused from mathematics/algebra placement testing if they have received the following mathematics scores in the last three years: 22 ACT or 560 SAT.
- Students are excused from placement testing in reading and writing if they have received the following English scores in the last three years: 20 ACT or 500 SAT.
- Students with mathematics scores of 23 ACT or 700 SAT are eligible for mathematics proficiency tests.
- Students with English scores of 23 ACT or 670 SAT are eligible for English proficiency tests.

## Placement Testing

If you are entering a degree program at the College, you are required to take placement tests in reading, writing and mathematics before you register for your first courses. This does not include students who have transferred in college-level English and math credits from another college or university, have acceptable ACT or SAT scores taken within the past three years, or those enrolling exclusively in other non-credit courses. These tests will be used to determine the English and mathematics courses that best match your skills so you will have the greatest chance to learn and succeed at Clark State.

You may be required to enroll in our College Preparatory Education (CPE) courses based on your specific program or test scores. The Advising Center or Greene Center staff will let you know if you need to take college preparatory courses. Although there is no time limit, you should plan on 1 1/2 to 2 hours to complete the test. Paper, pencil, and calculator will be provided. Personal calculators may be used as long as they do not have graphing or programmable functions and are not within a cell phone. A study guide is available in the Admissions Office and the Success Center in the Sara T. Landess Technology and Learning Center, the Greene Center, or online at [www.act.org/compass](http://www.act.org/compass).

Most often, your placement test results will remain valid for three years. Initial placement tests are free of charge. One retest is allowed at a fee of \$5. Testing is available on the Leffel Lane campus, Monday through Thursday, 8:30 a.m.-7 p.m., and Friday, 8:30 a.m.-4 p.m., and at the Greene Center, 8 a.m.-7 p.m., Monday through Thursday, and 8 a.m.-4 p.m. on Friday. During summer quarters, all offices at every campus close at 2 p.m. on Fridays. For further information call (937) 323-6049, (937) 429-8819, or visit the Clark State website at [www.clarkstate.edu](http://www.clarkstate.edu).

If you have a documented disability (either a physical or learning disability) and need special accommodations for taking the placement tests, please make arrangements in advance with the Office of Disability Services, (937) 328-6019.

## Student Support Services Office

The Student Support Services Program is funded by the Federal Department of Education to assist students with the challenges of college. The major goals of the program are to help students stay in school, graduate, and possibly transfer to a four-year college or university.

Assistance is available in the following areas:

- Academic, financial, and personal counseling
- Class selection
- Mentoring
- Tutoring
- Transfer information and college visits
- Cultural enrichment

For additional information contact the Student Support Services Office at (937) 328-3855.

## Career Technical Education Tech Prep Student

High school students in the following career technical schools may have the opportunity to earn college credits from Clark State while still enrolled in their career center program: Butler Technology Center, Greene County Career Center, Miami Valley Career Technical Center, Ohio Hi-Point Career Center, Pickaway-Ross Career Center, Springfield-Clark Career Technology Center, TriStar Career Compact, and Upper Scioto Valley JVS. Agreements with these career technical schools may allow for one or more credit hours to be granted toward an associate degree or a certificate at Clark State. For additional information about this program, contact Admissions at (937) 328-6028 or [admissions@clarkstate.edu](mailto:admissions@clarkstate.edu).

## Fresh Start

If you re-enroll after an absence of three or more consecutive years, you may petition the Records and Registration Office to eliminate the progress and transcript GPAs of your previous enrollment. Any courses in which you received a C or better will be counted in the "hours earned" but not in the GPA. To qualify students must have a cumulative progress GPA of 2.5 or less prior to readmission and submit the application for Fresh Start within one year of readmission. A Fresh Start can only be used once and cannot be applied to the coursework of a degree or certificate that has already been conferred. For more information about Fresh Start and eligibility, contact the Records and Registration Office.

## Re-Admission

If you return to Clark State after three years or more, you will need to update your student information in the Admissions Office and re-take the placement test before registering for classes in the Records and Registration Office or at the Greene Center. Students who interrupt their attendance for four or more consecutive semesters and later return must meet the curricular requirements in place at the time of their return. Technical and basic courses taken prior to any interruption may have to be re-evaluated. Those that were taken in the last five years generally will still meet graduation requirements. However, some technologies may have more stringent requirements. You should contact your division to determine the acceptability of previous courses. Courses that were taken more than five years ago will be evaluated on an individual course basis. Courses taken more than seven years ago will be evaluated for acceptability by the division dean.

If you want to re-enter a health program, you should also contact the Health and Human Services Division for additional reinstatement requirements.

Students enrolling after an absence of three or more consecutive years may wish to investigate the Fresh Start option.

## English Proficiency

If a student wishes to test out of English, he or she will be asked to complete a two-hour exam. This exam will include a written essay and a multiple-choice test, which has been prepared by the English faculty at Clark State.

The student should take the test before the end of midterm week of the term before he or she would be registered for the class. For Fall Semester, the test should be taken in the spring.

It will be graded by three English faculty members who will determine whether the student should take English I or English II based on the results of this exam. The fee for taking the exam is \$60. The student should call the Arts and Sciences Division Office at (937) 328-6030 to schedule an exam time.

## Space-Limited Programs

Some programs offered at Clark State are restricted in the number of students who can be admitted each year. These space-limited programs are Medical Assisting, Medical Laboratory Technology, Physical Therapist Assistant, Practical Nursing, Registered Nursing, and Nursing Transition (Practical Nursing to Registered Nursing; Paramedic to Registered Nursing). Please refer to the program pages or contact the Admissions Office for further information.

## Health Technologies Admissions

Applicants for Health Technologies programs must submit a program-specific petition request. Students must fulfill the petition prerequisites as listed prior to petitioning to a health program. High school applicants for these programs are encouraged to apply for admission to the College in their junior or senior year.

All applicants are considered for admission to Health Technologies programs based on the date of their approved petition request.

While waiting for entry to the Health Technologies courses, all applicants must maintain the required cumulative grade point average for the respective program. College preparatory courses and other courses, which are not listed as part of the curriculum, are not typically included in calculating the cumulative GPA.

Transcripts are reviewed prior to sending acceptance letters for these programs and prior to the beginning of the technical courses. Applicants must have the required grade point average in order to be eligible for acceptance into the program. Applicants who have not maintained the required cumulative grade point average in the required courses when their names are reviewed for acceptance will be required to re-petition for the program after meeting the current petition requirements.

## Physical Therapist Assistant

Students must obtain the PTA Program Petitioning Handbook from the Admissions Office, Health and Human Services Division Office, the Greene Center, or online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php) and complete a petition to enter the PTA program. Students must refer to PTA program information pages in the Catalog and the PTA Petitioning Handbook for information and take the following steps:

- Successfully complete the reading, writing, and math placement tests or equivalency prior to petitioning.
- Complete the chemistry and physics prerequisites prior to petitioning.
- Complete 60 hours of observation.

Petitions are accepted in the Health and Human Services Division Office (Applied Science Center 133) or at the Greene Center throughout the year. Students are entered into the program once a year in fall semester. Admission and waiting list notifications are made initially in April of each year.

### Medical Assisting

Students must successfully complete reading, writing, math, and algebra placement tests, or obtain a grade of C or better in the appropriate college preparatory or college-level course prior to petitioning for the program.

After the petitioning requirements have been completed, students must petition for the program online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php). Students are entered into the Medical Assisting program's technical courses (MAS) in fall semester based on the date of their approved petition request. If demand for the program is large, additional students are accepted for a second start in spring semester.

### Medical Laboratory Technology

Students must successfully complete reading, writing, math and algebra placement tests, or obtain a grade of C or better in the appropriate college preparatory or college-level course prior to petitioning for the program.

After the petitioning requirements have been completed, students must petition for the program online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php). Students are entered into the program once a year in fall semester based on the date of their approved petition request. Space limitations do not apply to distance students who complete lab sessions at out-of-area, off-campus sites.

### Practical Nursing

Students must successfully complete the reading, writing, math, and algebra placement tests or equivalency prior to petitioning to the program. Refer to program information for equivalencies. After the petitioning requirements have been completed, students must petition for the program online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php). If all requirements are complete, the student's name will be placed on the waiting list.

Students must successfully complete MST 1181 or an equivalent nurse aide training course and furnish verification of nurse aide competency at the time of enrollment in the technical courses. MST 1181 is not a requirement for the waiting list.

### Registered Nursing / Evening Registered Nursing / Nursing Transition

Students must successfully complete the following prior to petitioning to the program:

- Reading, writing, math, and algebra placement tests or equivalency. Refer to nursing program information for equivalencies.
  - High school or college chemistry or biology course. Refer to nursing program information for more specific information.
- After the petitioning requirements have been completed, students must petition for the program online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php). If all requirements are complete, the student's name will be placed on the waiting list. Students must successfully complete MST 1181 or an equivalent nurse aide competency at the time of enrollment in the technical courses. MST 1181 is not a requirement for the waiting list; MST 1181 is not required for the Nursing Transition-Practical Nursing to Registered Nursing program.

### Reinstatement for Health and Human Services Programs

If a student withdraws from, or does not continue in the technical courses in a space-limited program and wishes to re-enter, the student should contact his/her academic advisor in the Health and Human Services Division for a copy of the program-specific Reinstatement Policy.

Students who wish to re-enter are required to have at least a 2.0 cumulative grade point average in courses required for the program before the reinstatement request will be considered. Transcripts are reviewed on an individual basis prior to accepting students for reinstatement. Students may be required to demonstrate competency in previously completed courses and some courses may need to be repeated. If reinstatement criteria are met, eligible students are reinstated on a space-available basis. Reinstatement is not guaranteed.

## Degrees or Certificates Leading to Professional Licensure or Certification and/or Participation in Clinical Placement, Internships or Practicums

Students who are pursuing degrees or certificates leading to application for professional licensure or certification and/or who will be participating in clinical placements, internships, or practicums through their program should be aware that their host facility may require a criminal background check, fingerprinting, and/or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to be placed at that facility. Host facilities may consider expunged convictions in placement decisions. Students shall further be aware that a criminal record may jeopardize licensure by the State certification body. Students should consult the licensing or certification body corresponding to their intended occupation for more details. Successful completion of a program of study at the College does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

## Academic Advising

The mission of the Academic Advising Center is to help students strive for success by engaging critical thinking skills in the clarification of academic goals.

New students are expected to begin their academic program by discussing goals with an Academic Advisor in the Advising Center or at the Greene Center. If you have declared a major and you are a first-term student, please attend New Student Orientation for placement test score interpretation and first term scheduling assistance. If you are undecided about an academic major, you should contact Career Management for guidance.

Clark State Academic Advisors are available to assist students with the initial planning and pursuit of an academic degree.

Advisors can help students by answering questions about how to obtain the necessary information to complete a program of study. It is recommended that students develop both short- and long-term plans and discuss those with their advisor. Your advisor's role is to discuss options and offer advice regarding your academic program of interest.

After completing the application process and either taking the Compass Placement Test, or after transcripts from previous

institutions have been received and reviewed, Academic Advisors can provide guidance with first term scheduling. Students with transfer credit from another college should have official transcripts sent to the College, and should also have an unofficial copy in hand when they meet with an Academic Advisor. It is recommended that students create a permanent folder to take to each advising session.

During the advising session in New Student Orientation, Academic Advisors will review the specific requirements for completion of the student's academic program. However, these can also be found online at [www.clarkstate.edu/academics\\_home.php](http://www.clarkstate.edu/academics_home.php). During the first appointment, students are assigned to a Faculty Advisor for all future advising and scheduling assistance. Faculty advisors are specific to each student's field of interest and are knowledgeable about professional goals related to their departments.

The first opportunity for class registration is termed Priority Registration. This period provides current students with first choice of classes. It is highly recommended that current students take advantage of this opportunity and work with their Faculty Advisors to make appropriate course selections. Advisor sign-up sheets are posted the week prior to Priority Registration at the Division office, or on each advisor's door (Arts & Sciences, Health & Human Services, Corporate & Public Services, or Business & Applied Technologies).

After the first term, all students should contact their Faculty Advisor to schedule an appointment the week before Priority Registration. If you do not know the name of your Faculty Advisor, you may contact the appropriate division office (Arts & Sciences, Business & Applied Technologies, Corporate & Public Services, or Health & Human Services), or find it online at [www.clarkstate.edu/faculty\\_advisors.php](http://www.clarkstate.edu/faculty_advisors.php).

## Responsibilities in Advising

Students increase their likelihood of success when they actively participate in the advising process. Although your advisor may make suggestions or discuss options concerning courses in your program, he or she will not make decisions for you. To this point, both the student and advisor have specific responsibilities.

### Student Responsibilities

- Initiate and maintain contact with advisor during the first term; then transition to Faculty Advisor.
- Utilize online services such as WebAdvisor and Student E-mail.
- Follow through on advisor recommendations and adhere to important dates.
- Learn and complete requirements of academic program.
- Make use of appropriate resources on campus.
- Avoid taking a heavy course load while working more than half time and/or being involved with other significant responsibilities

## Advisor Responsibilities

- Understand requirements for all Clark State degrees, certificates, and programs and advise new students accordingly.
- Serve first quarter students; continuing students may register using WebAdvisor and/or work with their faculty advisor.
- Collaborate with campus-wide resources for student success.
- Assist students in understanding College policies and procedures.
- Communicate important dates.
- Facilitate the ease of transfer.

## Registration Information

New students should attend Orientation before registering for classes. Students will meet with advisors for first term scheduling.

If you are a returning student, you should contact your program's divisional office for academic advising and registration assistance.

Priority registration is for students who are currently enrolled at the College and those students enrolled any of the four previous semesters. This system gives you registration priority based on the number of credit hours you have earned. Open registration is for new and returning students.

Information about how and when to register for classes is found in the most current issue of the class schedule. Schedules are available on our website approximately two weeks before priority registration for a new term begins.

## There are four ways to register:

- Fax your schedule request to (937) 328-6097.
- Mail your schedule request to the Records and Registration Office.
- Register online at [www.clarkstate.edu](http://www.clarkstate.edu).
- Register in person at the Records and Registration Office, Rhodes Hall, Room 220, the Business and Applied Technologies Office, Brinkman Center, Room 201, or at the Greene Center.

## Credit-Hour Limit

You may enroll for a maximum of 20 credit hours per term during the regular academic year. You must have the approval of your division dean to enroll in more than 20 credit hours..

## Adding Courses

You can add courses through the fifth class day in Fall and Spring Semesters and through the second day of any Summer term. The Drop/Add card can be obtained from faculty advisors, division offices, Academic Advising Center, Records and Registration Office, the Greene Center, and online.

## Dropping Courses

If for any reason you cannot complete a course, you must officially withdraw from the class. Even if you never attended

class, if you officially enrolled in a course, you will receive a grade for the course unless you complete and submit a drop form in accordance with College policy.

Grades will be reflected on transcripts as follows for a regular 15-week term:

- If the course is dropped prior to the 15th day of the term, the work attempted will not be counted and no notation of the enrollment will appear on the transcript.
- If the course is dropped from the 15th day of the term through the published date indicating completion of 70% of the term, the grade of W will appear on the transcript.
- If the course is dropped after the published date indicating completion of 70% of the term, the earned grade will be recorded unless the student contacts the instructor and the instructor approves and submits a grade of W.
- Students who do not attend class by the 14th day of the term will be administratively dropped for non-attendance. The course will not be counted and no notation of the enrollment will appear on the transcript.
- Students who stop attending class, but fail to officially withdraw from the course will receive a grade of UW (unofficial withdraw).

For the last date to withdraw from a 15-week term course and receive a grade of W, check the semester schedule. For the last date to withdraw from courses that run for less than a full semester, please contact the Records and Registration Office. Drop/Add forms are available from division offices, the Advising offices, Records and Registration Office, and the Greene Center. You can also drop courses online. Rules regarding assignment of grades still apply. If you decide to withdraw from a class and have any form of financial aid, you should consult with the Financial Aid Office prior to the withdrawal to determine what effect it will have on your financial aid status. If you receive Veteran's benefits and drop a class or withdraw from all classes, it is your responsibility to notify the Registrar, Rhodes Hall, Room 220, (937) 328-6014. Courses dropped anytime during the term could result in an over-payment dating back to the first day of the term.

## Repeating Courses

You may repeat any course at the College one time without having to request permission. Permission to take courses a third or more times must be obtained from the dean of the division responsible for your program of study. If you are enrolled in a health sciences program, you must also abide by the program-specific, published regulations about re-enrolling in courses.

A course that is re-taken will count only once toward graduation requirements. All grades will appear on the transcript. For a course taken two or more times, the last grade earned will be included in both the Progress and Transcript GPAs.

## Auditing a Course

If you audit a course, you will not receive a grade or credit. You will be permitted to attend classes, but you will not be required to take exams. The fee for auditing is the same as for credit. Audit status is not convertible to credit status nor is credit status convertible to audit status once the registration has been completed. Students using Veteran’s benefits or receiving financial aid may not audit classes.

## Change of Major

Students who decide to change majors must complete a Change of Major form available in the Records and Registration Office and at the Greene Center. You will need to meet placement testing requirements for your new major.

## SOCHE Cross-Registration Program

If you are a regularly enrolled student at Clark State or any other Southwestern Ohio Council for Higher Education (SOCHE) institution, you may be eligible to register to take classes offered by another SOCHE institution at no additional charge on a space-available basis. Information on the eligibility requirements, registration procedures and the Cross-Registration Application form is available in the Records and Registration Office and on the web at [www.soche.org/crossreg.htm](http://www.soche.org/crossreg.htm). A list of the colleges and universities participating in the SOCHE cross-registration program is available in the Records and Registration Office and on the SOCHE website at [www.soche.org/colleges.htm](http://www.soche.org/colleges.htm).

## Credit/No-Credit Enrollment

You may petition the Records and Registration Office for permission to take one course each term on a credit/no credit (CR/NC) basis for a maximum total of six courses. Two of these courses may be selected from general education offerings; two courses that are basic to a major; and two from the technical courses.

You can make your choice at the time of registration. Once the term has begun, you cannot change back to the standard grading system. Your instructor will not know of your decision. At the end of the term, your grade of C or better is converted to CR and a grade of D or lower is converted to NC. Grades of CR or NC are not included when computing your grade point average.

## Appeals for Transfer Credit

A student disagreeing with the application of transfer credit by Clark State shall be informed of the right to appeal the decision and of the process for filing the appeal. The Records and Registration Office shall make available to students the appeal process for Clark State. The student must complete the Transfer Appeal form (located in the Records/Registration Office – Rhodes Hall Room 220 or at the Greene Center).

The appeal form is forwarded by the Records/Registration Office to the appropriate academic dean. The appropriate academic dean evaluates or re-evaluates the course(s) and

returns the decision to the Records and Registration Office. The Records/Registration Office contacts the student informing him/her of the decision.

If the student is not satisfied with the decision, he/she may appeal to the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs has the final decision for all academic matters.

# Paying for College

## How Much Does Clark State Cost?

	Ohio Resident (per credit hour)	Non - Resident (per credit hour)
<b>Instructional Fee</b>	\$114.75	\$229.50
<b>General fee</b>	\$9.00	\$9.00
<b>Technology Fee</b>	\$9.00	\$9.00
<b>Total Cost</b>	\$132.75	\$247.50

## Other Fees and Expenses

Application fee (one time only).....	\$15
Late payment fee.....	\$15
Late registration fee.....	\$25
Transcript fee.....	\$2
Online processing fee.....	\$2.25
Auxiliary services fee (per semester) .....	\$7.50
Delayed Payment Plan (DPP) service charge .....	\$25
DPP late payment fee (per installment).....	\$15
Proficiency fee (per credit hour) (minimum charge of \$20) .....	\$15
Prior Learning Portfolio Assessment (per course).....	\$75
Prior Learning Portfolio (written as part of a class).....	\$60
Lab fee (for certain courses only) .....	Varies
Certification fee (for certain courses only) .....	Varies
Liability insurance (for certain courses only) .....	Varies
Compass Re-test Fee (maximum of one retake per subject area) .....	\$5
Corporate Proficiency (per credit hour).....	\$5

Instructional fees are charged for all credit hours registered in any one academic term. General fees are used to support the Student Senate, student activities, and all other student services of the College including Financial Aid, Records, Health Clinic, Campus Ministry, Behavioral Support Services, and Career Management.

Auxiliary service fees are used to support the operation and maintenance of parking lots and roadways, the Campus

Police Department, and other safety and security activities on all campuses.

Since access for students to state-of-the-art technology is critical to the learning experience, there is a \$6 per credit hour technology fee each term. Revenue generated by this fee is used to directly benefit students.

All fees and expenses are established by the Clark State Community College Board of Trustees and are subject to change without notice. Your fees and expenses are due and payable prior to the beginning of the term in which you are enrolled. Although we make every effort to maintain tuition and fees at the lowest possible level, some students may find the cost of a college education to be too great without some form of assistance. The College and the Clark State Foundation provide a variety of federal, state, and institutional financial assistance programs to help. Please refer to the Financial Aid section in this catalog for more information.

## Payment

Payment for tuition may be made by cash, check, MasterCard, Discover, or VISA. Those students who have not met their financial obligations will not be permitted to attend classes. In addition, you may not be permitted to graduate, receive an official transcript, or register for subsequent terms until all your financial obligations to the College are satisfied. To help ease the burden of paying tuition costs, Clark State offers a Delayed Payment Plan (DPP). To participate in this plan for fall and spring semesters, you will pay one-fourth of your assessed fees plus the service charge by the fee payment deadline. The remaining balance is divided into three installments and is payable in approximately three 30-day increments. To participate in this plan for the summer session, you will pay one-half of your assessed fees plus the service charge by the fee payment deadline. The remaining balance is due approximately 30 days later. This plan is not available for students enrolled in mini-mesters. Books and supplies are not included in this fee payment plan. If you register after the fee payment deadline, you must pay the initial installment (including the service charge) when you register. Contracts and additional information are available in the Cashier's Office in Rhodes Hall and at the Greene Center.

## Cash Refund Policy

Refunds of instructional, general, laboratory, and technology fees will be made according to the following schedule. All drops or withdrawals must be in writing and are effective on the date received by the Records and Registration Office. Refunds are not issued for late fees, auxiliary services fees, or Delayed Payment Plan service charges. For certain programs, liability insurance is required to be purchased. For these programs, a lab fee is assessed for this coverage. The coverage will remain in effect until the expiration of your insurance contract. If you need more information, please contact the Financial Aid Office or the Cashier's Office.

### Fee Refund Schedule for Fall & Spring Semesters

Date	Refund
By the 7th calendar day of the semester	100%
By the 14th calendar day of the semester	75%
By the 21st calendar day of the semester	50%

### Fee Refund Schedule for Summer Term

Date	Refund
By the day after the 1st meeting of class	100%
By the 7th day after the first meeting of class	75%
By the 12th day after the first meeting of class	50%
After the 9th calendar day after the first day of class	none

### Fee Refund Schedule for Special Programs

Date	Refund
One day seminars	
By the day prior to seminar	100%
Five-week Course or Less	
By one calendar day after the first session	100%
By one calendar day after the second session	50%
Six- to Twelve Week Course	
By one calendar day after the first session	100%
By one calendar day after the second session	75%
By one calendar day after the third session	50%

## Parking Enforcement and Penalties

Warnings and/or fines are assessed for vehicles not displaying a current parking permit or for violating other parking procedures. Permits are free of charge. You may register your vehicle online at [www.clarkstate.edu/parking\\_permits.php](http://www.clarkstate.edu/parking_permits.php). Your permit will be mailed to you. Permits can also be picked up in the Bookstore, the lobby of the Brinkman Educational Center, or the Greene Center in Beavercreek. You will need to know your license plate number.

Any vehicle ticketed for a Clark State violation that displays a current Clark State faculty, staff, or student permit will have the fine charged to the permit holder. If the fines assessed are not paid within ten days, a hold will be placed on the permit holder's account, which will prevent the permit holder (if a student) from registering for the following term. Fines can be paid in the Cashier's Office on the second floor of Rhodes Hall.

The College partners with the Springfield City Police Department to provide safety and security services. Violations are subject to Clark State fines and penalties or City of Springfield fines, penalties, and a possible court appearance depending upon the nature of the violation.

**Clark State violations and fines include the following:**

Parking on grass, sidewalk, loading zone or other restricted area	\$25
Student in faculty/staff lot	\$20
Improper parking	\$20
No valid parking permit	\$10
Parking in visitor designated spaces	\$10

**City of Springfield violations and fines include the following:**

(These fines are set and controlled by the City of Springfield.)

Handicapped parking without displaying a permit issued by the State of Ohio
Parking in fire lane
Disobeying traffic control device
Reckless operation

Other violations that could be cited and require a court appearance include speeding, operating vehicle on walkway or grass, driving under suspension, DUI, no valid driver license, failure to stop, refusing to cooperate, giving false information and obstruction of official business.

**Ohio Residency**

Clark State follows The Ohio Board of Regents Rule 3333-1-10 for determining a student's residency status for subsidy and tuition surcharge purposes. Copies of this rule and the Request to Change Residency Status Petitions are available from the Records and Registration Office. Specific exceptions and circumstances may require a review of each student's residency classification on an individual basis. A petition for reclassification of residency must be submitted and approved prior to the first day of classes for the term.

**Student Printing**

Each semester each enrolled student is provided \$10.00 in a printing account to print documents on campus. Black and white pages will be charged against the student's printing account at a rate of 5 cents (\$0.05) per page printed (200 pages of black and white prints). Students who exceed the \$10.00 allocation for the semester can add additional funds for printing by using a personal credit/debit card. Students who do not have a credit/debit card can purchase one in the Bookstore to add funds to their printing accounts. Money placed into the students' printing accounts by the student will carry over from one term to the next. However, once the money is placed into the printing account, it cannot be refunded.

Each term, the College will refresh all enrolled student accounts with \$10.00 (200 pages of black and white prints). Unused pages do NOT carry over from one term to another.

The value placed in the students' printing accounts by Clark State will be used before any carryover funds added by the student are used.

A lack of funds in a student's printing account will not be considered a valid reason for not meeting deadlines for submitting coursework.

**Financial Aid**

Financial aid is available from many sources to help students who, without such aid, would be unable to attend college. Although students and their families are primarily responsible for the cost of education, financial aid can fill in the gap if families can afford only part of the cost.

**How to Apply**

Financial aid applications are available in January for the upcoming financial aid year that begins with Summer term. You should file these applications as soon as your tax information is available.

Clark State uses the Free Application for Federal Student Aid (FAFSA). The FAFSA is available to complete at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Clark State's Federal School Code is 004852. You should complete this form using prior year income. The information provided on this form is processed and a Student Aid Report (SAR) is sent to your e-mail account if completed online, or mailed to your home if you did not provide an e-mail address. This information is also sent to the schools you listed on your FAFSA. The SAR is used to establish your financial need. With a few exceptions, all financial aid awarded is based on demonstrated financial need. By filing the FAFSA, you will be considered for all aid for which you might be eligible. The Financial Aid Office determines eligibility and a student receives an award notification via his or her WebAdvisor account detailing aid that is being offered. Applications for additional aid, such as Federal Work-Study, will be considered as long as funds are available. We encourage you to apply early. Materials completed by the deadlines below will be processed by the beginning of the term, providing the student meets all eligibility requirements and has submitted all requested documents.

**Priority Deadlines**

Summer	March 15
Fall	May 15
Spring	October 15

Generally, Pell Grants may be used for the academic year beginning with Summer term and ending with Spring term. Eligible students who attend in summer quarter will be initially awarded a Pell grant for Summer, Fall, and Spring terms. Part-time students may receive a Pell Grant for an additional term of eligibility. The Financial Aid Office begins processing financial aid applications and loan applications for the next academic year in the spring for those students whose applications are complete and ready to be processed.



All loan applicants are required to file the FAFSA, which indicates eligibility or non-eligibility with the Financial Aid Office.

Clark State can provide you with additional information about scholarships and deadline dates. This information is available on the Financial Aid page of the Clark State website or you may call the Financial Aid Office at (937) 328-6034.

## Supporting Material

Additional documentation may be needed for certain situations or to comply with U.S. Department of Education verification requirements. The Financial Aid Office will advise you on what you need.

## Eligibility Requirements

The federal program eligibility requirements are listed below:

- Generally, you must show financial need.
- You need to have a high school diploma, GED.
- You are enrolled as a regular student in an eligible program.
- You are a U.S. citizen or eligible non-citizen.
- You make satisfactory academic progress.
- You are a U.S. citizen or eligible non-citizen.
- You make satisfactory academic progress.

## Denial of Aid

Aid may be denied for several reasons: no need or insufficient demonstrated financial need, lack of institutional funds, failure to make satisfactory progress toward completion of the certificate or degree, default on a federal student loan, or failure to submit required documentation.

## Financial Aid Vouchers

When aid has been awarded, it becomes a voucher similar to a credit card that can be used on campus for the payment of tuition, fees, and books. A check for any surplus aid not used is mailed to the student's home address the fifth week of the term by the Business Office. Students who totally withdraw may not receive any surplus funds..

## Federal Pell Grant

The Pell Grant is a federal assistance program designed to provide the foundation on which other aid can be built. As in any grant, it is a form of gift aid, which does not have to be repaid. The amount of the award depends on the Expected Family Contribution (EFC) on the Student Aid Report and the number of credit hours for which a student enrolls. A student who has already earned a bachelor degree is not eligible for this grant. During 2011/12, the annual value of Pell Grants at Clark State ranged from \$555 to \$5,550 for part-time and full-time students, respectively

## Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a federal grant which provides assistance to eligible undergraduate students who have not earned a bachelor degree. The maximum award by law is \$4,000 per year; however, the amount of any individual award may be much less because of restricted funding. FSEOG awards must be targeted to exceptionally needy students with priority given to Pell Grant recipients.

## Federal DIRECT Subsidized Stafford Loan Program

This program offers long-term, interest-bearing loans made available to students through the Direct Lending loan program by the U.S. Department of Education to help pay for educational expenses. Repayment is made beginning six months after the borrower ceases to be at least a half-time student (enrolled in six credit hours). This program is open to all dependent and independent undergraduate students based on financial need.

Loan proceeds are usually sent to the College in multiple disbursements. First-year, first-time borrowers cannot receive the first loan payment until 30 days after the first day of the loan period. Arrangements must be made by the student to take care of tuition costs until loan proceeds are issued.

## Federal DIRECT Unsubsidized Stafford Loan Program

This loan program is available to dependent or independent undergraduate students regardless of family income. The term unsubsidized means that interest accumulates (i.e., is not paid by the federal government) while the student is enrolled. The application process is the same as for the Federal Subsidized Stafford Loan Program.

Loan proceeds are sent to the College in the same manner as the subsidized loan program and the 30-day wait for new borrowers also applies

## Parents' Loans for Undergraduate Students (PLUS)

PLUS Loans for dependent students are not need-based and are made regardless of income pending credit approval. They are used to supplement needs not completely met by the Stafford Loan programs. The interest rate of the loan is variable and is set by Congress.

The application process for the federal PLUS program is the same as for the Stafford Loan programs and does not carry a fixed loan limit but is limited to the cost of attendance.

## Mumma Loan

The Dorothy M. Mumma Short-Term Loan is an emergency loan program for the payment of tuition, fees, and books. This loan cannot exceed \$1,500 per term and must be repaid by the eighth week of the term. There is a \$20 processing fee. The borrower must demonstrate the ability to repay the loan. Receipt of this loan is contingent upon availability of funds.

## Academic Progress

As a Clark State student, you are expected to meet standards of academic progress while working toward a degree, certificate, or transfer credits. The Financial Aid Office is required by the U.S. Congress and the U.S. Department of Education to enforce standards of academic progress for students who receive Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Direct Stafford Loans, and Parent PLUS loans. This policy is applied to all financial aid applicants, regardless of whether they received financial aid previously.

## Credit Hour Requirements

You will need to successfully complete 67 percent of all hours attempted, each term and cumulatively, with grades of A, B, C, D, IP or S. Grades of F, Z, W, I, U, UW and PG are not considered as successful completions. You must also maintain a cumulative grade point average of at least 2.00.

You must complete your program of study within 150% of the program length. Clark State credits and any transfer credits accepted by Clark State are included in the 150% timeframe maximums, also including withdrawals and non-completions. If a student changes majors within the same degree or certificate, he or she is still required to complete within the same maximum timeframe.

## Financial Aid Warning

Students who fail to complete 67% of their attempted hours and/or fall below the minimum GPA requirement are placed on financial aid warning. Aid is applied for one term only and is re-evaluated before the next term. Students must successfully complete 67% of attempted hours and meet a minimum 2.0 GPA requirement during their warning term. Students who fail to meet the requirements will be suspended from federal financial aid.

## Financial Aid Suspension

If the warning status is not removed in the above-specified manner, federal financial aid will be suspended. In order to receive further federal aid, you must successfully complete 16 credit hours without the assistance of federal financial aid and achieve a cumulative GPA of 2.00. You may also appeal the suspension. If you complete 16 credit hours, you must contact the Financial Aid Office. The Appeals Committee will then review your transcript. You can still receive non-federal assistance. If financial aid is suspended a second time, there is no appeal.

## Financial Aid Appeals Process

If you lose your eligibility and feel there are mitigating circumstances, you may appeal in writing to the Financial Aid Appeals Committee. If the appeal is granted, you will be placed on Probation or on an Academic Plan. If the required standards are not met at the end of the Probation term, the student will be suspended the second time.

The Fresh Start Program does not affect the Financial Aid Standards of Academic Progress Policy.

## New Programs of Study

Students who have graduated from Clark State and are seeking a second degree must contact the Financial Aid Office to determine new eligibility. Only one new degree will be considered.

## Work Study Program

The Federal Work-Study program provides part-time campus employment if you have financial need and want to earn part of your education expenses. You must be enrolled for at least six credit hours each term to be eligible to participate. During the Summer term, you must be enrolled for at least six credit hours. Currently, the wage rate is \$8.00 per hour, but is subject to change with changes in the federal minimum wage. You may work up to 18 hours per week. The amount you may earn in a school year is determined by the amount of your financial need, other financial aid, and availability of federal funds.

The College-Funded Work-Study Program provides part-time campus employment even if you do not show financial need (as you would for the Federal Work-Study Program). The wage rate and hours worked are the same as for the federal program.

The Office of Career Management assists students with locating part-time employment on campus.

## Withdrawals

Your financial aid is based on the number of credit hours for which you are officially registered. You must notify the Financial Aid Office of any changes in enrollment.

If you add or drop credit hours, your financial aid will be automatically recalculated based on your level of enrollment. This recalculation will continue throughout the refund period.

## Financial Aid Refund Policy

Any student receiving Federal Title IV funds will be subject to the policy below regarding the return of Federal Title IV funds:

Students who withdraw from all classes prior to completing more than 60 percent of an enrollment semester will have their eligibility for federal aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

The percentage of the semester completed is the percentage of aid earned. This is calculated by the number of days the student attended divided by the number of calendar days in the payment period (i.e. semester). For example, if a student completely withdrew on the 20th day of the semester that is 114 days in length, the student would have only earned 17.5% of the aid he or she received (20 divided by 114 = 0.175). Clark State and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the period the student remained enrolled.

If the College returns funds to the Title IV aid programs, it could result in the student owing Clark State charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses. Unearned federal aid will be returned in the following order: Federal Direct Stafford Loans (unsubsidized, then subsidized), Federal PLUS Loans, Federal Pell Grant and Federal SEOG.

Students who remain enrolled through at least 60 percent of the payment period (semester) are considered to have earned 100 percent of the aid received and will not owe a repayment of Federal Title IV grant funds.

\*Please note that students are responsible for any balance owed to Clark State as a result of the repayment of federal aid funds. For more information on the financial aid refund policy, please contact the Financial Aid Office.

## Educational Costs

Expense budgets include both direct (on-campus) and indirect (off-campus) educational costs. Direct costs are tuition and fees. Indirect costs may include estimates for books, transportation, room and board, and miscellaneous and personal expenses. These expenses will vary from student to student depending on a number of factors such as marital status, dependency status (as defined by federal and state programs), residency, and number of dependents. The total of all aid cannot exceed the student’s cost of attendance.

## Scholarships

Clark State offers a variety of scholarship opportunities. Applications are available in the Financial Aid Office.

### Trustee Honor Scholarship

Fifteen full-tuition packages are available to academically talented students from high schools and vocational schools in Clark, Champaign, Greene, or Logan County.

Recipients must be graduating during the current year, rank either in the upper 15 percent of their high school graduating class, or have a 3.5-4.0 GPA and have demonstrated involvement in activities outside the classroom. Recipients may retain eligibility for a second year by achieving stated academic requirements. Applications may be obtained from high school counselors or

the Admissions Office. Application deadline is the last Friday in March of the student’s senior year of high school.

### Clark State Foundation

The Clark State Foundation is a non-profit organization that provides support to the College and its students. The Foundation offers and administers scholarships funded by contributions from individuals, businesses, and organizations. You can print an application from the Clark State website (under Scholarships on the Financial Aid Page), in the Financial Aid Office, the Admissions Office, the Foundation Office, the Greene Center, or from the Brinkman Center receptionist. Deadlines for applying are stated on the application. Your application will then be reviewed by the Scholarship Review Committee.

### George Mueller Tech Prep Scholarship

High School Tech Prep students graduating from a career center or high school in Clark, Champaign, Greene, or Logan county may apply for the George Mueller Tech Prep Scholarship. Students must have a 2.5 GPA during junior and senior years, and continue in the same Tech Prep pathway at Clark State to qualify for this \$1200.00 per year scholarship. Applications are available from the career center or high school counselors and Tech Prep teachers. Deadline for applications is April 15. Contact Clark State Tech Prep at (937) 328-3888 or Scholarships at 328-3882 for additional information.

### Others Scholarships Available at Clark State

You may also want to apply for these scholarships, which are funded by the State of Ohio:

#### Ohio National Guard Scholarship

The Ohio National Guard will pay 100% of instructional and general fees of its members approved for education. Application is made through the local Guard unit.

#### Ohio Tuition Waivers

The State of Ohio grants tuition waivers for the children of Ohio peace officers and fire fighters killed in the line of duty. Applications are processed through the Financial Aid Office.

#### Ohio War Orphans Scholarship

The State of Ohio awards scholarships for the partial payment of full-time instructional and general fees to dependent children of deceased or disabled Ohio War Veterans. Application is made through The Ohio Board of Regents.

# Student Records

Our Records and Registration Office processes your student records, transcripts, identification cards, and diplomas. It also processes changes in student status such as name, address, residency, and major. For more information, please contact the Records and Registration Office.

## Transcripts

You may get an official transcript of your academic records one of three ways: online; in person; by mail. There is a \$2 fee per transcript. (An additional \$2.25 processing fee will be charged per recipient for online ordering.) All financial obligations to the College must be paid and all College equipment returned before a transcript can be released. Once a request is received, transcripts will, normally, be sent within 3-5 business days.

### Online

Clark State offers online transcript ordering, which allows for 24/7 ordering access, faster service, secure transactions, online order tracking, and email updates. For detailed information and a link to online ordering, visit our website at [www.clarkstate.edu/student\\_records.php](http://www.clarkstate.edu/student_records.php). A major credit card is required for online ordering.

### In person

Transcripts may be ordered in person during normal business hours by completing a Transcript Request Form at the Springfield, Leffel Lane Campus or at the Beavercreek, Greene County campus.

### By Mail

We strongly encourage and recommend that you use online Transcript Ordering. If, however, you are unable to do so, you may send a written letter of request to: Records Office, Clark State Community College, PO Box 570, Springfield, OH 45501.

Written requests must contain all of the following information: Full, current name; previous name(s) used while attending Clark State; SSN or student identification number; date of birth; approximate years of attendance; a contact phone number where you can be reached if there is a problem with your order; number of transcripts requested; name(s) and address(es) where the transcript is to be sent; your signature authorizing release of your transcript.

**For in-person and mail orders, Clark State accepts cash, check, money order, VISA, MasterCard, and Discover Card. Payment must accompany the transcript request.**

## Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your educational records. You have the right to inspect and review your educational records within 45 days of the day the College receives a request for access. You should submit to the Registrar written requests that identify the records(s) you wish to inspect. You may request the amendment of your educational records if you believe it is inaccurate or misleading. You should write the College department officially responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the problem is not resolved to your satisfaction, you may take the matter to the Dean of Student Affairs and, in absence of resolution satisfactory to you, to a formal hearing in accordance with the College's established grievance procedures.

You have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

You also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## Release of Information

The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 is designed to protect your privacy and your educational records. Clark State recognizes "Directory Information" as the following: student name, address, telephone number, major, degrees and awards received participating in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, enrollment status, and most recent previous educational agency or institution attended.

You may request that your "Directory Information" not be released by signing a request to withhold information, available in the Records and Registration Office. The College will not release information to the newspaper concerning academic achievement if you have submitted a request.

# Tools for Student Success

## The College Library

The Clark State Library, located in the Sara T. Landess Technology and Learning Center, provides a variety of materials and services to students, faculty, staff, and the community. The Library owns more than 35,000 books, 150 magazine and journal titles with electronic access to thousands more and over 2,000 audio-visual titles. The library houses computers with access to the Internet and electronic research databases through OhioLINK. Extensive information on getting started with research is available on the library's web page at <http://lib2.clarkstate.edu/library/library.html>.

A validated Clark State student identification card serves as your library card and entitles you to full borrowing privileges in accordance with the Library circulation policies. A copy of these policies is available at the circulation desk and online. A valid Clark State student identification card also serves as your library card to the Paul Laurence Dunbar Library on the campus of Wright State University, which is the closer library to the Greene Center campus in Beavercreek.

The Clark State Library is a member of OhioLINK, the statewide network of automated library services that provides access to a central library catalog listing over 49.5 million items along with over 140 electronic research databases and 17,000 electronic full-text journals. Interlibrary Loan service is available to students, faculty, and staff for locating and borrowing materials not owned by the College Library or available through OhioLINK. You may borrow books from any OhioLINK library with a validated Clark State ID card.

Note: Requests for diplomas, transcripts, and registration for subsequent terms may be rejected due to Library obligations.

The Library is open Monday through Thursday, 8 a.m.-9 p.m., Friday, 8 a.m.-5 p.m., and Saturday, 10 a.m.-3 p.m. Summer hours vary. Between academic terms, hours are Monday through Friday, 8 a.m.-5 p.m.

The Library is closed when the College is closed. Please call (937) 328-6022 or email [library@clarkstate.edu](mailto:library@clarkstate.edu) for more information.

## Behavior Support Services

Clark State has a licensed professional counselor available to assist students in addressing problems and concerns that may impede academic performance.

Peer Listeners are also available to meet with students on a walk-in basis. The peer listeners are trained in a variety of areas including listening skills, crisis management, and problem solving. Consultations are confidential (except in cases in which disclosure of information is necessary to protect you or others from physical or life-threatening danger), and no information will be released without written permission. Referrals to community agencies may be made when appropriate. To contact Behavior Support Services, please contact (937) 328-7961.

## Tutoring

You are entitled to free tutoring as a Clark State student. If you are interested in obtaining a tutor or becoming one, please visit the Sara T. Landess Technology and Learning Center, Room 117, the Brinkman Center, Room 106, or the Greene Center. Tutors are assigned to students, usually two hours per week per subject.

## Disability Services

Disability Services is the official contact for students with any type of disability who request reasonable accommodations, auxiliary aides and/or services to provide equal opportunity for academic success. Disability Services serve as advocates for you and will assist you in achieving equal access to all College programs and services.

Students must self-disclose their disability, and register with Disability Services in order to receive accommodations. Students may need to provide documentation of the disability (i.e.: IEP Individualized Education Plan, MFE – Multifactor Evaluation, or other testing information, letter from a doctor or other licensed professional.) Students are strongly encouraged to meet with the Disability/Retention Specialist in Rhodes Hall, Room 215B, or at the Greene Center, several weeks before enrolling in classes to determine eligibility for services. Students who qualify for services must meet with the disability specialist before each term to arrange for their support services. For more information, please contact Disability Services at (937) 328-6019.

## Success Center

The College's Success Center in the Sara T. Landess Technology and Learning Center, Room 117, offers a full-service area for new and returning students. Tutoring is available on a walk-in basis, Monday through Thursday, 8:30 a.m.-7 p.m. and Friday, 8:30 a.m. – 5 p.m. Computers for Internet research and supplemental learning programs for a variety of classes are also available. Students can also take advantage of various study groups and workshops facilitated by the Success Center.

## Office of Career Management

Sound career choices are based on knowledge about yourself and the world of work. Whether you are choosing a major, researching your chosen career field, or preparing for your job search, the Office of Career Management can help you meet these challenges. The Office of Career Management offers a full range of services designed to assist students in exploring the wide range of personal and professional choices open to them, and to find the career path that fits them best. All Clark State students and alumni are encouraged to use the Office of Career Management's web-based resume referral service, self-assessment, career exploration, and job search resources.

For more information on how we can help you, please call (937) 328-6093, or visit us at the Sara T. Landess Technology and Learning Center or online at [www.careers.clarkstate.edu](http://www.careers.clarkstate.edu).

## Cooperative Education

Cooperative Education at Clark State combines paid work experience with academics. This combination of academic learning and on-the-job training can create a superior learning environment for you.

The alternate work program consists of a semester of full-time study, then a semester of full-time employment. The parallel work program allows you to work a half-day and study the other half. You can earn wages and three to five college credits per term. If you are already employed in your field of study, the Co-op/Internship program allows you to receive college credit for your work.

For more information, contact the Cooperative Education faculty member at (937) 328-6073 or your advisor.

## College Preparatory Education

College preparatory education (CPE) courses in reading, writing, and mathematics are designed to build skills so that you will succeed in college-level classes. If you have been away from the classroom for a number of years, did not develop strong basic academic skills in high school, or do not have any background in an area that is an important part of your college program (algebra or chemistry, for example), you will benefit from these preparatory courses. Placement into these courses is determined by the placement tests and by you and your advisor.

College preparatory education courses do not count toward graduation or in your transcript grade point average. They do, however, count in the calculation of full-time status, progress GPAs, and are included in consideration for grants and other financial aid.

You may repeat a CPE course twice without permission. Permission to take a CPE course a third or more times must be obtained from the dean in your major.

## Honors

We occasionally offer honors courses that parallel the Phi Theta Kappa Honors Society topic for the year. If you are interested in enrolling in an honors course, you should speak with your academic advisor or counselor.

## Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for two-year colleges. Phi Theta Kappa was established in 1918 and has over 1,000 chapters in the United States, Canada, and Germany at colleges offering the associate degree. Clark State's chapter, Alpha Nu Lambda, was established in 1987. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship, and service. Induction into Phi Theta Kappa provides national recognition to students of distinguished achievement. To become a member of Phi Theta Kappa, you must have a grade point average of 3.5 or above and 18 credit hours toward an associate degree.

## Epsilon Pi Tau

Epsilon Pi Tau is the International Honor Society for Professions in Technology. The organization was first conceived in 1928 at the Ohio State University as a Greek letter fraternity to recognize leaders and potential leaders in the fields related to technology education of that time and has expanded its role to honor deserving members in the technology professions. There are 123 campus and field chapters throughout the world. To be eligible to join the Clark State Chapter, Delta Iota, students must have a minimum grade point average of 3.25. To signify membership in Epsilon Pi Tau, graduating members wear blue/gold/white cords over their academic gowns.

# Academic Policies

The following sections are intended to be an overview of academic policies and procedures at Clark State. For more detailed information, contact the Records and Registration Office. The Vice President of Academic and Student Affairs is ultimately responsible for developing and implementing academic policies

## Attendance

Achievement of academic goals is best accomplished through regular class participation. Therefore, you are urged to attend all class and laboratory sessions. When unavoidable absences do occur, you should take the responsibility to contact your instructor to make arrangements for work that has been missed. Instructors have the right to issue a failing grade (UW or F) if you incur excessive absences and have not officially withdrawn from a course. Specific information concerning attendance is available in the course syllabus.

The College is required to report non-attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes may also result in having to repay part or all of an allowance from the Veterans Administration or state or federal agencies.

## Academic Misconduct

Students are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in any profession; such activities are considered a violation of the Student Code of Conduct and are therefore prohibited. Students are responsible for understanding and abiding by the College Academic Integrity Policy and definition of academic dishonesty as well as course and faculty-specific standards and expectations.

Cases involving academic dishonesty are handled within the academic division responsible for that course. Faculty and/or the division deans have the authority to issue a sanction up to a grade of zero for any assignment in which academic misconduct has occurred. In serious or repetitive incidences, the case will be referred to the Academic Incident Hearing Panel (AIHP) for further action. Such action may include issuing a failing grade for the course, probation, suspension, and/or expulsion.

## Grade Reports

You can access your final grades through WebAdvisor. Grades will not be released over the phone. You may request an official copy of your grades in the Records and Registration Office or online. If you have a concern about a grade, you should discuss it with your instructor within eight weeks after the end of the semester. If the grade was for a Spring or Summer term class, you should discuss it with your instructor by the eighth week of Fall semester. If the problem is still not resolved, you

may discuss it with the division dean and then with the Vice President of Academic and Student Affairs.

Two cumulative grade point averages are maintained for each student. The Progress GPA includes all courses completed at Clark State and include all College Preparatory (CPE) courses and other pre-college-level courses. The Transcript GPA does not include the grades for any CPE or other pre-college courses.

## Dean's List

If you carry a minimum of six credit hours of college courses and maintain a transcript grade point average of 3.5 or better for a semester's work, you will be enrolled on the Dean's List in recognition of achievement that semester. Grades of "satisfactory" and grades in college preparatory courses are not included in determining the grade point average.

## Academic Probation

You are considered to be on academic probation when your Progress grade point average falls into the ranges listed below:

Hours attempted	Progress GPA
1-10	Below 1.50
11-20	Below 1.60
21-30	Below 1.70
31-40	Below 1.80
Over 40	Below 2.0

Probation means that you are in jeopardy of being dismissed from the College for academic reasons. If your average places you on probation, you must confer with your faculty advisor to carefully select a course schedule. Students on probation will not be permitted to register without their faculty advisors' permission. Academic support services such as tutoring and the writing lab are strongly recommended for students on probation.

When on academic probation, you may carry a maximum load of 12 course credits. (This includes students accepted into the College on probation by the Admissions Office.) It is strongly recommended that you repeat any failed courses the next term those courses are offered.

## Dismissal

A student is dismissed from the College when his/her Progress grade point average falls below the probation levels listed below. Dismissal means that you must sit out the term following the term in which your Progress GPA falls below probation levels. However, you will be placed on probation at least one term before dismissal for academic reasons. During that probation term, you will receive a letter from the Records and Registration Office stating that failure to improve the Progress GPA by the end of the term will result in dismissal. You will be dismissed when your Progress grade point average falls into the following ranges.

Hours attempted	Progress GPA
1-10	Below .80
11-20	Below .90
21-30	Below 1.20
31-40	Below 1.40
over 40	Below 1.6

## Re-Admittance After Dismissal

You may be re-admitted to Clark State on probation after you have sat out one term, completed the Petition for Re-Admission form available in the Records and Registration Office, and have it reviewed and approved by the division dean or coordinator of advising.

Upon re-admittance, you must meet with the division dean to determine a course of action. You will be permitted to enroll for not more than 12 credit hours for each of the next two terms.

Once re-admitted, you will remain on probation until you move above the probation ranges defined in the table above. However, you will not be dismissed again even if you remain within the dismissal range provided that you maintain a term Progress GPA of 2.0 each term. If you fail to maintain a Progress GPA of 2.0 each term, you will be dismissed again if your cumulative Progress GPA falls into the dismissal range.

Students qualifying for a third dismissal will be suspended and must sit out a full calendar year before being allowed to continue taking classes. You must follow the steps outlined above for re-admittance. Any future academic dismissals will also result in additional one-year suspensions.

## Definition of Credit Hour

All academic credits are expressed in terms of credit hours. Clark State defines a credit hour based on the requirements of The Ohio Board of Regents.

## Grading System

Academic achievement is indicated by the following grades and points used in calculating grade point average:

<b>A-Excellent</b>	(4 grade points per credit hour)
<b>B-Good</b>	(3 grade points per credit hour)
<b>C-Average</b>	(2 grade points per credit hour)
<b>D-Poor</b>	(1 grade point per credit hour)
<b>F-Failing</b>	(0 grade points per credit hour)
<b>Z-Non-Attendance*</b>	(0 grade points per credit hour)
<b>UW-Unofficial Withdraw**</b>	(0 grade points per credit hour)

(\*Student registered for class but never attended; student never logged into online classes.)

(\*\*Student stops attending class, but never officially withdraws from the course.)

Your Transcript GPA is obtained by dividing the total number of grade points earned in college credit courses by the total number of credit hours attempted in those courses. For example, consider the following grades earned by a student:

	Credit Hours	Grade	Points
Course 1	3	B	9
Course 2	3	C	6
Course 3	4	B	12
Course 4	3	C	6
Totals	13		33

The total number of grade points, 33, is determined by adding together the points earned in each course (credit hours x grade points). That number is then divided by the total number of credit hours, 13, to determine the grade point average. In this example the average is  $33/13 = 2.538$ , 2.53.

Grades issued for college preparatory courses are not counted in your transcript grade point average. A transcript grade point average refers to the average for all college credit courses taken during your enrollment at the College. There are other symbols that can be issued for which no points are associated:

<b>S</b>	<b>Satisfactory</b>
<b>U</b>	<b>Unsatisfactory</b>
<b>I</b>	<b>Incomplete</b>
<b>PR</b>	<b>Proficiency</b>
<b>CR</b>	<b>Credit</b>
<b>NC</b>	<b>No Credit</b>
<b>EX</b>	<b>Experiential Credit</b>
<b>TR</b>	<b>Transfer Credit</b>
<b>AR</b>	<b>Articulated Credit</b>
<b>W</b>	<b>Withdrawal</b>
<b>X</b>	<b>Audit</b>
<b>IP</b>	<b>In Progress (self-paced courses only)</b>
<b>N</b>	<b>No Grade Reported (Records Office use only)</b>



## Incomplete

The incomplete I grade process may be initiated when you are progressing satisfactorily in a course, but for reasons beyond your control (e.g., illness or death in the family), you will not have completed all requirements for the course when final grades are submitted by the instructor.

You must notify your instructor by the last day of any term. If the instructor agrees to an I grade, it will be submitted on your grade report and the instructor will set up a schedule on the Incomplete Grade form for completion of the course requirements by midterm of the following term. When you complete the class requirements, the instructor will change the I grade to another letter grade. If you do not complete the requirements, the I grade will automatically be changed on Friday of the eighth week of the following term to an F grade on your transcript. A student receiving an incomplete grade at the end of Spring or Summer term must complete all conditions by Friday of the eighth week of Fall semester.

## Global Awareness

Because of the importance of international events to our lives, we require each graduate to successfully complete one or more courses that emphasize global awareness. The number of classes varies with the degree being sought.

## Graduation Requirements

To qualify for an associate degree, you must pass all required courses for your major and have a transcript grade point average of at least 2.0. Students in the following majors must have a C as a minimum grade in all required major courses: Early Childhood Education, Emergency Medical, Medical Assisting, Medical Laboratory, Practical Nursing, Registered Nursing, Physical Therapist Assistant, and Social Services. Students who graduate from the Registered Nursing program in 2013 or after will be required to have a C or greater in all courses in the curriculum. Students in the Realtime programs must have passed each of the terminal speed courses within 12 months prior to graduation.

All students are expected to complete the residency requirement of at least 20 credit hours of coursework at Clark State for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, such as articulated, experiential, transfer, or proficiency credit do not count toward the residency requirement. Credit equivalencies may not exceed one half of the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the divisional dean. All financial obligations to the College (instructional fees, general fees, laboratory fees, technology fees, library fines, parking fines) must be paid and all College equipment returned before your grades or a diploma will be issued by the College.

## Graduation Process

Graduates earn one of the following degrees: Associate of Arts, Associate of Science, Associate of Applied Business, Associate of Applied Science, or Associate of Technical Studies. Students who complete one-year certificate programs may also participate in the graduation ceremony.

Students wishing to graduate must submit a Petition to Graduate Form to the Records and Registration Office. Students who fail to petition to graduate within 12 months of last enrollment in courses within the curriculum must meet the curricular requirements in force at the time of their petition. If you anticipate completing graduation requirements by the end of Spring or Summer term, you should complete the Petition to Graduate form prior to February 28. If you anticipate completing graduation requirements by the end of Fall semester, you have until the last day of the term to submit your Petition form. Students who do not complete the graduation requirements by the end of the designated term on their petition must submit another Petition to Graduate form to the Records and Registration Office once requirements are met.

The graduation ceremony is held in May. Blank diplomas will be issued at graduation. If you finish your degree or certificate requirements at the end of the Fall or Spring terms, your diploma will be mailed at that time and you may elect to participate in the next graduation ceremony.

If you have a cumulative 2.0 average and need no more than four courses that will be offered during the Summer term to complete degree requirements, you may petition the Records and Registration Office for graduation and participate in the May graduation ceremony. Diplomas will be issued after your degree requirements are completed during the Summer term. Students with a cumulative grade point average of 3.5 or better at the end of Fall semester will be recognized at commencement as honor students. Each student bears responsibility for scheduling those courses necessary to complete graduation requirements. Students who interrupt their attendance for more than one academic year and later return must meet the curricular requirements in force at the time of their return.

## Student Classification

You are considered full-time when you are enrolled in at least 12 credit hours. If you carry 11 credit hours or less per term, you are part-time.

You are a first-year student if you are registered in a specific program and have earned fewer than 30 semester hours of credit, including transfer credit. You are a second-year student once you have earned 30 or more semester hours.

## Credit Equivalencies

You may qualify for academic credit for college-level learning gained outside of college through a variety of methods including business or government training recommended by the American Council on Education (ACE); CLEP, College Board Advanced Placement tests, Military service training recommended by ACE (DANTES); Portfolio evaluation; and credit by examination. To learn more about the available options contact the Records and Registration Office or visit with your advisor.

## Advanced Placement Credit Award

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities.

As of Fall Term 2009, Students obtaining an Advanced Placement (AP) exam score of 3 or above are awarded the aligned course(s) and credits for the AP exam area(s) successfully completed. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.

If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied toward graduation where such elective credit options exist within the academic major.

Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

## Athletics/Intramurals

Clark State Community College offers five intercollegiate athletic programs:

**Men's basketball**

**Men's baseball**

**Women's basketball**

**Women's softball**

**Women's volleyball**

As a member of the Ohio Collegiate Athletic Conference, OCAC, and playing in the United States Collegiate Athletic Association, USCAA, Clark State competes in Division II of intercollegiate athletics. Eagle athletics takes pride in their success on and off the playing field. You can obtain additional information by contacting the Athletic Department at (937) 328-7819.

You may also participate in recreational and intramural sports. Some of the activities include club soccer, club golf, flag football, co-ed volleyball, and a 3-on-3 basketball tournament. If there is an activity that is not offered and you are interested in starting one, contact the Athletic Department to initiate the process.

## Performance/Concerts

Clark State offers students opportunities to participate in the arts at the Clark State Performing Arts Center.

Students can audition for The Theatre Arts Program Fall and Spring plays or musicals. Audition dates are September and January/February each year. Performances are held in October/November and April at the Clark State Performing Arts Center Turner Studio Theatre black box or in the 1,500-seat Kuss Auditorium proscenium. Both Theatre Arts productions are reviewed by Miami Valley theatre groups for Day Tony Awards.

Also available to students is the Clark State Choir. Students can register for MUS 1150 Clark State Choir each term (up to 4 terms). Choir concerts are at the end of each term with occasional performances at off-site locations. For more information regarding productions and choir concerts, please contact the Theatre Arts Program at (937) 328-8059.

In addition to performing opportunities, Clark State also offers students the rewarding option to work back stage at the Performing Arts Center events through the College Work-Study program. Contact Performing Arts Center Technical Director, Dan Hunt, at (937) 328-3863 for more details.




# Degree Programs

2012  
2013

Clark State offers more than 80 associate degree and certificate programs. Interested in completing a Bachelor's degree? Check out our transfer degree programs.


Programs designated with a  are also available at the Greene Center campus in Beavercreek.

Programs with a  are available only at the Greene Center campus in Beavercreek.


## Transfer Degrees

Associate of Arts	
Associate of Science	
Business Transfer - Wright State University	
Chemistry Transfer - Wright State University	
Communication Studies	
Engineering Transfer	
English Transfer - Wright State University	
Math Transfer - Wright State University	
Physics Transfer - Wright State University	
Psychology Transfer - Wright State University (Bachelor of Arts)	
Psychology Transfer - Wright State University (Bachelor of Science)	
Social Work Transfer - Wright State University	
Teacher Education Transfer Concentration	
Teacher Education Transfer - Early Childhood Education	
Teacher Education Middle Child Language Arts/Social Studies- Wright State University	
Teacher Education Middle Child Math/Science - Wright State University	

## Advanced Technical Intelligence

Advanced Technical Intelligence	
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### ATI Certificate

Advanced Technical Intelligence Certificate	
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## Agriculture and Horticulture

Agricultural Business
Agricultural Business - Agriculture Engineering Technology Option
Horticulture Industries - Golf Course Operations Option
Horticulture Industries - Landscape Design Option
Horticulture Industries - Nursery Operations Option
Horticulture Industries - Parks and Recreation Operations Option
Horticulture Industries - Turf and Landscape Operations Option

## Aviation

Aviation Technology Concentration (AA)
Aviation Technology Concentration (AS)

### Aviation Certificate

Aviation Technology Multi-Engine Post-degree Certificate
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## Business

Accounting	
Management	
Management-Human Resource Management Option	
Management - Insurance Option	
Management - Logistics & Supply Chain Management Option	
Management - Marketing Option	
Office Administration	
Office Administration - Medical Office	
Paralegal (first year)	
Professional Services Management	

## Business Certificates

Accounting Certificate	
Advanced Medical Coding Departmental Certificate	
Communication Departmental Certificate	
Customer Service Departmental Certificate	
Human Resource Management Departmental Certificate	
Logistics & Supply Chain Management Departmental Certificate	
Management Certificate	
Marketing Departmental Certificate	
Medical Coding Departmental Certificate	
Medical Transcription Departmental Certificate	
Office Administration Certificate	
Property Insurance Claims Departmental Certificate	
Small Business Departmental Certificate	
Supervisory Departmental Certificate	


## Computer and IT

Computer Networking	
Computer Networking - Technical Systems Support Option	
Computer Software Development	
CyberSecurity / Information Assurance	
Information Services Library Paraprofessional	


## Computer and IT Certificates


Computer Programming Departmental Certificate	
CyberSecurity Departmental Certificate	
Mobile Application Programming Departmental Certificate	
Network Administration Departmental Certificate	
Network Infrastructure Departmental Certificate	
Oracle Database Development Departmental Certificate	
Technical Support Departmental Certificate	
Web Development Departmental Certificate	

## Career and Technical Education

Career and Technical Education - ATS	
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## Court Reporting/Captioning

Judicial Reporting 

Judicial Reporting-Broadcast Captioning/CART Option 

## Court Reporting/Captioning Certificate

Judicial Reporting Scopist Departmental Certificate 

## Diesel Technology

Diesel Technology


## Diesel Technology Certificate

Diesel Technology Departmental Certificate

## Early Childhood Education

Early Childhood Education

## Early Childhood Education Certificate

Child Development Associate (CDA) Certificate (every other year) 

## EMS | Fire

Emergency Medical Services/Paramedic Technologies

## EMS | Fire Certificates

EMT - Advanced Certification

EMT Certification

Firefighter/Transition Certification

Firefighter Level I Certification

Firefighter Level II Certification

Paramedic Certification

Paramedic Certification for Registered Nurses

## Engineering Technology

Computer-Aided Design (CAD)

Industrial Technology

Manufacturing Engineering Technology

Mechanical Engineering Technology

## Engineering Technology Certificates

Computer-Aided Design (CAD) Certificate


Electrical Maintenance Certificate


Manufacturing Certificate


## GIS/Geospatial Technology


GIS/Geospatial Technology 

## GIS/Geospatial Technology Certificates

GIS Analyst Certificate 

GIS Database Specialist Certificate 

GIS Image Analyst Certificate 

GIS Programming Certificate 

## Health

Medical Assisting


Medical Laboratory Technology

Physical Therapist Assistant

Registered Nursing (Clark State Community College - Springfield Regional School of Nursing)

Registered Nursing - Evening - Weekend (Clark State Community College-Springfield Regional School of Nursing)


Registered Nursing - LPN to RN Transition (Clark State Community College - Springfield Regional School of Nursing)


Registered Nursing - Paramedic to RN Transition (Clark State Community College - Springfield Regional School of Nursing) 


## Health Certificates

Electrocardiography Departmental Certificate 

Medical Assisting Certificate


Multi-Skilled Health Care Certificate 

Nurse Aide Departmental Certificate 


Patient Care Technician Departmental Certificate 


Phlebotomy Departmental Certificate 

Practical Nursing Certificate

Practical Nursing Certificate - Evening Weekend 

## Law Enforcement

Corrections 

Criminal Justice Technology 

## Law Enforcement Certificate

Basic Peace Officer Academy

## Social Services

Social Services Technology

## Social Services Certificate

Chemical Dependency Departmental Certificate

## Theatre Arts

Theatre Arts – Option One: Performance

Theatre Arts – Option Two: Technical Theatre

## Theatre Arts Certificate

Arts Administration Departmental Certificate

# Start a Bachelor's Degree / Transfer

## Associate of Arts (3180)

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. A student with an AA degree may transfer these courses to a four-year institution. Of the 60 semester credit hours necessary to earn an AA degree at Clark State, a minimum of 39 credit hours must come from areas 1-6 in the outline of degree requirements. The AA/AS degree focuses on courses in the liberal arts and sciences.

The remaining credit hours are divided among courses in the student's area of concentration, elective courses and the Capstone Seminar. All entering students must take the Capstone Seminar in order to complete the AA degree.

The courses in the area of concentration as well as the electives should be directed toward the student's major at the transfer institution. These courses must be selected very carefully, following the recommendations of the transfer institution. Of the 21 hours of coursework in these two categories, no more than 10 should be selected from technical/career programs unless indicated in a curriculum guide or planned with an advisor with the division dean's approval.

Transfer institutions make the determination in acceptance of credit. The student should consult his/her academic advisor and the intended transfer institution when planning a schedule of classes. With careful scheduling and advising, a student should be able to transfer with junior standing, especially within the state of Ohio.

### Learning Outcomes

Upon completion of an Associate degree in Associate of Arts, a graduate will be able to:

- Write clearly (Area 1).
- Think critically (Area 1).
- Critically analyze a work of literature, music, theatre, art, or architecture (Area 2).
- Analyze and evaluate issues of the human historical and philosophical experience (Area 3).
- Describe and assess divergent aspects of individual and group human behavior (Area 4).
- Demonstrate mathematical and computer literacy (Area 5).
- Identify and apply the concepts of various aspects of the natural and physical world (Area 6).

### Associate of Arts Area 1 - English (6 credit hours)

Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AA degree.

### Area 2 - Communication (3 credit hours)

At least one class from COM 1100, 1120, 1170, 2220

### Area 3 - Literature, the Arts, and Humanities (15 credit hours)

Five courses, at least one of which is chosen from ENG 1600, 2250, 2300, 2500, 2610, 2620; at least one from HST or PHL, and at least three additional classes from ART 1300, 1330, 1340; MUS 1300; THE 1130, 1133, 2241, 2242; SPN 1111, 1112, 2211, 2212; FRN 1111, 1112; HST; PHL; or ENG 1600, 2250, 2300, 2500, 2610, 2620

### Area 4 - Social Sciences (9 credit hours)

Three courses from at least two different disciplines including courses listed under Economics, Geography, Political Science, Psychology, Sociology and Regional Studies.

### Area 5 - Mathematics (3 credit hours)

At least one course from those listed under Mathematics (in the Transfer Module). This includes MTH 1050, 1280, 1340, 2100, 2200, 2220, 2240, 2330, 2530, STT 2640, STT 2650.

### Area 6 - Natural Sciences (8-10 credit hours)

Many options are available; choose one most suited to your transfer institution. At least two classes from BIO, CHM, GLG, PHY; taken from those listed under Natural & Physical Sciences in the Transfer Module.

### Foundations (1 credit hour)

Effective Fall 2012, all students pursuing an AA or AS degree must take GEN 1100, College Readiness. GEN 1100 should be taken as early as possible in a student's academic career.

### Capstone Seminar (3 credit hours)

All students pursuing either the AA or AS degree are required to take the Capstone Seminar (HUM 2899). Students must have earned at least 45 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of specific AA/AS program goals.

### Concentration/Elective (12-25 credit hours)

These hours should be clearly transferable and count toward the major at the transfer institution. These classes relate to the major to be pursued at the four-year institution.\*They may also be used to fulfill additional general education requirements at the four-year institution.\* These classes should be planned carefully with an advisor.

### Global Awareness

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses meeting the requirement begin on page 6 in the 2012-2013 catalog. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

## Advanced Courses

In addition to the Capstone Seminar, all students pursuing either the AA or AS degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

Total Credit Hours: 60

\* The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first. Clark State has detailed transfer agreements with many local Colleges and Universities. The greatest number of these are with Wright State University, and are in areas such as Business, English, Math, Pre-Teacher Education, Psychology, etc. Because of the transition to semesters, it was not possible to finalize these agreements before printing this catalog. Please check the Clark State Website for more information about these transfer agreements.

Prior to 2012, Clark State Community College operated on a quarter-based academic calendar. Students who began on a quarter calendar may use both quarter and semester credits; any credits will apply to the degree areas at a 2 semester credit to 3 quarter credit ratio. Some course titles and all course numbers have changed; course substitutions will be used as necessary to accommodate the needs of students with both quarter based and semester based enrollment. Each student should confirm transferability of quarter and semester credits with his/her transfer destination institution.

## Associate of Science (3250)

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. A student with an AS degree may transfer these courses to a four-year institution. Of the 60 semester credit hours necessary to earn an AS degree at Clark State, a minimum of 39 credit hours must come from areas 1-6 in the outline of degree requirements. The AA/AS degree focuses on courses in the liberal arts and sciences.

The remaining credit hours are divided among courses in the student's area of concentration, elective courses and the Capstone Seminar. All entering students must take the Capstone Seminar in order to complete the AS degree.

The courses in the area of concentration as well as the electives should be directed toward the student's major at the transfer institution. These courses must be selected very carefully, following the recommendations of the transfer institution. Of the 21 hours in these two categories, no more than 10 should be selected from technical/career programs unless indicated in a curriculum guide or planned with an advisor with the division dean's approval.

Transfer institutions make the determination in acceptance of credit. The student should consult his/her academic advisor and the intended transfer institution when planning a schedule of classes. With careful scheduling and advising, a student should be able to transfer with junior standing, especially within the state of Ohio.

### Learning Outcomes

Upon completion of an Associate degree in Associate of Science, a graduate will be able to:

- Write clearly (Area 1).
- Think critically (Area 1).
- Critically analyze a work of literature, music, theatre, art, or architecture (Area 2).
- Analyze and evaluate issues of the human historical and philosophical experience (Area 3).
- Describe and assess divergent aspects of Individual and group human behavior (Area 4).
- Demonstrate mathematical and computer literacy (Area 5).
- Identify and apply the concepts of various aspects of the natural and physical world (Area 6).

**Associate of Science Area 1 - English (6 credit hours)**

Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AS degree.

**Area 2 - Communication (3 credit hours)**

At least one class from COM 1100, 1120, 1170, 2220

**Area 3 - Literature, the Arts, and Humanities (9 credit hours)**

Three courses, at least one of which is chosen from ENG 1600, 2250, 2300, 2500, 2610, 2620; at least one from HST or PHL, and at least one additional class from ART 1300, 1330, 1340; MUS 1300; THE 1130, 1133, 2241, 2242; SPN 1111, 1112, 2211, 2212; FRN 1111, 1112; HST; PHL; or ENG 1600, 2250, 2300, 2500, 2610, 2620

**Area 4 - Social Sciences (9 credit hours)**

Three courses from at least two different disciplines including courses listed under Economics, Geography, Political Science, Psychology, Sociology and Regional Studies.

**Area 5 - Mathematics (5 credit hours)**

At least one or more courses to total at least 5 credit hours, taken from those listed under Mathematics in the Transfer Module. This includes MTH 1050, 1280, 1340, 2100, 2200, 2220, 2240, 2330, 2530. STT 2640 and STT 2650 meet AS degree requirements only if both STT 2640 and STT 2650 are successfully completed.

**Area 6 - Natural & Physical Sciences (10 credit hours)**

Many options are available; choose one most suited to your transfer institution. At least two classes from BIO, CHM, GLG, PHY; taken from those listed under Natural & Physical Sciences in the Transfer Module. Each class must have a lab component.

**Foundations (1 credit hour)**

Effective Fall 2012, all students pursuing an AA or AS degree must take GEN 1100, College Readiness. GEN 1100 should be taken as early as possible in a student's academic career.

**Capstone Seminar (3 credit hours)**

All students pursuing either the AA or AS degree are required to take the Capstone Seminar (HUM 2899). Students must have earned at least 45 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of specific AA/AS program goals.

**Concentration/Elective (15-27 credit hours)**

These hours should be clearly transferable and count toward the major at the transfer institution. These classes relate to the major to be pursued at the four-year institution.\*They may also be used to fulfill additional general education requirements at the four-year institution.\* These classes should be planned carefully with an advisor.

**Global Awareness**

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Science degree take at least four courses with significant international content. Courses meeting the requirement begin on page 6 in the 2012-2013 catalog.

**Advanced Courses**

In addition to the Capstone Seminar, all students pursuing either the AA or AS degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

Total Credit Hours: 61

\*The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first. Clark State has detailed transfer agreements with many local Colleges and Universities. The greatest number of these are with Wright State University, and are in areas such as Business, English, Math, Pre-Teacher Education, Psychology, etc. Because of the transition to semesters, it was not possible to finalize these agreements before printing this catalog. Please check the Clark State Website for more information about these transfer agreements. Prior to 2012, Clark State Community College operated on a quarter-based academic calendar. Students who began on a quarter calendar may use both quarter and semester credits; any credits will apply to the degree areas at a 2 semester credit to 3 quarter credit ratio. Some course titles and all course numbers have changed; course substitutions will be used as necessary to accommodate the needs of students with both quarter based and semester based enrollment. Each student should confirm transferability of quarter and semester credits with his/her transfer destination institution.



# Social Work Transfer - Wright State University (3190W)

The Social Work Transfer program provides curricular options to prepare a student to transfer into the Bachelor of Arts degree in Social Work at Wright State University. It serves as a semester-by-semester guideline for transfer. It is not designed to prepare students with the skills needed to obtain employment in the field of social work upon completion of this associate degree. Students who wish to obtain employment in the social work field upon completion of an associate degree should follow the Social Services Technology Associate of Applied Science degree that is offered at Clark State.

The program schedules that follow are designed for full-time students who have completed all prerequisites and who have no college preparatory education recommendations. Some individuals, especially part-time students and those taking college preparatory education courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Arts degree in Pre-Social Work, a graduate will be able to meet the goals outlined for the general Associate of Arts degree; additionally, the student will be able to:

- Demonstrate familiarity with social welfare policies and processes.
- Demonstrate a basic understanding of Social Work profession and practice.
- Display an appreciation and respect of diversity.

## Scholastic Preparation

Students entering this program should have taken the college preparatory courses offered by their high schools. Students who did not take this track may require college preparatory classes or additional coursework at Clark State.

Foreign language courses are not required for a Clark State AA degree. Foreign language courses are required for BA in social work from WSU. Students may take SPN 1111, 1112, and 2111 at Clark State toward this requirement. SPN 1111 and SPN 1112 are included in the curriculum plan. Foreign language proficiency may replace the foreign language courses; the student who has taken foreign language courses in high school should consult with advisors at Wright State University regarding this requirement.

## Transfer to Wright State

Admission to Wright State's Social Work program is competitive. Admission requirements include a cumulative GPA of 2.25 or higher, a grade of C or higher in ENG 1111 and 1112, and completion of the official application to the Social Work program. Students should apply to WSU's Social Work program by January 9th to be considered for admission. Meeting the minimum requirements does not guarantee admission.

Course #	Course Title	Credit Hours
<b>Fall</b>		
BIO 1410	Fundamentals of Biology *	4
ENG 1111	English I	3
GEN 1100	College Readiness	1
HST 1110	Western Civilization to 1600	3
SWK 1100	Introduction to Social Work	3
--	Non Western World Elective (GA)**	3
<b>Spring</b>		
BIO 1420	Global Biology *	4
ENG 1112	English II	3
MTH 1050	Mathematics and Today's World	3
PSY 1111	Introduction to Psychology	3
SOC 1110	Introduction to Sociology	3
<b>Fall</b>		
COM 1110	Interpersonal Communication I	3
ECO 1100	General Economics	3
SPN 1111	Spanish I	3
STT 2640	Elementary Statistics I	3
SWK 2260	Multicultural Competence in a Diverse World	3
<b>Spring</b>		
ENG 2300	Great Books: World Literature	3
HST 1120	Western Civilization Since 1600	3
HUM 2899	Capstone Seminar	3
PLS 1100	Introduction to American Politics	3
SPN 1112	Spanish II	3
SWK 2231	Introduction to Social Welfare ***	3.1
Total Credit Hours		66.1

\* Recommend taking the BIO 1410, 1420 sequence to meet Natural Science requirement since BIO 1420 is required as one of the natural science courses for this program. BIO 1510, 1520 sequence can be substituted for BIO 1410, 1420.

\*\* Students may choose from the following CSCC (Non-western) courses - GEO 2200, PHL 2400, SOC 2200, RST 2700, RST 2800

\*\*\* SWK 2230 and SWK 2271 can be substituted for SWK 2231.

# Teacher Education Transfer- Early Childhood Education (3310)

The Associate of Arts (AA) Early Childhood Education Transfer concentration is designed for students who plan to transfer into an Early Childhood Teacher Education program at a four-year college or university. It is not designed to prepare students with all the skills needed to obtain employment in an Early Childhood Education setting upon graduation.

Four-year colleges and universities generally require that students spend a significant portion of their first two years taking courses that build their knowledge and skills in general education. The AA degree focuses on courses in the liberal arts and sciences. A minimum of 44 credit hours must come from areas 1-6 in accordance with the AA degree requirements outlined on page 44. The remaining credits hours are divided among the College Readiness course, courses in the student's area of concentration, elective courses, and the Capstone Seminar. All students must take the College Readiness course and the Capstone Seminar in order to complete the AA degree.

Students completing the curriculum that follows will satisfy the College's AA degree requirements and many of the general education courses required for transfer to a four-year teacher preparation program. In addition, students will complete several courses that focus on the foundations of teaching and education and will prove to be especially helpful to those students interested in teaching at the pre-kindergarten through third grade levels. Students seeking an Associate of Arts Early Childhood Education Transfer degree should plan the details of the program at Clark State according to the requirements of the individual transfer institution. Transfer institutions make the determination in acceptance of credit. The student should consult his/her academic advisor and the intended transfer institution when planning a schedule of classes.

Some of the schools to which students may choose to transfer include: University of Dayton, Urbana University, Wittenberg University, Wright State University, and Antioch University Midwest.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study.

## Learning Outcomes

Upon completion of an Associate of Arts, Teacher Education Transfer-Early Childhood Education degree a graduate will be able to:

- Write clearly (Area One).
- Think critically (Area One).
- Critically analyze a work of literature, music, theatre, art, or architecture (Area Three).

- Analyze and evaluate issues of the human historical and philosophical experience (Area Three).
- Describe and assess divergent aspects of individual and group human behavior (Area Four).
- Demonstrate mathematical and computer literacy (Area Five).
- Identify and apply the concepts of various aspects of the natural and physical world (Area Six).
- Demonstrate knowledge of core educational concepts and strategies.

## Scholastic Preparation

Teacher Education students need a college-preparatory high school background. Four years each of English, mathematics, science and social studies is strongly recommended; foreign language is highly beneficial. Students with fewer classes in these areas may require college preparatory classes or additional coursework at Clark State.

Course #	Course Title	Credit Hours
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### Fall

EDU 1110	Introduction to Education *	3
ECE 1102	Child Development and Education *	3
BIO 1410	Fundamentals of Biology	4
ENG 1111	English I	3
GEN 1100	College Readiness	1
ITS 1100	Information Technology Basics	3
PSY 1111	Introduction to Psychology	3

### Spring

EDU 2217	Individuals with Exceptionalities *	3
ECE 2110	Family, Community, Schools *	3
ENG 1112	English II	3
SOC 1110	Introduction to Sociology	3
ART 1300	Appreciation of the Arts	or
THE 1130	Theatre Appreciation	3
- -	Natural Science Elective**	4

### Fall

PSY 2218	Introduction to Educational Psychology *	3
COM 1120	Public Speaking I	3
ENG 2300	Great Books: World Literature	3
HST -	History Elective***	3
PHL -	Philosophy Elective****	3

## Spring

EDU 2216	Technology for Educators *	3
HST -	History Elective***	3
HUM 2899	Capstone Seminar	3
MTH 1050	Mathematics and Today's World	or
STT 2640	Elementary Statistics I	3
SOC 2220	Comparing Cultures	or
SOC 2240	Racial and Cultural Minorities	3
	Total Credit Hours	69

\* Ohio TAG course. TAG courses are consistently transferable to other Ohio public colleges and normally will count toward the major at the transfer institution. Courses may also be used to fulfill additional general education requirements at the four-year institution as applicable.

\*\* Science courses should be selected from those listed under Natural & Physical Sciences in the Transfer Module. Many options are available; choose one most suited to your transfer institution.

\*\*\* History courses should be selected from those listed under Arts and Humanities, Category B in the Transfer Module.

\*\*\*\* The Philosophy course should be selected from those listed under Arts and Humanities, Category B in the Transfer Module.

# Advanced Technical Intelligence

## Advanced Technical Intelligence (5450)

The Advanced Technical Intelligence (ATI) degree program is designed for individuals desiring a career in technical intelligence and, in particular, Advanced Geospatial Intelligence (AGI) and Measurement and Signature Intelligence (MASINT). The course of study is also designed for working professionals wishing to extend their knowledge of the intelligence field or those desiring to change career paths within industry and government.

Students must be US Citizens and qualify for a security clearance in order to complete the course of study. Students must complete a BCI background check before beginning ATI 1100. Passing the background check does not necessarily indicate that a student will qualify for a security clearance. The program serves to develop the technical intelligence workforce of the future by familiarizing the students with the technical intelligence field and by providing them core knowledge of the collection and analysis methods applied by intelligence professionals to solve today's hardest intelligence problems. There is a critical shortfall in trained and cleared analysts, engineers, scientists, managers, information technologists, and other support fields to meet the Nation's need to make use of today's intelligence systems and to prepare for tomorrow's advanced technologies that are currently under development by the Department of Defense, National Intelligence Organizations, and Service and National acquisition programs.

### Learning Outcomes

Upon completion of the Associate of Science degree in Advanced Technical Intelligence, a graduate will be able to meet the goals outlined for the general associate of science degree additionally, the student will:

- Obtain a security clearance.
- Demonstrate knowledge of the collection methods applied by technical intelligence professionals.
- Demonstrate proficiency in analysis methods applied by technical intelligence professionals.

### Scholastic Preparation

Students starting the degree program should have completed high school algebra, trigonometry, and physics. Students who do not have this math background may be required to take college preparatory math classes before enrolling in MTH 1280. Students who have not had a high school physics class may want to consider taking PHY 1100 before enrolling in PHY 1501. Students who wish to transfer credits to a bachelor's program should consult with the institution to which they intend to transfer. This degree plan serves as a general guideline for transfer. The best selection of courses for a given student will

vary depending upon the area of study in which the student is interested and the institution to which the student plans to transfer. Students wishing to pursue bachelor's degrees in science, engineering, or mathematics should take calculus and the calculus-based physics sequence.

Course #	Course Title	Credit Hours
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#### Fall

ATI 1100	Introduction to the Intelligence Community	3
ATI 1200	Fundamentals of Remote Sensing in Intelligence	3
ENG 1111	English I	3
GEN 1100	College Readiness	1
ITS 1105	Computer Concepts and Office Productivity Tools	3
MTH 1280	College Algebra	4

#### Spring

ATI 2100	Introduction to Spectral Sensing with Applications in Intelligence	3
ATI 2200	Introduction to Radar	3
ENG 1112	English II	3
HST 1120	Western Civilization Since 1600	3
MTH 1340	Pre Calculus	5

#### Summer

ATI 2300	Introduction to Large-Area Surveillance	3
ATI 2400	Measurement and Signature Intelligence	3

#### Fall

COM 1120	Public Speaking I	3
- -	Literature or creative writing course	3
PHL 2000	Critical Thinking	or
PHL 2050	Deductive Logic	3
PHY 1501	General Physics I with Algebra **	5
- -	Regional Studies Elective***	3

#### Spring

GEO 2200	World Regional Geography	3
HUM 2899	Capstone Seminar	3
PHY 1502	General Physics II with Algebra **	5
PLS 2300	Introduction to International Relations	3
Total Credit Hours		71

\* May substitute MTH 2200 and MTH 2220 for MTH 1280 and MTH 1340

\*\* May substitute PHY 2501 and PHY 2502 for PHY 1501 and PHY 1502

\*\*\* Any regional studies course using a discipline code of RST

# Advanced Technical Intelligence Certificates

## Advanced Technical Intelligence Certificate (5454D)

The Advanced Technical Intelligence (ATI) certificate is designed for individuals desiring a career in technical intelligence and, in particular, Advanced Geospatial Intelligence (AGI) and Measurement and Signature Intelligence (MASINT). The certificate may be especially attractive to working professionals who already hold a bachelor's degree or possess a background in mathematics and physics and who wish to extend their knowledge of the intelligence community. Students who are not prepared for College Algebra should begin the college preparatory math sequence sufficiently far in advance so as to be able to take MTH 1280 in the fall term along with ATI 1200.

Students must be US Citizens and qualify for a security clearance in order to complete the course of study. Students must complete a BCI background check before beginning ATI 1100. Passing the background check does not necessarily indicate that a student will qualify for a security clearance. When work for this certificate has been completed, contact the Business and Applied Technologies Division Office in the Brinkman Educational Center, Room 201 or call 937-328-6037 to apply for the certificate.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ATI 1100	Introduction to the Intelligence Community	3
ATI 1200	Fundamentals of Remote Sensing in Intelligence	3
ENG 1111	English I	3
MTH 1280	College Algebra *	4
<b>Spring</b>		
ATI 2100	Introduction to Spectral Sensing with Applications in Intelligence	3
ATI 2200	Introduction to Radar **	3
MTH 1340	Pre Calculus *	5
<b>Summer</b>		
ATI 2300	Introduction to Large-Area Surveillance	3
ATI 2400	Measurement and Signature Intelligence	3
Total Credit Hours		30

\* Students may meet the mathematics requirements by testing beyond the respective courses on the placement test or by transferring in equivalent courses from other colleges.

\*\* Having tested beyond or completed MTH 1280, students can meet the prerequisites on ATI 2200 by completing MTH 1200 or MTH 1115. Either of these math courses may then be substituted for MTH 1340 on this certificate.

# Agriculture and Horticulture

## Agricultural Business (1100)

The Agricultural Business program emphasizes preparation for agriculture service-industry occupations. Courses are offered in soil science, soil fertility, animal science, pest management, sales, business management, and marketing. The curriculum is designed to prepare students for employment in the business world of agriculture sales and service. Graduates of this program will find technical and entry-level management positions in crop-care companies, feed-and-livestock product companies, and many other businesses that serve the producer with goods and services.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in Agricultural Business Technology, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

### Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
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### Fall

AGR 1100	Ag Survey and Professional Development	4
AGR 1250	Animal Agriculture	3
AGR 1300	Soil Science	4
ENG 1111	English I	3

### Spring

AGR 1350	Soil Fertility	4
AGR 1800	Welding	4
BIO 1420	Global Biology	4
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3

### Summer

AGR 200B	Co-op Experience in Ag Business	2
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### Fall

AGR 2200	Crop Production	3
AGR 2600	Plant Pests	4
AGR 2700	Ag Business Management	4
AGR 2800	Equipment Management, Maintenance, & Repair	4
MKT 2450	Sales and Sales Management	3

### Spring

AGR 2650	Integrated Pest Management	4
AGR 2775	Ag Marketing and Trade	3
AGR 2850	Agricultural Capstone Seminar	3
COM 1120	Public Speaking I	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3

Total Credit Hours	68
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\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.

# Agricultural Business - Agricultural Engineering Technology Option (1120)

The Agricultural Engineering Technology option emphasizes preparation for agriculture service-industry occupations, especially those with a mechanical emphasis. Courses are offered in powered equipment maintenance, facility maintenance and construction, hardscape construction, soil science, soil fertility, sales, and business management. The curriculum is designed to prepare students for employment in the business world of agriculture sales and service. Graduates of this program will find technical and entry-level management positions in careers with a mechanical emphasis in the agricultural industry.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree in Agriculture Engineering Technology, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

## Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
AGR 1100	Ag Survey and Professional Development	4
AGR 1300	Soil Science	4
AGR 1600	Landscape Maintenance	4
ENG 1111	English I	3
<b>Spring</b>		
AGR 1350	Soil Fertility	4
AGR 1700	Landscape Construction	4
AGR 1800	Welding	4
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3
<b>Summer</b>		
AGR 200E	Co-op Experience in Ag Engineering	2
<b>Fall</b>		
AGR 2700	Ag Business Management	4
AGR 2800	Equipment Management, Maintenance, & Repair	4
INT 1201	Hydraulics and Pneumatics I	3
MKT 2450	Sales and Sales Management	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3
<b>Spring</b>		
AGR 2450	Irrigation Systems	3
AGR 2850	Agricultural Capstone Seminar	3
COM 1120	Public Speaking I	3
INT 1400	Mechanical Maintenance	3
--	Technical Elective **	3
Total Credit Hours		67

\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.

\*\* Any AGR, CAD, or INT course not already prescribed.

# Horticulture Industries - Golf Course Operations Option (1410)

The Horticultural Industries program provides basic preparation for careers in the landscape and turfgrass industries. The campus grounds, including a greenhouse facility and a one-hole golf course, act as a working laboratory to give students practical training. Clark State students can specialize in turf science and landscape maintenance as they apply to maintaining the golf course leading to a career in the golf course industry.

The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Golf Course Operations, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

## Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
AGR 1100	Ag Survey and Professional Development	4
AGR 1300	Soil Science	4
AGR 1400	Turfgrass Science	3
AGR 1600	Landscape Maintenance	4
ENG 1111	English I	3
<b>Spring</b>		
AGR 1350	Soil Fertility	4
AGR 1700	Landscape Construction	4
BIO 1420	Global Biology	4
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3
<b>Summer</b>		
AGR 200G	Co-op Experience in Golf Course Ops	2
<b>Fall</b>		
AGR 2100	Woody Plant Materials	4
AGR 2600	Plant Pests	4
AGR 2700	Ag Business Management	4
AGR 2800	Equipment Management, Maintenance, & Repair	4
<b>Spring</b>		
AGR 2450	Irrigation Systems	3
AGR 2650	Integrated Pest Management	4
AGR 2850	Agricultural Capstone Seminar	3
COM 1120	Public Speaking I	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3
Total Credit Hours		70

\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.



## Horticulture Industries - Landscape Design Option (1440)

The Horticultural Industries program provides basic preparation for careers in the landscape and turfgrass industries. The campus grounds, including a greenhouse facility and a one-hole golf course, act as a working laboratory to give students practical training. Clark State students can specialize in landscape design. Landscape plant materials, design, and computer-aided design are emphasized leading to careers in the landscape industry.

The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Landscape Design, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

### Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
AGR 1100	Ag Survey and Professional Development	4
AGR 1300	Soil Science	4
AGR 1600	Landscape Maintenance	4
ENG 1111	English I	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3
<b>Spring</b>		
AGR 1350	Soil Fertility	4
AGR 1500	Landscape Design	4
BIO 1420	Global Biology	4
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3
<b>Summer</b>		
AGR 200L	Co-op Experience in Landscape Design	2
<b>Fall</b>		
AGR 2100	Woody Plant Materials	4
AGR 2600	Plant Pests	4
AGR 2700	Ag Business Management	4
MKT 2450	Sales and Sales Management	3
<b>Spring</b>		
AGR 1700	Landscape Construction	4
AGR 2150	Herbaceous Plant Materials	3
AGR 2500	Advanced Landscape Design	4
AGR 2850	Agricultural Capstone Seminar	3
COM 1120	Public Speaking I	3
Total Credit Hours		70

\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.

## Horticulture Industries - Nursery Operations Option (1420)

The Horticultural Industries program provides basic preparation for careers in the landscape and turfgrass industries. The campus grounds, including a greenhouse facility and a one-hole golf course, act as a working laboratory to give students practical training. Clark State students can specialize in nursery operations. Landscape plant materials, landscape installation, and plant propagation are areas emphasized leading to careers in the garden-center and nursery industries.

The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Nursery Operations, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

### Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
AGR 1100	Ag Survey and Professional Development	4
AGR 1300	Soil Science	4
AGR 1600	Landscape Maintenance	4
ENG 1111	English I	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3
<b>Spring</b>		
AGR 1350	Soil Fertility	4
BIO 1420	Global Biology	4
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3
--	AGR Elective**	3
<b>Summer</b>		
AGR 200N	Co-op Experience in Nursery Ops	2
<b>Fall</b>		
AGR 2100	Woody Plant Materials	4
AGR 2600	Plant Pests	4
AGR 2700	Ag Business Management	4
COM 1120	Public Speaking I	3
MKT 2450	Sales and Sales Management	3
<b>Spring</b>		
AGR 2150	Herbaceous Plant Materials	3
AGR 2300	Plant Propagation	4
AGR 2650	Integrated Pest Management	4
AGR 2850	Agricultural Capstone Seminar	3
Total Credit Hours		69

\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.

\*\* AGR elective may be any AGR course not required above. AGR 1500, 1700, 2450 or 2800 are recommended. Other course work may be approved by the division.

# Horticulture Industries - Parks and Recreation Operations Option (1450)

The Horticultural Industries program provides basic preparation for careers in the landscape and turfgrass industries. The campus grounds, including a greenhouse facility and a one-hole golf course, act as a working laboratory to give students practical training. Clark State students can specialize in parks and recreation operations. Tree and shrub identification, landscape maintenance, turf science, and communication skills are emphasized leading to careers in the parks and recreational industry.

The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Parks and Recreation Operations, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

## Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
AGR 1100	Ag Survey and Professional Development	4
AGR 1300	Soil Science	4
AGR 1400	Turfgrass Science	3
AGR 1600	Landscape Maintenance	4
ENG 1111	English I	3
<b>Spring</b>		
AGR 1350	Soil Fertility	4
AGR 1700	Landscape Construction	4
BIO 1420	Global Biology	4
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3
<b>Summer</b>		
AGR 200P	Co-op Experience in Parks & Rec	2
<b>Fall</b>		
AGR 2100	Woody Plant Materials	4
AGR 2600	Plant Pests	4
AGR 2700	Ag Business Management	4
AGR 2800	Equipment Management, Maintenance, & Repair	4
<b>Spring</b>		
AGR 2150	Herbaceous Plant Materials	3
AGR 2650	Integrated Pest Management	4
AGR 2850	Agricultural Capstone Seminar	3
COM 1120	Public Speaking I	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3
Total Credit Hours		70

\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.

# Horticulture Industries - Turf and Landscape Operations Option (1430)

The Horticultural Industries program provides basic preparation for careers in the landscape and turfgrass industries. The campus grounds, including a greenhouse facility and a one-hole golf course, act as a working laboratory to give students practical training. Clark State students can specialize in turf and landscape operations. Turfgrass science and turf management as well as landscape maintenance are emphasized leading to careers in the lawn-care and landscape maintenance industries.

The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisor for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Turf and Landscape Operations, a graduate will be able to:

- Demonstrate an understanding of agricultural technical skills.
- Demonstrate effective employability skills.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and accurately in a variety of contexts and formats.
- Use critical thinking and problem solving to draw logical conclusions.
- Use numerical data to solve problems, explain phenomena, and make predictions.

## Scholastic Preparation

High school chemistry, biology, geometry, algebra, and keyboarding skills are strongly recommended.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
AGR 1100	Ag Survey and Professional Development	4
AGR 1300	Soil Science	4
AGR 1400	Turfgrass Science	3
AGR 1600	Landscape Maintenance	4
ENG 1111	English I	3
<b>Spring</b>		
AGR 1350	Soil Fertility	4
AGR 1700	Landscape Construction	4
COM 1120	Public Speaking I	3
ENG 1112	English II	3
MTH 1200	Technical Math for Agriculture	3
<b>Summer</b>		
AGR 200T	Co-op Experience in Turf & Landscape	2
<b>Fall</b>		
AGR 2100	Woody Plant Materials	4
AGR 2600	Plant Pests	4
AGR 2700	Ag Business Management	4
AGR 2800	Equipment Management, Maintenance, & Repair	4
MKT 2450	Sales and Sales Management	3
<b>Spring</b>		
AGR 2150	Herbaceous Plant Materials	3
AGR 2650	Integrated Pest Management	4
AGR 2850	Agricultural Capstone Seminar	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) *	3
Total Credit Hours		69

\* Must be a global awareness (GA) course and may come from social/behavioral sciences or arts/humanities courses identified in the Catalog as General Education for technical programs.

# Aviation

## Associate of Arts - Aviation Technology Concentration (3390)

The Aviation Technology Concentration of the Associate of Arts degree is designed to prepare students for careers in aviation and for transfer to four-year institutions to complete a Bachelor degree in aviation or business. The program is a partnership between Clark State Community College and the Mad River Air (MRA) whereby MRA provides the formal ground school and flight courses using MRA aircraft and instruction. Flight fees are collected as special fees associated with the various flight courses.

Students will be enrolled in both the general education courses such as English, math and science and aviation courses each semester. Students will be eligible for financial aid based on normal requirements for full-time enrollment and academic progress.

### Learning Outcomes

Upon completion of the Aviation Technology Concentration, Associate of Science degree, the graduate will be able to:

- Qualify to test for the Private Pilot's License
- Qualify to test for a Commercial Pilot's License
- Qualify to test for a Certified Instructor's License
- Qualify to test for a Multi-Engine Flight License
- Qualify to test for a Multi-Engine Instructor's License

Course #	Course Title	Credit Hours
<b>Fall</b>		
AVN 1001	Private Pilot Ground	3
AVN 1002	Private Pilot Flight Lab	2
ENG 1111	English I	3
PSY 1111	Introduction to Psychology	3
STT 2640	Elementary Statistics I	3
GEO 2200	World Regional Geography	3
<b>Spring</b>		
AVN 1003	Supervised Flight I	2
AVN 1011	Instrument Ground	3
ENG 1112	English II	3
ENG 2230	Technical Report Writing	3
COM 1120	Public Speaking I	3
ART 1300	Appreciation of the Arts	3
GEN 1100	College Readiness	1
<b>Summer</b>		
AVN 1012	Instrument Flight Lab	1.5
AVN 1013	Supervised Flight Lab II	2
<b>Fall</b>		
AVN 1014	Supervised Flight Lab III	2
AVN 2001	Commercial Ground	3
AVN 2002	Commercial Flight Lab	1
HST 1120	Western Civilization Since 1600	3
PHY 1200	Introduction to Astronomy	4
GEO 1100	World Human Geography	3
SPN 1111	Spanish I	3
<b>Spring</b>		
AVN 2011	Certified Flight Instructor Ground	2.5
AVN 2012	Certified Flight Instructor Flight Lab	0.75
AVN 2021	Certified Flight Instructor Instrument Ground	2.5
AVN 2022	Certified Flight Instructor Instrument Flight Lab	0.5
GLG 1129	Survey of Earth Science	3
HUM 2899	Capstone Seminar	3
SPN 1112	Spanish II	3
Total Credit Hours		72.75

# Associate of Science- Aviation Technology Concentration (3350)

The Aviation Technology Concentration of any Associate of Science degree is designed to prepare students for careers in aviation and for transfer to four-year institutions to complete a Bachelor degree in aviation or business. The program is a partnership between Clark State Community College and Champion City Aviation (CCA) whereby CCA provides the formal ground school and flight courses using CCA aircraft and instruction. CCA is a FAR Part 141 program. Flight fees are collected as special fees associated with the various flight courses.

Students will be enrolled in both the general education courses such as English, math and science and aviation courses each semester. Students will be eligible for financial aid based on normal requirements for full-time enrollment and academic progress.

## Learning Outcomes

Upon completion of the Aviation Technology Concentration, Associate of Science degree, the graduate will be able to:

- Qualify to test for the Private Pilot's License
- Qualify to test for a Commercial Pilot's License
- Qualify to test for a Certified Instructor's License
- Qualify to test for a Multi-Engine Flight License
- Qualify to test for a Multi-Engine Instructor's License

Course #	Course Title	Credit Hours
<b>Fall</b>		
AVN 1001	Private Pilot Ground	3
AVN 1002	Private Pilot Flight Lab	2
ENG 1111	English I	3
GEN 1100	College Readiness	1
GEO 2200	World Regional Geography	3
MTH 1340	Pre Calculus	5
<b>Spring</b>		
AVN 1011	Instrument Ground	3
AVN 1012	Instrument Flight Lab	1.5
ENG 1112	English II	3
ENG 2300	Great Books: World Literature	3
COM 1120	Public Speaking I	3
PSY 1111	Introduction to Psychology	3
<b>Summer</b>		
--	Commercial Pilot Ground PH I	2.5
--	Commercial Pilot Flight Lab PH I	2.5
<b>Fall</b>		
--	Commercial Pilot Ground PH I Part 2	3
--	Commercial Pilot Flight Lab PH I Part 2	2
HST 1120	Western Civilization Since 1600	3
GEO 1100	World Human Geography	3
PHY 1501	General Physics I with Algebra	5
<b>Spring</b>		
AVN 2011	Certified Flight Instructor Ground	2.5
AVN 2021	Certified Flight Instructor Instrument Ground	2.5
AVN 2012	Certified Flight Instructor Flight Lab	0.75
AVN 2022	Certified Flight Instructor Instrument Flight Lab	0.5
PHY 1502	General Physics II with Algebra	5
HUM 2899	Capstone Seminar	3
--	Literature, Arts, Humanities Elective	3
	<b>Total Credit Hours</b>	<b>71.75</b>

# Aviation Certificates

## Aviation Technology Multi-Engine Post-degree Certificate (3351D)

The Aviation Technology Multi-Engine Post-degree Certificate is intended to prepare the student for multi-engine flight. It is intended for students who have completed the Aviation Technology Concentration of either the AA or the AS degree.

Course #	Course Title	Credit Hours
AVN 2031	Multi-Engine Ground	2
AVN 2032	Multi-Engine Commercial Flight Lab	0.5
AVN 2042	Multi-Engine Flight Instructor Flight Lab	0.33
	Total Credit Hours	2.83

# Business

## Accounting (4100)

Accountants must have an appreciation of all aspects of business organizations as well as technical proficiency in maintaining accurate records, preparing and analyzing financial statements and other types of financial reports. Accountants may work in such areas as general accounting, bookkeeping, auditing, tax preparation, cost accounting, budgeting, or financial investigation. The demand for trained accountants has increased substantially with the growth and complexity of business and government. According to the U.S. Bureau of Labor Statistics, accountants and auditors can expect much faster than average employment growth over the 2008-18 decade.

Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 1210, Keyboarding/Word Processing.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

This program is available both in class and online. Students should consult with their advisor for the recommended sequencing of evening courses.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in Accounting, a graduate will be able to:

- Demonstrate an understanding of federal tax laws and their application to both individuals and business entities.
- Demonstrate the ability to utilize and apply technology as it impacts the accounting profession.
- Apply mathematical concepts and technology to interpret, understand, and communicate quantitative data.
- Demonstrate an understanding of the basic concepts of managerial and cost accounting and their roles in business and decision making.
- Interpret, analyze, and present reliable and relevant information to financial statement users based upon generally accepted accounting principles both manually and electronically.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or

universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
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#### Fall

ACC 1100	Introduction to Financial Accounting	4
ENG 1111	English I	3
ITS 1235	Beginning Spreadsheet *	1
ITS 1245	Beginning Database *	1
MGT 1105	Contemporary American Business	2
MTH 1060	Business Mathematics	3

#### Spring

ACC 1200	Managerial Accounting	4
ACC 1300	Payroll Accounting	2
ACC 1400	Computerized Accounting	3
COM 1120	Public Speaking I	or
COM 1110	Interpersonal Communication I	3
ENG 2211	Business Communication	3
- -	Arts/Humanities Elective	3

#### Fall

ACC 2000	Spreadsheet Accounting	3
ACC 2100	Intermediate Accounting I	4
ACC 2400	Tax Accounting	4
ECO 2210	Principles of Macroeconomics	3
MGT 2600	Legal Environment of Business	3

#### Spring

ACC 2200	Intermediate Accounting II	4
ACC 2500	Accounting Capstone	4
ACC 2300	Cost Accounting **	or
STT 2640	Elementary Statistics I **	3
ECO 2220	Principles of Microeconomics	3
MGT 2270	Business Finance	3

Total Credit Hours	66
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\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* Students who plan to complete a bachelor's degree in the future should opt to take STT 2640 and STT 2650.



# Management (4300)

The Management curriculum provides a well-rounded education consisting of basic courses in accounting, information technology, economics, finance, business law, management, marketing, operations, interpersonal and customer service skills, and communications. The associate degree in Management provides students with knowledge and skills for managing people, finances, and operations.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Students with significant business experience, where expertise equals or exceeds the outcomes of a particular course(s), are offered two options for earning experiential credit. Proficiency exams are available for selected courses. Other courses may allow a student to potentially earn credit through a portfolio presentation.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree in Management, a graduate will be able to do the following:

- Analyze quantitative data.
- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of global business trends.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Effectively use communications and human relations knowledge and skills.
- Effectively use information technology skills in the business environment.

## Degree Availability

The Management program is available during the day and the evening, at the Greene Center, and online. Students should consult with an advisor for the recommended sequencing of courses.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
ITS 1235	Beginning Spreadsheet *	or
ITS 1245	Beginning Database *	1
MTH 1060	Business Mathematics	3
<b>Spring</b>		
ACC 1100	Introduction to Financial Accounting	4
ECO 2220	Principles of Microeconomics	3
HRM 1725	Human Resource Management	3
MKT 2000	Marketing Management	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
<b>Fall</b>		
MGT 2020	Quality Management	or
MGT 2000	Introduction to Project Management	3
MGT 2270	Business Finance	3
ECO 2210	Principles of Macroeconomics	3
--	Co-op or Technical Elective**	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) ***	3
<b>Spring</b>		
MGT 2600	Legal Environment of Business	3
MGT 2650	Negotiation Skills or Technical elective**	3
MGT 2800	Business Strategy/Policy Seminar (Capstone)	3
LSC 2270	Operations Management	3
STT 2640	Elementary Statistics I	3
	Total Credit Hours	62

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* Technical electives must total 6 semester hours. They may come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1000), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.

\*\*\* Must be a global awareness (GA) course and may come from social/behavioral sciences (Except ECO 1100) or arts/humanities.

## Management - Human Resource Management Option (4320)

The Human Resource Management option provides students with a well-rounded education. It consists of basic management courses complemented with in-depth studies of human resource management, staffing, training and development, employment law, and compensation and benefits. The Human Resource Management curriculum is designed to equip students with knowledge and practical skills for managing a company's human resource function.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Students with significant business experience, where expertise equals or exceeds the outcomes of a particular course(s), are offered two options for earning experiential credit. Proficiency exams are available for selected courses. Other courses may allow a student to potentially earn credit through a portfolio presentation.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in the Human Resource Management option, a graduate will be able to do the following:

- Analyze quantitative data.
- Apply basic business and management concepts, skills, and tools.
- Apply knowledge and skills in four functional areas of human resources including staffing, training and development, employment law, and compensation and benefits.
- Demonstrate knowledge of global business trends.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Effectively use communications and human relations knowledge and skills.
- Effectively use information technology skills in the business environment.

### Degree Availability

The Management program is available during the day and the evening, at the Greene Center, and online. Students should consult with an advisor for the recommended sequencing of courses.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or

universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ACC 1100	Introduction to Financial Accounting	4
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
<b>Spring</b>		
HRM 1725	Human Resource Management	3
EBE 1000	Employability Skills or Technical Elective**	1
ECO 2220	Principles of Microeconomics	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
MGT 2600	Legal Environment of Business	3
MKT 2000	Marketing Management	3
<b>Fall</b>		
HRM 2300	Training and Development	3
HRM 2350	Employment Law	3
EBE 2702	Co-Op Education I or Technical elective**	2
MGT 2000	Introduction to Project Management	or
MGT 2020	Quality Management	3
MTH 1060	Business Mathematics	3
PSY 1111	Introduction to Psychology	or
SOC 1110	Introduction to Sociology	3
<b>Spring</b>		
HRM 2400	Staffing	3
HRM 2450	Compensation and Benefits	3
MGT 2650	Negotiation Skills	3
MGT 2800	Business Strategy/Policy Seminar (Capstone)	3
STT 2640	Elementary Statistics I	3
	Total Credit Hours	64

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\*Technical electives must total 3 semester hours. They may come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1000), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.

# Management - Insurance Option (4360)

The Insurance option at Clark State Community College provides a well-rounded education consisting of basic management courses with concentrated studies related to the insurance industry in claims handling, property loss adjusting, customer service, and claims software. The insurance courses prepare the students for the AIC 33 and AIC 35 certification exams. The associate degree provides students not only with fundamental knowledge and skills for the insurance industry but also the skills needed to serve in management and supervisory capacities.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Students with significant business experience, where expertise equals or exceeds the outcomes of a particular course(s), are offered two options for earning experiential credit. Proficiency exams are available for selected courses. Other courses may allow a student to potentially earn credit through a portfolio presentation.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree in Insurance, a graduate will be able to do the following:

- Analyze quantitative data.
- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of global business trends.
- Demonstrate knowledge of social responsibility trends, ethical issues, and legal considerations.
- Effectively use communications and human relations knowledge and skills.
- Effectively use information technology skills in the business environment.
- Effectively handle insurance claims and adjustments.

## Degree Availability

The Management program is available during the day and the evening, at the Greene Center, and online. Students should consult with an advisor for the recommended sequencing of courses.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ACC 1100	Introduction to Financial Accounting	4
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
<b>Spring</b>		
ECO 2220	Principles of Microeconomics	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
HRM 1725	Human Resource Management	3
MKT 2000	Marketing Management	3
MTH 1060	Business Mathematics	3
EBE 1000	Employability Skills or Technical Elective **	1
<b>Fall</b>		
INS 1100	Insurance Claims Handling Principles/Practices	3
INS 1115	Customer Service for the Insurance Industry	2
INS 1200	Software for the Insurance Claims Industry	1
INS 1400	Property Loss Adjusting	5
INS 2200	Water Restoration Technology	2
- -	Arts/Humanities or Social/Behavioral Science Elective (GA) ***	3
<b>Spring</b>		
LSC 2270	Operations Management	3
MGT 2600	Legal Environment of Business	3
MGT 2650	Negotiation Skills	3
MGT 2800	Business Strategy/Policy Seminar (Capstone)	3
STT 2640	Elementary Statistics I	3
- -	Co-op or Technical Elective**	2
	<b>Total Credit Hours</b>	<b>65</b>

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.  
 \*\* Technical electives must total 3 semester hours. They may come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1000), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.  
 \*\*\* Must be a global awareness (GA) course and may come from social/behavioral sciences (Except ECO 1100) or arts/humanities.

# Management - Logistics and Supply Chain Management Option (4340)

The Logistics and Supply Chain Management (LSC) option provides a well-rounded education consisting of basic management courses with concentrated studies in purchasing, logistics, negotiation, supply chain management, and inventory/materials management. The associate degree in LSC provides students with fundamental knowledge and skills for managing the logistics and supply chain functions in both profit and not-for-profit organizations/businesses.

Supply Chain Management is the coordinated management and control of the supply chain (the process of supplying a product to a customer), from the acquisition of raw materials from vendors through their transformation into finished goods to the delivery of merchandise to the final customer. It involves information sharing, planning, resource synchronization, and performance measurement.

Logistics is the process of planning, implementing and controlling the efficient and cost-effective flow and storage of raw materials, in-process stocks, finished goods, and related information from the point of origin to the point of consumption for customers. It is the science and art of ensuring that the right products reach the right place in the right quantity at the right time in order to satisfy consumer demand.

## What can I do with this degree?

Career options: Find entry-level to supervisory-level positions in purchasing, logistics, negotiation, and inventory/materials management. Some of the a range of job titles in a career in LSC are: buyer/purchasing agent, freight specialist, shipping-receiving clerk, inventory planner, outbound operations manager, transportation coordinator, warehouse supervisor, distribution manager, management analyst, and customer service manager.

## LSC Functional Career Competencies:

Professionalism, networking, basics of LSC, transportation, warehousing, materials handling, packaging, inventory planning, supply forecasting, reverse logistics, environmental management, purchasing, contracting, production, product decisions, pricing, customer relationship management, problem solving, functions of management, risk management, quality management, business law, ethics, legal issues, economics, demand forecasting, information technology support, teamwork, and entrepreneurial processes.

## Learning Outcomes

Upon completion of the Associate of Applied Business degree in Logistics and Supply Chain Management, a graduate will be able to do the following:

- Apply basic business and management concepts, skills, and tools.
- Effectively use communications and human relations knowledge and skills.
- Analyze quantitative data.
- Demonstrate understanding of social responsibility trends, ethical issues, and legal considerations.
- Demonstrate knowledge of global business trends.
- Effectively use information technology skills in the business environment.
- Effectively use knowledge and skills in inventory and materials management, purchasing and supply strategies, negotiation strategies, and logistics and physical distribution.

## Degree Availability

The Logistics and Supply Chain Management program is available during the day and the evening, is offered online, and is available on all campuses. Students should consult with their advisor for the recommended sequencing of courses.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

Course #	Course Title	Credit Hours
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**Fall**

ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
ITS 1235	Beginning Spreadsheet *	1
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
MTH 1060	Business Mathematics	3

**Spring**

LSC 2100	Purchasing and Supply Management	3
ACC 1100	Introduction to Financial Accounting	4
ECO 2220	Principles of Microeconomics	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
MKT 2000	Marketing Management	3

**Fall**

LSC 2220	Logistics and Physical Distribution	3
ECO 2210	Principles of Macroeconomics	3
MGT 2020	Quality Management	3
- -	Co-op or Technical Elective **	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA) ***	3

**Spring**

LSC 2270	Operations Management	3
MGT 2600	Legal Environment of Business	3
MGT 2650	Negotiation Skills	3
MGT 2800	Business Strategy/Policy Seminar (Capstone)	3
STT 2640	Elementary Statistics I	3
	Total Credit Hours	62

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* Technical electives must total 3 semester hours. They may come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1000), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.

\*\*\* Must be a global awareness (GA) course and may come from social/behavioral sciences (Except ECO 1100) or arts/humanities.

# Management - Marketing Option (4350)

The Marketing option provides students with a well-rounded education. It includes a strong foundation in marketing, highlighting the major areas of marketing including product management, promotional and pricing strategies, and physical distribution

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Students with significant business experience, where expertise equals or exceeds the outcomes of a particular course(s), are offered two options for earning experiential credit. Proficiency exams are available for selected courses. Other courses may allow a student to potentially earn credit through a portfolio presentation.

## Learning Outcomes

Upon completion of the Associate of Applied Business degree in Marketing, a graduate will be able to do the following:

- Analyze quantitative data.
- Apply basic business and management concepts, skills, and tools.
- Demonstrate knowledge of global business trends.
- Demonstrate knowledge of social responsibility, trends, ethical issues, and legal considerations.
- Effectively use communications and human relations knowledge and skills.
- Effectively use information technology skills in the business environment.
- Apply knowledge and skills in the four Ps of marketing: product management, promotional strategies, pricing strategies, and logistics and physical distribution.

## Degree Availability

The Marketing option is available during the day and in the evening and at the Greene Center. Students should consult with their advisor for the recommended sequencing of courses.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ACC 1100	Introduction to Financial Accounting	4
ENG 1111	English I	3
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
MTH 1060	Business Mathematics	3
<b>Spring</b>		
MKT 2000	Marketing Management	3
ECO 2220	Principles of Microeconomics	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
HRM 1725	Human Resource Management	or
LSC 2270	Operations Management	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
MGT 2600	Legal Environment of Business	3
<b>Fall</b>		
MKT 2100	Pricing Strategies	3
MKT 2150	Product Management	3
ITS 1235	Beginning Spreadsheet *	or
ITS 1245	Beginning Database *	1
LSC 2220	Logistics and Physical Distribution	3
--	Technical Elective: MGT 2000 or MGT 2020 or (EBE 1000 and EBE 2702)**	3
--	Arts/Humanities or Social/Behavioral Science Elective (GA) ***	3
<b>Spring</b>		
MKT 2550	Promotion & IMC Strategies	3
MKT 2400	Electronic Business Applications	or
MKT 2450	Sales and Sales Management	3
MGT 2650	Negotiation Skills	3
MGT 2800	Business Strategy/Policy Seminar (Capstone)	3
STT 2640	Elementary Statistics I	3
	Total Credit Hours	65

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* EBE 1000 is a prerequisite for EBE 2702, the co-op experience, and must be completed prior to the co-op experience. EBE 2702 or EBE 2703 or EBE 2704 may be used for the co-op experience.

\*\*\* Must be a global awareness (GA) course and may come from social/behavioral sciences (Except ECO 1100) or arts/humanities.

## Office Administration (4700)

Office administrators function in a continually shifting role in a variety of office settings because of changing technology, the emphasis on greater efficiency and productivity, and an increasing managerial role. With this shift generally comes greater responsibility that is reflected in the duties of the office administrator, which include management functions, such as project management; integrated computer software applications; organization and scheduling; internet/intranet communications and research; document preparation, storage, and retrieval; and customer service and public relations.

Today's office administrators often purchase office equipment and supplies; plan meetings and special events; work closely with vendors and suppliers; create and give presentations; interview, orient, and supervise other staff; write and edit documents; coordinate direct mailings; maintain multiple schedules and calendars; handle messages and correspondence; and maintain computer files, directories, and databases. By performing their responsibilities well, office administrators have opportunities for promotion to management positions.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in Office Administration, a graduate will be able to:

- Compose and produce quality business documents using technology.
- Perform office administrative functions using critical thinking, management, prioritizing, and organizational skills.
- Demonstrate good oral communication skills.
- Demonstrate good human relations skills, including customer service, teamwork, and ethics.

### Scholastic Preparation

Office Administration students should possess basic computer skills: use a keyboard, mouse, external storage device, and a printer; differentiate among drives, folders, and files; employ a username and password. Students lacking in any of these areas should enroll in ITS 0800 Computer Fundamentals prior to enrolling in any OAD or other ITS course. Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 Keyboarding or ITS 1210 Keyboarding/Word Processing prior to enrolling in any OAD or other college-level ITS course. Students who cannot meet the 35 word-per-minute standard on the first day of OAD 1101 will be required to withdraw and enroll in ITS 0810 or ITS 1210. ITS 0800, ITS 0810, and ITS 1210 are considered preparatory for entry into the Office Administration Program and do not count toward the degree.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or

universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
OAD 1101	Document Production I	3
OAD 1105	Business English	4
OAD 1205	Office Procedures	3
ITS 1100	Information Technology Basics *	3
MTH 1060	Business Mathematics	3
<b>Spring</b>		
OAD 1102	Document Production II	3
ACC 1000	Accounting Concepts	3
ENG 1111	English I	3
ITS 1220	Presentation Graphics *	1
ITS 1235	Beginning Spreadsheet *	1
ITS 1245	Beginning Database *	1
MGT 1105	Contemporary American Business	2
- -	Social/Behavioral Science Elective	3
<b>Fall</b>		
OAD 2215	Office Simulation	3
COM 1120	Public Speaking I	3
EBE 1000	Employability Skills	1
ENG 2211	Business Communication	3
ITS 1236	Intermediate Spreadsheet	2
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
<b>Spring</b>		
OAD 2703	Co-op Education/Internship	3
COM 1110	Interpersonal Communication I	or
COM 1170	Small Group Communication	3
HRM 1725	Human Resource Management	3
ITS 1246	Intermediate Database	2
ITS 1400	Web Design Essentials *	2
MGT -	Management Elective**	3
Total Credit Hours		67

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* Any MGT course not already prescribed and totaling a minimum of 3 semester hours

# Office Administration - Medical Office Administration Major (4750)

Medical office administrators function in a wide variety of medical settings, including physicians' offices, hospitals, and nursing homes. They may transcribe dictation, prepare medical records or charts, schedule appointments, handle correspondence, prepare bills, and process insurance forms. In addition to excellent keyboarding skills, medical office administrators must possess expertise in medical terminology, familiarization with medical references, knowledge of medical coding, and familiarization with HIPAA regulations. In today's global society basic foreign language skills are increasingly important to facilitate communication in a medical environment. Strong human relations skills are also important as medical office administrators interact with people in stressful situations. Mastery of these skills provide medical office administrators opportunities for promotion to medical office management positions.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree in Medical Office Administration, a graduate will be able to:

- Compose and produce quality business documents using technology.
- Perform office administrative functions using critical thinking, management, prioritizing, and organizational skills.
- Transcribe medical documents from dictation.
- Demonstrate good oral communication skills.
- Demonstrate good human relations skills, including customer service, teamwork, and ethics.

## Scholastic Preparation

Medical Office Administration students should possess basic computer skills: use a keyboard, mouse, external storage device, and a printer; differentiate among drives, folders, and files; employ a username and password. Students lacking in any of these areas should enroll in ITS 0800 Computer Fundamentals prior to enrolling in any OAD or other ITS course. Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 Keyboarding or ITS 1210 Keyboarding/Word Processing prior to enrolling in any OAD or other college-level ITS course. Students who cannot meet the 35 word-per-minute standard on the first day of OAD 1101 will be required to withdraw and enroll in ITS 0810 or ITS 1210. ITS 0800, ITS 0810, and ITS 1210 are considered preparatory for entry into the Medical Office Administration Program and do not count toward the degree.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in

completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
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### Fall

OAD 1101	Document Production I	3
OAD 1105	Business English	4
OAD 1205	Office Procedures	3
ITS 1100	Information Technology Basics *	3
MST 1105	Medical Terminology	2
MTH 1060	Business Mathematics	3

### Spring

OAD 1102	Document Production II	3
ACC 1000	Accounting Concepts	3
BIO 1105	Fundamentals of Anatomy and Physiology	3
ENG 1111	English I	3
ITS 1220	Presentation Graphics *	1
ITS 1235	Beginning Spreadsheet *	1
ITS 1245	Beginning Database *	1

### Fall

OAD 2105	Medical Machine Transcription	3
OAD 2205	Medical Office Management	3
OAD 2301	CPT/ICD-10-PCS Coding	3
OAD 2302	ICD-9-CM/ICD-10- CM Coding	3
EBE 1000	Employability Skills	1
ENG 2211	Business Communication	3

### Spring

OAD 2703	Co-op Education/Internship	3
COM 1110	Interpersonal Communication I	or
COM 1170	Small Group Communication	3
MST 1140	Human Disease	3
SPN 1100	Survival Spanish	2
--	MGT or OAD Elective**	3
--	Social/Behavioral Science Elective	3
Total Credit Hours		66

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* Any MGT or OAD course not already prescribed totaling a minimum of 3 semester hours



## Paralegal (4850)

The Paralegal Technology program prepares individuals to assist attorneys in the delivery of legal services. Someone who enjoys conducting research, solving problems, and communicating the results has good potential as a paralegal. Paralegals are employed by private law firms, financial institutions, courts, prosecutors' offices, legal aid societies, public defenders' programs and corporate law offices.

Clark State cooperates with Sinclair Community College in offering the nonparalegal courses for this AAS degree program. Students can take classes at Clark State concurrently with the Sinclair paralegal courses if they wish to complete the degree within a two-year time frame, or they can complete the nonparalegal courses at Clark State first and then transfer to Sinclair to complete the program. Students are cautioned that once they begin the paralegal courses at Sinclair, it will still take two years to sequence through the paralegal courses. By taking course work at Clark State, students are able to minimize commuting time.

The Paralegal Program at Sinclair is a limited-enrollment program and students must be accepted into the program before beginning paralegal courses. Students should contact the Dean of Business and Applied Technologies for information on applying to Sinclair's Paralegal Program and for academic advising while enrolled at Clark State.

The program layout below reflects the recommended sequence of courses for students planning to complete a degree within two years. Clark State courses may be completed concurrently with Sinclair courses or prior to enrolling at Sinclair. Sinclair courses are designated by SCC. The 35 credit hours at Clark State can be completed by a full-time student within one year provided he or she has few or no college preparatory requirements.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
OAD 1105	Business English	4
--	PAR 1101 Paralegal Principles (SCC)	3
--	PAR 1102 Legal Technology (SCC)	1
--	PAR 1103 Litigation (SCC)	3
<b>Spring</b>		
COM 1110	Interpersonal Communication I	3
ENG 1112	English II	3
MGT 2600	Legal Environment of Business	3
--	PAR 1201 Legal Research & Writing (SCC)	3
--	PAR 1202 Advanced Legal Technology (SCC)	1
--	PAR 1203 Advanced Litigation (SCC)	3
<b>Summer</b>		
PSY 1111	Introduction to Psychology	or
SOC 1110	Introduction to Sociology	3
--	Arts and Humanities Elective	3
--	PAR/LAW Elective (SCC)	3
<b>Fall</b>		
ACC 1100	Introduction to Financial Accounting	4
--	PAR 1204 Real Estate Law (SCC)	3
--	PAR 2301 Advanced Legal Research & Writing (SCC)	3
--	PAR 2302 Family Law (SCC)	3
--	PAR 2303 Probate Law (SCC)	3
--	PAR 2304 Paralegal Ethics (SCC)	3
<b>Spring</b>		
MTH 1060	Business Mathematics	3
--	Natural or Physical Science*	3
--	PAR 2401 Paralegal Internship (SCC)	3
--	PAR/LAW Elective (SCC)	3
Total Credit Hours		73

\* Any BIO, CHM, or PHY course found in the Ohio Transfer Module. Total hours taken at Clark State: 35. Total hours taken at SCC: 38.

## Professional Services Management (4360)

The Associate of Technical Studies in Professional Services Management offers individuals who hold licensure in professional areas such as cosmetology, various building trades, auto services, or other areas to receive up to 12 credit hours toward an Associate of Technical Studies degree with a focus in the management of the business operation related to the professional area. Students coming from high school career programs or trade school programs that result in licensure as well as long-term professionals will be interested in this degree option. Students will receive college credit for their professional knowledge while pursuing an education that will provide them the tools with which to successfully launch and manage their own business.

Interested students should contact the Dean of Business and Applied Technologies early on to determine the number of credits that will be applied toward their degree based upon the licensure held. Students will need to provide proof of current licensure. In addition, students are responsible for providing any information related to their licensure that is needed by the dean in order to determine the number of credits to be awarded. Once the credit hours applied to the licensure are determined, the student will work with the Dean of Business and Applied Technologies who will approve any additional coursework in the professional area.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many students, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisor for help in planning their schedules.

### Degree Availability

The Professional Services ATS degree is available during the day and in the evening.

### Arts/Humanities Electives

A complete listing of arts and humanities electives can be found in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ACC 1100	Introduction to Financial Accounting	4
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
<b>Spring</b>		
ACC 1200	Managerial Accounting	4
ENG 2211	Business Communication	3
HRM 1725	Human Resource Management	3
MGT 1115	Customer Relations	2
MKT 2000	Marketing Management	3
MTH 1060	Business Mathematics	3
<b>Fall</b>		
ECO 2220	Principles of Microeconomics	3
MGT 2270	Business Finance	3
PSY 1111	Introduction to Psychology	3
--	Arts and Humanities Elective (GA)*	3
--	Professional Electives**	6
<b>Spring</b>		
MGT 2000	Introduction to Project Management	or
MGT 2650	Negotiation Skills	3
MGT 2140	Small Business Management	3
MGT 2600	Legal Environment of Business	3
MGT 2800	Business Strategy/Policy Seminar (Capstone)	3
--	Professional Electives**	6
	<b>Total Credit Hours</b>	<b>70</b>

\* Arts and Humanities elective must be a Global Awareness (GA) course.

\*\* A total of 12 semester hours must be earned from the professional area. The 12 hours can be earned from professional licensure. Any of the 12 hours not granted for the licensure may come from a field related to the licensure or business courses approved by the division. See the Dean of Business and Applied Technologies to have your professional license evaluated for the number of credit hours that will apply and for approval of any licensure- and business-related courses.

# Business Certificates

## Accounting Certificate (4101C)

Accounting, long referred to as the “language of business,” is an excellent foundation for any type of office position. Most managerial positions require an understanding of accounting. This program provides the basic courses that teach fundamentals of recording business transactions, the balance sheet, the income statement, and basic cost accounting concepts/entries. Courses are applicable to the associate degree program.

Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 1210, Keyboarding/Word Processing.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Course #	Course Title	Credit Hours
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### Fall

ACC 1100	Introduction to Financial Accounting	4
COM 1110	Interpersonal Communication I	or
COM 1120	Public Speaking I	3
ENG 1111	English I	3
ITS 1235	Beginning Spreadsheet *	1
ITS 1245	Beginning Database *	1
MGT 1105	Contemporary American Business	2
MTH 1060	Business Mathematics	3

### Spring

ACC 1200	Managerial Accounting	4
ACC 1400	Computerized Accounting	3
ACC 2000	Spreadsheet Accounting	3
ACC -	Accounting Elective 3-4 credit hours	3
ENG 2211	Business Communication	3
MGT 2270	Business Finance	3
Total Credit Hours		36

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

## Advanced Medical Coding Departmental Certificate (4756D)

This certificate will provide the student with experience using ICD-9-CM/ICD-10-CM and CPT/ICD-10-PCS coding resources available in print and online. Upon completion of this certificate, the student will have the option to attend nationally sponsored review sessions and then sit for the national medical coding certification exam administered by a number of medical coding associations. A fee is charged for participation in the review sessions and/or for taking the exam. The total cost to the participant will vary depending upon the association administering the review sessions and the exam.

Course #	Course Title	Credit Hours
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### Summer

BIO 1105	Fundamentals of Anatomy and Physiology	3
MST 1105	Medical Terminology	2

### Fall

OAD 2301	CPT/ICD-10-PCS Coding	3
OAD 2302	ICD-9-CM/ICD-10- CM Coding	3

### Spring

OAD 2311	Medical Coding Trends and Issues	3
OAD 2312	Advanced Medical Coding	3
MST 1140	Human Disease	3
Total Credit Hours		20

## Communication Departmental Certificate (4704D)

This certificate will provide the student with extensive background in and knowledge of effective communication skills necessary in today's work environment, including writing, oral, and listening skills. The ability to communicate effectively is listed among the top five qualifications that employers require and is often ranked as the number one required skill. In today's information-based world, excellent communication skills are vital to success, and this certificate will provide students the opportunity to gain invaluable knowledge of and practice using effective communication skills and/or to improve the communication skills they already possess.

Course #	Course Title	Credit Hours
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### Summer

ENG 1111	English I	3
COM 1120	Public Speaking I	3

### Fall

OAD 1105	Business English	4
COM 2220	Public Speaking II	3
ENG 1112	English II	3

### Spring

COM 1110	Interpersonal Communication I	3
COM 1170	Small Group Communication	3
ENG 2211	Business Communication	3
Total Credit Hours		25

## Customer Service Departmental Certificate (4304D)

This certificate is focused on developing the essential skills and knowledge needed by anyone desiring to provide excellent service to customers, both internal and external. This is particularly focused on meeting needs and expectations of an organization's customers. All courses can be applied to the associate degree in Management.

Course #	Course Title	Credit Hours
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### Fall

MGT 1060	Organizational Behavior	3
MGT 1115	Customer Relations	2
MGT 1120	Principles of Management	3
MKT 2000	Marketing Management	3

### Spring

MGT 2020	Quality Management	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
PSY 1111	Introduction to Psychology	3
Total Credit Hours		20

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

## Human Resource Management Departmental Certificate (4324D)

This certificate is focused on developing the essential knowledge and skills needed by an individual who wants to work in the human resource field. Because of prerequisite requirements, it will generally take more than one academic year to complete. All courses can be applied to the Human Resource Management Option of the Associate Degree in Management.

Course #	Course Title	Credit Hours
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### Summer

HRM 1725	Human Resource Management	3
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MGT 1060	Organizational Behavior	3

### Fall

HRM 2300	Training and Development	3
HRM 2350	Employment Law	3
ACC 1100	Introduction to Financial Accounting	4
MGT 1120	Principles of Management	3
MTH 1060	Business Mathematics	3

### Spring

HRM 2400	Staffing	3
HRM 2450	Compensation and Benefits	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
MGT 2000	Introduction to Project Management	or
MGT 2020	Quality Management	3
MGT 2650	Negotiation Skills	3
MGT 2600	Legal Environment of Business	3

Total Credit Hours		46
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\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

## Logistics and Supply Chain Management Departmental Certificate (4344D)

This certificate is focused on developing essential knowledge and skills needed by an individual who wants to work in the strategic planning and coordinating of activities that include sourcing and procurement of materials and services, transformation activities and logistics for the purpose of integrating supply and demand management. Because of prerequisite requirements, it will generally take more than one academic year to complete. All courses can be applied to the associate degree in Logistics and Supply Chain Management.

Course #	Course Title	Credit Hours
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### Fall

ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
ITS 1235	Beginning Spreadsheet *	1
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
MTH 1060	Business Mathematics	3

### Spring

LSC 2100	Purchasing and Supply Management	3
ACC 1100	Introduction to Financial Accounting	4
ENG 1112	English II	or
ENG 2211	Business Communication	3

### Fall

LSC 2220	Logistics and Physical Distribution	3
MGT 2020	Quality Management	3

### Spring

LSC 2270	Operations Management	3
MGT 2600	Legal Environment of Business	3
MGT 2650	Negotiation Skills	3

Total Credit Hours		41
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\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

## Management Certificate (4301C)

The Management certificate provides students with an overview of the business environment and a background for understanding and managing people. It provides them with the foundational knowledge of accounting and financial issues needed by all managers. All courses taken for this certificate are applicable to the associate degree in Management.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisor for help in planning their schedules.

Course #	Course Title	Credit Hours
<b>Fall</b>		
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
ITS 1235	Beginning Spreadsheet *	or
ITS 1245	Beginning Database *	1
MTH 1060	Business Mathematics	3
<b>Spring</b>		
MGT 2020	Quality Management	or
MGT 2000	Introduction to Project Management	3
ACC 1100	Introduction to Financial Accounting	4
COM 1120	Public Speaking I	3
ENG 1112	English II	or
ENG 2211	Business Communication	3
--	Technical Elective **	3
Total Credit Hours		32

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

\*\* Technical electives must total 3 semester hours. They can come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, CSE, EBE (except EBE 1000), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, and RES.

## Marketing Departmental Certificate (4351D)

This certificate is focused on developing the essential knowledge and skills needed by an individual who wants to work in the marketing field. Because of prerequisite requirements, it will generally take more than one academic year to complete. All courses can be applied to the associate degree in Marketing.

Course #	Course Title	Credit Hours
<b>Fall</b>		
MKT 2000	Marketing Management	3
ACC 1100	Introduction to Financial Accounting	4
ITS 1105	Computer Concepts and Office Productivity Tools *	3
MGT 1120	Principles of Management	3
MTH 1060	Business Mathematics	3
<b>Spring</b>		
MKT 2150	Product Management	3
MKT 2550	Promotion & IMC Strategies	3
MGT 2020	Quality Management	3
STT 2640	Elementary Statistics I	3
<b>Fall</b>		
MKT 2100	Pricing Strategies	3
MKT 2400	Electronic Business Applications	3
LSC 2220	Logistics and Physical Distribution	3
Total Credit Hours		37

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

## Medical Coding Departmental Certificate(4755D)

This certificate will provide the student with an introduction to the fundamentals of coding.

Course #	Course Title	Credit Hours
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### Summer

BIO 1105	Fundamentals of Anatomy and Physiology	3
MST 1105	Medical Terminology	2

### Fall

OAD 2302	ICD-9-CM/ICD-10- CM Coding	3
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### Spring

OAD 2301	CPT/ICD-10-PCS Coding	3
Total Credit Hours		11

## Medical Transcription Departmental Certificate (4754D)

This certificate will provide the student with the word processing skills, medical terminology, anatomy background, and transcription skills necessary to transcribe medical documents accurately and effectively using appropriate punctuation, terminology, spelling, and formatting. Students will gain experience transcribing dictation of varying difficulty and length spoken by physicians from diverse ethnic backgrounds. This certificate will be beneficial to those students pursuing a career in medical transcription who are currently working in a medical environment or who desire to work in such an environment. The skills acquired will allow students the opportunity to apply for entry-level transcriptionist positions in a variety of medical settings.

Course #	Course Title	Credit Hours
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### Summer

BIO 1105	Fundamentals of Anatomy and Physiology	3
MST 1105	Medical Terminology	2

### Fall

OAD 1101	Document Production I	3
OAD 2105	Medical Machine Transcription *	3
Total Credit Hours		11

\* A student can take OAD 2105 concurrently with OAD 1101 if he or she can type at least 35 wpm and knows Microsoft Word to a level equivalent to ITS 0810, ITS 1210, or ITS 1215. Please see the Dean of Business and Applied Technologies for a waiver.

## Office Administration Certificate (4701C)

A one-year certificate in Office Administration is available for students who need a quicker entry into the job market. This will provide the student with the skills needed for entry-level positions in today's computer-oriented and fast-paced business office. Students can fully apply this one-year certificate toward the completion of either the Office Administration or the Medical Office Administration associate degree programs.

This certificate can be earned through a combination of evening and online courses. Office Administration certificate students should have basic computer skills: use a keyboard, mouse, external storage device, and a printer; differentiate among drives, folders, and files; employ a username and password. Students lacking in any of these areas should enroll in ITS 0800 Computer Fundamentals prior to enrolling in any OAD or other ITS course.

Students should also be able to type at least 35 words per minute on a five-minute timed writing. Students who cannot meet this standard should enroll in ITS 0810 Keyboarding or ITS 1210 Keyboarding/Word Processing prior to enrolling in any OAD or other college-level ITS course. Students who cannot meet the 35 word-per-minute standard on the first day of OAD 1101 will be required to withdraw and enroll in ITS 0810 or ITS 1210. ITS 0800, ITS 0810, and ITS 1210 are considered preparatory for starting the Office Administration Certificate and do not count toward the certificate.

Course #	Course Title	Credit Hours
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### Fall

OAD 1101	Document Production I	3
OAD 1105	Business English	4
OAD 1205	Office Procedures	3
ITS 1100	Information Technology Basics *	3
MTH 1060	Business Mathematics	3

### Spring

OAD 1102	Document Production II	3
ACC 1000	Accounting Concepts	3
ENG 1111	English I	3
ITS 1215	Beginning Word Processing *	1
ITS 1235	Beginning Spreadsheet *	1
ITS 1245	Beginning Database *	1
MGT 1105	Contemporary American Business	2
--	Social/Behavioral Science Elective	3
Total Credit Hours		33

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

# Property Insurance Claims Departmental Certificate (4361D)

Employment opportunities in the Miami Valley and in Ohio in the finance and insurance industries continue to grow. The Property Insurance Claims Certificate provides students with the skills needed for employment in the property-claims industry and preparing them for the AIC 33 and AIC 35 industry exams. The courses are applicable to the Associate of Applied Business degree in Insurance.

Course #	Course Title	Credit Hours
<b>Fall</b>		
INS 1100	Insurance Claims Handling Principles/Practices	3
INS 1115	Customer Service for the Insurance Industry	2
INS 1200	Software for the Insurance Claims Industry	1
INS 1400	Property Loss Adjusting	5
INS 2200	Water Restoration Technology	2
	<b>Total Credit Hours</b>	<b>13</b>

# Small Business Departmental Certificate (4305D)

This certificate is focused on developing the essential knowledge needed by an individual who wants to start a small business. It will provide the student with the necessary tools for developing a successful business operation. All courses can be applied to the associate degrees in Management and Marketing.

Course #	Course Title	Credit Hours
<b>Fall</b>		
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
MKT 2000	Marketing Management	3
<b>Spring</b>		
MGT 2020	Quality Management	3
MGT 2250	Leadership in Organizations	3
ACC 1100	Introduction to Financial Accounting	4
ENG 1112	English II	or
ENG 2211	Business Communication	3
<b>Fall</b>		
MGT 2140	Small Business Management	3
MGT 2600	Legal Environment of Business	3
MKT 2400	Electronic Business Applications	3
MKT 2450	Sales and Sales Management	3
	<b>Total Credit Hours</b>	<b>40</b>

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.



## Supervisory Departmental Certificate (4306D)

This certificate is focused on developing the essential skills and knowledge needed by first-line supervisors. It will provide an individual the tools with which to motivate, challenge, and manage employees. All courses can be applied to the associate degree in Management.

Course #	Course Title	Credit Hours
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### Fall

MGT 1060	Organizational Behavior	3
MGT 1105	Contemporary American Business	2
MGT 1120	Principles of Management	3
ACC 1100	Introduction to Financial Accounting	4
ITS 1105	Computer Concepts and Office Productivity Tools *	3

### Spring

MGT 2020	Quality Management	3
MGT 2250	Leadership in Organizations	3
HRM 1725	Human Resource Management	3
PSY 1111	Introduction to Psychology	3
	Total Credit Hours	27

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS0810 before taking a computer class.

## Supply Chain Management Degree + Departmental Certificate (4345D)

This post-degree certificate program is designed for students who already hold a bachelor's degree and are looking to meet their educational and professional development (career broadening) needs relative to logistics and supply chain management. Functional areas covered include: contracting and negotiation, social responsibility, performance management, forecasting, materials and inventory management, transportation and distribution, assessment, planning product and service, development, quality, strategic sourcing, and risk compliance. These foundational topics are often considered by many professional certification organizations as the inner core to the understanding of the logistics and supply chain management career field.

Course #	Course Title	Credit Hours
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### Fall

LSC 2220	Logistics and Physical Distribution	3
ECO 2210	Principles of Macroeconomics	3
MGT 2020	Quality Management	3
--	LSC, MGT, MKT, ACC or ITS Technical Elective *	3

### Spring

LSC 2100	Purchasing and Supply Management	3
LSC 2270	Operations Management	3
ECO 2220	Principles of Microeconomics	3
MGT 2650	Negotiation Skills	3
MKT 2000	Marketing Management	3
	Total Credit Hours	27

\* Technical electives must total 3 semester hours. They may come from any combination of courses not already prescribed that use the following course codes: HRM, INS, LSC, MGT, MKT, ACC, CSD, EBE (except EBE 100), ITS (except ITS 0800, ITS 0810, ITS 1100), NTK, OAD, or RES.

# Career and Technical Education

## Career and Technical Education - ATS (9060)

### Degree Requirement for Route B Career-Technical License

In 2004, the Ohio Department of Education recommended amending Chapter 3301-24-08 of the Teacher Education and Licensure Standards, Professional or Associate License Renewal. This recommendation resulted in a change regarding Route B career-technical licenses. This rule states that the second renewal of the professional career-technical license obtained pursuant to the provisions in paragraph (D) (7) of Rule 3301-24-05 of the Administrative Code shall require completion of a degree applicable to the career field, classroom teaching, or area of licensure. The second renewal of a Route B career-technical license, therefore, requires that the applicant hold at least an Associate Degree. This rule applies to all first Route B Licensures issued after December 30, 2004.

To help you meet this requirement, Clark State Community College has developed an Associate of Technical Studies (ATS) degree specializing in career-technical education. This ATS degree was designed specifically for Career and Technical educators who currently have a Route B career-technical license, so completing the program is easy!

- Utilize your technical work experience
- Transfer in professional career-technical teacher education coursework
- Complete general education coursework through Clark State
- All Clark State coursework can be completed online or at our campus locations in Springfield, Beavercreek and Bellefontaine.

### Curriculum

#### Basic Requirement

Technical work-based experience credit, based on documentation of Ohio Route B Licensure. 14 credits

#### Technical Requirement 32 credits\*\*

Professional Teacher Education coursework transferred from ODE approved institutions 26 credits  
STT 2640 Elementary Statistics I 3 credits  
COM 1120 Public Speaking 3 credits

#### General Education coursework

15 semester credit hour credits including:  
ENG 1111 English I 3 credit hours  
ENG 1112 English II or  
ENG 2230 Technical Report Writing 3 credit hours  
Social Science Elective\* 3 credit hours  
Humanities Elective 3 credit hours  
Humanities/ Social Science Elective 3 credit hours  
Total credit hours 68 credit hours

Note: At least 20 semester hours must be completed at Clark State. Some students may need to take courses not on this list.

\* At least one of the three humanities/social science courses must contain global awareness and diversity components. These courses have a (GA) after their listing in the catalog.

\*\* If the combination of education credits transferred in and STT 2640 and COM 1120 do not total 32 semester credit hours, the student will need to have additional technical credits approved by his/her advisor to meet the 32-credit-hour minimum.

# Computer and IT

## Computer Networking (5200)

Information Technology is one of the fastest-growing career fields today. The Computer Networking curriculum prepares students to plan, design, implement, troubleshoot, and administer microcomputer-based networks. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+); Microsoft Certified Technology Specialist, and Cisco Certified Network Associate.

Computer Networking students can increase their learning (and earning) potential by participating in the cooperative education work-experience program. Through this program, students can spend up to two semesters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Office of Career Management for more information.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in Computer Networking, a graduate will be able to do the following:

- Demonstrate knowledge of computer and network systems, terms, and concepts.
- Setup, install, configure, and troubleshoot hardware/software for desktop computer systems.
- Install, configure, manage, maintain, and troubleshoot server computer systems.
- Install, configure, manage, and maintain network-based voice, audio, and video technologies.
- Install, configure, manage, and maintain network infrastructure equipment and software.
- Demonstrate knowledge of computer and network security terms and concepts.

### Scholastic Preparation

Computer Networking students need a high school algebra background equivalent to CPE 0600, Algebra I. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Keyboarding/Word Processing.

### Degree Availability

This program is available during the day and evening. Contact your academic advisor about an evening curriculum guide.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
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#### Fall

NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3
COM 1120	Public Speaking I	3
ENG 1111	English I	3
ITS 1235	Beginning Spreadsheet *	1
- -	Arts/Humanities or Social/Behavioral Science Elective (GA) **	3

#### Spring

NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3
CSE 1110	Introduction to CyberSecurity	3
CSE 1120	CyberSecurity - Security +	3
ENG 2211	Business Communication	3
ITS 1320	Introduction to Scripting	2

#### Fall

NTK 2220	Microsoft Desktop Administration	3
NTK 2222	Administering Microsoft Server	3
NTK 2100	Cisco - Network Fundamentals	3
NTK 2110	Cisco - Routing Fundamentals	3
MGT 2000	Introduction to Project Management	3
MTH 1060	Business Mathematics	3

#### Spring

NTK 2210	Linux Desktop Administration	3
NTK 2212	Linux Server Administration	3
NTK 2120	Cisco - Switching/Wireless	3
NTK 2130	Cisco - Wide Area Networking	3
NTK 2890	Computer Networking Capstone	3
- -	Arts/Humanities or Social/Behavioral Science Elective	3

Total Credit Hours 69

\* Students with little or no computer background should enroll in ITS 0800 before taking computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* At least one social/behavioral science or arts/humanities elective must be a global awareness (GA) course.

# Computer Networking - Technical Systems Support Option (5210)

Information Technology is one of the fastest-growing career fields today. The Technical Systems Support curriculum prepares students to support computer and network end users. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+); Microsoft Certified Technical Specialist, and Cisco Certified Network Associate.

Technical Systems Support students can increase their learning (and earning) potential by participating in the cooperative education work-experience program. Through this program, students can spend up to two semesters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Office of Career Management for more information.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree in Technical Systems Support, a graduate will be able to do the following:

- Demonstrate knowledge of computer and network systems, terms, and concepts.
- Setup, install, configure, and troubleshoot hardware/software for desktop computer systems.
- Install, configure, manage, maintain, and troubleshoot server computer systems.
- Install, configure, manage, and maintain network-based voice, audio, and video technologies.
- Use and troubleshoot basic application software.
- Demonstrate knowledge of computer and network security terms and concepts.

## Scholastic Preparation

Technical Systems Support students need a high school algebra background equivalent to CPE 0600, Algebra I. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Keyboarding/Word Processing.

## Degree Availability

This program is available during the day and evening. Contact your academic advisor about an evening curriculum guide.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3
COM 1120	Public Speaking I	3
ENG 1111	English I	3
ITS 1235	Beginning Spreadsheet *	1
--	Arts/Humanities or Social/Behavioral Science Elective (GA) **	3
<b>Spring</b>		
NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3
CSE 1110	Introduction to CyberSecurity	3
CSE 1120	CyberSecurity - Security +	3
ENG 2211	Business Communication	3
ITS 1320	Introduction to Scripting	2
<b>Fall</b>		
MGT 2000	Introduction to Project Management	3
MTH 1060	Business Mathematics	3
NTK 2220	Microsoft Desktop Administration	3
NTK 2222	Administering Microsoft Server	3
NTK 2100	Cisco - Network Fundamentals	3
--	ITS Electives	3
<b>Spring</b>		
NTK 2210	Linux Desktop Administration	3
NTK 2212	Linux Server Administration	3
NTK 2890	Computer Networking Capstone	3
--	ITS Electives	3
--	ITS Co-op Electives	3
--	Arts/Humanities or Social/Behavioral Science Elective	3
Total Credit Hours		69

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* At least one social/behavioral science or arts/humanities elective must be a global awareness (GA) course.

# Computer Software Development (5100)

Information technology is one of the fastest-growing career fields today. The Computer Software Development curriculum focuses on programming, database, and web design. Students learn to analyze, design, and develop solutions to business problems through the use of technology.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional terms of study. Students should consult their academic advisors for help in planning their schedules.

## Learning Outcomes

- Analyze information system requirements and design appropriate software solutions.
- Write computer programs to implement information systems designs.
- Develop database systems to meet business data requirements.
- Design and create web sites.
- Find and correct errors in the design and implementation of software solutions.

## Scholastic Preparation

Computer Software Development students need a high school algebra background equivalent to CPE 0600, Algebra I. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding, or ITS 1210, Keyboarding/Word Processing.

## Degree Availability

All courses in the curriculum are available online, except for the co-op/internship requirement. Most courses in the first year of the program are also available during the day at the Greene Center, and in the evening in Springfield and at the Greene Center. Many of the second-year courses are available in the evening as well as online. Some courses are offered only once a year. Contact your academic advisor about course sequencing.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
CSD 1100	CSD Program Orientation	1
ENG 1111	English I	3
ITS 1200	Windows Concepts *	2
ITS 1235	Beginning Spreadsheet *	1
ITS 1245	Beginning Database *	1
ITS 1400	Web Design Essentials	2
MGT 1115	Customer Relations	2
MTH 1060	Business Mathematics	3
<b>Spring</b>		
CSD 1400	Database Management	3
CSD 1500	Programming Fundamentals	3
EBE 1000	Employability Skills	1
ECO 2210	Principles of Macroeconomics	3
ENG 2211	Business Communication	3
ITS 1500	HTML and CSS	3
<b>Fall</b>		
CSD 2200	JavaScript	3
CSD 2520	Java Programming	4
ITS 1300	Computer Concepts	or
ITS 1310	Introduction to Computers and Networks	2
ITS 2500	XML	3
MGT 2000	Introduction to Project Management	3
- -	General Education Elective**	3
<b>Spring</b>		
CSD 2100	Systems Analysis and Design	3
CSD 2540	C Programming	4
CSD 2800	Advanced Topics	3
CSD 2822	CSD Co-op/Internship ***	2
MGT 1060	Organizational Behavior	3
- -	Technical Elective	2
Total Credit Hours		66

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* General education electives can be found in the College Catalog under the General Education Requirements for Technical Programs section.

\*\*\* A co-op or internship may be completed in the summer or in the fall or spring of the second year.

# CyberSecurity/Information Assurance Technology (5300)

Information Technology is one of the fastest-growing career fields today. The CyberSecurity/Information Assurance curriculum prepares students to support the information security needs of businesses. This curriculum can assist students in preparing for the following certifications: CompTIA (A+, Network+, Linux+, Security+, Project+), CISSP, Cisco Certified Network Associate. CyberSecurity/Information Assurance students can increase their learning (and earning) potential by participating in the cooperative education work-experience program. Through this program, students can spend up to two semesters working in the information technology field while earning college credits. Interested students should contact their academic advisor or the Office of Career Management for more information.

The program schedule that follow is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree in CyberSecurity/Information Assurance, a graduate will be able to:

- Demonstrate knowledge of computer and network systems terms and concepts.
- Setup, install, configure, and troubleshoot hardware/software for desktop computer systems.
- Install, configure, manage, maintain, and troubleshoot server computer systems.
- Install, configure, manage, and maintain network-based voice, audio, and video technologies.
- Install, configure, manage, and maintain network infrastructure equipment and software.
- Demonstrate knowledge of computer and network security terms and concepts.
- Implement, configure, and troubleshoot network security software.
- Implement, configure, and troubleshoot network security equipment.
- Design secure computer and network infrastructures.

## Scholastic Preparation

Students should possess mathematical skills and should be comfortable using technology. Students who do not possess basic computer and technology skills should take one or more of the following courses to improve their skill level in basic technology use: ITS 0800, ITS 0810, ITS 1100, ITS 1210. Students who have not completed a full sequence of high school mathematics may need to complete a series of college

preparatory math classes.

## Transfer Options

Students enrolled in applied associate degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges and universities have designed bachelor's completion programs for students completing applied degrees. See the Transfer section of the catalog for more information.

Course #	Course Title	Credit Hours
<b>Fall</b>		
COM 1120	Public Speaking I	3
ENG 1111	English I	3
ITS 1235	Beginning Spreadsheet *	1
NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA) **	3
<b>Spring</b>		
CSE 1110	Introduction to CyberSecurity	3
CSE 1120	CyberSecurity - Security +	3
ENG 2211	Business Communication	3
ITS 1320	Introduction to Scripting	2
NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3
<b>Fall</b>		
CSE 2251	CyberSecurity - Security Professional I	3
CSE 2252	CyberSecurity - Security Professional II	3
MGT 2000	Introduction to Project Management	3
MTH 1060	Business Mathematics	3
NTK 2100	Cisco - Network Fundamentals	3
NTK 2110	Cisco - Routing Fundamentals	3
<b>Spring</b>		
NTK 2120	Cisco - Switching/Wireless	3
NTK 2130	Cisco - Wide Area Networking	3
NTK 2890	Computer Networking Capstone	3
- -	NTK/CSD/EBE Elective	3
- -	NTK/CSD/EBE Elective	3
- -	Humanities/Social Science Elective	3
Total Credit Hours		69

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* At least one social/behavioral science or arts/humanities elective must be a global awareness (GA) course.

# Information Services Library Paraprofessional (5550)

Belmont College (Belmont Technical College prior to July 1, 2012) and Clark State Community College (CSCC), agree to cooperate in correlating their respective programs for the purpose of providing the Associate of Applied Science Degree in Information Services, Library Paraprofessional. This formal arrangement permits CSCC students to benefit in order to pursue library paraprofessional training from Belmont College.

In an information-driven age, there is a definite need for trained professional information specialists and librarians who possess advanced technological skills. This degree provides an array of skill sets that are applicable to many career fields, not just librarians. Belmont College offers this part-time, totally online accredited degree program to support the technological, communication and information needs of businesses and organizations.

This specialty is intended for those already employed in libraries and other information technology organizations, as well as for those who would like a career in the information field. The program is designed to accommodate part-time and distance education students. It utilizes the Internet and off-campus sites (through partnerships with other institutions) as its delivery medium. The rapid growth in computer technology and electronic information sources, especially World Wide Web resources, requires libraries to employ individuals who can professionally assist a variety of people in defining, finding, evaluating, and using information; prepare and maintain information resources using a variety of software, hardware, and network tools; and utilize technical skills to maintain hardware, software, and networks. Graduates of the Library Paraprofessional Specialty may become employed in a variety of library settings including public libraries; school library media centers; college and university libraries; corporate, medical, and other special libraries and information centers; and other library-related businesses. Additionally, employment opportunities exist in many organizations and businesses in such diverse areas as help desk support, web page editor, computer maintenance technician, and information research. The curriculum in this program matches the competencies required by the American Library Association's sponsored Library Support Staff Certification program.

For more information, visit [www.belmontcollege.edu](http://www.belmontcollege.edu).

Course #	Course Title	Credit Hours
<b>Fall</b>		
ENG 1111	English I	3
ITS 1100	Information Technology Basics	3
--	FYE 1120 Success in Online Learning (Belmont online)	2
--	LIS 1104 Communication and Teamwork (Belmont online)	3
--	Social Science Elective (See transfer module eligible courses on page 14)	3
<b>Spring</b>		
--	LIS 1101 Foundations of Library Services (Belmont online)	3
--	LIS 1105 Reference and Information Services (Belmont online)	3
ITS 1500	HTML and CSS	3
--	Information Technology Elective (Select from ITS, NTK, CSD, and GPH courses)	3
--	Literature Elective	3
<b>Summer</b>		
--	General Education Elective	3
--	Library Elective (Belmont online)	3
<b>Fall</b>		
--	LIS 2103 Technology in Libraries (Belmont online)	3
COM 1120	Public Speaking I	3
MTH 1280	College Algebra	3
STT 2640	Elementary Statistics I	3
--	Information Technology Elective	3
--	Library Elective (Belmont online)	3
<b>Spring</b>		
--	LIS 2282 Information Services Capstone & Project (Belmont online)	2
--	LIS 2280 Information Services Seminar (Belmont online)	1
--	Library Elective (Belmont online)	3
--	General Education Elective	6
--	Natural & Physical Science Elective (with a lab - see transfer module eligible courses on page 14)	3-4
Total Credit Hours		66-67

# Computer and IT Certificates

## Computer Programming Departmental Certificate (5104D)

This certificate provides the knowledge and skills necessary to design and develop computer software applications.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ITS 1245	Beginning Database	1
ITS 1500	HTML and CSS	3
<b>Spring</b>		
CSD 1400	Database Management	3
CSD 1500	Programming Fundamentals	3
<b>Fall</b>		
CSD 2520	Java Programming	4
ITS 2500	XML	3
<b>Spring</b>		
CSD 2540	C Programming	4
	Total Credit Hours	21

## CyberSecurity Departmental Certificate (5304D)

This certificate is focused on providing the knowledge and skills necessary to design, implement, manage, and maintain computer and network-based security technologies.

Course #	Course Title	Credit Hours
<b>Fall</b>		
NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3
<b>Spring</b>		
CSE 1110	Introduction to CyberSecurity	3
CSE 1120	CyberSecurity - Security +	3
<b>Fall</b>		
CSE 2251	CyberSecurity - Security Professional I	3
CSE 2252	CyberSecurity - Security Professional II	3
<b>Spring</b>		
NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3
	Total Credit Hours	24



## Mobile Application Programming Departmental Certificate (5103D)

This certificate provides the knowledge and skills needed to create web apps for mobile devices.

Course #	Course Title	Credit Hours
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### Summer

CSD 1500	Programming Fundamentals	3
ITS 1500	HTML and CSS	3

### Fall

CSD 2200	JavaScript	3
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### Spring

CSD 2600	Mobile Web Application Programming	2
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Total Credit Hours		11
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## Network Administration Departmental Certificate (5204D)

This certificate is focused on providing the knowledge and skills necessary to install, configure, and administer a variety of network operating systems and services.

Course #	Course Title	Credit Hours
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### Fall

NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3

### Spring

NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3

### Fall

NTK 2220	Microsoft Desktop Administration	3
NTK 2222	Administering Microsoft Server	3

### Spring

NTK 2210	Linux Desktop Administration	3
NTK 2212	Linux Server Administration	3

Total Credit Hours		24
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## Network Infrastructure Departmental Certificate (5205D)

This certificate is focused on providing the knowledge and skills necessary to design, configure, install, and manage a computer network infrastructure.

Course #	Course Title	Credit Hours
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### Fall

NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3

### Spring

NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3

### Fall

NTK 2100	Cisco - Network Fundamentals	3
NTK 2110	Cisco - Routing Fundamentals	3

### Spring

NTK 2120	Cisco - Switching/Wireless	3
NTK 2130	Cisco - Wide Area Networking	3

Total Credit Hours		24
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## Oracle Database Development Departmental Certificate (5102D)

This certificate focuses on the fundamentals of database development using Oracle.

Course #	Course Title	Credit Hours
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### Summer

ITS 1245	Beginning Database	1
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### Fall

CSD 1400	Database Management	3
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### Spring

CSD 2420	Oracle Database Design	3
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Total Credit Hours		7
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## Technical Support Departmental Certificate (5206D)

This certificate is focused on providing the knowledge and skills necessary to support computer and network end-users and support desktop application software.

Course #	Course Title	Credit Hours
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### Fall

NTK 1110	PC Hardware Essentials	3
NTK 1120	PC Operating Systems Essentials	3
ITS 1200	Windows Concepts	2
ITS 1215	Beginning Word Processing	1
ITS 1235	Beginning Spreadsheet	1
ITS 1245	Beginning Database	1

### Spring

NTK 1211	Convergence Technology I	3
NTK 1212	Convergence Technology II	3
ITS 1216	Intermediate Word Processing	2
ITS 1236	Intermediate Spreadsheet	2
ITS 1246	Intermediate Database	2
Total Credit Hours		23

## Web Development Departmental Certificate (5105D)

The focus of this certificate is to provide the knowledge and skills necessary to develop web applications and e-business systems.

Course #	Course Title	Credit Hours
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### Fall

ITS 1245	Beginning Database	1
ITS 1400	Web Design Essentials	2
ITS 1500	HTML and CSS	3

### Spring

CSD 1400	Database Management	3
CSD 1500	Programming Fundamentals	3

### Fall

CSD 2200	JavaScript	3
CSD 2520	Java Programming	4
ITS 2500	XML	3

Total Credit Hours		22
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## Court Reporting / Captioning

### Judicial Court Reporting (4800)

Judicial court reporters record the verbatim proceedings of a courtroom, deposition, hearing, arbitration, or meeting and provide an accurate transcript of the proceedings. An associate's degree in Judicial Court Reporting can be earned completely online or in a hybrid classroom setting in Springfield or at Clark State's Cincinnati location in Sharonville.

Clark State students learn to write realtime using a computerized machine and to prepare transcripts using computer-aided transcription (CAT) software. Students' writing skills are perfected by utilizing Realtime Coach (RTC), a realtime learning practice and testing web environment; and students have access to a mock courtroom. All Realtime Court Reporting students are required to purchase a computerized writer, laptop computer, and CaseCATalyst student version software. Students should consult with their academic advisor to receive the required Investment Certificate before purchasing the computerized writer and software.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisor for help in planning their schedules.

Students will follow the curriculum of the Realtime Court Reporting program through the first year before deciding whether they will select Judicial Court Reporting or Broadcast Captioning/CART as their career goal. All Realtime Court Reporting students may also elect to follow both tracks, graduating with a degree in both options.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in Judicial Reporting, a graduate will be able to:

- Write a realtime translation theory.
- Read aloud from shorthand notes quickly and accurately.
- Demonstrate knowledge of basic hardware care, maintenance, and setup of a realtime system.
- Demonstrate an understanding and application of law and legal terminology, anatomy and/or medical terminology and current events.
- Assume the role of the realtime reporter.
- Apply the NCRA Code of Professional Ethics.
- Write and transcribe testimony at 225 wpm with at least 95 percent accuracy.
- Write and transcribe jury charge at 200 wpm with at least 95 percent accuracy.

- Write and transcribe literary at 180 wpm with at least 95 percent accuracy.
- Perform 80 hours of verified internship, preparing a 40 - page complete, accurate transcript, and summarizing the experience in a written narrative.

### Scholastic Preparation

Prospective students should be disciplined, self-motivated, computer-literate, and possess above-average language skills. They also need to be able to meet deadlines, work well under pressure, and concentrate for long periods of time.

Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Keyboarding/Word Processing.

Entering students must be high school graduates or possess a certificate of general education (GED).

### Graduation Requirements

The Judicial Reporting program is approved by the National Court Reporters Association. This association's requirements are met or exceeded with the following standards:

- The student shall pass three five-minute tests with 95 percent accuracy at each of the following speeds: 225 wpm testimony (two-voice), 200 wpm jury charge, and 180 wpm literary.
- The student shall complete at least 80 verified hours of internship under the supervision of a practicing judicial reporter and prepare a 40-page complete, accurate transcript from internship experience.
- The student shall prepare a five-page, first-pass transcript with 96 percent accuracy.

Clark State Community College reserves the right to change these standards when determined educationally expedient.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
RCR 1200	Survey of Realtime Reporting	1
RCR 1201	Realtime Theory	6
RCR 1211	Introduction to Realtime Writing	1
RCR 1225	Vocabulary and Reference Use	1
OAD 1105	Business English	4
ITS 1105	Computer Concepts and Office Productivity Tools	3
<b>Spring</b>		
RCR 1202	Beginning Speed Building	5
RCR 1212	Beginning Realtime Writing	1
RCR 1220	Law and Legal Terminology	2
RCR 1231	Fundamentals of CAT	2
ENG 1111	English I	3
ENG 2211	Business Communication	3
<b>Summer</b>		
RCR 1203	Intermediate Speed Building	5
RCR 1213	Intermediate Realtime Writing	1
MST 1105	Medical Terminology	2
ENG 1112	English II	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA)	3
<b>Fall</b>		
RCR 2201	Advanced Speed Building	5
RCR 2211	Advanced Realtime Writing	1
RCR 2032	Advanced CAT Concepts	2
RCR 2245	Realtime Business Practices	3
MTH 1060	Business Mathematics	3
<b>Spring</b>		
RCR 2202	Terminal Speed Building	5
RCR 2212	Terminal Realtime Writing	1
RCR 2050	Transcript Production	2
RCR 2080	Court Reporting Professional Experience	1
- -	Arts/Humanities or Social/Behavioral Science Elective	3
Total Credit Hours		72

\* RCR 125A-F courses are optional skill-building courses that students may elect to take to increase skill growth.

# Judicial Court Reporting - Broadcast Captioning/CART Option (4810)

Broadcast captioners capture the spoken word on live television programs instantly, and their work product is visible nationally as the caption scrolls across the television screen. The realtime reporter who provides this service may be working in the office of a captioning company or from a broadcast studio that is set up in his/her home. An associate's degree in Broadcast Captioning/CART can be earned completely online or in a hybrid classroom setting in Springfield or at Clark State's Cincinnati location in Sharonville. This very demanding profession mandates that the Clark State Realtime Reporting student be trained to write realtime on a computerized writer that is cabled to a laptop computer. This allows the student to practice accurate writing techniques from the beginning of his/her college career, resulting in the speed and accuracy required for this specialty. Students' writing skills are perfected by utilizing Realtime Coach (RTC), a realtime learning practice and testing web environment; and students have access to a mock broadcast captioning studio. All Realtime Court Reporting students are required to purchase a computerized writer, laptop computer, and CaseCATalyst student version software. Students should consult with their academic advisor to receive the required Investment Certificate before purchasing the computerized writer and software.

CART (Communication Access Realtime Translation) reporters provide instantaneous text of the spoken word displayed on a computer screen or large projection screen. CART is classified as an assistive technology and is considered a reasonable accommodation under the Americans with Disabilities Act. It is a service provided in the academic setting for students with hearing impairment as well as in public settings such as conventions, churches, corporate meetings, funerals, police interrogations, etc. This specialty also requires realtime writing as described above as well as training in deaf culture so that the student understands and is sensitive to the needs of the consumer.

Students will follow the curriculum of the Realtime Court Reporting program through the first year before deciding whether they will select Broadcast Captioning/CART or Judicial Court Reporting as their career goal. All Realtime Court Reporting students may also elect to follow both tracks, graduating with a degree in both options.

## Learning Outcomes

Upon completion of an Associate of Applied Business degree majoring in Realtime Court Reporting with an option in Broadcast Captioning/CART, a graduate will be able to:

- Write a realtime translation theory.
- Transcribe three five-minute, 180 wpm literary takes with 1.4 syllabic density at 96 percent accuracy.
- Demonstrate knowledge of and the ability to perform the basic setup and maintenance of captioning equipment.

- Prepare captioned translation of one hour of captioning services.
- Perform 40 verified hours of actual writing within a captioning environment and summarize the experience in a written narrative.
- Paraphrase and accurately finger spell in realtime using the phonetic translator.
- Build and maintain realtime dictionaries.
- Demonstrate knowledge of the CART Provider's Manual and the Guidelines for Professional Practice.
- Demonstrate ability to connect a computer laptop to current technology and set up equipment for maximum benefit of CART recipients.
- Demonstrate knowledge of the role of sign language interpreters and oral interpreters.
- Prepare a realtime translation of one hour of CART services.
- Perform 40 verified hours of actual writing within a CART environment and summarize the experience in a written narrative.

## Scholastic Preparation

Prospective students should be dependable, flexible, innovative, organized, professional, punctual, trustworthy, disciplined, and able to work under pressure. They should possess above-average language skills.

Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Keyboarding/Word Processing.

Entering students must be high school graduates or possess a certificate of general education (GED).

## Graduation Requirements

The Broadcast Captioning/CART Option program is approved by the National Court Reporters Association. This association's requirements are met or exceeded with the following standards:

- Prepare an acceptable realtime translation of two 30-minute segments of CART services.
- Submit unedited captioned translations of three 15-minute programs on varied topics.
- Complete 40 hours of actual writing time in the CART environment with a minimum of 15 hours of research and dictionary preparation.
- Complete 40 hours of actual writing time in the captioning environment with a minimum of 15 hours of research and dictionary preparation.
- Pass three five-minute tests with 96 percent accuracy at 180 wpm literary.
- Pass three five-minute tests with 95 percent accuracy at 200 wpm jury charge.
- Pass three five-minute tests with 95 percent accuracy at 225 wpm testimony (two-voice).

# Court Reporting / Captioning Certificates

## Judicial Reporting Scopist Departmental Certificate (4801D)

A one-year departmental certificate in Judicial Scoping is available for students wishing to use the skills acquired in the first year of the Judicial Realtime Reporting program to work in their career while completing their degree in Realtime Reporting. All courses required for the completion of this certificate can be applied toward the completion of the Judicial Realtime Reporting associate degree program or the Broadcast Captioning/CART associate degree program. Scopists are hired by judicial reporters to edit and proofread transcripts while the reporters work in court or take depositions. This certificate can be applied for by filling out the certificate application form in the Business and Applied Technologies Division Office in the Brinkman Educational Center.

Course #	Course Title	Credit Hours
<b>Fall</b>		
RCR 1200	Survey of Realtime Reporting	1
RCR 1201	Realtime Theory	6
RCR 1211	Introduction to Realtime Writing	1
RCR 1225	Vocabulary and Reference Use	1
ITS 1105	Computer Concepts and Office Productivity Tools	3
OAD 1105	Business English	4

<b>Spring</b>		
RCR 1202	Beginning Speed Building	5
RCR 1212	Beginning Realtime Writing	1
RCR 1220	Law and Legal Terminology	2
RCR 1231	Fundamentals of CAT	2
ENG 1111	English I	3
ENG 2211	Business Communication	3

<b>Summer</b>		
RCR 1203	Intermediate Speed Building	5
RCR 1213	Intermediate Realtime Writing	1
MST 1105	Medical Terminology	2
Total Credit Hours		40

- Produce a five-page, first-pass transcript with at least 96 percent accuracy.

Clark State Community College reserves the right to change these standards when determined educationally appropriate.

### Humanities/Social Science Electives

A complete listing of philosophy, political science, and sociology electives is available in the College Catalog.

Course #	Course Title	Credit Hours
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#### Fall

RCR 1200	Survey of Realtime Reporting	1
RCR 1201	Realtime Theory	6
RCR 1211	Introduction to Realtime Writing	1
RCR 1225	Vocabulary and Reference Use	1
OAD 1105	Business English	4
ITS 1105	Computer Concepts and Office Productivity Tools	3

#### Spring

RCR 1202	Beginning Speed Building	5
RCR 1212	Beginning Realtime Writing	1
RCR 1220	Law and Legal Terminology	2
RCR 1231	Fundamentals of CAT	2
ENG 1111	English I	3
ENG 2211	Business Communication	3

#### Summer

RCR 1203	Intermediate Speed Building	5
RCR 1213	Intermediate Realtime Writing	1
GLG 1129	Survey of Earth Science	3
MST 1105	Medical Terminology	2
MTH 1060	Business Mathematics	3

#### Fall

RCR 2100	Introduction to the Deaf Community	2
RCR 2101	Captioning /CART I	2
RCR 2201	Advanced Speed Building	5
RCR 2211	Advanced Realtime Writing	1
RCR 2245	Realtime Business Practices	3

#### Spring

RCR 2102	Captioning/CART II	1
RCR 2180	Captioning/CART Professional Experience	1
RCR 2202	Terminal Speed Building	5
RCR 2212	Terminal Realtime Writing	1
GEO 2200	World Regional Geography	3
--	PHL, PLS, SOC Elective	3
Total Credit Hours		73

\* RCR 125A-F courses are optional skill-building courses that students may elect to take to increase skill growth.

# Diesel Technology

## Diesel Technology (5650)

The diesel industry is growing and there is a current and future need for qualified technicians. Diesel engines are more powerful and durable than gas engines, making them a popular alternative in the trucking, busing, agriculture, and construction industries. Diesel technicians perform complete engine overhauls, minor preventative maintenance services, and everything in between. Starting wages are usually in the \$15 to \$17 per hour range with increases going to \$30 per hour or more. Job opportunities are going unfilled in the Miami Valley and throughout Ohio and the country. The Clark State Diesel Technology program is a comprehensive sequence of courses that combines theory and practical applications. Students learn the theory, design, operation, diagnosis, repair and service of diesel engines, power train and chassis, hydraulic systems, electrical systems, and fuel injection systems. They develop communication and mathematical skills. The program includes 150 hours of on-the-job training in a co-op work experience.

### Learning Outcomes

Upon successful completion of the Associate of Technical Studies in Diesel Technology, a graduate will be able to:

- Diagnose and repair medium and heavy-duty truck engines
- Diagnose and repair medium and heavy-duty truck suspension and steering systems
- Diagnose and repair medium and heavy-duty truck brake systems
- Diagnose and repair medium and heavy-duty truck electrical/electronic systems
- Diagnose and repair medium and heavy-duty truck preventative maintenance systems
- Diagnose and repair medium and heavy-duty truck drivelines
- Diagnose and repair medium and heavy-duty truck heating, ventilation and air conditioning systems
- Diagnose and repair medium and heavy-duty truck fluid power systems.

### Scholastic Preparation

Basic mechanical ability or previous mechanical work experience is helpful, but not required. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 1210, Keyboarding/Word Processing.

### Program Design and Availability

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study.

Students should consult their academic advisors for help in planning their schedules.

This program is taught in a modern, clean training facility at the Miami Valley Career Technology Center. Some general education courses may need to be completed online or at the Clark State Community College Greene Center Campus.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives is available in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
DSL 1100	Hydraulic Theory and Operation	2
DSL 1200	Fundamentals of Engines	3
DSL 1300	Heavy Duty Truck Preventative Maintenance and Service	2
DSL 1400	Shop Truck Operation	2
ENG 1111	English I	3
MTH 1115	Industrial Calculations	3
<b>Spring</b>		
DSL 1500	Heavy Duty Truck Drive Lines	3
DSL 1550	Truck Suspension, Steering, and Chassis Systems	2
DSL 1600	Fundamentals of Heavy Duty Electrical and Electronic Systems	3
DSL 1650	Highway Truck Brake Systems	3
AGR 1800	Welding	4
EBE 1000	Employability Skills	1
<b>Summer</b>		
EBE 2703	Co-Op Education I	3
<b>Fall</b>		
DSL 2300	Intermediate Heavy Duty Truck Electrical and Electronic Systems	3
DSL 2500	Heavy Duty Truck Automatic Transmission and Torque Converters	2
ENG 2211	Business Communication	3
ITS 1100	Information Technology Basics	3
PHY 1000	Fundamentals of Scientific Methods and Problem Solving	4
--	Arts/Humanities or Social/Behavioral Science Elective (GA)	3

## Spring

DSL 2600	Heavy Duty Truck Heating, Venting and Air Conditioning Systems	2
DSL 2700	Diesel Engine Performance - Analysis and Tune-up	3
DSL 2750	Computer Controlled Diesel Engines	2
MGT 1060	Organizational Behavior	3
MGT 1100	Personal Finance	3
MGT 1115	Customer Relations	2
	Total Credit Hours	67

# Diesel Technology Certificates

## Diesel Technology Departmental Certificate (5651D)

The diesel industry is growing and there is a current and future need for qualified technicians. Diesel engines are more powerful and durable than gas engines, making them a popular alternative in the trucking, busing, agriculture, and construction industries. Diesel technicians perform complete engine overhauls, minor preventative maintenance services, and everything in between. Job opportunities are going unfilled in the Miami Valley and throughout Ohio and the country.

The Clark State Diesel Technology certificate provides the introductory skills needed to begin working in the diesel-maintenance field. All courses taken for this certificate can be applied to the Associate of Applied Technical Studies degree in Diesel Technology.

Course #	Course Title	Credit Hours
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### Fall

DSL 1100	Hydraulic Theory and Operation	2
DSL 1200	Fundamentals of Engines	3
DSL 1300	Heavy Duty Truck Preventative Maintenance and Service	2
DSL 1400	Shop Truck Operation	2
MTH 1115	Industrial Calculations	3

### Spring

DSL 1500	Heavy Duty Truck Drive Lines	3
DSL 1550	Truck Suspension, Steering, and Chassis Systems	2
DSL 1600	Fundamentals of Heavy Duty Electrical and Electronic Systems	3
DSL 1650	Highway Truck Brake Systems	3
AGR 1800	Welding	4
	Total Credit Hours	27

# Digital Media

## Graphic Design (3700)

Graphic design is one of the fastest growing and most diverse professions in the communications field. Graphic designers develop a variety of visual communication solutions for clients including magazine and newspaper advertising, annual reports, product packaging, brochures, corporate identity, catalogs, editorial graphics, book covers and posters.

The aim is integration of the conceptual and the technical. Students will develop critical and conceptual thinking abilities so that they can communicate any idea clearly and powerfully. Students will be prepared for the practice of design in the professional context and provided the basis for their continued creative and personal growth. With a problem-solving format, students will develop visual communication skills, explore the integration of type and images through a variety of traditional and computer media and imaginatively deliver messages responsive to the needs of the sender and the receiving audience.

The Graphic Design program is a two-year computer intensive learning experience focusing on industry-standard practices. Dedicated to keeping up with technological advances affecting the visual arts, the program integrates technology with fine arts sensibility.

The program course schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional quarters of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an associate degree in Graphic Design, a graduate will be able to:

- Utilize Adobe InDesign effectively as a layout tool.
- Utilize Adobe Photoshop effectively as an image-editing tool.
- Utilize Adobe Illustrator effectively as a vector graphic/illustration tool.
- Verbally communicate ideas, concepts and design knowledge.
- Design effectively with type.
- Present himself or herself in an organized and professional manner.
- Write and design a professional resume and portfolio.
- Manage a design problem from conceptualization to a finished layout.

Course #	Course Title	Credit Hours
<b>Fall</b>		
GPH 1000	Intro to Graphic Design	4
ART 1111	Drawing I	3
ENG 1111	English I	3
MTH 1060	Business Mathematics	or
MTH 1050	Mathematics and Today's World	3
--	Social Science Elective	3
<b>Spring</b>		
GPH 1110	Digital Illustration I	3
GPH 1112	Typography Seminar	3
GPH 1201	Electronic Imagery I	3
ART 1112	Drawing II	4
COM 1130	Introduction to Mass Communication	3
<b>Fall</b>		
GPH 2011	Computer Layout I	3
GPH 2111	Digital Illustration II	3
GPH 2120	Logo, Symbol, Corporate I.D.	3
GPH 2202	Electronic Imagery II	3
COM 1120	Public Speaking I	3
ITS 2300	Dreamweaver and Flash	3
<b>Spring</b>		
GPH 2012	Computer Layout II	3
GPH 2051	Professional Development	3
GPH 2085	Service Learning Capstone	3
ART 1002	Art History II	3
ITS 2310	Web Design and Publishing	3
Total Credit Hours		65

Note: It is extremely important that students save all artwork from the first term forward to enable them to build a portfolio in GPH 2051.



## New Media (3800)

New Media is the digital development of traditional media such as film, images, music, spoken and written word combined with the interactive capabilities of computer and communication technology. New media brings together web design; social media; and digital art forms such as photography, video, audio, and animation to create the ultimate, interactive experience for the end user. Graduates in new media need a balance of technical skills and aesthetic design sense with strong communication and personal skills to interact with clients. Employers in new media need skilled creative problem solvers to help them move their business forward in this new technological age.

New media professionals need to be intuitive with technology and its continuous development as the Internet and web development continue to evolve. The New Media program is a two-year computer intensive learning experience focusing on industry-standard practices. Students with little experience with computers should take special note of the scholastic preparation listed below. The program course schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those requiring college preparatory courses, will need additional semesters of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Business degree in New Media, a graduate will be able to:

- Design websites and web content management systems with the user in mind
- Work with a team and individually on new media design solutions for clients
- Utilize industry standard software effectively as a digital media editor
- Adapt to changing and evolving technology
- Use social media effectively as an interactive communication tool

### Scholastic Preparation

New Media students need a high school algebra background equivalent to CPE 0500 Pre-Algebra. Students with little or no computer background should enroll in ITS 0800, Computer Fundamentals, as a preparatory course before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810, Beginning Keyboarding.

### Transfer Options

Students enrolled in Associate of Applied Business degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

Course #	Course Title	Credit Hours
<b>Fall</b>		
NWM 1000	Introduction to New Media	2
ENG 1111	English I	3
GPH 1000	Intro to Graphic Design	4
ITS 1500	HTML and CSS	3
MTH 1060	Business Mathematics	3
<b>Spring</b>		
NWM 1005	Digital Aesthetics and User Experience	3
NWM 1010	Social Media and Digital Interactivity	3
NWM 1020	Adobe for Web Professionals	3
CSD 1500	Programming Fundamentals	3
EBE 1000	Employability Skills	1
ITS 2310	Web Design and Publishing	3
<b>Fall</b>		
NWM 2000	Digital Multimedia I	3
NWM 2100	Web Programming, Scripting, and Database	3
COM 1170	Small Group Communication	3
CSD 2200	JavaScript	3
ENG 2211	Business Communication	3
MGT 1115	Customer Relations	2
<b>Spring</b>		
NWM 2010	Digital Multimedia II	3
NWM 2200	New Media Internship	2
NWM 2400	Advanced Web Design	3
ART 1002	Art History II	3
CSD 2600	Mobile Web Application Programming	2
PHY 1000	Fundamentals of Scientific Methods and Problem Solving	3
Total Credit Hours		64

# Digital Media Certificates

## Photography Certificate (2250C)

Photography is a vital element for business communications, personal expression, as well as entertainment. Trained photographers may find employment opportunities in a variety of studio or commercial environments, offer an entrepreneurial opportunity, or a personal venture for its artistic value alone. The program schedule is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. The certificate is designed for the serious photographer or student who desires the knowledge and skill sets necessary for an entry level position in the photographic industry. Many individuals, especially part-time students and those taking developmental courses will require additional semesters of study. Students should consult their academic advisors for help in planning their schedule.

### Learning Outcomes

- Take a series of photographs that depict sharp focus
- Take a series of photographs that depict proper exposure
- Take a series of photographs that depict proper light temperature for a particular light source
- Take a photograph that depicts depth of field
- Take a photograph using proper lighting as defined by industry standards
- Upload an image from a camera or card reader to a pre-defined directory on a computer for processing
- Utilizing computer software, process an image for black and white hardcopy output
- Utilizing computer software, process an image appropriate for use on the Web
- Utilizing computer software, manipulate an image and output to hardcopy
- Pose a subject and take a portrait photograph to industry standards
- Plan, photograph, process, and deliver a commercial assignment to industry standards

Course #	Course Title	Credit Hours
<b>Fall</b>		
PHO 1100	Photography I: Fundamentals	3
PHO 1102	Image Workflow/Basic Editing	2
ENG 1111	English I	3
PHO 1103	Camera Skills: The Digital Camera	2
COM 1110	Interpersonal Communication I	3
GPH 1201	Electronic Imagery I	3
<b>Spring</b>		
ART 1300	Appreciation of the Arts	3
PHO 1124	Photography II: Applied Photography	3
PHO 1125	Imaging Editing/Digital Darkroom	2
PHO 1126	Lighting Techniques	2
PSY 1111	Introduction to Psychology	3
MGT 1105	Contemporary American Business	2
<b>Summer</b>		
PHO 1137	Photographic Practicum	2
PHO 1138	Photographic Portfolio	2
Total Credit Hours		35

# Early Childhood Education

## Early Childhood Education - Pre-Kindergarten Licensure (7100)

The Early Childhood Education (ECE) program prepares individuals for employment in licensed child care centers, nursery schools, hospitals, group homes, children's homes, and other programs concerned with the well-being, development, and education of the infant, toddler, and preschool child and the school-aged child enrolled in a child program.

Graduates of the Early Childhood Education degree work with children, helping them develop into the whole, productive persons they are meant to be.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Early Childhood Education, a graduate will be able to:

- Demonstrate knowledge of child development and learning.
- Demonstrate knowledge of effective family and community relations.
- Demonstrate ability to observe, document and assess young children and families.
- Demonstrate teaching and learning processes.
- Exhibit professional behaviors and attitude.
- Demonstrate proficiency in general education and supportive skills.
- Practice an appreciation and respect of diversity.

### Overview

Students receive a total of 320 clock hours of supervised experiences in approved early childhood education settings during Practicum I and II. They are given the opportunity to observe and to complete student teaching with young children in the learning environment. Students have the unique opportunity to spend their practicums in the National Association for the Education of Young Children (NAEYC) accredited Early Childhood Education Center adjacent to the Leffel Lane Campus, operated by Clark State Community College and Springfield-Clark Career Technology Center. Seminars I and II give the students the chance to discuss their experiences and share ideas concerning curriculum planning and behavior management.

### Certification

The Early Childhood Education program is approved by the State Board of Education as meeting all criteria for preparing individuals for pre-kindergarten associate certification. Students who choose to obtain Pre-Kindergarten Certification must meet all guidelines listed in the Pre-Kindergarten Associate Certification orientation packet, which is available in the ECE Office. Additionally, candidates must pass the Praxis II Pre-Kindergarten section.

### T.E.A.C.H Ohio.

The Early Childhood Education program is an approved Teacher Education and Compensation Helps (T.E.A.C.H.) Ohio scholarship provider.

### Graduation Requirements

A grade of C or better in all ECE and EDU courses is required for graduation. Requests to repeat technical courses more than twice must be approved by the program coordinator.

### Liability Insurance

Students will be billed for liability insurance for each year of Early Childhood Education courses.

# Early Childhood Education Certificate

## Child Development Associate Credential (CDA) (7101D)

The Clark State Community College Early Childhood Education Program offers a nine-month CDA instructional program. Upon completion of the program, students will be prepared to begin the application process and receive their Child Development Associate certificate. CDA certification is recognized nationally as a measure of quality preparation for entry into the early childhood education career ladder. Employers are seeking such qualified teachers to improve their Step Up to Quality ratings. The program also prepares the student for preschool and/or infant-toddler certification.

### General Information

Clark State offers courses for students to earn two different endorsements, each in a different setting:

- Center-based infant/toddlers: This is a state-licensed child development center where a provider works as a primary caregiver with a group of at least three children, ages birth through thirty-six months. In addition, the entire center-based program needs to have at least 10 children enrolled with at least two caregivers working in the center on a regular basis.
- Center-based preschool: This is a state-licensed child development center where a provider works with a group of at least eight children. All of the children in the group are ages three through five years. In addition, the entire center-based program needs to have at least 10 children enrolled with at least two caregivers working in the center with the children on a regular basis.

Each student will complete two courses over a nine-month period. The course sequence begins in fall semester and runs through spring semester. The sequence may be offered at either the Leffel Lane campus or the Greene Center campus.

### Upon completing the two courses, CDA students will:

1. Complete all six Competency Goals:
  - Competency Goal I: To establish and maintain a safe, healthy, learning environment.
  - Competency Goal II: To advance physical and intellectual competence.
  - Competency Goal III: To support social and emotional development and to provide positive guidance.
  - Competency Goal IV: To establish positive and productive relationships with families.
  - Competency Goal V: To ensure a well-run, purposeful program responsive to participant needs.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ECE 1101	Professional Development for Educators	1
ECE 1102	Child Development and Education	3
ECE 1105	Language and Literacy in Education	3
ECE 1108	Creative and Motor Development in Early Childhood	3
ECE 1118	Health, Safety, Nutrition	1
EDU 1110	Introduction to Education	3
ENG 1111	English I	3

<b>Spring</b>		
ECE 1112	Cognitive Development in Early Childhood	3
ECE 1115	Observation and Assessment in Early Childhood	4
BIO 1410	Fundamentals of Biology	4
ENG 1112	English II	3
ITS 1100	Information Technology Basics	3

<b>Fall</b>		
ECE 2100	Socioemotional Development in Early Childhood	3
ECE 2130	Practicum Field I	1
ECE 2133	Early Education Curriculum and Instruction	3
ECE 2224	School Age Curriculum	or
ECE 2226	Infant Toddler Curriculum	1
MTH 1050	Mathematics and Today's World	3
PSY 2218	Introduction to Educational Psychology	3
SOC 1110	Introduction to Sociology	3

<b>Spring</b>		
ECE 2110	Family, Community, Schools	3
ECE 2120	Leadership, Management, Mentoring in Early Childhood Education	3
ECE 2135	Practicum Field II	2
ECE 2137	Seminar II	2
EDU 2216	Technology for Educators	3
EDU 2217	Individuals with Exceptionalities	3
COM 1120	Public Speaking I	3
	Total Credit Hours	70

- Competency Goal VI: To maintain a commitment to professionalism.
2. Complete 120 clock hours focusing on the thirteen different functional areas described by the CDA Council.
  3. Create professional resource file of seventeen specific files based on each competency goal area.
  4. Complete an autobiography.
  5. Distribute and collect parent opinion questionnaires.
  6. Complete application process and practice tests in preparation of CDA Council's visit and review.

### **General Requirements to obtain CDA credentials:**

- Be eighteen years of age or older.
- Hold a high school diploma or GED.
- Have 480 hours of experience working with young children within the past five years.
- Be currently working in a classroom with age of your endorsement (Infant-Toddler, zero-three years of age and Preschool, three-five years of age).
- 120 clock hours of formal child care education within past five years\*.
- Students need to take both courses to complete their CDA process and must, therefore, commit to a full nine-months upon enrollment.

\* Provided through the two courses.

### **Credit towards Early Childhood Education Associate Degree**

Students who complete the course sequence and obtain their CDA credential may substitute the CDA courses for ECE 1118, Health, Safety and Nutrition. In addition, students who complete the CDA credential may be given up to 12 hours of practicum credit.

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
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**Fall**

ECE 1131	Child Development Associate-A	4
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**Spring**

ECE 1135	Child Development Associate-B	5
	Total Credit Hours	9

## **Emergency Medical Services (2700)**

Emergency medical services are expanding rapidly with more opportunities developing for emergency medical technicians (EMTs) and paramedics.

Although working in EMS has traditionally meant working for a fire department, rescue squad or ambulance, there are also positions in education, management, research publishing, communications, support services and health agencies.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult their EMS advisors for help in planning their schedules.

### **Learning Outcomes**

Upon completion of an associate degree in Emergency Medical Services, a graduate will be able to:

- Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic.
- Communicate effectively with victims, families and other healthcare providers.
- Exhibit behaviors consistent with professional standards and employer expectations.
- Demonstrate ability to integrate patho-physiologic and psycho-social principles and assessment findings to formulate a field impression and implement a treatment plan for the out-of-hospital client.

### **Overview**

Clark State Community College offers an associate degree and several certification programs. The certification courses may be taken separately or in conjunction with the associate degree program. The program introduces the student to a variety of emergency care situations and experiences both in the hospital setting and on emergency vehicles. Both day and evening courses are available.

### **Scholastic Preparation**

All entering students must have a high school diploma or its equivalent. In addition, each student must take reading, writing and math placement tests and may need to take college preparatory courses if indicated by placement testing scores.

### **Prerequisites**

An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry-level job requirements.

Prior to entering EMS 1131, the student must meet the following entrance requirements:

- Pass COMPASS Reading and Writing tests with a score of 70 and COMPASS Math test with score of 47, or pass with a grade of C or better the appropriate College preparatory course. (CPE 0100 for Reading, CPE 0300 for writing, and CPE 0500 for Math)
- Complete MST 1105 and BIO 1105 with a C or better.
- Have Ohio EMT-Basic certification.
- Have Current CPR provider certification.
- Complete physical exam and health requirements.
- Complete criminal background check requirements.

### **Articulated Credit**

Students who have current Ohio EMT-Paramedic certification and wish to obtain an associate degree in Emergency Medical Services will be granted articulated credit for MST 1105 Medical Terminology, BIO 1105 Fundamentals of Anatomy and Physiology and the EMS Paramedic courses listed in the first year of the curriculum after completing 20 hours of coursework towards their EMS degree at Clark State. Students who wish to be granted articulated credit must submit an EMS Articulated Credit Application form and appropriate documentation to the EMS Program Coordinator.

### **Graduation Requirements**

To qualify for an Associate Degree, Emergency Medical Services students must pass all the required courses, have a cumulative GPA of 2.0, and have a C as a minimum grade in all the technical (EMS) courses. In addition, students must have completed at least 30 credits of coursework, all upper level EMS courses, and the 7 credit hours of technical electives at Clark State. Credit equivalencies such as articulated, experiential, transfer or proficiency credit do not count towards this requirement.

### **Humanities/Social Science Electives**

A complete listing of humanities and social science electives is in the catalog in the General Education area.

# EMS | Fire Certificates

## EMT Advanced Certification (2703D)

This program builds on the existing knowledge and skill of the EMT certification in the following distinct areas: roles and responsibilities of the advanced-level provider, pre-hospital environment, preparatory skills including advanced patient assessment, medical communications, advanced airway management, defibrillation, epinephrine administration, pain management and shock management with intravenous fluid therapy. The courses listed below provide the foundation for state and National Registry Certification at the EMT Advanced level.

### Prerequisites

Prior to entering EMS 1107, the student must meet the following entrance requirements:

- Pass COMPASS Reading and Writing tests with score of 70 and COMPASS Math test with score of 47, or pass with a grade of C or better the appropriate College preparatory course. (CPE 0100 for Reading, CPE 0300 for Writing, and CPE 0500 for Math)
- Have Ohio EMT certification.
- Have current CPR provider certification.
- Complete physical exam and health requirements.
- Complete criminal background check requirements.

An individual seeking a career in emergency medical services should realize that to be successful he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry-level job requirements.

Course #	Course Title	Credit Hours
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### Fall

EMS 1107	EMT Advanced Theory & Practice I	6
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### Spring

EMS 1109	EMT Advanced Theory & Practice II	6
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Total Credit Hours		12
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Course #	Course Title	Credit Hours
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### Fall

MST 1105	Medical Terminology	2
EMS 1100	EMT Theory & Practice	7
EMS 1171	Basic Life Support: CPR	0.5
ENG 1111	English I	3
--	** Technical elective	3

### Spring

BIO 1105	Fundamentals of Anatomy and Physiology	3
PSY 1111	Introduction to Psychology	3
COM 1110	Interpersonal Communication I	3
PSY 2223	Lifespan Human Growth and Development	3
--	** Technical elective	3

### Fall

EMS 1131	Paramedic Theory I	6
EMS 1132	Paramedic Practical Skills Lab I	2
EMS 1112	Paramedic Hospital Practice I *	1
EMS 1122	Paramedic Field Practice I *	1
--	Humanities/Social Sciences elective	3

### Spring

EMS 1133	Paramedic Theory II	6
EMS 1134	Paramedic Practical Skills Lab II	2
EMS 1114	Paramedic Hospital Practice II	1
EMS 1124	Paramedic Field Practice II	1
--	Humanities/Social Sciences elective	3

### Summer

EMS 1116	Paramedic Hospital Practice III	1
EMS 1126	Paramedic Field Practice III	1

### Fall

EMS 1135	Paramedic Theory III	6
EMS 1136	Paramedic Practical Skills Lab III	3
EMS 1118	Paramedic Hospital Practice IV	1
EMS 1128	Paramedic Field Practice IV	1
EMS 2220	Advanced Topics In EMS I	3

Total Credit Hours		72.5
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\* Students who have current Ohio EMT Advance Certification are given in-class credit for clinical skills previously obtained.

\*\* Technical electives include: EMS 2240, FFC 1050, FFC 2010, FFC2060, FFC2090, NUR 1120, MGT 1060, MGT 1120, SWK 1105.

## EMT Certification (2702D)

The EMT Course is a six credit-hour course that includes 150 hours of classroom, clinical and lab instruction that can be completed in one semester. Upon successful completion of this course the student is eligible to sit for the National Registry and State Certification Examination at the basic level. Those who complete the course are prepared to work in an entry-level position providing ambulance services and in fire divisions statewide. This course is the foundation course that serves as a stepping stone to full paramedic certification. Students entering EMS 1100 must:

- Pass Compass reading tests with a score of 70 or better, writing of 70 or better, or pass CPE 0100 Reading and CPE 0300 Writing with a grade of C or better.
- Have Basic Life Support (BLS) certification for professional CPR or enroll in EMS 1171, Basic Life Support, concurrently.
- Complete health requirements.
- Complete criminal background check requirement.

Students must be 18 years of age to take the state examination.

Course #	Course Title	Credit Hours
EMT 1100	EMT Theory and Practice	7
	Total Credit Hours	7

## Firefighter / Transition Certification (2801D)

Description: This 116 hour course builds on the awareness level 36 hour Volunteer Firefighter course. The course uses extensive hands on labs to help the student move from a defensive operation to interior operations.

### Objectives:

- CEVO - Certified Emergency Vehicle Operator certification with documented 8 hours of hands on driving skills.
- Hazardous Materials Operations level certificate
- Interior live fire training
- Vehicle extrication training
- Advanced PPE/SCBA training
- Ventilation and tools
- Rope use and care
- Salvage and overhaul
- Ground ladders

### Learning Outcomes

This course transitions the basic 36 hour Volunteer Firefighter to a NFPA Level 1 Firefighter. The course prepares the Firefighter to operate inside burning structures, safely place and climb ground ladders, determine need and apply sound ventilation practices. The firefighter will gain skills in Incident Command and Basic First Aid.

Course #	Course Title	Credit Hours
<b>Fall</b>		
FFC 1020	Firefighter I Transition	3
	Total Credit Hours	3



## Firefighter I Certification (2802D)

The 152 hour program is designed to meet the NFPA 1001 Standard for Fire Fighter Professional Qualifications. The program provides the foundation for Fire Fighters to operate on the fire ground and initiate fire attack inside a structure. The Level I completes the basic training required to enter the Level II Fire Fighter program required by Law for a career Fire Fighter.

### Objectives

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Behavior
- Building Construction
- Basic Rescue
- Ventilation and Tools
- Salvage and Overhaul
- Ground Ladders
- Certified Emergency Vehicle Operations
- Hazardous Materials
- Incident Command System
- Basic First Aid and CPR skills

### Learning Outcomes

The Graduate Firefighter will gain the knowledge, skill, and confidence to initiate interior fire suppression operation, complete a building search and rescue, and master the use and operation of breathing apparatus. The graduate should also be able to properly ascertain the need for proper ventilation, using ground ladders, working on roof structures to complete building ventilation, using hand tools and power equipment to understand extrication from auto and structures. Graduates will also understand and apply building construction methods to predict fire movement inside a structure.

Course #	Course Title	Credit Hours
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#### Fall

FFC 1050	Firefighter Level I *	5
	Total Credit Hours	5

\*This course is also available Spring and Summer.

## Firefighter II Certification (2803D)

This 104 hour Level II course transitions the Level I firefighter to the minimum requirement under NFPA 1001 Standard for Fire Fighter Professional Qualifications to be a career Fire Fighter. The Level II course completes the advanced tactics of ventilation, fire control an in-depth understanding of fire prevention and public education as well as rope rescue and auto machinery extrication.

### Objectives

- Fire alarms and communications
- Fire hose appliances and streams
- Foam fire systems
- Rescue
- Fire detection alarm and suppression systems
- Fire cause and education
- Extensive live fire operations

### Learning Outcomes

The student will gain confidence in working with fire alarm detection systems and well as automatic suppression systems, understand concepts of foam and how it relates to fire control on liquid fuel fires. The student will also gain confidence performing rescue and fire control operation in live fire situations and hands on scenarios.

Course #	Course Title	Credit Hours
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#### Fall

FFC 2010	Firefighter Level II	5
	Total Credit Hours	5

# Paramedic Certification (2701D)

The Paramedic Certification Program provides quality education in the “art and science” of advanced out-of-hospital emergency care. This curriculum provides for integration of knowledge and skills including pre-hospital environment, preparatory skills, trauma and burns, medical emergencies, OB/GYN emergencies, behavioral emergencies and crisis intervention. Upon successful completion, the student will be eligible to challenge the National Registry Certification exam at the paramedic level.

## Prerequisites

An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry level job requirements. The student will find that prior experience as an EMT will be beneficial as they challenge this advanced course.

Prior to entering EMS 1131, the student must meet the following entrance requirements:

- Pass COMPASS Reading score of 70 or better, Writing score of 70 or better, and Math score of 47 or better, or pass with a grade of C or better, the appropriate College preparatory course. (CPE 0100 for Reading, CPE 0300 for Writing, and CPE 0500 for Math)
- Complete MST 1105 and BIO 1105 with a C or better.
- Have Ohio EMT certification.
- Have Current CPR provider card.
- Complete physical exam and health requirements.
- Complete criminal background check requirements.

Course #	Course Title	Credit Hours
<b>Spring</b>		
EMS 1100	EMT Theory & Practice	7
<b>Summer</b>		
MST 1105	Medical Terminology	2
BIO 1105	Fundamentals of Anatomy and Physiology	3
<b>Fall</b>		
EMS 1131	Paramedic Theory I	6
EMS 1132	Paramedic Practical Skills Lab I	2
EMS 1112	Paramedic Hospital Practice I	1
EMS 1122	Paramedic Field Practice I	1
<b>Spring</b>		
EMS 1133	Paramedic Theory II	6
EMS 1134	Paramedic Practical Skills Lab II	2
EMS 1114	Paramedic Hospital Practice II	1
EMS 1124	Paramedic Field Practice II	1
<b>Summer</b>		
EMS 1116	Paramedic Hospital Practice III	1
EMS 1126	Paramedic Field Practice III	1
<b>Fall</b>		
EMS 1135	Paramedic Theory III	6
EMS 1136	Paramedic Practical Skills Lab III	2
EMS 1118	Paramedic Hospital Practice IV	1
EMS 1128	Paramedic Field Practice IV	1
Total Credit Hours		44

# Paramedic Certification for Registered Nurses (2704D)

This program is designed to provide education encompassing the six divisions of the USDOT National Standard Paramedic Training Curriculum in an enhanced format. The registered nurse who has prior education and experience in emergency and/or critical care will have the opportunity to achieve advanced standing in the Paramedic Certification Program.

## Prerequisites

An individual seeking a career in emergency medical services should realize that to be successful, he/she must be emotionally stable, flexible and physically fit enough to perform the minimum entry-level job requirements.

Prior to entering EMS 2288, the student must meet the following entrance requirements:

- Complete a Request to Enter form which can be obtained from the Admissions Office or online.
- Have Ohio EMT-Basic certification.
- Have current BLS/CPR provider, ACLS provider or instructor, and PALS provider or instructor certification. PHTLS or BTLIS provider certifications are recommended.
- Complete physical exam and health requirements.
- Complete criminal background check if required by clinical agency.
- Complete education and training waiver request form.
- Have active Ohio licensure/certification as RN, nurse practitioner, respiratory therapist or physician's assistant.

The petition form for the Paramedic Certification for Registered Nurses Program can be found in the online program description.

Course #	Course Title	Credit Hours
EMS 2288	Paramedic Theory/RNs	6
	Total Credit Hours	6

# Engineering Technology

## Computer-Aided Design Technology (5810)

Students completing an Associate of Applied Science degree in Computer-Aided Design (CAD) Technology are qualified to play a support role to the engineering professions in industrial, research, and academic areas preparing drawings, blueprints, layouts, bills of materials, manufacturing, and product support documentation. Training in the area of advanced computer-aided drafting is also included.

In addition to applied technical courses, Computer-Aided Design (CAD) Technology includes an optional co-op experience. Students must complete EBE 1000, Employability Skills, as a technical elective and then work with the Office of Career Management to secure an appropriate co-op site.

Most of the first-year courses are offered as both day and evening sections. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Computer-Aided Design (CAD) Technology, a graduate will be able to:

- Design, produce, and document a finished product per quality specifications using knowledge of engineering, materials, metrology, and manufacturing process.
- Use computers in troubleshooting, maintenance planning, and report writing.
- Demonstrate basic knowledge of manufacturing processes, including safety, cost, documentation, material selection, fabrication, and assembly.
- Formulate and analyze the mathematical models for physical and engineering problems.
- Use commonly-available instruments, schematics, operating manuals, and troubleshooting guides.
- Demonstrate and understand the safety requirements for working in an industrial setting.
- Demonstrate fundamental knowledge of power machinery.

### Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

### Scholastic Preparation

Students starting the program should have one year each of high school algebra, trigonometry, and physics or equivalent. Students may take these preparatory courses at Clark State, but it will require a longer amount of time to complete their degree program. Those without high school physics must complete PHY 1100, Fundamentals of Physics.

Course #	Course Title	Credit Hours
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#### Fall

CAD 1101	Computer-Aided Design I	3
COM 1170	Small Group Communication	3
ENG 1111	English I	3
ENT 1100	Introduction to Engineering Technology	3
ENT 1200	Computer Basics for Engineering Technology	3
ENT 1300	Dimensional Metrology	3

#### Spring

CAD 1102	Computer-Aided Design II	3
CAD 1301	Architecture I	3
EBE 1000	Employability Skills	1
ECO 2210	Principles of Macroeconomics	or
ECO 2220	Principles of Microeconomics	3
ENG 1112	English II	3
ENT 1500	Engineering Materials	3

#### Fall

CAD 2100	Solid Modeling	3
CAD 2302	Architecture II	3
ENT 2100	Manufacturing Processes	3
ENT 2600	Engineering Design	3
MTH 1280	College Algebra	4
- -	Co-op or Technical Elective*	3

#### Spring

CAD 2200	Advanced Solid Modeling	3
ENT 2700	Engineering Technology Project	3
MTH 1340	Pre Calculus	5
PHY 1501	General Physics I with Algebra	5
- -	Humanities/Social Science Elective	3

Total Credit Hours 72

\* The technical elective must be a minimum of 3 semester hours in any combination of co-op (EBE 2701 - EBE 2704, EBE 2801 - EBE 2804) or any course not already prescribed in the following: CAD, ENT, INT or NTK 1110.

# Industrial Technology (5610)

The Industrial Technology program has been developed in response to the great need expressed by manufacturers in the Champaign, Clark, Greene, and Logan County areas for skilled technicians. The program is intended to train for career fields such as machine repair technician or electrical maintenance technician.

Technical coursework in the program is designed such that it can be used to support company-sponsored apprenticeship programs.

In addition to applied technical courses, Industrial Technology includes an optional co-op experience. Students must complete EBE 1000, Employability Skills, as a technical elective and then work with Career Services to secure an appropriate co-op site.

## Learning Outcomes

Upon completion of an associate degree in Industrial Technology, a graduate will be able to:

- Design, produce, and document a finished product per quality specifications using knowledge of engineering, materials, metrology, and manufacturing process.
- Use computers in troubleshooting, maintenance planning, and report writing.
- Demonstrate basic knowledge of manufacturing processes, including safety, cost, documentation, material selection, fabrication, and assembly.
- Formulate and analyze the mathematical models for physical and engineering problems.
- Use commonly-available instruments, schematics, operating manuals, and troubleshooting guides.
- Demonstrate and understand the safety requirements for working in an industrial setting.
- Demonstrate fundamental knowledge of power machinery.

## Directed Learning Laboratory

Clark State Community College has recognized the need for students who are currently working to have flexible class hours. As a result, many of the courses in the Industrial Technology program will be offered in the College's Directed Learning Laboratory. Most Industrial Technology (INT) courses, along with other selected technical courses, will be offered in a modular format that will allow students to come to the lab on their own schedule and complete the coursework and laboratory assignments. The lab will be staffed by a faculty member and is open day, evening, and Saturday hours to accommodate many working schedules. The days and times that students complete the coursework in the lab is up to the individual student within the open hours of the lab. Some group assignments may be required. The ability to learn on an independent basis will help ensure student success in this program.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However,

at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Scholastic Preparation

Students should have had one year of high school algebra or the equivalent. Students may take preparatory courses at Clark State, but it will require a longer amount of time to complete their degree program.

Course #	Course Title	Credit Hours
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### Fall

INT 1100	Industrial Safety	3
INT 1201	Hydraulics and Pneumatics I	3
INT 1300	Electrical Systems	3
ENT 1100	Introduction to Engineering Technology	3
ENT 1200	Computer Basics for Engineering Technology	3
MTH 1115	Industrial Calculations	3

### Spring

INT 1350	Motor and Motor Controls	3
INT 1400	Mechanical Maintenance	3
INT 2500	Programmable Logic Control	3
COM 1170	Small Group Communication	3
EBE 1000	Employability Skills	1
ENT 1300	Dimensional Metrology	3

### Fall

INT 2200	Hydraulic and Pneumatic Trouble Shooting	3
INT 2300	Electrical Troubleshooting	3
INT 2350	Electrical Distribution	3
INT 2550	Automated Systems	3
ENG 1111	English I	3
- -	Co-op or Technical Elective*	3

### Spring

CAD 1101	Computer Aided Design I	3
INT 2400	Industrial Machine Maintenance	3
INT 2800	Industrial Technology Projects	3
ECO 2210	Principles of Macroeconomics	or
ECO 2220	Principles of Microeconomics	3
ENG 2211	Business Communication	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA)	3

Total Credit Hours 67

\* The technical elective must be a minimum of 3 semester hours in any combination of co-op (EBE 2701 - EBE 2704, EBE 2801 - EBE 2804) or any course not already prescribed in the following areas: CAD, ENT, INT or NTK 1110.

# Manufacturing Engineering Technology (5830)

The Manufacturing Engineering Technology program prepares students for a variety of positions within a manufacturing enterprise. The program builds on the student's knowledge of computer-aided design, electronics, and manufacturing processes, providing additional skills in areas such as statistical process control, automation, and computer numerical control. In addition to applied technical courses, Manufacturing Engineering Technology students can include an optional co-op experience. Students must complete EBE 1000, Employability Skills, as a technical elective and then work with Office of Career Management to secure an appropriate co-op site.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

## Scholastic Preparation

Students starting the program should have had one year each of high school algebra, trigonometry, and physics or the equivalents. Students may take these preparatory courses at Clark State, but they will require a longer amount of time to complete their degree program. Those without high school physics must complete PHY 1100, Fundamentals of Physics.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Manufacturing Technology, a graduate will be able to:

- Design, produce, and document a finished product per quality specifications using knowledge of engineering, materials, metrology, and manufacturing process.
- Use computers in troubleshooting, maintenance planning, and report writing.
- Demonstrate basic knowledge of manufacturing processes, including safety, cost, documentation, material selection, fabrication, and assembly.
- Formulate and analyze the mathematical models for physical and engineering problems.
- Use commonly-available instruments, schematics, operating manuals, and troubleshooting guides.
- Demonstrate and understand the safety requirements for working in an industrial setting.
- Demonstrate fundamental knowledge of power machinery.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs

designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the College Catalog.

Course #	Course Title	Credit Hours
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### Fall

ENT 1100	Introduction to Engineering Technology	3
ENT 1200	Computer Basics for Engineering Technology	3
CAD 1101	Computer-Aided Design I	3
ENG 1111	English I	3
INT 1201	Hydraulics and Pneumatics I	3

### Spring

ENT 1500	Engineering Materials	3
ENT 1300	Dimensional Metrology	3
EBE 1000	Employability Skills	1
ENG 1112	English II	3
INT 1300	Electrical Systems	3
- -	Arts/Humanities or Social/Behavioral Science Elective (GA)	3

### Fall

ENT 2100	Manufacturing Processes	3
ENT 2600	Engineering Design	3
CAD 2100	Solid Modeling	3
INT 2500	Programmable Logic Control	3
MGT 2000	Introduction to Project Management	3
MTH 1280	College Algebra	4

### Spring

ENT 2400	Computer Numerical Control	3
ENT 2700	Engineering Technology Project	3
INT 2550	Automated Systems	3
MTH 1340	Pre Calculus	5
PHY 1501	General Physics I with Algebra	5
	Total Credit Hours	69

# Mechanical Engineering Technology (5850)

The Mechanical Engineering Technology program is designed to prepare students for entry-level technology occupations related to mechanical engineering. These occupations include a variety of jobs titles in the areas of product design, drafting, analysis, manufacturing, quality control, and testing. Skills in the area of creating and interpreting engineering drawings and the practices and procedures of manufacturing and principles of product design are emphasized.

Students that might wish to transfer coursework from Clark State to other institutions to earn a bachelor's degree in mechanical engineering technology should contact the transfer institution very early in their program at Clark State. Students should also consult their academic advisor for help in planning their schedules.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study.

## Learning Outcomes

Upon completion of an associate degree in Mechanical Engineering Technology a graduate will be able to:

- Design, produce, and document a finished product per quality specifications using knowledge of engineering, materials, metrology, and manufacturing process.
- Use computers in troubleshooting, maintenance planning, and report writing.
- Demonstrate basic knowledge of manufacturing processes, including safety, cost, documentation, material selection, fabrication, and assembly.
- Formulate and analyze the mathematical models for physical and engineering problems.
- Use commonly-available instruments, schematics, operating manuals, and troubleshooting guides.
- Demonstrate and understand the safety requirements for working in an industrial setting.
- Demonstrate fundamental knowledge of power machinery.

## Scholastic Preparation

Students starting the program should have had the entire high school high-level math, trigonometry, chemistry, and physics sequences. Students may take these courses at Clark State, but they will require additional time to complete their degree program. Those without high school physics must complete PHY1100, Fundamentals of Physics.

## Transfer Options

Students enrolled in Associate of Applied Business and Associate of Applied Science degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested

in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the College Catalog.

Course #	Course Title	Credit Hours
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### Fall

ENT 1100	Introduction to Engineering Technology	3
ENT 1200	Computer Basics for Engineering Technology	3
ENT 1400	Circuit Analysis	3
CAD 1101	Computer-Aided Design I	3
ENG 1111	English I	3
MTH 1280	College Algebra	or
MTH 2200	Calculus I	5

### Spring

ENT 1300	Dimensional Metrology	3
ENT 1500	Engineering Materials	3
ENG 1112	English II	3
MTH 1340	Pre Calculus	or
MTH 2220	Calculus II	5
PHY 1100	Fundamentals of Physics *	4

### Fall

ENT 2100	Manufacturing Processes	3
ENT 2200	Statics	3
ENT 2600	Engineering Design	3
INT 1500	Electronic Systems	3
PHY 1501	General Physics I with Algebra	or
PHY 2501	College Physics I with Calculus	5

### Spring

ENT 2300	Strength of Materials	3
ENT 2500	Digital Switching	3
CHM 1150	Introduction to General Chemistry	4
ECO 2210	Principles of Macroeconomics	3
PHY 1502	General Physics II with Algebra	or
PHY 2502	College Physics II with Calculus	5

Total Credit Hours	73
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\* Students planning to take PHY 2501 may substitute PHY 1501 for PHY 1100; students who do not plan to take PHY 2501 may substitute a CAD or ENT course not already prescribed as a part of this program for PHY 1100. Students wishing to seek an Engineering Technology Bachelor's Degree at a four-year university are highly encouraged to review articulation agreements and consult with their academic advisor.

# Engineering Certificates

## Computer-Aided Design (CAD) Certificate (5811C)

The Computer-Aided Design (CAD) Certificate is designed to provide the technical background necessary to produce mechanical drawings using computer-aided drafting techniques. Manufacturing coursework is included to help students understand the principles of manufacturability in mechanical design.

Certificate programs are designed for those students who seek to enhance their job-related skills in a specialized area. These certificates are typically a portion of the courses in one of the associate degree programs. Certificate programs will take somewhat longer than one year to complete due to the sequence of prerequisites and the terms in which courses are offered. Coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Scholastic Preparation

The amount of time required to complete a certificate program is dependent on the level of student preparation. Students starting the programs should have had one year each of high school algebra, trigonometry, and physics or equivalent. Students may take these preparatory courses at Clark State, but it will require a longer amount of time to complete their program.

Course #	Course Title	Credit Hours
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#### Fall

CAD 1101	Computer-Aided Design I	3
ENG 1111	English I	3
ENT 1100	Introduction to Engineering Technology	3
ENT 1200	Computer Basics for Engineering Technology	3
ENT 1300	Dimensional Metrology	3
MTH 1280	College Algebra	4

#### Spring

CAD 1102	Computer-Aided Design II	3
CAD 1301	Architecture I	3
CAD 2100	Solid Modeling	3
ENT 1500	Engineering Materials	3
ENT 2100	Manufacturing Processes	3
ENT 2600	Engineering Design	3

Total Credit Hours	37
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## Electrical Maintenance Certificate (5611C)

The Electrical Maintenance Certificate provides a broad base of courses in the field of industrial maintenance.

Course #	Course Title	Credit Hours
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#### Fall

INT 1100	Industrial Safety	3
INT 1201	Hydraulics and Pneumatics I	3
INT 1300	Electrical Systems	3
ENT 1200	Computer Basics for Engineering Technology	3
ENT 1300	Dimensional Metrology	3
MTH 1115	Industrial Calculations	3

#### Spring

INT 1350	Motor and Motor Controls	3
INT 1400	Mechanical Maintenance	3
INT 2200	Hydraulic and Pneumatic Trouble Shooting	3
INT 2500	Programmable Logic Control	3
COM 1170	Small Group Communication	3
EBE 1000	Employability Skills	1
ENG 1111	English I	3

Total Credit Hours	37
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# Manufacturing Certificate (5801C)

The Manufacturing Certificate is designed for students who wish to enhance their skills in areas related to manufacturing. Courses in drafting, computer-aided design, programmable logic controllers, automated systems, and robotics are included since these skills are needed in new and in updating existing manufacturing processes. The program courses are all included in the Manufacturing Technology associate degree so students can continue with that program after achieving their certificate. Some of the courses are taught in the Directed Learning Lab.

## Scholastic Preparation

The time required for a student to complete the certificate will depend on their level of preparation. They should have high school algebra, trigonometry, and physics or their equivalents. These preparatory courses can be taken at Clark State, but that will increase the time required to complete the program.

Course #	Course Title	Credit Hours
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### Fall

ENT 1100	Introduction to Engineering Technology	3
ENT 1200	Computer Basics for Engineering Technology	3
ENG 1111	English I	3
ENT 1300	Dimensional Metrology	3
INT 1300	Electrical Systems	3
MTH 1280	College Algebra	4

### Spring

ENT 2100	Manufacturing Processes	3
CAD 1101	Computer-Aided Design I	3
ENG 1112	English II	3
INT 2500	Programmable Logic Control	3
MTH 1340	Pre Calculus	5

### Summer

INT 2550	Automated Systems	3
PHY 1501	General Physics I with Algebra	5
	Total Credit Hours	44

# GIS/Geospatial

## GIS/Geospatial Technology (5400)

According to the U.S. Bureau of Labor Statistics, jobs for individuals with geospatial technology skills are expected to grow 10 to 20 percent over the next decade. It is a high-technology field with the significant job growth occurring in both the public and private sectors. Career areas include photogrammetry, cartography, geographical information systems, global positioning systems, and remote sensing.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students, and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Geospatial Technology, a graduate will be able to:

- Acquire geospatial information from a variety of sources.
- Use, combine, and manage geospatial data for a given purpose.
- Interpret and analyze geospatial information.
- Use geographic information system software for storage, manipulation, and analysis of geospatial data.

### Scholastic Preparation

Students should possess mathematical, analytical, and spatial reasoning skills and should be comfortable using technology. Students who have not completed a full sequence of high school mathematics will need to complete a series of college preparatory math classes.

### Transfer Options

Students enrolled in applied associate degree programs are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of colleges or universities have designed bachelor's completion programs designed for students completing applied degrees. See the Transfer section of the catalog for more information.

Course #	Course Title	Credit Hours
<b>Fall</b>		
GST 1000	Geospatial Program Orientation	1
CAD 1101	Computer-Aided Design I *	3
ENG 1111	English I	3
GEO 1000	Introduction to GIS and Cartography	3
ITS 1105	Computer Concepts and Office Productivity Tools *	3
MTH 1280	College Algebra	4
<b>Spring</b>		
GST 1400	Georeferencing and Mapping	3
GST 1500	Remote Sensing	3
CSD 1400	Database Management	3
CSD 1500	Programming Fundamentals	3
EBE 1000	Employability Skills	1
--	Natural/Physical Sciences Elective	3
<b>Summer</b>		
EBE 2702	Co-Op Education I	2
<b>Fall</b>		
GST 2100	Intermediate GIS & Data Management	3
GST 2550	Photogrammetry	3
STT 2640	Elementary Statistics I	3
--	Technical Elective**	3
--	Humanities/Social Science Elective	3
<b>Spring</b>		
GST 2350	Programming for GIS	3
GST 2700	Advanced Topics in Geospatial Technology	4
ENG 2211	Business Communication	3
MGT 2000	Introduction to Project Management	or
MTH 1340	Pre Calculus	5
Total Credit Hours		65

\* Students with little or no computer background should enroll in ITS 0800 before taking other computer courses. Students without adequate keyboarding skills should enroll in ITS 0810 before taking a computer class.

\*\* GST electives must total a minimum of 3 semester hours and may come from any GST, CSD, or ATI course not already prescribed or CAD 1102 or any physics course at the PHY 1100 level or higher

# GIS/Geospatial Certificates

## GIS Analyst Certificate (5404D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Analyst Certificate is designed to provide the technical background necessary to begin a successful career as a GIS Analyst. The GIS Analyst Certificate program is designed to address training needs in:

- Skills needed to use and manage GIS applications
- Hands-on experience using GIS software
- Knowledge of fundamental concepts and issues related to GIS
- Skills necessary to conduct spatial analysis

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Analyst. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered. Students enrolled in the GIS Analyst Certificate usually have an Associates or Bachelor's degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

Course #	Course Title	Credit Hours
<b>Fall</b>		
GEO 1000	Introduction to GIS and Cartography	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MTH 1280	College Algebra	4
<b>Spring</b>		
GST 1400	Georeferencing and Mapping	3
CSD 1400	Database Management	3
<b>Fall</b>		
GST 2100	Intermediate GIS & Data Management	3
MGT 2000	Introduction to Project Management	3
<b>Spring</b>		
GST 2700	Advanced Topics in Geospatial Technology	4
	Total Credit Hours	26

## GIS Database Specialist Certificate (5403D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Database Specialist Certificate is designed to provide the technical background necessary to begin a successful career as a GIS Database Specialist. The GIS Database Specialist program is designed to address training needs in:

- Skills needed to use, manage, and manipulate GIS applications
- Hands-on experience using GIS software
- Knowledge of fundamental concepts and issues related to databases
- Skills necessary to manage databases in both SQL and Oracle

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Database Specialist. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered. Students enrolled in the GIS Database Specialist Certificate usually have an Associates or Bachelor's degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

Course #	Course Title	Credit Hours
<b>Fall</b>		
GEO 1000	Introduction to GIS and Cartography	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MTH 1280	College Algebra	4
<b>Spring</b>		
GST 1400	Georeferencing and Mapping	3
CSD 1400	Database Management	3
<b>Fall</b>		
GST 2100	Intermediate GIS & Data Management	3
CSD 2400	SQL Server Database Design	3
<b>Spring</b>		
GST 2700	Advanced Topics in Geospatial Technology	4
CSD 2420	Oracle Database Design	3
	Total Credit Hours	29

## GIS Image Analyst Certificate (5401D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Image Analyst Certificate is designed to provide the technical background necessary to begin a successful career as an Image Analyst. The GIS Image Analyst program is designed to address training needs in:

- Skills needed to use and manage GIS applications
- Hands-on experience using GIS software
- Knowledge of fundamental concepts and issues related to GIS
- Skills necessary to analyze imagery

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Image Analyst. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered. Students enrolled in the GIS Image Analyst usually have an Associates or Bachelor's degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

Course #	Course Title	Credit Hours
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### Fall

GEO 1000	Introduction to GIS and Cartography	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MTH 1280	College Algebra	4

### Spring

GST 1400	Georeferencing and Mapping	3
GST 1500	Remote Sensing	3

### Fall

GST 2100	Intermediate GIS & Data Management	3
GST 2550	Photogrammetry	3
STT 2640	Elementary Statistics I	3
Total Credit Hours		25

## GIS Programming Certificate (5402D)

Geographic Information Systems (GIS) has been identified by the U.S. Bureau of Labor as an emerging industry. With this in mind, the GIS Programming Certificate is designed to provide the technical background necessary to begin a successful career as a GIS Programmer. The GIS Programmer Certificate program is designed to address training needs in:

- Skills needed to use, manage, and manipulate GIS applications
- Hands-on experience using GIS software
- Knowledge of fundamental concepts and issues related to programming
- Skills necessary to program in a variety of appropriate GIS languages

This certificate is designed for those students who seek to enhance their job-related skills in becoming a GIS Programmer. This certificate is two years in length due to the sequence of prerequisites and the terms in which courses are offered. Students enrolled in the GIS Programmer Certificate usually have an Associates or Bachelor's degree. However, coursework included in a certificate program may ultimately be applied for the associate degree in the related technology program.

Course #	Course Title	Credit Hours
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### Fall

GEO 1000	Introduction to GIS and Cartography	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MTH 1280	College Algebra	4

### Spring

GST 1400	Georeferencing and Mapping	3
CSD 1400	Database Management	3
CSD 1500	Programming Fundamentals	3

### Fall

GST 2100	Intermediate GIS & Data Management	3
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### Spring

GST 2350	Programming for GIS	3
CSD 2540	C Programming	4
Total Credit Hours		29

## Medical Assisting (6700)

Medical Assistants perform clinical and administrative tasks in physicians and other health practitioners' offices and outpatient facilities. Specific duties vary from office to office depending on the location and size of the practice and the practitioner's specialty. Administrative duties include answering telephones, greeting patients, scheduling appointments and laboratory services, updating and filing patients' medical records, filling out insurance forms, and handling billing and bookkeeping. Clinical duties include taking medical histories and recording vital signs, explaining procedures to patients, preparing patients for and assisting the physician during examinations, collecting and preparing laboratory specimens, sterilizing medical instruments, instructing patients on medications and special diets, preparing and administering medications as directed by a physician, drawing blood, taking electrocardiograms, removing sutures, and changing dressings.

The primary goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students who complete the first year of this associate degree program have completed the course work for the certificate program. Completion of the certificate provides the student with the administrative and clinical skills needed for entry-level positions as a medical assistant.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Medical Assisting, a graduate will be able to:

- Coordinate and facilitate patient care throughout the ambulatory care setting.
- Communicate effectively with patients, families, and members of the health care team.
- Perform clerical functions necessary to maintain medical office appointments, transcription, and medical records.
- Apply basic billing, collection, insurance, coding, and manage care guidelines needed to maintain office bookkeeping.
- Collect, transport, and process specimens.
- Obtain vital signs.
- Perform, assist, and follow up on diagnostic tests and procedures.
- Provide patient care.
- Instruct patients regarding health maintenance and disease prevention.

- Apply legal and ethical concepts.
- Apply privacy and confidentiality practices.

### Scholastic Preparation and Requirements

Entry into the Medical Assisting program is on a space limited basis. Students must petition for admission to the program and are considered for admission by the date in which they complete all petitioning requirements and file their petition online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php). To be eligible to petition to the Medical Assisting program, students must have:

- A minimum COMPASS reading score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400)
- Students are excused from taking the reading and writing placement tests if they have taken an ACT or SAT exam within the past three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on the Pre-algebra and 24 on the Developmental Algebra tests. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course (CPE 0500).
- Students are excused from taking the math/algebra placement test if they have taken the ACT or SAT exam within the last three years and received math scores of greater than or equal to 22 on the ACT and 560 on the math portion of the SAT or have taken and received a C or better in a college-level math course within the past ten years.
- A minimum cumulative grade point average (GPA) of 2.0 or greater in the required courses in the curriculum.

Students are admitted into the Medical Assisting program's technical (MAS) course sequence twice a year in fall and spring semesters. Admission letters for fall semester entry will be mailed in March. Acceptance letters for spring semester entry will be mailed in October. Students will continue to be granted admission if space is available up until the start of the semester. Students must maintain an overall C or 2.0 grade point average (GPA) for the courses in the Medical Assisting curriculum in order to be enrolled in MAS courses.

In order to progress through the program, students must maintain an overall GPA of 2.0 and a grade of C or better in BIO 1105 and all MAS and MST courses. Admitted students who stop out must complete and submit a request for reinstatement into the MAS courses. Students must have an overall GPA of 2.0 to be considered for reinstatement and requests are then granted on a space available basis.

## Health and Directed Practice Requirements

All Medical Assisting associate degree and certificate students will complete 200 hours of directed practice at the end of the first year of the degree program or end of the certificate program. The directed practice course hours are only available during the daytime hours.

All Medical Assisting students must meet health requirements, obtain a criminal background check, and have current Basic Life Support (BLS)/professional cardiopulmonary resuscitation (CPR) certification prior to entering the directed practice course. Other requirements may be necessary depending on clinical site placement. All students are strongly encouraged to complete Hepatitis B immunizations prior to their second semester in the Medical Assisting program.

## Liability Insurance

Students will be billed for liability insurance for the directed practice courses.

## Graduation Requirements

Student must pass all the required courses, have a cumulative grade point average (GPA) of 2.0 and must have a C as a minimum grade in BIO 1105 and all MAS and MST courses.

## Certification

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone 727-210-2350; FAX 727-210 2354; www.caahep.org. Therefore graduates of the program are eligible to take a national certification exam to obtain either their Certified Medical Assistant (CMA) or Registered Medical Assisting (RMA) certification credential.

## Curriculum

The curriculum plan that follows is for the fall semester start. The spring semester start varies somewhat in the sequencing of courses. Contact the Health and Human Services Division for a copy of the spring semester start curriculum plan.

Course #	Course Title	Credit Hours
<b>Fall</b>		
BIO 1105	Fundamentals of Anatomy and Physiology	3
ENG 1111	English I	3
MAS 1103	Medical Administrative Office I	2
MAS 1104	Exam Room Procedures I	2
MST 1101	Introduction to Health Care	3
MST 1105	Medical Terminology	2
MST 1160	Phlebotomy	2
MST 1161	Phlebotomy Lab	1
<b>Spring</b>		
ITS 1105	Computer Concepts and Office Productivity Tools	3
PSY 1111	Introduction to Psychology	3
MAS 1113	Medical Administrative Office II	2
MAS 1114	Exam Room Procedures II	2
MAS 1115	Laboratory Procedures for the Medical Office	2
MAS 1116	Pharmacology for the Medical Office	2
MST 1171	Introduction to Electrocardiography	2
<b>Summer</b>		
MAS 1117	Medical Assisting Directed Practice	2
MAS 1118	Clinical Perspectives Seminar	1
MAS 2100	Medical Assisting Certification Review	2
<b>Fall</b>		
ENG 1112	English II	3
PSY 2223	Lifespan Human Growth and Development	3
SOC 1110	Introduction to Sociology	3
MGT 1060	Organizational Behavior	3
--	Technical Elective*	3
<b>Spring</b>		
COM 1110	Interpersonal Communication I	3
MTH 1060	Business Mathematics	3
MGT 1120	Principles of Management	3
MST 1140	Human Disease	3
--	Technical Elective*	3
	<b>Total Credit Hours</b>	<b>69</b>

\* Please choose from the following courses to meet the Technical Elective requirement.

- HRM 1725, Human Resource Management (3)
- OAD 2105, Medical Machine Transcription (3)
- OAD 2301, CPT/ICD -10-PCS Coding (3)
- OAD 2302, ICD-9-CM/ICD -10-CM Coding (3)
- SWK 1005, Chemical Dependency I (3)

# Medical Laboratory Technology (6200)

Medical Laboratory (MLT) is a career opportunity in the laboratory. Two-year associate degree programs with supervised clinical experience in approved laboratories provide the opportunity to enter this challenging, ever-changing career.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult the MLT program advisor for help in planning their schedules.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Medical Laboratory, a graduate will be able to:

- Write clearly and accurately in a variety of contexts and formats.
- Verbally communicate clearly and accurately in a variety of contexts and formats.
- Display professional characteristics.
- Select and use appropriate, safe and effective tools to solve a variety of problems pertaining to collecting, handling, and conducting tests on samples and to perform corrective and preventative maintenance on instruments.
- Demonstrate the ability to think critically by assessing proper correlation between the results and predetermined values, by performing quality control activities, by relating laboratory results to common disease process, and by drawing and defending reasonable conclusions.
- Demonstrate an awareness of cultural diversity as pertaining to both patients and peers.

## Course Format

Each MLT course is composed of two required components—an online lecture component and a lab component, which may be taught at the College or another college-approved supervised site. Off campus lab sites for distance students must be secured by the student and approved by the MLT Program Director prior to entry into the program. One suitable directed practice site is found for each student in the program by the MLT Program Director with the assistance of the Health and Human Services Division of Clark State Community College.

## Scholastic Preparation

Entry into the program is on a space-limited basis. Students must petition for admission. To be eligible to petition, students must successfully complete reading, writing, math and algebra placement tests or obtain a grade of C or better on the appropriate college preparatory (CPE) course.

## Health and Clinical Requirements

All Medical Laboratory Technology students must meet health and criminal background check requirements by the beginning

of the third semester that the student is in the program in order to meet requirements for the directed practice course. Specific information will be provided prior to the directed practice course.

Distance students completing lab courses in clinical agencies will be required to complete health requirements prior to their first lab course.

Other requirements may be necessary depending on clinical site placement.

All students are strongly encouraged to complete Hepatitis B immunizations prior to entry into the first MLT course.

Applicants must be physically and emotionally able to fulfill the functions of the medical laboratory technician.

## Liability Insurance

Students will be billed for liability insurance for each year of courses.

## Graduation Requirements

To qualify for an associate degree, a Medical Laboratory student must pass all the required courses, have a cumulative grade point average (GPA) of 2.0 and must have a C as a minimum grade in all the technical courses of the program. Granting of the A.A.S. degree is not contingent upon passing an external certifying examination.

## Certification

Upon completion of the accredited program, graduates are eligible to, but not required, to take the national certifying examination. This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018; telephone 773.714.8880; [www.naacls.org](http://www.naacls.org).

## Humanities/Social Science Electives

A complete listing of humanities and social science electives is in the front of the catalog under the General Education area.

## Transfer Options

Students enrolled in the Medical Laboratory Technology, Associate of Applied Science degree are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of college or universities have designed bachelor's completion programs for students completing applied degrees. Local programs include:

- Franklin University Bachelor of Science in Healthcare Management
- Urbana University Bachelor of Science in Healthcare Management
- University of Cincinnati Bachelor of Science in Clinical Laboratory Science

See the transfer section of the catalog and your academic advisor for more information.

Course #	Course Title	Credit Hours
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**Fall**

MLT 1120	Medical Laboratory Orientation and Phlebotomy	2
MLT 1125	Medical Laboratory Orientation and Phlebotomy Laboratory	1
MLT 1130	Basic and Clinical Chemistry	3
MLT 1135	Basic and Clinical Chemistry Lab	2
BIO 1105	Fundamentals of Anatomy and Physiology *	3
ITS 1100	Information Technology Basics	3

**Spring**

MLT 1140	Medical Microbiology I	2
MLT 1145	Medical Microbiology I Lab	2
MLT 1150	Hematology I	2
MLT 1155	Hematology I Laboratory	2
MLT 1160	Urinalysis & Body Fluids	2
MLT 1165	Urinalysis & Body Fluids Laboratory	1
ENG 1111	English I	3
PSY 1111	Introduction to Psychology	3

**Summer**

ENG 1112	English II	3
COM 1110	Interpersonal Communication I	or
COM 1120	Public Speaking I	3

**Fall**

MLT 2120	Immunology & Blood Banking	4
MLT 2125	Immunology & Blood Banking Lab	4
MLT 2130	Medical Microbiology II	2
MLT 2135	Medical Microbiology II Lab	2
MLT 2140	Hematology II	2
MLT 2145	Hematology II Lab	2

**Spring**

MLT 2150	Seminar	1
MLT 2155	Directed Practice	5
MLT 2160	MLT Review and Update	2
SOC 1110	Introduction to Sociology	3
--	Humanities/Social Science Elective	3
Total Credit Hours		67

\* The two semester Anatomy & Physiology sequence, BIO 2121 and BIO 2122 may be substituted for BIO 1105.

## Physical Therapist Assistant (6600)

The Physical Therapist Assistant (PTA) program combines didactic and clinical learning experiences that are within the legal scope of responsibility of physical therapist assistants.

The physical therapist assistant delivers services under the direction and supervision of a physical therapist who completes an initial examination and determines the appropriate treatment plan and goals for the patient. The physical therapist assistant shares the responsibility for administering treatments, instructing patients in exercises and activities of daily living, and documenting the patient's response to therapy. Graduates will be prepared to function in their role to provide treatment in a variety of settings such as inpatient, outpatient, and home care services.

Upon successful completion of all aspects of the PTA program, graduates are eligible to take the state licensing examination. Licensure is mandatory for practice as a physical therapist assistant in the State of Ohio. The Ohio OTPTAT Board requires FBI and Ohio BCI criminal records checks as part of the Ohio licensing application process. Visit the Board website at <http://otptat.ohio.gov> for more information.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students who plan to continue to work are strongly encouraged to complete all or most non-core PTA courses prior to starting the program. (See the PTA Petitioning Handbook for details.) Students should consult their academic advisor for help in planning their schedules.

### Learning Outcomes:

Upon completion of an Associate of Applied Science degree in Physical Therapist Assistant, a graduate will be able to:

- Demonstrate proficient entry-level knowledge and skill in implementing treatment practices appropriate to the plan of care established by the physical therapist.
- Demonstrate proficient entry-level knowledge and skill in utilizing testing and measurement techniques appropriate to the plan of care established by the physical therapist.
- Communicate effectively with patients, families, colleagues, and other health care providers.
- Demonstrate behavior that reflects respect for and sensitivity to individual differences when working with patients, families, colleagues, and other health care professionals.
- Adhere to ethical and legal standards throughout the provision of physical therapy services.
- Provide patient care in a safe manner that minimizes risk to patient, self, and others.
- Practice physical therapy in an effective manner making judgments consistent with the physical therapist's plan of



care and the role of the physical therapist assistant.

- Practice lifelong learning that reflects social responsibility and career development.

## Course Format

Most PTA courses are composed of two components, an online lecture component and an onsite lab component, which may be taught at the Leffel Lane campus or other College approved site. Onsite labs are currently only offered in Springfield and Columbus, Ohio. Directed practices are off site in clinical facilities.

## Scholastic Preparation

### Admission Requirements

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission according to the date on which they file a petition in the Health and Human Services Office.

In addition to completing the standard procedures for admission to the College, students must complete the following to be eligible to petition to the Physical Therapist Assistant Program:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400).
- Students are excused from taking the reading and writing placement tests if they have taken an ACT or SAT exam within the past three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the pre-algebra and algebra placement test if they have taken and received a C or better in a college-level math or physics course within the past ten years. Students are excused from taking the pre-algebra and algebra placement test if they have taken the ACT or SAT exam within the last three years and received math scores of greater than or equal to 22 on the ACT and 560 on the math portion of the SAT. Students are excused from taking the Algebra placement test if they opt for and pass the PTA Physics Proficiency.
- A grade of C or better in either high school physics (within past 5 years) or a college physics course (PHY 1110, Fundamentals of Physics or its equivalent, within the past ten years) or passing of the PTA Physics Proficiency (within the past year) or licensure as an athletic trainer.

- A grade of C or better in either high school chemistry (within the past five years) or a college chemistry course (CHM 1150 or the equivalent, within the past 10 years), a grade of C or better in either high school biology (within the past five years) or a college level biology course (BIO 1410 or the equivalent, within the past 10 years), or completion of BIO 2121, Anatomy and Physiology I (or the equivalent) with a C or better.
- GPA of 2.5 in the required curricular courses; the GPA includes chemistry and physics ONLY when no other courses in the PTA curriculum have been taken.

In order to be accepted into the physical therapist assistant courses, students must maintain the required cumulative grade point average in the required courses in the curriculum while on the admission or waiting list. College preparatory courses and other courses, which are not listed as part of the curriculum, are not included in calculating the GPA. However, a minimum grade of C is required in the pre-requisite and college preparatory courses (CPE). Please refer to the PTA Petitioning Handbook for additional information on courses in which a C is required. If the student does not maintain the required GPA while on the admission or waiting list, his or her name will be removed from the list. While students are on either list they may take any of the non-core PTA courses in the curriculum. (Muscle Anatomy and Biomechanics, BIO 1118 is considered a core PTA course).

Prior to entering the first physical therapist assistant course (Introduction to Patient Management, PTA 1120) students must complete 60 hours of volunteer/observation or work experience under the supervision of a physical therapist or physical therapist assistant within the past five years. These hours must be completed in three different settings. One must be out-patient, one must be in-patient, and the third is an optional site. Failure to do so by the date established in the PTA Petitioning Handbook will result in removal from the admission list.

Entry into physical therapy assistant courses occurs once a year in the fall. Acceptance letters for fall entry are mailed out in April of each year. Applicants are placed on either the admission or waiting list, depending upon program openings. This information is outlined in complete detail in the PTA Petitioning Handbook, available in the Admissions Office, Health and Human Services Division Office, and online.

### Graduation Requirements

A 2.0 cumulative grade point average (GPA) on a 4.0 scale is the standard used for the major courses in the PTA curriculum.

## Clinical Requirements

Prior to the second year, a physical exam, a two-step Mantoux test, Hepatitis B immunization or waiver, a health history including record of childhood immunizations or adult titers, professional CPR, and First Aid training are required. A criminal records check must be completed within the three months immediately prior to entry into clinical courses in the second year. At a minimum, a civilian (BCI) background check is required. A federal (FBI) background check may be required. Additional medical tests and other requirements may be necessary depending upon clinical site placement.

## Liability Insurance

Students will be billed for liability insurance for the academic year of directed practice courses.

## Accreditation

The Clark State PTA program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, VA 22314. Telephone (800) 999-2782, web site [www.capteonline.org](http://www.capteonline.org).

## Transfer Options

Students enrolled in the Physical Therapist Assistant, Associate of Applied Science degree are preparing for employment upon graduation from the program. However, at some point many of these students are also interested in completing a bachelor's degree. A number of college or universities have designed bachelor's completion programs for students completing applied degrees. Local programs include:

- Franklin University Bachelor of Science in Healthcare Management.
- Urbana University Bachelor of Science in Healthcare Management.

See the transfer section of the catalog for more information.

Course #	Course Title	Credit Hours
<b>Fall</b>		
PTA 1110	PTA Survey	2
PTA 1120	PTA Procedures I *	4
BIO 1118	Muscle Anatomy and Biomechanics *	4
BIO 2121	Anatomy and Physiology I	4
ENG 1111	English I	3
MST 1105	Medical Terminology	2
<b>Spring</b>		
PTA 1146	PTA Procedures II *	6
PTA 1160	PTA Rehabilitation I *	6
BIO 2122	Anatomy and Physiology II	4
ENG 1112	English II	3
<b>Summer</b>		
PTA 2241	PTA Procedures III *	5
PTA 2245	PTA First Year Capstone *	1
<b>Fall</b>		
PTA 2260	PTA Rehabilitation II *	6
PTA 2270	PTA Trends and Issues (first 8 weeks) *	1
PTA 2281	PTA Directed Practice I (second 8 weeks) *	2
PTA 2291	PTA Seminar I (second 8 weeks) *	1
PSY 1111	Introduction to Psychology	3
MTH -	Math Elective**	3
<b>Spring</b>		
PTA 2275	PTA Special Topics (first 8 weeks) *	1
PTA 2282	PTA Directed Practice II (first 8 weeks)*	2
PTA 2292	PTA Seminar II (first 8 weeks)*	1
PTA 2283	PTA Directed Practice III (second 8 weeks)*	3
PTA 2293	PTA Seminar III (second 8 weeks)*	1
PSY 2223	Lifespan Human Growth and Development	3
Total Credit Hours		71

\* Students must be accepted into the PTA program to take classes that are starred.

\*\* Students may choose from MTH 1050 Math for Today's World (prerequisite CPE 0700), MTH 1060 Business Math (prerequisite CPE 0500), or STT 2640 Elementary Statistics I (prerequisite CPE 0700).

# Registered Nursing (Clark State Community College-Springfield Regional School of Nursing) (6300)

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; www.nlnac.org and approved by the Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, Ohio 43215-7410; (614) 466-3947; www.nursing.ohio.gov. Graduates are prepared to function in beginning staff-level registered nurse positions in hospitals, extended care facilities, clinics, and comparable health care facilities as members of a health care team.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Communicate effectively with patients, families, and other healthcare providers.
- Demonstrate behaviors that reflect respect for and sensitivity to individual differences while working with patients, families, and other health care providers.
- Manage nursing care for individuals and small groups of clients with common and recurring health problems.
- Use the nursing process to provide holistic care for individuals across the life cycle.
- Use critical thinking and problem solving skills to make nursing care decisions.
- Develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- Display professional behaviors and practice within the ethical/legal framework of nursing.

## Admissions Requirements

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online to be placed on the waiting list.

To be eligible to petition to the Registered Nursing program, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400).
- Students are excused from taking the reading and writing placement tests if they have taken the ACT or SAT exam within the last three years and received English scores of

greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.

- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the math placement test if they have taken the ACT or SAT exam within the last three years and received mathematics scores of 22 on the ACT or 560 on the SAT or received a C or better in a college-level math course within the past three years).
- A recent (within past five years) high school chemistry or a college chemistry course (CHM 1115, Introduction to General Chemistry or the equivalent) with a grade of C or better, or a recent (within past five years) high school biology course or college biology course (BIO 1410, Fundamentals of Biology or the equivalent) with a grade of C or better, or recent (within past five years) completion of BIO 2121, Anatomy & Physiology I or the equivalent with a grade of C or better.
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified nursing major.

In order to be accepted into the clinical nursing courses, the student must maintain a 2.0 cumulative grade point average in the required courses in the curriculum while on the waiting list. College preparatory courses and other courses, which are not listed as part of the curriculum are not included in calculating the GPA. If the student does not maintain a 2.0 GPA, his or her name will be removed from the waiting list.

While students are waiting to be accepted into the clinical nursing courses, they may take any of the non-nursing courses in the curriculum. Students are admitted into clinical nursing courses twice a year. Initial acceptance letters for fall entry are mailed out in February and letters for spring entry are mailed in August. The acceptance process continues until all the openings are filled. Initially, students are accepted based on the date their name was placed on the waiting list. If additional openings remain after the responses from the initial acceptance mailing are returned, subsequent acceptance is more selective and based on completion of selected non-clinical nursing courses in addition to the GPA requirement and the date the student's name was placed on the waiting list.

## Dual Enrollment Admission Option

The Dual Admission program enrolls students to both Clark State Community College and Urbana University. It is designed for students who wish to immediately continue their education to obtain their Bachelor of Science in Nursing (BSN) after completing their Associate Degree in Nursing at Clark State and obtaining their license as a registered nurse (RN) in Ohio. Entry into this program is limited to twenty students each year and is based on specific selection criteria. Additional information about the Clark State/Urbana University Dual Admission Nursing option is available from Clark State's

academic advisors, the Health and Human Services Division Office, and the college website.

## Clinical Requirements

Prior to entering the first clinical nursing course (NUR 1170) students must have current professional CPR provider status and current state-tested nurse aide credentials or have satisfactorily completed MST 1181 or its equivalent within the past two years. Additional information about these requirements can be obtained from academic and faculty advisors. Students must also meet health requirements, show proof of health insurance and meet criminal background check requirements before they enter the first clinical nursing course. Second-year students must update health requirements prior to taking clinical courses. Additional information about these clinical requirements is provided at the nursing program orientation. Students will be billed for liability insurance for each year of clinical courses.

## Progression Requirements

In order to enroll in NUR 1170 and progress to subsequent clinical nursing course, students must have successfully completed all pre-requisite courses with a grade of C or better.

## Graduation Requirements

To qualify for an associate degree, Registered Nursing students must have a cumulative grade point average of 2.0 and have a grade of C or better in all courses in the curriculum.

## Licensure

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior felony or misdemeanor, crimes involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

## Bachelor of Science in Nursing (BSN) Completion Options

Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor's degree in nursing. A number of colleges and universities have designed bachelor's nursing completion programs for associate degree prepared registered nurses. In addition to Clark State's Dual Enrollment option with Urbana University, the program has strong articulation agreements with a number of other BSN completion programs. Students are encouraged to refer to the transfer section of the catalog and their academic advisor for more information about these programs.

## Curriculum Plans and Course Formats

The program schedules are designed for full-time students who have completed all prerequisites and who have no college preparatory requirements. Many individuals, especially part-time students and those taking college preparatory education courses, will require additional semesters of study.

The curriculum plan that follows is for the fall semester start. The spring semester start varies somewhat in the sequencing of courses. Contact the Health and Human Services Division for a copy of the spring semester start curriculum plan. Many non-nursing and some nursing (NUR) courses in the curriculum are available in both traditional and online/hybrid formats. Students should consult their academic advisors for help in planning their schedules.

Course #	Course Title	Credit Hours
<b>Summer</b>		
BIO 2121	Anatomy and Physiology I *	4
ENG 1111	English I	3
MST 1105	Medical Terminology	2
<b>Fall</b>		
BIO 2122	Anatomy and Physiology II *	4
PSY 1111	Introduction to Psychology	3
NUR 1120	Pharmacology and Drug Calculations	3
NUR 1170	Basic Nursing Concepts	7
<b>Spring</b>		
ENG 1112	English II	3
PSY 2223	Lifespan Human Growth and Development*	3
NUR 1172	Adult Nursing I	7
NUR 1174	Behavioral Health Nursing	4
<b>Summer</b>		
BIO 1131	Microbiology *	3
<b>Fall</b>		
MTH -	Math Elective**	3
NUR 2272	Children-Family Nursing	3
NUR 2274	Maternal-Newborn Nursing	3
NUR 2276	Adult Nursing II	5
<b>Spring</b>		
SOC 1110	Introduction to Sociology	3
NUR 2278	Adult Nursing III	7
NUR 2279	Nursing Directed Practice/Seminar	2
NUR 2280	Nursing Review	1
Total Credit Hours		73

\* BIO 2121, BIO 2122, BIO 1131 and PSY 2223 must be successfully completed within ten years of entry into the first clinical nursing course. If older than ten years, the course must be repeated.

\*\* Students may choose from MTH 1050 Math for Today's World (prerequisite CPE 0700), MTH 1060 Business Math (prerequisite CPE 0500), or STT 2640 Elementary Statistics I (prerequisite CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.

# Registered Nursing (Clark State Community College-Springfield Regional School of Nursing) - Evening-Weekend (6300)

The Registered Nursing program is also offered as a part-time evening-weekend program. All non-nursing (non NUR) courses must be completed before a student enrolls in the first evening nursing (NUR) course.

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; www.nlnac.org and approved by the Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, Ohio 43215-7410; (614) 466-3947; www.nursing.ohio.gov. Graduates are prepared to function in beginning staff-level registered nurse positions in hospitals, extended care facilities, clinics and comparable health care facilities as members of a health care team.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Communicate effectively with patients, families, and other healthcare providers.
- Demonstrate behaviors that reflect respect for and sensitivity to individual differences while working with patients, families, and other health care providers.
- Manage nursing care for individuals and small groups of clients with common and recurring health problems.
- Use the nursing process to provide holistic care for individuals across the life cycle.
- Use critical thinking and problem solving skills to make nursing care decisions.
- Develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- Display professional behaviors and practice within the ethical/legal framework of nursing.

## Admissions Requirements

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online to be placed on the waiting list.

To be eligible to petition to the Registered Nursing program, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).

- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400).
- Students are excused from taking the reading and writing placement tests if they have taken the ACT or SAT exam within the last three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the math placement test if they have taken the ACT or SAT exam within the last three years and received mathematics scores of 22 on the ACT or 560 on the SAT or received a C or better in a college-level math course within the past three years).
- A recent (within past five years) high school chemistry or a college chemistry course (CHM 1150, Introduction to General Chemistry or the equivalent) with a grade of C or better, or a recent (within past five years) high school biology course or college biology course (BIO 1410, Fundamentals of Biology or the equivalent) with a grade of C or better, or recent (within past five years) completion of BIO 2121, Anatomy & Physiology I or the equivalent with a grade of C or better.
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified nursing major.

In order to be accepted into the clinical nursing courses, the student must maintain a 2.0 cumulative grade point average in the required courses in the curriculum while on the waiting list. College preparatory courses and other courses, which are not listed as part of the curriculum, are not included in calculating the GPA. If the student does not maintain a 2.0 GPA, his or her name will be removed from the waiting list.

While students are waiting to be accepted into the clinical nursing courses, they should take the non-nursing courses in the curriculum. Entry into clinical nursing courses occurs once a year in the fall. Initial acceptance letters for fall entry are mailed out in February and the acceptance process continues until all the openings are filled. Students are accepted based on the date their name was placed on the waiting list and their successful completion of the non-nursing courses in the curriculum.

## Clinical Requirements

Prior to entering the first clinical nursing course (NUR 1170), students must have current professional CPR provider status and current state-tested nurse aide credentials or have satisfactorily completed MST 1181 or its equivalent within the past two years. Additional information about these requirements can be obtained from academic and faculty advisors.

Students must also meet health requirements, show proof of health insurance, and meet criminal background check requirements before they enter the first clinical nursing course. Second-year students must update health requirements prior to taking clinical courses. Additional information about these clinical requirements is provided at the nursing program orientation. Students will be billed for liability insurance for each year of clinical courses.

### Progression Requirements

In order to enroll in NUR 1170 and progress to subsequent clinical nursing course, students must have successfully completed all pre-requisite courses with a grade of C or better.

### Graduation Requirements

To qualify for an associate degree, Registered Nursing students must have a cumulative grade point average of 2.0 and have a grade of C or better in all courses in the curriculum.

### Licensure

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior felony or misdemeanor, crimes involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

### Bachelor of Science in Nursing (BSN) Completion Options

Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor's degree in nursing. A number of colleges and universities have designed bachelor's nursing completion programs for associate degree prepared registered nurses. Clark State has strong articulation agreements with a number of BSN completion programs. Students should refer to the transfer section of the catalog and their academic advisor for more information.

### Curriculum Plan and Course Formats

The program schedule that follows is designed for part-time students who have completed all prerequisites and who have no college preparatory requirements. Individuals taking college preparatory education courses, will require additional semesters of study. Many non-nursing and some nursing (NUR) courses in the curriculum are available in both traditional and online/hybrid formats. Students should consult their academic advisors for help in planning their schedules.

Course #	Course Title	Credit Hours
<b>Fall</b>		
ENG 1111	English I	3
MST 1105	Medical Terminology	2
PSY 1111	Introduction to Psychology	3
<b>Spring</b>		
BIO 1131	Microbiology *	3
ENG 1112	English II	3
SOC 1110	Introduction to Sociology	3
<b>Fall</b>		
BIO 2121	Anatomy and Physiology I *	4
PSY 2223	Lifespan Human Growth and Development*	3
<b>Spring</b>		
BIO 2122	Anatomy and Physiology II *	4
MTH -	Math Elective**	3
<b>Fall</b>		
NUR 1120	Pharmacology and Drug Calculations	3
NUR 1170	Basic Nursing Concepts	7
<b>Spring</b>		
NUR 1172	Adult Nursing I	7
NUR 1174	Behavioral Health Nursing	4
<b>Fall</b>		
NUR 2272	Children-Family Nursing	3
NUR 2274	Maternal-Newborn Nursing	3
NUR 2276	Adult Nursing II	5
<b>Spring</b>		
NUR 2278	Adult Nursing III	7
NUR 2279	Nursing Directed Practice/Seminar	2
NUR 2280	Nursing Review	1
Total Credit Hours		73

\* BIO 2121, BIO 2122, BIO 1131 and PSY 2223 or the equivalent must be successfully completed within ten years of entry into the first clinical nursing course. If older than ten years, the course must be repeated.

\*\* Students may choose from MTH 1050 Math for Today's World (prerequisite CPE 0700), MTH 1060 Business Math (prerequisite CPE 0500), or STT 2640 Elementary Statistics I (prerequisite CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.

# Registered Nursing (Clark State Community College-Springfield Regional School of Nursing) - LPN to RN Transition (6400)

The LPN to RN option meets the educational needs of the licensed practical nurse desiring to become a registered nurse. The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; www.nlnac.org and approved by the Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, Ohio 43215-7410; (614) 466-3947; www.nursing.ohio.gov. Graduates are prepared to function in beginning staff-level registered nurse positions in hospitals, extended care facilities, clinics, and comparable health care facilities as members of a health care team.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Communicate effectively with patients, families, and other healthcare providers.
- Demonstrate behaviors that reflect respect for and sensitivity to individual differences while working with patients, families and other health care providers.
- Manage nursing care for individuals and small groups of clients with common and recurring health problems.
- Use the nursing process to provide holistic care for individuals across the life cycle.
- Use critical thinking and problem solving skills to make nursing care decisions.
- Develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- Display professional behaviors and practice within the ethical/legal framework of nursing.

## Admission Requirements

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. Students must petition for admission. All applicants are considered for admission based on their accepted petition date and their successful completion of the prerequisite courses/requirements. To be eligible to petition, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).

- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400).
- Students are excused from taking the reading and writing placement tests if they have taken the ACT or SAT exam within the last three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the math placement test if they have taken the ACT or SAT exam within the last three years and received mathematics scores of 22 on the ACT or 560 on the SAT or received a C or better in a college-level math course within the past three years).
- Recent (within past 5 years) completion of BIO 2121, Anatomy & Physiology I or the equivalent with a grade of C or better.
- A cumulative grade point average of 2.0 or greater in the required courses in the curriculum.

Requirements for admission to the clinical nursing courses include:

- Current unrestricted Ohio license to practice as a practical nurse (LPN).
- Recent practice as a LPN in Ohio. (Minimum of one year within the past three years) or recent completion of LPN educational program (within eighteen months).
- Current professional CPR provider certification.
- Completion of the prerequisite course requirements for NUR 1175, the transition nursing course, with a C or better.

Additional information about admission requirements can be obtained from the RN Program Coordinator.

## Clinical Requirements

Transition students must meet health requirements, show proof of health insurance, and meet criminal background check requirements before entering the first clinical nursing course. Specific information will be provided prior to beginning the nursing transition course.

Students will be billed for liability insurance for the clinical courses.

## Progression Requirements

In order to progress to the next clinical nursing course, students must have successfully completed all prerequisite courses with a grade of C or better.

## Graduation Requirements

To qualify for an associate degree, Transition students must have a cumulative grade point average (GPA) of 2.0 and have a grade of C or better in all courses in the curriculum.

## Licensure

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must complete a criminal background check and disclose information related to any prior felony or misdemeanor, crime involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

## Bachelor of Science in Nursing (BSN) Completion Options

Graduates of the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor's degree in nursing. A number of colleges and universities have designed bachelor's nursing completion programs for associate degree prepared registered nurses. Clark State has strong articulation agreements with a number of BSN completion programs. Students should refer to the transfer section of the catalog and their academic advisor for more information.

## Curriculum Plans and Course Formats

The curriculum is offered as both a full-time program and a part-time evening weekend program. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory requirements. Individuals taking college preparatory education courses or attending school part-time will require additional semesters of study. Students should contact the Health and Human Services Division office for a copy of the part-time evening-weekend curriculum plan.

Many non-nursing and some nursing (NUR) courses in the curriculum are available in both traditional and online/hybrid formats for Springfield cohort students. All courses are presented in an online or hybrid format for Bellefontaine and Marysville cohorts. All lab sessions are conducted on campus and/or at a health care facility, regardless of the format. Students should contact the Health and Human Services Division for further information about these cohorts. All students should consult their academic advisors for help in planning their schedules.

Course #	Course Title	Credit Hours
<b>Spring</b>		
BIO 1131	Microbiology *	3
BIO 2121	Anatomy and Physiology I *	4
ENG 1111	English I	3
PSY 1111	Introduction to Psychology	3
<b>Summer</b>		
BIO 2122	Anatomy and Physiology II *	4
ENG 1112	English II	3
<b>Fall</b>		
PSY 2223	Lifespan Human Growth and Development*	3
NUR 1175	LPN to RN Transition	3
NUR 1176	Adult Nursing for LPNs	2
NUR 1174	Behavioral Health Nursing	4
NUR 1190	Associate Degree Equivalency for LPN Outcomes **	14
<b>Spring</b>		
SOC 1110	Introduction to Sociology	3
NUR 2272	Children-Family Nursing	3
NUR 2274	Maternal-Newborn Nursing	3
NUR 2276	Adult Nursing II	5
<b>Fall</b>		
MTH -	Math Elective***	3
NUR 2278	Adult Nursing III	7
NUR 2279	Nursing Directed Practice/Seminar	2
NUR 2280	Nursing Review	1
	<b>Total Credit Hours</b>	<b>73</b>

\* BIO 2121, BIO 2122, BIO 1131 and PSY 2223 or equivalent courses must be successfully completed within ten years of entry into the first clinical nursing course. If older than ten years, the course must be repeated.

\*\* Recognition of competency achievement equivalent to 14 nursing semester credit hours will be given (posted on the transcript as NUR 1190 after successful completion of NUR 1175 and NUR 1176.

\*\*\* Students may choose from MTH 1050 Math for Today's World (prerequisite CPE 0700), MTH 1060 Business Math (prerequisite CPE 0500), or STT 2640 Elementary Statistics I (prerequisite CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.



# Registered Nursing (Clark State Community College-Springfield Regional School of Nursing) - Paramedic to RN Transition (6800)

The Paramedic to RN option meets the educational needs of the paramedic desiring to become a registered nurse. The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; www.nlnac.org and approved by the Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, Ohio 43215-7410; (614) 466-3947; www.nursing.ohio.gov. Graduates are prepared to function in beginning staff-level registered nurse positions in hospitals, extended care facilities, clinics and comparable health care facilities as members of a health care team.

## Learning Outcomes

Upon completion of an Associate of Applied Science degree in Registered Nursing, a graduate will be able to:

- Communicate effectively with patients, families, and other health care providers.
- Demonstrate behaviors that reflect respect for and sensitivity to individual differences while working with patients, families, and other health care providers.
- Manage nursing care for individuals and small groups of clients with common and recurring health problems.
- Use the nursing process to provide holistic care for individuals across the life cycle.
- Use critical thinking and problem solving skills to make nursing care decisions.
- Develop and implement health teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- Display professional behaviors and practice within the ethical/legal framework of nursing.

## Admission Requirements

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. Students must petition for admission. All applicants are considered for admission based on their accepted petition date and their successful completion of the prerequisite courses/requirements. To be eligible to petition, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400).

- Students are excused from taking the reading and writing placement tests if they have taken the ACT or SAT exam within the last three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the math placement test if they have taken the ACT or SAT exam within the last three years and received mathematics scores of 22 on the ACT or 560 on the SAT or received a C or better in a college-level math course within the past three years).
- Recent (within past 5 years) completion of BIO 2121, Anatomy & Physiology I or the equivalent with a grade of C or better.
- A cumulative grade point average of 2.0 or greater in the required courses in the curriculum.

Requirements for admission to the clinical nursing courses include:

- Current Ohio certification as a paramedic.
- Recent practice as a paramedic in Ohio. (Minimum of three years within the past five years.)
- Completion of the prerequisite course requirements for NUR 1177, the nursing transition course, with a C or better.

Additional information about admission requirements can be obtained from the RN Program Coordinator.

## Clinical Requirements

Within the two years prior to entering their first clinical nursing course (NUR 1178), students must successfully complete MST 1181, Nurse Aide Training course or demonstrate proficiency of the knowledge and skills taught in that course. Transition students must also meet health requirements, show proof of health insurance, and meet criminal background check requirements before entering the first clinical nursing course. Specific information will be provided upon acceptance into the clinical nursing courses. Students will be billed for liability insurance for the clinical courses.

## Progression Requirements

In order to progress to the next clinical nursing course, students must have successfully completed all prerequisite courses with a grade of C or better.

## Graduation Requirements

To qualify for an associate degree, Transition students must have a cumulative grade point average (GPA) of 2.0 and have a grade of C or better in all courses in the curriculum.

## Licensure

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as a RN. Candidates for licensure in Ohio must complete a criminal background check and disclose information related to any prior felony or misdemeanor, crime involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

## Bachelor of Science in Nursing (BSN) Completion Options

Students enrolled in the Associate of Applied Science degree in Nursing are prepared to obtain licensure and employment as a registered nurse. Graduates are also prepared to continue their education and obtain a bachelor's degree in nursing. A number of colleges and universities have designed bachelor's nursing completion programs for associate degree prepared registered nurses. Students should refer to the transfer section of the catalog and your academic advisor for more information.

## Curriculum Plan and Course Format

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory requirements. Individuals taking college preparatory education courses or attending school part-time will require additional semesters of study.

The non-nursing courses in the program are available in an online/hybrid as well as traditional format. The classroom components of the nursing courses are offered in online or hybrid formats. The on-site lectures and labs for the hybrid nursing courses are scheduled at Clark State's Greene Center campus. Students enrolled in online nursing courses are required to take some online exams in a proctored environment. Students are required to attend assigned clinical learning experiences.

Course #	Course Title	Credit Hours
<b>Spring</b>		
BIO 1131	Microbiology *	3
BIO 2121	Anatomy and Physiology I *	4
ENG 1111	English I	3
PSY 1111	Introduction to Psychology	3
<b>Summer</b>		
BIO 2122	Anatomy and Physiology II *	4
ENG 1112	English II	3
NUR 1120	Pharmacology and Drug Calculations *	3
<b>Fall</b>		
PSY 2223	Lifespan Human Growth and Development*	3
NUR 1174	Behavioral Health Nursing	4
NUR 1177	Paramedic to RN Transition	2.5
NUR 1178	Adult Nursing for Paramedics	4.5
<b>Spring</b>		
MTH -	Math Elective**	3
NUR 2272	Children-Family Nursing	3
NUR 2274	Maternal-Newborn Nursing	3
NUR 2276	Adult Nursing II	5
<b>Fall</b>		
SOC 1110	Introduction to Sociology	3
NUR 2278	Adult Nursing III	7
NUR 2279	Nursing Directed Practice/Seminar	2
NUR 2280	Nursing Review	1
	<b>Total Credit Hours</b>	<b>64</b>

\* BIO 2121, BIO 2122, BIO 1131 and PSY 2223 or equivalent courses must be successfully completed within ten years of entry into the first clinical nursing course. If older than ten years, the course must be repeated.

\*\* Students may choose from MTH 1050 Math for Today's World (prerequisite CPE 0700), MTH 1060 Business Math (prerequisite CPE 0500), or STT 2640 Elementary Statistics I (prerequisite CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice.

# Health Certificates

## Electrocardiography Departmental Certificate (6551D)

This certificate/area of specialization is focused on providing students with the basic knowledge and skills needed to perform an electrocardiogram (ECG) and recognize normal and common abnormal cardiac rhythms. Knowledge and skills learned will include basic cardiac anatomy and physiology, basic ECG interpretation, identification of common abnormal tracings and equipment operation, troubleshooting, and recording of rhythm strips and multi-lead ECGs. All courses can be applied to the Multi-Skilled Health Care one-year certificate program and the Medical Assisting one-year certificate and associate degree programs. Courses can also enhance the skills of students in the associate degree nursing programs.

Credit equivalencies may not exceed one half of the required technical course credits to receive this certificate. Credit equivalencies include articulated, experiential, transfer, and proficiency credit. In addition, MST 1171 must be completed at Clark State and all courses in the certificate must be completed with a grade of C or better.

Course #	Course Title	Credit Hours
MST 1105	Medical Terminology	2
BIO 1105	Fundamentals of Anatomy & Physiology	3
EMS 1171	Basic Life Support: CPR	0.5
MST 1171	Introduction to Electrocardiography	2
	Total Credit Hours	7.5

## Medical Assisting Certificate (6750C)

Medical Assistants perform clinical and administrative tasks in physicians and other health practitioners' offices and outpatient facilities. Specific duties vary from office to office depending on the location and size of the practice and the practitioner's specialty. Administrative duties include answering telephones, greeting patients, scheduling appointments and laboratory services, updating and filing patients' medical records, filling out insurance forms, and handling billing and bookkeeping. Clinical duties include taking medical histories and recording vital signs, explaining procedures to patients, preparing patients for and assisting the physician during examinations, collecting and preparing laboratory specimens, sterilizing medical instruments, instructing patients on medications and special diets, preparing and administering medications as directed by a physician, drawing blood, taking electrocardiograms,

removing sutures, and changing dressings.

The primary goal of the Medical Assisting Certificate program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Completion of this certificate will provide the student with the administrative and clinical skills needed for entry-level positions as a medical assistant. Students can fully apply this one-year certificate toward the completion of the Medical Assisting Associate Degree.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of the Medical Assisting Certificate, a graduate will be able to:

- Coordinate and facilitate patient care throughout the ambulatory care setting.
- Communicate effectively with patients, families, and members of the health care team.
- Perform clerical functions necessary to maintain medical office appointments, transcription, and medical records.
- Apply basic billing, collection, insurance, coding, and manage care guidelines needed to maintain office bookkeeping.
- Collect, transport, and process specimens.
- Obtain vital signs.
- Perform, assist, and follow up on diagnostic tests and procedures.
- Provide patient care.
- Instruct patients regarding health maintenance and disease prevention.
- Apply legal and ethical concepts.
- Apply privacy and confidentiality practices.

### Scholastic Preparation and Requirements

Entry into the Medical Assisting program is on a space limited basis. Students must petition for admission to the program and are considered for admission by the date in which they complete all petitioning requirements and file their petition online at [www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php). To be eligible to petition to the Medical Assisting program, students must have:

- A minimum COMPASS reading score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0300 and/or CPE 0400).

- Students are excused from taking the reading and writing placement tests if they have taken an ACT or SAT exam within the past three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on the Pre-algebra and 24 on the Developmental Algebra tests. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course (CPE 0500).
- Students are excused from taking the math/algebra placement test if they have taken the ACT or SAT exam within the last three years and received math scores of greater than or equal to 22 on the ACT and 560 on the math portion of the SAT or have taken and received a C or better in a college-level math course within the past ten years.
- A minimum cumulative grade point average (GPA) of 2.0 or greater in the required courses in the curriculum.

Students are admitted into the Medical Assisting program's technical (MAS) course sequence twice a year in fall and spring semesters. Admission letters for fall semester entry will be mailed in March. Acceptance letters for spring semester entry will be mailed in October. Students will continue to be granted admission if space is available up until the start of the semester. Students must maintain an overall C or 2.0 grade point average (GPA) for the courses in the Medical Assisting curriculum in order to be enrolled in MAS courses.

In order to progress through the program, students must maintain an overall GPA of 2.0 and a grade of C or better BIO 1105 and all MAS and MST courses. Admitted students who stop out must complete and submit a request for reinstatement into the MAS courses. Students must have an overall GPA of 2.0 to be considered for reinstatement and requests are then granted on a space available basis.

### Health and Directed Practice Requirements

All Medical Assisting associate degree and certificate students will complete 200 hours of directed practice at the end of the first year of the degree program or end of the certificate program. The directed practice course hours are only available during the daytime hours.

All Medical Assisting students must meet health requirements, obtain a criminal background check, and have current Basic Life Support (BLS)/professional cardiopulmonary resuscitation (CPR) certification prior to entering the directed practice course. Other requirements may be necessary depending on clinical site placement. All students are strongly encouraged to complete Hepatitis B immunizations prior to their second semester in the Medical Assisting program.

### Liability Insurance

Students will be billed for liability insurance for the directed practice courses.

### Graduation Requirements

Student must pass all the required courses, have a cumulative

grade point average (GPA) of 2.0 and must have a C as a minimum grade in BIO 1105 and all MAS and MST courses.

### Certification

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone 727-210-2350; FAX 727-210 2354; www.caahep.org. Therefore graduates of the program are eligible to take a national certification exam to obtain either their Certified Medical Assistant (CMA) or Registered Medical Assisting (RMA) certification credential.

### Curriculum

The curriculum plan that follows is for the fall semester start. The spring semester start varies somewhat in the sequencing of courses. Contact the Health and Human Services Division for a copy of the spring-semester start curriculum plan.

Course #	Course Title	Credit Hours
<b>Fall</b>		
BIO 1105	Fundamentals of Anatomy and Physiology	3
ENG 1111	English I	3
MAS 1103	Medical Administrative Office I	2
MAS 1104	Exam Room Procedures I	2
MST 1101	Introduction to Health Care	3
MST 1105	Medical Terminology	2
MST 1160	Phlebotomy	2
MST 1161	Phlebotomy Lab	1
<b>Spring</b>		
ITS 1105	Computer Concepts and Office Productivity Tools	3
PSY 1111	Introduction to Psychology	3
MAS 1113	Medical Administrative Office II	2
MAS 1114	Exam Room Procedures II	2
MAS 1115	Laboratory Procedures for the Medical Office	2
MAS 1116	Pharmacology for the Medical Office	2
MST 1171	Introduction to Electrocardiography	2
<b>Summer</b>		
MAS 1117	Medical Assisting Directed Practice	2
MAS 1118	Clinical Perspectives Seminar	1
	Total Credit Hours	37

# Multi-Skilled Health Care Certificate (6550C)

The Multi-Skilled Health Care certificate program is designed for individuals who are currently working in health care or who wish to enter the health care field. This program provides an introduction to the health care environment and provides training in more than one health care skill in order to meet the ever changing needs of the health care delivery system. Upon completion of this certificate students will have the skills needed to obtain employment in a variety of health care settings.

Students complete core courses and select courses from different specialty areas. The flexibility of the program allows students to choose specialty courses that meet their individual interests and needs. Many of these specialty areas have national certification or state licensure. Students who complete these specialty courses will be eligible to sit for the appropriate certification or licensure examinations.

Courses within this program can also be taken by students in other degree or certificate programs and by health care professionals who wish to expand their knowledge and skills and/or increase marketability for employment.

Many of the courses within this program also meet course requirements for a variety of the College' associate degree programs. Students who wish to complete an associate degree may also choose the associate of technical studies option to select the courses which match their interests and/or career goals.

The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

## Non-academic requirements

- Must meet specified health requirements prior to enrolling in clinical or directed practice courses.
- Will be billed for liability insurance when registering for specified clinical or directed practice courses.
- Will be required to obtain a criminal background check prior to enrolling in specified clinical or directed practice courses.

Students should also be aware that clinical/directed practice sites may also require:

- Random drug screening.
- HIV testing, if exposed to blood-borne pathogens.
- Submission to treatment/counseling, if exposed to infectious diseases.

## Certificate Requirements

To qualify for a certificate in Multi-Skilled Health Care students must pass all required courses, must obtain a grade of C or better in all technical courses and have a minimum cumulative GPA of 2.0.

Course #	Course Title	Credit Hours
<b>Fall</b>		
BIO 1105	Fundamentals of Anatomy and Physiology	3
EMS 1171	Basic Life Support: CPR	0.5
PSY 1111	Introduction to Psychology	3
MST 1101	Introduction to Health Care	3
MST 1105	Medical Terminology	2
- -	Technical Elective(s) *	6
<b>Spring</b>		
COM 1110	Interpersonal Communication I	or
COM 1170	Small Group Communication	3
ENG 1111	English I	3
ITS 1105	Computer Concepts and Office Productivity Tools	3
MST 1140	Human Disease	3
- -	Technical Elective(s) *	6
	<b>Total Credit Hours</b>	<b>35.5</b>

\* Students must choose a total of 12 credit hours of technical elective course work from the following specialty areas. Students should verify that course prerequisites have been met prior to registering for a course.

## Diagnostic Procedures

- MLT 1160 Phlebotomy (2 credits) (must also register for MLT 1161)
- MLT 1161 Phlebotomy Lab (1 credits) (must also register for MLT 1160)
- MST 1171 Principles of Electrocardiography (2 credits)

## Direct Patient Care

- MST 1181 Nurse Aide Training (4 credits)
- MST 1182 Patient Care Technician (3 credits)

## Emergency Care

- EMS 1100 EMT Theory and Practice (7 credits)

## Chemical Dependency

- SWK 1105 Chemical Dependency I: Pharmacology/Physiology of Psychoactive Substances (3 credits)
- SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies (3 credits)
- SWK 2215 Chemical Dependency III: Co-occurring Disorders of Addiction & Mental Health (3 credits)

## Other Technical Elective

- EBE 1000 Employability Skills (1 credits)

## Nurse Aide Departmental Certificate (6552D)

The Nurse Aide Training course is a six credit-hour course that incorporates both classroom and skills lab instruction and includes 24 clinical hours in a long-term care facility at the end of the course. Students must complete specific health requirements and a criminal background check at their own expense prior to participating in the clinical component of this course and will be billed for liability insurance when registering for the course.

Successful completion of this course within two years of entry into the first clinical nursing course of the LPN and RN programs meets the prerequisite nurse aide requirement of these programs. After completing the course, students are eligible to take the written and skills state certification test. Successful completion of the state certification test is an employment requirement for hire as a nurse aide in Ohio's long-term care facilities.

Course #	Course Title	Credit Hours
MST 1181	Nurse Aide Training	4
	Total Credit Hours	4

## Patient Care Technician Departmental Certificate (6553D)

This certificate/area of specialization is focused on providing students with the skills needed to provide direct patient care to clients in acute care settings under the direction and supervision of a registered nurse. All courses can be applied to the Multi-Skilled Health Care one-year certificate program. Credit equivalencies may not exceed one half of the required technical course credits to receive this certificate. Credit equivalencies include articulated, experiential, transfer, and proficiency credit. In addition, MST 1182 must be completed at Clark State and all courses in the certificate must be completed with a grade of C or better.

### Course # Course Title Credit Hours

#### Fall

EMS 1171	Basic Life Support: CPR	0.5
MST 1101	Introduction to Health Care	3
MST 1105	Medical Terminology	2
MST 1181	Nurse Aide Training *	4

#### Spring

BIO 1105	Fundamentals of Anatomy and Physiology	3
ITS 1100	Information Technology Basics	3
MST 1182	Patient Care Technician	3
	Total Credit Hours	18.5

\* Students must complete specific health requirements and obtain a criminal background check at their own expense prior to participating in the clinical component of this course. Students will be billed for liability insurance when registering for the course.

# Phlebotomy Departmental Certificate (6554D)

These courses provide students with the knowledge and skill to collect blood samples by venipuncture and skin puncture. Coursework does NOT include a directed practice or practicum course. All courses can be applied to the Multi-Skilled Health Care one-year certificate program and the Medical Assisting one-year certificate and associate degree programs. Courses can also enhance the skills of students enrolled in the associate degree nursing programs.

Credit equivalencies may not exceed one half of the required technical course credits to receive this certificate. Credit equivalencies include articulated, experiential, transfer, and proficiency credit. In addition, MST 1160 and MST 1161 must be completed at Clark State and all courses in the certificate must be completed with a grade of C or better.

Course #	Course Title	Credit Hours
MST 1105	Medical Terminology *	2
MST 1160	Phlebotomy	2
MST 1161	Phlebotomy Lab	1
	Total Credit Hours	5

## Practical Nursing Certificate (6350C)

The 12-month Practical Nursing Certificate is approved by the Ohio Board of Nursing and the Ohio Board of Regents. The program schedule that follows is designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals may require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of this program of practical nurse education, the graduate will be able to:

- Contribute to the data collection of the health care client from newborn through aged within prescribed settings.
- Within the legal scope of practice for the Practical Nurse, participate in the planning, implementation and evaluation of nursing care using the nursing process.
- Provide safe nursing care in prescribed situations using nursing skills and principles from the biological and behavioral sciences.
- Report and document significant findings of the client's condition to the appropriate individual in a timely manner.
- Identify health care learning needs of assigned clients and assist in teaching the health care client.
- Function as an active member of the nursing care team and assume responsibility for continuing growth in nursing knowledge and skills.
- Demonstrate a code of behavior based on ethical principles and an understanding of the legal scope of practice of the Practical Nurse.

### Scholastic Preparation

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online to be placed on the waiting list.

To be eligible to petition to the Practical Nursing program, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better, the appropriate college preparatory course (CPE 0300 and/or CPE 0400).
- Students are excused from taking the reading and writing placement tests if they have taken an ACT or SAT exam within the past three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT

or have obtained a C or better in a college-level English course.

- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the math placement if they have taken the ACT or SAT exam within the last three years and received mathematics scores of 22 on the ACT or 560 on the SAT or received a C or better in a college-level math course within the past three years.
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified nursing major.

### Licensure

Upon completion of the program, the graduate may apply to the Ohio Board of Nursing to take the NCLEX-PN Examination. Candidates for licensure in Ohio must disclose information related to any prior felony or misdemeanor, any crime involving gross immorality or moral turpitude, any violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

### Clinical Requirements

Prior to entering the first clinical nursing course (LPN 1101), students must have current professional cardiopulmonary resuscitation (CPR) provider status and current state-tested nurse aide credentials and/or have satisfactorily completed MST 1181 or its equivalent within the past two years. Please contact your nursing advisor for further information about these requirements.

Practical Nursing students must also meet health and criminal background check requirements and have health insurance before they enter the first clinical nursing course. Specific information will be presented at orientation after acceptance into the Practical Nursing program.

Students will be billed for liability insurance for the clinical courses.

### Progression and Graduation Requirements

To progress in the program and qualify for a certificate in Practical Nursing, students must have a cumulative average of 2.0 and must have a C as a minimum grade in BIO 1105 and all LPN courses.

### Gainful Employment

Review the Gainful Employment Disclosure for the Practical Nursing program.



Course #	Course Title	Credit Hours
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**Summer**

BIO 1105	Fundamentals of Anatomy and Physiology *	3
ENG 1111	English I	3
MST 1105	Medical Terminology	2

**Fall**

LPN 1101	Nursing Fundamentals	9
LPN 1201	Disease Process and Diet Therapy	4
LPN 1301	Pharmacology	3
PSY 1111	Introduction to Psychology	3

**Spring**

LPN 1401	Nursing Care of Adults	9
LPN 1501	Nursing Care of Women, Infants, & Children	5
PSY 2223	Lifespan Human Growth and Development*	3
Total Credit Hours		44

\*BIO 1105 and PSY 2223 must be successfully completed within ten years of entry into the first LPN course. If older than ten years, the course must be repeated. A grade of C or better is required for successful completion of BIO 1105.

## Practical Nursing Certificate - Evening - Weekend (6350C)

The Practical Nursing program also offers an evening-weekend option. Classes in this option are offered via web conferencing modality. This option provides students who are unable to attend school on a full-time basis during the day, another option for certificate completion. Students can enroll on a part-time basis, taking less than 12 credit hours during each semester. The program entrance requirements, learning outcomes, curriculum and clinical, graduation and licensure requirements are the same as listed for the full-time program. The program schedule that follows is designed for students who have completed all prerequisites and who have no college preparatory recommendations.

### Learning Outcomes

Upon completion of this program of practical nurse education, the graduate will be able to:

- Contribute to the data collection of the health care client from newborn through aged within prescribed settings.
- Within the legal scope of practice for the Practical Nurse, participate in the planning, implementation and evaluation of nursing care using the nursing process.
- Provide safe nursing care in prescribed situations using nursing skills and principles from the biological and behavioral sciences.
- Report and document significant findings of the client's condition to the appropriate individual in a timely manner.
- Identify health care learning needs of assigned clients and assist in teaching the health care client.
- Function as an active member of the nursing care team and assume responsibility for continuing growth in nursing knowledge and skills.
- Demonstrate a code of behavior based on ethical principles and an understanding of the legal scope of practice of the Practical Nurse.

### Scholastic Preparation

The number of students that can be admitted to the program each year is restricted due to the limited availability of clinical sites. All applicants are considered for admission by the date in which they complete all petitioning prerequisites and file a petition online at [http://www.clarkstate.edu/petitioning\\_process.php](http://www.clarkstate.edu/petitioning_process.php) to be placed on the waiting list.

To be eligible to petition to the Practical Nursing program, the student must have:

- A minimum COMPASS reading score of 75. If the student does not obtain a 75, he/she is required to take and pass with a grade of C or better the appropriate college preparatory course (CPE 0100 and/or CPE 0200).
- A minimum COMPASS writing score of 70. If the student does not obtain a 70, he/she is required to take and pass with a grade of C or better, the appropriate college preparatory course (CPE 0300 and/or CPE 0400).

- Students are excused from taking the reading and writing placement tests if they have taken an ACT or SAT exam within the past three years and received English scores of greater than or equal to 20 on the ACT and 500 on the SAT or have obtained a C or better in a college-level English course.
- A minimum COMPASS score of 47 on Pre-algebra and 45 on the Developmental Algebra test. If the student does not obtain the required scores, he/she must take and pass with a grade of C or better the appropriate college preparatory course(s) (CPE 0500 and/or CPE 0600). Students are excused from taking the math placement if they have taken the ACT or SAT exam within the last three years and received mathematics scores of 22 on the ACT or 560 on the SAT or received a C or better in a college-level math course within the past three years.
- A GPA of greater than or equal to 2.0 in the courses pertaining to the identified nursing major.

### Licensure

Upon completion of the program, the graduate may apply to the Ohio Board of Nursing to take the NCLEX-PN Examination. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior felony or misdemeanor, any crime involving gross immorality or moral turpitude, any violation of a drug law, and/or recent diagnosis or treatment of a psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

### Clinical Requirements

Prior to entering the first clinical nursing course (LPN 1101), students must have current professional cardiopulmonary resuscitation (CPR) provider status and must also have current state-tested nurse aide credentials and/or have satisfactorily completed MST 1181 or its equivalent within the past two years. Please contact your nursing advisor for further information about these requirements.

Practical Nursing students must also meet health and criminal background check requirements and have health insurance before they enter the first clinical nursing course. Specific information will be presented at orientation after acceptance into the Practical Nursing program.

Students will be billed for liability insurance for the clinical courses.

### Progression and Graduation Requirements

To progress in the program and qualify for a certificate in Practical Nursing, students must have a cumulative grade point average (GPA) of 2.0 and must have a C as a minimum grade in BIO 1105 and all LPN courses.

### Gainful Employment

Review the Gainful Employment Disclosure for the Practical Nursing program.

Course #	Course Title	Credit Hours
<b>Spring</b>		
ENG 1111	English I	3
MST 1105	Medical Terminology	2
PSY 1111	Introduction to Psychology	3
<b>Summer</b>		
BIO 1105	Fundamentals of Anatomy and Physiology *	3
PSY 2223	Lifespan Human Growth and Development *	3
<b>Fall</b>		
LPN 1201	Disease Process and Diet Therapy	4
LPN 1301	Pharmacology	3
<b>Spring</b>		
LPN 1101	Nursing Fundamentals	9
<b>Summer</b>		
LPN 1501	Nursing Care of Women, Infants, & Children	5
<b>Fall</b>		
LPN 1401	Nursing Care of Adults	9
	Total Credit Hours	44

\* BIO 1105 and PSY 2223 must be successfully completed within ten years of entry into the first LPN course. If older than ten years, the course must be repeated.

# Law Enforcement

## Corrections (2500)

Few careers in public service offer more challenge and variety to men and women than criminal justice.

The Corrections degree program offers the student a broad overview of the correctional system. The program prepares students for immediate employment in federal, state and local correctional facilities. Graduates may expect to qualify for entry-level positions as corrections officers, parole officers, and probation officers, as well as investigators and youth counselors.

The program schedules that follow are designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking developmental courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of an associate degree in Corrections, a graduate will be able to:

- The student will acquire basic oral and written communication skills and investigatory skills as required by professionals in the field of criminal justice.
- The student will understand the history of American social and political systems, including issues regarding gender, minority populations, and civil liberties.
- The student will acquire knowledge of human and social behavior.
- The student will acquire knowledge of organizational behavior management theories, organizational skills and critical thinking skills.

### Prerequisites

Anyone considering a law enforcement career should recognize that employment involves meeting physical requirements, which vary greatly among different agencies.

A conviction of any of the below crimes is a disqualifier for this program:

- Any felony
- Domestic violence or reduced charge stemming from a domestic violence incident

Any questions should be directed to the Program Coordinator.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
COR 1100	Introduction to Corrections	3
COR 1105	Probation and Parole	3
CRJ 1116	Systems Approach to Computer Technology	3
ENG 1111	English I	3
PSY 1111	Introduction to Psychology	3
SOC 1110	Introduction to Sociology	3
<b>Spring</b>		
COR 1130	Adult/Juvenile Corrections	3
CRJ 1120	Juvenile Procedures	3
COM 1110	Interpersonal Communication I	or
COM 1120	Public Speaking I	3
ENG 1112	English II	3
MTH 1060	Business Mathematics	3
SWK 1105	Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances	3
<b>Fall</b>		
COR 2280	Jail Practicum	3
CRJ 2216	Community Relations	3
CRJ 2228	Criminal Investigation	3
PSY 2230	Abnormal Psychology	3
SOC 2220	Comparing Cultures	3
<b>Spring</b>		
COR 2285	Prison Practicum	3
CRJ 2240	Criminal Law	3
PHL 2400	Philosophy of World Religions	3
CRJ 2235	Social Justice	3
PLS 2200	Constitutional Law	3
Total Credit Hours		66

# Criminal Justice Technology (2200)

The Criminal Justice program provides students with a contemporary curriculum. The program is responsive to our ever-changing society, which demands highly-educated and well-qualified candidates to meet the increasing standards of a variety of peace officer agencies.

Opportunities are plentiful in the criminal justice system in sheriffs' departments, municipal police departments, the state highway patrol, corrections agencies and other public and private agencies.

The program schedules that follow are designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking preparatory courses, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

Students completing the Clark State AAS degree in Criminal Justice, with additional courses of COR 100 and either COR 281 or 282, may transfer into the BS in Criminal Justice Leadership at Urbana University. Sixty semester credits (equivalent to 90 quarter credits) at Urbana are required to complete the BS degree.

## Learning Outcomes

Upon completion of an associate degree in Criminal Justice, a graduate will be able to:

- The student will acquire basic oral and written communication skills and investigatory skills as required by professionals in the field of criminal justice.
- The student will understand the history of American social and political systems, including issues regarding gender, minority populations, and civil liberties.
- The student will acquire knowledge of human and social behavior.
- The student will acquire knowledge of organizational behavior management theories, organizational skills and critical thinking skills.

## Prerequisites

Anyone considering a law enforcement career should recognize that employment involves meeting physical requirements, which vary greatly among different agencies.

A conviction of any of the below crimes is a disqualifier for this program:

- Any felony
- Domestic violence or reduced charge stemming from a domestic violence incident

Any questions should be directed to the program coordinator.

## Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the College Catalog.

Course #	Course Title	Credit Hours
<b>Fall</b>		
CRJ 1100	Introduction to Criminal Justice	3
CRJ 1116	Systems Approach to Computer Technology	3
ENG 1111	English I	3
PGR 1210	Stress Management	1
PSY 1111	Introduction to Psychology	3
SOC 1110	Introduction to Sociology	3
<b>Spring</b>		
CRJ 1120	Juvenile Procedures	3
CRJ 1123	Patrol Operations	3
COM 1110	Interpersonal Communication I	or
COM 1120	Public Speaking I	3
ENG 1112	English II	3
MTH 1060	Business Mathematics	3
SWK 1105	Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances	3
<b>Fall</b>		
CRJ 2201	Police Administration	3
CRJ 2216	Community Relations	3
CRJ 2225	Forensic Science I	4
CRJ 2228	Criminal Investigation	3
CRJ 2250	Community Resources	3
PSY 2230	Abnormal Psychology	3
<b>Spring</b>		
CRJ 2230	Forensic Science II	4
CRJ 2235	Social Justice	3
CRJ 2240	Criminal Law	3
CRJ 2280	Practicum	3
PLS 2200	Constitutional Law	3
Total Credit Hours		69

Note: See Criminal Justice Coordinator for additional information on technical electives.

# Law Enforcement Certificates

## Basic Peace Officer Academy (8020)

Clark State Community College offers the Basic Peace Officer Training Academy, in cooperation with local law enforcement agencies, and the State of Ohio and the Ohio Peace Officers' Training Commission (OPOTC). This is the state certifying academy mandated by OPOTC.

The objective of the academy is to provide the recruit with the basic fundamentals of entry-level peace officer training. Academy applicants must meet stringent entrance requirements as directed by the Attorney General of the State of Ohio.

Formal class meetings for this academy may be held on the Clark State Campus or at a satellite location. Firearms and driver trainings are conducted at off-campus locations. Attendance to all classes is mandatory.

Recruits successfully completing this academy will earn college credit toward a Criminal Justice Technology degree as well as the opportunity to sit for the state certification examination. Basic Peace Officer Training topics include administration, legal, human relations, firearms, driving, traffic accidents, investigation, patrol, traffic enforcement, civil disorders, defensive tactics, first aid, homeland security, and physical conditioning. Additional certificates are earned for pepper spray, straight baton, and taser.

Additional Information and an Enrollment Form can be found in the online program description.

### Gainful Employment

Review the Gainful Employment Disclosure for the Basic Peace Officer Academy.

Course #	Course Title	Credit Hours
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#### Session One:

##### Spring

CRJ 1283	Basic Law Enforcement I Session 1	8
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##### Summer

CRJ 1284	Basic Law Enforcement I Session 1	8
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Total Credit Hours		16
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#### Session Two:

##### Summer

CRJ 1283	Basic Law Enforcement II Session 2	8
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##### Fall

CRJ 1284	Basic Law Enforcement II Session 2	8
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Total Credit Hours		16
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# Social Services

## Social Services Technology (7200)

Social work education is at the core of the Social Services program. Social work is devoted to helping people function as well as they can within their environments. Areas of employment include alcohol and drug treatment, children's services, juvenile services, mental health, mental retardation and developmental disabilities, and public assistance. The field placement portion of the curriculum provides 420 hours of supervised learning experiences in local social services agencies.

The program schedules that follow are designed for full-time students who have completed all prerequisites and who have no college preparatory recommendations. Many individuals, especially part-time students and those taking college preparatory requirements, will require additional semesters of study. Students should consult their academic advisors for help in planning their schedules.

### Learning Outcomes

Upon completion of an Associate of Applied Science degree in Social Services, a graduate will be able to:

- Develop skills in screening, assessing, and developing treatment plans for client populations in the social services and/or addictions field.
- Demonstrate the ability to integrate social work and/or addictions theory with practical applications.
- Adhere to a professional code of ethics and policy/procedural standards in working with clients and coworkers.
- Complete professional documentation reports, including progress notes, psycho/social histories, and mental status evaluations, as well as other professional documentation.

### Prerequisites

Persons seeking a career in social services should recognize that to be successful, they must be emotionally stable, creative, and flexible. A social services professional must be able to work effectively with diverse groups of people and individuals with a wide variety of ages, racial and cultural backgrounds, and life situations. ENG 1111 and SWK 1100 must be completed with a grade of C or better before enrolling in additional courses. Students will be expected to meet minimum behavioral expectancies in order to continue in the Social Services program.

### Liability Insurance

Students will be billed for liability insurance for the year of practicum courses.

### Graduation Requirements

Graduates must obtain a C or better in all SWK courses and demonstrate professional ethical behavior, effective oral and written communication, professional documentation skills, basic listening skills, and an awareness of personal biases as they affect clients.

### Registration as a Social Work Assistant

Graduates of this program who have achieved a grade of C or better in all Social Services courses are eligible to be registered as Social Work Assistants by the Ohio Counselor and Social Worker Board. Graduates are required to complete a criminal background check when applying for the Social Work Assistant Certificate and when applying for positions in social work.

### Humanities/Social Science Electives

A complete listing of humanities and social science electives can be found in the Clark State catalog.

### Math Requirement

Students should speak with an advisor regarding whether MTH 1105, Mathematics and Today's World, or STT 2264, Elementary Statistics I, should be taken in order to meet the program's math requirement.

### Transfer Options

Students enrolled in the Social Services Technology Associate of Applied Science degree are preparing for employment upon graduation from the program. However, many of these students are also interested in completing a bachelor's degree in Social Work. Some colleges and universities have designed bachelor's completion programs for students who have completed their associate degree in social work. Local programs include:

- Capital University
- Wright State University

See the transfer section of the catalog and your academic advisor for more information.

# Social Services Certificates

## Chemical Dependency Departmental Certificate (7201D)

This certificate is a recommended addition to the resume of anyone working in service fields including health care, criminal justice, correction, and social services. It recognizes that an individual's scope of knowledge and practice includes specific understanding of the pharmacology, physiology, and treatment processes for substance abuse and addictions concerns seen daily in these fields. For those interested in working in the field of addictions treatment, this certificate is focused on providing clock hours in the global function domains of practice required by the Ohio Chemical Dependency Professionals Board under the Ohio Department of Alcohol and Drug Addiction Services (ODADAS) that meets the eligibility standards to apply for the Chemical Dependency Counselor Assistant (CDCA) state certification. The certificate will be issued for earning a minimum of 90 clock hours (9 credit hours). It will state the number of clock hours earned through taking the various courses listed below.

Course #	Course Title	Credit Hours
SWK 1105	Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances	3
SWK 2205	Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies	3
SWK 2215	Chemical Dependency III: Co-Occurring Disorders of Addiction and Mental Health	3
	<b>Total Credit Hours</b>	<b>9</b>

Course #	Course Title	Credit Hours
<b>Fall</b>		
SWK 1100	Introduction to Social Work *	3
SWK 1105	Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances	3
ENG 1111	English I *	3
SOC 1110	Introduction to Sociology	3
STT 2640	Elementary Statistics I	or
MTH 1050	Mathematics and Today's World	3
<b>Spring</b>		
SWK 1121	Social Work Methods and Procedures	4
SWK 1136	Affective Education and Group Treatment	3
ENG 1112	English II	3
PSY 1111	Introduction to Psychology	3
--	Humanities Elective	3
<b>Fall</b>		
SWK 2205	Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies	3
SWK 2218	Social Work and Mental Health	3
SWK 2230	Introduction to Social Welfare	3
SWK 2260	Multicultural Competence in a Diverse World	3
SWK 2271	Social Services Practicum I **	2
SWK 2291	Social Services Seminar I	1
PSY 2223	Lifespan Human Growth and Development	3
<b>Spring</b>		
SWK 2215	Chemical Dependency III: Co-Occurring Disorders of Addiction and Mental Health	3
SWK 2232	Generalist Practice with Families	3
SWK 2272	Social Services Practicum II	2
SWK 2292	Social Services Seminar II	1
BIO 1410	Fundamentals of Biology	4
--	Humanities/Social Science Elective (GA)	3
	<b>Total Credit Hours</b>	<b>65</b>

\* ENG 1111 and SWK 1100 MUST be completed with a C or better before enrolling in additional social service (SWK) courses.

\*\* SWK 2271 Social Service Practicum I and SWK 2291 Social Service Seminar I must be taken together. Students must attend Practicum orientation to be admitted into SWK 2271, along with written approval from the field placement instructor.

# Theatre Arts

## Theatre Arts

Theatre Arts Clark State offers two programs in theatre, both developed in conjunction with Clark State's Performing Arts Center in downtown Springfield.

The first option is an associate of arts degree with a performing arts concentration that focuses on acting, voice, theatre history, etc. Performance students will most likely transfer to university programs with a performance focus.

The second option is an associate of arts degree with a technical theatre concentration that focuses on stagecraft, lighting, and sound.

Students who enroll in this program should be prepared for entry-level technical careers at the end of the two years of full-time study, although some students may choose to transfer to university programs with a technical focus. Students in both programs will be involved with theatrical productions produced by the Theatre Arts Program held in either the Turner Studio Theatre or Kuss Auditorium.

Additionally, students may also have the opportunity to work backstage on visiting touring productions at the Performing Arts Center. In order to finish a theatre arts degree in two years, full-time students should have completed all prerequisites and have no college preparatory requirements. Many individuals, especially part-time students and those taking preparatory courses will require additional semesters of study. Students should consult their academic advisor for help planning their schedules.

### Learning Outcomes

Upon completion of an associate degree in Theatre Arts & Performance, a graduate will be able to:

- Demonstrate competency with basic audition techniques.
- Internalize the discipline and professional attitude of a performer.
- Analyze a script for the purposes of character development.
- Analyze a play's structure, character, themes and production values.
- Differentiate among major periods in theatre history.
- Demonstrate competency in at least two different areas within the performing arts.

## Theatre Arts - Option One: Performance (3110)

It is mandatory for performance majors to audition for all Theatre Program productions, however, they are only required to perform in three shows during their years of study.

### Area 1 - English (6 credit hours)

Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AA degree.

### Area 2 - Communication (3 credit hours)

At least one class from COM 1100, 1120, 1170, 2220

### Area 3 - Literature, the Arts, and Humanities (15 credit hours)

Five courses. Must include both THE 1130 and THE 1133. At least one is chosen from ENG 1600, 2250, 2300, 2500, 2610, 2620; at least one from HST or PHL, and at least one additional class from ART 1300, 1330, 1340; MUS 1300; SPN 1111, 1112, 2211, 2212; FRN 1111, 1112; HST; PHL; or ENG 1600, 2250, 2300, 2500, 2610, 2620

### Area 4 - Social Sciences (9 credit hours)

Three courses. Must include PSY 1111 and two courses listed under Economics, Geography, Political Science, Psychology, Sociology or Regional Studies.

### Area 5 - Mathematics & Computers (3 credit hours)

At least one course from those listed under Mathematics (in the Transfer Module). This includes MTH 1050, 1280, 1340, 2100, 2200, 2220, 2240, 2330, 2530, STT 2640, STT 2650.

### Area 6 - Natural Sciences (8-10 credit hours)

Many options are available; choose one most suited to your transfer institution. At least two classes from BIO, CHM, GLG, PHY; taken from those listed under Natural & Physical Sciences in the Transfer Module.

### Foundations (1 credit hour)

Effective Fall 2012, all students pursuing an AA or AS degree must take GEN 1100, College Readiness. GEN 1100 should be taken as early as possible in a student's academic career.

### Capstone Seminar (3 credit hours)

All students pursuing either the AA or AS degree are required to take the Capstone Seminar (HUM 2899). Students must have earned at least 45 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of specific AA/AS program goals.

### Concentration/Elective (12-25 credit hours)

Must include THE 1107, 1140, 2201, 2202 and THE 1151 (taken each semester for 4 total credit hours) and THE 2241 and 2242.



## Global Awareness

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses meeting the requirement begin on page 6 in the 2012-2013 catalog. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

## Advanced Courses

In addition to the Capstone Seminar, all students pursuing an AA degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

Total Credit Hours 70

\*The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first.

## Theatre Arts - Option Two: Technical Theatre (3150)

It is mandatory for technical theatre majors to work on, at least, three shows during their years of study. Roles for technical theatre majors include, but are not limited to, Stage Management, Light or Sound Board Operator, and Run Crew.

### Area 1 - English (6 credit hours)

Grades of C or better in ENG 1111 English I and ENG 1112 English II are required for graduation with the AA degree.

### Area 2 - Communication (3 credit hours)

At least one class from COM 1100, 1120, 1170, 2220

### Area 3 - Literature, the Arts, and Humanities (15 credit hours)

Five courses. Must include both THE 1130 and THE 1133. At least one is chosen from ENG 1600, 2250, 2300, 2500, 2610, 2620; at least one from HST or PHL, and at least one additional class from ART 1300, 1330, 1340; MUS 1300; SPN 1111, 1112, 2211, 2212; FRN 1111, 1112; HST; PHL; or ENG 1600, 2250, 2300, 2500, 2610, 2620

### Area 4 - Social Sciences (9 credit hours)

Three courses. Must include PSY 1111 and two courses listed under Economics, Geography, Political Science, Psychology, Sociology or Regional Studies.

### Area 5 - Mathematics & Computers (3 credit hours)

At least one course from those listed under Mathematics (in the Transfer Module). This includes MTH 1050, 1280, 1340, 2100, 2200, 2220, 2240, 2330, 2530, STT 2640, STT 2650.

### Area 6 - Natural Sciences (8-10 credit hours)

Many options are available; choose one most suited to your transfer institution. At least two classes from BIO, CHM, GLG, PHY; taken from those listed under Natural & Physical Sciences in the Transfer Module.

### Foundations (1 credit hour)

Effective Fall 2012, all students pursuing an AA or AS degree must take GEN 1100, College Readiness. GEN 1100 should be taken as early as possible in a student's academic career.

### Capstone Seminar (3 credit hours)

All students pursuing either the AA or AS degree are required to take the Capstone Seminar (HUM 2899). Students must have earned at least 45 credit hours prior to taking the course and must take the course for graduation. The course will assess student achievement of specific AA/AS program goals.

### Concentration/Elective (12-25 credit hours)

Must include THE 1111, 1112, 2210, 2220 and THE 1161 (taken each semester for 4 total credit hours) and THE 2241 and 2242.

## Global Awareness

In recognition of the growing importance of global awareness, the College also requires that students receiving the Associate of Arts degree take at least four courses with significant international content. Courses meeting the requirement begin on page 6 in the 2012-2013 catalog. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

## Advanced Courses

In addition to the Capstone Seminar, all students pursuing an AA degree are required to complete at least 6 credit hours in courses numbered 2000 or higher. These classes will typically be in the Concentration/Elective area, but may also fulfill requirements in Areas 2 - 6 above.

Total Credit Hours 70

\*The number of credit hours and courses may vary with specific curriculum guides. Check with your advisor first.

# Theatre Arts Certificates

## Arts Administration Departmental Certificate (3150D)

The Arts Administration Certificate is designed to prepare students for entry-level positions in arts administration. General education courses in theatre, as well as arts administration, acting, and stagecraft provide a broad overview of the arts. Accounting, marketing, and management courses will give the students the business background they need to succeed in arts management. Many of the courses needed for this certificate overlap those required in Management and/or Theatre Arts, so students can apply many of the following classes to the requirements for those programs. Many students will use this certificate as a post-degree credential to enhance their employability and transfer options

### Course # Course Title Credit Hours

#### Fall

THE 1111	Stagecraft I	3
THE 2235	Stage Management	3
THE 2241	Theatre History I	or
THE 2242	Theatre History II *(Spring)	3
THE 2201	Acting I	3
ACC 1000	Accounting Concepts	3
ACC 1100	Introduction to Financial Accounting	4
MGT 1120	Principles of Management	3
	Total Fall Credit Hours	19 or 22

#### Spring

THE 1130	Theatre Appreciation	3
THE 2235	Stage Management	3
THE 2241	Theatre History I (Fall)	or
THE 2242	Theatre History II *	3
ACC 1100	Introduction to Financial Accounting	4
MGT 1060	Organizational Behavior	3
MGT 1120	Principles of Management	3
MKT 2000	Marketing Management	3
	Total Spring Credit Hours	19 or 22

\* Humanities elective meeting Global Awareness requirement.





# Course Descriptions

2012  
2013

In Fall 2012, Clark State is transitioning its academic calendar from quarters to semesters. This section outlines the semester courses and descriptions at the time of printing and updates/changes may occur. Work closely with your advisor when scheduling to ensure you stay on track for program completion and graduation.

## Course Numbering System

Alpha prefixes identify the subject area of the course while the number identifies the level. Courses in the 1000 series are usually considered first-year courses while courses in the 2000 series are usually considered second-year courses. However, students should follow their recommended curriculum guides and the advice of their advisors when making final decisions regarding the level and sequence of courses.

Courses numbered under 1000 or identified with the prefix CPE or DEV may not be accepted by other colleges and universities for transfer credit. College Preparatory Education (Developmental) courses do not meet graduation requirements at Clark State.

## Prerequisite(s)/Corequisite(s)

Some courses require a certain degree of prior knowledge or competence called a prerequisite. For example, a college preparatory education (CPE or DEV) course in reading or mathematics may be considered a prerequisite to most courses or mathematics courses, depending on the student's placement test scores. In other cases prerequisite courses are necessary to enter the second or third course of a sequence.

Sometimes the prior knowledge required for a course can be obtained at the same time as the course itself. In this case, it is called a pre/corequisite. Pre/corequisite courses must be taken during the same term or prior to the selected course.

Sometimes courses must be taken concurrently. If this is the case the courses are designated as corequisites. For example, a seminar course and its associated practicum course must be taken simultaneously.

It is the student's responsibility to be aware of course prerequisites and corequisites which are listed in the course descriptions and also any courses required prior to the listed prerequisite(s). Faculty, in conjunction with the divisional dean or Dean of Student Affairs, may withdraw students who are enrolled in courses for which they do not have the prerequisite(s) or corequisite(s).

## (ACC) Accounting

### ACC 1000 Accounting Concepts (3)

Contact hours (3 total): 3 lecture

Survey of financial accounting for nonaccounting majors. Topics covered include: accounting concepts, financial statements, internal control, cash, receivables, inventories, plant and equipment, liabilities, and payroll. Course does not substitute for ACC 1100.

Prerequisite(s): CPE 0200 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

### ACC 1100 Introduction to Financial Accounting (4)

Contact hours (5 total): 3 lecture, 2 lab

Fundamental accounting concepts, terms, and procedures. Emphasis on analyzing, classifying and recording accounting data.

Prerequisite(s): CPE 0200 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### ACC 1200 Managerial Accounting (4)

Contact hours (5 total): 3 lecture, 2 lab

Theories, standards and practices related to the analysis of accounting data as part of the managerial process of planning, decision making, and control.

Prerequisite(s): ACC 1100

Terms Offered: Fall, Spring, Summer

### ACC 1300 Payroll Accounting (2)

Contact hours (2 total): 2 lecture

Practical application of payroll tax laws and requirements. Use of manual and computerized systems; payroll registers, tax returns, and deposit coupons.

Prerequisite(s): ACC 1100

Terms Offered: Spring

### ACC 1400 Computerized Accounting (3)

Contact hours (3 total): 3 lecture

Integrated accounting systems applications. Maintaining accounting records, financial statement generation using accounting software. Study of both service and merchandising businesses.

Prerequisite(s): ACC 1100

Terms Offered: Fall

### ACC 2000 Spreadsheet Accounting (3)

Contact hours (3 total): 3 lecture

Accounting applications applied using Microsoft Excel. Financial statement preparation, aging of accounts receivable, loan amortization, ratio analysis, payroll, depreciation, fixed assets covered. Emphasis on sorting, filtering, and formatting.

Prerequisite(s): ACC 1100 and ITS 1235

Terms Offered: Fall

**ACC 2100 Intermediate Accounting I (4)**

Contact hours (4 total): 4 lecture

Conceptual framework, standard-setting concepts and principles of both US Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS), balance sheet, income statement, statement of shareholders' equity, statement of cash flows, and disclosures.

Prerequisite(s): ACC 1100

Terms Offered: Fall

**ACC 2200 Intermediate Accounting II (4)**

Contact hours (4 total): 4 lecture

US Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) applied to fixed assets, intangibles, investments, liabilities, income taxes, stockholders' equity, and statement of cash flows.

Prerequisite(s): ACC 2100

Terms Offered: Spring

**ACC 2300 Cost Accounting (3)**

Contact hours (3 total): 3 lecture

Cost accounting principles including job order cost, process cost, and standard cost accounting. Variance analysis and budgeting also covered.

Prerequisite(s): ACC 1200 and ITS 1235

**ACC 2400 Tax Accounting (4)**

Contact hours (4 total): 4 lecture

Theory of individual taxes and their application under the Internal Revenue Code. Preparation of individual tax returns. Introduction to federal business tax law, Ohio Commercial Activity Tax, and Sales Tax covered.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**ACC 2500 Accounting Capstone (4)**

Contact hours (4 total): 4 lecture

Preparation for the ABA (Accredited Business Accountant) Certification. Comprehensive examination for accreditation in accountancy offered through the Accreditation Council for Accountancy and Taxation (ACAT).

Prerequisite(s): ACC 2400 and MGT 2600

Pre/Corequisite(s): ACC 2200

Terms Offered: Spring

# (AGR) Agriculture

**AGR 1100 Ag Survey and Professional Development (4)**

Contact hours (4.5 total): 3.5 lecture, 1 lab

Exploration of agriculture and horticulture career opportunities. Assessment and development of professional skills, including goals, employability skills, student responsibilities, and industry expectations. Using electronic media for information gathering, presentations, communication, and data management.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$10.00

Terms Offered: Fall, Spring

**AGR 1250 Animal Agriculture (3)**

Contact hours (3 total): 3 lecture

Animal science focusing on the economic importance of the animal production industry. Identification of species, breeds, and general production techniques. Feeds, nutrition, animal health, environmental concerns, and facility requirements.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$10.00

Terms Offered: Fall

**AGR 1300 Soil Science (4)**

Contact hours (5 total): 3 lecture, 2 lab

A basic understanding of soils; the study of soil formation, physical properties, water movement, organic matter, and soil organisms.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Fall

**AGR 1350 Soil Fertility (4)**

Contact hours (5 total): 3 lecture, 2 lab

Principles of soil fertility, plant nutrient requirements, nutrient sources, application methods, and environmental concerns.

Prerequisite(s): AGR 1300

Lab Fee: \$30.00

Terms Offered: Spring

**AGR 1400 Turfgrass Science (3)**

Contact hours (4 total): 2 lecture, 2 lab

Role of turfgrass in the green industry. Classification and structure of grasses. Development of best cultural practices for landscapes, public areas, sports fields, and golf courses, including establishment, mowing, fertilization, aeration, and irrigation.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall

**AGR 1500 Landscape Design (4)**

Contact hours (6 total): 2 lecture, 4 lab

A study of landscape design concepts and principles. Emphasis on site survey; site planning; landscape plant utilization; and development of basic sketching, drawing, lettering, and labeling skills.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Spring

**AGR 1600 Landscape Maintenance (4)**

Contact hours (5 total): 3 lecture, 2 lab

Approved practices in the care and maintenance of landscape sites. Emphasis on planning, site survey, pruning, mulching, transplanting, plant utilization, and plant care.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Fall

**AGR 1700 Landscape Construction (4)**

Contact hours (6 total): 2 lecture, 4 lab

Fundamental principles and practices of landscape construction. Site survey, planning, preparation, materials, techniques, safety principles, and tool and equipment operation. Development of job specification, bids, and workforce and project management.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Spring

**AGR 1800 Welding (4)**

Contact hours (6 total): 2 lecture, 4 lab

Introduction to welding techniques such as Stick, MIG, TIG, and Oxyacetylene welding. Additional skill development in oxyacetylene brazing, cutting, and plasma cutting.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$40.00

Terms Offered: Spring

**AGR 200B Co-op Experience in Ag Business (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 200E Co-op Experience in Ag Engineering (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 200G Co-op Experience in Golf Course Ops (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 200L Co-op Experience in Landscape Design (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 200N Co-op Experience in Nursery Ops (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 200P Co-op Experience in Parks & Rec (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 200T Co-op Experience in Turf & Landscape (2)**

Co-op work experience in the student program area. Minimum of 300 hours at an agribusiness selected by the student. Work plan and goals development. Oral and written reports.

Prerequisite(s): AGR 1100 and a minimum of 10 technical hours  
Instructor Permission Required.

Terms Offered: Summer

**AGR 2100 Woody Plant Materials (4)**

Contact hours (5 total): 3 lecture, 2 lab

Identification of trees, shrubs, ground covers, and related woody plant materials commonly used in the green industry.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall

**AGR 2150 Herbaceous Plant Materials (3)**

Contact hours (4 total): 2 lecture, 2 lab

Identification of annuals, biennials, perennials, bulbs, and monocots used in the green industry.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Spring

**AGR 2200 Crop Production (3)**

Contact hours (3 total): 3 lecture

Adoption, utilization, cultural, and management practices of major agricultural field and forage crops. Product quality and commercial standards associated with crops and use of electronic equipment and software in approved management techniques.

Prerequisite(s): ENG 1111

Lab Fee: \$10.00

Terms Offered: Fall

**AGR 2300 Plant Propagation (4)**

Contact hours (5 total): 3 lecture, 2 lab

Principles and techniques used to propagate floral, greenhouse, and landscape plants. Explore materials, facilities, and structures used by commercial growers.

Prerequisite(s): CPE 0200 and CPE 0400

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$35.00

Terms Offered: Spring

**AGR 2400 Turfgrass Management (3)**

Contact hours (4 total): 2 lecture, 2 lab

Management of turfgrass cultural practices as applied in the turfgrass industry. Equipment selection, maintenance, and management. Fertilizer and pest management; developing schedules; record keeping; and budget development.

Prerequisite(s): AGR 1400

Lab Fee: \$20.00

Terms Offered: Fall

**AGR 2450 Irrigation Systems (3)**

Contact hours (4 total): 2 lecture, 2 lab

Irrigation system operation and design. Primary emphasis is on turfgrass, golf course, and commercial operations.

Prerequisite(s): ENG 1111 and MTH 1200

Lab Fee: \$20.00

Terms Offered: Spring

**AGR 2500 Advanced Landscape Design (4)**

Contact hours (6 total): 2 lecture, 4 lab

Advanced study and application of landscape design principles and techniques with the emphasis on planning, designing, pricing, and selling diversified landscapes.

Prerequisite(s): AGR 1500

Lab Fee: \$30.00

Terms Offered: Spring

**AGR 2550 Computer Aided Landscape Design (4)**

Contact hours (6 total): 2 lecture, 4 lab

Principles of computer aided landscape design systems. Generation of a landscape plan from various software packages, bill of material estimation packages. Presentation media for customer applications.

Prerequisite(s): AGR 2500

Lab Fee: \$30.00

Terms Offered: Spring

**AGR 2600 Plant Pests (4)**

Contact hours (5 total): 3 lecture, 2 lab

Identification of insects, diseases, and weeds important to the green industry. Pest life cycles, types of damage, and natural controls.

Prerequisite(s): CPE 0100 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Fall

**AGR 2650 Integrated Pest Management (4)**

Contact hours (5 total): 3 lecture, 2 lab

Management of pest problems utilizing approved control methods. Use of cultural, biological, and chemical methods including the safe use, handling, and application of pesticides. Individualized study in the student's area of interest.

Prerequisite(s): AGR 2600

Lab Fee: \$20.00

Terms Offered: Spring

**AGR 2700 Ag Business Management (4)**

Contact hours (4 total): 4 lecture

An in-depth study of planning, creating, organizing, operating, and managing an agribusiness. Development of a detailed business plan in the student's area of interest.

Pre/Corequisite(s): ENG 1111

Lab Fee: \$10.00

Terms Offered: Fall

**AGR 2775 Ag Marketing and Trade (3)**

Contact hours (3 total): 3 lecture

Fundamental principles, policies, problems, structure, and strategy of agricultural marketing and international trade. Development of a marketing plan. Implications of world trade and political aspects of world food production.

Prerequisite(s): AGR 2700

Pre/Corequisite(s): ENG 1111

Terms Offered: Spring



### **AGR 2800 Equipment Management, Maintenance, & Repair (4)**

Contact hours (6 total): 2 lecture, 4 lab

Development of best practices for selection, operation, and management of green industry equipment. Small engine operation, troubleshooting, and overhaul. Rent, lease, buy decisions; depreciation schedules, maintenance schedules, and other fleet resources.

Prerequisite(s): ENG 1111 and MTH 1200

Lab Fee: \$30.00

Terms Offered: Fall

### **AGR 2850 Agricultural Capstone Seminar (3)**

Contact hours (3 total): 3 lecture

Application of knowledge and skills. Use of problem-solving and teaming skills to respond to a series of real-world industry scenarios. Off-site casework may be required.

Prerequisite(s): AGR co-op, AGR 1350, AGR 2700

Lab Fee: \$10.00

Terms Offered: Spring

## **(ART) Art**

### **ART 1001 Art History I (3)**

Contact hours (3 total): 3 lecture

Survey of visual art from prehistoric times through the early Renaissance era.

Pre/Corequisite(s): ENG 1111

Terms Offered: Fall

### **ART 1002 Art History II (3)**

Contact hours (3 total): 3 lecture

Description: Survey of visual art and architecture from the early Renaissance era to the Modern period.

Pre/Corequisite(s): ENG 1111

Terms Offered: Spring, Summer

### **ART 1111 Drawing I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Line value, shape, and color in developing visual drawing skills. Two and three-dimensional problems. Study of location of forms in space, their proportion and structure with light and shade as well as perspective. Representational and contemporary problems with complex composition arrangements, wet/dry media and simple color drawing to develop visual skills. Use of still life, landscape, and introduction to some figure work. Line, value, shape, and color in developing visual drawing skills. Introduction to figure drawing.

Lab Fee: \$30.00

Terms Offered: Fall

### **ART 1112 Drawing II (4)**

Contact hours (5 total): 3 lecture, 2 lab

Interpretation of figure using wet/dry media, black and white and complex color. For both fine and graphic design artists. Explores use of line value and shape and color in developing visual drawing skills. Two and three-dimensional problems are

given. Study of location of forms in space, their proportion and structure with light and shade as well as perspective. Representational and contemporary problems with complex composition arrangements, wet/dry media and simple color drawing to develop visual skills. Still life, landscape, and introduction to some figure work. Explores the use of line, value, shape, and color in developing visual drawing skills.

Prerequisite(s): ART 1111

Lab Fee: \$30.00

Terms Offered: Spring

### **ART 1300 Appreciation of the Arts (3)**

Contact hours (3 total): 3 lecture

Survey of the spectrum of the arts embedded within western civilization. Examines and evaluates the aesthetic contributions of painting, sculpture, architecture, music, and dance of each historical period. Individual artworks for each period illustrating the nature and problems of the creative process as it evolved during each specific period from the Paleolithic Period to the Post-Modern Period.

Prerequisite(s): none

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

## **(ATI) Advanced Technical Intelligence**

### **ATI 1100 Introduction to the Intelligence Community (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of the Intelligence Community (IC). Origin and purpose of the IC, its current structure, and the diverse roles and missions of its members. The intelligence cycle (heart of the IC). Entire process used for creating intelligence: identifying requirements; tasking appropriate agencies and systems to collect data; processing, exploiting, and analyzing of the data; and production and delivery of timely, accurate, and relevant intelligence products. Introduction to other important intelligence-related issues, such as operations and communications security, counterintelligence and covert action, homeland security, intelligence oversight, and ethics. Foundation for other intelligence courses in the technical intelligence program. US citizenship required.

Prerequisite(s): CPE 0200, CPE 0400, US citizenship, and background check

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Other Fee: \$495.00

Terms Offered: Fall

**ATI 1200 Fundamentals of Remote Sensing in Intelligence (3)**

Contact hours (4 total): 2 lecture, 2 lab

Science, technology, and applications of remote sensing and related information from materials science, physics, optics, electronics, computer processing, and other disciplines. Phenomenology and practice of remote sensing for problem solving ranging from environmental to social to industrial data gathering and interpretation. Preparation for careers in advanced technical intelligence with a focus on fusing multi-INT data into more accurate and actionable intelligence. Development of advanced technical intelligence work force skills. U.S. citizenship required.

Prerequisite(s): CPE 0200, CPE 0400, CPE 0700, US citizenship, and background check

Pre/Corequisite(s): ATI 1100 and ENG 1111

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Other Fee: \$495.00

Terms Offered: Fall

**ATI 2100 Introduction to Spectral Sensing with Applications in Intelligence (3)**

Contact hours (4 total): 2 lecture, 2 lab

Concepts of spectral remote sensing as they are applied to military / Intelligence applications with special emphasis on commercial sensors and solutions. What spectral remote sensing is and is not, its advantages and disadvantages. Concrete knowledge of available unclassified spectral instruments (both hyper-spectral and multi-spectral sensors), their characteristics and how to best employ them. Basic Spectral Phenomenology, the Spectral Signature, Sensor Analysis, Data Products, and Data Fusion. Course discussions and applications related to student interests. U.S. citizenship required.

Prerequisite(s): ATI 1100, ATI 1200, and US citizenship

Other Fee: \$495.00

Terms Offered: Spring

**ATI 2200 Introduction to Radar (3)**

Contact hours (4 total): 2 lecture, 2 lab

Concepts of practical application of radar phenomenology and technology needed to achieve the performance seen in modern radar. Capabilities and limitations of radar, the performance and implementation of its critical sub-systems, and the requirements particular radars must meet in order to perform common Measurement and Signature Intelligence (MASINT) and Advanced Geospatial Intelligence (AGI) missions (e.g. Synthetic Aperture Radar (SAR), Line of Sight, and Over the Horizon). Understand radar and exploit its use in a variety of potential intelligence tasks. Predict the expected performance of a radar system. U.S. citizenship required.

Prerequisite(s): ATI 1100, ATI 1200, MTH 1280, and US citizenship

Pre/Corequisite(s): MTH 1340 or MTH 1200 or MTH 1115

Other Fee: \$495.00

Terms Offered: Spring

**ATI 2300 Introduction to Large-Area Surveillance (3)**

Contact hours (4 total): 2 lecture, 2 lab

Concepts of electro-optical remote sensing of important objects (sometimes rapidly moving) that can appear anywhere in the world without warning for a limited period of time including missiles and aircraft in powered flight, nuclear and conventional explosions, fires, and other military activity. The unique object signature and sensor characteristics that allow detection of these objects while continuously monitoring large areas. US Citizenship required.

Prerequisite(s): ATI 2100, ATI 2200, US citizenship, and Secret clearance

Instructor Permission Required.

Other Fee: \$495.00

Terms Offered: Summer

**ATI 2400 Measurement and Signature Intelligence (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of Measurement and Signature Intelligence (MASINT) and Advanced Geospatial Intelligence (AGI) disciplines to include the science behind geophysical signatures such as Chemical, Biological, Radiological, and Nuclear Weapons. MASINT as it relates to Seismic and Acoustic phenomena, Geophysical Materials, and Radio Frequency Spectrum. Different technologies used in lethal and non-lethal Directed Energy Weapons identifying strengths and vulnerabilities of electromagnetic and chemically powered artillery. Application of MASINT/AGI collection and processing techniques and capabilities learned in prior course work. Individually and in groups develop a collection and analysis plan targeting one of today's challenging intelligence problems. U.S. citizenship and security clearance required.

Prerequisite(s): ATI 2100, ATI 2200, US citizenship, and Secret clearance

Pre/Corequisite(s): ATI 2300

Other Fee: \$495.00

Terms Offered: Summer

## (AVN) Aviation

**AVN 1001 Private Pilot Ground (3)**

Contact hours (3 total): 3 lecture

Conduct flight training in a single engine land airplane. Preparation for computer based private pilot knowledge test.

Lab Fee: \$150.00

Terms Offered: Fall, Spring, Summer

**AVN 1002 Private Pilot Flight Lab (2)**

Contact hours (4 total): 4 lab

Aeronautical knowledge and experience. Develop the flight proficiency necessary to meet the requirements for a private pilot certificate.

Prerequisite(s): (FAA third class medical certificate required.)

Pre/Corequisite(s): AVN 1001

Instructor Permission Required.

Lab Fee: \$7850.00

Terms Offered: Fall, Spring, Summer

**AVN 1003 Supervised Flight I (2)**

Contact hours (4 total): 4 lab

Development of cross country flight time requirements for an FAA instrument rating.

Prerequisite(s): AVN 1001, AVN 1002, or Private Pilot Certificate

Lab Fee: \$4950.00

Terms Offered: Fall, Spring, Summer

**AVN 1011 Instrument Ground (3)**

Contact hours (3 total): 3 lecture

Instrument flight rules and procedures, advanced flight planning and navigation, Federal Aviation Regulations, controlled airspace procedures, advanced communications.

Prerequisite(s): AVN 1001, AVN 1002, or Private Pilot Certificate

Pre/Corequisite(s): AVN 1003

Instructor Permission Required.

Lab Fee: \$150.00

Terms Offered: Fall, Spring

**AVN 1012 Instrument Flight Lab (1)**

Contact hours (3 total): 3 lab

Aeronautical knowledge and experience. Develop flight proficiency necessary to meet the requirements for an instrument rating.

Prerequisite(s): AVN 1001, AVN 1002, or Private Pilot Certificate

Pre/Corequisite(s): AVN 1003

Lab Fee: \$6300.00

Terms Offered: Fall, Spring, Summer

**AVN 1013 Supervised Flight Lab II (2)**

Contact hours (4 total): 4 lab

Flight time requirements for a commercial pilot certificate.

Prerequisite(s): Private Pilot Certificate, AVN 1003, and AVN 1012

Lab Fee: \$4950.00

Terms Offered: Fall, Spring, Summer

**AVN 1014 Supervised Flight Lab III (2)**

Contact hours (4 total): 4 lab

Development of flight time requirements for the commercial pilot certificate.

Prerequisite(s): AVN 1003, AVN 1013, and Private Pilot Certificate

Lab Fee: \$4950.00

Terms Offered: Fall, Spring, Summer

**AVN 2001 Commercial Ground (3)**

Contact hours (3 total): 3 lecture

Aeronautical knowledge necessary to conduct commercial pilot operations. Necessary aeronautical knowledge to pass the computer based commercial pilot knowledge test.

Prerequisite(s): (Private Pilot Certificate) and AVN 1014

Lab Fee: \$150.00

Terms Offered: Fall, Spring, Summer

**AVN 2002 Commercial Flight Lab (1)**

Contact hours (2 total): 2 lab

Aeronautical knowledge and experience necessary to meet the requirements of the commercial pilot certificate.

Prerequisite(s): AVN 1014 and Private Pilot Certificate Instrument Rating

Lab Fee: \$5200.00

Terms Offered: Fall, Spring, Summer

**AVN 2011 Certified Flight Instructor Ground (2)**

Contact hours (2.5 total): 2.5 lecture

Aeronautical knowledge required to conduct flight training as a certified flight instructor (CFI). Necessary aeronautical knowledge to pass the computer based fundamentals of instructing (FOI), and the certified flight instructor knowledge test.

Prerequisite(s): AVN 2002

Lab Fee: \$300.00

Terms Offered: Fall, Spring, Summer

**AVN 2012 Certified Flight Instructor Flight Lab (.5)**

Contact hours (1.5 total): 1.5 lab

Aeronautical knowledge and experience necessary to meet the requirements of the certified flight instructor rating.

Prerequisite(s): AVN 2002

Lab Fee: \$4180.00

Terms Offered: Fall, Spring, Summer

**AVN 2021 Certified Flight Instructor Instrument Ground (2)**

Contact hours (2.5 total): 2.5 lecture

Aeronautical knowledge required to conduct flight training as a certified instrument flight instructor (CFII). Aeronautical knowledge to pass the computer based certified flight instructor instrument knowledge test.

Prerequisite(s): AVN 2012

Lab Fee: \$150.00

Terms Offered: Fall, Spring, Summer

**AVN 2022 Certified Flight Instructor Instrument Flight Lab (.5)**

Contact hours (1 total): 1 lab

Aeronautical skills and experience necessary to meet the requirements of the certified flight instructor instrument rating.

Prerequisite(s): AVN 2021

Lab Fee: \$3200.00

Terms Offered: Fall, Spring, Summer

**AVN 2031 Multi-Engine Ground (2)**

Contact hours (2 total): 2 lecture

Aeronautical knowledge necessary to meet the requirements of the multi-engine commercial rating.

Prerequisite(s): AVN 2002

Lab Fee: \$150.00

Terms Offered: Fall, Spring, Summer

**AVN 2032 Multi-Engine Commercial Flight Lab (.5)**

Contact hours (1 total): 1 lab

Aeronautical skills and experience necessary to meet the requirements of the multi-engine commercial rating.

Pre/Corequisite(s): AVN 2031

Lab Fee: \$4950.00

Terms Offered: Fall, Summer

**AVN 2042 Multi-Engine Flight Instructor Flight Lab (.5)**

Contact hours (0.66 total): 0.66 lab

Aeronautical skills and experience necessary to meet the requirements of the multi-engine instructor rating.

Prerequisite(s): AVN 2022

Lab Fee: \$3475.00

Terms Offered: Fall, Spring, Summer

## (BIO) Biology

**BIO 1101 Fundamentals of Human Biology (4)**

Contact hours (5 total): 3 lecture, 2 lab

The human organism: structure and organization, integrity and homeostasis, metabolism, responsiveness, reproduction, growth and development. Includes current topics related to human health, disease and disorders as well as aging.

Prerequisite(s): CPE 0100 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$85.00

Terms Offered: Fall, Spring, Summer

**BIO 1105 Fundamentals of Anatomy and Physiology (3)**

Contact hours (3 total): 3 lecture

Survey of the structure and function of the human body; special emphasis on the major body systems.

Prerequisite(s): CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**BIO 1118 Muscle Anatomy and Biomechanics (4)**

Contact hours (6 total): 2 lecture, 4 lab

Study of muscle, skeleton, joint structure and function. Origin, insertion, action and innervation of trunk and extremity musculature. Science of human motion. Systematic application of mechanical laws to movement. Palpation, fundamentals of posture, and gait analysis. Professional behavior development. Laboratory practice.

Prerequisite(s): PHY 1100, HS Physics with C or better in last 5 years, or ATC

Pre/Corequisite(s): PTA 1110, MST 1105, BIO 2121, PTA 1120, and ENG 1111

Instructor Permission Required.

Lab Fee: \$30.00

Terms Offered: Fall

**BIO 1131 Microbiology (3)**

Contact hours (3.70 total): 2.30 lecture, 1.40 lab

Study of infectious diseases of the body. Emphasis on the causes and effects of bacteria, fungi, virus and parasites to health.

Prerequisite(s): CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$90.00

Terms Offered: Fall, Spring, Summer

**BIO 1410 Fundamentals of Biology (4)**

Contact hours (5 total): 3 lecture, 2 lab

Fundamental concepts in biology including: chemistry essential to understanding living organisms; structure and function of cells; basic concepts of energy in living systems and introduction to human biology.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$65.00

Terms Offered: Fall, Spring

**BIO 1420 Global Biology (4)**

Contact hours (5 total): 3 lecture, 2 lab

Basic principles in ecology, evolution and environmental biology including: Diversity of living organisms; interactions between living organisms and the interactions of living organisms with their environment; plant biology and photosynthesis; mechanisms of evolution and biological aspects of current environmental issues.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Lab Fee: \$65.00

Terms Offered: Spring

**BIO 1510 Biology I (5)**

Contact hours (7 total): 4 lecture, 3 lab

Consistent with transfer assurance guidelines (TAG) for Biology I (first in a two-semester sequence, intended for students with science majors). Concepts in chemistry essential to understanding living organisms. Fundamentals of cellular biology. Molecular genetics and patterns of inheritance. Mechanisms of evolution.

Prerequisite(s): CPE 0100, CPE 0600, and CHM 1150 or high school chemistry

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$65.00

Terms Offered: Fall

### **BIO 1520 Biology II (5)**

Contact hours (7 total): 4 lecture, 3 lab

Consistent with Transfer Assurance Guidelines (TAG) for Biology II (second in a two-semester sequence, intended for students with science majors). Evolutionary processes relevant to biological diversity. Diversity and classification of living organisms. Structure and function of plants and animals. Ecosystem structure and function.

Prerequisite(s): CPE 0100, CPE 0600, and BIO 1510

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$65.00

Terms Offered: Spring

### **BIO 2121 Anatomy and Physiology I (4)**

Contact hours (5 total): 3 lecture, 2 lab

Human cells, tissues, skin, bones, muscles, nervous system cells, central, peripheral and autonomic nervous systems; special senses, endocrine system.

Prerequisite(s): BIO 1410 or high school biology within 5 years with a C or better and CHM 1150 or high school chemistry within 5 years with a C or better (or Instructor permission for currently practicing LPNs and Paramedics )

Lab Fee: \$35.00

Terms Offered: Fall, Spring, Summer

### **BIO 2122 Anatomy and Physiology II (4)**

Contact hours (5 total): 3 lecture, 2 lab

Human circulatory, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Immunity, nutrition and metabolism, fluid and electrolyte balance/acid-base balance, pregnancy, human development, and heredity.

Prerequisite(s): BIO 2121

Lab Fee: \$35.00

Terms Offered: Fall, Spring, Summer

## **(CAD) Computer Aided Design**

### **CAD 1101 Computer-Aided Design I (3)**

Contact hours (4 total): 2 lecture, 2 lab

AutoCAD software to construct two-dimensional mechanical drawings. AutoCAD commands to produce drawings and fully dimension them according to ANSI standards. Drawings plotted at scale as required.

Prerequisite(s): CPE 0200, CPE 0500, and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall, Spring

### **CAD 1102 Computer-Aided Design II (3)**

Contact hours (4 total): 2 lecture, 2 lab

AutoCAD software. Creating libraries, three-dimensional wire frame drawings, solid drawings, and custom menus. Isometric, one-point and two-point perspective techniques used to construct part, exploded, and sectioned assembly drawings. Drawings merged into a desktop publishing program for the addition of notes in preparation of creating finished documents.

Prerequisite(s): CAD 1101

Lab Fee: \$15.00

Terms Offered: Spring

### **CAD 1301 Architecture I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Architectural design with the use of CAD. Research, use of space, preliminary design, formal presentation drawings, and design projects.

Prerequisite(s): CAD 1101

Lab Fee: \$15.00

Terms Offered: Fall, Spring

### **CAD 2100 Solid Modeling (3)**

Contact hours (4 total): 2 lecture, 2 lab

Two-dimensional drafting (2D) and three-dimensional (3D) solid model assemblies. Generating 2D/3D elements, integrating 2D/3D elements, creating orthographic views from solid models, and parametric modeling. Inventor and AutoCAD used.

Prerequisite(s): CAD 1101 and ENT 1100

Lab Fee: \$15.00

Terms Offered: Fall

### **CAD 2200 Advanced Solid Modeling (3)**

Contact hours (4 total): 2 lecture, 2 lab

Advanced 3-D modeling techniques. Presentation files, animation, model analysis, piping systems, and assembly models.

Prerequisite(s): CAD 2100

Lab Fee: \$15.00

Terms Offered: Spring

### **CAD 2302 Architecture II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Emphasis on architectural drawings, electrical, plumbing, and HVAC plans, building codes, cost estimation, and new building materials.

Prerequisite(s): CAD 1301

Instructor Permission Required.

Lab Fee: \$15.00

Terms Offered: Fall

# (CHM) Chemistry

## CHM 1100 Chemistry and Society (4)

Contact hours (5 total): 3 lecture, 2 lab

Chemistry for non-science majors. Classification and properties of matter, atomic structure and periodicity, ionic and covalent compounds, moles and molarity, acids and bases, energy in chemical reactions, introduction to nuclear, organic and biochemistry, observing chemical reactions, properties of light, chemical moles, solutions, properties of water, acids and bases, comparing fuels, plastics, structure of drugs, isolation of DNA, applications to society.

Prerequisite(s): CPE 0400, CPE 0500, and CPE 0600

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Lab Fee: \$35.00

Terms Offered: Fall, Spring, Summer

## CHM 1150 Introduction to General Chemistry (4)

Contact hours (5 total): 3 lecture, 2 lab

Intensive preparation (equivalent to a year of high school chemistry) for General Chemistry (CHM 1210). Introduction to the composition, structure, properties, and transformations of matter, including dimensional analysis, atomic structure, bonding, chemical reactions, states of matter, energy changes, solutions, reaction rates and chemical equilibrium, acids, bases and buffers, introduction to chemical laboratory equipment and methods, including mass and volume measurements, graphing, observing chemical and physical properties, carrying out stoichiometric measurements and titrations, drawing conclusions from experimental data, designing experiments to test hypotheses.

Prerequisite(s): All majors: CPE 0400, CPE 0600, C or better and AS majors: CPE 0700

Global Awareness.

Lab Fee: \$45.00

Terms Offered: Fall, Spring, Summer

## CHM 1160 Introduction to Organic and Biological Chemistry (4)

Contact hours (5 total): 3 lecture, 2 lab

Introduction to the structures, chemical and physical properties of hydrocarbons, alcohols, phenols, ethers, aldehydes, ketones, carbohydrates, carboxylic acids, esters, lipids, amides, amino acids, and proteins. Introduction to the role of enzymes and vitamins in metabolism, structure and function of nucleic acids, and protein synthesis, reactions of hydrocarbons, alcohols, phenol, ethers, carboxylic acids, esters, properties of lipids, saponification, structures and properties of aspirin and other analgesics, amino acids, peptides and proteins, properties of enzymes.

Prerequisite(s): High School chemistry or CHM 1150 in last 5 years; , High School chemistry or CHM 1150 in last 5 years; , and CPE 0600

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall, Summer

## CHM 1210 General Chemistry I (5)

Contact hours (7 total): 4 lecture, 3 lab

Significant figures; fundamental structures of atoms and molecules, introduction to quantum mechanics, atomic orbitals; principles of ionic, covalent and metallic bonding, including Lewis structures, valence bond and molecular orbital theories of bonding; mole concept, stoichiometry, and the laws of composition; acids and bases, oxidation-reduction chemistry, and solutions; thermochemistry; behavior of gases, classification of elements, including periodicity; nuclear chemistry; applications of chemistry in society; molecular modeling; collection, analysis and reporting of data; problem-solving using algebraic methods.

Pre/Corequisite(s): ENG 1111 and MTH 1280

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall, Spring

## CHM 1220 General Chemistry II (5)

Contact hours (7 total): 4 lecture, 3 lab

Intermolecular forces and phase changes; solutions and colligative properties; chemical kinetics; chemical equilibrium; acid-base equilibria; thermodynamics (including entropy and free energy); electrochemistry; descriptive chemistry, including chemical properties and classification of the elements, periodic patterns of reactivity; introduction to organic and biochemistry; applications of chemistry in society; collection, analysis and reporting of data; problem-solving using algebraic methods.

Prerequisite(s): CHM 1210 with C or better

Pre/Corequisite(s): MTH 1340 and ENG 1122

Lab Fee: \$50.00

Terms Offered: Spring, Summer

## CHM 2110 Organic Chemistry I (5)

Contact hours (7 total): 4 lecture, 3 lab

Structure, nomenclature, physical properties, preparation and reactions of alkanes, alkenes, alkynes, alcohols, ethers, epoxides, and conjugated systems; stereochemistry; reaction mechanisms; radical reactions; spectroscopic methods including mass spectrometry, infrared spectroscopy, nuclear magnetic resonance spectroscopy; introduction to scientific writing, computational chemistry; synthesis, isolation, purification, and identification of organic compounds.

Prerequisite(s): CHM 1220 and MTH 1340

Lab Fee: \$50.00

Terms Offered: Fall

## CHM 2120 Organic Chemistry II (5)

Contact hours (7 total): 4 lecture, 3 lab

Structure, nomenclature, physical properties, preparation and reactions of arenes, delocalized pi systems, aldehydes, ketones, carboxylic acids, esters, amides, monosaccharides, disaccharides, polysaccharides, amino acids, peptides, proteins, and nucleic acids; stereochemistry; reaction mechanisms; radical reactions; spectroscopic methods including mass spectrometry, infrared

spectroscopy, nuclear magnetic resonance spectroscopy; introduction to scientific writing, computational chemistry; synthesis, isolation, purification, and identification of organic compounds.

Prerequisite(s): CHM 1220 and MTH 1340

Lab Fee: \$50.00

Terms Offered: Spring

## **(COM) Communication**

### **COM 1110 Interpersonal Communication I (3)**

Contact hours (3 total): 3 lecture

An introduction to the principles and theories of interpersonal communication; analyzing, changing, and improving oneself within various relationships. The communication process, listening, perception, verbal and nonverbal communication, emotions, self-concept, power, conflict, gender, and intercultural communication.

Prerequisite(s): CPE 0400

Pre/Corequisite(s): ENG 1111

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring

### **COM 1120 Public Speaking I (3)**

Contact hours (3 total): 3 lecture

An introduction to public speaking processes designed to assist students in communicating effectively in a variety of speaking situations. Examines developing, organizing, delivering, and analyzing public presentations. Online sections require digital recording equipment and are not recommended for students with high speech anxiety.

Prerequisite(s): CPE 0400

Pre/Corequisite(s): ENG 1111

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **COM 1130 Introduction to Mass Communication (3)**

Contact hours (3 total): 3 lecture

History of mass media in our society, specifically; radio, newspapers, magazines, television, governmental regulation, public relations, marketing, advertising, and the Internet. Relationships between mass media, other forms of media, their respective audiences, and philosophical and ethical issues.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

### **COM 1170 Small Group Communication (3)**

Contact hours (3 total): 3 lecture

An introduction to the basic terms, principles, and theories of small group communication, examining multi-cultural leadership, roles, goal achievement, conflict, decision making, and problem solving. Development of effective group decision making, leadership skills, emphasizing methods of expressing

oneself, and understanding others.

Prerequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **COM 2220 Public Speaking II (3)**

Contact hours (3 total): 3 lecture

An in-depth look at oral presentation design with an emphasis on the fundamentals of argumentation, building a strong case of evidence, and components of debate.

Prerequisite(s): COM 1120

Terms Offered: Spring

### **COM 2700 Communication Internship (3)**

Planned, structured, work experience in a professional setting applying a variety of classroom theory and acquiring new skills for a career in Communication. May earn between 1-3 credit hours. Participate at the internship placement for a minimum of 10 hours per week per co-op credit earned.

Prerequisite(s): ENG 1112 and 30 semester hours earned

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

## **(COR) Corrections**

### **COR 1100 Introduction to Corrections (3)**

Contact hours (3 total): 3 lecture

Survey of the corrections system. Role in the criminal justice system; components of the correctional process; local, state and federal corrections establishments; structures and operations; present and future issues.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **COR 1105 Probation and Parole (3)**

Contact hours (3 total): 3 lecture

History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws, and case studies.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **COR 1130 Adult/Juvenile Corrections (3)**

Contact hours (3 total): 3 lecture

Facilities, programs, and procedures for detention and incarceration.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

### **COR 2280 Jail Practicum (3)**

Field service training. Educational experience through appropriate observation and work assignment in local jail and state-operated juvenile correction facilities. 2 hours lecture and 7 hours of practicum per week. 105 total practicum hours per semester.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **COR 2285 Prison Practicum (3)**

Field service training. Educational experience through appropriate observation and work assignment in state-operated juvenile and adult correction facilities. 2 hours of lecture and 7 hours of practicum per week. 105 hours of practicum per semester.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

## **(CPE) College Prep Education**

### **CPE 0100 Reading Comprehension I (3)**

Contact hours (3 total): 3 lecture

Semi-individualized program of reading skill development. Exit goal: eighth grade reading level. General reading comprehension skills, vocabulary development, and study skills strategies. Institutional credit only.

Prerequisite(s): Reading COMPASS score below the CSCC standard  
Terms Offered: Fall, Spring, Summer

### **CPE 0200 Reading Comprehension II (3)**

Contact hours (3 total): 3 lecture

Continuation of reading skill development begun in CPE 0100. Appropriate for students reading at eighth grade level or above. Exit goal: tenth grade reading level. General reading comprehension skills, vocabulary development, and study skills strategies. Institutional credit only.

Prerequisite(s): Appropriate COMPASS reading score  
Terms Offered: Fall, Spring, Summer

### **CPE 0300 Writing Fundamentals I (3)**

Contact hours (3 total): 3 lecture

Prepares students for English 1111 and 1112. Improves reading and writing skills, introduces students to the college's library and MLA guidelines. Institutional credit only.

Prerequisite(s): COMPASS writing score below the CSCC standard  
Pre/Corequisite(s): none  
Terms Offered: Fall, Spring, Summer

### **CPE 0400 Writing Fundamentals II (3)**

Contact hours (3 total): 3 lecture

Builds on the writing skills of students at the sentence and paragraph level. Introduces students to a variety of essay formats, revision skills, grammar, basic critical reading skills, and basic library research.

Prerequisite(s): CPE 0300 with a grade of C or better

Pre/Corequisite(s): ITS 0810 or equivalent and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **CPE 0500 Pre-Algebra (4)**

Contact hours (4 total): 4 lecture

Topics include whole numbers, mixed numbers, fractions, decimals, percentages, ratios and proportions, operations with the metric system, operations with integers, solving linear equations, solving literal equations, and solving linear inequalities. Institutional credit only.

Prerequisite(s): COMPASS score below the CSCC standard

Terms Offered: Fall, Spring, Summer

### **CPE 0600 Algebra I (4)**

Contact hours (4 total): 4 lecture

Solving various application/word problems involving linear equations; operations with polynomials, including factoring; solving quadratic equations by factoring; operations on rational expressions; solving equations containing rational expressions; solving various application/word problems involving rational expressions; graphs of points and lines; and slope and linear systems in two variables. Institutional credit only.

Prerequisite(s): CPE 0500 with a grade of C or better

Terms Offered: Fall, Summer

### **CPE 0700 Intermediate Algebra (3)**

Contact hours (3 total): 3 lecture

Selected topics from plane geometry with applications; positive, negative and fractional exponents; scientific notation; simplifying, rationalizing, and operations with radicals; quadratic equations with applications; introduction to functions and graphing. Institutional credit only.

Prerequisite(s): CPE 0600 with a grade of C or better

Terms Offered: Fall, Summer

## **(CRJ) Criminal Justice**

### **CRJ 1100 Introduction to Criminal Justice (3)**

Contact hours (3 total): 3 lecture

Overview of the criminal justice system's history, development and evolution including subsystems of police, courts and corrections.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall



**CRJ 1116 Systems Approach to Computer Technology (3)**

Contact hours (3 total): 3 lecture

Management of police departments through computer applications, using data base, presentation and other commercial software.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Summer

**CRJ 1120 Juvenile Procedures (3)**

Contact hours (3 total): 3 lecture

Discussion of the juvenile justice system's parts and subcultures; causative factors of, prevention of, and treatment programs for juvenile delinquency.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

**CRJ 1123 Patrol Operations (3)**

Contact hours (3 total): 3 lecture

Comprehensive study of police patrol operations, including vehicle patrol techniques, foot patrol, crimes in progress, prowler calls, building searches, stops and approaches and traffic crash investigation.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

**CRJ 1283 Basic Law Enforcement I (8)**

Contact Hours (8 total): 6 lecture, 6 lab

Law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's office and the Ohio Peace Officer's Training Council (OPOTC).

Prerequisite(s): High school diploma or GED, and college experience or COMPASS test required

Lab Fee: \$665.00

Terms Offered: Spring, Summer

**CRJ 1284 Basic Law Enforcement II (8)**

Contact Hours (8 total): 6 lecture, 6 lab

Law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's office and the Ohio Peace Officer's Training Council (OPOTC).

Prerequisite(s): CRJ 1283

Lab Fee: \$665.00

Terms Offered: Spring, Summer

**CRJ 2201 Police Administration (3)**

Contact hours (3 total): 3 lecture

Examination of administrative design, including personnel selection, training, advancement, discipline, and utilization of resources.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**CRJ 2216 Community Relations (3)**

Contact hours (3 total): 3 lecture

Principles of community policing including youth focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**CRJ 2225 Forensic Science I (4)**

Contact hours (5 total): 3 lecture, 2 lab

Search for, recognition and preservation of physical evidence found at crime scenes.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall

**CRJ 2228 Criminal Investigation (3)**

Contact hours (3 total): 3 lecture

Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses, and interrogating suspects.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**CRJ 2230 Forensic Science II (4)**

Contact hours (4 total): 2 lecture, 2 lab

Familiarization with selected laboratory techniques commonly used by law enforcement agencies.

Prerequisite(s): CRJ 2225

Lab Fee: \$15.00

Terms Offered: Spring

**CRJ 2235 Social Justice (3)**

Contact hours (3 total): 3 lecture

Exploration of job stresses and the social value and ethics of the criminal justice process.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

### **CRJ 2240 Criminal Law (3)**

Contact hours (3 total): 3 lecture

Criminal procedures, criminal law, common defense, and prosecutorial processes.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

### **CRJ 2250 Community Resources (3)**

Community resources available to police officers, such as homeless shelters, detoxification centers, and food pantries.

Weekly discussion in two hours of seminar and 7 hours of practicum per week. 105 total practicum hours per semester.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **CRJ 2280 Practicum (3)**

Supervised work experience in criminal justice agencies. 2 hours of lecture and 7 hours of practicum per week. Total 105 hours practicum per semester. First day attendance is mandatory.

Prerequisite(s): CRJ 1100, CRJ 1116, CRJ 1120, CRJ 1123, CRJ 2201, CRJ 2216, CRJ 2225, CRJ 2228, CRJ 2230, CRJ 2235, CRJ 2240, and CRJ 2250

Terms Offered: Spring

## **(CSD) Computer Software Development**

### **CSD 1100 CSD Program Orientation (1)**

Contact hours (2 total): 2 lab

Overview of Computer Software Development (CSD) Program. Introduction to campus resources and computer services. Time management, study skills, communication skills.

Prerequisite(s): CPE 0200 and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$10.00

Terms Offered: Fall, Spring

### **CSD 1400 Database Management (3)**

Contact hours (4 total): 2 lecture, 2 lab

Concepts of database management. Relational databases, database design, normalization. Introduction to SQL (Structured Query Language).

Prerequisite(s): CPE 0200 and CPE 0500 and ITS 1105 or ITS 1245

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$10.00

Terms Offered: Fall, Spring

### **CSD 1500 Programming Fundamentals (3)**

Contact hours (5 total): 1 lecture, 4 lab

Fundamental programming constructs and concepts. Study of variables, constants, looping, strings, flowcharting basics, programming logic, and data validation techniques. Introduction to object-oriented programming.

Prerequisite(s): CPE 0200, CPE 0500, and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

### **CSD 2100 Systems Analysis and Design (3)**

Contact hours (4 total): 2 lecture, 2 lab

A structured approach to the analysis and design of computer-based information systems.

Prerequisite(s): CPE 0600, CSD 1400, and CSD 1500

Pre/Corequisite(s): ENG 2211 and MGT 2000

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Spring

### **CSD 2200 JavaScript (3)**

Contact hours (4 total): 2 lecture, 2 lab

Use JavaScript to create interactive web pages.

Prerequisite(s): CSD 1500 and ITS 1500

Lab Fee: \$10.00

Terms Offered: Fall

### **CSD 2400 SQL Server Database Design (3)**

Contact hours (4 total): 2 lecture, 2 lab

Database design theory, structure, and management. Issues related to Microsoft SQL Server database installation and configuration.

Prerequisite(s): CPE 0600 and CSD 1400

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall

### **CSD 2420 Oracle Database Design (3)**

Contact hours (4 total): 2 lecture, 2 lab

Oracle Database applications development. PL/SQL programming. Client/server database architecture.

Prerequisite(s): CPE 0600 and CSD 1400

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Spring

### **CSD 2520 Java Programming (4)**

Contact hours (6 total): 2 lecture, 4 lab

Programming concepts and techniques including input/output, arithmetic and logic operations, looping, file handling, report generation, data types, and structures. Practical applications written, entered, tested, and debugged using principles of the Java programming language.

Prerequisite(s): CPE 0600 and CSD 1500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall

### **CSD 2540 C Programming (4)**

Contact hours (6 total): 2 lecture, 4 lab

C++ program structure, language, syntax, and implementation details. Object-oriented programming language concepts.

Prerequisite(s): CPE 0600 and CSD 1500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Spring

### **CSD 2600 Mobile Web Application Programming (2)**

Contact hours (3 total): 1 lecture, 2 lab

Use HTML and JavaScript to design and create applications for mobile devices.

Prerequisite(s): CSD 2200

Lab Fee: \$20.00

Terms Offered: Spring

### **CSD 2800 Advanced Topics (3)**

Contact hours (4 total): 2 lecture, 2 lab

Integration of programming, database, and web design. Project analysis, design, and solution implementation. Writing a final report. Presentation preparation and delivery.

Prerequisite(s): CSD 1400 and CSD 2200 and CSD 2520 or CSD 2540

Pre/Corequisite(s): ENG 2211

Lab Fee: \$20.00

Terms Offered: Spring

### **CSD 2822 CSD Co-op/Internship (2)**

Contact hours (1 total): 1 lecture

Relating academic studies to the workplace through a supervised work placement that provides hands-on experience in a professional environment. Applying principles and theories learned in the classroom, establishing learning outcomes, and preparing related reports. Weekly seminars for discussion of work-related experiences and relevant topics.

Prerequisite(s): EBE 1000, CSD 1400, CSD 1500, ITS 1500, and MGT 1115

Instructor Permission Required.

Terms Offered: Fall, Spring

## **(CSE) CyberSecurity**

### **CSE 1110 Introduction to CyberSecurity (3)**

Contact hours (4 total): 2 lecture, 2 lab

Internet security basics, hackers, spyware, phishing, spam, zombies, Trojan horses, worms, viruses, wi-fi security, denial-of-service, web-blocking, firewalls, and proxy servers. Installation and configuration of security tools and utilities.

Prerequisite(s): NTK 1120

Lab Fee: \$50.00

Terms Offered: Spring

### **CSE 1120 CyberSecurity - Security + (3)**

Contact hours (4 total): 2 lecture, 2 lab

Security baselines, network infrastructure security, web security, cryptography, operations security, and security management. CompTIA Security+ certification objectives.

Prerequisite(s): CSE 1110

Lab Fee: \$50.00

Terms Offered: Spring

### **CSE 2251 CyberSecurity - Security Professional I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Information security and risk management, access controls, application security, disaster recovery planning, cryptography, and legal aspects of information security. First course of a two-course sequence covering the ISC2 Computer Information Systems Security Professional (CISSP) certification objectives.

Prerequisite(s): CSE 1120

Lab Fee: \$50.00

Terms Offered: Fall

### **CSE 2252 CyberSecurity - Security Professional II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Information systems operations security, physical and environmental security, security architecture and design, and telecommunications and network security. Second of a two-course sequence covering the ISC2 Computer Information Systems Security Professional (CISSP) certification objectives.

Prerequisite(s): CSE 2251

Lab Fee: \$50.00

Terms Offered: Fall

## **(DAN) Dance**

### **DAN 1100 Beginning Dance (1)**

Contact hours (3 total): 3 lab

Introduction to basic concepts and principles of modern/post modern dance through readings, studio experiences, and discussions.

Terms Offered: Fall

### **DAN 1112 Ballet I (1)**

Contact hours (3 total): 3 lab

Development of beginning technical skills in ballet, including safe and efficient alignment and clear articulation of movement vocabulary.

Terms Offered: Fall

### **DAN 1113 Ballet II (1)**

Contact hours (3 total): 3 lab

Development of intermediate technical skills in ballet, including safe and efficient alignment and clear articulation of movement vocabulary.

Prerequisite(s): DAN 1112

Terms Offered: Spring

### **DAN 1120 Modern Dance (1)**

Contact hours (3 total): 3 lab

Fundamental movement principles demonstrating body awareness and alignment. Includes barre work, center floor work, and locomotor patterns of movement using primarily modern dance technique. Awareness of the origins of modern dance.

Terms Offered: Fall, Spring, Summer

### **DAN 1130 Beginning Jazz Dance I (1)**

Contact hours (3 total): 3 lab

Basic fundamentals of jazz dance technique. Warm-ups, simple jazz style exercises, isolations, floor movements, movement dynamics, basic dance fundamentals, and vocabulary in the jazz dance idiom.

Terms Offered: Fall, Spring, Summer

### **DAN 1131 Beginning Jazz Dance II (1)**

Contact hours (3 total): 3 lab

Intermediate fundamentals of jazz dance technique. Warm-ups, simple jazz style exercises, isolations, floor movements, movement dynamics, basic dance fundamentals, and vocabulary in the jazz dance idiom.

Prerequisite(s): DAN 1130

Terms Offered: Spring, Summer

### **DAN 1135 Beginning Tap Dance (1)**

Contact hours (3 total): 3 lab

Tap dance technique. Coordination, rhythmic variations, and performance skills through a series of tap combinations. Tap shoes required.

Terms Offered: Fall, Spring, Summer

### **DAN 1150 Dance Composition (1)**

Contact hours (2 total): 2 lab

Choreography as the stylistic use of available skills and means to make dance as art. Expressing movement based on personal experience. Development of new methodologies of practice that support creative development.

Lab Fee: \$75.00

Terms Offered: Fall, Spring, Summer

### **DAN 1160 Dance History (2)**

Contact hours (2 total): 2 lecture

Survey of the purposes, functions, and manifestations of dance forms from the beginning of the twentieth century to present. Relationships examined between dance and general cultural developments. Covers pioneers, artists, and current media. Global Awareness.

Terms Offered: Fall, Spring, Summer

### **DAN 2215 Pointe Technique I (1)**

Contact hours (2 total): 2 lab

Intermediate ballet technique; a progressive development of movement concepts and vocabulary from Ballet I and Ballet II.

Prerequisite(s): DAN 1112 and DAN 1113

Instructor Permission Required.

Global Awareness.

Terms Offered: Fall

## **(DSL) Diesel Technologies**

### **DSL 1100 Hydraulic Theory and Operation (2)**

Contact hours (4 total): 1 lecture, 3 lab

Fundamental theory, application, and operation of mobile hydraulic systems. Hydraulic pumps, valves, control systems, cylinders, and accessories.

Lab Fee: \$65.00

Terms Offered: Fall

### **DSL 1200 Fundamentals of Engines (3)**

Contact hours (7 total): 1 lecture, 6 lab

Fundamentals of the internal combustion gasoline and diesel engines. Construction of the internal combustion engine, with primary focus on the individual systems. Engine maintenance and service, as well as associated tools, equipment, and procedures.

Lab Fee: \$65.00

Terms Offered: Fall

### **DSL 1300 Heavy Duty Truck Preventative Maintenance and Service (2)**

Contact hours (4 total): 1 lecture, 3 lab

Preventative maintenance and standard service procedures of a heavy duty truck. Familiarization with the heavy duty truck market and equipment, standard shop equipment, basic hand tool usage and care, usage and care of precision measuring instruments, and shop safety precautions. Individual truck systems and their service and preventative maintenance procedures.

Lab Fee: \$65.00

Terms Offered: Fall

### **DSL 1400 Shop Truck Operation (2)**

Contact hours (4 total): 1 lecture, 3 lab

Fundamentals of safe truck operations as it applies to maneuvering around the shop environment. CDL skill requirements. Basic truck construction and vehicle systems operations. Hook and drop a trailer, back a tractor trailer into confined areas, upshift and downshift a manual transmission, make right and left hand turns, and bring the combination vehicle to a safe stop. CDL written tests and off-road skills and inspections. Current Class A vehicle operation laws.

Prerequisite(s): DSL 1300

Lab Fee: \$65.00

Terms Offered: Fall

### **DSL 1500 Heavy Duty Truck Drive Lines (3)**

Contact hours (5 total): 2 lecture, 3 lab

Examine construction, operation, application, maintenance, and repair of class 6, 7, and 8 truck drive lines. Multi-speed manual transmissions, single and dual reduction differential assemblies, drive shafts, and clutches. Includes manual shift and auto-shift transmission models. Disassemble, measure, repair as necessary, and reassemble components to O.E.M. specifications. Clutch removal, installation, and adjustment. Drive shaft removal, inspection, installation, operating angles, and maintenance.

Prerequisite(s): MTH 1115

Lab Fee: \$65.00

Terms Offered: Spring

### **DSL 1550 Truck Suspension, Steering, and Chassis Systems (2)**

Contact hours (4 total): 1 lecture, 3 lab

Various aspects pertaining to highway truck suspension systems, steering systems, and vehicle chassis. Construction, operation, application, service, maintenance and diagnostics of systems. Importance of safe, comfortable, and profitable ride. Laws and regulations governing construction and application.

Prerequisite(s): DSL 1100 and DSL 1300

Pre/Corequisite(s): AGR 1800

Lab Fee: \$65.00

Terms Offered: Spring

### **DSL 1600 Fundamentals of Heavy Duty Electrical and Electronic Systems (3)**

Contact hours (5 total): 2 lecture, 3 lab

Principles, operation, and applications of today's heavy duty truck electrical and electronic systems. Circuits, laws, components, systems, and operations. Applicable tools, meters, software systems, and web based resources. Heavy duty truck electronic system processors, multiplexing (BUSS systems), and programming preliminary troubleshooting incorporated. Understanding system component operation and testing, and applying "Seven Basic Steps to Diagnostics".

Prerequisite(s): MTH 1115

Lab Fee: \$65.00

Terms Offered: Spring

### **DSL 1650 Highway Truck Brake Systems (3)**

Contact hours (7 total): 1 lecture, 6 lab

Today's medium and heavy duty truck brake systems. Air brake, hydraulic brake, and air-over-hydraulic brake systems. Brake system construction, operation, maintenance, and troubleshooting. ABS and ATC technology and troubleshooting.

Prerequisite(s): DSL 1100, DSL 1300, and DSL 1600

Lab Fee: \$65.00

Terms Offered: Spring

### **DSL 2300 Intermediate Heavy Duty Truck Electrical and Electronic Systems (3)**

Contact hours (5 total): 2 lecture, 3 lab

Continuation of DSL 1600, Fundamentals of Heavy Duty Electrical and Electronic Systems. Concentrate on electrical/electronic systems except power train systems. Heavy duty truck electrical/electronic accessory systems. Lighting, HVAC, instruments and gauges, starting systems, charging systems, batteries, anti-lock brake electronics, and traction control electronic. Understanding operation of individual systems, and diagnostics and troubleshooting.

Prerequisite(s): DSL 1600, ENT 1200, and MTH 1115

Lab Fee: \$65.00

Terms Offered: Fall

### **DSL 2500 Heavy Duty Truck Automatic Transmission and Torque Converters (2)**

Contact hours (4 total): 1 lecture, 3 lab

Introduction to medium and heavy duty truck automatic transmissions and torque converters. Planetary gearing, power flow, hydro-mechanical operation, electronic hydro-mechanical operation, terminology, service, testing, and troubleshooting. Disassemble, inspect, measure, and assemble one hydro-mechanical automatic transmission and two electronic hydro-mechanical automatic transmissions and torque converters. Perform on-vehicle testing and troubleshooting.

Prerequisite(s): DSL 1100, DSL 1300, DSL 1500, and DSL 1600

Lab Fee: \$65.00

Terms Offered: Fall

### **DSL 2600 Heavy Duty Truck Heating, Venting and Air Conditioning Systems (2)**

Contact hours (3 total): 1.5 lecture, 1.5 lab

Heavy duty truck heating, venting, and air conditioning systems. operation, maintenance, service, and diagnostics. Systems principles, operation, maintenance, service and diagnostics. Required air conditioning certification (through either the Mobile Air Conditioning Society (MACS), Institute of Mobile Air Conditioning (IMAC) or National Institute of Automotive Service Excellence (NIASE)).

Prerequisite(s): DSL 1600 and DSL 1300

Lab Fee: \$100.00

Terms Offered: Spring

### **DSL 2700 Diesel Engine Performance - Analysis and Tune-up (3)**

Contact hours (7 total): 1 lecture, 6 lab

Adjust, tune, and time diesel fuel systems and engines to meet factory specifications. Diagnose performance complaints, troubleshooting and plot performance curves. Using an engine dynamometer and the required instrumentation.

Prerequisite(s): DSL 1300, DSL 1200, DSL 2300, and MTH 1115

Lab Fee: \$65.00

Terms Offered: Spring

### **DSL 2750 Computer Controlled Diesel Engines (2)**

Contact hours (4 total): 1 lecture, 3 lab

Electronically managed engines and how these system are interfaced with other on-board vehicle computers. Industry engines and the software used to service them. Use of software for diagnostics and troubleshooting .

Prerequisite(s): DSL 1100, DSL 1200, DSL 1400, DSL 1600, and DSL 2300

Pre/Corequisite(s): DSL 2700

Lab Fee: \$65.00

Terms Offered: Spring

## **(EBE) Experience Based Education**

### **EBE 1000 Employability Skills (1)**

Contact hours (2 total): 2 lecture

Life, career and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

### **EBE 1100 Prior Learning Portfolio Development (2)**

Contact hours (2 total): 2 lecture

Development of a portfolio of prior learning experiences to be assessed for credit for college courses. Overview of experiential learning and production of a work/life experience record, goals paper, learning statements, documentation of experiential learning, and a portfolio suitable for assessment.

Prerequisite(s): Approval of coordinator. This course is required if seeking more than 4 hours of experiential credit

Instructor Permission Required.

Other Fee: \$60.00

Terms Offered: Fall, Spring

### **EBE 2603 Special Topics - Internship (3)**

Planned, structured, work experience in a professional work setting. Project-based approach to assisting an organization in accomplishing a goal or goals. Apply classroom theory and acquire new knowledge and skills. Learn about, react to, and write about internship organization and internship experience. A minimum of 45 hours (3 hours per week for 15-week term) of on-site supervised work in addition to off-

site activities required to complete the project.

Prerequisite(s): 6 hours of oral and written communication courses, 15 hours of course work relevant to the planned internship experience, Approved placement, Instructor permission, and EBE 1000

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **EBE 2701 Co-Op Education I (1)**

Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 150 documented hours (10 hours per week for 15-week term).

Prerequisite(s): EBE 1000 and Approved co-op placement

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **EBE 2702 Co-Op Education I (2)**

Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 300 documented hours (20 hours per week for 15-week term).

Prerequisite(s): EBE 1000 and Approved co-op placement

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **EBE 2703 Co-Op Education I (3)**

Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 450 documented hours (30 hours per week for 15-week term).

Prerequisite(s): EBE 1000 and Approved co-op placement

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **EBE 2704 Co-Op Education I (4)**

Relating academic studies to the world of work, establishing learning outcomes, preparing related reports. Workplace learning of a minimum of 600 documented hours (40 hours per week for 15-week term).

Prerequisite(s): EBE 1000 and Approved co-op placement

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **EBE 2801 Co-Op Education II (1)**

Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 150 documented hours (10 hours per week for 15-week term).

Prerequisite(s): (EBE 2701, EBE 2702, EBE 2703, or EBE 2704) and approved co-op placement

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **EBE 2802 Co-Op Education II (2)**

Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 300 documented hours (20 hours per week for 15-week term). Prerequisite(s): (EBE 2701, EBE 2702, EBE 2703, or EBE 2704) and approved co-op placement  
Instructor Permission Required.  
Terms Offered: Fall, Spring, Summer

### **EBE 2803 Co-Op Education II (3)**

Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 450 documented hours (30 hours per week for 15-week term). Prerequisite(s): (EBE 2701, EBE 2702, EBE 2703, or EBE 2704) and approved co-op placement  
Instructor Permission Required.  
Terms Offered: Fall, Spring, Summer

### **EBE 2804 Co-Op Education II (4)**

Continuation of valuable work experience. In addition to requirements of Co-op Education I, a special project is required based on the technology. Workplace learning of a minimum of 600 documented hours (40 hours per week for 15-week term). Prerequisite(s): (EBE 2701, EBE 2702, EBE 2703, or EBE 2704)  
Instructor Permission Required.  
Terms Offered: Fall, Spring, Summer

## **(ECE) Early Childhood Education**

### **ECE 1101 Professional Development for Educators (1)**

Contact hours (1 total): 1 lecture  
Overview of basic skills and knowledge necessary for individuals planning a career path in education. Focus on course planning, scheduling, professional communication, academic preparation, and individual learning styles.  
Prerequisite(s): CPE 0100  
Pre/Corequisite(s): CPE 0200 and ECE 1102  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
Lab Fee: \$25.00  
Terms Offered: Fall, Spring

### **ECE 1102 Child Development and Education (3)**

Contact hours (3 total): 3 lecture  
Overview of developmental process in children aged birth through age eight. Theory, stages, and domains of development. Environmental factors, learning styles, and relationships and their impact on development. Strategies for early intervention.  
Pre/Corequisite(s): CPE 0200 and CPE 0300  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
Lab Fee: \$35.00  
Student Liability Fee: \$20.00  
Terms Offered: Fall, Spring

### **ECE 1105 Language and Literacy in Education (3)**

Contact hours (3 total): 3 lecture  
Language and literacy development birth through eight. Foundational theories and practices enhancing language development, beginning reading writing skills. Study of children's literature, connecting language, phonemic awareness, and literacy activities to quality picture book titles, use of different genres. Introduction to American Sign Language (ASL), classroom use. Observations, methods, practical skills in Language Arts instructional and teacher-made materials.  
Pre/Corequisite(s): CPE 0200 and ECE 1102  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
Lab Fee: \$30.00  
Terms Offered: Fall

### **ECE 1108 Creative and Motor Development in Early Childhood (3)**

Contact hours (3 total): 3 lecture  
Creative and motor development birth through eight. Foundational learning theories in physical and creative development through play, visual art, music, and movement. Participation in activities of art, drama, music and movement to enhance creative expression and development of critical thinking, processing, and problem-solving skills of the young child. Observations and resource portfolio.  
Pre/Corequisite(s): CPE 0200 and ECE 1102  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
Lab Fee: \$30.00  
Terms Offered: Fall

**ECE 1112 Cognitive Development in Early Childhood (3)**

Contact hours (3 total): 3 lecture

Cognitive development birth through eight. Brain development, foundational cognitive development learning theories, and Ohio Department of Education Early Learning Content Standards. Best practices in enhancing processing skills, problem solving and critical thinking in curriculum content areas math, science, social studies. Planning and implementing small group activities, preparing teacher-made materials for use in advancement of mathematics, science and social studies skills, Observations, methods and instructional strategies/skills.

Prerequisite(s): ENG 1111, CPE 0500, ECE 1102, and ECE 1101  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Spring

**ECE 1115 Observation and Assessment in Early Childhood (4)**

Contact hours (4 total): 4 lecture

Observing, recording, assessing, and interpreting behaviors of young children. Emphasis on a variety of assessment tools and appropriate methodologies for collecting data for decision making. Ten hours of observation and field experience required.

Prerequisite(s): ECE 1102, ECE 1101, and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$35.00

Student Liability Fee: \$20.00

Terms Offered: Spring

**ECE 1118 Health, Safety, Nutrition (1)**

Contact hours (1 total): 1 lecture

Survey of best practices in health and safety for early childhood programs. Preparing nutritious meals and snacks. Certification in CPR, first aid, communicable disease, and child abuse prevention and detection.

Lab Fee: \$35.00

Terms Offered: Fall

**ECE 1131 Child Development Associate-A (4)**

Contact hours (4 total): 4 lecture

First of two courses to prepare for Child Development Associate (CDA), Preschool and/or Infant/Toddler Endorsements. Course A includes Competency Goals I, V & VI, Autobiography, Professional Interview, Site Observation and completion of 9 personal resource files (1-4; 13-17). Provides students with 60 hours of 120 required clock hours for CDA in functional areas of professionalism; foundations of education; observation, recording and assessment; principles of child development; health, safety, and developmentally appropriate learning environments; managing effective program operations.

Pre/Corequisite(s): CPE 0100 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Fall

**ECE 1135 Child Development Associate B (5)**

Contact hours (4 total): 4 lecture

Second of two courses to prepare for Child Development Associate (CDA), Preschool or Infant/Toddler Endorsements. Course B includes Competency Goals II, III, & IV, Parent Survey, Weekly Lesson Plans, and completion of 8 (PDF) personal resource files (5-12). Provides students with remaining 60 hours of 120 required clock hours for CDA in functional areas of physical and intellectual development; social and emotional development; observation, recording and assessment; principles of child development; strategies to establish productive relationships with families; maintaining commitment to professionalism. Ten weekly hours of field work and a field advisor evaluation is required.

Prerequisite(s): ECE 1131, CPE 0500, and CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$30.00

Terms Offered: Spring

**ECE 2100 Socioemotional Development in Early Childhood (3)**

Contact hours (3 total): 3 lecture

Social and emotional development birth through eight. Foundational theories of social-emotional development, relational-based/attachment theories, classic and contemporary discipline systems. Positive child guidance and group management techniques to foster self-control and self-discipline. Aggressive behavior intervention methodologies. Emphasis on community-based environment, anti-bias curriculum and peace instruction to foster prosocial behaviors in young child. Observations required.

Prerequisite(s): ECE 1102, ECE 1115, and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$35.00

Student Liability Fee: \$20.00

Terms Offered: Fall

**ECE 2110 Family, Community, Schools (3)**

Contact hours (3 total): 3 lecture

Effect of family and community environment on the learner. Effect of culture, disability, and socioeconomic status on collaboration and interaction with families. Strategies to promote effective collaboration with emphasis on listening, communication, confidentiality, problem solving, stress management, ethics, and role as a team member. Field observation and participation.

Prerequisite(s): ECE 1102 and ENG 1111

Pre/Corequisite(s): ENG 1112

Lab Fee: \$35.00

Student Liability Fee: \$20.00

Terms Offered: Spring



### **ECE 2120 Leadership, Management, Mentoring in Early Childhood Education (3)**

Contact hours (3 total): 3 lecture

Guidelines for leading, staffing, organizing, budgeting, planning, monitoring and controlling for quality in programs for young children. Examination of leadership styles, teacher development, guiding and coaching in a variety of settings. Focus on creating culturally responsive and ethical programs through use of anti-bias teaching practices and incorporation of Code of Ethical Conduct in planning and implementation.

Prerequisite(s): ECE 1102, ECE 1115, and ENG 1111

Lab Fee: \$25.00

Terms Offered: Spring

### **ECE 2130 Practicum Field I (1)**

Field Experience I, Application of theory, planning and implementing appropriate lessons in all Ohio Department of Education (ODE) Early Learning Content areas, observational and assessment skills, guidance and behavior management skills, professionalism. Completion of all paper work required for entrance into field experience including FBI/BCI fingerprinting, proof of all certifications, personal references, physical exam. 105 hours supervised experiences in approved field site.

Prerequisite(s): ECE 1102, ECE 1105, ECE 1112, ECE 1115, and ECE 1118

Pre/Corequisite(s): ECE 2100

Corequisite(s): ECE 2133

Instructor Permission Required.

Lab Fee: \$35.00

Student Liability Fee: \$20.00

Terms Offered: Fall

### **ECE 2133 Early Education Curriculum and Instruction (3)**

Contact hours (3 total): 3 lecture

Plan, prepare and implement appropriate curriculum with emphasis on curriculum models, Ohio Department of Education Content standards, goals, three-part objectives, lesson planning, teaching strategies, National Association for Education of Young Children (NAEYC) best practices, observation, documentation, screening, evaluation processes, review of classroom management principles, learning theories, code of conduct for professionalism and teaching skills. Begin preparation for Praxis Examination.

Prerequisite(s): ECE 1102, ECE 1105, ECE 1112, ECE 1115, and ECE 1118

Pre/Corequisite(s): ECE 2100

Corequisite(s): ECE 2130

Instructor Permission Required.

Lab Fee: \$30.00

Terms Offered: Fall

### **ECE 2135 Practicum Field II (2)**

Field Experience II, Application of theory, child development, and skills in planning and implementing appropriate lessons, units of study. Lead day planning for environment, support staff, managing transitions, guiding and managing both small and large group settings. Professional behaviors working

with mentor teacher, support teachers, staff and parents. Completion of observational tools, including case studies, assessment tools, and documentation of learning expected. 210 hours supervised experiences and final evaluation by mentor teacher and Clark State instructor. Final capstone oral presentation and learning summaries of program goals and field experience.

Prerequisite(s): ECE 2130 and ECE 2133

Corequisite(s): ECE 2137

Instructor Permission Required.

Lab Fee: \$35.00

Student Liability Fee: \$20.00

Terms Offered: Spring

### **ECE 2137 Seminar II (2)**

Contact hours (2 total): 2 lecture

Preparation for field experience II, planning appropriate lessons in all content areas, including creative experiences, use of Ohio Department of Education (ODE) Early Learning Content Standards, planning for environment at field site, observations, assessments. Peer and teacher evaluations, small and large group planning, ten lead days, planning for routine, guidance, support staff, and transitions. Analysis of experiences gained in field, preparation of capstone portfolio and final oral evaluation. Completion of all paper work, documentation needed for entering field site. Praxis examination practice.

Prerequisite(s): ECE 2130 and ECE 2133

Corequisite(s): ECE 2135

Instructor Permission Required.

Lab Fee: \$35.00

Terms Offered: Spring

### **ECE 2224 School Age Curriculum (1)**

Contact hours (1 total): 1 lecture

Developmental tasks of school age children aged 5-12 years. Curriculum development and implementation. Strategies for providing quality before and after school and summer programs. Course offered in even years only.

Prerequisite(s): ECE 1102 and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall

### **ECE 2226 Infant Toddler Curriculum (1)**

Contact hours (1 total): 1 lecture

Infant and toddler developmental milestones, appropriate environment and practices for stimulation and learning, educational theory and recent brain research concerning the first three years of life, health and safety aspects of group care for infants and toddlers. Course offered in odd years only.

Prerequisite(s): CPE 0200 and ECE 1102

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall

## (ECO) Economics

### ECO 1100 General Economics (3)

Contact hours (3 total): 3 lecture

Introduction to basic economic concepts and topics such as resource allocation, costs, supply, demand, public goods, capitalism, market failures, gross domestic product, unemployment, population, inflation, taxation, money creation, monetary policy, international trade, and other policy issues. Serves as General Education elective for students whose programs do not require ECO 2210 and ECO 2220.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring

### ECO 2210 Principles of Macroeconomics (3)

Contact hours (3 total): 3 lecture

Fundamentals of economics from a macro perspective including gross domestic product (GDP), level of employment, inflation, monetary and fiscal policies, trends and cycles.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

### ECO 2220 Principles of Microeconomics (3)

Contact hours (3 total): 3 lecture

Fundamentals of economics from a micro perspective including elasticity, market efficiency, government intervention, consumer choice theory, production cost, market structures, market pricing, externalities, imperfect information, and public goods.

Prerequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

## (EDU) Education

### EDU 1110 Introduction to Education (3)

Contact hours (3 total): 3 lecture

Overview of the foundations of education in the United States. Interdisciplinary and curricular foundations to provide preservice teachers with global understanding of the teaching profession. Issues and controversies confronting American education today. Twelve hours of field experience required.

Pre/Corequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Student Liability Fee: \$20.00

Terms Offered: Fall

### EDU 2216 Technology for Educators (3)

Contact hours (3 total): 3 lecture

Identify, locate, evaluate, design, prepare, and use educational technology. Develop classroom communication abilities through lectures, discussions, modeling, laboratory experiences, and completion of a comprehensive project.

Prerequisite(s): ITS 1100

Terms Offered: Spring

### EDU 2217 Individuals with Exceptionalities (3)

Contact hours (3 total): 3 lecture

Survey course covering identification, developmental characteristics, prevalence, and educational and intervention strategies for exceptional children and youth across education and community settings. Emphasis on service models, study of historical movement, issues, and the legal framework for inclusion. Inclusive classroom observation hours and research project.

Prerequisite(s): ECE 1102 or EDU 1110 and ENG 1111

Pre/Corequisite(s): ENG 1112

Student Liability Fee: \$20.00

Terms Offered: Spring

## (EMS) Emergency Medical Services

### EMS 1100 EMT Theory & Practice (7)

Contact hours (7 total): 5 lecture, 2 lab

Meets current standards of the State of Ohio Division of Emergency Medical Services (EMS) for the Emergency Medical Technician (EMT). Recognizing nature and seriousness of patient's condition/extent of injuries; administering appropriate emergency medical care, developing self confidence, communication skills, and accurate record keeping. Successful students eligible to sit for Ohio's EMT certification testing.

Prerequisite(s): CPE 0100

Corequisite(s): Criminal background check and EMS 1171

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Student Liability Fee: \$62.00

Terms Offered: Fall, Spring, Summer

### EMS 1107 EMT Advanced Theory & Practice I (6)

Contact hours (6 total): 6 lecture

First of two courses to meet current standards of State of Ohio Emergency Medical Technician (EMT) Advanced curriculum. Recognizing nature and seriousness of patient's condition and/or extent of injuries. Emphasis on basic anatomy and physiology, basic principles of pharmacology, venous access/medication administration, airway management and ventilation, patient assessment, clinical decision making, communication and documentation, medical emergencies, trauma, special considerations, and assessment based management. Laboratory. Field practice incorporates clinical practice in the pre-hospital and hospital ALS settings. Observing and practicing EMT Advanced skills. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room.

Prerequisite(s): CPE 0100 and CPE 0500 and Ohio EMT Basic certification

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Student Liability Fee: \$62.00

Terms Offered: Fall

**EMS 1109 EMT Advanced Theory & Practice II (6)**

Contact hours (6 total): 6 lecture

Second of two courses to meet current standards of State of Ohio Emergency Medical Technician (EMT) Advanced curriculum. Recognizing nature and seriousness of patient's condition and/or extent of injuries. Emphasis on basic anatomy and physiology, basic principles of pharmacology, venous access/medication administration, airway management and ventilation, patient assessment, clinical decision making, communication and documentation, medical emergencies, trauma, special considerations, and assessment based management. Laboratory. Field practice incorporates clinical practice in the pre-hospital and hospital ALS settings. Observing and practicing EMT Advanced skills. Includes emergency department, IV therapy team, respiratory therapy, pediatrics, and intubation in the operating room.

Prerequisite(s): CPE 0100 and CPE 0500 and Ohio EMT Basic certification

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Terms Offered: Spring

**EMS 1110 Emergency Medical Responder (3)**

Contact hours (3 total): 3 lecture

Meets current standards of the State of Ohio Division of EMS for the Emergency Medical Responder. A combination of subject matter and laboratory experiences designed to prepare individuals to become members of the pre-hospital health care team, working under the direction of a physician. Patient assessment, airway management, CPR, automated defibrillation, epinephrine auto-injector administration, illness and injury management, and delivery and newborn care. Eligibility to sit for Ohio's Emergency Medical Responder certification testing.

Terms Offered: Spring

**EMS 1112 Paramedic Hospital Practice I (1)**

Beginning of the clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.

Corequisite(s): EMS 1131

Lab Fee: \$62.00

Terms Offered: Fall

**EMS 1114 Paramedic Hospital Practice II (1)**

Continuing clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.

Prerequisite(s): EMS 1112

Corequisite(s): EMS 1133

Instructor Permission Required.

Terms Offered: Spring

**EMS 1116 Paramedic Hospital Practice III (1)**

Continuing clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.

Prerequisite(s): EMS 1112

Terms Offered: Summer

**EMS 1118 Paramedic Hospital Practice IV (1)**

Continuing clinical practice in the hospital setting observing and practicing skills evaluated in the college laboratory. Includes emergency department, intensive care, and operating room rotations.

Prerequisite(s): EMS 1112

Corequisite(s): EMS 1133 and EMS 1135

Instructor Permission Required.

Terms Offered: Fall

**EMS 1122 Paramedic Field Practice I (1)**

Beginning level of pre-hospital experience with a paramedic team, observing daily responsibilities of the paramedic, opportunity to go on EMS calls, progressing from observation to participant role with the advanced life-support team.

Corequisite(s): EMS 1131

Terms Offered: Fall

**EMS 1124 Paramedic Field Practice II (1)**

Continuation of prehospital experience with a paramedic team, observing the daily responsibilities of the paramedic, giving the student the opportunity to go on EMS calls progressing from an observation role to a participant/leadership role with the Advanced Life Support team.

Prerequisite(s): EMS 1118 and EMS 1122

Corequisite(s): EMS 1133

Terms Offered: Spring

**EMS 1126 Paramedic Field Practice III (1)**

Continuation of prehospital experience with a paramedic team, observing the daily responsibilities of the paramedic, giving the student the opportunity to go on EMS calls progressing from an observation role to a participant/leadership role with the Advanced Life Support team.

Prerequisite(s): EMS 1118 and EMS 1124

Terms Offered: Summer

**EMS 1128 Paramedic Field Practice IV (1)**

Continuation of prehospital experience with a paramedic team, observing the daily responsibilities of the paramedic, giving the student the opportunity to go on EMS calls progressing from an observation role to a participant/leadership role with the Advanced Life Support team.

Prerequisite(s): EMS 1118 and EMS 1126

Corequisite(s): EMS 1133 and EMS 1135

Terms Offered: Fall

**EMS 1131 Paramedic Theory I (6)**

Contact hours (6 total): 6 lecture

Introduction to emergency medical services advanced life support following EMT Paramedic National Standard Curriculum. Prehospital environment, overview of roles and responsibilities, EMS systems, medical ethical/legal aspects, therapeutic and professional communications, stress management in emergency services, advanced patient assessment, advanced airway management, IV therapy, introduction to respiratory and cardiac emergencies, emergency pharmacology and medication administration.

Prerequisite(s): CPE 0200 or CPE 0500 and Ohio Basic EMT Certification, BIO 1105, and MST 1105

Corequisite(s): EMS 1112, EMS 1118, EMS 1132, and EMS 1122  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Terms Offered: Fall

**EMS 1132 Paramedic Practical Skills Lab I (4)**

Contact hours (2 total): 2 lab

Practical skills lab to support course outcomes and learning objectives of EMS 1131.

Corequisite(s): EMS 1131

Lab Fee: \$50.00

Terms Offered: Fall

**EMS 1133 Paramedic Theory II (6)**

Contact hours (6 total): 6 lecture

Application of concepts from Paramedic Theory I. Treatment plans for cardiovascular, neurologic, endocrine, gastroenterologic, renal, urologic, gynecologic, obstetric, and specific neonatal, pediatric, and geriatric disorders, allergies and anaphylaxis, toxic exposure, infectious and communicable diseases, environmentally induced emergencies, behavioral emergencies, trauma, acute deterioration of chronic illness, patients with special challenges, and victims of abuse or assault. Management of emergency scene.

Corequisite(s): EMS 1114, EMS 1120, EMS 1134, and EMS 1124

Instructor Permission Required.

Terms Offered: Spring

**EMS 1134 Paramedic Practical Skills Lab II (4)**

Contact hours (2 total): 2 lab

Practical skills lab to support course outcomes and learning objectives of EMS 1133 and previously learned skills.

Corequisite(s): EMS 1133

Lab Fee: \$50.00

Terms Offered: Spring

**EMS 1135 Paramedic Theory III (6)**

Contact hours (6 total): 6 lecture

Application of concepts from Paramedic Theory I and II. Treatment plans for cardiovascular, neurologic, endocrine, gastroenterologic, renal, urologic, gynecologic, obstetric, and specific neonatal, pediatric, and geriatric disorders, allergies and anaphylaxis, toxic exposure, infectious and communicable diseases, environmentally induced emergencies, behavioral emergencies, trauma, acute deterioration of chronic illness, patients with special challenges, and victims of abuse or assault. Management of emergency scene.

Prerequisite(s): EMS 1131 and EMS 1133

Corequisite(s): EMS 1114, EMS 1120, EMS 1134, EMS 1136, EMS 1118, EMS 1128, and EMS 1136

Instructor Permission Required.

Terms Offered: Fall

**EMS 1136 Paramedic Practical Skills Lab III (4)**

Contact hours (2 total): 2 lab

Practical skills lab to support course outcomes and learning objectives of EMS 1133 and EMS 1135, previously learned skills.

Corequisite(s): EMS 1133 and EMS 1135

Instructor Permission Required.

Terms Offered: Fall

**EMS 1171 Basic Life Support: CPR (1)**

Contact hours (0.5 total): 0.5 lecture

Introduction to respiratory and circulatory emergency in infants, children, and adults. Instruction and treatment methods in community and professional cardiopulmonary resuscitation in accordance with the American Heart Association guidelines.

Lab Fee: \$5.00

Terms Offered: Fall, Spring, Summer

**EMS 2220 Advanced Topics In EMS I (3)**

Contact hours (3 total): 3 lecture

Theoretical basis and methods of patient assessment for the health care professional stressing advanced techniques with an emphasis on practical application in a laboratory setting. General classification of drugs, indication, therapeutic effects, routes of administration, dosages, side effects and contraindications with an emphasis on medications used by and for ill or injured patients.

Prerequisite(s): Current EMT Paramedic certification, EMS certification, or instructor permission

Instructor Permission Required.

Terms Offered: Fall

**EMS 2240 Advanced Topics In EMS II (3)**

Contact hours (3 total): 3 lecture

Applies EMS theories and practices in planning for disaster responses. Implementation of public education as it relates to the preplanning, reacting and follow up to man-made and natural disasters. Incorporates a working knowledge of incident command, major incident response, and disaster planning. Also, legal aspects of basic and advanced prehospital care

including criminal and civil law with an emphasis to expand knowledge base.

Prerequisite(s): EMS Certification

Instructor Permission Required.

Terms Offered: Spring

### **EMS 2288 Paramedic Theory/RNs (5)**

Contact hours (5 total): 4 lecture, 1 lab

A complete Paramedic curriculum, pre-hospital environment, preparatory, trauma, burns, medical emergencies, OBG/GYN neonatal and behavioral emergencies for the registered nurse with experience in the care of critically ill or injured patients. An emphasis is placed on practical knowledge in the college laboratory, hospital clinical setting, and field internship. RNs are given credit for past experience for their nursing education and experience.

Prerequisite(s): RN, ACLS, PHTLS, BTLS, PALS, min 2 yrs critical care, TNCC, Ohio EMT-Basic Certification

Instructor Permission Required.

Lab Fee: \$50.00

Liability Fee: \$62.00

Terms Offered: Spring

## **(ENG) English**

### **ENG 1111 English I (3)**

Contact hours (3 total): 3 lecture

Writing a variety of academic and argumentative essays; language issues and library skills. Writing intensive.

Prerequisite(s): CPE 0300 with a grade of B or better or CPE 0400 with a grade of C or better

Pre/Corequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **ENG 1112 English II (3)**

Contact hours (3 total): 3 lecture

Critical thinking, persuasive writing, research skills, and literary analysis. Writing intensive.

Prerequisite(s): ENG 1111 with a grade of C or higher

Terms Offered: Fall, Spring, Summer

### **ENG 1600 Introduction to Literature (3)**

Contact hours (3 total): 3 lecture

Critical readings, discussion and analysis of poetry, fiction, and drama.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring

### **ENG 2211 Business Communication (3)**

Contact hours (3 total): 3 lecture

Preparing and analyzing business documents using fundamental business communication principles and standards, technology, critical thinking skills, and research techniques in preparation for the workplace. Substantial focus on customs and traditions of a non-English-speaking country and the impact of those customs and traditions on expanding American business to that country. Development of oral communication skills using appropriate technology, strategy, and methods. Use of digital recording and PowerPoint slide projection equipment in online sections.

Prerequisite(s): ENG 1111 or OAD 1105

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **ENG 2230 Technical Report Writing (3)**

Contact hours (3 total): 3 lecture

Technical communications encountered on the job, including memos, technical definitions, descriptions, instructions and procedures, proposals, progress reports, analytical reports, oral presentations, and e-mail.

Prerequisite(s): ENG 1111, ITS 1100, ITS 1200, and or basic word processing and keyboarding skills

Terms Offered: Fall, Spring, Summer

### **ENG 2250 Creative Writing (3)**

Contact hours (3 total): 3 lecture

Introduction and discussion of three major literary genres: fiction, poetry, and drama. Writing a collection of poems, short and long fiction, a one-act script, a screen play or play, and a literary analysis.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Terms Offered: Fall

### **ENG 2300 Great Books: World Literature (3)**

Contact hours (3 total): 3 lecture

Chronological selection of the major works, genres, and periods of world literature beginning with the ancients and progressing through modern times.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **ENG 2500 American Literature (3)**

Contact hours (3 total): 3 lecture

Themes, ideas and periods in American literature from its beginning through modern times.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Terms Offered: Spring

### **ENG 2610 British Literature to 1700 (3)**

Contact hours (3 total): 3 lecture

Survey of the major works and periods of British literature from 700 to 1700.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Global Awareness.

Terms Offered: Fall

### **ENG 2620 British Literature from 1700 to the Present (3)**

Contact hours (3 total): 3 lecture

Survey of major works, themes ideas and periods of British literature from 1700 to the present time.

Prerequisite(s): ENG 1111 and ENG 1112

Terms Offered: Spring

## **(ENT) Engineering Technology**

### **ENT 1100 Introduction to Engineering Technology (3)**

Contact hours (4 total): 2 lecture, 2 lab

Engineering Technology as a profession. Careers, basic math, simple trigonometry, sketching, print reading, tolerances, problem solving, design, and project management skills.

Prerequisite(s): CPE 0200, CPE 0500, and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall

### **ENT 1200 Computer Basics for Engineering Technology (3)**

Contact hours (4 total): 2 lecture, 2 lab

Computer uses in technology. Word processing, spreadsheet, presentation, and database software. Create technical reports and manage project information that includes defining technical terms, creating statistical process control (SPC) charts and diagrams, writing technical manuals, and creating presentations. Internet and E-mail as it relates to technical information.

Prerequisite(s): CPE 0200 and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall, Spring

### **ENT 1300 Dimensional Metrology (3)**

Contact hours (4 total): 2 lecture, 2 lab

Use of tools and precision measuring equipment to maintain, install and align mechanical equipment (bearings, couplings, flexible drives, gearing and gear reducers). Precision measurement tools including scales, calipers, micrometers, dial indicators, and others. Computer interfaces in metrology. Statistical process control including control charts, cause and effect diagrams, and Pareto diagrams. Instruction in part visualization from drawings, including location of key features, drawing

dimensioning specifications. Beginning concepts in geometric dimensioning and tolerancing.

Prerequisite(s): CPE 0200, CPE 0500, and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

### **ENT 1400 Circuit Analysis (3)**

Contact hours (4 total): 2 lecture, 2 lab

Principals and concepts of electricity, current flow; energy, power, work, transient effects, AC and DC circuit analysis, and analysis by computer simulation.

Prerequisite(s): CPE 0200 and MTH 1280

Pre/Corequisite(s): ENT 1100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Fall

### **ENT 1500 Engineering Materials (3)**

Contact hours (4 total): 2 lecture, 2 lab

Structural and mechanical properties of ferrous (iron) and non-ferrous (aluminum, copper, nickel, etc.) materials and alloys. Non-metallic materials such as glass, ceramics, concrete, wood, and electromagnetic and semi-conductor materials.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$10.00

Terms Offered: Spring

### **ENT 2100 Manufacturing Processes (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of manufacturing process, including machine tool operations, metal forming, welding processes, and casting. Setup and operation of metal lathe, mill, drill press, band saw, and grinder for the completion of lathe and milling projects.

Prerequisite(s): ENT 1100

Lab Fee: \$40.00

Terms Offered: Fall

### **ENT 2200 Statics (3)**

Contact hours (4 total): 2 lecture, 2 lab

The force analysis of rigid bodies at rest: vectors, forces, moments, centroids, equilibrium conditions, analysis of trusses and frames, friction, moments of inertia, and applications.

Prerequisite(s): ENT 1100, MTH 2200, and PHY 1501

Lab Fee: \$10.00

Terms Offered: Fall

### **ENT 2300 Strength of Materials (3)**

Contact hours (4 total): 2 lecture, 2 lab

Equilibrium, stress and strain, review of centroids and moments of inertia, torsion, stresses and deflections in beams, combined loading, compression members, and Mohr's Circle Method.

Prerequisite(s): ENT 2200

Lab Fee: \$15.00

Terms Offered: Spring

### **ENT 2400 Computer Numerical Control (3)**

Contact hours (4 total): 2 lecture, 2 lab

Theory and practice of numerical control (NC) and computer numerical control (CNC) machining with actual programming applications. Converting engineering drawings into programs using computer simulation to test programs and produce programmed parts.

Prerequisite(s): ENT 1100

Pre/Corequisite(s): ENT 2100

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

### **ENT 2500 Digital Switching (3)**

Contact hours (4 total): 2 lecture, 2 lab

Principles and applications of digital systems. Combinational and sequential logic from a systems approach. Integrated circuits, digital timing diagrams, and waveforms. Programmable logic devices.

Prerequisite(s): ENT 1100 and INT 1500

Pre/Corequisite(s): MTH 1340

Lab Fee: \$15.00

Terms Offered: Fall

### **ENT 2600 Engineering Design (3)**

Contact hours (4 total): 2 lecture, 2 lab

Analysis of machine design. Design and development of engineering drawings for machine components. Converting engineering drawings into programs using computer simulations and CAM software to test programs and produce parts. Develop an all terrain robot.

Prerequisite(s): CAD 1101 and ENT 1100

Lab Fee: \$20.00

Terms Offered: Fall

### **ENT 2700 Engineering Technology Project (3)**

Contact hours (4 total): 2 lecture, 2 lab

Capstone class. Application of industrial and engineering technology skills to design, fabricate, install, document and debug a class-designed project of a scale and type normally done in-house by local plants in the areas of engineering and design.

Prerequisite(s): ENT 2600, ENT 2100, and ENG 1112

Lab Fee: \$20.00

Terms Offered: Spring

## **(FFC) Fire Fighter Certificate**

### **FFC 1001 Volunteer Firefighter (2)**

Contact hours (3.60 total): 1.80 lecture, 1.80 lab

Basic firefighter course used by volunteer fire departments. Minimum training, State of Ohio defined as Awareness level only. (SCBA) self contained breathing apparatus, Hose streams, Fire behavior,

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Lab Fee: \$96.25

Terms Offered: Fall, Spring, Summer

### **FFC 1020 Firefighter I Transition (3)**

Contact hours (5.60 total): 2.13 lecture, 3.47 lab

Bridge course to expand a 36-hour Volunteer Firefighter to a Level I firefighter. Permits a firefighter to enter and operate at a fire from the interior of a building.

Prerequisite(s): CPE 0100 and FFC 1001, NIMS 100, and 700 ICS. An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Lab Fee: \$96.25

Terms Offered: Fall, Spring, Summer

### **FFC 1050 Firefighter I (5)**

Contact hours (9 total): 4 lecture, 5 lab

Expanded initial firefighter training. Basic and Intermediate level training in all aspects of firefighting for those beginning a career path as a firefighter.

Prerequisite(s): CPE 0100 (Offered all terms) and NIMS 100, 700 ICS. An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Lab Fee: \$125

### **FFC 2010 Fire Fighter II (5)**

Contact hours (9 total): 4 lecture, 5 lab

Meets NFPA 1001 Standard for career firefighter with instruction in; advanced techniques of fire behavior, hazardous material, and rescue.

Prerequisite(s): FFC 1050 (Offered all terms)

Instructor Permission Required.

Lab Fee: \$125.00

Terms Offered: Fall, Spring, Summer

### **FFC 2050 Firefighter I & II (11)**

Contact hours (18 total): 8 lecture, 10 lab  
Firefighter Training Program. 256 hour course encompasses all aspects of fire, rescue, hazardous materials and extrication. Meets all NFPA 1001 standards.  
Prerequisite(s):  
Instructor Permission Required.  
Terms Offered: Fall, Spring, Summer

### **FFC 2060 PSI (Public Safety Instructor) (5)**

Contact hours (5 total): 5 lecture  
Meets the State of Ohio and (NFPA) National Fire Protection Association 1041 Standard for Fire Service Instructor I and II. Basic instructional knowledge to develop skills for preparing and presenting training for fire and emergency services personnel.  
Prerequisite(s): (State of Ohio Level II Firefighter Card)  
Instructor Permission Required.  
Terms Offered: Fall, Spring

### **FFC 2090 FSI (Fire Safety Inspector) (5)**

Contact hours (5 total): 5 lecture  
Meets the requirements for the Fire Safety Inspector as required by H.B. 590 and (NFPA) National Fire Protection Association 1031. Fundamental knowledge and skills necessary to conduct fire safety inspections. Various codes needed to develop a working knowledge of the inspection process.  
Prerequisite(s): (offered periodically)  
Instructor Permission Required.  
Terms Offered: Fall, Spring

## **(FRN) French**

### **FRN 1111 French I (3)**

Contact hours (3 total): 3 lecture  
Beginning-level vocabulary and structures of French. Practice speaking, reading, writing, and listening in the target language. Introduction to indicative mood of regular and irregular verbs; preterit and imperfect. Not for credit if successfully completed equivalent course at any other accredited institution.  
Prerequisite(s): CPE 0100 and CPE 0300  
Pre/Corequisite(s): ENG 1111  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
Global Awareness.  
Terms Offered: Fall

### **FRN 1112 French II (3)**

Contact hours (3 total): 3 lecture  
Further study of the vocabulary and structure of the French language; practice in speaking, reading, listening comprehension, and writing. Introduction to commands, present and imperfect subjunctive moods, future, and conditional. Not for credit if successfully completed equivalent course at any other accredited institution.  
Prerequisite(s): FRN 1111 with a C or higher (or equivalent course at accredited institution or instructor permission)  
Global Awareness.  
Terms Offered: Spring

## **(GEN) General Studies**

### **GEN 1100 College Readiness (1)**

Contact hours (1 total): 1 lecture  
Recognize and demonstrate an understanding of college resources, expectations, and academic techniques required for college readiness. Create an academic guide; develop a MAP (My Academic Plan) and profile.  
Terms Offered: Fall, Spring, Summer

## **(GEO) Geography**

### **GEO 1000 Introduction to GIS and Cartography (3)**

Contact hours (4 total): 2 lecture, 2 lab  
Introduction to Geographic Information Systems (GIS), their capabilities, uses, and limitations. Introduction to basic cartographic concepts including techniques for the manipulation, analysis, and the graphic representation of spatial information. Emphasis placed on the technology of map design principles with GIS and desktop mapping programs.  
Prerequisite(s): CPE 0200 and CPE 0500  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
Global Awareness.  
Lab Fee: \$25.00  
Terms Offered: Fall

### **GEO 1100 World Human Geography (3)**

Contact hours (3 total): 3 lecture  
Survey of the distribution of culture, language, religion, and economic and political activities across the world; the role of ethnicity and the occurrence of ethnic conflict; map of the distribution of human activities, links between culture and politics, culture and religion, economic development, and natural resources; rural and urban settlements and patterns of population growth.  
Pre/Corequisite(s): ENG 1111  
Global Awareness.  
Terms Offered: Fall, Summer



### **GEO 2200 World Regional Geography (3)**

Contact hours (3 total): 3 lecture

Human interaction with the physical environment across regions; cultural practices, religious practices, and political practices and their interaction with the natural surroundings; human impact on the environment and the impact of the environment on human activities; mapping the distribution of these activities across the globe; comparing and contrasting major world regions.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

## **(GLG) Geology**

### **GLG 1114 Ohio Field Geology (2)**

Contact hours (3 total): 1 lecture, 2 lab

Specializing in Ohio geology. Physical and historical geological formations, general exposure to the karst and glacial features, field mapping experience, and the general importance of both environmental and economic geology.

Pre/Corequisite(s): GLG 1130 and GLG 1131

Instructor Permission Required.

Lab Fee: \$75.00

Terms Offered: Spring, Summer

### **GLG 1129 Survey of Earth Science (3)**

Contact hours (3 total): 3 lecture

Introduction to the earth sciences. Concepts developed in Astronomy, Geology, Oceanography and Meteorology. Does not contain lab and may not transfer.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **GLG 1130 Earth and Space Science (4)**

Contact hours (5 total): 3 lecture, 2 lab

Introduction to the earth sciences. Concepts developed in Astronomy, Geology, Oceanography and Meteorology. Laboratory experience in rock and mineral identification, weather map reading and interpretation and problems in oceanography and astronomy. This course contains a lab and is for transfer.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$75.00

Terms Offered: Fall, Spring, Summer

### **GLG 1131 Physical Geology (4)**

Contact hours (5 total): 3 lecture, 2 lab

Study of the materials of which the world is composed. Examination of ongoing surface processes such as the movement of water and ices, formation of the land shape about us and the chemical and mechanical breakdown of earth materials. Processes leading to mountain building, alteration of deep and near surface rocks and earthquakes.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$75.00

Terms Offered: Fall, Summer

### **GLG 1132 Historical Geology (4)**

Contact hours (5 total): 3 lecture, 2 lab

Study of earth in space; physical evolution of oceans, atmosphere, and continents; origins of life and biological evolution; physical and biological development of the North American continent.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$75.00

Terms Offered: Spring, Summer

### **GLG 1133 Environmental Geology (4)**

Contact hours (5 total): 3 lecture, 2 lab

Study of earth in space; physical evolution of oceans, atmosphere and continents; origins of life and evolution; physical and biological development of North American continent

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$75.00

Terms Offered: Fall, Spring, Summer

### **GLG 2200 Natural Disasters (3)**

This course is an introduction to the geological and natural processes that effect the human civilization in a variety of catastrophic ways. Natural disasters covered will include but not limited to: landslides, volcanism, earthquakes, severe weather and flooding. Each hazard will be examined in terms of science, prediction, integration and avoidance.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$75.00

Terms Offered: Fall, Spring, Summer

# (GPH) Graphic Design

## **GPH 1000 Intro to Graphic Design (4)**

Contact hours (5 total): 3 lecture, 2 lab

Survey of graphic design as a profession, theory and practice, basic principles, fundamentals, and public perception. Introduction to the Macintosh (Mac) as an artistic tool. Introduction to Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

## **GPH 1110 Digital Illustration I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Use of Adobe Illustrator for technical illustration. Generating professional quality technical drawings and information graphics.

Prerequisite(s): GPH 1000 and ART 1111

Lab Fee: \$30.00

Terms Offered: Spring

## **GPH 1112 Typography Seminar (3)**

Contact hours (4 total): 2 lecture, 2 lab

The study of type characteristics. Practical application of basic and intermediate typographic principles within the design process. Use of Adobe InDesign.

Prerequisite(s): GPH 1000

Instructor Permission Required.

Lab Fee: \$30.00

Terms Offered: Spring

## **GPH 1201 Electronic Imagery I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Basic to intermediate image editing, including: scanning, retouching, selections, layers, type, and composite imagery. Adobe Photoshop utilized.

Lab Fee: \$30.00

Terms Offered: Fall, Spring

## **GPH 2011 Computer Layout I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Layout and design using a variety of layout formats in black and white and/or color. Creative problem solving through the use of thumbnails and computer refined comprehensives. Software: Adobe InDesign and Adobe Photoshop.

Prerequisite(s): GPH 1112 and GPH 1201

Lab Fee: \$30.00

Terms Offered: Fall

## **GPH 2012 Computer Layout II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Advanced layout and design using a variety of layout formats in black and white and/or color. Creative problem solving through the use of thumbnails and computer refined comprehensives. Software: Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.

Prerequisite(s): GPH 2011

Lab Fee: \$30.00

Terms Offered: Spring

## **GPH 2051 Professional Development (3)**

Contact hours (4 total): 2 lecture, 2 lab

Life, career and educational goals; resume and cover letter; research organization; interviewing skills, discussion of professional image; follow-up letter. Development of an individual portfolio from course work within the graphic design curriculum. Methods of self-promotion for the purpose of seeking employment and free-lance work included. Software: Adobe Photoshop, Adobe Illustrator, Adobe InDesign.

Prerequisite(s): GPH 2011, GPH 2111, GPH 2202, and GPH 2120

Lab Fee: \$30.00

Terms Offered: Spring

## **GPH 2085 Service Learning Capstone (3)**

Contact hours (4 total): 2 lecture, 2 lab

Assemble a design studio, creating work for "real-world" clients. Application of principles, theories, and experiences, establishing learning outcomes, preparing related reports.

Prerequisite(s): GPH 2011, GPH 2111, GPH 2202, and GPH 2120

Lab Fee: \$30.00

Terms Offered: Spring

## **GPH 2111 Digital Illustration II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Advanced study in developing illustrations. Special emphasis placed on using Adobe Illustrator and Adobe Photoshop to produce professional quality illustrations and information graphics.

Prerequisite(s): GPH 1110

Lab Fee: \$30.00

Terms Offered: Fall

## **GPH 2120 Logo, Symbol, Corporate I.D. (3)**

Contact hours (4 total): 2 lecture, 2 lab

Application and study of type, logo/trademark, and symbols for the creation of identification systems. Software: Adobe Illustrator.

Prerequisite(s): GPH 1110 and GPH 1112

Lab Fee: \$30.00

Terms Offered: Fall

### **GPH 2202 Electronic Imagery II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Advanced image editing from scanning and retouching images to working with selections, layers, type, and composite imagery. Adobe Photoshop utilized.

Prerequisite(s): GPH 1201

Lab Fee: \$30.00

Terms Offered: Fall

## **(GST) Geospatial Technologies**

### **GST 1000 Geospatial Program Orientation (1)**

Contact hours (1.5 total): 0.5 lecture, 1 lab

Overview of the Geospatial Technologies Program. Introduction to campus resources and time-management, study, and communication skills.

Prerequisite(s): CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **GST 1400 Georeferencing and Mapping (3)**

Contact hours (4 total): 2 lecture, 2 lab

Coordinate systems. Processing spatial data and solving geospatial problems. Surveying and cartography. Acquisition and use of locational data using both continuous and discrete georeferencing methods. Translating data into correct map form.

Prerequisite(s): CPE 0500, ITS 1100, and GEO 1000

Pre/Corequisite(s): MTH 1280

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Spring

### **GST 1500 Remote Sensing (3)**

Contact hours (4 total): 2 lecture, 2 lab

Collection and processing of aerial data; interpretation of aerial photography data. Map analysis. Current technology and Geographic Information Systems (GIS) relationship highlighted.

Prerequisite(s): CPE 0700 and GEO 1000

Pre/Corequisite(s): GST 1400 and MTH 1280

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Spring

### **GST 2100 Intermediate GIS & Data Management (3)**

Contact hours (4 total): 2 lecture, 2 lab

Creation and management of geographic information within a Geographic Information System (GIS). Higher-level applications of and decision making with ArcGIS software. Advanced analysis tools and techniques for visualizing, creating, and managing geographic data within a geographic information system (GIS). Conceptual models and query languages. Metadata creation and editing.

Prerequisite(s): GST 1400

Pre/Corequisite(s): CSD 1400

Lab Fee: \$25.00

Terms Offered: Fall

### **GST 2350 Programming for GIS (3)**

Contact hours (4.5 total): 1.5 lecture, 3 lab

Introduction to the basic programming concepts and methodologies for customizing and/or extending the available functions in a Geographic Information System (GIS). Development platforms for GIS: ArcObjects, Google Earth, ArcExplorer, Visual Earth. Programming for geoprocessing. Modifying cartographic objects.

Prerequisite(s): CSD 1500 and GST 2100

Lab Fee: \$25.00

Terms Offered: Spring

### **GST 2550 Photogrammetry (3)**

Contact hours (4 total): 2 lecture, 2 lab

Nature of aerial image data. Collection and processing of aerial data; interpretation of aerial photography data. Stereoscopy and orthoimagery. Map analysis. Current technology and Geographic Information Systems (GIS) relationship highlighted. Characteristics of geo-referenced data.

Prerequisite(s): GST 1500

Pre/Corequisite(s): STT 2640

Lab Fee: \$100.00

Terms Offered: Fall

### **GST 2700 Advanced Topics in Geospatial Technology (4)**

Contact hours (6 total): 2 lecture, 4 lab

Use of geospatial technology in business, science, government, education, and research. Modeling and decision making using spatial data. Legal and ethical aspects. Trends in geospatial technology. Geodatabases. Capstone project.

Prerequisite(s): GST 2100 and CSD 1400

Lab Fee: \$25.00

Terms Offered: Spring

### **GST 2750 GIS Analysis for Intelligence (3)**

Contact hours (4 total): 2 lecture, 2 lab

The intelligence process. Use of GIS to solve geospatial problems and shape military and civilian operations.

Prerequisite(s): GST 2100 and GST 2350

Lab Fee: \$25.00

Terms Offered: Spring

## (HON) Honors

### **HON 2810 Honors: Science and Religion (3)**

Contact hours (3 total): 3 lecture

To explore the models relating science and religion. Specific topics include naturalism, supernaturalism, miracles, cosmology/creation, evolution, the nature of the human person, and evidence for life after death from Western and Asian religious perspectives as well as current scientific understanding.

Prerequisite(s): ENG 1112 and GPA of 3.25

Global Awareness.

Terms Offered: Spring

## (HRM) Human Resource Management

### **HRM 1725 Human Resource Management (3)**

Contact hours (3 total): 3 lecture

Examination of the human resource functions in the business organization. Ethical and legal considerations, job analysis, recruitment, selection, training and development, performance management, compensation, safety and health, employee and labor relations and global human resources. Psychological forces motivating workers, discipline, and morale.

Pre/Corequisite(s): MGT 1060 or MGT 1120

Terms Offered: Fall, Spring, Summer

### **HRM 2300 Training and Development (3)**

Contact hours (3 total): 3 lecture

Comprehensive study of training and organization development. Includes needs assessment, learning theories, training methods, and evaluation. Application through training program creation and presentation.

Prerequisite(s): HRM 1725

Terms Offered: Fall

### **HRM 2350 Employment Law (3)**

Contact hours (3 total): 3 lecture

Thorough examination of laws regulating employment relationship, discrimination, and employment environment. Includes legal concepts and forums, laws pertaining to employment benefits, and employment discrimination. Application through team project and case studies.

Prerequisite(s): HRM 1725

Terms Offered: Fall

### **HRM 2400 Staffing (3)**

Contact hours (3 total): 3 lecture

Staffing models, recruitment strategies, legal compliance, equal opportunity laws, assessment methods, selection process, and staffing management. Application in mock interviews.

Prerequisite(s): HRM 1725

Terms Offered: Spring

### **HRM 2450 Compensation and Benefits (3)**

Contact hours (3 total): 3 lecture

Broad study of organizational compensation systems, including legal issues, bases for pay, pay structures, executive compensation, and required and discretionary benefits.

Prerequisite(s): HRM 1725

Terms Offered: Spring

## (HST) History

### **HST 1110 Western Civilization to 1600 (3)**

Contact hours (3 total): 3 lecture

The history of Western Civilization from early man to 1600. Focus on the social, economic, political, religious, and cultural development of the ancient, medieval, and early modern worlds.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **HST 1120 Western Civilization Since 1600 (3)**

Contact hours (3 total): 3 lecture

The history of Western Civilization from 1600 to the present. Focus on the social, economic, political, religious, and cultural evolution of the Western world from the age of reason to the Twenty-First Century.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **HST 1210 American History to 1865 (3)**

Contact hours (3 total): 3 lecture

American history from before colonization to the Civil War. Focus is on the political, social, economic, and cultural developments that shaped colonial, early national, and antebellum United States.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **HST 1220 American History Since 1865 (3)**

Contact hours (3 total): 3 lecture

American history from the end of the Civil War to the present day. Focus is on political, social, cultural, and economic events that shaped current United States history.

Pre/Corequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

### **HST 2200 Topics in African American History and Culture (3)**

Contact hours (3 total): 3 lecture

The history of African Americans from 1500 to the present. Focus on African background, social, economic, political, religious, and cultural development in the Americas.

Prerequisite(s): ENG 1111 and college level American history course recommended

Pre/Corequisite(s): ENG 1112

Global Awareness.

Terms Offered: Fall

## **(HUM) Humanities**

### **HUM 2899 Capstone Seminar (3)**

Contact hours (3 total): 3 lecture

Interdisciplinary approach to the study of the human condition, including readings from the natural and social sciences, literature, history, religion, and philosophy; course content will vary.

Prerequisite(s): ENG 1112 and 40 credit hours earned

Global Awareness.

Terms Offered: Fall, Spring, Summer

## **(INS) Insurance**

### **INS 1100 Insurance Claims Handling Principles/Practices (3)**

Contact hours (4.5 total): 2.5 lecture, 2 lab

To develop and enhance professionalism and skills in handling property-casualty insurance claims. Investigate cause of loss, liability, and damages. Negotiation and litigation techniques in claims settlements. Ability to recognize insurance fraud and ethical situations.

Prerequisite(s): CPE 0200, CPE 0300, and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$500.00

Terms Offered: Fall, Spring

### **INS 1115 Customer Service for the Insurance Industry (2)**

Contact hours (2 total): 2 lecture

Develop and enhance professionalism and skills in handling insurance claims. Providing proper customer service to clients and claimants.

Prerequisite(s): CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

### **INS 1200 Software for the Insurance Claims Industry (1)**

Contact hours (2 total): 0.5 lecture, 1.5 lab

Review of computer fundamentals. Use of specialized software for the insurance-claims industry.

Prerequisite(s): CPE 0200 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$500.00

Terms Offered: Fall, Spring

### **INS 1400 Property Loss Adjusting (5)**

Contact hours (7 total): 3 lecture, 4 lab

Explores property loss adjusting with special emphasis on persons/property insurance coverage, causes of loss, loss adjusting process and procedures, fraud, residential construction, preparing estimates (cost estimating software), merchandise/time element loss, auto physical damage, and contractor equipment

Prerequisite(s): CPE 0200, CPE 0300, and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$500.00

Terms Offered: Fall, Spring

### **INS 2200 Water Restoration Technology (2)**

Contact hours (2.5 total): 1.5 lecture, 1 lab

Advanced Water Damage Restoration (AWDR) concepts, terminology, analysis; client assessment and care procedures; principles of drying, categories of water damage; classes of water loss; equipment, supplies and chemicals; microorganisms, health and safety; drying science; effects of water on materials; inspection techniques via telephone, photographs and inspection checklist; procedures for sanitary water sources; procedures for unsanitary water sources

Prerequisite(s): INS 1100 and INS 1400

Instructor Permission Required.

Lab Fee: \$400.00

Terms Offered: Fall, Spring

## **(INT) Industrial Technology**

### **INT 1100 Industrial Safety (3)**

Contact hours (3 total): 3 lecture

An introduction to industrial regulatory safety terminology and requirements. (OSHA general industry 30-hour course)

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall, Spring

### **INT 1201 Hydraulics and Pneumatics I (3)**

Contact hours (5 total): 2 lecture, 3 lab

Components and principles utilized in basic industrial hydraulic and pneumatic circuits. Schematics for fluid systems, component operation, troubleshooting techniques, and basic calculations for the design and troubleshooting of systems.

Prerequisite(s): CPE 0100 and CPE 0500

Pre/Corequisite(s): INT 1100 or Department approval

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

**INT 1202 Hydraulics and Pneumatics II (3)**

Contact hours (5 total): 2 lecture, 3 lab

Application of hydraulic systems. Connection and operation of circuits utilizing cylinders, valves, hydraulic motors, and other components. Control of advanced hydraulic circuits using electrical and pneumatic devices. Application of electronic sensors to fluid power systems. Principles of vacuum systems.

Prerequisite(s): INT 1201

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

**INT 1300 Electrical Systems (3)**

Contact hours (5 total): 2 lecture, 3 lab

Components and operation of common alternating and direct current circuits. Use of test equipment for electrical circuits. Calculations involved in troubleshooting circuits. Series and parallel circuits. Basic logic circuits, control circuits, and the use of circuits to control mechanical processes, electrical wiring techniques, and system installation.

Prerequisite(s): CPE 0100 and CPE 0500

Pre/Corequisite(s): MTH 1115

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

**INT 1350 Motor and Motor Controls (3)**

Contact hours (5 total): 2 lecture, 3 lab

Direct and alternating current motors including their performance characteristics and application. Motor control concepts and selection of motors for specific applications. Speed, torque, and power and their effects on motor performance. Industrial mechanical power transmission devices.

Prerequisite(s): INT 1300

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

**INT 1400 Mechanical Maintenance (3)**

Contact hours (5 total): 2 lecture, 3 lab

Troubleshooting and maintenance of mechanical power transmission equipment. Lubrication, bearings, couplings, flexible drives, valves, centrifugal pumps, gearing, gear reducers, V-belts, brakes, and clutch assemblies.

Prerequisite(s): CPE 0100 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

**INT 1500 Electronic Systems (3)**

Contact hours (4 total): 2 lecture, 2 lab

Detailed study of analog electronic circuits and devices. Emphasis placed on operating parameters of linear (analog) circuits; techniques of circuit analysis applied as an integral part of the course.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

**INT 2200 Hydraulic and Pneumatic Trouble Shooting (3)**

Contact hours (7 total): 1 lecture, 6 lab

Location, identification, and correction of various inserted faults in industrial quality electro-hydraulic and electro-pneumatic systems.

Prerequisite(s): INT 1200

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

**INT 2300 Electrical Troubleshooting (3)**

Contact hours (5 total): 2 lecture, 3 lab

Maintenance and troubleshooting of motors, solenoids, electrical controls, electrical circuitry, and sensors using common testing equipment. Diagnose problems at the component, machine, and inter-machine levels. Introduction and operation of the Computer Integrated Manufacturing System (CIMS).

Prerequisite(s): INT 1350

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

**INT 2350 Electrical Distribution (3)**

Contact hours (5 total): 2 lecture, 3 lab

Transformers, AC power distribution, power factor correction, voltage regulation, and DC power supplies. Circuit protection using circuit breakers, fuses, and ground fault interrupters.

Prerequisite(s): INT 1350

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

**INT 2400 Industrial Machine Maintenance (3)**

Contact hours (5 total): 2 lecture, 3 lab

Skills to troubleshoot machines and system levels. Manufacturer's documentation and maintenance logs. Introduction to planned and predictive maintenance. Troubleshooting charts and efficient sequence for failure analysis. Operation of the CSCC CIM System.

Prerequisite(s): INT 1350, INT 1400, and INT 2300

Lab Fee: \$10.00

Terms Offered: Fall, Spring, Summer

### **INT 2500 Programmable Logic Control (3)**

Contact hours (5 total): 2 lecture, 3 lab

Programmable Logic Controllers (PLCs). Programming, connecting, and testing PLC's for control of industrial/commercial processes. Interfacing with sensors, using PLC's in a variety of process applications.

Prerequisite(s): INT 1300

Lab Fee: \$25.00

Terms Offered: Fall, Spring, Summer

### **INT 2550 Automated Systems (3)**

Contact hours (5 total): 2 lecture, 3 lab

Fixed automation using transfer lines controlled by relay logic and flexible automation using proportional derivative (PID) Analog Controllers, robots, Computer Numerical Control (CNC) tools, conveyors, intro to Automatic Storage/Retrieval System and Automatic Guided Vehicles. Computer integration of mechanical components. Introduction & operation of CSCC Computer-Integrated Manufacturing (CIM) System.

Prerequisite(s): INT 2500

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

### **INT 2800 Industrial Technology Projects (3)**

Contact hours (5 total): 2 lecture, 3 lab

Capstone class to apply skills to design, fabricate, install, document, and debug an assigned project of a scale and type normally done in-house by local plants' engineering and maintenance personnel.

Prerequisite(s): ENG 1112 and INT 2300

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

## **(ITS) Information Technology Systems**

### **ITS 0800 Computer Fundamentals (1)**

Contact hours (2 total): 2 lab

Fundamental concepts of computers, operating systems, and network usage. Preparatory course for students with little or no computer background. Graded on an S or U (satisfactory or unsatisfactory) basis.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **ITS 0810 Keyboarding (1)**

Contact hours (2 total): 2 lab

Proper keyboarding techniques, correct fingering techniques, development of speed and accuracy on the keyboard. Office ergonomics and basic electronic file management.

Prerequisite(s): CPE 0200 and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **ITS 1100 Information Technology Basics (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of Clark State's online services, Windows 7, basic word processing concepts (Word 2010), electronic mail, WWW research techniques, and OhioLINK. Students with little or no keyboarding experience should expect to take longer to complete assignments.

Prerequisite(s): ITS 0800, ITS 0810, and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **ITS 1105 Computer Concepts and Office Productivity Tools (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of basic computer concepts, basic word processing, spreadsheets, databases, and presentation graphic skills.

Prerequisite(s): ITS 0800, ITS 0810, and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **ITS 1200 Windows Concepts (2)**

Contact hours (3 total): 1 lecture, 2 lab

Familiarization with the mouse and a graphical operating environment. Topics include all major aspects of Microsoft Windows 7. Knowledge of a personal computer keyboard strongly recommended.

Prerequisite(s): ITS 0800, ITS 0810, and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

### **ITS 1210 Keyboarding/Word Processing (2)**

Contact hours (3 total): 1 lecture, 2 lab

Proper keyboarding techniques. Creating and editing documents using packaged word processing software (Word 2010). Strongly recommended for students who have few or no keyboarding skills. Can be used as a substitute for ITS 1215.

Prerequisite(s): ITS 0800, ITS 0810, and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**ITS 1215 Beginning Word Processing (1)**

Contact hours (2 total): 2 lab

Basic creation and editing of documents using packaged word processing software (Word 2010). Keyboarding skills strongly recommended. Students with minimal computer and keyboarding skills will take longer in completing assigned tasks. ITS 1210, which teaches keyboarding skills and beginning word processing skills, may be substituted for ITS 1215.

Prerequisite(s): CPE 0200, ITS 0800, and ITS 0810

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

**ITS 1216 Intermediate Word Processing (2)**

Contact hours (3 total): 1 lecture, 2 lab

Formatting issues, intermediate and advanced; automating procedures such as mail-merge and macros; exchanging data between applications. (Word 2010)

Prerequisite(s): ITS 1215

Terms Offered: Fall, Spring, Summer

**ITS 1220 Presentation Graphics (1)**

Contact hours (2 total): 2 lab

Basic and advanced PowerPoint applications. Topics include creation and formatting of presentations and enhancing presentations appropriately for their intended use.

Prerequisite(s): CPE 0200, ITS 0800, and ITS 0810

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**ITS 1235 Beginning Spreadsheet (1)**

Contact hours (2 total): 2 lab

Basic creation and manipulation of data within an electronic spreadsheet including planning and creating workbooks, using formulas and functions, creating charts, and formatting spreadsheet objects. Students with minimal computer skills will take longer in completing the assigned tasks.

Prerequisite(s): CPE 0200, ITS 0800, and ITS 0810

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**ITS 1236 Intermediate Spreadsheet (2)**

Contact hours (3 total): 1 lecture, 2 lab

Intermediate spreadsheet manipulation techniques using packaged Excel 2010 software (i.e., managing files and memory, graphing, database functions, functions, programming and formulas).

Prerequisite(s): ITS 1235

Terms Offered: Fall, Spring, Summer

**ITS 1245 Beginning Database (1)**

Contact hours (2 total): 2 lab

Basic database manipulation (e.g. creating, updating, and generating reports) using packaged Access 2010 software. Keyboarding skills strongly recommended.

Prerequisite(s): CPE 0200, ITS 0800, and ITS 0810

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**ITS 1246 Intermediate Database (2)**

Contact hours (3 total): 1 lecture, 2 lab

Formatting issues, intermediate and advanced; automating procedures like mail merge and macros; exchanging data between applications.

Prerequisite(s): ITS 1245

Terms Offered: Fall, Spring, Summer

**ITS 1300 Computer Concepts (2)**

Contact hours (3 total): 1 lecture, 2 lab

Computer and Internet basics. Overview of computer hardware, software, and networks. Emerging technologies.

Prerequisite(s): CPE 0200, CPE 0400, and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

**ITS 1310 Introduction to Computers and Networks (2)**

Contact hours (3 total): 1 lecture, 2 lab

Fundamentals of computers and computer networks. Computer hardware and computer operating systems. Data storage, various input/output devices, computer/Internet security, wired and wireless networks. How the Internet works.

Prerequisite(s): ITS 0800 and CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**ITS 1320 Introduction to Scripting (2)**

Contact hours (3 total): 1 lecture, 2 lab

Introduction to computer scripting languages. Windows basic command-line scripting techniques and processes. Basics of Windows Powershell scripting language.

Prerequisite(s): ITS 0800

Terms Offered: Fall

**ITS 1400 Web Design Essentials (2)**

Contact hours (3 total): 1 lecture, 2 lab

Study of web page design. Basic HTML coding and use of Dreamweaver CS5. Create and modify a website.

Prerequisite(s): CPE 0200, CPE 0400, and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall, Spring



### **ITS 1500 HTML and CSS (3)**

Contact hours (4 total): 2 lecture, 2 lab

Use HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) to develop websites without the aid of web page composition software.

Prerequisite(s): CPE 0200, CPE 0500, ITS 0800, and ITS 0810

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$20.00

Terms Offered: Fall, Spring, Summer

### **ITS 2300 Dreamweaver and Flash (3)**

Contact hours (4.5 total): 1.5 lecture, 3 lab

Basic use of Dreamweaver and Flash to create and modify web page content.

Prerequisite(s): CPE 0200 and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall

### **ITS 2310 Web Design and Publishing (3)**

Contact hours (4.5 total): 1.5 lecture, 3 lab

Web page design and publishing. Use of Content Management Systems.

Prerequisite(s): ITS 1500 or ITS 2300

Lab Fee: \$20.00

Terms Offered: Spring

### **ITS 2500 XML (3)**

Contact hours (4 total): 2 lecture, 2 lab

Structure and programming techniques of XML (Extensible Markup Language).

Prerequisite(s): CPE 0600 and ITS 1500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$10.00

Terms Offered: Fall

## **(LPN) Practical Nursing**

### **LPN 1101 Nursing Fundamentals (9)**

Contact hours (17 total): 5 lecture, 3 lab, 7 clinical

Practical nurse's role and scope of practice, ethical and legal issues. Health maintenance and promotion. Biological and social sciences. Data collection techniques, nursing process, and medical/surgical asepsis. Basic practical nursing skills and safe medication administration.

Prerequisite(s): ENG 1111, BIO 1105, and MST 1105

Pre/Corequisite(s): PSY 1111, LPN 1201, and LPN 1301

Instructor Permission Required.

Lab Fee: \$122.00

Student Liability Fee: \$20.00

Terms Offered: Fall, Spring

### **LPN 1201 Disease Process and Diet Therapy (4)**

Contact hours (4 total): 4 lecture

Basic principles of microbiology, signs and symptoms of common disease/disorders of body systems, diagnostic tests, treatment and principles of nursing care, and dietary treatment.

Prerequisite(s): BIO 1105, ENG 1111, and MST 1105

Instructor Permission Required.

Lab Fee: \$35.00

Terms Offered: Fall

### **LPN 1301 Pharmacology (3)**

Contact hours (3 total): 3 lecture

Systems of measurement and calculation of drug dosage. Principles of pharmacology. Action, prototype drugs, therapeutic implications, side/adverse effects and associated nursing implication of major drug classes and IV antibiotic administration. Ohio Board of Nursing laws and rules related to LPN practice and IV therapy.

Prerequisite(s): BIO 1105, ENG 1111, MST 1105, and CPE 0600

Pre/Corequisite(s): LPN 1201

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Lab Fee: \$110.00

Terms Offered: Fall

### **LPN 1401 Nursing Care of Adults (9)**

Contact hours (17 total): 5 lecture, 1 lab, 11 clinical

Application of skill competencies from LPN 1101. Intravenous (IV) therapy for the practical nurse. Care of clients with medical and surgical conditions in skilled and hospital settings. Preceptor experience (72 hours) and leadership/management skills. Comprehensive review for National Council Licensure Examination (NCLEX) preparation.

Prerequisite(s): LPN 1101, LPN 1201, LPN 1301, and PSY 1111

Pre/Corequisite(s): PSY 2223 and LPN 1501

Lab Fee: \$117.00

Student Liability Fee: \$20.00

Terms Offered: Fall, Spring

### **LPN 1501 Nursing Care of Women, Infants, & Children (5)**

Contact hours (7 total): 4 lecture, 2 lab, 1 clinical

Holistic approach to women's healthcare and its relationship to the childbearing female. Female anatomy and physiology, male reproductive system, fetal growth and development, normal changes of pregnancy, labor and delivery, postpartum, care of the newborn with emphasis on preventing complications. Impact of childbirth and newborn on family unit and current trends in women's health. Family-centered approach to meeting needs of pediatric clients. Application of the nursing process and role of the nurse in the care of the infant/child/adolescent with common diseases, illnesses, and conditions.

Prerequisite(s): PSY 1111, LPN 1101, LPN 1301, and LPN 1201

Pre/Corequisite(s): PSY 2223

Lab Fee: \$100.00

Terms Offered: Spring, Summer

# (LSC) Logistics and Supply Chain Management

## **LSC 1200 Truck Driver Training 200 (8)**

Contact hours (12 total): 5 lecture, 7 lab

Federal and state regulations, commercial drivers license (CDL) rules, hazardous materials, log books, National Safety Council, map reading, coupling and uncoupling, space and speed management, driving conditions, braking systems, maintenance and inspections, shifting, turning, communications, types of vehicles, loading and unloading. Minimum of 80 classroom hours/120 lab hours.

Prerequisite(s): CDL permit with all required tests completed, Valid Ohio drivers license, DOT physical and drug screen, and Industry-standard background criteria

Lab Fee: \$4060.00

Terms Offered: Fall, Spring, Summer

## **LSC 2100 Purchasing and Supply Management (3)**

Contact hours (3 total): 3 lecture

Purchasing, materials management, supply chain management, and sourcing management perspectives on the core tasks and challenges required to manage the purchasing function within the context of an integrated supply chain

Prerequisite(s): MGT 1060 or MGT 1105 or MGT 1120

Terms Offered: Spring

## **LSC 2220 Logistics and Physical Distribution (3)**

Contact hours (3 total): 3 lecture

Design and management of a logistical process of coordinating the flow of goods, services and information among members of a supply chain with a focus on the area of physical distribution management, including warehouse management and layout, transportation, and customer service.

Prerequisite(s): MGT 1060 or MGT 1105 or MGT 1120

Terms Offered: Fall

## **LSC 2270 Operations Management (3)**

Contact hours (3 total): 3 lecture

Design and management of the models and methods used in operations management including forecasting, system design, quality, supply chain management, project management and inventory management and scheduling.

Prerequisite(s): MGT 1120 and MTH 1060

Terms Offered: Spring

## **LSC 2275 Inventory and Materials Management (3)**

Contact hours (3 total): 3 lecture

Customer-driven process strategies companies use to purchase, make, and deliver products and services successfully. Integration of the processes within a supply-chain framework

Prerequisite(s): MGT 1120 and MTH 1060

Terms Offered: Summer

# (MAS) Medical Assisting

## **MAS 1103 Medical Administrative Office I (2)**

Contact hours (4 total): 1 lecture, 3 lab

Front office administrative duties required of the medical assistant. Telephone and other electronic communication devices, appointment scheduling, the medical record, written communication, filing systems, and basic office management. Ethical and legal issues relevant to the medical office employee. Prerequisite(s): Acceptance to the Medical Assisting program Pre/Corequisite(s): BIO 1105, ENG 1111, MST 1105, and MST 1101 Instructor Permission Required.

Lab Fee: \$40.00

Terms Offered: Fall, Spring

## **MAS 1104 Exam Room Procedures I (2)**

Contact hours (4 total): 1 lecture, 3 lab

Clinical knowledge, skills, and behaviors expected of medical assistant including therapeutic and professional communication, patient history and exam, anthropometric measures and vital signs, infection control, medical and surgical asepsis, safety and emergency practices, and coping skills.

Prerequisite(s): Acceptance to Medical Assisting program

Pre/Corequisite(s): BIO 1105, ENG 1111, MST 1105, and MST 1101 Instructor Permission Required.

Lab Fee: \$75.00

Terms Offered: Fall, Spring

## **MAS 1113 Medical Administrative Office II (2)**

Contact hours (4 total): 1 lecture, 3 lab

Financial aspects of the office, ICD-9 and CPT coding, managed care, medical insurance, reimbursement procedures, and managing patient accounts. Professional etiquette and job search skills.

Prerequisite(s): MAS 1103, ENG 1111, BIO 1105, MST 1101, and MST 1105

Instructor Permission Required.

Lab Fee: \$40.00

Terms Offered: Fall, Spring

## **MAS 1114 Exam Room Procedures II (2)**

Contact hours (4 total): 1 lecture, 3 lab

Medication administration and medical office emergencies. Specialties of pediatrics, obstetrics and gynecology, otolaryngology, ophthalmology, orthopedics, cardiology, pulmonary medicine, urology, gastroenterology, and dermatology.

Prerequisite(s): MAS 1104, CPE 0500, BIO 1105, MST 1101, and MST 1105

Pre/Corequisite(s): MAS 1116

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Lab Fee: \$75.00

Terms Offered: Fall, Spring

**MAS 1115 Laboratory Procedures for the Medical Office (2)**

Contact hours (4 total): 1 lecture, 3 lab

Diagnostic physician office laboratory procedures: Collection and processing of specimens, laboratory safety, microbiology, urinalysis, hematology, serology, and blood chemistry.

Prerequisite(s): Acceptance to MAS program

Pre/Corequisite(s): MST 1160, MST 1161, BIO 1105, and MST 1105

Instructor Permission Required.

Lab Fee: \$75.00

Terms Offered: Fall, Spring

**MAS 1116 Pharmacology for the Medical Office (2)**

Contact hours (2 total): 2 lecture

Principles of pharmacology for the medical assistant: sources of drugs, drug classifications, actions, and interactions. Dosage calculations.

Prerequisite(s): BIO 1105, MST 1105, CPE 0500, and Acceptance to MAS program

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Terms Offered: Fall, Spring

**MAS 1117 Medical Assisting Directed Practice (2)**

Integration of content and competencies covered in the Medical Assistant certificate program. Two hundred (200) clinical hours.

Prerequisite(s): MAS 1113, MAS 1114, MAS 1115, MAS 1116, MST 1171, MST 1160, MST 1161, and ITS 1105

Pre/Corequisite(s): PSY 1111

Corequisite(s): MAS 1118

Instructor Permission Required.

Student Liability Fee: \$20.00

Terms Offered: Fall, Summer

**MAS 1118 Clinical Perspectives Seminar (1)**

Contact hours (1 total): 1 lecture

Forum for shared learning and problem solving of directed practice experiences.

Prerequisite(s): MAS 1113, MAS 1114, MAS 1115, MAS 1116, ITS 1105, MST 1171, MST 1160, and MST 1161

Pre/Corequisite(s): PSY 1111

Corequisite(s): MAS 1117

Instructor Permission Required.

Terms Offered: Fall, Summer

**MAS 2100 Medical Assisting Certification Review (2)**

Contact hours (2 total): 2 lecture

Preparation for the American Association of Medical Assistants (AAMA) national certification examination.

Pre/Corequisite(s): MAS 1117 and MAS 1118 or instructor permission

Terms Offered: Fall, Summer

# (MGT) Management

**MGT 1060 Organizational Behavior (3)**

Contact hours (3 total): 3 lecture

Theories, concepts, and applications of organizational behavior as it relates to individuals, groups, and organizations in today's global business environment. Conceptual frameworks, case discussions, and skill-oriented activities. Personality, assessment of self, motivation, stress, job success, ethics, conflict resolution, managing change, group behavior, team problem solving and decision making, interpersonal and organizational communications, valuing diversity in a global workforce.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring, Summer

**MGT 1100 Personal Finance (3)**

Contact hours (3 total): 3 lecture

Financial decision-making in personal budgeting, credit, insurance, medical care, investment, home ownership, retirement planning, and income taxes

Terms Offered: Fall, Spring

**MGT 1105 Contemporary American Business (2)**

Contact hours (2 total): 2 lecture

Current concepts of American business encompassing social and ethical responsibilities, global markets, government regulation, and taxation. Forms of business administration, management, organized labor, and other basic business concepts.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**MGT 1115 Customer Relations (2)**

Contact hours (2 total): 2 lecture

Philosophy, purpose, techniques, and principles of management and customer service and relations. Communication skills. Customer-related complaints and customer-relation technologies. Problem-solving skills.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**MGT 1120 Principles of Management (3)**

Contact hours (3 total): 3 lecture

Role of the manager in today's global business environment and its impact on organizations and society. Theory and fundamental concepts of management including planning, organization, leadership, and control. Use of the case study method and self-assessment exercises to gain an understanding of personal strengths and weaknesses as they relate to managing effectively. Ethics and social responsibility. Decision making, power and authority, delegation, leadership, and teamwork. Worldwide business paradigm shifts. Diversity of the workforce. Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring, Summer

**MGT 2000 Introduction to Project Management (3)**

Contact hours (3 total): 3 lecture

Business, interpersonal, and technical skills required to successfully manage business and system development projects. Project integration. Scope, time, cost, quality, human resource, communications, risk, and procurement management. Microsoft Project software.

Prerequisite(s): CPE 0200 and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall, Spring

**MGT 2020 Quality Management (3)**

Contact hours (3 total): 3 lecture

Customer satisfaction and quality management through employee involvement. Continuous process improvement, performance measures, Statistical Process Control (SPC), ISO9000, benchmarking, and the use of various management tools used for managing quality.

Prerequisite(s): MGT 1060 or MGT 1105 or MGT 1120

Instructor Permission Required.

Terms Offered: Fall, Spring

**MGT 2140 Small Business Management (3)**

Contact hours (3 total): 3 lecture

Small business and entrepreneurship. Decision for self-employment through small business opportunities; business planning, financing, marketing, and management. Integration of functional business courses into a balanced overview of entrepreneurship. Application through group activities and projects.

Prerequisite(s): ACC 1100 and (MGT 1105 or MGT 1120)

Terms Offered: Spring

**MGT 2250 Leadership in Organizations (3)**

Contact hours (3 total): 3 lecture

Development of leadership skills, integrating personal philosophy, concepts, and practice required to become an effective leader.

Corequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring, Summer

**MGT 2270 Business Finance (3)**

Contact hours (3 total): 3 lecture

Theory, methods, and concerns of corporate finance, elements of financial planning, capital management techniques, valuation, cost of capital, capital budgeting, ratio analysis, leverage, and diversification through mergers.

Prerequisite(s): ACC 1100

Terms Offered: Spring

**MGT 2600 Legal Environment of Business (3)**

Contact hours (3 total): 3 lecture

History of the law, law of contracts, agency, sales, and personal property. The law of negotiable instruments, partnership, corporations, and real property.

Pre/Corequisite(s): ENG 1112 or ENG 2211

Terms Offered: Fall, Spring

**MGT 2650 Negotiation Skills (3)**

Contact hours (3 total): 3 lecture

Psychology and techniques of conducting purchasing and other types of business negotiations; mock negotiations using case studies. Principles apply to situations in personal life.

Prerequisite(s): MGT 1060, MGT 1105, or MGT 1120

Instructor Permission Required.

Terms Offered: Spring

**MGT 2680 Introduction to International Business (3)**

Contact hours (3 total): 3 lecture

Global dimensions of business; an overview of theories and institutions of trade, investment, and management emphasizing the managerial perspective on issues arising from international business and worldwide operations.

Prerequisite(s): MGT 1060, MGT 1105, or MGT 1120

Global Awareness.

Terms Offered: Spring

**MGT 2800 Business Strategy/Policy Seminar (Capstone) (3)**

Contact hours (3 total): 3 lecture

Development of business strategy and policy and the integration of skills learned in prior management study, including strategy formulation, implementation, and evaluation. Coordination of management, economics, marketing, operations management, financial accounting, legal environment and ethics, and social responsibility to achieve competitive advantage.

Prerequisite(s): MGT 1120 and MKT 2000

Terms Offered: Fall, Spring

# (MKT) Marketing

## **MKT 2000 Marketing Management (3)**

Contact hours (3 total): 3 lecture

Management of the marketing functions in various business contexts. Marketing activities, analysis, strategies, and decision making in the context of other business functions. Integration of product, price, promotion, and distribution activities; research and analysis of markets, environments, competition, and customers; market segmentation and selection of target markets; and emphasis on behavior and perspectives of consumers and organizational customers. Planning and decision making for products and services in profit and nonprofit, domestic and global settings.

Prerequisite(s): CPE 0200

Pre/Corequisite(s): ECO 2220 or instructor permission

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring

## **MKT 2100 Pricing Strategies (3)**

Contact hours (3 total): 3 lecture

Managerially-focused, integrated, pricing analysis and strategy. Pricing calculation methods and tools, analysis and identification of pricing strategy effects on the organization.

Prerequisite(s): MKT 2000 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

## **MKT 2150 Product Management (3)**

Contact hours (3 total): 3 lecture

Overview of product management and the product development process. Overview of a product manager's tasks of market analysis, strategy development, and decision making regarding pricing, advertising, promotion, and distribution.

Prerequisite(s): MKT 2000 and MGT 1120

Terms Offered: Fall

## **MKT 2400 Electronic Business Applications (3)**

Contact hours (3 total): 3 lecture

Electronic business and the unique requirements of conducting business on the Internet. Application of electronic business techniques and tools. Management issues of electronic commerce. Legal, ethical, social responsibility issues.

Prerequisite(s): (MGT 1105 or MGT 1120) and (ITS 1100 or ITS 1105)

Global Awareness.

Terms Offered: Fall

## **MKT 2450 Sales and Sales Management (3)**

Contact hours (3 total): 3 lecture

Role of selling in our economy. Psychology of selling, sales process, motivation of the salesperson. Fundamentals and techniques of selling in relation to various types of goods and services.

Prerequisite(s): MKT 2000 or MGT 1120 or Pre/co-req: AGR 2700

Terms Offered: Fall

## **MKT 2550 Promotion & IMC Strategies (3)**

Contact hours (3 total): 3 lecture

Integrated marketing communication systems, and its tools for communication with internal and external customers, promotion and integrated communication strategies and techniques.

Prerequisite(s): MKT 2000

Terms Offered: Spring

# (MLT) Medical Laboratory Technology

## **MLT 1120 Medical Laboratory Orientation and Phlebotomy (2)**

Contact hours (2 total): 2 lecture

History, role and professional responsibilities of the medical laboratory technician. Organization of the medical laboratory. Medical terminology. Comprehensive background in the theory and principles of phlebotomy. Quality Assurance and Total Quality Management.

Prerequisite(s): Acceptance to the MLT program

Corequisite(s): MLT 1125

Instructor Permission Required.

Terms Offered: Fall

## **MLT 1125 Medical Laboratory Orientation and Phlebotomy Laboratory (1)**

Contact hours (3 total): 3 lab

Principles of laboratory instrumentation. Use and care of laboratory instruments. Laboratory Safety. Up-to-date instruction in phlebotomy procedures. Quality assurance and total quality management for laboratory practice.

Prerequisite(s): Acceptance to the MLT program

Corequisite(s): MLT 1120

Instructor Permission Required.

Lab Fee: \$90.00

Terms Offered: Fall

### **MLT 1130 Basic and Clinical Chemistry (3)**

Contact hours (3 total): 3 lecture

Basic fundamentals of inorganic chemistry: matter, measurement, atoms, molecules, moles, atomic structure, as well as organic chemistry: hydrocarbons (saturated and unsaturated), alcohols, aldehydes, ketones, and carbohydrates. Principles, procedures, quality assurance, and clinical significance of quantitative chemical analysis of body fluids, carbohydrates, lipids, proteins, electrolytes, endogenous toxic substances, blood gases, pH, enzymes, vitamins, hormones, and exogenous toxic substances.

Prerequisite(s): Acceptance to the MLT program

Corequisite(s): MLT 1135

Instructor Permission Required.

Terms Offered: Fall

### **MLT 1135 Basic and Clinical Chemistry Lab (2)**

Contact hours (6 total): 6 lab

Qualitative chemical analysis of body fluids, carbohydrates, lipids, proteins, electrolytes, endogenous toxic substances, blood gases, pH, enzymes, vitamins, hormones, and exogenous toxic substances.

Prerequisite(s): Acceptance to MLT program

Corequisite(s): MLT 1130

Instructor Permission Required.

Lab Fee: \$105.00

Student Liability Fee: \$20.00

Terms Offered: Fall

### **MLT 1140 Medical Microbiology I (2)**

Contact hours (2 total): 2 lecture

Identification of bacteria by microscope, media, inoculation, biochemical activities, and sensitivity testing. Basic disease processes.

Prerequisite(s): MLT 1120, MLT 1125, MLT 1130, and MLT 1135

Corequisite(s): MLT 1145

Instructor Permission Required.

Terms Offered: Spring

### **MLT 1145 Medical Microbiology I Lab (2)**

Contact hours (6 total): 6 lab

Basic microbiology concepts. Identification of bacteria by microscope, media, inoculation, biochemical activities, and sensitivity testing.

Prerequisite(s): MLT 1120, MLT 1125, MLT 1130, and MLT 1135

Corequisite(s): MLT 1140

Instructor Permission Required.

Lab Fee: \$105.00

Terms Offered: Spring

### **MLT 1150 Hematology I (2)**

Contact hours (2 total): 2 lecture

The origin, formation and purpose of the formed elements of the blood, differential morphology and staining techniques. Quality control.

Prerequisite(s): MLT 1120, MLT 1125, MLT 1130, and MLT 1135

Corequisite(s): MLT 1155

Instructor Permission Required.

Terms Offered: Spring

### **MLT 1155 Hematology I Laboratory (2)**

Contact hours (6 total): 6 lab

Manual and automated hematology instrumentation techniques and principles of counting erythrocytes, leukocytes and thrombocytes; determination of red blood cell indices. Quality control.

Prerequisite(s): MLT 1120, MLT 1125, MLT 1130, and MLT 1135

Corequisite(s): MLT 1150

Instructor Permission Required.

Lab Fee: \$100.00

Terms Offered: Spring

### **MLT 1160 Urinalysis & Body Fluids (2)**

Contact hours (2 total): 2 lecture

Urinalysis principles including physical and chemical characteristics and microscopic analysis of urinary sediment. Body fluids: synovial, cerebrospinal, serous, amniotic, and seminal fluids.

Prerequisite(s): MLT 1120, MLT 1125, MLT 1130, and MLT 1135

Corequisite(s): MLT 1165

Instructor Permission Required.

Terms Offered: Spring

### **MLT 1165 Urinalysis & Body Fluids Laboratory (1)**

Contact hours (3 total): 3 lab

Basic urinalysis techniques including physical and chemical characteristics and microscopic analysis of urinary sediment. Basic technique for synovial, cerebrospinal, serous, amniotic, and seminal fluids.

Prerequisite(s): MLT 1120, MLT 1125, MLT 1130, and MLT 1135

Corequisite(s): MLT 1160

Instructor Permission Required.

Lab Fee: \$85.00

Terms Offered: Spring

### **MLT 2120 Immunology & Blood Banking (4)**

Contact hours (4 total): 4 lecture

Principles and theories of the production and characteristics of antigen-antibody reactions, formation and reactions of antigens and antibodies. Responsibility of blood bank procedures, blood collection and processing. Genotypes and phenotypes of ABO and Rh blood group systems.

Prerequisite(s): MLT 1150, MLT 1155, ENG 1111, BIO 1105, and ITS 1100

Corequisite(s): MLT 2125

Instructor Permission Required.

Terms Offered: Fall

**MLT 2125 Immunology & Blood Banking Lab (4)**

Contact hours (12 total): 12 lab

Techniques of agglutination, precipitation, flocculation, immunodiffusion, immunofluorescence, ELISA (Enzyme-linked immunosorbent assay), and EIA (Enzyme immunoassay). Typing techniques, principles, procedures; crossmatch and panel screening; atypical antibody identification and quality control.

Prerequisite(s): MLT 1150, MLT 1155, ENG 1111, BIO 1105, and ITS 1100

Corequisite(s): MLT 2120

Instructor Permission Required.

Lab Fee: \$175.00

Student Liability Fee: \$20.00

Terms Offered: Fall

**MLT 2130 Medical Microbiology II (2)**

Contact hours (2 total): 2 lecture

Identification of microbial agents associated with disease in man including bacteria, viruses, and parasites. Specimen collection. Quality control.

Prerequisite(s): MLT 1140, MLT 1145, ENG 1111, BIO 1105, and ITS 1100

Corequisite(s): MLT 2135

Instructor Permission Required.

Terms Offered: Fall

**MLT 2135 Medical Microbiology II Lab (2)**

Contact hours (6 total): 6 lab

Techniques to isolate, identify, and evaluate the presence of clinically significant microorganisms.

Prerequisite(s): MLT 1140, MLT 1145, BIO 1105, ENG 1111, and ITS 1100

Corequisite(s): MLT 2130

Instructor Permission Required.

Lab Fee: \$150.00

Terms Offered: Fall

**MLT 2140 Hematology II (2)**

Contact hours (2 total): 2 lecture

Disorders of blood cells and platelets including biochemistry of the red blood cell, anemias, leukemias. Principles and procedures of coagulation.

Prerequisite(s): MLT 1150, MLT 1155, ENG 1111, BIO 1105, and ITS 1100

Corequisite(s): MLT 2145

Instructor Permission Required.

Terms Offered: Fall

**MLT 2145 Hematology II Lab (2)**

Contact hours (6 total): 6 lab

Manual and automated instrumentation techniques used within a hematology department. Differential counting of abnormal cells. Coagulation.

Prerequisite(s): MLT 1150, MLT 1155, ENG 1111, BIO 1105, and ITS 1100

Corequisite(s): MLT 2140

Instructor Permission Required.

Lab Fee: \$100.00

Terms Offered: Fall

**MLT 2150 Seminar (1)**

Contact hours (1 total): 1 lecture

Weekly review of problems and progress in Directed Practice; current topics; quality control.

Prerequisite(s): All prior MLT coursework with a C or better

Corequisite(s): MLT 2155

Instructor Permission Required.

Terms Offered: Spring

**MLT 2155 Directed Practice (5)**

Four hundred (400) hours at assigned clinical site; departmental rotation; application of principles and techniques under supervision of clinical staff and college faculty.

Prerequisite(s): All prior MLT coursework with a grade of C or better

Corequisite(s): MLT 2150

Instructor Permission Required.

Student Liability Fee: \$20.00

Terms Offered: Spring

**MLT 2160 MLT Review and Update (2)**

Contact hours (2 total): 2 lecture

Review and update of urinalysis, hematology, clinical chemistry, medical microbiology, immunology, immunohematology.

Prerequisite(s): All prior MLT coursework with a grade of C or better

Instructor Permission Required.

Terms Offered: Spring

# (MST) Multi-Skilled Health Care

## **MST 1101 Introduction to Health Care (3)**

Contact hours (3 total): 3 lecture

History of health care delivery systems, current systems, services, trends and challenges, health care careers, and ethical and legal responsibilities. Foundational concepts of patient care including human growth and development, basic human needs, patient rights and responsibilities, provider and patient safety, communication skills, and computer literacy. Professionalism and securing and maintaining employment.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

## **MST 1105 Medical Terminology (2)**

Contact hours (2 total): 2 lecture

Language of medicine. Medical prefixes, suffixes, root words, singular/plural forms constructed to form medical terminology. Definition, spelling, and pronunciation of terms related to organization of the body, body systems, pathology, diagnostic and treatment procedures, pharmacology and medical specialists. Standard medical abbreviations.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

## **MST 1140 Human Disease (3)**

Contact hours (3 total): 3 lecture

Basic concepts of pathophysiology. Pathophysiological processes, clinical manifestations, and diagnostic and therapeutic management of common disorders and diseases of major body systems.

Prerequisite(s): MST 1105 and BIO 1105 or BIO 2122

Terms Offered: Spring

## **MST 1160 Phlebotomy (2)**

Contact hours (2 total): 2 lecture

Comprehensive background in the theory and principles of phlebotomy. Quality Assurance and Total Quality Management.

Prerequisite(s): CPE 0200

Corequisite(s): MST 1161

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

## **MST 1161 Phlebotomy Lab (1)**

Contact hours (2 total): 2 lab

Application of principles of phlebotomy. Performance of phlebotomy procedures.

Prerequisite(s): CPE 0200

Corequisite(s): MST 1160

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$35.00

Terms Offered: Fall, Spring, Summer

## **MST 1171 Introduction to Electrocardiography (2)**

Contact hours (2.5 total): 1.5 lecture, 1 lab

Principles of electrocardiography (ECG) including basic cardiac anatomy and physiology, basic ECG interpretation, and identification of common abnormal tracings. Recording of rhythm strips and multi-lead ECGs. Equipment operation and troubleshooting.

Pre/Corequisite(s): BIO 1105 or BIO 2122 and MST 1105

Lab Fee: \$15.00

Terms Offered: Fall, Spring, Summer

## **MST 1181 Nurse Aide Training (4)**

Contact hours (6 total): 3 lecture, 1.5 lab, 1.5 clinical

Preparation for long-term care. Meeting requirements for nurse aide training in Ohio. Classroom training plus 24 clinical hours. BCI background check required.

Prerequisite(s): CPE 0100

Corequisite(s): Criminal background check

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Student Liability Fee: \$20.00

Terms Offered: Fall, Spring, Summer

## **MST 1182 Patient Care Technician (3)**

Contact hours (6 total): 1.5 lecture, 4.5 lab

Theory, practice, and evaluation in performing patient care technician skills. Role, job description, legal/ethical issues, personal care and treatments performed by the patient care technician in acute and sub-acute health care facilities. Emphasis on safety, observation, and reporting.

Prerequisite(s): MST 1181 (within past 2 years or current STNA credential) and CPE 0200 and CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Spring



# (MTH) Math

## **MTH 1050 Mathematics and Today's World (3)**

Contact hours (3 total): 3 lecture

An application of mathematics to modeling real world problems from the behavioral, computational, managerial, and social sciences. Includes such topics as probability, descriptive and inferential statistics, financial management, voting systems and codes, and data storage.

Prerequisite(s): CPE 0700 with a grade of C or better and CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring, Summer

## **MTH 1060 Business Mathematics (3)**

Contact hours (3 total): 3 lecture

Application of fundamental problem solving concepts, techniques, and skills relating to the quantitative aspects of business. Topics covered include bank reconciliations, percentages, simple and compound interest, depreciation, markups and markdowns, trade and cash discounts, sales and property taxes, promissory notes, insurance, loan amortization, mortgages, and business statistics.

Prerequisite(s): CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

## **MTH 1115 Industrial Calculations (3)**

Contact hours (4 total): 2 lecture, 2 lab

Application of mathematical concepts to the design and maintenance of products and processes. Basic concepts in measurement and geometry. Presenting and analyzing data using charts, graphs, algebraic equations, vector diagrams, statistical calculations, and trigonometric relationships.

Prerequisite(s): CPE 0200 and CPE 0600

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

## **MTH 1200 Technical Math for Agriculture (3)**

Contact hours (3 total): 3 lecture

Development and application of practical mathematical principles in agriculture including algebra, geometry and trigonometry fundamentals with emphasis on applications involving equations, percents, measurements, graphing and problem solving techniques.

Prerequisite(s): CPE 0100 and CPE 0500

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

## **MTH 1280 College Algebra (4)**

Contact hours (4 total): 4 lecture

Algebraic expressions, coordinates and graphs, transformation and composition of functions, inverse functions, polynomial and rational functions, complex numbers, synthetic and long division, remainder and factor theorem, exponential and logarithmic functions, systems of equations.

Prerequisite(s): CPE 0100 and CPE 0700 with a grade of C or better

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

## **MTH 1340 Pre Calculus (5)**

Contact hours (5 total): 5 lecture

Transformation and composition of functions, inverse functions, polynomial and rational functions, synthetic and long division, remainder and factor theorem, exponential and logarithmic functions, systems of equations and inequalities, analytic geometry, matrices and determinants, Gauss-Jordan, sequences and series, trigonometric functions, solving triangles, laws of sines and cosines, unit circles, vectors, graphs of trigonometric functions, polar coordinates, trigonometric identities, and trigonometric equations

Prerequisite(s): MTH 1280 or appropriate COMPASS score

Terms Offered: Spring

## **MTH 2100 Calculus for the Management, Life and Social Services (5)**

Contact hours (5 total): 5 lecture

Functions; limits; derivatives of polynomial, exponential, and logarithmic functions; integrals of polynomial, exponential, and logarithmic functions; maxima and minima; applications appropriate to biology, medicine, business, economics, social, and behavioral sciences.

Prerequisite(s): MTH 1280 with a grade of C or better or equivalent COMPASS score

Terms Offered: Spring

## **MTH 2200 Calculus I (5)**

Contact hours (5 total): 5 lecture

Limits, continuity, derivatives, rules of differentiation, differentiation of the trigonometric, inverse trigonometric, logarithmic, and exponential functions, related rates, linear approximations and differentials, extrema, curve sketching, Mean Value Theorem, optimization problems, L'Hopital's rule, Newton's method, Fundamental Theorem of Calculus, definite and indefinite integrals, integration by substitution.

Prerequisite(s): MTH 1340 with a grade of C or better or equivalent COMPASS score

Terms Offered: Fall, Spring

### **MTH 2220 Calculus II (5)**

Contact hours (5 total): 5 lecture

Riemann sums, integrals, techniques of integration, applications of integration, area, volumes of revolution, integrating various functions (polynomial, trigonometric, exponential, and logarithmic), polar coordinates. Power series, Taylor series, Maclaurin series, vectors, dot product, cross product, equations of lines and planes polar curves, polar coordinates, surfaces, cylindrical and spherical coordinates, parametric curves, vector functions and space curves, derivatives and integrals of vector functions, motion in space, parametric surfaces.

Prerequisite(s): MTH 2200 with a grade of C or better

Terms Offered: Spring

### **MTH 2240 Multivariable Calculus (4)**

Contact hours (4 total): 4 lecture

Three-dimensional coordinate systems, polar coordinates, cylindrical and spherical coordinates, curves in space, arc length and curvature, limits and continuity, partial differentiation, local extrema, exact differentials, chain rule, directional derivative and gradient, Lagrange multipliers, derivative tests, velocity and acceleration vectors, vector fields, parametric equations, partial derivatives, differentials, multiple integrals, line and surface integrals, path independence, Green's, Stokes', and The Divergence Theorems, volume and other applications.

Prerequisite(s): MTH 2220 with a grade of C or better

Terms Offered: Fall

### **MTH 2330 Differential Equations (3)**

Contact hours (3 total): 3 lecture

Ordinary differential equations of first order, higher order linear equations, uniqueness and existence of solutions, Laplace transform methods, and series methods.

Prerequisite(s): MTH 2220 and MTH 2530 with a grade of C or better in both courses

Terms Offered: Fall

### **MTH 2530 Matrix Algebra (4)**

Contact hours (4 total): 4 lecture

Linear systems, matrices, matrix algebra, inverse matrices, determinants, vectors, vector operations, orthogonal projections, vector spaces, subspaces, linear independence, row space, column space, null space, rank, nullity, span, dimension of a vector space, linear transformations, diagonalization, eigenvalues, eigenvectors, inner product, Gram-Schmidt process, least square, and orthogonality.

Prerequisite(s): MTH 2220 with a grade of C or better

Terms Offered: Spring

## **(MUS) Music**

### **MUS 1001 Music Theory I (3)**

Contact hours (3 total): 3 lecture

Conventions of musical notation. Introduction to the elements of tonal music. Melodic organization, texture reduction, and voice-leading practices for four voices.

Corequisite(s): MUS 1011

Terms Offered: Fall

### **MUS 1002 Music Theory II (3)**

Contact hours (3 total): 3 lecture

Chord progressions. Creating and harmonizing melodies. Using non-harmonic tones in melodies and chords. Seventh chords and leading-tone chords. Methods for changing keys. Two and three-part forms.

Prerequisite(s): MUS 1001

Corequisite(s): MUS 1012

Terms Offered: Spring

### **MUS 1011 Sight Singing & Dictation I (2)**

Contact hours (6 total): 6 lab

Aural singing skills: interval, key/modality, chord and meter recognition. Rhythmic and melodic notation.

Corequisite(s): MUS 1001

Terms Offered: Fall, Spring

### **MUS 1012 Sight Singing & Dictation II (2)**

Contact hours (3 total): 1 lecture, 2 lab

Aural and singing skills: compound intervals, tonic, dominant and sub-dominant chord structures. Compound meter recognition. Rhythm up to the subdivision level. Melodies involving tonic and dominant outlines.

Corequisite(s): MUS 1002

Terms Offered: Fall, Spring

### **MUS 1130 Music Appreciation (3)**

Contact hours (3 total): 3 lecture

A survey of Western and non-Western (secular and sacred) music from approximately 450 AD to the present; a chronological presentation of material supplemented with basic elements of music, listening examples, and live performances.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring

### **MUS 1150 Choir (1)**

Contact hours (3 total): 3 lab

A choral ensemble of men and women, singing a variety of stylistic periods, musical theatre, and popular music. Public concert culminates each semester.

Prerequisite(s): The ability to blend and match pitch and willingness if needed to develop the basic fundamentals of choral singing

Other Fee: \$20.00

Terms Offered: Fall, Spring

### **MUS 1151 Applied Guitar I (1)**

Private instrument instruction focusing on the fundamentals of instrument performance skills. Thirty minutes of private instruction per week. A minimum of 6.5 hours of practice time required per week.

Other Fee: \$75.00

Terms Offered: Fall, Spring, Summer

### **MUS 1152 Applied Guitar II (2)**

Private instrument instruction focusing on the fundamentals of instrument performance skills. Sixty minutes of private instruction per week. A minimum of 13 hours of practice time required.

Other Fee: \$150.00

Terms Offered: Fall, Spring, Summer

### **MUS 1161 Applied Voice (1)**

Private voice instruction focusing on the fundamental of voice production, song literature interpretation, and performance skill. Thirty minutes of private instruction per week.

Prerequisite(s): none

Instructor Permission Required.

Lab Fee: \$75.00

Terms Offered: Fall, Spring, Summer

### **MUS 1171 Applied Piano (1)**

Individual piano instruction focusing on the fundamentals of piano performance skills.

Instructor Permission Required.

Other Fee: \$75.00

Terms Offered: Fall, Spring, Summer

### **MUS 2001 Music Theory III (3)**

Contact hours (3 total): 3 lecture

Analysis of late Renaissance and Baroque polyphony. Analysis of primary Classical period forms. Study of chromatic harmony.

Prerequisite(s): MUS 1002

Terms Offered: Fall

### **MUS 2002 Music Theory IV (3)**

Contact hours (3 total): 3 lecture

Advanced study of structures and compositional styles of Romanticism, Post-Romanticism, Impressionism, and 20th Century music.

Prerequisite(s): MUS 2001

Terms Offered: Spring

## **(NTK) Networking**

### **NTK 1110 PC Hardware Essentials (3)**

Contact hours (4 total): 2 lecture, 2 lab

Installing, configuring, upgrading, and troubleshooting microcomputer hardware. Desktop and server systems, basic networking, and printers. First of two-course sequence covering A+ certification objectives.

Prerequisite(s): CPE 0200 and ITS 0800

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall

### **NTK 1120 PC Operating Systems Essentials (3)**

Contact hours (4 total): 2 lecture, 2 lab

Intensive introduction to multitasking operating systems and network operating systems. Operating system upgrades/configuration, installation procedures, security issues, backup procedures, remote access, command line, and graphical user interfaces. Second of a two-course sequence covering the A+ certification objectives.

Prerequisite(s): NTK 1110

Lab Fee: \$50.00

Terms Offered: Fall

### **NTK 1211 Convergence Technology I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Convergence technology terms and concepts. Networking fundamentals, TCP/IP networking basics, and merging of voice, and data traffic. Voice over Internet Protocol (VoIP) and systems management. First course, in a two-course sequence covering industry certification topics.

Prerequisite(s): NTK 1120

Lab Fee: \$50.00

Terms Offered: Spring

### **NTK 1212 Convergence Technology II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Hands-on experience with convergence equipment and software. Planning, installing, configuring, managing, optimizing, and troubleshooting voice, video, and data infrastructures. Configuring wireless technologies and security. Second in a two-course sequence covering industry certification topics.

Prerequisite(s): NTK 1211

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2100 Cisco - Network Fundamentals (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of computer networking concepts, theories, and structures. Discussion of the OSI network model, network addressing, data encapsulation, and TCP/IP network-layer protocols. Part of a set of courses covering material for the CCNA and Network+ certification exams.

Prerequisite(s): CPE 0600 and NTK 1120

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall

**NTK 2110 Cisco - Routing Fundamentals (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of network router concepts and theory. Discussion of router elements, Transmission Control Protocol/Internet Protocol (TCP/IP) transport-layer protocols, and flow control. Hands-on experience with router setup, configuration, and monitoring. Part of a set of courses covering material for the Cisco Certified Network Associate (CCNA) and Network+ certification exams.

Prerequisite(s): NTK 2100

Lab Fee: \$50.00

Terms Offered: Fall

**NTK 2120 Cisco - Switching/Wireless (3)**

Contact hours (4 total): 2 lecture, 2 lab

Overview of network switching and wireless concepts and theory. Discussion of switching and wireless technologies. Hands-on experience with switch and wireless setup, configuration, and monitoring. Part of a set of courses covering material for the Cisco Certified Network Associate (CCNA) and Network+ certification exams.

Prerequisite(s): NTK 2110

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2130 Cisco - Wide Area Networking (3)**

Contact hours (4 total): 2 lecture, 2 lab

Advanced network routing and switching concepts and theory. Discussion of Wide Area Networks (WANs) and supporting protocols and structures. Hands-on experience with advanced router setup and configuration. Part of a set of courses covering material for the Cisco Certified Network Associate (CCNA) certification.

Prerequisite(s): NTK 2120

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2210 Linux Desktop Administration (3)**

Contact hours (4 total): 2 lecture, 2 lab

Examine the Linux file system. Perform maintenance tasks including customizing the GUI (Graphical User Interface). Initiate Linux commands to configure file access permissions, printing, and utilities. Managing user accounts.

Prerequisite(s): CPE 0600 and (NTK 1120 or CSD 1500)

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2212 Linux Server Administration (3)**

Contact hours (4 total): 2 lecture, 2 lab

Hands-on experience with Linux server operating systems. Planning, installing, configuring, managing, optimizing, and troubleshooting.

Prerequisite(s): NTK 2210

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2220 Microsoft Desktop Administration (3)**

Contact hours (4 total): 2 lecture, 2 lab

Hands-on experience with the Microsoft Client operating system. Installing, configuring, optimizing, and troubleshooting. Course covers Microsoft certification objectives.

Prerequisite(s): CPE 0600 and NTK 1120

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Instructor Permission Required.

Lab Fee: \$50.00

Terms Offered: Fall

**NTK 2222 Administering Microsoft Server (3)**

Contact hours (4 total): 2 lecture, 2 lab

Hands-on experience with the Microsoft Server operating system. Planning, installing, configuring, managing, optimizing, and troubleshooting. Course covers Microsoft certification objectives.

Prerequisite(s): NTK 2220

Lab Fee: \$50.00

Terms Offered: Fall

**NTK 2710 Introduction to High Performance/Clustered Computing (3)**

Contact hours (4 total): 2 lecture, 2 lab

Introduction to high performance/clustered computing (HP/CC). High performance/clustered computing jobs and career opportunities. High performance/clustered computing terms and concepts. High performance/clustered computing vendors and technologies. Research on clustered computer systems.

Prerequisite(s): NTK 1120

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2712 High Performance/Clustered Computing Design (3)**

Contact hours (4 total): 2 lecture, 2 lab

Methods and processes used to create high-performance/clustered computer systems (HPC). Evaluating clustered computing hardware and software options. Installing and configuring a high-performance/clustered system.

Prerequisite(s): NTK 2710

Lab Fee: \$50.00

Terms Offered: Spring

**NTK 2890 Computer Networking Capstone (3)**

Contact hours (3 total): 3 lecture

Overview of ethics in the information technology field. Assessment of skills and competencies of Network Administration through project-based activities. Requires an oral and written presentation. Should be taken in final term prior to graduation.

Prerequisite(s): NTK 2220, NTK 2110, CSE 1120, MGT 2000, ENG 1111, and ENG 2211

Lab Fee: \$50.00

Terms Offered: Spring

## (NUR) Nursing

**NUR 1120 Pharmacology and Drug Calculations (3)**

Contact hours (3 total): 3 lecture

Basic pharmacologic principles, drug administration, consumer safety, and drug regulation in the U.S. Mechanism of action, therapeutic uses, and important adverse effects of major drug classifications and prototype drugs. Nurse's role and responsibilities in drug therapy. Systems of measurements and calculation of drug dosages.

Prerequisite(s): CPE 0600

Pre/Corequisite(s): BIO 2121 or Instructor Permission

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring, Summer

**NUR 1170 Basic Nursing Concepts (7)**

Contact hours (13 total): 4 lecture, 5 lab, 4 clinical

Introduction to health care system and providers. Roles of the nurse, standards of client care, nursing process, functional health patterns, health promotion and maintenance, beginning clinical decision making, and perioperative nursing. All nursing skills.

Pre/Corequisite(s): MST 1105, BIO 2121, and NUR 1120

Instructor Permission Required.

Student Liability Fee: \$20.00

Lab Fee: \$198.00

Terms Offered: Fall, Spring

**NUR 1172 Adult Nursing I (7)**

Contact hours (13 total): 4 lecture, 1 lab, 8 clinical

Nursing care of adults with common alterations in mobility, nutrition and elimination; diabetes; and common immunologic, vascular, and respiratory disorders.

Prerequisite(s): NUR 1170, NUR 1120, ENG 1111, PSY 1111, and BIO 2121

Pre/Corequisite(s): BIO 2122

Lab Fee: \$122.00

Terms Offered: Fall, Spring

**NUR 1174 Behavioral Health Nursing (4)**

Contact hours (6 total): 3 lecture, 1 lab, 2 clinical

Examine concepts integral to psychiatric/mental health and gerontological nursing. Emphasis on the nurse's role and treatment modalities for individuals experiencing commonly occurring psychiatric, emotional, and developmental disorders, substance abuse, family violence, difficult life transitions, and challenging behaviors across the lifespan. Application of the nursing process in a variety of community settings with focus on the nurse/client alliance as an agent for change.

Prerequisite(s): ENG 1111, PSY 1111, and BIO 2121

Pre/Corequisite(s): NUR 1172, NUR 1175, or NUR 1178 and PSY 2223 and BIO 2122

Lab Fee: \$40.00

Terms Offered: Fall, Spring

**NUR 1175 LPN to RN Transition (3)**

Contact hours (4 total): 2 lecture, 2 lab

Ohio Nursing Articulation Model Transition course. Explore integrative concepts in nursing. Refine and update previous learning. Nursing process. Client assessment and communication.

Prerequisite(s): BIO 2122 and ENG 1111

Corequisite(s): NUR 1176

Instructor Permission Required.

Lab Fee: \$209.00

Student Liability Fee: \$20.00

Terms Offered: Fall, Spring

**NUR 1176 Adult Nursing for LPNs (2)**

Contact hours (2 total): 2 lecture

Introduction to Clark State's Registered Nursing Program, covers functional health patterns and review of nursing care for adults with specified alterations in health.

Prerequisite(s): BIO 2122 and ENG 1111

Corequisite(s): NUR 1175

Instructor Permission Required.

Lab Fee: \$57.00

Terms Offered: Fall, Spring

**NUR 1177 Paramedic to RN Transition (2.5)**

Contact hours (3.5 total): 2 lecture, 1.5 lab  
 Introduction of health care system, role of nurse, standards of care, nursing process, functional health patterns, health promotion and maintenance, and perioperative nursing. All nursing skills taught. Offered in eight-week session.  
 Prerequisite(s): BIO 2122, NUR 1120, ENG 1111, and Acceptance to Medic to RN program  
 Instructor Permission Required.  
 Lab Fee: \$173.00  
 Terms Offered: Fall

**NUR 1178 Adult Nursing for Paramedics (4.5)**

Contact hours (8.5 total): 2.5 lecture, 6 clinical  
 Nursing care of adults with common alterations in mobility, nutrition, elimination, eye/ear, diabetes, immunologic, cardiovascular, and respiratory disorders. Builds on the paramedic's emergent knowledge. Includes clinical on adult medical-surgical acute care units. Offered in eight-week session.  
 Prerequisite(s): NUR 1120, NUR 1177, BIO 2122, ENG 1111, and Acceptance to Medic to RN program  
 Instructor Permission Required.  
 Student Liability Fee: \$20.00  
 Lab Fee: \$112.00  
 Terms Offered: Fall

**NUR 2272 Children-Family Nursing (3)**

Contact hours (5 total): 2 lecture, 1 lab, 2 clinical  
 Health promotion and health maintenance during childhood. Family centered nursing care of common acute and chronic childhood health alterations. Incorporates service learning project.  
 Prerequisite(s): BIO 1131, ENG 1112, PSY 2223, and BIO 2122 and NUR 1172, NUR 1175, or NUR 1178  
 Lab Fee: \$30.00  
 Terms Offered: Fall, Spring

**NUR 2274 Maternal-Newborn Nursing (3)**

Contact hours (5 total): 2 lecture, 3 clinical  
 Application of the nursing process to female reproductive and newborn health. Emphasis on physiological changes of pregnancy, prevention of complications, conditions of the high-risk newborn, and common gynecologic disorders. Family-centered approach. Clinical in hospital and community settings.  
 Prerequisite(s): ENG 1112, PSY 2223, BIO 1131, and BIO 2122 and NUR 1172, NUR 1175, or NUR 1178  
 Lab Fee: \$30.00  
 Terms Offered: Fall, Spring

**NUR 2276 Adult Nursing II (5)**

Contact hours (9 total): 3 lecture, 1 lab, 5 clinical  
 Nursing care of adults with hematologic, oncologic, urologic, neurologic, and cardiac alterations. Intravenous therapies.  
 Prerequisite(s): ENG 1112, BIO 1131, BIO 2122, and PSY 2223 and NUR 1172, NUR 1175, or NUR 1178  
 Lab Fee: \$96.00  
 Student Liability Fee: \$20.00  
 Terms Offered: Fall, Spring

**NUR 2278 Adult Nursing III (7)**

Contact hours (13 total): 4 lecture, 1 lab, 8 clinical  
 Nursing care of adults with endocrine and complex respiratory, neurologic, and multi-symptom disorders. Disaster and emergency care. Management and leadership concepts. Professional practice issues.  
 Prerequisite(s): NUR 2276  
 Pre/Corequisite(s): SOC 1110  
 Lab Fee: \$76.00  
 Student Liability Fee: \$20.00  
 Terms Offered: Fall, Spring

**NUR 2279 Nursing Directed Practice/Seminar (2)**

Contact hours (0.5 total): 0.5 lecture  
 Capstone course of 108 hours of intensive clinical experience under supervision of a nurse preceptor in selected healthcare setting. Manage nursing care of groups of clients; progress toward transition from student to professional nurse. Weekly reflection of nursing practice. Offered over a three-week period.  
 Prerequisite(s): NUR 1174, NUR 2272, NUR 2274, and NUR 2276  
 Pre/Corequisite(s): NUR 2278 and SOC 1110  
 Terms Offered: Fall, Spring

**NUR 2280 Nursing Review (1)**

Contact hours (2 total): 2 lab  
 Review of nursing knowledge and behaviors. Application of critical thinking skills to solve a variety of nursing care problems. Emphasis on current NCLEX-RN test plan.  
 Pre/Corequisite(s): NUR 2278 and NUR 2279  
 Other Fee: \$375.00  
 Terms Offered: Fall, Spring

## (NWM) New Media

**NWM 1000 Introduction to New Media (2)**

Contact hours (3 total): 1 lecture, 2 lab  
 Introduction to new media technology, theory and practice, basic principles, and portfolio development. Survey of new media professions.  
 Prerequisite(s): ITS 0800 and ITS 0810  
 Lab Fee: \$20.00  
 Terms Offered: Fall

**NWM 1005 Digital Aesthetics and User Experience (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Breakdown of aesthetic online design and layout including design elements and principals, color theory, and typography. Examination of user experience design and usability testing.  
 Prerequisite(s): none  
 Lab Fee: \$20.00  
 Terms Offered: Spring

**NWM 1010 Social Media and Digital Interactivity (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Adopt social media vocabulary and use social media as an effective marketing and promotional tool. Use online tools that encourage interactivity. Examine “viral” phenomenon and online advertising.  
 Prerequisite(s): none  
 Lab Fee: \$20.00  
 Terms Offered: Spring

**NWM 1020 Adobe for Web Professionals (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Use Adobe products to enhance web designs and online media. Create eBook. Software: Adobe Illustrator, Adobe Photoshop, and Adobe InDesign.  
 Prerequisite(s): ITS 0800 and ITS 0810  
 Lab Fee: \$20.00  
 Terms Offered: Spring

**NWM 2000 Digital Multimedia I (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Create and edit digital video and audio. Post and share projects online.  
 Prerequisite(s): none  
 Lab Fee: \$50.00  
 Terms Offered: Fall

**NWM 2010 Digital Multimedia II (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Create and edit digital photographs. Create stop motion animation and 2D computer animation. Software: Adobe Photoshop and Adobe Flash Professional.  
 Prerequisite(s): NWM 2000  
 Lab Fee: \$50.00  
 Terms Offered: Spring

**NWM 2100 Web Programming, Scripting, and Database (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Use PHP scripting language and open source database, MySQL. Customize open source web content management systems. Introduction of Ruby on Rails for web programming. Build dynamic web pages and interactive elements.  
 Prerequisite(s): CSD 1500 and ITS 2310  
 Lab Fee: \$20.00  
 Terms Offered: Fall

**NWM 2200 New Media Internship (2)**

Contact hours (1 total): 1 lecture  
 Develop new media solutions for local company or community organization. Demonstrate professional skills learned.  
 Prerequisite(s): NWM 1010, NWM 2000, and ITS 2310  
 Lab Fee: \$20.00  
 Terms Offered: Spring

**NWM 2400 Advanced Web Design (3)**

Contact hours (4 total): 2 lecture, 2 lab  
 Advanced examination and creation of open source content management systems. Construct websites with advanced functionality including e-commerce. Practical application of skills and Search Engine Optimization techniques.  
 Prerequisite(s): NWM 2100 and ITS 2310  
 Lab Fee: \$20.00  
 Terms Offered: Spring

## (OAD) Office Administration

**OAD 1101 Document Production I (3)**

Contact hours (5 total): 1 lecture, 4 lab  
 Production of common business correspondence, simple reports, and basic tables, using Microsoft Word 2010 software; emphasis on accuracy. Minimum typing speed of 35 wpm required.  
 Prerequisite(s): CPE 0200, ITS 0800, and ITS 0810 with a grade of A  
 An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
 Terms Offered: Fall, Spring, Summer

**OAD 1102 Document Production II (3)**

Contact hours (5 total): 1 lecture, 4 lab  
 Production of complex business correspondence, reports and tables, using Microsoft Word 2010 software. Introduction to desktop publishing; emphasis on speed and accuracy. Minimum typing speed of 40 words per minute expected.  
 Prerequisite(s): OAD 1101  
 Terms Offered: Fall, Spring, Summer

**OAD 1105 Business English (4)**

Contact hours (4 total): 4 lecture  
 Parts of speech; sentence elements, varieties, patterns, types, and faults; nouns; possessive nouns; personal pronouns; pronouns and antecedents; verb kinds, voices, and moods; verb tenses and parts; subject-verb agreement; adjective and adverb modifiers; prepositions; conjunctions; commas; semicolons and colons; capitalization; number style; and proofreading.  
 Prerequisite(s): CPE 0200  
 An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.  
 Terms Offered: Fall, Spring

**OAD 1205 Office Procedures (3)**

Contact hours (3 total): 3 lecture

Basic office administrative skills and concepts, including the work environment; ethics; stress, anger, and time management; workplace technologies; information processing; telecommunications; written communication; records management; presentations; the workplace team; customer service; workplace mail and copiers; travel arrangements; meetings and conferences; and leadership.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**OAD 2105 Medical Machine Transcription (3)**

Contact hours (5 total): 1 lecture, 4 lab

Use of transcription equipment, transcription and word processing software, and audio files to produce inpatient medical documents covering eight systems of the human body and outpatient medical documents covering selected specialty areas. Evaluation of transcription for application of correct report format; spelling of both English and medical terms; and specialized rules of grammar, including capitalization, number style, punctuation, abbreviation usage, symbol usage, and metric measurement style. Assessment of medical terminology knowledge, Health Insurance Portability and Accountability Act (HIPAA) guidelines, certification options, medical report contents and purposes, and general medical transcriptionists' responsibilities.

Prerequisite(s): OAD 1101, BIO 1105, and MST 1105

Terms Offered: Fall

**OAD 2205 Medical Office Management (3)**

Contact hours (5 total): 1 lecture, 4 lab

Development of techniques for acquiring advanced skills in the use of medical office management software. Encompasses the entire reimbursement process and applies it to practice-management software starting with appointment scheduling and moving through patient registration, procedure posting, medical billing with paper claims and electronically, payment posting, secondary insurance billing, patient billing, patient collections, and insurance tracking and follow-up.

Prerequisite(s): MST 1105

Terms Offered: Fall

**OAD 2215 Office Simulation (3)**

Contact hours (6 total): 6 lab

A comprehensive course making use of all knowledge and skills necessary to perform the duties of an office administrator. A project-centered approach requiring the student to complete without supervision a wide variety of tasks demanding judgment; initiative; decision making; problem solving; organizing, prioritizing, and planning; meeting deadlines; creating complicated documents using word processing, spreadsheets, and databases; and other related administrative duties.

Prerequisite(s): OAD 1102, ITS 1220, ITS 1235, and ITS 1245

Terms Offered: Fall

**OAD 2301 CPT/ICD-10-PCS Coding (3)**

Contact hours (3 total): 3 lecture

Introduction to CPT codes for insurance billing and reimbursement. Use of coding manuals plus the most recent coding classifications and guidelines. Coding steps explained. Procedural classification system.

Prerequisite(s): BIO 1105 and MST 1105

Terms Offered: Fall

**OAD 2302 ICD-9-CM/ICD-10- CM Coding (3)**

Contact hours (3 total): 3 lecture

Introduction to ICD-9-CM/ICD-10 codes for insurance billing and reimbursement. Use of coding manuals and most recent code updates and guidelines. Coding steps. Diagnostic classification system.

Prerequisite(s): BIO 1105 and MST 1105

Terms Offered: Fall

**OAD 2311 Medical Coding Trends and Issues (3)**

Contact hours (3 total): 3 lecture

Policies, forms, technology, and processes associated with medical billing protocol. Medicare information. Reimbursement. Health-care management policies. Pharmacology facts, rules, and guiding principles.

Prerequisite(s): OAD 2301 and OAD 2302

Instructor Permission Required.

Terms Offered: Spring

**OAD 2312 Advanced Medical Coding (3)**

Contact hours (3 total): 3 lecture

Coding experience using ICD-9-CM/ICD-10-CM and CPT/ICD-10-PCS numeric representation. Specialized areas of coding. Certifications related to specialty areas.

Prerequisite(s): OAD 2301 and OAD 2302

Terms Offered: Spring

**OAD 2703 Co-op Education/Internship (3)**

Contact hours (1.5 total): 1.5 lecture

Relating academic studies to the workplace through a supervised work placement that provides hands-on experience in a professional office or medical office. Applying principles and theories learned in the classroom, establishing learning outcomes, and preparing related reports. Attending weekly seminars that allow opportunity for discussion of work-related experiences and relevant topics.

Prerequisite(s): EBE 1000; (OAD 2105 and OAD 2205) or OAD 2215; approved co-op placement

Terms Offered: Spring

## (PED) Physical Education

**PED 1001 Beginning Pilates Mat Science (1)**

Contact hours (2 total): 2 lab

Proper breathing. Principles of mat science. Components of fitness. Pilates equipment.

Terms Offered: Fall, Spring



**PED 1002 Step Aerobics (1)**

Contact hours (2 total): 2 lab

Warm-up exercises, strength and flexibility exercises, and cool down exercises. Knowledge of safe fitness techniques and benefits.

Terms Offered: Fall, Spring

**PED 1003 Beginning Weight Training (1)**

Contact hours (2 total): 2 lab

Correct weight training procedures, proper handling of equipment, training principles, composition of an individual total workout program and dietary effects.

Terms Offered: Fall, Spring

**PED 1004 Intermediate Weight Training (1)**

Contact hours (2 total): 2 lab

Intermediate level of free weight training. Setting up a personal program. Safety and nutrition information.

Terms Offered: Fall, Spring

**PED 1005 Beginning Tennis (1)**

Contact hours (2 total): 2 lab

Forehand drive, backhand drive, volleying, serving, and footwork. History, rules, terms, scoring, simple strategies and the etiquette of tennis.

Terms Offered: Fall, Spring, Summer

**PED 1006 General Physical Conditioning (1)**

Contact hours (2 total): 2 lab

Principles and benefits of physical conditioning, warm-up/stretching exercises, aerobic and strength exercises (walking, jogging, rope skipping, stationary biking, weight training), flexibility exercises, and cool down exercises.

Terms Offered: Fall, Spring

**PED 1007 Yoga for Beginners (1)**

Contact hours (2 total): 2 lab

Reducing stress through focused breathing and relaxation exercises using meditation techniques.

Terms Offered: Fall, Spring

**PED 1008 Beginning Basketball (1)**

Contact hours (2 total): 2 lab

Shooting, passing, dribbling, and defense along with game play. Includes equipment, rules, terms scoring, and etiquette of basketball.

Terms Offered: Fall, Spring

**PED 1009 Intermediate Basketball (1)**

Contact hours (2 total): 2 lab

Intermediate phase of shooting, passing, dribbling, and defense along with game play. Includes equipment, rules, terms, scoring, and etiquette of basketball.

Lab Fee: \$20.00

Terms Offered: Fall, Spring

**PED 1010 Beginning Golf (1)**

Contact hours (2 total): 2 lab

Driving, putting, chipping and pitching along with fair play. Also includes the history, equipment, rules, terms, scoring, and etiquette of golf.

Prerequisite(s): none

Lab Fee: \$20.00

Terms Offered: Fall, Spring

**PED 1011 Pilates II Mat Stability Ball (1)**

Contact hours (2 total): 2 lab

Advanced study of breathing techniques, progressive mat science, detailed practice in core stability, Pilates equipment.

Terms Offered: Spring

**PED 1012 Yoga II (1)**

Contact hours (2 total): 2 lab

Using Yoga and meditation techniques to reduce stress.

Terms Offered: Fall, Spring

**PED 1013 Karate Self Defense for Beginners (1)**

Contact hours (2 total): 2 lab

Punching and kicking drills, takedown, self-discipline and control of hostile situations. History, philosophy and discipline used in Kenpo and Aikijitsu. Belt rank in karate optional at additional cost.

Terms Offered: Fall

**PED 1014 Intermediate Karate Self Defense (1)**

Contact hours (2 total): 2 lab

Intermediate level kicks, hand techniques, hand trapping and escapes. Belt rank in karate optional at additional cost.

Prerequisite(s): PED 1013 (or equivalent experience as determined by instructor)

Instructor Permission Required.

Terms Offered: Fall, Spring

## (PGR) Personal Growth

**PGR 1210 Stress Management (1)**

Contact hours (1 total): 1 lecture

Experiential approach to stress management focusing on cognitive, affective, and physical techniques. Includes assessment of stressors, physiology of stress, sources of stress, consequences of stress, stress in society, stress in the workplace, and the mind/body relationship.

Terms Offered: Fall, Spring

**PGR 1300 Reading for Speed and Comprehension (2)**

Contact hours (2 total): 2 lecture

Reading speed and comprehension improvement. Intended for students of average or above average reading ability. Uses a variety of methods, including computer-based instruction.

Prerequisite(s): none

Terms Offered: Spring

### **PGR 1500 Personal Growth (2)**

Contact hours (2 total): 2 lecture

Analyzing the effects of personal choices from birth to death and the implications throughout the stages of development. Personal choices as they relate to wellness, intimacy and relationships, and gender roles.

Terms Offered: Fall, Spring

### **PGR 1600 College Survival Skills (2)**

Contact hours (2 total): 2 lecture

Provide students with an understanding of the characteristics of a successful student; identify and practice skills necessary to be an active, independent learner such as time, stress, and procrastination management; acquire skills to promote active learning in reading, listening, and critical thinking; understand the responsibilities of a college student.

Other Fee: \$11.00

Terms Offered: Fall, Spring

## **(PHL) Philosophy**

### **PHL 2000 Critical Thinking (3)**

Contact hours (3 total): 3 lecture

Introduction to basic reasoning skills: distinguish knowledge from belief and truth; evaluate relevant information; identify assumptions; detect biased and fallacious reasoning; identify, analyze, and evaluate basic inductive and deductive arguments.

Pre/Corequisite(s): ENG 1111

Terms Offered: Fall, Spring

### **PHL 2050 Deductive Logic (3)**

Contact hours (3 total): 3 lecture

Formal methods for determining the validity of deductive arguments; construction of truth tables, sentential proofs, and categorical syllogisms.

Pre/Corequisite(s): ENG 1111

Terms Offered: Spring

### **PHL 2100 Ethics (3)**

Contact hours (3 total): 3 lecture

Philosophical analysis and critique of predominant ethical perspectives from Western philosophy, political theory, and religion as well as non-Western cultural and religious traditions. Application of these perspectives to contemporary moral problems such as abortion, drug use, same-sex marriage, the death penalty, racism, war and terrorism, animal rights, and the moral status of the natural environment.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **PHL 2300 Medical Ethics (3)**

Contact hours (3 total): 3 lecture

Application of philosophical analysis and ethical theories to the moral problems arising from modern medical care such as abortion, patients' rights, euthanasia, and experimentation with human subjects and ethics of cloning. Discussion of how moral values affect, and are affected by, medical and biological knowledge and practice.

Pre/Corequisite(s): ENG 1111

Terms Offered: Spring

### **PHL 2400 Philosophy of World Religions (3)**

Contact hours (3 total): 3 lecture

Philosophical analysis of the basic salvational beliefs and practices of Judaism, Christianity, Islam, Hinduism, and Buddhism, including: absolutist vs. enculturated conceptual interpretations of ultimate sacred reality; the impact of current scientific theories on arguments for the existence of God and scriptural interpretation; psychological and sociological interpretations of religion; religious vs. scientific explanations of the self, mystical visions, and near-death experiences; and scientific vs. religious arguments on the possibility of resurrection and reincarnation.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

## **(PHO) Photography**

### **PHO 1100 Photography I: Fundamentals (3)**

Contact hours (4 total): 2 lecture, 2 lab

Become familiar with the concepts, methods, and procedures involved in creating both film-based and digital photographic images. Properly focus, expose, and frame an image. Individual photographic elements and combining elements to create a specific look and feel to an image.

Prerequisite(s): CPE 0100

Corequisite(s): PHO 1102

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Fall

### **PHO 1102 Image Workflow/Basic Editing (2)**

Contact hours (3 total): 1 lecture, 2 lab

Establishing an effective and efficient Imaging Workflow procedure using multiple computer software programs. Upload, convert, process, manipulate, output, and archive photographic image files.

Prerequisite(s): CPE 0100

Corequisite(s): PHO 1100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$50.00

Terms Offered: Fall

### **PHO 1103 Camera Skills: The Digital Camera (2)**

Contact hours (3 total): 1 lecture, 2 lab

Features, advantages, and disadvantages of the digital camera. Meter usage and exposure control, lens selection and file types. Similarities and differences between the digital SLR cameras, film cameras, and hybrid.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Fall

### **PHO 1124 Photography II: Applied Photography (3)**

Contact hours (4 total): 2 lecture, 2 lab

Industries within the photographic industry, to include but not limited to, portrait, fine art, landscape, table top. Photographic production for print media and website.

Prerequisite(s): PHO 1100, PHO 1102, and PHO 1103

Corequisite(s): PHO 1125

Lab Fee: \$25.00

Terms Offered: Spring

### **PHO 1125 Imaging Editing/Digital Darkroom (2)**

Contact hours (3 total): 1 lecture, 2 lab

Continuation of PHO 1102. Advanced features of Adobe Photoshop: edit, retouch, and manipulate image files for hard copy output and web; professional quality prints. Work with layers, channels, paths, masks and other techniques to create high-quality creative images for a variety of professional applications.

Prerequisite(s): PHO 1100, PHO 1102, and PHO 1103

Corequisite(s): PHO 1124

Lab Fee: \$50.00

Terms Offered: Spring

### **PHO 1126 Lighting Techniques (2)**

Contact hours (3 total): 1 lecture, 2 lab

How direction, quality, and intensity of light affect the mood, style, and story of the image.

Prerequisite(s): PHO 1100 and PHO 1102

Pre/Corequisite(s): PHO 1124 and PHO 1125

Lab Fee: \$25.00

Terms Offered: Spring

### **PHO 1137 Photographic Practicum (2)**

Real world experience in the Photographic Industry. Assignment to a photographic business provider to perform functions of that business and be supervised by business professionals.

Prerequisite(s): PHO 1100, PHO 1102, PHO 1103, PHO 1124, PHO 1125, and PHO 1126

Terms Offered: Summer

### **PHO 1138 Photographic Portfolio (2)**

Contact hours (3 total): 1 lecture, 2 lab

Development of personal reflecting portfolio, knowledge and skill in primary discipline as well overall imaging ability. Industry standards are maintained. A hard copy output version and an HTML or Flash file electronic version created.

Prerequisite(s): PHO 1100, PHO 1102, PHO 1103, PHO 1124, PHO 1125, and PHO 1126

Lab Fee: \$50.00

Terms Offered: Summer

### **PHO 1150 Forensic Photography (3)**

Contact hours (4 total): 2 lecture, 2 lab

Fundamentals of photography utilizing digital media for law enforcement. Application of imaging to criminal and civil investigations including the preparation of courtroom presentation.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

## **(PHY) Physics**

### **PHY 1000 Fundamentals of Scientific Methods and Problem Solving (4)**

Contact hours (5 total): 3 lecture, 2 lab

Foundational concepts in the physical sciences using an interdisciplinary approach. Includes physics and chemistry (matter and energy, force and motion, heat and thermodynamics, waves and optics, electricity and magnetism and an introduction to inorganic chemistry). Emphasizes development of science process methods, critical thinking skills, practical skills, and problem solving skills needed to perform scientific inquiry.

Prerequisite(s): CPE 0100 and CPE 0600

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$40.00

Terms Offered: Spring, Summer

### **PHY 1100 Fundamentals of Physics (4)**

Contact hours (5 total): 3 lecture, 2 lab

Concepts and applications of physics for non-science majors to include: one and two dimensional motion; forces; work and conservation of energy; properties of matter; heat and thermodynamics; waves and sound; electricity; electromagnetism (EM) and EM waves; optics; modern physics; collection, analysis and reporting of data; problem-solving concepts and methods that are characteristic of physics.

Prerequisite(s): CPE 0400 and CPE 0600 with a grade of C or better

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$40.00

Terms Offered: Fall, Spring, Summer

### **PHY 1200 Introduction to Astronomy (4)**

Contact hours (5 total): 3 lecture, 2 lab

Introduction to Astronomy; astronomical terminology, origins and composition of our universe and solar system, planetary features; the quest to find other life forms in our universe.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$40.00

Terms Offered: Summer

### **PHY 1501 General Physics I with Algebra (5)**

Contact hours (6 total): 4 lecture, 2 lab

College algebra based physics to include: Kinematics in one and two dimensions; vector arithmetic; force and Newton's Laws of Motion and Gravitation; work, energy, and conservation of energy; linear momentum and collisions; rotational kinematics and dynamics, including angular momentum and rotational energy; simple harmonic motion; waves and sound; fluids and elasticity; heat and thermodynamics; kinetic theory of gases; collection, analysis and reporting of data; problem-solving using college algebra concepts and methods.

Prerequisite(s): MTH 1280 or equivalent COMPASS score

Pre/Corequisite(s): ENG 1111 and MTH 1340 or equivalent COMPASS score or ENT 1100

Lab Fee: \$50.00

Terms Offered: Fall

### **PHY 1502 General Physics II with Algebra (5)**

Contact hours (6 total): 4 lecture, 2 lab

College algebra based physics to include: electricity; magnetism; electromagnetism; geometric and wave optics; relativity; quantum physics; atomic physics; nuclear physics; collection, analysis, and reporting of data; problem-solving using algebra concepts and methods

Prerequisite(s): MTH 1280 or equivalent COMPASS score

Pre/Corequisite(s): ENG 1111 and MTH 1340 or equivalent COMPASS score or ENT 1100

Lab Fee: \$50.00

Terms Offered: Spring

### **PHY 2501 College Physics I with Calculus (5)**

Contact hours (6 total): 4 lecture, 2 lab

Kinematics in one and two dimensions; vectors and simple vector analysis; force and Newton's Laws of Motion and Gravitation; work, energy, and conservation of energy; impulse and linear momentum, including elastic and inelastic collisions; rotational kinematics and dynamics, including angular momentum and rotational energy; simple harmonic motion and damped-driven oscillations; waves and sound; fluids and elasticity; heat and thermodynamics; kinetic theory of gases; collection, analysis, and reporting of data; problem-solving using calculus concepts and methods.

Prerequisite(s): PHY 1100 or PHY 1501

Pre/Corequisite(s): ENG 1111 and MTH 2200

Lab Fee: \$50.00

Terms Offered: Fall

### **PHY 2502 College Physics II with Calculus (5)**

Contact hours (6 total): 4 lecture, 2 lab

Calculus-based physics to include: electricity; magnetism; electromagnetism; geometric and wave optics; relativity; quantum physics; atomic physics; nuclear physics; collection, analysis, and reporting of data; problem-solving using calculus concepts and methods.

Prerequisite(s): PHY 2501

Pre/Corequisite(s): ENG 1112 and MTH 2200

Lab Fee: \$50.00

Terms Offered: Spring

## **(PLS) Political Science**

### **PLS 1100 Introduction to American Politics (3)**

Contact hours (3 total): 3 lecture

Historical foundations of US government; theoretical underpinnings of important government documents; political behavior, voting behavior, and the campaign process. Policymaking process and the role of interest groups and the media. The history and role of political parties in the US. Three branches of United States government and how they function. Formal rules and procedures in American government.

Pre/Corequisite(s): ENG 1111

Terms Offered: Fall, Spring, Summer

### **PLS 1300 Introduction to Comparative Politics (3)**

Contact hours (3 total): 3 lecture

Comparative method as it applies to government authority structures, parliamentary and presidential democratic systems; authoritarian, totalitarian, hybrid and democratic regimes; patterns of economic and political development; linkages between economic and political development; comparison of political institutions; political ideologies including liberalism, communism, socialism, anarchism, conservatism, and islamism; civil society and social capital; democratization and regime change.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **PLS 2200 Constitutional Law (3)**

Contact hours (3 total): 3 lecture

History and philosophy of the American constitution; theories of constitutional interpretation; judicial review; role of the supreme court in shaping government and society; Supreme Court and the bill of rights; landmark cases.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Terms Offered: Spring, Summer

### **PLS 2300 Introduction to International Relations (3)**

Contact hours (3 total): 3 lecture

Evolution of world system, state and nonstate actors, intergovernmental organizations, nation-states, multinational corporations, conflict and cooperation between actors, democratic peace theory, liberalism, realism, constructivism, Marxism, feminism, international events and daily life, links between domestic and international politics, foreign policymaking process, historical world events and contemporary world events, and international political economy.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

## **(PSY) Psychology**

### **PSY 1111 Introduction to Psychology (3)**

Contact hours (3 total): 3 lecture

Introduction to fundamental principles and practices of psychology, including history, methods, biology of behavior, consciousness, perception, learning, thinking, intelligence, language, memory, social and organizational behavior, development, personality, psychopathology, and treatment.

Prerequisite(s): CPE 0100

Pre/Corequisite(s): CPE 0300

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **PSY 2218 Introduction to Educational Psychology (3)**

Contact hours (3 total): 3 lecture

Major theories of learning, development, and motivation in an educational setting. Exploration of the similarities and differences in student learning, types of instructional strategies, factors that affect student's learning and development. Principles of assessment strategies, including design, implementation, and evaluation.

Prerequisite(s): EDU 1110 and ENG 1111

Terms Offered: Spring

### **PSY 2223 Lifespan Human Growth and Development (3)**

Contact hours (3 total): 3 lecture

Study of the biological, cognitive, cultural, environmental and psychosocial development of human beings and the issues surrounding these developments from conception to death. Analysis of theories, myths and misconceptions, and methodological approaches of human development are explored. Applications of developmental psychology principles to daily life throughout the lifespan.

Prerequisite(s): ENG 1111 and PSY 1111

Pre/Corequisite(s): ENG 1112

Terms Offered: Fall, Spring, Summer

### **PSY 2230 Abnormal Psychology (3)**

Contact hours (3 total): 3 lecture

Describe the clinical picture and clinical assessment of suicide, legal issues in abnormal psychology, and the major psychological disorders: anxiety, stress, dissociative, somatoform, mood, eating, substance, sexual, schizophrenia, personality, childhood and aging disorders. Apply facts to the understanding of the diagnosis, etiology, prognosis, and treatment of psychological disorders. Evaluate research, historical and cultural viewpoints as well as current theoretical views of psychological disorders.

Prerequisite(s): ENG 1111 and PSY 1111

Pre/Corequisite(s): ENG 1112

Global Awareness.

Terms Offered: Fall, Spring, Summer

## **(PTA) Physical Therapist Assistant**

### **PTA 1110 PTA Survey (2)**

Contact hours (2 total): 2 lecture

History of physical therapy. History and role of professional organizations, legal and ethical accountability, and healthcare delivery systems. Introduction to the role and scope of work for the physical therapist assistant. Introduction to interpersonal communication, cultural diversity, disability awareness and professional behavior.

Prerequisite(s): none

Pre/Corequisite(s): ENG 1111

Terms Offered: Fall, Spring

### **PTA 1120 PTA Procedures I (4)**

Contact hours (6 total): 2 lecture, 4 lab

Introduction and practice of basic therapeutic procedures: body mechanics, vital signs, infection control, goniometry for all appropriate joints, manual muscle testing for all appropriate muscles / muscle groups; verbal and written communication; clinical documentation; professional behavior; introduction to therapeutic exercise.

Pre/Corequisite(s): ENG 1111, PTA 1110, BIO 1118, BIO 2121, and MST 1105

Instructor Permission Required.

Lab Fee: \$35.00

Terms Offered: Fall

**PTA 1146 PTA Procedures II (6)**

Contact hours (9 total): 3 lecture, 6 lab

Pathology, data collection, and physical therapy interventions for cardiovascular, lymphatic, immune, endocrine/metabolic integumentary, gastrointestinal, genitourinary, respiratory disorders, and amputations. Positioning, wheelchair mobility, bed mobility, transfers, gait training, orthotics, and prosthetics. Professional behavioral development. Laboratory practice.

Prerequisite(s): BIO 1118, BIO 2121, MST 1105, PTA 1110, and PTA 1120

Pre/Corequisite(s): PTA 1160, ENG 1112, and BIO 2122

Lab Fee: \$40.00

Terms Offered: Spring

**PTA 1160 PTA Rehabilitation I (6)**

Contact hours (9 total): 3 lecture, 6 lab

Pathology, data collection and PT intervention for orthopedic conditions and musculoskeletal disorders; positioning, bed mobility, transfers, gait training application to course-related diagnoses; massage, traction, and detailed study of therapeutic exercise and exercise design. Professional behavioral development. Laboratory practice.

Prerequisite(s): BIO 1118, BIO 2121, MST 1105, PTA 1110, and PTA 1120

Pre/Corequisite(s): ENG 1112, BIO 2122, and PTA 1146

Lab Fee: \$30.00

Terms Offered: Spring

**PTA 2241 PTA Procedures III (5)**

Contact hours (7 total): 3 lecture, 4 lab

Physical agents including E-stim, hydrotherapy, diathermy, ultrasound, TENS, MENS, phonophoresis, iontophoresis. Integumentary system and wound care. Theories of pain. Professional behavioral development.

Prerequisite(s): PTA 1146, PTA 1160, and BIO 2122

Corequisite(s): PTA 2245

Lab Fee: \$45.00

Terms Offered: Summer

**PTA 2245 PTA First Year Capstone (1)**

Contact hours (1 total): 1 lecture

Goniometry, manual muscle testing, wheelchair mobility, transfers, gait training, exercise design, clinical reasoning, communication. Professional behavior development.

Prerequisite(s): PTA 1146, PTA 1160, and BIO 2122

Pre/Corequisite(s): PTA 2241

Terms Offered: Summer

**PTA 2260 PTA Rehabilitation II (6)**

Contact hours (9 total): 3 lecture, 6 lab

Pathology, data collection, and PT interventions for adult neurological impairments and pediatrics. Normal motor development and motor control. Application of positioning, bed mobility, transfers, gait training, and therapeutic exercise to course-related diagnoses. Adaptive seating, environmental assessment, and professional behavior development. Laboratory practice.

Prerequisite(s): PTA 2241 and PTA 2245

Pre/Corequisite(s): PSY 1111

Lab Fee: \$35.00

Terms Offered: Fall

**PTA 2270 PTA Trends and Issues (1)**

Contact hours (1 total): 1 lecture

Current trends in practice. Healthcare financing. Interpersonal communications. Contracts. Supervisory/management skills. Ethical issues. Professional behavioral development.

Prerequisite(s): PTA 2241, PTA 2245, and ENG 1112

Pre/Corequisite(s): PTA 2260

Terms Offered: Fall

**PTA 2275 PTA Special Topics (1)**

Contact hours (1 total): 1 lecture

Special topics related to the field of physical therapy including women's health, health promotion, mental health, emergency medicine, occupational work hardening, and common diagnostic procedures. Offered in an 8 week session.

Prerequisite(s): PTA 2260, PTA 2270, PTA 2281, and PTA 2291

Corequisite(s): PTA 2282 and PTA 2292

Terms Offered: Spring

**PTA 2281 PTA Directed Practice I (2)**

Provision of physical therapy services in a clinical setting; application of knowledge and role of the physical therapist assistant, performance of skills, and professional behavior at a developing level. Supervised by clinical and academic faculty. Part-time, 20 hours per week for eight weeks; total 160 hours.

Prerequisite(s): PTA 2241 and PTA 2245

Pre/Corequisite(s): PTA 2260, PTA 2270, and PSY 1111

Corequisite(s): PTA 2291

Instructor Permission Required.

Student Liability Fee: \$20.00

Terms Offered: Fall

**PTA 2282 PTA Directed Practice II (2)**

Provision of physical therapy services in a clinical setting. Continued application of knowledge and role of the physical therapist assistant, performance of skills and professional behavior at a progressively developing level. Supervised by clinical and academic faculty. Part-time; 20 hours per week for eight weeks; total 160 hours.

Prerequisite(s): PTA 2260, PTA 2270, PTA 2281, and PTA 2291

Pre/Corequisite(s): PSY 2223

Corequisite(s): PTA 2292 and PTA 2275

Terms Offered: Spring

### **PTA 2283 PTA Directed Practice III (3)**

Provision of physical therapy services in the clinical setting. Continued application of knowledge and role, performance of skills, and professional behavior. Performance progresses to entry-level practice consistent with the role and scope of practice of the physical therapist assistant in implementing the plan of care established by the physical therapist. Supervised by clinical and academic faculty. Full-time; 40 hours per week for seven weeks; total 280 hours.

Prerequisite(s): PTA 2260, PTA 2270, PTA 2282, and PTA 2292

Pre/Corequisite(s): PSY 2223

Corequisite(s): PTA 2293

Terms Offered: Spring

### **PTA 2291 PTA Seminar I (1)**

Contact hours (1 total): 1 lecture

Companion course to PTA 2281. Clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client, coworker behaviors as related to Directed Practice I. Ethical issues. Development of capstone portfolio that encompasses didactic and clinical information collected throughout clinical experiences. Offered in an 8 week session.

Prerequisite(s): PTA 2241 and PTA 2245

Pre/Corequisite(s): PTA 2260, PSY 1111, and PTA 2270

Corequisite(s): PTA 2281

Terms Offered: Fall

### **PTA 2292 PTA Seminar II (1)**

Contact hours (1 total): 1 lecture

Companion course to PTA 2282. Discussion of clinical situations and problem solving; focus on self-evaluation; understanding the work setting and client, coworker behaviors as related to Directed Practice II. Ethical issues and selected course-related topics as determined by the instructor. Continued development of Capstone Portfolio that encompasses didactic and clinical information collected throughout the clinical experiences. Offered in an 8 week session.

Prerequisite(s): PTA 2260, PTA 2270, PTA 2281, and PTA 2291

Pre/Corequisite(s): PSY 2223

Corequisite(s): PTA 2282 and PTA 2275

Terms Offered: Spring

### **PTA 2293 PTA Seminar III (1)**

Contact hours (1 total): 1 lecture

Companion course to PTA 2283. Discussion of clinical situations and problem solving; understanding the work setting, and client/coworker behaviors related to Directed Practice III. Ethical issues and selected course-related topics as determined by the instructor. Completion of Capstone Portfolio that encompasses didactic and clinical information collected throughout the clinical experiences. Present a second-year Capstone Project. Offered in an 8 week session.

Prerequisite(s): PTA 2260, PTA 2270, PTA 2282, and PTA 2292

Pre/Corequisite(s): PSY 2223

Corequisite(s): PTA 2283

Lab Fee: \$35.00

Terms Offered: Spring

# **(RCR) Realtime Court Reporting**

## **RCR 1200 Survey of Realtime Reporting (1)**

Contact hours (1 total): 1 lecture

Opportunities available in the field of realtime reporting, including the skills and knowledge required, professional organizations, and the ethics of realtime reporting. Topics: Judicial Reporting, Official Reporting, Freelance Reporting, Closed Captioning, Communication Access Realtime Transcription (CART), Medical Transcription, Data Entry, National Court Reporters Association (NCRA), Ohio Court Reporters Association (OCRA), NCRA Code of Professional Ethics, Certifications, Continuing Education Units (CEUs), and Life-long Learning.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

## **RCR 1201 Realtime Theory (6)**

Contact hours (7 total): 5 lecture, 2 lab

Writing, reading, and translating the spoken word by means of a conflict-free realtime theory. Emphasis on mastery of machine shorthand principles, speed development of 60 wpm on dictation of familiar material, and rapid and accurate reading of notes.

Prerequisite(s): CPE 0100

Corequisite(s): RCR 1211

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$15.00

Terms Offered: Fall

## **RCR 1202 Beginning Speed Building (5)**

Contact hours (12 total): 12 lab

Development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in Literary, Jury Charge, and Testimony material for development of skill and accuracy in speeds ranging from 60-120 words per minute. Monitored transcription of speed dictation tests in each of the areas of dictation concentration completed within 70 minutes immediately following recorded dictation. Analyzation of student transcript of test dictation as tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to determine speed growth and accuracy required. Use of online, computer-aided transcription technology with teacher interaction.

Prerequisite(s): RCR 1201 and RCR 1211 (C or better in RCR 1201 required)

Pre/Corequisite(s): RCR 1212

Lab Fee: \$25.00

Terms Offered: Spring

**RCR 1203 Intermediate Speed Building (5)**

Contact hours (12 total): 12 lab

Further development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in Literary, Jury Charge, and two-voice Testimony material for development of skill and accuracy in speeds ranging from 120-160 words per minute. Introduction to multivoice dictation, use of speaker IDs, and computer-integrated courtroom setup. Monitored transcription of speed dictation tests in each of the areas of dictation concentration completed within 70 minutes immediately following recorded dictation. Analyzation of student transcript of test dictation as tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to determine speed growth and accuracy required. Use of online, computer-aided transcription technology with teacher interaction.

Prerequisite(s): RCR 1202 and RCR 1212 (C or better in RCR 1202 required)

Corequisite(s): RCR 1213 and RCR 1250

Lab Fee: \$25.00

Terms Offered: Summer

**RCR 1211 Introduction to Realtime Writing (1)**

Contact hours (2 total): 2 lab

Connections of realtime equipment, troubleshooting, and perfecting approved National Court Reporters Association (NCRA) realtime theory outlines using realtime equipment and translation software. Quality practice techniques. Production of one-page unedited realtime transcript of familiar material with accuracy rate of 96 percent.

Corequisite(s): RCR 1201

Terms Offered: Fall

**RCR 1212 Beginning Realtime Writing (1)**

Contact hours (2 total): 2 lab

Realtime dictionary building with emphasis on incorporating Jury Charge and Testimony brief forms and phrases for accurate translation. Endurance accuracy building during realtime ten-minute writing periods with an accuracy rate of 96 percent. Production of one-page unedited realtime transcript of unfamiliar material with accuracy rate of 96 percent.

Prerequisite(s): RCR 1201 and RCR 1211

Corequisite(s): RCR 1202

Terms Offered: Spring

**RCR 1213 Intermediate Realtime Writing (1)**

Contact hours (2 total): 2 lab

Realtime dictionary building with emphasis on writing numbers and alphabets using Realtime Commands Dictionary. Endurance accuracy building during realtime 12-minute writing periods with an accuracy rate of 96 percent. Production of two-page unedited realtime transcript of unfamiliar materials with accuracy rate of 96 percent.

Prerequisite(s): RCR 1202 and RCR 1212

Corequisite(s): RCR 1203

Terms Offered: Summer

**RCR 1220 Law and Legal Terminology (2)**

Contact hours (2 total): 2 lecture

Overview of the judicial system and the legislative process with emphasis on legal terminology as applied in civil and criminal law.

Prerequisite(s): RCR 1200 and RCR 1211

Lab Fee: \$15.00

Terms Offered: Spring

**RCR 1225 Vocabulary and Reference Use (1)**

Contact hours (1 total): 1 lecture

Techniques for using the dictionary, thesaurus, online references, prefixes, suffixes, synonyms, possessives, and word pairs.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

**RCR 1231 Fundamentals of CAT (2)**

Contact hours (3 total): 1 lecture, 2 lab

Principles of transcript production using computer-aided transcription software (CATalyst4).

Prerequisite(s): RCR 1200, RCR 1211, and ITS 1105

Lab Fee: \$25.00

Terms Offered: Spring

**RCR 1250 Transcription (2)**

Contact hours (6 total): 6 lab

Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course. Transcription completed within 70 minutes immediately following recorded dictation. Analyzation of student transcript of test dictation as tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to determine speed growth and accuracy required. Use of online, computer-aided transcription technology with teacher interaction.

Prerequisite(s): RCR 1200 and RCR 1211

Corequisite(s): RCR 1202, RCR 1203, RCR 2201, or RCR 2202

Terms Offered: Fall, Spring, Summer

**RCR 125A Skill Building (3)**

Contact hours (6 total): 6 lab

Skill-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with concurrent realtime speed-development course. Instructor-monitored 80-minute test/transcription time. Analyzation of student transcript of test dictation as tool for determining quality practice needs for continual speed growth and for improved accuracy. Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course. Transcription completed within 70 minutes immediately following recorded dictation. Use of online, computer-aided transcription technology with teacher interaction.



Prerequisite(s): RCR 1201 and RCR 1211  
Corequisite(s): RCR 1202 or RCR 1203  
Instructor Permission Required.  
Lab Fee: \$15.00  
Terms Offered: Fall

### **RCR 125B Skill Building (3)**

Contact hours (6 total): 6 lab  
Skill-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with concurrent realtime speed-development course. Instructor-monitored 80-minute test/transcription time. Analyzation of student transcript of test dictation as tool for determining quality practice needs for continual speed growth and for improved accuracy. Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course. Transcription completed within 70 minutes immediately following recorded dictation. Use of online, computer-aided transcription technology with teacher interaction.  
Prerequisite(s): RCR 1201 and RCR 1211  
Corequisite(s): RCR 1202 or RCR 1203  
Instructor Permission Required.  
Lab Fee: \$15.00  
Terms Offered: Spring

### **RCR 125C Skill Building (3)**

Contact hours (6 total): 6 lab  
Skill-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with concurrent realtime speed-development course. Instructor-monitored 80-minute test/transcription time. Analyzation of student transcript of test dictation as tool for determining quality practice needs for continual speed growth and for improved accuracy. Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course. Transcription completed within 70 minutes immediately following recorded dictation. Use of online, computer-aided transcription technology with teacher interaction.  
Prerequisite(s): RCR 1201 and RCR 1211  
Corequisite(s): RCR 1202 or RCR 1203  
Instructor Permission Required.  
Lab Fee: \$15.00  
Terms Offered: Summer

### **RCR 125D Skill Building (3)**

Contact hours (6 total): 6 lab  
Skill-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with concurrent realtime speed-development course. Instructor-monitored 80-minute test/transcription time. Analyzation of student transcript of test dictation as tool for determining quality practice needs for continual speed growth and for improved accuracy. Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course.

Transcription completed within 70 minutes immediately following recorded dictation. Use of online, computer-aided transcription technology with teacher interaction.  
Prerequisite(s): RCR 1201 and RCR 1211  
Corequisite(s): RCR 2201 or RCR 2202  
Instructor Permission Required.  
Lab Fee: \$15.00  
Terms Offered: Fall

### **RCR 125E Skill Building (3)**

Contact hours (6 total): 6 lab  
Skill-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with concurrent realtime speed-development course. Instructor-monitored 80-minute test/transcription time. Analyzation of student transcript of test dictation as tool for determining quality practice needs for continual speed growth and for improved accuracy. Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course. Transcription completed within 70 minutes immediately following recorded dictation. Use of online, computer-aided transcription technology with teacher interaction.  
Prerequisite(s): RCR 1201 and RCR 1211  
Corequisite(s): RCR 2201 or RCR 2202  
Instructor Permission Required.  
Lab Fee: \$15.00  
Terms Offered: Spring

### **RCR 125F Skill Building (3)**

Contact hours (6 total): 6 lab  
Skill-development activities, including three additional assessments of speed and accuracy skill level per week in conjunction with concurrent realtime speed-development course. Instructor-monitored 80-minute test/transcription time. Analyzation of student transcript of test dictation as tool for determining quality practice needs for continual speed growth and for improved accuracy. Monitored transcription of speed dictation tests in each of the areas of dictation concentration within the required concurrent speed course. Transcription completed within 70 minutes immediately following recorded dictation. Use of online, computer-aided transcription technology with teacher interaction.  
Prerequisite(s): RCR 1201 and RCR 1211  
Corequisite(s): RCR 2201 or RCR 2202  
Instructor Permission Required.  
Lab Fee: \$15.00  
Terms Offered: Summer

### **RCR 2032 Advanced CAT Concepts (2)**

Contact hours (3 total): 1 lecture, 2 lab  
Advanced principles of transcript production using CaseCATalyst4 computer-assisted translation software.  
Prerequisite(s): RCR 1231  
Lab Fee: \$25.00  
Terms Offered: Fall

### **RCR 2045 Judicial Reporting Techniques (2)**

Contact hours (3 total): 1 lecture, 2 lab

Role of the realtime reporter in trials, depositions, and administrative hearings; overview of transcript preparation and production; development of office management skills; resume preparation and the interview process; professional development in dress and conduct; involvement in professional associations and appreciation of continuing education.

Prerequisite(s): RCR 1203 and RCR 1231

Terms Offered: Fall

### **RCR 2050 Transcript Production (2)**

Contact hours (3 total): 1 lecture, 2 lab

Application of transcript editing and production techniques with a focus on proper scoping and proofreading skills in preparation for employment.

Prerequisite(s): RCR 2032, RCR 2045, and RCR 2201

Lab Fee: \$25.00

Terms Offered: Spring

### **RCR 2080 Court Reporting Professional Experience (1)**

Judicial reporting practice in both the official and freelance areas, with a minimum of 40 writing hours in each.

Prerequisite(s): RCR 2032, RCR 2045, RCR 2201, and RCR 2211

Instructor Permission Required.

Terms Offered: Fall, Spring, Summer

### **RCR 2100 Introduction to the Deaf Community (2)**

Contact hours (2 total): 2 lecture

Overview of the Deaf, deaf, and hard-of-hearing communities and their social, cultural, and educational experiences, including myths and misconceptions and types of accommodations. Introduction to American Sign Language (ASL) as used in the United States and parts of Canada. Implementation of National Court Reporters Association (NCRA) Guidelines for Professional Practice for Captioners and CART Providers and current Communication Access Realtime Translation (CART) Provider's Manual.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **RCR 2101 Captioning /CART I (2)**

Contact hours (3 total): 1 lecture, 2 lab

Introduction to captioning software and application of Computer-aided Transcription (CAT) functions for use in both captioning and Communication Access Realtime Translation (CART) technologies, including building dictionaries, managing and loading dictionaries for proper translation, paraphrasing in realtime, screen setup and display, use and editing of phonetic translator, on-screen globaling and defining, word substitution in realtime, and accurate finger spelling. Build writing endurance by writing class lectures, seminars, and

broadcast news programming. Production of ten-minute broadcast news program with a goal of 96 percent verbatim accuracy.

Prerequisite(s): RCR 1203, RCR 1213, and RCR 1231

Lab Fee: \$25.00

Terms Offered: Fall

### **RCR 2102 Captioning/CART II (1)**

Contact hours (3 total): 3 lab

Implementation of captioning software and Computer-aided Transcription (CAT) functions for use in both captioning and Communication Access Realtime Translation (CART) technologies. Continued emphasis on building dictionaries and managing and loading dictionaries for proper translation as preparation for employment. Expanded application of captioning and CART writing techniques while building realtime writing endurance by writing class lectures, seminars, and broadcast news programming. Production of 15-minute broadcast news program with 96 percent verbatim accuracy.

Prerequisite(s): RCR 2101, RCR 2145, RCR 2201, and RCR 2211

Pre/Corequisite(s): none

Lab Fee: \$25.00

Terms Offered: Spring

### **RCR 2145 Captioning/CART Business Practices (2)**

Contact hours (2 total): 2 lecture

Overview of broadcast captioning and Communication Access Realtime Translation (CART), including, but not limited to, the psychology of on-air captions, Federal Communications Commission (FCC) regulations, broadcast news production, prescribing, the National Court Reporters Association (NCRA) CART Provider's Manual, NCRA Guidelines for Professional Practice for Captioners and CART Providers, and the Americans with Disabilities Act (ADA).

Prerequisite(s): CPE 0500, RCR 1203, RCR 1213, and RCR 1231  
An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall

### **RCR 2180 Captioning/CART Professional Experience (1)**

Broadcast captioning practice with a minimum of 40 hours in the broadcast studio or other approved activity. Communication Access Realtime Translation (CART) practice with a minimum of 40 hours in the classroom or other approved activity.

Prerequisite(s): RCR 2145 and RCR 2201

Instructor Permission Required.

Terms Offered: Spring

### **RCR 2201 Advanced Speed Building (5)**

Contact hours (12 total): 12 lab

Development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in Literary, Jury Charge, and two-voice and multivoice Testimony material for development of skill and accuracy in speeds ranging from 160-200 words per minute. Expanded application of multivoice dictation using speaker IDs and demonstrating knowledge of computer-integrated

courtroom setup. Monitored transcription of speed dictation tests in each of the areas of dictation concentration completed within 70 minutes immediately following recorded dictation. Analyzation of student transcript of test dictation as tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to determine speed growth and accuracy required. Use of online, computer-aided transcription technology with teacher interaction.

Prerequisite(s): RCR 1203 and RCR 1213 (Grade of C or higher in RCR 1203 required)

Pre/Corequisite(s): RCR 2211

Lab Fee: \$25.00

Terms Offered: Fall

### **RCR 2202 Terminal Speed Building (5)**

Contact hours (12 total): 12 lab

Development of writing skills, readback and analysis of shorthand notes, proofreading skills, and quality practice habits. Dictation in Literary, Jury Charge, and two-voice and multivoice Testimony material for development of skills and accuracy in speeds ranging from 180-225 words per minute. Expanded application of multivoice dictation using speaker IDs and demonstrating knowledge of computer-integrated courtroom setup. Monitored transcription of speed dictation tests in each of the areas of dictation concentration completed within 70 minutes immediately following recorded dictation. Analyzation of student transcript of test dictation as tool for reviewing vocabulary, grammar, spelling, and punctuation as well as to determine speed growth and accuracy required. Use of online, computer-aided transcription technology with teacher interaction. Terminal speeds of 180 wpm with 95 percent accuracy (Judicial) 96 percent accuracy (Captioning/CART) in Literary, 200 wpm with 95 percent accuracy in Jury Charge, and 225 wpm with 95 percent accuracy in Testimony.

Prerequisite(s): RCR 2201 and RCR 2211 (Grade of C or higher in RCR 2201 required)

Pre/Corequisite(s): RCR 2212

Lab Fee: \$25.00

Terms Offered: Spring

### **RCR 2211 Advanced Realtime Writing (1)**

Contact hours (2 total): 2 lab

Realtime dictionary building with emphasis on dictionary growth using realtime prefixes and suffixes. Endurance accuracy building 15- to 20-minute writing periods with accuracy rate of 96 percent. Production of three- and four-page unedited realtime transcripts of unfamiliar material with accuracy rate of 96 percent.

Prerequisite(s): RCR 1213

Corequisite(s): RCR 2201

Terms Offered: Fall

### **RCR 2212 Terminal Realtime Writing (1)**

Contact hours (2 total): 2 lab

Realtime dictionary analysis and dictionary building of medical and technical terminology. Endurance accuracy building sustained 20-minute writing periods with accuracy of 96 percent. Production of five-page unedited realtime transcript of unfamiliar material with accuracy rate of 96 percent.

Prerequisite(s): RCR 2211

Corequisite(s): RCR 2202

Terms Offered: Spring

## **(RES) Real Estate**

### **RES 1100 Real Estate Principles (3)**

Contact hours (3 total): 3 lecture

Ohio Division of Real Estate & Professional Licensing principles and practices. Introduction to the market of real property, contractual/property rights, investment, and ownership. Guidelines and operations for the real estate professional. Meets state requirements for licensing.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

### **RES 1200 Real Estate Law (3)**

Contact hours (3 total): 3 lecture

Real estate transactions and development from the perspective of legal professionals. Contracts, agency, civil rights, deeds, mortgages, and listing/purchasing agreements. Meets state requirements for licensing.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

### **RES 1300 Real Estate Appraisal (2)**

Contact hours (2 total): 2 lecture

Real estate appraisal techniques including market comparison, cost and income. Principles, process, and factors that influence the value of real estate. Single-family residential property, with some aspects of commercial income producing properties. Meets state requirements for licensing.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

### **RES 1400 Real Estate Finance (2)**

Contact hours (2 total): 2 lecture

Real estate finance in both primary and secondary markets. Financing instruments and techniques. Mortgage payment patterns, economic characteristics, standards, and financing of single and income-producing properties. Meets state requirements for licensing.

Prerequisite(s): CPE 0200

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

## **(RST) Regional Studies**

### **RST 2600 Regional Studies: North India (3)**

Contact hours (3 total): 3 lecture

An introduction to the land, people, history, politics, social institutions, literature and the philosophical and religious heritage of India.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Global Awareness.

Terms Offered: Spring

### **RST 2700 Regional Studies: Africa (3)**

Contact hours (3 total): 3 lecture

The history of Africa from early man to the present. Focus on the social economic, political, religious, and cultural development of ice age to the ancient, medieval, and to the present world.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1112

Global Awareness.

Terms Offered: Fall

### **RST 2800 Regional Studies of Latin America (3)**

Contact hours (3 total): 3 lecture

Survey course of the land, people, history, politics, social institutions, economic development, literature, and the arts of Latin America.

Prerequisite(s): ENG 1111

Pre/Corequisite(s): ENG 1122

Global Awareness.

Terms Offered: Fall, Spring

## **(SOC) Sociology**

### **SOC 1110 Introduction to Sociology (3)**

Contact hours (3 total): 3 lecture

Analysis of social theory, methodology, and principles to provide a framework to study culture, socialization, stratification, and deviance. Comparative analysis of sociologically relevant diverse worldviews: examining political, spiritual and social systems, economic and cultural traditions.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **SOC 2220 Comparing Cultures (3)**

Contact hours (3 total): 3 lecture

Compare and contrast non-western world cultures with focus on family organizations, food-getting, social stratification, economics, religion, the arts, and change.

Pre/Corequisite(s): ENG 1111 and SOC 1110

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **SOC 2230 Social Problems (3)**

Contact hours (3 total): 3 lecture

Builds on a general understanding of contemporary causes, treatment, and prevention of social problems within the United States. Advance understanding of social problems, and proposed solutions through the lens of three sociological theories and methodologies. Analyzing proposed solutions to social problems from culturally diverse perspectives.

Pre/Corequisite(s): SOC 1110 and ENG 1111

Terms Offered: Fall, Spring, Summer

### **SOC 2240 Racial and Cultural Minorities (3)**

Contact hours (3 total): 3 lecture

Racial, ethnic, and religious diversity in the United States, focusing on a sociological examination of Afro-Americans, Native Americans, regional minorities, diverse immigrant groups, and women.

Pre/Corequisite(s): ENG 1111 and SOC 1110

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **SOC 2250 Sociology of Poverty: Feminization of Poverty (3)**

Contact hours (3 total): 3 lecture

Historical trends of poverty, stratification of social class, homelessness, families in poverty, feminization of poverty, and racialization of poverty. Consider proposed poverty reducing strategies.

Pre/Corequisite(s): SOC 1110 and ENG 1111

Terms Offered: Fall, Spring

### **SOC 2260 Sociology of Sex and Gender (3)**

Contact hours (3 total): 3 lecture

Analysis of the impact of social and cultural values and norms on human sexuality and gender.

Prerequisite(s): SOC 1110 and ENG 1111

Terms Offered: Fall, Spring, Summer

# (SPN) Spanish

## **SPN 1100 Survival Spanish (3)**

Contact hours (3 total): 3 lecture

Basic pronunciation, phrases, and greetings in Spanish for travel or work. Tools for understanding and forming sentences in Spanish. May not be taken for credit toward graduation if successfully completed SPN 1111, 1112, 2111, 2112 or above at Clark State or any other accredited institution. True beginners' level. Will not meet language requirement for transfer at four-year institutions.

Prerequisite(s): CPE 0100 (True Beginners Level only)

Global Awareness.

Terms Offered: Fall, Spring

## **SPN 1111 Spanish I (3)**

Contact hours (3 total): 3 lecture

Beginning-level vocabulary and structures of Spanish. Practice speaking, reading, writing, and listening in the target language. Introduction to indicative mood of regular and irregular verbs; preterit and imperfect. Not for credit if successfully completed equivalent course at any other accredited institution.

Prerequisite(s): CPE 0100 and CPE 0300

Corequisite(s): ENG 1111

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall

## **SPN 1112 Spanish II (3)**

Contact hours (3 total): 3 lecture

Further study of the vocabulary and structure of the Spanish language; practice in speaking, reading, listening comprehension, and writing. Introduction to commands, present and imperfect subjunctive moods, future, and conditional. Not for credit if successfully completed equivalent course at any other accredited institution.

Prerequisite(s): SPN 1111 with a C or higher (or equivalent course at accredited institution) or Instructor Permission.

Global Awareness.

Terms Offered: Spring

## **SPN 2111 Spanish III (3)**

Contact hours (3 total): 3 lecture

Grammar review. Reading and discussion of selected texts with practice in speaking and writing the language.

Prerequisite(s): SPN 1112 with a C or higher (or equivalent course at accredited institution or instructor permission)

Global Awareness.

Terms Offered: Fall

## **SPN 2112 Spanish IV (3)**

Contact hours (3 total): 3 lecture

Further grammar review and language development. Reading and discussion of selected texts with practice in speaking and writing the language.

Prerequisite(s): SPN 2111 with a C or higher (or equivalent at another accredited institution or instructor permission)

Global Awareness.

Terms Offered: Spring

# (STT) Statistics

## **STT 2640 Elementary Statistics I (3)**

Contact hours (3.60 total): 2.40 lecture, 1.20 lab

Introduction to statistical techniques and methodology, including terminology, sample methods, descriptive statistics, data analysis, data relationships, elementary set theory, elementary probability, random variables, Poisson distribution, binomial distribution, contingency tables, and estimation; with a laboratory exploration of probabilistic and statistical concepts, and compilation of routine statistical computations.

Prerequisite(s): CPE 0700 with a grade of C or better and CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Fall, Spring, Summer

## **STT 2650 Elementary Statistics II (2)**

Contact hours (2.40 total): 1.60 lecture, 0.80 lab

Application of statistical techniques and methodology, sampling theory, design of experiments, correlation and regression, hypothesis testing, and analysis of variance; with a computer laboratory exploration of statistical concepts, computation of statistical parameters, and analysis of statistical significance.

Prerequisite(s): STT 2640 with a grade of C or better

Lab Fee: \$25.00

Terms Offered: Fall, Spring, Summer

# (SWK) Social Work

## **SWK 1100 Introduction to Social Work (3)**

Contact hours (3 total): 3 lecture

Introduction to the profession: historical development, value base, social systems perspective on social problems, and major fields of practice. Includes required knowledge, skills and values; critical thinking; problem solving; self-awareness; and appreciation of racial, ethnic, and cultural pluralism.

Pre/Corequisite(s): ENG 1111

Terms Offered: Fall, Spring

## **SWK 1105 Chemical Dependency I: Pharmacology and Physiology of Psychoactive Substances (3)**

Contact hours (3 total): 3 lecture

Pharmacology of psychoactive substances including physiological and psychological effects and their propensity for addiction. Identification of basic treatment theories and treatment and prevention strategies in the field of addictions.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

## **SWK 1121 Social Work Methods and Procedures (4)**

Contact hours (4 total): 4 lecture

Conceptual framework of generalist social work practice model. Creative problem solving, social work values, ethics and principles related to interventions with individuals, groups, organizations and communities. Exposure to different theoretical perspectives including the case management model. Motivational interviewing techniques.

Pre/Corequisite(s): SWK 1100 or Instructor Permission

Terms Offered: Fall, Spring

## **SWK 1136 Affective Education and Group Treatment (3)**

Contact hours (3 total): 3 lecture

Intrapersonal and interpersonal communication skills. Emphasis on personal growth and development. Group treatment model. Various group types, functions, and processes.

Pre/Corequisite(s): ENG 1111 and SWK 1100 or Instructor Permission

Terms Offered: Spring

## **SWK 2205 Chemical Dependency II: Assessment, Diagnosis, and Treatment Strategies (3)**

Contact hours (3 total): 3 lecture

Theories of addiction. Treatment and prevention models and strategies with abusive/addicted populations. Counseling techniques and strategies used in individual, group, and family approaches to addictions treatment. Concepts and practices of assessment, diagnosis, and treatment planning.

Prerequisite(s): ENG 1111 and SWK 1105 or Instructor Permission

Terms Offered: Fall, Spring

## **SWK 2215 Chemical Dependency III: Co-Occurring Disorders of Addiction and Mental Health (3)**

Contact hours (3 total): 3 lecture

Study of the population presenting with both substance abuse/addiction and mental health symptoms. History, definitions, symptomatology, assessment, and treatment strategies of Co-Occurring Disorders (COD).

Prerequisite(s): ENG 1111 and SWK 1105 or instructor permission

Terms Offered: Spring

## **SWK 2218 Social Work and Mental Health (3)**

Contact hours (3 total): 3 lecture

Social work practice serving individuals with mental health issues. Overview of the service systems and treatment approaches.

Pre/Corequisite(s): SWK 1121 or Instructor Permission

Terms Offered: Fall

## **SWK 2230 Introduction to Social Welfare (3)**

Contact hours (3 total): 3 lecture

Social welfare policy process through history, development, and organization of social welfare and social work.

Pre/Corequisite(s): ENG 1112 and SWK 1100 or Instructor Permission

Terms Offered: Fall

## **SWK 2231 Introduction to Social Welfare (3.1)**

Contact hours (3 total): 3 lecture

Social welfare policy process through history, development, and organization of social welfare and social work. Associate of Arts/Pre-Social Work degree majors for transfer into Wright State University's College of Social Work. 30 observation hours. May not take both SWK 2230 and SWK 2231 for credit toward graduation.

Pre/Corequisite(s): ENG 1112 and SWK 1100 or Instructor Permission

Instructor Permission Required.

Terms Offered: Fall

## **SWK 2232 Generalist Practice with Families (3)**

Contact hours (3 total): 3 lecture

Generalist social work practice model with emphasis on families, social work role, planning, goal setting, evaluation, and crisis work strategies within a generalist model of intervention.

Pre/Corequisite(s): SWK 1121 or Instructor Permission

Terms Offered: Spring

## **SWK 2260 Multicultural Competence in a Diverse World (3)**

Contact hours (3 total): 3 lecture

Introduction to the knowledge, skills, and processes required to develop a cultural competency. Historical development of discrimination. Need for cultural competency within the U.S. and international communities in the delivery of health and human services practices.

Prerequisite(s): ENG 1111 and SWK 1100 or Instructor Permission

Terms Offered: Fall

### **SWK 2271 Social Services Practicum I (2)**

Practicum placement of 210 hours in local social service agency under professional supervision. Development of professional social work skills, integration of social work theories and skill-based training and professional social work documentation.

Prerequisite(s): SWK 1121

Corequisite(s): SWK 2291

Instructor Permission Required.

Student Liability Fee: \$20.00

Terms Offered: Fall

### **SWK 2272 Social Services Practicum II (2)**

Practicum placement of 210 hours in local social service agency under professional supervision. Development of professional social work skills, integration of social work theories and skill-based training and professional social work documentation.

Prerequisite(s): SWK 1121

Corequisite(s): SWK 2292

Instructor Permission Required.

Student Liability Fee: \$20.00

Terms Offered: Spring

### **SWK 2291 Social Services Seminar I (1)**

Contact hours (1 total): 1 lecture

The first of two courses designed to provide a forum for student shared learning and problem solving involving their practicum placements. Integrate the practicum experience and social work theory in a classroom setting.

Prerequisite(s): SWK 1121

Corequisite(s): SWK 2271

Instructor Permission Required.

Terms Offered: Fall

### **SWK 2292 Social Services Seminar II (1)**

Contact hours (1 total): 1 lecture

The second of two courses designed to provide a forum for student shared learning and problem solving involving practicum placements. Will integrate the practicum experience and social work theory in a classroom setting.

Prerequisite(s): SWK 1121

Corequisite(s): SWK 2272

Instructor Permission Required.

Terms Offered: Spring

## **(THE) Theatre**

### **THE 1107 Voice and Speech for the Actor (3)**

Contact hours (3 total): 3 lecture

Basic training and practice in the actor's use of voice and speech for the stage.

Terms Offered: Fall

### **THE 1111 Stagecraft I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Introduction to the areas of technical theatre with a strong emphasis on scenery construction techniques. Tools, materials, hardware, and basic approaches to building and painting scenery for the stage. Hands-on experiences and lectures culminating in the final class project of building and painting the Theatre Program's fall production.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Lab Fee: \$25.00

Terms Offered: Fall

### **THE 1112 Stagecraft II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Continuation of Stagecraft 1 with special emphasis on advanced scenic and painting techniques, reading working drawings, and the basics of scenic design. Hands-on experiences and lectures culminating in the final class project of building and painting the Theatre Program's spring production.

Prerequisite(s): THE 1111

Lab Fee: \$25.00

Terms Offered: Spring

### **THE 1115 Props, Wardrobe, and Makeup (3)**

Contact hours (3 total): 3 lecture

Focus on skills needed to work on props, wardrobe, and makeup for the theatre. General techniques for building and finding properties, repairing and dressing costumes, and applying corrective and specialty makeup.

Lab Fee: \$30.00

Terms Offered: Spring

### **THE 1130 Theatre Appreciation (3)**

Contact hours (3 total): 3 lecture

Exploration of the artists, the plays, and the history that has shaped today's theatre.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Global Awareness.

Terms Offered: Fall, Spring, Summer

### **THE 1133 Script Analysis (3)**

Contact hours (3 total): 3 lecture

Introduction to script analysis: identifying plot, structure, action, themes, and application to the stage.

Prerequisite(s): CPE 0600 and grade of B or better in CPE 0300 or a grade of C or better in CPE 0400

Pre/Corequisite(s): none

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Fall, Spring

**THE 1140 Movement for Actors (3)**

Contact hours (4 total): 2 lecture, 2 lab

Movement principles for actors including alignment, weight transference, simple movements, and movement combinations with brief study of modern movement techniques.

Pre/Corequisite(s): none

Terms Offered: Spring

**THE 1151 Acting Practicum I (1)**

Contact hours (3 total): 3 lab

Experience in acting. Open to all students. Meets graduation requirements for AA in Theatre Arts Performance. May be repeated for a maximum of 4 credit hours.

Terms Offered: Fall, Spring

**THE 1152 Acting Practicum II (2)**

Contact hours (4 total): 4 lab

Experience in acting. Open to all students. Meets graduation requirements for AA in Theatre Arts Performance. May be repeated for a maximum of 4 credit hours.

Instructor Permission Required.

Terms Offered: Fall, Spring

**THE 1161 Technical Practicum I (1)**

Contact hours (3 total): 3 lab

Experience in technical production. Open to all students. Meets graduation requirements for AA in Theatre Arts Technical. May be repeated for a maximum 4 credit hours.

Instructor Permission Required.

Terms Offered: Fall, Spring

**THE 1162 Technical Practicum II (2)**

Contact hours (4 total): 4 lab

Experience in technical production. Open to all students. Meets graduation requirements for AA in Theatre Arts Technical. May be repeated for a maximum of 4 credit hours.

Instructor Permission Required.

Terms Offered: Fall, Spring

**THE 1166 Theatre Arts Tour (3)**

Contact hours (5 total): 2 lecture, 3 lab

Survey and practical application of the touring process for high school audiences.

Prerequisite(s): CPE 0100

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

**THE 2201 Acting I (3)**

Contact hours (4 total): 2 lecture, 2 lab

Basic training and practice in vocal, physical, and creative processes used by the actor for the stage, emphasis on character development and scoring techniques.

Prerequisite(s): ENG 1111 and THE 1130 or Instructor Approval

Corequisite(s): none

Terms Offered: Fall

**THE 2202 Acting II (3)**

Contact hours (4 total): 2 lecture, 2 lab

Continuation of actor training for the stage. Increased emphasis on character development, scoring, and styles.

Prerequisite(s): THE 2201

Terms Offered: Spring

**THE 2210 Stage Lighting (3)**

Contact hours (3 total): 3 lecture

Study of stage lighting techniques, fixtures, circuiting, dimmers, lighting consoles, and automated fixtures. Hands-on experience in hanging lights from a light plot; running a follow spot for a professional performance; programming a lighting console; programming moving lights set to music; and creating the light plot, paperwork, and paper cues for a single-set interior production. Offered Spring, odd numbered years

Prerequisite(s): CPE 0100 and THE 1111

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

**THE 2220 Sound (3)**

Contact hours (4 total): 2 lecture, 2 lab

Theory and practices in sound reinforcement, effects, and design for indoor and outdoor stage. Audio equipment and systems; recording techniques and operation of sound for live performance. Hands-on experience in sound design and installation. Offered Spring, even numbered years

Prerequisite(s): CPE 0100 and THE 1111

An appropriate COMPASS Placement, ACT, or SAT score will satisfy the respective CPE requirement.

Terms Offered: Spring

**THE 2230 Theatre Management (3)**

Contact hours (3 total): 3 lecture

Organization and operation of the theatre including staff, funding, ticket sales, marketing, and grant writing. Offered Fall, even numbered years.

Prerequisite(s): THE 1130

Terms Offered: Fall

**THE 2235 Stage Management (3)**

Contact hours (3 total): 3 lecture

Stage management responsibilities including; rehearsal and performance document preparation; and the development of organizational skills. Offered Fall, odd numbered years.

Prerequisite(s): THE 1130

Terms Offered: Fall

**THE 2240 Basics of Theatre Design (3)**

Contact hours (4 total): 2 lecture, 2 lab

Preliminary concepts of set, lighting, sound, and costume design for live theatre, including history of theatrical presentation and motivation for design concepts.

Pre/Corequisite(s): THE 2210 or THE 2220

Terms Offered: Fall



**THE 2241 Theatre History I (3)**

Contact hours (3 total): 3 lecture

Survey of the history and development of theatrical production from Ancient Greece through Neoclassical France. Emphasis on play production rather than literature. Representative plays studied.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Fall

**THE 2242 Theatre History II (3)**

Contact hours (3 total): 3 lecture

Survey of the history and development of theatrical production from Restoration through the present. Emphasis on play production rather than literature. Representative plays studied.

Pre/Corequisite(s): ENG 1111

Global Awareness.

Terms Offered: Spring

**THE 2280 Directing (3)**

Contact hours (3 total): 3 lecture

Introduction to the art and techniques of directing for the stage, including visual storytelling, script analysis, and working with actors.

Prerequisite(s): THE 1130

Terms Offered: Spring

**THE 2282 Co-Op Education (3)**

Contact hours (1 total): 1 lecture

Apply classroom studies in a technical theatre workplace.

Prerequisite(s): THE 1111 and THE 1112

Terms Offered: Spring, Summer



# Campus Directory

2012  
2013

Want to know who's who at Clark State? Our Campus Directory will introduce you to all of the faculty and staff who are here to help you realize your college dreams.

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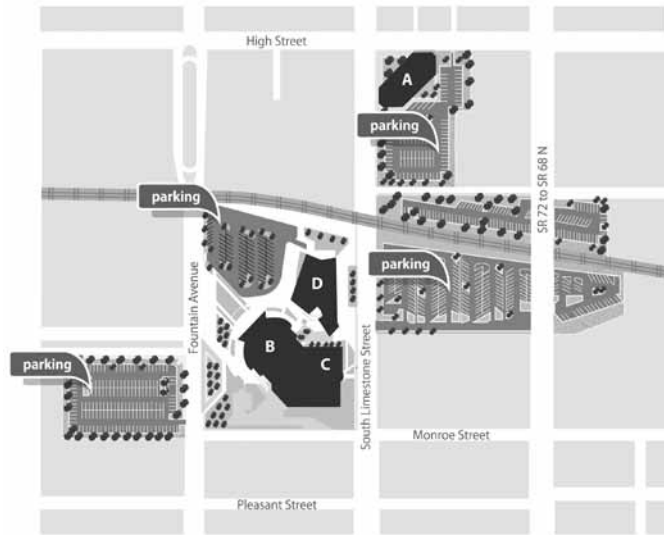
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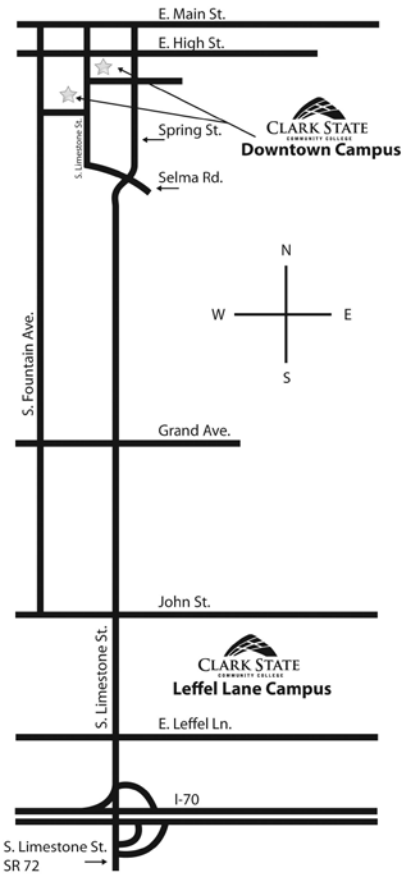


# Campus Maps

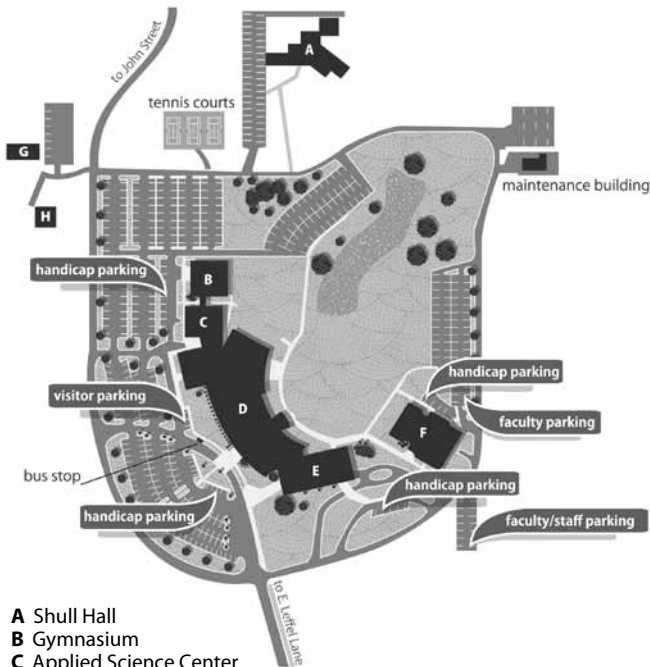


- A** Brinkman Center for Education and Innovation
- B** Performing Arts Center
- C** Turner Studio Theatre
- D** Hollenbeck Bayley Creative Arts & Conference Center

## DOWNTOWN SPRINGFIELD CAMPUS

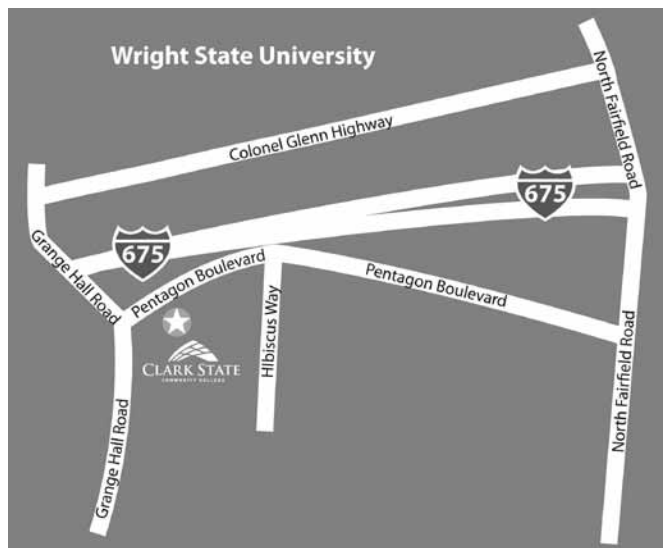


## BETWEEN THE CAMPUSES



- A** Shull Hall
- B** Gymnasium
- C** Applied Science Center
- D** Sara T. Landess Technology & Learning Center
- E** Rhodes Hall
- F** LRC
- G** Disaster Recovery Learning Lab
- H** Tactical Training Tower

## LEFFEL LANE CAMPUS



## GREENE CENTER - BEAVERCREEK

Leffel Lane Campus  
570 East Leffel Lane  
Springfield, Ohio 45505  
937.325.0691



Beavercreek Campus, Greene Center  
3775 Pentagon Boulevard  
Beavercreek, Ohio 45431  
937.429.8819

Downtown Springfield Campus  
100 South Limestone Street  
Springfield, Ohio 45502  
937.325.0691



Clark State Performing Arts Center  
300 South Fountain Avenue  
Springfield, Ohio 45506  
937.328.3874

Hollenbeck Bayley  
Creative Arts & Conference Center  
275 South Limestone Street  
Springfield, Ohio 45505  
937.328.7975

Logan County Campus  
Ohio Hi-Point Career Center  
2280 State Route 540  
Bellefontaine, Ohio 43311  
937.292.7154



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